



CITY COUNCIL MEETING AGENDA

February 12th – 7:00 pm

*This is an in-person meeting at Saugatuck City Hall, 102 Butler St, Saugatuck, MI 49453.
The meeting will also be available live, virtually on Zoom.*

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Mayor’s Comments**
5. **City Manager Comments**
6. **Agenda Changes** (*Additions/Deletions*)
7. **Guest Speaker**
8. **Public Comment on Agenda Items Only** (*Limit 3 minutes*)
9. **Consent Agenda:** (*Roll Call*)
 - A. Regular City Council Meeting Minutes – January 22nd, 2024. *Pg.3*
 - B. Special City Council Meeting Minutes _ February 6th, 2024. *Pg.10*
 - C. Special City Council Meeting Minutes – February 7th, 2024. *Pg.12*
 - D. Right of Way Signage Request- Pallette Sign Banner for St. Patrick’s Day Pub Crawl *Pg.14*
 - E. Meeting Rules of Procedure Amendment – Remove 10.B.7a)- Short Term Rental Task Force and 10.B.10- Tri-Community Recycling Ad-Hoc Committee. *Pg.16*
10. **Staff Reports, Boards, Commissions & Committees:**
Starting on *Pg.27*
 - A. **Staff Reports:**
 1. City Manager
 2. Treasurer
 3. Planning and Zoning
 4. Department of Public Works

NOTICE:
Join online by visiting:
<https://us02web.zoom.us/j/2698572603>

Join by phone by dialing:
**(312) 626-6799 -or-
(646) 518-9805**

Then enter “Meeting ID”:
2698572603

Please send questions or comments regarding meeting agenda items prior to meeting to:
ryan@saugatuckcity.com

Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck City Clerk at 269-857-2603 or JWolters@saugatuckcity.com for further information.

5. Police
6. Engineer

B. Boards, Commissions & Committees:

1. Fire District Administration Board
2. Interurban Board
3. Kalamazoo Lake Sewer & Water Authority
4. Kalamazoo Lake Harbor Authority
5. Zoning Board of Appeals
6. Historic District Commission
7. Planning Commission
 - a) Short Term Rental Task Force
8. Parks & Public Works Committee
9. Tri-Community Non-Motorized Trail Study Committee
10. Tri-Community Recycling Ad-Hoc Committee

11. Request for Payment: None

12. Approval of Accounts Payable: *(Roll Call)*

- A. Accounts Payable in the amount of \$572,668.79 *Pg.44*

13. Introduction of Ordinances: None

14. Unfinished Business: None

15. New Business:

- A. City Council Meeting Date Request *(Voice Vote) Pg.50*

16. Public Comments *(Limit 3 minutes)*

17. Correspondence:

18. Council Comments

19. Adjourn *(Voice Vote)*



**CITY COUNCIL MEETING MINUTES - Proposed
January 22, 2024**

The City Council met for Regular Council Meeting at 7:00 p.m.
City Hall
102 Butler St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Mayor Stanton at 7:00 p.m.

Pledge of Allegiance.

Attendance:

Present: Mayor Stanton, Mayor Pro-Tem Baldwin and Councilmembers Anderson, Gardner, Muncey and White.

Absent: Dean.

Motion by Baldwin, second by Muncey to excuse Councilmember Dean from this evening's meeting. Via voice vote, motion carried 6-0.

Others Present: City Manager Heise, Director of Planning, Zoning & Project Management Cummins, Treasurer Stanislawski, Department of Public Works Assistant Superintendent Herbert, Attorney Jake Witte and Clerk Wolters.

Mayor's Comments:

Recommended people should watch the last Planning Commission meeting online as it was very informational. The meeting had two guest speakers from members of the Planning Commission from Charlevoix and East Bay Township.

City Manager Comments:

Explained that his City Manager report is included in the agenda. There is a public hearing on the agenda tonight for the five-year parks and recreation plan. There is a notice on the top of the agenda that will be part of the agenda change.

Agenda Changes:

Motion by Baldwin, second by Muncey to change the verbiage in the posted public hearing from township board to Saugatuck City Council and to include Dean Kapenga as our guest speaker. Via voice vote, motion carried 6-0.

Guest Speakers:

Dean Kapenga, Allegan County District 3 Commissioner.

- Saugatuck Public School does not have an officer in the school.
- He has been working with other counties on health issues.
- Reports of some committees he's on:
 - The Sheriff's Department took in 49,180 calls this year.
 - The Fire Department took 8,056 calls.
 - Adult day care services. In home support, transportation, emergency pens.
 - The water study work group hired an engineer to look at the protection strategy of water.
 - Health office Angelique Joynes is retiring, and he is interviewing for her replacement.

Public Comment on Agenda Item Only:

Dan Fox, resident. Item 15D.

- Noted that it looks like the City is gaming the system.
 - Airport property is not listed as a City asset but as a natural resource area.
 - Opportunities for that property include only use as some sort of park.
 - There is no mention of assessing the property's financial value.
 - It is located out of the City and fully in the Saugatuck Township jurisdiction.

Consent Agenda:

A. Regular City Council Meeting Minutes – January 8th, 2023.

Motion by Baldwin, second by Anderson to approve the regular city council meeting minutes from January 8th, 2024. Upon roll call vote, motion carried 6-0.

Staff Reports:

City Manager, Director of Planning & Zoning, Treasurer, DPW Superintendent and Engineer submitted status reports of current activities since the last Council meeting on January 8th, 2023, for their respective departments.

DPW Herbert informed the Council:

- Highlighted the hard work his team has been doing with the past couple weeks.
- Thanked Councilmembers Anderson and Baldwin for riding along during snow plowing.

Boards, Commissions & Committees:

Fire District Administration Board, Dan Fox:

- Gave a recap of the house fire in Douglas which started in the kitchen.
- Recap from January 15th:
 - They had a successful auditor's report, thanks to Treasurer Stanislawski.
 - There are numerous reports available for viewing on the Fire Districts website with valuable statistics.
 - Chief Janik participated in the school safety committee discussions about a school safety officer.
 - Tabled a funding approval for a TMA truck.
 - They service over 200 calls a year for accidents on the highway.
 - The TMA truck creates a safe ground for firefighters to put cones on the ground.
 - The TMA truck serves as a barricade in the event someone rearends the accident scene.

- The truck cost is \$202,000 and \$90,000 has been donated thus far.
- They plan on selling a pumper to assist with the cost.
- The Ambulance Study group met with a supplier, and they are looking forward to the plan for a six-month trial period.
 - The trial period will be April or May and go throughout the summer.
 - The next meeting is this Friday.

Interurban Board, Councilmember Muncey:

- Extended hours will be:
 - Starting March 1:
 - Monday-Friday 7am-7pm and Sunday 9am-7pm.
 - Memorial Day-Labor Day:
 - Monday-Thursday 7am-7pm, Friday 7am-11pm and Saturday 9am-11pm.
- Director Phyllis Yff worked for 17 years is retiring.
- Councilmember Muncey is on the committee to select the new director but has stepped down as he is going to apply for the position.

KLSWA, Barry Johnson:

- Meeting on January 15th:
 - Reviewed wages and expenses so Darryl could prepare a budget to vote on.
- Meeting on January 22nd:
 - Approved budget-
 - Approved a staff 3% raise.
 - Budget running at \$3,034,000 with revenue of \$3,057,000.

Kalamazoo Lake Harbor Authority, Mayor Stanton:

- They meet tomorrow.

Zoning Board of Appeals: None.

Historic District Commission, Councilmember Gardner:

- Next meeting is Thursday, February 1st.

Planning Commission, Chair Councilmember Anderson:

- The last meeting was really informative in addition to listening to experiences from Charlevoix and East Bay Township especially around caps.
- If all goes according to plan, they will recommend to Council soon.

Parks and Public Works Committee, Mayor Pro-Tem Baldwin:

- Looking forward to speaking on 15D, the five-year plan and next meeting is tomorrow at 10am.

Tri-Community Non-Motorized Trail Study Committee, Councilmember Dean: None.

Tri-Community Recycling Ad-Hoc Committee: None.

Request for Payment: None.

Approval of Accounts Payable:

A. Accounts Payable in the amount of \$320,206.58.

Motion by Gardner, second by Muncey to approve the accounts payable in the amount of \$320,206.58. Via roll call vote, motion carried 6-0.

Introduction of Ordinances: None.

Unfinished Business: None.

New Business:

Ordinance No. 240122-A – Improvements in Right of Way:

Motion by Baldwin, second by Anderson to approve Ordinance No. 240122-A and Permitting for Installations in City Streets policy to allow for limited resident improvements to the public right of way with approval of the City. Via roll call vote, motion carried 6-0.

Ordinance No. 240122-B – Zoning Amendments to Waterfront:

Motion by White, second by Baldwin to adopt Ordinance No. 240122-B, to amend Title XV, Chapter 154, of the Code of the City of Saugatuck to create the C-2 Downtown Waterfront Preservation Zoning District, amend various sections of the ordinance to reflect the implementation recommendations of the City of Saugatuck Waterfront Development Project, and to amend the Official Zoning Map to rezone certain lands currently zoned C-2 Water Street South and C-1 Water Street North to the new C-2 Waterfront Preservation Zoning District. Via roll call vote, motion carried 6-0.

Resolution 240122-A - Fee Schedule Update- ROW Permit Fee:

Motion by Baldwin, second by White to approve Resolution No. 240122-A to update the City's schedule of fees to add right of way and tree permit fees. Via roll call vote, motion carried 6-0.

Parks and Rec Five Year Plan:

Motion by Muncey, second by Anderson for a public hearing for the five-year park and recreation plan. Via roll call vote, motion carried 6-0.

Hearing was called to order by Mayor Stanton at 8:01 p.m.

Mayor opened public comments on the Parks and Rec Five Year Plan at 8:02 p.m.

1. Supporting comments (audience & letters)- None.
2. Opposing comments (audience & letters)- None.
3. General comment opportunity (Supporting, Opposing, General)- None.

Mayor closed public comments on the Park and Rec Five Year Plan at 8:03 p.m.

Council Comments:

Anderson: This is an incredibly thoughtful, comprehensive plan and commends the committee for working on it as well as the other municipalities. Especially in getting grants, but also just providing great information and what is valued is terrific.

