



**CITY COUNCIL AGENDA
March 28, 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 March 14, 2016**
5. MAYOR'S COMMENTS
6. CITY MANAGER'S COMMENTS
7. AGENDA CHANGES (ADDITIONS/DELETIONS)
8. GUEST SPEAKERS:
 - A. **Michelle Bruneau - MDHHS & Kalamazoo Watershed Council**
 - B. **Marge Bakker –48th Circuit Judge Candidate**
 - C. **Frank Baker – Allegan County Sheriff Candidate**
 - D. **Rob Kengis – Allegan County Prosecutor Candidate**
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. 160328-A – FY 15/16 Budget Amendment (ROLL CALL)**
 - B. **Resolution No. 160328-B – John Deere 5085 E Equipment Purchase (ROLL CALL)**
 - C. **Resolution No. 160328-C – Barber 600HD Equipment Purchase (ROLL CALL)**
 - D. **2016 Oval Beach Parking Lot Improvement Professional Services Agreement (VOICE VOTE)**
 - E. **Land Division 841 Holland Street (VOICE VOTE)**
14. CONSENT AGENDA:
 - A. **Fourth of July Parade – July 4, 2016 1:30 p.m.**
15. PUBLIC COMMENTS *(Limit 3 minutes)*
16. COMMUNICATIONS:
 - A. **2015 Tree City USA Recognition – Accept as information**
17. BOARDS, COMMISSIONS & COMMITTEE REPORTS
 - A. **KLSWA, Harbor Authority, Fire Board**
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 for further information.

Proposed Minutes
Saugatuck City Council Meeting
Saugatuck, Michigan, March 14, 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
Absent: Johnson & Trester
Others Present: City Manager Harrier, City Treasurer Stanislawski & City Clerk Nagel

A motion was made by Hess, 2nd by Spangler to excuse Council Members Johnson and Trester with prior notification. Upon voice vote the motion carried unanimously.

4. **Approval of Minutes:** A motion was made by Hess, 2nd by Verplank, to approve the February 22, 2016 regular meeting minutes as presented. Upon voice vote the motion carried unanimously.
5. **Mayor's Comments:** Mayor Peterson announced the following: she performed her first marriage ceremony on Saturday, March 12th at the Wickwood; the St. Patrick's Day Parade was a huge success and well attended.
6. **City Manager's Report:** None
7. **Agenda Changes:** None
8. **Guest Speakers:** None
9. **Public Comment:** None
10. **Request for Payment:** A motion was made by Spangler, 2nd by Hess, to approve the accounts payable in the amount of \$122,725.15. Upon voice vote the motion carried unanimously.
11. **Public Hearings:** None
12. **Unfinished Business:** None
13. **New Business:**
 - A. **Resolution No. 160314-B – Budget Amendment:** A motion was made by Verplank, 2nd by Hess, to approve Resolution No. 160314-B as amended. Upon roll call the motion carried unanimously.
 - B. **2016 Oval Beach Parking Lot Improvement Bid Award:** A motion was made by Verplank, 2nd by Spangler, to approve 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 authorize the Mayor and City Clerk to sign the contract on behalf of the City. Upon voice vote the motion carried unanimously.
 - C. **Resolution No. 160314-A - KLake WCIP Approval:** A motion was made by Bekken, 2nd by Hess, to approve Resolution No. 160314-A adopting the Capital Improvement Plan dated March 2, 2016. Upon roll call the motion carried unanimously.

D. Resolution No. 160314-C – Landscape Design Contract for Rose Garden: A motion was made by Verplank, 2nd by Spangler, to approve 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. Upon roll call the motion carried unanimously.

14. Consent Agenda: None

15. Public Comment: None

16. Communications:

A. 2015 Historic District Commission Activities – Accepted as information

17. Boards, Commissions & Committee Reports: Council received reports from the following committee(s): None

18. Council Comments: Council Member Bekken comment in regards to the Kalamazoo Lake Sewer and Water Authority Budget that legal counsel as well as auditors are looking into the recent allegations and will be preparing a report of the facts of finding.

