



**CITY COUNCIL AGENDA  
NOVEMBER 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 October 24, 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. 161114-A – Professional Services SAW Grant (ROLL CALL)**
  - B. **Ordinance Amendment 161114-1 – Land Division & Clubs/Lodges (ROLL CALL)**
14. CONSENT AGENDA:
  - A. **SDABA Annual Tree Lighting Ceremony – December 3, 2016 from 5-7 p.m.**
15. PUBLIC COMMENTS *(Limit 3 minutes)*
16. COMMUNICATIONS:
17. BOARDS, COMMISSIONS & COMMITTEE REPORTS
  - A. **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](mailto:monica@saugatuckcity.com) for further information.

***Proposed Minutes***  
**Saugatuck City Council Meeting**  
**Saugatuck, Michigan, October 24, 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 Pro-Tem Trester at 7:00 p.m.
2. **Pledge of Allegiance**
3. **Attendance:**  
Present: Spangler, Bekken, Johnson, Hess, Verplank & Trester  
Absent: Peterson  
Others Present: City Manager Harrier & City Clerk Nagel

A motion was made by Hess, 2<sup>nd</sup> by Johnson to excuse Mayor Peterson with prior notification. Upon voice vote the motion carried unanimously.

4. **Approval of Minutes:** A motion was made by Verplank, 2<sup>nd</sup> by Johnson, to approve the October 10, 2016 regular meeting minutes as presented. Upon voice vote the motion carried unanimously.
5. **Mayor's Comments:** Mayor Pro-Tem Trester announced the Candidate Forum held by the Holland Area League of Women Voters was well received.
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 Hess, 2<sup>nd</sup> by Johnson, to approve the accounts payable in the amount of \$48,025.60. Upon voice vote the motion carried unanimously.
11. **Public Hearings:** None
12. **Unfinished Business:** None
13. **New Business:**
  - A. **Temporary Signs in Right-of-Way – Lakeshore Community Chorus:** A motion was made by Verplank, 2<sup>nd</sup> by Hess, to approve the request to install 16 temporary signs between November 27 and December 4, 2016 within the public right-of-way as presented. Upon voice vote the motion carried unanimously.
14. **Consent Agenda:** A motion was made by Johnson, 2<sup>nd</sup> by Spangler, to approve the following consent agenda item as presented. Upon voice vote the motion carried unanimously.
  - A. **Veterans Day Parade / Activities – November 11, 2016**
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, Tree Board, Police Commission & Planning Commission
18. **Council Comments:** None
19. **Adjournment:** Mayor Pro-Tem Trester adjourned the meeting at 7:17 p.m.

Respectfully Submitted,

Monica Nagel, CMC  
City Clerk

10. A

Vendor Name	Description	Amount
1. ALLEGAN COUNTY TREASURER	PROPERTY TAXES	22,584.85
2. AT&T MOBILITY	CELL PHONES	140.74
3. BELL EQUIPMENT CO	STREET SWEEPER	89.45
	STREET SWEEPER	94.93
	TOTAL	184.38
4. BERTHIAUME & COMPANY	AUDIT	9,550.00
5. BLOOM SLUGGETT MORGAN	LEGAL FEES	333.00
	LEGAL FEES	1,498.50
	ZONING LEGAL FEES	610.50
	LEGAL FEES	851.00
	LEGAL FEES	684.50
	LEGAL FEES ZONING	3,294.08
	TOTAL	7,271.58
6. CHEF CONTAINER, LLC	TRASH	89.62
7. CITY OF DOUGLAS	POLICE SERVICES	45,218.75
8. CMS MEDICARE INSURANCE	HEALTH INSURANCE	365.40
9. CONSUMERS ENERGY	ELECTRIC	2,842.67
10. DECATUR DOOR & GLASS SERVICE INC	BULTER ST BATHROOM DOORS	5,738.00
11. EDGEWATER RESOURCES	HARBOR	561.45
12. ELF SHACK	HOLIDAY DECORATIONS	980.00
13. FIRST BANK CARD	FALL DECORATIONS	237.25
	POSTAGE & TRAINING	188.68
	TOTAL	425.93
14. HOLLAND MEDI-CENTER	DOT PHYSICALS	184.00
15. HOLLAND P.T.	REPAIR	34.67
16. IHLE AUTO PARTS	PARTS	287.12
17. INTERNAL SOUND & COMMUNICATIONS	ELECTION	95.00
18. KALAMAZOO LAKE SEWER & WATER	WATER BILL TAXES	232.29
19. KENDALL ELECTRIC INC	SUPPLIES	26.82
20. MAJOR BRANDS OIL CO.	OIL	256.59
21. MICHIGAN GAS UTILITIES	CITY HALL	37.11
	DPW GARAGE	56.79
	TOTAL	93.90
22. MICHIGAN MUNICIPAL LEAGUE	CDL CONSORTIUM	350.00
23. MICHIGAN OFFICE SOLUTIONS		

Vendor Name	Description	Amount
24. MINER SUPPLY CO	COPIER USE	539.18
	SUPPLIES	303.24
	SUPPLIES	68.10
	SUPPLIES	43.61
	SUPPLIES	130.83
	TOTAL	545.78
25. MONICA NAGEL	ELECTION	83.00
26. OTTAWA AREA INTERMEDIATE	SCHOOL DIS	
	PROPERTY TAXES	11,656.92
27. OUTDOOR DISCOVERY CENTER	PHRAGMITES TREATMENT	1,500.00
28. OVERISEL LUMBER COMPANY	SUPPLIES	25.26
29. PRIORITY HEALTH	HEALTH INSURANCE	8,733.60
	HEALTH INSURANCE	8,733.60
	TOTAL	17,467.20
30. SAUGATUCK DRUG	SUPPLIES	2.19
31. SAUGATUCK FIRE	SHORT TERM RENTALS	150.00
32. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	13,736.66
33. SHELL	GASOLINE & DIESEL	182.09
34. STANDARD INSURANCE COMPANY	INSURANCE	339.80
35. STATE OF MICHIGAN	TRAINING	175.00
	TRAINING	175.00
	OVAL BEACH WATER SUPPLY	135.87
	WATER TESTING OVAL	18.00
	TOTAL	503.87
36. STINGERS PEST CONTROL	PEST CONTROL	115.00
37. STU'S WELDING & FAB., INC.	SNOW PLOW	6,130.00
38. TRUCK & TRAILER SPECIALTIES	REPAIRS	164.06
39. VALLEY CITY LINEN INC	SHOP TOWELS	21.15
40. WESTENBROEK MOWER INC	TORO REPAIR	404.48
41. WYOMING ASPHALT PAVING CO	ASPHALT	92.00
42. XEROX FINANCIAL SERVICES	COPIER LEASE	326.06
TOTAL - ALL VENDORS		151,498.46
<b>FUND TOTALS:</b>		
Fund 101 - GENERAL FUND		91,138.43
Fund 202 - MAJOR STREETS		1,556.68
Fund 203 - LOCAL STREETS		1,768.38
Fund 661 - MOTOR POOL FUND		8,794.50
Fund 701 - CURRENT TAX FUND		48,210.72
Fund 715 - ROSE GARDEN		29.75

11/03/2016 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 10/01/2016 - 10/31/2016				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
10/04/2016	1253(E)	STATE OF MICHIGAN	CONCESSION SALES TAX	466.32
10/07/2016	DD2660(A)	BULTMAN, LINDA	PAYROLL	1,093.59
10/07/2016	DD2661(A)	FENTERS, AARON	PAYROLL	669.72
10/07/2016	DD2662(A)	HARRIER, KIRK	PAYROLL	1,892.59
10/07/2016	DD2663(A)	HERBERT, SCOTT	PAYROLL	1,105.72
10/07/2016	DD2664(A)	JONES, MICHAEL	PAYROLL	1,197.20
10/07/2016	DD2665(A)	NAGEL, MONICA	PAYROLL	1,393.44
10/07/2016	DD2666(A)	OSMAN, CINDY	PAYROLL	1,220.64
10/07/2016	DD2667(A)	RIETVELD, ANDREW	PAYROLL	688.72
10/07/2016	DD2668(A)	SIMONSON, BRUCE	PAYROLL	1,736.87
10/07/2016	DD2669(A)	STANISLAWSKI, PETER	PAYROLL	1,400.09
10/07/2016	EFT831(E)	457-VALIC	PAYROLL	2,846.68
10/07/2016	EFT832(E)	MERS HYBRID	PAYROLL	869.88
10/07/2016	EFT833(E)	FEDERAL TAX DEPOSIT	PAYROLL	4,994.19
10/10/2016	15357	ALLEGAN COUNTY SHERIFF	DEBT CREW	2,491.00
10/10/2016	15358	APEX SOFTWARE	ASSESSING SOFTWARE	235.00
10/10/2016	15359	CMS MEDICARE INSURANCE	INSURANCE	364.80
10/10/2016	15360	DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	2,049.06
10/10/2016	15361	FRIS OFFICE OUTFITTERS	SUPPLIES	220.56
10/10/2016	15362	IIMC	CLERK DUES	185.00
10/10/2016	15363	MCKELLIPS PLUMBING INC	CITY HALL PLUMBING	715.00
10/10/2016	15364	MINER SUPPLY CO	SUPPLIES	1,298.00
10/10/2016	15365	OTTAWA COUNTY	TRAINING	30.00
10/10/2016	15366	OVERISEL LUMBER COMPANY	SUPPLIES	111.28
10/10/2016	15367	PURITY CYLINDER GASES INC	CONCESSION	13.26
10/10/2016	15369	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	24,307.14
10/10/2016	15370	SUN RAY SIGN GROUP INC	PALETTE SIGN REPAIR	270.00
10/10/2016	1255(E)	BARTLETT TREE EXPERTS	TREE REMOVAL	2,540.00
10/10/2016	1256(E)	CHEF CONTAINER, LLC	TRASH	683.70
10/10/2016	1257(E)	CONSUMERS ENERGY	STREET LIGHTS	1,832.58
10/10/2016	1258(E)	FIRST BANK CARD	OFFICE SUPPLIES & TRAINING	727.63
10/10/2016	1259(E)	MERCHANTS BANCARD NETWO	OVVAL CONCESSION	360.91
10/10/2016	1260(E)	MICHIGAN GAS UTILITIES	BUTLER STREET BATHROOMS	203.20
10/10/2016	1261(E)	XEROX FINANCIAL SERVICES	COPIER LEASE	326.06
10/10/2016	1262(A)	ALLEGAN COUNTY TREASURER	TAX CHARGEBACKS	23,045.15
10/10/2016	1263(A)	BELL EQUIPMENT CO	STREET SWEEPER	61.47
10/10/2016	1264(A)	CINDY OSMAN	TRAINING	702.54
10/10/2016	1265(A)	HUNTINGTON NATIONAL BANK	ROAD BOND DEBT 2009	191,513.75
10/10/2016	1266(A)	MARILYN A. STARRING	SPEAR BOAT LAUNCH	470.75
10/10/2016	1267(A)	MIKE JONES	FALL GOURDS	35.00
10/10/2016	1268(A)	OTTAWA AREA INTERMEDIATE	PROPERTY TAXES	11,876.20

11/03/2016 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 10/01/2016 - 10/31/2016				
Check Date	Check	Vendor Name	Description	Amount
10/10/2016	1269(A)	SAUGATUCK FIRE	SHORT TERM RENTAL INSPECTION	30.00
10/10/2016	1270(A)	STREAMLINE DESIGN.COM LLC	SIGNS	40.00
10/10/2016	15368	SAUGATUCK PUBLIC SCHOOLS	CULVER STREET SPLIT	14,980.99
10/21/2016	DD2670(A)	BULTMAN, LINDA	PAYROLL	1,168.58
10/21/2016	DD2671(A)	FENTERS, AARON	PAYROLL	709.63
10/21/2016	DD2672(A)	HARRIER, KIRK	PAYROLL	1,892.60
10/21/2016	DD2673(A)	HERBERT, SCOTT	PAYROLL	1,145.75
10/21/2016	DD2674(A)	JONES, MICHAEL	PAYROLL	1,197.22
10/21/2016	DD2675(A)	NAGEL, MONICA	PAYROLL	1,393.43
10/21/2016	DD2676(A)	OSMAN, CINDY	PAYROLL	1,220.64
10/21/2016	DD2677(A)	RIETVELD, ANDREW	PAYROLL	491.35
10/21/2016	DD2678(A)	SIMONSON, BRUCE	PAYROLL	1,736.88
10/21/2016	DD2679(A)	STANISLAWSKI, PETER	PAYROLL	1,400.09
10/21/2016	EFT834(E)	457-VALIC	PAYROLL	2,846.68
10/21/2016	EFT835(E)	MERS HYBRID	PAYROLL	869.88
10/21/2016	EFT836(E)	FEDERAL TAX DEPOSIT	PAYROLL	4,928.95
10/21/2016	EFT837(E)	MERS	PAYROLL	4,546.96
10/21/2016	EFT838(E)	MI DEPT OF TREASURY	PAYROLL	1,440.33
10/24/2016	15374	FLEIS & VANDENBRINK ENGINEERING	ENGINEERING	3,873.76
10/24/2016	15375	HOLLAND LITHO PRINTING SERVICE	TAX MAPS	64.35
10/24/2016	15376	IHLE AUTO PARTS	SUPPLIES	26.53
10/24/2016	15378	SAUGATUCK DOUGLAS	HISTORICAL MARKER	767.00
10/24/2016	1271(E)	COMCAST	TELEPHONE & INTERNET	284.60
10/24/2016	1272(E)	FRONTIER	TELEPHONES	265.56
10/24/2016	1274(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	14,036.04
10/24/2016	1275(A)	CITY OF DOUGLAS	3RD CAR & OVAL	3,997.52
10/24/2016	1276(A)	DIANNA MC GREW	ASSESSING SERVICES	2,436.64
10/24/2016	1277(A)	OTTAWA AREA INTERMEDIATE	PROPERTY TAXES	7,244.58
10/24/2016	1278(A)	SHORELINE COMPUTER SYSTEMS	COMPUTER SERVICES	350.00
10/24/2016	15371	CAPITAL ONE	EROSION CONTROL FENCE	1,029.14
10/24/2016	15372	DEMONDS SUPER VALU	ELECTION	46.27
10/24/2016	15373	DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL SEPTEMBER	981.08
10/24/2016	15377	MUTT MITT	MUTT MITTS	889.75
10/24/2016	15379	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	10,243.56
10/24/2016	15380	WILLIAMS & WORKS	TRI COMMUNITY PLAN	70.14
10/24/2016	1273(E)	KALAMAZOO LAKE SEWER & WATER	WATER	1,419.08
10/31/2016	1279(E)	CHEF CONTAINER, LLC	TRASH	89.62
10/31/2016	1280(E)	PRIORITY HEALTH	HEALTH INSURANCE	8,733.60
Total of 79 Checks:				387,133.47
Less 1 Void Checks:				466.32
Total of 78 Disbursements:				386,667.15