Muncey: Echoed Councilmember Anderson, thanked everyone that worked hard on this plan, the Township, City of Douglas and City of Saugatuck. There were a lot of great open meetings. They were fun to go to, very informative and everyone can learn from each other and glad the project was done together.

White: Incredibly well put together report, enjoyed the detail that was presented here as a community that people love to visit and work or live in. He questioned the intent of the document; he understands it is used to shop for grants. He questioned the process and procedure. Is the Parks and

Rec committee recommendation to Council? Is it intended to be used as Council's mandate to staff to accomplish specific goals?

Baldwin: The goal is to keep it updated on what is out there in inventory and possibilities. It is a guideline. John is online from the consultants at VIRIDIS Design Group.

John McCann PLA, ASLA < LEED AP Principal from VIRIDIS Design Group: He worked on the plan with the committee and wanted to mention the document is a planning document. This needs to be done if there is an interest in going after DNR grant monies. So having all the information on the plan covers all the bases. If information is not on there then the DNR will ask questions and may not score well. The document can be amended at any time.

White: He appreciates the information. Some things he noticed in the plan regarding the airport property, being one of the largest pieces of land and assets the City owns. He wanted to make sure the City wasn't committing to that land and the plan wasn't the final word on the land usage, it's being classified as a park currently and that hasn't been decided yet.

Gardner: The population growth stood out to him as it has dropped 18.7% from 2010-2020, not a good trend. The City is economically successful, but population-wise, is struggling. The airport land is classified as a natural resource area, he is not sure how that was made. The property is not a park and not publicly accessible at this point and says zero accessibility at the bottom. How did it get added as a park?

Baldwin: There has been a lot of public comment open for this and public review. With the airport property, it is part of City Council's mandate is to pursue opening up the trails that already exist. This is a living document and if the City decides to sell the airport and is not sure where the population decrease relates to the airport property. The decrease in population is caused by an influx in short-term rentals.

John McCann: The airport property is a natural resource area just based on the fact that it is a City owned vacant parcel that is available and has high ecological quality and habitat. Reviewing parks' nature areas, it's currently being used as a recreational facility since people just go and use it as they wish even though it's not technically open to the public. This type of report planning documents do include all properties owned by the City or Township because they could be converted into a park. The natural resource area category is just given to it based on its current site features.

Muncey: This does not mean that this cements where this property is going to be. It is part of the grant writing process.

Garnder: The report is well thought out. The council should be actively looking at the property from an asset standpoint, not just a park.

Stanton: The plan can be changed in the future; the opportunity is there, and the discussion can happen at another time.

Motion by Anderson, second by Gardner to close the public hearing on the five-year park and rec plan. Via roll call vote, motion carried 6-0.

Mayor closed the public hearing at 8:20 p.m.

Motion by Muncey, Second by Anderson to approve the Parks and Rec five-year plan. Via roll call vote, motion carried 6-0.

AT&T Project Update:

City Manager Heise informed the Council that he communicated the below requests to AT&T and is waiting for a response.

- 1) The City is requesting that AT&T contribute funds to improve an existing facility at the Historical Pumphouse, which currently has a small bathroom. An alternative option would be to upgrade the existing restroom near the steps. – The ask \$40,000.00.

- 2) Assistance with restoring vegetation on the sand dune. This is of mutual benefit for both AT&T's investment in infrastructure along with the City's long-term environmental goals. - \$15,000.00.
- 3) A contribution of \$30,000.00 for painting the radome.

Proclamation No. 240122 - P1 and No. 240122-P2 – Arbor Day:

Motion by Muncey, second by Baldwin to approve Proclamation No. 240122-P1 and 240122-P2 as presented. Via Roll call vote, motion carried 6-0.

2024 Street End License Agreements:

Motion by Gardner, second by Anderson to approve the 2024 Municipal License Agreement rates as presented on Attachment A and authorize the Mayor and City Clerk to sign such Agreements for 2024 as presented. Via voice vote, motion carried 6-0.

2024 Wicks Park Boat Slips:

Motion by Muncey, second by Baldwin to approve the 2024 Wicks Park boat slip rates of \$2,000 for non-residents and \$1,800 for residents. Via voice vote, motion carried 6-0.

2024 Summer Tax Collection:

Motion by White, second by Garnder to authorize the Mayor and City Clerk to sign and enter into an agreement between the City of Saugatuck, Saugatuck Public Schools, and the OAISD for collection of the 2024 summer tax levies at a rate of \$2.75 per parcel. Via voice vote, motion carried 6-0.

Right of Way Sign App – CVB:

Motion by Muncey, second by Baldwin to approve the right of way sign application from the CVB for the dates on January 29th through February 13th. Via voice vote, motion carried 6-0.

Public Comment: None.

Correspondence: None.

Council Comments:

- Councilmember Anderson: One statistic that really struck her was City of Saugatuck has the highest median household income level and the highest poverty level. She wants to make sure enough is being done to assist those people in need.
- Councilmember Gardner: The plan has come a long way from when it was originally wrote back in 2019. It has grown quite a bit, and he supports it. His questions are not meant to be judgmental, but just to understand the ramifications of adopting the report and what commitments that makes for the City. He still believes the airport property should be reviewed at a higher level at a Council and City level to determine best use.
- Mayor Pro-Tem Baldwin: Thank you for adopting the five-year park plan, it was a lot of work by a lot of volunteers and consultants. Congratulations to the Planning Commission for their hard work on the waterfront. For a small town of about 860 residents, there are many people who volunteer to serve on the committees. She thanked everyone.

- Councilmember Muncey: Thanks to the Planning Commission and everybody and also the citizens who took part in all of the great surveys and participated in the meetings. Now that the waterfront is done, the STR is next. There have been big projects, and he is proud to serve on Council through them. There is a new bakery going in next to Wicks Park Bar and Grill, called Erica June Baking Company. That will be two new bakeries in town, make sure to support them.
- Councilmember White: There's a lot of great work that a lot of people have been working on that was presented and reviewed tonight. It's cool to see the coordinated efforts occurring. Congratulations to the waterfront, zoning group and the parks group and Thank You.

Adjournment:

Motion by Anderson, second by Muncey to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Stanton adjourned at 8:34 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



**CITY COUNCIL SPECIAL MEETING MINUTES- PROPOSED
February 6, 2024**

The City Council met for a Special Meeting at 4:00 p.m.
City Hall
102 Butler St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Mayor Stanton at 4:00 p.m.

Attendance:

Present: Mayor Stanton, Mayor Pro-Tem Baldwin and Councilmembers Anderson, Dean, Gardner, Muncey and White.

Absent: None.

Others Present: Director of Planning, Zoning & Project Management Cummins, Attorney Chris Patterson, and Clerk Wolters.

Agenda Changes: None.

Guest Speakers: None.

Public Comment: None.

Discussion Items:

Designation of Ryan Cummins as acting City Manager:

City Attorney Chris Patterson presented to the Council:

- Per section 30.01(b) of the code and the charter, this is the Council's confirmation to designate the acting manager as has been provided by Mr. Ryan Heise himself.
- The City Manager role has statutory obligations for the City and was recommended the Mayor coordinate on having the special meeting to get the appointment process done to fill that seat.

Motion by Dean, second by Baldwin to consent and approve to Manager Heise's designation of Ryan Cummins as acting City Manager during the temporary absence of Manager Heise, pursuant to Section 6.2(b) of the City Charter. Via roll call vote, motion carried unanimously.

Correspondence: None.

Council Comments:

- Councilmember Anderson: None.
- Councilmember Gardner: None.
- Mayor Pro-Tem Baldwin: Thanked Ryan Cummins for filling in at a critical time. She appreciates it and he will serve the City well.
- Councilmember Dean: Thanked Ryan Cummins for his service to the community.
- Councilmember Muncey: Thanked Ryan Cummins for taking on this temporary position. He noted that it is his birthday tomorrow.
- Councilmemeber White: None.
- Mayor Stanton: None.

Adjournment:

Motion by Muncey, second by Anderson to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Stanton adjourned at 4:04 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



**CITY COUNCIL SPECIAL MEETING MINUTES- PROPOSED
February 7, 2024**

The City Council met for a Special Meeting at 4:00 p.m.
City Hall
102 Butler St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Mayor Stanton at 4:00 p.m.

Attendance:

Present: Mayor Stanton, Mayor Pro-Tem Baldwin and Councilmembers Anderson, Dean, Gardner, Muncey and White.

Absent: None.

Others Present: Director of Planning, Zoning & Project Management Cummins, Attorney Jake Witte, and Clerk Wolters.

Agenda Changes: None.

Guest Speakers: None.

Public Comment: None.

Discussion Items:

Resolution 240207-A – Resolution adopting the Tri-Community 2024 Parks and Recreation Master Plan:

Mayor Pro-Tem Baldwin presented:

- The Council has already adopted the plan.
- The administrative task of formally adopting a resolution was not completed.
- There is nothing new about the plan.
- The guidelines require an adoption of resolution.

Gardner asked if it's a boilerplate resolution from the state.

Baldwin replied yes and delivered from the consultant.

Motion by Muncey, second by Dean to approve Resolution 240207-A, a resolution adopting the Tri-Community 2024 Parks and Recreation Master Plan. Via roll call vote, motion carried unanimously.

Correspondence: None.

Council Comments:

- Councilmember Anderson: Wished Councilmember Muncey a Happy Birthday.
- Councilmember Gardner: Wished Councilmember Muncey a Happy Birthday.
- Mayor Pro-Tem Baldwin: Wished Councilmember Muncey a Happy Birthday.
- Councilmember Dean: Wished Councilmember Muncey a Happy Birthday.
- Councilmember Muncey: Wished Councilmember Muncey a Happy Birthday.
- Councilmemeber White: Wished Councilmember Muncey a Happy Birthday.

Adjournment:

Motion by Anderson, second by White to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Stanton adjourned at 4:03 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: February 12, 2024
SUBJECT: Right of Way Signage Request

DESCRIPTION:

Saugatuck/Douglas Events has applied for a right of way signage to be displayed on the Saugatuck Pallete sign from March 1st through March 16th for the St. Patrick's Day Pub Crawl event.

