



**CITY COUNCIL AGENDA  
MARCH 14, 2016 – 7:00 P.M.**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES
  - A. **Regular City Council Meeting of February 22, 2016**
5. MAYOR'S COMMENTS
6. CITY MANAGER'S COMMENTS
7. AGENDA CHANGES (ADDITIONS/DELETIONS)
8. GUEST SPEAKERS: **None**
9. PUBLIC COMMENT *Agenda Items Only (Limit 3 minutes)*
10. REQUESTS FOR PAYMENT
  - A. **Approval of Accounts Payable**
11. PUBLIC HEARINGS: **None**
12. UNFINISHED BUSINESS: **None**
13. NEW BUSINESS
  - A. **Resolution No. 160314-B – Budget Amendment (ROLL CALL)**
  - B. **2016 Oval Beach Park Lot Improvement Bid Award (VOICE VOTE)**
  - C. **Resolution No. 160314-A – KLSWA WCIP Approval (ROLL CALL)**
  - D. **Resolution No. 160314-C – Rose Garden Maintenance Contract (ROLL CALL)**
14. CONSENT AGENDA: **None**
15. PUBLIC COMMENTS *(Limit 3 minutes)*
16. COMMUNICATIONS:
  - A. **2015 Historic District Commission Activities – Accept as information**
17. BOARDS, COMMISSIONS & COMMITTEE REPORTS
  - A. **None**
18. COUNCIL COMMENTS
19. ADJOURN

**NOTICE**

This facility is wheelchair accessible with accessible parking spaces available. 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 [monica@saugatuckcity.com](mailto:monica@saugatuckcity.com) for further information.

**Proposed Minutes**  
**Saugatuck City Council Meeting**  
**Saugatuck, Michigan, February 22, 2016**

The City Council met in regular session at 7:00 p.m. at City Hall, 102 Butler Street, Saugatuck, Michigan.

1. **Call to Order** by Mayor Peterson at 7:00 p.m.
2. **Pledge of Allegiance**
3. **Attendance:**  
Present: Spangler, Bekken, Johnson, Hess, Verplank, Peterson & Trester  
Absent: None  
Others Present: City Manager Harrier & City Clerk Nagel
4. **Approval of Minutes:** A motion was made by Trester, 2<sup>nd</sup> by Hess, to approve the February 8, 2016 regular meeting minutes as presented. Upon voice vote the motion carried unanimously.
5. **Mayor's Comments:** Mayor Peterson thanked the Department of Public Works for keeping the sidewalks clean during this last snow storm.
6. **City Manager's Report:** City Manager Harrier introduced Cindy Osman as the city's Zoning Administrator.
7. **Agenda Changes:** (addition) **8(A) David Gernant; 8(B) Dean Kapenga**
8. **Guest Speakers:**
  - A. **David Gernant** – Introduced himself as a democratic candidate running for the 80<sup>th</sup> District Representative.
  - B. **County Commissioner Kapenga** – Gave an update on the latest Allegan County projects.
9. **Public Comment:** None
10. **Request for Payment:** A motion was made by Johnson, 2<sup>nd</sup> by Spangler, to approve the accounts payable in the amount of \$466,687.04. Upon voice vote the motion carried unanimously.
11. **Public Hearings:** None
12. **Unfinished Business:** None
13. **New Business:**
  - A. **Proclamation No. 160222-P1:** A motion was made by Hess, 2<sup>nd</sup> by Verplank, to approve Proclamation No. 160222-P1 proclaiming April 29, 2016 as Arbor Day in the City of Saugatuck. Upon roll call the motion carried unanimously.
  - B. **Resolution No. 160222-A – Tri Community Master Plan Update:** A motion was made by Spangler, 2<sup>nd</sup> by Verplank, to approve Resolution No. 160222-A as presented and adopt the Tri-Community Master Plan update as written. Upon roll call the motion carried unanimously.
  - C. **Resolution No. 160222-B – Fire Truck Acquisition Financing Contract:** A motion was made by Trester, 2<sup>nd</sup> by Johnson, to approve Resolution No. 160222-B regarding the Fire Truck Acquisition and Financing Contract authorizing the Constituent Municipalities acting jointly through the Fire Department to borrow money pursuant to Act 7 and Act 99 and pledge the City's limited tax, full faith and credit to the payment of the City of Saugatuck's share of the cost thereof. Upon roll call the motion carried unanimously.

**D. Venetian Festival Special Event Application:** A motion was made by Hess, 2<sup>nd</sup> by Verplank, to approve the Letter of Understanding dated February 22, 2016 between the City of Saugatuck and the Cow Hill Yacht Club to hold a Venetian Festival event in the City of Saugatuck on July 29-31, 2016. Upon voice vote the motion carried unanimously.

**E. Harbor Authority Board Reappointments:** A motion was made by Verplank, 2<sup>nd</sup> by Johnson, to approve the reappointment of Patrick Burroughs for a three (3) year term expiring February 2019 and City Council representative Ken Trestler for a two (2) year term expiring February 2018 to the Kalamazoo Lake Harbor Authority Board of Directors. Upon voice vote the motion carried unanimously.

**14. Consent Agenda:** None

**15. Public Comment:** None

**16. Communications:** None

**17. Boards, Commissions & Committee Reports:** Council received reports from the following committee(s): KLSWA, Harbor Authority, Fire Board, Planning Commission

**18. Council Comments:** Council Member Hess announced the Museum Pump House has been approved to be added to the National Historical Registry.

**19. Adjournment:** Mayor Peterson adjourned the meeting at 7:55 p.m.

Respectfully Submitted,

Monica Nagel, CMC  
City Clerk

10.A

Vendor Name	Description	Amount
1. ALLEGAN COUNTY TREASURER		
	DRAINS AT LARGE	1,091.79
	PROPERTY TAXES & DRAIN	5,290.03
	TOTAL	6,381.82
2. APPROVED FIRE PROTECTION		
	FIRE EXTINGUISHER	147.00
3. AT&T MOBILITY		
	CELL PHONES	173.55
4. BARTLETT TREE EXPERTS		
	TREE REMOVAL	1,100.00
5. BLOOM SLUGGETT MORGAN		
	LEGAL FEES	630.00
	LEGAL FEES	2,747.50
	TOTAL	3,377.50
6. BREMER & BOUMAN HEATING COOL		
	DPW FURNANCE REPAIR	444.50
7. CITY OF DOUGLAS		
	POLICE SERVICES	46,072.92
8. COMPASS MINERALS AMERICA		
	ROAD SALT	6,756.92
9. CONSUMERS ENERGY		
	ELECTRIC	2,688.56
10. DECATUR DOOR & GLASS SERVICE INC		
	BUTLER STREET BATHROOM DOORS	5,138.00
11. DEMONDS SUPER VALU		
	SUPPLIES	16.58
12. EDGEWATER RESOURCES		
	HARBOR	6,781.70
13. ELECTION SOURCE		
	ELECTION	56.99
14. FIRST BANK CARD		
	TRAINING, POSTAGE & SUPPLIES	1,603.59
15. FRIS OFFICE OUTFITTERS		
	SUPPLIES	150.71
16. FRONTIER		
	TELEPHONES	400.43
17. GBS INC		
	ELECTION	150.00
18. GILLHESPY INC		
	FUEL TESTING	501.30
19. IHLE AUTO PARTS		
	SUPPLIES	278.50
20. INTERURBAN TRANSIT AUTHORITY		
	PROPERTY TAXES	886.35
21. KAEICHELE PUBLICATIONS		
	ELECTION	16.00
22. KALAMAZOO FLAG COMPANY		
	US FLAGS	118.71
23. MICHAEL CLARK		
	PLANNING & HDC SERVICES	1,127.42
24. MICHIGAN GAS UTILITIES		
	DPW BARN	468.93
	CITY HALL	111.04
	BUTLER ST BATHROOMS	143.42
	TOTAL	723.39
25. MISS DIG SYSTEM INC		
	MISS DIG	62.74
26. OTTAWA AREA INTERMEDIATE SCHOOL DIS		

