



CITY COUNCIL MEETING AGENDA

February 13, 2023 – 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 Speakers**
8. **Public Comment on Agenda Items Only (Limit 3 minutes)**
9. **Consent Agenda: (Roll Call)**
 - A. Regular City Council Meeting Minutes –January 23, 2023. Pg.4
10. **Staff Reports, Boards, Commissions & Committees:**
 - A. **Staff Reports:** Starting on Pg.9
 1. City Manager
 2. Treasurer
 3. Planning and Zoning
 4. Department of Public Works
 5. Police
 6. Engineer
 7. Fire

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 Wolters@saugatuckcity.com for further information.

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
8. Parks & Public Works Committee
9. Tri-Community Non-Motorized Trail Study Committee
10. Tri-Community Recycling Ad-Hoc Committee

11. Request for Payment

12. Approval of Accounts Payable: (Roll Call)

- A. Accounts Payable in the amount of \$616,125.32 Pg.27

13. Introduction of Ordinances

14. Public Hearings

15. Unfinished Business

16. New Business:

- A. Capital Improvements- Road and Utility Proposals *(Roll Call)* Pg.37
- B. Resolution 230213-A-Short Term Rental Task Force Recommended by Planning Commission *(Roll Call)* Pg.47
- C. Resolution 230213-B-2023 Poverty Exemption Guidelines *(Roll Call)* Pg.63
- D. Kalamazoo Harbor Authority Appointment *(Voice Vote)* Pg.68
- E. Planning Commission Activity Report for 2022 Pg.69

17. Public Comments (Limit 3 minutes)

18. Closed Session:

- A. Pursuant to MCL 15.268 (e) to consult with the City attorney regarding special counsel to assist on trial strategy in connection with specific pending litigation involving Dune Ridge, SA, LP vs. City of Saugatuck, Case No. 21-64709 and pending litigation involving Gary E. Medler vs. City of Saugatuck, Case No. 23-66752.
- B. Pursuant to MCL 15.268(a) of the Open Meetings Act, the City will enter into closed session to conduct the annual City Manager performance review. *(Roll Call)*

19. Take any necessary action as a result of closed session discussions (Roll Call)

20. Correspondence:

A. Catherine Simon

21. Council Comments

22. Adjourn (*Voice Vote*)



CITY COUNCIL MEETING MINUTES - *Proposed*
January 23, 2023

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 Dean at 7:00 p.m.

Attendance:

Present: Mayor Dean, Mayor Pro-Tem Stanton, Councilmembers Baldwin, Gardner, Leo, Lewis and Muncey.

Absent: None

Others Present: City Manager Heise, Director of Planning, Zoning & Project Management Cummins, DPW Superintendent Herbert, Clerk Wolters, Allegan County Police Captain Ensfield and City Associate Attorney O'Meara.

Mayor's Comments:

All in attendance. There are changes to the agenda, a new format that was council approved at an earlier City Council meeting. This agenda is a work in progress but allows for guest speakers and public comments early on.

City Manager Comments:

He had a wonderful dinner with the Mt. Baldhead group, they had a great conversation. He has been selected by the Michigan Municipal League as a committee member to be an advocate for the City Manager form of government.

Agenda Changes:

Mayor Dean proposed agenda changes to add Allegan County Commissioner Dean Kapenga as Guest Speaker 7A and move Saugatuck Center of the Arts Executive Director Kristin Armstrong as Guest Speaker 7B.

Guest Speakers:

Allegan County Commissioner Dean Kapenga: He asked if Council needs anything to not hesitate to reach out to him and he will advocate for them. He reported on current and future happenings in the County.

- 1. Last year the County had 47,000 law enforcement, 13,000 EMS and 8000 Fire department calls. Calls went up by 3000 last year. The governor agreed to assign another judge, construction is underway to accommodate.
- 2. Reviewed the senior citizen assistance programs.
- 3. Goals of being fiscally sound, looking far enough out and listening to peoples’ needs.
- 4. Working on providing broadband, hired 123.net to assist.
- 5. Reviewed the water study project.

Kristin Armstrong- Saugatuck Center of the Arts Executive Director: She reviewed the 2023 exhibitions, entertainment, and educational programs.

- A. Exhibitions
 - a. The Journal Project with Ruth Crowe, Home Body & Creative Fellow Mindy Trafman
- B. Entertainment
 - a. Hemy Keyboard Series, Art Out Loud Community Film Festival, Cowboy Junkies and Rooted in Michigan ft. May Erlewine, Summer Markets, Winter Eve Market, Holiday Market, Jump into Summer, Kinky Boots, Jersey Boys and A Bright Night.
- C. Education
 - a. Children’s Summer Camps, Adult Programs, Children’s Film Festival.

Public Comment on Agenda Item Only:

David Langley (resident)- Recommended that short term rentals in the City contribute to the CVB same as the bed& breakfast currently do.

Consent Agenda:

- A. Regular City Council Meeting Minutes – December 12, 2022.
- B. Special City Council Meeting Minutes – December 13, 2022.
- C. Regular City Council Meeting Minutes- January 9, 2023.

Motion by Baldwin, second by Lewis to approve the consent agenda. Via roll call vote, motion carried unanimously.

Staff Reports:

City Manager, Treasurer, Zoning Administrator, DPW Superintendent and Engineer submitted status reports of current activities since the last Council meeting on January 23, 2023, for their respective departments. Lt. Ensfield was present for questions regarding his department.

Boards, Commissions & Committees:

Dan Fox- STFD, Saugatuck City Representative- Briefed Council of the following information from the January 16th Fire Board meeting.

- 1. Chief briefed the Fire board on year end statistics.
 - a. 1023 calls for the year:
 - i. 44% for Saugatuck Township.
 - ii. 29% for Douglas.

- iii. 27% for City of Saugatuck.
2. The district sought \$61,165 in cost recovery. Received so far has been \$26,000.
3. 66 vehicle accidents this year.
4. Direct grants and donations during the year were \$99,572.
5. EMS working group had their first meeting.
6. Planning underway for open house at the Fire House for all three jurisdictions officials.
7. The Chief was pleased with Mayor Dean, Councilmember Baldwin and Muncey along with Zoning Director Ryan Cummins for coming for new Councilmember training.

Councilmember Muncey- Interurban Board, Saugatuck City Representative- The Board submitted a copy of the MDOT grant to the City. Another propane bus will be delivered this year and will be the third propane bus in the fleet.

Barry Johnson- KLSWA, Saugatuck City Representative- Briefed Council on the following information from the January 11th and January 18th meetings.

1. He thanked everyone who came to KLSWA building for training.
2. Submitted monthly water report without issue.
3. Submitted wastewater treatment daily monitoring without issue.
4. On 12/16 and 12/19 attempted to resolve an unidentified connection to the watermain.
5. After the blizzard they noticed a leak on Campbell road- was repaired.
6. They are working on the budget. Priority Health is increasing 10.85% along with living cost increase.
7. Budget public hearing was on January 18th.
8. There is a 10% increase in all materials, services and labor as a result of that increase it's necessary to recommend a rate increase for the water base fees of \$1.03 per meter equivalent along with a .15 cent increase per 1000 gallons of water. They are also recommending a rate increase for sewer base fees of .55 cents per meter equivalent per month and a .05 cent increase per 1000 gallons of water.
9. They are updating their capital improvement plan.

Councilmember Lewis- Historic District Commission- Met on January 5th and had one item for 647 Butler St. which the applicant will return on February 2nd.

Councilmember Gardner- Planning Commission- Met on January 19th and they had two applications. One applicant pulled out before the meeting and the other was for land division.

Councilmember Baldwin-Parks and Public Works Committee- First meeting of year is January 24th. Study groups are underway.

Councilmember Leo- Tri-Community Non-Motorized Trail Study Committee- Meeting this week to discuss next steps with the engineer and all three municipalities.

Councilmember Lewis- Tri-Community Recycling Ad-Hoc Committee- The group ended in December. There have been some residents in conjunction with Rotary to plan another household hazardous waste day.

Request for Payment: None.

Approval of Accounts Payable:

- A. Accounts Payable in the amount of \$1,013,583.20.
- B. Accounts Payable in the amount of \$274,995.26.

Motion by Gardner, second by Lewis to approve the accounts payable. Via roll call vote, motion carried unanimously.

Introduction of Ordinances: None

Public Hearings: None

Unfinished Business: None

New Business:

City Hall Exterior – Recommendation of Award: City has reviewed the bids for the Saugatuck City Hall Exterior Painting & Restoration project and summarized the bids on the attached spreadsheet. A total of three (3) bids were received in the amount of \$133,479.95, \$239,303.00, & \$285,080.00. While there is a significant difference between the lowest bid and the other two, this is a result of the bids having a different interpretation of an item on the addendum. An approximate quantity of siding replacement was provided to allow the bidders to establish unit pricing for labor. As the actual amount cannot be fully determined until the existing paint has been removed, the actual final cost of replacement will be added to the project cost after paint removal. The two higher bidders interpreted this as being an allowance from which to increase or decrease the final price. The low bidder did not include the allowance. Not including the allowance was the intent of the addendum.

Motion by Muncey, second by Stanton to approve the bid for City Hall exterior repairs and restoration from Painting Services of West Michigan in the amount of \$133,479.95, and a contingency not to exceed \$50,000 without returning to Council, for a total of \$183,479.95 from the City Hall maintenance and repair general fund. Contract to be executed by the Mayor or Mayor Pro Tem. Muncey amended his motion to include the restoration and painting of the information booth. Via roll call vote, motion carried unanimously.

Historic District Commission Appointment: The City Clerk provided notice that the city is accepting applications for the Historic District Commission. Two applicants are interested in the open seat. Both applicants were contacted to participate in an interview with Mayor Dean, Chairperson Straker and Zoning Director Cummins on January 6th. Rosemary Johnson and William Donahue II were interviewed. Mayor Dean is recommending that William Donahue II be appointed as a Historic District Commission member with a term ending August 1, 2025.

Motion by Lewis, second by Muncey to appoint William Donahue II to the Historic District Commission with a term ending August 1, 2025. Via voice vote, motion carried unanimously.

Short Term Rental Discussion: Council continued discussion on short term rentals from their Wednesday workshop.

Venetian Festival Discussion: Mark Smaller- President of Saugatuck Douglas Rotary. The board unanimously approved organizing the Venetian Festival this year.

Public Comment:

Barry Johnson (resident): Complimented Council on discussion of short-term rentals.

Correspondence: None.

Council Comments:

- Councilmember Baldwin: None
- Councilmember Muncey: Thanked everyone for the new member Councilmember training. Bob Wood will be at the Saugatuck Brew Company to talk about his five weeks in Ukraine. Wish Bone is collecting food.
- Councilmember Leo: None.
- Mayor Pro-Tem Stanton: Congratulated all who organized and participated in the 50th anniversary of Title nine.
- Councilmember Gardner: Echoed Stanton comments on the Title nine event. He attended newly elected officials training this past Saturday.
- Councilmember Lewis: The Title nine event received positive recognition in the media. It wasn't just educating women; it's how they educated other athletes. It was great to see how proud everyone was and better to see the education and growth that occurred in the young community.

Mayor Comments:

- Mayor Dean: Thanked councilmember Lewis for her work on Title nine event. Thanked Mayor Pro-Tem Stanton and Councilmember Gardner for their attendance at the event. He was pleased with the Council representation from the City Council, and it was a wonderful event.

Adjournment:

Motion by Gardner, second by Baldwin to adjourn. Upon voice vote, motion carried unanimously, and Mayor Dean adjourned at 8:28 p.m.

Respectfully Submitted,

Jamie Wolters
City Clerk



City Managers Report –Highlights

February 13, 2023

Newish! - Cellular Service Discussions Continue with AT&T

AT&T

Verizon has completed their small cell installation and now all eyes are towards AT&T with their project slated for **fall of '23**. AT&T has presented preliminary plans for facilities at Mt. Baldhead and staff is in the process of providing preliminary input. Preliminary designs will be presented to the Parks and Public Works Committee for review and input, before ultimately reaching City Council for final approval. Continued discussions with the AT&T government liaisons to review install/service agreements and permitting. This has the makings of an excellent private/public partnership and a fantastic repurposing of the tower. Communications continue with Jill Dunham, Allegan County Broadband Project Manager.

Parks and Public Works Update

The Parks and Public Works (PPW) Committee is off and running, focusing on the strategic plan provided by Council after their review of citizen survey. Attention remains on playground/village square, Blue Star Trail multi-modal path, Mt. Baldhead and Park Street. The PPW Committee has organized study groups to perform fact finding to present to the PPW Committee. This is designed to be a bottom-up process with many opportunities for citizen input (the brain trust is strong). From a staff perspective the top two priorities are: 1) Playground area, driven by the age of the existing playground facilities and 2) Mt Baldhead, driven by the AT&T cellular improvements and the potential for a public/private partnership, including new restroom facilities.

Ongoing- Kalamazoo Lake Sewer and Water (KLSWA) Agreement

City/Township Managers continue to discuss the Asset Management Plan, along with our respective attorneys and engineers.

KLSWA prefers to begin with negotiating the asset management plan for sewer to utilize as a roadmap for the water agreement. Legal counsel has been engaged and provided initial comments. KLSWA has requested an extension from EGLE to provide the agreement.

Discussions with City Council needed for collecting funds for long-term asset management.

Blue Star Highway

Next steps include a programming schedule for construction design and long-term schedule for the project. Celebrating our successes, as a reminder the City was two for two; successful in both grant applications for the Blue Star Trail. Staff is waiting to receive a proposal for phase 2 work: construction design and oversight.

Ongoing- Oval Beach Staffing and Operations

Discussions on safety improvements, operational improvements, staff retention and recruitment continue. Beach Community Safety Summit conducted in South Haven was helpful. This year's summit to be held in Saugatuck.

City Hall

Preliminary schedule for exterior repairs- lead abatement contractor thinks they can get started in April. Contractor anticipates a two-month schedule, weather dependent.

Ongoing- Road Resurfacing (and utility) Projects

Discussion on your agenda with two action items.

Discussions continue with Allegan County Conservation District

Allegan Conservation District (ACD) conducted surveys for treating Hemlock trees for hemlock woolly adelgid (HWA). A reminder that they are willing to assist with other invasive species treatment in the area.

Old news- Dune Ridge Waterfront Update

Litigation continues...

Council-Manager form of Government Tid-bit

As part of my committee assignment with the Michigan Municipal Executives to advocate for Council-Manager form of government. I will be adding a fact with each Manager's Report. Beginning with a brief explanation of the Council-Manager form of government and why it exists.

The council-manager form, sometimes referred to as the "city manager" form, was born in the early 20th century in response to corruption and patronage that plagued many cities. The form was designed to "professionalize" local government and resembles the structure of a corporation or a non-profit. In a city, for instance, the city council acts much like a board of directors: similar to how a board would hire an experienced CEO to run a private sector organization, the council hires a professionally-trained manager to run the day-to-day operations of the city. (The position of mayor can be compared to the chair of the board.) The council, which includes the mayor, oversees the actions of the professional manager and ensures that policies are implemented to the community's satisfaction. The council may decide to replace the manager at any time with a majority vote.



Treasurer Report

Below is a summary of notable activities carried out by the Treasurer's Office since the last council meeting on 1/23/2023:

- Paid routine bills
- Completed and disseminated bi-weekly payroll
- Collecting winter tax bills



Planning, Zoning and Project Report

February 13, 2023

Planning and Zoning

- Prepared for and attended Historic District Commission meeting.
- Prepared for and attended Planning Commission special meeting.
- Attended Stormwater Training Webinar put on by the City Attorney's firm.
- Attended meeting with Fire Authority, City of the Village of Douglas, and Saugatuck Township regarding short-term rentals.
- Researched and reviewed expanded outdoor dining ordinances, policies, practices and history.
- Reviewed legacy short-term rental hold list and began clearing up the list.
- Researched and reviewed accessory dwelling unit regulations.
- Reviewed fee schedule, other communities fee schedules, and began preparing fee change recommendations.
- Completed online modules as part of the MSU Extension Zoning Administrator Certificate Program.
- Attended in person training for MSU Extension Zoning Administrator Certificate Program.
- Began researching code enforcement options.
- Set a date and initial plan for ZBA member training as requested by the ZBA.
- Attended economic forecast presentation.
- Enrolled interested Planning Commissioners in MSU Extension Citizen Planner course.
- Completed planning and zoning casework as outlined in the chart below.

Projects

- Attended Parks and Public Works Meeting.
- Reviewed DWSRF Project Plan Proposal submitted by City Engineer.
- Reviewed updated Capital Improvement Plan submitted by City Engineer.
- Reviewed Park St. Non-Motorized Study Update from 2020.
- Attended Airport Property Tour with Airport Study Group.
- Attended meeting with AT&T reference cell service plans on Mt. Baldhead.