# City Council Agenda Item Report

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## City of Saugatuck

**FROM:** Kirk Harrier, City Manager

**MEETING DATE:** November 14, 2016

**SUBJECT:** Resolution No. 161114-A (Professional Services)

**DESCRIPTION:**

The State of Michigan has awarded the City of Saugatuck a \$153,600 Stormwater, Asset Management, and Wastewater (SAW) grant. The City desires to retain Fleis & VandenBrink as its engineer to prepare the Stormwater Asset Management Plan. Fleis & VandenBrink has submitted a contract for the provision of services associated with the project as outlined in the attached proposal.

**BUDGET ACTION REQUIRED**

N/A

**COMMITTEE/COMMISSION REVIEW**

N/A

**LEGAL REVIEW**

Municipal attorney Jeff Sluggett has approved the Resolution as to its form and content.

**SAMPLE MOTION:**

Motion to **approve/deny** Resolution No. 161114-A as presented.

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

Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_,  
moved for the adoption of the following resolution:

**RESOLUTION NO. 161114 A**

**A RESOLUTION APPROVING A CONTRACT WITH  
FLEIS & VANDENBRINK FOR PROFESSIONAL  
SERVICES**

WHEREAS, the State of Michigan has awarded the City a Stormwater, Asset Management, and Wastewater (SAW) grant;

WHEREAS, the City desires to retain Fleis & VandenBrink as its engineer to prepare the Stormwater Asset Management Plan (“Project”); and

WHEREAS, the City has received a proposal from Fleis & VandenBrink dated October 26, 2016 (“Proposal”) to provides the serves necessary for the Project; and

WHEREAS, it is in the City's best interest to enter into a contract with Fleis & VandenBrink for the provision of services associated with the Project as outlined in the Proposal.

NOW, THEREFORE, IT IS RESOLVED THAT:

1. The City Council determines that the contract between Fleis & VandenBrink and the City as set forth in the Proposal is in the City’s best interest and is hereby approved.
2. The Mayor and City Clerk are authorized to execute the contract and all related documents necessary to effectuate this Resolution.
3. 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 14 day of November, 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 November 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

October 26, 2016

Mr. Kirk Harrier, City Manager  
City of Saugatuck  
102 Butler Street  
PO Box 86  
Saugatuck, MI 49453-0086

**RE: Scope of Services for the City's SAW Grant Project**

Dear Kirk:

Congratulations on your recent Michigan Department of Environmental Quality (MDEQ) Stormwater, Asset Management, and Wastewater (SAW) Grant Award. Based on recent correspondence from MDEQ, we understand that the City's project has been funded in Year 4 of the program with a total project cost of \$153,600. As you are aware, the City's wastewater system was funded previously through Kal Lake. This grant will follow a similar track for the City's stormwater system. The grant covers 90% of the project costs, leaving the City with an estimated local match amount of \$15,360.

We look forward to working with you on implementing this important project. For this phase of the work, we have prepared the project scope and budget for the stormwater inventory, condition assessment and capacity evaluation, capital improvement plan, and preparation of the stormwater asset management plan.

**Scope of Services and Budget:**

The proposed Scope of Services for the SAW is identified as attached Exhibit A as included in the original approved SAW application. The summary budget and tasks are listed. The entire scope of work will need to be completed within three (3) years of the final grant agreement.

Throughout the process, we have included a budget to assist the City with grant administration, reimbursement requests, and other grant related tasks. We will strive to keep City staff efforts on these administrative functions minimal. We will coordinate sub consultants and equipment purchases as necessary and request City staff assistance for activities that will add value to the project. We plan on working closely with you during the process of developing the asset management plan including several meetings to allow for City input and provide F&V direction.

If you have any questions during your review of the proposed Scope of Services, we can meet with you or your Council to answer any questions. Authorization to proceed can be given by returning an executed copy of the attached Amendment No. 6. We will not bill for any work until the grant agreement is in place with MDEQ.

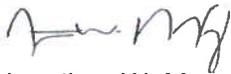
We appreciate the opportunity to continue serving the City and look forward to working with you and City staff and taking advantage of the SAW program that is so important for the future planning and operation of stormwater system.

Sincerely,

FLEIS & VANDENBRINK



Paul R. Galdes, P.E.  
Vice President



Jonathan W. Moxey, P.E.  
Project Manager

Enclosures



# FLEIS & VANDENBRINK

ENGINEERING, INC.

Offices in Michigan and Indiana

2960 Lucerne Drive S.E., Grand Rapids, MI 49546

Office (616) 977-1000 Fax (616) 977-1005

## CITY OF SAUGATUCK

### SCOPE OF WORK FOR

### STORMWATER ASSET MANAGEMENT PLAN

#### EXHIBIT A

The scope of work will follow the MDEQ's "Asset Management Guidance for Wastewater and Stormwater Systems", dated July, 2013 and the guidance presented in the SAW Application guidance dated October 21, 2013. The estimated project costs by tasks are shown in the attached Table 1.

#### **A. GIS-SOFTWARE/HARDWARE/TRAINING**

##### Task 1. Software

- City will utilize free ESRI Reader software to access GIS mapping.

##### Task 2. GIS Training

- ESRI Institute Online Training for 2 municipal staff
- Assistance and training by F&V staff/subcontractors to help municipality set up software, learn necessary GIS skills to use purchased software and hardware as part of their asset management plans.

##### Task 3. GIS Hardware

- Purchase one(1) desktop computer, or equivalent to operate a GIS with.

#### **C. STORMWATER ASSET MANAGEMENT PLAN**

##### Task 1 Stormwater Asset Management Plan Elements (Elements a thru g)

- Summarize all plan elements in a complete bound plan report with electronic and bound paper copies.
- Field assess the condition of existing storm structures, outlets, treatment units, erosion issues, flooding conditions, water quality issues.
- Update and/or develop a stormwater system base map delineating drainage district boundaries
- Evaluate Structural Best Management Practices and Low-Impact design alternatives

- Client meetings with DPW staff and Council to discuss stormwater options and potential long term capital improvements and methods of funding.
- Conduct a “Business Risk Evaluation” that combines the probability of failure of the asset and criticality if the asset, as follows:
  - Rate the probability of failure of the asset on a scale of 1-5 (low to high) using criteria such as maintenance history, failure history, and remaining percentage of useful life (or years remaining);
  - Rate the criticality of the asset on a scale of 1-5 (low to high) based on the consequence of failure versus the desired level of service for the facility; and
  - Compute the Business Risk factor of the asset by multiplying the failure rating by the two rating described above.
- Develop a list of short-term (1-5 years) and long-term (5-20 years) capital projects in a Capital Improvements Plan to meet the Level of Service goals. Prioritize the capital projects, provide preliminary budgeting, implementation planning, and summarize available funding.

#### Task 2 Metering/Modeling & Preliminary Sizing

- a. Create a computer model to simulate the hydrology and hydraulics of the watershed and run stormwater analysis using Autodesk Storm and Sanitary Analysis.

#### Task 3. Asset Inventory, Mapping, and GIS Tasks

- a. Records Scanning

- Scan documents and save them in specified file structures for linking to geographically referenced items with the GIS.

- b. Update Field Utility Survey

- Create a current GIS format map of the wastewater system components including locating the individual components, processing data collected, importing gathered data into the GIS.

- c. Utility Base Mapping

- Acquire and assemble a Base GIS map, including the necessary fieldwork, research, and data processing/manipulation. City intends to utilize Allegan County GIS base.

- d. Create GIS w/ field survey including digital records linkage

- Converting & manipulating the various files and information required for the GIS from their native formats into the proper data format for the GIS, both from public

sources, Survey data, scanned records (plans, etc.) and other sources as appropriate as indicated.

- Linking of records and other data to the geographic map within the GIS
- CAD processing of data

#### Task 4 Underground Infrastructure Condition Assessment

##### Cleaning and televising storm sewers

- Prepare plans and specifications for the cleaning and televising of 5,000 LFT of 12-inch to 36-inch storm sewer and obtain quotes from a NASSCO certified contractor to complete the work as a subcontract under the Engineer's Professional Services Agreement.
- Award contract for cleaning and televising contract.
- Tabulate televising results and evaluate costs to repair/replace sewers with structural problems.

#### Task 5 Level of Service

- Establish and define the way in which the utility managers, operators, and public officials want the storm sewer system to perform over the long term. Define the required "sustainable" level of service for the system.
- Develop a draft Level of Service Agreement Document to establish goals and performance criteria that the utility wishes to meet. The key components to address will be as follows:
  - Communicate the system's operation to the customers;
  - Determine critical assets;
  - Provide a means of assessing overall system performance;
  - Provide a direct link between costs and service;
  - Serve as an internal guide for system management and operations staff;
- Finalize the expected level of service and prepare a final Level of Service Agreement Document
- Assist City in conducting Public Hearing to present Draft Level of Service Agreement and solicit input from public on reasonable and attainable levels of service and anticipated risks and costs.

**E. Project Cost Worksheet -Stormwater Asset Management Plan Costs**

Carefully read the guidance below before completing the Project Cost Worksheet.

Item	Incurred Costs	Force Account Costs	Estimated Costs	Supporting Documents	Total
Inventory			\$68,200	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	\$68,200
Condition assessment (excluding televising)			\$37,900	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	\$37,900
Metering/modeling			\$8,500	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	\$8,500
AM/GIS Software*			\$0	<input type="checkbox"/> Y <input type="checkbox"/> N	\$0
AM/GIS Training*			\$4,100	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	\$4,100
AM/GIS Hardware*			\$2,500	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	\$2,500
Cleaning &Televising				<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
Contracted costs			\$21,300		\$21,300
Equip. rental costs					\$0
Labor costs					\$0
Level of Service				<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
Service agreement			\$2,700		\$2,700
Public meeting cost			\$2,900		\$2,900
Ordinance cost					
Other - (SAW Grant application, preliminary data gathering and meetings)			\$5,500	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	\$5,500

\*Indicates items included in the cost limitations for software, hardware, and training as described in the Guidance below.

Totals                   \$153,600

**TABLE 1-SAW Application Engineer's Estimate**  
**City of Saugatuck**  
**November 25, 2013**  
**816160**



<b>Application Elements</b>						
	<b>Task</b>		<b>Budget</b>	<b>SAW Budget (90% Grant)</b>	<b>Local Match</b>	
<b>A.</b>	<b>GIS- Software/Hardware/Training</b>	<b>\$60,000 max</b>	<b>\$ 6,600</b>	<b>\$ 5,940</b>	<b>\$ 660</b>	
	<b>Task</b>					
	1 Software		\$ -	\$ -	\$ -	
	ArcGIS Desktop Standard		\$ -			
	ArcGIS Online - (1) year subscription		\$ -			
	2 GIS Training -		\$ 4,100	\$ 3,690	\$ 410	
	Owner Training - (3) Credit Hour College Class					
	Esri Institute Online Class		\$ 500			
	Training by Consultant & Software Setup		\$ 3,600			
	3 GIS Hardware		\$ 2,500	\$ 2,250	\$ 250	
	Compuiter		\$ 2,500			
	Plotter		\$ -			
	GPS		\$ -			
<b>C.</b>	<b>Stormwater Asset Management Plan</b>		<b>\$ 147,000</b>	<b>\$ 132,300</b>	<b>\$ 14,700</b>	
	<b>Task</b>					
	1 Stormwater Asset Management Plan		\$ 43,400	\$ 39,060	\$ 4,340	
	k SAW Application/Initial Data Gathering/Meetings		\$ 5,500			
	a Plan Preparation		\$ 6,600			
	b Manhole, Basin, Outlet, and Treatment Condition Assessment		\$ 6,800			
	c Mapping of Drainage District Boundaries		\$ 5,400			
	d Proposed Capital Improvements		\$ 4,200			
	e Structural BMP's		\$ 4,200			
	f identification of water quality, hydraulic restriction, surface flooding, erosion issues.		\$ 4,800			
	g Client meetings & Implementation		\$ 5,900			
	2 Metering/Modeling & Preliminary Sizing		\$ 8,500	\$ 7,850	\$ 850	
	3 Asset Inventory/Mapping/GIS		\$ 68,200	\$ 61,380	\$ 6,820	
	a Records Scanning		\$ 1,200			
	b Field utility locates (GPS) and invert data collection		\$ 40,100			
	c Utility Base Maps		\$ 7,400			
	d Create GIS with field survey including digital records linkage		\$ 19,500			
	4 Underground Infrastructure Condition Assessment		\$ 21,300	\$ 19,170	\$ 2,130	
	a Televising/Cleaning Existing Storm Sewers (5,000 Lft)		\$ 18,500			
	b Smoke Testing		\$ 2,800			
	5 Level of Service		\$ 5,600	\$ 5,040	\$ 560	
	a Determine desired LOS, Ordinance Review		\$ 2,900			
	b Public Meetings		\$ 2,700			
	<b>Totals</b>		<b>\$ 153,600</b>	<b>\$ 138,240</b>	<b>\$ 15,360</b>	

**AMENDMENT NO. 6**

**TO THE**

**PROFESSIONAL SERVICES AGREEMENT**

**FLEIS & VANDENBRINK ENGINEERING, INC.**  
2960 Lucerne Drive, SE, Grand Rapids, Michigan 49546  
(616)977-1000 fax (616)977-1005

The Professional Services Agreement ("PSA") entered into between Fleis & VandenBrink Engineering, Inc. ("Engineer") and **City of Saugatuck**, whose address is **102 Butler Street, PO Box 86, Saugatuck, Michigan 49453**, ("Owner") dated December 18, 2008, including previous amendments, if applicable, is hereby amended.

