



CITY COUNCIL MEETING AGENDA

September 26, 2022 – 7:00 pm

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Consent Agenda:** *(Roll Call)*
 - A. Regular City Council Meeting Minutes – September 12, 2022
 - B. Accounts Payable in the amount of \$1,988,659.63
5. **Staff Reports:**
 - A. City Manager
 - B. Treasurer
 - C. Planning and Zoning
 - D. Department of Public Works
 - E. Fire
 - F. Police
 - G. Engineer
6. **Agenda Changes** (Additions/Deletions)
7. **Guest Speakers**
8. **Public Comment on Agenda Items Only** (Limit 3 minutes)
9. **Introduction of Ordinances**
10. **Public Hearings**
11. **Unfinished Business**
12. **New Business:**
 - A. Recommendation of Award – Water Street Sidewalk Improvements *(Roll Call)*
13. **Public Comments** (Limit 3 minutes)
14. **Correspondence:** Gary Medler

NOTICE:

Join online by visiting:

<https://us02web.zoom.us/j/2698572603>

Join by phone by dialing:

**(312) 626-6799 -or-
(646) 518-9805**

Then enter "Meeting ID":

2698572603

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

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

15. Boards, Commissions & Committees Reports

16. Council Comments

17. Mayor's Comments

18. Adjourn (*Roll Call*)



CITY COUNCIL MEETING MINUTES
September 12, 2022

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

Call to Order:

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

Attendance:

Present: Mayor Lewis, Mayor Pro-Tem Dean, Councilmembers Gardner, Leo & Stanton.

Absent: Councilmembers Bekken and Trester were excused.

Others Present: City Manager Heise, Superintendent Herbert & Clerk Wolters.

Consent Agenda:

A. Regular City Council Meeting Minutes – August 22, 2022.

B. Accounts Payable in the amount of \$1,714,695.12.

Motion by Leo, second by Stanton, to approve the consent agenda as presented.

Upon roll call vote, motion carried 5-0.

Staff Reports:

City Manager, Treasurer, DPW Superintendent, Engineer and Police submitted status reports of current activities since the last Council meeting on August 22nd, 2022, for their respective departments. Lt. Ensfield was on-line for questions from Council.

Agenda Change: None

Guest Speakers:

Jeff Slayer, Commodore of Cow Hill Yacht Club- Mr. Slayer presented Council with a check for proceeds from the Venetian Festival.

Ryan Cummins, Director of Planning, Zoning & Project Management- Introduced himself to Council and the public.

Public Comment on Agenda Items Only:

Dan Fox, City of Saugatuck Resident and STFD City of Saugatuck representative-
Presented a Fire Board meeting recap from their August 15th meeting.

Introduction of Ordinances: None

Public Hearings: None

New Business:

A. Special Event- Glow In The Park:

Hystopolis Productions has submitted a special event form for Glow in the Park to be held on October 1st, 2022.

Motion by Stanton, second by Dean, to approve the special event application Glow in the Park sponsored by Hystopolis Productions to be held on October 1st, 2022, contingent on staff approval after safety meeting is conducted. Upon voice vote, motion carried 5-0.

B. Special Event- Mt. Baldhead 24 Hour Climb-A-Thon:

Michigami Collective, LLC has submitted a special event form for Mt. Baldhead 24 Hour Climb-A-Thon to be held on October 22nd-23rd, 2022.

Motion by Dean, second by Leo, to table the special event application Mount Baldhead 24-hour Climb-A-Thon sponsored by Michigami Collective, LLC to be held on October 1st, 2022. Upon voice vote, motion carried 5-0.

Gini Cooper- President of the Friends of the Saugatuck/Douglas District Library and organizer of Fall Fundraising Dinner- She presented and offered to answer any questions on the Special Event Application she submitted for the Fall Fundraising Dinner.

C. Special Event- Fall Fundraising Dinner:

Friends of the Saugatuck/Douglas District Library has submitted a special event form for the Fall Fundraising Dinner to be held on September 27th, 2022.

Motion by Dean, second by Leo, to approve the special event application Fall Fundraising Dinner sponsored by Friends of the Saugatuck/Douglas Library to be held on September 27th, 2022, contingent on staff approval after safety meeting is conducted. Upon voice vote, motion carried 5-0.

D. SHPO Mt. Baldhead:

Letter of support for Saugatuck Gap-Filler Rada Station National Register of Historic Places nomination.

Motion by Gardner, second by Stanton, to approve the letter of support to the Michigan State Historic Preservation Board to add the Saugatuck Gap-Filler Radar Station to the National Register of Historic Places. Upon voice vote, motion carried 5-0.

Public Comment: None

Correspondence:

- Consumers energy proposed land purchase letter from Saugatuck Township Manager Daniel DeFranco.

Boards, Commissions & Committees Reports:

- Councilmember Leo- Tri-Community Non-Motorized Trail Committee has received verbal conditional commitment from MDOT of the receipt of the \$1.2 Million grant. She thanked the Douglas City Manager, City of Saugatuck Manager and Saugatuck Township Manager for working together.
- Councilmember Stanton- Historic District Commission had three applicants. They approved two applicants and tabled one.
- Councilmember Gardner- Planning Commission is scheduled for the following Thursday and will most likely be canceled. The chair of the Planning Commission has resigned.
- Councilmember Dean- The new Public and Parks Committee will meet this month.
- Mayor Lewis- Recycling committee has a meeting Wednesday the 14th. The Styrofoam collection event is scheduled for Saturday the 24th at the DPW garage. The committee will be wrapping up as they have met their goals.

Council Comments:

- Councilmember Leo- None
- Councilmember Stanton- Congratulated Councilmember Bekken and family on being honored as Saugatuck Public Schools sports boosters of the year. Welcomed new hires Ryan and Sara. Noted the Pure Michigan commercial has been shooting in town all week.
- Councilmember Gardner- Asked City Manager for an update on the total spent on legal fees for Dune Ridge Project. He found two items interesting in the DPW report, Mt. Baldhead fence and also that Scott promoted Cody Hardy to Assistant Superintendent. Engineering also noted on the Water Street sidewalk-asked if there could be a crosswalk put in for the people walking east, on the east side walking across Water Street. He also wanted to note that Council had consensus on having Special Event Safety meetings before they are presented to Council.
- Councilmember Dean- Welcome to Ryan and Scott to the team. Congratulations to the Rotary Club for a very successful Mt. Baldhead Challenge this past Saturday. Congratulations to Councilmember Leo for her leadership on the Blue Star Trail project.

Adjournment: *Motion by Garner, second by Dean to adjourn, Mayor Lewis adjourned at 7:38 p.m.*

Respectfully Submitted,

Jamie Wolters, City Clerk

Vendor Name	Description	Amount
1. ACTION INDUSTRIAL SUPPLY CO		
	UNIFORMS & SAFETY EQUIPMENT	128.83
	UNIFORMS & SAFETY EQUIPMENT	74.20
	TOTAL	203.03
2. ALLEGAN COUNTY SHERIFF		
	SHERIFF CONTRACT	26,100.28
3. ALLEGAN COUNTY TREASURER		
	PROPERTY TAXES	800,614.53
4. AT&T MOBILITY		
	CELL PHONES	173.45
5. BUD'S WRECKER SERVICE		
	TOW INTERNATIONAL	449.30
6. CARELTON EQUIPMENT		
	REPAIRS	69.95
7. COMCAST		
	TELEPHONES & INTERNET	153.40
8. COREY THOMAS		
	COGHLIN WEDDING	500.00
9. DAVID SMITHERN		
	COGHLIN WEDDING	500.00
10. ETNA SUPPLY		
	TOILET SUPPLIES	852.82
11. FAHEY SCHULTZ BURZYCH RHODES		
	LEGAL CITY COUNCIL	780.00
	LEGAL CLERK	162.50
	LEGAL ELECTRICAL	2,597.50
	LEGAL LAWSUIT	17,073.00
	LEGAL EMPLOYMENT	235.00
	LEGAL FOIA	350.00
	LEGAL FEES	1,760.00
	LEGAL FEES	312.00
	LEGAL PLANNING	2,262.00
	TOTAL	25,532.00
12. FRONTIER		
	OVAL BEACH	82.44
13. GORDON FOOD SERVICE		
	CONCESSION	160.77
14. GRAPIDS IRRIGATION		
	IRRIGATION REPAIRS	2,280.90
15. INTERURBAN TRANSIT AUTHORITY		
	PROPERTY TAXES	199.40
16. JACOB KREMIN		
	COGHLIN WEDDING	500.00
17. JANET BENMARK		
	COGHLIN WEDDING	500.00
18. JOHN DEERE FINANCIAL		
	REPAIRS	59.98
19. KATE COLBURN		
	COGHLIN WEDDING	500.00
20. LANDSCAPE DESIGN SERVICES INC		
	ROSE GARDEN MAINTENANCE	362.61
21. LERETA		
	REFUND 209-048-00	6,205.77
22. MERCHANTS BANCARD NETWORK		
	CONCESSION CREDIT FEES	520.07
23. MICHIGAN ELECTRO FREEZE INC		
	CONCESSIOND	130.00
24. MICHIGAN MUNICIPAL LEAGUE		
	PUBLSIHING AD	141.72
25. NET2PHONE INC		

Vendor Name	Description	Amount
	TELEPHONES	177.00
26. OTTAWA AREA INTERMEDIATE	SCHOOL DIS	
	PROPERTY TAXES	439,375.12
27. PRIORITY HEALTH		
	HEALTH INSURANCE	8,180.98
28. PRO-TEMP INC		
	CONCESSION	207.50
29. REPUBLIC SERVICES		
	TRASH	2,625.46
	TRASH	606.23
	TRASH	258.25
	TOTAL	3,489.94
30. SAUGATUCK DOUGLAS LIBRARY		
	PROPERTY TAXES	213.99
31. SAUGATUCK FIRE		
	SHORT TERM RENTALS	625.00
	PILOT	468.71
	TOTAL	1,093.71
32. SAUGATUCK PUBLIC SCHOOLS		
	PROPERTY TAXES	539,148.58
33. SAUGATUCK TOWNSHIP		
	PLANNING & HDC CONSULTING	656.25
34. SEPTIC TANK SYSTEMS CO INC		
	OVAL SEPTIC CLEANING	630.00
	PORTABLE TOILETS EXTRA CLEANINGS	1,230.00
	CULVER STREET PORTABLES	285.00
	TOTAL	2,145.00
35. SHARE CORPORATION		
	SUPPLIES	752.76
36. SHORELINE TECHNOLOGY SOLUTIONS		
	COMPUTER SERVICES	1,926.00
37. SMART BUSINESS SOURCE LLC		
	SUPPLIES	186.62
38. SOUTHWEST TRANSPORT CO		
	CAMPBELL ROAD	23,429.16
39. STANDARD INSURANCE COMPANY		
	INSURANCE	427.46
40. STATE OF MICHIGAN		
	CONCESSION SALES TAX	1,286.05
41. TIMOTHY OKEEFE		
	COGHLIN WEDDING	500.00
42. TRAYCO PROPERTIES		
	REFUND 514-044-00	5,467.73
43. WESTERN MICH INTERNATIONAL TRUCKS		
	2023 INTERNATIONAL TRUCK	92,948.21
44. WYOMING ASPHALT PAVING CO		
	ASHPHALT	255.15
TOTAL - ALL VENDORS		1,988,659.63
FUND TOTALS:		
Fund 101 - GENERAL FUND		89,066.61
Fund 202 - MAJOR STREETS		770.86
Fund 203 - LOCAL STREETS		24,100.17
Fund 661 - MOTOR POOL FUND		94,339.05
Fund 701 - CURRENT TAX FUND		1,780,020.33
Fund 715 - ROSE GARDEN		362.61



City Managers Report –Highlights

September 26, 2022

NEW! Preparing for first Parks and Public Works Meeting

First meeting to be held on Tuesday the 27th. First meeting will be an organizational in nature, and a presentation will take place involving: scope of committee, a review of Council and staff priorities for parks. There will be a lot of homework given to committee members.

Newish! Pure Michigan Commercial Shoot Feedback

Saugatuck ROCKS

During a recent Pure Michigan Commercial filming project, I had the pleasure of working with the city of Saugatuck and it's representatives. Prior to our arrival, the city had connected us with the proper channels which included the city Manager, Ryan Heise, and the Executive Director for the Convention Visitors Bureau, Lisa Mize, who have been instrumental in securing iconic locations such as Oval Beach.

In any production, things such as parking and set up can be a momentous task, if parking locations and space are inconvenient, it can very much hinder crew timing and put us behind schedule. Ryan and Lisa could not have been more helpful in making sure that this aspect of our days ran smoothly and accommodated our crews concerns of convenience. In addition, they provided a safety officer to ensure that guests still were able to enjoy the day without disrupting the shoot.

Overall, our crew had a memorable experience and was impressed by the open armed welcome they received everywhere we went. The entire city was accommodating, warm, and we had the absolute pleasure of being there, we can't wait to see the final cuts and share with everyone.

-Nicki Howe | Locations Manager

Newish!- Cellular Service Discussions Continue with AT&T & Verizon Update

Verizon Update:

- Power Installation: Verizon will notify Consumers of 'Meter Ready' and Consumers typically installs the meter within 10 business days.
- Fiber Installation: In order for the site to be in service ('On Air) a fiber connection will need to be installed to facilitate communication to the outside world. The fiber provider

has indicated fiber is forecast to be in place by October.

- ‘On Air’ Forecast: The site is forecast to be ‘On Air’ in October, 2022

AT&T Update

- o Engineering work continues at Mt Baldhead site.
- o They have completed their radio frequency test from within the ball and all appears good according to the engineers.
- o Feasibility study has been completed and the site is viable.
- o Site visit planned for with AT&T Representatives scheduled for this week to review construction logistics.
- o A special thanks to Jill Dunham (Broadband Project Coordinator for Allegan County) for her assistance with pushing this project forward.

Working With Donor on New and Improved Swing Sets at Oval Beach

Department of Public Works Supervisor, Scott Herbert and I have been working with a generous donor on a project to replace swing sets at Oval Beach, with a focus on ADA and family friendly (as one would hope at a park).

Newish! Initial Scoring for the Michigan Natural Resource Trust Fund (MNRTE) Grant

Initial Scoring for the Michigan Natural Resource Trust Fund Grant provided for the Township Application. C2AE will work with the state on reviewing and submitting supplemental documents. This is another working document, and the City has yet to receive their scoring.

Discussions continue with Allegan County Conservation District

Allegan Conservation District is looking to survey the Hemlock Woolly Adelgid on public land before the end of October. This will include all public property with Hemlock Trees.

Ongoing- Kalamazoo Lake Sewer and Water (KLSWA) Agreement

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

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

Ongoing- Oval Beach Staffing and Operations

Discussions on safety improvements, operational improvements, staff retention and recruitment continue. Beach Community Summit scheduled for November 4th, emergency service representatives have been invited; police have confirmed their plans to attend. Additionally, there is a demonstration of the SwimSmart System taking place in Grand

Haven on September 30th the City along with police and fire plan to attend.

Ongoing- Road resurfacing (and utility) projects

Staff and engineer plan to present a pavement management plan at your late September meeting. Engineers have concluded their road assessment and have met with City staff to review preliminary findings. Results to be reviewed with Council at October meeting.