The City Council may approve a banner as an exception, as listed in section 150.30(H). The conditions for approval of the exception are as follows:

1. The sign does not create a traffic vision obstruction;
2. The sign does not create a pedestrian traffic obstruction;
3. The sign is compatible with the surroundings and is not uniquely out of character for the community;
4. The sign does not create a situation which could be detrimental to health safety, or welfare; and,
5. The banner shall be displayed for no more than three 14-day periods between January 1 and December 31 of any year.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Move to approve/deny the right of way sign application from Saugatuck/Douglas Events for the dates on March 1st through March 16th for the St. Patrick's Day Pub Crawl event.



Right of Way Sign Application

APPLICANTS INFORMATION **APPLICATION NUMBER** _____ - _____

Name St Patricks Day Pub Crawl Address / PO Box 2805 62nd Street
City Fennville State MI Zip 49408 Phone 2318788566
E-Mail eventssaugatuckdouglas@gmail.com
Signature *April Sundry* Date 1/31/2024

SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Type: Number of Yard Signs _____ Number of Banners 1

Dates to be displayed 3/1-3/16/2024

Further Comments:
4 x 12 Banner to be hung under Saugatuck Pallet sign at intersection at Lake and Blue Star Hwy advertising the St Patricks Day Pub Crawl put on by Operation Hope For Allegan Youth

PLEASE INCLUDE THE FOLLOWING INFORMATION

Pursuant to Section 150.30, please attach the following supporting documents when applying for sign approval

- | Y | N | NA | |
|-------------------------------------|--------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Dimensions and type of each proposed sign <u>4 x 12 BANNER</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Map showing the location of each sign <u>Intersection Lake St & Blue Star Hwy</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Explanation of how each sign will be attached and secured <u>Attached to Pallet Sign</u> |

Pursuant to Section 150.30(H), please to the following questions:

- Will the signs create a traffic vision obstruction?
- Will the signs create a pedestrian traffic obstruction?
- Are the signs compatible with the surroundings and is not uniquely out of character for the community? and
- Do the signs create a situation which could be detrimental to health, safety, or welfare?



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: February 12, 2024
SUBJECT: City Council Meetings Rules of Procedure Amendment

DESCRIPTION:

This proposed amendment to the existing Rules and Procedures document amends the "Conduct of Meetings" section 3, "Agenda Order of Business" to rearrange the current agenda. Please review current and proposed new agenda below. Remove 10.B.7a)- Short Term Rental Task Force and 10.B.10- Tri-Community Recycling Ad-Hoc Committee.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** the amendment to the City Council Rules and Procedures for Meetings originally adopted on July 23, 2007.

Current Agenda:

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 4. Department of Public Works
 5. Police
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 3. Kalamazoo Lake Sewer & Water Authority
 4. Kalamazoo Lake Harbor Authority
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 6. Historic District Commission
 7. Planning Commission
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 9. Tri-Community Non-Motorized Trail Study Committee
 10. Tri-Community Recycling Ad-Hoc Committee
11. Request for Payment
12. Approval of Accounts Payable
13. Introduction of Ordinances
14. Public Hearings
15. Unfinished Business
16. New Business
17. Public Comments
18. Correspondence
19. Council Comments
20. Adjourn

New Agenda:

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THE CITY OF SAUGATUCK
RULES OF PROCEDURE FOR CITY COUNCIL MEETINGS

AUTHORITY

These rules are adopted by the City Council pursuant to the provisions of the Charter of the City of Saugatuck adopted March 14, 1983. City Council may alter or amend these rules at any time by a majority vote.

REGULAR AND SPECIAL MEETINGS

1. **Regular Meetings** In accordance with Section 4.13 of the City Charter, the regular Meetings of the City Council will be held on the second and fourth Monday of each month beginning at 7:00 p.m. at the Council Room located at 102 Butler Street, Saugatuck, Michigan, or at any other place within the City limits upon the approval of the City Council. Whenever a meeting place of the City Council appears to be inadequate for members of the public to attend, the Mayor, or City Manager and or City Clerk may change the meeting to a larger facility located in the City of Saugatuck. A notice of the change shall be prominently posted on the door of the original meeting place at least 18 hours prior to the time of the meeting. The City Clerk shall make every reasonable attempt prior to the meeting to give notice of such change in the meeting place in a newspaper of general circulation of the City.- Council meetings shall conclude no later than 10:00 p.m., subject to extension by majority vote of the Council.

2. **Special Meetings** In accordance with Section 4.14 of the City Charter, The City Council shall meet in special session when the City Clerk receives written request from the Mayor, the City Manager, or any two members of the City Council on (18) hours written notice (which shall include e-mail) to each member of the Council, designating the purpose of such meeting and served personally or left at his/her usual place of residence by the Clerk or someone designated by "I the Clerk.

No official action shall be transacted at any special meeting of the Council unless the item has been stated in the notice of such meeting and the meeting has been posted in accordance with the provisions of the Open Meetings Act.

3. **Posting Requirements for Regular and Special Meetings** At its first meeting in July, the City Council, shall adopt a schedule of its regular meeting day and time. The City Clerk or his/her designate shall post the adopted schedule in a conspicuous location at City Hall within 10 days after the first meeting of the City Council in each calendar year, indicating the dates, times and place of regular meetings.

For a rescheduled regular or a special meeting of the Council, a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting as required by the Open Meetings Act. Such notice is not

required for a meeting of the Council in emergency session in the event of a severe and imminent threat to the health, safety or welfare of the public when two-thirds (1/2) of the Members of the Council determine that delay would be detrimental to the City's efforts in responding to the threat.

4. **Minutes of Regular and Special Meetings** The City Clerk shall attend the Council meetings and record all the proceedings and resolutions of the Council in accordance with the Open Meetings Act. In the absence of the Clerk, the Council or City Manager may appoint another person to temporarily perform the Clerk's duties.

Minutes are recorded to provide an accurate written history of the proceedings of Council. They are not transcripts of the meeting or verbatim renderings or summaries. The only actions that must be recorded in the minutes are motions made, seconds to motions, amendments, and votes taken. The record of each motion will include the name of the person making the motion, and the name of the person to second the motion and the vote of City Council. The minutes must also indicate the action taken on the motion, generally "approved" or "failed." The City Clerk shall be responsible for maintaining the official proceedings of the City Council in the English language.

CONDUCT OF MEETINGS

1. **Meeting to be Public** All regular and special meetings of the Council shall be open to the public, and citizens shall have a reasonable opportunity to be heard in accordance with such rules and regulations as the Council may determine, except that the meetings may be closed to the public and the media in accordance with the Open Meetings Act.

All official meetings of the Council and its committees (except for closed sessions as authorized by the Open Meetings Act) shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do no interfere with the orderly conduct of the meetings.

2. **Agenda Preparation** The City Manager or Mayor or City Clerk or his/her designate shall prepare the agenda of business for all regularly scheduled City Council meetings. All matters to be placed on the agenda shall be received in the office of the City Manager by the close of business on the Wednesday preceding the next regular meeting. The order on the agenda of such items shall be determined by the City Manager or Mayor with priority given to items which will have presenters at the meeting.

Items not being considered as part of the regular meeting agenda may only be added upon unanimous consent of the members present. These items shall be placed on the agenda under the appropriate classification as determined by the City Council.

3. **Agenda Order of Business: (updated 5-22-23)** The agenda shall be arranged in the following order:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Mayor's Comments
5. City Manager Comments
6. Agenda Changes (Additions/Deletions)
7. Public Comment on Agenda Items Only (Limit 3 minutes)
8. Consent Agenda: *(Roll Call)*
 - A. Regular City Council Meeting Minutes
9. Staff Reports, Boards, Commissions & Committees
 - A. Staff Reports:
 - a. City Manager
 - b. Treasurer
 - c. Planning and Zoning
 - d. Department of Public Works
 - e. Police
 - f. Engineer
 - B. Boards, Commissions & Committees:
 - a. Fire District Administration Board
 - b. Interurban Board
 - c. Kalamazoo Lake Sewer & Water Authority
 - d. Kalamazoo Lake Harbor Authority
 - e. Zoning Board of Appeals
 - f. Historic District Commission
 - g. Planning Commission
 - 1) Short-Term Rental Task Force
 - h. Parks & Public Works Committee
 - i. Tri-Community Non-Motorized Trail Study Committee
 - j. Tri-Community Recycling Ad-Hoc Committee
10. Guest Speakers
11. Request for Payment
 - A. Approval of Accounts Payable
12. Introduction of Ordinances
13. Public Hearings
14. Unfinished Business
15. New Business
16. Public Comments (Limit 3 minutes)
17. Correspondence
18. Council Comments
19. Adjourn

4. **Agenda Distribution** Agendas, along with appropriate support information, will

be provided to the City Council typically no later than Friday prior to the meeting.

Council persons shall direct all inquiries regarding City Council meeting agenda items or City activities, policies or issues to the City Manager.

The City Manager may direct other staff persons to respond, unless inquiries are relevant to statutorily required or assigned responsibilities of the staff person.

5. **Quorum** Four (4) Members of the City Council shall constitute a quorum for the transaction of business at all City Council meetings. In the absence of a quorum, two (2) or more Members may adjourn any meeting to a later time or date with appropriate public notice.

6. **Attendance at City Council Meetings** Election to the City Council is a privilege freely sought by the nominee. It carries with it the responsibility to participate in City Council activities and represent the residents of the City of Saugatuck. Attendance at City Council meetings is critical to fulfilling this responsibility.

The City Council may excuse absences for cause. If a City Council Member has more than three (3) unexcused, successive absences for regular or special City Council meetings, the City Council may enact a resolution or reprimand. In the event that a member's absences continue for more than three additional

successive regular or special meetings of the Council, the Council may enact a resolution of censure or request the Council member's resignation or both.

7. **Presiding Officer** The Presiding Officer shall be responsible for enforcing these rules of procedure and for enforcing orderly conduct at meetings. The Mayor, and in his absence the Mayor Pro Tempore, shall be the Presiding Officer. In the absence of both the Mayor and the Mayor Pro Tempore, the member who has the longest consecutive service on the Council shall preside.
8. **Disorderly Conduct** The Presiding Officer may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, failing to be germane, speaking longer than the allotted time, speaking vulgarities or violating these rules as they pertain to citizen participation. Such person shall be seated and quiet until the Presiding Officer determines whether the person is in order.

