



CITY COUNCIL WORKSHOP AGENDA

June 21, 2023 – 4:00 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. **Roll Call**
3. **Agenda Changes** (*Additions/Deletions*)
4. **Guest Speaker**
5. **Public Comment on Agenda Items Only** (*Limit 3 minutes*)
6. **Discussion Items:**
 - A. Coastal Alliance Request- EGLE Resolution Pg.
 - B. Right of Way Encroachment Request- 246 Culver St.
 - C. Sidewalk seating agreement- 127 Hoffman (Uncommon Coffee)
 - D. STR Task Force Engagement Proposal
 - E. Planning, Commission & ZBA Re-Appointments
 - F. Signage Request- Fourth of July
 - G. No Parking Signs Discussion
 - H. Special Event- Mt. Baldhead Challenge
 - I. Water Asset Management Plan and Rate Study
7. **Public Comments** (*Limit 3 minutes*)
8. **Correspondence**
 - A. Dan Fox
9. **Council Comments**
10. **Adjourn** (*Roll Call*)

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.

From: Mercs, Deana (EGLE)
Sent: 6/12/2023 12:33:03 PM
To: "scottbosgraaf@gmail.com" <scottbosgraaf@gmail.com>; "Carl Gabrielse" <carl@gabrielselaw.com>; "USACE , Katie Otanez (katie.l.otanez@usace.army.mil)" <katie.l.otanez@usace.army.mil>; "swan.dunes@gmail.com" <swan.dunes@gmail.com>; "john.rodwan@nhbp-nsn.gov" <john.rodwan@nhbp-nsn.gov>; "james.crawford@fcp-nsn.gov" <james.crawford@fcp-nsn.gov>; "Matthew.Bussler@pokagonband-nsn.gov" <Matthew.Bussler@pokagonband-nsn.gov>; "Elizabeth.Binoniemi-Smith@glt-nsn.gov" <Elizabeth.Binoniemi-Smith@glt-nsn.gov>; "Lambeth, Katherine (EGLE)" <LambethK@michigan.gov>; "Kalamazoo River Watershed Council (krwc@kalamazooriver.org)" <krwc@kalamazooriver.org>; "City of Saugatuck Clerk (JWolters@saugatuckcity.com)" <jwolters@saugatuckcity.com>; "Kalamazoo River Protection Assoc (daylelharrison@gmail.com)" <daylelharrison@gmail.com>; "Tchorzynski, Stacy (DNR)" <TchorzynskiS@michigan.gov>; "Diana, Matthew (DNR)" <DianaM@michigan.gov>; "Mills, Mark (DNR)" <MILLSM@michigan.gov>; "Garwood, Anne (EGLE)" <GarwoodA@michigan.gov>; "Gyekis, Keto (EGLE)" <GyekisK@michigan.gov>; "Alexander, Kyle (EGLE)" <AlexanderK7@michigan.gov>; "Combs, Jason (EGLE)" <CombsJ8@michigan.gov>
Cc: "Bayha, John (EGLE)" <BayhaJ@michigan.gov>
Subject: Allegan County Public Notice for EGLE Submission #: HPF-7A8A-RGC7Q and Site Name: 03-3574 Dugout Road & 6500 135th Avenue-Saugatuck

The Michigan Department of Environment, Great Lakes, and Energy (EGLE), Water Resources Division (WRD), has posted the following notice to the MiEnviro Portal home page. To make comments and view documents please click on the following link: <https://mienviro.michigan.gov/ncore/external/publicnotice/info/-6973438944478510227/details>

Once the link is open, to view documents click the "Documents" button to view the Public Notice Announcement and the appropriate plans for the project. To leave a comment, please click on the "Add Comment" button. When inputting your comment please do not add any personal identification information (PII) concerning yourself or any other individual, into the comment box, including but not limited to email or telephone number.

The above link will expire 20 days from today's date.

District Office: [Kalamazoo District Office](#)
WRD Contact: [John Bayha, P.E., BayhaJ@michigan.gov](#)
County: [Allegan](#)
Public Notice Start Date: **June 12, 2023**
Public Notice End Date: **July 2, 2023**
Site Name: [03-3574 Dugout Road & 6500 135th Avenue-Saugatuck](#)
Application Submission Number: [HPF-7A8A-RGC7Q](#)
Applicant: [Scott Bosgraaf](#)
Project Location: Saugatuck
TRS: [03N16W04](#)

Regulatory Authorities Under NREPA: **Part 31, Water Resources Protection, Part 301, Inland Lakes and Streams, and Part 353, San Dune Protection and Management**
The applicant proposes: **Marina Basin, Steel Sheet Pile Wall**

Sincerely,

Deana Mercs
Secretary
Water Resources Division /Kalamazoo District Office
Michigan Department of Environment, Great Lakes, and Energy
Ph: 269-330-8571 | MercsD@michigan.gov
[Follow Us](#) | Michigan.gov/EGLE





City Council Agenda Item Report

FROM: Ryan Cummins

MEETING DATE: 6/26/2023

SUBJECT: 246 Culver St – Right of Way Encroachment Request

DESCRIPTION:

Todd Martinson of LP Operations, Inc. has submitted an application to install 48” x 10” x 10” window flower boxes at 246 Culver St. There were previously window flower boxes installed at this property, but they were removed several years ago. The window flower boxes will encroach into the City right of way.

Attached is a Revocable License Agreement that would allow for LP Operations, Inc to have window flower boxes that encroach into the City right of way. Staff recommends approval.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

The City Attorney reviewed the revocable license agreement for the window flower box encroachment in the public right of way.

SAMPLE MOTION:

Motion to **approve/deny** the Revocable License Agreement for window flower boxes in the public right-of-way for LP Operations, Inc.

Commission Review Fee: \$250
Administrative Review Fee: \$50



Historic District Permit Application

LOCATION INFORMATION **APPLICATION NUMBER** _____ - _____

Address 246 Culver St Parcel Number 57-300-192-00

APPLICANTS INFORMATION

Name Todd Martinson Address / PO Box 589 Campbell Rd
City Saugatuck State MI Zip 49453 Phone 616-304-3666
Interest In Project New Owner of Building E-Mail martinson.todd@gmail.com
Signature *Todd Martinson* Date 5/19/2023

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name _____ Address / PO Box _____
City _____ State _____ Zip _____ Phone _____
E-Mail _____

I hereby authorize that the applicant as listed above is authorized to make this application for proposed work as my agent and we agree to conform to all applicable laws and regulations of the City of Saugatuck. I additionally grant City of Saugatuck staff or authorized representatives thereof access to the property to inspect conditions, before, during, and after the proposed work is completed.

Signature _____ Date _____

CONTRACTORS/ DEVELOPERS INFORMATION (UNLESS PROPOSED WORK IS TO BE DONE BY THE PROPERTY OWNER)

Name _____ Contact Name _____
Address / PO Box _____ City _____
State _____ Zip _____ Phone _____ Fax _____
E-Mail _____

PROPERTY INFORMATION

Depth 65 Width 120 Size 0.18 ac Zoning District C-1 Current Use _____
Check all that apply: Waterfront _____ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

- Repaint Exterior Trim - Color: Dark Brown, Benjamin Moore 2116-10 "Nightshade"
Color: White, Benjamin Moore "Swiss Coffee OC 45"
- Replace Window Flower Boxes: Mayne Valencai 4ft Window Box - Black - 48" x 10" x 10"
- Restain front doors same color as current, remove mold from front blocks
- Add Vinyl Window Signs 8" x 36" in size to two windows facing Culver St. (2 Sq ft each sign)
- Add Vinyl Window Signs 8" x 36" in size to two windows facing Griffith St. (2 Sq ft each sign)

246 CULVER ST ~ 40 FT WIDE



VITRYL WINDOW SIGN: 8" X 36" EACH

GRIFFITH FRONTAGE



— VINYL WINDOW SIGN: 8" x 36" EACH

Mayne Valencia 4ft Window Box - Black - 48in L x 10in H x 10in H - Polyethylene Planter - Built-in Water Reservoir (5872-B)



PROPOSED WINDOW BOX



PREVIOUS PICTURE
SHOWING WINDOW BOXES

REVOCABLE LICENSE AGREEMENT

REGARDING ENCROACHMENT IN THE RIGHT-OF-WAY

THIS AGREEMENT is made this _____ day of _____, 2023, between the CITY OF SAUGATUCK (the “City”) a Michigan municipal corporation located in Allegan County, Michigan, and LP OPERATIONS INC., a Michigan corporation with ownership interest in real property commonly known as 246 Culver Street, Saugatuck MI 49453, P.P. No. 57-300-192-00 (the “Licensee”).