Planning and Zoning Casework

383 Dunegrass Circle	New Home	Reviewed Fire Authority approvals. Claim of Appeal filed in regards to the Planning Commission decision.
311 Water St (108 Hoffman Unit)	Short Term Rental	Existing STR. Renewing. Failed inspection. Sent invoice. Re-inspection still pending.
726 Water St	Short Term Rental	Existing STR units. Renewing. Sent to Fire Department for inspection. Still pending.
255 Spear St	Short Term Rental	Existing STR changed ownership. Sent to Fire Department for inspection. Still pending.
807 Lake #7	Short Term Rental	Existing STR renewing. Sent to Fire Department for inspection. Failed inspection. Sent letter/invoice for re-inspection fee. Still pending.
712 Lake St	Short Term Rental	Existing STR renewing. Sent to Fire Department for inspection. Failed inspection. Sent invoice for re-inspection fee. Passed reinspection. Still hasn't paid fee.
350 Mason St	New Bed and Breakfast	Reviewed plans. Formal response provided to applicant for missing and non-compliant items. Reviewed and provided responses to applicant's comments and questions. Awaiting updated plans from applicant. Applicant may seek a ZBA variance. Resources provided.
764 Mason St	Short Term Rental Application	New STR. Sent to fire department for inspection. Still pending.
526 Butler St	Short Term Rental	Existing STR changed ownership and submitted application. Also received application for guest house. Researched history regarding prior approvals. Reviewed with legal and provided response to the applicant.
633 Butler	Short Term Rental	Agent requested copy of STR certificate. Was never issued. Shows hold. Investigated cottage history and approvals. Reviewed with legal. Working on providing a response to agent.
324 N Maple	Rental of Accessory Dwelling Unit	Homeowner wishes to rent ADU. Special land use application received. Scheduled for February PC meeting.

Planning and Zoning Casework Continued

181 Park St	New Garage	Zoning permit received for new garage. Received variance from ZBA for lot coverage. Floodplain information reviewed. Garage doesn't meet front setback based on initial plans. Advised applicant and discussed options.
N/A	Inquiry	Questions about food truck regulations on public and private property. Began initial review. Further research needed.
510 Butler	Addition and Exterior Updates	Zoning permit application received for kitchen enlargement. Other exterior work includes windows, doors, siding, and roof. HDC approved. Lot coverage is non-conforming and would be increased. Scheduling for March ZBA meeting for lot coverage variance.
702 Lake St	Short Term Rental	Renewal STR application received. ADU is rented with the home under a single contract. Sent to Fire Authority for inspection.
520 S. Maple St	Short Term Rental	Working on cleaning up old STR holds prior to my start date. System showed Fire inspection was not completed. Fire Authority never received application. E-mailed them the application to conduct inspection.
840 Lake St	Short Term Rental	Working on cleaning up old STR holds prior to my start date. System showed Fire inspection was not completed. Fire Authority never received application. E-mailed them the application to conduct inspection.
1050 and 1052 Elizabeth St	Short Term Rental	Working on cleaning up old STR holds. System showed Fire inspection was not completed. New owner. Sent new owner letter to complete app or advise if no longer used as a short-term rental.
239 Mary St	Short Term Rental	Working on cleaning up old STR holds. System showed Fire inspection was not completed. Fire Authority never received application. E-mailed them the application.
565 Weirich	Short Term Rental	Working on cleaning up old STR holds. System showed Fire inspection was not completed. Fire Authority never received application. No application in the system but payment received. Sent owner an e-mail requesting application.

Planning and Zoning Casework Continued

720 Butler #14	Short Term Rental	Working on cleaning up old STR holds. System showed Fire inspection was not completed. Fire Authority never received application. No application in the system but payment received. Sent owner an e-mail requesting application. Application received. Sent to Fire Authority for inspection.
115 Butler St	Short Term Rental	STR application, renewing. Application was incomplete. Sent two e-mails with no response.
133 Butler St	Short Term Rental	STR application, renewing unit B. Application incomplete. Owner advised unit A is no longer an STR. Reminder e-mail sent that application is still incomplete.
865 Holland St	Addition to Duplex	HDC application received for an addition to duplex. Two family dwellings are not a permitted or special land use in the CR district. Structures with nonconforming uses cannot be enlarged or extended. Advised applicant. Answered applicant questions. Applicant requested HDC application be put on hold while he pursues a use variance from the ZBA. ZBA application provided.
125 Water St	Short Term Rental	STR application, renewing. Sent to Fire Authority for inspection.
Vine Street Cottages	Land Division	Inquiry about whether Sugar Hill Ct. was the approved name for the private street. Researched history. Lot split application received. Asked for clearer copy of plans as they are unreadable. Will be reviewed with consultant and legal.
Alley Between Elizabeth St and West St	Inquiry	Resident complaint that alleyway (White alley per survey) does not go through and is not accessible to public, but is plowed by DPW. Ongoing concern for several years. Reviewed prior actions by former city manager and zoning administrator. DPW advised they do plow it, but someone has been privately plowing before their arrival. Pending further discussion with City Manager.

Planning and Zoning Casework Continued

127 Hoffman	Historic District Review	Concern received regarding plexiglass at Uncommon Ground. Reviewed historical documents and video and discussed with Chair. Plexiglass above railing not previously approved. E-mailed owner. Owner advised he will be submitting an HDC application.
836 Park St	Short Term Rental	STR application, renewing. Permitted. Sent to Fire Authority for inspection.
890 Simonson	New Home	Reviewed preliminary HDC and zoning plans with applicant and provided preliminary feedback. Advised of zoning and HDC processes and that no decisions can be made without reviewing actual submittals.
333 Culver St	Deck Replacement	Zoning permit application for a deck replacement. HDC previously approved. Corresponded with applicant regarding missing and unclear items. Sent to consultant to review.
820 Holland St	New Garage with ADU Above	Zoning permit application received for a garage with an accessory dwelling unit above. HDC approved in September. Owners advised will not be a rental. Consultant reviewed and has no concerns. Water/sewer connections under review as requested by KLSWA. Need water and sewer plan and fixture count. Curb cut/driveway modification reviewed by City Engineer and DPW Superintendent and approved.
132-140 Butler St	Roof Replacement	Roof replacement. No structural changes. Historic District application reviewed and approved administratively with permission of Chair. Request for dumpsters in right of way for work. HDC and ROW permits issued.
215 Grand St	Short Term Rental	Worked on cleaning up STR hold list. Fire inspection was not listed for this existing STR property. Fire Authority did conduct an inspection and forwarded their approval. STR certificate issued.
821 Allegan St	Short Term Rental	Worked on cleaning up STR hold list. Fire inspection was not listed for this existing STR property. Fire Authority did conduct an inspection and forwarded their approval. STR certificate issued.

Planning and Zoning Casework Continued

1064 Holland St	Short Term Rental	Working on cleaning up old STR holds. System showed Fire inspection was not completed. Fire Authority did conduct inspection and sent report. Note mentions an ADU. Asked Fire Authority whether this was included in their occupancy. ADU not inspected or included. STR certificate issued.
350 N Maple	Inquiry and Short Term Rental	Questions about interior remodeling. Provided MTS contact information. Explained when zoning regulations apply. STR application for a new unit was received and sent to Fire Authority for inspection.
Shell Gas Station	Inquiry	Questions about permitting for electric vehicle charging stations at Shell off of I-196/Blue Star. Provided Township contact information.
141 North St	Inquiry	Interior remodeling. Answered questions. Provided MTS contact info for building permits. They are new owners. Advised new STR application would be needed to use the home as home has been an STR historically. They will submit after remodel. E-mailed application.
901 Allegan	Inquiry	Questions about fencing for pools. Provided zoning ordinance information and connected with MTS for state construction code requirements.
310 Butler St	Inquiry	Fenn Valley Vineyards interested in being in the social district. Advised their local governmental unit on the Liquor Control Commission licensee list shows as Saugatuck Township for their 310 Butler St. location. Advised to check on that and they can submit an application to be included and it will be presented to City Council for a decision.
449 Water St	Right of Way Permit	Dumpster in right of way permit. Advised what is needed to issue. All interior work (flooring). Dumpster in right of way permit issued.
1044 Holland St	New Dock	Copies of EGLE permit for new dock and boat hoists received. Advised agent that minor waterfront construction permit was needed. Consultant reviewed plans and no concerns. Notified adjacent property owners. No response. Issued minor waterfront construction permit.

Planning and Zoning Casework Continued

439 Butler	Inquiry	Inquiry from Michigan Township Services about Butler Pantry renovations on the second floor. Advised I have not had any correspondence regarding this. MTS to follow-up.
449 Water ST	Inquiry	Inquiry from Michigan Township Services about Wicks Bar and Grille interior renovations. Advised the interior work did not trigger zoning review. MTS to follow-up.
955 Holland St	Short Term Rental	Existing STR renewing. Permitted. Sent to Fire Authority for inspection. Passed inspection. STR certificate issued.
201 Culver St #5	Short Term Rental	STR app, renewing. Sent to Fire Authority for inspection. Passed inspection. Issued STR certificate.
700 Maple Street	Land Division	Extensively reviewed with legal, Fire Authority, engineer, and consultant. Received Planning Commission feedback. Applicant e-mailed on 2/3 withdrawing the application to split the property.
428 Grand	Final Inspections	Final inspections completed.
615 Park ST	Inquiry	Questions about uses in the resort district. Provided zoning ordinance information.
259 and 275 North ST	Inquiry	Inquiry about dimensional requirements and water/sewer service. Answered questions.
647 Butler	Window Replacement and New Fence	Various work including new windows, doors, roof, and fence. Contributing structure. HDC approved the work at two separate meetings. Applicant initially had porch and deck plans but withdrew them. HDC and fence permit issued.

Department of Public Works

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 01/23/2023:

Snow and Ice

- Snow/ice control services were provided on major streets, local streets, sidewalks, parking lots, dead-ends, stairs, etc.
- Employee snowplow training continues.
- 100 tons of rock salt was ordered and delivered to the DPW garage.

Motor Pool

- Snow and ice equipment has been routinely washed and neutralized of salt.
- A new cutting edge was installed on our Root T-11 one-way plow.
- A new mirror was installed on a dump truck due to damage incurred by a tree limb while plowing.
- The aerial lift is being serviced which includes the installation of a new Altec boom.
- Heavy emphasis was placed on oil changes and filters over the past couple of weeks.

Flower Boxes

- 6 flower boxes were rebuilt, to the same specifications as the old ones, for the exterior of City Hall in preparation for the exterior restoration project taking place this spring (see photo below).
- 3 flower boxes were rebuilt for the Information Booth.



Oval Beach Operations / Seasonal Staff Recruiting

A CPR/AED Certification Course was completed by all DPW staff including the Oval Beach Manager. Oval Beach Seasonal staff will be required to complete the same training course upon being hired. We have received confirmation that 3 staff members will return to Oval Beach for the 2023 season and the DPW has 2 hires recruited already.

Willow Park Property Damage

The deck at Willow Park sustained damage due to an incident involving a motorist driving through the railing (see photos below). DPW staff made all necessary repairs, and the costs were reported to insurance.



Meetings

- 01/24/2023 - City Hall Team Meeting
- 01/24/2023 - Parks and Public Works Meeting
- 01/30/2023 - One on One Meeting with City Manager
- 01/31/2023 - DPW Weekly Goals Meeting
- 01/31/2023 - AT&T Mt. Baldhead Meeting
- 01/31/2023 - Parks and Public Works Special Meeting – Airport Property
- 02/03/2023 - F&V – Street Projects and CIP
- 02/03/2023 - Parks and Public Works - Mt. Baldhead Study Group
- 02/03/2023 - DPW Weekly Goals Follow-Up Meeting
- 02/06/2023 - DPW Weekly Goals Meeting
- 02/08/2023 - City Workshop Meeting
- 02/10/2023 - DPW Weekly Goals Follow-Up Meeting
- 02/10/2023 - Management Training
- 02/10/2023 - AT&T Mt. Baldhead Meeting

CIP Street Maintenance Recommendation

-Taylor/Takken/East/West Street Crush and Shape with Drainage Repairs

- Public Works supports the recommendation from F&V to begin the design and bidding phase of this project for the 2023 construction season. The design and bidding phase is projected to cost **\$22,600**. If approved by Council soon, construction would be scheduled to begin during the fall of 2023. The estimated total cost for the project is **\$400,000**.

-Systemwide Crack Sealing

- Public Works recommends and supports moving forward with **Systemwide Crack Sealing**, as noted on the CIP, which has an estimated total cost of **\$25,000**. If approved, then this work would be scheduled shortly after Labor Day of 2023 while temperatures are still high enough to promote good adhesion to the asphalt.

-Patching + Micro Surfacing/Slurry Sealing

- F&V and the DPW will work on generating cost estimates for **High Priority** streets that are eligible for this work. Once estimates are collected, a recommendation will follow outlining specific streets and the associated cost for the work. At that time, if the recommendation is approved, then the work would be scheduled for the spring of 2024. A priority list was supplied at the last workshop meeting and is also included here:

Public Works Priorities for Patching + Microsurfacing/Slurry Sealing

High Priority:

- Griffith Street – Culver to Mary Street
- Lucy Street – Butler to Holland Street
- Park Street – Patch 2 areas of concern
- Culver Street – Butler to Griffith Street
- Francis Street – Holland/Griffith to Elizabeth Street
- Hoffman Street – W. of St. Joseph to East End
- Elizabeth Street – Main to Francis Street

Medium Priority:

- Spear Street – W. End to Holland Street
- Francis Street – Water to Holland/Griffith Street
- Mary Street – Water to Butler Street
- Mason Street – Water to Griffith Street
- Mason Street – Grand to Maple Street

Low Priority:

- State Street – Lake to Maple Street
- Pleasant Street – Allegan to State Street
- Mary Street – Butler to Grand Street
- Grand Street – Hoffman to Francis Street
- Main Street – Griffith to Elizabeth Street
- North Street – Maple Street to BSH



Allegan County Sheriff Report

Below is a summary of notable activities carried out by the Allegan County Sheriff's Deputies since the last council meeting on 1-23-2023:

- Daytime officers went to additional school resource officer training.

**City of Saugatuck
Status Report of Engineering
Activities February 13, 2023**

General Consultation

- Water Street Sidewalk: Project is complete. Will review grass restoration in the spring.
- Water System Asset Management Plan: The Intent to Apply deadline for EGLE's Drinking Water Revolving Fund was submitted to meet the November 1 deadline. Guidance for the full application has been delayed. A proposal for the full application has been prepared, anticipating council approval on February 13.
- Olde Mill Apartments Water Service: Quotes have been received. Drafted a background memo to summarize what limited information is available to assist council with making decisions on whether to proceed, cost sharing, etc. This work could be combined with other work on Maple Street.
- City Hall Exterior Renovations: Pre-construction activities are underway. Work is anticipated to begin once the weather is conducive.
- Spark Grant: There are two rounds of funding in 2023, \$25M each. It will be a competitive program, but if the City has a park-type project (or projects, up to 3 can be submitted), we can assist with conceptual design/planning work and submitting the application.
- Mt. Baldhead Conceptual Planning: Met with the Mt. Baldhead Study Group on February 3. Working on a proposal to assist with updating conceptual planning for the area to provide an overall vision as various improvements are implemented.

Maple Street Improvements

- Presented drainage study at January 4 workshop. We have begun working with staff on implementation of short-term opportunities and incorporated long-term into the capital improvements planning.

Capital Improvements Planning

- The updated CIP was presented to City Council on February 8.
- The four priorities recommended for action are:
 - EGLE DWSRF application (proposal pending approval)
 - East/West/Taylor/Takken Improvements (design/bidding proposal pending approval)
 - System-wide crack sealing, fall 2023
 - System-wide patching and surface sealing, spring 2024

Blue Star Highway Bridge Navigation Lighting

- We are working with the Coast Guard to finalize lighting details. USCG may or may not provide guidance, but we anticipated they will provide correspondence that they do not object to the lighting, if they choose not to provide guidance.
- Once the details have been finalized, we will assist the communities with soliciting quotes for light installation.

Jamie Wolters

From: Greg Janik <gjanik@saugatuckfire.org>
Sent: Wednesday, February 8, 2023 4:00 PM
To: Jamie Wolters; Ryan Heise; Ryan Cummins; Scott Herbert; Peter Stanislawski; Jon Moxey; Brett Ensfield; Michelle Green
Cc: Sara Williams; Cody Hardy; Jane Verplank; danielwfox101@gmail.com
Subject: RE: Staff Reports
Attachments: 01 January 2023 Stats v1.pdf

Jamie:

Thank you for the helpful reminder. I have copied Saugatuck City Fire Board representatives so they are aware of the correspondence.