19. Adjournment: Mayor Peterson adjourned the meeting at 7:45 p.m.

Respectfully Submitted,

Monica Nagel, CMC
City Clerk

10A

Vendor Name	Description	Amount
1. AT&T MOBILITY		
	CELL PHONES	173.72
2. CAPITAL ONE		
	OIL, SMALL TOOLS & SUPPLIES	130.64
3. CONSUMERS ENERGY		
	ELECTRIC	644.15
4. DIANNA MC GREW		
	ASSESSING SERVICES	2,388.87
5. EDGEWATER RESOURCES		
	HARBOR	3,307.50
6. FLEIS & VANDENBRINK ENGINEERING INC		
	ENGINEERING SERVICES	185.25
	OVAL BEACH PARKING	1,330.00
	TOTAL	1,515.25
7. FRIS OFFICE OUTFITTERS		
	OFFICE SUPPLIES	3.65
8. FRONTIER		
	TELEPHONES	101.73
9. HOLLAND LITHO PRINTING SERVICE		
	SPEAR BOAT LAUNCH	208.34
10. K & R		
	TRUCK MIRROR	186.76
	MIRROR	294.12
	TOTAL	480.88
11. KALAMAZOO LAKE SEWER & WATER		
	WATER	830.82
12. MICHIGAN OFFICE SOLUTIONS		
	COPIER USE	459.16
13. NEDERVELD		
	COGHLIN PARK	1,685.00
14. SHELL		
	GASOLINE & DIESEL	101.18
15. STANDARD INSURANCE COMPANY		
	INSURANCE	298.95
16. STREAMLINE DESIGN.COM LLC		
	NUMBERS & SIGNS	174.00
17. TNT ROOFING		
	CONCESSION/ PATROL NEW ROOF	9,220.00
	OVAL BEACH REPAIRS	2,100.00
	TOTAL	11,320.00
18. TRUCK & TRAILER SPECIALTIES		
	TRUCK REPAIR ON PUMP	364.86
19. WILLIAMS & WORKS		
	PLANNING SERVICES	55.00
TOTAL - ALL VENDORS		24,243.70
FUND TOTALS:		
Fund 101 - GENERAL FUND		22,823.11
Fund 202 - MAJOR STREETS		22.38
Fund 203 - LOCAL STREETS		22.38
Fund 661 - MOTOR POOL FUND		1,334.69
Fund 715 - ROSE GARDEN		41.14

Post Date	Journal	Summ/Det	Ref #	Description	DR Amount	CR Amount
GL Number						
03/25/2016	PR	S	17860 268	SUMMARY PR 03/25/2016		
101-000-001.000				CASH IN CHEMICAL		9,276.35
101-000-228.002				STATE INCOME TAX WITHHELD		652.65
101-000-229.000				DUE TO FEDERAL GOVERNMENT		4,468.04
101-000-234.000				DUE TO RETIREMENT PLANS		4,013.66
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	487.68	
101-253-702.000				SALARY/WAGES	2,389.43	
101-253-720.000				FRINGE BENEFITS	612.19	
101-257-702.000				SALARY	600.00	
101-257-720.000				FRINGE BENEFITS	45.90	
101-257-860.000				EDUCATIONAL TRAINING	49.57	
101-265-702.000				SALARY/WAGES	124.69	
101-265-720.000				FRINGE BENEFITS	25.88	
101-441-702.000				SALARY/WAGES	2,129.60	
101-441-720.000				FRINGE BENEFITS	333.07	
101-751-702.000				SALARY/WAGES	750.70	
101-751-720.000				FRINGE BENEFITS	178.52	
101-756-702.000				SALARY/WAGES	3,844.99	
101-756-720.000				FRINGE BENEFITS	766.51	
101-756-850.000				TELEPHONE	33.24	
202-000-001.000				CASH IN BANK		691.70
202-463-702.000				SALARY/WAGES	320.29	
202-463-720.000				FRINGE BENEFITS	62.29	
202-464-702.000				SALARY/WAGES	266.79	
202-464-720.000				FRINGE BENEFITS	42.33	
203-000-001.000				CASH IN BANK		617.81
203-463-702.000				SALARY/WAGES	298.58	
203-463-720.000				FRINGE BENEFITS	57.06	
203-464-702.000				SALARY/WAGES	224.78	
203-464-720.000				FRINGE BENEFITS	37.39	
661-000-001.000				CASH IN BANK		1,113.95
661-443-702.000				SALARY/WAGES	898.81	
661-443-720.000				FRINGE BENEFITS	181.90	
661-443-850.000				TELEPHONES	33.24	
					20,834.16	20,834.16
					20,834.16	20,834.16



City Council Agenda Item Report

City of Saugatuck

FROM: Peter Stanislawski, City Treasurer

MEETING DATE: March 28, 2016

SUBJECT: Resolution 160328-A (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. The purpose of the amendment is to appropriate funds for the purchase equipment to maintain Oval Beach consisting of a tractor and beach sweeper. If approved, the funds will be transferred from the Motor Pool fund balance to Motor Pool Capital Outlay. The Motor Pool fund is the cost center the City utilizes for equipment purchases.

