



CITY COUNCIL WORKSHOP AGENDA

July 5, 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. Ethics Policy Discussion
 - B. Recommendation of Award for Roadwork
 - C. Engineering Services for Roadwork
 - D. Water AMP Proposal
7. **Public Comments** (*Limit 3 minutes*)
8. **Correspondence**
 - A. Board of Review Vacancy
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.



City Council Agenda Item Report

FROM: Ryan Heise

MEETING DATE: 7/5/23

SUBJECT: Ethics Policy Discussion

DESCRIPTION:

Council discussed reviewing ethics policies; please see the attached current policy for the City of Saugatuck adopted in '08. Legal Counsel is prepared to host the discussion.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

Ongoing

SAMPLE MOTION:

No Action needed.

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

RESOLUTION NO. 081110-C

**A RESOLUTION TO AFFIRM THE CITY'S COMMITMENT TO HIGHEST ETHICAL
CONDUCT STANDARDS BY OFFICIALS AND EMPLOYEES AND TO AMEND CURRENT
ETHICAL CONDUCT POLICY**

WHEREAS, on September 13, 2004, the City Council adopted an Ethical Standards of Conduct Policy (the "Policy") applying to City officials and employees;

WHEREAS, the Policy regulates municipal conduct that is substantially regulated, and in some cases prohibited, by existing State laws that apply to the City, its officers and employees;

WHEREAS, the Policy includes very detailed procedures for consideration of complaints under the policy, and for hearings and decisions on such complaints, all of which require considerable time and effort on the part of City staff and officials, together with potential taxpayer expense;

WHEREAS, the Council concludes that the State law ethical conduct provisions, and the penalties that can be imposed for improper conduct by municipal officials and employees, are reliable safeguards against unethical or improper conduct by City staff and officials; and

WHEREAS, the Council therefore concludes that the current Policy should be amended in the interest of more effective use of City personnel resources and taxpayer monies, and in view of the City's strict adherence to State law requirements on the proper and ethical conduct of City elected and appointed officials and employees.

NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS:

PART A

1. Our officials and employees alike seek to do their best for the City and they do so honestly and forthrightly, putting the City's interests ahead of personal advantage. When errors occasionally do occur, our officials and employees act promptly to correct them and pursue measures that will prevent similar errors in the future.
2. The Council therefore affirms with confidence the City's commitment to the highest standards of ethical conduct on the part of elective and appointive City officials and employees.
3. The laws of Michigan have for more than 40 years mandated high standards of ethical conduct on the part of municipal officials and employees. Local governments in Michigan, with very few exceptions, conduct themselves in accordance with these high standards. As a result, Michigan has largely been spared the corruption in local government that has sometimes been notorious in other states.
4. Among the Michigan laws protecting City residents against improper conduct in their local government are the following:

- Act 317 of 1968, the Public Servants' Conflict of Interest Act, which defines and prohibits conflicts of interest by local government officials and employees and provides strong penalties for violations.
- Act 196 of 1973, the Public Officials and Employees Ethical Conduct Act, which among other things, prohibits the following:
 - The use of public property or other public resources for personal gain or benefit.
 - The solicitation or acceptance of a gift, loan or other thing of value which tends to influence the performance of official duties.
 - The acceptance of private employment that is incompatible with the proper discharge of official duties.
 - The engaging in a business transaction in which a public officer or employee may profit from his or her official position or authority.
 - The divulging to unauthorized persons of confidential information acquired in the course of public business, before such information is authorized for release to the public.
 - Many other types of conflicts of interest and acts or omissions that are incompatible with public duty.
- Act 566 of 1978, the Incompatibility of Public Offices Act, which among other things prohibits public officials from holding a public office which may be incompatible with the duties of another public office, or which may result in the subordination of one public office to another.

All of these laws provide penalties for their violation, including in some cases criminal penalties and court actions by the county prosecuting attorney or the Attorney General, for injunctions or other court orders prohibiting the conduct and conflicts of interest regulated by the statutes.

5. While well-intentioned when adopted, the current Policy, in practice, necessarily involves an inordinate amount of time and effort by officials and staff in the case of complaints made under the Policy, regardless of whether the complaints may be brought for good cause, for political advantage or in efforts to harass or disrupt.

(a) Because both the Administration Committee and the Council are assigned the power to decide ethics complaints, this has the potential, if not the likelihood, of introducing political considerations into what should be factual or objective proceedings. We believe this approach is unwise and could result in decisions that, rightly or wrongly, are viewed disrespectfully or even cynically.

(b) There are many other provisions involving subpoena of witnesses, the compelling of production of evidence, formal investigations, required notifications and other matters, some of which we believe may be of doubtful validity under the law. In several instances, the procedures and requirements are ambiguous, leading to the possibility of errors in the procedures and possible subsequent complaints if complaining parties deem the procedures incorrect.

(c) In view of the complexity of the procedural requirements under the Policy, it is likely that the Council, the Administration Committee and officials complained against will need the counsel of the City's attorney, thus involving expenditure of taxpayer funds which might well be utilized on more significant City matters, in view of the State law protections already in place regarding ethics in local government.

6. While we respect the good intentions of the Council in adopting the Policy, and while we fully subscribe to the highest standards of honesty, integrity and fairness in the conduct of City business, we conclude that the public is well protected by the State law standards of ethical conduct in local government. We believe that the City can safely rely on these State law provisions, as is the case generally among many Michigan cities and other local governments.

PART B

Upon consideration of the above matters, and other matters brought forward in our discussion at this meeting, we therefore determine that the Ethical Standards of Conduct Policy, adopted by the Council on September 13, 2004, should be and it hereby is AMENDED to read in its entirety as stated in Exhibit A, attached hereto and made a part of this resolution.

As of the date of this Resolution, there are two complaints that have recently been submitted to the City under the Ethical Standards of Conduct Policy adopted September 13, 2004. One of these raises ethical concerns against two members of the Board of Review, but those members have since resigned from office and no public purpose would be served by further consideration of the complaints made against them. As to other matters raised in these recent complaints, we believe that no further City action is advisable, in view of the shortcomings of the current Policy described in Part A of this Resolution. The complainant may wish to consider the other available means of relief stated in the amended Policy.