Old news- Dune Ridge Waterfront Update

Litigation continues...

City Hall

Staff has prepared an RFP for architectural services for interior renovations and will request that selected Architect work with Herman Miller's design team. Staff will present plans as they begin to develop. Staff will be putting together an advisory team to assist with reviewing the project.

Exterior repair scope of work completed (attached), and staff will review with the Historic District Commission for feedback. This has been pushed back to a spring project given the necessary bidding process and seasonal limitations for painting.

Seasonal Lighting

Reviewing previous years contract and will be approaching Council with information at late September meeting.

SECTION 01 11 00

SUMMARY OF WORK

PART 1 - GENERAL

1.01 BACKGROUND:

- A. Saugatuck City Hall was built in the late 1800s to be a fire house for the area Fire Department. Over time, the building transitioned to house City Hall functions and is now home to the offices of the City Manager, Treasurer, City Clerk, Zoning Administrator, and Assessor.
- B. Saugatuck City Hall is listed on Michigan's State Register of Historical Sites and thus sensitivities exist to maintain the exterior character of the building. Additionally, City Hall is located within the Saugatuck Historic District and any significant changes to the exterior will need to be reviewed and approved by the Historic District Commission.

1.02 SUMMARY OF WORK:

A. BASE BID: CITY HALL EXTERIOR PAINTING AND RESTORATION

The purpose of the exterior work to City Hall is to refresh and enhance the exterior of the building. The project scope for City Hall will include the following:

- 1. Remove and dispose of abandoned electrical wire, conduit, and pipes/fittings, including oil supply pipe & valve.
- 2. Remove and salvage existing flower box irrigation system for reinstallation after painting of building.
- 3. Remove and salvage all existing signage, record locations for reinstallation after painting of building.
 - a. Clean and restore the signs.
 - b. The City and Contractor to work with the Historic District Commission to change the text of the building identification sign to read "SAUGATUCK CITY HALL". Match font and size of existing text. Match existing colors.
- 4. Remove and salvage all shutters and associated hardware for reinstallation after painting of building. Record location of each shutter.
 - a. Completely strip the shutters of paint.
 - b. Sand stripped surfaces and clean of sanding dust before priming and painting.
 - c. Identify deteriorated, damaged, or warped shutters and review condition with the City. With City approval, replace designated shutter. Replacement to replicate the existing shutter.
 - 1) Cost of replacing of shutters to be on a unit price basis.
 - d. Paint all shutters to match existing color.
- 5. Remove and salvage existing window screens for reinstallation after painting of building and reinstallation of windows.
 - a. Replace all existing screen fabric within the existing screen frames.
- 6. Remove and salvage existing exterior wood windows for painting, reglazing, and reinstallation.
 - a. Provide temporary opening protection while windows are being restored.
 - b. Completely remove existing glazing putty and glazing points.
 - c. Remove and salvage existing glass panes for reinstallation.
 - d. Strip all paint from wood sashes and mutton bars.
 - e. Prime and paint sashes and mutton bars.
 - f. Reglaze existing glass panes with new glazing points and glazing putty.
 - g. Reinstall window sashes after opening trim has been repainted.

7. Remove and dispose of all existing metal gutters, downspouts, and brackets.
8. Replace existing exterior wood stair on north side of building (i.e., with two treads, landing, and railings):
 - a. Field measure, replicate, and paint the stairs prior to removal of the existing steps.
 - b. Entire wood assembly to be preservative-treated.
 - c. At four posts, place engineered composite footing (12" diameter) at 42" minimum below grade.
9. Scrape to remove loose, flaking, chalky, or peeling paint from entire building (i.e., siding, trim, doors, stairs, landings, railings, columns, and foundation).
 - a. Exception: Do not remove paint from existing prefinished metal trim unless paint is peeling.
10. Identify deteriorated, or damaged, siding, trim, and sheathing/substrate and review condition with the City. With City approval, replace designated material
 - a. Cost of labor to replace material will be on a unit cost basis. Cost of replacement material to be reimbursed at the direct cost of the material.
11. All scraped surfaces shall be sanded and cleaned of sanding dust before priming and painting.
12. Paint the exterior of the entire building including stairs, landings, and railings. Color to match existing colors of surfaces.
13. Install two duplex GFI electric receptacle in waterproof boxes above entry canopy. Coordinate location with the City.
14. Replace two existing flag lights (on entry canopy) with two LED flag lights with white housing. Review with and get approval from the Historic District Commission prior to installation.
15. Install new prefinished metal gutters (with gutter guard screens) and downspouts on all four eaves.
16. Reinstall shutters and signage in their original location.
17. Install flowerboxes under six first floor windows (four on south facade and two on the east facade):
 - a. The City will fabricate new flowerboxes that replicate the original flower boxes.
 - b. The Contractor to paint the flowerboxes (green matching shutters).
 - c. The contractor to provide ½-inch neoprene shims between flower box and wall. Cut profile of shims to fit clapboard siding.
 - d. Provide new stainless-steel water-tight flashing inside of each flowerbox.
18. Reinstall flowerbox irrigation system and extend system to feed flowerboxes.
19. Along the north facade, former basement windows have been infilled with wood wall assembly. Replace each infill and provide new covered window wells as follows:
 - a. Dig out soil down to footing in accordance with window well manufacturer's installation directions. Sawcut and remove any existing concrete window wells.
 - b. Remove existing infill assembly and replace with new assembly:
 - 1) 2x4 preservative treated wood framing @ 16" OC.
 - 2) 5/8" gypsum sheathing on both exterior and interior sides of framing.
 - 3) Fill stud cavities with spray-on polyurethane insulation.
 - 4) 0.027" stainless steel sheet metal on exterior sheathing. 1" fold on all four edge and seal to existing wall opening.
 - c. Provide new prefabricated window wells with dome covers (Bilco StakWEL modules & stkwl-C) - see appendix. (www.bilco.com/SCResult/Window-Wells-1316).
 - 1) Measure height of existing opening to determine window well height per manufacturer's installation instructions.
 - d. Provide A6 stone around window wells for drainage per manufacturer's installation instructions.
20. Caulk around the doors, windows, and trim boards as needed.

21. Provide construction protection barriers around the building to restrict public access.
 22. Protect all surfaces (i.e., concrete, plantings, grass) with tarps during scraping, priming, and painting.
 23. Remove all paint chips, spills, etc. from all adjacent surfaces when spilled.
- B. ALTERNATE 1: REPLICATE AND REPLACE INFORMATION BOOTH
- Replace and replicate existing information booth located in Jones Park (southwest corner of Butler St. & Culver St.):
1. The City and Contractor to coordinate the replication requirements with the Historic District Commission.
 2. Field measure entire building (exterior & interior) including walls, roof, openings, trim, signs, and flower boxes as necessary for accurate replication.
 3. Shop-fabricate replicate booth including painting. Replica to be installed as a completed unit.
 - a. Wood setting on concrete and within 6-inches of the ground must be preservative treated.
 4. Existing information booth to remain in place until the replica is ready to install. Minimize the time between removal and installation.
 5. Remove and refurbish existing exterior signs:
 - a. Provide new accurate replica of the "INTERURBAN" sign and install on the replica booth.
 - b. Remove existing "INFORMATION" SIGN, clean and refurbish before installation on replica booth.
 6. Drinking fountain, site irrigation system, flowerbox irrigation system, and electrical are attached to the existing booth.
 - a. Detach from existing booth and move to avoid damage during the booth removal and replica installation.
 - b. Attach these items to the replica.
 7. Provide painted interior shelves and support in the same location.

END OF SECTION

SECTION 01 23 00

ALTERNATES

PART 1 - GENERAL

1.01 SECTION INCLUDES:

- A. Administrative and procedural requirements for Alternates.

1.02 SEQUENCING AND SCHEDULING:

- A. Coordinate related Work and modify or adjust adjacent Work as necessary to ensure that Work affected by each accepted Alternate is complete and fully integrated into the project.
- B. Schedule: A Schedule of Alternates is included at the end of this Section. Specification Sections referenced in the Schedule contain requirements for materials and methods necessary to achieve the Work described under each Alternate.
 - 1. Include as part of each Alternate, miscellaneous devices, accessory objects and similar items incidental to or required for a complete installation whether or not mentioned as part of the Alternate.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

3.01 SCHEDULE OF ALTERNATES:

- A. Bid Alternate No. 1 – Replication & Replacement of Information Booth

This alternate involves replicating and replacing the information booth in Jonas Park, located on the southwest corner of Butler St. and Culver St. The scope of work for this alternate is describe by Item 1.02.B of Section 01 11 00 Summary of Work.

END OF SECTION

SECTION 06 10 00
ROUGH CARPENTRY

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Nonstructural dimension lumber framing.
- B. Sheathing.
- C. Preservative treated wood materials.

1.02 REFERENCE STANDARDS

- A. ASTM A153/A153M - Standard Specification for Zinc Coating (Hot-Dip) on Iron and Steel Hardware; 2016a.
- B. ASTM C557 - Standard Specification for Adhesives for Fastening Gypsum Wallboard to Wood Framing; 2003 (Reapproved 2017).
- C. ASTM D3498 - Standard Specification for Adhesives for Field-Gluing Wood Structural Panels (Plywood or Oriented Strand Board) to Wood Based Floor System Framing; 2019a.
- D. AWC (WFCM) - Wood Frame Construction Manual for One- and Two-Family Dwellings; 2015.
- E. AWPA U1 - Use Category System: User Specification for Treated Wood; 2018.
- F. PS 1 - Structural Plywood; 2009 (Revised 2019).
- G. PS 20 - American Softwood Lumber Standard; 2020.

1.03 DELIVERY, STORAGE, AND HANDLING

- A. General: Cover wood products to protect against moisture. Support stacked products to prevent deformation and to allow air circulation.

PART 2 PRODUCTS

2.01 GENERAL REQUIREMENTS

- A. Dimension Lumber: Comply with PS 20 and requirements of specified grading agencies.
 - 1. Species: Douglas Fir-Larch, unless otherwise indicated.
 - 2. If no species is specified, provide species graded by the agency specified; if no grading agency is specified, provide lumber graded by grading agency meeting the specified requirements.
 - 3. Grading Agency: Grading agency whose rules are approved by the Board of Review, American Lumber Standard Committee at www.alsc.org, and who provides grading service for the species and grade specified; provide lumber stamped with grade mark unless otherwise indicated.

2.02 DIMENSION LUMBER FOR CONCEALED APPLICATIONS

- A. Sizes: Nominal sizes as indicated on drawings, S4S.
- B. Moisture Content: S-dry or MC19.
- C. Miscellaneous Framing, Blocking, Nailers, Grounds, and Furring:
 - 1. Lumber: S4S, No. 2 or Standard Grade.
 - 2. Boards: Standard or No. 3.

2.03 EXPOSED DIMENSION LUMBER

- A. Sizes: Nominal sizes as indicated on drawings.
- B. Surfacing: S4S.
- C. Moisture Content: S-dry or MC19.

2.04 CONSTRUCTION PANELS

- A. Wall Sheathing: Plywood, PS 1, Grade C-D, Exposure I.

2.05 ACCESSORIES

- A. Fasteners and Anchors:
 - 1. Metal and Finish: Hot-dipped galvanized steel complying with ASTM A153/A153M for high humidity and preservative-treated wood locations, unfinished steel elsewhere.
- B. Construction Adhesives: Adhesives complying with ASTM C557 or ASTM D3498.

2.06 FACTORY WOOD TREATMENT

- A. Treated Lumber and Plywood: Comply with requirements of AWWA U1 - Use Category System for wood treatments determined by use categories, expected service conditions, and specific applications.
 - 1. Preservative-Treated Wood: Provide lumber and plywood marked or stamped by an ALSC-accredited testing agency, certifying level and type of treatment in accordance with AWWA standards.
- B. Preservative Treatment:
 - 1. Preservative Pressure Treatment of Lumber Above Grade: AWWA U1, Use Category UC3B, Commodity Specification A using waterborne preservative.
 - a. Kiln dry lumber after treatment to maximum moisture content of 19 percent.
 - b. Treat lumber exposed to weather.
 - c. Treat lumber in contact with masonry or concrete.
 - d. Treat lumber less than 18 inches (450 mm) above grade.

PART 3 EXECUTION

3.01 INSTALLATION - GENERAL

- A. Select material sizes to minimize waste.

- B. Reuse scrap to the greatest extent possible; clearly separate scrap for use on site as accessory components, including: shims, bracing, and blocking.
- C. Where treated wood is used on interior, provide temporary ventilation during and immediately after installation sufficient to remove indoor air contaminants.

3.02 FRAMING INSTALLATION

- A. Set structural members level, plumb, and true to line. Discard pieces with defects that would lower required strength or result in unacceptable appearance of exposed members.
- B. Make provisions for temporary construction loads, and provide temporary bracing sufficient to maintain structure in true alignment and safe condition until completion of erection and installation of permanent bracing.
- C. Install structural members full length without splices unless otherwise specifically detailed.
- D. Comply with member sizes, spacing, and configurations indicated, and fastener size and spacing indicated, but not less than required by applicable codes and AWC (WFCM) Wood Frame Construction Manual.
- E. Construct double joist headers at floor and ceiling openings and under wall stud partitions that are parallel to floor joists; use metal joist hangers unless otherwise detailed.
- F. Frame wall openings with two or more studs at each jamb; support headers on cripple studs.

3.03 INSTALLATION OF CONSTRUCTION PANELS

- A. Wall Sheathing: Secure with long dimension perpendicular to wall studs, with ends over firm bearing and staggered, using screws.
 - 1. Replace existing damaged/deteriorated siding substrate with preservative-treated sheathing matching the thickness of existing substrate.

3.04 INSTALLATION OF PRESERVATIVE TREATED TRIM

- A. Replace damaged/deteriorated decorative trim in contact with concrete (i.e. decorative wood column bases) with new preservative treated blocking.
- B. Replace existing two tread stair and landing, including associated railing with new preservative treated lumber.

END OF SECTION

SECTION 07 46 23

WOOD SIDING

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Replacement of damaged/deteriorated wood siding and trim.
- B. Trim, flashings, accessories, and fastenings.

1.02 RELATED REQUIREMENTS

- A. Section 07 62 00 - Sheet Metal Flashing and Trim: Product requirements for metal flashings and trim associated with wood siding for placement by this section.
- B. Section 09 91 13 - Exterior Painting: Prime and finish painting.

1.03 DELIVERY, STORAGE, AND HANDLING

- A. Store in ventilated areas with constant minimum temperature of 60 degrees F (16 degrees C) and maximum relative humidity of 55 percent.

PART 2 PRODUCTS

2.01 SIDING

- A. Board Siding: Flat, redwood, B grade, maximum moisture content of 10 percent.
 - 1. Size & Profile: match existing trim board being replaced.
 - 2. Surface Texture: Sanded.
- B. Board Siding: Beveled, cedar, maximum moisture content of 10 percent.
 - 1. Size & Profile: match existing clapboard siding being replaced.
 - 2. Surface Texture: Sanded.

2.02 ACCESSORIES

- A. Nails: Corrosion resistant type; non-staining, of size and strength to securely and rigidly retain the work.
- B. Flashing: Galvanized steel; see Section 07 62 00.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Examine all existing siding, substrate, and trim for damage and/or deterioration.
 - 1. Notify City Representative of any damaged/deteriorated material prior to replacement.
 - 2. Record size and profile of material to be replaced and match new material to existing.