Vendor Name	Description	Amount
	PROPERTY TAXES	819.67
27. OVERISEL LUMBER COMPANY	SUPPLIES	192.77
28. PRIORITY HEALTH	HEALTH INSURANCE	7,090.24
29. REED'S TIRE SERVICE, INC.	TIRES	909.00
30. RIVER TOWN ENTERPRISES LLC	ELECTION	115.00
31. SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	917.00
32. SAUGATUCK FIRE	SHORT TERM RENTAL INSPECTIONS	90.00
	PROPERTY TAXES	2,994.97
	TOTAL	3,084.97
33. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	15,336.32
34. SAUGATUCK TOWNSHIP	CEMETERY FEES	5,520.59
35. SHAGS-SHOP, INC.	SNOW BLOWER REPAIR	225.00
36. SHORELINE COMPUTER SYSTEMS	EMAIL ADDRESSES ANNUAL	240.00
	COMPUTER SERVICES	350.00
	TOTAL	590.00
37. SOUTH WEST MICHIGAN CITY MANAGERS	DUES	100.00
38. STANDARD INSURANCE COMPANY	INSURANCE	298.94
39. STREAMLINE DESIGN.COM LLC	OVAL BEACH PASSES	697.50
40. VALLEY CITY LINEN INC	SHOP TOWELS	54.10
41. VANDER MEULLEN	REPAIRS	1,300.00
42. XEROX FINANCIAL SERVICES	COPIER LEASE	318.87
TOTAL - ALL VENDORS		122,725.15
<b>FUND TOTALS:</b>		
Fund 101 - GENERAL FUND		84,573.71
Fund 202 - MAJOR STREETS		4,145.49
Fund 203 - LOCAL STREETS		4,250.84
Fund 661 - MOTOR POOL FUND		3,481.79
Fund 701 - CURRENT TAX FUND		26,244.34
Fund 715 - ROSE GARDEN		28.98

03/10/2016 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 02/01/2016 - 02/29/2016				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
02/08/2016	1011(A)	CITY OF DOUGLAS	POLICE SERVICES	46,072.92
02/08/2016	1012(A)	MICHIGAN CAT	GREASE CART	27.00
02/08/2016	1013(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	8,041.91
02/08/2016	1014(A)	MICHAEL CLARK	PLANNING & HDC SERVICES	1,882.13
02/08/2016	1015(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	8,319.85
02/08/2016	1016(A)	SAUGATUCK FIRE	PROPERTY TAXES	26,056.35
02/08/2016	1017(A)	SHORELINE COMPUTER SYSTEMS	COMPUTER SERVICES	350.00
02/08/2016	1010(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	23,166.38
02/08/2016	1009(E)	XEROX FINANCIAL SERVICES	COPIER LEASE	318.87
02/08/2016	15065	OVERISEL LUMBER COMPANY	SUPPLIES	35.47
02/08/2016	15064	MCKELLIPS PLUMBING INC	TOILET CITY HALL	375.00
02/08/2016	15063	FRIS OFFICE OUTFITTERS	OFFICE SUPPLIES	48.38
02/08/2016	15062	CARELTON EQUIPMENT	FILTERS & OIL	105.16
02/08/2016	15061	CAPITAL ONE	UNIFORMS & TABLE	187.27
02/08/2016	15060	BS&A SOFTWARE	SOFTWARE SUPPORT	435.00
02/08/2016	15059	BREWER'S CITY DOCK INC.	SAND	346.86
02/08/2016	15058	ACTION INDUSTRIAL SUPPLY CO	CAUTION TAPE	16.08
02/08/2016	1008(E)	VALLEY CITY LINEN INC	SHOP TOWELS	65.80
02/08/2016	1007(E)	PRIORITY HEALTH	HEALTH INSURANCE	7,384.88
02/08/2016	1006(E)	MICHIGAN GAS UTILITIES	DPW BUILDING	652.95
02/08/2016	1005(E)	KALAMAZOO LAKE SEWER & WATER	WATER	898.61
02/08/2016	1004(E)	FRONTIER	TELEPHONES	115.92
02/08/2016	1003(E)	FIRST BANK CARD	SUPPLIES & SAFETY UNIFORMS	1,932.71
02/08/2016	1002(E)	CONSUMERS ENERGY	ELECTRIC	4,763.29
02/08/2016	1001(E)	COMCAST	TELEPHONES & INTERNET	284.60
02/08/2016	1000(E)	AT&T MOBILITY	CELL PHONES	173.55
02/08/2016	15070	TRUCK & TRAILER SPECIALTIES	SALT SPREADER REPAIRS	139.92
02/08/2016	15069	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	139,230.06
02/08/2016	15068	SAUGATUCK DOUGLAS GARDEN CLUB	COMMUNITY PRIDE DAY	1,200.00
02/08/2016	15067	ROOT SPRING SCARPER CO	SNOW PLOW PARTS	690.50
02/08/2016	15066	PERMA GREEN WEED CONTROL	FERTILIZATON & WEED CONTROL	1,705.25
02/12/2016	EFT760(E)	457-VALIC	PAYROLL	1,850.98
02/12/2016	EFT761(E)	MERS HYBRID	PAYROLL	727.21
02/12/2016	EFT762(E)	FEDERAL TAX DEPOSIT	PAYROLL	4,343.77
02/16/2016	DD2224(A)	BULTMAN, LINDA	PAYROLL	1,072.75
02/16/2016	DD2225(A)	HALLGREN, JON	PAYROLL	1,213.14
02/16/2016	DD2226(A)	HARRIER, KIRK	PAYROLL	2,219.76
02/16/2016	DD2227(A)	HERBERT, SCOTT	PAYROLL	1,150.79
02/16/2016	DD2228(A)	JONES, MICHAEL	PAYROLL	1,175.40
02/16/2016	DD2229(A)	NAGEL, MONICA	PAYROLL	1,499.50
02/16/2016	DD2230(A)	SIMONSON, BRUCE	PAYROLL	1,703.20
02/16/2016	DD2231(A)	STANISLAWSKI, PETER	PAYROLL	1,400.48
02/22/2016	15071	BLOOM SLUGGETT MORGAN	LEGAL FEES	3,342.50
02/22/2016	15072	CAPITAL ONE	SIDEWALK SALT, SUPPLIES & SN	596.60