**DESCRIPTION OF PROJECT AND SCOPE OF SERVICES:** The description of the Project ("Project") and the scope of services ("Services") provided under the PSA are amended as follows; **SAW Grant services for the storm water system.**

**CONTRACT DOCUMENTS:** The following additional obligations are hereby included in the Contract Documents, and are incorporated herein by reference; Engineer's proposal / letter dated **October 26, 2016**.

**COMPENSATION OF ENGINEER:**  
The services to be provided under this Amendment shall be an Hourly Fee contract plus 1.1 times reimbursable expenses with an Estimated Fee of **\$153,600**.

**TERMS AND CONDITIONS:** The Terms and Conditions of the PSA and amendments to date shall apply to all work performed by ENGINEER.

IN WITNESS WHEREOF, the parties hereto have made and entered into this Amendment to the PSA. To be valid, this Amendment must be signed by an authorized representative of Fleis & VandenBrink Engineering, Inc.

OWNER  
CITY OF SAUGATUCK

ENGINEER  
FLEIS & VANDENBRINK ENGINEERING, INC.

By: \_\_\_\_\_  
**Kirk Harrier**

By:   
\_\_\_\_\_  
**Jonathan W. Moxey, P.E.**

Title: **City Manager**

Title: **Project Manager**

By: \_\_\_\_\_

By:   
\_\_\_\_\_  
**Paul R. Galdes, P. E.**

Title: \_\_\_\_\_

Title: **Vice President**

Date: \_\_\_\_\_

Date: **10/26/16**

## **ADDITIONAL PROVISIONS - CONSTRUCTION OBSERVATION**

### **1. DEFINITIONS.**

- 1.1. Contract Documents shall mean construction agreement(s) between Owner and Contractor(s), including plans, specifications, addenda and change orders.
- 1.2. Contractor shall mean the person or entity providing construction services to Owner, as defined in the Contract Documents.

### **2. SITE OBSERVATION.**

- 2.1. Engineer will make visits to the site as defined in the Scope of Services to observe the progress and quality of the executed work and to determine, in general, if the work is proceeding in accordance with the Contract Documents; Engineer will not be required to make exhaustive or continuous on-site inspections to check the quality and quantity of the work; Engineer will not be responsible for the means, techniques, methods and procedures of construction observed during such visits; and Engineer will not be responsible for the Contractors' failure to perform specific aspects of the construction work in accordance with the Contract Documents. During such visits and solely on the basis of Engineer's on-site observations as an experienced and qualified design professional, Engineer will keep Owner generally informed of the progress of the work, will endeavor to guard Owner against substantial defects and deficiencies in the work of Contractors, and is hereby authorized by Owner to disapprove work for failing to conform to the Contract Documents.
- 2.2. Based solely on Engineer's on-site observations as an experienced and qualified design professional and Engineer's review of the Contractors' applications for payment, Engineer will determine the amount owing to the Contractors and recommend, in writing, payment to the Contractors; such recommendations of payment to constitute a representation to Owner, based solely on such observation, review and the data comprising such applications, that to the best of Engineer's knowledge, information and belief, the work has progressed to the point indicated and that to the best of Engineer's knowledge, information and belief the quality of the work is generally in accordance with the Contract Documents, subject to the results of any subsequent test called for in the Contract Documents, and subject to any qualifications stated in Engineer's recommendation.
- 2.3. Engineer will conduct, in company with Owner, a final review of the Project for conformance with the design concept of the Project, and compliance with the information given by the Contract Documents, and recommend, in writing, full payment to the Contractor(s), on the same basis as set forth above.

### **3. OWNER RESPONSIBILITIES.** Owner will:

- 3.1. Provide full information as to his requirements for the Project. Assist Engineer by placing at Engineer's disposal all available information pertinent to the Project, including previous site reports and any other data relative to the design or construction of the Project.

### **4. SITE SAFETY PROGRAMS AND PRECAUTIONS.**

- 4.1. Owner acknowledges that the Contractor, not Engineer, is responsible for initiating, maintaining and supervising all safety programs and all safety precautions in connection with the construction work.
- 4.2. Owner authorizes Engineer, in the event that Engineer observes a circumstance which Engineer deems to be an imminent hazard, to take whatever steps necessary to immediately stop work in the area of the hazard and to see that steps are taken to correct the situation.
- 4.3. In the event that Engineer observes inadequacies in the Contractor's safety practices (as required by law, site specific safety plans or Owner's safety rules) which in the opinion of Engineer do not constitute an imminent hazard, Engineer will endeavor to, on behalf of Owner, inform the Contractor of the inadequacies.
- 4.4. Owner acknowledges that the failure of Engineer to take any action as defined above shall not create any liability on the part of Engineer, nor shall any such action defined above relieve the Contractor of his obligations for initiating, maintaining and supervising all safety programs and all safety precautions.



# City Council Agenda Item Report

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City of Saugatuck

**FROM:** Cindy Osman, Planning and Zoning  
**MEETING DATE:** November 14, 2016  
**SUBJECT:** Ordinance Amendment No. 161114-1 (Land Division & Clubs/Lodges)

## **DESCRIPTION**

Ordinance amendment to address issues presented to the City by the American Legion located on Mason Street changing the definition of clubs and lodges, clarifying activities that may be associated with a club or a lodge and the permitted uses in the C-4 zone district to include clubs and lodges.

Also presented are amendments to the code to streamline the lot division/lot line adjustment process by administrative review and approval consistent with other municipalities.

## **BUDGET ACTION REQUIRED**

N/A

## **COMMITTEE/COMMISSION REVIEW**

Planning Commission approved on October 20, 2016.

## **LEGAL REVIEW**

Municipal attorney Jeff Sluggett has approved the Ordinance as to its form and content.

## **SAMPLE MOTION:**

Motion to approve/deny Ordinance No. 161114-1 as presented.

CITY COUNCIL  
CITY OF SAUGATUCK  
ALLEGAN COUNTY, MICHIGAN

ORDINANCE NO. 161114-1

AN ORDINANCE TO AMEND SECTION 153.01 OF THE SAUGATUCK  
CITY CODE AND SECTION 154.005, SUBSECTION 154.022(F), AND  
SECTION 154.025 OF THE ZONING CODE OF THE CITY OF  
SAUGATUCK

The City of Saugatuck Ordains:

Section 1. Amendment of Section 153.01. That ~~Subsections~~ Section 153.01, Chapter 153 of the Code of the City of Saugatuck, entitled "Subdivision Regulations; Division of Lots in Recorded Plats" is amended to read as follows:

(A) Pursuant to Public Act 288 of 1967 ~~(the Subdivision Control Act), § 263, being M.C.L.A. § 560.263,~~ as amended, every division of a lot in a recorded subdivision shall be subject to the provisions of this chapter.

(B) The owner seeking approval to divide a lot shall file an application ~~in affidavit form~~ with the ~~City Clerk~~ planning and zoning administrator, which shall set forth the reasons for the proposed division and shall be accompanied by survey, showing original and resulting dimensions, and legal descriptions. The planning and zoning administrator may consult with the assessor or other City officials before making a decision.

~~(C) Where the application states that the purpose is to add to adjoining existing building sites, and not to create separate building sites, the Planning Commission may approve the application when it is satisfied no building permit is necessary.~~

~~(D)~~ (C) Where a separate building site is being created by division of a lot in a recorded plat, no building permit shall be issued or any building construction commenced until the suitability of the land for safe installation of public water and sewer service has been approved by the Kalamazoo Lake, Sewer and Water Authority.

~~(E)~~ (D) No lot in a recorded plat shall be divided into more than four parcels and the resulting building lots shall not be less in area than permitted by the Zoning Code (Chapter 154) in the applicable zoning district.

Section 2. Amendment of Subsections 154.005. That Section 154.005, Chapter 154 of the Code of the City of Saugatuck, entitled "Definitions; Club, Lodge or Fraternity," is amended to read as follows:

~~CLUB, LODGE~~ or ~~FRATERNITY, CHARITABLE OR CIVIC ORGANIZATION~~. An organization of persons for special purposes or for the promulgation of sports, arts, science, literature, politics or the like, but not for profit, and without payment of dividends to members. Activities associated with these entities include traditional civic activities such as but not limited to: meetings, community hall rental for private parties, fund raising sales, social events, educational activities, puppet shows and movies, veteran support, exhibitions, and other activities. — ~~€~~The sale or distribution of alcohol and/or—gambling or playing at any game of chance for money or other stakes is permitted only with a properly issued state licenses.

Section 3. Amendment of Subsection 154.022 (F). That Subsections 154.022 (F), Chapter 154 of the Code of the City of Saugatuck, entitled “General Regulations; Lots” is amended to read as follows:

(F) *Lots*.

(1) *New lots to be buildable*. All newly created lots shall have the net buildable area appropriate to the zone district in which it is located and appropriate access to a public or approved private road.

(2) *Minimum lot size regulations to be met*. No new lot shall be created which does not meet the minimum lot size regulations of this chapter.

(3) *Corner lots*. On a corner lot, each lot line which abuts a street shall be deemed to be a front lot line, and the required yard along both lot frontages shall be required front yard. The owner shall elect, and so designate in his or her application for the zoning permit, which of the remaining two required yards shall be the required side yard and which the required rear yard.

(4) *Waterfront lots*. Notwithstanding any other provisions of this chapter, all structures on a waterfront lot shall have a setback of 25 feet from the waterfront. The lot line which abuts the street shall be deemed to be the front lot line, and the two remaining yards shall both be required side yards.

(5) *Flag lots*. Where there is no other way to gain access to undeveloped land due to limited street frontage, new flag lots may be permitted to be used, provided that the flag lot has at least 20 feet of frontage on a public street, that this right-of-way serves only one lot, and that there is at least a distance equivalent to the lot width of a conforming lot between flag lots. The minimum front, side and rear yard requirements of the district in which a flag lot is located must be met on the portion of the lot excluding the right-of-way. (See Appendix, Figure 7).

(6) *Lot division*.

~~— (a) The division of a lot as a recorded plat in the city is prohibited, unless approved by the following procedure: The application for lot division shall be filed with the Zoning Administrator and shall state the reasons for the proposed division. The Zoning Administrator shall forward the application and supporting data to the Planning Commission. The Planning Commission shall review the proposed lot division as presented in the application. The Planning Commission shall hold a public hearing or hearings. The Planning Commission shall forward the application and supporting data and recommendation of the City Planning Commission to the City Council. The lot division, to be approved by the City Council shall have the suitability of the land for building purposes approved by the County or District Health Department. No building permit shall be issued, nor any building construction commenced, prior to the approval~~

~~of the City Council. No lot in a recorded plat shall be divided into more than four parts and the resulting lot shall not be less in area than permitted by the Zoning Code for the district in which it is located. The division of a lot resulting in a smaller area than prescribed herein may be permitted but only for the purpose of adding to the existing building site or sites. The application shall so state and be in affidavit form.~~

(a) No lot or lots in common ownership, and no yard, court, parking area or other space, shall be divided, altered or reduced to make such area or dimension less than the minimum required by the zone district in which it is located. No lot line adjustments shall be made which create or increase non-conformity with the minimum area or dimensions of the zone district in which it is located.

(b) After a land division is approved by the city, a document accomplishing the division must be filed by the property owner or the property owner's agent with the Allegan County Register of Deeds Office within 90 days of the approval, or the approval will lapse. (See Saugatuck City Code § 153.01; land division ordinance for division of non-platted lots).

(7) *More than one nonconforming lot may be considered only one lot.* If more than one lot of record is held in common ownership and the lots are contiguous, undeveloped and substandard in size relative to the required minimum lot size in the zoning district, they shall for the purpose of this chapter, be held as one lot or as many lots as shall leave no lot substandard.

