

Kalamazoo Lake Harbor Authority

Douglas & Saugatuck, Michigan

REGULAR MEETING OF THE KALAMAZOO LAKE HARBOR AUTHORITY
3461 BLUE STAR HWY., SAUGATUCK, MI
Tuesday, SEPTEMBER 19, 2023 – 5:30 p.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/5285764397?pwd=ZXJ3cWEwbE1pWTJkT21WWG52ZXpDUT09>

Meeting ID: 528 576 4397

Passcode: 2021

One tap mobile

+13052241968,,5285764397#,,,,*2021# US

+13092053325,,5285764397#,,,,*2021# US

1. **Call to Order:** By Chair

2. **Roll Call:**

3. **Approval of Agenda:**

a. September 19, 2023, Meeting Agenda

Motion to approve the September 23, 2023, Minutes – Voice Vote

4. **Approval of Minutes**

a. April, 18, 2023, Minutes

Motion to approve the April 18, 2023, Minutes – Voice Vote

5. **Approval of Invoices:** No Invoices

6. **Public Communications:**

a. Written- No Communication

b. Verbal (Limit of three (3) minutes)

7. **New Business**

a. Future Focus of KLHA

8. **Unfinished Business**

a. Navigation Light Project

9. **Reports:**

a. Committee Reports

i. Harbor Safety Sub-Committee-

- ii. Douglas Harbor Authority
 - iii. No-Wake Zone Committee
- b. Manager Reports
 - i. Nocerini
 - ii. Heise
 - iii. DeFranco

10. **Public Comments** (Limit of three (3) minutes)

11. **Authority Member Comments:**

12. **Adjournment:** Motion to adjourn (Voice Vote)

Please Note – Saugatuck Township (the “Township”) is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of this meeting or the facilities, are requested to contact Lori Babinski, Deputy Clerk, at (269) 857-7721, or lori@saugatucktownship.org to allow the Township to make reasonable accommodations for those persons. SAUGATUCK TOWNSHIP, ALLEGAN COUNTY, MICHIGAN

Kalamazoo Lake Harbor Authority

Douglas & Saugatuck, Michigan

MINUTES

REGULAR MEETING OF THE KALAMAZOO LAKE HARBOR AUTHORITY

86 W CENTER ST., DOUGLAS, MI

Tuesday, April 18, 2023 – 5:30 p.m.

1. **Call to Order:** By Chair Naumann
2. **Roll Call:** Present – Engel, Freeman, Klungle, Naumann, Stanton, Waskin
Absent – North
Also Present – Saugatuck Township Manager DeFranco, Douglas City Manager LaBombard, Saugatuck City Manager Heise, Douglas City Deputy Clerk Kasper
3. **Organizational Election:**
 - A. Nomination of Chair - Nomination from Engel with second from Stanton, to elect Naumann as Chair, with no other nominations.
 - B. Nomination of Vice-Chair – Nomination from Stanton, with second from Engel, to elect Waskin as Vice-Chair, with no other nominations.

Motion by Engel, with support from Stanton, to approve the nomination of officers for 2023 – Motion carried by unanimous roll call vote.
4. **Approval of Agenda:**
 - A. April 18, 2023, Meeting Agenda

Motion by Klungle, with support from Waskin, to approve the April 18, 2023, meeting agenda with amendment to include item F. Saugatuck Douglas Water Guide & Map under New business – Motion carried by unanimous roll call vote.
5. **Approval of Minutes:**
 - A. July 19, 2022, Minutes

Motion by Freeman, with support from Engel to approve the July 19, 2022, Minutes – Motion carried by unanimous roll call vote.
6. **Approval of Invoices:** No invoices
7. **Public Communications:**
 - A. Written - None
 - B. Verbal – None
8. **Unfinished Business:** None
9. **New Business:**
 - A. 2023 KLHA Priorities – Members discussed priority items with the dredging topping the list. A No-wake zone between bridges is another item. The Authority will also review ability to generate revenue from Tax Increment Financing district and keep updated on progress of EPA superfund cleanup upstream.
 - B. 2023 Meeting Schedule and Roles by Jurisdiction – The Authority will be holding regular monthly meetings through October. Prior discussion was to hold meetings at other

locations or a rotation between Jurisdictions, as to share resources. The Township will not have space available till August. The next meeting agenda will include nomination for a secretary, who will take notes for the Authority.