I have two items I would like to share.

1. January 2023 Fire District statistics
2. Respectfully request that if any questions arise regarding the Fire District budget, to please let the city representatives know so a timely response can be prepared.

Thank you,
Greg

Greg Janik

Fire Chief/Fire Marshal
3342 Blue Star Highway
Saugatuck, MI 49453

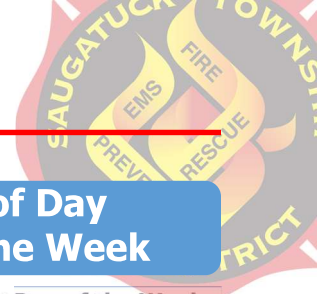
Phone: 269 857-3000

E-mail : gjanik@saugatuckfire.org



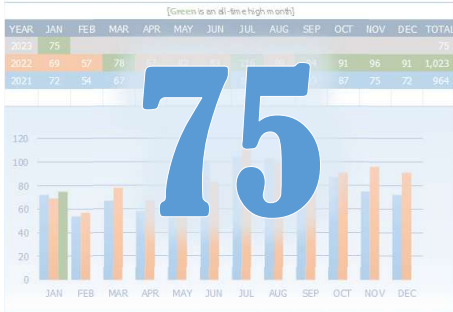
CONFIDENTIALITY NOTICE: *The information contained in this e-mail message and any attachment(s) may contain confidential information that is legally privileged and exempt from disclosure under applicable law, and is intended only for the confidential use of the intended recipient(s). If the reader of this e-mail message is not the intended recipient or the employee agent*

Incidents end of January 2023



Incidents 2023

2021-2023 Incidents by Month



75

January recorded **75 calls**. A **fifth** straight month of record call volume. This was an increase of 8.7% compared to January 2022 that showed 69 calls.

Response times 2023

2021-2023 Response Times by Month



6:04

Our January response time of **6:04** was an improvement compared to January 2022. Still, it is slightly more than our overall response time in **2022 of 5:57**.

Emergent Calls 2023

2021-2023 Emergency Responses

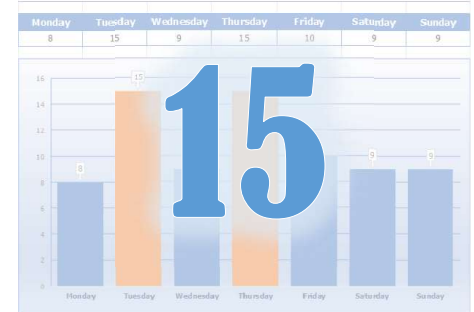


47

January showed 47 emergent calls (lights and siren) up from 45 in January last year. An increase of 4%.

Time of Day Day of the Week

2023 Incidents per Day of the Week

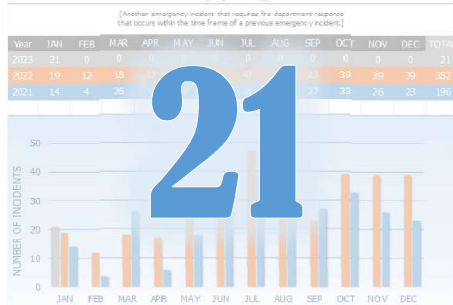


15

Tuesday and Thursday were the most busy days with 15 calls each compared to the rest of the week within the **8-10 range**. The hours from **9AM-9PM** count for the busy time of the day.

Overlapping Calls 2023

2021-23 Overlapping Incidents YTD

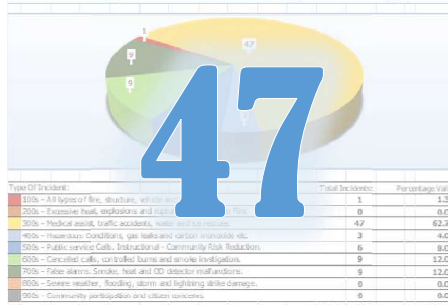


21

21 overlapping calls shows an increase compared to 19 in 2022. 28% of our calls in January were overlapping. For all of 2022, 34% of our calls were overlapping.

Type of Calls 2023

January 2023 Incidents by NFIRS Type

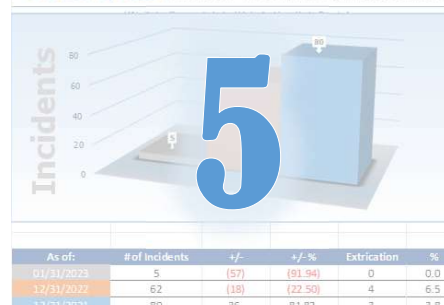


47

January recorded 47 calls in EMS or 63%. The most common EMS call types are **general sickness** with 9, followed by **8 falls** so far.

MVI 2023

2021-2023 Motor Vehicle Incidents

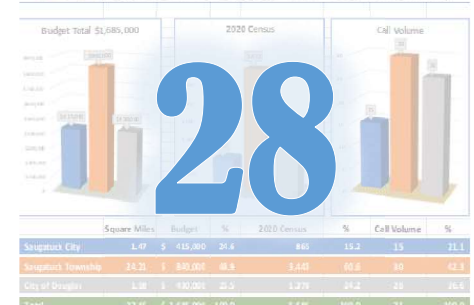


5

5 MVIs (motor vehicle incidents, i.e., crashes, fires etc.) **compared to 12 last year in January** and 9 in January 2021. A major incident early February will be on next month stats.

Municipality 2023

2023 Key numbers for Tri-Community



28

Location of calls shows **Township (including I-196) and Douglas** accounts for 28 calls each or 39% compared to Saugatuck City at 15 or 21%.

02/01/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 01/01/2023 - 01/31/2023				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
01/06/2023	DD5898(A)	BOUWMAN, CHAD	PAYROLL	1,641.95
01/06/2023	DD5899(A)	CUMMINS, RYAN	PAYROLL	2,067.13
01/06/2023	DD5900(A)	HARDY, CODY	PAYROLL	1,964.80
01/06/2023	DD5901(A)	HARRIER, KIRK	PAYROLL	10,388.11
01/06/2023	DD5902(A)	HEISE, RYAN	PAYROLL	3,170.55
01/06/2023	DD5903(A)	HERBERT, SCOTT	PAYROLL	2,292.26
01/06/2023	DD5904(A)	KERRIDGE, ADAM	PAYROLL	1,362.48
01/06/2023	DD5905(A)	MACK, ELLIS	PAYROLL	1,459.34
01/06/2023	DD5906(A)	MARTIN, DANNY	PAYROLL	683.92
01/06/2023	DD5907(A)	STANISLAWSKI, PETER	PAYROLL	1,351.04
01/06/2023	DD5908(A)	WENDT, MICHAEL	PAYROLL	1,769.49
01/06/2023	DD5909(A)	WILLIAMS, SARA	PAYROLL	1,514.38
01/06/2023	DD5910(A)	WOLTERS, JAMIE	PAYROLL	1,751.23
01/06/2023	EFT1637(E)	ALERUS	PAYROLL	3,519.63
01/06/2023	EFT1638(E)	EXPERT PAY	PAYROLL	301.61
01/06/2023	EFT1639(E)	MERS HYBRID	PAYROLL	2,154.08
01/06/2023	EFT1640(E)	FEDERAL TAX DEPOSIT	PAYROLL	14,961.11
01/09/2023	17135	D & L TRUCK & TRAILER LLC	TRUCK 1 REPAIR	6,518.35
01/09/2023	17136	DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	6,993.88
01/09/2023	17137	KENDALL ELECTRIC INC	SUPPLIES	243.28
01/09/2023	17138	MARILYNN J SEMONICK	STRATEGIC PLANNING	3,308.34
01/09/2023	17139	MASON LAWN & SNOW	SALT SPREADER REPAIRS	415.35
01/09/2023	17140	MINER SUPPLY CO	SUPPLIES	1,983.36
01/09/2023	17141	OVERISEL LUMBER COMPANY	SUPPLIES	950.86
01/09/2023	17142	RATHCO SAFETY SUPPLY CO	SIGNS	95.69
01/09/2023	17143	RICOH USA INC	COPIER LEASE	127.97
01/09/2023	17144	ROSS EDUCATION LLC	CDL TRAINING	1,900.00
01/09/2023	17145	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	457,981.82
01/09/2023	17146	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	58,889.55
01/09/2023	17147	SAUGATUCK TOWNSHIP	DPW BUILDING PERMIT	86.75
01/09/2023	17148	SCOTT'S LANDSCAPE MANAGEMENT IN	BRUSH & LEAF HAULING	3,525.00
01/09/2023	17149	SHULTS EQUIPMENT LLC	PLOW PARTS	938.00
01/09/2023	17150	WESTENBROEK MOWER INC	REPAIRS SMALL ENGINES	328.30
01/09/2023	17151	WMOI	DPW OFFICE FURNITURE	945.00
01/09/2023	4434(E)	AT&T MOBILITY	CELL PHONES	172.74
01/09/2023	4435(E)	CAPITAL ONE	HOLIDAY SUPPLIES	203.43
01/09/2023	4436(E)	COMCAST	TELEPHONES & INTERNET	153.40
01/09/2023	4437(E)	CONSUMERS ENERGY	ELECTRIC	3,595.46
01/09/2023	4438(E)	FIRST BANK CARD	TOOLS, HOLIDAY, TRAINING & SUPPLIE	4,396.16
01/09/2023	4439(E)	FRONTIER	OVAL BEACH	75.27
01/09/2023	4440(E)	FRONTIER	DPW GARAGE	202.18

02/01/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 01/01/2023 - 01/31/2023				
Check Date	Check	Vendor Name	Description	Amount
01/09/2023	4441(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	1,139.87
01/09/2023	4442(E)	MERCHANTS BANCARD NETWORK	CREDIT CARD FEES	50.19
01/09/2023	4443(E)	MICHIGAN GAS UTILITIES	CITY HALL	139.35
01/09/2023	4444(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	671.17
01/09/2023	4445(E)	MICHIGAN GAS UTILITIES	BUTLER STREET TOILETS	220.88
01/09/2023	4446(E)	PRIORITY HEALTH	HEALTH INSURANCE	8,928.36
01/09/2023	4447(E)	REPUBLIC SERVICES	TRASH	1,533.73
01/09/2023	4448(E)	SHELL	GASOLINE & DIESEL	888.03
01/09/2023	4449(E)	VALLEY CITY LINEN INC	SHOP TOWELS	50.00
01/09/2023	4450(A)	ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	26,100.28
01/09/2023	4451(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	15,019.93
01/09/2023	4452(A)	ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,582.50
01/09/2023	4453(A)	BELL EQUIPMENT CO	STREET SWEEPER	390.00
01/09/2023	4454(A)	DETROIT SALT COMPANY	ROAD BULK SALT	6,806.98
01/09/2023	4455(A)	HOLLAND P.T.	PARTS	94.09
01/09/2023	4456(A)	HORIZON COMMUNITY PLANNER	PLANNING & HISTORIC DISTRICT	3,105.75
01/09/2023	4457(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	3,484.02
01/09/2023	4458(A)	K&R TRUCK SALES INC	TRUCK REPAIR	728.26
01/09/2023	4459(A)	NEWCOMER PLOW & HITCH	PLOW REPAIR	127.02
01/09/2023	4460(A)	OTTAWA AREA INTERMEDIATE SCHOOL	PROPERTY TAXES	1,363.72
01/09/2023	4461(A)	POMP'S TIRE SERVICE INC	LOADER NEW TIRES	6,006.95
01/09/2023	4462(A)	RAF ELECTRIC	WATER ST SIDEWALK	5,550.00
01/09/2023	4463(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	5,191.03
01/09/2023	4464(A)	SAUGATUCK FIRE	PROPERTY TAXES	15,330.30
01/09/2023	4465(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	2,298.50
01/09/2023	4466(A)	STANDARD INSURANCE COMPANY	INSURANCE	427.46
01/09/2023	4467(A)	STREAMLINE DESIGN.COM LLC	PLANNING SIGNS	489.24
01/09/2023	17152	MIKE SCHAAP BUILDERS INC	REFUND SEWER TAP OVER PAYMENT	4,750.00
01/09/2023	4468(A)	BELL EQUIPMENT CO	STREET SWEEPER	325.28
01/11/2023	17154	MML UNEMPLOYMENT COMPENSATIO	PAYROLL	431.57
01/20/2023	DD5911(A)	BALDWIN, HELEN	PAYROLL	131.14
01/20/2023	DD5912(A)	BOUWMAN, CHAD	PAYROLL	1,302.56
01/20/2023	DD5913(A)	CUMMINS, RYAN	PAYROLL	2,067.14
01/20/2023	DD5914(A)	HARDY, CODY	PAYROLL	1,337.63
01/20/2023	DD5915(A)	HEISE, RYAN	PAYROLL	3,170.55
01/20/2023	DD5916(A)	HERBERT, SCOTT	PAYROLL	1,860.54
01/20/2023	DD5917(A)	KERRIDGE, ADAM	PAYROLL	1,791.44
01/20/2023	DD5918(A)	MACK, ELLIS	PAYROLL	1,195.99
01/20/2023	DD5919(A)	MARTIN, DANNY	PAYROLL	737.04
01/20/2023	DD5920(A)	STANISLAWSKI, PETER	PAYROLL	1,351.05
01/20/2023	DD5921(A)	WENDT, MICHAEL	PAYROLL	3,514.26
01/20/2023	DD5922(A)	WILLIAMS, SARA	PAYROLL	1,514.38
01/20/2023	DD5923(A)	WOLTERS, JAMIE	PAYROLL	1,751.24

02/01/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 01/01/2023 - 01/31/2023				
Check Date	Check	Vendor Name	Description	Amount
01/20/2023	EFT1641(E)	ALERUS	PAYROLL	3,233.32
01/20/2023	EFT1642(E)	EXPERT PAY	PAYROLL	301.61
01/20/2023	EFT1643(E)	MERS HYBRID	PAYROLL	2,103.00
01/20/2023	EFT1644(E)	FEDERAL TAX DEPOSIT	PAYROLL	6,557.08
01/20/2023	EFT1645(E)	MERS	PAYROLL	4,415.31
01/23/2023	17155	CARELTON EQUIPMENT	SKID STEER REPAIRS	143.51
01/23/2023	17156	COMMERCIAL RECORD	PRINTING	182.00
01/23/2023	17158	HOLLAND MEDI-CENTER	MDOT PHYSICAL	50.00
01/23/2023	17159	IHLE AUTO PARTS	SUPPLIES	735.74
01/23/2023	17162	RICOH USA INC	COPIER LEASE	127.97
01/23/2023	17163	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	139,486.83
01/23/2023	17166	WMOI	DPW OFFICE CHAIRS	358.00
01/23/2023	4469(E)	JOHN DEERE FINANCIAL	PARTS	99.85
01/23/2023	4472(E)	NET2PHONE INC	TELEPHONES	209.92
01/23/2023	4473(A)	ALLEGAN COUNTY SHERIFF	DEBT CREW/ SHERIFF CARS	4,896.31
01/23/2023	4474(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	32,357.78
01/23/2023	4475(A)	FAHEY SCHULTZ BURZYCH RHODES	LEGAL FEES ZONING	17,896.05
01/23/2023	4476(A)	FASTENAL	PARTS	25.40
01/23/2023	4477(A)	FLEIS & VANDENBRINK ENGINEERING IN	ENGINEERING FEES	3,291.30
01/23/2023	4478(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	8,982.95
01/23/2023	4479(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	13,384.19
01/23/2023	4480(A)	SAUGATUCK FIRE	PROPERTY TAXES	38,947.71
01/23/2023	4481(A)	SISTERS IN INK	UNIFORMS	362.46
01/23/2023	4482(A)	TRUCK & TRAILER SPECIALTIES	TRUCK REPAIRS	935.66
01/23/2023	17157	D & L TRUCK & TRAILER LLC	TRUCK 13 REPAIR	1,479.68
01/23/2023	17160	MINER SUPPLY CO	SUPPLIES	238.32
01/23/2023	17161	PRINTING SYSTEMS, INC.	TAX FORMS	179.75
01/23/2023	17164	SAUGATUCK TOWNSHIP	CEMETERY CONTRACT	6,431.24
01/23/2023	17165	SUPERIOR ASPHALT INC	ASPHALT COLD PATCH	155.00
01/23/2023	4470(E)	MERCHANTS BANCARD NETWORK	BANKING FEES	50.19
01/23/2023	4471(E)	MERS	RETIREMENT	3,987.45
01/31/2023	4483(E)	RICOH USA INC	COPIER LEASE	127.97
01/31/2023	EFT1646(E)	MI DEPT OF TREASURY	PAYROLL	2,993.75
Total of 117 Checks:				1,037,059.97
Less 0 Void Checks:				0.00
Total of 117 Disbursements:				1,037,059.97