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. 160328-A amending the FY 15/16 budget as presented.

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

RESOLUTION NO. 160328-A

**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 28, 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 18, 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

CITY OF SAUGATUCK

BUDGET AMENDMENT #2

3/28/2016

QUARTERLY BUDGET ADJUSTMENT

<u>GL #</u>	<u>DESCRIPTION</u>	<u>DR</u>	<u>CR</u>
	<u>Fund 661-MOTOR POOL</u>		
661-000-697.000	TRANSFER FROM FUND BALANCE		117,000.00
661-443-970.000	CAPITAL OUTLAY	117,000.00	Motor Pool

APPROVED BY: _____



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager
MEETING DATE: March 28, 2016
SUBJECT: Resolution No. 160328-B (Equipment Purchase—John Deere 5085E)

DESCRIPTION

Request to purchase a John Deere 5085E tractor to be used for Oval Beach maintenance. The tractor will be used in conjunction with beach cleaner equipment that is necessary to maintain Oval Beach.



BUDGET ACTION REQUIRED

A budget amendment is presented to City Council for this purchase (Resolution 160328-A).

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

Municipal attorney Jeff Sluggett has prepared the attached Resolution and recommends approval.

SAMPLE MOTION:

Motion to **approve/deny** Resolution No. 160328-B as presented directing the City Manager to take all actions necessary to effectuate the purchase of the equipment as listed on quotation from Greenmark Equipment, Inc. for the purchase of a John Deere 5085E tractor in the amount of \$54,823.53

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

RESOLUTION NO. 160328-B

**A RESOLUTION APPROVING THE PURCHASE OF AN
2016 JOHN DEERE 5085E UTILITY TRACTOR**

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

WHEREAS, the State of Michigan has entered into a competitively bid contract with the John Deere Company, for commercial equipment; and

WHEREAS, MiDEAL, Michigan's cooperative purchasing program, extends State contracts to municipalities, colleges/universities, schools districts, and non-profit hospitals; and

WHEREAS, as a member of MiDEAL, the City of Saugatuck is able to leverage purchasing power, leading to substantially discounted prices; and

WHEREAS, it is in the City's best interest to enter into a purchase agreement with Greenmark Equipment, Inc. for the purchase of one (1) 2016 John Deere 5085E Utility Tractor in a not-to exceed amount of \$54,823.53; this amount reflecting the State of Michigan contract price with the John Deere company.

NOW, THEREFORE, IT IS RESOLVED THAT:

1. The City Council concludes that the contract between the John Deere Company and the State of Michigan resulted from a competitive bid process that the City Council reasonably believes meets or exceeds the requirements of Section 32.17 of the City Code of Ordinances.
2. The City Council determines that no advantage will result from having the item competitively bid given the discounts available under the State's contract.
3. The City Council determines that the public interest is best served by purchasing one (1) 2016 John Deere 5085E Utility Tractor through the State's contract.
4. The City Council approves the agreement for the purchase of (1) 2016 John Deere 5085E Utility Tractor, attached hereto as Exhibit A.
5. The City's approval is contingent on the purchase price from Greenmark Equipment, Inc. not exceeding a total cost of \$54,823.53.
6. The Mayor and City Clerk are authorized to execute the purchase agreement and all related documents necessary to effectuate this Resolution.
7. All resolutions and parts of resolutions that conflict with the provisions of this Resolution are rescinded.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this 28th day of March, 2016

Signed: _____
Christine Z. Peterson, Mayor

Monica Nagel, City Clerk

CERTIFICATION

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



EXHIBIT A

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):
 Deere & Company
 2000 John Deere Run
 Cary, NC 27513
 FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:
 Greenmark Equipment, Inc.
 4098 M40
 Holland, MI 49423
 269-751-5141
 jdemail@greenmarkequipment.com

Quote Summary

Prepared For:
 City Of Saugatuck
 102 Butler St
 Saugatuck, MI 49453
 Business: 269-857-2603

Delivering Dealer:
 Greenmark Equipment, Inc.
 Matt Nienhuis
 4098 M40
 Holland, MI 49423
 Phone: 269-751-5141
 Mobile: 616-498-8144
 mnienhuis@greenmarkequipment.com

Certificate Under Agricultural Producing Exemption

By Writing Ag Exempt adjacent to the Purchasers signature, the undersigned hereby certifies that all items, except as indicated hereon, are purchased for use or consumption in connection with the production of horticultural or agricultural products as a business enterprise, and agrees to reimburse the seller the sales tax if used or consumed otherwise.