03/10/2016 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 02/01/2016 - 02/29/2016				
Check Date	Check	Vendor Name	Description	Amount
02/22/2016	15073	CARELTON EQUIPMENT	SNOW BLOW EDGES	486.92
02/22/2016	15074	COMPASS MINERALS AMERICA	ROAD SALT	6,717.36
02/22/2016	15075	FLEIS & VANDENBRINK ENGINEERING	DEQ PERMIT	4,833.81
02/22/2016	15077	GIVE' EM A BRAKE SAFETY	BARRICADE LIGHTS & BATTERIE	314.00
02/22/2016	15078	IHLE AUTO PARTS	FILTERS & SUPPLIES	78.06
02/22/2016	15081	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	289,067.15
02/22/2016	15082	SCUTCH LAW PLC	OVAL BEACH TRADEMARK	350.00
02/22/2016	1019(E)	CRYSTAL FLASH	GASOLINE & DIESEL	1,174.37
02/22/2016	15076	FRIS OFFICE OUTFITTERS	SUPPLIES	43.02
02/22/2016	15079	OTTAWA AREA INTERMEDIATE SCH	PROPERTY TAXES	2,427.46
02/22/2016	15080	ROOT SPRING SCARPER CO	SNOW PLOWS	156.72
02/22/2016	15083	STINGERS PEST CONTROL	PEST CONTROL	53.00
02/22/2016	15084	WILLIAMS & WORKS	TRI COMMUNITY	31.70
02/22/2016	1018(E)	COMCAST	TELEPHONES & INTERNET	284.60
02/22/2016	1020(E)	KALAMAZOO LAKE SEWER & WATER	WATER	810.91
02/22/2016	1022(E)	SHELL	GASOLINE & DIESEL	136.79
02/22/2016	1023(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	54,257.23
02/22/2016	1024(A)	MICHIGAN CAT	GREASE	200.38
02/22/2016	1025(A)	DIANNA MC GREW	ASSESSING SERVICES	2,388.87
02/22/2016	1026(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	17,260.67
02/22/2016	1027(A)	RPM MACHINERY	BACKHOE EDGE & OIL	378.39
02/22/2016	1028(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	17,857.64
02/22/2016	1029(A)	SAUGATUCK FIRE	PROPERTY TAXES	58,475.52
02/22/2016	1030(A)	SISTERS IN INK	DPW UNIFORMS	262.00
02/22/2016	1021(E)	PRIORITY HEALTH	HEALTH INSURANCE	7,090.24
02/26/2016	DD2232(A)	BULTMAN, LINDA	PAYROLL	1,275.59
02/26/2016	DD2233(A)	HALLGREN, JON	PAYROLL	1,213.14
02/26/2016	DD2234(A)	HARRIER, KIRK	PAYROLL	2,219.77
02/26/2016	DD2235(A)	HERBERT, SCOTT	PAYROLL	1,310.48
02/26/2016	DD2236(A)	JONES, MICHAEL	PAYROLL	1,277.64
02/26/2016	DD2237(A)	NAGEL, MONICA	PAYROLL	1,733.49
02/26/2016	DD2238(A)	SIMONSON, BRUCE	PAYROLL	1,703.20
02/26/2016	DD2239(A)	STANISLAWSKI, PETER	PAYROLL	1,579.47
02/26/2016	EFT763(E)	457-VALIC	PAYROLL	1,914.51
02/26/2016	EFT764(E)	MERS HYBRID	PAYROLL	727.21
02/26/2016	EFT765(E)	FEDERAL TAX DEPOSIT	PAYROLL	4,566.97
02/26/2016	EFT766(E)	MERS	PAYROLL	3,311.94
02/26/2016	EFT767(E)	MI DEPT OF TREASURY	PAYROLL	1,296.82
02/28/2016	1035(E)	FRONTIER	TELEPHONES	400.43
Total of 83 Checks:				786,986.22
Less 0 Void Checks:				0.00
Total of 83 Disbursements:				786,986.22

02/24/2016 10:42 AM  
 User: Peter  
 DB: SAUGATUCK

JOURNALS POSTING REPORT  
 POSTING REPORT

Post Date	Journal	Summ/Det	Ref #	Description	DR Amount	CR Amount
02/26/2016	PR	S	17768	266	SUMMARY PR 02/26/2016	
101-000-001.000				CASH IN CHEMICAL		6,136.60
101-000-228.002				STATE INCOME TAX WITHHELD		668.60
101-000-229.000				DUE TO FEDERAL GOVERNMENT		4,566.97
101-000-234.000				DUE TO RETIREMENT PLANS		3,607.69
101-173-702.000				SALARY/WAGES	3,308.31	
101-173-720.000				FRINGE BENEFITS	826.86	
101-215-702.000				SALARY/WAGES	1,903.56	
101-215-720.000				FRINGE BENEFITS	851.83	
101-253-702.000				SALARY/WAGES	2,389.43	
101-253-720.000				FRINGE BENEFITS	792.30	
101-265-702.000				SALARY/WAGES	136.00	
101-265-720.000				FRINGE BENEFITS	27.75	
101-441-702.000				SALARY/WAGES	3,278.37	
101-441-720.000				FRINGE BENEFITS	558.30	
101-751-702.000				SALARY/WAGES	416.57	
101-751-720.000				FRINGE BENEFITS	97.18	
101-756-702.000				SALARY/WAGES	314.27	
101-756-720.000				FRINGE BENEFITS	45.89	
101-756-850.000				TELEPHONE	33.24	
202-000-001.000				CASH IN BANK		2,539.63
202-463-702.000				SALARY/WAGES	155.32	
202-463-720.000				FRINGE BENEFITS	32.62	
202-464-702.000				SALARY/WAGES	1,963.82	
202-464-720.000				FRINGE BENEFITS	387.87	
203-000-001.000				CASH IN BANK		2,572.72
203-463-702.000				SALARY/WAGES	192.61	
203-463-720.000				FRINGE BENEFITS	36.96	
203-464-702.000				SALARY/WAGES	1,967.00	
203-464-720.000				FRINGE BENEFITS	376.15	
661-000-001.000				CASH IN BANK		1,063.83
661-443-702.000				SALARY/WAGES	859.21	
661-443-720.000				FRINGE BENEFITS	171.38	
661-443-850.000				TELEPHONES	33.24	
					<u>21,156.04</u>	<u>21,156.04</u>
					<u>21,156.04</u>	<u>21,156.04</u>

Post Date	Journal	Summ/Det	Ref #	Description	DR Amount	CR Amount
03/11/2016	PR	S	17800	267	SUMMARY PR 03/11/2016	
101-000-001.000				CASH IN CHEMICAL		6,167.78
101-000-228.002				STATE INCOME TAX WITHHELD		647.97
101-000-229.000				DUE TO FEDERAL GOVERNMENT		4,427.05
101-000-234.000				DUE TO RETIREMENT PLANS		5,389.65
101-173-702.000				SALARY/WAGES	3,308.31	
101-173-720.000				FRINGE BENEFITS	826.87	
101-215-702.000				SALARY/WAGES	1,903.56	
101-215-720.000				FRINGE BENEFITS	574.50	
101-215-820.000				ELECTIONS	638.00	
101-215-860.000				EDUCATIONAL TRAINING	94.50	
101-253-702.000				SALARY/WAGES	2,389.43	
101-253-720.000				FRINGE BENEFITS	612.17	
101-265-702.000				SALARY/WAGES	71.09	
101-265-720.000				FRINGE BENEFITS	18.34	
101-441-702.000				SALARY/WAGES	3,710.52	
101-441-720.000				FRINGE BENEFITS	1,352.47	
101-751-702.000				SALARY/WAGES	549.60	
101-751-720.000				FRINGE BENEFITS	211.97	
101-756-702.000				SALARY/WAGES	271.30	
101-756-720.000				FRINGE BENEFITS	99.82	
202-000-001.000				CASH IN BANK		2,215.30
202-463-702.000				SALARY/WAGES	274.34	
202-463-720.000				FRINGE BENEFITS	85.21	
202-464-702.000				SALARY/WAGES	1,420.80	
202-464-720.000				FRINGE BENEFITS	434.95	
203-000-001.000				CASH IN BANK		2,467.30
203-463-702.000				SALARY/WAGES	579.85	
203-463-720.000				FRINGE BENEFITS	217.83	
203-464-702.000				SALARY/WAGES	1,255.62	
203-464-720.000				FRINGE BENEFITS	414.00	
661-000-001.000				CASH IN BANK		959.31
661-443-702.000				SALARY/WAGES	730.07	
661-443-720.000				FRINGE BENEFITS	229.24	
					<u>22,274.36</u>	<u>22,274.36</u>
					<u>22,274.36</u>	<u>22,274.36</u>



# City Council Agenda Item Report

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City of Saugatuck

**FROM:** Peter Stanislawski, City Treasurer

**MEETING DATE:** March 14, 2016

**SUBJECT:** Resolution 160314-B (FY 15/16 Budget Amendment)

**DESCRIPTION**

The City Council is authorized by statute to amend the budget throughout the fiscal year as it becomes apparent that a deviation from the original general appropriations act is necessary. Attached are the recommend final year-end budget amendments.