Vendor Name	Description	Amount
1. ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	423.94
2. ALLEGAN COUNTY TREASURER	PROPERTY TAXES	74,410.65
3. ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,582.50
4. AT&T MOBILITY	CELL PHONES	173.35
5. BS&A SOFTWARE	SOFTWARE UPDATES & ANNUAL SUPPORT	530.00
6. BURNETT & KASTRAN PC	LEGAL FEES	108.00
7. CAPITAL ONE	BATTERIES & SUPPLIES	44.97
8. COMCAST	TELEPHONES & INTERNET	153.40
9. CONSUMERS ENERGY	ELECTRIC	4,123.27
10. DETROIT SALT COMPANY	ROAD BULK SALT	6,814.25
11. ELECTION SOURCE	ELECTION	615.00
12. FAHEY SCHULTZ BURZYCH RHODES	LEGAL FEES	1,146.00
	LAWSUIT ELECTRICAL	1,586.00
	LEGAL FEES	6,264.00
	LEGAL ZONING	6,874.00
	LEGAL FEES	660.00
	LEGAL FEES CLERK	264.00
	LEGAL FEES	308.00
	LAWSUIT DUNE RIDGE	35,659.70
	LEGAL FEES DUNE RIDGE APPEAL	60.00
	LAWSUIT ELECTRICAL	960.00
	MEDLER APPEAL	2,262.00
	TOTAL	56,043.70
13. FIRST BANK CARD	TRAINING, SUPPLIES & SOFTWARE	2,893.16
14. FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	2,593.50
15. FRONTIER	OVAL BEACH	80.43
	DPW GARAGE	212.50
	TOTAL	292.93
16. HOLLAND MEDI-CENTER	PHYSICAL DOT	50.00
17. HORIZON COMMUNITY PLANNER	PLANNING CONSULTANT	1,718.75
18. IHLE AUTO PARTS	SUPPLIES	243.56
19. INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	19,887.97
20. IXL MACHINE SHOP INC	LEAF PUSHER	98.00
21. K&R TRUCK SALES INC	TRUCK MIRROR	643.47
22. KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	1,844.73
23. LORRIE PASTOOR	CLEANING SERVICES	180.00
24. MICHIGAN GAS UTILITIES		30

Vendor Name	Description	Amount
	CITY HALL	171.37
	BUTLER ST TOILET	263.21
	DPW GARAGE	511.22
	TOTAL	945.80
25. MINER SUPPLY CO	SUPPLIES	693.72
26. MISS DIG SYSTEM INC	ANNUAL DUES	1,317.84
27. OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES	2,530.03
28. OVERISEL LUMBER COMPANY	SUPPLIES	800.07
29. PRIORITY HEALTH	HEALTH INSURANCE	8,928.36
30. RICOH USA INC	COPIER LEASE	127.97
	COPIER USE	424.29
	TOTAL	552.26
31. SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	29,632.27
32. SAUGATUCK FIRE	PROPERTY TAXES	84,140.73
33. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	305,066.35
34. SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,278.80
	OVAL BEACH LAPTOP	1,061.50
	COMPUTER SERVICES	1,272.81
	TOTAL	3,613.11
35. STANDARD INSURANCE COMPANY	INSURANCE	427.46
36. TIME SAVES LIVES LLC	TRAINING	372.50
37. VALLEY CITY LINEN INC	SHOP TOWELS	50.00
38. WESTENBROEK MOWER INC	CHAINSAW	585.72
TOTAL - ALL VENDORS		616,125.32
FUND TOTALS:		
Fund 101 - GENERAL FUND		86,323.57
Fund 202 - MAJOR STREETS		5,358.76
Fund 203 - LOCAL STREETS		3,774.46
Fund 661 - MOTOR POOL FUND		4,914.46
Fund 701 - CURRENT TAX FUND		515,668.00
Fund 715 - ROSE GARDEN		86.07



City Council Agenda Item Report

FROM: Ryan Heise

MEETING DATE: February 13th, 2023

SUBJECT: 2023 Street Improvements Engineering Proposal- Design & Bid

DESCRIPTION:

Infrastructure improvements were listed as a top priority through your citizen survey and your '23 strategic plan; road improvements were considered a top priority under that category. Road and utility improvements that have occurred in the last few years include, North Park Street, Campbell Road (including lead water service line replacements), a portion of Butler (with sanitary replacements), and asphalt millings on Mill Street.

The proposal included in your packet from Fleis and Vandenbrink is for engineering work to design and bid the following road improvements:

Street	Est. Street Construction Cost & Construction Engineering	Design and Bidding Cost
West Street, from Allegan Street to Mason Street		
East Street, from Allegan Street to Mason Street		
Takken Street, from Allegan Street to Mason Street		
Taylor Street, from Allegan Street to Mason Street		
	\$ 400,000.00	\$ 22,600.00
Total		\$ 422,600.00
2023 Road Budget		\$ 600,000.00
Remainder		\$ 177,400.00

Also included in the proposal is the design and bidding of drainage modifications on Mason Street between Takken Street and Maple Street, which would be an initial step to address the erosion issues occurring downstream of the City's stormwater outlet on the northwest corner of Maple and Mason.

The streets recommended for repair are considered high priority road improvements because they do not have urgent sanitary sewer or water main/service needs. These road improvements can thus be implemented in 2023, not being connected to potential outside funding for utility work. All inputs considered for the road improvements as part of the capital improvement plan are included in the attached infographics.

Additional road projects to be presented to Council at a future meeting for '23 will be a section of Maple Street (Maple and North St) for drainage improvements and addressing the most deteriorated portions of Park Street with mill and resurfacing. This is addition to annual pothole repairs throughout the City.

BUDGET ACTION REQUIRED:

Approval of \$22,600.00 from dedicated road budget

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Move to approve/deny the 2023 Street Improvement Engineering Proposal from Fleis and Vandenbrink in the amount of \$22,600.00. Authorize the Mayor or Mayor Pro Tem to execute proposal.



City Council Agenda Item Report

FROM: Ryan Heise
MEETING DATE: February 13th, 2023
SUBJECT: Engineering Proposal – Drinking Water State Revolving Fund (DWSRF)

DESCRIPTION:

It's recommended that the City apply for the Drinking Water State Revolving Fund (DWSRF) to make improvements to its water system; as infrastructure improvements are a top priority for the City. The DWSRF program provides government subsidized low-interest loans with a potential for a grant to assist water suppliers in completing improvements to meet the requirements of the Safe Drinking Water Act.

Furthermore, the City is under an obligation to replace all lead and galvanized water services to meet the Michigan Lead and Copper Rule (LCR) being administered by EGLE on behalf of the EPA. The State is requiring that every applicable service be replaced by January 1, 2041 (a 20-year horizon) at a rate of 5-7% per year. A Preliminary Distribution System Materials Inventory (DSMI) was prepared and submitted to meet the State's January 1, 2020 deadline. The Preliminary DSMI summarized the known data at the time and reported the following:

- 203 services known or suspected to contain lead
- 198 services known or suspected to contain galvanized previously connected to lead
- 229 services of unknown material
- 277 services known to contain neither lead nor galvanized previously connected to lead
- 907 total service connections

The scope of work in attached proposal from Fleis & Vandenbrink (F&V) will allow them to assist in the application for FY2024 funding, a Project Plan that justifies the proposed improvements must be completed and submitted to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) by June 1, 2023. EGLE's scoring system and Project Plan guidance is under modification, and the outcomes are unknown. F & V intends to submit the project plan based on the 2016 guidance to begin work immediately.

BUDGET ACTION REQUIRED:

\$16,000.00 engineering budget

COMMITTEE/COMMISSION REVIEW:

N/A

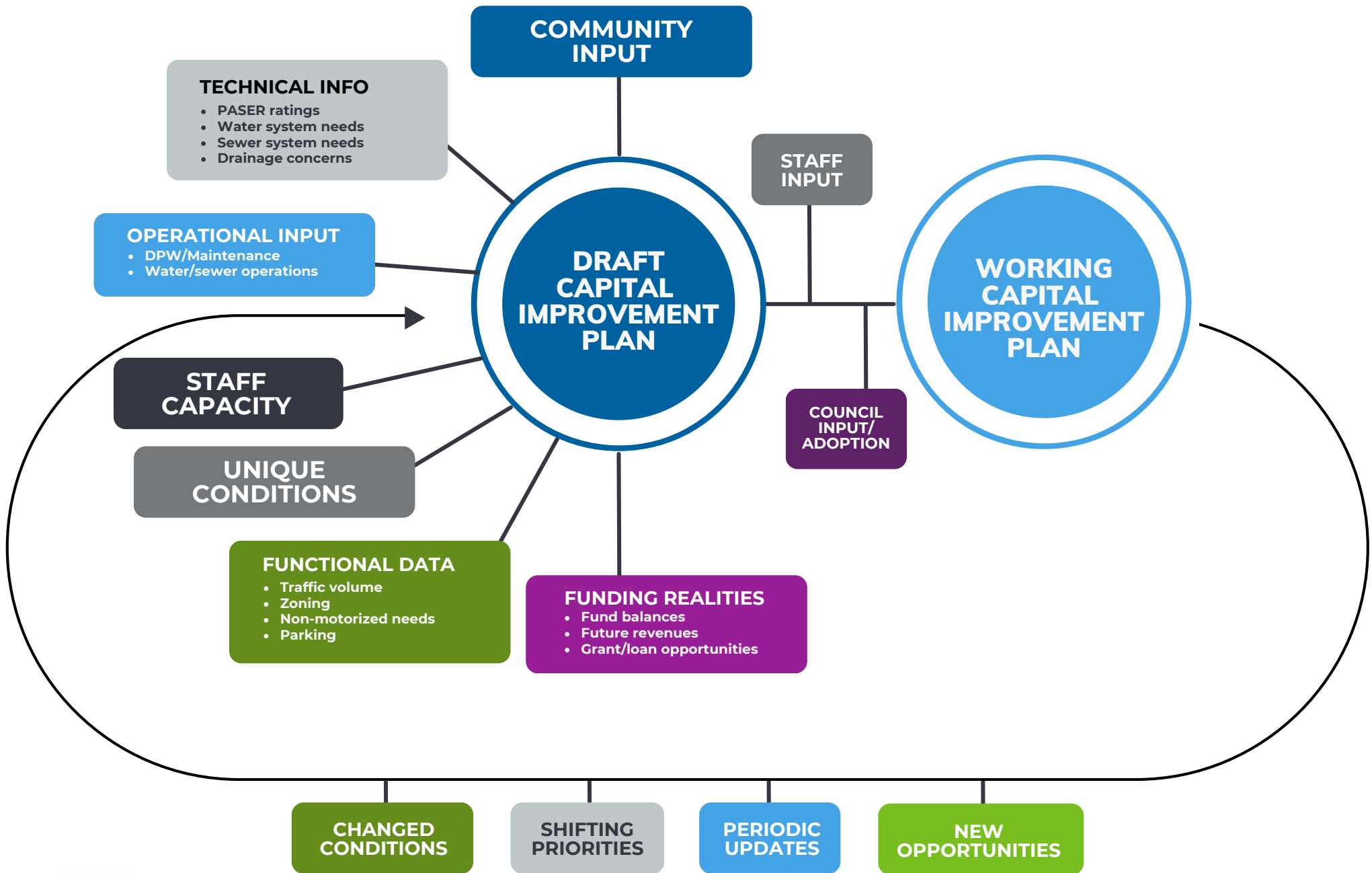
LEGAL REVIEW:

N/A

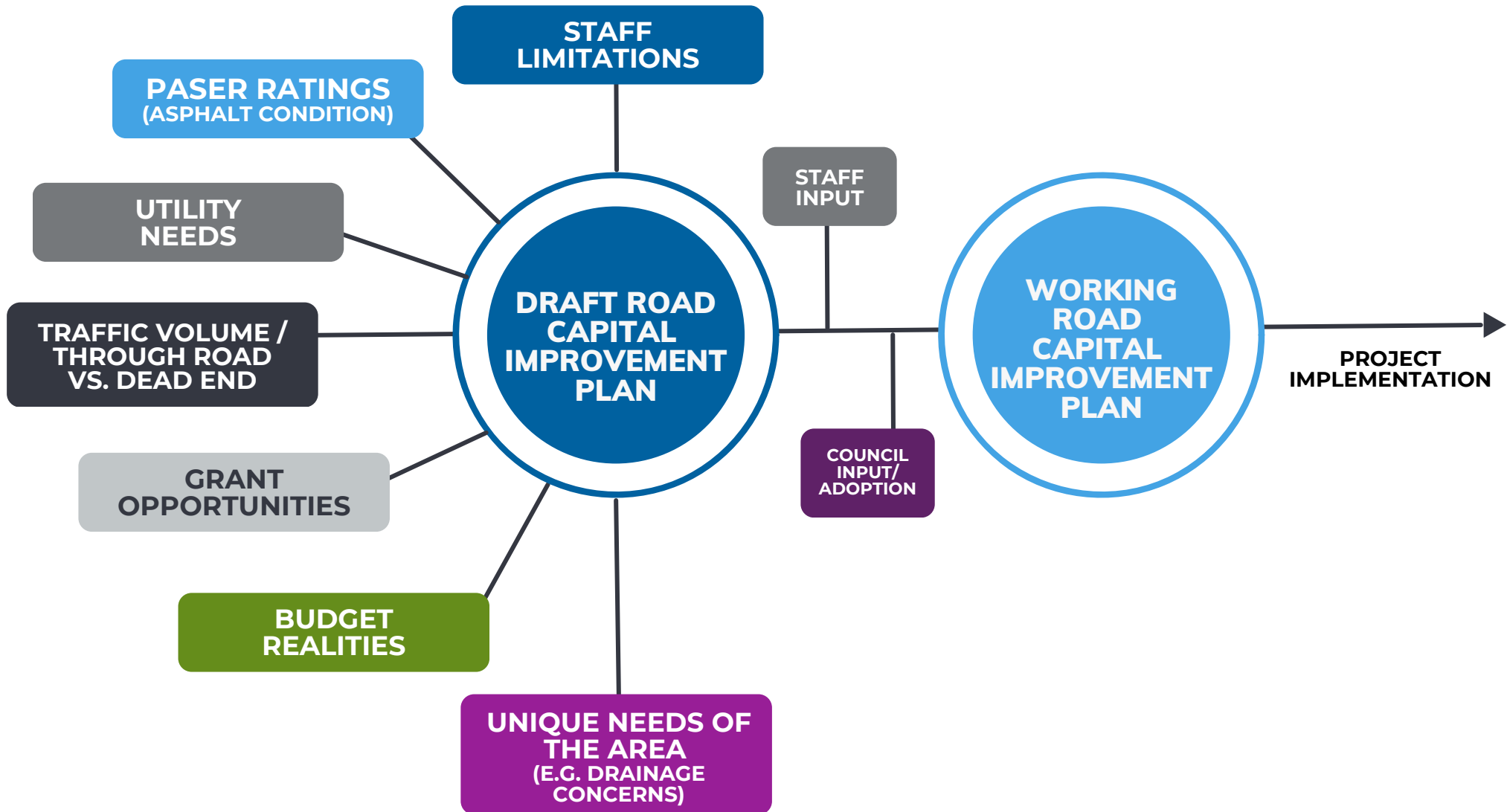
SAMPLE MOTION:

Move to approve the proposal for professional services from Fleis & Vandenbrink to assist in submitting the Drinking Water State Revolving Fund Project Plan in the amount of \$16,000.00. Authorize the Mayor or Mayor Pro Tem to execute proposal.

CAPITAL IMPROVEMENT PLANNING PROCESS



ROAD PROJECT PRIORITIZATION PROCESS



MEMO

To: Ryan Heise, City Manager
City of Saugatuck

From: Jonathan W. Moxey, P.E.
Fleis & VandenBrink

CC: Scott Herbert, DPW Superintendent
City of Saugatuck

Date: February 6, 2023

Re: **Summary of Capital Improvements Planning Activities**

Fleis & VandenBrink updated the PASER (Pavement Surface Evaluation & Rating) ratings for City streets in summer 2022 (resulting road condition map attached for reference). Those results were compiled with existing capital improvement plans (CIPs) for the water system, wastewater system and storm sewer system to develop a draft overall CIP for the City. The draft overall CIP was reviewed with City staff on October 11, 2022. Projects were prioritized based on input from City staff, and the updated plan was presented to council on October 24, 2022. Council expressed the desire to prioritize Park Street, specifically the section between the chain ferry and Perryman Street. The CIP was updated accordingly and is attached for reference.