If the person shall continue to be disorderly and disrupt the meeting, the Presiding Officer may order the Police, or such other person as the Presiding Officer shall direct to remove the person from the meeting. No person shall be removed from a public meeting except for disorderly or disruptive conduct or a breach of the peace committed at the meeting.

CLOSED MEETINGS

1. **Purpose** Closed meetings may be held only for the reasons authorized in the Open Meetings Act, which are summarized as follows:

To consider the dismissal, suspension or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of a public officer, employee, staff member or individual agent when the named person requests a closed meeting.

For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.

To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.

To consult with the municipal attorney or another attorney regarding trial or settlement strategy in connection with specific pending litigation.

To review the specific contents of an application for employment or appointment to a public office when a candidate requests that the application remain confidential. However, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting.

To consider material exempt from discussion or disclosure by state or federal statute including, but not limited to, an attorney-client privileged communication.

2. **Calling Closed Meetings** At a regular or special meeting, the Council members, elected or appointed and serving, by a majority or two-thirds (2/3) roll call vote may call a closed session under the conditions outlined in the Open Meetings Act. The roll call vote and purpose(s) for calling the closed meeting shall be entered into the minutes of the public part of the meeting at which the vote is taken.
3. **Minutes of Closed Meetings** A separate set of minutes shall be taken by the City Clerk at the Closed Session. These minutes will be retained by the City Clerk, and shall not be available to the public, and shall only be disclosed if required by a civil action, as authorized by the Michigan Open Meetings Act. These minutes may be destroyed one (1) year and one (1) day after approval of the minutes of the regular meeting at which the Closed Session was approved.
4. **Confidentiality of Closed Meeting Information** A City Council Member shall not divulge to an unauthorized person confidential information discussed in a Closed Session in advance of the time prescribed for its authorized release to the public by the City Council.

City Council Members shall honor the confidentiality of the debate and discussion taken in Closed Session and be aware of the potential financial liability and/or harm to the reputation of the City by premature disclosure.

DISCUSSION AND VOTING

1. **Rules of Parliamentary Procedure** The rules of parliamentary practice as contained in the latest edition of Robert's Rules of Order shall govern the Council in all cases to which they are applicable, provided that they are not in conflict with these rules, City Ordinances or applicable State Statutes.

The Presiding Officer shall preserve order and decorum and may speak to points of order in preference to other City Council Members. The Presiding Officer shall decide all questions arising under this parliamentary authority subject to appeal and reversal by a majority of the Council Members present.

Any Council Member may appeal to the Council a ruling of the Presiding Officer. If the appeal is seconded, the Council Member making the appeal may briefly state the reason for the appeal and the Presiding Officer may briefly state the ruling. There shall be no debate on the appeal and no other Council Member shall participate in the discussion. The question shall be, "Shall the decision of the Presiding Officer be sustained?" If the majority of the Council Members present vote "yes," the ruling of the Presiding Officer is sustained; otherwise it is overruled.

2. **Conduct of Discussion** During the Council discussion and debate, no Council Member shall speak until recognized for that purpose by the Presiding Officer. After such recognition, the Council Member shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a point of order or privilege raised by another Council Member. Speakers should address their remarks to the Presiding Officer, maintain a courteous tone and avoid interjecting a personal note into debate.

The Presiding Officer, at his or her discretion and subject to the appeal process mentioned herein may permit any person to address the Council during its deliberations.

3. **Ordinance and Resolutions** A vote on all ordinances and resolutions shall be taken by a roll call vote and entered in the minutes as such; provided, however, that where the vote is unanimous, it shall only be necessary to so state in the minutes.
4. **Roll Call** In all roll call votes, the names of the Council members shall be called in alphabetical order.
5. **Duty to Vote** Election to a deliberative body carries with it the obligation to vote. Council Members present at a Council meeting shall vote on every matter before the body, unless otherwise excused by four (4) of the Members present or prohibited from voting by law. A Council Member who is present and abstains or does not respond to a roll call vote shall be counted as voting with the prevailing side and shall be so recorded, unless otherwise excused or prohibited by law from voting.

Conflict of interest, as set forth in Charter provisions 4.9(e) and 12.10 and otherwise provided by law, shall be the sole reason for a Council Member to abstain from voting. The opinion of the City Attorney shall be binding on the Council with respect to the existence of a conflict of interest. A vote may be tabled, if necessary, to obtain the opinion of the City Attorney.

The right to vote is limited to the Members of Council present at the time the vote is taken. Voting by proxy or telephone is not permitted.

6. **Results of Voting** In all cases where a vote is taken, the Presiding Officer shall declare the result. It shall be in order for any Council Member voting in the majority to move for a reconsideration of the vote on any question at that meeting or at the next succeeding meeting of the Council. When a motion to reconsider fails, it cannot be renewed.

CITIZEN PARTICIPATION

1. **General** Each regular City Council meeting agenda shall provide for reserved time for audience participation. The Presiding Officer shall have sole discretion

(but not the obligation) to allow a member of the audience to speak at times other than reserved time for audience participation if in the Presiding Officer's opinion the information that the member of the audience has would answer questions of the Council or otherwise assist the Council in its deliberations. The Presiding Officer's decision in this matter shall be final.

2. **Length of Presentation** Any person who addresses the City Council during a Council meeting or public hearing shall be limited to three (3) minutes in length. The Presiding Officer will maintain the official time and notify the speakers when their time is up. The Presiding Officer shall have the right but not the obligation to extend the comment time of a speaker.
3. **Addressing the Council** When a person addresses the Council, he or she shall state his or her name and home address. Remarks should be addressed to the Presiding Officer in a courteous tone and shall not single out or argue with any person; provided however, any comment or criticism on the operation of an office (as opposed to a particular person) or on a particular subject matter or topic shall be permitted. No person shall have the right to speak more than once on any particular subject until all other persons wishing to be heard on that subject have had the opportunity to speak.
4. **Written Communication** Interested parties, or their authorized representatives, may address the Council by written communication in regard to any matter concerning the City's business or over which the Council has control at any time by submitting the written communication to the City Council via the City Clerk or City Manager. Copies of the received written communication will be placed on the regular agenda. Written communications received after the agenda deadline shall be added as part of the regular meeting agenda upon a majority vote of the Council members present. Written communications may or may not be acted on at the discretion of the Council by majority vote. Written communications are not typically read into the record by Council without the majority vote of the Council members present.

MISCELLANEOUS

1. **Guidelines of Conduct** Members of Council shall refrain from argument with a member of the public or staff at City Council meetings since these arguments seldom resolve concerns and many times inflame feelings at a public meeting.
2. **Adoption and Amendment of Rules of Procedure** City Council may alter or amend these rules at any time by a majority vote.
3. **Suspension of Rules** The rules of the City Council may be suspended for a specified portion of a meeting by a majority vote, except that Council shall conform to state statutes and to the Michigan and the United States Constitutions.

4. **Committees** The City shall have the following standing committees:

Administration Committee
Property Committee
Public Works Committee

Special committees may be established for a specific period of time and purpose/task by the Mayor, with the advice and consent of the City Council.

09805 (001) 337511.02



City Manager, Planning, Zoning and Project Report

February 12, 2024

Acting City Manager

- Election Commission Meeting
 - I attended the Election Commission meeting this week. You should all be very proud of your local Clerks. They are doing an excellent job in working collaboratively through a lot of new requirements. I was very impressed with their teamwork during the public accuracy test.
- Water Main Break
 - On Thursday, KLSWA repaired a water main outside Ridgewood Oaks Apartments. KLSWA advised there was a leak at a slip joint. KLSWA issued a boil water advisory for the limited affected properties. Big thank you to the KLSWA team for their quick response and repairs.
- Projects
 - I am working on getting status updates for the various projects Ryan H is the lead on. Further details will be available at your next meeting. I appreciate everyone's patience.

Planning and Zoning

- Prepared for and attended Historic District Commission meeting.
- A Request for Proposals (RFP) for third party STR enforcement support has been released. After the due date, a recommendation will be brought to City Council for a decision.
- STR Updates
 - The Planning Commission will be conducting a public hearing on zoning amendments at their February 15 meeting. They will also have further discussion regarding a police-powers ordinance. They may make a recommendation to Council on both.
 - Residential Caps – The Planning Commission will also have further discussion about residential caps at their next meeting.
- Reviewed case law update provided by Fahey Schultz.
- Attended Renewable Energy Projects webinar by Fahey Schultz.
- Updated Right of Way application to reflect recent ordinance amendments and formal policy.
- Set up online training for a Planning Commission member and ZBA member.

- Met and talked with property owners and applicants to answer questions and provide resources.
- Continued follow-up on complaints of code violations throughout the City.
- Completed planning and zoning casework as outlined in the chart below.

Planning and Zoning Casework

320 Mason	Enforcement	Previously discovered STR property still being advertised contrary to options presented to owner and agent in several e-mails and in person meeting. Also found evidence property isn't being rented under a single contract despite past warnings. Civil infraction notice issued. Owner denied responsibility. Evaluated next steps with legal. Legal engaged in discussions with owner's attorney to gain compliance. Discovered further evidence of non-compliance. Legal received no response to recent inquires. Next steps for enforcement action under review.
560 Mill and 860 Simonson	Enforcement	Enforcement was pending of hardscaping in ROW. Report back to City Council for further policy direction occurred at September 20 workshop meeting. Formal policy and ordinance amendments were approved by Council on January 22. Forwarded amended ordinance, formal policy, and application to both property owners to apply for approval.
118 Hoffman	Enforcement	Complaint of structures built without screening or permits. Complainant advised outdoor refrigeration building was built in late winter/early spring. Checked area and discovered two structures built in northwest section of property. Refrigeration unit not permitted by zoning or historic district. Checked with MTS and no building permits. Prior approved plans and survey did not show any structures in the northwest area of the property. Assessing photos confirm this. Previously a mix of retail. Construction began on new restaurant in October 2021. Water Street East zoning changed in November 2020 to make restaurants a SLU instead of permitted use. No special land use or formal site plan approvals. Sent owner letter to apply for permits for recent structures and apply for SLU and formal site plan review for restaurant use. Met with owner and answered questions and provided resources. Owner submitted special land use and HDC application. HDC tabled pending further detail and plans. Planning Commission approved with conditions that other approvals are obtained. Variance application received. Requested as built survey to verify dimensions. Owner withdrew historic district and variance applications as they will now be removing the shed and freezer. Owner advised shed was being removed week of 12/4 but still remains. Sent owner letter to remove both shed and freezer by end of January or further enforcement will occur. Owner advised work was scheduled but contractor cancelled due to poor winter weather. Extension to end of February was granted.
297 Sugar Hill	New Home	Zoning app for new home. Roof encroached further than allowed. Appeared to be ADU with internal connection which is not allowed. Advised applicant of concerns. Talked with applicant about ADU. Updated plans for eaves received. Eaves still not compliant. Water-sewer application received. Driveway concerns also noted. Advised applicant of concerns and non-compliant items. Plans are being updated.