- C. Blue Star Bridge Lighting – The bid went out and one came back very high. While the project is still active, a redirect for light installation is being looked into with the possibility of a bridge contractor instead of an electrician. The primary drive of the project being safety, this will be another priority item. The Authority will need to enter into a maintenance agreement once the lighting is installed.
- D. Invasive Weed Treatment – The Authority would like to gather drone footage again this year to monitor the success of treatment. The treatments can take 3 to 5 years to show noticeable improvement, but there has been noticeable evidence of improvement, with native plants thriving. This item will remain on the next agenda.
- E. USACE Emergency Dredging – Currently the Authority is waiting on the information from the condition survey from the Army Corps. The dredging of the channel is proposed to occur in the fall. Any future dredging upkeep after will be the responsibility of the Authority to maintain. This will be another priority item and funds will need to be set aside for this item.
- F. Saugatuck Douglas Water Guide & Map - Reviewed the CVB's boater brochure prior to publication. Members noted a few items for revision and will inform Lisa Mize from the CVB.

10. Public Comments – None

11. Reports:

- A. Committee Reports
 - i. Harbor Safety Sub-Committee – Water Guide & Map Review.
 - ii. Douglas Harbor Authority – No meeting, Freeman mentioned researching idea of water-taxi.
 - iii. No-wake Zone Committee - This was discussed as a priority item. Chair Naumann discussed earlier appointment of two new members, Freeman and Stanton.
- B. Staff Reports
 - i. LaBombard - Douglas aquatic weed treatment scheduled for June, as discussed earlier.
 - ii. Heise – Floating homes litigation is still active.
 - iii. DeFranco – No-wake buoys will be going in on the Township waters. Dredging funding as discussed topic earlier, and discussion of possible SAD treatment area with Township residents.

12. Authority Member Comments:

Members would like to review ability to generate revenue from Tax Increment Financing district and would need appointment of treasurer at a later meeting.

13. Adjournment:

Motion by Stanton, with support from Waskin, to adjourn. Meeting adjourned at 6:43 pm.

Kalamazoo Lake Harbor Authority

Douglas & Saugatuck, Michigan

FROM: Daniel DeFranco, Township Manager

MEETING DATE: September 19, 2023

SUBJECT: Future Focus of KLHA

DESCRIPTION:

On August 11th, 2023, a recommendation from the tri-community municipal managers was shared with Harbor Authority Board Members that the Authority focus its energy on the future need to dredge Lake Kalamazoo and to act as the entity that oversees that project when state approval and funding become available. In focusing on the dredging of Lake Kalamazoo, it was suggested that meetings of the Harbor Authority occur twice annually; once at the beginning of the summer season (before buoys go in) and at the end of the season (when buoys come out), to review the status on dredging and any issues that should be considered by the Authority. Special meetings can be called at any point with at least 18 hours notice.

Authority Board members should consider this recommendation and approval of holding the Authority's next meeting on Tuesday, April 16th, 2024, at which time the Authority shall elect officers and adopt a new meeting schedule. Note that the Kalamazoo Lake Harbor Authority bylaws require the Authority to meet at least once annually. **Roll Call Vote.**

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

MANAGER REVIEW

Recommended by Municipal Managers

Sample Motion:

"Move to focus the efforts of the Kalamazoo Harbor Authority on the dredging of Lake Kalamazoo and amend the regular meeting schedule such that the Authority convenes twice annually, with the next regular meeting to occur April 16th 2024."

Attached:

1. *KLHA By-Laws*
2. *History of KLHA (source: City of Douglas Website)*
3. *DeFranco Correspondence*

**BYLAWS
OF THE
KALAMAZOO LAKE HARBOR AUTHORITY, INC**

I. NAME

1.1 The name of the corporation is "Kalamazoo Lake Harbor Authority." Herein the corporation shall be referred to as the "Authority" or "KLHA."

II. OFFICE

2.1 The principal office of the Authority shall be 86 W. Center Street, Douglas, MI 49406, or such other location as may be determined from time to time by the Authority Board.

III. LEGAL FORMATION

3.1 The Kalamazoo Lake Harbor Authority is a separate legal entity and public body created by the Inter-local Agreement entered into by the Cities of the Village of Douglas, MI and Saugatuck, MI on November 15, 2011, pursuant to Act No. 7 of PA 1967 of the State of Michigan. Herein each of the two cities shall be referred to as a "Party" or "City."