The CIP is closely tied to the City's obligation to replace all lead and galvanized water services to meet the Michigan Lead and Copper Rule (LCR) being administered by EGLE on behalf of the EPA. The State is requiring that every applicable service be replaced by January 1, 2041 (a 20-year horizon) at a rate of 5-7% per year. A Preliminary Distribution System Materials Inventory (DSMI) was prepared and submitted to meet the State's January 1, 2020 deadline. The Preliminary DSMI summarized the known data at the time and reported the following:

- 203 services known or suspected to contain lead
- 198 services known or suspected to contain galvanized previously connected to lead
- 229 services of unknown material
- 277 services known to contain neither lead nor galvanized previously connected to lead
- 907 total service connections

The Final DSMI is due January 1, 2025. The Final DSMI will require field work to confirm the numbers reported in the Preliminary DSMI and determine the materials associated with the "unknown" category. F&V assisted the City with an application to EGLE's Drinking Water Asset Management grant program, however the City didn't score within the fundable range for that program. F&V also assisted the City with an application to Allegan County for assistance from their COVID relief funds, however, the County elected to allocate their funds to construction projects only.

MEMO

It is anticipated that most streets in the City will be impacted in some way by water service replacement to meet the LCR. The City is responsible for reporting progress annually to EGLE by March 31st with the number of applicable water services that were addressed in the prior calendar year. Water services were evaluated on North Park Street in 2021 prior to resurfacing, and no problem services were found. As part of the Campbell Road project in 2022, the City replaced 6 applicable services, which will be reported to EGLE.

The next funding opportunity to address LCR comes through the EGLE Drinking Water State Revolving Fund (DWSRF). An Intent To Apply (ITA) was submitted in November 2022. The ITA included an estimated project cost of \$8.4M with the following scope of work:

- Replace aging water mains
- Replace lead service lines
- Wellhouse improvements
- Well field looping
- Storage tank improvements

The full application is due June 1. The draft Project Plan, which is the bulk of the application effort, needs to be on public display prior to a public hearing and then submittal, which means time is running short if the City wishes to submit an application in 2023. A proposal for assisting the City with the full application is attached for reference. In the CIP, those roads potentially associated with the DWSRF project are highlighted in light blue.

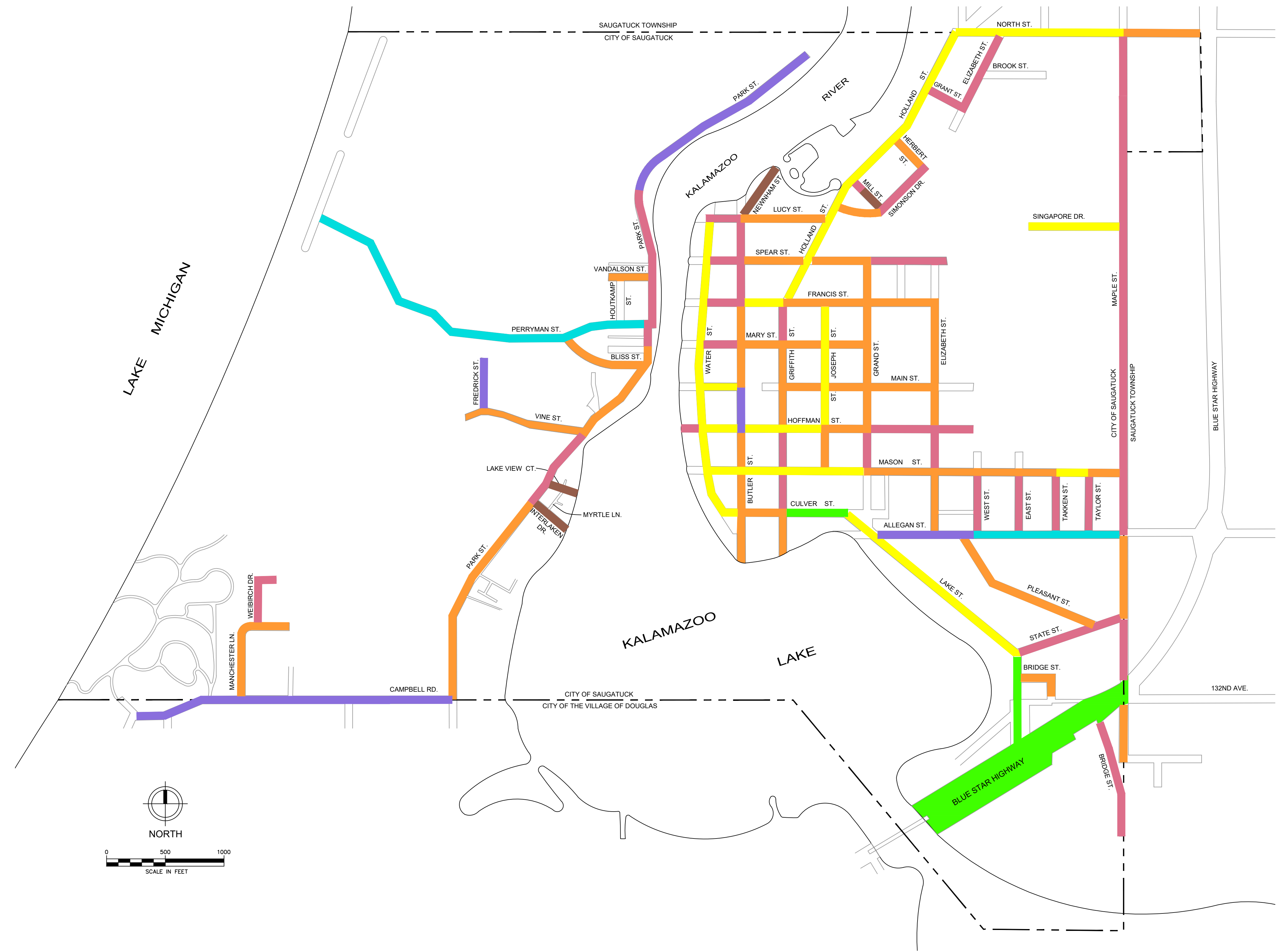
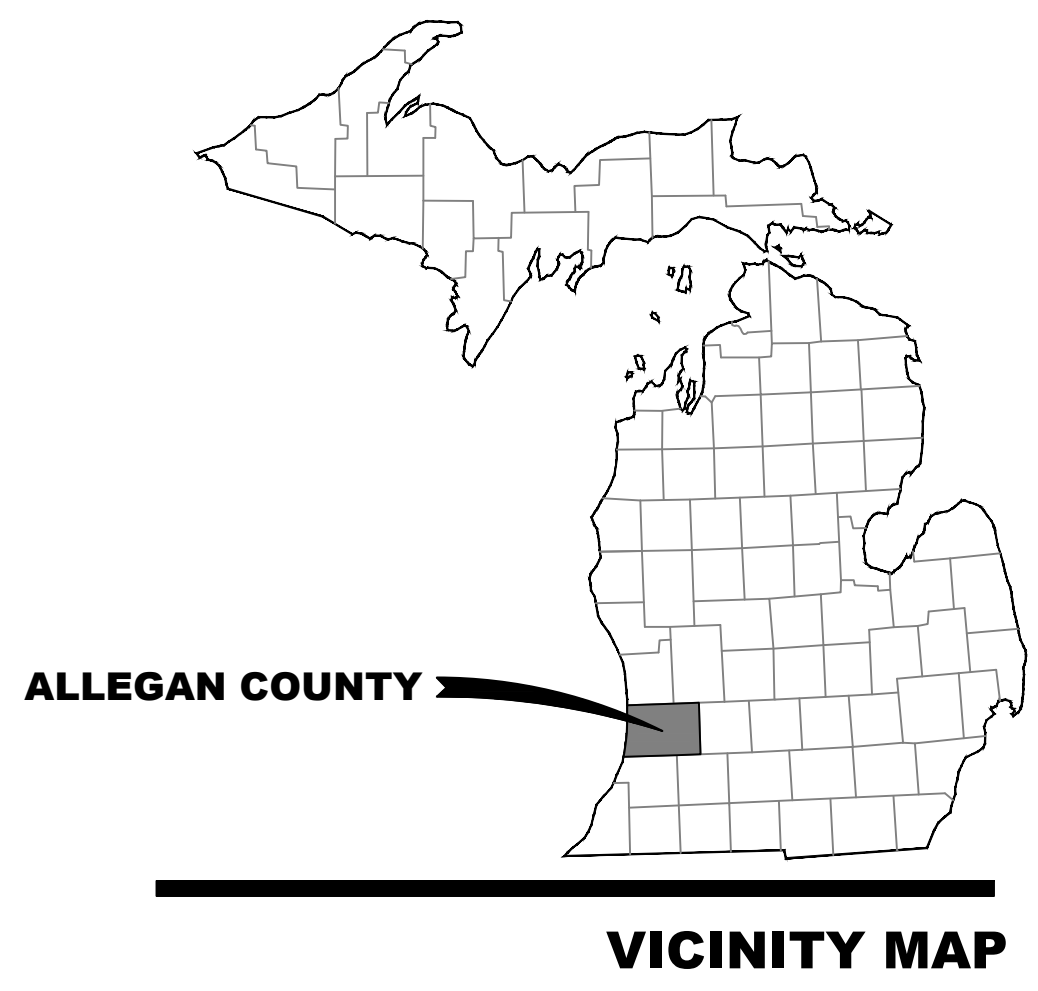
Resurfacing of East/West/Takken/Taylor was identified as a project that can be implemented relatively quick. The water main in the area was constructed in the late 1980's, at a time when lead materials were no longer in use. The sanitary sewer is older, but there are no known significant deficiencies based on the KLSWA Asset Management Plan. The project is a high priority for staff because the pavement is failing. A large area of pavement failed on Takken Street near Mason Street in spring 2022, apparently as a result of a failed underdrain causing saturation of the area. A patch was applied as a short term solution in anticipation of full repair in 2023. The proposed project includes drainage improvements, including underdrain repair, and resurfacing of the 4 streets. The proposal for design engineering and bidding assistance is attached for reference.

The CIP also includes annual allotments for crack sealing and slurry/fog sealing. Streets in good condition should be crack sealed periodically to keep the pavement in good condition as long as possible. As more cracking develops, slurry or fog sealing are recommended to prolong the pavement life. Those are surface treatments similar to chip sealing but more suitable for an urban environment. Applicable roads for each type of treatment are listed in the CIP in menu format for the DPW to prioritize annually.

The City has applied for MDOT's Category B funding several times in recent years. Category B is aimed at maintaining local roads that aren't eligible for federal funding. The City applied jointly with Douglas twice for assistance with Campbell Road and in 2022 for assistance with Lucy, Spear, Francis, Mary and Hoffman Streets. We anticipate submitting another application in the 2023 funding cycle. The program claims to prioritize communities that have not received the funding previously, which should increase the likelihood of being selected.

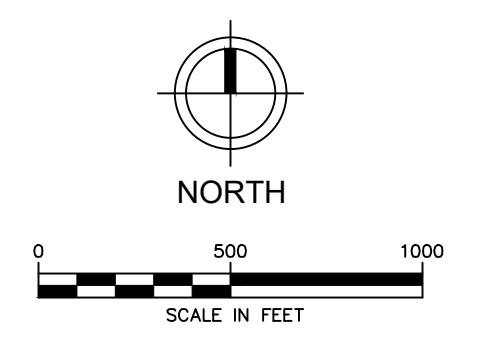
CITY OF SAUGATUCK ALLEGAN COUNTY, MICHIGAN

2022 ROAD CONDITIONS MAP



LEGEND

█	EXCELLENT (PASER 9-10)
█	VERY GOOD (PASER 8)
█	GOOD (PASER 7)
█	FAIR-GOOD (PASER 5-6)
█	POOR-FAIR (PASER 3-4)
█	FAILED (PASER 1-2)
█	GRAVEL (NO RATING)



**City of Saugatuck
Capital Improvements Plan 2023-2028**

Project	Anticipated Funding Source(s)	Anticipated Project Cost By Year							Total	Notes
		2022	2023	2024	2025	2026	2027	2028		
Roadways (Streets, Sidewalks, Streetscapes, Storm Sewer & Bridges)										
Water Street Sidewalk	Local/General	\$ 75,000							\$ 75,000	Formal closeout spring 2023.
Systemwide Crack Sealing	Local/General		\$ 25,000		\$ 25,000		\$ 25,000		\$ 75,000	See below for applicable streets.
Systemwide Patching+Microsurfacing/Slurry Sealing	Local/General			\$ 500,000		\$ 150,000		\$ 150,000	\$ 800,000	See below for applicable streets.
Gravel Road Maintenance	Local/General		\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 90,000	Grading, dust control, millings
Takken/Taylor/East/West Crush & Shape w/ Drainage Repairs	Local/General		\$ 400,000						\$ 400,000	Water Main is 6" built in 1987. Sewer is 1977.
Mason Street Drainage Modifications	Local/General		\$ 15,000						\$ 15,000	New spillways and ditching, combine with T/T/E/W and Oval Beach?
Griffith Street Resurfacing - Mary to Francis	Local/General		\$ 5,000	\$ 50,000					\$ 55,000	Combine with Taylor/Takken/E/W and Oval Beach projects?
Spear Street Resurfacing - East and West of Grand	Local/General		\$ 10,000	\$ 100,000					\$ 110,000	Combine with Taylor/Takken/E/W and Oval Beach projects?
Maple Street Crush & Shape, Blue Star to S of North Street	Potentially EGLE/DWSRF		\$ 50,000	\$ 650,000					\$ 700,000	With water main replacement. Contingent on EGLE funding.
Maple Street Reconstruct S of North Street to North Street	Local/General		\$ 15,000	\$ 120,000					\$ 135,000	Coordinate with other work on Maple Street.
Maple Street Drainage Improvements	Local/General		\$ 30,000	\$ 300,000					\$ 330,000	Option from F&V report TBD
Lucy Street Resurfacing - Water to Butler	Potentially EGLE/DWSRF		\$ 10,000	\$ 100,000					\$ 110,000	With water main replacement. Contingent on EGLE funding.
Elizabeth Street Improvements - Allegan to Main	Potentially EGLE/DWSRF		\$ 50,000	\$ 500,000					\$ 550,000	With water main replacement. Contingent on EGLE funding.
Hoffman Street Improvements - Griffith to Grand & E of Elizabeth	Potentially EGLE/DWSRF		\$ 35,000	\$ 350,000					\$ 385,000	With water main replacement. Contingent on EGLE funding.
Grand Street Improvements - Mason to Hoffman & Francis to St. Joseph	Potentially EGLE/DWSRF		\$ 30,000	\$ 300,000					\$ 330,000	With water main replacement. Contingent on EGLE funding.
Butler Street Improvements - Culver to Lucy	Potentially EGLE/DWSRF		\$ 150,000	\$ 1,500,000					\$ 1,650,000	With water main replacement. Contingent on EGLE funding.
Park Street Improvements - Chain Ferry to Perryman	Potentially EGLE/DWSRF		\$ 50,000	\$ 500,000					\$ 550,000	With water main replacement. Contingent on EGLE funding.
Park Street Improvements - Campbell to S of Perryman	Local/General				\$ 100,000	\$ 1,000,000			\$ 1,100,000	Scope of non-motorized TBD
Mill Street Improvements	Local/General			\$ 50,000	\$ 550,000				\$ 600,000	Placeholder, final scope/configuration TBD
Bridge Street Resurfacing							\$ 300,000		\$ 300,000	
									\$ -	
Subtotal Roadways		\$ 75,000	\$ 890,000	\$ 5,035,000	\$ 690,000	\$ 1,165,000	\$ 340,000	\$ 165,000	\$ 8,285,000	
Subtotal Roadways w/o Projects Contingent on EGLE Funding (shaded in blue/gray):		\$ 75,000	\$ 515,000	\$ 1,135,000	\$ 690,000	\$ 1,165,000	\$ 340,000	\$ 165,000	\$ 4,085,000	

Water System										
Maple Street Water Service Separation (720/Olde Mill)	Local/General		\$ 25,000						\$ 25,000	
Maple Street Water Main Replacement - Blue Star to S of North Street	Potentially EGLE/DWSRF		\$ 100,000	\$ 1,100,000					\$ 1,200,000	Contingent on EGLE funding.
Water Main Replacement/Looping in Well Field, Maple to High School	Potentially EGLE/DWSRF		\$ 30,000	\$ 300,000					\$ 330,000	Contingent on EGLE funding.
Lead Service Line Replacement - Systemwide	Potentially EGLE/DWSRF		\$ 100,000	\$ 1,000,000					\$ 1,100,000	Locations and final count TBD. Contingent on EGLE funding.
Elizabeth Street Water Main Replacement - Allegan to Main	Potentially EGLE/DWSRF		\$ 40,000	\$ 400,000					\$ 440,000	Contingent on EGLE funding.
Lucy Street Water Main Replacement - Water to Butler	Potentially EGLE/DWSRF		\$ 15,000	\$ 150,000					\$ 165,000	Contingent on EGLE funding.
Hoffman Street Water Main Replacement - Griffith to Grand & E of Elizabeth	Potentially EGLE/DWSRF		\$ 20,000	\$ 200,000					\$ 220,000	Contingent on EGLE funding.
Grand Street Water Main Replacement - Mason to Hoffman & Francis to Joseph	Potentially EGLE/DWSRF		\$ 15,000	\$ 150,000					\$ 165,000	Contingent on EGLE funding.
Butler Street Water Main Replacement - Culver to Lucy	Potentially EGLE/DWSRF		\$ 100,000	\$ 1,000,000					\$ 1,100,000	Contingent on EGLE funding.
Park Street Water Main Replacement - Chain Ferry to Perryman	Potentially EGLE/DWSRF		\$ 50,000	\$ 500,000					\$ 550,000	Contingent on EGLE funding.
Storage Tank Improvements	Potentially EGLE/DWSRF		\$ 10,000	\$ 170,000					\$ 180,000	Contingent on EGLE funding.
Wellhouse Improvements	Potentially EGLE/DWSRF		\$ 25,000	\$ 200,000					\$ 225,000	Contingent on EGLE funding.
Park Street Water Main Replacement - Campbell Road to Chain Ferry	Local/General				\$ 80,000	\$ 800,000			\$ 880,000	
Bridge Street Water Main Extension	Local/General						\$ 300,000		\$ 300,000	
									\$ -	
Subtotal Water System		\$ -	\$ 530,000	\$ 5,170,000	\$ 80,000	\$ 800,000	\$ 300,000	\$ -	\$ 6,880,000	

Note: Projects shaded blue/gray denote those that would be partially funded by EGLE and are thus contingent on EGLE funding.