Planning and Zoning Casework Continued

57-850-010-00	Easement	Current owner requested copy of water main easement. Engineer and I unable to locate. Referred to register of deeds. Owner advised they could not locate one. Engineer later advised it appears watermain easement was recorded for Dunegrass Condos to the west, but this one parcel was missed. Dune Ridge had to install water main as part of site condo development. Legal prepared easement documents to present to current property owners. Owner sent proposed easement. Reviewed with legal and engineer. Sent City proposed easement. Awaiting owner response.
650 Water	New Restaurant	SLU and site plan app for a restaurant with an expanded outdoor dining area and service of alcoholic beverages. Asked for additional detail on outdoor seating which was provided. Planning Commission approved with conditions. HDC app received. HDC approved with conditions. Awaiting further from owner to bring forth a revocable license request to Council.
345 Hoffman	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection. Failed. Sent reinspection invoice. Reinspection fee paid. Still pending reinspection.
842 Lake Unit 6	Short Term Rental	New owner of property with STR certificate. New owner did not apply. Advised new owner of requirement to apply for STR certificate if they wish to operate unit as STR. Asked to advise if no longer an STR. STR app received from new owner. Did not list contact within 45 miles. Asked for updated local agent. Info provided. Sent to Fire Department for inspection.
842 Lake Unit 2	Short Term Rental	New owner of property with STR certificate. New owner has not applied. Advised new owner of requirement to apply for STR certificate if they wish to operate unit as STR. Asked to advise if no longer an STR. Did not list contact within 45 miles. Asked for updated local agent. Info provided. Sent to Fire Department for inspection.
615 Park #5	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection. Owner advised Fire Department she was not ready for inspection. Corresponded with owner about requirements. Owner advised she is ready. Inspection pending.
443 Park	Enforcement	Complaint of a boat cover in right of way. Researched surveys from prior plans and from engineer. Under review by legal due to pending litigation.
940 Pleasant	New Dwelling	Zoning app for an accessory building with a garage/workshop, storage, and studio/office/guest suite. Various initial questions sent to applicant. Applicant provided details. Sent to consultant. Sent to engineer. Engineer talked with applicant and also provided conditions for stormwater. Sent applicant list of concerns with plans. Talked with application and provided various resources to the applicant. Awaiting revised plans.
685 Lake	Accessory Building	HDC and zoning app to refurbish accessory building into an art studio and construct a deck around it. Concerns with setbacks, possible floodplain issue. Asked for further detail from owner. Chair indicated full HDC review. . Asked Building Official for feedback on floodplain concerns. Owner responded with requested information. Provided resources regarding variances. Provided feedback regarding floodplain concerns. Owner withdrew zoning application for deck. HDC approved.

Planning and Zoning Casework Continued

322 Culver	Revocable License for Outdoor Seating	Request from Scooter's Pizza for revocable license agreement for continued sidewalk seating. Previous zoning approval prior to pandemic and no changes. Insurance provided. Will be brought to Council for approval in February.
1042 N Maple	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection. Failed. Sent reinspection invoice.
311 Water	Outdoor Seating	SLU/Site Plan app and HDC app for outdoor seating area. HDC approved. Scheduled for PC meeting.
717 Water, #8	Short Term Rental	STR app. New STR. Asked for proof of ownership. Proof provided. Sent to Fire Department for inspection.
215 Grand	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection.
449 Water	Outdoor Seating	SLU/Site Plan app and HDC app for outdoor seating area. Requested clarifications and clearer photos and plans. Info provided. HDC approved. Scheduled for PC meeting.
730 Water	Vent	HDC app to install kitchen fan vent. Need owner signature. Advised applicant. Chair agreed admin approval.
230 Culver	Awning	HDC app to install an awning structure in front of the front door. Reviewed history. 2018 similar awning was approved conditioned on Fire Department approval and seasonal removal. Asked Fire Department whether they approved. Sent applicant info Fire Department needs. Scheduled for March HDC meeting.
149 Griffith	Final Inspections / Enforcement	Request for final inspections. Inspected site. Work differed from zoning and HDC approvals. Fence locations and height were corrected. Minor amendments to site plan were approved. Updated HDC request for deviations from approved plans forthcoming.
568 Mason	Enforcement	Complaint that excavation for the new basement holding standing water and no fencing around it, a hose in the street, soil and erosion fencing being down, and soil and sediment leaving the site. DPW checked site and observed sidewalk closed and portions removed without permits. DPW took photos. Discussed with legal. Referred soil and erosion controls to Allegan County Health Department. They advised photos did not show soil leaving site but will inspect. The Building Official advised fencing is not required for the excavation unless it is within 5 ft of the property line along the street. Sent enforcement letter advising of complaint and to remove items from street/sidewalk or apply for temporary right of way permit. Advised in letter that while code does not require fencing, they may want to install fencing or caution tape around excavation. Temporary right of way app received. Answered contractor questions regarding storm sewer connection.
120 Mary	Short Term Rental	STR app. New STR. Sent to Fire Department for inspection.
716 Water Unit A	Short Term Rental	STR app. Renewing. Need owner signature and additional fee. Both received. Sent to Fire Department for inspection.

Planning and Zoning Casework Continued

716 Water Unit B	Short Term Rental	STR app. Renewing. Need owner signature and additional fee. Both received. Sent to Fire Department for inspection.
716 Water Unit C	Short Term Rental	STR app. Renewing. Need owner signature and additional fee. Both received. Sent to Fire Department for inspection. Studio unit no cooking facilities. Unclear if independent entrance. Talked with owner about history and unit. He advised he will install a small stove or range. Sent to Fire Department for inspection.
716 Water Unit D	Short Term Rental	STR app. Renewing. Need owner signature and additional fee. Both received. Sent to Fire Department for inspection.
1005 Elizabeth	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection.
184 Park	Variance	ZBA app for setback variance. Revised plans do not substantially conform to prior approval, so new variance is needed. Scheduled for March ZBA meeting.
290 Spear	Stairway Replacement	Zoning app for stairway replacement. Awaiting fee.
332 Mary	Inquiry	Questions about possible garage and ADU. Answered questions and provided resources.
145 Grant	Inquiry	Answered inquiry about outcome of variance request. Advised variance was denied and provided link to meeting video.
568 Mason	Inquiry	Inquiry about project and setbacks. Answered questions.
230 Culver	Inquiry	Inquiry about permits for awning. Answered questions and provided resources.
133 Main	Inquiry	Inquiry about snowplowing driveway around southwest corner of Village Square. Conducted historical research, talked with engineer and legal. City has not historically plowed and does not have a requirement to plow it. Advised DPW.
888 Holland	Inquiry	Various zoning questions related to property. Answered questions and provided resources. Received second call from another property with same. Answered questions and provided resources.
145 Grant	Inquiry	Questions about STR regulations and possible changes. Answered questions.
246 Butler	Inquiry	Questions about permit required to replace doors. Historic District permit will be required. Referred to guidelines and resources.
790 Lake	Deck	Zoning app for rear yard deck around pool. Advised applicant permits issued for a similar deck. Applicant asked to amend prior approval with revised plans. Amended permits issued.
296 Sugar Hill	Pool	Questions about permits for a pool. Pool received zoning approval as part of plans for new home. Advised if pool dimensions or location has changed, a zoning permit will be needed for the pool.
890 Simonson	ROW Landscaping	Revised right of way plans submitted for review. Was awaiting finalized Council policy to respond. Policy finalized. Sent owner right of way app, ordinance amendments, and formal policy.

Planning and Zoning Casework Continued

650 Water St A and B	Short Term Rental	News owners had not applied for STR certificate for existing STR units. E-mailed to advise of requirement to obtain STR certificate. STR apps received for both units. Sent to Fire Department for inspection. Passed. STR certificates issued.
245 Hoffman	Inquiry	Questions about STR regulations and possible changes. Answered questions.
229 Francis	Inquiry	Request for copy of STR and ADU ordinance. Copies provided.
237 Butler	Complaint	Neighbor concerned that their property was damaged as a result of work occurring at this address. No zoning or historic district permits. Asked MTS for any permits. Advised caller they could make a report to law enforcement and also pursue civil remedies for damage to their property. Asked tenant about nature of work. Tenant advised owner arranged work and explained work. Contractor reached out and provided details of work. Building Official (MTS) advised permits were needed for floor work and possibly drywall if fire rated. Notified contractor to apply for necessary permits.
N/A	Inquiry	Questions about application periods for STRs. Answered questions.
556 Main	Inquiry	Questions about demo permits. Provided resources.
304 Lucy	Inquiry	Questions about historic district boundary. Planned siding replacement. Property is outside district boundaries. Referred to MTS. Also answered sidewalk questions.
435 Water	Use and Signage	Questions about signage for new bakery. Answered questions. Asked questions related to the business to determine use. Discussed with consultant. Requested further detail from owner to make a determination. Use determination made and provided to bakery owner. Received sign app for an attached wall sign and projecting sign. Total sign area exceeded allowable amount. Advised applicant. Building owner also needed to sign app. Revised sign size received for wall sign. Signage meets size requirements. HDC Chair agreed admin approval. Permit issued.
Various Locations	Enforcement	Flooring contractor signs placed in ROW. Left voicemail with contractor advising of ordinance and asked to remove.
Mt. Baldhead, Pharmacy, and Village Square	Trash and Recycling Receptacles	New trash and recycling cans to be piloted. HDC approved.