Quote ID: 12927759
Created On: 11 March 2016
Last Modified On: 15 March 2016
Expiration Date: 31 March 2016

WARRANTY PROVISIONS (IF APPLICABLE):

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE 5085E UTILITY TRACTOR	\$ 63,748.29	\$ 54,823.53 X	1 =	\$ 54,823.53
Contract: 071B0200317_Agricultural, Grounds, and Roadside Equipment				
Price Effective Date: September 14, 2015				
Equipment Total				\$ 54,823.53

* Includes Fees and Non-contract items

Quote Summary	
Equipment Total	\$ 54,823.53
Trade In	
SubTotal	\$ 54,823.53
Total	\$ 54,823.53
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 54,823.53

Salesperson : X _____

Accepted By : X _____



JOHN DEERE



Selling Equipment

Quote Id: 12927759 Customer Name: CITY OF SAUGATUCK

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):
 Deere & Company
 2000 John Deere Run
 Cary, NC 27513
 FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:
 Greenmark Equipment, Inc.
 4098 M40
 Holland, MI 49423
 269-751-5141
 jdemail@greenmarkequipment.com

JOHN DEERE 5085E UTILITY TRACTOR

Contract: 071B0200317_Agricultural, Grounds, and
 Roadside Equipment

Suggested List *

\$ 63,748.29

Price Effective Date: September 14, 2015

Selling Price *

\$ 54,823.53

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
696BLV	5085E Utility Tractor (70 PTO hp)	1	\$ 48,321.00	14.00	\$ 6,764.94	\$ 41,556.06	\$ 41,556.06
Standard Options - Per Unit							
0409	English Operators Manual and Decal Kit	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
1383	24F/12R PowrReverse Transmission - 540/540E	1	\$ 1,468.00	14.00	\$ 205.52	\$ 1,262.48	\$ 1,262.48
2050	Standard Cab	1	\$ 9,072.00	14.00	\$ 1,270.08	\$ 7,801.92	\$ 7,801.92
2120	Air Suspension Seat	1	\$ 706.00	14.00	\$ 98.84	\$ 607.16	\$ 607.16
3025	Deluxe Cornerpost Exhaust	1	\$ 500.00	14.00	\$ 70.00	\$ 430.00	\$ 430.00
3330	Triple Stackable Rear Deluxe SCV's with Lever Control	1	\$ 849.00	14.00	\$ 118.86	\$ 730.14	\$ 730.14
3400	Less Mid Valves	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
5911	18.4 - 30 In. 8PR R1 Bias	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
6040	MFWD (4 Wheel Drive)	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
6701	12.4 - 24 In. 8PR R1 Bias	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
Standard Options Total			\$ 12,595.00		\$ 1,763.30	\$ 10,831.70	\$ 10,831.70
Dealer Attachments/Non-Contract/Open Market							
RE227949	Engine Block Heater (110V)	1	\$ 108.37	14.00	\$ 15.17	\$ 93.20	\$ 93.20
BW16009	Hood Guard	1	\$ 407.00	14.00	\$ 56.98	\$ 350.02	\$ 350.02
BLV10120	Beacon Light Kit	1	\$ 236.50	14.00	\$ 33.11	\$ 203.39	\$ 203.39
BSJ10163	Floodlamp/Work Lights, LED, (4 Lights)	1	\$ 440.00	14.00	\$ 61.60	\$ 378.40	\$ 378.40
L113922	Antenna	1	\$ 23.40	14.00	\$ 3.28	\$ 20.12	\$ 20.12
AL80126	Mirror, Telescopic, LH, Manually Adjustable	1	\$ 171.60	14.00	\$ 24.02	\$ 147.58	\$ 147.58



JOHN DEERE



Selling Equipment

Quote Id: 12927759 Customer Name: CITY OF SAUGATUCK

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):
 Deere & Company
 2000 John Deere Run
 Cary, NC 27513
 FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:
 Greenmark Equipment, Inc.
 4098 M40
 Holland, MI 49423
 269-751-5141
 jdemail@greenmarkequipment.com