Wastewater System										
Sanitary Sewer Lining - Systemwide	Local/General		\$ 10,000	\$ 150,000					\$ 160,000	Portions of Butler, Culver, Mary, Grand & Newnham (per SAW).
Sanitary Manhole Rehabilitation - Systemwide	Local/General		\$ 10,000	\$ 150,000					\$ 160,000	Locations as identified in wastewater AMP (SAW).
									\$ -	
									\$ -	
Subtotal Wastewater System		\$ -	\$ 20,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 320,000	

Other										
City Hall Exterior Improvements & Information Booth	Local/General	\$ 5,000	\$ 100,000						\$ 105,000	Spring 2023 construction is anticipated.
DPW Resurfacing	Local/General		\$ 10,000	\$ 150,000					\$ 160,000	
									\$ -	
									\$ -	
Subtotal City Hall		\$ 5,000	\$ 110,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 265,000	

Candidate Roads for Crack Sealing:

- Perryman Street, Oval Beach to Park Street
- Allegan Street, Culver Street to Maple Street
- Holland Street, Francis Street to North Street
- Water Street, Culver Street to Lucy Street
- Culver/Lake Street, Griffith Street to Blue Star Highway
- Blue Star Highway, Kalamazoo River Bridge to Maple Street
- North Street, Holland Street to Maple Street

Candidate Roads for Patching+Microsurfacing/Slurry Sealing

- Lucy Street, Butler Street to Holland Street
- Spear Street, West End to Holland Street
- Francis Street, Water Street to Holland/Griffith Street
- Mary Street, Water Street to Butler Street
- Hoffman Street, West of St. Joseph Street to East End
- Park Street, Campbell Road to Mt. Baldhead Park
- State Street, Lake Street to Maple Street
- Culver Street, Butler Street to Griffith Street
- Pleasant Street, Allegan Street to State Street

- Elizabeth Street, Main Street to Francis Street
- Mary Street, Butler Street to Grand Street
- Francis Street, Holland/Griffith Street to Elizabeth Street
- Mason Street, Water Street to Griffith Street
- Griffith Street, Culver Street to Mary Street
- Mason Street, Grand Street to Maple Street
- Grand Street, Hoffman Street to Francis Street
- Main Street, Griffith Street to Elizabeth Street
- North Street, Maple Street to Blue Star Highway

Note: Project costs shown are budgetary in nature for comparison only to be refined during project development & design.



January 19, 2023

Via Email: Ryan@saugatuckcity.com

Mr. Ryan Heise, Manager
City of Saugatuck
102 Butler Street
PO Box 86
Saugatuck, Michigan 49453

**RE: Proposal for Professional Engineering Services –
Drinking Water State Revolving Fund (DWSRF) Project Plan – Water System Improvements**

Dear Ryan:

We appreciate the opportunity to assist the City of Saugatuck with improvements to your water system. As you are aware, Fleis & VandenBrink (F&V) assisted the City in submitting an Intent-to-Apply (ITA) for the Drinking Water State Revolving Fund (DWSRF) in November 2022. A copy of the ITA is attached to this proposal for reference.

The next step is the preparation and submittal of the Project Plan which is due June 1, 2023. We offer this proposal for the preparation of the Project Plan.

Project Understanding

We understand the City wants to apply for DWSRF funding to make improvements to its water system. The DWSRF program provides government subsidized low-interest loans with a potential for a grant to assist water suppliers in completing improvements to meet the requirements of the Safe Drinking Water Act. The proposed improvements to be funded in this Project Plan currently include:

- Water Services: Replace lead services (approximately 200)
- Replace aging watermain at various locations in the City
- Wellhouse improvements
- Add looping at the well fields
- Storage tank improvements

If funding is awarded, the loan/grant can cover the planning, design, and construction of the drinking water project including the fee for the preparation of the Project Plan.

To proceed with a DWSRF application for FY2024 funding, a Project Plan that justifies the proposed improvements must be completed and submitted to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) by June 1, 2023. The Project Plan is the vehicle used to compete for funding with other needed water improvement projects throughout the State.

After the Project Plan is submitted, projects are scored and ranked on EGLE's Project Priority List (PPL). The PPL ranks projects on factors such as water quality, system reliability, population, disadvantaged community status, and consolidation with a regional system. The state is currently overhauling their scoring system and significant changes from past years are anticipated but have not been disclosed yet.

2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005
www.fveng.com

Scope of Service

The state is currently rewriting their guidance for preparing a Project Plan and anticipates issuance of the guidance in late January 2023. We anticipate the requirements of the Project Plan may be reduced from that stated in their guidance document dated May 2016. However, the extent of the reduction, if any, is currently unknown. The City and F&V cannot wait until the new guidance is published before offering this proposal due to time constraints. Therefore, we propose to complete the Project Plan in accordance with the current EGLE guidance for the below stated fee. Should the requirements be reduced, F&V will offer an appropriate change in fee.

The major sections of the plan include Project Background, Analysis of Alternatives, Principal Alternatives, Environmental Evaluation, Mitigation Measures, and public participation. We anticipate the City will manage the public notices (required for the DWSRF public meeting) and the documentation requirements for the public meeting. As we have done with other projects, we will work closely with the City staff to share the workload in preparing the required documents, exhibits, and tables.

Fee Budget

Based on the currently available DWSRF Project Plan preparation guidance document, we propose to complete the scope of work outlined above on an hourly fee basis, plus reimbursable expenses, with an estimated budget of **\$16,000**.

Should the City be awarded funding, a separate proposal will be provided to continue with Part I, II, and III of the DWSRF application. Please note that the scope of services and fees assume this project will be funded through revolving funds with no new federal funds; a “non-equivalency” project. Therefore, the full environmental evaluation (Archeological, SHPO, THPO, etc....) will not be required. Should the project be funded, and those funds include new federal funds, F&V can provide the Federal Crosscutters requirements as an additional fee at a later date.

Schedule

We are prepared to begin this work immediately upon authorization and expect to have a draft project plan completed and ready for public display in late April or early May 2023. A public meeting is required, and we suggest the City plan to complete this during the regularly scheduled City Council meeting on May 22, 2023. The draft Project Plan must be on display for 15 days prior to the public meeting. The notice of public meeting must be advertised at least 15 days prior to the hearing. Following the public meeting, the Project Plan will be finalized and submitted to EGLE by June 1, 2023. If funding is awarded it would be announced in late 2023 with construction anticipated to begin in the spring of 2025.

We appreciate the opportunity to continue to provide services to the City of Saugatuck. Please feel free to contact us with any question.

FLEIS & VANDENBRINK


Jonathan Moxey, P.E.
Project Manager


Don DeVries, P.E.
Principal

WORK AUTHORIZATION

Fleis & VandenBrink Engineering, Inc. is hereby authorized to perform Professional Services for the **Drinking Water State Revolving Fund (DWSRF) Project Plan** for the City of Saugatuck as detailed in this letter, under our existing Professional Services Agreement (PSA) dated November 13, 2018.

By

Date

December 2, 2022

Via Email: ryan@saugatuckcity.com

Ryan Heise, City Manager
City of Saugatuck
102 Butler Street
Saugatuck, MI 49453

RE: 2023 Street Improvements – Design & Bidding Phase Proposal

Dear Ryan,

As part of the recent capital improvements planning process, high priority road improvements were identified on several streets that do not have urgent sanitary sewer or water main/service needs. These road improvements can thus be implemented in 2023, not being connected to potential outside funding for utility work. The scope of work identified includes limited drainage improvements with crushing, shaping and resurfacing the asphalt pavement on the following streets:

- West Street, from Allegan Street to Mason Street
- East Street, from Allegan Street to Mason Street
- Takken Street, from Allegan Street to Mason Street
- Taylor Street, from Allegan Street to Mason Street

The project would also include drainage modifications on Mason Street between Takken Street and Maple Street, which would be an initial step to address the erosion issues occurring downstream of the City's stormwater outlet on the northwest corner of Maple and Mason. We anticipate those improvements would include constructing a series of asphalt spillways to allow water off the road prior to (west of) Maple Street and ditching improvements along Mason Street. These improvements would be expected to slow the rate of flow that reaches the area of concern and potentially redirect some of it to bypass that area completely.

We propose the following scope of services to assist you with design, permitting and bidding for the project:

Scope of Services

- Meet with City representatives to review the scope and schedule of the proposed improvements.
- Obtain topographic survey of the project area as required for design. Contact private utilities to obtain available construction records for their facilities and incorporate them into the survey.

- Obtain soil borings to determine the thickness of the existing pavement and characterize the underlying soils. We have assumed four (4) borings with a depth of five (5) feet in our budget.
- Prepare preliminary plans and specifications for the project. Update the pre-design cost estimate for the project as appropriate.
- Review preliminary plans and specifications with City staff. Make revisions based on comments received.
- Prepare and submit permit applications for the project. Based on the anticipated scope of work, a Soil Erosion & Sedimentation Control permit may be required from the Allegan County Drain Commissioner.
- Finalize plans and specifications based on comments received from the City and County.
- Assist the City with advertising and bidding the project.
- Prepare a bid tabulation and recommendation of award.

Schedule

Assuming authorization in December 2022, we anticipate collecting survey information in January or February, 2023, completing design and permitting in spring 2023 and bidding the project in late spring or early summer 2023 for construction in late summer or fall, 2023.

Budget

We propose to complete the Scope of Services identified above at our standard hourly rates plus reimbursable expenses in accordance with the following budget:

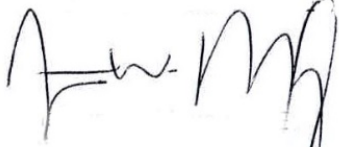
<u>Phase</u>	<u>Est. Fee</u>
Topographic Survey	\$4,400
Soil Borings	\$1,800
Preliminary Design	\$9,000
Final Design & Permitting	\$5,000
<u>Bidding Assistance</u>	<u>\$2,400</u>
Total Proposed Budget	\$22,600

We will prepare a proposal for construction phase services once the scope and schedule for construction have been established.

We are prepared to begin work upon authorization. Authorization to proceed with the work under our existing Professional Services Agreement for General Consultation dated November 13, 2018 can be given by returning a copy of this proposal signed below as indicated. We look forward to continuing our work with you on this project. Please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK



Jonathan W. Moxey, P.E.
Project Manager



Don DeVries, P.E.
Principal

**AUTHORIZATION TO PROCEED WITH
2023 STREET IMPROVEMENTS – DESIGN & BIDDING
PHASE SERVICES**

By: _____

Title: _____

Date: _____



City Council Agenda Item Report

FROM: Ryan Cummins, Director of Planning and Zoning

MEETING DATE: February 8, 2023

SUBJECT: Consideration of Forming a Short-Term Rental Task Force in Accordance with Section 4.28 of the City Charter as Recommended by the Planning Commission

DESCRIPTION:

On February 2, the Planning Commission held a special meeting and unanimously passed the attached resolution. The resolution makes a formal recommendation to City Council to form a short-term rental task force in accordance with section 4.28 of the City Charter. This section of the charter states:

SECTION 4.28 ADVISORY COMMITTEES OR BOARDS.

The mayor, with the advice and consent of the city council may, from time to time, appoint such committees or boards as are deemed appropriate to advise and consult with them, and with appropriate departments, regarding any municipal activity. Such committees or boards shall be advisory, serve temporarily and without compensation unless otherwise provided by the city council.

Forming a short-term rental task force under this provision of the charter will allow for a comprehensive review and set of recommendations on short term rentals. While the Planning Commission could review or form its own committee, they would be limited to reviewing zoning regulations. Short term rentals also involve regulatory or police power regulations which are set by the City Council. Reviewing fees for short-term rentals was also established as an essential priority during your recent strategic planning session. A task force formed under this provision of the charter would allow for the zoning, regulatory, police powers, and fees to be reviewed and comprehensive recommendations made.

Staff is asking the City Council to discuss the Planning Commission's recommendations and how you wish to proceed.

If the City Council wishes to adopt a formal resolution to create a short-term rental task force, a draft has been prepared for the Council to discuss and amend as the Council feels is necessary.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

The Planning Commission provided a formal resolution recommending the creation of a short-term rental task force.

LEGAL REVIEW:

The City Attorney was present for the Planning Commission special meeting and has prepared a draft resolution for the City Council to discuss.

SAMPLE MOTION:

N/A for Workshop Meeting.

**CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN**

RESOLUTION NO. _____

**A RESOLUTION ADOPTING THE PLANNING COMMISSION'S
RECOMMENDATION TO FORM A SHORT-TERM RENTAL TASK FORCE**

Council Member _____, offered the following resolution and moved for its adoption, seconded by Council Member _____:

RECITALS

WHEREAS, the City of Saugatuck has established reviewing short-term rentals as a priority for 2023; and

WHEREAS, the Planning Commission recently reviewed short-term rental data for the City and each zoning district; and

WHEREAS, Section 4.28 of the City Charter states, “[t]he mayor, with the advice and consent of the city council may, from time to time, appoint such committees or boards as are deemed appropriate to advise and consult with them, and with appropriate departments, regarding any municipal activity”; and

WHEREAS, the City Council received a recommendation from the Planning Commission to form a short-term rental task force, and the City Council acknowledges the Planning Commission’s recommendation and agrees that a short-term rental task force should be formed to assist the City Council and Planning Commission regarding short-term rentals; and

WHEREAS, the purpose and priorities of a short-term rental task force should include identifying and prioritizing current short-term rental concerns, issues, opportunities, and objectives held by the residents, property and business owners of the City; and

WHEREAS, a short-term rental task force should gather data and insights regarding short-term rental issues, concerns, opportunities, and objectives, including but not limited to current and historical data on registered properties, locations, and rental licenses, listings and occupancies, using both City and third-party data, the number and categories of complaints filed with the City and any enforcement actions taken by the City related to short-term rentals, and resident, property and business owner feedback in the form of forums and surveys; and

WHEREAS, a short-term rental task force should develop a written and balanced executive summary of the findings of their quantitative and qualitative data gathering that includes definitions of any specific concerns and issues that need to be addressed and the specific goals and objectives of any contemplated changes to the City’s current short-term rental policies, practices, and regulatory and zoning ordinances, including fees, as well as specific methods for measuring whether goals and objectives are met; and

WHEREAS, if the short-term rental task force determines there is a need for changes to the City's current short-term rental policies, practices, and regulatory and zoning ordinances, including fees, they should review and discuss options and policies of similar resort-focused communities, primarily in Michigan, that have made changes to their short-term rental policies, practices, and regulatory and zoning ordinance, including fees; and

WHEREAS, the short-term rental task force should formulate recommendations on the City's short-term rental policies, practices, and regulatory and zoning ordinance, including fees, for review and discussion by the Planning Commission and City Council; and

WHEREAS, the short-term rental task force should consider, but not be bound by, the experiences, issues, concerns, policies, practices, and regulatory and zoning ordinances of the City of the Village of Douglas and Saugatuck Township, as well as the Tri-Community Master Plan; and

WHEREAS, the makeup of a short-term rental task force should represent and balance different stakeholders within the community including:

1. One member from City Council (1);
2. Two members from the Planning Commission (2);
3. One member from the retail, restaurant or lodging business owner community (1);
4. One member from a short-term rental property management group (1);
5. One member from a residential zone who holds a short-term rental license and/or is positive about short term-rentals (1);
6. One member from a commercial zone member who is not the owner of a short-term rental (1);
7. One member from the real estate realtor community with no short-term rental ownership (1);
8. One member from a residential zone who is not a short-term rental owner and who feels negatively impacted by short-term rentals in their neighborhood (1); and

WHEREAS, the members of the short-term rental task force should be residents, property, or business owners of the City of Saugatuck.