Recitals

- A. Licensee has ownership interest in real property located at 246 Culver Street in the City, further described as P.P. No. 57-300-192-00 (the “Property”).
- B. A public right-of-way owned and controlled by the City crosses the Property as shown on the sketch map attached as Exhibit A and incorporated by reference.
- C. Licensee desires to install window flower boxes approximately 48” x 10” x 10” in size in the City’s right-of-way (the “Encroachment”). Licensee seeks a license in order to install the Encroachment.
- D. Licensee will insure and maintain the Encroachment within and immediately adjacent to the public right-of-way for Culver Street as hereinafter described.
- E. The City is amenable to granting a revocable license to Licensee for the installation and maintenance of the Encroachment within the right-of-way for Culver Street, subject to terms of this Agreement.

Agreement

- 1. The City hereby grants to Licensee a revocable license for the Encroachment for the purpose of installing and maintaining the Encroachment in the precise location shown on Exhibit A subject to the terms of this Agreement. The Encroachment shall be as depicted on attached Exhibit A, which is incorporated by reference.
- 2. The Encroachment shall meet all requirements of the City of Saugatuck Code including, without limitation, any historic district requirements.
- 3. Licensee shall maintain the Encroachment in the public right-of-way in good condition at all times, and in compliance with all applicable laws and regulations of the City, County and State of Michigan.
- 4. Licensee shall indemnify and hold harmless the City, and its officers, agents, and employees, from any and all claims, demands, or suits by any person or entity for damages, injuries, or losses in any way connected or arising out of the placement, maintenance, existence or use of the Encroachment. The provisions of this section shall survive any termination of this Agreement.

5. Licensee shall obtain and maintain general liability insurance in a form and amount satisfactory to the City for the Encroachment at all times that this Agreement is in effect and the City shall be named as an additional insured on any such policy.
6. The placement of the Encroachment in no way creates any title, claim of right, or other property rights or interest for Licensee in any public right-of-way.
7. The license granted to the Licensee and this Agreement shall not be assigned or otherwise transferred by Licensee to any other person or business entity without the City's prior written approval.
8. The license granted by this Agreement shall be revocable at the will of the City, with or without cause, by the City giving Licensee or its successor thirty (30) days written notice of intent to revoke. Upon written notice to Licensee or its successor, mailed by regular mail to 589 Campbell Rd, Saugatuck, MI 49453, Licensee or its successor shall immediately remove the Encroachment and discontinue placing anything in the City right-of-way. The area where the Encroachment was removed shall be returned to its previous condition by the Licensee at no cost to the City.
9. At the time of execution of this Revocable License Agreement, Licensee shall pay to the City the cost of preparation of this Agreement.

In witness whereof, the parties have caused this Agreement to be executed on the date first set forth above.

City of Saugatuck, a Michigan municipal corporation

By: _____

Its: _____

By: _____

Its: _____

LP Operations Inc., a Michigan corporation

By: _____

Its: _____

Exhibit A



PREVIOUS PICTURE
SHOWING WINDOW BOXES



Mayne Valencia 4ft Window Box - Black - 48in L x 10in H x 10in H - Polyethylene Planter - Built-in Water Reservoir (5872-B)



PROPOSED WINDOW BOX



City Council Agenda Item Report

FROM: Ryan Cummins

MEETING DATE: 6/26/2023

SUBJECT: Sidewalk Seating Request – Uncommon Coffee Roasters

DESCRIPTION:

Marie Zill, Café Manager of Uncommon Coffee Roasters, has submitted the attached application and sketch plan to place 2 tables, 8 [chairs](#), and 2 benches on the public sidewalk adjoining the property.

Attached is a Revocable License Agreement that would allow for Uncommon Coffee Roasters to have temporary restaurant seating in the public right-of-way until November 1.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

On March 27, City Council approved continued flexibility and staff discretion for temporary expanded outdoor dining during the 2023 spring/summer/fall tourist season. Ms. Zill and Uncommon Coffee Roasters ownership has been advised after November 1, 2023, all city codes, including zoning, will have to be followed related to the use of the public right of way. Uncommon Coffee has additional plans to add additional seating on their private property which they have submitted a special land use and site plan application for.

LEGAL REVIEW:

The City Attorney reviewed revocable license agreement language for restaurant seating in the public right of way.

SAMPLE MOTION:

Motion to **approve/deny** the Revocable License Agreement for temporary restaurant seating in the public right-of-way for M. E. Coffee Holdings LLC dba Uncommon Coffee Roasters.



Sidewalk Restaurant Seating

LOCATION INFORMATION APPLICATION NUMBER _____ - _____

Business Address 127 Hoffman St PO Box 577 Parcel Number _____

APPLICANTS INFORMATION

Name Marie Zill Address / PO Box 127 Hoffman St PO Box 577
City Saugatuck State MI Zip 49453 Phone 734-223-4915
Interest In Project Sidewalk tables (2), 8 seats E-Mail marie.z@uncommoncoffeeoasters.com
Signature Date 06/09/2023

SUBJECT PROPERTY OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name Mauricio Da Silva Address / PO Box 127 Hoffman St PO Box 577
City Saugatuck State MI Zip 49453 Phone 314-415-0544
E-Mail mauricio@uncommoncoffeeoasters.com

I hereby authorize that the applicant as listed above is authorized to make this application for proposed work as my agent and we agree to conform to all applicable laws and regulations of the City of Saugatuck. I additionally grant City of Saugatuck staff or authorized representatives thereof access to the property to inspect conditions, before, during, and after the proposed work is completed.

Signature Date 06/09/2023

BUSINESS PROPERTY INFORMATION

Depth _____ Width _____ Size _____ Zoning District _____ Current Use _____
Check all that apply: Waterfront Dunes _____ Vacant _____

DESCRIPTION (LOCATION OF TABLES, NUMBER OF CHAIRS, HOURS OF OPERATION, DURATION OF OPERATION)

2 tables, 8 chairs, 2 benches adjacent to the sidewalk, on the north side of the property (near the street).
Summer hours Sunday-Thursday 7am-7pm Friday and Saturday 7am-8pm

STANDARDS AND APPLICATION REQUIREMENTS

Please submit a scaled drawing showing the following:

Y N NA

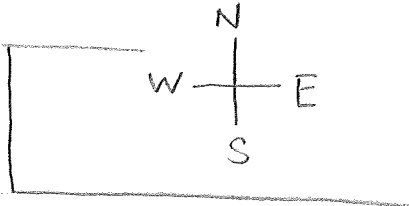
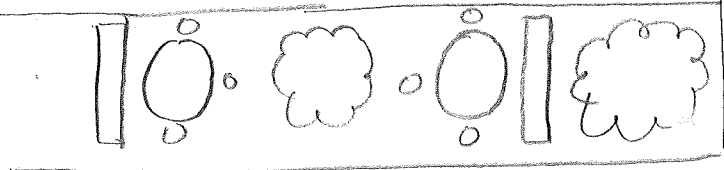
- Scaled drawing showing the location of the proposed seating,
- Sidewalk surface materials
- Adjacent Property lines,
- Curb-line and crosswalks,
- Obstructions including but not limited to trees, tree pits, signs, fire hydrants, benches, or similar features within 25 feet of proposed seating area.



Please note that the restaurants with outdoor seating within the right of way shall be required to meet the following standards to receive approval and before any tables or chairs can be placed within the public right-of-way.

- (1) Tables, chairs, or similar features shall not have display signage or emblems representative of the restaurant;
- (2) Outdoor seating area shall be on a fully improved surface of concrete, paver brick, or similar solid material.
- (3) If alcohol is served, area shall meet all applicable local, state, and federal regulations;
- (4) Tables must be removed from the public right-of-way when restaurant is not open;
- (5) A 5-foot wide, unobstructed space must be maintained on the sidewalk at all times to prevent pedestrian traffic obstruction;
- (6) An approved revocable usage license, issued by the City, and liability insurance shall be obtained before any tables can be placed within the right of way;
- (7) No accessory features, including but not limited to garbage cans, service stations, fencing, or similar features shall be permitted within the public right-of-way;
- (8) Seating shall be arranged to not interfere with pedestrian travel or the opening of car doors and shall be located between the front of the business and the edge of the curb;
- (9) No outdoor seating within the public right of way shall be permitted between November 1 and April 1; and

HOFFMAN ST





REVOCABLE LICENSE AGREEMENT

FOR RESTAURANT SEATING IN THE PUBLIC RIGHT OF WAY

THIS AGREEMENT is made this ___ day of _____, 2023, by and between the CITY OF SAUGATUCK, (hereinafter “City”) a municipal corporation located in Allegan County, Michigan; and M. E. Coffee Holdings LLC dba Uncommon Coffee Roasters (hereinafter “Licensee”).