**BUDGET ACTION REQUIRED**

N/A

**COMMITTEE/COMMISSION REVIEW**

N/A

**LEGAL REVIEW**

Resolution was originally prepared by municipal attorney Jeff Sluggett.

**SAMPLE MOTION:**

Motion to **approve/deny** Resolution No. 160314-B amending the FY 15/16 budget as presented.

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

**RESOLUTION NO. 160314-B**

**A RESOLUTION TO AMEND THE BUDGET OF THE 2015/2016 GENERAL  
APPROPRIATIONS ACT**

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

WHEREAS, in accordance with the Uniform Budgeting and Accounting Act, 1968 PA 2, as amended, the Budget Hearings of Local Governments Act, 1963 PA 43, and Chapter VII of the City Charter, the City Council of the City of Saugatuck established and approved the City's budget for fiscal year commencing **July 1, 2015** and ending **June 30, 2016**; and

WHEREAS, the City Manager has recommended that said budget be amended based on new information now available; and

WHEREAS, the Council is authorized by statute to amend the budget throughout the fiscal year as it becomes apparent that a deviation from the original general appropriations act is necessary; and

WHEREAS, the Council is authorized to make additional appropriations during the fiscal year.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The City Council of the City of Saugatuck amends the **2015/2016** budget in accordance with the schedule attached hereto.
2. The funds appropriated shall be approved pursuant to the authority granted by the Saugatuck City Charter.
3. All resolutions or parts of resolutions in conflict with this Resolution are rescinded.

YEAS: Council Members: \_\_\_\_\_

NAYS: Council Members: \_\_\_\_\_

ABSTAIN: Council Members: \_\_\_\_\_

ABSENT: Council Members: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

Dated: March 14, 2016

\_\_\_\_\_  
Christine Z Peterson, Mayor

\_\_\_\_\_  
Monica Nagel, City Clerk

CERTIFICATION

I, \_\_\_\_\_, the City Clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held March 14, 2014, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

Attest:

\_\_\_\_\_  
Monica Nagel, City Clerk

CITY OF SAUGATUCK

BUDGET AMENDMENT #1

3/14/2016

QUARTERLY BUDGET ADJUSTMENT

GL #	DESCRIPTION	DR	CR
<b>Fund 101-GENERAL FUND</b>			
101-000-447.000	ADMINISTRATION FEE		5,500.00 Revenue
101-000-478.000	PERMIT FEES		2,000.00 Revenue
101-000-577.000	LIQUOR LICENSE FEES		800.00 Revenue
101-000-614.000	SCHOOL TAX COLLECTION		73.00 Revenue
101-000-650.000	CHAIN FERRY FEES		8,000.00 Revenue
101-000-651.000	OVAL BEACH FEES		140,000.00 Revenue
101-000-655.000	POLICE & ORDINANCE FEES		1,500.00 Revenue
101-000-674.000	MISC DONATIONS & INCOME		7,000.00 Revenue
101-000-682.000	USE TAX & ELECTIONS		20,000.00 Revenue
101-101-803.000	LEGAL FEES	5,000.00	Council
101-173-803.000	LEGAL FEES	5,000.00	Administration
101-257-727.000	OFFICE SUPPLIES	500.00	Assessing
101-257-860.000	EDUCATION	500.00	Assessing
101-257-900.000	PRINTING & PUBLISHING	100.00	Assessing
101-265-720.000	FRINGE BENEFITS	2,000.00	City Hall
101-441-730.000	SUPPLIES	1,000.00	Public Works
101-721-720.000	FRINGE BENEFITS	5,000.00	Planning
101-721-801.000	CONTRACTUAL SERVICES	2,000.00	Planning
101-723-720.000	FRINGE BENEFITS	50,000.00	HDC
101-723-801.000	CONTRACTUAL SERVICES	3,000.00	HDC
101-723-803.000	LEGAL FEES	2,000.00	HDC
101-730-801.000	CONTRACTUAL SERVICES	5,000.00	Harbor
101-756-970.000	CAPITAL OUTLAY	95,000.00	Oval
101-758-702.000	SALARY	6,000.00	Concession
101-758-720.000	FRINGE BENEFITS	3,000.00	Concession
<b>Fund 202-MAJOR STREETS</b>			
202-000-538.000	COUNTY ROAD MILLAGE		1,293.00 Revenue
202-000-546.000	ACT 51 FEES		10,000.00 Revenue
202-463-801.000	CONTRACTUAL SERVICES		2,940.00 Routine Maintenance
202-464-702.000	SALARY/WAGES	500.00	Winter
202-464-727.000	SUPPLIES	5,200.00	Winter
202-464-946.000	EQUIPMENTAL RENTAL	8,533.00	Winter

GL #	DESCRIPTION	DR	CR
<b>Fund 203-LOCAL STREETS</b>			
203-000-665.000	INTEREST		750.00 Revenue
203-000-672.000	SPECIAL ASSESSMENTS		35,760.00 Revenue

GL #	DESCRIPTION	DR	CR
<b>Fund 301-DEBT SERVICE</b>			
301-000-445.000	PENALTIES ON TAXES		100.00 Revenue
301-000-665.000	DEBT INTEREST		200.00 Revenue

GL #	DESCRIPTION	DR	CR
<b>Fund 592-WATER &amp; SEWER FUND</b>			
592-000-665.000	INTEREST		750.00 Revenue

GL #	DESCRIPTION	DR	CR
<b>Fund 661-MOTOR POOL</b>			
661-443-970.000	CAPITAL OUTLAY	10,000.00	Motor Pool



# City Council Agenda Item Report

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City of Saugatuck

**FROM:** Kirk Harrier, City Manager  
**MEETING DATE:** March 14, 2016  
**SUBJECT:** Bid Award—2016 Oval Beach Parking Lot Improvements

## DESCRIPTION

### BUDGET ACTION REQUIRED

A budget adjustment is required as the original appropriation for this project for the FY 15/16 budget will not cover the total project amount.

### COMMITTEE/COMMISSION REVIEW

N/A

### LEGAL REVIEW

Municipal attorney Jeff Sluggett has reviewed the bid award process and approves the process.

### SAMPLE MOTION:

Motion to **approve/deny** the recommendation of the City's engineering firm and award the 2016 Oval Beach Parking Lot Improvement project to Michigan Paving & Materials Co. in the amount of \$329,745 contingent on the budget adjustment set forth in the City Manager's memorandum of March 14, , 2016 and further to authorize the Mayor and Clerk to sign the contract on behalf of the City.



March 10, 2016

Mr. Kirk Harrier  
City of Saugatuck  
102 Butler Street  
P.O. Box 86  
Saugatuck, MI 49543

**RE: Oval Beach Parking Lot Improvements, F&V #823440  
Recommendation of Award**

Kirk,

We have reviewed the bids received on March 10, 2016 for the above referenced project. A total of three bids were received, and the bid tabulation is attached. The low bidder for the project is Michigan Paving & Materials Company of Grand Rapids, Michigan with a total base bid of \$329,745.00. As we have discussed, we asked for base bids assuming the parking lot would be closed to vehicular traffic for the duration of the 20 work day project (approximately 4-5 weeks is anticipated for construction between mid-April and May with a completion date of May 27, 2016 – prior to Memorial Day weekend). We also included an alternate, requesting that contractors provide the costs associated with constructing the project in two phases, with the dividing line at the entrance, to allow a portion of the parking to be maintained open throughout construction. Michigan Paving provided a price of \$25,000.00 for that option.