The City Manager is directed to forward a copy of the amended Policy to the person who submitted these recent ethics complaints.

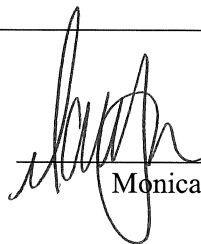
AYES: Council Members: Hess, Vettori, Bekken, Spangler, Verplank & Johnson

NAYS: Council Members: Simon

ABSTAIN: Council Members: None

ABSENT: Council Members: None

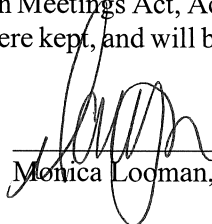
ADOPTED this 10th day of November, 2008



Monica Looman, City Clerk

CERTIFICATION

I, Monica Looman, 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 Saugatuck City Council at a regular meeting held November 10, 2008, in compliance with the Open Meetings Act, 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.



Monica Looman, City Clerk

EXHIBIT A

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

POLICY ON ETHICAL STANDARDS OF CONDUCT

PART A – ETHICAL STANDARDS

1. The citizens of Saugatuck have entrusted our elected and appointed officials and employees with the good stewardship of their local government. In return, as we carry out our City responsibilities, we pledge to conduct ourselves so as always to justify and merit that trust.

2. Our City officials and employees shall act with fairness, integrity, impartiality and obedience to the law, as they carry out their City responsibilities.

3. We expect the highest ethical conduct as a matter of course, not merely because there are laws or rules mandating it. All citizens of the City are entitled to high ethical conduct in their local government, and Council members, appointed officials and City employees shall always act to honor that expectation.

4. Some examples of the high standards of ethical conduct we require of all elected and appointed officials and City employees are the following:

(a) We may not use our official positions to gain an advantage or preference that we would not otherwise be entitled to.

(b) We may not solicit or accept a gift of value offered or given for the purpose of influencing a vote, decision or other City action.

(c) We may not disclose public records or information that we receive in confidence in the performance of our City duties, except when authorized to do so and in compliance with the law.

(d) We may not vote upon or take other action with respect to a matter as to which we have a conflict of interest, as defined and determined by law. Council members and appointed officials shall disclose such conflicts, and act accordingly, in the manner required by law.

(e) We may not use City property for personal purposes except as authorized for such use on an incidental or emergency basis under current City policies or established practice.

(f) We may not use confidential City information or records for the purpose of personal financial advantage, whether in a business transaction or to enable others to profit or gain competitive advantage.

(g) We may not accept or engage in private employment that is in conflict with our official duties as a Council member, appointed official or City employee.

(h) We may not engage in other types of conduct in violation of the standards of this Policy.

5. This Policy is not intended to limit the normal and proper activities associated with the legislative responsibilities of Council members, the official duties of appointed officials and the job requirements of City employees. Rather, the Policy is adopted for the purpose of improving the governance of the City by emphasizing our long-standing commitment to high ethical standards by officials and employees, and determining the types of conduct that would not be consistent with those standards.

PART B – MEANS OF RESOLVING ETHICAL COMPLAINTS

1. While our officials and employees have always been prompt to correct actions which may fall short of the high ethical standards that the City expects, it is nevertheless important that there be procedures whereby citizens may raise concerns or take further action regarding conduct they believe to be in violation of this Policy.

2. We encourage persons who believe that a failure of ethical conduct has occurred, or may occur, to bring that belief to the attention of the Council member, appointed official or, in the case of a City employee, to the attention of the City Manager. In the ensuing exchange of views, correspondence or other contact, we believe that most such situations can be satisfactorily explained or resolved.

3. As to ethical concerns that may not be resolved by contact with the official or the City Manager, or in cases where a citizen may prefer not to contact the person involved, we believe that the matter may best be considered outside of City government. The City Council is a legislative body and is not vested with judicial powers. As officials chosen by political process, Council members should generally avoid serving in effect as judges of their own or other officials' conduct, except in cases where they are vested with that responsibility by law.

We encourage citizens who have concerns about serious unethical conduct to utilize procedures already available under Michigan law. There are several possible actions that citizens could take in this regard.

(a) *Reporting an Alleged Violation to a Supervisor or the Council.* Under the Public Officials and Employees Ethical Conduct Act, Act 196 of 1973, a City official or employee may report an alleged ethical violation to a supervisory person or to the Council; an employee reporting such an alleged violation is protected by the Act from dismissal or other reprisal.

(b) *Commencing a Lawsuit in the Circuit Court.* A citizen of the City may bring a civil action in the circuit court, alleging a violation of Act 196, and may request injunctive relief, actual damages or both, within the time limitation stated in the Act. If the court renders a judgment in favor of the complainant, the court has authority to award the complainant all or part of the costs of the civil action, including reasonable attorney fees.

(c) *Reporting an Alleged Violation to the County Prosecutor.* A public official, including a Council member, appointed official or City employee, who violates Act 317 of 1968, the Public Servants' Conflict of Interest Act, is guilty of a misdemeanor under that Act. Accordingly, citizens who believe that such a violation has occurred are encouraged to bring the matter to the attention of the County Prosecuting Attorney, who has authority to prosecute misdemeanors and other criminal offenses.

(d) *Requesting the County Prosecutor to Commence a Lawsuit.* In the case of a violation of Act 566 of 1978, the Incompatibility of Public Offices Act, the County Prosecuting Attorney has authority under that Act to commence an action in the circuit court against the alleged violator, for injunctive relief or other appropriate remedy in the discretion of the circuit court. Accordingly, citizens who believe that a

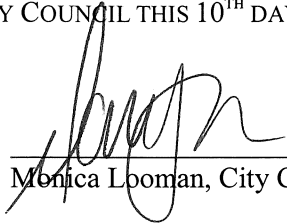
violation of the Act has occurred are encouraged to bring the matter to the attention of the County Prosecuting Attorney and request that the attorney take such action as may be warranted in the circumstances.