Recitals

- A. Licensee has leasehold interest in real property located at 127 Hoffman Street, in the City of Saugatuck, further described as PP No. 03-57-300-139-00. A restaurant is operated on the property.
- B. Licensee desires to place 2 tables, 8 chairs, and 2 benches within and on the public sidewalk adjoining the property, to be utilized in conjunction with the restaurant.
- C. The public sidewalk is under the control and jurisdiction of the City and the City is amenable to granting a revocable license to Licensee for the purposes described herein, subject to the terms of this Agreement.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is acknowledged by the parties, it is agreed as follows:

Agreement

1. The parties affirm that the recitals set forth above are correct, form an integral part of this Agreement and are incorporated by reference.
2. The City grants to the Licensee, and the Licensee accepts from the City, a non-exclusive, revocable license to place and utilize the number of tables and chairs set forth above within and on the public sidewalk directly adjacent to the Licensee’s property, in the precise location shown on the attached sketch plan, marked as Exhibit A (the “Licensed Premises”) subject to the terms and conditions of this Agreement. Without limiting the foregoing, the placement and use of the seating and tables shall not obstruct or interfere with a five (5) foot wide path on the improved sidewalk, which path shall be continuously maintained for pedestrian travel.
3. The Licensee acknowledges and agrees that Licensee has inspected the Licensed Premises and has determined such premises to be in a satisfactory condition and that the Licensee's entry upon and use of the Licensed Premises constitutes acceptance of the Licensed Premises on an "as is" basis. The City makes no representations or warranties as to the condition of the public right-of-way, the suitability of the use of the Licensed Premises proposed by Licensee, or any physical or other condition. The City will have no liability or responsibility for upkeep, maintenance, or any other action with regard to personal property located on the Licensed Premises or the Licensed

Premises as a result of this Agreement. Licensee will comply with all applicable ordinances, laws, and regulations governing the same and will keep personal property placed thereon in neat and clean condition, reasonable wear and tear excepted.

4. This Agreement is subject, without limitation, to the following general restrictions:
 - A. The use of the personal property on the Licensed Premises shall not be conducted in such a way as to become a public nuisance; and Licensee's use of the Licensed Premises shall not interfere with traffic or circulation on any adjoining streets, alleys, sidewalks or public open-space areas.
 - B. The Licensee is responsible for maintaining, in a clean and safe condition, the personal property as well as the Licensed Premises.
 - C. The personal property shall only be located in that area expressly designated on Exhibit A.
5. This Agreement shall not authorize the use or placement of any other personal property within or on the Licensed Premises, including, but not limited, to signage, fencing, trash cans, service stations, or features except those items referenced in Recital B above.
6. The Licensee shall hold the City and its officers, employees, and agents harmless from, and defend and indemnify them against, any and all claims or lawsuits seeking recovery for damage or injury, including death, and against any other legal proceedings instituted against any of them, directly or indirectly, arising from the use or placement of the tables and chairs within and on the public sidewalks or from the City's permitting the Licensee to install and maintain such encroachment, regardless of whether the Licensee or any of its officers, employees, or agents are negligent. The obligations of the Licensee under this paragraph shall survive the termination of this Agreement for a period of three years.
7. The license granted by this Agreement shall expire on November 1, 2023. Notwithstanding the foregoing, the license granted by this Agreement shall be revocable at the will of the City, with or without cause, by the City giving Licensee 15 days written notice of intent to revoke. Upon written notice to Licensee, mailed by regular mail to the Licensee at the property Licensee's address of record (PO Box 577, Saugatuck, MI 49453), Licensee shall forthwith remove the tables, chairs and benches from within the City right-of-way. In the event the license is revoked, neither Licensee nor its successors or assigns shall be entitled to any compensation.
8. Any food service shall conform to applicable local, county, state, and federal laws, regulations, licensing requirements, and standards, subject to any limits imposed in this license.
9. The Licensee shall obtain, continuously maintain for the duration of this Agreement, and provide the City prior to execution of this Agreement, and from time to time

thereafter, with proof acceptable to the City Manager of commercial general liability insurance coverage, naming the City as an additional insured party. Such insurance shall have an initial limit of \$1,000,000 per occurrence and \$2,000,000 general aggregate. Said insurance must contain comprehensive coverage to insure against any and all claims arising out of or attributable to the encroachment of the tables and chairs into the Licensed Premises or other public right-of-way, regardless of whether the Licensee or any of its officers, employees, or agents are negligent in any manner. The certificate of insurance must contain an unqualified guarantee that the City will be provided with 30 days prior written notice of cancellation, termination, non-renewal, or material change in coverage of the insurance policy provided. If the Licensee fails to maintain the required insurance in force, the City may, at its option, obtain such insurance at its own expense and bill the costs of the same to the Licensee, which costs the Licensee agrees to promptly pay.

10. In no event shall the City be responsible for loss or damage to improvements or personal property owned by the Licensee or its invitees or employees and located on the Licensed Premises, which are caused by fire, theft, loss, vandalism or other casualty.
11. The failure of either party to enforce any covenant or condition of this Agreement shall not be deemed a waiver thereof or of the right of either party to enforce each and every covenant and condition of this License. No provision of this Agreement shall be deemed to have been waived unless such waiver shall be in writing.
12. Licensee acknowledges and agrees that the City is the owner of the Licensed Premises, that the license granted under this Agreement involves the permission to enter and use property which is a public right of way, that the public's rights are paramount, and that the Licensee's use under this license may not interfere with the public's rights to the reasonable use of the Licensed Premises. Licensee further acknowledges that its use of the Licensed Premises does not constitute any title, claim of right, or other interest in the Licensed Premises.
13. Violations of a term of this Agreement by Licensee shall result in the suspension of Licensee's rights hereunder with 24-hour notice to Licensee.
14. This license is personal with the Licensee and does not run with the land. This license shall not be assigned or transferred in any manner by the Licensee to any other person or business entity. The City, in its sole discretion, may authorize the assignment or transfer of this license to a third party by amendment to this Agreement or by a separate license agreement.

In witness whereof, the parties have caused this Agreement to be executed on the date first set forth above.

CITY OF SAUGATUCK, a municipal corporation

By: _____

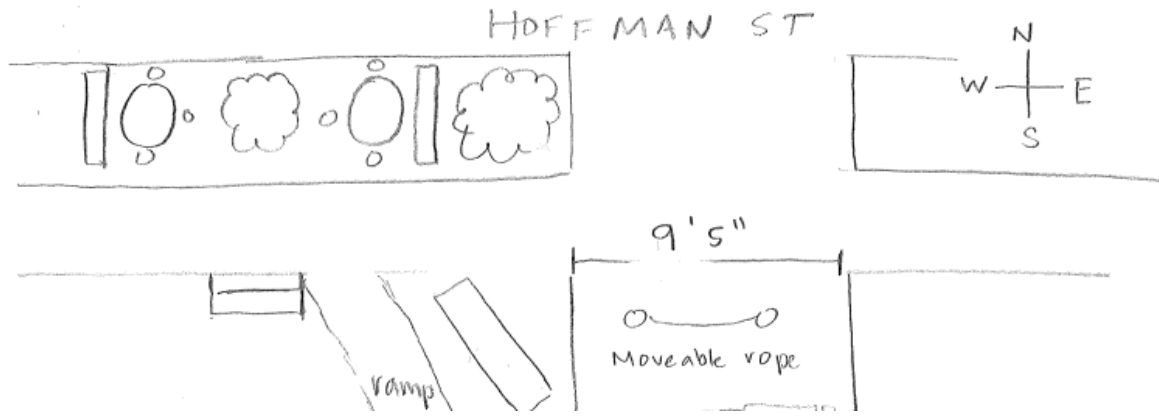
Its: _____

_____, a _____

By: _____

Its: _____

EXHIBIT A





City Council Agenda Item Report

FROM: Ryan Cummins, Director of Planning and Zoning

MEETING DATE: June 26, 2023

SUBJECT: STR Task Force Community Engagement Proposal

DESCRIPTION:

The STR Rental Task Force has held five meetings since its inception. The Task Force has received many public comments during their meetings as well as some written correspondence.

Each meeting packet is shared via the City's e-news blast list and available on the City website. Task Force meetings are streamed live via Zoom and available to view after the meeting on YouTube.

