



**CITY COUNCIL AGENDA
JUNE 26, 2017 – 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 June 12, 2017**
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:
 - A. **FY Budget 2017/2018**
12. UNFINISHED BUSINESS:
 - A. **Public Memorial Donation Acceptance / Management Guidelines Policy (VOICE VOTE)**
13. NEW BUSINESS
 - A. **Resolution No. 170626-A – FY 16/17 Year End Budget Amendments (ROLL CALL)**
 - B. **Resolution No. 170626-B – General Appropriations Act (ROLL CALL)**
 - C. **Ordinance No. 170626-1 – Public Act 345 of 2016 – Limousine, Taxicab Transportation Network Company Act (ROLL CALL)**
 - D. **Ordinance No. 170626-2 – Zoning Amendments Sections 154.005, 154.060 thru 154.068 (ROLL CALL)**
 - E. **Comcast Franchise Agreement (VOICE VOTE)**
 - F. **Processing Violations of the City Zoning Code Policy (VOICE VOTE)**
 - G. **Street End License Use Expansion Request (VOICE VOTE)**
 - H. **Construction Board of Appeals Reappointments (VOICE VOTE)**
 - I. **Various Boards/Commission Reappointments (VOICE VOTE)**
14. CONSENT AGENDA: **None**
15. PUBLIC COMMENTS *(Limit 3 minutes)*
16. COMMUNICATIONS:
 - A. **Boards / Commission Vacancy Notice – Accept as information**
 - B. **Cindy Deter re: noise ordinance – Accept as information**
17. BOARDS, COMMISSIONS & COMMITTEE REPORTS
 - A. **KLSWA, Harbor Authority, Fire Board**
18. COUNCIL COMMENTS
19. ADJOURN

Proposed Minutes
Saugatuck City Council Meeting
Saugatuck, Michigan, June 12, 2017

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 Johnson, 2nd by Spangler, to approve the absence of Mayor Peterson with prior notification. Upon voice vote the motion carried unanimously.

4. **Approval of Minutes:** A motion was made by Hess, 2nd by Johnson, to approve the May 22, 2017 regular meeting minutes as presented. Upon voice vote the motion carried unanimously.
5. **Mayor's Comments:** None
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 Johnson, 2nd by Spangler, to approve the accounts payable in the amount of \$140,177.64. Upon voice vote the motion carried unanimously.
11. **Public Hearings:** None
12. **Unfinished Business:** None
13. **New Business:**
 - A. **Resolution No. 170612-A – Fund Balance Policy:** A motion was made by Hess, 2nd by Verplank, to approve Resolution No. 170612-A as presented adopting the City of Saugatuck Fund Balance Policy. Upon roll call, the motion carried unanimously.
 - B. **Public Memorial Donation Acceptance/Management Policy:** A motion was made by Johnson, 2nd by Spangler, to table the Public Memorial Donation Acceptance and Management Guidelines Policy to the June 26, 2017 regularly scheduled meeting. Upon voice vote, the motion carried unanimously.
 - C. **Construction Board of Appeals Appointment:** A motion was made by Verplank, 2nd by Johnson, to approve the appointment of Jim Muir to the City of Saugatuck Construction Board of Appeals with a two year term. Upon voice vote the motion carried unanimously.
14. **Consent Agenda:** A motion was made by Spangler, 2nd by Verplank, to approve the following consent agenda item. Upon voice vote the motion carried unanimously.
 - A. **Annual July 4th Parade – July 4, 2017**

15. Public Comment: None

16. Communications:

A. Public Hearing – FY 2017/2018 City Budget – *Accepted as information*

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

18. Council Comments: Council Member Hess encourages everyone to visit this year's exhibit at the Saugatuck Douglas History Center – Cold War Hot Towns.

Council Member Verplank briefed Council on a recent incident within the community where an individual was in full cardiac arrest and due to quick actions of a Good Samaritan, Saugatuck Douglas Police Department and the Saugatuck Township Fire Department this individual is expected to make a full recovery.

19. Adjournment: Mayor Pro-Tem Trester adjourned the meeting at 7:28 p.m.

Respectfully Submitted,

Monica Nagel, CMC
City Clerk

10.A

Vendor Name	Description	Amount
1. ALEXANDER WEISS CONSULTING LLC	POLICE STUDY	10,000.00
2. ALLEGAN COUNTY SHERIFF	DEBT CREW	330.00
3. AT&T MOBILITY	CELL PHONES	96.98
4. BARTLETT TREE EXPERTS	TREE INSPECTIONS	399.00
5. BREWER'S CITY DOCK INC.	LIMESTONE PARKS	398.20
6. CAPITAL ONE	TRAFFIC CONES	266.73
7. CERTA PRO PAINTERS	BUTLER STREET BATHROOMS	3,145.24
8. CHEF CONTAINER, LLC	TRASH	91.15
9. CONSUMERS ENERGY	ELECTRIC	1,361.90
10. ENGINEERING SUPPLY	TAX PLAT MAPS	40.74
11. ETNA SUPPLY	SUPPLIES	3.40
12. FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	941.17
13. FRIS OFFICE OUTFITTERS	SUPPLIES	9.18
	SUPPLIES	243.38
	TOTAL	252.56
14. FRONTIER	TELEPHONES DPW	179.72
	OVAL BEACH TELEPHONES	98.08
	OVAL BEACH TELEPHONES	133.11
	TOTAL	410.91
15. GORDON FOOD SERVICE	CONCESSION	1,474.30
16. GRAND RAPIDS POPCORN	CONCESSION	229.90
17. IHLE AUTO PARTS	SUPPLIES	102.57
18. KALAMAZOO LAKE SEWER & WATER	WATER	1,267.54
19. LANDSCAPE DESIGN SERVICES INC	ROSE GARDEN MAINTENANCE	2,935.00
20. MARILYN A. STARRING	BOAT LAUNCH	314.50
21. MINER SUPPLY CO	LARGE TRASH BAGS	2,799.44
	SUPPLIES	1,606.69
	SUPPLIES	238.60
	TOTAL	4,644.73
22. PETTY CASH	SUPPLIES	11.06
23. PURITY CYLINDER GASES INC	OXYGEN	93.62
24. SAUGATUCK FIRE	RENTAL INSPECTIONS	225.00
25. SHELL	GASOLINE & DIESEL	413.94

Vendor Name	Description	Amount
26. SISTERS IN INK		
	UNIFORMS	218.80
27. SPRING BROOK SUPPLY		
	IRRIGATION SUPPLIES	65.81
	IRRIGATION SUPPLIES	111.54
	TOTAL	177.35
28. STREAMLINE DESIGN.COM LLC		
	BOAT LAUNCH SIGNS	74.00
29. USA BLUE BOOK		
	PARKING LOT STENCILS	216.67
30. WESTENBROEK MOWER INC		
	SUPPLIES MOWING	29.97
TOTAL - ALL VENDORS		30,166.93
FUND TOTALS:		
Fund 101 - GENERAL FUND		26,128.35
Fund 661 - MOTOR POOL FUND		1,056.89
Fund 715 - ROSE GARDEN		2,981.69



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager
MEETING DATE: June 26, 2017
SUBJECT: Public Hearing FY Budget 2017/2018

PUBLIC HEARING PROCEDURE

- A. Hearing is called to order by the Mayor
- B. Public comment regarding the proposed FY 2017/2018 Budget
 - 1. Supporting comments (audience and letters)
 - 2. Opposing comments (audience and letters)
 - 3. General comment opportunity (Supporting, Opposing, General)
- . Participants shall identify themselves by name and if they are a citizen or non-citizen of the City of Saugatuck
- . Comments/Questions shall be addressed to the Mayor
- . Comments/Questions shall be limited to three minutes
- C. Public Comment portion closed by Mayor
- D. Council Comment
- E. Hearing is closed by the Mayor



DRAFT

**Annual Budget
Fiscal Year 2017/2018
July 1, 2017 – June 30, 2018**

CITY OF SAUGATUCK

102 Butler Street
PO Box 86
Saugatuck, MI 49453

(269) 857-2603 phone
(269) 857-4406 fax

Christine Peterson, Mayor
Ken Trester, Mayor Pro Tem

Mark Bekken, Council Member
William Hess, Council Member
Barry E. Johnson, Council Member
Jeff Spangler, Council Member
Jane Verplank, Council Member

Kirk Harrier, City Manager
Peter Stanislawski, City Treasurer/Finance Director

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Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/30/17	2016-17 PROJECTED ACTIVITY	2017-18 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
101-000-402.000	REAL PROPERTY TAXES	1,568,118	1,614,310	1,614,310	1,614,310	1,690,000
101-000-403.000	PERSONAL PROPERTY TAXES	18,966	17,251	17,251	17,251	18,500
101-000-445.000	PENALTIES & INTEREST	13,930	20,180	20,180	20,180	16,000
101-000-447.000	ADMINISTRATION FEE	69,338	70,425	70,425	70,425	69,000
101-000-478.000	PERMIT FEES	13,101	28,500	27,816	28,500	12,000
101-000-574.000	REVENUE SHARING	80,617	80,000	56,384	80,000	80,000
101-000-577.000	LIQUOR LICENSE FEES	8,741	9,394	9,394	9,394	9,000
101-000-579.000	GRANTS RECEIVED		4,729	4,730	4,729	10,000
101-000-607.000	FRANCHISE FEES	39,900	38,000	32,333	38,000	38,000
101-000-614.000	SCHOOL TAX COLLECTION FEE	3,174	3,196	3,196	3,196	3,175
101-000-615.000	PARKING LOT FEES	16,240	15,000	14,092	15,000	12,000
101-000-650.000	CHAIN FERRY FEES	36,062	26,000	23,678	26,000	30,000
101-000-651.000	OVAL BEACH FEES	419,125	385,000	379,027	385,000	325,000
101-000-652.000	OVAL CONCESSION	127,822	106,000	103,978	106,000	100,000
101-000-653.000	BOAT RAMP FEES	5,460	4,500	3,136	4,500	4,000
101-000-654.000	GAZEBO FEES	400	1,700	1,700	1,700	2,000
101-000-655.000	POLICE & ORDINANCE FEES	9,609	8,600	8,255	8,600	7,500
101-000-665.000	INTEREST EARNED	11,463	13,000	11,016	13,000	9,000
101-000-667.000	STREET END & PROPERTY FEES	32,896	31,402	31,402	31,402	29,000
101-000-668.000	LICENSE FEES					
101-000-670.000	BOAT SLIP FEES	16,328	16,501	16,502	16,501	15,500
101-000-674.000	MISC DONATIONS & INCOME	7,750	3,398	3,398	3,398	3,000
101-000-682.000	USE TAX & ELECTION FEES	28,327	22,000	17,888	22,000	20,000
101-000-697.000	TRANSFER FROM FUND BALANCE					
101-000-699.000	TRANSFER FROM OTHER FUNDS					
Totals for dept 000-		2,527,367	2,519,086	2,470,091	2,519,086	2,502,675
TOTAL ESTIMATED REVENUES		2,527,367	2,519,086	2,470,091	2,519,086	2,502,675

Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/30/17	2016-17 PROJECTED ACTIVITY	2017-18 REQUESTED BUDGET
APPROPRIATIONS						
Dept 101-COUNCIL						
101-101-702.000	SALARY	5,438	6,030	3,823	6,030	8,500
101-101-720.000	FRINGE BENEFITS	466	821	692	821	1,200
101-101-801.000 *	CONTRACTUAL SERVICES	21	3,000		3,000	14,000
101-101-803.000	LEGAL FEES	19,475	20,000	7,817	20,000	15,000
101-101-831.000	CEMETERY FEES	5,521	5,700	5,521	5,700	5,750
101-101-860.000	EDUCATIONAL TRAINING		750		750	750
101-101-882.000	EVENTS/SERVICES	5,118	6,667	5,755	6,667	6,600
101-101-900.000	PRINTING & PUBLISHING		250		250	250
101-101-908.000	DUES & PUBLICATIONS	895	1,000	898	1,000	1,000
101-101-913.000	INSURANCE	2,000	2,000	2,000	2,000	2,100
101-101-955.000	MISCELLANEOUS					
101-101-970.000	CAPITAL OUTLAY					
Totals for dept 101-COUNCIL		38,934	46,218	26,506	46,218	55,150

* NOTES TO BUDGET: DEPARTMENT 101 COUNCIL

801.000	CONTRACTUAL SERVICES					
	63RD STREET STUDY					8,000
	POLICE SERVICES ANALYSIS					5,000
	ACCOUNT '801.000' TOTAL					13,000
	DEPT '101' TOTAL					13,000

Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/30/17	2016-17 PROJECTED ACTIVITY	2017-18 REQUESTED BUDGET
APPROPRIATIONS						
Dept 173-CITY ADMINISTRATION						
101-173-702.000	SALARY/WAGES	86,544	88,000	82,922	88,000	90,500
101-173-720.000	FRINGE BENEFITS	33,947	36,000	33,269	36,000	37,000
101-173-727.000	OFFICE SUPPLIES	1,779	3,000	1,542	3,000	2,000
101-173-801.000	CONTRACTUAL SERVICES	11,498	11,000	10,063	11,000	11,000
101-173-802.000	AUDIT	9,400	9,600	9,550	9,600	11,100
101-173-803.000	LEGAL FEES	16,513	17,000	8,405	17,000	17,000
101-173-850.000	TELEPHONES	1,500	1,925	1,452	1,925	1,800
101-173-860.000	EDUCATIONAL TRAINING	368	1,200	194	1,200	750
101-173-900.000	PRINTING & PUBLISHING		250		250	250
101-173-910.000	INSURANCE	1,700	1,700	1,700	1,700	1,800
101-173-955.000	MISCELLANEOUS					
101-173-970.000	CAPITAL OUTLAY		500		500	1,500
Totals for dept 173-CITY ADMINISTRATION		163,249	170,175	149,097	170,175	174,700

Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/30/17	2016-17 PROJECTED ACTIVITY	2017-18 REQUESTED BUDGET
APPROPRIATIONS						
Dept 215-CITY CLERK						
101-215-702.000	SALARY/WAGES	49,838	52,200	49,287	52,200	53,500
101-215-720.000	FRINGE BENEFITS	21,811	22,000	20,599	22,000	23,500
101-215-727.000	OFFICE SUPPLIES	778	950	904	950	1,500
101-215-801.000	CONTRACTUAL SERVICES	200	250	250	250	250
101-215-803.000	LEGAL FEES	2,000	2,000	345	2,000	1,000
101-215-820.000	ELECTIONS	4,159	5,000	3,322	5,000	5,000
101-215-850.000	TELEPHONES	492	575	492	575	600
101-215-860.000	EDUCATIONAL TRAINING	554	1,000	636	1,000	1,000
101-215-900.000	PRINTING & PUBLISHING		300		300	300
101-215-970.000	CAPITAL OUTLAY	650	650		650	1,000
Totals for dept 215-CITY CLERK		80,482	84,925	75,835	84,925	87,650

Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/30/17	2016-17 PROJECTED ACTIVITY	2017-18 REQUESTED BUDGET
APPROPRIATIONS						
Dept 253-CITY TREASURER						
101-253-702.000	SALARY/WAGES	62,533	64,500	59,959	64,500	65,300
101-253-720.000	FRINGE BENEFITS	23,410	24,000	21,756	24,000	24,750
101-253-727.000	OFFICE SUPPLIES	2,399	2,400	1,513	2,400	2,400
101-253-801.000	CONTRACTUAL SERVICES	3,247	3,650	3,610	3,650	4,000
101-253-803.000	LEGAL FEES	125	1,000		1,000	1,000
101-253-850.000	TELEPHONE	592	600	487	600	625
101-253-860.000	EDUCATIONAL TRAINING	1,464	2,000	1,921	2,000	2,000
101-253-900.000	PRINTING & PUBLISHING	475	500	42	500	500
101-253-913.000	INSURANCE	575	600	600	600	650
101-253-970.000	CAPITAL OUTLAY	1,000	1,000		1,000	1,000
Totals for dept 253-CITY TREASURER		95,820	100,250	89,888	100,250	102,225

Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/30/17	2016-17 PROJECTED ACTIVITY	2017-18 REQUESTED BUDGET
APPROPRIATIONS						
Dept 257-ASSESSING						
101-257-702.000	SALARY	1,100	1,350	1,050	1,350	1,350
101-257-720.000	FRINGE BENEFITS	84	200	105	200	175
101-257-727.000	OFFICE SUPPLIES	917	1,200	1,035	1,200	1,200
101-257-801.000	CONTRACTUAL SERVICES	29,509	32,000	30,051	32,000	32,500
101-257-804.000	BOARD OF REVIEW	191	275	180	275	275
101-257-806.000	RE APPRAISAL					
101-257-807.000	TRIBUNAL CHARGEBACKS	4,169	5,000	1,534	5,000	5,000
101-257-850.000	TELEPHONES	547	500	491	500	600
101-257-860.000	EDUCATIONAL TRAINING	1,545	1,600	366	1,600	1,600
101-257-900.000	PRINTING & PUBLISHING	556	600		600	600
101-257-970.000	CAPITAL OUTLAY	235	650	235	650	1,000
Totals for dept 257-ASSESSING		38,853	43,375	35,047	43,375	44,300

Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/30/17	2016-17 PROJECTED ACTIVITY	2017-18 REQUESTED BUDGET
APPROPRIATIONS						
Dept 265-BUILDING AND GROUNDS						
101-265-702.000	SALARY/WAGES	5,957	7,300	5,485	7,300	7,300
101-265-720.000	FRINGE BENEFITS	4,386	10,000	8,484	10,000	5,000
101-265-730.000	SUPPLIES	649	650	641	650	650
101-265-801.000	CONTRACTUAL SERVICES	2,828	10,300	10,288	10,300	6,000
101-265-850.000	TELEPHONE	500	500	480	500	475
101-265-900.000	PRINTING & PUBLISHING		125		125	150
101-265-913.000	INSURANCE	1,000	1,000	1,000	1,000	1,100
101-265-920.000	UTILITIES	3,496	3,800	3,542	3,800	3,800
101-265-930.000	REPAIRS & MAINTENANCE	932	2,000	1,686	2,000	2,000
101-265-946.000	EQUIPMENT RENTAL	1,000	1,000	440	1,000	500
101-265-970.000	CAPITAL OUTLAY	788	1,000		1,000	1,000
Totals for dept 265-BUILDING AND GROUNDS		21,536	37,675	32,046	37,675	27,975

Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/30/17	2016-17 PROJECTED ACTIVITY	2017-18 REQUESTED BUDGET
APPROPRIATIONS						
Dept 301-POLICE						
101-301-801.000	CONTRACTUAL SERVICES	562,599	688,000	677,504	688,000	555,000
Totals for dept 301-POLICE		562,599	688,000	677,504	688,000	555,000

Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/30/17	2016-17 PROJECTED ACTIVITY	2017-18 REQUESTED BUDGET
APPROPRIATIONS						
Dept 441-PUBLIC WORKS						
101-441-702.000	SALARY/WAGES	107,059	120,000	90,404	120,000	120,000
101-441-720.000	FRINGE BENEFITS	52,298	55,000	44,491	55,000	55,000
101-441-730.000	SUPPLIES	4,598	4,800	4,391	4,800	4,500
101-441-740.000	UNIFORMS	2,414	2,000	1,689	2,000	3,500
101-441-755.000	TOOLS	1,500	1,500	551	1,500	1,500
101-441-799.000	PARKWAY TREES	2,392	3,650	1,322	3,650	3,500
101-441-801.000	CONTRACTUAL SERVICES	30,245	51,000	49,306	51,000	40,000
101-441-805.000	HOLIDAY LIGHTING	11,901	15,500	11,312	15,500	13,000
101-441-809.000	GRANT MATCH					
101-441-850.000	TELEPHONE					
101-441-860.000	EDUCATIONAL TRAINING	114	500	469	500	1,000
101-441-882.000	EVENTS/SERVICES		500		500	500
101-441-900.000	PRINTING & PUBLISHING	463	700	678	700	500
101-441-913.000	INSURANCE	3,100	3,250	3,250	3,250	3,350
101-441-920.000	UTILITIES	2,678	2,750	2,300	2,750	2,700
101-441-926.000	STREET LIGHTS	21,453	24,500	19,601	24,500	24,000
101-441-930.000	REPAIRS & MAINTENANCE	907	2,500	419	2,500	1,500
101-441-932.000	SIDEWALK REPAIRS	3,017	7,000	2,260	7,000	
101-441-945.000 *	CAPITAL OUTLAY	7,401	20,000	1,367	20,000	20,000
101-441-946.000	EQUIPMENT RENTAL	119,000	95,000	91,718	95,000	100,000
101-441-960.000	SIGNS	701	2,500	270	2,500	1,500
Totals for dept 441-PUBLIC WORKS		371,241	412,650	325,798	412,650	396,050