- B. Verify that substrates are ready to receive work.
- C. Do not begin until unacceptable conditions have been corrected.
- D. If substrate preparation is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.

3.02 PREPARATION

- A. Prime paint surfaces in contact with cementitious materials.
- B. Do not install materials until site pre-finishing is complete and dry.

3.03 INSTALLATION

- A. Fasten siding in place, level and plumb.
 - 1. Arrange for orderly nailing pattern, blind nail except over trim.
 - 2. Install siding for natural shed of water.
 - 3. Position cut ends over bearing surfaces, and sand cut edges smooth and clean.
- B. Install replacement siding and trim to match existing adjacent material.
- C. Sand work smooth and set exposed nails and screws.

END OF SECTION

SECTION 07 62 00

SHEET METAL FLASHING AND TRIM

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Fabricated sheet metal items, including flashings, counterflashings, gutters, downspouts, and sheet metal roofing.
- B. Sealants for joints within sheet metal fabrications.
- C. Precast concrete splash pads.

1.02 REFERENCE STANDARDS

- A. AAMA 2603 - Voluntary Specification, Performance Requirements and Test Procedures for Pigmented Organic Coatings on Aluminum Extrusions and Panels (with Coil Coating Appendix); 2017a.
- B. AAMA 2604 - Voluntary Specification, Performance Requirements and Test Procedures for High Performance Organic Coatings on Aluminum Extrusions and Panels (with Coil Coating Appendix); 2017a.
- C. ASTM B209 - Standard Specification for Aluminum and Aluminum-Alloy Sheet and Plate; 2014.
- D. ASTM B209M - Standard Specification for Aluminum and Aluminum-Alloy Sheet and Plate (Metric); 2014.
- E. ASTM C920 - Standard Specification for Elastomeric Joint Sealants; 2018.
- F. ASTM D4586/D4586M - Standard Specification for Asphalt Roof Cement, Asbestos-Free; 2007 (Reapproved 2018).

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Sheet Metal Flashing and Trim Manufacturers:
 - 1. K&M Sheet Metal and Gutter Supply: www.kmsheetmetal.com.
 - 2. Petersen Aluminum Corporation: www.pac-clad.com/#sle.

2.02 SHEET MATERIALS

- A. Pre-Finished Aluminum: ASTM B209 (ASTM B209M); 20 gauge, 0.032 inch (0.81 mm) thick; plain finish shop pre-coated with modified silicone coating.
 - 1. Modified Silicone Polyester Coating: Pigmented Organic Coating System, AAMA 2603; baked enamel finish system.
 - 2. Fluoropolymer Coating: High Performance Organic Finish, AAMA 2604; multiple coat, thermally cured fluoropolymer finish system.

3. Color: White.

2.03 FABRICATION

- A. Form sections true to shape, accurate in size, square, and free from distortion or defects.
- B. Form pieces in longest possible lengths.
- C. Hem exposed edges on underside 1/2 inch (13 mm); miter and seam corners.
- D. Form material with flat lock seams, except where otherwise indicated; at moving joints, use sealed lapped, bayonet-type or interlocking hooked seams.
- E. Fabricate corners from one piece with minimum 18 inch (450 mm) long legs; seam for rigidity, seal with sealant.
- F. Fabricate flashings to allow toe to extend 2 inches (50 mm) over roofing gravel. Return and brake edges.

2.04 GUTTER AND DOWNSPOUT FABRICATION

- A. Gutters: 6-inch K-style.
- B. Gutter Guards (Screen) : Manufacturer's profile to fit gutter style & size.
- C. Downspouts: corrugated rectangular, 4 x 5 inches. profile.
- D. Accessories: Profiled to suit gutters and downspouts.
 1. Anchorage Devices: In accordance with SMACNA (ASMM) requirements.
- E. Splash Pads: Precast concrete type, of size and profiles indicated; minimum 3000 psi (21 MPa) at 28 days, with minimum 5 percent air entrainment.
- F. Seal metal joints.

2.05 ACCESSORIES

- A. Fasteners: Stainless steel, with soft neoprene washers.
- B. Primer: Zinc chromate type.
- C. Concealed Sealants: Non-curing butyl sealant.
- D. Exposed Sealants: ASTM C920; elastomeric sealant, with minimum movement capability as recommended by manufacturer for substrates to be sealed; color to match adjacent material.
- E. Plastic Cement: ASTM D4586/D4586M, Type I.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify roof openings, curbs, pipes, sleeves, ducts, and vents through roof are solidly set, reglets in place, and nailing strips located.
- B. Verify roofing termination and base flashings are in place, sealed, and secure.

3.02 INSTALLATION

- A. Secure flashings in place using concealed fasteners, and use exposed fasteners only where permitted..
- B. Apply plastic cement compound between metal flashings and felt flashings.
- C. Fit flashings tight in place; make corners square, surfaces true and straight in planes, and lines accurate to profiles.
- D. Seal metal joints watertight.
- E. Secure gutters and downspouts in place with fasteners.
- F. Slope gutters 1/4 inch per 10 feet (2.1 mm per m), minimum.
- G. Set splash pads under downspouts.

END OF SECTION

SECTION 07 92 00

JOINT SEALANTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Nonsag gunnable joint sealants.
- B. Joint backings and accessories.

1.02 REFERENCE STANDARDS

- A. ASTM C920 - Standard Specification for Elastomeric Joint Sealants; 2018.
- B. ASTM C1193 - Standard Guide for Use of Joint Sealants; 2016.

PART 2 PRODUCTS

2.01 JOINT SEALANT APPLICATIONS

- A. Scope:
 - 1. Exterior Joints: Seal open joints, whether or not the joint is indicated on drawings, unless specifically indicated not to be sealed. Exterior joints to be sealed include, but are not limited to, the following items.
 - a. Wall expansion and control joints.
 - b. Joints between door, window, and other frames and adjacent construction.
 - c. Joints between different exposed materials.
 - d. Other joints indicated below.
 - 2. Do not seal the following types of joints.
 - a. Joints where sealant is specified to be provided by manufacturer of product to be sealed.
 - b. Joints where installation of sealant is specified in another section.
- B. Exterior Joints: Use non-sag silyl-terminated polyether/polyurethane sealant, unless otherwise indicated.

2.02 JOINT SEALANTS - GENERAL

2.03 NONSAG JOINT SEALANTS

- A. Silyl-Terminated Polyurethane (STPU) Sealant: ASTM C920, Grade NS, Uses M and A; single component; not expected to withstand continuous water immersion or traffic.
 - 1. Movement Capability: Plus and minus 35 percent, minimum.
 - 2. Color: Match adjacent finished surfaces.

2.04 ACCESSORIES

- A. Backer Rod: Cylindrical cellular foam rod with surface that sealant will not adhere to, compatible with specific sealant used, and recommended by backing and sealant manufacturers for specific application.
 - 1. Closed Cell and Bi-Cellular: 25 to 33 percent larger in diameter than joint width.
- B. Backing Tape: Self-adhesive polyethylene tape with surface that sealant will not adhere to and recommended by tape and sealant manufacturers for specific application.
- C. Masking Tape: Self-adhesive, nonabsorbent, non-staining, removable without adhesive residue, and compatible with surfaces adjacent to joints and sealants.
- D. Joint Cleaner: Non-corrosive and non-staining type, type recommended by sealant manufacturer; compatible with joint forming materials.
- E. Primers: Type recommended by sealant manufacturer to suit application; non-staining.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that joints are ready to receive work.
- B. Verify that backing materials are compatible with sealants.
- C. Verify that backer rods are of the correct size.

3.02 PREPARATION

- A. Remove loose materials and foreign matter that could impair adhesion of sealant.
- B. Clean joints, and prime as necessary, in accordance with manufacturer's instructions.
- C. Perform preparation in accordance with manufacturer's instructions and ASTM C1193.
- D. Mask elements and surfaces adjacent to joints from damage and disfigurement due to sealant work; be aware that sealant drips and smears may not be completely removable.

3.03 INSTALLATION

- A. Perform work in accordance with sealant manufacturer's requirements for preparation of surfaces and material installation instructions.
- B. Perform installation in accordance with ASTM C1193.
- C. Measure joint dimensions and size joint backers to achieve width-to-depth ratio, neck dimension, and surface bond area as recommended by manufacturer.
- D. Install bond breaker backing tape where backer rod cannot be used.
- E. Install sealant free of air pockets, foreign embedded matter, ridges, and sags, and without getting sealant on adjacent surfaces.

- F. Do not install sealant when ambient temperature is outside manufacturer's recommended temperature range, or will be outside that range during the entire curing period, unless manufacturer's approval is obtained and instructions are followed.
- G. Nonsag Sealants: Tool surface concave, unless otherwise indicated; remove masking tape immediately after tooling sealant surface.

END OF SECTION

SECTION 08 80 00

GLAZING

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Glazing compounds.

1.02 FIELD CONDITIONS

- A. Do not install glazing when ambient temperature is less than 40 degrees F (4 degrees C).
- B. Maintain minimum ambient temperature before, during and 24 hours after installation of glazing compounds.

PART 2 PRODUCTS

2.01 GLAZING COMPOUNDS

- A. Glazing Putty: Polymer modified latex recommended by manufacturer for outdoor use, knife grade consistency; white color.

PART 3 EXECUTION

3.01 PREPARATION

- A. Remove existing window sash from opening and place on flat worksurface for reglazing work.
- B. Remove all existing glazing putty & glazing points.
- C. Remove and salvage existing glass for reinstallation.
 - 1. Replace any damaged panes.
- D. Prime and paint entire sash & muttons.

3.02 INSTALLATION

- A. Apply 1/8-inch thick glazing compound back bedding to sash and muttons.
- B. Reinstall existing glass and secure in place with new glazing points at 8-inches on center.
- C. Apply glazing putty to glass and wood sash/mutton.
 - 1. Use putty knife to form a smooth surface at a 45 degree angle from outboard edge of sash/mutton.
 - 2. Remove excess putty from glass and wood.

3.03 CLEANING

- A. Remove excess glazing materials from finish surfaces immediately after application using solvents or cleaners recommended by manufacturers.
- B. Clean glass and adjacent surfaces after sealants are fully cured.
- C. Clean glass on both exposed surfaces not more than 4 days prior to Date of Substantial Completion in accordance with glass manufacturer's written recommendations.

END OF SECTION

SECTION 09 90 00

PAINTING AND COATING - COMMERCIAL FACILITY GUIDE SPECIFICATION - SHERWIN-WILLIAMS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Surface preparation.
- B. Exterior painting and coating systems.
- C. Scope:
 - 1. Finish surfaces exposed to view, unless fully factory-finished and unless otherwise indicated, including the following:
 - a. Exterior:
 - 1) Metal, Miscellaneous: Iron, ornamental iron, structural iron and steel, ferrous metal.
 - 2) Wood: Decks, exterior including pressure treated lumber, non-vehicular floors and platforms.
 - 3) Wood: Siding, trim, shutters, sashes, and hardboard-bare/primed.

1.02 REFERENCE STANDARDS

- A. SSPC-SP 1 - Solvent Cleaning; 2015, with Editorial Revision (2016).
- B. SSPC-SP 6 - Commercial Blast Cleaning; 2007.

1.03 FIELD CONDITIONS

- A. Do not apply materials when environmental conditions are outside the ranges required by manufacturer.
- B. Follow manufacturer's recommended procedures for producing the best results, including testing of substrates, moisture in substrates, and humidity and temperature limitations.

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Basis of Design Products: Subject to compliance with requirements, provide Sherwin-Williams Company (The) products indicated; www.sherwin-williams.com/#sle.
- B. Other Acceptable Manufacturers:
 - 1. Behr Paint Company: www.behr.com.
 - 2. Benjamin Moore & Co.: www.benjaminmoore.com.
 - 3. PPG Industries, Inc.: www.ppgpaints.com.
 - 4. Valspar Corporation: www.valspar.com.

2.02 PAINTINGS AND COATINGS

A. General:

1. Provide factory-mixed coatings unless otherwise indicated.
2. Do not reduce, thin, or dilute coatings or add materials to coatings unless specifically indicated in manufacturer's instructions.

B. Accessory Materials: Provide primers, sealers, cleaning agents, cleaning cloths, sanding materials, and clean-up materials as required for final completion of painted surfaces.

2.03 PAINT SYSTEMS - EXTERIOR

A. Metal, Miscellaneous: Iron, ornamental iron, structural iron and steel, ferrous metal.

1. Alkyd Systems, Water Based:

a. Low Sheen Finish:

- 1) 1st Coat: Sherwin-Williams Pro Industrial Pro-Cryl Universal Primer, B66-1310 Series: www.sherwin-williams.com/#sle.
- 2) 2nd and 3rd Coat: Sherwin-Williams Pro Industrial Water Based Alkyd Urethane Enamel Low Sheen, B53-1250 Series: www.sherwin-williams.com/#sle.

B. Wood: Decks, exterior including pressure treated lumber, non-vehicular floors and platforms.

1. Acrylic Floor Systems, Water Based:

a. Floor Finish:

- 1) 1st and 2nd Coat: Sherwin-Williams Porch and Floor Enamel, A32-200 Series: www.sherwin-williams.com/#sle.

C. Wood: Siding, trim, shutters, sashes, and hardboard-bare/primed.

1. Latex Systems:

a. Satin Finish:

- 1) 1st Coat: Sherwin-Williams Preprite ProBlock Primer, B51W00620: www.sherwin-williams.com/#sle.
- 2) 2nd and 3rd Coat: Sherwin-Williams A-100 Exterior Latex Satin, A82 Series: www.sherwin-williams.com/#sle.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that surfaces are ready to receive work as instructed by the product manufacturer.
- B. Examine surfaces scheduled to be finished prior to commencement of work. Report any condition that may potentially effect proper application.

3.02 PREPARATION

- A. Clean surfaces thoroughly and correct defects prior to application.
- B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.

- C. Remove mildew from impervious surfaces by scrubbing with solution of water and bleach. Rinse with clean water and allow surface to dry.
- D. Ferrous Metal:
 - 1. Solvent clean according to SSPC-SP 1.
 - 2. Remove rust, loose mill scale, and other foreign substances using methods recommended by paint manufacturer and blast cleaning according to SSPC-SP 6. Protect from corrosion until coated.
- E. Wood: Remove dust, grit, and foreign matter. Scrape, sand, and spot prime knots and pitch streaks. Fill nail holes and imperfections with wood filler and sand smooth.

3.03 APPLICATION

- A. Remove unfinished louvers, grilles, covers, and access panels on mechanical and electrical components and paint separately.
- B. Apply products in accordance with manufacturer's written instructions.
- C. Apply coatings at spread rate required to achieve manufacturer's recommended dry film thickness.

3.04 PRIMING

- A. Apply primer to all surfaces unless specifically not required by coating manufacturer. Apply in accordance with coating manufacturer's instructions.
- B. Primers specified in painting schedules may be omitted on items that are factory primed or factory finished if acceptable to top coat manufacturers.