The STR Task Force Chair recently authored a letter to the editor that was published in the Commercial Record. The letter provided an update on the progress of the Task Force and invited community members to engage with the Task Force to share their views and ideas.

City staff and planning consultants from McKenna are recommending that the Task Force also conduct additional public engagement via a survey and town hall meeting. Both the resolution recommending the formation of the Task Force by the Planning Commission and the resolution creating the Task Force by the City Council identified gathering "resident, property and business owner feedback in the form of forums and surveys".

The Task Force discussed additional community engagement during their last two meetings. There was consensus from Task Force members to conduct a survey, although one of the members suggested the survey be prepared and conducted by City staff. The Task Force also discussed conducting a town hall meeting. There was some interest in doing this although cost was a concern. The Task Force also discussed holding their second meeting each month at a later time (5p-7p) so that additional opportunities were available to stakeholders to attend and share their views and ideas.

Attached is a proposal from McKenna for a survey and town hall meeting. The initial proposal and approved agreement with McKenna listed community engagement as optional services that would be an additional cost. City Council was advised that these additional costs would be brought back for review and consideration of approval.

BUDGET ACTION REQUIRED:

The proposed budget for next fiscal year includes \$130,000 for contractual services and \$40,000 of that was identified for consultants.

COMMITTEE/COMMISSION REVIEW:

The Task Force reviewed and discussed the community engagement proposals at their last two meetings.

LEGAL REVIEW:

N/A

SAMPLE MOTIONS:

Motion to **approve/deny** the Mckenna Associates Short-Term Rental Task Force community engagement proposal and cost.



June 9, 2023

Mr. Ryan Cummins
Director of Planning & Zoning
City of Saugatuck
102 Butler Street
PO Box 86
Saugatuck, MI 49453

Subject: Short-Term Rental Task Force – Community Engagement

Dear Mr. Cummins & Members of the City of Saugatuck Short Term Rental Task Force

At the June 1st, 2023, task force meeting, McKenna was asked to provide an updated recommendation for community engagement as it relates to the topic of Short-Term Rentals within the City of Saugatuck. At the June 1st meeting, Task Force members indicated their desire to limit the additional public engagement.

It is our understanding that the Task Force felt additional public engagement may not be as fruitful for new ideas and considerations by the members of the public.

While McKenna acknowledges the viewpoints of the Task Force members, we highly encourage additional community engagement opportunities: allowing members of the community the ability to dialogue with Task Force members is a vital component of the review process. Currently, members of the community are only permitted to provide voice comments during Task Force meetings, or by submitting written communication. The ability for members of the community to actively engage with the Task Force would be paramount to ensure that ample opportunity to express one’s thoughts and ideas on this topic is achieved.

McKenna has revised our community engagement proposal to offer members of the community a forum in which they can dialogue with the Task Force, but also be cognizant of the direction of the Task Force regarding public input. We present the following for consideration by the Task Force.

COMMUNITY “TOWN HALL”

McKenna proposes to partner with the Task Force during a “Town Hall” meeting. At this meeting, members of the Task Force and McKenna planners will be on-site to dialogue with area residents, key stakeholders and other members of the public to discuss short-term rentals. McKenna will provide three (3) visual preference/engagement boards along with a “Welcome” sign. The engagement boards will consist of the following:

Board 1: Opportunities

The opportunity board will list key opportunities noted from discussion with the Task Force and ask members in attendance to place a sticker mark on each opportunity that they feel the Task Force should continue to pursue. Such opportunities could include:

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

○ 248.596.0920
F 248.596.0930
MCKA.COM



- Develop “Good Neighbor” policy guidelines.
- Conduct and analysis of the existing noise ordinance and make recommendations for potential changes
- Conduct a fee analysis as it pertains to short-term rentals
- Explore short-term rental license types: small occupancy verse large occupancy
- Review permitted residential density within the Zoning Ordinance
- Additional items as listed by the Task Force

Board 2: Perceived Connotations of Short-Term Rentals

The second board will ask participants to make with a sticker if they agree to a statement regarding short-term rentals. Such statements may include:

- Short-term rentals support the local economy
- Short-term rentals generate excessive noise
- Short-term rentals increase the local tax base
- Short-term rentals detract from neighborhood feel
- Supports businesses by offering patrons short-term stays
- Current regulations regarding short-term rentals are not sufficient
- Reduce reliance on large hotel chains
- Increase housing costs within the City

Board 3: Comments

The third board will be generic in nature – asking participants to provide general comments and feedback they wish the Task Force to be aware of.

Upon completion of the “Town Hall”, McKenna will provide a summary of the key findings based on the engagement boards and dialogue with participants. The “Town Hall”, including material costs, production and staffing can be completed for a total of \$3,500.

COMMUNITY SURVEY

A potential avenue to reach residents and key stakeholders is to offer a survey. The survey questions can be designed to highlight the positive, not-so-positive and opportunities that short-term rentals bring to the community. The survey will be designed to offer quick completion – an in-depth survey may turn potential participants away. McKenna will work with the Task Force and City staff in designing the questions within the survey.

A key finding review memorandum will follow the closure of the community input survey. The community survey, including design and analysis can be completed for \$1,000.



COMMUNITY ENGAGEMENT RECOMMENDATION

McKenna recommends that the proposed “Town Hall” and community survey be undertaken by the Task Force and City Council. The “Town Hall” will allow members to dialogue with the community, while providing an avenue to fruitful discussions. Additionally, the community survey will provide a means for residents and stakeholders an opportunity to voice their input on the direction of short-term rentals within the City of Saugatuck.

Respectfully submitted,

McKENNA

Kyle Mucha, AICP
Senior Planner



City Council Agenda Item Report

FROM: Ryan Cummins

MEETING DATE: June 26, 2023

SUBJECT: Planning Commission and Zoning Board of Appeals Reappointments

DESCRIPTION:

Two members of the Planning Commission and one regular member of the Zoning Board of Appeals have terms that expire on July 1. The City Clerk provided notice that the City is accepting applications.

Planning Commissioners, Ann Broeker and Steven Manns, have applied for reappointment.

Zoning Board of Appeals Regular Member, James Bouck, has applied for reappointment.

Mayor Dean is recommending that Ann Broeker and Steven Manns be reappointed to the Planning Commission. He is also recommending that James Bouck be reappointed to the Zoning Board of Appeals.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

Steven Manns and Ann Broeker are the Chair and Vice-Chair of the Planning Commission.

Bob Kubasiak, Chair of the ZBA, is supportive of James Bouck being reappointed.

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to reappoint Ann Broeker to the Planning Commission with a term ending July 1, 2026, Steven Manns to the Planning Commission with a term ending July 1, 2026, and James Bouck to the Zoning Board of Appeals with a term ending July 1, 2026.

Jamie Wolters

From: no-reply@weebly.com
Sent: Tuesday, June 6, 2023 6:26 PM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

You've just received a new submission to your [Application for Boards & Commissions](#).

[Mark as Spam](#)

Submitted Information:

Name

Steven Manns

Email

mannssteven@hotmail.com

Home Phone Number

17738481941

Mobile Phone Number

17738481941

Address

568 Weirich Dr
Saugatuck, MI United States 49453

Current Employer

Retired

Occupation/Position

Business Phone Number

Business Reference Name

Business Reference Phone Number

Business Reference Email

Does your employer have any business dealings with the City which might present a conflict of interest

No

If yes, please explain:

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

Serving on a board or commission can be time-consuming. Are you committed to attending all regularly scheduled meetings?

Yes

On which boards and/or commissions would you be willing to serve? .Planning Commission

1

Please describe any qualifications, expertise or special interests that relate to your

possible appointment:

I have been a member of the Planning Commission for the past 3+ years. I am currently the Chair of the Planning Commission(PC). If re-appointed, I am hopeful to be voted by my fellow commissioners as Chair once again. I believe in the last year, I have contributed significantly to the goals and tasks of the Planning Commission. I believe my re-appointment and subsequent election to remain Chair, will benefit the PC by continuing to be a fair, transparent and forward looking commissioner. And effectively carry out the role of a commissioner for the betterment of the City of Saugatuck, now and future. Thank you for the consideration.

Digital Signature

Steven Manns

Jamie Wolters

From: no-reply@weebly.com
Sent: Monday, June 12, 2023 10:00 PM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

You've just received a new submission to your [Application for Boards & Commissions](#).