* NOTES TO BUDGET: DEPARTMENT 441 PUBLIC WORKS

945.000	CAPITAL OUTLAY					
	DPW DOORS					15,000
	DEPT '441' TOTAL					15,000

Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/30/17	2016-17 PROJECTED ACTIVITY	2017-18 REQUESTED BUDGET
APPROPRIATIONS						
Dept 540-CHAIN FERRY						
101-540-702.000	SALARY/WAGES	16,468	17,000	12,315	17,000	17,000
101-540-720.000	FRINGE BENEFITS	2,078	2,500	1,363	2,500	2,300
101-540-730.000	SUPPLIES	463	500	61	500	500
101-540-740.000	UNIFORMS	404	400	219	400	400
101-540-801.000 *	CONTRACTUAL SERVICES	8,272	8,500	7,105	8,500	9,000
101-540-860.000	EDUCATIONAL TRAINING	993	800		800	800
101-540-913.000	INSURANCE	1,650	1,700	1,400	1,700	1,700
101-540-930.000	REPAIRS & MAINTENANCE	1,126	2,500	38	2,500	2,500
101-540-946.000	EQUIPMENT RENTAL	685	200	79	200	200
Totals for dept 540-CHAIN FERRY		32,139	34,100	22,580	34,100	34,400

* NOTES TO BUDGET: DEPARTMENT 540 CHAIN FERRY

801.000	CONTRACTUAL SERVICES					9,000
	DEREGULATION & MANANGEMENT					9,000
	DEPT '540' TOTAL					9,000

Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/30/17	2016-17 PROJECTED ACTIVITY	2017-18 REQUESTED BUDGET
APPROPRIATIONS						
Dept 721-PLANNING/ZONING						
101-721-702.000	SALARY/WAGES	16,866	36,800	33,875	36,800	34,100
101-721-720.000	FRINGE BENEFITS	5,794	21,000	19,661	21,000	21,500
101-721-727.000	OFFICE SUPPLIES	914	1,000	730	1,000	1,500
101-721-801.000 *	CONTRACTUAL SERVICES	6,627	5,000	4,605	5,000	2,300
101-721-803.000	LEGAL FEES	4,752	22,000	19,428	22,000	15,000
101-721-850.000	TELEPHONES	480	525	491	525	550
101-721-860.000	EDUCATIONAL TRAINING	190	1,000	917	1,000	1,000
101-721-900.000	PRINTING & PUBLISHING	375	1,000	400	1,000	1,000
101-721-908.000	DUES, FEES & PUBLICATIONS	300	500		500	500
101-721-913.000	INSURANCE		2,000	2,000	2,000	2,050
101-721-970.000	CAPITAL OUTLAY		750		750	1,000
Totals for dept 721-PLANNING/ZONING		36,298	91,575	82,107	91,575	80,500

* NOTES TO BUDGET: DEPARTMENT 721 PLANNING/ZONING

801.000	CONTRACTUAL SERVICES					
	SHORT TERM INSPECTIONS					2,300
	DEPT '721' TOTAL					2,300

Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/30/17	2016-17 PROJECTED ACTIVITY	2017-18 REQUESTED BUDGET
APPROPRIATIONS						
Dept 723-HISTORIC DISTRICT COMMISSION						
101-723-702.000	SALARY	11,730	24,900	22,553	24,900	23,000
101-723-720.000	FRINGE BENEFITS	4,323	15,000	13,247	15,000	14,600
101-723-727.000	OFFICE SUPPLIES	512	500	263	500	1,500
101-723-801.000	CONTRACTUAL SERVICES	2,452	2,000		2,000	1,000
101-723-803.000	LEGAL FEES	3,824	5,000	1,517	5,000	2,500
101-723-850.000	TELEPHONES	480	500	480	500	500
101-723-860.000	EDUCATIONAL TRAINING	270	1,000	523	1,000	1,000
101-723-900.000	PRINTING & PUBLISHING	250	250		250	250
101-723-908.000	DUES & PUBLICATIONS	195	250		250	250
Totals for dept 723-HISTORIC DISTRICT COMMISSION		24,036	49,400	38,583	49,400	44,600

Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/30/17	2016-17 PROJECTED ACTIVITY	2017-18 REQUESTED BUDGET
APPROPRIATIONS						
Dept 730-HARBOR						
101-730-801.000	CONTRACTUAL SERVICES	36,441	10,000	8,263	10,000	10,000
101-730-803.000	LEGAL FEES		500		500	500
101-730-931.000	WATERWAYS REPAIR		250		250	250
Totals for dept 730-HARBOR		36,441	10,750	8,263	10,750	10,750

Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/30/17	2016-17 PROJECTED ACTIVITY	2017-18 REQUESTED BUDGET
APPROPRIATIONS						
Dept 751-PARKS & RECREATION						
101-751-702.000	SALARY/WAGES	45,814	80,000	39,435	80,000	55,000
101-751-720.000	FRINGE BENEFITS	27,231	40,000	23,188	40,000	35,000
101-751-730.000	SUPPLIES	14,885	16,000	15,524	16,000	16,000
101-751-801.000 *	CONTRACTAUL SERVICES	5,739	18,500	11,589	18,500	313,925
101-751-809.000 *	GRANT PROJECTS		100,000			20,000
101-751-900.000	PRINTING & PUBLISHING	50	750	100	750	250
101-751-913.000	INSURANCE	1,095	2,000	2,000	2,000	2,050
101-751-920.000	UTILITIES	17,992	19,000	18,535	19,000	19,000
101-751-928.000	TRASH	6,422	7,000	6,393	7,000	7,000
101-751-930.000	REPAIRS & MAINTENANCE	845	15,000	11,066	15,000	5,000
101-751-946.000	EQUIPMENT RENTAL	43,999	40,000	30,315	40,000	30,000
101-751-960.000	SIGNS		400		400	500
101-751-970.000	CAPITAL OUTLAY	10,081	55,000	1,500	5,000	5,000
101-751-992.000	DEBT SERVICE					
Totals for dept 751-PARKS & RECREATION		174,153	393,650	159,645	243,650	508,725

* NOTES TO BUDGET: DEPARTMENT 751 PARKS & RECREATION

801.000	CONTRACTAUL SERVICES					250,000
	COGHLIN PARK IMPROVEMENTS					25,000
	MT BALDHEAD BLDG REMOVAL					
	ACCOUNT '801.000' TOTAL					275,000
809.000	GRANT PROJECTS					20,000
	SHOPPER DOCK GRANT					
	DEPT '751' TOTAL					295,000

Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/30/17	2016-17 PROJECTED ACTIVITY	2017-18 REQUESTED BUDGET
APPROPRIATIONS						
Dept 756-OVAL BEACH						
101-756-702.000	SALARY/WAGES	89,674	83,000	71,445	83,000	83,000
101-756-720.000	FRINGE BENEFITS	26,141	35,000	21,610	35,000	35,000
101-756-730.000	SUPPLIES	3,991	3,000	2,998	3,000	4,000
101-756-801.000	CONTRACTUAL SERVICES	14,998	15,000	12,458	15,000	15,000
101-756-850.000	TELEPHONE	2,827	3,200	3,076	3,200	3,000
101-756-860.000	EDUCATIONAL TRAINING	465	500	57	500	500
101-756-900.000	PRINTING & PUBLISHING	1,872	2,100	1,982	2,100	2,000
101-756-913.000	INSURANCE	3,300	3,400	3,400	3,400	3,500
101-756-920.000	UTILITIES	3,552	5,000	4,414	5,000	4,500
101-756-930.000	REPAIRS & MAINTENANCE	1,649	3,000	2,999	3,000	3,000
101-756-946.000	EQUIPMENT RENTAL	34,997	30,000	20,794	30,000	35,000
101-756-960.000	SIGNS	504	652	316	652	650
101-756-970.000 *	CAPITAL OUTLAY	389,094	5,600	5,586	5,600	30,000
Totals for dept 756-OVAL BEACH		573,064	189,452	151,135	189,452	219,150

* NOTES TO BUDGET: DEPARTMENT 756 OVAL BEACH

970.000	CAPITAL OUTLAY					
	STORAGE BUILDING ONSITE					30,000
	DEPT '756' TOTAL					30,000

Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/30/17	2016-17 PROJECTED ACTIVITY	2017-18 REQUESTED BUDGET
APPROPRIATIONS						
Dept 758-OVAL CONCESSION						
101-758-702.000	SALARY	23,936	25,500	17,839	25,500	25,500
101-758-720.000	FRINGE BENEFITS	6,038	6,300	5,319	6,300	6,300
101-758-730.000	SUPPLIES	54,170	47,500	43,940	47,500	45,000
101-758-801.000	CONTRACTUAL SERVICES	2,738	2,000	1,933	2,000	2,000
101-758-850.000	TELEPHONES	299	400	231	400	450
101-758-860.000	EDUCATIONAL TRAINING		500		500	500
101-758-920.000	UTILITIES	108	1,000		1,000	1,000
101-758-930.000	REPAIRS & MAINTENANCE	30	1,000	667	1,000	1,000
101-758-960.000	SIGNS	500	500	188	500	500
101-758-970.000	CAPITAL OUTLAY	860	2,000		2,000	2,000
Totals for dept 758-OVAL CONCESSION		88,679	86,700	70,117	86,700	84,250

Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/30/17	2016-17 PROJECTED ACTIVITY	2017-18 REQUESTED BUDGET
APPROPRIATIONS						
Dept 760-SPEAR BOAT LAUNCH						
101-760-801.000	CONTRACTUAL SERVICES	1,803	2,000	1,207	2,000	2,000
101-760-809.000	GRANT PROJECTS					
101-760-900.000	PRINTING & PUBLISHING	208	250	74	250	250
101-760-913.000	INSURANCE					
Totals for dept 760-SPEAR BOAT LAUNCH		2,011	2,250	1,281	2,250	2,250

Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/30/17	2016-17 PROJECTED ACTIVITY	2017-18 REQUESTED BUDGET
APPROPRIATIONS						
Dept 965-TRANSFERS						
101-965-998.202 *	TRANSFER TO MAJOR STREETS		294,500	44,500	294,500	75,000
101-965-998.203	TRANSFER TO LOCAL STREETS		250,000		250,000	
101-965-998.301	TRANSFER TO DEBT MILLAGE					
101-965-998.403	TRANSFER TO BUSINESS LICENSE					
Totals for dept 965-TRANSFERS			544,500	44,500	544,500	75,000
* NOTES TO BUDGET: DEPARTMENT 965 TRANSFERS						
998.202	TRANSFER TO MAJOR STREETS					75,000
	OVAL BEACH PASS INCREASE					75,000
	DEPT '965' TOTAL					75,000
TOTAL APPROPRIATIONS		2,339,535	2,985,645	1,989,932	2,835,645	2,502,675
NET OF REVENUES/APPROPRIATIONS - FUND 101		187,832	(466,559)	480,159	(316,559)	

Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/30/17	2016-17 PROJECTED ACTIVITY	2017-18 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
202-000-538.000	COUNTY ROAD MILLAGE	62,945	63,645	63,645	63,645	64,000
202-000-546.000	ACT 51 FEES	75,548	80,000	66,099	80,000	75,000
202-000-665.000	INTEREST	300	400	346	400	350
202-000-697.000	TRANSFER FROM FUND BALANCE		100,000		100,000	200,000
202-000-699.000	DUE FROM LS & GF		294,500	44,500	294,500	182,950
Totals for dept 000-		<u>138,793</u>	<u>538,545</u>	<u>174,590</u>	<u>538,545</u>	<u>522,300</u>
TOTAL ESTIMATED REVENUES		138,793	538,545	174,590	538,545	522,300

Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/30/17	2016-17 PROJECTED ACTIVITY	2017-18 REQUESTED BUDGET
APPROPRIATIONS						
Dept 463-ROUTINE	MAINTENANCE					
202-463-702.000	SALARY/WAGES	12,399	17,000	10,262	17,000	13,000
202-463-720.000	FRINGE BENEFITS	8,748	10,750	8,454	10,750	9,000
202-463-727.000	SUPPLIES	1,611	2,000	1,225	2,000	2,000
202-463-801.000 *	CONTRACTUAL SERVICES	15,715	225,000	4,783	10,000	433,000
202-463-930.000	REPAIRS & MAINTENANCE		500	350	500	2,500
202-463-946.000	EQUIPMENT RENTAL	13,955	15,500	11,285	15,500	15,500
Totals for dept 463-ROUTINE MAINTENANCE		52,428	270,750	36,359	55,750	475,000

* NOTES TO BUDGET: DEPARTMENT 463 ROUTINE MAINTENANCE

801.000	CONTRACTUAL SERVICES					
	ALLEGAN HILL					358,000
	CRACK SEALING					75,000
	ACCOUNT '801.000' TOTAL					433,000
	DEPT '463' TOTAL					433,000

Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/30/17	2016-17 PROJECTED ACTIVITY	2017-18 REQUESTED BUDGET
APPROPRIATIONS						
Dept 464-WINTER MAINTENANCE						
202-464-702.000	SALARY/WAGES	11,335	15,750	8,967	15,750	15,000
202-464-720.000	FRINGE BENEFITS	7,852	10,545	8,027	10,545	7,800
202-464-727.000	SUPPLIES	7,137	9,500	4,483	9,500	9,500
202-464-946.000	EQUIPMENTAL RENTAL	10,237	15,000	5,705	15,000	15,000
Totals for dept 464-WINTER MAINTENANCE		36,561	50,795	27,182	50,795	47,300
TOTAL APPROPRIATIONS		88,989	321,545	63,541	106,545	522,300
NET OF REVENUES/APPROPRIATIONS - FUND 202		49,804	217,000	111,049	432,000	

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 203 LOCAL STREETS

Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/30/17	2016-17 PROJECTED ACTIVITY	2017-18 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
203-000-402.000	LOCAL ROAD MILLAGE	239,620	240,965	240,965	240,965	281,250
203-000-445.000	PENALTIES & INT ON TAXES	1,218	735	735	735	750
203-000-538.000	COUNTY ROAD MILLAGE	63,029	63,645	63,645	63,645	64,000
203-000-546.000	ACT 51 FEES	60,220	58,000	41,237	58,000	58,000
203-000-665.000	INTEREST	1,096	3,500	4,131	3,500	2,000
203-000-672.000	SPECIAL ASSESSMENTS	35,761				
203-000-699.000	DUE FROM GENERAL FUND		250,000		250,000	234,450
Totals for dept 000-		400,944	616,845	350,713	616,845	640,450
TOTAL ESTIMATED REVENUES		400,944	616,845	350,713	616,845	640,450

Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/30/17	2016-17 PROJECTED ACTIVITY	2017-18 REQUESTED BUDGET
APPROPRIATIONS						
Dept 463-ROUTINE MAINTENANCE						
203-463-702.000	SALARY/WAGES	15,523	25,000	12,604	25,000	17,000
203-463-720.000	FRINGE BENEFITS	10,806	12,000	11,191	12,000	12,000
203-463-727.000	SUPPLIES	1,647	2,500	1,326	2,500	2,500
203-463-801.000 *	CONTRACTUAL SERVICES	17,218	217,000	3,205	5,000	435,000
203-463-930.000	REPAIRS & MAINTENANCE	55	1,000	326	1,000	3,000
203-463-946.000	EQUIPMENT RENTAL	17,974	20,000	14,419	20,000	18,000
Totals for dept 463-ROUTINE MAINTENANCE		63,223	277,500	43,071	65,500	487,500

* NOTES TO BUDGET: DEPARTMENT 463 ROUTINE MAINTENANCE

801.000	CONTRACTUAL SERVICES					
	PERRYMAN STREET					350,000
	CRACK SEAL					75,000
	NEWHMAN ASPHALT MILLINGS					10,000
	ACCOUNT '801.000' TOTAL					435,000
	DEPT '463' TOTAL					435,000

Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/30/17	2016-17 PROJECTED ACTIVITY	2017-18 REQUESTED BUDGET
APPROPRIATIONS						
Dept 464-WINTER MAINTENANCE						
203-464-702.000	SALARY/WAGES	11,487	17,500	8,941	17,500	13,000
203-464-720.000	FRINGE BENEFITS	8,625	10,250	8,724	10,250	9,000
203-464-727.000	SUPPLIES	7,137	12,000	4,483	12,000	8,000
203-464-946.000	EQUIPMENT RENTAL	11,088	15,000	6,070	15,000	15,000
Totals for dept 464-WINTER MAINTENANCE		38,337	54,750	28,218	54,750	45,000

BUDGET REPORT FOR CITY OF SAUGATUCK
 Fund: 203 LOCAL STREETS

Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/30/17	2016-17 PROJECTED ACTIVITY	2017-18 REQUESTED BUDGET
APPROPRIATIONS						
Dept 965-TRANSFERS						
203-965-998.202	TRANSFER TO MAJOR STREETS		33,000		33,000	107,950
203-965-998.390	TRANSFER TO FUND BALANCE					
Totals for dept 965-TRANSFERS			33,000		33,000	107,950
TOTAL APPROPRIATIONS		101,560	365,250	71,289	153,250	640,450
NET OF REVENUES/APPROPRIATIONS - FUND 203		299,384	251,595	279,424	463,595	

Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/30/17	2016-17 PROJECTED ACTIVITY	2017-18 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
301-000-402.000	DEBT MILLAGE	247,600	249,772	249,771	249,772	266,750
301-000-445.000	PENALTIES & INT ON TAXES	767	760	761	760	750
301-000-664.101	DUE FROM GENERAL FUND					
301-000-665.000	INTEREST	291	385	380	385	300
301-000-697.000	TRANSFER FROM FUND BALANCE					
Totals for dept 000-		<u>248,658</u>	<u>250,917</u>	<u>250,912</u>	<u>250,917</u>	<u>267,800</u>
TOTAL ESTIMATED REVENUES		<u>248,658</u>	<u>250,917</u>	<u>250,912</u>	<u>250,917</u>	<u>267,800</u>

Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/30/17	2016-17 PROJECTED ACTIVITY	2017-18 REQUESTED BUDGET
APPROPRIATIONS						
Dept 591-ALLEGAN COUNTY SEWER #13						
301-591-804.000	AGENT FEE					
301-591-991.000	DEBT SEWER #13					
301-591-995.000	DEBT INTEREST					
Totals for dept 591-ALLEGAN COUNTY SEWER #13						

Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/30/17	2016-17 PROJECTED ACTIVITY	2017-18 REQUESTED BUDGET
APPROPRIATIONS						
Dept 592-ROAD BOND 2009						
301-592-804.000	AGENT FEE	700	700	700	700	800
301-592-991.000	DEBT PRINCIPAL	110,000	125,000	125,000	125,000	140,000
301-592-995.000	DEBT INTEREST	134,678	130,965	130,965	130,965	127,000
Totals for dept 592-ROAD BOND 2009		<u>245,378</u>	<u>256,665</u>	<u>256,665</u>	<u>256,665</u>	<u>267,800</u>
TOTAL APPROPRIATIONS		<u>245,378</u>	<u>256,665</u>	<u>256,665</u>	<u>256,665</u>	<u>267,800</u>
NET OF REVENUES/APPROPRIATIONS - FUND 301		<u>3,280</u>	<u>(5,748)</u>	<u>(5,753)</u>	<u>(5,748)</u>	

Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/30/17	2016-17 PROJECTED ACTIVITY	2017-18 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
592-000-610.000	WATER FEES	4,500	9,000	9,000	9,000	1,000
592-000-611.000	SEWER FEES	4,000	6,000	6,000	6,000	1,000
592-000-665.000	INTEREST	1,597	1,750	1,608	1,750	1,000
592-000-672.000	SPECIAL ASSESSMENTS					
592-000-699.000	TRANSFER FUND BALANCE					
Totals for dept 000-		10,097	16,750	16,608	16,750	3,000
TOTAL ESTIMATED REVENUES		10,097	16,750	16,608	16,750	3,000

Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/30/17	2016-17 PROJECTED ACTIVITY	2017-18 REQUESTED BUDGET
APPROPRIATIONS						
Dept 536-WATER AND SEWER SYSTEMS						
592-536-801.000	CONTRACTUAL SERVICES		2,750		2,750	3,000
Totals for dept 536-WATER AND SEWER SYSTEMS			2,750		2,750	3,000
TOTAL APPROPRIATIONS						
			2,750		2,750	3,000
NET OF REVENUES/APPROPRIATIONS - FUND 592		10,097	14,000	16,608	14,000	

Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/30/17	2016-17 PROJECTED ACTIVITY	2017-18 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
661-000-664.000	MOTOR POOL REVENUE	260,334	225,000	193,876	225,000	229,200
661-000-664.101	DUE FROM GENERAL FUND					
661-000-664.202	MAJOR STREET REVENUE					
661-000-664.203	LOCAL STREET REVENUE					
661-000-665.000	INTEREST	1,365	2,450	2,442	2,450	2,000
661-000-697.000	TRANSFER FROM FUND BALANCE					102,000
Totals for dept 000-		<u>261,699</u>	<u>227,450</u>	<u>196,318</u>	<u>227,450</u>	<u>333,200</u>
TOTAL ESTIMATED REVENUES		261,699	227,450	196,318	227,450	333,200

Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/30/17	2016-17 PROJECTED ACTIVITY	2017-18 REQUESTED BUDGET
APPROPRIATIONS						
Dept 443-MOTOR POOL						
661-443-702.000	SALARY/WAGES	18,565	22,000	16,933	22,000	20,000
661-443-720.000	FRINGE BENEFITS	12,055	10,600	10,022	10,600	10,000
661-443-727.000	SUPPLIES	3,094	5,250	5,071	5,250	4,800
661-443-748.000	FUEL & OILS	26,019	20,000	14,022	20,000	20,000
661-443-750.000	TIRES & BATTERIES	5,353	7,500	592	7,500	7,500
661-443-755.000	SMALL TOOLS	418	1,500		1,500	1,500
661-443-801.000	CONTRACTUAL SERVICES	682	5,000	3,270	5,000	5,000
661-443-850.000	TELEPHONES	4,099	4,450	4,302	4,450	4,400
661-443-913.000	INSURANCE	7,457	9,500	6,634	9,500	8,000
661-443-920.000	UTILITIES	5,915	9,000	6,117	9,000	8,000
661-443-930.000 *	REPAIRS & MAINTENANCE	21,044	15,100	15,029	15,100	26,000
661-443-968.000	DEPRECIATION	69,536	69,050		69,050	68,000
661-443-970.000 *	CAPITAL OUTLAY	10,685	52,500	52,269	52,500	150,000
Totals for dept 443-MOTOR POOL		184,922	231,450	134,261	231,450	333,200
* NOTES TO BUDGET: DEPARTMENT 443 MOTOR POOL						
930.000	REPAIRS & MAINTENANCE					8,000
	FACADE REPAIR					
970.000	CAPITAL OUTLAY					150,000
	SNOW PLOW TRUCK					
	DEPT '443' TOTAL					158,000
TOTAL APPROPRIATIONS		184,922	231,450	134,261	231,450	333,200
NET OF REVENUES/APPROPRIATIONS - FUND 661		76,777	(4,000)	62,057	(4,000)	

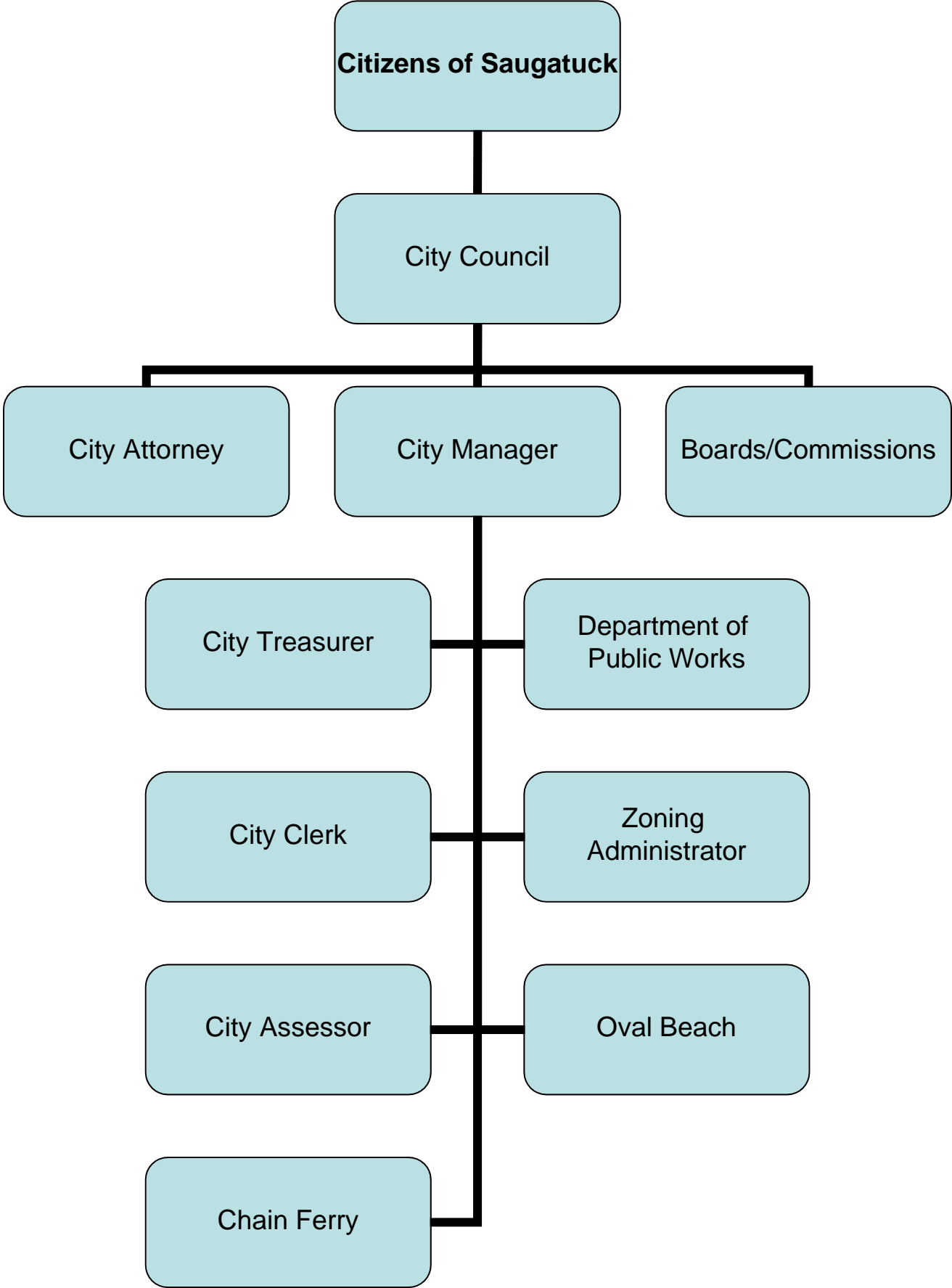
Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/30/17	2016-17 PROJECTED ACTIVITY	2017-18 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
715-000-665.000	INTEREST	18	250	1	250	500
715-000-674.000	DONATIONS					
715-000-697.000	TRANSFER FROM FUND BALANCE		15,500		7,500	7,000
Totals for dept 000-		18	15,750	1	7,750	7,500
TOTAL ESTIMATED REVENUES		18	15,750	1	7,750	7,500

Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 06/30/17	2016-17 PROJECTED ACTIVITY	2017-18 REQUESTED BUDGET
APPROPRIATIONS						
Dept 742-PARK ENDOWMENT						
715-742-801.000	CONTRACTUAL SERVICES	8,966	7,500	7,306	7,500	7,500
715-742-930.000	REPAIRS & MAINTENANCE		8,750			
Totals for dept 742-PARK ENDOWMENT		8,966	16,250	7,306	7,500	7,500
TOTAL APPROPRIATIONS		8,966	16,250	7,306	7,500	7,500
NET OF REVENUES/APPROPRIATIONS - FUND 715		(8,948)	(500)	(7,305)	250	
ESTIMATED REVENUES - ALL FUNDS		3,587,576	4,185,343	3,459,233	4,177,343	4,276,925
APPROPRIATIONS - ALL FUNDS		2,969,350	4,179,555	2,522,994	3,593,805	4,276,925
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		618,226	5,788	936,239	583,538	

Appendix





FISCAL YEAR 2017/2018 SAUGATUCK CITY COUNCIL GOALS AND PRIORITIES

Introduction

The Saugatuck City Council sets the vision for the City and adopts goals to reflect that vision and guide decision making. The goal setting process builds Council consensus on policies and projects that impact City residents, businesses, visitors and the community as a whole. The Administration uses the City Council vision and goals to set priorities, direct work activities, and allocate staff and financial resources. The City Council Goals are dynamic. They are reviewed and updated or amended as needed to reflect citizen input as well as changes in the external environment.

City Council Vision Statement

“Saugatuck is an inclusive waterfront community that welcomes all. City residents enjoy a great quality of life living in one of the country’s highest rated tourist destinations. Visitors enjoy a unique small-town atmosphere, exceptional parks and access to attractive natural resources. Saugatuck is a vibrant, inviting community with an active tourist based economy, stable property values and its own sense of history as the community moves into future.”

City Council Goals

Goal 1: Fiscal responsibility

City Council and staff will serve as stewards of the City’s fiscal resources in safeguarding assets, planning long-term financial stability and maintaining adequate contingency reserves. Fiscal activities will be justifiable, efficient, effective, transparent and accountable.

Goal 2: Maintain and improve public infrastructure and facilities

The City of Saugatuck understands the very basic foundation of any successful municipality is a well maintained and sustainable infrastructure that meets the functional needs of the community.

Goal 3: Friendly, honest and transparent government

The City of Saugatuck is committed to providing timely and accurate information about City services and openly sharing information about City actions, events and decisions to our residents and businesses in the most friendly, honest and transparent manner possible. Our commitment is to our customers. We provide a positive organizational culture where we recruit and retain the best

employees who are focused on public service and are always willing to work with all stakeholders in achieving success.

Goal 4: Position Saugatuck as a recreational and cultural center that attracts visitors

The City of Saugatuck will capitalize on our diverse community and our respect for the City’s history, unique character and natural resources. We will develop facilities and amenities that promote Saugatuck as a small-town tourism destination.

FY 17/18 BUDGET PRIORITY EXPENDITURES

Capital Projects (Roads)	
Perryman Street Reconstruction	\$350,000
Allegan Street Road Repair	\$358,000
General Street Crack Sealing	\$150,000
Newnham Street Asphalt Millings	\$10,000
	\$868,000.00
Capital Projects (Parks)	
Coghlin Park Engineering Study	\$20,000
Coghlin Park Improvements	\$250,000
Mt. Baldhead Radar Building Removal	\$25,000
Construct Oval Beach Storage Barn	\$30,000
	\$325,000.00
General	
Police Services Delivery (Implementation Analysis)	\$5,000
Harbor Sediment Reduction	\$5,000
DPW Snow Plow Truck	\$150,000
DPW Garage Façade Repair	\$8,000
Chain Ferry Deregulation and 2018 Management	\$9,000
City Council Compensation Adjustment	\$2,520
63 rd Street Property Feasibility Study	\$8,000
	\$187,520.00
TOTAL	\$1,380,520



CITY OF SAUGATUCK
NOTICE OF PUBLIC HEARING
ON THE PROPOSED **2017-2018** CITY BUDGET

NOTICE IS HEREBY GIVEN, pursuant to Section 7.4 of the Saugatuck City Charter, that a public hearing on the proposed budget for the City of Saugatuck for **2017-2018** will be held at 7:00 p.m. on **June 26, 2017**, in the Council Chambers at City Hall, 102 Butler Street, Saugatuck, Michigan, 49453.

The City Commission may not adopt the proposed **2017-2018** budget until after the public hearing. All interested parties will be given an opportunity to be heard at the public hearing regarding the proposed budget. A copy of the proposed budget is available for public inspection during the normal business hours at the office of the City Clerk, Saugatuck City Hall, 102 Butler Street, Saugatuck Michigan.

THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO SUPPORT THE PROPOSED BUDGET WILL BE A SUBJECT OF THIS HEARING.

The City of Saugatuck will provide necessary accommodation to persons with disabilities at the hearing upon five (5) days prior notice. Persons with disabilities requiring such accommodations should contact City Hall at 269-857-2603 during regular working hours Monday through Friday, 8:30 a.m. to 5:00 p.m.

Monica Nagel, CMC
City Clerk
Dated: May 24, 2017
269-857-2603

CITY OF SAUGATUCK CAPITAL IMPROVEMENTS PLAN SUMMARY OF PRIORITY STREET PROJECTS



PROJECT NO. 15105
BY: PRG/JWM
DATE: 6/23/2017

PRIORITY	PROJECT LOCATION AND DESCRIPTION	RESURFACING OPTION		RECONSTRUCTION OPTION			TOTAL OF MORE COSTLY OPTION	RUNNING TOTAL	YEAR
		ROAD		ROAD	WATERMAIN	SANITARY			
1	STORMWATER ASSET MANAGEMENT PLAN - SAW GRANT (1)						\$16,000	\$16,000	2017-2019
2	GENERAL CRACK SEALING - RECENTLY IMPROVED ROADS, INCLUDING INTERSECTION OF SPEAR & HOLLAND	\$217,000					\$217,000	\$233,000	2017&2018
3	PERRYMAN ST - CRUSH & SHAPE, REPLACE GUARDRAIL BEAM			\$300,000			\$300,000	\$533,000	2017-2018
4	ALLEGAN ST - LAKE TO ELIZABETH - CORRECT SLOPE DETERIORATION	\$160,000		\$280,000	\$78,000		\$358,000	\$891,000	2017-2018
5	NEWNHAM ST - PLACE, GRADE AND COMPACT HMA MILLINGS, DRAINAGE IMPS			\$10,000			\$10,000	\$901,000	2017
6	CULVER & BUTLER - INTERSECTION IMPROVEMENTS			\$20,000			\$20,000	\$921,000	2018
7	MASON ST - ADDRESS STORM SEWER ISSUES BETWEEN GRAND & GRIFFITH: RE-ROUTE STORM SEWER THROUGH CULVER ST PARKING LOT	\$362,000					\$362,000	\$1,283,000	2018
8	LUCY ST - ADDRESS PREMATURE DETERIORATION OF PAVEMENT AT CORNER OF WATER ST			\$98,000			\$98,000	\$1,381,000	2019
9	STATE ST - SLURRY SEAL TO ADDRESS CRACKING ASSOCIATED WITH DIFFICULT PAVING ON STEEP SLOPE	\$31,000					\$31,000	\$1,412,000	2019
10	PARK ST - PERRYMAN TO NORTH END - CRUSH AND SHAPE	\$326,000					\$326,000	\$1,738,000	2020
11	BUTLER ST - LUCY TO CULVER STORM SEWER IMPROVEMENTS, SLURRY SEAL - REQUIRES EVALUATION AS PART OF SAW PROJECT	\$920,000					\$920,000	\$2,658,000	2021
12	CULVER STREET PARKING LOT - RESURFACE - MILL AND OVERLAY	\$317,000					\$317,000	\$2,975,000	2022
13	MASON - RECONSTRUCT FROM ELIZABETH TO GRAND AT 24 FEET WIDE WITH CURB AND STORM SEWER W/OUTLET TO ELIZABETH			\$398,000			\$398,000	\$3,373,000	2023
14	MAPLEVIEW - ENCLOSE DRAIN WEST OF MAPLE ST. - ASSESS OWNERS?	\$52,000					\$52,000	\$3,425,000	2023
15	GRANT AND ELIZABETH - FROM HOLLAND TO NORTH - RECONSTRUCT WITH STORM SEWER, CURB AND GUTTER			\$787,000			\$787,000	\$4,212,000	2024
16	LAKEVIEW ST - CONSTRUCT 20 FOOT WIDE WITH BIT VALLEY GUTTER AND STORM SEWER			\$204,000			\$204,000	\$4,416,000	2025
17	INTERLAKEN- RECONSTRUCT FROM PARK STREET TO END WITH WATERMAIN (2)			\$234,000	\$47,000		\$281,000	\$4,697,000	2026
TOTAL				\$2,385,000	\$2,331,000	\$125,000	\$0	\$4,697,000	

Notes:

- (1) Total SAW project costs are \$153,600. Amount shown represents the City's 10% match (rounded up).
- (2) Interlaken has ROW discrepancy that will need resolved - road will likely need to be moved south back into ROW.

Other Park Projects (Summary of Parks CIP, not prioritized)

1	COUGHLIN PARK - RESTROOM BUILDING, PAVILION, SHOPPER'S DOCK, SIDEWALK REPAIRS						\$270,000	\$270,000	TBD
2	COOK PARK - SEAWALL AND BOARDWALK REPAIRS						\$30,000	\$300,000	TBD
3	MT BALDHEAD PARK - PAVILION REMOVAL, RESTROOM IMPROVEMENTS, PICNIC AREA, PARKING EXPANSION/PAVING, DRAINAGE IMPROVEMENTS						\$476,000	\$776,000	TBD
	OVAL BEACH PARK - RESTROOM BUILDING, WELL & DRAIN FIELD, PARKING LOT EXPANSION AND MAINTENANCE SHED						\$997,000	\$1,773,000	TBD
4	PETERSON NATURE PRESERVE - EDUCATIONAL DISPLAYS AND FLOATING BOARDWALK						\$110,000	\$1,883,000	TBD
5	WICKS PARK - RESTROOM IMPROVEMENTS, BAND PAVILION IMPROVEMENTS AND PAVILION						\$125,000	\$2,008,000	TBD
6	WILLOW PARK - DECK/PLATFORM REPAIRS						\$28,000	\$2,036,000	TBD
7	VILLAGE SQUARE - PAVER REPAIRS AND PLAY AREA MULCH & EQUIPMENT REPLACEMENT						\$108,500	\$2,144,500	TBD
8	ROSE GARDEN PARK - FENCE REPLACEMENT						\$18,000	\$2,162,500	TBD

Notes:

- (1) Estimated costs are in 2016 dollars.
- (2) Amount shown represent project totals, which can potentially be reduced by seeking outside funding.

TOTAL \$2,162,500



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager

MEETING DATE: June 26, 2017

SUBJECT: Public Memorial Donation Acceptance and Management Guidelines Policy

DESCRIPTION

The purpose of this Policy is to establish guidelines for consistent decision-making related to the acceptance, placement, and long-term maintenance of requests for memorial donations in City-owned facilities, parks and spaces. The City Council reviewed the draft memorial policy at the June 12, 2017 meeting and tabled the item. Staff has implemented the suggested changes to the policy that were discussed at the June 12 meeting.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

Municipal Attorney Jeff Sluggett has reviewed and approved the attached Policy.

SAMPLE MOTION:

Motion to **approve/deny** the Public Memorial Donation Acceptance and Management Guidelines Policy {09805-004-00069572.2} as presented.

Policy/Procedure: Public Memorial Donation Acceptance and Management Guidelines

Date Adopted or Implemented: PENDING

Revision Date: N/A

Resolution Number (if applicable): N/A

CITY OF SAUGATUCK

1. The purpose of this Policy is to establish guidelines for consistent decision-making related to the acceptance, placement, and long-term maintenance of requests for memorial donations in City-owned facilities, parks and spaces.