Treasurer Report

Below is a summary of notable activities carried out by the Treasurer's Office since the last council meeting on 01/22/2024

- Paid routine bills
- Completed and disseminated bi-weekly payroll
- Completing Calendar year items
- Attended Property Tax & Assessing changes for 2024
- Wrapping up Winter Tax bill collection



Department of Public Works Report

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 01/22/2024:

Village Square Playground:

Staff met with Sinclair Recreation to discuss site preparation for the Village Square Playground installation. Preparations include grading, concrete cutting, demolishing a retaining wall, removing the old playground border, and removal of a spruce tree. Public Works is utilizing the mild weather conditions to get a jumpstart on the before mentioned work. The community build is scheduled for mid-April. More updates to come.

Miscellaneous:

- Quarterly Employee One-on-One meetings were conducted.
- Equipment Maintenance – fluids/filters/grease/inspections/etc.
- ServSafe Class/Exam – Scott Herbert, Cody Hardy, Noah Aramendi
- Tree Work
- Asphalt Patching
- Dethatching parks
- Finished uninstalling Christmas Lights
- Repaired light strands on Christmas tree tower.
- Repaired the Chain Ferry landings.

Meetings:

- **01/22/2024** – DPW Weekly Goals Meeting
- **01/23/2024** – Parks and Public Works Committee Meeting
- **01/26/2024** – Weekly Goals Follow Up Meeting
- **01/29/2024** – DPW Weekly Goals Meeting
- **02/02/2024** – Beach Radio Meeting - TeleRAD
- **02/05/2024** – Weekly Goals Meeting
- **02/05/2024** – Site Prep Meeting – Sinclair Recreation
- **02/05/2024** – Invasive Species Study Group Meeting
- **02/09/2024** – DPW Weekly Goals Follow Up Meeting

**City of Saugatuck
Status Report of Engineering Activities
February 7, 2024**

General Consultation

- Olde Mill Apartments Water Service: This work could be combined with other work on Maple Street or the Drinking Water State Revolving Fund project.
- 2023 System-wide Crack Sealing: Due to weather concerns, this work has been delayed to spring 2024. It will be completed once temperatures are conducive to the work.
- Grants Workshop: We are discussing the possibility of having grant experts from F&V put together a workshop for council, staff and other interested parties to review the various programs used in the past, recent applications and brainstorming for new opportunities.
- City-wide parking, safety, signage, etc. review: Prepared a letter reviewing on-street parking vs. sight distance concerns. We plan to conduct a kickoff meeting with City staff and F&V traffic team this fall to develop a scope for the broader study, if required.
- N. Park Street Slope Erosion: The work has been incorporated into the 2023 Streets contract with Krohn. Work is scheduled for the spring, due to planting restrictions.
- Bridge Street Resurfacing: The work has been incorporated into the 2023 Streets contract with Krohn. Work is scheduled for the spring, when asphalt plants reopen.
- Capital Improvements Plan Update: We are working with the DPW to update the CIP and identify recommended projects for 2024-2025. We anticipate presenting the updated plan at the March 6 council workshop.

Blue Star Highway Bridge Navigation Lighting

- Bids were received on July 27, 2023 with construction scheduled to be complete prior to Memorial Day 2024. Prepared a Recommendation of Award to the low bidder. Once all three communities have awarded the project, a contract can be prepared.

EGLE Drinking Water State Revolving Fund

- The Intent To Apply was submitted on November 1, 2023 for the 2024 funding round. We are making minor updates to the Project Plan to resubmit in the 2024 round.

2023 Street Improvements (West, East, Takken, Taylor and N. Maple)

- Work is complete for the season.
- Grass will be planted in the spring.
- A final walkthrough will be held in the spring, and punch list items will be addressed.

Water System Asset Management Plan

- The draft AMP has been prepared and will be finalized based on input from the financial consultant and comments from EGLE.
- We are working on an application for EGLE's new Community Technical, Managerial, and Financial (TMF) support for lead line replacement grant. Applications are due January 31, 2024. If successful, this would provide funding to help the City complete its final Distribution System Materials Inventory, which is due by January 1, 2025.

Mt. Baldhead Conceptual Planning

- Prepared conceptual floor plan and isometric drawing for a new restroom building.
- Working on concept and cost estimate to replace the observation deck area.

Mt. Baldhead AT&T Project Assistance

- The EGLE/USACoE Critical Dunes permitting process has been put on hold for now, pending SHPO approvals.

Maple Street Improvements

- Maple Street (between Blue Star Highway and the work completed in the 2023 Street Improvements project) has been identified as a high priority need for some time. Recent water main breaks have highlighted the need. We are working on developing the project, which is anticipated to involve Saugatuck Township. A proposal for design engineering will be prepared soon.

2023 Zoning Board of Appeals Cases

Application Date	Zoning District	Property Address	Variance #	Parcel #	Description	Decision
12/16/2022	CR-COMM RES R-1	233 LUCY ST SAUGATUCK, MI 49453	V220010	57-300-002-00	A dimensional variance to reduce the front setback to five feet and three inches (5'3") instead of the minimum 20-foot setback, a reduction of 14 feet and nine inches (14'9"). Request relates to Section 154.026 (D) of the Zoning Ordinance.	Granted
1/27/2023	CER-CENT RES R4	510 BUTLER ST SAUGATUCK, MI 49453	V230002	57-300-055-00	Construction of an addition at 510 Butler Street (R-4 City Center Transitional Residential District) after the demolition of a portion of the existing structure, which requires a dimensional variance to increase lot coverage to 27.7% instead of the minimum 25% lot coverage, an increase of 2.7%. Request relates to Section 154.025 (D) of the Zoning Ordinance.	Granted
2/8/2023	CER-CENT RES R4	350 MASON ST SAUGATUCK, MI 49453	V230003	57-300-156-00	Construction of a new bed and breakfast at 350 Mason Street (R-4 Center Transitional Residential District) after the demolition of existing structures which requires a dimensional variance to eliminate the screening requirement instead of the required properly maintained landscape separation strip at least five feet in width along all property lines and streets on which the off-street parking is located; and parking spaces with a length of eighteen feet (18') instead of the minimum of twenty feet (20'). Request relates to Sections 154.134 (G)(1) and 154.134 (B) of the Zoning Ordinance.	Denied
2/24/2023	LS-LAKE ST R-2	333 CULVER ST SAUGATUCK, MI 49453	V230004	57-870-004-00	Construction of new decks at 329-339 Culver Street (R-2 Lake Street District) after the demolition of the east and west decks, which requires a dimensional variance to increase lot coverage to 29% instead of the minimum 25% lot coverage, an increase of 4%. Request relates to Section 154.030 (D) of the Zoning Ordinance.	Granted
2/24/2023	CR-COMM RES R-1	865 HOLLAND ST SAUGATUCK, MI 49453	V230005	57-051-002-00	Construction of an addition at 865 Holland Street (R-1 Community Residential District) which requires a use variance for a two-family dwelling where only single family detached dwellings are permitted. Request relates to Section 154.026 (B) of the Zoning Ordinance.	Denied
3/13/2023	P S R -1	181 PARK ST SAUGATUCK, MI 49453	V230006	57-700-003-00	Construction of a garage at 181 Park Street (R-1 Peninsula South District) which requires a dimensional variance to reduce the front setback to fifteen feet (15') instead of the minimum 25-foot setback for lots fronting on Park St, a reduction of 10 feet (10'). Request relates to Section 154.035 (D) of the Zoning Ordinance.	Granted

5/8/2023	P W R-1	184 PARK ST SAUGATUCK, MI 49453	V230008	57-009-073-10	Construction of a new single-family dwelling at 184 Park Street (R-1 Peninsula West District), which requires a dimensional variance to reduce the front setback to fifteen feet (15') instead of the minimum 25-foot setback, a reduction of 10 feet (10'). Request relates to Section 154.036 (D) of the Zoning Ordinance.	Granted
6/28/2023	WSE-WATER E C2	321 WATER ST SAUGATUCK, MI 49453	V230010	57-300-102-00	Construction of a fence at 321 Water Street (C-2 Water Street East District), which requires a dimensional variance to increase the height to six feet and ten inches (6'10") instead of the maximum six foot fence height, an increase of 10 inches (10"). Request relates to Section 154.143 (E) of the Zoning Ordinance.	Granted
9/8/2023	CRC CAMP/REC	750 PARK Saugatuck, MI 49453	V230011	57-009-052-01	Construction of a new platform and equipment at 750 Park Street (Conservation, Recreation and Camp District), which requires a dimensional variance to extend a lawful nonconforming use to occupy land or air space outside the building. Request relates to Section 154.174(D)(1) of the Zoning Ordinance.	Granted
9/25/2023	ICE & SNOW, WSE C2 WATER EST	118 HOFFMAN ST SAUGATUCK, MI 49453	V230012	57-300-105-00	Dimensional variances for a shed/walk in freezer: Reduce both the rear and side yard setback to one foot (1') instead of the minimum 10-foot setback, a reduction of nine feet (9'). An increase in lot coverage to 85.3% instead of the maximum of 65%, an increase of 20.3%. Reduce the distance between the accessory building and principal building to four feet (4') instead of the minimum of 10-feet, a reduction of six feet (6').	Withdrawn before hearing.