NOW, THEREFORE, BE IT RESOLVED that:

1. The foregoing recitals are hereby affirmed and are incorporated herein, and are deemed to represent the position of the City Council of the City of Saugatuck.
2. The City Council adopts the Planning Commission's recommendation that the Mayor,

with the advice and consent of the City Council, shall appoint a short-term rental task force to consist of nine members representing different stakeholders within the community as described above; and

3. The City Council adopts the Planning Commission’s recommendation that this short-term rental task force be selected in accordance with the City Council’s Boards and Commission Selection Policy, have parity as close as possible between short-term rental owners and non-short-term rental owners, report its recommendations to the Planning Commission on or before September 21, 2023, comply with Open Meetings Act requirements including public notices and gathering public comments, be voluntary and uncompensated, receive a budget for data and insights gathering and consultant planner assistance, and provide written and/or verbal reports to the Planning Commission during each monthly Planning Commission meeting.

4. All resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, repealed.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this ____ day of _____, 2023

CITY OF SAUGATUCK

BY: _____
Scott Dean, Mayor

BY: _____
Jamie Wolters, City Clerk

CERTIFICATION

I, Jamie Wolters, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the City Council at a regular meeting held _____, 2023.

Signed: _____
Jamie Wolters, City Clerk

RESOLUTION OF RECOMMENDATION TO CITY COUNCIL

By the City of Saugatuck Planning Commission

RESOLUTION RECOMMENDING THE CREATION OF A SHORT-TERM RENTAL TASK FORCE IN ACCORDANCE WITH SECTION 4.28 OF THE CITY CHARTER

Commission member LaChey, offered the following resolution and moved for its adoption, seconded by Commission Member Bagierek:

WHEREAS, The City of Saugatuck Planning Commission has established reviewing short-term rentals as a priority for 2023; and

WHEREAS, The Planning Commission recently reviewed short-term rental data for the City and each zoning district; and

WHEREAS, Section 4.28 of the City Charter states, “the mayor, with the advice and consent of the city council may, from time to time, appoint such committees or boards as are deemed appropriate to advise and consult with them, and with appropriate departments, regarding any municipal activity”; and

WHEREAS, A short-term rental task force should be formed to assist both the City Council and Planning Commission; and

WHEREAS, The purpose and priorities of a short-term rental task force should include identifying and prioritizing current short-term rental concerns, issues, opportunities, and objectives held by the residents, property and business owners of the City; and

WHEREAS, A short-term rental task force should gather data and insights regarding short-term rental issues, concerns, opportunities, and objectives, including but not limited to current and historical data on registered properties, locations, and rental licenses, listings and occupancies, using both City and third-party data, the number and categories of complaints filed with the City and any enforcement actions taken by the City related to short-term rentals, and resident, property and business owner feedback in the form of forums and surveys; and

WHEREAS, A short-term rental task force should develop a written and balanced executive summary of the findings of their quantitative and qualitative data gathering that

includes definition of any specific concerns and issues that need to be addressed and the specific goals and objectives of any contemplated changes to the City's current short-term rental policies, practices, and regulatory and zoning ordinances, including fees, as well as specific methods for measuring whether goals and objectives are met; and

WHEREAS, If the short-term rental task force determines there is a need for changes to the City's current short-term rental policies, practices, and regulatory and zoning ordinances, including fees, they should review and discuss options and policies of similar resort-focused communities, primarily in Michigan, that have made changes to their short-term rental policies, practices, and regulatory and zoning ordinance, including fees; and

WHEREAS, The short-term rental Task force should formulate recommendations on the city's short-term rental policies, practices, and regulatory and zoning ordinance, including fees, for review and discussion by the Planning Commission and City Council; and

WHEREAS, The short-term rental task force should consider, but not be bound by, the experiences, issues, concerns, policies, practices, and regulatory and zoning ordinances of the City of the Village of Douglas and Saugatuck Township, as well as the Tri-Community Master Plan; and

WHEREAS, The makeup of a short-term rental task force should represent and balance different stakeholders within the community including:

- One member from City Council
- Two members from the Planning Commission
- One member from the retail, restaurant or lodging business owner community
- One member from a short-term rental property management group
- One member from a residential zone who holds a short-term rental license and/or is positive about short term-rentals
- One member from a commercial zone member who is not the owner of a short-term rental
- One member from the real estate realtor community with no short-term rental ownership
- One member from a residential zone who is not a short-term rental owner and who feels negatively impacted by short-term rentals in their neighborhood; and

WHEREAS, The members of the short-term rental task force should be residents, property or business owners of the City of Saugatuck.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission recommends that the Mayor, with the advice and consent of the City Council, appoint a short-term rental task force to consist of nine members representing different stakeholders within the community as described above; and

BE IT FURTHER RESOLVED, that the Planning Commission recommends that this short-term rental task force be selected in accordance with the City Council's Boards and Commission Selection Policy, have parity as close as possible between short-term rental owners and non-short-term rental owners, report its recommendations to the Planning Commission on or before September 21, 2023, comply with Open Meetings Act requirements including public notices and gathering public comments, be voluntary and uncompensated, receive a budget for data and insights gathering and consultant planner assistance, and provide written and/or verbal reports to the Planning Commission during each monthly Planning Commission meeting.

AYES: Broeker, Anderson, Bagierek, Gardner, Gaunt, & LaChey

NAYS: None.

ABSTAIN: None.

ABSENT: Manns

ADOPTED this 2nd day of February 2023

Signed: _____
Ann Broeker, Vice-Chair

Signed: _____
Jamie Wolters, City Clerk

Certification:

I, Jamie Wolters, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is true and complete copy of resolution adopted by the Saugatuck Planning Commission at a special meeting held on February 2, 2023, in compliance with the Open Meetings Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

Attest:

Jamie Wolters, City Clerk

Date: 10.21.22

From: Sara Kopriva, AICP
Rowan Brady, AICP

To: **Rob Larrea, AICP**
Village of Suttons Bay

Project: Short-Term Rental Ordinance

The Village of Suttons Bay is evaluating their short-term rental ordinance to determine if the existing regulatory framework is aligned with the community's goals for the management of short-term rentals in the village. The following report will outline the purpose of a short-term rental ordinance, provide recommendations for establishing a cap on the number of short-term rentals (STRs), distribution process for STR licenses, application procedures, and additional considerations for a short-term rental ordinance. Recommendations were synthesized from a review of 51 existing short-term rental ordinances in the State of Michigan and professional best practices regarding STR licensing and sustainable tourism.

Short-Term Rental Purpose

The purpose of a short-term rental ordinance is to secure the public health, safety, and general welfare of residents, property owners, and visitors of the Village of Suttons Bay by regulating short-term rental properties to prevent nuisances and safety hazards that interfere with rights to conduct normal, daily activities without unreasonable interference and to provide safe and healthy living arrangements for visitors who rent property on a short-term basis.

It is found that:

1. Short-term rentals, properties that are rented for a period(s) of less than thirty consecutive days, are becoming increasingly popular and widespread in the village following the rise of the online short-term rental marketplaces.
2. Residential structures in the village may be increasingly purchased for the sole purpose of short-term rental purposes.
3. Commercial and recreational activities associated with short-term rentals are frequently incompatible with residential uses.
4. Widespread short-term rental properties are consistently in conflict with the goals outlined in the Suttons Bay Community Joint Master Plan. Including,

but not limited to, Goal 1: Create a range of housing opportunities and choices and Objective 1.1: Increase housing opportunities to accommodate young professionals, young families, and others within the lower and medium income range.¹

5. A shortage of available housing for residents directly affects the economic health of the village and its residents because employers in the village are unable to attract workers to the community.
6. The conversion of year-round housing to short-term rentals can also decrease the number of students in the community resulting in a revenue loss to the public school district.
7. The purchase of available housing units by investors to operate short-term rentals may negatively impact housing affordability and artificially inflate housing values.
8. Short-term rentals are an important part of the tourism industry, on which the village is heavily dependent.
9. Short-term rentals fill gaps in the accommodation industry, allowing visitors to stay in areas that lack traditional accommodation businesses.
10. Property owners who rent their dwelling unit as a short-term rental are able to generate income off a traditionally non-revenue generating property.

Determining Capacity & Concentration

The village has determined that the existing 61 operating STRs, as of October 2022, exceeds the community's capacity for STRs and is inconsistent with the goals outlined in the Master Plan.² STRs comprise roughly 13% of the total housing stock in the village.³ Therefore, it is necessary to establish a cap on the number of STRs permitted. Of the reviewed ordinances, 18% had established a cap. On average, the cap was 3.6% of the total dwelling units in those communities. The highest ratio of licenses to dwelling units is in Suttons Bay Township, which permits 150 licenses – 9.2% of their dwelling units. If Suttons Bay capped the number of licenses at the number of currently operating STRs it would be the highest cap in the state. In Leelanau County specifically, the average cap is 6.4% of the housing stock. However, it is important to note that most Leelanau County communities with a

¹ Suttons Bay Community Joint Master Plan, August 2011, https://www.leelanau.gov/downloads/joint_master_planaugust_2011.pdf

² Ibid.

³ United States Census Bureau, 2020 Decennial Census, H1

STR cap have not met the current cap.⁴ A year after adoption of an ordinance, Elmwood Township met their cap on STRs in September 2022.⁵

Community	Current Number of STRs	STR Cap	Dwelling Units (DUs)	Current STR / DUs	Max STR / DUs
Suttons Bay Township	34	150	1,629	2.1%	9.2%
Bingham Township	55	86	1,410	3.9%	6.1%
Elmwood Township	93	93	2,388	3.9%	3.9%
Average	~61	~110	1,809	3.3%	6.4%

There is no perfect number for determining the cap of STRs in a community, but it should strike a balance between the needs of local residents and property owners and those of visitors and STR owners. As shown in the table above, the existing number of STRs in Suttons Bay Township, Bingham Township, and Elmwood Township is 4% or less of the total number of dwelling units – reflecting the current state of demand for STRs in these communities. A 4% cap (18 STRs) would reflect a restrictive cap for the village but given that the village has more commercial activity than the three townships above and is a top destination in the region a slightly higher cap is warranted. A recommended cap of 25 STRs (5.5% of the dwelling units in the village) would balance the needs of the residents and property owners while providing accommodations for visitors and supporting local businesses that rely on the tourism industry. At most, the cap of STRs should be set at 45, which would still be the highest cap (as a percentage of dwelling units) in the State.

4 Village of Suttons Bay Report VSB-2022-27 STR Ordinance Discussion

5 Staff communication with Elmwood Township 10/05/2022

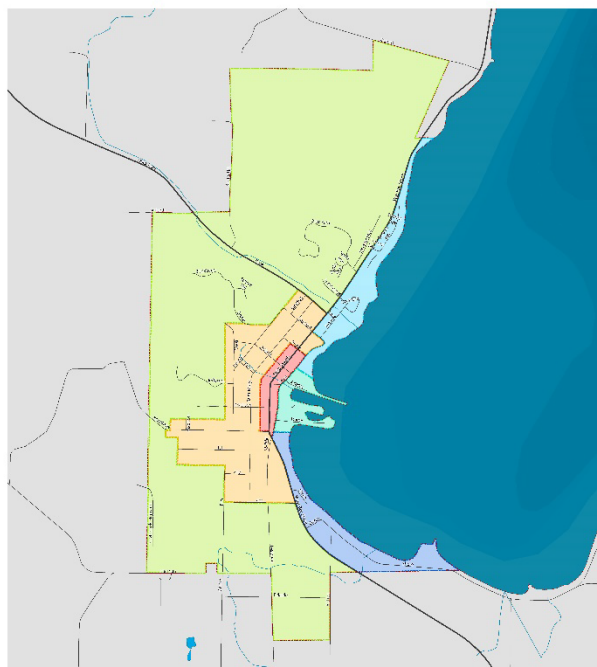
	Restrictive Cap	Recommended Cap	Liberal Cap
Annual STR licenses	18	25	45
Percentage of the housing stock	4.0%	5.5%	9.9%
Change compared to existing	-43 (-71%)	-36 (-59%)	-16 (-26%)

Concentration

One challenge of setting a flat cap is that all STRs could be licensed on the same street or block. There is inherent value in ensuring that STRs are distributed in a sensible manner throughout the community. The Village of Elk Rapids Short Term Rental Ordinance is currently structured for the Village Council to set caps on a district basis. It is recommended that the Village of Suttons Bay allocates the recommended 25 licenses in a similar manner.

District	Allocation
Business Core	20% (5)
Core Neighborhoods	32% (8)
Outer Neighborhoods	16% (4)
Waterfront – North	16% (4)
Marina	0% (0)
Waterfront – South	16% (4)

Allocation of licenses to each district was based on the current distribution of STRs. The highest concentration of STRs is around downtown Suttons Bay. The five licenses allocated to downtown are intended to accommodate second-story residential units that are being used as STRs. The highest allocation of STRs is in the “Core Neighborhood District” with a recommended 32% of the licenses



STR District Allocation

Source: Michigan Open Data Portal, City of Muskegon

- Business Core
- Core Neighborhoods
- Outer Neighborhoods
- Waterfront - North
- Marina
- Waterfront - South

1,000 Feet
Buckner & Reed, Inc.

being allocated into the neighborhoods adjacent to downtown. Many of the currently operating STRs are located in this district and the proximity to downtown will allow visitors to walk to destinations in the city, reducing traffic on the roads.

License Distribution

There are more people operating licenses in the village than the recommended cap of 25. Therefore, when new regulations are put in place there must be a process for distributing the available licenses to applicants. Two options for issuing the license after ordinance adoption would include a lottery or a scoring rubric.

It is recommended that a lottery system takes place to ensure fair distribution and provides limited legal challenge. However, given that each of the districts above has its own cap several lotteries will have to take place. Each district will need its own lottery system and applicants will have to specify in which district their STR is located.

A scoring rubric can be used if there are certain requirements that the village would like to have met in granting a license but caution should be used when generating requirements and that they are tied to the use. It is recommended that this rubric be created in consultation with the village attorney to insure that scoring items can be considered in the issuance of license. While communities have had success in granting licenses with a rubric, other have been legally challenged on the content of the scoring rubric.

Application Process and Procedures

The village's current short-term rental ordinance sets the validity of a license at three (3) years. Given that the recommended regulations reduce the number of STRs in the village, the validity period should be reduced to one (1) year, requiring current and prospective STR operators to apply annually. It is recommended that licenses be valid from January 1 thru December 31. This allows the village to send out a mass reminder mailing to licensees and for bulk processing of applications. After the initial distribution of licenses through the lottery, those who wish to obtain a license should submit a complete application to the village for review. If the application is approved the applicant is placed on a waitlist for the district in which their STR is located. At the conclusion of licensing year if one of the allocated spots becomes available, the first person on the waitlist should be given the license.

Licensing Timeline

	Regulations are adopted
Month 1	STR application opens
Month 2	Lottery is held to distribute licenses Those who do not receive a license are placed on their respective waitlist (based on district) in the order in which applications were received
Nov. 1	Current license holders are given the opportunity to renew their license
Nov. 30	Renewal window closes Current license holders who do not complete a renewal application may submit an application but are placed on their respective waitlist
Dec. 1	Applicants on waitlist are notified if a license is available Applicants on waitlist are asked to certify that all information in their initial application is still valid
Jan. 1	Licenses are issued
Nov. 1	Current license holders are given the opportunity to renew their license
Nov. 30	Renewal window closes Current license holders who do not complete a renewal application may submit an application but are placed on their respective waitlist
Dec. 1	Applicants on waitlist are notified if a license is available Applicants on waitlist are asked to certify that all information in their initial application is still valid
Jan. 1	Licenses are issued

Additional Considerations

In review of the STR ordinances several common elements emerged that the village may consider for any new regulations.