[Mark as Spam](#)

Submitted Information:

Name

Ann Broeker

Email

annbroeker@hotmail.com

Home Phone Number

17732550142

Mobile Phone Number

17732550142

Address

508 Park Street
Box 1145
Saugatuck, MI United States 49453

Current Employer

Moody's Corporation

Occupation/Position

Senior Assistant General Counsel

Business Phone Number

Business Reference Name

Business Reference Phone Number

Business Reference Email

Does your employer have any business dealings with the City which might present a conflict of interest

No

If yes, please explain:

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

Serving on a board or commission can be time-consuming. Are you committed to attending all regularly scheduled meetings?

Yes

On which boards and/or commissions would you be willing to serve? .Planning Commission

1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:

I would appreciate the opportunity to serve as a member of the City of Saugatuck Planning Commission for another term. I have gained a significant amount of experience and training over the past year and a half while serving on the Planning Commission, including as Vice Chair for part of that time. I believe I can contribute this learning to the city by serving on the Planning Commission for another three year term.

Digital Signature

Ann Broeker

Submitted Files

Resume

[ann_broeker_resume_2023.docx](#)

Jamie Wolters

From: no-reply@weebly.com
Sent: Monday, June 5, 2023 5:42 PM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

You've just received a new submission to your [Application for Boards & Commissions](#).

[Mark as Spam](#)

Submitted Information:

Name

James Bouck

Email

jamesbouck@protonmail.com

Home Phone Number

2698571954

Mobile Phone Number

2487092267

Address

638 Spear
Saugatuck , Mi Allegan 49453

Current Employer

Retired

Occupation/Position

Business Phone Number

Business Reference Name

Business Reference Phone Number

Business Reference Email

If yes, please explain:

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

Serving on a board or commission can be time-consuming. Are you committed to attending all regularly scheduled meetings?

Yes

On which boards and/or commissions would you be willing to serve? .Zoning Board of Appeals

1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:

I appreciate the opportunity to continue serving on the ZBA

Completed Michigan State University Zoning Board of Appeals member training

6 years experience on the Saugatuck ZBA, currently serving as Vice Chairperson

Degrees:

BS mechanical engineering

MBA

Previously a State of Michigan licensed residential builder

Digital Signature

James Bouck

Jamie Wolters

From: no-reply@weebly.com
Sent: Saturday, June 10, 2023 3:04 PM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

You've just received a new submission to your [Application for Boards & Commissions](#).

[Mark as Spam](#)

Submitted Information:

Name

Barbara Lucier

Email

barbaralucier@comcast.net

Home Phone Number

Mobile Phone Number

2695125439

Address

1035 Park St.
Saugatuck, MI Allegan 49453

Current Employer

retired

Occupation/Position

college administrator

Business Phone Number

Business Reference Name

Business Reference Phone Number

Business Reference Email

Does your employer have any business dealings with the City which might present a conflict of interest

No

If yes, please explain:

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

Serving on a board or commission can be time-consuming. Are you committed to attending all regularly scheduled meetings?

Yes

On which boards and/or commissions would you be willing to serve? .Zoning Board of Appeals

1

Please describe any qualifications, expertise or special interests that relate to your

possible appointment:

I have served as a member of this board and am now an alternate. I am happy to continue as an alternate but am also willing to serve as a regular board member if you need someone.

Digital Signature

Barbara Lucier



City Council Agenda Item Report

FROM: Ryan Heise

MEETING DATE: 6/21/2023

SUBJECT: 4th of July Signage Request

DESCRIPTION:

City Council approved the 4th of July parade and evening fireworks/laser/music event via a special event application. Not included in the application was a request for a banner and signs, as typically approved with other events. City staff requests a banner to be placed at the pallet sign and yard signs throughout the City.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

NA

LEGAL REVIEW:

NA

SAMPLE MOTION:

Motion to **approve/deny** signage for the 4th of July events.



City Council Agenda Item Report

FROM: Ryan Heise

MEETING DATE: 6/21/2023

SUBJECT: No Parking Sign Discussion

DESCRIPTION:

City staff and Council have received requests for the installation of “no parking” signs in various locations throughout the City for various reasons:

- 1) Safety concerns for emergency vehicle clearance, mainly Fire Department apparatus.
- 2) Line of sight (LOS) for intersections and crosswalks.
- 3) Protection of landscape in the “non-urbanized” areas of the City. Namely, the protection of tree roots for legacy trees.

Recommendation: request that the City address the safety and emergency vehicle clearance concerns as a priority. Department of Public Works, Allegan County Sheriff’s Department, Saugatuck Township Fire Department District and City Engineering meet jointly to review and map areas of concern. Engineer should return to City Council with a map and recommendations for Council decision making on placement of new signage.

City Council did not identify the addition of “no parking,” signs as a priority for the ’23 season, and the recommendation is that this item be added to your next strategic planning session.

There is a balance to be considered with; parking availability, “sign pollution,” emergency vehicle access and landscape protection that should be thoughtfully navigated.

BUDGET ACTION REQUIRED:

None

COMMITTEE/COMMISSION REVIEW:

None

LEGAL REVIEW:

NA

SAMPLE MOTION:

Motion to approve/deny direct City staff to begin reviewing safety concerns with parking spaces and return with recommendations.



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: June 26, 2023
SUBJECT: Special Event-Mt. Baldhead Challenge

DESCRIPTION:

The Rotary Club of Saugatuck and Douglas are organizing the Mt. Baldhead Challenge to take place on September 9, 2023. See attached application with race route maps and breakdown of event below. City Staff, Fire, Police, and event organizer will meet closer to the event date to discuss specifics needed from each department.

BREAKDOWN OF EVENT:

Name: Mt. Baldhead Challenge
Date/Time: 9/1/23, 9:00am-2:00pm
Location: Oval Beach start to Coghlin Park finish
Estimated Attendees: 500
Estimated Volunteers: 70-100
Fireworks: No
Alcohol: Yes
Music: Yes

BUDGET ACTION REQUIRED:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny the Mt. Baldhead Challenge to take place on September 9, 2023, organized by the Rotary Club of Saugatuck and Douglas.



Council Action

_____ Approved

_____ Denied

_____ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453
Phone: 269-857-2603 • Website: www.saugatuckcity.com

SPECIAL EVENT & PARADE APPLICATION

Must be filled out in its entirety & returned to the City Clerk's Office 60 days prior to scheduled event

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Rotary Club of Saugatuck-Douglas TELEPHONE: 248-245-4210

MAILING ADDRESS: P.O. Box 211 Douglas, MI 49406

CONTACT NAME: Helen Baldwin

TELEPHONE: 248-245-4210

E-MAIL ADDRESS: hbaldwin0925@gmail.com

CELL PHONE: Same

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Helen Baldwin

TELEPHONE: 248-245-4210

E-MAIL ADDRESS: hbaldwin0925@gmail.com

CELL PHONE: Same

EVENT INFORMATION

NAME OF EVENT: Mt Baldhead Challenge

DATE(S) OF EVENT: Sep 9, 2023

PURPOSE OF EVENT: support Boys & Girls Club

RAIN DATE: N/A

- Non-Profit For-Profit City Operated/Sponsored Co-Sponsored
- Marathon/Race Festival/Fair Video/Film Production Other _____

EVENT LOCATION: Oval Beach start, Coeplin Park Finish

EVENT HOURS: at 9:00am
races begin

ESTIMATED NUMBER OF ATTENDEES: 500

ESTIMATED NUMBER OF VOLUNTEERS: 70-100

ESTIMATE DATE / TIME FOR SET-UP: 9/8/23 9:00 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 9/9/23 noon-2 A.M. P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: 8:00 am END: 1:00 pm

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) Yes No
 Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT: Yes No
 Provide Copy of Liquor Liability Insurance (listing the City as additionally insured)
 Provide Copy of Michigan Liquor Control License - *obtained after city approval*

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: Bar area fenced in - ID's checked at entrance TIPS trained servers

WILL FIREWORKS BE APART OF EVENT: Yes No
 Provide Copy of Liability Insurance (listing the City as additionally insured)
 Provide Copy of Fireworks Permit

EVENT SIGNAGE: City Council approval is required for any temporary signing in the public right-of-way, across a street or on City property. Which of the following signs are requested for this event:

- "YARD" SIGNS - Number requested: ___ (Maximum size is 2' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- BANNER UNDER SAUGATUCK PALETTE SIGN - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- SIGNAGE AT EVENT SITE - Location(s): Oral + Coors 1/2
Description of signs: Triumphant Arch, Sponsor Signs, Course Maps
(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

TENTS/CANOPIES/MISC: The City of Saugatuck does not have tents, stage, tables or chairs available for rental. There are a number of businesses listed in the yellow pages under "Rental Service Stores" that specialize in the rental of event supplies. Will the following be constructed or located in the event area:

- BOOTHS - QUANTITY _____
- TENTS - QUANTITY 1 20' x 30'
- AWNINGS - QUANTITY _____
- TABLES - QUANTITY 10
- PORTABLE TOILETS - QUANTITY 10

VENDOR PARKING: Have you made arrangement for vendor parking? Yes No
If yes, where do you propose your vendors park? _____

Will the Interurban be utilized? Yes No Time(s) _____

DEPARTMENT OF PUBLIC WORKS

APPROVED DENIED

Authorized Personnel Signature

Will this event require the use of any of the following municipal equipment: Yes No

- TRASH RECEPTACLES – QUANTITY 10
- TRAFFIC CONES – QUANTITY TBD pending course review
- FENCING WATER ELECTRIC
- BARRICADES – QUANTITY TBD
- PARKING SIGNS – QUANTITY TBD pending course review
- RESTROOM CLEANING
- OTHER _____

POLICE DEPARTMENT

APPROVED DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times Saturday am along course during race

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED DENIED

Authorized Personnel Signature

STREET CLOSURES: Yes No (use attached map to outline proposed closures)

Street closure date/time: _____ A.M. P.M. TBD pending course review
Street re-open date/time: _____ A.M. P.M.