3.2 The Authority shall have those powers expressly granted by law and necessarily implied under State of Michigan Acts 7, 94, & 451 as stated in the Inter-local Agreement.

IV. BOARD

4.1 The Board of Directors shall, for general purposes, consist of the following Board Members. The appointing authority of each Party shall appoint two (2) members to the Authority Board provided that not more than one (1) of those members is an elected official. The appointing authorities of each Party shall collectively agree on the appointment of one (1) additional member who shall be a person having ownership, residence or business interest in land abutting Lake Kalamazoo. Members of the Authority Board shall serve at the pleasure of the appointing Party for terms established by each Party, but not to exceed four (4) years.

(a) Each Party entitled to membership on the Authority Board shall have the ability to appoint one (1) alternate member to serve in a permanent member's place if the permanent member is absent from an Authority Board meeting. Appointment of the alternate shall be made by the appointing City in writing.

- (b) The City Manager or Chief Administrative Official of each Party shall serve as an ex-officio non-voting member of the Authority Board.
- (c) A vacancy on the Authority Board shall be filled in the same manner as the original appointment for the balance of the unexpired term.
- (d) All Authority Board Members are eligible for re-appointment in accordance with the rules and procedures of the appointing City.
- (e) All Authority Board members may be removed by the appointing City at will.
- (f) If the Authority Board is assuming the powers under a particular Act requiring additional board members, those members shall be appointed for the limited purpose and duration required under that particular Act. Those additional, temporary board members shall be appointed in the same manner as the standing Authority Board members.

V. OFFICERS

5.1 **Officers.** The Authority Board, at the annual meeting, shall elect a Chairperson, Vice-Chairperson, a Secretary and a Treasurer who shall hold their offices for one year or until their successors are duly elected. Said officers shall exercise such powers and perform such duties as shall be determined by the Authority Board.

5.2 **Compensation.** The officers shall receive no compensation for the performance of their duties, but each officer shall be reimbursed for such officer's reasonable expenses in carrying out those duties. A member of the authority board may engage in private or public employment, or in a profession or business.

5.3 **Conflicts of Interest.** The Authority Board requires that any member of the Authority Board having a director an indirect interest in any matter before the Authority disclose that member's interest.

Subject to the relevant provisions of State law, the Authority shall develop policies and procedures with the objective of precluding the opportunity for and the occurrence of transactions by the Authority that would create a conflict of interest involving members of the Authority Board, officers and employees of the Authority. At a minimum, the Authority shall required compliance by each member of the Authority Board, Officers, and/or employees of the Authority who regularly exercise significant discretion over the award and management of Authority projects with the following:

- (a) Immediate disclosure of the existence and nature of any financial interest of an individual or immediate family member that would reasonably be expected to create a conflict of interest.
- (b) Withdrawal by any member of the Authority board, Officers, and/or employees from participation in or discussion or evaluation of any recommendation, or decision

involving an Authority project that would reasonably be expected to create a conflict of interest for that individual.

5.5 **Termination.** An officer may be removed by the Authority Board by a majority vote of the Authority Board with or without cause at any time. An officer may resign at any time by written notice to the Authority Board. Any vacancy thereby created shall be filled by a majority vote of the Authority Board and that appointment shall remain in effect until the next annual meeting.

VI. BOARD POWERS & RESPONSIBILITIES

6.1 The Authority Board shall do all of the following by a majority vote unless otherwise provided:

- (a) Upon the recommendation of the Authority Board, adopt by-laws and rules of procedure governing the Authority Board and their respective actions and meetings. Initial by-laws and rules of procedure shall be adopted within six (6) months of the first meeting of the Authority Board.
- (b) Elect individuals to fill the positions of Chairperson, Vice Chair, Secretary and Treasurer.
- (c) Cause to be conducted an annual independent financial audit of the Authority in accordance with the Budget Act.
- (d) Upon the recommendation of the Chairperson and the Treasurer, approve the annual budget in accordance with the Uniform Budgeting and Accounting Act, Act No. 2 of the Public Acts of Michigan, 1968, as amended, **the (Budget Act)**.
- (e) Evaluate the Authority's performance under these Bylaws and recommend changes.
- (f) Establish policies and procedures in respect of ethics and conflicts of interest consistent with Sections 2.09 and 7.09 of the Interlocal Cooperation Agreement.
- (g) **Establish policies, procedures and rates for the reimbursement of expenses for members in connection with the performance of their duties.**
- (h) Approve an investment policy in accordance with Act No. 20, of the Public Acts of Michigan, 1943, as amended.
- (i) Create committees and appoint individuals to serve thereon to study, evaluate, and make recommendations to the Authority for consideration.
- (j) Determine Authority priorities and communicate these priorities and progress towards them back to appointing Cities.