We have worked with Michigan Paving on several similar projects in the past and feel they are capable of meeting the project requirements. They are pre-qualified by the Michigan Department of Transportation for this type of work. Therefore, we recommend that the City award the project to Michigan Paving & Materials Company, either at the Base Bid price of \$329,745.00 or Base Bid plus Alternate No. 1 for a total of \$354,745.00, depending on the City's preference for phasing the project.

We appreciate the opportunity to work with you to complete this project. Please feel free to contact me with any questions.

Sincerely,

FLEIS & VANDENBRINK

A handwritten signature in black ink, appearing to read "Jonathan W. Moxey".

Jonathan W. Moxey, P.E.  
Project Manager

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

**City of Saugatuck**  
**Oval Beach Parking Lot Improvements**  
**Bid Tabulation**



Project No.: 823440  
 By: JWM  
 Date: 3/10/2016

Bid Item No.	MDOT Item No.	Item Description	Unit	Est. Qty.	Engineer's Estimate		Michigan Paving		Rieth-Riley		Al's Excavating	
					Unit Price	Amount						
1	1500001	Mobilization, Max 5%	LSUM	1	\$ 17,300.00	\$ 17,300.00	\$ 6,000.00	\$ 6,000.00	\$ 14,000.00	\$ 14,000.00	\$ 20,000.00	\$ 20,000.00
2	2040004	Tree, Rem, 6 inch to 18 inch	Ea	6	\$ 250.00	\$ 1,500.00	\$ 600.00	\$ 3,600.00	\$ 800.00	\$ 3,600.00	\$ 700.00	\$ 4,200.00
3	2047051	Parking Blocks, Rem, Salv & Replace	LSUM	1	\$ 2,000.00	\$ 2,000.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00
4	2057051	Turnaround Grading	LSUM	1	\$ 5,000.00	\$ 5,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 3,500.00	\$ 3,500.00
5	2057051	Cul-de-sac Grading	LSUM	1	\$ 1,000.00	\$ 1,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,500.00	\$ 3,500.00
6	2057051	Parking Expansion Grading	LSUM	1	\$ 2,000.00	\$ 2,000.00	\$ 2,500.00	\$ 2,500.00	\$ 3,600.00	\$ 3,600.00	\$ 3,000.00	\$ 3,000.00
7	2080020	Erosion Control, Inlet Protection, Fabric Drop	Ea	2	\$ 100.00	\$ 200.00	\$ 100.00	\$ 200.00	\$ 100.00	\$ 200.00	\$ 100.00	\$ 200.00
8	2080036	Erosion Control, Silt Fence	Ft	1,000	\$ 2.50	\$ 2,500.00	\$ 2.50	\$ 2,500.00	\$ 2.50	\$ 2,500.00	\$ 2.00	\$ 2,000.00
9	3020001	Aggregate Base	Ton	500	\$ 15.00	\$ 7,500.00	\$ 13.50	\$ 6,750.00	\$ 13.50	\$ 6,750.00	\$ 25.00	\$ 12,500.00
10	3040001	Pavt, Rubblize	Syd	1,700	\$ 10.00	\$ 17,000.00	\$ 10.25	\$ 17,425.00	\$ 23.00	\$ 39,100.00	\$ 20.00	\$ 34,000.00
11	3050002	HMA Base Crushing and Shaping	Syd	21,000	\$ 1.25	\$ 26,250.00	\$ 1.06	\$ 22,260.00	\$ 2.12	\$ 44,520.00	\$ 3.00	\$ 63,000.00
12	4030005	Dr Structure Cover, Adj, Case 1	Ea	2	\$ 250.00	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 500.00	\$ 1,000.00	\$ 500.00	\$ 1,000.00
13	5010033	HMA, 13A	Ton	3,800	\$ 68.00	\$ 258,400.00	\$ 65.60	\$ 249,280.00	\$ 67.88	\$ 257,944.00	\$ 67.75	\$ 257,450.00
14	8110232	Pavt Mrkg, Waterborne, 4 inch, Yellow	Ft	1,300	\$ 0.75	\$ 975.00	\$ 0.50	\$ 650.00	\$ 0.30	\$ 390.00	\$ 0.50	\$ 650.00
15	8110293	Pavt Mrkg, Waterborne, for Rest Areas, Parks, & Lots, 4 inch, Blue	Ft	1,000	\$ 1.00	\$ 1,000.00	\$ 0.50	\$ 500.00	\$ 0.30	\$ 300.00	\$ 0.50	\$ 500.00
16	8110294	Pavt Mrkg, Waterborne, for Rest Areas, Parks, & Lots, 4 inch, White	Ft	11,000	\$ 0.90	\$ 9,900.00	\$ 0.30	\$ 3,300.00	\$ 0.30	\$ 3,300.00	\$ 0.50	\$ 5,500.00
17	8117050	Pavt Mrkg, Regular Dry, Accessible Symbol	Ea	10	\$ 100.00	\$ 1,000.00	\$ 25.00	\$ 250.00	\$ 50.00	\$ 500.00	\$ 20.00	\$ 200.00
18	8117050	Pavt Mrkg, Regular Dry, Thru Arrow Sym	Ea	11	\$ 100.00	\$ 1,100.00	\$ 25.00	\$ 275.00	\$ 75.00	\$ 825.00	\$ 20.00	\$ 220.00
19	8117050	Pavt Mrkg, Regular Dry, Thru and Lt Turn Arrow Sym	Ea	2	\$ 100.00	\$ 200.00	\$ 35.00	\$ 70.00	\$ 150.00	\$ 300.00	\$ 25.00	\$ 50.00
20	8117050	Pavt Mrkg, Regular Dry, Thru and Rt Turn Arrow Sym	Ea	1	\$ 100.00	\$ 100.00	\$ 35.00	\$ 35.00	\$ 150.00	\$ 150.00	\$ 25.00	\$ 25.00
21	8120022	Barricade, Type III, High Intensity, Lighted, Furn	Ea	3	\$ 100.00	\$ 300.00	\$ 45.00	\$ 135.00	\$ 45.00	\$ 135.00	\$ 50.00	\$ 150.00
22	8120023	Barricade, Type III, High Intensity, Lighted, Oper	Ea	3	\$ 10.00	\$ 30.00	\$ 5.00	\$ 15.00	\$ 5.00	\$ 15.00	\$ 6.00	\$ 18.00
23	8120170	Minor Traf Devices	LSUM	1	\$ 5,000.00	\$ 5,000.00	\$ 3,100.00	\$ 3,100.00	\$ 3,500.00	\$ 3,500.00	\$ 5,000.00	\$ 5,000.00
24	8120250	Plastic Drum, High Intensity, Furn	Ea	100	\$ 20.00	\$ 2,000.00	\$ 9.00	\$ 900.00	\$ 9.00	\$ 900.00	\$ 12.00	\$ 1,200.00
25	8120251	Plastic Drum, High Intensity, Oper	Ea	100	\$ 5.00	\$ 500.00	\$ 1.00	\$ 100.00	\$ 1.00	\$ 100.00	\$ 1.00	\$ 100.00
26	8120352	Sign, Type B, Temp, Prismatic, Special, Furn	Sft	50	\$ 7.50	\$ 375.00	\$ 7.00	\$ 350.00	\$ 7.00	\$ 350.00	\$ 9.00	\$ 450.00
27	8120353	Sign, Type B, Temp, Prismatic, Special, Oper	Sft	50	\$ 1.00	\$ 50.00	\$ 1.00	\$ 50.00	\$ 1.00	\$ 50.00	\$ 1.00	\$ 50.00
<b>Total Base Bid:</b>					<b>\$ 363,680.00</b>		<b>\$ 329,745.00</b>		<b>\$ 392,529.00</b>		<b>\$ 421,463.00</b>	
<b>Alternate No. 1:</b>					<b>\$ 25,000.00</b>		<b>\$ 25,000.00</b>		<b>\$ 15,000.00</b>		<b>\$ 10,000.00</b>	



# City Council Agenda Item Report

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City of Saugatuck

**FROM:** Kirk Harrier, City Manager  
**MEETING DATE:** March 14, 2016  
**SUBJECT:** Resolution No. 160314-A (K.L.S.W.A WCIP Approval)

## **DESCRIPTION**

The Michigan Safe Drinking Water Act, 1976 PA 399 as amended requires municipalities to create and adopt a written Capital Improvement Plan for their publically owned and maintained water supply systems. The Kalamazoo Lake Sewer and Water Authority has commissioned the creation of a Water System Capital Improvements Plan and the City of Saugatuck owns portions of the water system identified within this plan. The attached plan was prepared for KLSWA by the engineering firm Fleis & Vandenbrink and is being submitted to the City Council for approval.