2. Gifts of enhancements have historically augmented the City's public facilities and programs. A municipal determination to accept (or not) donated permanent memorials on City property is a form of government speech and the City controls the messages sent by memorials on its property by exercising final approval authority over their selection. Moreover, guidelines are needed for sustainable management of site-appropriate amenities because the City's property can accommodate only a limited number of permanent memorials (which interfere on a permanent basis with other uses of public space) and so as not to detract from the visual aesthetics of the surrounding natural environment or place an undue burden on the City.

3. For purposes of this Policy, the following words shall be defined in the following manner:

Memorial – Plaques, benches, and picnic tables.

Unrestricted – Having no restrictions or obligations placed on the design, use or placement of a memorial.

4. The review of a memorial donation proposal will be guided by the following management philosophy:

a. The protection of the natural environment is a high priority. To this end, the City will strictly limit memorials accepted in order to promote resource management and sustainability.

b. The integrity, natural, architectural and historical features of City property must be preserved and memorials may not detract from a user's experience.

c. Design specifications will be solely determined by the City and compatible with existing management and operations plans and capabilities.

d. Memorials are recognized to have the effect of conveying a message on behalf of the City.

5. All proposals for a memorial donation will be evaluated by the City according to the following:

- a. Whether placement of a memorial on City property is compatible with the existing City master plan, City ordinances, policies and any applicable capital improvement plan requirements of the City.
- b. Whether the memorial will be compatible with any existing operational plan, and any associated design constraints, of the City space involved.
- c. Only memorials that relate directly to the history of the City or which recognize persons with longstanding ties to the Saugatuck community will be permitted.
- d. Whether the memorial will detract from or overpower the aesthetic, scenic or architectural values of the existing environment.
- e. Whether the memorial will be constructed of materials that meet the design and maintenance considerations of the City as applied by the City Manager.
- f. Memorials will be reviewed in terms of aesthetics, history and local culture.
- g. Memorials cannot have a commercial appearance or identification.
- h. Memorial donations will be considered on a case-by-case basis.

6. Processing of donation requests will be initiated by the donor contacting the City Manager to share ideas and then submitting a completed Memorial Donation Agreement Form to the City Manager including the following information:

- a. Who or what is being memorialized
- b. Type of memorial desired (i.e., bench or picnic table)
- c. Value of proposed donation

Final decisions on the acceptance, placement and installation of memorials will be made by the City Council or its designee consistent with this policy.

7. The City Manager will review and determine the appropriateness of the proposal as measured by the approval criteria. If recommended by the City Manager, the memorial donation proposal will be placed on a waiting list.

8. Thereafter, when the City, in its sole discretion, determines to make improvements to public parks, rights of way or other City space, the waiting list maintained by the City Manager will be reviewed to determine if a proposed memorial donation would be suitable for such improvements.

9. Where a planned improvement is found to be suitable for a proposed memorial donation, and after approval by the City Council or its designee, the City Manager will

contact the first person on the list to determine whether the person wishes to make a donation for the improvement.

- a. The City will make reasonable attempts to contact the prospective donor according to the information provided by the prospective donor. It is the prospective donor's responsibility to notify the City of any change in their contact information and the City will not be liable due to a failure or inability to provide notice.
 - b. The City will first attempt by telephone or email to notify the first prospective donor on the waiting list with the particulars regarding the planned improvements. The City shall leave a message if possible and the prospective donor will have 48 hours to return the call or email.
 - c. If the City is not successful in contacting the first prospective donor as described above, the City will contact the next prospective donor on the waiting list and follow the above guidelines, and will continue this process until a prospective donor has been reached and who has agreed to make the donation. The City shall notify the prospective donor of any conditions which may include, without limitation, design modifications.
10. When the person contacted as set forth above agrees to the donation, arrangements shall be made to accept the donation and install the memorial. Donations must be paid within thirty (30) days of notification and prior to placing a memorial on City property.
 11. In the event of a determination to accept a memorial, the City Manager will finalize the Memorial Donation Agreement Form between the City and donor and submit it for execution.
 12. The executed Memorial Donor's Agreement Form must be received before installation of a memorial may proceed.
 13. The City shall be responsible for the installation and reasonable maintenance of the memorial.
 14. Once installed, the memorial becomes City property.
 15. The City does not guarantee permanency of the memorial.



Memorial Donation Agreement Form

DONOR INFORMATION

Donor Name(s) _____ Address / PO Box _____

City _____ State _____ Zip _____ Phone _____

E-Mail _____

HONOREE'S INFORMATION

Honoree's Name(s): _____

Honoree's Connection to Saugatuck: (e.g. Resident, long-time visitor, etc.) _____

Requested Memorial: Park Bench Picnic Table Tree Other: _____

Amount of Donation: \$ _____

Memorial gifts to the City of Saugatuck are considered outright and unrestricted donations. The City of Saugatuck does not guarantee permanency or acceptance of a donation. The donor declares to have read the Policy Regarding Public Memorial Donation Acceptance and Management Guidelines and understands and agrees with the conditions set forth in this Policy.

Donor Signature: _____ Date: _____

OFFICE USE ONLY:

Donation: Accepted Denied (Reason) _____

Donor Notified (Date): _____ Monetary Form (Cash / Check No.): _____

Donation Amount Received: _____ Date Received: _____

Location of Donation: _____

City Manager Signature: _____ Date: _____

Policy/Procedure: Public Memorial Donation Acceptance and Management Guidelines

Date Adopted or Implemented: PENDING

Revision Date: N/A

Resolution Number (if applicable): N/A

CITY OF SAUGATUCK

1. The purpose of this Policy is to establish guidelines for consistent decision-making related to the acceptance, placement, and long-term maintenance of requests for memorial donations in City-owned facilities, parks and spaces.

2. Gifts of ~~land and other~~ enhancements have historically augmented the City's public facilities and programs. A municipal determination to accept (or not) donated permanent memorials on City property is a form of government speech and the City controls the messages sent by memorials on its property by exercising final approval authority over their selection. Moreover, guidelines are needed for sustainable management of site-appropriate amenities because the City's property can accommodate only a limited number of permanent memorials (which interfere on a permanent basis with other uses of public space) and so as not to detract from the visual aesthetics of the surrounding natural environment or place an undue burden on the City.

3. For purposes of this Policy, the following words shall be defined in the following manner:

Memorial – Plaques, benches, ~~plant materials, artwork, statues, etc. offered in recognition or remembrance, and excluding gifts of land~~ and picnic tables.

Unrestricted – Having no restrictions or obligations placed on the design, use or placement of a memorial.

4. The review of a memorial donation proposal will be guided by the following management philosophy:

a. The protection of the natural environment is a high priority. To this end, the City will strictly limit memorials accepted in order to promote resource management and sustainability.

b. The integrity, natural, architectural and historical features of City property must be preserved and memorials may not detract from a user's experience.

c. Design specifications will be solely determined by the City and compatible with existing management and operations plans and capabilities.

d. Memorials are recognized to have the effect of conveying a message on behalf of the City.

5. All proposals for a memorial donation will be evaluated by the City according to the following:
- a. Whether placement of a memorial on City property is compatible with the existing City master plan, City ordinances, policies and any applicable capital improvement plan requirements of the City.
 - b. Whether the memorial will be compatible with any existing operational plan, and any associated design constraints, of the City space involved.
 - c. Only memorials that relate directly to the history of the City or which recognize persons with longstanding ties to the Saugatuck community will be permitted.
 - d. Whether the memorial will detract from or overpower the aesthetic, scenic or architectural values of the existing environment.
 - e. Whether the memorial will be constructed of materials that meet the design and maintenance considerations of the City as applied by the City Manager.
 - f. Memorials will be reviewed in terms of aesthetics, history and local culture.
 - g. Memorials cannot have a commercial appearance or identification.
 - h. Memorial donations will be considered on a case-by-case basis.
6. Processing of donation requests will be initiated by the donor contacting the City Manager to share ideas and then submitting a completed Memorial Donation Agreement Form to the City Manager including the following information:
- a. Who or what is being memorialized
 - b. Type of memorial desired (i.e., bench or picnic table)
 - c. Value of proposed donation

Final decisions on the acceptance, placement and installation of memorials will be made by the City ~~Manager~~ Council or its designee consistent with this policy.

7. The City Manager will review and determine the appropriateness of the proposal as measured by the approval criteria. If ~~accepted~~ recommended by the City Manager, the memorial donation proposal will be placed on a waiting list.

8. Thereafter, when the City, in its sole discretion, determines to make improvements to public parks, rights of way or other City space, ~~it will review~~ the waiting list maintained by the City Manager will be reviewed to determine if a proposed memorial donation would be suitable for such improvements.

9. Where a planned improvement is found to be suitable for a proposed memorial donation, and after approval by the City Council or its designee, the City Manager will ~~review the waiting list and~~ contact the first person on the list to determine whether the person wishes to make a donation for the improvement.

a. The City will make reasonable attempts to contact the prospective donor according to the information provided by the prospective donor. It is the prospective donor's responsibility to notify the City of any change in their contact information and the City will not be liable due to a failure or inability to provide notice.

b. The City will first attempt by telephone or email to notify the first prospective donor on the waiting list with the particulars regarding the planned improvements. The City shall leave a message if possible and the prospective donor will have 48 hours to return the call or email.

~~d. A prospective donor may reject their first memorial offer without risking their place on the waiting list. A second rejection of a donation proposal shall mean the applicant is removed from their place on the waiting list. The City is not required to send notice of removing an applicant from the waiting list.~~

c. If the City is not successful in contacting the first prospective donor as described above, the City will contact the next prospective donor on the waiting list and follow the above guidelines, and will continue this process until a prospective donor has been reached and who has agreed to make the donation. The City shall notify the prospective donor of any conditions ~~10. The City Manager will notify the donor, in writing, of the review decision, identifying any final conditions of approval which may include, without limitation, design modifications as well as legislative approvals.~~

~~11~~10. When the person contacted as set forth above agrees to the donation, arrangements shall be made to accept the donation and install the memorial. Donations must be paid within thirty (30) days of notification and prior to placing a memorial on City property.

~~12~~11. In the event of a determination to accept a memorial, the City Manager will finalize the Memorial Donation Agreement Form between the City and donor and submit it for execution.

~~13~~12. The ~~City Manager's approval, the donation and the~~ executed Memorial Donor's Agreement Form must be received before installation of a memorial may proceed. ~~The final decision as to location of a memorial will be determined by the City Manager.~~

~~14~~13. The City shall be responsible for the installation and reasonable maintenance of the memorial.

~~15~~14. Once installed, the memorial becomes City property.

~~16~~15. The City does not guarantee permanency of the memorial.



City Council Agenda Item Report

City of Saugatuck

FROM: Peter Stanislawski, City Treasurer

MEETING DATE: June 26, 2017

SUBJECT: Resolution 170626-A (FY 16/17 Year-End Budget Amendments)

DESCRIPTION

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

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

Resolution was originally prepared by municipal attorney Jeff Sluggett.

SAMPLE MOTION:

Motion to **approve/deny** Resolution No. 170626-A amending the FY 16/17 budget as presented.

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

RESOLUTION NO. 170626-A

**A RESOLUTION TO AMEND THE BUDGET OF THE 2016/2017 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, 2016 and ending June 30, 2017; 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 2016/2017 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: June 26, 2017

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 June 26, 2017, 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**

GL #	DESCRIPTION	DR	CR	
	Fund 101-GENERAL FUND			
101-000-390.751	PARKS CAPITAL PROJECTS COMMITTED		500,000.00	Fund Balance
101-000-390.760	SPEAR STREET BOAT LAUNCH RESTRICTED		21,578.65	Fund Balance
101-000-390.000	FUND BALANCE	521,578.65		Fund Balance
101-000-402.000	REAL PROPERTY TAXES		6,090.00	Revenue
101-000-403.000	PERSONAL PROPERTY TAXES		1,699.00	Revenue
101-000-445.000	PENALTIES & INTEREST	4,180.00		Revenue
101-000-447.000	ADMINISTRATION FEE	3,425.00		Revenue
101-000-478.000	PERMIT FEES	17,000.00		Revenue
101-000-577.000	LIQUOR LICENSE FEES		106.00	Revenue
101-000-579.000	GRANTS RECEIVED	4,729.00		Revenue
101-000-615.000	PARKING LOT FEES	3,000.00		Revenue
101-000-650.000	CHAIN FERRY FEES		11,000.00	Revenue
101-000-651.000	OVAL BEACH FEES	60,000.00		Revenue
101-000-652.000	OVAL CONCESSION	4,000.00		Revenue
101-000-654.000	GAZEBO FEES	1,200.00		Revenue
101-000-655.000	POLICE & ORDINANCE FEES	1,200.00		Revenue
101-000-665.000	INTEREST EARNED	5,000.00		Revenue
101-000-667.000	STREET END & PROPERTY FEES	2,902.00		Revenue
101-000-670.000	BOAT SLIP FEES	1,001.00		Revenue
101-000-674.000	MISC DONATIONS & INCOME		602.00	Revenue
101-173-702.000	SALARY/WAGES		1,000.00	Administration
101-215-702.000	SALARY/WAGES		200.00	Clerk
101-215-727.000	OFFICE SUPPLIES		100.00	Clerk
101-253-801.000	CONTRACTUAL SERVICES		400.00	Treasurer
101-265-720.000	FRINGE BENEFITS		5,000.00	City Hall
101-265-801.000	CONTRACTUAL SERVICES		4,300.00	City Hall
101-265-850.000	TELEPHONE		50.00	City Hall
101-441-801.000	CONTRACTUAL SERVICES		24,000.00	Public Service
101-441-900.000	PRINTING & PUBLISHING		200.00	Public Service
101-721-702.000	SALARY/WAGES		3,300.00	Planning
101-721-720.000	FRINGE BENEFITS		7,000.00	Planning
101-721-801.000	CONTRACTUAL SERVICES		3,000.00	Planning
101-721-803.000	LEGAL FEES		7,000.00	Planning
101-723-702.000	SALARY		2,400.00	HDC
101-723-720.000	FRINGE BENEFITS		6,000.00	HDC
101-756-850.000	TELEPHONE		500.00	Oval
101-756-970.000	CAPITAL OUTLAY		600.00	Oval

**CITY OF SAUGATUCK
BUDGET AMENDMENT #2**

101-758-730.000	SUPPLIES		5,000.00	Concession
101-965-998.202	TRANSFER TO MAJOR STREETS		250,000.00	Streets
101-965-998.203	TRANSFER TO LOCAL STREETS		250,000.00	Streets

GL #	DESCRIPTION	DR	CR	
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Fund 202-MAJOR STREETS

202-000-538.000	COUNTY ROAD MILLAGE	2,645.00		Revenue
202-000-665.000	INTEREST	100.00		Revenue
202-000-699.000	DUE FROM GENERAL FUND	217,000.00		
202-464-720.000	FRINGE BENEFITS		2,745.00	Winter

GL #	DESCRIPTION	DR	CR	
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Fund 203-LOCAL STREETS

203-000-402.000	LOCAL ROAD MILLAGE		1,435.00	Revenue
203-000-445.000	PENALTIES & INT ON TAXES	385.00		Revenue
203-000-538.000	COUNTY ROAD MILLAGE	2,645.00		Revenue
203-000-665.000	INTEREST	1,500.00		Revenue
203-000-699.000	DUE FROM GENERAL FUND	250,000.00		Revenue
203-464-720.000	FRINGE BENEFITS		1,500.00	Winter

GL #	DESCRIPTION	DR	CR	
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Fund 301-DEBT BOND FUND

301-000-402.000	DEBT MILLAGE		4,328.00	Revenue
301-000-445.000	PENALTIES & INT ON TAXES	360.00		Revenue
301-000-665.000	INTEREST	85.00		Revenue
301-592-804.000	AGENT FEE	100.00		Road Bond
301-592-995.000	DEBT INTEREST		1,965.00	Road Bond

GL #	DESCRIPTION	DR	CR	
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Fund 592-WATER & SEWER FUND

592-000-610.000	WATER FEES	8,000.00		Revenue
592-000-611.000	SEWER FEES	5,000.00		Revenue
592-000-665.000	INTEREST	1,000.00		Revenue

CITY OF SAUGATUCK
BUDGET AMENDMENT #2

GL #	DESCRIPTION	DR	CR	
	Fund 592-WATER & SEWER FUND			
661-000-665.000	INTEREST	700.00		Revenue
661-443-720.000	FRINGE BENEFITS		400.00	Motor Pool
661-443-727.000	SUPPLIES		500.00	Motor Pool
661-443-850.000	TELEPHONES		200.00	Motor Pool
661-443-930.000	REPAIRS & MAINTENANCE		100.00	Motor Pool
661-443-970.000	CAPITAL OUTLAY		3,500.00	Motor Pool
	Fund 715-ROSE GARDEN FUND			
715-000-665.000	INTEREST		250.00	Revenue
715-742-930.000	REPAIRS & MAINTENANCE		250.00	Maintenance



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager
MEETING DATE: June 26, 2017
SUBJECT: Resolution No. 170626-B (General Appropriations Act)

DESCRIPTION

Pursuant to the Uniform Budgeting and Accounting Act, P.A. 2 of 1968, as amended, (the "Act") local units of government are required to pass a general appropriations act. In accordance with the Act, the City has provided the required notice and hearing and in order to comply with the Act, the City must adopt an appropriations act.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

The attached resolution was originally prepared by municipal attorney Jeff Sluggett.

SAMPLE MOTION:

Motion to **approve/deny** Resolution No. 170626-B and adopt the general appropriations act as presented.

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

RESOLUTION NO. 170626-B

A RESOLUTION ADOPTING GENERAL APPROPRIATIONS ACT

At a regular meeting of the Saugatuck City Council held on **June 26, 2017** at 7:00 P.M. the following Resolution was offered:

Moved by: _____ and supported by: _____

WHEREAS, pursuant to the Uniform Budgeting and Accounting Act, P.A. 2 of 1968, as amended, (the "Act") local units of government are required to pass a general appropriations act; and

WHEREAS, in accordance with the Act, the City has provided the required notice and hearing; and

WHEREAS, in order to comply with the Act, the City wishes to adopt an appropriations act pursuant to this resolution.

NOW, THEREFORE, IT IS RESOLVED, THAT:

1. Title. This resolution shall be known as the City of Saugatuck General Appropriations Act.
2. Chief Administrative Officer. The City Manager shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act. The Chief Administrative Officer is authorized to make transfers within limits between appropriations
3. Fiscal Officer. The Treasurer (or other designated official) shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.
4. Public Hearing on the Budget. Pursuant to the Act, notice of a public hearing on the proposed budget was published in a newspaper of general circulation as required by law, and a public hearing on the proposed budget was held on **June 26, 2017**.
5. Estimated Revenues. Estimated City general fund revenues for fiscal year **2017-2018**, including a charter operating millage of **11.9467** mills (inclusive of Headlee rollback), and various miscellaneous revenues shall total **\$2,502,675**.
6. Millage Levy. The Saugatuck City Council shall cause to be levied and collect general property taxes on all real and personal property within the City upon the current tax roll in an amount equal to a total of **15.7723** mills, inclusive of Headlee rollback (charter operating **11.9467** mills; extra voted roads **1.9656** mills; 2009 road bond **1.8600** mills).

7. Appropriation is not a Mandate to Spend. Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any order for expenditures that exceed appropriations.