6.2 Fiduciary Duty. The members of the Authority Board are under a fiduciary duty to conduct the activities and affairs of the Authority in the best interests of the Authority, including the safekeeping and use of all Authority monies and assets for the benefit of the Authority. The members of the Authority Board shall discharge this duty in good faith, with the care a reasonably prudent individual in a like position would exercise under similar circumstances.

VII. MEETINGS

7.1 Communication of Meetings. The Authority Board shall meet at least annually at the place, date, and time as the Authority Board shall determine. The Secretary of the Authority, or his or her designee, shall cause to have posted the public notice of the specific dates, times, and places for all meetings of the Authority as required by the Open Meetings Act. At least three (3) days prior to the date set for the holding of any meeting of the Authority Board, written notice of the time and place of such meeting shall be sent by email or other electronic means to each Authority Board member, as the case may be, at the email or other appropriate address of such member appearing on the records of the Authority.

7.2 Regular Meetings. The Authority shall adopt regular meeting schedule at their first meeting in each calendar year. The Secretary, or his or her designee, shall cause to have posted a notice and notify the media of the regular meeting schedule as adopted.

7.3 Special Meetings. Special meetings may be called at any time by the Chair or, in the Chair's absence, by the Vice-Chair. Only business referenced in the call of the Special Meeting may be transacted at a Special Meeting. Special meetings shall be subject to the provision of public notice as required in these Bylaws.

7.4 Change in Schedule. A change in the regular meeting schedule shall not be made, except upon the majority vote of the members of the Authority. Any change in the schedule of the Authority's regular meetings shall be posted within 3 days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its regular meetings. In the absence of a quorum, two (2) or more members may adjourn any regular or special meeting to a later date, provided that proper notice to members and the public is given.

7.5 Quorum and Voting. A majority of the Authority Board then in office and present in person shall be required to constitute a quorum for the transaction of business, and a majority vote at a meeting at which a quorum is present shall be necessary for the transaction of business. Each member of the Board shall be entitled to one (1) vote.

7.6 Rules of Order. Parliamentary procedure of meetings described herein shall be governed by Robert's Rules of Order, as revised, however said source may not be used to overrule or expand the authority expressly defined by statute.

7.7 Closed Sessions. The Authority may meet in a closed session only for the purposes specified in section 15.268 Michigan Act 267 of 1976 as amended, "Open Meeting Act."

VIII. ORDER OF BUSINESS

8.1 The order of business at regular meetings shall be:

- (a) Call to Order
- (b) Roll Call
- (c) Approval of Agenda
- (d) Approval of Minutes
- (e) Approval of Invoices
- (e) Public Communications
 - i. Written
 - ii. Verbal, a limit of 3 minutes
- (g) Unfinished Business
- (h) New Business
- (i) Reports
 - i. Committee Reports
 - ii. Staff Reports
- (j) Authority Member Comments
- (k) Adjournment

The order of business may be changed at any meeting by the Chair with the approval of the Board.

IX. BOOKS AND REPORTS

9.1 Accrual Basis. The Authority shall maintain its books of account on modified accrual basis of accounting, except as otherwise required by law.

9.2 Authority Records. The Authority shall keep and maintain at the principal office of the Authority all documents and records of the Authority. The records of shall include a copy of the Act 7 Interlocal Cooperation Agreement of the Authority along with a listing of the names and addresses of the Parties.

9.3 Financial Statements and Reports. The Authority shall cause to be prepared at least annually, at Authority expense, audited financial statements prepared in accordance with the Budget Act and with generally accepted accounting principles and accompanied by a written opinion of an independent Certified Public Accountant. A copy of the annual financial statement and report shall be filed with the State Department of Treasury within six months after the end of the Authority's Fiscal Year in accordance with law, with copies filed with each Party.