PART C

The Council may, from time to time, amend or supplement this policy.

The City Manager is directed to arrange for appropriate publicity concerning this policy, in order that citizens of the City may be more fully aware of the high ethical standards required in the course of City governance and the procedures available to citizens who believe that ethical violations have occurred.

THIS POLICY WAS ADOPTED BY THE CITY COUNCIL THIS 10TH DAY OF NOVEMBER 10, 2008.



Monica Looman, City Clerk



City Council Agenda Item Report

FROM: Ryan Heise

MEETING DATE: 7/5/23

SUBJECT: Two Items (2):

Bid Award for Road Work - West, East, Takken and Taylor Street and reconstruction of N. Maple Street from the lift station area to North Street.

Construction Engineering Proposal with Fleis & Vandenbrink.

DESCRIPTION:

From F&V:

Four bids were received, and a tabulation is attached. The low bid is from Krohn Excavating of Bangor, Michigan in the amount of \$475,198.00, which is slightly below our Engineer's Estimate for the work. We have worked with Krohn on a number of similar projects, including the City's N. Park Street resurfacing project in 2021. Steve Krohn, the founder, completed a significant amount of road and utility work for the City around 2010, as part of a previous employer. Krohn is prequalified by the Michigan Department of Transportation, and we feel they are capable of meeting the project requirements. Based on the above, we recommend an award to Krohn Excavating, LLC in the amount of \$475,198.00.

Council has been provided a Construction Engineering Services Proposal for the 2023 Street Improvements project (West, East, Takken, Taylor and N. Maple) on June 29, 2023 and are now moving into the construction phase of the project. Based on our conversation with the low bidder, we anticipate construction on West, East, Takken and Taylor Streets to begin in mid-August and on or after September 5, 2023 for the Maple Street work. Construction is scheduled to be completed in mid-October. Based on our understanding of the construction schedule, we have prepared the attached Work Plan and Proposed Engineering Fees for construction engineering services for the project. We have based our fees on an 8-week construction period. If the schedule deviates significantly, either shorter or longer, we propose to adjust the fees proportionally for those tasks affected by schedule.

For budgetary purposes, we recommend that the City plan on the following construction phase costs:

Construction (as awarded): \$475,198

Contingencies (~8%): \$36,002

Construction Engineering & Administration: \$68,800
Total Recommended Construction Budget: \$580,000

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

None

SAMPLE MOTION:

Motion to **approve/deny** an award to Krohn Excavating, LLC in the amount of \$475,198.00 for storm sewer system improvements and resurfacing work on West, East, Takken and Taylor Street and reconstruction of N. Maple Street from the lift station area to North Street. Include a contingency of \$36,002.00 and approve the construction engineering services for \$68,800.00 for a total of \$580,000.00.



RECOMMENDATION OF AWARD

June 29, 2023

Via Email: ryan@saugatuckcity.com

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

RE: 2023 Street Improvements

Dear Ryan,

We received bids for the 2023 Street Improvements project on June 29, 2023. Improvements include storm sewer system improvements and resurfacing work on West, East, Takken and Taylor Street and reconstruction of N. Maple Street from the lift station area to North Street.

Four bids were received, and a tabulation is attached. The low bid is from Krohn Excavating of Bangor, Michigan in the amount of \$475,198.00, which is slightly below our Engineer’s Estimate for the work. We have worked with Krohn on a number of similar projects, including the City’s N. Park Street resurfacing project in 2021. Steve Krohn, the founder, completed a significant amount of road and utility work for the City around 2010, as part of a previous employer. Krohn is prequalified by the Michigan Department of Transportation, and we feel they are capable of meeting the project requirements.

Based on the above, we recommend an award to Krohn Excavating, LLC in the amount of \$475,198.00.

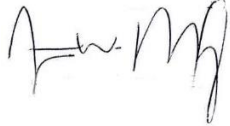
For budgetary purposes, we recommend that the City plan on the following construction phase costs:

| Item | Budget |
|---|------------------|
| Construction (as awarded): | \$475,198 |
| Contingencies (~8%): | \$36,002 |
| Construction Engineering & Administration: | \$68,800 |
| Total Recommended Construction Budget: | \$580,000 |

Please feel free to contact me with any questions.

Sincerely,

FLEIS & VANDENBRINK

A handwritten signature in black ink, appearing to read 'J. Moxey', written over a light blue horizontal line.