SIDEWALK CLOSURES: Yes No (use attached map to outline proposed closures)

Describe Sidewalk Use: request closures along Griffith + Calver Coqnlm Borders
Sidewalk closure date/time: _____ A.M. P.M.
Sidewalk re-open date/time: _____ A.M. P.M.

PARKING LOT CLOSURES: Yes No (use attached map to outline proposed closures)

Parking Lot Location: request closures along Griffith + Calver Coqnlm Borders
Sidewalk closure date/time: _____ A.M. P.M.
Sidewalk re-open date/time: _____ A.M. P.M.

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

- Completed Application
- Event Map (includes detailed event layout for vendors, booths, porta potties, etc.)
- Road/Sidewalk/Parking Lot Closure Map
- Certificate of Insurance (listing the City of Saugatuck as additionally insured) *in process*
- Fireworks Permit (if applicable)
- Michigan Liquor Control Commission Special Event License (if applicable) *provided after city approval*
- Health Department Food Service License (if applicable)

If document is missing, please explain: *see notes above.*

The applicant and sponsoring organization understand and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Saugatuck as an additional insured on all applicable policies and submit the certificate to the City Clerk's Office no later than one (1) week following notice of the event approval.

Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

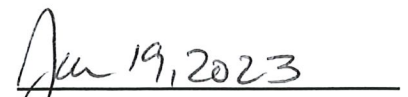
Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval is necessary.

Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

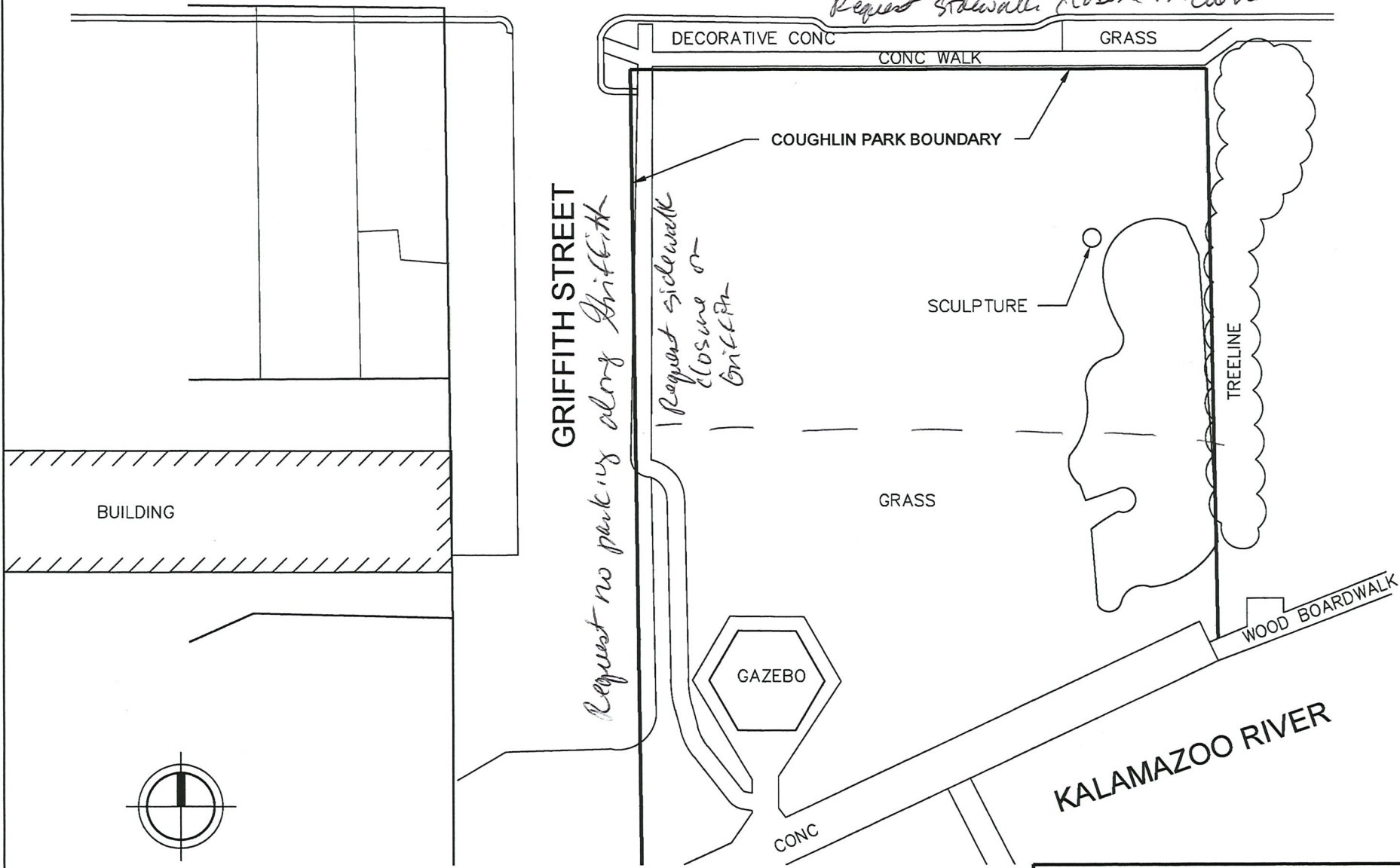
Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss cost of expense is caused in whole or in part by the negligence of the City of Saugatuck or by third parties, or by the agents, servants, employees or factors of any of them.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

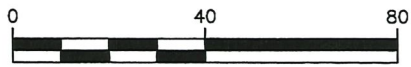

Applicant Signature


Date

request no parking on Culver
CULVER STREET
Request sidewalk closure on Culver



NORTH



SCALE IN FEET

APPLICANT TO SKETCH LOCATION OF PROPOSED
TEMPORARY STRUCTURES, TENTS, STAGES,
EQUIPMENT, TRAILERS, PORTA POTTYS, ETC...

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

COUGHLIN PARK
PARK USE PERMIT APPLICATION

2011

3187







City Council Agenda Item Report

FROM: Ryan Heise

MEETING DATE: 6/21/2023

SUBJECT: Water Rate Study and Assessment Management Plan (AMP)

DESCRIPTION:

As provided by legal counsel:

In 2021, EGLE conducted a sanitary survey of KLSWA. Following the survey, EGLE provided KLSWA with a letter identifying deficiencies and recommending corrective action. KLSWA was cited for deficiencies of managerial and financial capacity requirements related to water infrastructure, including a lack of structure for capital improvements, long term asset management, authority for cross connection inspections, and a clear line of authority for permitting and other items necessary for the long-term management of water supply. EGLE subsequently approved a corrective action plan submitted by KLSWA and its member communities, which committed to developing a new water agreement addressing the concerns identified by EGLE. The revised water agreement must be submitted to EGLE no later than December 15, 2023.

As part of the approved corrective action plan, Asset Management Programs (“AMPs”) were required to be submitted for each member community. Although the individual AMPs were targeted to be completed within 18 months, there was some confusion within the member communities as to this deadline and which entity would be responsible for preparing these plans, our office and City staff has been in contact with EGLE on this matter, and EGLE has extended the time for member communities to submit the AMPs to a tentative deadline of August 2023. Although EGLE has been exceedingly gracious throughout our interactions with its District Supervisor, we believe that a failure to meet the extended deadline for the City’s AMP could result on a ban on new permits from EGLE for extensions to the City’s water system, so the City should make completing its AMP a priority.