## **BUDGET ACTION REQUIRED**

N/A

## **COMMITTEE/COMMISSION REVIEW**

KLSWA Board recommends approval

## **LEGAL REVIEW**

N/A

## **SAMPLE MOTION:**

Motion to **approve/deny** Resolution No. 160314-A adopting the Capital Improvement Plan dated March 2, 2016.

CITY OF SAUGATUCK  
COUNTY OF ALLEGAN  
STATE OF MICHIGAN

RESOLUTION 160314-A

A RESOLUTION TO ADOPT A CAPITAL IMPROVEMENT PLAN  
FOR THE MUNICIPAL WATER SUPPLY

At a regular meeting of the Saugatuck City Council held on March 14, 2016 at 7:00P.M. the following resolution was offered:

Moved by Council Member \_\_\_\_\_ and supported by Council Member \_\_\_\_\_.

WHEREAS, the Michigan Safe Drinking Water Act, 1976 PA 399 as amended requires municipalities to create and adopt a written Capital Improvement Plan for their publically owned and maintained water supply systems; and

WHEREAS, the Kalamazoo Lake Sewer and Water Authority has commissioned the creation of a Water System Capital Improvements Plan; and

WHEREAS, the City of Saugatuck owns portions of the water system identified within this plan;  
now

THEREFORE, IT IS RESOLVED THAT:

The City agrees to adopt the Capital Improvements Plan dated March 2, 2016 prepared by the Kalamazoo Lake Sewer and Water Authority.

YEAS: Council Members: \_\_\_\_\_

NAYS: Council Members: \_\_\_\_\_

ABSTAIN: Council Members: \_\_\_\_\_

ABSENT: Council Members: \_\_\_\_\_

ADOPTED this 14<sup>th</sup> day of March, 2016

Signed: \_\_\_\_\_

Christine Z. Peterson, Mayor

\_\_\_\_\_  
Monica Nagel, City Clerk

CERTIFICATION

I, Monica Nagel, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held March 14, 2016, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

Attest:

\_\_\_\_\_  
Monica Nagel, City Clerk



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
GRAND RAPIDS DISTRICT OFFICE



DAN WYANT  
DIRECTOR

November 6, 2015

TO: Publicly Owned Water Supplies

FROM: Office of Drinking Water and Municipal Assistance, Kalamazoo District Office

SUBJECT: Deadline of January 1, 2016: Capital Improvement Plan

This is a reminder of requirements in the Michigan Safe Drinking Water Act, 1976 PA 399, as amended (Act 399) related to Asset Management Programs (AMP) and Capital Improvement Plans (CIP). Act 399 requires these items to be added to the general plan for certain water supplies. It is our intention to provide assistance to maintain compliance with these requirements. A copy of the applicable section of the amended law is attached to this letter.

The deadline for submitting a CIP is January 1, 2016, for publicly owned supplies, and January 1, 2018, for privately owned supplies with a service population of greater than 1,000 people. At a minimum, the CIP must identify waterworks system needs for 5-year and 20-year planning periods. The CIP may also identify source of funding, assessment of rate structure, or other information to support the projects on the list.

The deadline for submitting an AMP is January 1, 2018, for all water supplies with a service population of greater than 1,000 people. The minimum requirements for an AMP is detailed in Rule 1606 (attached), and includes an inventory of assets, statement of level of service goals, a CIP, and a summary of the funding structure and rate methodology.

Below is a table which outlines the requirements for each type of community water supply:

	Population less than 1,000	Population greater than 1,000
Privately Owned	No AMP required, No CIP required	AMP by 1/1/2018, CIP by 1/1/2018
Publicly Owned	No AMP required, CIP by 1/1/2016	AMP by 1/1/2018, CIP by 1/1/2016

Please sent the required plans to the Kalamazoo District Office e-mail address, which is [DEQ-Kalamazoo@michigan.gov](mailto:DEQ-Kalamazoo@michigan.gov), or via mail to the DEQ, Kalamazoo District Office, Office of Drinking Water and Municipal Assistance, 7953 Adobe Road, Kalamazoo, MI 49009.

Enclosure

Rule 1605. The general plan for a waterworks system that has a distribution system intended to provide fire protection purposes shall include all of the following information:

- (a) A hydraulic analysis of the distribution system showing pressure contours under peak demands.
- (b) An inventory of water main by size and material and age.
- (c) Service area maps including existing and future service area boundaries.

History: 2009 AACCS.

**R 325.11606 Community water supplies; additional general plan requirements; asset management program; capital improvements plan.**

Rule 1606. (1) A community water supply that serves more than 1,000 people shall implement an asset management program as defined in R 325.10102 beginning January 1, 2018, unless otherwise required in this subrule. Supplies may use the reference guide for asset management tools, May 2014, prepared by the U.S. Environmental Protection Agency and listed in R 325.10113 when developing an asset management program. Supplies shall include in the general plan each of the following:

(a) A summary detailing the system used to maintain an inventory of assets. Priority shall be given to an inventory of source, treatment, pumping, and distribution system assets.

(b) A summary describing the method used to assess the criticality of assets considering the likelihood and consequence of failure.

(c) A statement of level of service goals.

(d) A capital improvements plan that identifies waterworks system needs for 5-year and 20-year planning periods. A publicly owned or operated supply shall comply beginning January 1, 2016. A privately owned supply shall comply beginning January 1, 2018.

(e) A summary detailing the funding structure and rate methodology that provides sufficient resources to implement the asset management program.

(2) A community water supply that serves 1,000 or fewer people and that is publicly owned or operated shall include in the general plan a capital improvements plan that identifies waterworks system needs for 5-year and 20-year planning periods. A supply shall comply beginning January 1, 2016.

(3) A community water supply may include additional information with the general plan, including the current reliability study, annual pumpage report, sample siting plan, source water protection plan, water conservation/efficiency program, waterworks operation and maintenance programs, regional planning documents, and relevant zoning and land use plans for the service area.

History: 2009 AACCS; 2015 MR 20, Eff. Oct. 16, 2015.

## **PART 17. OWNERSHIP OF PUBLIC WATER SUPPLIES**

### **R 325.11701 Purpose.**

# **CAPITAL IMPROVEMENT PLAN**

FOR THE

## **KALAMAZOO LAKE SEWER & WATER AUTHORITY WATER SYSTEM**

**MARCH 2, 2016**



This Capital Improvement Plan (Plan) was written in general conformance with the Michigan Safe Drinking Water Act, 1976 PA 399 as amended as it relates to the requirement for a written and adopted Plan for publically owned water supplies with a service population of greater than 1,000.

The improvements in this plan incorporate the recommended improvements identified in the March 2012 Water Reliability Study. The Plan excludes improvements that have been made since the Water Reliability Study was created and includes newly identified needs. The improvements also include significant preventative maintenance items or those that are regularly scheduled.