Section 4. Amendment of Subsections 154.025. That Section 154.025, Chapter 154 of the Code of the City of Saugatuck, entitled "R-4 City Center Residential District (CER)" is amended to read as follows:

154.025 R-4 CITY CENTER TRANSITIONAL RESIDENTIAL DISTRICT (CER).

(A) *Generally.*

(1) The purpose of the Transitional Residential Zone is to create a buffer zone from the high intensity City Center Commercial Zone to the low intensity Community Residential Zone.

(2) This zone will permit a limited number of mixed uses but intentions are to promote residential land uses.

(3) As a transitional zone its character shall be reviewed more frequently to assess the needs of the adjoining zones.

(4) This zone is not intended to be static but rather to adjust with the development needs of the community.

(B) *Permitted uses:*

(1) Dwelling, single-family detached;

(2) Dwelling, two-family;

(3) Essential public services;

(4) Bed and breakfasts;

(5) Home occupations; ~~and~~

(6) Short-term rental unit; and,

(7) Clubs, lodges, civic or charitable organizations existing in their current locations prior to July 1, 2016.

(C) *Special land uses.* Special land uses are subject to review and approval by the Planning Commission in accordance with §§ 154.060 through 154.068 and §§ 154.080 through 154.092:

- (1) Home businesses; and
- (2) Rented accessory dwelling units in accordance with § 154.092 ~~(H)~~(J), and,
- (3) Special events as approved by City Council.

(D) *Dimension and area regulations.*

Front setback	20 feet
Side setback	7 feet
Rear setback	10 feet
Minimum lot area	8,712 square feet
Minimum lot width	66 feet
Maximum lot coverage	25%*
<p>* Maximum lot coverage in this district may be increased to a maximum of 35% for properties that are below, the required minimum lot area following a hearing and approval by the Zoning Board of Appeals at which time consideration of factors affecting adjoining properties will be reviewed. All other dimension and area regulations shall be met. <b>The following formula shall be used in calculating the allowable lot coverage and shall be rounded to the nearest whole percentage: minimum lot area divided by actual lot area multiplied by 25%.</b></p>	

Section 5. Effective Date. This Ordinance shall become effective seven (7) days after its publication unless otherwise provided by law.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ORDINANCE NO. 161114-1 ADOPTED

I, Monica Nagel, the Clerk of the City of Saugatuck, certify that the foregoing is a true and accurate copy of an ordinance adopted at a regular meeting of the City Council of the City of Saugatuck, held on November 14, 2016, and noticed in accordance with all legal requirements.

---

Monica Nagel, Clerk

Introduced: \_\_\_\_\_

Adopted: \_\_\_\_\_

Published: \_\_\_\_\_

14A



102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453  
Phone: 269-857-2603 • Website: [www.saugatuckcity.com](http://www.saugatuckcity.com)

### SPECIAL EVENT APPLICATION

Must be filled out in its entirety & returned to the City Clerk's Office 30 days prior to scheduled event

#### SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Saugatuck Douglas Area Business Association TELEPHONE: 269-857-1026  
MAILING ADDRESS: P.O. Box 221 Saugatuck, MI  
CONTACT NAME: Gregory Muncey TELEPHONE: 269-857-1026  
E-MAIL ADDRESS: gmuncey@gmail.com CELL PHONE: 269-355-9917

#### CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Gregory Muncey TELEPHONE: same as above  
E-MAIL ADDRESS: same as above CELL PHONE: \_\_\_\_\_

#### EVENT INFORMATION

NAME OF EVENT: Annual Tree Lighting Ceremony DATE(S) OF EVENT: Dec 3<sup>rd</sup>, 2016  
PURPOSE OF EVENT: Bring Business to Businesses RAIN DATE: N/A

- Non-Profit       For-Profit       City Operated/Sponsored       Co-Sponsored
- Marathon/Race       Festival/Fair       Video/Film Production       Other \_\_\_\_\_

EVENT LOCATION: Rose Garden EVENT HOURS: 5pm - 7pm

ESTIMATED NUMBER OF ATTENDEES: 150-200

ESTIMATED NUMBER OF VOLUNTEERS: 5

ESTIMATE DATE / TIME FOR SET-UP: 12/3/2016 4 A.M. (P.M.) (circle one)

ESTIMATE DATE / TIME FOR CLEAN-UP: 12/3/2016 7 A.M. (P.M.) (circle one)

## EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT:  Yes  No

TYPE OF MUSIC PROPOSED:  Live  Amplification  Recorded  Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: 5 p.m. END: 7 p.m.

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department)  Yes  No  
 Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT:  Yes  No  
 Provide Copy of Liquor Liability Insurance (listing the City as additionally insured)  
 Provide Copy of Michigan Liquor Control License

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: \_\_\_\_\_

WILL FIREWORKS BE APART OF EVENT:  Yes  No  
 Provide Copy of Liability Insurance (listing the City as additionally insured)  
 Provide Copy of Fireworks Permit

**EVENT SIGNAGE:** City Council approval is required for any temporary signing in the public right-of-way, across a street or on City property. Which of the following signs are requested for this event:

- "YARD" SIGNS** - Number requested: \_\_\_\_ (Maximum size is 2' x2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- BANNER OVER CITY STREET** - Location: \_\_\_\_\_  
(Size cannot be greater than 16 square feet. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- SIGNAGE AT EVENT SITE** - Location(s): \_\_\_\_\_  
Description of signs: \_\_\_\_\_  
(Signs at event site cannot be displayed prior to day of the event and must at the end of the event.)

**TENTS/CANOPIES/MISC:** The City of Saugatuck does not have tents, stage, tables or chairs available for rental. There are a number of businesses listed in the yellow pages under "Rental Service Stores" that specialize in the rental of event supplies. Will the following be constructed or located in the event area:

- BOOTHS** - QUANTITY \_\_\_\_\_  **TENTS** - QUANTITY 1 10x10
- AWNINGS** - QUANTITY \_\_\_\_\_  **TABLES** - QUANTITY \_\_\_\_\_
- PORTABLE TOILETS** - QUANTITY \_\_\_\_\_

**VENDOR PARKING:** Have you made arrangement for vendor parking?  Yes  No

If yes, where do you propose your vendors park? N/A

Will the Interurban be utilized?  Yes  No Time(s) \_\_\_\_\_

**DEPARTMENT OF PUBLIC WORKS**

APPROVED

DENIED

Will this event require the use of any of the following municipal equipment:  Yes  No

TRASH RECEPTACLES – QUANTITY \_\_\_\_\_

BARRICADES – QUANTITY 4

TRAFFIC CONES – QUANTITY \_\_\_\_\_

PARKING SIGNS – QUANTITY \_\_\_\_\_

FENCING  WATER  ELECTRIC

RESTROOM CLEANING

OTHER \_\_\_\_\_

**SAUGATUCK/DOUGLAS POLICE DEPARTMENT**

APPROVED

DENIED

ADDITIONAL OFFICERS REQUIRED?  Yes  No

If yes please describe & include times \_\_\_\_\_

Other (describe): \_\_\_\_\_

**SAUGATUCK TOWNSHIP FIRE DISTRICT**

APPROVED

DENIED

STREET CLOSURES:  Yes  No (use attached map to outline proposed closures)

Street closure date/time: 12/3/2016 4:30 A.M. P.M. (circle one)

Street re-open date/time: 12/3/2016 7:00 A.M. P.M. (circle one)

SIDEWALK CLOSURES:  Yes  No (use attached map to outline proposed closures)

Describe Sidewalk Use: Rose Garden Area

Sidewalk closure date/time: 12/3/2016 4:30 A.M. P.M. (circle one)

Sidewalk re-open date/time: 12/3/2016 7:00 A.M. P.M. (circle one)

PARKING LOT CLOSURES:  Yes  No (use attached map to outline proposed closures)

Parking Lot Location: \_\_\_\_\_

Sidewalk closure date/time: 1/1 \_\_\_\_\_ A.M. P.M. (circle one)

Sidewalk re-open date/time: 1/1 \_\_\_\_\_ A.M. P.M. (circle one)

What parking arrangements are proposed to accommodate potential attendance: \_\_\_\_\_

**CITY USE ONLY – Department representative please initial if approved**

[ ] DPW [ ] POLICE [ ] FIRE

CITY COUNCIL APPROVAL DATE: \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**MONICA LOOMAN -CITY CLERK**

## APPLICATION CHECK LIST

- Completed Application
- Event Map (includes detailed event layout for vendors, booths, porta potties, etc.)
- Road/Sidewalk/Parking Lot Closure Map
- Certificate of Insurance (listing the City of Saugatuck as additionally insured)
- Fireworks Permit (if applicable)
- Michigan Liquor Control Commission Special Event License (if applicable)
- Health Department Food Service License (if applicable)

If document is missing, please explain: \_\_\_\_\_

The applicant and sponsoring organization understand and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Saugatuck as an additional insured on all applicable policies and submit the certificate to the City Clerk's Office no later than one (1) week following notice of the event approval.

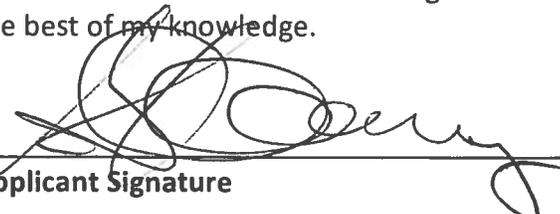
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval is necessary.

Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss cost of expense is caused in whole or in part by the negligence of the City of Saugatuck or by third parties, or by the agents, servants, employees or factors of any of them.

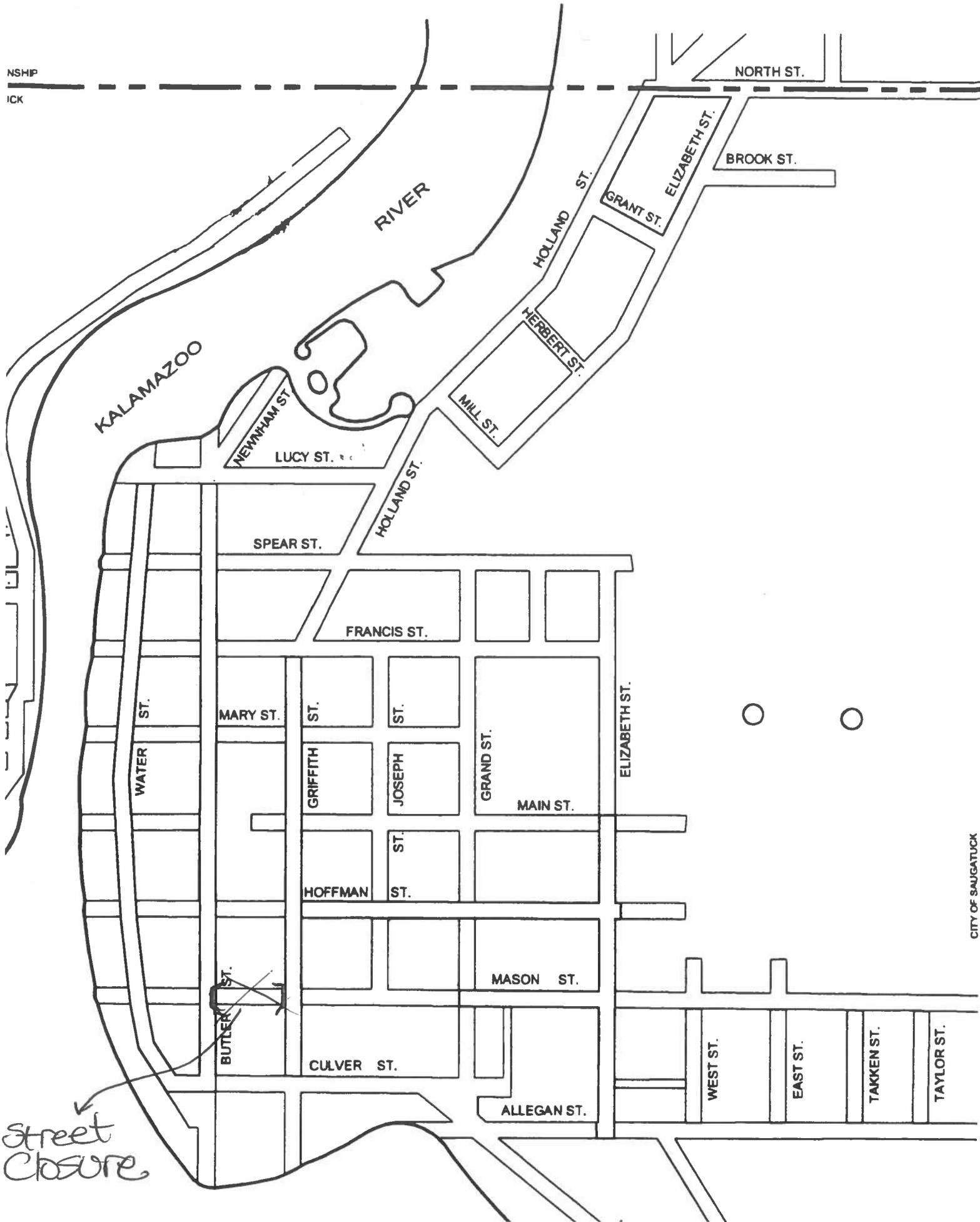
As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