The AMP required by EGLE must embrace two main concepts: itemization of the assets that comprise the City’s water system, and how those assets are to be managed in the long term. While Fleis & VandenBrink Engineering will be able to assist the City in surveying and cataloging its water system assets, the City will require assistance in developing a long-term management plan for those assets. To that end, Baker Tilly has submitted a proposal to review the City’s rates and fees and determine the appropriate rate structure to provide sufficient

revenue to cover anticipated operating and maintenance expenses, debt service, extensions and improvements, current expenditures, and to maintain adequate cash reserves. Baker Tilly has already been retained by two other member communities (Saugatuck Township and the City of the Village of Douglas) to complete this work relative to the AMPs those communities will be submitting to EGLE.

In light of the fast-approaching deadline from EGLE to submit AMPs, we recommend the Council approve Baker Tilly's proposal so that the AMP can be completed as soon as possible.

BUDGET ACTION REQUIRED:

\$10,500.00

COMMITTEE/COMMISSION REVIEW:

NA

LEGAL REVIEW:

Yes

SAMPLE MOTION:

Motion to **approve/deny** proposal provided by Baker Tilly for Asset Management Plan and Rate Study in the amount of \$10,500.00



City of Saugatuck
PROPOSAL FOR WATER RATE STUDY SERVICES
June 9, 2023



MUNICIPAL ADVISORS

Baker Tilly Municipal Advisors, LLC
2852 Eyde Parkway
Suite 150
East Lansing, MI 48823
T (517) 321-0110
bakertilly.com

June 9, 2023

City of Saugatuck
102 Butler Street
PO Box 86
Saugatuck, MI 49453

Dear City of Saugatuck:

On behalf of Baker Tilly Municipal Advisors, LLC (BTMA), we are pleased to submit this proposal to the City of Saugatuck (the “City” or “Client”) to develop a comprehensive water rate study.

BTMA is the result of a combination of three leading service providers to the public sector: H.J. Umbaugh and Associates, Certified Public Accountants, LLP (“Umbaugh”), Springsted Incorporated (“Springsted”) and Baker Tilly US, LLP (“Baker Tilly”). This strategic combination brings together what we believe to be a unique set of resources within a municipal advisory practice. BTMA is a leader in the municipal advisory space with more than 90 registered municipal advisors (MAs) to act as your independent fiduciary. We have the necessary resources, experience, commitment to quality and timeliness you require. With BTMA you will benefit from:

- Dedicated municipal advisors with deep experience providing water and wastewater rate studies for Michigan municipal utilities
- A collaborative approach through which we share insights and best practices
- Data and reporting that is understandable and supports your goals

We are appreciative of the opportunity to provide our qualifications, and we would welcome a chance to meet with you to further discuss your plans and visions, to share ideas, strategize and develop plans to achieve your goals. We are eager to offer our expertise and demonstrate the BTMA difference to you!

Very truly yours,

BAKER TILLY MUNICIPAL ADVISORS, LLC

Andy Campbell, CPA, Director
T: (517) 325-9655
E: andy.campbell@bakertilly.com

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PRICE ESTIMATE 12
APPENDIX I: RECENTLY COMPLETED STUDIES I
APPENDIX II: RESUME II

Firm Overview

About BTMA

BTMA brings more than 80 years of experience in solid financial consulting and planning for governmental units, not-for-profit corporations and special districts that has resulted in completed projects and improved management and operations for utilities, municipalities, counties, schools, libraries, and other governmental units. We realize that our success is a result of personal attention, integrity, and the high quality of service we provide to each individual client.

At any time, we represent several hundred governmental units. The financial advice and solutions we provide reflect our broad range of experiences with similar projects.

Accounting services	Efficiency studies
Arbitrage/rebate regulatory compliance	Financial management services
Attestation services	Investment services*
Bond issuance	Post-issuance compliance
Capital planning	Public sector human capital services
CAFR & GAAP services	Referendum assistance/surveys
Cybersecurity planning	TIF management
Economic development	User fees/Utility rate consulting

** Services provided by Baker Tilly Investment Services, LLC, a registered investment advisor and wholly-owned subsidiary of Baker Tilly US, LLP, an accounting firm.*

Experience and Qualifications

Rate study experience

BTMA has extensive knowledge of ratemaking and municipal finance across the country including in Michigan and the surrounding states of Indiana, Ohio, Pennsylvania and Minnesota. We currently serve as municipal advisor for both large and small municipalities, as well as a wide array of other entities, such as economic development districts and special districts.

For several decades, our specialists have worked with communities to review and develop cost-based utility rates and connection/impact fees, explore available financing for project improvements, and perform long-range financial forecasting. We help as many as 50 utility clients each year prepare for the future through long-term forecasting and planning for major capital projects that require creative rate and funding solutions. This experience provides a broad view of industry issues and a specific familiarity with municipal utility goals.

Our East Lansing office has completed over 200 rate studies and 200 bond issues in the past several years with communities of all sizes. These financial plans and bond issues have helped a wide range of communities, including many in your area:

- City the Village of Douglas
- Saugatuck Township
- City of Coloma
- City of Plainwell

In addition, we are a nationwide firm that has offices and consultants with a wealth of experience and similar project experience that can add value to the engagement, if needed.

Please see **Appendix I** for a list of recently completed rate studies.

Key professionals

We know the City expects to work with professionals who are experienced municipal advisors, who understand the City’s needs, who are proactive and creative in identifying issues and who are flexible in providing solutions. BTMA has the capacity and knowledge to provide comprehensive municipal advisory services.

Team member	Role
Andy Campbell, CPA, Director	Lead advisor
Brittany Brower	Advisor

The team will be led by Andy Campbell. He has personally served more than 250 local governments throughout Michigan, with the majority of his work focused on water utility finance and rate management. In recent years, he has managed over 200 rate studies and 200 bond issues.

Resumes, highlighting the relevant qualifications and experience of these team members, are included in **Appendix II**.

References

We always are glad to provide references because we think it is important for you to talk with organizations we serve. We encourage you to connect with the clients listed below to learn more about the value of their relationship with BTMA. Each may have a different perspective that you may find valuable as you think about your needs.

Reference contact information
<p>City of Coloma Marsha Hammond, Mayor (352) 497-7125 hammondmarsha704@gmail.com</p>
<p>City of Plainwell Brian Kelley, Finance Director (269) 685-6821 bkelly@plainwell.org</p>
<p>Benton Charter Township Debbie Boothby, Treasurer (269) 925-0616 dboothby@bentonchartertownship-mi.gov</p>

Approach to the Project

BTMA has extensive experience with water and wastewater related long-term financial forecasts, cost of service and rate studies. Our utility specialization uniquely qualifies our firm to provide value-added rate consulting services to the City. Our dedicated utility professionals will provide you with realistic ideas and solutions to your challenges. We understand your unique business needs and our principal objective is to provide you with strategic insights and assist you in achieving your long-term goals.

BTMA will conduct a comprehensive review of the City's existing rate structure, compile a five-year financial plan and make recommendations as necessary. Our recommendations will ensure compliance with any bond covenants and meet the system's necessary revenue requirements so that operating revenue meets operating expenses, repair and replacement needs and cash requirements.

Our experience in providing this type of study will enable us to provide best practice approaches to the City that will enhance efficiency and effectiveness and meet all specifications requested.

Our approach is to review and analyze the water utility to gain an understanding of the current rate classes, rate structures, fees and other charges, as well as the basis for each. Our analysis would enable the City to determine the appropriate rate structures, fees and other charges needed for these operations over a five-year planning period. The rate structure established for the water utility will provide sufficient revenue to cover anticipated operating and maintenance expenses; debt service, including principal and interest; utility extensions and improvements; provide adequate cash flow to pay for current expenditures; and an adequate level of cash reserves. The cost allocation for the water utility will be based on our extensive experience and the *MI Principles of Water, Rates, Fees, and Charges* by the American Water Works Association.