Estimated Budget:

Each identified improvement has an estimated budget associated with it. The budgets are estimated in 2016 dollars for the scope of work currently understood as necessary to complete the work.

Certain improvements require the collection and assessment of additional information to develop a budget. For example, the "Itemization of Improvements" section of the Plan includes budgets for "If Needed" items. There exists a need to add firm capacity to the system. This will include new wells and pumps. This may include water treatment to remove iron.

Schedule:

Each of the improvements are prioritized to occur within the next five years, 6 to 20 years or over twenty years based on their community benefit compared to their relative budget. However, as infrastructure improvements are made to the roadway or other utilities, water system improvements may be reorganized to optimize water system infrastructure spending.

Funding:

Each improvement will be funded through the existing rate structure. If needed, additional funding will be secured through bonds, loans and potentially grants from a variety of institutions.

**Kalamazoo Lake Sewer & Water Authority**  
**Water System Capital Improvement Plan**  
*Itemization of Improvements*

		2016-2021 Amount (2016 Dollars)	2022-2036 Amount (2016 Dollars)	2037 and Later (2016 Dollars)
<b><u>Water Supply, Treatment and Storage:</u></b>				
<b><u>Within Years 2016 to 2021</u></b>				
1	Add 400 gpm firm capacity			
	400 gpm well	\$100,000		
	Pump, well house, & controls	\$250,000		
	1,000' of 12" Watermain	\$270,000		
	Water Treatment (If needed)	\$1,500,000		
2	Exterior storage tank roof coating	\$50,000		
3	Interior storage tank repairs	\$50,000		
4	Reservoir Cleaning	\$100,000		
5	Inspect, clean & repair wells and pumps; #1 & #2 every three years (\$25,000 every 3 years)	\$25,000	\$150,000	As needed
6	Inspect, clean & repair wells and pumps; #4 & #5 every five years (\$25,000 every 5 years)	\$25,000	\$75,000	As needed
7	Inspect, clean & repair wells and pumps; #6 & #7 every five years (\$25,000 every 5 years)	\$25,000	\$75,000	As needed
8	Add sand to treatment filter at wells #1 & #2 every 5 years (last time was in 2015; \$5,000 each time)	\$5,000	\$15,000	As needed
9	Pull, inspect & repair Saug Twp booster station pumps every 10 years (\$20,000 each time)	\$20,000	\$20,000	As needed
	Subtotal:	\$2,420,000	\$335,000	
<b><u>Within Years 2022 to 2036</u></b>				
	1 Telemetry Upgrade		\$80,000	
	2 Iron Removal Plant Control Upgrade		\$70,000	
	3 Install a Hydropneumatic tank in the Saugatuck Township booster station		\$50,000	
	Subtotal:		\$200,000	

**Distribution:**

**Within Years 2016 to 2021**

**Within the City of Douglas:**

1	880' of 8" Watermain in McVea from Campbell to GolfView	\$211,200
2	910' of 8" Watermain on Chestnut from Union to Main and in Spring from Chestnut to Lawn.	\$163,800
3	1,730' of 8" Watermain in Freemont from Ferry to LeBarre and in LeBarre from Freemont to Center	\$311,400
4	1,420' of 8" Watermain in Center from Blue Star to Ferry	\$340,800

**Within the City of Saugatuck:**

1	1,220' of 8" Watermain in Elizabeth from Allegan to Main	\$292,800
2	800' of 12" Watermain at Wells #4 & #5 from Maple to the wells	\$184,800
	Subtotal:	\$1,504,800

	2016-2021 Amount (2016 Dollars)	2022-2036 Amount (2016 Dollars)	2037 and Later (2016 Dollars)
<b><u>Within Years 2022 to 2036</u></b>			
<b><u>Within the City of Douglas:</u></b>			
1	2,060' of 8" Watermain in St Peter from Center to Westshore	\$494,400	
2	810' of 8" Watermain in Randolph from Union to Washington	\$194,400	
3	1,400' of 8" Watermain in Lakeshore from Center to the southern City limits	\$420,000	
4	2,400' of 8" Watermain in Washington from South to Lawn	\$576,000	
<b><u>Within the City of Sauquatuck:</u></b>			
1	450' of 8" Watermain in Bridge from Lake to the Bridge Street Dead End	\$108,000	
2	2,260' of 8" Watermain in Butler from Culver to Lucy	\$678,000	
3	1,300' of 8" Watermain in Maple from Allegan to Bradley	\$516,000	
4	300' of 8" Watermain in Lucy from Water Street to Butler Street	\$72,000	
<b><u>Within Sauquatuck Township:</u></b>			
1	1,450' of 8" Watermain in Riverside Drive from #3442 Riverside to Dugout Road	\$348,000	
2	1,800' of 12" Watermain in 130th (Wiley Rd.) from Lakeshore east to the watermain dead end	\$486,000	
3	1,900' of 8" Watermain in Lakeshore from the City limits southerly to the existing system extents	\$570,000	
4	4,300' of 12" Watermain in Old Allegan from Blue Star east completing a loop	\$1,161,000	
5	9,900' of 12" Watermain in Palmer & 134th from 136th to 134th and Palmer to Gleason	\$2,673,000	
<b><u>Within Laketown Township:</u></b>			
1	1,200' of 8" Watermain around the west side of Goshorn Lake to complete the loop	\$360,000	
	Subtotal:	\$8,656,800	
<b><u>2037 and Later</u></b>			
<b><u>Within the City of Douglas:</u></b>			
1	1,200' of 8" Watermain in Amity from Wiley North to the Cul-De-Sac		\$288,000
2	2,690' of 8" Watermain loop in the Summer Grove Development		\$645,600
3	2,300' of 8" Watermain in Campbell from Ferry to Lakeshore		\$690,000
4	3,300' of 8" Watermain in Lakeshore from Center to Campbell		\$990,000
<b><u>Within the City of Sauquatuck:</u></b>			
1	300' of 8" Watermain in Grand from Spear Street to St Joseph.		\$72,000
2	250' of 8" Watermain in Hoffman from Elizabeth to the east.		\$60,000
3	225' of 8" Watermain from Mason south between Elizabeth and Grand		\$54,000
<b><u>Within Sauquatuck Township:</u></b>			
1	730' of 8" Watermain in Clearbrook Green south of 134th.		\$175,200
	Subtotal:		\$2,974,800
	Totals:	\$3,924,800	\$8,856,800
			\$2,974,800



# City Council Agenda Item Report

City of Saugatuck

**FROM:** Kirk Harrier, City Manager  
**MEETING DATE:** March 14, 2016  
**SUBJECT:** Resolution No. 160314-C Landscape Design Contract (Rose Garden)

**DESCRIPTION**

Attached is a proposal from Landscape Design Services, Inc. for professional services related to the care/maintenance of the Memorial Rose Garden for the 2016 season. The proposal for the 2016 season has not changed in cost or scope of services from the previous five years.

The Rose Garden operates via a fund similar to an endowment with interest earned by that fund and held by the City. \*Please note due to billing cycles some expenses overlap into different fiscal years.

<u>Fiscal Year</u>	<u>Revenue Generated</u>	<u>*Expenses</u>	<u>Fund Bal. (06/30/15)</u>
FY 14/15	\$1,037	\$10,024	\$200,162
FY 13/14	\$989	\$4,354	\$209,150
FY 12/13	\$1,350	\$7,276	\$212,514
FY 11/12	\$2,235	\$9,197	\$218,440
FY 10/11	\$3,919	\$7,431	\$225,402
FY 09/10	\$2,000	\$8,943	\$228,914
FY 08/09	\$5,291	\$9,443	\$235,856
FY 07/08	\$10,458	\$13,136	\$240,009

**BUDGET ACTION REQUIRED**

N/A

**COMMITTEE/COMMISSION REVIEW**

N/A

**LEGAL REVIEW**

Municipal attorney Jeff Sluggett originally prepared the attached Resolution.