  
\_\_\_\_\_  
Applicant Signature

11-2-2010  
\_\_\_\_\_  
Date

# Downtown Street / Sidewalk Closure(s)

NSHIP  
ICK



Street  
Closure

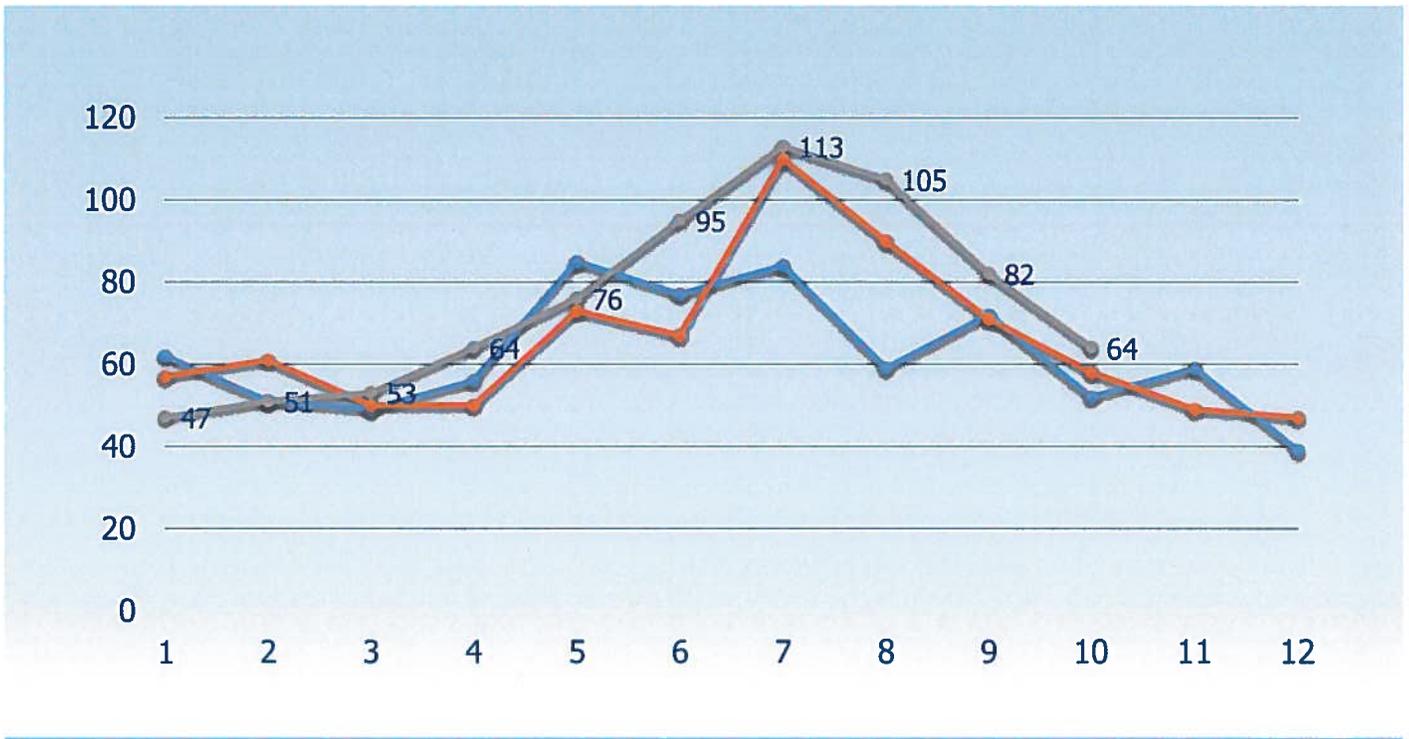
## **17. A**

### **Boards, Commissions, Committee Reports**

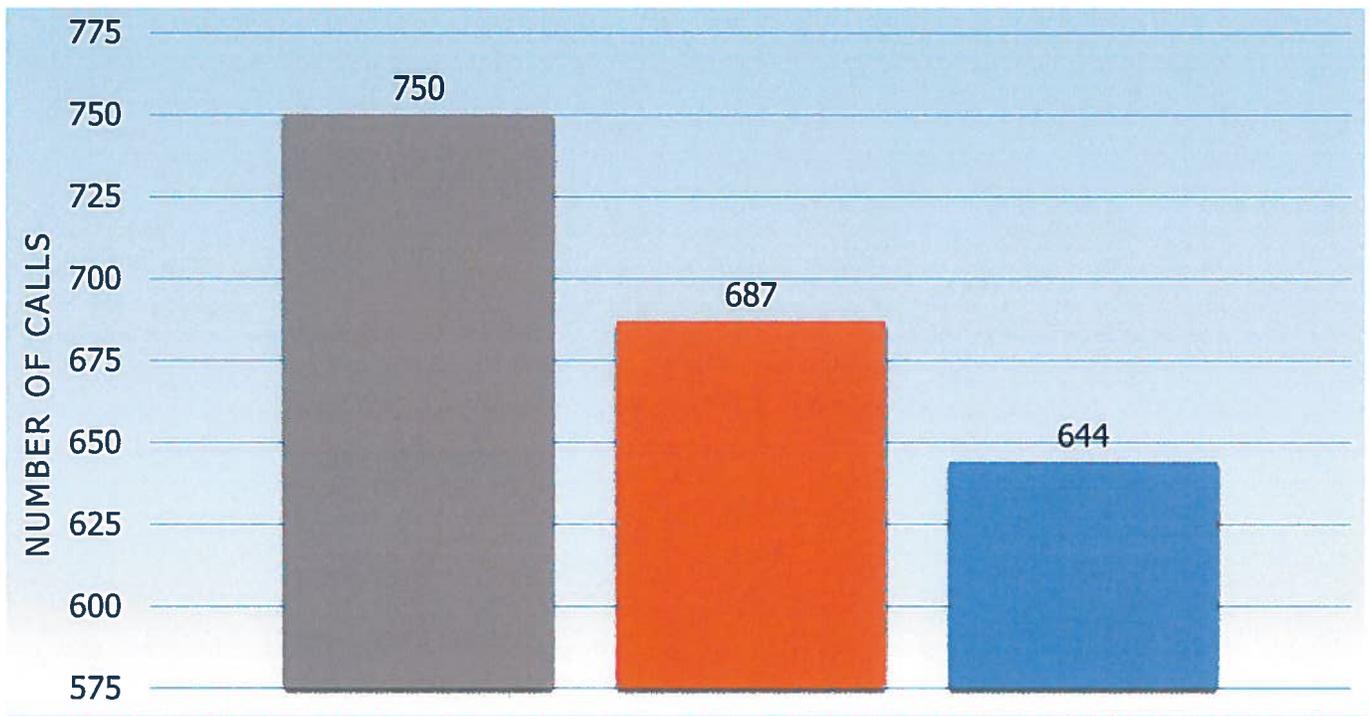
- **Fire Board Monthly Report (OCTOBER)**

# Incidents 2016 by month

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2016	47	51	53	64	76	95	113	105	82	64			750
2015	57	61	50	50	73	67	110	90	71	58	49	47	783
2014	62	51	49	56	85	77	84	59	72	52	59	39	745

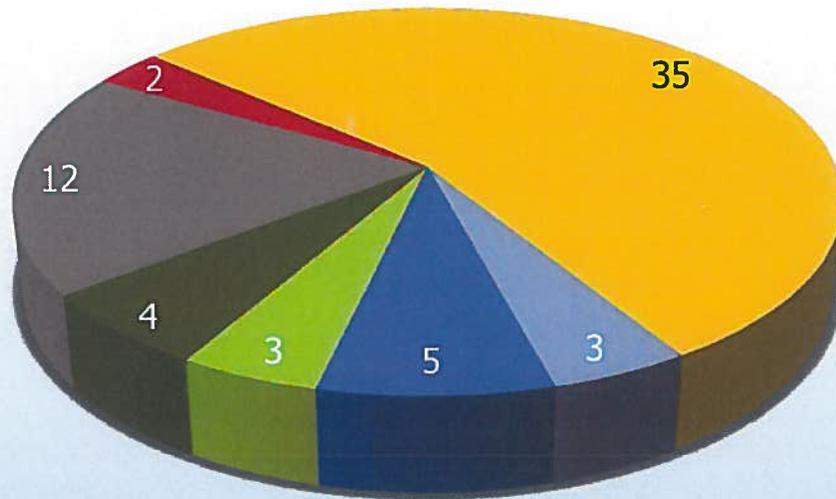


# Year to Date Comparison 2014-2016



Year	October 31	+/-	+/- %
2016	750	63	9.17
2015	687	43	6.68
2014	644	-	-

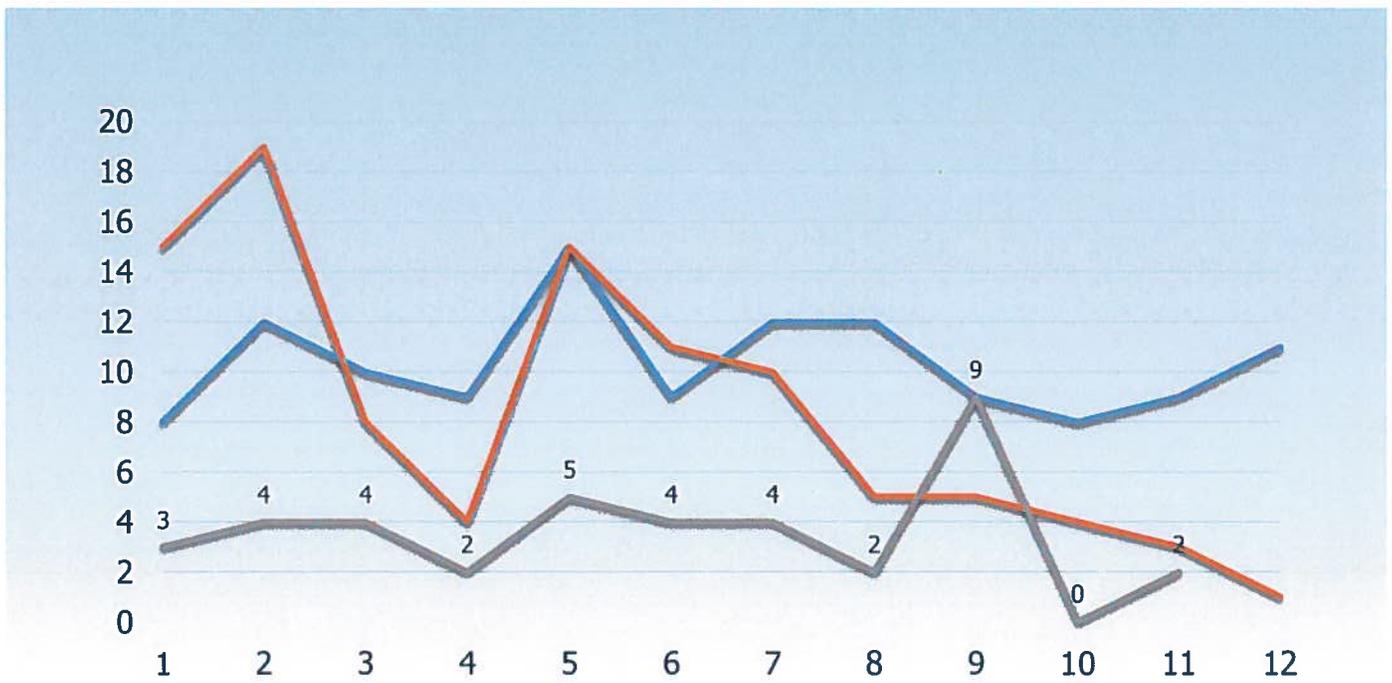
# Incident Report - By Type - October 2016



Type Of Incident:	Total Incidents:	Percentage Value:
100 Series - Fire	2	3.13%
200 Series - Explosion, Overpressure, Overheat (No Fire)	0	0.00%
300 Series - Rescue & EMS	35	54.69%
400 Series - Hazardous Conditions (No fire)	3	4.69%
500 Series - Service Call	5	7.81%
600 Series - Good Intent Calls	3	4.69%
700 Series - False Alarm & False Calls	4	6.25%
800 Series - Severe Weather and Natural Disaster	0	0.00%
900 Series - Special Incident Type	12	18.75%
	<b>64</b>	<b>100.00%</b>