8. The following budget, with fund revenues and appropriations as set forth below, is hereby approved and adopted for the fiscal year beginning July 1, 2017:

2017-2018 FISCAL YEAR		
		2017-2018
		REQUESTED
		BUDGET
ACCOUNT	DESCRIPTION	
Fund 101 - GENERAL FUND		
ESTIMATED REVENUES		
101-000-402.000	REAL PROPERTY TAXES	1,690,000
101-000-403.000	PERSONAL PROPERTY TAXES	18,500
101-000-445.000	PENALTIES & INTEREST	16,000
101-000-447.000	ADMINISTRATION FEE	69,000
101-000-478.000	PERMIT FEES	12,000
101-000-574.000	REVENUE SHARING	80,000
101-000-577.000	LIQUOR LICENSE FEES	9,000
101-000-579.000	GRANTS RECEIVED	10,000
101-000-607.000	FRANCHISE FEES	38,000
101-000-614.000	SCHOOL TAX COLLECTION FEE	3,175
101-000-615.000	PARKING LOT FEES	12,000
101-000-650.000	CHAIN FERRY FEES	30,000
101-000-651.000	OVAL BEACH FEES	325,000
101-000-652.000	OVAL CONCESSION	100,000
101-000-653.000	BOAT RAMP FEES	4,000
101-000-654.000	GAZEBO FEES	2,000
101-000-655.000	POLICE & ORDINANCE FEES	7,500
101-000-665.000	INTEREST EARNED	9,000
101-000-667.000	STREET END & PROPERTY FEES	29,000
101-000-670.000	BOAT SLIP FEES	15,500
101-000-674.000	MISC DONATIONS & INCOME	3,000
101-000-682.000	ELECTION FEES & USE TAX	20,000
	TOTAL ESTIMATED REVENUES	2,502,675

APPROPRIATIONS		
Dept 101-COUNCIL		55,150
Dept 173-CITY ADMINISTRATION		174,700
Dept 215-CITY CLERK		87,650
Dept 253-CITY TREASURER		102,225
Dept 257-ASSESSING		44,300
Dept 265-BUILDING AND GROUNDS		27,975
Dept 301-POLICE		555,000
Dept 441-PUBLIC WORKS		396,050
Dept 540-CHAIN FERRY		34,400
Dept 721-PLANNING/ZONING		80,500
Dept 723-HISTORIC DISTRICT COMMISSION		44,600
Dept 730-HARBOR		10,750
Dept 751-PARKS & RECREATION		508,725
Dept 756-OVAL BEACH		219,150
Dept 758-OVAL CONCESSION		84,250
Dept 760-SPEAR BOAT LAUNCH		2,250
Dept 965-TRANSFERS TO	MAJOR STREETS	75,000
	TOTAL APPROPRIATIONS	2,502,675
NET OF REVENUES/APPROPRIATIONS - FUND 101		0
Fund 202 - MAJOR STREETS		
ESTIMATED REVENUES		
202-000-538.000	COUNTY ROAD MILLAGE	64,000
202-000-546.000	ACT 51 FEES	75,000
202-000-665.000	INTEREST	350
202-000-697.000	TRANSFER FUND BALANCE	200,000
202-000-699.000	DUE FROM GENERAL & LOCAL	182,950
	TOTAL ESTIMATED REVENUES	522,300
APPROPRIATIONS		
Dept 463-ROUTINE MAINTENANCE		475,000
Dept 464-WINTER MAINTENANCE		47,300
	TOTAL APPROPRIATIONS	522,300
NET OF REVENUES/APPROPRIATIONS - FUND 202		0
Fund 203 - LOCAL STREETS		
ESTIMATED REVENUES		
203-000-402.000	LOCAL ROAD MILLAGE	281,250
203-000-445.000	PENALTIES & INT ON TAXES	750
203-000-538.000	COUNTY ROAD MILLAGE	64,000
203-000-546.000	ACT 51 FEES	58,000

203-000-665.000	INTEREST	2000
203-000-699.000	DUE FROM FUND BALANCE	234,450
	TOTAL ESTIMATED REVENUES	640,450
APPROPRIATIONS		
Dept 463-ROUTINE MAINTENANCE		487,500
Dept 464-WINTER MAINTENANCE		45,000
Dept 965-TRANSFERS TO MAJOR STREETS		107,950
	TOTAL APPROPRIATIONS	640,450
NET OF REVENUES/APPROPRIATIONS - FUND 203		0
Fund 301 - DEBT SERVICE		
ESTIMATED REVENUES		
301-000-402.000	DEBT MILLAGE	266,750
301-000-445.000	PENALTIES & INT ON TAXES	750
301-000-665.000	INTEREST	300
	TOTAL ESTIMATED REVENUES	267,800
APPROPRIATIONS		
Dept 592-ROAD BOND 2009		267,800
	TOTAL APPROPRIATIONS	267,800
NET OF REVENUES/APPROPRIATIONS - FUND 301		0
Fund 592 - WATER AND SEWER		
ESTIMATED REVENUES		
592-000-610.000	WATER FEES	1,000
592-000-611.000	SEWER FEES	1,000
592-000-665.000	INTEREST	1,000
	TOTAL ESTIMATED REVENUES	3,000
APPROPRIATIONS		
Dept 536-WATER AND SEWER SYSTEMS		3,000
	TOTAL APPROPRIATIONS	3,000
NET OF REVENUES/APPROPRIATIONS - FUND 592		0
Fund 661 - MOTOR POOL FUND		
ESTIMATED REVENUES		
661-000-664.000	MOTOR POOL REVENUE	229,200
661-000-665.000	INTEREST	2,000

661-000-697.000	DUE FROM FUND BALANCE	102,000
	TOTAL ESTIMATED REVENUES	333,200
APPROPRIATIONS		
Dept 443-MOTOR POOL		333,200
	TOTAL APPROPRIATIONS	333,200
NET OF REVENUES/APPROPRIATIONS - FUND 661		0
Fund 715 – ROSE GARDEN FUND		
ESTIMATED REVENUES		
715-000-665.000	INTEREST	500
715-000-697.000	TRANSFER FROM FUND BALANCE	7,000
	TOTAL ESTIMATED REVENUES	7,500
APPROPRIATIONS		
Dept 742-ROSE GARDEN		7,500
	TOTAL APPROPRIATIONS	7,500
NET OF REVENUES/APPROPRIATIONS - FUND 715		0

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this 26th day of June, 2017.

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 **June 26, 2017**, 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

401455.02



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager

MEETING DATE: June 26, 2017

SUBJECT: Ordinance No. 170626-1

DESCRIPTION

On December 21, 2016 Governor Rick Snyder signed House Bill No. 4637 “Limousine, Taxicab, and Transportation Network Company Act”. House Bill No. 4637 is now known as Public Act 345 of 2016 and became effective on March 21, 2017. Section 15(1) of the new Limousine, Taxicab, and Transportation Network Company Act (“Act”) provides that local units of government **cannot** (1) impose a tax, fee, **or license** on limousine carriers, taxicab carriers, or transportation network companies (think Uber), or drivers of the same, “if the tax, fee, or license is related to the provision of limousine or taxicab service or transportation network company prearranged rides.” (Emphasis added). A local unit of government is also prohibited from enacting or enforcing ordinances that regulate the above. The City of Saugatuck has an Ordinance regulating taxi cabs that is now obsolete due to the passing of House Bill No. 4637. The attached Ordinance amendment will repeal the existing Ordinance so the City of Saugatuck’s Code of Ordinances are not in conflict with state law.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

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

SAMPLE MOTION:

Motion to **approve/deny** Ordinance No. 170626-1 as presented repealing Title XI (11), Chapter 114 of the City of Saugatuck’s Code of Ordinances.

**CITY COUNCIL
CITY OF SAUGATUCK
COUNTY OF ALLEGAN**

ORDINANCE NO. 170626-1

**AN ORDINANCE TO REPEAL TITLE XI, CHAPTER 114 OF THE CODE OF THE
CITY OF SAUGATUCK**

THE CITY OF SAUGATUCK ORDAINS:

Section 1. Repeal of Title XI, Chapter 114. That Title XI, Chapter 114, Sections 114.01 through 114.10, of the Code of the City of Saugatuck, entitled "Taxicabs", is hereby repealed in its entirety.

Section 2. Publication; Effective Date. This ordinance shall become effective 30 days after its publication or 30 days after the publication of a summary of its provisions in a newspaper of general circulation in the City. A copy of this ordinance and the Code shall be available for public inspection at the office of the City Clerk.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this ____ day of _____ 2017

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 an ordinance adopted by the Saugatuck City Council at a regular meeting held _____, 2017, 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.

Monica Nagel, City Clerk

Adopted: _____

Published: _____

Effective: _____



City Council Agenda Item Report

City of Saugatuck

FROM: Cindy Osman, Planning and Zoning

MEETING DATE: June 26, 2017

SUBJECT: Ordinance No. 170626-2

DESCRIPTION

The Zoning Ordinance is under review by the Planning Commission for streamlining, clarifying, and readability. The recommended amendments can be summarized as follows:

- Height Definition– changed to meet the same description in Section 154.022.
- Section 154.060 – 154.068 reorganized to improve readability and “flow.”
- Clarified the difference between an administrative site plan review and a formal site plan review by the Planning Commission.
- Sections on required submissions were condensed and duplication eliminated.
- The standards for approval were not changed.
- There is clarification of the definition of “minor” amendments.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

At the May 18, 2017 meeting, the Planning Commission voted to recommend that City Council adopt the proposed changes.

LEGAL REVIEW

Municipal attorney Jeff Sluggett has reviewed and approved the attached amendment as to form and content

SAMPLE MOTION:

Motion to **approve/deny** Ordinance No. 170626-2 amending section 154.005 and sections 154.060 through 154.068, chapter 154, title XV of the Code of the City of Saugatuck as presented.

**CITY COUNCIL
CITY OF SAUGATUCK
COUNTY OF ALLEGAN**

ORDINANCE NO. 170626-2

AN ORDINANCE TO AMEND SECTION 154.005 AND SECTIONS 154.060 THROUGH 154.068, CHAPTER 154, TITLE XV OF THE CODE OF THE CITY OF SAUGATUCK

THE CITY OF SAUGATUCK ORDAINS:

Section 1. **Amendment of Section 154.005.** That Section 154.005 of the Code of the City of Saugatuck, entitled “Definitions,” is hereby amended to amend the definition of “Height (Building or Structure)” to read as follows:

HEIGHT (BUILDING OR STRUCTURE). The vertical distance measured from the average grade to the highest point of flat roofs, to the deck line of mansard roofs, and the average height between eaves and the ridge of gable, hip and gambrel roofs.

Section 2. **Amendment of Sections 154.060.** That Section 154.060 of the Code of the City of Saugatuck is hereby amended to read in its entirety as follows:

SITE PLAN REVIEW

§ 154.060 PURPOSE AND SCOPE.

(A) It is the purpose of this subchapter to require formal site plan review approval for certain buildings, structures and uses that can be expected to have a significant impact on natural resources, traffic patterns, adjacent parcels and the character of future development. The regulations contained in this subchapter are intended to promote safe and convenient traffic movement, both within a site and in relation to an access street, harmonious relationships with adjacent sites, and conservation of natural amenities and resources.

(B) Uses subject to formal site plan review. Formal site plan review by the Planning Commission shall be required for the following:

1. Residential subdivisions;
2. Condominium subdivisions;
3. All new non-residential principal structures;
4. All expansions to existing nonresidential principal structures; and,

5. All PUD developments (see also 154.110)
6. Except as provided herein, multi-family residential developments

(C) All uses and structures not subject to formal site plan review shall be subject to administrative review by the Zoning Administrator for conformance with the zoning ordinance.

(D) The Zoning Administrator may require a formal site plan review for any other use or activity not required to go through the formal site plan review process based on unique circumstances involving the use or structure in question and identified as part of the record.

(E) Planned unit developments, developments of sites greater than two (2) acres in area and developments to occur in phases are subject to formal site plan review and approval by the City Council.

Section 3. Amendment of Sections 154.061. That Section 154.061 of the Code of the City of Saugatuck is hereby amended to read in its entirety as follows:

§154.061 APPLICATIONS

(A) The applicant shall submit payment of a non-refundable fee in accordance with the city's schedule of fees as adopted from time to time. Additional administrative fees for professional services may be applied, refer to § 154.175.

(B) At a minimum the application form for all site plan reviews shall include the following information:

- (1) The applicant's name and address in full;
- (2) The applicant's telephone number and email address;
- (3) Survey showing property corners, existing structures, and proposed construction.

(C) Additional information for formal site plan review shall require some or all of the following information unless waived by the Zoning Administrator:

- (1) Water courses and water bodies, including human-made surface drainage ways;
- (2) Existing public right-of-way, pavements and/or private easements;
- (3) Existing and proposed uses, buildings, structures and parking areas;
- (4) Zoning classification of abutting properties;
- (5) Location, screening, dimensions and heights of proposed buildings and structures, such as trash receptacles, utility pads and the like, including accessory buildings and uses, and the intended uses thereof. Rooftop or outdoor appurtenances should also be indicated, including proposed methods of screening the equipment, where appropriate;
- (6) Location and dimensions of parking areas, including computations of parking requirements, typical parking space dimensions, including handicapped spaces, and aisle widths;
- (7) Proposed water supply and wastewater systems locations and sizes;

- (8) Proposed finished grades and site drainage patterns, including necessary drainage structure. Where applicable, indicate the location and elevation of the 100-year floodplain;
- (9) Proposed common open spaces and recreational facilities, if applicable;
- (10) Proposed landscaping, including quantity, size at planting and botanical and common names of plant materials;
- (11) Signs, including type, locations and sizes;
- (12) Location and dimensions of all access drives, including driveway dimensions, pavement markings, traffic-control signs or devices, and service drives;
- (13) Exterior lighting showing area of illumination and indicating the type of fixture to be used.
- (14) Elevations of proposed buildings drawn to an appropriate scale shall include:
- (15) Front, side and rear views;
- (16) Heights at street level, basement floor level, top of main floor, top of building, and if applicable, height above water level; and
- (17) Location, if any, of any views from public places to public places across the property;
- (18) Location, height and type of fencing.
- (19) Topographic elevations at two feet intervals,
- (20) Written statements relative to the effects on the existing traffic capacity of streets, and the proposed development's impact on schools, existing utilities or natural features.

Section 4. Amendment of Sections 154.062. That Section 154.062 of the Code of the City of Saugatuck is hereby amended to read in its entirety as follows:

§154.062 STANDARDS FOR ADMINISTRATIVE SITE PLAN REVIEW

Administrative site plan review shall be conducted by the Zoning Administrator to ensure compliance with the provisions of this chapter 154.

Section 5. Amendment of Sections 154.063. That Section 154.063 of the Code of the City of Saugatuck is hereby amended to read in its entirety as follows:

§154.063 STANDARDS FOR FORMAL SITE PLAN REVIEW

(A) All elements of the site plan shall be harmoniously and efficiently organized in relation to topography, the size and type of lot, the character of adjoining property and the type and size of the buildings. The site will be developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this chapter.

(B) The landscape shall be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of this chapter.

(C) The site plan shall provide reasonable visual and sound privacy for all dwelling units located therein. Fences, walks, barriers and landscaping shall be used, as appropriate, to accomplish these purposes.

(D) All buildings or groups of buildings shall be arranged so as to permit necessary emergency vehicle access as required by the Fire Department.

(E) There shall be provided a pedestrian circulation system which is separated from the vehicular circulation system. In order to ensure public safety, special pedestrian measures, such as crosswalks, crossing signals and other such facilities may be required in the vicinity of schools, playgrounds, local shopping areas and other uses which generate a considerable amount of pedestrian traffic. All federal, state and local barrier free requirements shall be met.

(F) The arrangement of public or common ways for vehicular and pedestrian circulation shall be connected to existing or planned streets and pedestrian or bicycle pathways in the area. Streets and drives which are part of an existing or planned street pattern serving adjacent development shall be of a width appropriate to the traffic volume they will carry and shall have a dedicated right-of-way equal to that specified in the city's land use plan.

(G) All streets shall be developed in accordance with city specifications, unless developed as a private road.

(H) Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions shall be made to accommodate storm water, prevent erosion and the formation of dust. The use of detention/retention ponds may be required. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic, create puddles in paved areas or create erosion problems.

(I) All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential districts or public thoroughfares, shall be screened by an opaque wall or landscaped screen not less than six feet in height. (See §§ 154.142 through 154.144).

(J) Exterior lighting shall be arranged so that it is deflected away from adjacent properties and so that it does not impede the vision of traffic along adjacent streets. Flashing or intermittent lights shall not be permitted.

(K) In approving the site plan, the Planning Commission may recommend that a bond or other financial guarantee of ample sum be furnished by the developer to ensure compliance for such requirements as drives, walks, utilities, parking, landscaping and the like (see § 154.173).

(L) The Planning Commission may require a five year development plan for any remaining undeveloped property if the total parcel is greater than ten acres and a ten year development plan for any remaining undeveloped area of the parcel if the total parcel is greater than 20 acres.

(M) The Planning Commission may require a market feasibility study, prepared by a qualified professional as determined by the city, for any mixed use development or residential development greater than ten acres.

Section 6. Amendment of Sections 154.064. That Section 154.064 of the Code of the City of Saugatuck is hereby amended to read in its entirety as follows:

§ 154.064 CONDITIONS OF APPROVAL.

(A) As part of an approval to any site plan, the Planning Commission or City Council, as applicable, may impose additional conditions as in its reasonable judgment may be necessary for protection of the public interest and compliance with chapter 154.

(B) Such conditions shall be related to and ensure that the review standards of § 154.064 are met. Any performance guarantee shall meet the requirements of § 154.173.

(C) Approval of a site plan, including conditions made as part of the approval, is attached to the property described as part of the application and not to the owner of the property.

(D) A record of conditions imposed shall be maintained. The conditions shall remain unchanged unless an amendment to the site plan is approved.

(E) A record of the decision of the Planning Commission, the reason for the decision reached and any conditions attached to the decision shall be kept and made a part of the minutes of the Planning Commission. A similar record shall also be kept by the City Council in those instances where they have the final review authority.

(F) The Zoning Administrator may make periodic investigations of developments for which site plans have been approved. Non-compliance with the requirements and conditions of the approved site plan shall constitute grounds for the Planning Commission or City Council, whichever had final review authority, to terminate the approval following a public hearing.

Section 7. Amendment of Sections 154.065. That Section 154.065 of the Code of the City of Saugatuck is hereby amended to read in its entirety as follows:

§ 154.065 VALIDITY OF SITE PLANS.

(A) The Planning Commission shall approve, approve with conditions or deny the submitted

site plan. Reasons for a denial shall be set forth in writing.

(B) Where City Council approval is required the Planning Commission shall transmit its recommendation to the City Council. The City Council shall thereafter review the site plan and may approve, approve with conditions or deny the submitted site plan. Reasons for denial shall be set forth in writing. The applicant shall be provided with a copy of the resolution of the City Council regarding the site plan.

(C) Approval of a site plan is valid one year. If physical construction of a substantial nature of the improvements included in the approved site plan has not commenced and proceeded meaningfully toward completion the approval shall be null and void.

(D) Upon written application, filed before the termination of the one-year review period, the Planning Commission may authorize one extension of not more than one year. The extension shall only be granted based on evidence from the applicant that the development has a likelihood of commencing construction within the one-year extension.

Section 8. Amendment of Sections 154.066. That Section 154.066 of the Code of the City of Saugatuck is hereby amended to read in its entirety as follows:

§ 154.066 AMENDMENTS TO APPROVED SITE PLANS.

(A) Any person who has been granted site plan approval shall notify the Zoning Administrator of any proposed amendment to the approved plan. The Zoning Administrator shall determine whether the proposed amendment constitutes a minor or major amendment.

(B) *Minor changes.* A minor amendment may be approved by the Zoning Administrator if:

(1) The proposed changes will not affect the basis on which initial approval was granted;

(2) The proposed minor changes will not adversely affect the overall planned unit development in light of the intent and purposes of the development as stated in § 154.060; and

(3) The proposed changes will not affect the character or intensity of use, the general configuration of buildings and uses on the site, vehicular or pedestrian circulation, drainage patterns, or the demand for public services.

(C) *Minor changes.* Examples of minor changes include, but are not limited to:

(1) Additions or alterations to the landscape plan or landscape materials;

(2) Alterations to the internal parking layout of an off-street lot provided that the total number of spaces or ingress or egress is not reduced; and

(3) Relocation of a trash receptacle.

(D) Major changes: a major change to an approved site plan includes any change that is not a minor change.

(1) A major change shall comply with the same filing and review procedures of the original approval, including the payment of a fee.

Section 9. Amendment of Sections 154.067. That Section 154.067 of the Code of the City of Saugatuck is hereby amended to read in its entirety as follows:

§ 154.067 PERFORMANCE GUARANTEES.