9.4 **Annual Update.** The Authority shall make to the governing bodies of each City an annual written report of its activities and plans for the future, which report shall include an audited financial statement, the preparation of which is provided for herein per

9.5 **Freedom of information Act.** The Authority is subject to and shall comply with the Freedom of Information Act.

X. FINANCES

10.1 **Annual Budget.** The Authority shall be subject to and comply with the Budget Act. The Treasurer annually shall prepare and the Authority Board shall approve a budget for the Authority for each Fiscal Year. Each budget shall be approved not less than 15 days prior to the beginning of the Fiscal Year. The budget may not be approved by the Authority Board unless first approved by each Party by resolution.

10.2 **Deposits and Investments.** The Authority shall deposit and invest funds of the Authority, not otherwise employed in carrying out the purposes of the Authority, in accordance with an investment policy established by the Authority Board consistent with State law regarding the investment of public funds.

10.3 **Disbursements.** Disbursements of funds shall be in accordance with guidelines established by the Authority Board and in accordance with the Budget Act and law.

XI. EXPENSE REIMBURSEMENT

11.1 The members of the Authority shall be entitled to be reimbursed for expenses in connection with the performance of their duties and said expenses shall be itemized on a form prepared by the Authority and duly attested to by the members submitting same.

XII. ADMINISTRATIVE POWERS

12.1 The Chairperson, with the approval of the Board, may enter into any and all agreements for the use and/or occupancy of property which the Authority owns or to which the Authority has a possessory interest including, but not limited to, leases, easements, licenses and permits, provided that: (i) the said agreement is revocable by the Authority without cause being shown, or that (ii) changes the identity of the counter party to an existing agreement consistent with the terms of the said agreement, or that (iii) is a renewal or extension of an existing agreement on terms and conditions as favorable to the Authority as was the prior agreement. Provided, however, that no agreement entered into by the Chairperson pursuant to this provision shall obligate the Authority to expend funds in excess of amounts that the Chairperson is authorized to approve under the provisions of this Article XVI, and further provided that no agreement entered into by the Chairperson under this provision shall have a term in excess of five years.

XIII. AMENDING BYLAWS

13.1 These Bylaws may be amended pursuant to the following procedure:

- (a) A proposal to amend the Bylaws may be introduced at any regular meeting.
- (b.) If favorable action is taken thereon at such meeting, the proposal shall be recorded in the minutes and a special written notice setting forth such proposal shall be mailed to every member of the Authority at least ten (10) days before the next regular meeting.
- (c.) The amendment shall be finally acted upon at the next regular meeting following the meeting at which it was proposed.

HARBOR AUTHORITY

SOURCE: [HTTPS://DOUGLASMI.GOV/HARBOR-AUTHORITY/](https://DOUGLASMI.GOV/HARBOR-AUTHORITY/)

On July 14, 2008, the Cities of Saugatuck and Douglas, along with Saugatuck Township officials, authorized the establishment of a harbor committee to address the increasingly serious problems associated with the Saugatuck-Douglas Harbor. Chief among these issues were the historically low water levels combined with significant amounts of soil sediment collecting at the bottom of the harbor. The combination of these two problems has made several areas of the harbor too shallow for a majority of watercraft to navigate, both large and small. Further exacerbating these issues was the lack of a central agency that is charged with providing clear markers to designate the location of the river channel. As a result, boaters who do not know our harbor well would often have a poor experience trying to navigate the shallow waters. Some of these visitors have chosen not to return to the area due to the inconvenience.

In December of 2010 the Cities of Saugatuck and Douglas approved an intergovernmental agreement to expand the work scope of the Harbor Committee and explore the establishment of a Harbor Authority. Saugatuck Township postponed signing the agreement at its March 2, 2011 meeting, citing concerns about making any future monetary commitments at that time. Given the situation facing Saugatuck Township, the Harbor Committee decided at its March 15, 2011 meeting to allow Saugatuck and Douglas to move ahead without the Township to negotiate an agreement to form a Harbor Commission or Harbor Authority. The Township has continued to be involved in the meetings and planning stages since that time but does not have specific voting power. The ability of the Township to rejoin in the future has been reserved.

Harbor Authority Update

Sent by: Daniel DeFranco

To: Harbor Authority

Date: August 11, 2023

Hello Kalamazoo Harbor Authority Members,

I want to provide an update on future meetings of the Harbor Authority.