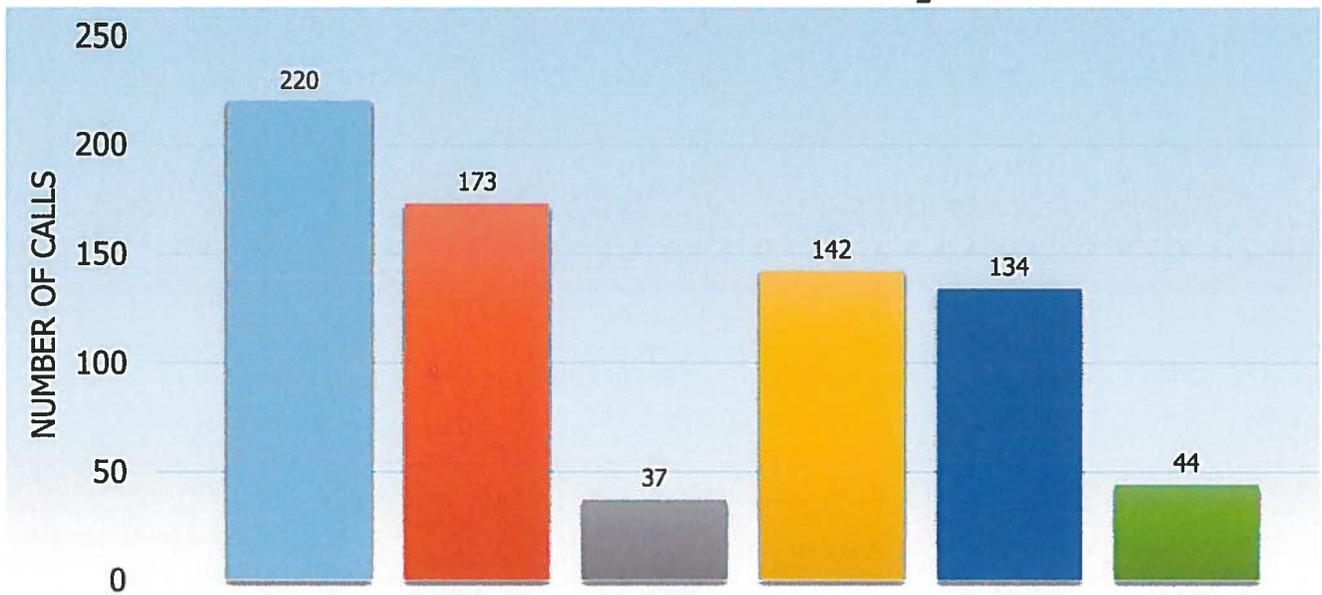
# Grace of Douglas 2014-2016

YEAR	JAN	FEB	MAR	APR	MAY	JUN*	JUL*	AUG*	SEP	OCT	NOV	DEC	TOTAL
2016	3	4	4	2	5	4	4	2	9	0	2		39
2015	15	19	8	4	15	11	10	5	5	4	3	1	100
2014	8	12	10	9	15	9	12	12	9	8	9	11	124



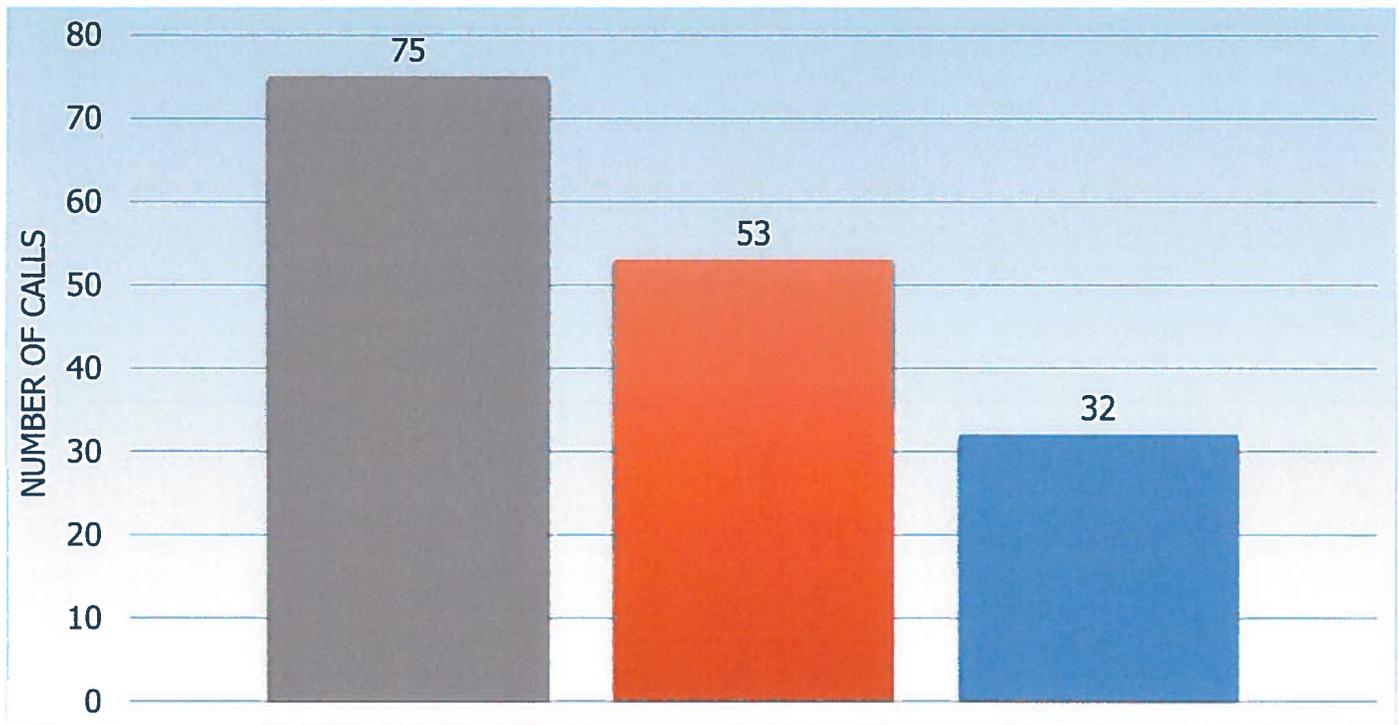
\* Includes 3 P3 calls.

## 2016 Year to Date by Area



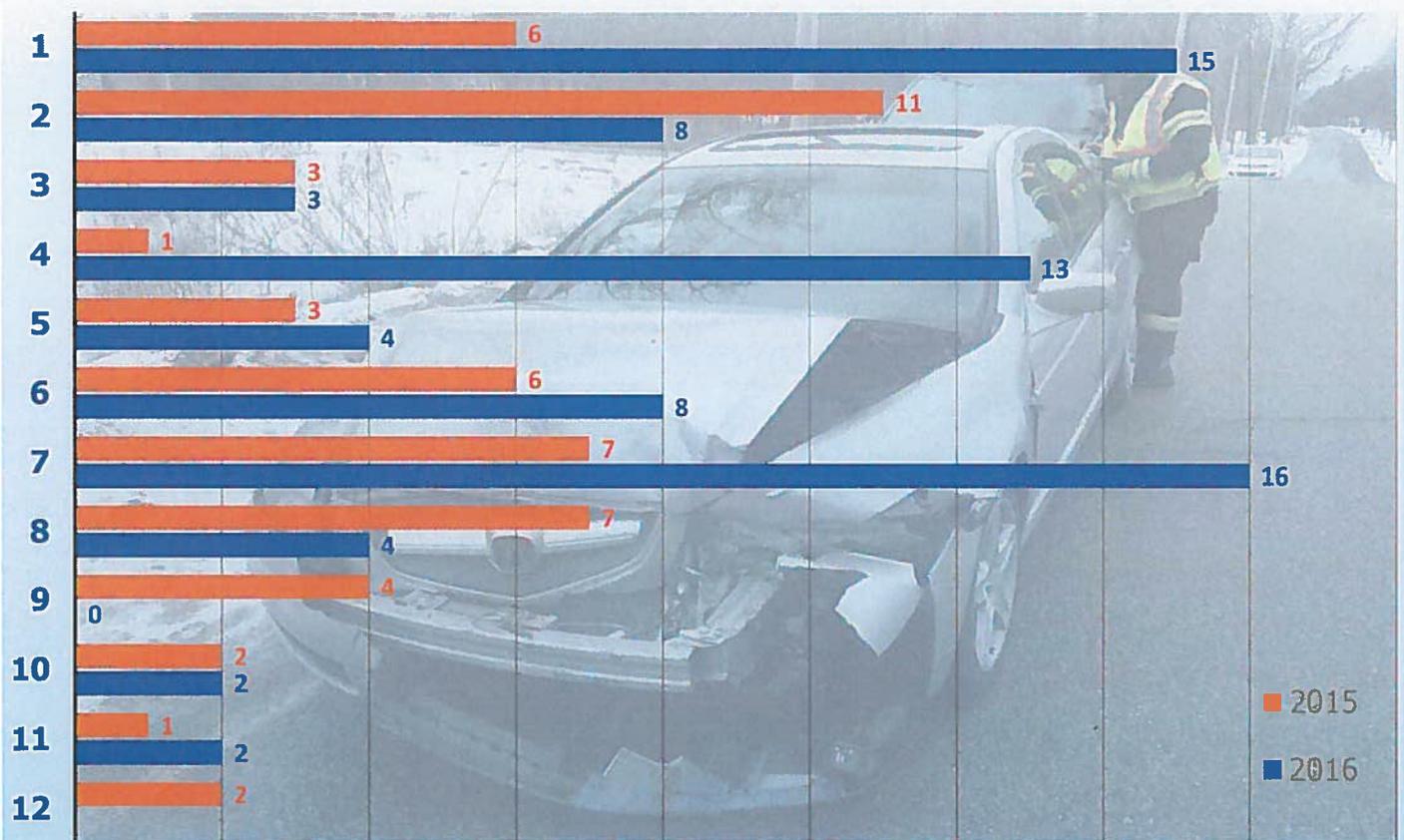
Area	October 31, 2016	%
Saugatuck	220	29.33
Douglas	173	23.07
Grace of Douglas	37	4.93
Township North	142	18.93
Township South	134	17.87
Outside Area	44	5.87
Total	750	100.00

# Motor Vehicle Incidents 2014-2016



As of:		+/-	+/- %
11/06/2016	75	22	41.51
12/31/2015	53	21	65.63
12/31/2014	32	13	68.42

## MV Incidents by Month 2015-2016



## MVI incidents on I-196 [Construction Zone]

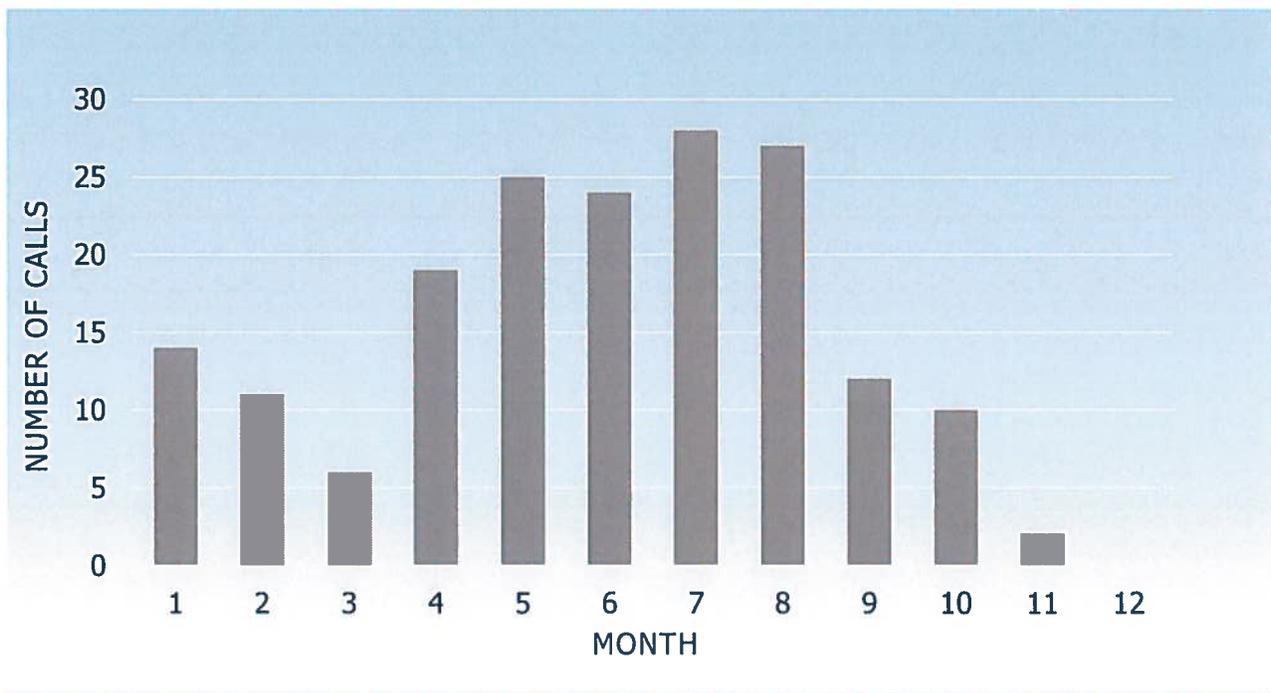
Run #	Date	Time	Dispatch for	Location	# of Vehicles	Driver(s) Passenger(s)	Trans-ported	Closed/ blocked	Cost \$	Recovered \$
426	07/14/2016	6:38 PM	PI ACCIDENT	37 NB I-196 HWY	3	5	3	1.00	\$ 941	\$ 941
434	07/16/2016	3:06 PM	UNKNOWN ACCIDENT	37 NB I-196 HWY	2	6	2	0.75	\$ 1,058	N/A
452	07/22/2016	2:05 PM	PI ACCIDENT	36 NB I-196 HWY	2	1	1	1.00	\$ 713	
454	07/22/2016	5:46 PM	UNKNOWN ACCIDENT	36 NB I-196 HWY	1	0	0	0.00	\$ 297	N/A
458	07/23/2016	1:39 PM	UNKNOWN ACCIDENT	36 NB I-196 HWY	2	1	1	1.50	\$ 1,763	
485	07/30/2016	11:29 AM	PI ACCIDENT	36 NB I-196 HWY	3	5	0	1.00	\$ 1,149	
497	07/31/2016	3:57 PM	PI ACCIDENT	36 NB I-196 HWY	5	38	3	2.25	\$ 2,024	
498	07/31/2016	5:46PM	PD ACCIDENT*	BLUE STAR & 134	3	2	2	1.00	\$ 1,212	\$ 384
582	08/26/2016	4:27 PM	PI ACCIDENT	37 NB I-196 HWY	2	4	2	0.00	\$ 594	
621	09/07/2016	7:24 PM	TRAFFIC CONTROL	39 SB I-196 HWY	0	0	0	0.00	\$ 824	
649	09/17/2016	2:14 PM	TRAFFIC CONTROL	39 NB I-196 HWY	0	0	0	0.00		
730	10/21/2016	3:03 PM	PI ACCIDENT	37 NB I-196 HWY	2	2	0	3.50		
<b>TOTAL</b>	12				25	64	14	12.00	\$ 10,574	\$ 1,325