Jonathan W. Moxey, P.E.
Project Manager

**City of Saugatuck
2023 Street Improvements
Bid Tabulation**



Project No.: 859770
By: JWM
Date: 6/29/2023

| ITEM NO. | ITEM DESCRIPTION | UNIT | EST. QTY. | Engineer's Estimate | | Krohn Excavating, LLC | | Georgetown Construction | | Weick Bros. Excavating | | Milbocker & Sons, Inc | |
|----------|--|------|-----------|----------------------|------------------|-----------------------|---------------|-------------------------|---------------|------------------------|---------------|-----------------------|---------------|
| | | | | ESTIMATED UNIT PRICE | ESTIMATED AMOUNT | BID UNIT PRICE | BID PRICE | BID UNIT PRICE | BID PRICE | BID UNIT PRICE | BID PRICE | BID UNIT PRICE | BID PRICE |
| 1 | General Conditions, Bonds & Insurances, Max 5% | LSUM | 1 | \$ 24,300.00 | \$ 24,300.00 | \$ 23,000.00 | \$ 23,000.00 | \$ 24,000.00 | \$ 24,000.00 | \$ 27,000.00 | \$ 27,000.00 | \$ 32,000.00 | \$ 32,000.00 |
| 2 | Preconstruction Video Survey | LSUM | 1.0 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 2,500.00 | \$ 2,500.00 |
| 3 | Exploratory Digging | Hr | 10 | \$ 250.00 | \$ 2,500.00 | \$ 260.00 | \$ 2,600.00 | \$ 200.00 | \$ 2,000.00 | \$ 300.00 | \$ 3,000.00 | \$ 300.00 | \$ 3,000.00 |
| 4 | Pavt, Rem | Syd | 146 | \$ 15.00 | \$ 2,190.00 | \$ 36.00 | \$ 5,256.00 | \$ 15.00 | \$ 2,190.00 | \$ 28.00 | \$ 4,088.00 | \$ 6.00 | \$ 876.00 |
| 5 | Sidewalk, Rem | Syd | 2 | \$ 15.00 | \$ 30.00 | \$ 250.00 | \$ 500.00 | \$ 25.00 | \$ 50.00 | \$ 28.00 | \$ 56.00 | \$ 125.00 | \$ 250.00 |
| 6 | Brick Paver, Rem and Salv | Sft | 30 | \$ 10.00 | \$ 300.00 | \$ 10.00 | \$ 300.00 | \$ 20.00 | \$ 600.00 | \$ 14.00 | \$ 420.00 | \$ 13.00 | \$ 390.00 |
| 7 | Roadway Grading | Sta | 3 | \$ 3,000.00 | \$ 7,800.00 | \$ 3,200.00 | \$ 8,320.00 | \$ 5,000.00 | \$ 13,000.00 | \$ 4,000.00 | \$ 10,400.00 | \$ 4,000.00 | \$ 10,400.00 |
| 8 | Subgrade Undercutting, Type II | Cyd | 500 | \$ 30.00 | \$ 15,000.00 | \$ 32.00 | \$ 16,000.00 | \$ 20.00 | \$ 10,000.00 | \$ 32.00 | \$ 16,000.00 | \$ 35.00 | \$ 17,500.00 |
| 9 | Aggregate, 6A | Ton | 6 | \$ 75.00 | \$ 450.00 | \$ 150.00 | \$ 900.00 | \$ 75.00 | \$ 450.00 | \$ 42.00 | \$ 252.00 | \$ 91.00 | \$ 546.00 |
| 10 | Erosion Control, Inlet Protection, Fabric Drop | Ea | 30 | \$ 125.00 | \$ 3,750.00 | \$ 80.00 | \$ 2,400.00 | \$ 100.00 | \$ 3,000.00 | \$ 130.00 | \$ 3,900.00 | \$ 85.00 | \$ 2,550.00 |
| 11 | Erosion Control, Silt Fence | Ft | 500 | \$ 2.50 | \$ 1,250.00 | \$ 4.00 | \$ 2,000.00 | \$ 2.50 | \$ 1,250.00 | \$ 3.00 | \$ 1,500.00 | \$ 2.50 | \$ 1,250.00 |
| 12 | Subbase, CIP | Cyd | 580 | \$ 15.00 | \$ 8,700.00 | \$ 23.00 | \$ 13,340.00 | \$ 25.00 | \$ 14,500.00 | \$ 24.00 | \$ 13,920.00 | \$ 43.00 | \$ 24,940.00 |
| 13 | Aggregate Base | Ton | 500 | \$ 25.00 | \$ 12,500.00 | \$ 26.00 | \$ 13,000.00 | \$ 25.00 | \$ 12,500.00 | \$ 32.00 | \$ 16,000.00 | \$ 27.00 | \$ 13,500.00 |
| 14 | Aggregate Base, 8 inch | Syd | 1,380 | \$ 12.00 | \$ 16,560.00 | \$ 11.50 | \$ 15,870.00 | \$ 15.00 | \$ 20,700.00 | \$ 22.00 | \$ 30,360.00 | \$ 15.00 | \$ 20,700.00 |
| 15 | HMA Base Crushing and Shaping | Syd | 4,810 | \$ 2.50 | \$ 12,025.00 | \$ 5.00 | \$ 24,050.00 | \$ 3.00 | \$ 14,430.00 | \$ 3.00 | \$ 14,430.00 | \$ 8.00 | \$ 38,480.00 |
| 16 | Aggregate Surface Cse | Ton | 15 | \$ 30.00 | \$ 450.00 | \$ 50.00 | \$ 750.00 | \$ 50.00 | \$ 750.00 | \$ 32.00 | \$ 480.00 | \$ 43.00 | \$ 645.00 |
| 17 | Maintenance Gravel | Ton | 20 | \$ 30.00 | \$ 600.00 | \$ 30.00 | \$ 600.00 | \$ 50.00 | \$ 1,000.00 | \$ 32.00 | \$ 640.00 | \$ 42.00 | \$ 840.00 |
| 18 | Geotextile, Separator | Syd | 700 | \$ 2.50 | \$ 1,750.00 | \$ 3.00 | \$ 2,100.00 | \$ 2.50 | \$ 1,750.00 | \$ 5.00 | \$ 3,500.00 | \$ 3.00 | \$ 2,100.00 |
| 19 | Geogrid | Syd | 570 | \$ 2.50 | \$ 1,425.00 | \$ 3.00 | \$ 1,710.00 | \$ 6.00 | \$ 3,420.00 | \$ 8.70 | \$ 4,959.00 | \$ 7.00 | \$ 3,990.00 |
| 20 | Storm Sewer, 6 inch | Ft | 149 | \$ 50.00 | \$ 7,450.00 | \$ 33.00 | \$ 4,917.00 | \$ 60.00 | \$ 8,940.00 | \$ 48.00 | \$ 7,152.00 | \$ 65.00 | \$ 9,685.00 |
| 21 | Storm Sewer, 8 inch | Ft | 1,266 | \$ 60.00 | \$ 75,960.00 | \$ 40.00 | \$ 50,640.00 | \$ 75.00 | \$ 94,950.00 | \$ 54.00 | \$ 68,364.00 | \$ 70.00 | \$ 88,620.00 |
| 22 | Storm Wye, 6 inch x 6 inch | Ea | 1 | \$ 300.00 | \$ 300.00 | \$ 150.00 | \$ 150.00 | \$ 100.00 | \$ 100.00 | \$ 800.00 | \$ 800.00 | \$ 400.00 | \$ 400.00 |
| 23 | Storm Wye, 8 inch x 6 inch | Ea | 6 | \$ 325.00 | \$ 1,950.00 | \$ 200.00 | \$ 1,200.00 | \$ 250.00 | \$ 1,500.00 | \$ 800.00 | \$ 4,800.00 | \$ 400.00 | \$ 2,400.00 |
| 24 | Sewer Tap, 4 inch | Ea | 3 | \$ 250.00 | \$ 750.00 | \$ 150.00 | \$ 450.00 | \$ 100.00 | \$ 300.00 | \$ 400.00 | \$ 1,200.00 | \$ 250.00 | \$ 750.00 |