Performance guarantees may be required by the Planning Commission to insure compliance with site plan conditions pursuant to the requirements of § 154.173.

Section 10. Amendment of Sections 154.068. That Section 154.068 of the Code of the City of Saugatuck is hereby amended to read in its entirety as follows:

§ 154.068 APPEALS OF FINAL SITE PLANS.

(A) There shall be no right of appeal to of a site plan determination to the Zoning Board of Appeals.

(B) An appeal of a decision concerning a site plan shall be to the County Circuit Court.

Section 11. Publication; Effective Date. This Ordinance shall become effective 7 days after its publication or 7 days after the publication of a summary of its provisions in a newspaper of general circulation in the City.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this ____ day of _____ 2017

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 an ordinance adopted by the Saugatuck City Council at a regular meeting held _____, 2017, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976 as amended.

Monica Nagel, City Clerk

Adopted: _____

Published: _____

Effective: _____

HEIGHT (BUILDING OR STRUCTURE). The vertical distance measured from the average grade to the highest point of flat roofs, to the deck line of mansard roofs, and the average height between eaves and the ridge of gable, hip and gambrel roofs. ~~In the case of a principal building, the vertical distance measured from the average grade to the highest point of flat roofs, to the deck line of mansard roofs, and the average height between eaves and the ridge of gable, hip and gambrel roofs. If the combined width of all shed or gable dormers is 25% or more of the width of any side of the building, the height shall be measured from the natural average grade to the ridge of the main roof. In no case shall the overall building height be greater than 32 feet when measured from the natural average grade.~~

Site Plan Review

154.060 Purpose and scope

154.061 ~~Site plan review procedures~~Applications

154.062 ~~Site plan review~~ Reserved

154.063 ~~Validity of final site plans~~Standards for Site Plan Approval

154.064 ~~Standards for site plan approval~~Conditions of Approval

154.065 ~~Conditions of approval~~Validity of Site Plans

154.066 Amendments to approved site plans

154.067 Performance guarantees

154.068 Appeals of final site plans

SITE PLAN REVIEW

§ 154.060 PURPOSE AND SCOPE.

(A) It is the purpose of this subchapter to require formal site plan review approval for certain buildings, structures and uses that can be expected to have a significant impact on natural resources, traffic patterns, adjacent parcels and the character of future development. The regulations contained in this subchapter are intended to promote safe and convenient traffic movement, both within a site and in relation to an access street, harmonious relationships with adjacent sites, and conservation of natural amenities and resources.

(B) Uses subject to formal site plan review. Formal site plan review approval shall be required by the Planning Commission for the following:

1. residential subdivisions;
2. condominium subdivisions;
3. all new non-residential principal structures;

4. all expansions to existing nonresidential principal structures; and
5. all new principal uses if no building is involved.
6. All PUD developments (see also 154.110)
7. Except as provided herein, multi-family residential developments.

~~A site plan review shall not be required for individual single family detached dwellings and 2-family dwellings that are in conformance with the requirements of the Zoning Ordinance and the zone district in which it is located unless it is located in a designated critical dune area, floodplain or wetland as defined by statutes administered by the Michigan Department of Natural Resources.~~

~~(C+) All uses and structures not subject to formal site plan review shall be subject to review by the Zoning Administrator for conformance with the zoning ordinance. Before a zoning permit for a single family detached dwelling or 2 family dwelling that is in conformance with all requirements of the Zoning Ordinance and the zone district in which it is located is issued, the applicant shall submit a site plan in compliance with the following requirements. (a) Completion of a zoning permit application form.~~

~~(b) An accurate drawing at a scale sufficient to easily display the following:~~

~~1. Property dimensions;~~

~~2. Existing public right of way and any private easements;~~

~~3. Any existing buildings or structures;~~

~~4. Proposed location and dimensions of the principal structure and any accessory structures;~~

~~5. Location of the driveway;~~

~~6. Yard areas and required setbacks; and~~

~~7. Where applicable, elevation drawings showing height of structure(s).~~

~~(D2) The Zoning Administrator may also require a formal site plan review for any other use or activity not required to go through the formal site plan review process based on unique circumstances involving the use or structure in question and identified as part of the record.~~

~~(3) All site plans for permitted uses shall be reviewed and approved by the Zoning~~

~~Administrator prior to the issuance of a zoning permit and only after the Zoning Administrator is confident conformance with the requirements of this chapter has been achieved. All site plans for special land uses, planned unit developments and/or condominiums shall first be reviewed by the Zoning Administrator and transmitted to the Planning Commission with a recommendation for approval, denial or approval with conditions.~~

~~(a) Completion of a zoning permit application form.~~

~~(b) An accurate drawing at a scale sufficient to easily display the following:~~

- ~~1. Property dimensions;~~
- ~~2. Existing public right of way and any private easements;~~
- ~~3. Any existing buildings or structures;~~
- ~~4. Proposed location and dimensions of the principal structure and any accessory structures;~~
- ~~5. Location of the driveway;~~
- ~~6. Yard areas and required setbacks; and~~
- ~~7. Where applicable, elevation drawings showing height of structure(s).~~

~~(C) Uses subject to site plan review. Site plan review approval shall be required for all residential subdivisions or condominium subdivisions and all new non-residential principal structures, all expansions to existing nonresidential principal structures, and for all new principal uses if no building is involved. A site plan review shall not be required for individual single-family detached dwellings and 2-family dwellings that are in conformance with the requirements of the Zoning Ordinance and the zone district in which it is located unless it is located in a designated critical dune area, floodplain or wetland as defined by statutes administered by the Michigan Department of Natural Resources.~~

~~§ 154.061 SITE PLAN REVIEW PROCEDURES.~~

~~(AE) *Application.* Applications for preliminary or final site plan approval review for sites greater than two (2) acres in area, or which will be developed in phases, is subject to formal site plan review, and approval by the City Council, shall be submitted to the Zoning Administrator on a special form established for that purpose. Each application~~

154.061 APPLICATIONS

A. Fees: The applicant shall be accompanied by the submit payment of a non-refundable fee in accordance with the city's schedule of fees as adopted from time to time. Additional administrative fees for professional services may be applied, refer to § 154.175.

~~to cover costs of processing the application. No part of the fee shall be refundable. The fees shall be sufficient to permit the city to have the site plan reviewed by consulting engineers, planners or such other professionals as the city determines is necessary to establish conformance or nonconformance with this chapter.~~

B. Performance guarantees may be required by the Planning Commission to insure compliance with site plan conditions pursuant to the requirements of § 154.173.

(Ord. 02-02, passed 2-11-2002)

~~Additional fees may be applied, refer to § 154.175.~~ C. Applications: At a minimum the application form shall include the following information:

- (1) The applicant's name and address in full;
- (2) The applicant's telephone number and email address;
- ~~—(3) Proof that the applicant is the owner of the property or acting in the owner's behalf;~~
- ~~—(4) The name, address and telephone number of the owner of record if the applicant is not the owner of record;~~
- ~~—(5) Name, address and telephone number of the developer (if different from the owner);~~
- ~~—(6) Name, address and telephone number of the engineer, architect and/or land surveyor;~~
and
- (7) Survey showing property corners, existing structures, and proposed construction.

C. Additional information for formal site plan review may require some or all of the following information unless waived by the Zoning Administrator:

- ~~(B) Preliminary site plan review procedures.~~
- ~~—(1) Developments requiring site plan review which exceed two acres in size, or which will be developed in phases, may seek approval of a preliminary site plan, the purpose of which is to indicate the general design and layout of the project. At the discretion of the applicant, an application conforming with final site plan submittal requirements may be submitted.~~
 - ~~—(2) Applications for preliminary site plan approval shall consist of the following information unless waived by the Zoning Administrator. The Zoning Administrator shall maintain a record of any waivers made and a written explanation of the reason therefore. The waivers may be granted where there is already an existing structure on a property that is proposed to be occupied with a new use. A reproducible copy of the preliminary site plan at a scale of not less than one inch equals ten feet with the following minimum information:~~

~~(a) Property dimensions;~~

- ~~(1) (b) Significant vegetation;~~
- ~~(2) (c) Water courses and water bodies, including human-made surface drainage ways;~~
- ~~(3) (d) Existing public right-of-way, pavements and/or private easements;~~
- ~~(4) (e) Existing and proposed uses, buildings, structures and parking areas;~~
- ~~(5) (f) Zoning classification of abutting properties;~~

~~(6) (d) Location, screening, dimensions and heights of proposed buildings and structures, such as trash receptacles, utility pads and the like, including accessory buildings and uses, and the intended uses thereof. Rooftop or outdoor appurtenances should also be indicated, including proposed methods of screening the equipment, where appropriate;~~

~~(7) (e) Location and dimensions of parking areas, including computations of parking requirements, typical parking space dimensions, including handicapped spaces, and aisle widths;~~

~~(8) (f) Proposed water supply and wastewater systems locations and sizes;~~

~~(9) (g) Proposed finished grades and site drainage patterns, including necessary drainage structure. Where applicable, indicate the location and elevation of the 100-year floodplain;~~

~~(10) (h) Proposed common open spaces and recreational facilities, if applicable;~~

~~(11) (i) Proposed landscaping, including quantity, size at planting and botanical and common names of plant materials;~~

~~(12) (j) Signs, including type, locations and sizes;~~

~~(13) (k) Location and dimensions of all access drives, including driveway dimensions, pavement markings, traffic-control signs or devices, and service drives;~~

~~(14) (l) Exterior lighting showing area of illumination and indicating the type of fixture to be used.~~

~~(15) (m) Elevations of proposed buildings drawn to an appropriate scale shall include:~~

~~1. 1. Front, side and rear views;~~

~~2. 2. Heights at street level, basement floor level, top of main floor, top of building, and if applicable, height above water level; and~~

~~3. Exterior materials and colors to be used.~~

~~(16) (n) Location, if any, of any views from public places to public places across the property;~~

~~(17) (o) Location, height and type of fencing; and~~

~~(g) The name, address and telephone number of the person and firm who prepared the site plan, and the date on which it was prepared; and~~

~~(h) A north arrow.~~

~~(18) (3) The Commission may require topographic elevations at two feet intervals,~~

~~(19) written~~ Written statements relative to the effects on the existing traffic capacity of streets, and the proposed development's impact on schools, existing utilities or natural features.

~~— (4) The Planning Commission shall review the preliminary site plan and approve, approve with conditions, or deny the plan, based on compliance of the plan with the standards of this section. If denied, the Planning Commission shall cite reasons for denial. If approved, the applicant may submit a final site plan for the development or phase of the development.~~

~~— (5) Approval of the preliminary site plan is valid for a period of six months. If a final site plan for the development, or any phase of the development, has not been submitted during that period, the approval of the preliminary site plan shall be null and void. This time limit may not be extended by the Planning Commission. Preliminary site plans whose approval has expired shall be required to resubmit and be processed as an original approval.~~

~~— (6) Any applicants for site plan review may elect to submit a final site plan in accordance with the requirements and procedures of division (C) below.~~

~~(C) Final site plan review procedures.~~

~~— (1) Applications for final site plan approval shall consist of the following information unless waived by the Zoning Administrator. The Zoning Administrator shall maintain a record of any waivers made and a written explanation of the reason therefore. The waivers may be granted where there is already an existing structure on a property that is proposed to be occupied with a new use.~~

~~— (2) A reproducible copy of a final site plan at a scale of not less than one inch equals ten feet with the following minimum information:~~

~~— (a) Dimensions of property, of the total site area, contours at 2-foot intervals and locations of all buildings, driveways, parking areas or other structures on adjacent properties within 100 feet of the property, including those located across the street from the property;~~

~~— (b) Required and proposed building setbacks;~~

~~— (c) Location of abutting streets and proposed alignment of streets, drives and easements serving the development, including existing rights-of-way and pavement widths;~~

~~— (d) Location, screening, dimensions and heights of proposed buildings and structures, such as trash receptacles, utility pads and the like, including accessory buildings and uses, and the intended uses thereof. Rooftop or outdoor appurtenances should also be indicated, including proposed methods of screening the equipment, where appropriate;~~

~~— (e) Location and dimensions of parking areas, including computations of parking requirements, typical parking space dimensions, including handicapped spaces, and aisle widths;~~

~~— (f) Proposed water supply and wastewater systems locations and sizes;~~

~~— (g) Proposed finished grades and site drainage patterns, including necessary drainage structure. Where applicable, indicate the location and elevation of the 100-year floodplain;~~

~~— (h) Proposed common open spaces and recreational facilities, if applicable;~~

~~— (i) Proposed landscaping, including quantity, size at planting and botanical and common names of plant materials;~~

~~— (j) Signs, including type, locations and sizes;~~

~~— (k) Location and dimensions of all access drives, including driveway dimensions, pavement markings, traffic control signs or devices, and service drives;~~

~~— (l) Exterior lighting showing area of illumination and indicating the type of fixture to be used;~~

~~— (m) Elevations of proposed buildings drawn to an appropriate scale shall include:~~

~~— 1. Front, side and rear views;~~

~~— 2. Heights at street level, basement floor level, top of main floor, top of building, and if applicable, height above water level; and~~

~~— 3. Exterior materials and colors to be used;~~

~~— (n) Location, if any, of any views from public places to public places across the property;~~

~~— (o) Location, height and type of fencing; and~~

~~— (p) The name and address of the person and firm who drafted the plan, the seal of the professional responsible for the accuracy of the plan (licensed in the state) and the date on which the plan was prepared;~~

~~— (3) The final site plan for developments which have been proposed in phases shall generally conform to the approved preliminary site plan.~~

~~— (4) The Planning Commission may require topographic elevations at two-foot intervals, traffic impact studies from a registered traffic engineer showing the potential effects on the existing traffic capacity of streets, and the proposed development's impact on existing utilities or natural features.~~

~~— (D) Planning Commission review;~~

~~— (1) Except as noted in § 154.062, the Planning Commission shall review the application and final site plan and shall approve, approve with conditions or deny the submitted site plan, or, in the case of those site plans requiring City Council review as noted in § 154.062~~

~~(PUD's), recommend such action. If denied, the Planning Commission shall cite reasons for denial. If approved, the applicant may submit the necessary plans and documents for a building permit(s) following receipt of a certificate of site plan approval and a zoning permit from the Zoning Administrator.~~

~~—(2) The Zoning Administrator shall affix a stamp and signature to the approved final site plan and file it with the City Clerk.~~

~~(Ord. passed 6-24-1996; Am. Ord. 02-02, passed 2-11-2002; Am. Ord. 120326-1, passed 3-26-2012)~~

154.062 RESERVED

§ 154.063 VALIDITY OF FINAL SITE PLANS.

~~—(A) Approval of the site plan is valid for a period of one year. If actual physical construction of a substantial nature of the improvements included in the approved site plan has not commenced and proceeded meaningfully toward completion during that period, the approval of the final site plan shall be null and void.~~

~~—(B) Upon written application, filed prior to the termination of the 1-year review period, the Planning Commission may authorize a single extension of the time limit for approval of a final site plan for a further period of not more than one year. The extension shall only be granted based on evidence from the applicant that the development has a likelihood of commencing construction within the 1-year extension.~~

~~(Ord. passed 6-24-1996; Am. Ord. 02-02, passed 2-11-2002)~~

§ 154.064 STANDARDS FOR SITE PLAN APPROVAL.

(A) All elements of the site plan shall be harmoniously and efficiently organized in relation to topography, the size and type of lot, the character of adjoining property and the type and size of the buildings. The site will be ~~so~~ developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this chapter.

(B) The landscape shall be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of this chapter.

(C) The site plan shall provide reasonable visual and sound privacy for all dwelling units

located therein. Fences, walks, barriers and landscaping shall be used, as appropriate, to accomplish these purposes.

(D) All buildings or groups of buildings shall be arranged so as to permit necessary emergency vehicle access as required by the Fire Department.

(E) There shall be provided a pedestrian circulation system which is separated from the vehicular circulation system. In order to ensure public safety, special pedestrian measures, such as crosswalks, crossing signals and other such facilities may be required in the vicinity of schools, playgrounds, local shopping areas and other uses which generate a considerable amount of pedestrian traffic. All federal, state and local barrier free requirements shall be met.

(F) The arrangement of public or common ways for vehicular and pedestrian circulation shall be connected to existing or planned streets and pedestrian or bicycle pathways in the area. Streets and drives which are part of an existing or planned street pattern serving adjacent development shall be of a width appropriate to the traffic volume they will carry and shall have a dedicated right-of-way equal to that specified in the city's land use plan.

(G) All streets shall be developed in accordance with city specifications, unless developed as a private road.

(H) Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions shall be made to accommodate storm water, prevent erosion and the formation of dust. The use of detention/retention ponds may be required. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic, create puddles in paved areas or create erosion problems.

(I) All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential districts or public thoroughfares, shall be screened by an opaque wall or landscaped screen not less than six feet in height. (See §§ 154.142 through 154.144).

(J) Exterior lighting shall be arranged so that it is deflected away from adjacent properties and so that it does not impede the vision of traffic along adjacent streets. Flashing or intermittent lights shall not be permitted.

(K) In approving the site plan, the Planning Commission may recommend that a bond or other financial guarantee of ample sum be furnished by the developer to ensure compliance for such requirements as drives, walks, utilities, parking, landscaping and the like (see § 154.173).

(L) The Planning Commission may require a five year development plan for any remaining undeveloped property if the total parcel is greater than ten acres and a ten year development plan for any remaining undeveloped area of the parcel if the total parcel is greater than 20 acres.

(M) The Planning Commission may require a market feasibility study, prepared by a qualified

professional as determined by the city, for any mixed use development or residential development greater than ten acres.

~~(Ord. passed 6-24-1996; Am. Ord. 02-02, passed 2-11-2002; Am. Ord. 140714-1, passed 7-14-2014)~~

§ 154.0654 CONDITIONS OF APPROVAL.

(A) As part of an approval to any site plan, the Planning Commission or City Council, as applicable, may impose any additional conditions or limitation as in its judgment may be necessary for protection of the public interest.

(B) Such conditions shall be related to and ensure that the review standards of § 154.064 are met. Any performance guarantee shall meet the requirements of § 154.173.

(C) Approval of a site plan, including conditions made as part of the approval, is attached to the property described as part of the application and not to the owner of the property.

(D) A record of conditions imposed shall be maintained. The conditions shall remain unchanged unless an amendment to the site plan is approved.

(E) A record of the decision of the Planning Commission, the reason for the decision reached and any conditions attached to the decision shall be kept and made a part of the minutes of the Planning Commission. A similar record shall also be kept by the City Council in those instances where they have the final review authority.

(F) The Zoning Administrator may make periodic investigations of developments for which site plans have been approved. Non-compliance with the requirements and conditions of the approved site plan shall constitute grounds for the Planning Commission or City Council, whichever had final review authority, to terminate the approval following a public hearing.

~~(Ord. passed 6-24-1996; Am. Ord. 02-02, passed 2-11-2002)~~

§ 154.065 VALIDITY OF SITE PLANS.

(A) The Planning Commission shall transmit the results of their review of a PUD site plan, or sites exceeding two acres, to the City Council. The City Council shall review the site. The City Council shall approve, approve with conditions or deny the submitted site plan. Reasons for denial shall be set forth in writing. The applicant shall be provided with a copy of the resolution of the City Council regarding the site plan.

(B) Approval of a site plan is valid one year. If physical construction of a substantial nature of the improvements included in the approved site plan has not commenced and proceeded meaningfully toward completion the approval shall be null and void.

(C) Upon written application, filed before the termination of the one-year review period, the Planning Commission may authorize one extension of not more than one year. The extension shall only be granted based on evidence from the applicant that the development has a likelihood of commencing construction within the one-year extension.

§ 154.066 AMENDMENTS TO APPROVED SITE PLANS.

(A) ~~(A)~~ Any person who has been granted site plan approval shall notify the Zoning Administrator of any proposed amendment to the approved plan. The Zoning Administrator shall determine whether the proposed amendment constitutes a minor or major amendment.