10/8/2023	CR-COMM RES R-1	145 GRANT ST SAUGATUCK, MI 49453	V230013	57-052-008-50	<p>The following variances were granted: Construction of an addition, attached garage, and reconstruction of a porch at 145 Grant Street (R-1 Community Resident District), which requires dimensional variances to:-Reduce the front setback on Grant Street to ten feet (10') instead of the minimum 20-foot setback, a reduction of ten feet (10') for an addition and garage. Reduce the front setback on Elizabeth Street to zero feet (0') instead of the minimum 20-foot setback, a reduction of twenty feet (20'), for the reconstruction and enclosure of a porch. Reconstruct within, or so as to encroach on, a public right-of-way or public easement, for the reconstruction and enclosure of a porch. Requests relates to Section 154.026(D) and Section 154.174(C)(4)(a) of the Zoning Ordinance.</p> <p>The following variances related to a detached garage were denied: Reduce the rear setback to seven feet (7') instead of the minimum 10-foot setback, a reduction of three feet (3') for a detached three stall garage. Reduce the front setback on Elizabeth Street to fifteen feet (15') instead of the minimum 20-foot setback, a reduction of 5 feet (5') for a detached three stall garage. An increase in lot coverage to 42.62% instead of the maximum of 30%, an increase of 12.62% for an addition, porch enclosure, and new garages.</p>	Granted in part, denied in part.
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Total Records:

11



City Council Agenda Item Report

FROM: Ryan Cummins and Planning Commission

MEETING DATE: January 18, 2024

SUBJECT: Planning Commission Activity Report for 2023

DESCRIPTION:

The purpose of this memo is to provide an overview on the activities for the Planning Commission for the 2023 calendar year.

Zoning Permit Activity

Year	2023	2022	2021	2020	2019	2018	2017	2016	2015
Permits*	95	68	75	52	98	107	108	89	77

*Includes permits issued administratively including zoning and sign permits. This does not include short-term rental certificates, historic district permits, street cut permits, water and sewer permits, temporary ROW, or other miscellaneous permits.

Enforcement Activity

Year	2023	2022	2021	2020	2019
Total Cases	86	35	39	19	71

2023 Case Breakdown	
Type of Case	Total
Dangerous Structures	1
Garbage Out Day After	12
Historic District	4
Nuisances	4
Streets and Sidewalk	40
Zoning	22

Other	3
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Short-Term Rental Activity

90 renewal or new short-term rental certificates were issued this year.

Planning Commission Activity

The Planning Commission met 14 times for regular and special meetings.

Two Planning Commissioners served on the STR Task Force which held 11 meetings.

Public hearings and/or site plan review regarding the following projects and ordinance amendments were held this year:

- Rented accessory dwelling unit at 324 N Maple St.
- Rented accessory dwelling unit at 254 Spear St.
- Rented accessory dwelling unit at 703 Pleasant St.
- Temporary Waterfront Commercial Development and Construction Moratorium.
- Restaurant with alcohol service at 149 Griffith St.
- Single family dwellings at 291, 292, 293, 296, 297, 298, 301 Sugar Hill Ct.
- Restaurant with outdoor dining, brewery, and alcohol service at 248 Culver St.
- Restaurant with expanded outdoor dining at 118 Hoffman St.
- Rezoning from Water Street East to City Center Residential for 120 Mary Street .
- Text amendment for Restaurants with Outdoor Seating and Expanded Outdoor Dining Areas.
- Text amendment to create the Downtown Waterfront Preservation Zoning District, amend various sections of the ordinance to reflect the implementation recommendations of the Waterfront Development Project, and to amend the official Zoning Map to rezone certain lands currently zoned Water Street South and Water Street North to the new Waterfront Preservation District.

2023 Priorities

The Planning Commission set the following priorities for 2023. A summary of the progress is provided for each:

- a. Update the Tri-Community Master Plan - Some discussions have occurred with Saugatuck Township and Douglas Planning Commissioners. Staff is evaluating potential grant opportunities.
- b. Short-term Rentals
 - i. Recommend to City Council that a Task Force be formed. – Completed. Task Force report formally presented to Planning Commission in November.

- ii. Recommend to City Council that they enact a moratorium on new STR certificates. – Completed. City Council decision was to not enact a moratorium.
- c. Improvement of the Zoning Ordinance
 - i. The Planning Commission advised they wish to focus updates to the zoning ordinance to key areas such as:
 1. Waterfront Development – Completed. Several meetings were held to study and evaluate the project area, conduct public engagement, and draft recommendations. The Planning Commission recommended several zoning amendments to City Council. City Council will soon consider the recommendations.
 2. Consolidation of Zoning Districts – Partial progress related to Water Street East and Water Street South. Additional evaluation and study needed for remaining parcels and other zoning districts.
 3. Short-Term Rentals – Work is in progress. The Task Force recommendations were discussed by the Planning Commission and draft ordinance amendment language is being drafted.
 - d. Fee in Lieu of Parking – No progress.
 - e. Park Street sidewalks and widening – No progress by Planning Commission. The Parks and Public Works Committee has formed a sub-group to evaluate.
 - f. Continued Planning Commission Education and Training – Completed and ongoing. Citizen Planner training was completed by new members. Some Planning Commissioners completed site plan review training and attended Zoning Board of Appeals training. The MSU Extensional annual planning and zoning case law update was provided to all Planning Commissioners.

If you should have any questions, please contact me.

Vendor Name	Description	Amount
1. ACE PARKING LOT STRIPING INC	STREET LINE PAINTING	28,959.00
2. ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	258.00
	UNIFORMS & SAFETY EQUIPMENT	258.00
	TOTAL	516.00
3. ALLEGAN COUNTY SHERIFF	DEBT CREW	172.00
	DEBT CREW	198.00
	SHERIFF CONTRACT	806.52
	TOTAL	1,176.52
4. ALLEGAN COUNTY TREASURER	PROPERTY TAXES	70,789.68
5. AMERICAN LEGAL PUBLISHING CORP.	ORDINANCES	240.00
	ORDINANCES	227.83
	TOTAL	467.83
6. ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,791.50
7. AT&T MOBILITY	CELL PHONES	92.62
8. BS&A SOFTWARE	SOFTWARE UPDATES & ANNUAL SUPPORT	557.00
9. CAPITAL ONE	SUPPLIES	921.13
10. CARELTON EQUIPMENT	PARTS	168.81
11. COMCAST	INTERNET & TELEPHONES	193.40
12. COMMERCIAL RECORD	PUBLISHING	350.00
13. CONSUMERS ENERGY	ELECTRIC	3,840.27
14. D & L TRUCK & TRAILER LLC	BOBCAT REPAIRS	325.00
15. FAHEY SCHULTZ BURZYCH RHODES	SHORT TERM RENTAL	5,437.50
	LEGAL FEES	822.50
	ZONING	4,482.50
	ORDINANCES	369.00
	CLERK	114.00
	COUNCIL	4,688.50
	MANAGER	100.50
	CLERK	840.00
	MANAGER	82.50
	LAWSUIT	7,604.80
	TOTAL	24,541.80
16. FASTENAL	SUPPLIES	557.60
17. FIRST BANK CARD	TRAINING, SUPPLIES & ELECTIONS	3,007.44
18. FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	2,727.58
19. FRONTIER	OVAL	173.29
	DPW GARAGE	245.96
	OVAL	85.44

Vendor Name	Description	Amount
	TOTAL	504.69
20. IHLE AUTO PARTS	SUPPLIES	437.44
21. INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	17,600.57
22. ISLJAMOVSKI DAVID TRUST	2023 Sum Tax Refund 57-009-023-00	2,047.07
	2023 Win Tax Refund 57-009-023-00	2,047.07
	TOTAL	4,094.14
23. KALAMAZOO FLAG COMPANY	US FLAGS	260.53
24. KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	1,032.45
25. KENDALL ELECTRIC INC	SUPPLIES	407.50
26. MCKELLIPS PLUMBING INC	PLUMBING SERVICES	90.00
27. MERCHANTS BANCARD NETWORK	BANKING FEES	62.80
28. MERS	RETIREMENT	4,500.00
29. MICHIGAN GAS UTILITIES	BUTLER STREET TOILETS	149.85
	DPW GARAGE	365.11
	CITY HALL	122.81
	TOTAL	637.77
30. NET2PHONE INC	TELEPHONES	215.97
31. OTTAWA AREA INTERMEDIATE	SCHOOL DIS	
	PROPERTY TAXES	4,074.85
32. OVERISEL LUMBER COMPANY	SUPPLIES	1,052.50
33. PETTY CASH	SUPPLIES	18.00
34. PRINTING SYSTEMS, INC.	PRINTING STOCK	185.64
35. PRIORITY HEALTH	HEALTH INSURANCE	9,552.84
36. REPUBLIC SERVICES	TRASH	1,588.02
37. RICOH USA INC	COPIER USE	617.29
38. SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	25,928.30
39. SAUGATUCK FIRE	PROPERTY TAXES	82,806.38
	RENTAL INSPECTIONS	375.00
	TOTAL	83,181.38
40. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	271,790.31
41. SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,262.80
42. SMART BUSINESS SOURCE LLC	SUPPLIES	54.63
43. STANDARD INSURANCE COMPANY	INSURANCE	453.31
44. VALLEY CITY LINEN INC		45

Vendor Name	Description	Amount
45. WONDERLAND TIRE COMPANY	SHOP TOWELS	127.72
	TRAILER REPAIR	954.16
TOTAL - ALL VENDORS		572,668.79
FUND TOTALS:		
Fund 101 - GENERAL FUND		61,136.67
Fund 202 - MAJOR STREETS		19,356.42
Fund 203 - LOCAL STREETS		10,693.72
Fund 661 - MOTOR POOL FUND		4,438.29
Fund 701 - CURRENT TAX FUND		477,043.69