| 25 | Sewer Tap, 6 inch | Ea | 2 | \$ 300.00 | \$ 600.00 | \$ 200.00 | \$ 400.00 | \$ 150.00 | \$ 300.00 | \$ 600.00 | \$ 1,200.00 | \$ 250.00 | \$ 500.00 |
| 26 | Sewer Tap, 8 inch | Ea | 1 | \$ 350.00 | \$ 350.00 | \$ 250.00 | \$ 250.00 | \$ 200.00 | \$ 200.00 | \$ 800.00 | \$ 800.00 | \$ 275.00 | \$ 275.00 |
| 27 | Sewer Tap, 12 inch | Ea | 4 | \$ 500.00 | \$ 2,000.00 | \$ 400.00 | \$ 1,600.00 | \$ 500.00 | \$ 2,000.00 | \$ 1,200.00 | \$ 4,800.00 | \$ 300.00 | \$ 1,200.00 |
| 28 | Trench Undercutting and Backfill | Cyd | 50 | \$ 50.00 | \$ 2,500.00 | \$ 35.00 | \$ 1,750.00 | \$ 25.00 | \$ 1,250.00 | \$ 28.00 | \$ 1,400.00 | \$ 30.00 | \$ 1,500.00 |
| 29 | Dr Structure Cover, Adj, Case 1 | Ea | 13 | \$ 600.00 | \$ 7,800.00 | \$ 450.00 | \$ 5,850.00 | \$ 800.00 | \$ 10,400.00 | \$ 700.00 | \$ 9,100.00 | \$ 900.00 | \$ 11,700.00 |
| 30 | Valve Box, Adj, Case 1 | Ea | 5 | \$ 400.00 | \$ 2,000.00 | \$ 350.00 | \$ 1,750.00 | \$ 150.00 | \$ 750.00 | \$ 500.00 | \$ 2,500.00 | \$ 400.00 | \$ 2,000.00 |
| 31 | Valve Box, Adj, Case 2 | Ea | 1 | \$ 300.00 | \$ 300.00 | \$ 250.00 | \$ 250.00 | \$ 150.00 | \$ 150.00 | \$ 400.00 | \$ 400.00 | \$ 325.00 | \$ 325.00 |
| 32 | Dr Structure Cover, Type C | Ea | 20 | \$ 800.00 | \$ 16,000.00 | \$ 900.00 | \$ 18,000.00 | \$ 900.00 | \$ 18,000.00 | \$ 960.00 | \$ 19,200.00 | \$ 1,750.00 | \$ 35,000.00 |
| 33 | Dr Structure Cover, Type Q | Ea | 1 | \$ 800.00 | \$ 800.00 | \$ 700.00 | \$ 700.00 | \$ 900.00 | \$ 900.00 | \$ 850.00 | \$ 850.00 | \$ 1,200.00 | \$ 1,200.00 |
| 34 | Leach Basin, 48 inch Dia | Ea | 20 | \$ 5,000.00 | \$ 100,000.00 | \$ 4,500.00 | \$ 90,000.00 | \$ 4,000.00 | \$ 80,000.00 | \$ 7,225.00 | \$ 144,500.00 | \$ 6,500.00 | \$ 130,000.00 |
| 35 | Yard Basin, 18 inch | Ea | 2 | \$ 2,000.00 | \$ 4,000.00 | \$ 1,800.00 | \$ 3,600.00 | \$ 1,000.00 | \$ 2,000.00 | \$ 1,600.00 | \$ 3,200.00 | \$ 1,500.00 | \$ 3,000.00 |
| 36 | Dr Structure, Tap, 6 inch | Ea | 2 | \$ 250.00 | \$ 500.00 | \$ 250.00 | \$ 500.00 | \$ 150.00 | \$ 300.00 | \$ 600.00 | \$ 1,200.00 | \$ 250.00 | \$ 500.00 |
| 37 | Dr Structure, Tap, 8 inch | Ea | 1 | \$ 300.00 | \$ 300.00 | \$ 300.00 | \$ 300.00 | \$ 200.00 | \$ 200.00 | \$ 800.00 | \$ 800.00 | \$ 250.00 | \$ 250.00 |
| 38 | Cold Milling HMA Surface | Syd | 560 | \$ 2.00 | \$ 1,120.00 | \$ 9.00 | \$ 5,040.00 | \$ 6.00 | \$ 3,360.00 | \$ 8.00 | \$ 4,480.00 | \$ 10.00 | \$ 5,600.00 |
| 39 | HMA Surface, Rem | Syd | 105 | \$ 8.00 | \$ 840.00 | \$ 40.00 | \$ 4,200.00 | \$ 6.00 | \$ 630.00 | \$ 26.00 | \$ 2,730.00 | \$ 10.00 | \$ 1,050.00 |
| 40 | HMA, 4EL or 13A | Ton | 1,180 | \$ 100.00 | \$ 118,000.00 | \$ 96.00 | \$ 113,280.00 | \$ 94.10 | \$ 111,038.00 | \$ 115.00 | \$ 135,700.00 | \$ 94.10 | \$ 111,038.00 |
| 41 | HMA Approach | Ton | 8 | \$ 200.00 | \$ 1,600.00 | \$ 110.00 | \$ 880.00 | \$ 94.10 | \$ 752.80 | \$ 200.00 | \$ 1,600.00 | \$ 94.10 | \$ 752.80 |
| 42 | HMA Valley Gutter | Ft | 3,224 | \$ 2.50 | \$ 8,060.00 | \$ 3.00 | \$ 9,672.00 | \$ 1.90 | \$ 6,125.60 | \$ 3.00 | \$ 9,672.00 | \$ 1.90 | \$ 6,125.60 |
| 43 | HMA Spillway | Ea | 4 | \$ 250.00 | \$ 1,000.00 | \$ 300.00 | \$ 1,200.00 | \$ 150.00 | \$ 600.00 | \$ 250.00 | \$ 1,000.00 | \$ 150.00 | \$ 600.00 |
| 44 | Driveway, Nonreinf Conc, 6 inch | Syd | 146 | \$ 50.00 | \$ 7,300.00 | \$ 63.00 | \$ 9,198.00 | \$ 65.00 | \$ 9,490.00 | \$ 80.00 | \$ 11,680.00 | \$ 75.00 | \$ 10,950.00 |
| 45 | Sidewalk, Conc, 4 inch | Sft | 18 | \$ 6.00 | \$ 108.00 | \$ 20.00 | \$ 360.00 | \$ 10.00 | \$ 180.00 | \$ 45.00 | \$ 810.00 | \$ 18.00 | \$ 324.00 |
| 46 | Brick Paver, Reinstall | Sft | 30 | \$ 25.00 | \$ 750.00 | \$ 25.00 | \$ 750.00 | \$ 50.00 | \$ 1,500.00 | \$ 30.00 | \$ 900.00 | \$ 75.00 | \$ 2,250.00 |
| 47 | Post, Mailbox | Ea | 26 | \$ 100.00 | \$ 2,600.00 | \$ 120.00 | \$ 3,120.00 | \$ 50.00 | \$ 1,300.00 | \$ 150.00 | \$ 3,900.00 | \$ 150.00 | \$ 3,900.00 |
| 48 | Barricade, Type III, High Intensity, Lighted, Double Sided, Furn | Ea | 16 | \$ 125.00 | \$ 2,000.00 | \$ 60.00 | \$ 960.00 | \$ 55.00 | \$ 880.00 | \$ 250.00 | \$ 4,000.00 | \$ 55.00 | \$ 880.00 |
| 49 | Barricade, Type III, High Intensity, Lighted, Double Sided, Oper | Ea | 16 | \$ 15.00 | \$ 240.00 | \$ 5.00 | \$ 80.00 | \$ 10.00 | \$ 160.00 | \$ 10.00 | \$ 160.00 | \$ 5.00 | \$ 80.00 |
| 50 | Plastic Drum, Fluorescent, Furn | Ea | 100 | \$ 30.00 | \$ 3,000.00 | \$ 20.00 | \$ 2,000.00 | \$ 14.00 | \$ 1,400.00 | \$ 20.00 | \$ 2,000.00 | \$ 14.00 | \$ 1,400.00 |
| 51 | Plastic Drum, Fluorescent, Oper | Ea | 100 | \$ 2.00 | \$ 200.00 | \$ 1.00 | \$ 100.00 | \$ 5.00 | \$ 500.00 | \$ 2.00 | \$ 200.00 | \$ 1.00 | \$ 100.00 |