\* Contributing factor was re-directed traffic from I-196

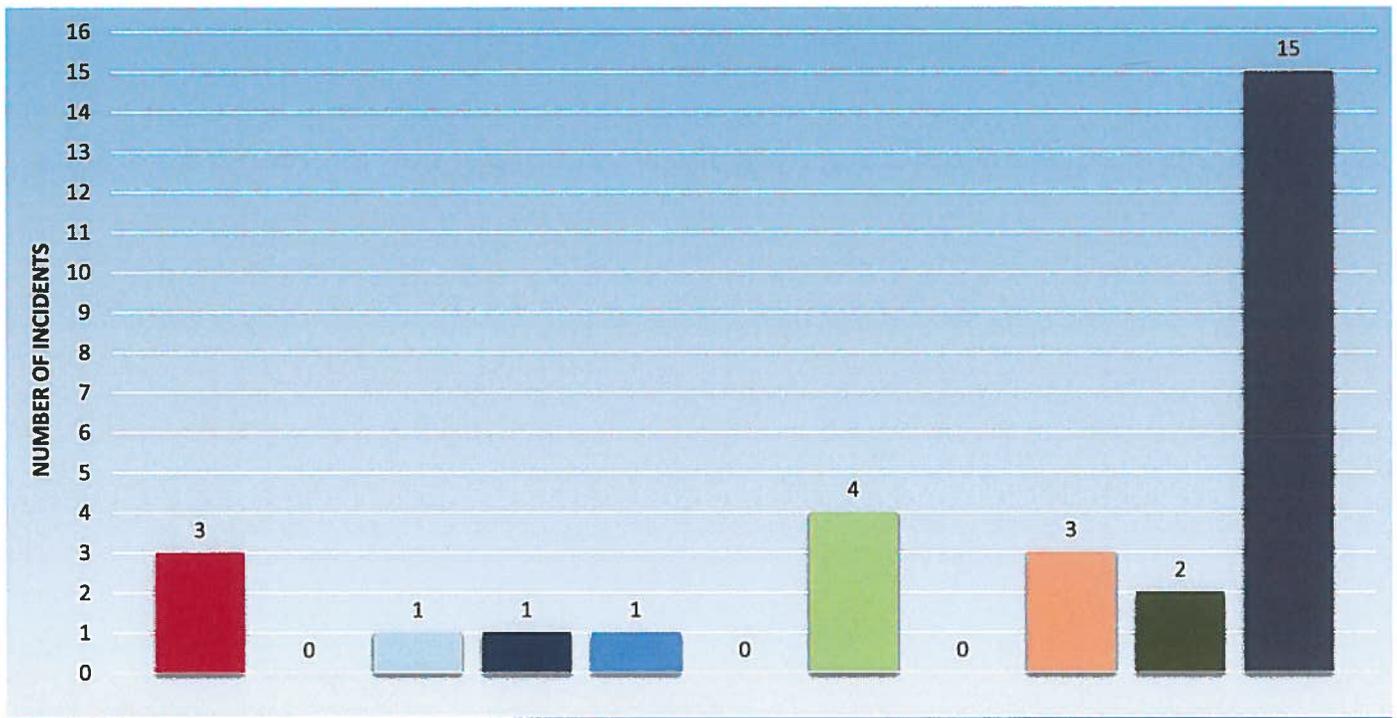
# Overlapping Calls 2016 by month

[Another emergency incident that requires fire department response that occurs within an hour of a previous emergency incident.]

Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD
2016	14	11	6	19	25	24	28	27	12	10	2		178
2015													
2014													



# Fire Boat Incidents 2016

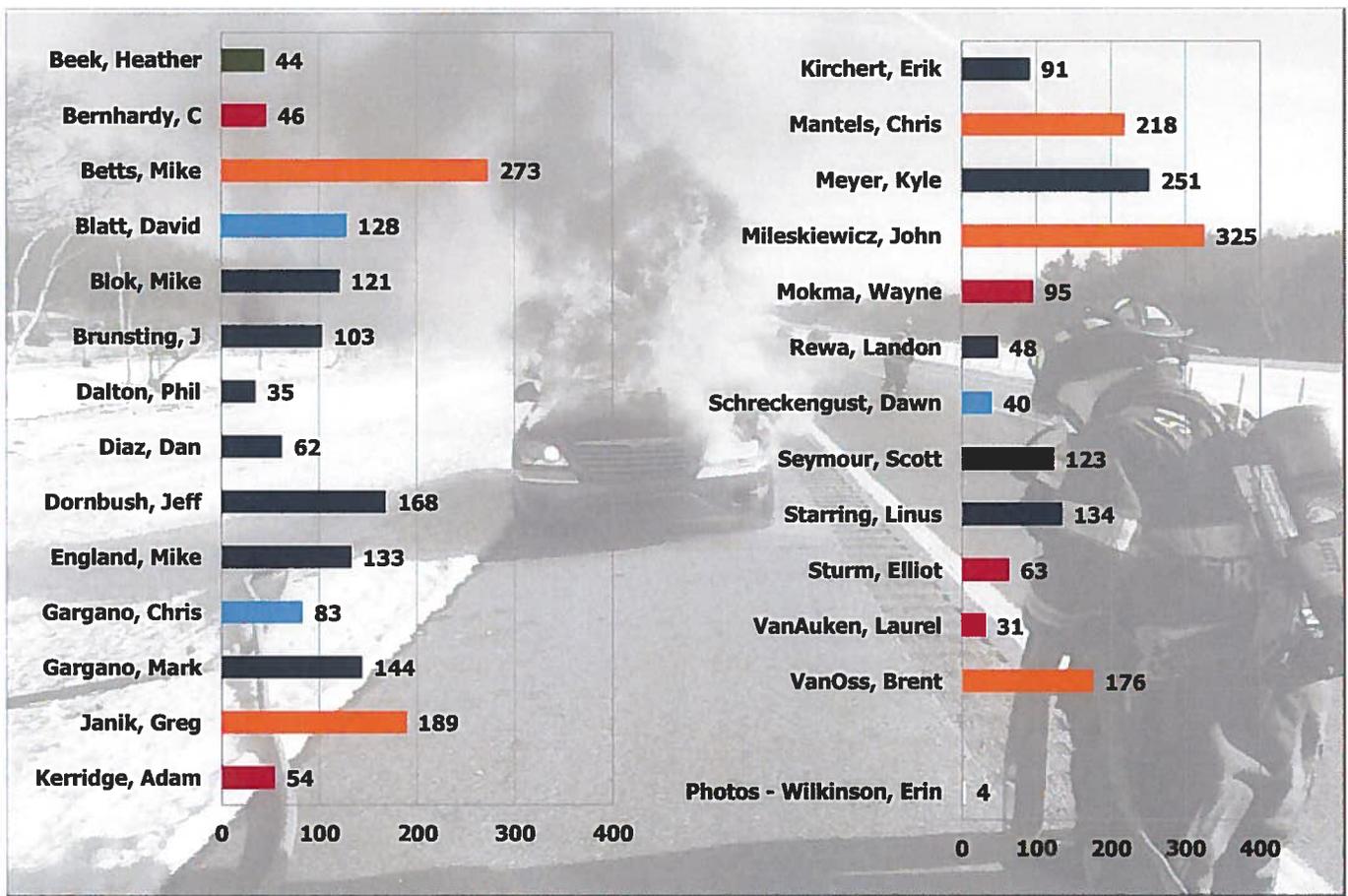


Boat Fire	3
Structure Fire	0
Water Rescue	1
Missing Person	1
Boat in Distress	1

Hazards	0
Events	4
Dive Training	0
Training	3
Work Detail	2

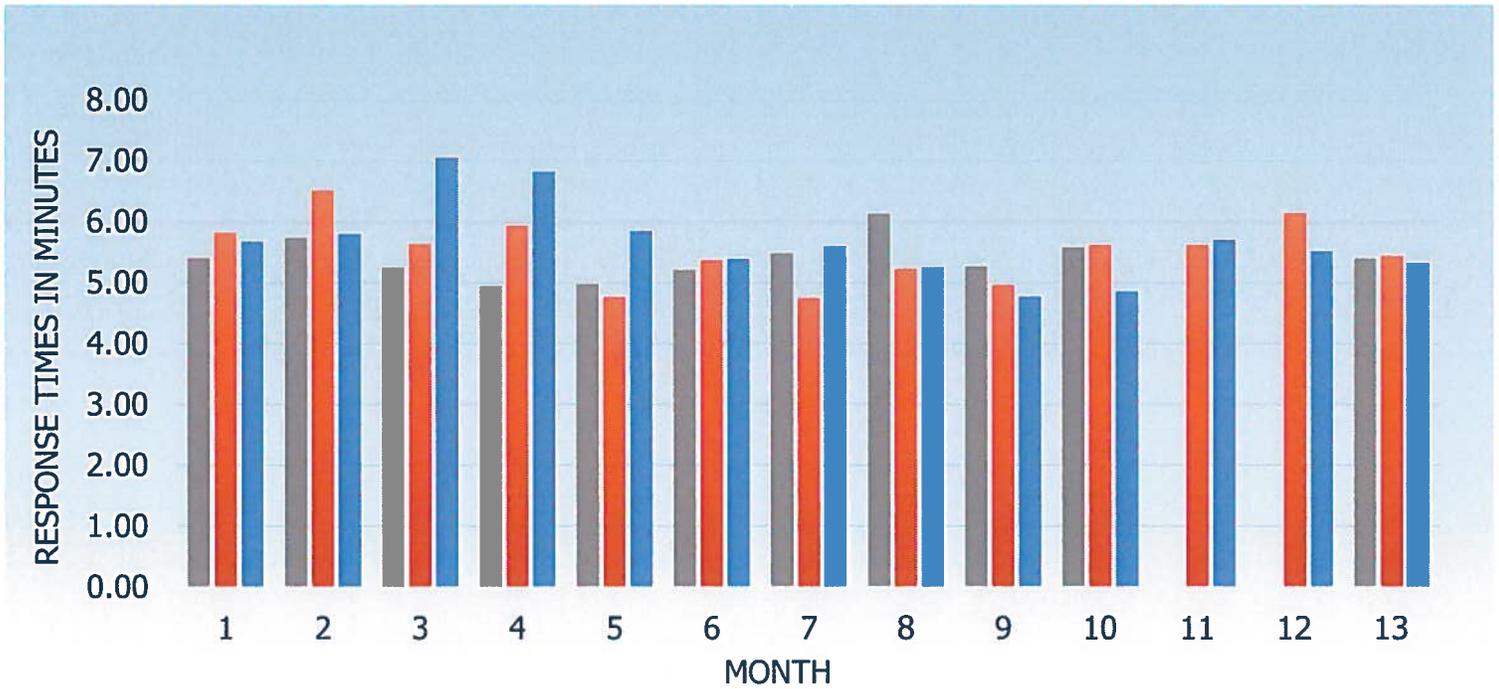
<b>Total</b>	<b>15</b>
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# Personnel Response To Incidents