AL80127	Mirror, Telescopic, RH, Manually Adjustable	1	\$ 171.60	14.00	\$ 24.02	\$ 147.58	\$ 147.58
RE68495	Power Strip with Six Outlets	1	\$ 56.28	14.00	\$ 7.88	\$ 48.40	\$ 48.40
RE567557	Radio - AM/FM, Bosch (Standard)	1	\$ 473.76	14.00	\$ 66.33	\$ 407.43	\$ 407.43
BLV10173	Wiper/Washer, Rear	1	\$ 343.20	14.00	\$ 48.05	\$ 295.15	\$ 295.15
R262449	Front Weight Support, 187 Lbs	1	\$ 400.58	14.00	\$ 56.08	\$ 344.50	\$ 344.50
Dealer Attachments Total			\$ 2,832.29		\$ 396.52	\$ 2,435.77	\$ 2,435.77
Suggested Price							\$ 54,823.53
Total Selling Price			\$ 63,748.29		\$ 8,924.76	\$ 54,823.53	\$ 54,823.53



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager
MEETING DATE: March 28, 2016
SUBJECT: Resolution No. 160328-C (Equipment Purchase—Barber 600HD)

DESCRIPTION

Request to purchase a Barber 600HD Surf Rake (beach cleaner) to be used for Oval Beach maintenance. This piece of equipment will be used in conjunction with the John Deere 5085E tractor. This equipment is necessary to maintain Oval Beach.



BUDGET ACTION REQUIRED

A budget amendment is presented to City Council for this purchase (Resolution 160328-A).

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

Municipal attorney Jeff Sluggett has prepared the attached Resolution and recommends approval.

SAMPLE MOTION:

Motion to **approve/deny** Resolution No. 160328-C as presented directing the City Manager to take all actions necessary to effectuate the purchase of the equipment as listed on HGACBuy quotation for the purchase of a Barber 600HD Surf Rake in the amount of \$53,750.

**CITY OF SAUGATUCK
COUNTY OF ALLEGAN**

RESOLUTION NO. 160328-C

**A RESOLUTION APPROVING THE PURCHASE OF AN
H. BARBER & SONS, INC. 600HD SURF RAKE AND RELATED EQUIPMENT**

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

WHEREAS, Section 32.18 of the City Code provides for exceptions to competitive bidding in limited circumstances which are determined to benefit the City; and

WHEREAS, the City Code provides an exception to competitive bidding when the subject of a proposed contract is other than a public work or improvement, the product is not competitive in nature, no advantage to the City will result from requiring competitive bidding, and the City Council, upon written recommendation of the City Manager, authorizes the execution of a contract without competitive bidding; and

WHEREAS, the City desires to acquire a particular type of sand rake utilizing mechanical rake technology so as to best match the City's need to clean its beaches; and

WHEREAS, based on an extensive review of such equipment, staff has determined that the 600 HD surf rake manufactured by H. Barber & Sons, Inc. (the "surf rake") offers a unique product that is best suited for the City's needs; and

WHEREAS, the City has received an offer for the surf rake from HGACBuy, a cooperative undertaking of local governments; and

WHEREAS, the surf rake is not a public work or improvement, is unique in nature, and, based on the recommendation in the agenda item report, the City Council concludes that there would be no advantage to the City by seeking competitive bids for this product.

NOW, THEREFORE, IT IS RESOLVED THAT:

1. The recitals set forth above are affirmed as accurate and are incorporated herein as if fully set forth.
2. The bid of HGACBuy, a local governmental undertaking, for the surf rake on the terms and subject to the conditions as evidenced by the proposed purchase order and related materials attached as Exhibit A is approved and accepted based on the City Council's determination that, given the totality of circumstances, the purchase of the surf rake is a qualified exception to competitive bidding as set forth in the City Code.
3. Based upon the written recommendation of the City Manager, the City Council hereby authorizes the execution of a contract with HGACBuy for the surf rake and associated equipment

without competitive bid and consistent with the terms of this Resolution.

4. The Mayor and City Clerk are authorized to execute the purchase order and all related documents necessary to effectuate this Resolution.

5. The City Council's approval is contingent upon (i) the City Manager establishing to his reasonable satisfaction that the warranties and services to be provided by the seller for the surf rake will meet the City's anticipated needs and (ii) that the purchase price in total does not exceed \$53,750.

6. All resolutions and parts of resolutions that conflict with the provisions of this Resolution are rescinded.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this 28th day of March, 2016

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 28th, 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



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager

MEETING DATE: March 28, 2016

SUBJECT: Professional Services Agreement (2016 Oval Beach Parking Lot Improvements)

DESCRIPTION

Attached is an agreement between the City of Saugatuck and Fleis & Vandenbrink for construction engineering services related to the 2016 Oval Beach Parking Lot Improvements. The proposed budget is \$32,700.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

Municipal attorney Jeff Sluggett has approved the sample motion for action.