City of Saugatuck
2023 Street Improvements
Bid Tabulation



Project No.: 859770
By: JWM
Date: 6/29/2023

| ITEM NO. | ITEM DESCRIPTION | UNIT | EST. QTY. | Engineer's Estimate | | Krohn Excavating, LLC | | Georgetown Construction | | Weick Bros. Excavating | | Milbocker & Sons, Inc | |
|----------|---|------|-----------|-----------------------------|------------------|-----------------------|-------------|-------------------------|-------------|------------------------|--------------|-----------------------|--------------|
| | | | | ESTIMATED UNIT PRICE | ESTIMATED AMOUNT | BID UNIT PRICE | BID PRICE | BID UNIT PRICE | BID PRICE | BID UNIT PRICE | BID PRICE | BID UNIT PRICE | BID PRICE |
| 52 | Sign, Type B, Temp, Prismatic, Furn | Sft | 300 | \$ 8.00 | \$ 2,400.00 | \$ 2.00 | \$ 600.00 | \$ 2.00 | \$ 600.00 | \$ 4.00 | \$ 1,200.00 | \$ 2.00 | \$ 600.00 |
| 53 | Sign, Type B, Temp, Prismatic, Oper | Sft | 300 | \$ 2.00 | \$ 600.00 | \$ 1.00 | \$ 300.00 | \$ 1.00 | \$ 300.00 | \$ 2.00 | \$ 600.00 | \$ 1.00 | \$ 300.00 |
| 54 | Sign, Type B, Temp, Prismatic, Spec, Furn | Sft | 50 | \$ 10.00 | \$ 500.00 | \$ 8.00 | \$ 400.00 | \$ 7.00 | \$ 350.00 | \$ 14.00 | \$ 700.00 | \$ 7.00 | \$ 350.00 |
| 55 | Sign, Type B, Temp, Prismatic, Spec, Oper | Sft | 50 | \$ 2.00 | \$ 100.00 | \$ 1.00 | \$ 50.00 | \$ 1.00 | \$ 50.00 | \$ 2.00 | \$ 100.00 | \$ 1.00 | \$ 50.00 |
| 56 | Riprap, Plain | Syd | 21 | \$ 75.00 | \$ 1,575.00 | \$ 80.00 | \$ 1,680.00 | \$ 100.00 | \$ 2,100.00 | \$ 75.00 | \$ 1,575.00 | \$ 65.00 | \$ 1,365.00 |
| 57 | Turf Restoration | Syd | 2,350 | \$ 8.00 | \$ 18,800.00 | \$ 1.50 | \$ 3,525.00 | \$ 3.00 | \$ 7,050.00 | \$ 12.00 | \$ 28,200.00 | \$ 15.00 | \$ 35,250.00 |
| 58 | Mulch Blanket | Syd | 100 | \$ 2.00 | \$ 200.00 | \$ 8.00 | \$ 800.00 | \$ 1.00 | \$ 100.00 | \$ 6.00 | \$ 600.00 | \$ 1.00 | \$ 100.00 |
| | | | | Total: \$ 508,633.00 | | \$ 475,198.00 | | \$ 497,796.40 | | \$ 639,978.00 | | \$ 648,827.40 | |