**SAMPLE MOTION:**

Motion to **approve/deny** Resolution No. 160314-C as presented and authorize the Mayor and City Clerk to sign the agreement between the City of Saugatuck and Landscape Design Services, Inc. for the 2016 care and maintenance of the Memorial Rose Garden in the amount of \$6,480.

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

**RESOLUTION NO. 160314-C**

**A RESOLUTION TO APPROVE AN AGREEMENT FOR THE EMPLOYMENT OF  
PROFESSIONAL SERVICES**

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

WHEREAS, the City of Saugatuck owns and is responsible to maintain a downtown memorial rose garden; and

WHEREAS, the garden is a valuable community asset and its care and maintenance requires specialized training and expertise; and

WHEREAS, the City has contracted with Landscape Design Services, Inc., of Holland, Michigan ("LDS") in the past to care for and maintain the rose garden and has been pleased with the professional services provided; and

WHEREAS, LDS has submitted to the City a proposal to provide annual maintenance services for the rose garden at a not to exceed cost of \$6,480; and

WHEREAS, the City is desirous of retaining LDS's services for the **2016** growing season.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The City accepts LDS's proposal for maintenance services for the downtown rose garden as identified on attached Exhibit A (the "Agreement"), subject to and incorporating the following terms:

A. The materials and services to be provided shall be those identified on the Agreement, in the not to exceed amount of \$6,480.00.

B. LDS's services are to be provided solely as an independent contractor to the City.

C. LDS shall maintain bonding and insurance levels in an amount and form approved in advance by the City Manager. Evidence of insurance or other security shall be provided to the City upon request.

D. LDS shall hold the City harmless from and indemnify it for any and all claims, demands, judgments, awards or other losses arising from LDS's provision of the services or approved additional services.

E. The Agreement and its terms and conditions may not be amended except in writing, signed by each party.

F. No waiver of any claim or right of the City arising out of breach of the Agreement shall be effective unless in writing, signed by the City.

2. The City hereby finds, based on the professional skill and expertise required to maintain the rose garden, that these services are properly designated as professional services.

3. The City hereby authorizes the Mayor and Clerk to execute any and all documents necessary to effectuate the terms of this resolution.

4. Prior to the agreement becoming effective, an authorized representative of LDS shall sign and draft a copy of this resolution to memorialize the parties' contractual obligations.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

YEAS: Council Members: \_\_\_\_\_

NAYS: Council Members: \_\_\_\_\_

ABSTAIN: Council Members: \_\_\_\_\_

ABSENT: Council Members: \_\_\_\_\_

**ADOPTED** this 14<sup>th</sup> day of March, 2016

Signed: \_\_\_\_\_  
Christine Z. Peterson, Mayor

\_\_\_\_\_  
Monica Nagel, City Clerk

**CERTIFICATION**

I, Monica Nagel, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held March 14, 2016, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

Attest:

\_\_\_\_\_  
Monica Nagel, City Clerk



# LANDSCAPE DESIGN SERVICES, INC.

7351 West Olive Road | Holland, MI 49424-9415  
616.399.1734 | 866.750.8585 toll free | 616.399.8574 fax  
www.LandscapeDS.com | info@LandscapeDS.com

Attn: Bill Hess  
City Of Saugatuck  
102 Butler Street, P.O. Box 86  
Saugatuck, MI 49453

ME0017 CSAUGA

January 21, 2016

The following is our 2016 landscape maintenance agreement for **the Memorial Rose Garden** in Saugatuck, MI:

**A. Spring Maintenance (April thru May)**

- General site clean-up.
- Fertilizing and trimming plant material when necessary.
- Installing annual flowers.  
*(City of Saugatuck Grounds Dept. to top-dress planting beds with 1" shredded bark mulch)*

Total Material and Labor \$ 2,850.00

**B. Summer Maintenance (June thru October)**

- Maintaining site by making visits once a week from Memorial Day weekend thru Labor Day weekend in the summer.
- Maintaining site by making visits every other week thru September and October.
- Applying fertilizer, insecticides and other treatments to plant material as determined to be needed by on site horticulturist.  
*(City of Saugatuck Grounds Dept. to pick-up trash and debris on-site as needed)*

Total Material and Labor \$ 2,460.00

**C. Fall and Winter Maintenance/Preparation (November)**

- Preparing plant material for winter.  
*(Installing mums and spring bulbs not included)*

Total Material and Labor \$ 1,170.00

**Total For Items A – C \$ 6,480.00**

Landscape Maintenance Note:

- o *No additional work will be completed without the approval of the city council.*

Please sign and mail or fax a copy of this agreement to our office, retain one of the copies of the agreement for your records. Invoicing for maintenance work will be mailed out after each of the three seasonal maintenance items are completed. Feel free to contact me at (616) 399-1734 if you have any questions. Thank you for your past business and I look forward to working with you again this season.

Sincerely,

LANDSCAPE DESIGN SERVICES, INC.

Matt Ertzinger  
Landscape Designer

~~Bill Hess, Mayor~~  
CHRISTINE Z. PETERSON

\_\_\_\_\_  
Date

\_\_\_\_\_  
Monica Looman, City Clerk

\_\_\_\_\_  
Date



To: Saugatuck City Council  
From: Saugatuck Historic District Commission  
Date: March 1, 2016  
Re: 2015 Historic District Commission Activities

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The purpose of this memo is to provide an overview on the activities for the Historic District Commission for the 2015 calendar year. During the 2015 calendar year, the Historic District Commission met eleven times for the following activities at each meeting:

**January:**

- Re-elected officers
- Approved amendment to previous approval for 129 Griffith Street
- Approved amendment to previous approval for 520 Lake Street for out swing door
- Advisory discussion regarding new house at 649 Lake Street
- Approved the 2014 annual report to City Council

**February: No meeting**

**March:**

- Approved exterior modifications at 880 Holland Street.
- Tabled an application for demolition at 449 Water Street.
- Approved the construction of an addition at 579 Mason Street.
- Tabled an application to removed deteriorated windows at 340 Water Street
- Approved a full façade replacement at 119 Hoffman Street.
- Declined to take action on the contributing/non-contribution status of 790 Lake Street

**April:**

- Removed from table and approved removal of deteriorated windows at 340 Water Street
- Postponed at hearing to allow additional information from the applicant for revision to drawings for 649 Lake Street
- Approved an application for renovations, fence installation, and shed replacement at 841 Holland Street
- Approved an application to install gutters at 579 Mason Street
- Approved an application to install a service window in a shed at 230 Culver Street
- Tabled an application for window replacement at 133 Main Street

**May:**

- Approved request for façade and addition to 649 Lake Street.
- Approved modification of the roof and window at 579 Mason Street

**June:**

- Approved modification of doors, window, siding and other exterior modifications at 321 Water Street.
- Accepted a letter for information only regarding 790 Lake Street

**July:**

- Approved an application to replace windows and doors at 321 Water Street.

**August:**

- Approved an application for roof dormers at 642 Lake Street.
- Approved an application to replace doors at 250 Mason Street

**September:**

- Approved an application to replace a shingled roof with a metal roof at 446 Griffith Street

**October:**

- Tabled an application for a new single family home at 230 Griffith Street.

**December:**

- Approved an application for a new single family home at 230 Griffith Street
- Approved an application for porch modification and siding at 149 Lucy Street
- Approved an application for a carport at 740 Lake Street

A list of all Historic District approvals is attached including those administratively approved. If you should have any further questions, please contact Planning Director Michael Clark.