END OF SECTION



an AmesburyTruth™ company

StakWEL® Window Well Systems



Affordable Window Wells

Don't Have to Be an Eyesore

- Priced competitively with standard, corrugated metal window wells
- The ideal replacement for rusty metal window wells. High-density polyethylene construction will never rust, rot or discolor
- Allows natural daylight and ventilation into lower-level living areas. Soft earth tone color complements the basement interior and blends with the landscaping on any home
- Satisfies section R310.2 of the International Building Code (IRC 2015) for emergency egress
- Unique "Grip/Step" design features a convenient handle and gusseted step to aid egress

Experience. Innovation.

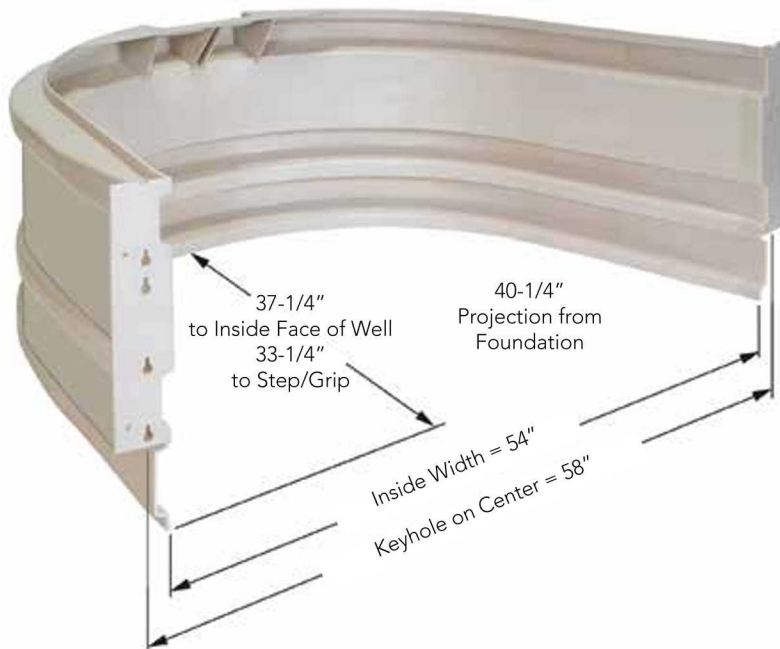
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Log on to www.BILCO.com to find a sales representative near you.

StakWEL® Window Well System

Sizes and Dimensions



One Module and Cover does it all!

Fast and easy to install modular system

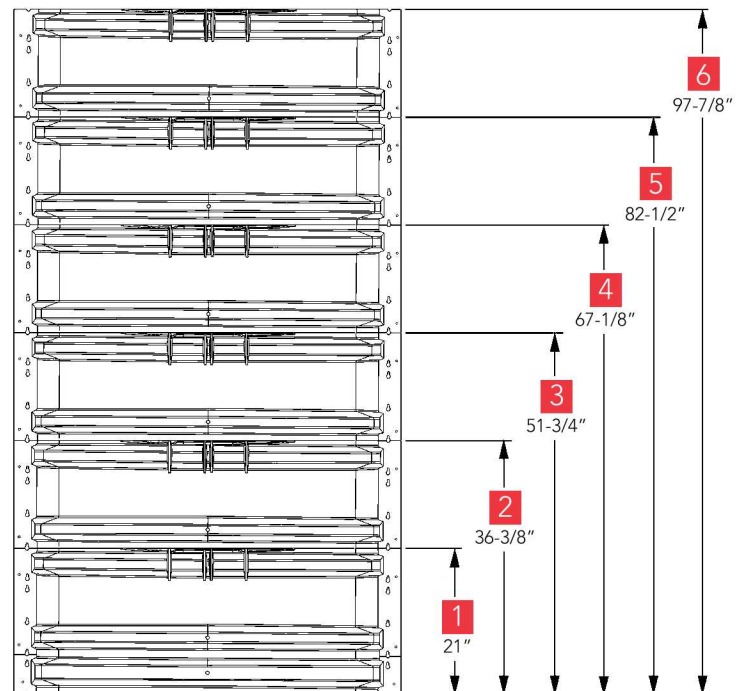
- Modular system can be used on foundations of up to ten feet and greater in depth
- Single modules work well with 16", 20" & 24" utility windows
- 54" standard width for simplified installation
- Easy-to-install system features modules that simply slide together to create the required window well height
- Versatile mounting flanges are designed for attachment to a standard window buck or directly to the foundation wall
- Window well system drains directly into a home's perimeter foundation drain without piping or special materials Ideal for both new construction and remodeling projects

Optional Dome Cover



Limits the accumulation of snow, leaves and debris. Constructed of polycarbonate, this high impact cover is UV-resistant and designed for durability and long-life. Dome is designed to withstand a 40 PSF load and is supplied with quick release hold-down clips.

IMPORTANT: When using a dome cover with a casement window, the window well must be installed so that it is higher than the top of the window so that the cover will not interfere with the window operation.



Simply select the number of modules to determine the assembled well height.



Selecting the Proper Size StakWEL[®] Egress Window Well

STEP 1:

Measure and calculate dimension **A** as shown in the detail on the right based on the site's grade conditions and foundation height.

STEP 2:

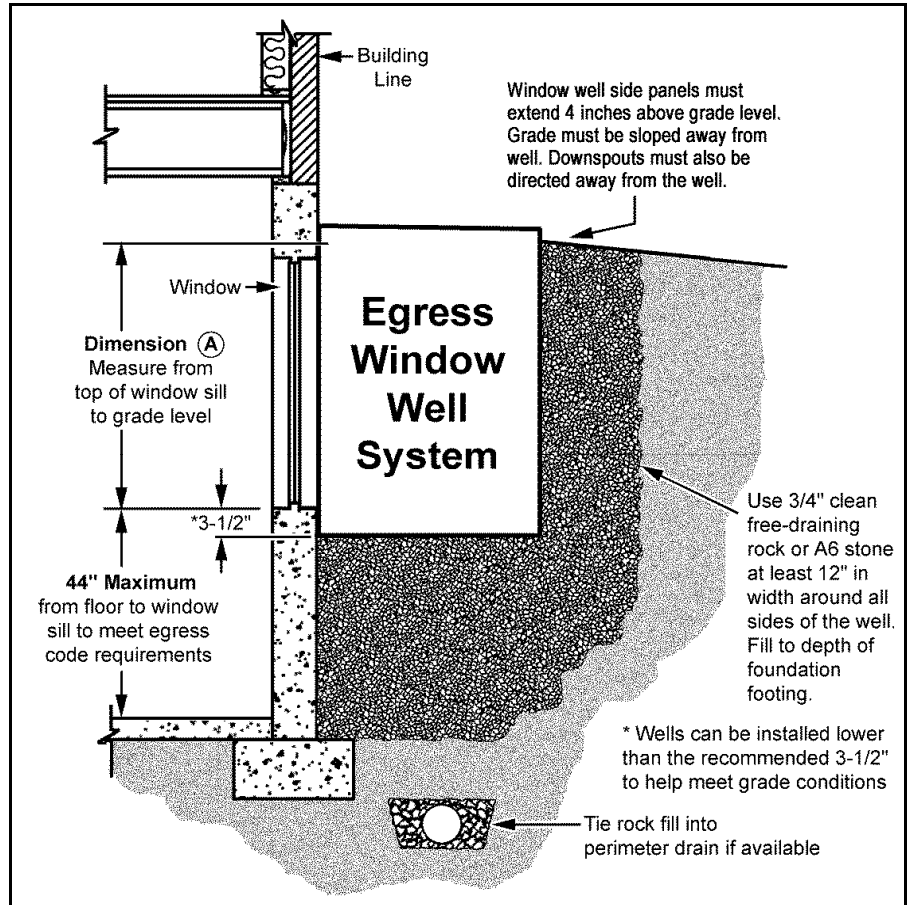
Determine the required window well height by performing this simple calculation:

<p>Required Window Well Height = Dimension A + 7-1/2"</p>

From the first column in the table below, select the closest height that will meet the site conditions.

STEP 3:

Once the height has been determined, read across and select the number of modules required for your site condition.



StakWEL[®] STANDARD SIZES AND MODEL NUMBERS

Modules	Height	Width	Keyhole on Center Dimension	Projection from Foundation	Optional Dome Cover
stkwl	1 module = 21"	54"	58"	40-1/4"	stkwl-C
stkwl	2 modules = 36-3/8"	54"	58"	40-1/4"	stkwl-C
stkwl	3 modules = 51-3/4"	54"	58"	40-1/4"	stkwl-C
stkwl	4 modules = 67-1/8"	54"	58"	40-1/4"	stkwl-C
stkwl	5 modules = 82-1/2"	54"	58"	40-1/4"	stkwl-C
stkwl	6 modules = 97-7/8"	54"	58"	40-1/4"	stkwl-C

Note: StakWEL Window Wells cannot be used with 60" wide windows

StakWEL modules are designed for use on 36" and 48" windows only (See ScapeWEL model for 60" window installations).

BILCO Egress Window Wells satisfy International Building Code requirements for Emergency Escape and Rescue Openings per section R310.

IMPORTANT

stakWEL® Installation Instructions Read BEFORE Backfilling



MODULE INSTALLATION

Install bottom window well module so that it rests on flat, undisturbed soil as shown in Figure 2. Mount and anchor lower module into position as instructed below.

Buck Mounting: Utilize the back-out screws provided in the buck for attachment. **IMPORTANT: Use washers provided with buck (or minimum 3/4" diameter) and a minimum of (3) fasteners per mounting flange (6 per module) for proper**

installation. Add fasteners and washers as required if there are not enough back-out screws to meet this requirement (see wall mounting instructions for fastener requirements).

Wall Mounting: Important - maintain a 58-1/4" on center dimension between the keyholes on each flange to ensure proper fit of the optional well cover. Anchor module to wall using 3/8" (.375") diameter masonry fasteners* with washers* (minimum 3/4" diameter). Fasteners must be designed for the wall material to which attachment will occur and be at least 1-3/4" in length.

IMPORTANT: Use a minimum of (3) fasteners per mounting flange (6 per module) for proper installation. Method of attachment must be adequate to restrain earth loads imposed on the well.

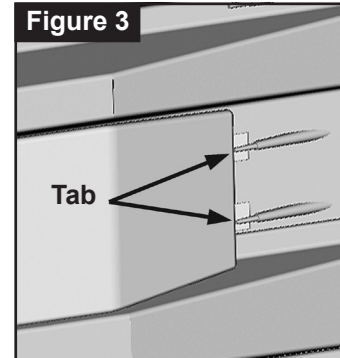
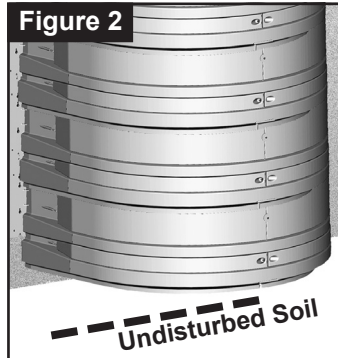
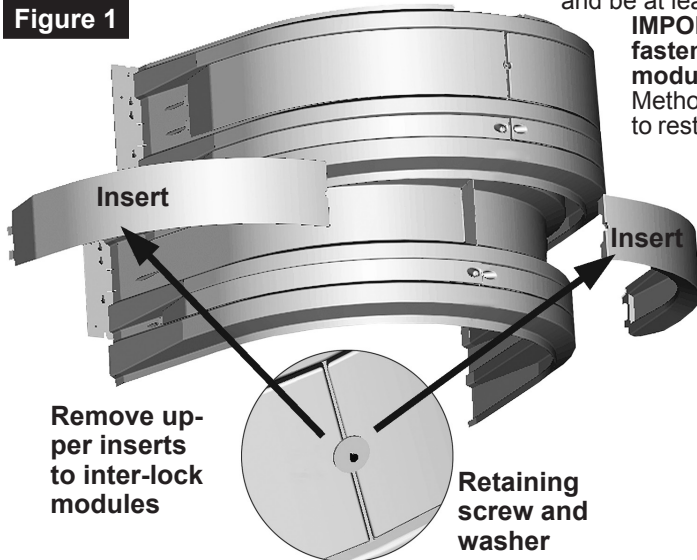
* Not supplied with window well

After the first module is fully anchored, remove the top inserts so that the next module can be installed. This is done by removing the retaining screw and washer as shown in Figure 1. Slide the next module in place and anchor module as instructed above. Replace the inserts into the lower module and secure with retaining screw and washer. Make sure that insert tabs are placed under the retaining pins as shown in Figure 3. Repeat process until all modules are installed.

Outside of Well: Backfill evenly by hand on all sides as the hole is filled in; Do not do one side at a time. Always use 3/4" clean free-draining rock or A6 stone completely around the well at least 12" in width to isolate the well from the earth. Fill area to within 4" of top module. This will keep window well movement to a minimum during cold weather freeze/thaw conditions and settling soil. Do not use expansive soils, frozen soils, material that has debris, or organic material.

Inside of Well: Place the free-draining rock in the bottom of the well to within 1" of the window sill. If a perimeter drainage system exists, it is best to tie the well drainage into this system by running a pipe extension up from the drain line to the base of the well. Make sure that the free draining rock fills the space directly under the deepest well module to the bottom of the excavation. Do not settle material around the well with water.

Figure 1

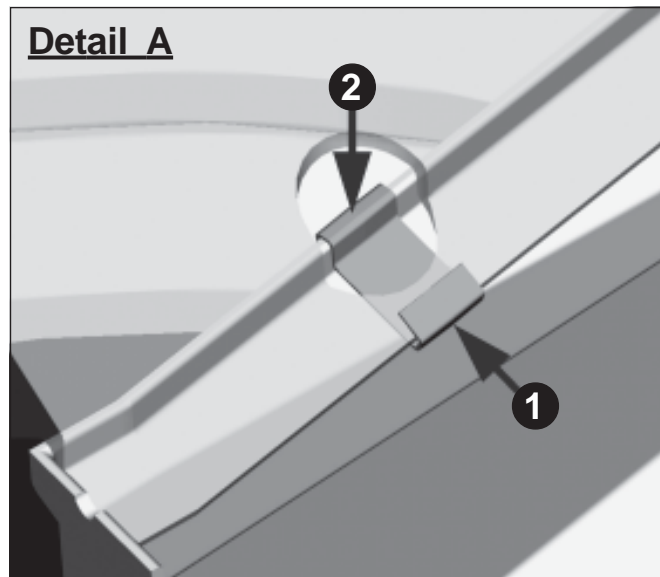


Attachment Instructions

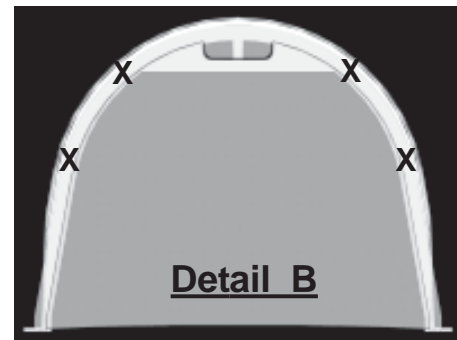
for stakWEL™ Cover Retainers

For additional information or questions,
please contact The Bilco Company at:
1-800-854-9724 or www.bilco.com

Four (4) plastic retainers are provided. Remove retainers from plastic runner and attach as follows:



- 1** Push plastic retainers onto cover flange as shown in Detail A. The four clips should be spaced and located approximately as shown in Detail B
- 2** Lower the cover onto the well. Push down on each of the plastic retainers to fully engage them with the vertical flange on the top of the well.