(B) *Minor changes.* A minor amendment may be approved by the Zoning Administrator if:

(1) The proposed changes will not affect the basis on which initial approval was granted;

(2) The proposed minor changes will not adversely affect the overall planned unit development in light of the intent and purposes of the development as stated in § 154.060; and

(3) The proposed changes will not affect the character or intensity of use, the general configuration of buildings and uses on the site, vehicular or pedestrian circulation, drainage patterns, or the demand for public services.

(C) *Minor changes.* Examples of minor changes include, but are not limited to:

(1) Additions or alterations to the landscape plan or landscape materials;

(2) Alterations to the internal parking layout of an off-street lot provided that the total number of spaces or ingress or egress is not reduced; and

(3) Relocation of a trash receptacle.

(B) A major amendment to an approved site plan is any proposed amendment other than a minor change as described herein. A major amendment shall comply with the same filing and review procedures of the original approval, including the payment of a fee.

~~A minor amendment may be approved by the Zoning Administrator.~~

(Ord. passed 6-24-1996; Am. Ord. 02-02, passed 2-11-2002)

§ 154.067 PERFORMANCE GUARANTEES.

Performance guarantees may be required by the Planning Commission to insure compliance with site plan conditions pursuant to the requirements of § 154.173.

(Ord. 02-02, passed 2-11-2002)

§ 154.068 APPEALS OF FINAL SITE PLANS.

(A) There shall be no right of appeal to Zoning Board of Appeals. Any other provisions of this chapter notwithstanding, any requirement, decision or determination by the Planning Commission or City Council made pursuant to this subchapter shall not be appealable to the Zoning Board of Appeals.

(B) An appeal of a decision concerning a site plan shall be to the County Circuit Court.

(Ord. passed 6-24-1996; Am. Ord. 02-02, passed 2-11-2002)



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager
MEETING DATE: June 26, 2017
SUBJECT: Comcast Michigan Uniform Video Service Local Franchise Agreement

DESCRIPTION

This agreement allows Comcast to provide cable and to use the City's right-of-ways to do so. It is a "uniform" permit application sent to all municipalities, which means that while in the past cities negotiated a custom agreement, municipalities cannot deviate from this form. State law prohibits municipalities from utilizing a different franchise agreement or seeking particular terms. Instead, municipalities must use a "one size fits all" template published by the state. Once the agreement is signed and returned to Comcast it becomes the franchise/permit. If the City does nothing, it will be approved automatically. The City will get franchise fee payments quarterly from the provider.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION RECOMMENDATION

N/A

CITY ATTORNEY REVIEW

Municipal attorney Jeff Sluggett has reviewed and approved the agreement as to form and content and confirmed the franchise agreement received is the correct form and is complete.

SAMPLE MOTION:

Motion to approve the Comcast Michigan Uniform Video Service Local Franchise Agreement as presented and authorize the Mayor and City Clerk to sign.

UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT

THIS UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT ("Agreement") is made, pursuant to 2006 PA 480, MCL 484.3301 *et seq.*, (the "Act") by and between the City of Saugatuck, a Michigan municipal corporation (the "Franchising Entity"), and Comcast of California/Connecticut/Michigan, a Colorado General Partnership doing business as Comcast.

I. Definitions

For purposes of this Agreement, the following terms shall have the following meanings as defined in the Act:

- A. "Cable Operator" means that term as defined in 47 USC 522(5).
- B. "Cable Service" means that term as defined in 47 USC 522(6).
- C. "Cable System" means that term as defined in 47 USC 522(7).
- D. "Commission" means the Michigan Public Service Commission.
- E. "Franchising Entity" means the local unit of government in which a provider offers video services through a franchise.
- F. "FCC" means the Federal Communications Commission.
- G. "Gross Revenue" means that term as described in Section 6(4) of the Act and in Section VI(D) of the Agreement.
- H. "Household" means a house, an apartment, a mobile home, or any other structure or part of a structure intended for residential occupancy as separate living quarters.
- I. "Incumbent video provider" means a cable operator serving cable subscribers or a telecommunication provider providing video services through the provider's existing telephone exchange boundaries in a particular franchise area within a local unit of government on the effective date of this act.
- J. "IPTV" means internet protocol television.
- K. "Local unit of government" means a city, village, or township.
- L. "Low-income household" means a household with an average annual household income of less than \$35,000.00 as determined by the most recent decennial census.
- M. "METRO Act" means the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act, 2002 PA 48, MCL 484.3101 *et seq.*
- N. "Open video system" or "OVS" means that term as defined in 47 USC 573.
- O. "Person" means an individual, corporation, association, partnership, governmental entity, or any other legal entity.
- P. "Public rights-of-way" means the area on, below, or above a public roadway, highway, street, public sidewalk, alley, waterway, or utility easements dedicated for compatible uses.
- Q. "Term" means the period of time provided for in Section V of this Agreement.
- R. "Uniform video service local franchise agreement" or "franchise agreement" means the franchise agreement required under the Act to be the operating agreement between each franchising entity and video provider in this state.
- S. "Video programming" means that term as defined in 47 USC 522(20).
- T. "Video service" means video programming, cable services, IPTV, or OVS provided through facilities located at least in part in the public rights-of-way without regard to delivery technology, including internet protocol technology. This definition does not include any video programming provided by a commercial mobile service provider defined in 47 USC 332(d) or provided solely as part of, and via, a service that enables users to access content, information, electronic mail, or other services offered over the public internet.
- U. "Video service provider" or "Provider" means a person authorized under the Act to provide video service.
- V. "Video service provider fee" means the amount paid by a video service provider or incumbent video provider under Section 6 of the Act and Section VI of this Agreement.

II. Requirements of the Provider

- A. An unfranchised Provider will not provide video services in any local unit of government without first obtaining a uniform video service local franchise agreement as provided under **Section 3 of the Act** (except as otherwise provided by the Act).
- B. The Provider shall file in a timely manner with the Federal Communications Commission all forms required by that agency in advance of offering video service in Michigan.
- C. The Provider agrees to comply with all valid and enforceable federal and state statutes and regulations.
- D. The Provider agrees to comply with all valid and enforceable local regulations regarding the use and occupation of public rights-of-way in the delivery of the video service, including the police powers of the Franchising Entity.
- E. The Provider shall comply with all Federal Communications Commission requirements involving the distribution and notification of federal, state, and local emergency messages over the emergency alert system applicable to cable operators.
- F. The Provider shall comply with the public, education, and government programming requirements of Section 4 of the Act.
- G. The Provider shall comply with all customer service rules of the Federal Communications Commission under 47 CFR 76.309 (c) applicable to cable operators and applicable provisions of the Michigan Consumer Protection Act, 1976 PA 331, MCL 445.901 to 445.922.
 - i. Including but not limited to: MCL 445.902; MCL 445.903 (1)(a) through 445.903(1)(cc); MCL 445.903(1)(ff) through (jj); MCL 445.903(2); MCL 445.905; MCL 445.906; MCL 445.907; MCL 445.908; MCL 445.910; MCL 445.911; MCL 445.914; MCL 445.915; MCL 445.916; MCL 445.918.
- H. The Provider agrees to comply with in-home wiring and consumer premises wiring rules of the Federal Communications Commission applicable to cable operators.
- I. The Provider shall comply with the Consumer Privacy Requirements of 47 USC 551 applicable to cable operators.
- J. If the Provider is an incumbent video provider, it shall comply with the terms which provide insurance for right-of-way related activities that are contained in its last cable franchise or consent agreement from the Franchising Entity entered before the effective date of the Act.
- K. The Provider agrees that before offering video services within the boundaries of a local unit of government, the video Provider shall enter into a Franchise Agreement with the local unit of government as required by the Act.
- L. The Provider understands that as the effective date of the Act, no existing Franchise Agreement with a Franchising Entity shall be renewed or extended upon the expiration date of the Agreement.
- M. The Provider provides an exact description of the video service area footprint to be served, pursuant to **Section 2(3)(e) of the Act**. If the Provider is not an incumbent video Provider, the date on which the Provider expects to provide video services in the area identified under **Section 2(3)(e) of the Act** must be noted. The Provider will provide this information in Attachment 1 - Uniform Video Service Local Franchise Agreement.
- N. The Provider is required to pay the Provider fees pursuant to **Section 6 of the Act**.

III. Provider Providing Access

- A. The Provider shall not deny access to service to any group of potential residential subscribers because of the race or income of the residents in the local area in which the group resides.
- B. It is a defense to an alleged violation of Paragraph A if the Provider has met either of the following conditions:
 - i. Within 3 years of the date it began providing video service under the Act and the Agreement; at least 25% of households with access to the Provider's video service are low-income households.
 - ii. Within 5 years of the date it began providing video service under the Act and Agreement and from that point forward, at least 30% of the households with access to the Provider's video service are low-income households.
- C. **[If the Provider is using telecommunication facilities]** to provide video services and has more than 1,000,000 telecommunication access lines in Michigan, the Provider shall provide access to its video service to a number of households equal to at least 25% of the households in the provider's telecommunication

service area in Michigan within 3 years of the date it began providing video service under the Act and Agreement and to a number not less than 50% of these households within 6 years. **The video service Provider is not required to meet the 50% requirement in this paragraph until 2 years after at least 30% of the households with access to the Provider's video service subscribe to the service for 6 consecutive months.**

- D. The Provider may apply to the Franchising Entity, and in the case of paragraph C, the Commission, for a waiver of or for an extension of time to meet the requirements of this section if 1 or more of the following apply:
- i. The inability to obtain access to public and private rights-of-way under reasonable terms and conditions.
 - ii. Developments or buildings not being subject to competition because of existing exclusive service arrangements.
 - iii. Developments or buildings being inaccessible using reasonable technical solutions under commercial reasonable terms and conditions.
 - iv. Natural disasters
 - v. Factors beyond the control of the Provider
- E. The Franchising Entity or Commission may grant the waiver or extension only if the Provider has made substantial and continuous effort to meet the requirements of this section. If an extension is granted, the Franchising Entity or Commission shall establish a new compliance deadline. If a waiver is granted, the Franchising Entity or Commission shall specify the requirement or requirements waived.
- F. The Provider shall file an annual report with the Franchising Entity and the Commission regarding the progress that has been made toward compliance with paragraphs B and C.
- G. Except for satellite service, the provider may satisfy the requirements of this paragraph and Section 9 of the Act through the use of alternative technology that offers service, functionality, and content, which is demonstrably similar to that provided through the provider's video service system and may include a technology that does not require the use of any public right-of-way. The technology utilized to comply with the requirements of this section shall include local public, education, and government channels and messages over the emergency alert system as required under Paragraph II(E) of this Agreement.

IV. Responsibility of the Franchising Entity

- A. The Franchising Entity hereby grants authority to the Provider to provide Video Service in the Video Service area footprint, as described in this Agreement and Attachments, as well as the Act.
- B. The Franchising Entity hereby grants authority to the Provider to use and occupy the Public Rights-of-way in the delivery of Video Service, subject to the laws of the state of Michigan and the police powers of the Franchising Entity.
- C. The Franchising Entity shall notify the Provider as to whether the submitted Franchise Agreement is complete as required by the Act within 15 business days after the date that the Franchise Agreement is filed. If the Franchise Agreement is not complete, the Franchising Entity shall state in its notice the reasons the Franchise Agreement is incomplete. The Franchising Entity cannot declare an application to be incomplete because it may dispute whether or not the applicant has properly classified certain material as "confidential."
- D. The Franchising Entity shall have 30 days after the submission date of a complete Franchise Agreement to approve the agreement. If the Franchising Entity does not notify the Provider regarding the completeness of the Franchise Agreement or approve the Franchise Agreement within the time periods required under **Section 3(3) of the Act**, the Franchise Agreement shall be considered complete and the Franchise Agreement approved.
- i. If time has expired for the Franchising Entity to notify the Provider, The Provider shall send (via mail: certified or registered, or by fax) notice to the Franchising Entity and the Commission, using Attachment 3 of this Agreement.
- E. The Franchising Entity shall allow a Provider to install, construct, and maintain a video service or communications network within a public right-of-way and shall provide the provider with open, comparable, nondiscriminatory, and competitively neutral access to the public right-of-way.
- F. The Franchising Entity may not discriminate against a video service provider to provide video service for any of the following:
- i. The authorization or placement of a video service or communications network in public right-of-way.
 - ii. Access to a building owned by a governmental entity.
 - iii. A municipal utility pole attachment.
- G. The Franchising Entity may impose on a Provider a permit fee only to the extent it imposes such a fee on incumbent video providers, and any fee shall not exceed the actual, direct costs incurred by the Franchising Entity for issuing the relevant permit. A fee under this section shall not be levied if the Provider already has paid a permit fee of any kind in connection with the same activity that would otherwise be covered by the

permit fee under this section or is otherwise authorized by law or contract to place the facilities used by the Provider in the public right-of-way or for general revenue purposes.

- H. The Franchising Entity shall not require the provider to obtain any other franchise, assess any other fee or charge, or impose any other franchise requirement than is allowed under the Act and this Agreement. For purposes of this Agreement, a franchise requirement includes but is not limited to, a provision regulating rates charged by video service providers, requiring the video service providers to satisfy any build-out requirements, or a requirement for the deployment of any facilities or equipment.
- I. Notwithstanding any other provision of the Act, the Provider shall not be required to comply with, and the Franchising Entity may not impose or enforce, any mandatory build-out or deployment provisions, schedules, or requirements except as required by **Section 9 of the Act**.
- J. The Franchising Entity is subject to the penalties provided for under Section 14 of the Act.

V. Term

- A. This Franchise Agreement shall be for a period of 10 years from the date it is issued. The date it is issued shall be calculated either by (a) the date the Franchising Entity approved the Agreement, provided it did so within 30 days after the submission of a complete franchise agreement, or (b) the date the Agreement is deemed approved pursuant to **Section 3(3) of the Act**, if the Franchising Entity either fails to notify the Provider regarding the completeness of the Agreement or approve the Agreement within the time periods required under that subsection.
- B. Before the expiration of the initial Franchise Agreement or any subsequent renewals, the Provider may apply for an additional 10-year renewal under **Section 3(7) of the Act**.

VI. Fees

- A. A video service Provider shall calculate and pay an annual video service provider fee to the Franchising Entity. The fee shall be 1 of the following:
 - i. If there is an existing Franchise Agreement, an amount equal to the percentage of gross revenue paid to the Franchising Entity by the incumbent video Provider with the largest number of subscribers in the Franchising Entity.
 - ii. At the expiration of an existing Franchise Agreement or if there is no existing Franchise Agreement, an amount equal to the percentage of gross revenue as established by the Franchising Entity of 5 % (percentage amount to be inserted by Franchising Entity which shall not exceed 5%) and shall be applicable to all providers
- B. The fee shall be due on a quarterly basis and paid within 45 days after the close of the quarter. Each payment shall include a statement explaining the basis for the calculation of the fee.
- C. The Franchising Entity shall not demand any additional fees or charges from a provider and shall not demand the use of any other calculation method other than allowed under the Act.
- D. For purposes of this Section, "gross revenues" means all consideration of any kind or nature, including, without limitation, cash, credits, property, and in-kind contributions received by the provider from subscribers for the provision of video service by the video service provider within the jurisdiction of the franchising entity.
 - 1. **Gross revenues shall include all of the following:**
 - i. All charges and fees paid by subscribers for the provision of video service, including equipment rental, late fees, insufficient funds fees, fees attributable to video service when sold individually or as part of a package or bundle, or functionally integrated, with services other than video service.
 - ii. Any franchise fee imposed on the Provider that is passed on to subscribers.
 - iii. Compensation received by the Provider for promotion or exhibition of any products or services over the video service.
 - iv. Revenue received by the Provider as compensation for carriage of video programming on that Provider's video service.
 - v. All revenue derived from compensation arrangements for advertising to the local franchise area.
 - vi. Any advertising commissions paid to an affiliated third party for video service advertising.
 - 2. **Gross revenues do not include any of the following:**
 - i. Any revenue not actually received, even if billed, such as bad debt net of any recoveries of bad debt.
 - ii. Refunds, rebates, credits, or discounts to subscribers or a municipality to the extent not already offset by subdivision (D)(i) and to the extent the refund, rebate, credit, or discount is attributable to the video service.
 - iii. Any revenues received by the Provider or its affiliates from the provision of services or capabilities other than video service, including telecommunications services, information services, and services,

- capabilities, and applications that may be sold as part of a package or bundle, or functionality integrated, with video service.
- iv. Any revenues received by the Provider or its affiliates for the provision of directory or internet advertising, including yellow pages, white pages, banner advertisement, and electronic publishing.
 - v. Any amounts attributable to the provision of video service to customers at no charge, including the provision of such service to public institutions without charge.
 - vi. Any tax, fee, or assessment of general applicability imposed on the customer or the transaction by a federal, state, or local government or any other governmental entity, collected by the Provider, and required to be remitted to the taxing entity, including sales and use taxes.
 - vii. Any forgone revenue from the provision of video service at no charge to any person, except that any forgone revenue exchanged for trades, barter, services, or other items of value shall be included in gross revenue.
 - viii. Sales of capital assets or surplus equipment.
 - ix. Reimbursement by programmers of marketing costs actually incurred by the Provider for the introduction of new programming.
 - x. The sale of video service for resale to the extent the purchaser certifies in writing that it will resell the service and pay a franchise fee with respect to the service.
- E. In the case of a video service that is bundled or integrated functionally with other services, capabilities, or applications, the portion of the video Provider's revenue attributable to the other services, capabilities, or applications shall be included in gross revenue unless the Provider can reasonably identify the division or exclusion of the revenue from its books and records that are kept in the regular course of business.
 - F. Revenue of an affiliate shall be included in the calculation of gross revenues to the extent the treatment of the revenue as revenue of the affiliate has the effect of evading the payment of franchise fees which would otherwise be paid for video service.
 - G. The Provider is entitled to a credit applied toward the fees due under **Section 6(1) of the Act** for all funds allocated to the Franchising Entity from annual maintenance fees paid by the provider for use of public rights-of-way, minus any property tax credit allowed under **Section 8 of the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act (METRO Act)**, 2002 PA 48, MCL 484.3108. The credits shall be applied on a monthly pro rata basis beginning in the first month of each calendar year in which the Franchising Entity receives its allocation of funds. The credit allowed under this subsection shall be calculated by multiplying the number of linear feet occupied by the Provider in the public rights-of-way of the Franchising Entity by the lesser of 5 cents or the amount assessed under the **METRO Act**. The Provider is not eligible for a credit under this section unless the provider has taken all property tax credits allowed under the **METRO Act**.
 - H. All determinations and computations made under this section shall be pursuant to generally accepted accounting principles.
 - I. Any claims by a Franchising Entity that fees have not been paid as required under **Section 6 of the Act**, and any claims for refunds or other corrections to the remittance of the Provider shall be made within 3 years from the date the compensation is remitted.
 - J. The Provider may identify and collect as a separate line item on the regular monthly bill of each subscriber an amount equal to the percentage established under **Section 6(1) of the Act**, applied against the amount of the subscriber's monthly bill.
 - K. The Franchising Entity shall not demand any additional fees or charges from a Provider and shall not demand the use of any other calculation method other than allowed under the Act.

VII. Public, Education, and Government (PEG) Channels

- A. The video service Provider shall designate a sufficient amount of capacity on its network to provide for the same number of public, education, and government access channels that are in actual use on the incumbent video provider system on the **effective date of the Act** or as provided under **Section 4(14) of the Act**.
- B. Any public, education, or government channel provided under this section that is not utilized by the Franchising Entity for at least 8 hours per day for 3 consecutive months may no longer be made available to the Franchising Entity and may be programmed at the Provider's discretion. At such a time as the Franchising Entity can certify a schedule for at least 8 hours of daily programming for a period of 3 consecutive months, the Provider shall restore the previously reallocated channel.
- C. The Franchising Entity shall ensure that all transmissions, content, or programming to be retransmitted by a video service Provider is provided in a manner or form that is capable of being accepted and retransmitted by a Provider, without requirement for additional alteration or change in the content by the Provider, over the particular network of the Provider, which is compatible with the technology or protocol utilized by the Provider to deliver services.