June 29, 2023

Via Email: ryan@saugatuckcity.com

Ryan Heise, City Manager
City of Saugatuck
102 Butler Street
P.O. Box 86
Saugatuck, MI 49453

RE: Proposal for Construction Engineering Services – 2023 Street Improvements

Dear Ryan,

As you are aware, we received bids for the 2023 Street Improvements project (West, East, Takken, Taylor and N. Maple) on June 29, 2023 and are now moving into the construction phase of the project. Based on our conversation with the low bidder, we anticipate construction on West, East, Takken and Taylor Streets to begin in mid-August and on or after September 5, 2023 for the Maple Street work. Construction is scheduled to be completed in mid-October.

Based on our understanding of the construction schedule, we have prepared the attached Work Plan and Proposed Engineering Fees for construction engineering services for the project. We have based our fees on an 8-week construction period. If the schedule deviates significantly, either shorter or longer, we propose to adjust the fees proportionally for those tasks affected by schedule.

We propose to complete the scope of work identified in the attached Work Plan at our standard hourly rates plus reimbursable expenses in accordance with the following budget:

| Task | Proposed Budget |
|-------------------------------|-----------------|
| Construction Administration | \$10,600 |
| Construction Staking | \$4,400 |
| On-Site Observation & Testing | \$44,800 |
| Off-Site Testing | \$1,800 |
| Contract Closeout | \$7,200 |
| Total Proposed Budget | \$68,800 |

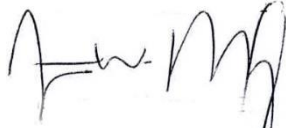
We are excited for the opportunity to continue our work with you on this project! Authorization to proceed with construction phase services as outlined in our Work Plan in accordance with the

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

Professional Services Agreement for General Consultation dated November 13, 2018 can be given by returning a copy of this proposal signed below as indicated. In the meantime, 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
CONSTRUCTION ENGINEERING SERVICES FOR
2023 STREET IMPROVEMENTS**

By: _____

Title: _____

Date: _____

WORK PLAN

A. CONSTRUCTION ENGINEERING SERVICES

1. Prepare the Notice of Award after an award is made by the City.
2. Review bonds and insurances provided by the Contractor and assemble contracts.
3. Schedule and attend the pre-construction meeting with the Contractor, City representatives, Kalamazoo Lake Sewer & Water Authority (KLSWA) and private utility companies. Prepare and distribute meeting minutes.
4. Perform construction staking for the improvements. Based on the scope of the improvements and anticipated project schedule, we have assumed four (4) staking trips will be required – two for storm sewer work and two for road work.
5. Provide project administration and engineering consultation throughout the construction period (8 weeks assumed), including:
 - Schedule and attend periodic progress meetings with the Contractor and City staff. Prepare and distribute meeting minutes.
 - Review shop drawings and other project submittals.
 - Review Contractor pay applications and, if appropriate, submit a recommendation to the City for approval.
 - Maintain project records.
6. Provide on-site observation and testing during project construction activities. Based on our understanding of the project schedule, we have included 8 weeks of observation at an average of 45 hours per week. The field technician's duties will include:
 - Provide daily record keeping of construction activities.
 - Address complaints filed with either City on a daily basis, if any.
 - Provide on-site density testing of soils, concrete testing and density testing of asphalt paving.
7. Provide and coordinate off-site materials testing as required (e.g., sieve analysis of soils and concrete cylinder breaks). Off-site testing services will be sub-contracted to a qualified independent testing consultant and are included in our fees.
8. Conduct a final review meeting on site with the Contractor and City staff to review the completed work. Prepare a final punch list of remaining work items. Provide follow-up review to see that the punch list items have been completed.
9. Prepare record drawings reflecting the as-constructed improvements.
10. Coordinate final payment with release of retainage and contract closeout.



City Council Agenda Item Report

FROM: Ryan Heise

MEETING DATE: 7/5/23

SUBJECT: Water Asset Management Plan

DESCRIPTION:

From F&V:

Attached is a proposal for our part of the water system AMP to go along with the financial work by Baker Tilly. This is a stripped down version of what we presented to EGLE and Allegan County for those grant opportunities. I focused on what we could accomplish given the August deadline. We can definitely meet the minimum requirements from EGLE in that timeframe if we get started soon, but there will be more work in the next 12-18 months related to the Lead and Copper Rules that was part of the original scope but not this one. I'd like to present this at the July 5 council workshop if there is space on the agenda. I'll be on vacation the week of July 10, but would like to get the team started on it ASAP to make sure we can get the information to Baker Tilly that they need in a timely fashion.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

None

SAMPLE MOTION:

Motion to **approve/deny** the water asset management plan proposal as presented in the amount of \$23,400.00.



June 28, 2023

Via Email: ryan@saugatuckcity.com

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

RE: Water System Asset Management Plan

Dear Ryan,

As you are aware, on January 11, 2021 the Michigan Department of Environment, Great Lakes, and Energy (EGLE) issued their most recent Water System Sanitary Survey for the Kalamazoo Lake Sewer and Water Authority (KLSWA). That survey identified several deficiencies and recommendations that were addressed by KLSWA and its Constituent Municipalities in a Corrective Action Plan dated April 27, 2021. As a Constituent Municipality, several actions were required to be completed by the City of Saugatuck as part of this process, including developing a City-specific Asset Management Plan (AMP) and associated Capital Improvement Plan (CIP) for the water system assets located within and owned by the City of Saugatuck.