For Emergency Egress: **Place both hands in the center of cover and push up and away from the house. Make sure everyone in the household understands how the cover is removed.**



Imagine . . .
What Bilco can do for your Basement



Treasurer Report

Below is a summary of notable activities carried out by the Treasurer's Office since the last council meeting on 09/12/2022:

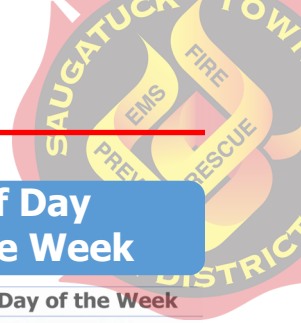
- Paid routine bills
- Completed and disseminated bi-weekly payroll
- Preparing for annual audit



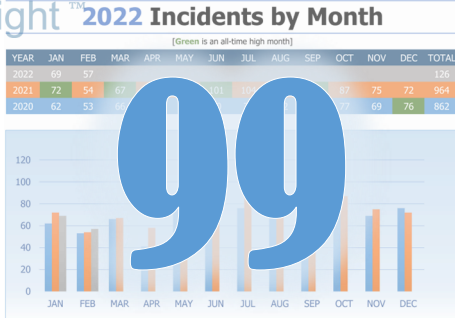
Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 9/12/2022:

- Completed annual tree inventory assessment
- Inspected sidewalks on Water St. & Butler St. for repairs/replacement and mailed residents & businesses to inform them of upcoming work. Received estimates for concrete work. Began cutting sidewalks for removal.
- First of two scheduled Brush & Leaf pickups completed for September
- Began planting flowers and decorating for fall
- Installed new Backflow Preventers in the parks for irrigation
- Completed routine maintenance (street sweep & park maintenance)
- Closed Oval Beach for the season (bathrooms are still open for now)
- Attended Hydraulic training (3 staff members)
- Completed end of Mason St/Coral Gables sand removal. The sidewalks are now visible, and grass has been replanted.
- Grand Rapids Fencing Company is continuing the work on the fence installation at base of Mt. Baldhead radar facility.

Incidents end of August 2022

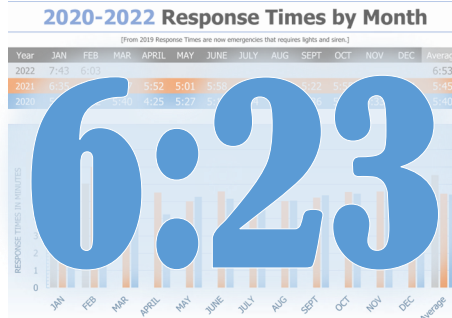


Incidents by Month



August recorded 99 calls total compared to 103 in 2021. A difference of an 3.9% decrease in call volume. Total year to date is 651 calls a 2.2% increase compared to same time last year.

Response times



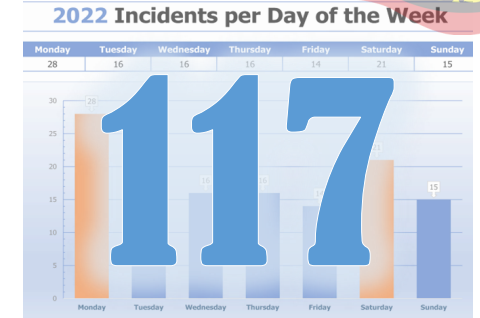
Our response time saw a increase of 0:51 minutes or 21% in August. Crews encountered heavy traffic as the primary reason for the increase. Average response time for the month of August was 6:23.

Emergent Calls



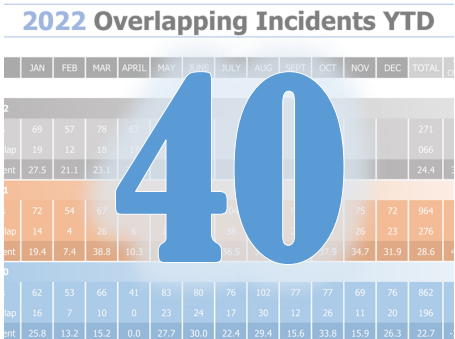
August showed 56 emergent calls (lights and siren) slightly lower than August 2021. Total for this year is 358 emergent calls compared to 376 in 2021.

Time of Day Day of the Week



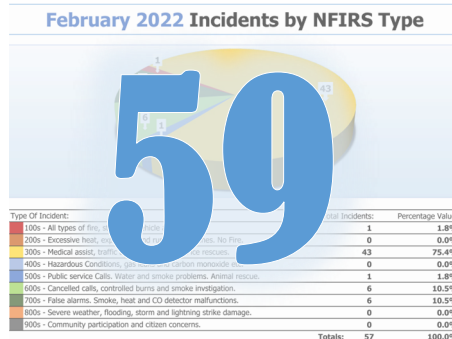
Monday and Saturday are the busy days compared to the rest of the week within the 107-117 range. The hours from 7AM-9PM count for the busy time of the day.

Overlapping Calls



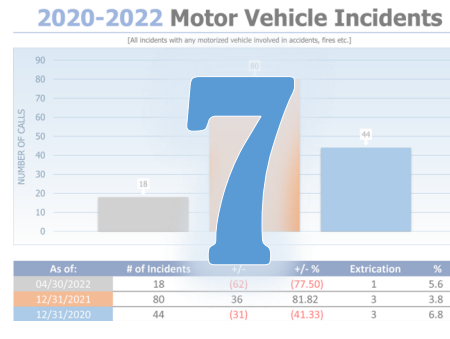
40 overlapping calls shows an increase compared to 32 in August 2021. 40.4% of our calls in August were overlapping. For the year to date, 32.6% of our calls are overlapping.

Type of Calls



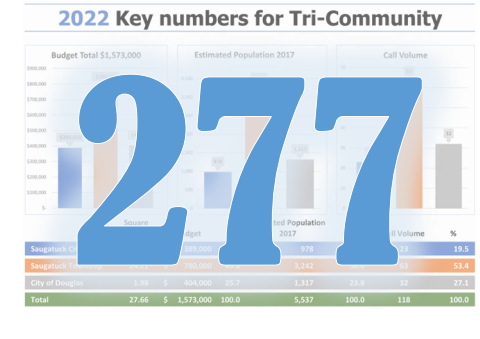
August recorded 59 calls in EMS which counts for 60% of our volume for August. The most common EMS call type is still falls, 121 such incidents this year, or 28% of the reported 440 total EMS calls.

MVI



7 MVIs (motor vehicle incidents, i.e., crashes, fires etc.) 37 incidents YTD. Intersection of Blue Star and Old Allegan Road have still not seen any MVIs this year. Flashing stop sign installed early spring. 8 MVIs last year in this period.

Location



Location of calls shows Township (including I-196) accounts for 277 calls or 45% compared to Douglas at 174 or 28% and Saugatuck City at 165 or 27%.

Incidents by Month

August recorded 99 calls total compared to 103 in 2021. A difference of an 3.9% decrease in call volume. Total year to date is 651 calls a 2.2% increase compared to same time last year.

Response times

Our response time saw a increase of 0:51 minutes or 21% in August. Crews encountered heavy traffic as the primary reason for the increase. Average response time for the month of August was 6:23. For the year the average is 6:14.

Emergent Calls

August showed 56 emergent calls (lights and siren) slightly lower than August 2021. Total for this year is 358 emergent calls compared to 376 in 2021.

Time of Day/Day of the Week

Monday and Saturday are the busy days compared to the rest of the week within the 107-117 range. The hours from 7AM-9PM count for the busy time of the day.

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Pre-Alert Dispatch

The month of August kicked off the pilot project of issuing a pre-alert for fire departments in Allegan County. Processing time dropped from an average of 148 seconds/2:28 minutes between January 1-July 31 to 66 seconds/1:06 minutes. Not just for the EMS calls (which was the target for this project) but for all Priority 1 and 2 calls. It is a drop of 55.4% in processing time before we receive the dispatch.

**City of Saugatuck
Status Report of Engineering Activities
September 22, 2022**

General Consultation

- Water Street Sidewalk: The bid opening was held on September 20 and a Recommendation of Award will be presented to council on September 26. Construction is tentatively scheduled for mid-October through early December.
- Water System Asset Management Plan: **The Intent to Apply deadline for EGLE’s Drinking Water Revolving Fund is November 1. We are working on scheduling a meeting with staff to discuss a potential project scope if the City elects to apply.**
- Olde Mill Apartments Water Service: Quotes have been received. We are working with City staff and the property owner on cost sharing matters. Once those are resolved, we will make a recommendation to council for proceeding with the work.
- City Hall Renovations: Assisting City staff with preparing an RFP for exterior building improvements.

Campbell Road Improvements

- There are just a handful of punch list items remaining. Once they are complete, the final pay application and other paperwork will be processed to close out the construction contract.

Maple Street Improvements

- Met with the affected property owner to review the options in the draft drainage study.
- We will finalize the study once feedback is received for council consideration.

Capital Improvements Planning

- The City received word from MDOT that results from the Category B application are expected to be released at any time.
- Met with City staff to discuss PASER results and project priorities. We are developing cost estimates for priority projects to compile a draft CIP for council consideration.

Blue Star Highway Bridge Navigation Lighting

- We recently received authorization from both Cities and Saugatuck Township and are working with the Coast Guard to finalize lighting layout. We will also be reaching out to the light manufacturer regarding recommended mounting and other details.
- Once the details have been finalized, we will assist the communities with soliciting quotes for light installation.



Planning, Zoning and Project Report

September 22, 2022

I am thrilled to submit my first staff report to the City Council. It has been a very busy first few weeks with a lot of learning. I am grateful for the patience and support provided from internal staff and community members.

Planning and Zoning

- Reviewed and studied numerous ordinances including zoning, building regulations, historic district, signs, short term rentals, expanded outdoor dining areas, and trees.
- Reviewed the historic district boundaries and preservation guidelines.
- Reviewed Planning and Zoning Forms
- Based on consultant feedback, updated the Zoning Board of Appeals application and General Zoning Permit application.
- Spent three afternoons being trained by Cindy Osman in local processes and the BS&A software system. A huge thank you to Cindy for all her support and to Saugatuck Township for allowing her to spend some training time with me.
- Met two planning commissioners (Steven Manns and Ann Broeker)

Projects

- Reviewed 2022 Strategic Goals
- Attended a virtual meeting with City Manager Heise, Allegan County, and AT&T to discuss status and next steps of cellular service improvements.
- Wrote a letter to be provided to property owners that will have sidewalks replaced.
- Prepared news updates for a gas leak on Holland St. and water main break at Maple St/Mason St.
- Reviewed Category B Community Service Infrastructure Fund Application
- Reviewed City Hall exterior summary of work and technical specifications draft for bids
- Discussed special events process and historical practices with City Manager

Other Activities

- Spent a morning with DPW staff observing and learning about their leaf pickup process
- Toured DPW facilities



Planning and Zoning Case Work

Address	Type of Request	Status Notes
240 Lucy Street	Deck Replacement	Processed and issued Zoning Permit.
640/650 Water Street	ZBA Use and Dimensional Variance	Applicant revised plan and request twice. Working with planning consultant and legal on review. Scheduled for November ZBA meeting.
350 Mason Street	Bed and Breakfast	Working with consultant on reviewing submitted application and materials. May go to October Planning Commission meeting for formal site plan review.
649 Pleasant	Short Term Rental Request	Waiting on fire department inspection.
720 N Maple Street	Water Connection Request	Water service to residential units. Received e-mail from engineering with quotes. Memo for Council being prepared by engineering.
584 Lake Street	New Home/HDC Review	Applicant returning to next HDC meeting with material cut-sheets.
665 Spear	Home Relocation and Additions	Revised plans received from the applicant. Planning consultant reviewing. May not need to return to Planning Commission if floor area ratio is below .3:1.
Campbell Rd	Dangerous Structure	Enforcement in progress.
700 Maple Street	Lot Split Request	Reviewed with planning consultant. Request was denied. Applicant advised of right to seek variance at ZBA.
990 Ridgeview Ln	New Home	Received zoning permit and water/sewer connection permits. Requested additional information from applicant to review and process.
505 Grand St	Renovation and Addition	Received zoning permit. Reviewed with planning consultant. Plans did not meet zoning requirements. Requested revisions.
102 Butler – City Hall	City Hall Exterior Work	Spec information reviewed and provided to HDC Chair. Will need HDC application and review.
221 Water St	ZBA Dimensional Variance Request	Being reviewed by planning consultant. Public Hearing scheduled for October ZBA meeting.
Park St	ROW Permitting Inquiry	Comcast Cable contractor looking to “overlash cable onto poles” along Park St from Campbell Rd, a short distance north. Researching any right of way permit requirements.



Planning and Zoning Case Work Continued

Address	Type of Request	Status Notes
1021 Allegan	Drainage Concerns	New home under construction. DPW has concerns with drainage work. Submitted to engineer for review and possible follow-up with builder.
1025 Park	Final Inspections	Will be on site soon to review for zoning final.
836 Park St	Dock Request	EGLE approved 60 ft. Dock. Legal reviewed. Owner will need to apply for a major waterfront construction permit.
339 Lucy	Inquiry	Answered owner questions regarding sheds and zoning requirements.
649 Pleasant	Inquiry	Answered contractor questions about step replacement and zoning requirements.
Unknown	Inquiry	Answered caller questions about tree rules and tree removal in ROW permits.
1045 Bridge Street	Pool	Processed and issued Zoning Permit.
841 Holland St	Inquiry	Answered questions about permitted and special land uses for this zoning district and non-conforming uses and structures.
410 Hoffman	Street Cut Not Repaved	Neighbor had concerns about drainage. Viewed on site with DPW and engineering. Engineering followed up with contractor to make repave a priority.



City Council Agenda Item Report

FROM: Ryan Heise

MEETING DATE: September 26, 2022

SUBJECT: Water Street Sidewalk Connection Project

DESCRIPTION:

City Council identified sidewalk connectivity- (Dewey property to Willow Park) at Lucy and Water as a top ranked essential priority infrastructure project at their December 2021 meeting. Engineers were engaged to create bid specifications for the project and solicit bids. Please see the attached summary provided by Fleis & Vandenbrink. There was a crosswalk request made at a previous Council meeting which will be incorporated into the project. I am recommending that the City assume the full cost for the sidewalk improvements (which should not be precedent setting).

BUDGET ACTION REQUIRED:

\$64,632.00 for Project. \$150,000.00 available in general fund/public works projects.

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** the bid for sidewalk improvements on Water Street in the amount of \$64,632.00 from the public work project general fund. Contract to be executed by the Mayor or Mayor Pro Tem.

RECOMMENDATION OF AWARD

September 22, 2022

Via Email: Ryan@saugatuckcity.com

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

RE: Recommendation of Award – Water Street Sidewalk Improvements

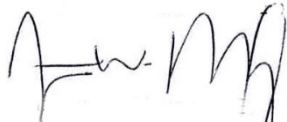
Ryan,

As you are aware, the Water Street Sidewalk Improvements project involves infilling concrete sidewalk along the back of curb between Star of Saugatuck and Willow Park where sidewalk does not currently exist. Existing concrete sidewalk and brick pavers in the right of way along Saugatuck Landings will be reconfigured to accommodate the new sidewalk. The City received one bid on the project at the bid opening on September 20 from Katerberg VerHage (KV) of Grand Rapids in the amount of \$64,632.00. The bid amount is within 10% of our estimate for the project (tabulation is attached), and we feel it is reasonable given the current state of the construction industry. KV is prequalified by the Michigan Department of Transportation for this type of work, and we have worked with them on several similar projects in which they have performed well. They specialize in public projects that have park/landscape components and we feel they will be a good fit for this project. KV anticipates beginning work in mid-October with a completion date of December 2. As such, we recommend making an award to Katerberg VerHage, Inc. in the amount of \$64,632.00.