The ultimate goal of our work will be to assure the City that rates recommended are fair and equitable and will provide adequate funding of the utility's operating and maintenance expenses and capital needs. The utility's rate study will include at a minimum:

- Data collection/validation
- Revenue requirements

- Cost of service analysis including an analysis of different customer classes and revenue requirement allocations
- Rate design
- Analysis of potential areas for service and system charges or update to existing system charges
- Ability to fully fund system costs under impacts of future environmental regulations
- Recommended levels of cash reserves
- The rate study will provide financial planning factoring in a mix of cash, rate funding and possible long-term debt funding for capital requirements to allow the water utility to construct the necessary projects while limiting the burden on ratepayers

Baker Tilly will recommend rate structures that consider and make provisions for the following factors:

- Current and future cost of providing utility service in accordance with established and anticipated standards and regulations
- Different customer classifications (e.g., residential, commercial, industrial)
- Projected demands
- Needed capital improvements including new infrastructure, replace and upgrade existing infrastructure and change in use
- Potential utilization categories
- Age and condition of systems
- Funding requirements for all current and future long-term liabilities and debt obligations (bonds and loans)
- Affordability of proposed rates for customers
- The recommendations will provide cost of service and rate phasing to ease the burden resulting from the cost-of-service results, if necessary, and overall rate phasing over a three to five year phase-in period

The total revenue collected will reflect not only recent cost experience but will also recognize anticipated future costs during the period for which the rates are established. We will identify the relative responsibility of each rate classification for the recovery of the costs of service that provides equity to the users. Equity to the users will be evaluated based on the allocated cost of service to each customer class in proportion to the benefit received.

Historical and current financials

Historical operating expenses are reviewed using audit and budget information.

- Three years' audits and budgets.

- Current and proposed (if available) budget.

A “Test Year” is developed that reflects a baseline operating cost.

- Based on current budget with leveling for base operating cost.
- Determination of anticipated changes to operating cost.
- Inflation factors by budget line item.

Customer base

The customer base is reviewed, including the number of billable customers and volumetric sales.

- The accuracy of this data is verified by applying it to the current rate structure and compared to current audit and budget revenue.
- Other operating and non-operating revenues evaluated.

Forecasting

Assumptions are made regarding the customer base through the forecasted period.

- Prediction of customer and volume counts (may include more than one scenario).
- Trending in system utilization, particularly by industry

Projection of operating cost

- Anticipated inflation by expense category.
- Determination of any additions or reductions based on changing operations.

Compilation of existing debt

- Existing annual debt service by debt issue.
- Debt is separated by revenue support, in particular, debt that is paid from rates.
- Refinancing and/or restructuring possibilities are explored.

Operating and capital funding

Capital improvement planning will identify the estimated asset investment cost by year for a selected forecast period of time.

- The annual investment cost is evaluated, and scenarios developed for cash funding and debt financing.

- Funding asset investment from cash balances is weighed against potential efficiency of grouping certain costs together for purposes of debt financing.
- Financing options are considered including State and Federal agency funding sources as well as open market bonds. Open market options will be affected by the size of the borrowing as well as other aspects such as credit and security.

The projected cash flow is solved to a cash and investment balance.

- Actual cash and investments are analyzed including restricted assets.
- A cash balance policy is developed that identifies a targeted upper limit as well as a minimum balance as appropriate for the particular system. These balances encompass legal commitments and good business practices.
- The policy includes flexibility for temporary reductions below the minimum balance based on a plan to attain the level within a given period.
- Separate capital improvement funds are considered. If utilized, policy is developed as to whether they are to be restricted, and if so, whether by resolution or ordinance.

Rate management may be accomplished with more than one approach as to rate structuring and rate adjustment timing.

- The elements of a rate structure, including the proportion of revenue generated from ready to serve and commodity charge are determined by policy decision, and other customer base characteristics.
- Rate adjustment over time may be incremental or one time in nature.

Data collection requirements

We will work with the City staff to identify the necessary components. Typical rate studies require the following example information:

1. Three years of actual revenue and expenditures report results
2. One year of budget revenue and expenditures report forecast
3. Schedule of principal and interest payments to be made by the Water Fund, separated by year and by bond issue
4. Meter counts by meter size
5. Three years' history of billable cubic feet or gallons per rate charged
6. Three years' history of the 10+ largest users on each system and their respective use
7. Capital improvement forecasts

Price Estimate

BMTA will provide the scope of service detailed in the “Approach to the Project” section for a Water Rate Study. The fee for this service will be not-to-exceed \$10,500. The typical billing method for this service is quarterly bills until completion, but this can be negotiated with the Client. This fee includes all expenses incurred and up to three in-person meetings attended (additional meetings would be charged at \$1,500 per meeting above fee detailed above and approved by the Client prior to incurrence).

Appendix I: Recently Completed Studies

BTMA provides rate study services to municipal utilities across the country. Below is a listing of recently completed studies for Michigan municipalities.

Client	Fund(s)	Year
Williamston City	Water & Sewer	2023
Shelby Village	Sewer	2023
Saginaw City	Sewer	2023
New Buffalo City	Water & Sewer	2023
Hastings City	Water & Sewer	2023
Bridgman City	Water	2023
Sheridan Village	Water	2023
GRSD Authority	Sewer	2022
Honor Village	Sewer	2022
Coloma City	Water	2022
Delhi Township	Sewer	2022
Courtland Township	Sewer	2022
Marcellus Village	Water	2022
Saline City	Water & Sewer	2022
Springfield City	Water & Sewer	2022
Owosso City	Water & Sewer	2022
Linden City	Water & Sewer	2022
Gull Lake Sewer Authority	Sewer	2022
Durand City	Water & Sewer	2022
White Pigeon Sanitary Authority	Sewer	2021
Lawton Village	Water & Sewer	2021
Ontwa Township	Sewer	2021
Bronson City	Sewer	2021
Ewart City	Water & Sewer	2021
Kent City Village	Sewer	2021
Onkama Village	Sewer	2021
Pinckney Village	Sewer	2021
Sister Lakes Area Utility Authority	Sewer	2021
South County Water & Sewer Authority	Sewer	2021
St. Johns City	Water & Sewer	2021

Appendix II: Resume

Andy Campbell, CPA

Andy Campbell, director in the East Lansing office, joined the firm in 2013.



Baker Tilly Municipal Advisors, LLC

Director

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Education

Bachelor of Science in Business Administration,
Finance and Accounting
Central Michigan University (Mt. Pleasant, MI)

Certified Public Accountant (CPA)
State of Michigan

Registered municipal advisor with the Securities
and Exchange Commission

Andy has provided assistance to local governments, utilities, and school districts. His experience includes bond issuance, installment purchase agreements, government grant/loan programs, asset management planning, rate studies and tax increment finance.

Specific experience

- Assists local governments, counties, libraries, and authorities to obtain financing for projects through issuance of tax-exempt and taxable bonds
- Develops cash flow estimates, asset management financial plans and user rate charges

Industry involvement

- Michigan Government Finance Officers Association (MGFOA)
- MGFOA Professional Development Committee
- Michigan Water Environment Association
- American Water Works Association
- Michigan Municipal Executives
- Michigan Township Association
- American Institute of Certified Public Accountants
- Michigan Association of Certified Public Accountants

Jamie Wolters

From: Daniel Fox <danielwfox101@gmail.com>
Sent: Monday, June 19, 2023 3:19 PM
To: Jamie Wolters
Cc: Greg Janik; Jane Verplank
Subject: Memo for the City Council

Jamie,

Could you include this in the packet for the next Council meeting, please?

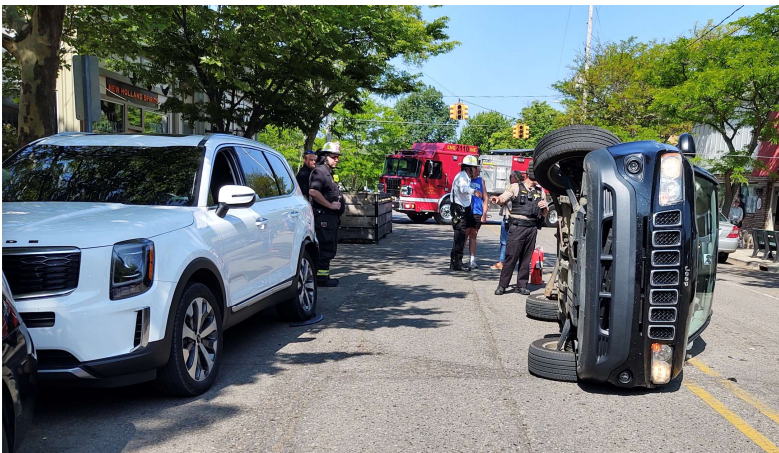
To: Saugatuck City Council

From: Dan Fox, Council Representative to the Fire Board



I'm not sure whether the local news will cover these two events, but just to be sure you're aware, here are photos of two vehicle accidents in downtown Saugatuck in the past week involving injuries and property damage.

The first two photos are from a Culver Street incident last week; the second two are from Hoffman Street on Sunday.





Drivers in both cases suffered non-life-threatening injuries.

As you can see, both incidents involved the loss of control of vehicles very close to pedestrians. In that regard, the City Council may want to consider requiring "safety hardening" measures at in-street dining operations in the future.