



**CITY COUNCIL WORKSHOP AGENDA
THURSDAY, APRIL 21, 2016 – 4:00 P.M.**

1. **CALL TO ORDER**
2. **ATTENDANCE**
3. **PUBLIC COMMENT** (Agenda Items Limit 3 minutes)
4. **DISCUSSION ITEMS**
 - A. Edgewater Resources re: update from Greg Weykamp
 - B. Municipal Liability Insurance re: MML renewal
 - C. FY 16/17 Budget re: millage rate analysis
 - D. Harbor Authority re: roles/responsibilities
 - E. Brush/Leaf Pickup Policy re: review of current policy/enforcement
 - F. 129 Griffith Street re: concrete planter review on public property
5. **OTHER ITEMS OF DISCUSSION**
6. **PUBLIC COMMENT** (Limit 3 minutes)
7. **COUNCIL COMMENT**
8. **ADJOURN**

EXHIBIT A

Payment and Fees Schedule

CONSULTANT will provide all of the services set forth in Exhibit B for the not to exceed amount of \$37,500, exclusive of the actual costs for reimbursable travel, transmittal, and printing/copying. Any additional public meetings beyond that set forth in Exhibit B will be \$1,250 per meeting, provided that additional meetings must first be requested by CITY in writing.

The project will be billed in the following installments:

Task 1:	20% Meet with Regulatory Agencies	(\$7,500)
Task 2:	30% Estimate Cost of Solution	(\$11,250)
Task 3:	10% Identification of Bonding Issues	(\$3,750)
Task 4:	15% Boating Economic Impact	(\$5,625)
Task 5:	25% Informational Public Meeting(s)(Six)	(\$9,375)

Payments would be made out to Edgewater Resources, LLC upon invoicing in accordance with the aforementioned payment schedule and the provisions of Article 4 of this Contract.

The reimbursable expense budget shall not exceed \$1,250 without the CITY's prior written approval. All travel costs will be billed separately on an occurrence bases, or upon final project completion. CONSULTANT will work cooperatively with the CITY in order to reduce such costs to the greatest extent possible while still meeting the expectations of CITY.

EXHIBIT B

Scope of Services

The purpose of this effort is to assess alternative strategies for addressing the sedimentation of Kalamazoo Lake, including taking no action, and clearly communicating the potential impacts of the various alternatives on the visual and functional aspects of the waterway, and potential impacts on the economics and character of the community.

Task One – Meet With Regulatory Agencies

Meet with regulatory agencies to determine what options for addressing sedimentation would have the best chance of being permitted, i.e. intercept sediment upstream or encourage sediment to move through the harbor (channelization) as well as the permitting issues involved in the disposal of dredge spoils in area or out of area.

Task Two – Cost Estimates

Estimate the cost of the solution that has the most likely chance of being permitted by regulatory agencies.

Task Three – Identification of Bonding Issues

Identify all issues involved in bonding to implement the proposed solution and estimate the amount of mills necessary to be spread on the Saugatuck tax role to pay for the project.

Task Four – Boating Economic Impact

Develop information pertaining to the economic impact of the boating industry to the Saugatuck economy for use during public meetings in Task Five.

Task Five – Informational Public Meetings

Hold an informational meeting(s) for Saugatuck taxpayers and present the information identified in Tasks one through four in order to get feedback from Saugatuck taxpayers on the proposed solution and tax implications to complete the proposed solution.

	<u>Cost</u>	<u>Dividend</u>	<u>net</u>
2008	\$ 20,999	\$ 2,730	\$ 18,269
2009	\$ 18,691	\$ 2,313	\$ 16,378
2010	\$ 18,179	\$ 1,882	\$ 16,297
2011	\$ 19,837	\$ 2,923	\$ 16,914
2012	\$ 20,738	\$ 3,227	\$ 17,511
2013	\$ 20,926	\$ 2,722	\$ 18,204
2014	\$ 21,178	\$ 3,080	\$ 18,098
2015	\$ 21,877	\$ 2,893	\$ 18,984
MML Liability Cost			

4.C



Memo

To: Saugatuck City Council
From: Kirk Harrier—City Manager
Date: April 21, 2016
Re: FY 16/17 Millage Rate Analysis

Operating Millage Rates

- City operating millage rate maximum due to Headlee Rollback 12.2000 (est.)
- 1 mill generates \$134,800 in revenue
- 2016 taxable value \$134,867,632
- The operating millage rate was reduced from 12.387 to 12 mills in in 2009
- The 12 mills operating millage rate has been unchanged for the last 7 years

Non-Operating Millage Rates

Extra Voted Local Roads Millage

- Approved by voters in 2001
- The voters approved a millage rate of up to 2.0 mills
- In 2009 the City Council reduced this millage rate to 1.0 mills
- Extra-voted local roads millage rate maximum due to Headlee Rollback 1.8000 (est.)
- FY 15/16 Council levied 1.8145
- The extra-voted local roads millage will expire in 2016 (August ballot 2016 potential renewal)