02/08/2024 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 01/01/2024 - 01/31/2024				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
01/05/2024	DD6537(A)	ARAMENDI, NOAH	PAYROLL	1,494.06
01/05/2024	DD6538(A)	BOUWMAN, CHAD	PAYROLL	1,385.81
01/05/2024	DD6539(A)	CUMMINS, RYAN	PAYROLL	2,262.22
01/05/2024	DD6540(A)	HARDY, CODY	PAYROLL	1,438.32
01/05/2024	DD6541(A)	HEISE, RYAN	PAYROLL	3,472.20
01/05/2024	DD6542(A)	HERBERT, SCOTT	PAYROLL	1,906.68
01/05/2024	DD6543(A)	KERRIDGE, ADAM	PAYROLL	1,669.62
01/05/2024	DD6544(A)	MACK, ELLIS	PAYROLL	1,312.40
01/05/2024	DD6545(A)	MARTIN, DANNY	PAYROLL	963.63
01/05/2024	DD6546(A)	STANISLAWSKI, PETER	PAYROLL	1,436.40
01/05/2024	DD6547(A)	WILLIAMS, SARA	PAYROLL	1,754.02
01/05/2024	DD6548(A)	WOLTERS, JAMIE	PAYROLL	1,916.85
01/05/2024	EFT1765(E)	ALERUS	PAYROLL	3,596.73
01/05/2024	EFT1766(E)	EXPERT PAY	PAYROLL	139.54
01/05/2024	EFT1767(E)	MERS HYBRID	PAYROLL	2,215.23
01/05/2024	EFT1768(E)	FEDERAL TAX DEPOSIT	PAYROLL	7,048.06
01/08/2024	5064(E)	CAPITAL ONE	SUPPLIES	1,060.42
01/08/2024	5065(E)	COMCAST	INTERNET	193.40
01/08/2024	5066(E)	CONSUMERS ENERGY	ELECTRIC	3,676.10
01/08/2024	5067(E)	FIRST BANK CARD	SUPPLIES, TRAINING & HOLIDAY	6,224.33
01/08/2024	5068(E)	FRONTIER	OVAL	85.44
01/08/2024	5069(E)	FRONTIER	DPW GARAGE	227.63
01/08/2024	5070(E)	FRONTIER	OVAL BEACH	173.29
01/08/2024	5071(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	1,041.38
01/08/2024	5072(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	295.41
01/08/2024	5073(E)	MICHIGAN GAS UTILITIES	CITY HALL	112.66
01/08/2024	5074(E)	MICHIGAN GAS UTILITIES	BUTLER STREET TOILETS	133.11
01/08/2024	5075(E)	PRIORITY HEALTH	HEALTH INSURANCE	9,552.84
01/08/2024	5076(E)	SHELL	GASOLINE & DIESEL	78.11
01/08/2024	5077(E)	VALLEY CITY LINEN INC	SHOP TOWELS	153.03
01/08/2024	5078(A)	ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	135.99
01/08/2024	5079(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	107,401.63
01/08/2024	5080(A)	ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,791.50
01/08/2024	5081(A)	CHIPS GROUNDCOVER LLC	HOLIDAY LIGHTING	23,945.00
01/08/2024	5082(A)	FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	25,978.82
01/08/2024	5083(A)	GATEHOUSE MEDIA MICHIGAN HOLDINGS I	PUBLISHING NOTICES	289.85
01/08/2024	5084(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	28,710.03
01/08/2024	5085(A)	LORRIE PASTOOR	CLEANING SERVICES	360.00

02/08/2024 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 01/01/2024 - 01/31/2024				
Check Date	Check	Vendor Name	Description	Amount
01/08/2024	5086(A)	MC NALLY ELEVATOR COMPANY INC	ELEVATOR CITY HALL	3,371.23
01/08/2024	5087(A)	OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES	2,196.88
01/08/2024	5088(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	42,294.19
01/08/2024	5089(A)	SAUGATUCK FIRE	RENTAL INSPECTIONS	101,802.10
01/08/2024	5090(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,262.80
01/08/2024	5091(A)	SISTERS IN INK	UNIFORMS	183.86
01/08/2024	5092(A)	SMART BUSINESS SOURCE LLC	SUPPLIES	129.64
01/08/2024	5093(A)	STANDARD INSURANCE COMPANY	INSURANCE	453.31
01/08/2024	5094(A)	TRUCK & TRAILER SPECIALTIES	BLADES SNOW	1,779.55
01/08/2024	117391	ELECTION SOURCE	ELECTION	615.00
01/08/2024	117392	GIL- ROY'S HARDWARE	SUPPLIES	18.78
01/08/2024	117393	GIVE' EM A BRAKE SAFETY	STEEL POST SIGNS	672.00
01/08/2024	117394	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	60.65
01/08/2024	117395	MARILYNN J SEMONICK	STRATEGIC PLANNING	3,326.49
01/08/2024	117396	MASON LAWN & SNOW	PARTS	346.64
01/08/2024	117397	OVERISEL LUMBER COMPANY	SUPPLIES	474.65
01/08/2024	117398	OX BOW	HEMLOCK WOOLLY ADELGID	9,500.00
01/08/2024	117399	QUALITY DOOR COMPANY INC	REPAIRS	391.23
01/08/2024	117400	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	425,345.67
01/08/2024	117401	STAR OF SAUGATUCK LLC	SPEAR LAUNCH HALF	669.50
01/08/2024	117402	TERRY'S PRECAST PRODUCTS INC	SCULPTURE BASE	170.00
01/08/2024	117403	WESTENBROEK MOWER INC	SUPPLIES	198.43
01/08/2024	117404	WICK'S PARK BAR & GRILLE	STRATEGIC PLANNING	375.00
01/19/2024	DD6549(A)	ARAMENDI, NOAH	PAYROLL	1,677.06
01/19/2024	DD6550(A)	BOUWMAN, CHAD	PAYROLL	1,425.81
01/19/2024	DD6551(A)	CUMMINS, RYAN	PAYROLL	2,632.21
01/19/2024	DD6552(A)	HARDY, CODY	PAYROLL	1,478.32
01/19/2024	DD6553(A)	HEISE, RYAN	PAYROLL	3,472.22
01/19/2024	DD6554(A)	HERBERT, SCOTT	PAYROLL	2,034.16
01/19/2024	DD6555(A)	KERRIDGE, ADAM	PAYROLL	2,102.46
01/19/2024	DD6556(A)	MACK, ELLIS	PAYROLL	1,352.40
01/19/2024	DD6557(A)	MARTIN, DANNY	PAYROLL	1,198.02
01/19/2024	DD6558(A)	STANISLAWSKI, PETER	PAYROLL	1,436.41
01/19/2024	DD6559(A)	WILLIAMS, SARA	PAYROLL	1,754.02
01/19/2024	DD6560(A)	WOLTERS, JAMIE	PAYROLL	1,916.84
01/19/2024	EFT1769(E)	ALERUS	PAYROLL	3,609.72
01/19/2024	EFT1770(E)	EXPERT PAY	PAYROLL	139.54
01/19/2024	EFT1771(E)	MERS HYBRID	PAYROLL	2,219.58
01/19/2024	EFT1772(E)	FEDERAL TAX DEPOSIT	PAYROLL	7,299.91
01/19/2024	EFT1773(E)	MERS	PAYROLL	4,951.00

02/08/2024 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 01/01/2024 - 01/31/2024				
Check Date	Check	Vendor Name	Description	Amount
01/19/2024	EFT1774(E)	MI DEPT OF TREASURY	PAYROLL	2,309.54
01/22/2024	5095(E)	AT&T MOBILITY	CELL PHONES	298.86
01/22/2024	5096(E)	JOHN DEERE FINANCIAL	REPAIRS	138.76
01/22/2024	5097(E)	MERCHANTS BANCARD NETWORK	BANK FEES	131.70
01/22/2024	5098(E)	RICOH USA INC	COPIER LEASE	127.97
01/22/2024	5099(A)	ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	31,019.60
01/22/2024	5100(A)	ALLEGAN COUNTY TREASURER	TAX TRIBUNAL CHARGES	32,775.71
01/22/2024	5101(A)	CERTASITE LLC	FIRE EXT ANNUALS	1,948.73
01/22/2024	5102(A)	DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	5,347.61
01/22/2024	5103(A)	FAHEY SCHULTZ BURZYCH RHODES	LEGAL COUNCIL	21,895.56
01/22/2024	5104(A)	FIRST ADVANTAGE INC	DRUG TESTING	50.93
01/22/2024	5105(A)	HORIZON COMMUNITY PLANNER	PLANNING & HISTORIC DISTRICT	1,843.75
01/22/2024	5106(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	9,071.78
01/22/2024	5107(A)	LANDSCAPE DESIGN SERVICES INC	ROSE GARDEN MAINTENANCE	1,275.00
01/22/2024	5108(A)	MML WORKER COMP	WORKER COMP INSURANCE	3,357.00
01/22/2024	5109(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	12,364.16
01/22/2024	5110(A)	SAUGATUCK FIRE	RENTAL INSPECTIONS	45,985.98
01/22/2024	5111(A)	SISTERS IN INK	PARK SIGN	90.00
01/22/2024	5112(A)	SPECTRUM PRINTERS INC	ELECTION MATERIALS	562.60
01/22/2024	5113(A)	TOWNSHIP OF SAUGATUCK	PARK PLAN	375.00
01/22/2024	5114(A)	TRUCK & TRAILER SPECIALTIES	SNOW BLADES	1,130.64
01/22/2024	117405	BUBNIAK WILLIAM & PANEPUCCI LISA M	2023 Win Tax Refund 57-870-003-00	220.79
01/22/2024	117406	ALLEGAN COUNTY CLERK ASSOCIATION	DUES	10.00
01/22/2024	117407	C2AE	BLUE STAR TRAIL	4,395.44
01/22/2024	117408	IHLE AUTO PARTS	SUPPLIES	250.50
01/22/2024	117409	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	145,538.51
01/31/2024	5115(E)	NET2PHONE INC	TELEPHONES	215.97
01/31/2024	5116(E)	REPUBLIC SERVICES	TRASH	1,588.02
Total of 106 Checks:				1,207,289.13
Less 0 Void Checks:				0.00
Total of 106 Disbursements:				1,207,289.13



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: February 12, 2024

SUBJECT: City Council Meeting Change Request

DESCRIPTION:

The Presidential Primary Election will be held in the Council Chambers on February 27th, 2024. The City Council has a regular meeting scheduled on February 26th, 2024, at 7:00 p.m. Historically the day before the election is when the Council Chamber is converted into the polling place. To avoid having to set up the polling place after the Council Meeting on February 26th, I am requesting the Council move the February 26th meeting to later in the week.

Per the Rules of Procedures:

- For a rescheduled regular or a special meeting of the Council, a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting as required by the Open Meetings Act.
- Regular Meetings In accordance with Section 4.13 of the City Charter, the regular Meetings of the City Council will be held on the second and fourth Monday of each month beginning at 7:00 p.m. at the Council Room located at 102 Butler Street, Saugatuck, Michigan, or at any other place within the City limits upon the approval of the City Council.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

Yes

SAMPLE MOTION:

Move to approve/deny moving the regular scheduled City Council meeting of February 26th, 2024 to February 29th, 2024 at 7:00 p.m. with no change of location.