We appreciate the opportunity to assist you with this project and look forward to its successful completion. Please feel free to contact me with any questions.

Sincerely,

FLEIS & VANDENBRINK



Jonathan W. Moxey, P.E.
Project Manager

Enclosure

City of Saugatuck
Water Street Sidewalk Improvements
Bid Tabulation



Project No.: 3187-27
 By: JWM
 Date: 9/21/2022

ITEM NO.	ITEM DESCRIPTION	UNIT	EST. QTY.	Engineer's Estimate		Katerberg VerHage	
				ESTIMATED UNIT PRICE	ESTIMATED AMOUNT	BID UNIT PRICE	BID PRICE
1	General Conditions, Bonds and Insurance, Max. 5%	LSum	1	\$ 2,900.00	\$ 2,900.00	\$ 3,100.00	\$ 3,100.00
2	Traffic Control	LSum	1	\$ 5,000.00	\$ 5,000.00	\$ 8,250.00	\$ 8,250.00
3	Soil Erosion Control	LSum	1	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
4	Subgrade Undercutting, Type II	Cyd	10	\$ 50.00	\$ 500.00	\$ 68.00	\$ 680.00
5	Rem, Salv, Reinstall Brick Pavers	Sft	120	\$ 80.00	\$ 9,600.00	\$ 85.00	\$ 10,200.00
6	Sidewalk, Rem	Syd	50	\$ 50.00	\$ 2,500.00	\$ 62.00	\$ 3,100.00
7	Remove Conc Wall	Cyd	2	\$ 500.00	\$ 1,000.00	\$ 825.00	\$ 1,650.00
8	Curb Head Grinding	Ft	18	\$ 100.00	\$ 1,800.00	\$ 89.00	\$ 1,602.00
9	6" Sand Subbase	Cyd	20	\$ 50.00	\$ 1,000.00	\$ 50.00	\$ 1,000.00
10	Sidewalk, Conc, 4 inch	Sft	750	\$ 20.00	\$ 15,000.00	\$ 17.00	\$ 12,750.00
11	Type E Conc Curb	Ft	150	\$ 40.00	\$ 6,000.00	\$ 42.00	\$ 6,300.00
12	Concrete Steps	Cyd	10	\$ 750.00	\$ 7,500.00	\$ 650.00	\$ 6,500.00
13	Cash Allowance for Irrigation System Repairs	Dlr	2,500	\$ 1.00	\$ 2,500.00	\$ 1.00	\$ 2,500.00
14	Turf Establishment	Syd	200	\$ 15.00	\$ 3,000.00	\$ 30.00	\$ 6,000.00
				Subtotal Base Bid: \$ 59,300.00		\$ 64,632.00	

SECTION 00 11 13

ADVERTISEMENT FOR BIDS

**City of Saugatuck
Water Street Sidewalk Improvements**

The City of Saugatuck is requesting Bids for the construction of the Water Street Sidewalk Improvements project. Bids for the construction of the Project will be received in the Saugatuck city offices 102 Butler Street, PO Box 86, Saugatuck, MI 49453 until **10:00 a.m.** local time, **Tuesday, September 20, 2022**. At that time the Bids received will be publicly opened and read.

The Project includes removal, salvaging and reinstallation of brick pavers, removal of concrete retaining wall, placement of concrete sidewalk, concrete steps, curb head grinding, turf establishment, and all related work.

The Issuing Office for the Bidding Documents is: Fleis & VandenBrink, 2960 Lucerne Dr. SE, Grand Rapids, Michigan 49546: Telephone (616) 977-1000. Bid Room at www.fveng.com. Prospective Bidders may request the Bidding Documents from the Issuing Office. Partial sets of Bidding Documents will not be available from the Issuing Office. Neither Owner nor Engineer will be responsible for full or partial sets of Bidding Documents, including addenda, if any, obtained from sources other than the Issuing Office. Bids will be accepted only from Plan Holders of Record. In order to be a Plan Holder of Record Bidding Documents must be obtained from the Issuing Office.

Bidding Documents will be emailed in portable document format (PDF) at no charge.

The date that the Bidding Documents are transmitted by the Issuing Office will be considered the Bidder's date of receipt of the Bidding Documents.

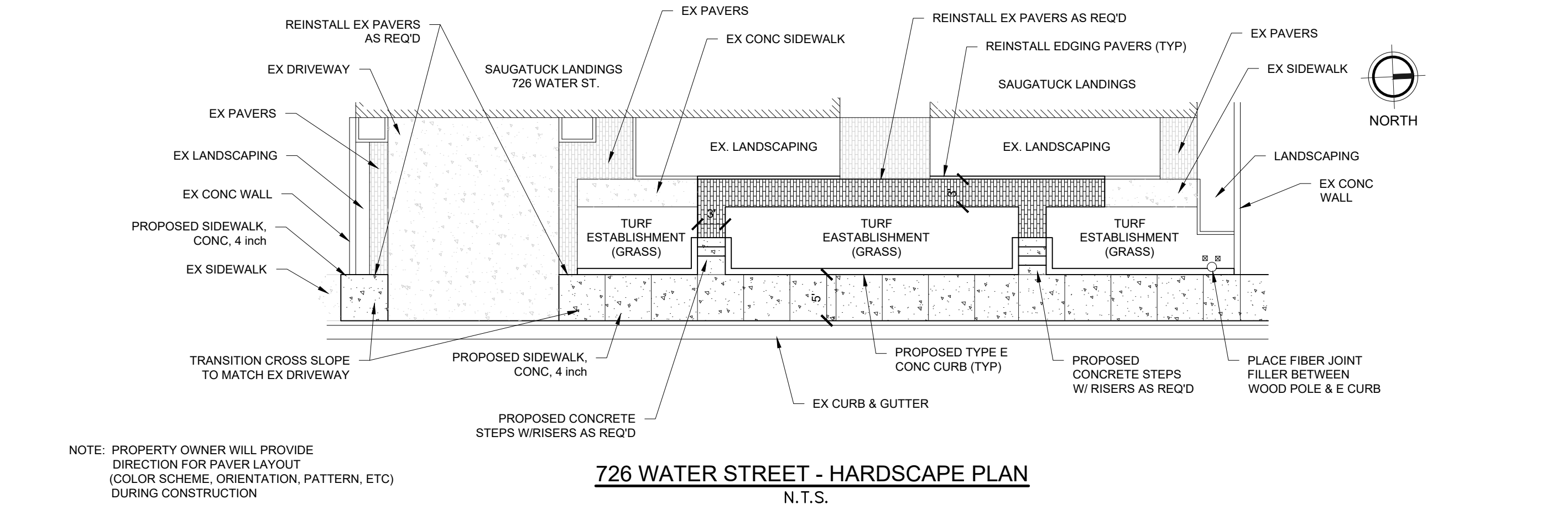
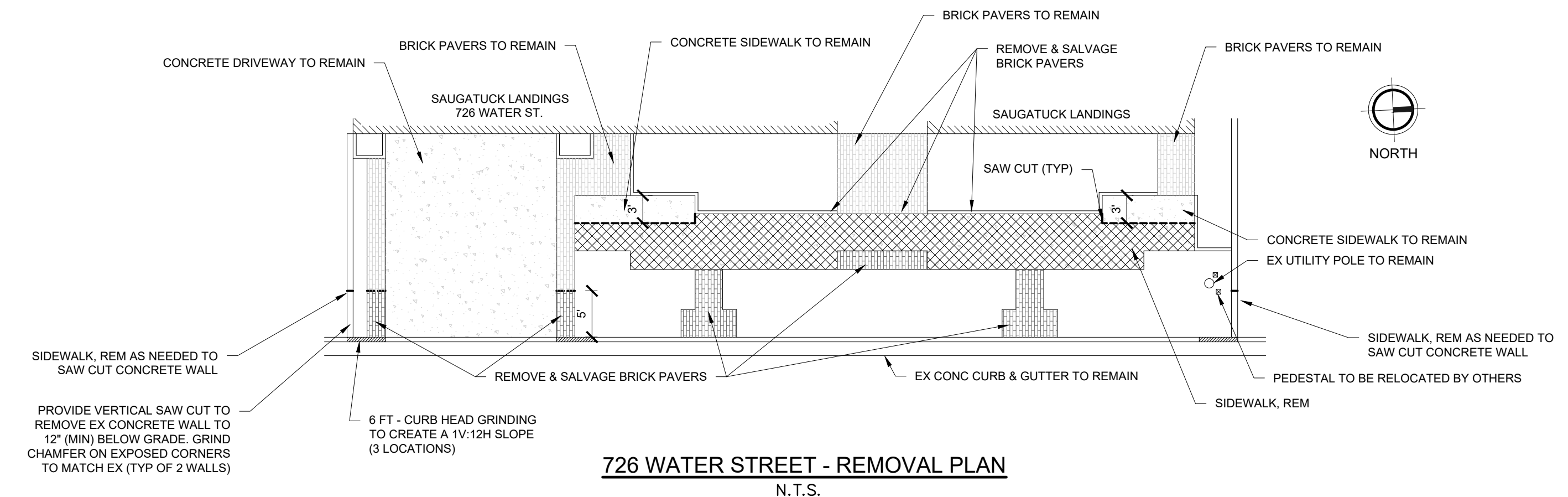
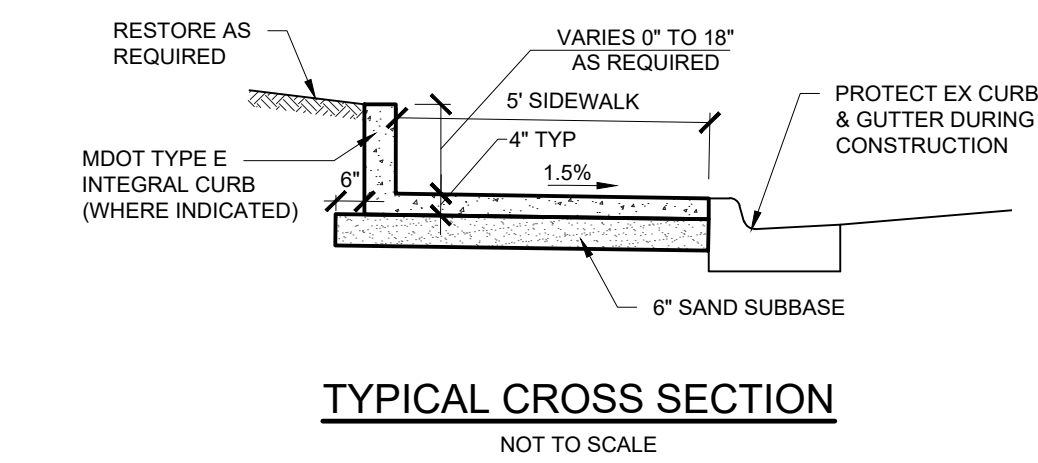
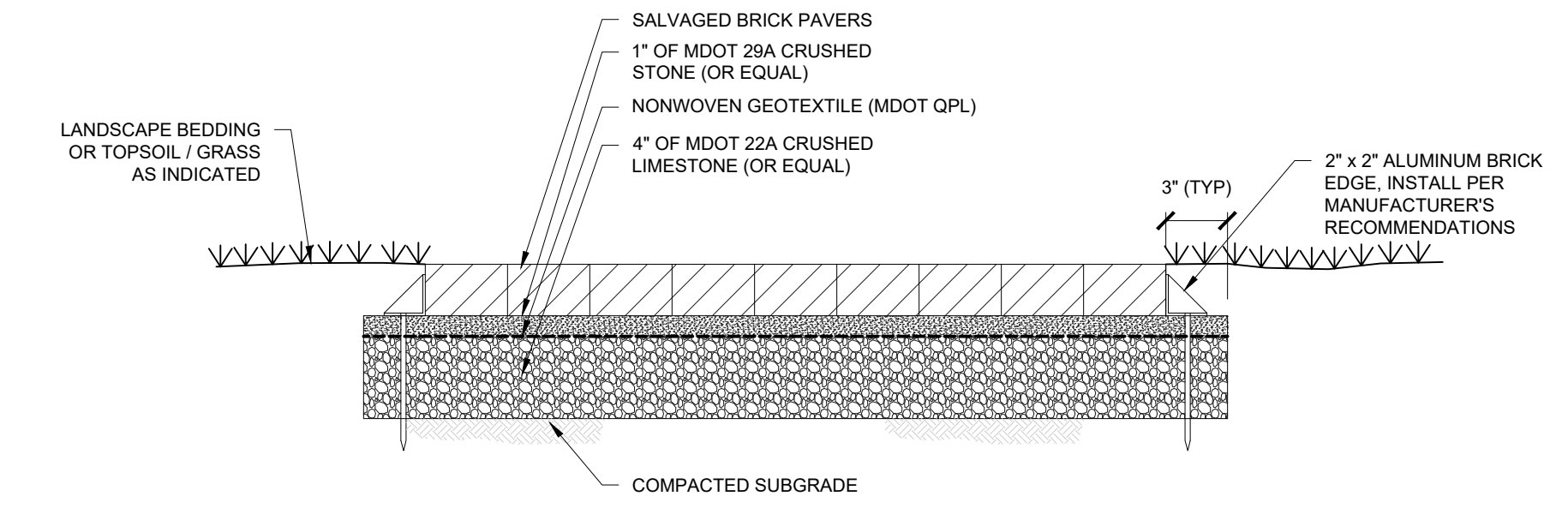
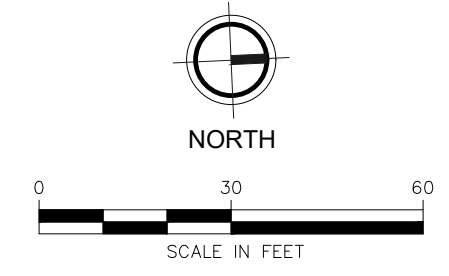
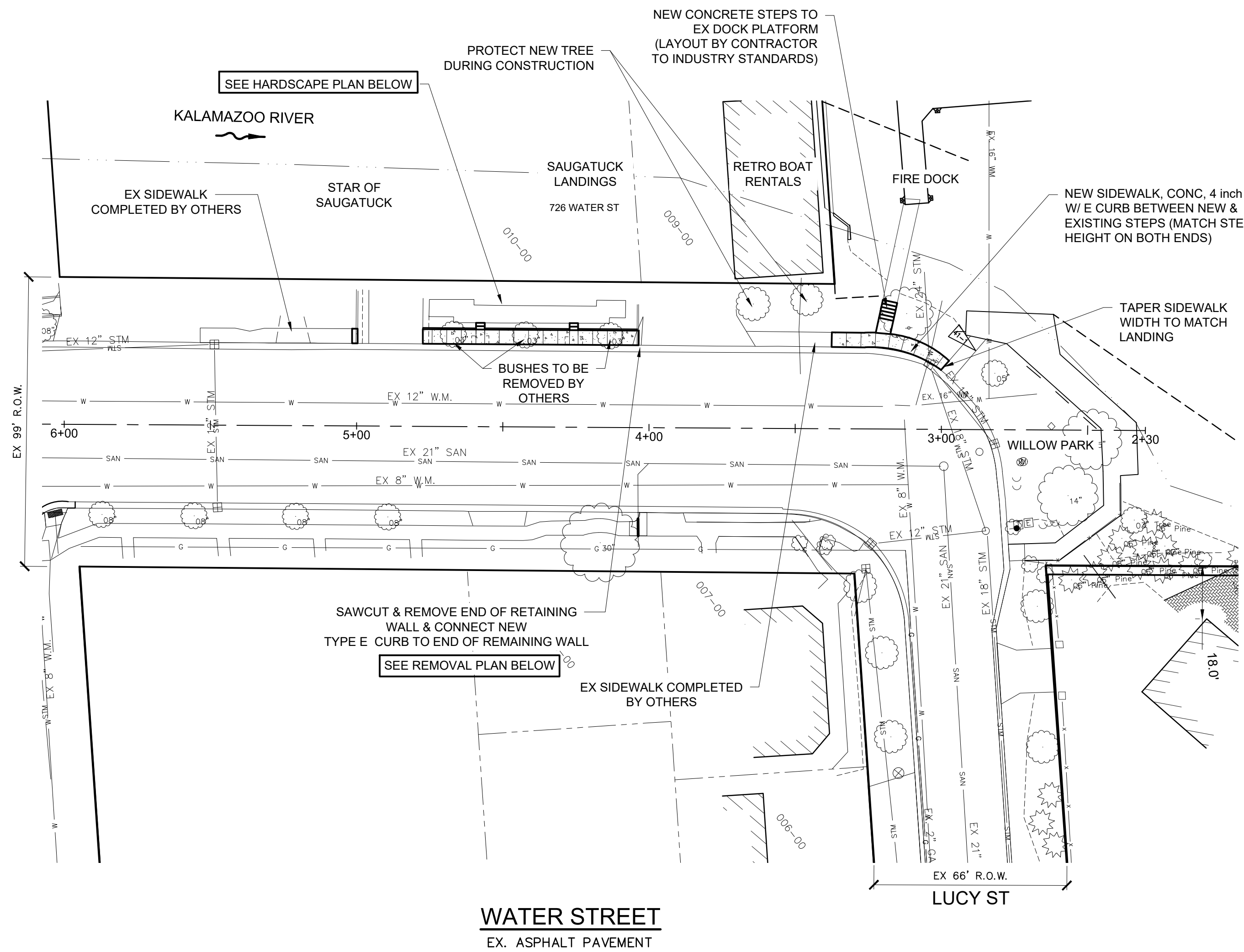
A pre-bid conference will not be held.