- D. The person producing the broadcast is solely responsible for all content provided over designated public, education, or government channels. The video service Provider *shall not* exercise any editorial control over any programming on any channel designed for public, education, or government use.
- E. The video service Provider is not subject to any civil or criminal liability for any program carried on any channel designated for public, education, or government use.
- F. If a Franchising Entity seeks to utilize capacity pursuant to **Section 4(1) of the Act** or an agreement under **Section 13 of the Act** to provide access to video programming over one or more PEG channels, the Franchising Entity shall give the Provider a written request specifying the number of channels in actual use on the incumbent video provider's system or specified in the agreement entered into under **Section 13 of the Act**. The video service Provider shall have 90 days to begin providing access as requested by the Franchising Entity. The number and designation of PEG access channels shall be set forth in an addendum to this agreement effective 90 days after the request is submitted by the Franchising Entity.
- G. A PEG channel shall only be used for noncommercial purposes.

VIII. PEG Fees

- A. The video service Provider shall also pay to the Franchising Entity as support for the cost of PEG access facilities and services an annual fee equal to one of the following options:
 - 1. If there is an existing Franchise on the effective date of the Act, the fee (enter the fee amount ____) paid to the Franchising Entity by the incumbent video Provider with the largest number of cable service subscribers in the Franchising Entity as determined by the existing Franchise Agreement;
 - 2. At the expiration of the existing Franchise Agreement, the amount required under (1) above, which is 0 % of gross revenues. (The amount under (1) above is not to exceed 2% of gross revenues);
 - 3. If there is no existing Franchise Agreement, a percentage of gross revenues as established by the Franchising Entity and to be determined by a community need assessment, is % of gross revenues. (The percentage that is established by the Franchising Entity is not to exceed 2% of gross revenues.); and
 - 4. An amount agreed to by the Franchising Entity and the video service Provider.
- B. The fee required by this section shall be applicable to all providers, pursuant to Section 6(9) of the Act.
- C. The fee shall be due on a quarterly basis and paid within 45 days after the close of the quarter. Each payment shall include a statement explaining the basis for the calculation of the fee.
- D. All determinations and computations made under this section shall be pursuant to generally accepted accounting principles.
- E. Any claims by a Franchising Entity that fees have not been paid as required under **Section 6 of the Act**, and any claims for refunds or other corrections to the remittance of the Provider shall be made within 3 years from the date the compensation is remitted.
- F. The Provider may identify and collect as a separate line item on the regular monthly bill of each subscriber an amount equal to the percentage established under **Section 6(8) of the Act**, applied against the amount of the subscriber's monthly bill.
- G. The Franchising Entity shall not demand any additional fees or charges from a Provider and shall not demand the use of any other calculation method other than allowed under the Act.

IX. Audits

- A. No more than every 24 months, a Franchising Entity may perform reasonable audits of the video service Provider's calculation of the fees paid under **Section 6 of the Act** to the Franchising Entity during the preceding 24-month period only. All records reasonably necessary for the audits shall be made available by the Provider at the location where the records are kept in the ordinary course of business. The Franchising Entity and the video service Provider shall each be responsible for their respective costs of the audit. Any additional amount due verified by the Franchising Entity shall be paid by the Provider within 30 days of the Franchising Entity's submission of invoice for the sum. If the sum exceeds 5% of the total fees which the audit determines should have been paid for the 24-month period, the Provider shall pay the Franchising Entity's reasonable costs of the audit.
- B. Any claims by a Franchising Entity that fees have not been paid as required under **Section 6 of the Act**, and any claims for refunds or other corrections to the remittance of the provider shall be made within 3 years from the date the compensation is remitted.

X. Termination and Modification

This Franchise Agreement issued by a Franchising Entity may be terminated or the video service area footprint may be modified, except as provided under **Section 9 of the Act**, by the Provider by submitting notice to the Franchising Entity. The Provider will use Attachment 2, when notifying the Franchising Entity.

XI. Transferability

This Franchise Agreement issued by a Franchising Entity or an existing franchise of an incumbent video service Provider is fully transferable to any successor in interest to the Provider to which it is initially granted. A notice of transfer shall be filed with the Franchising Entity within 15 days of the completion of the transfer. The Provider will use Attachment 2, when notifying the Franchising Entity. The successor in interest will assume the rights and responsibilities of the original provider and will also be required to complete their portion of the Transfer Agreement located within Attachment 2.

XII. Change of Information

If any of the information contained in the Franchise Agreement changes, the Provider shall timely notify the Franchising Entity. The Provider will use Attachment 2, when notifying the Franchising Entity.

XIII. Confidentiality

Pursuant to Section 11 of the Act: Except under the terms of a mandatory protective order, trade secrets and commercial or financial information designated as such and submitted under the Act to the Franchising Entity or Commission are exempt from the Freedom of Information Act, 1976 PA 442, MCL 15.231 to 15.246 and **MUST BE KEPT CONFIDENTIAL**.

- A. The Provider may specify which items of information should be deemed "confidential." It is the responsibility of the provider to clearly identify and segregate any confidential information submitted to the franchising entity with the following information:
 "[insert PROVIDER'S NAME]
 [CONFIDENTIAL INFORMATION]"
- B. The Franchising Entity receiving the information so designated as confidential is required (a) to protect such information from public disclosure, (b) exempt such information from any response to a FOIA request, and (c) make the information available only to and for use only by such local officials as are necessary to approve the franchise agreement or perform any other task for which the information is submitted.
- C. Any Franchising Entity which disputes whether certain information submitted to it by a provider is entitled to confidential treatment under the Act may apply to the Commission for resolution of such a dispute. Unless and until the Commission determines that part or all of the information is not entitled to confidential treatment under the Act, the Franchising Entity shall keep the information confidential.

XIV. Complaints/Customer Service

- A. The Provider shall establish a dispute resolution process for its customers. Provider shall maintain a local or toll-free telephone number for customer service contact.
- B. The Provider shall be subjected to the penalties, as described under **Section 14 of the Act**, and the Franchising Entity and Provider may be subjected to the dispute process as described in **Section 10 of the Act**.
- C. Each Provider shall annually notify its customers of the dispute resolution process required under **Section 10 of the Act**. Each Provider shall include the dispute resolution process on its website.
- D. Before a customer may file a complaint with the Commission under **Section 10(5) of the Act**, the customer shall first attempt to resolve the dispute through the dispute resolution process established by the Provider in **Section 10(2) of the Act**.
- E. A complaint between a customer and a Provider shall be handled by the Commission pursuant to the process as described in **Section 10(5) of the Act**.
- F. A complaint between a Provider and a franchising entity or between two or more Providers shall be handled by the Commission pursuant to the process described in **Section 10(6) of the Act**.
- G. In connection with providing video services to the subscribers, a provider shall not do any act prohibited by Section 10(1)(a-f) of the Act. The Commission may enforce compliance to the extent that the activities are not covered by **Section 2(3)(I) in the Act**.

XV. Notices

Any notices to be given under this Franchise Agreement shall be in writing and delivered to a Party personally, by facsimile or by certified, registered, or first-class mail, with postage prepaid and return receipt requested, or by a nationally recognized overnight delivery service, addressed as follows:

If to the Franchising Entity:
(must provide street address)

City of Saugatuck:



Attn:

Fax No.:

If to the Provider:
(must provide street address)

1.

41112 Concept Dr.

Plymouth, MI 48170

Attn: VP of Government Affairs

Fax No.: 248-233-4719

2.

600 Galleria Pkwy

Atlanta, GA 30339

Attn: Sen. Vice President, Government Relations

3.

One Comcast Center

Philadelphia, PA 19103

Attn: Government Affairs Department

Or such other addresses or facsimile numbers as the Parties may designate by written notice from time to time.

XVI. Miscellaneous

- A. **Governing Law.** This Franchise Agreement shall be governed by, and construed in accordance with, applicable Federal laws and laws of the State of Michigan.
- B. **The parties to this Franchise Agreement are subject to all valid and enforceable provisions of the Act.**
- C. **Counterparts.** This Agreement may be signed in one or more counterparts, each of which shall be deemed an original and all of which together shall constitute on and the same agreement.
- D. **Power to Enter.** Each Party hereby warrants to the other Party that it has the requisite power and authority to enter into this Franchise Agreement and to perform according to the terms hereof.
- E. **The Provider and Franchising Entity are subject to the provisions of 2006 Public Act 480.**

IN WITNESS WHEREOF, the Parties, by their duly authorized representatives, have executed this Franchise Agreement.

City of Saugatuck, a Michigan Municipal Corporation

Comcast of California/Connecticut/Michigan, Colorado General Partnership doing business as Comcast



By
Print Name
Title
Address
City, State, Zip
Phone
Fax
Email

By Timothy P. Collins
Print Name Regional Senior Vice President
Title 41112 Concept Drive
Address Plymouth, MI 48170
City, State, Zip 734-254-1525
Phone 248-233-4719
Fax Tim_Collins@cable.comcast.com
Email

FRANCHISE AGREEMENT (*Franchising Entity to Complete*)



Date submitted:
Date completed and approved:

ATTACHMENT 1

**UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT
(Pursuant To 2006 Public Act 480)
(Form must be typed)**

Date: June 5, 2017		
Applicant's Name: Comcast of California/Connecticut/Michigan		
Address 1: 41112 Concept Dr.		
Address 2		Phone: 248-233-4700
City: Plymouth	State: MI	Zip: 48170
Federal I.D. No. (FEIN): 84-1140461		

Company executive officers:

Name(s): Timothy P. Collins
Title(s): Regional Senior Vice President

Person(s) authorized to represent the company before the Franchising Entity and the Commission:

Name: Jeff Snyder		
Title: Manager, External Affairs		
Address: 3500 Patterson Ave, SE, Grand Rapids, MI 49512		
Phone: 616-575-0479	Fax:	Email: Jeffrey_Snyder@comcast.com

Name: Leslie A. Brogan		
Title: Senior Director, Government Affairs		
Address: 1401 E. Miller Rd., Lansing, MI 48911		
Phone: 517-334-5890	Fax: 517-657-3743	Email: Leslie_Brogan@comcast.com

Describe the video service area footprint as set forth in Section 2(3e) of the Act. (An exact description of the video service area footprint to be served, as identified by a geographic information system digital boundary meeting or exceeding national map accuracy standards.)

As an incumbent provider, Comcast, is satisfying this requirement by allowing a franchising entity to seek right-of-way related information comparable to that required by a permit under the metropolitan extension telecommunications rights-of-way oversight act, 2002 PA 48, MCL 484.3101 to 484.3120, as set forth in its last cable franchise entered before the effective date of this act.

[Option A: for Providers that Options B and C are not applicable, a description based on a geographic information system digital boundary meeting or exceeding national map accuracy standards]

[Option B: for Providers with 1,000,000 or more access lines in Michigan using telecommunication facilities to provide Video Service, a description based on entire wire centers or exchanges located in the Franchising Entity]

[Option C: for an Incumbent Video Service Provider, it satisfies this requirement by allowing the Franchising Entity to seek right-of-way information comparable to that required by a permit under the METRO Act as set forth in its last cable franchise or consent agreement from the Franchising Entity entered into before the effective date of the Act]

Pursuant to Section 2(3)(d) of the Act, if the Provider is not an incumbent video Provider, provide the date on which the Provider expects to provide video services in the area identified under Section 2(3)(e) (the Video Service Area Footprint).

Date:

For All Applications:

**Verification
(Provider)**

I, Timothy P. Collins, of lawful age, and being first duly sworn, now states: As an officer of the Provider, I am authorized to do and hereby make the above commitments. I further affirm that all statements made above are true and correct to the best of my knowledge and belief.

Name and Title (printed): Timothy P. Collins, Regional Senior Vice President	
Signature: 	Date: 6-6-17

(Franchising Entity)

City of Saugatuck, a Michigan municipal corporation



By

Print Name

Title

Address

City, State, Zip

Phone

Fax

Email

Date



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager
MEETING DATE: June 26, 2017
SUBJECT: Processing Violations of the City Zoning Code Policy (Amendment)

DESCRIPTION

The attached policy used by staff for processing zoning violations was implemented in 2008. City staff is recommending an amendment to Part 2 subsection (2) to address specifics regarding confidentiality of a third party during the City's investigation of an alleged violation to extent permitted by law.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

Municipal Attorney Jeff Sluggett has prepared the attached policy amendment.

SAMPLE MOTION:

Motion to **approve/deny** the Processing Violations of the City Zoning Code Policy {09805-004-00069611.1} as presented.

Policy/Procedure: Processing Violations of the City Zoning Code

Date Adopted or Implemented: 08-19-2008

Revision Date: N/A

Resolution Number (if applicable): N/A

CITY OF SAUGATUCK

Part 1.

These procedures have been recommended by the City Attorney and established pursuant to Sec 154.177(B) of the City of Saugatuck Code of Ordinances. The purpose of this statement of general procedures is to assist those on the city staff who have responsibilities for enforcing the city zoning code, as set forth in the city code of ordinances.

These procedures are intended only as general guidelines. It is understood that some aspects of the procedures may vary in some cases, depending on the circumstances involved.

While it is expected that these procedures will be generally followed, any particular stated procedure is not a condition of any city enforcement action. The required conditions for the issuance of municipal civil infraction citations, and other enforcement matters, are stated elsewhere in the city zoning code and in applicable state law.

Part 2.

1. Apparent zoning code violations may be observed by city staff or brought to the attention of the city by city residents or others.

~~2. Upon noting a violation, or learning of an alleged violation, city staff shall determine whether to investigate the matter further.~~

2. Upon becoming aware of a violation, city staff shall initiate an investigation. Where an alleged violation has been brought to the city's attention by a third party, the investigation shall include seeking to determine from the third party the specifics surrounding the alleged violation and the willingness of the third party to testify or otherwise present evidence if called upon regarding the violation. A third party registering a complaint with the city may choose to remain anonymous, in which case no record of the complaint shall be kept. Specifics regarding the city's investigation shall be maintained in confidence to the extent permitted by law.

3. For such investigation city staff, or the city's zoning consultants, or others as directed by the city, shall take such reasonable action as may be needed to verify whether a violation may be occurring, or may be about to occur. A report may be made as to the nature of the matter, including the extent to which a violation may be occurring, and if so, what provisions of the zoning code may be violated.

4. In the discretion of the zoning administrator, a letter may be sent to the alleged violator, informing him or her of the apparent violation and stating that the violation must be ended. In some cases, a letter may not necessarily be appropriate, especially if the violation is continuing, or involves health and safety factors, or for other reasons.
5. One of the purposes of such a letter is to inform the property owner or other person, and seek to gain compliance without the need for further action, if that is possible.
6. In the discretion of the administrator, other letters may be sent, or a personal visit or telephone call or other communication may be made, depending on circumstances.
7. It will generally be desirable to grant an apparent violator some reasonable period of time in which to correct a violation. Thus, for example, letters sent to violators will often indicate that the property owner or other responsible person will have, say, two weeks (or some other period of time) in which to end the violation, at which time the city would inspect the property again to verify that it has come into compliance. Sometimes, it will not be feasible to grant a period of time for correction of a violation, where the situation is such that the violation must be ended immediately, because of the harmful or adverse effects that are resulting. The city's enforcement personnel have discretion, in view of the circumstances at the time, to grant, or not to grant, a deadline for correction and, if so, the amount of time to be granted.
8. In the case of an apparent violation, the zoning administrator, in his or her discretion, may issue a municipal civil infraction citation. The citation may also be issued by a city police officer or other authorized person. The sending of a letter prior to the issuance of a citation is not required, nor is other advance notice required.
9. The administrator or other person issuing a citation shall follow the notice procedures specified in the zoning code for such purpose, and in applicable state law.
10. All procedures following the issuance of a civil infraction citation shall be as specified in applicable state law, including hearings before a magistrate or district judge, or other court proceedings, including the circuit court. The city attorney will be involved where appropriate.
11. As provided by law, the city shall have available to it all lawful means of enforcement of any provision in the zoning code, including but not limited to legal actions for injunction, declaratory judgment, damages and other remedies.
12. These procedures may be amended, supplemented and revised from time to time, in the discretion of the city.



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager
MEETING DATE: June 26, 2017
SUBJECT: Street End License Use Expansion Request

DESCRIPTION

The Ship 'n Shore Motel Boatel, the Licensee of the S. ½ of Francis street-end, is requesting permission under Section 2 of the street-end license agreement to use the premises to offer rentals of watercraft consisting of pontoon type boats and jet skis. The street-end license agreement section 2 states the following:

"2.) Purpose of License: Licensee may use the Premises and waters of the Kalamazoo River abutting the Premises for the purpose of boat docking, but for no other purpose (or purposes) unless specifically approved in writing by the City Council of the City. Licensee may utilize such boat slip(s)/mooring(s) as are agreed to by the City."

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION RECOMMENDATION

N/A

CITY ATTORNEY REVIEW

Municipal attorney Jeff Sluggett has reviewed the proposed use expansion request and identified the use would be allowed under the current license agreement if approved by City Council.

SAMPLE MOTION:

Motion to **approve/deny** the request from the Ship 'n Shore Motel Boatel to expand the existing use of the S. ½ of Francis street-end license agreement for the purpose of providing rental watercraft.



City Council Agenda Item Report

City of Saugatuck

FROM: Cindy Osman, Zoning Administrator

MEETING DATE: June 26, 2017

SUBJECT: Various City Boards & Commission Reappointments

DESCRIPTION

Per the City Charter Section 6.11 and 6.12 and City Ordinance Section 152.06 reappointments shall be made by the Mayor subject to the confirmation/approval of the City Council. The Mayor's reappointments are as follows:

Zoning Board of Appeals with said term expiring July 1, 2020

James Bouck
Dick Riekse
Zack Zerfas
John Ludlow

Planning Commission with said term expiring July 1, 2020

Kate McPolin
Richard Crawford

Historic District Commission with said term expiring August 1, 2020

Elizabeth Burns

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **approve/deny** the Mayor's reappointments as presented.



City Council Agenda Item Report

City of Saugatuck

FROM: Cindy Osman, Zoning Administrator
MEETING DATE: June 26, 2017
SUBJECT: Construction Board of Appeals Reappointment

DESCRIPTION

Michigan Law requires every governmental unit that enforces the State Construction Code to have a Construction Board of Appeals. The Law also requires the members of the Construction Board of appeals to be qualified by experience or training in the field of construction and codes. The City of Saugatuck has a three (3) member board.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

A motion to approve/deny the reappointments of Jeff Spangler and Ron Wilkins to the City of Saugatuck Construction Board of Appeals with a two (2) year term.

16A



BOARDS/ COMMISSION VACANCY NOTICE

The CITY OF SAUGATUCK is accepting applications for appointments to the **HISTORIC DISTRICT COMMISSION** and **PLANNING COMMISSION**.

Historic District Commission meetings are held the fourth Thursday of each month at 7:00 p.m. at Saugatuck City Hall.

Planning Commission meetings are held the third Thursday of each month at 7:00 p.m. at Saugatuck City Hall.

If you are a resident of the City of Saugatuck and have the desire and ability to serve, please contact City Hall at (269) 857-2603 for more information or to request an application.

Monica Nagel, CMC
Saugatuck City Clerk
Dated: June 26, 2017
269-857-2603

Kirk Harrier

From: cindy@kooreycreations.com
Sent: Friday, June 23, 2017 1:09 PM
To: Kirk Harrier
Subject: noise ordinance

I was hoping you could get something on the agenda for Monday's meeting regarding the noise ordinance. There has been a repeating problem with power washing at 5:30 in the morning. I understand that the current ordinance only applies to blowers, which seems funny since blowers are only used for a few minutes and the power washing takes about 2 hours every week. This always wakes me up and the guests in my rental unit. We want people to come here on vacation because this is the lifeblood of Saugatuck. We would not survive without the numerous people that stay here. Vacationers do not want to be woken up at 5:30 in the morning and have it continue for 2 hours. We are not only talking about people who chose to live here but people who chose to come here and spend their money.

Thank you for your consideration.

Cindy Deter
Koorey Creations
104 Hoffman Street
Saugatuck, Michigan 49453
269-857-8050