Voted Road Bond Debt Millage

- Approved by voters in 2008
- The millage rate required to support the bond payment for FY 16/17 is 1.8600 mills
- The voted road bond debt millage will expire in 2028

FY 16/17 Millage Rate Levy Recommendation

PREVIOUS FISCAL YEAR	MILLS	REVENUE	*Avg. Cost To Taxpayer
Charter Operating	12.0000	\$1,582,349	\$1,800
Local Roads	1.8145	\$239,259	\$272
Road Bond Debt	1.8600	\$245,259	\$279
TOTAL	15.3600	\$2,066,867	\$2,351

FY 16/17 MAX LEVY	MILLS	REVENUE	*Avg. Cost To Taxpayer
Charter Operating	12.2000	\$1,645,377	\$1,830
Local Roads	1.8000	\$242,760	\$270
Road Bond Debt	1.8600	\$250,853	\$279
TOTAL	15.8600	\$2,138,990	\$2,379

*Based on a property with a \$150,000 taxable value

Kalamazoo Lake Harbor Authority Role Considerations

Tabulation of "yes" responses

	Independent Authority	Initiate Recommendations	Engage when asked
Regulatory/policy			
Capital construction in harbor		5	2
Navigational rules & policies	2	6	6
Long range planning (ie Edgewater work)	1	6	6
Dredging/navigation maintenance strategy	1	5	5
Municipal marina advocacy	2	4	5
State & federal policy advocacy	3	5	5
Grant funding requests	2	5	5
Land use & economic development		4	5
Intercity coordination		7	5
Operational			
Dredging/navigation maintenance		4	4
Buoys		8	4
Launch ramp signage, etc.		7	4
Municipal marina		4	4
PR & Communications	2	4	4
Staff support		7	4
Budget and financing		7	4
Invasive species control		7	4

4.D

Policy/Procedure: Brush and Leaf Pickup Policy

Date Adopted or Implemented: 07-25-2011

Revision Date: N/A

Resolution Number (if applicable): 110725-A

CITY OF SAUGATUCK

Brush and leaves ONLY (no grass clippings) may be placed out for collection. Brush and leaves placed in the city right-of-way at times not specifically allowed per the City's official pickup schedule or not otherwise consistent with this policy will be considered a violation of Section 50.05 of the City of Saugatuck Code of Ordinances and responsible for a civil infraction in accordance with Section 50.99 of the City Code.

50.05 UNAUTHORIZED DUMPING AND LITTERING.

Except as permitted by the city's brush and leaf pickup policy, it shall be unlawful for any person to throw or deposit any refuse upon or into any street, right-of-way, alley or waterway. It is also unlawful to place or permit the placement of any portable or non-portable container upon another's property, public or private, without the permission of the owner, proprietor, occupant or agent in charge of such property. Even with such permission, portable containers not belonging to a participating unit shall not be placed or permitted upon the property of a participating unit for disposal by the designated collector without the designated collector's express consent.(Ord. 080922-1, passed 9-22-2008) Penalty, see § 50.99

Guidelines for removal of brush and leaves:

1. Brush and leaves may be placed out **no sooner than the Friday immediately preceding** your scheduled monthly pickup date. City Hall publishes the official pickup schedule in January of each year.
2. No limbs, branches or brush material larger than 8" in diameter will be collected.
3. No limbs, branches or brush material longer than 4' in length will be collected.
4. Materials must be neatly stacked near the roadway in the curb or shoulder area away from objects or obstructions such as power poles, wires, sign posts, valve boxes, etc.
5. Place brush and leaves along the curb or shoulder area in front of your own property. You must prevent debris from entering or blocking city storm drains.
6. Do not obstruct traffic flow by placing brush/leaves in the normal driving lane of City streets.
7. No grass clippings, roots, thorn bearing branches, tree trunks, stumps, or construction materials will be collected.
8. Brush and leave piles must not be excessive in height or width. Please keep piles no higher than 4 feet.
9. Stack all limbs in the same direction to allow city equipment to facilitate removal.
10. Leaves must be un-bagged and separated from tree limbs and brush.

11. The City is not authorized to dispose of residential grass clippings. Please do not place grass clippings in the street or City right-of-ways. Mulching your grass clippings is recommended. Chef Container offers citizens yard waste (grass clippings) disposal options. Please contact Chef Container for further details at 616-494-0561.

Enforcement Procedure in the Event of a Violation:

1. City staff will attempt to make contact with the property owner or occupant on site to verbally notify owner or occupant of the violation.
2. A brush and leaf pickup policy informational door hanger will be left on site, where applicable, and a violation letter will be mailed to the property owner of record notifying the owner that the violation must be remedied within 10 days of the date on the violation notice.
3. If the violation is not corrected per the notice then a civil infraction notice or citation will be issued.
4. In addition to the costs of prosecution and such other relief granted by law, the City Code provides that violators will be subject to fines as follows:
 - a. First violation \$25
 - b. Second violation \$100
 - c. Third (or subsequent) violation \$250



705