For all further requirements regarding bid submittal, qualifications, procedures, and contract award, refer to the Instructions to Bidders that are included in the Bidding Documents.

The City of Saugatuck reserves the right to accept any bid, reject any or all bids, to waive informalities and make the award in any manner deemed in the best interest of the City of Saugatuck.

City of Saugatuck
Ryan Heise
City Manager

END OF SECTION



LEGEND

- SIDEWALK, REM
- SIDEWALK, CONC, 4 inch
- REINSTALL SIDEWALK PAVERS
- SAW CUTTING

QUANTITIES (THIS SHEET)		
QUANTITY	UNIT	DESCRIPTION
120	SFT	REM. SALV. REINSTALL BRICK PAVERS
50	SYD	SIDEWALK, REM
2	CYD	REMOVE CONC WALL
18	FT	CURB HEAD GRINDING
20	CYD	6" SAND SUBBASE
750	SFT	SIDEWALK, CONC, 4 inch
150	FT	TYPE E CONC CURB
10	CYD	CONCRETE STEPS

MISCELLANEOUS QUANTITIES		
THE FOLLOWING ITEMS OF WORK SHALL BE DONE AS THEY APPLY THROUGHOUT THE PROJECT.		
QUANTITY	UNIT	DESCRIPTION
1	LSUM	GENERAL CONDITIONS, BONDS, AND INSURANCE, MAX 5%
1	LSUM	TRAFFIC CONTROL
1	LSUM	SOIL EROSION CONTROL
10	CYD	SUBGRADE UNDERCUTTING, TYPE II
2500	DLR	IRRIGATION REPAIR (CASH ALLOWANCE)
200	SYD	TURF ESTABLISHMENT

CONSTRUCTION NOTES

- THIS PROJECT INCLUDES APPROXIMATELY 120 FEET OF SIDEWALK INFILL ON THE WEST SIDE OF WATER STREET BETWEEN SPEAR STREET AND LUCY STREET.
- ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION'S 2020 STANDARD SPECIFICATIONS FOR CONSTRUCTION UNLESS NOTED OTHERWISE.
- THE CONTRACTOR SHALL PROVIDE PLASTIC DRUMS AND OTHER TRAFFIC CONTROLS AS REQUIRED TO SECURE THE WORK AREA. THE CONTRACTOR MAY CLOSE PARKING ON THE WEST SIDE OF THE STREET TO STAGE CONSTRUCTION, HOWEVER, EAST SIDE PARKING SHALL REMAIN OPEN THROUGHOUT AND THE ROAD SHALL REMAIN OPEN TO 2-WAY TRAFFIC.
- MAINTAIN ACCESS TO THE THREE EXISTING DRIVE APPROACHES IN THE PROJECT AREA THROUGHOUT CONSTRUCTION.
- CONCRETE SHALL BE MDOT GRADE 3500.
- SAND SUBBASE SHALL BE CLASS II.
- RESTORE DISTURBED AREAS OF TURF WITH 4 INCHES OF SCREENED TOPSOIL, SEED, FERTILIZER AND MULCH AS REQUIRED TO RE-ESTABLISH HEALTHY TURF.



Know what's below.
Call before you dig.

GARY E. MEDLER

461 Vine St. PO Box 461
Saugatuck, MI 49453
gary.medler@yahoo.com
312-848-2453

September 22, 2022

BY EMAIL DELIVERY

Jamie Wolters, City Clerk
jwolters@saugatuckcity.com
City of Saugatuck
102 Butler Street
Saugatuck, MI 49453

Ryan Heise, City Manager
ryan@saugatuckcity.com
City of Saugatuck
102 Butler Street
Saugatuck, MI 49453

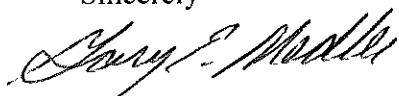
Re: Petition to Rectify an Abuse of Power

TO THE PARTIES ADDRESSED:

Enclosed for filing is the Petition to Rectify an Abuse of Power on behalf of the Registered Voters, Property Owners and Residents of the City of Saugatuck.

Request is made to include this filing as a "Communication" in the Agenda for the next City Council Meeting set for September 26, 2022.

Sincerely



Gary E. Medler

c:

Saugatuck City Council

Garnett Lewis, Mayor
glewis@saugatuckcity.com
Scott Dean, Mayor Pro-Tem
sdean@saugatuckcity.com
Mark Bekken
mbekken@saugatuckcity.com
Russ Gardner
russ@saugatuckcity.com

Holly Leo
hleo@saugatuckcity.com
Lauren Stanton
lstanton@saugatuckcity.com
Ken Trester
ktrester@saugatuckcity.com

Christopher S. Patterson
Fahey Schultz Burzych Rhodes PLC
4151 Okemos Road
Okemos, Michigan 488864
patterson@fsbriaw.com

Dean Kapenga
District 1 Commissioner
Allegan County Board of Commissioners
County Services Building
3283 – 122nd Avenue
Allegan, Michigan 49010
dkpenga@allegancounty.org

CIRCULATED IN THE CITY OF SAUGATUCK, ALLEGAN COUNTY, MICHIGAN

On June 22, 2022, the Saugatuck mayor proposed two appointees (one to the city's planning commission, and at least one to the city's zoning board of appeals) without benefit of any interview with the respective commission/board chairs, or the then-serving city staff zoning administrator in violation of the city's "Boards/Commissions Selections Policy" (Resolution No. 200311-B, March 11, 2020). The city council subsequently voted to approve the unlawfully designated appointees.

SIGNING THIS PETITION ADDS YOUR VOICE TO THOSE CALLING FOR:

- the action taken by the council in making the two—and possibly more—unlawful appointments should be explicitly voided;
- the unlawful appointments—however many—should be immediately suspended;
- any commission/board actions subsequently taken where any of the unlawfully appointed individuals cast a deciding vote should be voided;
- the mayor should be reprimanded for failing to follow a city policy she herself helped bring to life;
- and the city council should issue an apology to the public, the would-be appointees, and all lawfully appointed members of the boards/commissions in question.

IN AGREEMENT WITH THE ABOVE ARE THE FOLLOWING SAUGATUCK RESIDENTS:

Printed Name and City of Residence	Signature in Ink	Date of Signing
<i>All Sign.</i>		
JOHN B MAYER	<i>John B Mayer</i>	09/08/22
VICTORIA MAYER	<i>Victoria Mayer</i>	09/08/22
Robert Cline	<i>Robert Cline</i>	09-08-22
LAURA ROSENBERG	<i>Laura Rosenberg</i>	9-8-22
<i>John G. Peterkin</i>	<i>John G. Peterkin</i>	9-8-22
ROBERT KUBASIAK	<i>Robert Kubasiak</i>	9/9/22
Bob Goretzki	<i>Bob Goretzki</i>	9/9/22
<i>John ...</i>	<i>John ...</i>	9/9/22
<i>Gay Ballard</i>	<i>Gay Ballard</i>	9/9/22

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IN AGREEMENT WITH THE ABOVE ARE THE FOLLOWING SAUGATUCK RESIDENTS:

Printed Name and City of Residence	Signature in Ink	Date of Signing
DAVID SWARTZ Saugatuck		9/5/22
William Henderson Saugatuck		9-5-22
Catherine B Brockington Saugatuck		9-6-22
Gregory Muncley Saugatuck		9-6-22
Philip Huffman Saugatuck		9/6/22
MICHAEL MATTEEN Saugatuck		9/7/22
WILLIAM HESS Saugatuck		9/7/22
PAULA PONSETTO SAUGATUCK		8/10/22
Erin Wilkinson Saugatuck		9/7/22

RESOLUTION FOR ABUSE OF POWER

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IN AGREEMENT WITH THE ABOVE ARE THE FOLLOWING SAUGATUCK RESIDENTS:

Printed Name and City of Residence	Signature in Ink	Date of Signing
<i>H Saugatuck</i> JAMES H. GARDNER	<i>James H. Gardner</i>	9-7-22
Charles Rees	<i>Charles Rees</i>	9.7.22
Jennifer Rees	<i>Jennifer Rees</i>	9/7/22
ERLIE PETERSON	<i>Erlie Peterson</i>	9/7/22
MARY BURNET Saugatuck	<i>Mary Burnett</i>	9/07/2022
Chris Peterson	<i>Chris Peterson</i>	9/7/22
Rosemary Johnson	<i>Rosemary Johnson</i>	9/8/22
Timothy Woodby	<i>Timothy Woodby</i>	9/8/22
Daniel Fox	<i>Daniel Fox</i>	9/8/22

TO PREVENT AN ABUSE OF POWER

CIRCULATED IN THE CITY OF SAUGATUCK, ALLEGAN COUNTY, MICHIGAN

On June 22, 2022, the Saugatuck mayor proposed two appointees (one to the city's planning commission, and at least one to the city's zoning board of appeals) without benefit of any interview with the respective commission/board chairs, or the then-serving city staff zoning administrator in violation of the city's "Boards/Commissions Selections Policy" (Resolution No. 200311-B, March 11, 2020). The city council subsequently voted to approve the unlawfully designated appointees.

SIGNING THIS PETITION ADDS YOUR VOICE TO THOSE CALLING FOR:

- the action taken by the council in making the two—and possibly more—unlawful appointments should be explicitly voided;
- the unlawful appointments—however many—should be immediately suspended;
- any commission/board actions subsequently taken where any of the unlawfully appointed individuals cast a deciding vote should be voided;
- the mayor should be reprimanded for failing to follow a city policy she herself helped bring to life;
- and the city council should issue an apology to the public, the would-be appointees, and all lawfully appointed members of the boards/commissions in question.

IN AGREEMENT WITH THE ABOVE ARE THE FOLLOWING SAUGATUCK RESIDENTS:

Printed Name and City of Residence	Signature in Ink	Date of Signing
<i>At Saugatuck</i> LIRCA ROMANO SAUGATUCK	<i>[Signature]</i>	8/5/2022
Riley Lapierre	<i>[Signature]</i>	8/5/22
Ally Giles	<i>[Signature]</i>	8/5/22
Deirdre Levine <i>[Saugatuck]</i>	<i>[Signature]</i>	8/5/22
Pamela Bryers (Saugatuck)	<i>[Signature]</i>	9/5/22
Timothy Bryers <i>[Saugatuck]</i>	<i>[Signature]</i>	9/5/22
CHRISTIAN KINDER	<i>[Signature]</i>	9/5/22
DEAN LAMPEN SAUGATUCK	<i>[Signature]</i>	9/5/22
Morgan Lampen	<i>[Signature]</i>	9/5/22

TO RECTIFY AN ABUSE OF POWER

CIRCULATED IN THE CITY OF SAUGATUCK, ALLEGAN COUNTY, MICHIGAN

On June 22, 2022, the Saugatuck mayor proposed two appointees (one to the city's planning commission, and at least one to the city's zoning board of appeals) without benefit of any interview with the respective commission/board chairs, or the then-serving city staff zoning administrator in violation of the city's "Boards/Commissions Selections Policy" (Resolution No. 200311-B, March 11, 2020). The city council subsequently voted to approve the unlawfully designated appointees.