SAMPLE MOTION:

Motion to **approve/deny** Amendment to the Professional Services Agreement between the City of Saugatuck and Fleis & VandenBrink Engineering, Inc. for construction services related to the 2016 Oval Beach Parking Lot Improvements \$32,700 and to authorize the City Manager to sign the amendment.



March 14, 2016

Kirk Harrier, City Manager
City of Saugatuck
102 Butler Street
Saugatuck, MI 49453

**RE: Oval Beach Parking Lot Improvements
Construction Engineering**

Dear Kirk:

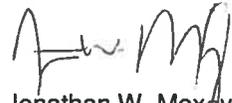
As you are aware, we received bids on the improvements for the Oval Beach parking lot. Now that the project is moving toward construction, we have prepared a work plan and engineering fees for construction engineering services. We propose to complete the scope of services outlined in the attached work plan for the following fees:

<u>Task</u>	<u>Fee</u>
Construction Administration	\$5,100
Construction Staking	1,200
On-Site Observation & Testing	22,300
Off-Site Testing	2,100
<u>Contract Closeout</u>	<u>2,000</u>
Total	\$32,700

Authorization to proceed with the work under our current General Consultation Services Agreement can be given by returning a copy of this proposal signed below as indicated. We look forward to working with you on this project. Please feel free to contact me with any questions.

Sincerely,

FLEIS & VANDENBRINK


Jonathan W. Moxey, PE
Project Manager

**AUTHORIZATION TO PROCEED WITH
OVAL BEACH PARKING LOT IMPROVEMENTS
CONSTRUCTION ENGINEERING**

By: _____

Title: _____

Date: _____

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

**CITY OF SAUGATUCK
Construction Engineering For
Oval Beach Parking Lot Improvements**

PROPOSED WORK PLAN

Construction Engineering Services

1. Schedule and attend the pre-construction meeting with the Contractor, City, and utility companies. Prepare and distribute meeting minutes.
2. Perform construction staking for the improvements. Based on the scope of the improvements, we have included one trip to stake the expansion area at the entrance. Other layout assistance will be performed by the on-site observer.
3. Provide project administration and engineering consultation throughout the construction period, including:
 - Schedule and attend periodic progress meetings with the Contractor and City Staff. Prepare and distribute meeting minutes.
 - Review shop drawings and other project submittals.
 - Review contractor pay applications and, if appropriate, submit a recommendation to the City for payment.
 - Prepare contract change orders, as necessary, and submit recommendation to the City for approval.
 - Maintain project records.
4. Provide on-site observation during project construction activities. Based on the project schedule, we have included 5 weeks of observation at 35-40 hours per week. The field technician's duties will include:
 - Provide daily record keeping of construction activities.
 - Address complaints filed with the City on a daily basis, if any.
 - Provide on-site density testing of soils and density testing of asphalt paving.
 - Coordinate off-site materials testing required.
5. Coordinate off-site materials testing. Services will be sub-contracted to an independent testing consultant.
6. Conduct a final review meeting on site with the Contractor and City Staff to review the completed work. Prepare a final punch list of remaining work items. Provide follow-up review to see that the punch list items have been completed.
7. Coordinate final payment with release of retainage and contract closeout.



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager
MEETING DATE: April 28, 2016
SUBJECT: Land Division 841 Holland Street 57-209-057-00

DESCRIPTION

The purpose of this memo is in response to a request from Kerry C. Connor, Trustee of the Barbara S. Connor Trust, owner of 841 Holland Street, to divide the subject property into two separate parcels.

Background: An application for land division was submitted for Planning Commission review and recommendation to the City Council. The subject property is 17,486 square feet according to the registered survey provided by the applicant. The property is improved with one single family dwelling unit located on the eastern half of the property.

The applicant proposes to create a new 8,712 square-foot buildable parcel with frontage on Holland Street. It is worth noting that while a portion of the proposed parcel is located within the flood plain, it will still be able to maintain a building envelope to accommodate a single family dwelling unit in conformance with the Zoning Ordinance. Furthermore, a new curb cut would be placed on Holland Street and the existing structure would continue to be accessed from Simonson Drive.

This same request was approved in 2011 and 2015. However the property owner did not record the new legal description within 90 days as required per Ordinance each time.