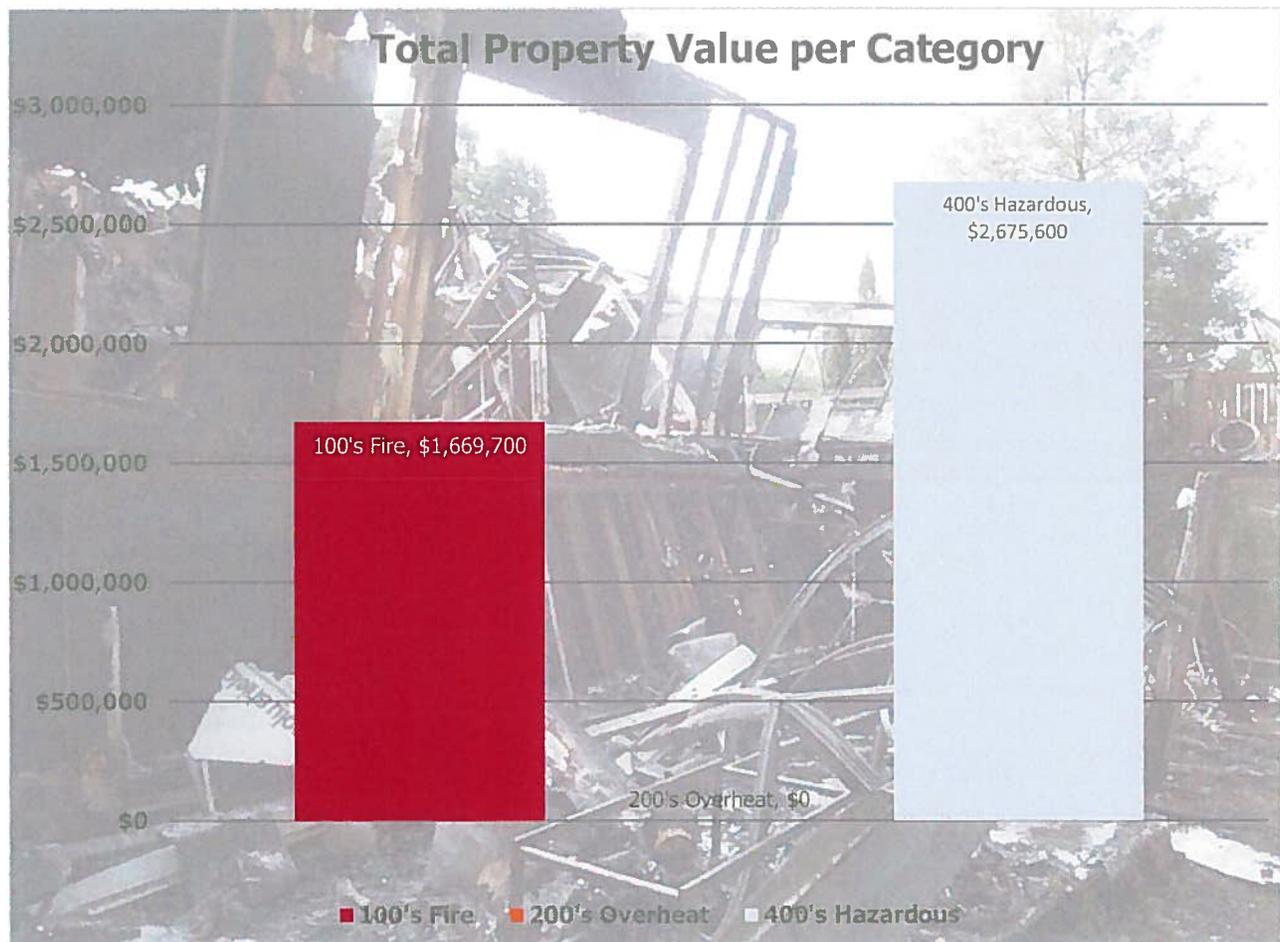


# Response times 2014-2016 by month

Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD
2016	5.41	5.74	5.24	4.93	4.98	5.21	5.48	6.13	5.27	5.58			5.40
2015	5.82	6.52	5.64	5.94	4.77	5.37	4.75	5.23	4.96	5.62	5.62	6.14	5.44
2014	5.68	5.80	7.06	6.83	5.85	5.39	5.59	5.24	4.77	4.86	5.70	5.52	5.32



# Protected Property Values - 2016



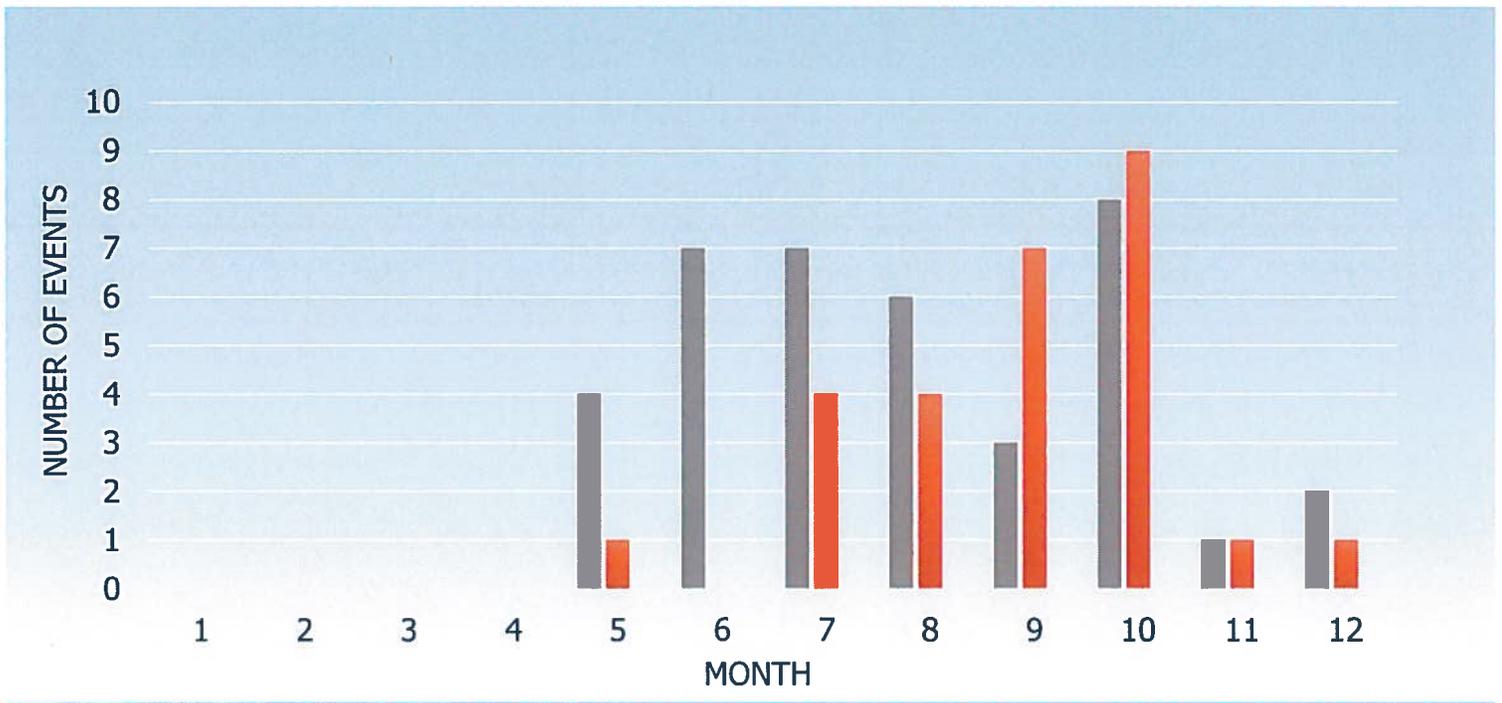
# Protected Property Values - 2016

NFIRS Code	Call #	Date	Address	Fair Market Value (State Equalized Value x2)	Loss
<b>Fire</b>					
141	185	04/15/2016	6227 Lighthouse Court	\$334,800	
111	238	05/13/2016	3406 Elizabeth	\$260,000	\$25,000
111	273	05/27/2016	2933 Lakeshore Drive	\$8,400	\$1,000
111	283	05/30/2016	2941 Lakeshore Drive	\$924,000	
118	391	07/01/2016	486 Amity Lane	\$140,000	\$1,000
111	713	10/12/2016	6291 126th Avenue	\$2,500	\$2,500
			<b>TOTAL</b>	<b>\$1,669,700</b>	<b>\$29,500</b>
<b>Overpressure Explosion, Overheat - No Fire</b>					
				\$0	\$0
				\$0	\$0
			<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>
<b>Hazardous Conditions - No Fire</b>					
411	88	03/23/2016	3479 Blue Star Hwy (Marathon)	\$287,600	
412	124	03/15/2016	434 Butler St.	\$317,600	
412	193	04/17/2016	356 Mariners Cove	\$231,400	
440	148	03/30/2016	200 S Blue Star Hwy (Haworth)*	\$1,700,000	
445	47	01/31/2016	3240 Silver Acres Drive	\$139,000	\$15,000
441	103	03/02/2016			
			<b>TOTAL</b>	<b>\$2,675,600</b>	<b>\$15,000</b>

\*Sale Price

# Special Events 2014-2016 by month

Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Total
2016	0	0	0	0	4	7	7	6	3	8	1	2	38
2015*	0	0	0	0	1	0	4	4	7	9	1	1	27
2014													



\* Include 14 Football Standby Events

## FUNDING FOR BATTERY OPERATED EXTRICATION TOOLS

	Donations	Events	Cost Recovery	Amount
2016-331			\$ 628.00	\$ 628.00
Demo-Music in Park		\$ 635.00		\$ 1,263.00
Cow Hill Venetian	\$ 1,000.00			\$ 2,263.00
2016-426			\$ 941.00	\$ 3,204.00
Douglas Social		\$ 30.00		\$ 3,234.00
Venetian Weekend		\$ 138.00		\$ 3,372.00
Star of Saugatuck	\$ 350.00			\$ 3,722.00
2016-358			\$ 863.00	\$ 4,585.00
Kathleen Markland	\$ 500.00			\$ 5,085.00
2016-103 (Partial)			\$ 2,000.00	\$ 7,085.00
Douglas Social		\$ 27.00		\$ 7,112.00
Side Walk Sale		\$ 68.00		\$ 7,180.00
2016-482			\$ 437.00	\$ 7,617.00
2016-493			\$ 391.00	\$ 8,008.00
2016-484			\$ 249.00	\$ 8,257.00
Park House Inn	\$ 200.00			\$ 8,457.00
2016-316			\$ 476.00	\$ 8,933.00
Rotary Club	\$ 695.00			\$ 9,628.00
DeBruyn	\$ 250.00			\$ 9,878.00
2016-570			\$ 500.00	\$ 10,378.00
2016-498			\$ 384.00	\$ 10,762.00
2016-573			\$ 374.00	\$ 11,136.00
2016-667			\$ 215.00	\$ 11,351.00
2016-486			\$ 166.00	\$ 11,517.00
2016-621			\$ 824.00	\$ 12,341.00
<b>Total:</b>	<b>\$ 2,995.00</b>	<b>\$ 898.00</b>	<b>\$ 8,448.00</b>	<b>\$ 12,341.00</b>
<b>Loan from General Fund:</b>				<b>\$ (17,232.00)</b>
<b>To be raised:</b>				<b>\$ (4,891.00)</b>

# Cost Recovery Filings 2016

	Recipient/Description	Incident #	Incident Date	Amount Requested	Amount Received
1	Illegal burn @ 3490 60th Street	2016006-7	01/04/2016	\$1,026.00	<b>\$235.00</b>
2	Third false alarm in 10 months @ 2586 BSH	2016017	01/11/2016	\$481.00	<b>\$481.00</b>
3	K&R Trucking, Semi pile-up @38MM	2016021	01/12/2016	\$4,460.50	<b>\$4,460.50</b>
4	OWI 60th and 133rd	2016028	01/16/2016	\$511.00	<b>\$0.00</b>
5	Second False Alarm - Saugatuck Mews	2016043	01/26/2016	\$510.00	<b>\$510.00</b>
6	Denison Donation	2015757	12/18/2015	\$0.00	<b>\$1,000.00</b>
8	3240 Silver Acres - Consumers Inst./Rep.	2016103	03/02/2016	\$2,290.00	<b>\$2,290.00</b>
9	6227 Lighthouse Cove - Brush Fire	2016185	04/15/2016	\$1,247.00	<b>\$662.00</b>
10	Third False Alarm - Saugatuck Mews	2016201	04/20/2016	\$253.00	<b>\$253.00</b>
11	Fire - 3406 Elizabeth	2016238	05/13/2016	\$500.00	<b>\$500.00</b>
12	Illegal burn - Dune Grass Development	2016305	06/06/2016	\$421.00	<b>\$421.00</b>
14	EPS False Medical Alarm - Harbor Road	2016315	06/10/2016	\$200.00	<b>\$200.00</b>
15	PI Center Street - Scooter v Car	2016316	06/10/2016	\$476.00	<b>\$476.00</b>
16	PI Blue Star - DWI	2016331	06/14/2016	\$653.00	<b>\$628.00</b>
17	Vessel sinking - Tower Marine	2016358	06/21/2016	\$2,306.28	<b>\$2,286.28</b>
18	MVI - I-196	2016426	07/14/2016	\$941.00	<b>\$941.00</b>
19	MVI - I-196	2016458	07/23/2016	\$1,763.00	<b>\$0.00</b>
20	MVI - 2565 63rd Street - DWI	2016482	07/30/2016	\$437.00	<b>\$437.00</b>
21	Domestic	2016484	07/30/2016	\$249.00	<b>\$249.00</b>
22	MVI - I-196	2016485	07/30/2016	\$1,148.50	<b>\$0.00</b>
23	MVI - Holland Street	2016486	07/30/2016	\$644.00	<b>\$166.00</b>
24	Fireworks Injury - 3224 Silver Acres	2016493	07/30/2016	\$391.00	<b>\$391.00</b>
25	MVI - I-196	2016497	07/31/2016	\$2,244.00	<b>\$0.00</b>
26	MVI - Blue Star and 134th	2016498	07/31/2016	\$1,151.50	<b>\$384.00</b>
27	Illegal Burn M-89	2016503	08/02/2016	\$260.00	<b>\$0.00</b>
28	Wire Down - Center Street	2016546	08/13/2016	\$287.50	<b>\$0.00</b>
29	Camper Fire - I-196 @ 35MM	2016570	08/22/2016	\$1,231.00	<b>\$500.00</b>
30	MVI - Blue Star and Clearbrook	2016571	08/22/2016	\$827.00	<b>\$0.00</b>
31	Illegal Burn - 63 and 126	2016573	08/22/2016	\$374.00	<b>\$374.00</b>
32	MVI - I-196	2016582	08/26/2016	\$594.00	<b>\$0.00</b>
33	Force 1 Inc. - False Alarm	2016602	08/31/2016	\$519.00	<b>\$0.00</b>
34	Traffic Control - I-196	2016621	09/07/2016	\$824.00	<b>\$824.00</b>
35	2191 Rental - Wedding		09/20/2016	\$156.25	<b>\$156.25</b>
36	Illegal burn - 6795 Enterprise Drive	2016667	09/23/2016	\$215.00	<b>\$215.00</b>
37					
38					
39					
				<b>\$29,591.53</b>	<b>\$19,040.03</b>