Limited Rentals

Several ordinances exempt rentals that are rented for a total period not to exceed 14 days in a calendar year and no more than one (1) rental occurrence per month.

Additional Exemptions

Family Occupancy. A member of the owner's family, as well as that family member's guests, may occupy a premises as long as a member of that family retains ownership of the premises. The family occupancy exemption also exempts family occupancy of guest houses or similarly separate dwellings lawfully located on the same premises, when occupied by family guests, exchange students, visitors, medical caregivers, and child caregivers, without compensation to the owner.

House sitting. During the temporary absence of the owner and the owner's family, the owner may permit house sitting occupancy without remuneration to the owner.

Dwelling sales. Occupancy following closing by a prior owner after the sale of a premises for the length of time agreed to by the parties to the dwelling sale agreement.

Estate representative. Occupancy by a personal representative, trustee, or guardian (including family members) of the estate of the owner, with or without compensation. The estate shall notify the city of the owner's name, date of death or incapacity, and name of the person occupying the premises.

Daytime Occupancy

Several ordinances limit the number of daytime occupants to 1.5x the max occupancy of the STR. Section 4(A)(4) of the village's current STR ordinance limits events to the number of permitted guests but sets no standards for daily activities.

Jamie Wolters

From: Helen Baldwin
Sent: Thursday, February 9, 2023 4:36 PM
To: Ryan Heise
Cc: Scott Dean; Jamie Wolters
Subject: STR Resolution - Bullet Point explanation of changes
Attachments: Short Term Rental Advisory Committee Resolution 230213-A.doc

Ryan,

My changes to the resolution can be summarized as follows.

1. My version does a better and more simplified job of dealing with the background of why we are setting up this committee (e.g., the first 3-4 recitals).
2. My version gives the mayor much more flexibility in deciding the makeup of the committee while still requiring that it include representatives from Council and Planning, is filled only by residents, and that it provides a balance of perspectives. The detailed requirements for how each seat must be filled are removed.
3. I took out language suggesting that this committee will be making decisions on whether we need to change city policies and what those changes should look like. I also removed language tasking them with analyzing policies of neighboring communities. That work will be done by the professional planning firm we intend to hire. So I instead made clear that the objective of this committee is limited to collecting data, fact finding, stakeholder engagement and reporting on its findings.
4. Rather than trying to represent every constituency on the committee, my version instead requires that the committee solicit and report on the views of a full list of stakeholder groups. I am hoping that this requirement, along with the fact that the committee is not tasked with policy recommendations, will lower the stakes regarding who is appointed to the committee while still creating confidence that all viewpoints will be heard and reported.
5. My version specifies the issues that need to be explored through stakeholder interviews, which was missing from the original resolution. Specifically, to explore the impact of STRs on issues such as quality of life, business success, workforce housing, school enrollment, and public safety.
6. The original version only required the committee to report to the Planning Commission, which makes no sense considering this is a committee created and empowered by City Council. I added a requirement that it provides monthly reports to both groups.
7. In the final paragraph (resolution no. 2) was revised to be in line with the above changes. It doesn't say that council is "adopting the Planning Commission's recommendation." It doesn't say that the committee must have parity as close as possible between STR owners and non-owners as this unfairly skews the committee and also limits the mayors flexibility.
8. I stated that the committee should be made up of "no fewer than seven" members and include at least one member from council and planning. The mayor can decide if increasing the number will be beneficial or whether there a sufficient variety of perspectives can be obtained from a group of seven.

Memo

To: Saugatuck City Council

From: Anthony E. Meyaard, Assessor

Date: January 24, 2023

Re: Approval of the 2023 Poverty Exemption guidelines

PA 253 of 2020 amended MCL 211.7u which requires the Township Board to approve and adopt Poverty Exemption Guidelines on an annual basis. The attached resolution and policy has been updated with the income levels as approved by the U.S. Department of Health and Human Services for 2022.

In addition, you will find the new Poverty Exemption Application as approved by the State Tax Commission. In the past we had created and used our own application but since the passage of PA 253 of 2020 we must now use the State approved form.

I respectfully request City Council approval of the attached poverty exemption resolution and guidelines in order to stay in compliance of MCL 211.7u

Respectfully submitted,

Anthony E. Meyaard
Saugatuck City Assessor

2023 POVERTY RESOLUTION

Resolution No. 230213-B

WHEREAS, the adoption of guidelines for poverty exemptions is within the purview of the City Council, and

WHEREAS, the homestead of persons who, in the judgment of the Supervisor and Board of Review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under Public Act 390, 1994 (MCL 211.7u) and as amended by PA 620 of 2002 and further amended by PA 253 of 2020; and

WHEREAS, pursuant to PA 390, 1994, PA 620, 2002 and PA 253 of 2020, Saugatuck City, Allegan County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the immediately preceding year,

To be eligible, a person shall meet all the following requirements:

- 1) Be an owner of and occupy as a principal residence of the property for which an exemption is requested.
- 2) File a claim with the Supervisor, Assessor or Board of Review, accompanied by federal and state income tax returns **for all persons** residing in the homestead, including any property tax credit returns filed in the immediately preceding year UNLESS the attached affidavit is completed for each person that is not required by law to file Federal and/or State income tax return(s).
- 3) Produce a valid driver's license or other form of identification.
- 4) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is required, if requested.
- 5) Meet the federal poverty income standards as defined and determined annually by the United States Office of Management and Budget (see attached).
- 6) Have assets totaling no more than \$15,000, not including the primary residence.
- 7) The application for an exemption shall be filed after January 1, but before the day prior to the last day of Board of Review in the year that the exemption is being requested.
- 8) Any additional eligibility requirements allowed by law as determined by the City Board of Review.

NOW, THEREFORE BE IT HEREBY RESOLVED that the Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption.

The foregoing resolution offered by Board Member _____ and supported by Board Member _____.

Upon roll call vote, the following number of Board Members voted "Aye": _____.

The following number of Board Members voted "Nay": _____.

The Supervisor declared the resolution adopted.

CERTIFICATE

I, Jaime Wolters, the duly elected and acting Clerk of Saugatuck City, hereby certify that the foregoing resolution was adopted by the Township Board of said Township at the regular meeting of said Board held on _____ at which meeting a quorum was present by a roll call vote of said members and hereinbefore set forth; that said resolution was ordered to take immediate effect.

Jaime Wolters
Saugatuck City Clerk

FEDERAL POVERTY INCOME STANDARDS FOR 2023 ASSESSMENTS

The following are the federal poverty income standards as of December 31, 2022 for use in setting poverty exemption guidelines for 2023 assessments.

<u>Federal Poverty Income Guidelines a</u>	
Number of Persons Residing in the Principal Residence	Maximum Total Income
1	\$13,590
2	\$18,310
3	\$23,030
4	\$27,750
5	\$32,470
6	\$37,190
7	\$41,910
8	\$46,630
	Each Additional Person \$4,720

Income Guidelines

The income guidelines used by the Board of Review have been established in accordance with P.A. 390 of 1994. In determining qualifications for the exemption, the Board of Review shall consider every variable on the application including total household income, the nature and duration of the income stream, the current taxable and state equalized values of the subject property, the quality and accuracy of the information submitted and any other such evidence as they feel appropriate in making their decision. These guidelines shall assist the Board of Review in their decisions.

2023 Poverty Income Guidelines Range for Saugatuck City

<u>Number of Persons Residing in the Principal Residence</u>	<u>Household Income</u>	<u>Recommended Board Action Exemption % Percentage Granted</u>
1	\$0 - \$13,590 \$16,990 Max \$20,390	Maximum 100 % At this range point 50 % At this range point 25 %
2	\$0 - \$18,310 \$22,890 Max \$27,470	Maximum 100 % At this range point 50 % At this range point 25 %
3	\$0 - \$23,030 \$28,790 Max \$34,550	Maximum 100 % At this range point 50 % At this range point 25 %
4	\$0 - \$27,750 \$34,690 Max \$41,630	Maximum 100 % At this range point 50 % At this range point 25 %
5	\$0 - \$32,470 \$40,590 Max \$48,710	Maximum 100 % At this range point 50 % At this range point 25 %
6	\$0 - \$37,190 \$46,490 Max \$55,790	Maximum 100 % At this range point 50 % At this range point 25 %
7	\$0 - \$41,910 \$52,390 Max \$62,870	Maximum 100 % At this range point 50 % At this range point 25 %
8	\$0 - \$46,630 \$58,290 Max \$69,950	Maximum 100 % At this range point 50 % At this range point 25 %
Each Additional Person \$ 4,720		

Assets (not including the primary residence) shall not exceed \$15,000

2023 Poverty Exemption Application Instructions

THIS APPLICATION SHOULD BE RETURNED TO:

Mailing Address & Building Location:

Bedford Township Assessing Department 8100 Jackman Road Temperance, MI 48182

Saugatuck City

To be considered for a hardship exemption, the following steps must be followed:

1. The Petitioners must complete this application **IN FULL** including signatures on the last page. Signatures must be notarized. Return the application and attachments to the Assessing Department after January 1, but before the day prior to the last day of Board of Review in the year that the exemption is being requested.
2. Per Saugatuck City's Poverty Resolution, you must attach signed copies of the following for all persons living in the household:
 - ___ 2022 FEDERAL INCOME TAX RETURN (1040) with W 2's & 1099's.
 - ___ 2022 MICHIGAN INCOME TAX RETURN (MI-1040)
 - ___ 2022 HOMESTEAD PROPERTY TAX CREDIT FORM (MI-1040CR)
 - ___ 2022 SOCIAL SECURITY BENEFIT STATEMENT (SSA-1099)
 - ___ YEAR END STATEMENTS FOR ASSET INFORMATION

IF YOU ARE NOT REQUIRED, BY LAW, TO FILE OR STATE INCOME TAX FORMS, YOU MUST COMPLETE THE ATTACHED POVERTY EXEMPTION AFFIDAVIT.

Hardship Exemption as defined by the Michigan Compiled Laws is as follows:

Section 211.7u: The homestead of persons who, in the judgment of the supervisor and Board of Review, by reason of poverty, are unable to contribute toward the public charges are eligible in whole or in part from taxation under this act.

Please be aware that as an applicant for Hardship Exemption, you must also comply with the following sections of the Michigan Compiled Laws:

Section 211.116 Perjury: Any person who, under any of the proceedings required or permitted by this act, shall willfully swear falsely, will be guilty of perjury and subject to its penalties.

If received timely, your application will be presented at the next scheduled Board of Review.

Your attendance at the appropriate meeting is strongly encouraged but is not required. The Board of Review may have questions for you regarding your application or documentation. Please be aware that the Board of Review MUST conduct their meetings according to the Open Meetings Act.



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: 2/13/2023

SUBJECT: Kalamazoo Lake Harbor Authority Appointment

DESCRIPTION:

Kalamazoo Lake Harbor Authority has a current vacancy for the City of Saugatuck representative with term expiring 2/1/2025. Mayor Dean has recommended Mayor Pro-Tem Lauren Stanton to fill that vacancy.

BUDGET ACTION REQUIRED:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to appoint Lauren Stanton to the Kalamazoo Lake Harbor Authority with a term ending February 1, 2025.



City Council Agenda Item Report

FROM: Ryan Cummins and Planning Commission

MEETING DATE: February 13, 2023

SUBJECT: Planning Commission Activity Report for 2022

DESCRIPTION:

The purpose of this memo is to provide an overview on the activities for the Planning Commission for the 2022 calendar year. Permit activity is as follows:

Year	2022	2021	2020	2019	2018	2017	2016	2015	2014
Permits*	68	75	52	98	107	108	89	77	62

*Includes permits issued administratively including zoning permits, historic district permits, and sign permits. This does not include street cut permits, water and sewer permits, permits for dumpsters in the ROW, or other miscellaneous permits.

In 2022, the Planning Commission met 12 times for regular and special meetings. Public hearings regarding the following projects and ordinance amendments were held this year:

- A public hearing to expand the bar/restaurant at 449 Water St.
- A second public hearing to amend the conditions to extend the bar/restaurant at 449 Water St.
- A public hearing for potential amendments to the Zoning Ordinance to correct errors, grammar, improve clarity, eliminate redundancies and contradictory language, and consolidate duplications.
- A public hearing for a site reconfiguration and addition resulting in a single-family dwelling that exceeds a .3:1 floor area ratio.

The Planning Commission discussed the following as being priorities for 2023:

- a. Updating the Tri-Community Master plan
- b. Short-term Rentals

- 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
 - 2. Consolidation of Zoning Districts
 - 3. Short-Term Rentals
- d. Fee in Lieu of Parking
- e. Park Street sidewalks and widening
- f. Continued Planning Commission Education and Training

If you should have any questions, please contact me.

February 8, 2023

TO: Saugatuck City Council
FROM: Catherine L. Simon
RE: Campaign Signage Complaint

The attached letter has been sent to the Commercial Record as a follow-up to my appearance before the council several weeks ago.

I was hopeful the council would initiate a query on their own as the action by one of your members was to bully/harass two fellow members of the community who dared to compete in the election process. It is my firm belief that an ethics review was in order.

Personally, I will not allow my name or business to be sullied without a response and/or vindication. As a courtesy the attached is being forwarded to you and submitted as part of the public record for the upcoming city council meeting.

To the Editor:

Over the past few years, most of us have grown tired of news reports chronicling bad behavior in government. From a congressman who lied spectacularly in his resume, to pay-to-play allegations in the first family, there is no shortage of alleged unsavory behavior by our elected officials. Most of this occurs on the national level, but sadly, Saugatuck is not immune.

In our most recent local elections, I was unsuccessful in my campaign to secure a seat on the city council. The day after the election—with the results known—a currently serving member of the council (who had not been up for re-election) filed a formal complaint against me with the state elections office. She alleged that the legally required “paid for by...” statement was not present on my “Keep Saugatuck Charming” campaign signs. She included a photo of one of my signs appearing to lack the notice. To ascertain the facts, the state elections people commissioned a formal investigation by the Michigan State Police.

After reviewing the evidence, including interviews conducted by a police detective, the state authorities found that my signs were fully compliant; the required notation was clearly present front and back, both embedded in the artwork as well as on an added sticker. The photograph included in the council person’s complaint showed one of my signs with shrubbery in front of it obscuring the required notice. This exhibit was obviously flawed (possibly intentionally so). The complaint was officially dismissed and I was completely exonerated.

Beyond the waste of my own time and no small amount of state resources, a sitting city council member vindictively, and in all probability, fraudulently filing a bogus official complaint is an appalling example of bad government behavior right here at home. The only possible motives were mean-girl intimidation and personal harassment. Our charming town deserves better.

Candidly, I expected an apology by now, but in spite of the councilperson’s frequent cheerleading for “government transparency and professionalism,” none has been forthcoming. I’m disappointed, but not really surprised.

Catherine Simon
Saugatuck



STATE OF MICHIGAN
JOCELYN BENSON, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

December 16, 2022

Leigh Lewis
P.O. Box 611
Saugatuck, MI 49453

Re: *Lewis v. Simon*
Campaign Finance Complaint No. 2022 - 11 - 201 - 47

Dear Ms. Lewis:

The Department of State (Department) acknowledges receipt of your November 9, 2022, complaint alleging a violation of the Michigan Campaign Finance Act (MCFA or Act). Specifically, the complaint alleged Catherine Simon failed to include an identification statement on a campaign yard sign.

The Department issued a formal warning to Ms. Simon in a letter dated November 22, 2022. However, upon further investigation, the Department dismisses the complaint and retracts the warning for the reasons below.

Your complaint alleged that the campaign sign was in violation of Section 47 of the Act, which states:

The MCFA and corresponding administrative rules require a person who produces printed material that relates to an election include the phrase "Paid for by [name and address of the person who paid for the item]." MCL 169.247(1), R 169.36(2). A knowing violation constitutes a misdemeanor offense punishable by a fine of up to \$1,000.00, imprisonment for up to 93 days, or both. MCL 169.247(6).

However, upon review, the evidence submitted by you shows the required "Paid for by" on the campaign sign. For this reason, the Department dismisses your complaint and will take no further action on this matter.

Sincerely,

Regulatory Section
Bureau of Elections
Michigan Department of State

c: Catherine Simon