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IN AGREEMENT WITH THE ABOVE ARE THE FOLLOWING SAUGATUCK RESIDENTS:

Printed Name and City of Residence	Signature in Ink	Date of Signing
<i>ALL SAUGATUCK</i>		
Catherine L. Simon	<i>Catherine L. Simon</i>	9-4-22
Claressa Lawrence	<i>Claressa L.</i>	9-4-22
JAMES DEWEY	<i>James Dewey</i>	9-4-22
Sharon Dewey	<i>Sharon Dewey</i>	9-4-22
Renee Draves	<i>Renee Draves</i>	9-4-22
Chris Draves	<i>Chris Draves</i>	9-4-22
JAMES BOECKER	<i>James Boecker</i>	9-4-22
BETSY J. GOOD	<i>Betsy J. Good</i>	9-4-2022
Richard Williams	<i>[Signature]</i>	9/4/22

TO RESIST AN ABUSE OF POWER

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IN AGREEMENT WITH THE ABOVE ARE THE FOLLOWING SAUGATUCK RESIDENTS:

Printed Name and City of Residence	Signature in Ink	Date of Signing
Keris Lindsey		9.4.22
M Lindsey		9/4/2022
Jim Lindsey		9/4/2022
TOM KUCKMAN		9/5/2022
Carol Kuckman		9/5/22
Tom Kuckman		9/5/22
John DeJas		9/5/22
L. Johnson		9.5.22
Gregory C. Alcock		9/5/22

TO RECTIFY AN ABUSE OF POWER

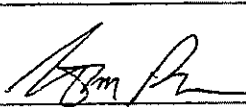


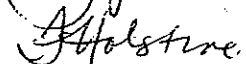
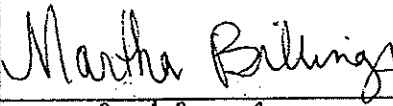


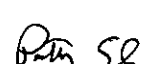

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IN AGREEMENT WITH THE ABOVE ARE THE FOLLOWING SAUGATUCK RESIDENTS:

Printed Name and City of Residence	Signature in Ink	Date of Signing
Tom Brown 565 Weirich Saugatuck		9-16-22
Todd Klinge 565 WEIRICH SAUG		9-18-22
HUGO Halstine Northville, MI		9-18-22
FRANCESCA HALSTINE NORTHVILLE, MI		9-18-22
Martha Billings Plainell, MI		9-21-22
Nicole Meyer Kalamazoo MI		9-21-22
Cornisha Lewis Kalamazoo, MI		9-22-22
Patty Stek Kalamazoo		9-22-22
Kathy Conservo		9-22-22

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IN AGREEMENT WITH THE ABOVE ARE THE FOLLOWING SAUGATUCK RESIDENTS:

Printed Name and City of Residence	Signature in Ink	Date of Signing
FRED SCAMMIS SAUGATUCK	FWS	9/18/22
Janet Schmidt Saugatuck	J Schmidt	9/18/22
DOUG Hoeksema	Doug Hoeksema	9/18/22
Komy Hoeksema	Komy Hoeksema	9/18/22
Jane Verplanck	Jane Verplanck	9/18/22
Laura Durham	Laura Durham	9/19/22
Mark Klange	Mark Klange	9/19/22

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IN AGREEMENT WITH THE ABOVE ARE THE FOLLOWING SAUGATUCK RESIDENTS:

Printed Name and City of Residence	Signature in Ink	Date of Signing
Lloyda Cull	<i>Lloyda Cull</i>	9-7-22
Robert Cull	<i>Robert Cull</i>	9-7-22
SUSUAN BLEERS	<i>Susuan Bleers</i>	9/7/22
Michael Prokopeak	<i>M Prok</i>	9/7-22
JEAN PROKOPEAK	<i>Jean Prokopeak</i>	9/7/22
AMY PEICK	<i>Amy Peick</i>	9/7/22
Robert Peick	<i>Robert Peick</i>	9/7/22

TO RECTIFY AN ABUSE OF POWER

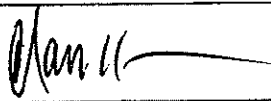
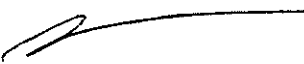



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IN AGREEMENT WITH THE ABOVE ARE THE FOLLOWING SAUGATUCK RESIDENTS:

Printed Name and City of Residence	Signature in Ink	Date of Signing
Marcy Kilduff		9/21/22
Jeremy Freeman		9/21/22
Darren Curry		9/21/22
Spencer Swartz		9/21/2022
Shirley Simmons		9/21/2022

TO RECTIFY AN ABUSE OF POWER

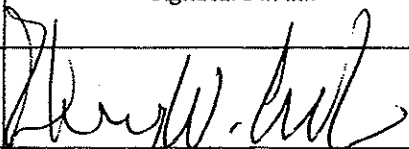

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IN AGREEMENT WITH THE ABOVE ARE THE FOLLOWING SAUGATUCK RESIDENTS:

Printed Name and City of Residence	Signature in Ink	Date of Signing
Steven W. Alcock		9-5-22
Fred Munday		9/7/22

TO RECTIFY AN ABUSE OF POWER

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IN AGREEMENT WITH THE ABOVE ARE THE FOLLOWING SAUGATUCK RESIDENTS:

Printed Name and City of Residence	Signature in Ink	Date of Signing
<i>All Saug.</i>		
JOHN B MAYER	<i>John B Mayer</i>	09/08/22
VICTORIA MAYER	<i>Victoria Mayer</i>	09/08/22
Robert Cline	<i>Robert Cline</i>	09-08-22
LAURA ROSENBERG	<i>Laura Rosenberg</i>	9-8-22
John G. Peterkin	<i>John G. Peterkin</i>	9-8-22
ROBERT KUBASIAK	<i>Robert Kubasiak</i>	9/9/22
Bob Goretzki	<i>Bob Goretzki</i>	9/9/22
<i>John ...</i>	<i>John ...</i>	9/9/22
<i>Greg Ballard</i>	<i>Greg Ballard</i>	9/9/22

TO RECTIFY AN ABUSE OF POWER

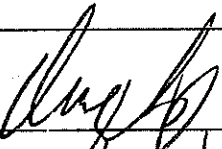
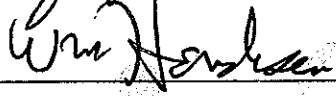
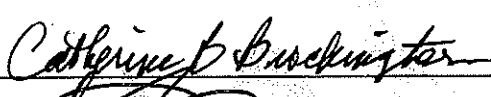

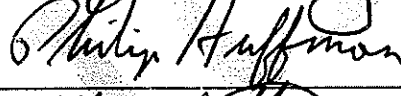



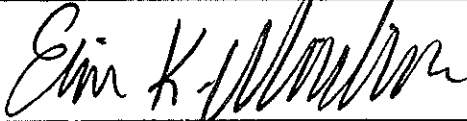
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IN AGREEMENT WITH THE ABOVE ARE THE FOLLOWING SAUGATUCK RESIDENTS:

Printed Name and City of Residence	Signature in Ink	Date of Signing
DAVID SWARTZ Saugatuck		9/5/22
William Henderson Saugatuck		9-5-22
Catherine B Brockington Saugatuck		9-6-22
Gregory Muncley Saugatuck		9-6-22
Philip Huffman Saugatuck		9/6/22
MICHAEL MATTERN Saugatuck		9/7/22
WILLIAM HESS Saugatuck		9/7/22
PAULA PONSETTO SAUGATUCK		8/10/22
Erin Wilkinson Saugatuck		9/7/22

TO RECTIFY AN ABUSE OF POWER

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Printed Name and City of Residence	Signature in Ink	Date of Signing
<i>All Saugatuck</i> JAMES H. GARDNER	<i>James H. Gardner</i>	9-7-22
<i>Charles Rees</i>	<i>Charles Rees</i>	9.7.22
<i>Jennifer Rees</i>	<i>Jennifer Rees</i>	9/7/22
<i>Ernie Peterson</i>	<i>Ernie Peterson</i>	9/7/22
MARY BURNET Saugatuck	<i>Mary Burnet</i>	9/07/2022
<i>Chris Peterson</i>	<i>Chris Peterson</i>	9/7/22
<i>Rosemary Johnson</i>	<i>Rosemary Johnson</i>	9/8/22
<i>Timothy Woodby</i>	<i>Timothy Woodby</i>	9/8/22
<i>Daniel Fox</i>	<i>Daniel Fox</i>	9/8/22

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Printed Name and City of Residence	Signature in Ink	Date of Signing
<i>All Saugatuck</i> LIECA ROMANO SAUGATUCK	<i>Lieca Romano</i>	8/5/2022
Riley Lapierre	<i>Riley Lapierre</i>	8/5/22
Ally Giles	<i>Ally Giles</i>	8/5/22
Deirdre Levine <i>larger font</i>	<i>Deirdre Levine</i>	8/5/22
Pamela Bryers (Saugatuck)	<i>Pamela Bryers</i>	9/5/22
Timothy Bryers <i>Yurt B...</i>	<i>Timothy Bryers</i>	9/5/22
CHRISTIAN KINDER	<i>Christian Kinder</i>	9/5/22
DEAN LAMPEN SAUGATUCK	<i>Dean Lampen</i>	9/5/22
MEAGHAN LAMPEN	<i>Meaghan Lampen</i>	9/5/22

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JAMES DEWEY	<i>James Dewey</i>	9-4-22
Sharon Dewey	<i>Sharon Dewey</i>	9-4-22
Renee Draves	<i>Renee Draves</i>	9-4-22
Chris Draves	<i>Chris Draves</i>	9-4-22
JAMES BOUCHER	<i>James Boucher</i>	9-4-22
BETSY J. GOOD	<i>Betsy J. Good</i>	9-4-2022
Richard Williams	<i>[Signature]</i>	9/4/22

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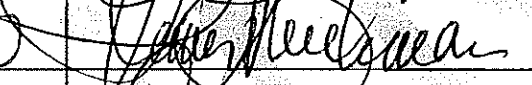
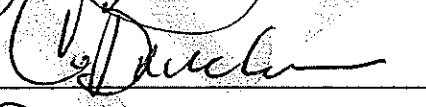


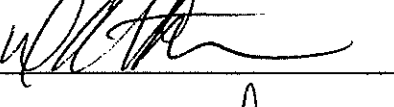

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- and the city council should issue an apology to the public, the would-be appointees, and all lawfully appointed members of the boards/commissions in question.

IN AGREEMENT WITH THE ABOVE ARE THE FOLLOWING SAUGATUCK RESIDENTS:

Printed Name and City of Residence	Signature in Ink	Date of Signing
Alicia Lindsey		9.4.22
M Lindsey		9/4/2022
Jim Lindsey		9/4/2022
Tom Buckman		9/5/2022
Carol Buckman		9/5/22
Tom Anderson		9/5/22
Lisa DeJours		9/5/22
D. H. Johnson		9.5.22
Gregory C. Alcock		9/5/22

TO RECTIFY AN ABUSE OF POWER



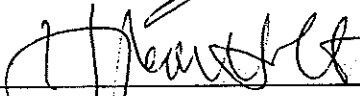
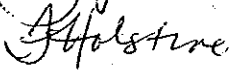
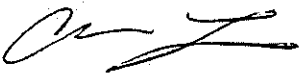
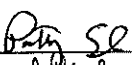

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IN AGREEMENT WITH THE ABOVE ARE THE FOLLOWING SAUGATUCK RESIDENTS:

Printed Name and City of Residence	Signature in Ink	Date of Signing
Tom Brown 565 Weirich Saugatuck		9-16-22
Todd Klinge 565 WEIRICH SAUG		9-18-22
Hugh Halstine Northville, MI		9-18-22
FRANCESCA HALSTINE NORTHVILLE, MI		9-18-22
Martha Billings Plainwell, MI	Martha Billings	9-21-22
Michelle Meyer Kalamazoo MI	Michelle Meyer	9-21-22
Cornisha Lewis Kalamazoo, MI		9-22-22
Patsy Slater Kalamazoo		9-22-22
Kathy Consonno		9-22-22

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IN AGREEMENT WITH THE ABOVE ARE THE FOLLOWING SAUGATUCK RESIDENTS:

Printed Name and City of Residence	Signature in Ink	Date of Signing
FRED SCHMIDT SAUGATUCK	<i>[Handwritten Signature]</i>	9/18/22
Janet Schmidt Saugatuck	<i>[Handwritten Signature]</i>	9/18/22
DOUG HOKSEMA	<i>[Handwritten Signature]</i>	9/18/22
Kory Hoksena	<i>[Handwritten Signature]</i>	9/18/22
Jane Verplanck	<i>[Handwritten Signature]</i>	9/18/22
Laura Durham	<i>[Handwritten Signature]</i>	9/19/22
Mark Klunge	<i>[Handwritten Signature]</i>	9/19/22

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IN AGREEMENT WITH THE ABOVE ARE THE FOLLOWING SAUGATUCK RESIDENTS:

Printed Name and City of Residence	Signature in Ink	Date of Signing
Lloyda Cull	<i>Lloyda Cull</i>	9-7-22
Robert Cull	<i>Robert Cull</i>	9-7-22
SUSUAN BLEERS	<i>Susuan Bleers</i>	9/7/22
Michael Prokopeak	<i>M Prok</i>	9/7-22
JEAN PROKOPEAK	<i>Jean Prokopeak</i>	9/7/22
AMY PEICK	<i>Amy Peick</i>	9/7/22
Robert Peick	<i>Robert Peick</i>	9/7/22

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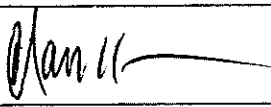




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IN AGREEMENT WITH THE ABOVE ARE THE FOLLOWING SAUGATUCK RESIDENTS:

Printed Name and City of Residence	Signature in Ink	Date of Signing
Marcy Kilduff		9/21/22
Jeremy Freeman		9/21/22
Dorian Cury		9/21/22
Sandra Smetar		9/21/2022
Shirley Symon		9/21/2022

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Printed Name and City of Residence	Signature in Ink	Date of Signing
Steven W. Alcock	<i>[Handwritten Signature]</i>	9-5-22
Fred Munding	<i>[Handwritten Signature]</i>	9/7/22

To Rectify an Abuse of Power

Circulated in the City of Saugatuck, Allegan County, Michigan

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IN AGREEMENT WITH THE ABOVE ARE THE FOLLOWING SAUGATUCK RESIDENTS (SIGNATURES SIGNED AS AUTHORIZED):

PAM WELTE	<i>ppPam Welte</i>	9/8/22
GEORGETTE ROMERO	<i>ppGeorgette Romero</i>	9/8/22
DEBRA DROUIN	<i>ppDebra Drouin</i>	9/8/22
HARRY HELLINGS	<i>ppHarry Hellings</i>	9/8/22
D. COTTELEER	<i>ppD. Cotteleer</i>	9/8/22
BRANT DYKHOUSE	<i>ppBrant Dykhouse</i>	9/8/22
JAMES MARTIN	<i>ppJames Martin</i>	9/8/22

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SARA MCGOWEN	<i>ppSara McGowen</i>	9/8/22
LAURENCE FOY	<i>ppLaurence Foy</i>	9/8/22
DIANE FOY	<i>ppDiane Foy</i>	9/8/22
MACK LOVING	<i>ppMack Loving</i>	9/8/22
KENNETH WELLS	<i>ppKenneth Wells</i>	9/8/22
NANCY LISCHER	<i>ppNancy Lischer</i>	9/8/22
ROGER FLAHAVEN	<i>pRoger Flahaven</i>	9/8/22

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75

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NINA TWANOW	<i>ppNina Twanow</i>	9/8/22
GRAEME TWANOW	<i>ppGraeme Twanow</i>	9/8/22
PAULA STYCK	<i>ppPaula Styck</i>	9/8/22
OWEN STYCK	<i>ppOwen Styck</i>	9/8/22
NANCY DICKENSON	<i>ppNancy Dickenson</i>	9/8/22
MARSHA DANCHE	<i>ppMarsha Darche</i>	9/8/22
KEVIN MCGOWEN	<i>ppKevin McGowne</i>	9/8/22

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THOMAS COTTON	<i>ppThomas Cotton</i>	9/8/22
SUE COTTON	<i>ppSue Cotton</i>	9/8/22
B. KALMANS	<i>ppB. Kalmans</i>	9/8/22
DEBRA ALPERN	<i>ppDebra Alpern</i>	9/8/22
DAN DEERING	<i>ppDan Deering</i>	9/8/22
KATHY DEERING	<i>ppKathy Deering</i>	9/8/22
GARY FLEMING	<i>ppGary Fleming</i>	9/8/22