BUDGET ACTION REQUIRED

N/A

STAFF/COMMITTEE/COMMISSION REVIEW

The Planning Commission found that the request met all applicable requirements as required for parcels in the Community Residential (R-1) Zoning district as set forth in Sections 154.026(D) and Section 154.022(F) of the Zoning Ordinance, and Subdivision Regulations, Chapter 153 of the Code of Ordinances.

LEGAL REVIEW

Municipal attorney Cliff Bloom has reviewed and approved the process for approval.

SAMPLE MOTION:

Motion to **approve/deny** a requested land division for 841 Holland Street (57-209-057-00) finding Chapter 153, and Zoning Ordinance Sections 154.022(F) and 154.026(D) **have/ have not** been met contingent on payment of \$100 application fee.



Land Division/ Lot Line Adjustment Application

Application # _____

APPLICATION REQUIREMENTS

Pursuant to Section 153.01, please attach the following supporting documents when applying for land division or lot line adjustment approval

Y N

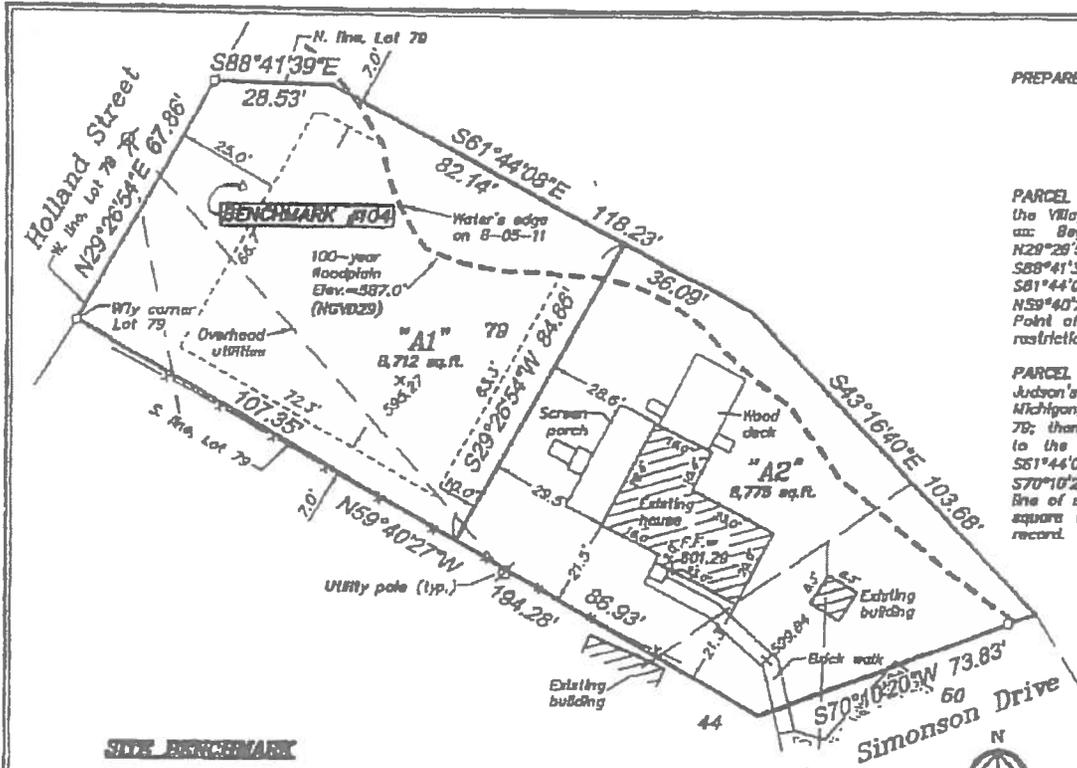
- Legal descriptions for the proposed parent and each resulting parcel
- A registered survey showing the following:
 - Current Property Lines
 - Proposed Property Lines
 - Location of all existing structures, walls, or other improvements
 - Distances from structures to proposed property lines
 - Location of any flood planes, watersheds, wetlands, easements, or other applicable features

DOES ALL RESULTING PARCELS:

Y N

- Meet the minimum lot area requirements as set forth in the zoning district in which it is located?
- Exceed the 4:1 depth ratio?
- Create or increase any nonconformities including setbacks to existing buildings?
- Create any new building sites?
- Create or result in an unbuildable property?
- Create any new properties? **If for a lot line adjustment, one completed application will be required for each property involved.*

OFFICE USE ONLY:
 Application Complete _____ Date _____ Fee Paid _____ Date Paid _____
 Notes: _____