The City-specific assets include two wells with associated water treatment equipment, one elevated storage tank (owned jointly with Douglas), and the distribution system consisting of 4-inch to 16-inch water mains, approximately 100 hydrant assemblies and 270 valves. The CIP will consider looping any dead-end water mains in the City's system, which was a recommendation in the Sanitary Survey. While the water services are technically the responsibility of the associated property owner, Michigan's 2018 Lead and Copper Rule places the responsibility on the City to identify and replace those services that contain lead. Therefore, service lines will also be considered in the AMP/CIP. The City prepared and submitted a preliminary Distribution System Materials Inventory (DSMI) to meet the January 1, 2020 deadline. The final DSMI is due January 1, 2025, and all problem service lines must be replaced by January 1, 2041. The target completion date for the AMP is end of August 2023. Given the timeframe for the AMP, we are not proposing to complete the final DSMI as part of the AMP, however, we will make progress toward that end.

We have prepared this proposal and the attached Work Plan to assist the City with completing the required AMP. The EGLE Asset Management Program Review Checklist is attached for reference. We propose to complete the scope of work outlined in the Work Plan at our standard hourly rates plus reimbursable expenses in accordance with the following budget:

| Task | Budget |
|------------------------------------|-----------------|
| Asset Inventory | \$4,800 |
| Condition & Criticality Assessment | \$4,400 |
| Update Preliminary DSMI | \$2,800 |
| Level of Service Goals | \$800 |
| Capital Improvements Plan | \$3,600 |
| Financial Coordination | \$600 |
| Asset Management Plan Report | \$6,400 |
| Total Proposed Budget | \$23,400 |

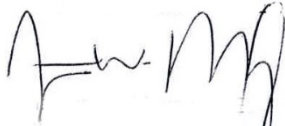
Our budget assumes 4 meetings with staff and council with a mix of virtual and in-person as appropriate over the course of the project. If additional (or fewer) meetings are required/desired, we propose to adjust the budget accordingly.

We are prepared to begin work upon authorization. The schedule is tight for submission of the final AMP to EGLE by end of August 2023. We aim to provide the final CIP to the City's financial consultant by early to mid-August to allow for incorporation of their analyses into the final AMP, presenting the AMP to City Council, and submitting the AMP to EGLE by the established deadline.

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 resolving this matter and improving the City's water service to its customers! Please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK



Jonathan W. Moxey, P.E.
Project Manager



Don DeVries, P.E.
Group Manager

**AUTHORIZATION TO PROCEED WITH
WATER SYSTEM ASSET MANAGEMENT PLAN**

By: _____

Title: _____

Date: _____

WORK PLAN

Asset Inventory

1. Meet with representatives from the City and Kalamazoo Lake Sewer and Water Authority (KLSWA) to confirm ownership boundaries/breakdowns and collect available records pertaining to age and condition. Much of this information is located in the KLSWA Geographic Information System (GIS) mapping. The GIS already has GPS-accurate locations of valves and hydrants and KLSWA staff is working on locating all curb stops.
2. Using the KLSWA Asset Management Plan (AMP) as a starting point, prepare a City-specific list and description of water system assets. Include a level of detail appropriate for the asset type.
3. Identify incomplete or low-confidence data and outline a plan for completing or refining the dataset in subsequent updates.

Condition & Criticality Assessment

4. Due to the nature of the assets, most of the assessment of the distribution system (water mains, hydrants, and valves) will be based on existing maintenance records (e.g. water main break history), supplemented by age and material type.
5. Perform a site visit to review the condition of the two well houses and associated equipment. Physical observations will be supplemented with service records and other relevant maintenance background.
6. Review the most recent storage tank inspection report and incorporate the findings.
7. Use matrices to evaluate all system components by likelihood and consequence of failure. A spreadsheet will be used for the analysis.

Update Preliminary Distribution System Materials Inventory

8. According to the preliminary Distribution System Materials Inventory (DSMI) prepared in 2019, 229 of the City's total 907 water service lines have an unknown material type. Those numbers have changed slightly as materials have been identified (as in the case of Campbell Rd and a portion of Park St) and as new service connections have been made. Update preliminary DSMI to form the basis of the scope of work required for the final DSMI.

Level of Service Goals

9. Work with City and KLSWA representatives to establish and define the way the water system utility managers, operators, and public officials want the water system to perform over the long term. Define the required "sustainable" level of service for the system. We anticipate the City Level of Service Goals will mirror those included in the KLSWA AMP.
10. Include in the AMP a description of the process used to establish Level of Service Goals, a listing of the goals and a description of how each goal will be tracked and assessed.

Capital Improvements Plan

11. Develop a draft Capital Improvements Plan (CIP) based on the Condition and Criticality Assessment, the final DSMI, KLSWA's most recent Water Reliability Study, the City's recent Drinking Water State Revolving Fund Project Plan and other relevant data. Include short term (1-5 year) and long term (6-20 year) capital improvements projects required to meet the Level of Service goals.

12. Review the draft CIP with City and KLSWA staff. Prioritize projects, develop preliminary budgets, and identify potential outside funding sources.
13. Present the CIP to City Council and finalize with comments received, if any.

Funding Structure & Rate Methodology

14. Coordinate with the financial consultant as needed to provide cost estimates and other necessary information required for their analysis.

Asset Management Plan Report

15. Compile the various elements identified above into an Asset Management Plan Report. The report will include the various text and tables developed during the planning process, as well as relevant figures and background information.
16. Present the AMP report to City Council, make necessary revisions and submit to EGLE for approval. Address comments received from EGLE, if any.



The CITY OF SAUGATUCK is accepting applications for appointment to the following board:

Board of Review Member– The Board of Review meets in March, July, and December at 9:00 a.m. The Board of Review purpose is to review and correct assessments. It shall hear the complaints of all persons considering themselves aggrieved by assessment, and if it shall appear that any person or property has been wrongfully assessed or omitted from the rolls, the board shall correct the roll in such manner as it deems just.

If you are a resident of the City of Saugatuck and have the desire and ability to serve, please contact City Hall at (269) 857-2603 for more information or to request an application.

Jamie Wolters
Saugatuck City Clerk
Dated: July 3, 2023