As you are aware, the City of Douglas has hosted and provided staff for the Kalamazoo Harbor Authority for many years and is now interested in transferring those responsibilities to the other municipalities.

In July, the three managers met to discuss what that transition would look like and how we could ensure the sustainability of the Harbor Authority given the limited availability of staff. In that process, we revisited the reason why the Harbor Authority was originally created; the recognition that Lake Kalamazoo will need to be dredged and to act as the entity to oversee that project when state approval and funding become available. All managers agreed that we should not lose sight of why the Harbor Authority was created. We also recognized that having the Harbor Authority in existence is highly beneficial when the time comes to plan for the dredging of Lake Kalamazoo.

The Managers are proposing that the meeting schedule be amended such that the Harbor Authority meets once at the beginning of the summer season (before buoys go in) and at the end of the season (when buoys come out), to review the status on dredging and any issues that should be considered by the Authority. This will allow the Harbor Authority to remain focused on the very important issue of dredging Lake Kalamazoo and make the best use of Authority members' time. If issues arise that require the involvement of the Harbor Authority, special meetings can be called at any time with at least 18-hour notice. The Managers believe that with this arrangement it is sustainable to maintain the existence of the Harbor Authority, allowing the Authority to spring into action when the time is right.

I would suggest we **postpone** our August meeting until September. This will give everyone time to process the Managers' recommendations. The renovations at the Township Hall will be complete the first week in September, so the Township will be ready to host the Harbor Authority for their next meeting on **Tuesday, September 19th**.

If you have any questions, please feel free to contact me or your City Manager.

Thank you all and I sincerely appreciate your dedication to this Authority.

Best Wishes,

Daniel

Daniel DeFranco, PhD

Township Manager

Office: (269) 857-7721 Ex. 105

Cell: (616) 850-4236



Kalamazoo Lake Harbor Authority

Douglas & Saugatuck, Michigan

FROM: Daniel DeFranco, Township Manager

MEETING DATE: September 19, 2023

SUBJECT: Blue Star Bridge Navigation Lights

DESCRIPTION:

Upon the recommendation of the Kalamazoo Lake Harbor Authority, Saugatuck Township and the Cities of Saugatuck and Douglas have engaged Fleiss & Vandenbrink to complete the engineering design and bidding for a navigational light system on the Blue Star Highway Bridge. F&V received three bids for

- Purchasing and installing six solar powered navigation lights (3 on each side of the bridge)
- Mounting hardware/brackets
- Traffic control and related work.

The lowest bid received was from Strain Electric in the amount of \$34,950. F&V recommends the project be awarded to Strain Electric and that the construction budget be set at \$40,000 to cover construction, contingencies, and engineering and administrative costs. The following cost/share arrangement is proposed: Douglas 40%, Saugatuck City 40%, and Saugatuck Township 20%.

The Township Board authorized acceptance of the bid at the above cost share arrangement.

The City of Saugatuck has expressed concerns with respect to a long-term agreement for maintenance and replacement of the navigation lights.

The Authority should consider making (1) a recommendation to the constituent municipalities as to how to proceed with the project and (2) a statement of the importance of the project.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

ENGINEER REVIEW

Engineer review provided as an attachment

Sample Motion:

N/A

Attached:

1. *Bid Recommendation*
2. *Bid Tabulation*
3. *Heisse Correspondence*
4. *Moxey Correspondence*

RECOMMENDATION OF AWARD

July 28, 2023

Via Email: ryan@saugatuckcity.com; rlabombard@douglasmi.gov; ddefranco@saugatucktownship.org

Ryan Heise, City Manager
City of Saugatuck
102 Butler Street
P.O. Box 86
Saugatuck, MI 49453

Rich LaBombard, City Manager
City of the Village of Douglas
86 W. Center Street
P.O. Box 757
Douglas, MI 49406

Daniel DeFranco, Manager
Saugatuck Township
3461 Blue Star Highway
P.O. Box 100
Saugatuck, MI 49453