PREPARED FOR: Kerry Connor
8321 Oakwood Avenue
Munster, IN 46321

RE: Barbara S. Connor Trust
841 Holland Street

PARCEL "A1" DESCRIPTION: Part of Lot 79, Block 9, Judson's Addition to the Village (now City) of Saugatuck, Allegan County, Michigan, described as: Beginning at the Westerly corner of said Lot 79; thence N29°28'54"E 67.88 feet along the West line of said Lot 79; thence S88°41'39"E 28.53 feet along the North line of said Lot 79; thence S81°44'08"E 82.14 feet; thence S28°28'54"W 84.66 feet; thence N59°40'27"W 107.35 feet along the South line of said Lot 79 to the Point of Beginning. Containing 8,712 square feet. Subject to easements, restrictions and rights of way of record.

PARCEL "A2" DESCRIPTION: Part of Lots 79, 44 and 50, Block 9, Judson's Addition to the Village (now City) of Saugatuck, Allegan County, Michigan, described as: Commencing at the Westerly corner of said Lot 79; thence S59°40'27"E 107.35 feet along the South line of said Lot 79 to the Point of Beginning; thence N29°28'54"E 84.68 feet; thence S61°44'08"E 36.09 feet; thence S43°16'40"E 103.68 feet; thence S70°10'20"W 73.83 feet; thence N39°40'27"W 86.93 feet along the South line of said Lot 79 extended to the Point of Beginning. Containing 8,775 square feet. Subject to easements, restrictions and rights of way of record.

SIDE BENCHMARK

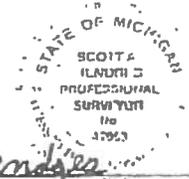
BENCHMARK #104 ELEVATION ----- 593.41 (NGVD29)
MAG Nail in West side of base of 18" oak tree located approximately 50' Southeastery of the centerline of Holland Street and 25' Southwestery of top of bank.

This sketch was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.

- Scale 1" = 30'
- = Spot Elevation
 - ▒ = Concrete
 - D = Description dimension
 - M = Measured dimension
 - P = Platted dimension
 - ⊙ = Set Iron Stake
 - = Found Iron Stake
 - - - = Fence Line



By: *Scott A. Hendges*
Scott A. Hendges Licensed Professional Surveyor No. 47953



NEDEVELD
www.nederveld.com
800.222.1869
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ANN ARBOR 508 N. Main St. Ann Arbor, MI 48104 PHONE: 734.969.4983	GRAND RAPIDS 217 Grandville Ave., Suite 302 Grand Rapids, MI 49503 PHONE: 616.959.5190
CHICAGO 1182 National Parkway Schaumburg, IL 60195 PHONE: 312.298.3357	HOLLAND 347 Hoover Boulevard Holland, MI 49423 PHONE: 616.363.8449
proj: _____ project no.: T1200633	date: _____ date: 08.09.11 RP

16A

City Clerk Monica Looman
102 Butler Street
Saugatuck, MI 49453

Dear Tree City USA Supporter,

On behalf of the Arbor Day Foundation, I write to congratulate Saugatuck on earning recognition as a 2015 Tree City USA. Residents of Saugatuck should be proud to live in a community that makes the planting and care of trees a priority.

Saugatuck is one of more than 3,400 Tree City USAs, with a combined population of 140 million. Started in 1976, The Tree City USA program, sponsored by the Arbor Day Foundation in partnership with the U.S. Forest Service and the National Association of State Foresters, is celebrating its 40th Anniversary this year. In honor of this milestone a national public awareness campaign is being executed across the country including a strong emphasis on media relations and a social media contest which are referenced in the tool kit received by your state coordinators.

As a result of your commitment to effective urban forest management, you already know that trees are vital to the public infrastructure of cities and towns throughout the country, providing numerous environmental, social and economic benefits. In fact, trees are the one piece of community infrastructure that actually increases in value over time.

We hope you are excited to share this accomplishment. Enclosed in this packet is a press release for your convenience as you prepare to contact local media and the public.

State foresters are responsible for the presentation of the Tree City USA flag and other materials. We will forward information about your awards to your state forester's office to coordinate presentation. It would be especially appropriate to make the Tree City USA award a part of your community's Arbor Day ceremony.

Again, we celebrate your commitment to the people and trees of Saugatuck and thank you for helping to create a healthier planet for all of us.

Best Regards,



Dan Lambe
President

cc: Brule Simonson

enclosure