RE: Blue Star Highway Bridge Navigation Lighting

Dear Ryan, Rich & Daniel,

We received bids for the Blue Star Highway Bridge Navigation Lighting project on July 27, 2023. The project includes purchasing and installing six solar powered navigation lights (3 on each side of the bridge), mounting hardware/brackets, traffic control and related work. We originally requested quotes for the work in April with a requirement that work be done prior to the 4th of July holiday period, ideally prior to Memorial Day weekend. We received only one quote for approximately \$60,000. It was decided to rebid the project using a formal advertised process to attempt to obtain more bids. The completion date was revised to the 2024 Memorial Day weekend to provide contractors with more flexibility. In addition to advertising in various online resources and placing it in F&V's online plan room, we reached out directly to a number of electrical and bridge contractors. We received three bids, and a tabulation is attached. The low bid is from Strain Electric of Wyoming, Michigan in the amount of \$34,950. Based on the effort taken to generate interest in the project and flexible timeframe provided, we feel it is an accurate reflection of the current construction market.

We have worked with Strain on a number of municipal projects with electrical components, including their recent navigation lighting work on the I-196 bridge just upstream of the Blue Star Highway Bridge. They are prequalified by the Michigan Department of Transportation, and we feel they are capable of meeting the project requirements.

Based on the above, we recommend an award to Strain Electric in the amount of \$34,950.

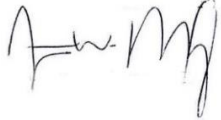
For budgetary purposes, we recommend planning for the following construction phase costs:

Item	Budget
Construction (as bid/awarded):	\$34,950
Contingencies (~9%):	\$3,050
Construction Engineering & Administration:	\$2,000
Total Recommended Construction Budget:	\$40,000

Please feel free to contact me with any questions.

Sincerely,

FLEIS & VANDENBRINK

A handwritten signature in blue ink, appearing to read 'J. Moxey'.

Jonathan W. Moxey, P.E.
Project Manager

Encl.

Cc: Jenny Pearson, City of the Village of Douglas (douglas@douglasmi.gov)
Scott Herbert, City of Saugatuck (scott@saugatuckcity.com)

City of the Village of Douglas, City of Saugatuck & Saugatuck Township
Blue Star Highway Bridge Navigaton Lighting
Bid Tabulation



Project No.: 3269
By: JWM
Date: 7/27/2023

Bidder	Amount
Strain Electric	\$34,950.00
J. Ranck Electric	\$58,553.00
DVT Electric	\$59,000.00

Blue Star Highway Bridge Navigation Lighting

Sent by: Ryan Heise

To: Jon Moxey and Municipal Managers

Date: September 8, 2023

Hi Jon,

I discussed this with the Mayor, and we are not comfortable with placing this on the agenda currently.

We would appreciate a clear understanding and agreement of long-term O&M for the lights installed (having each municipality maintain their light systems seems inefficient), including liability should a light fail without understand liability implications, in addition to legacy cost.

We would like to seek an understanding of what role the State of MI might play, presuming that the Kalamazoo River is a navigable waterway of the state.

Also, it's not clear if grant opportunities have been explored.

Best,

RH

RE: Blue Star Highway Bridge Navigation Lighting
Sent by: Jon Moxey
To: Ryan Heise and Municipal Managers
Date: Monday, September 11, 2023

Ryan,

The long-term O&M piece will need to be worked out between the three communities. I'd simply start the conversation by suggesting a 40/40/20 split for ongoing costs. Bulb replacement is the only significant item that comes to mind, followed by eventual replacement someday, possibly replacement of the solar panels prior to that. I would estimate something on the order of \$1,000-2,000/year average (total for the three communities) for bulb/panel replacement with full replacement in 15-20 years. Assuming this product is still around at that time, replacement cost should be less (after adjusting for inflation), since some of the cost is the initial mounting. Being solar powered there is no operational cost for these. As a comparable, the decorative lighting on the bridge is over 10 years old now and I don't believe there has been significant maintenance required, just the paint work that is currently needed.

We have a permit from the US Coast Guard, who has jurisdiction over navigable waterways. I'm not aware of any approvals at the state level needed for something like this.

I'm not aware of any grant opportunities for navigation lighting. One thought would be to reach out to the marinas in the area to see if they would be willing to participate. My only concern with that is the time required vs. potential funds solicited. There was a fairly significant difference between the low bid from Strain and the second bidder. If we have to rebid, I would anticipate the cost will go up and will likely cancel out a significant portion (possibly all) of the additional funds collected. Maybe that could be a strategy for funding ongoing maintenance costs?

Hope this helps!

Jon