



## **BRIDGMAN CITY COUNCIL**

### **BUSINESS AGENDA**

**Monday, August 21, 2017 at 6:30 PM**

**City Hall, 9765 Maple Street, Bridgman, MI 49106**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Hearing of Citizens**
- 5. Approve/Amend Agenda** for August 21, 2017
- 6. Presentation** – Kim Fenech and Jamie Faith to present a summary of the July 21-23 Building Bridgman event at Weko Beach.
- 7. Action Items**
  - A. Approve meeting minutes of the August 7, 2017 regular meeting.
  - B. Approve bills in the amount of \$75,288.90.
  - C. Adoption of a resolution to amend the Zoning Fee Schedule.
  - D. Approve a resolution to amend the Building Permit Fee Schedule.
- 8. Workshop Discussion Items**
  - A. Bridgman’s Hometown Heroes Banner Initiative – update and other concepts.
  - B. Holiday decorations – discuss rental and purchase options.
- 9. Hearing of Citizens**
- 10. Council Comments**
- 11. Adjournment**



## **Public Participation Rules and Procedures**

**These Public Participation Rules and Procedures will be posted  
in a visible location within the City Council Chambers**

- **During Hearing of Citizens persons wishing to address the City Council will be asked to state their name and location of residence, but will not be required to furnish that information if they wish to remain anonymous.**
- **Speakers will be expected to address the City Council from a lectern.**
- **Public comments will be limited to three (3) minutes per speaker.**
- **Speakers will receive notification when thirty (30) seconds remain during their allotted public comment time.**
- **Persons may address the City Council for a second time after all others wishing to address the Council have had an opportunity to speak.**
- **The City Council will acknowledge speakers after each public comment.**

# CITY COUNCIL REPORT

# ACTION ITEM

**Date:** August 21, 2017

**Subject:** Approval of the August 7, 2017 minutes.

# A

**Background:**

None

**Policy Question:**

Should the City Council approve the minutes of the August 7, 2017 meeting?

**Budget Impact:**

None

**Recommendation:**

The City Manager recommends that the City Council approve the minutes of the August 7, 2017 meeting.

**Supporting Documents:**

1. August 7, 2017 meeting minutes.

Prepared By: Allyson Holm, City Clerk

Submitted By: Juan Ganum, City Manager

**BRIDGMAN CITY COUNCIL  
WORKSHOP MEETING  
AUGUST 7, 2017  
6:30 PM**

The workshop meeting of the Bridgman City Council was held on August 7, 2017 at Bridgman City Hall, 9765 Maple Street, Bridgman, Michigan and called to order by Mayor Anderson at 6:30 p.m.

**COUNCIL PRESENT:** Rose, Anderson, Catania, Fuller, High

**COUNCIL ABSENT:** Liskey, Gipson (arrived at 6:41 p.m.)

**STAFF PRESENT:** Manager Ganum, Clerk Holm, Attorney Senica, Engineer Nykamp, Police Chief Unruh

Pledge of Allegiance was led by council.

**HEARING OF CITIZENS:**

Citizen would like to see the crosswalk signs at the corner of Lake St. and Red Arrow repainted or replaced due to the sun fading them making it hard to read. He also saw what appeared to be vomit on a sidewalk downtown and would like the businesses to check their sidewalks. Lastly, he stated he couldn't locate the ordinances presented tonight on the city's website. Mayor Anderson stated that the full council packet is available to view on the website and the two ordinances presented tonight were included in packet.

**APPROVE/AMEND THE AGENDA:**

**Motion** by Council Member Catania, seconded by Council Member High to approve the agenda for August 7, 2017 as presented, **motion carried unanimously.**

**ACTION ITEMS:**

**Motion** by Council Member Catania, seconded by Council Member High to approve the July 17, 2017 regular meeting minutes, **motion carried unanimously.**

**Mayor** Anderson noted that \$221,400.06 of the total bill amount of \$336,174.45, will be reimbursed from the SAW Grant the city received.

**Motion** by Council Member Catania, seconded by Council Member Rose to approve the bills in the amount of \$336,174.45, **motion carried unanimously.**

**Motion** by Council Member High, seconded by Council Member Rose to approve the second reading and enactment of **Ordinance 2017-195 Bight Elimination Ordinance**, **motion carried unanimously.**

**Motion** by Council Member High, seconded by Council Member Rose to approve the second reading and enactment of **Ordinance 2017-196 Garage Sale Ordinance**, **motion carried unanimously.**

## WORKSHOP DISCUSSION ITEMS:

### **A fee structure for variance requests and roofing permits.**

Ganum stated a memo was sent out to the council to re-evaluate the fee structure for both the variance requests and roofing permits. Currently the Variance Request Application deposit is \$2,000, with most of the money being returned to the applicant after the hearing. Attorney Senica explained that this money is set up like an escrow account.

(Council Member Gipson arrived at 6:41)

Attorney Senica stated that if the amount for the variance application was reduced to a \$500 deposit, the city could always ask for an additional \$500 if the request is complex and will incur more charges. She also stated if the actual costs runs over the \$500, the city could be able to invoice the applicant and stipulate that the payment be made before issuing the permit. Ganum stated that the charges the applicant incurs is to pay for the Zoning Board of Appeal members, publishing of the notice, the letters sent out to surrounding property owners, staff time, and possible legal or engineering fees.

Ganum stated Building Official Rogien approached him on lowering the fees for roofing permits. Rogien feels it is currently it is too high for the short amount of time it takes to do the actual inspection. Rogien would like to see the fee lowered to \$75 for residential, and \$150 for commercial.

Council further discussed both fee structures. Ganum stated that he will bring forth a fee schedule at the next council meeting. Attorney Senica stated she can send an Escrow Fee Policy to review as well.

## HEARING OF THE CITIZENS:

No citizens were in attendance to be heard.

## COUNCIL COMMENTS:

- Fuller inquired about the Baldwin Force Main project. He complimented Ganum on the letter he created that was sent out to the residents living on Baldwin Road. Nykamp stated per the contract, the majority of the construction will be completed by October 27<sup>th</sup> and the final restoration will be completed by mid-November.

## ADJOURNMENT

**Motion** by Council Member Catania, seconded by Council Member High to adjourn the meeting at 6:54 p.m., **motion carried unanimously.**

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Hannah Anderson, Mayor

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Allyson Holm, City Clerk

# CITY COUNCIL REPORT

# ACTION ITEM

**Date:** August 21, 2017

**Subject:** Approval of the bills in the amount of \$75,288.90.

# B

**Background:**

None

**Policy Question:**

Should the City Council approve the bills in the amount of \$75,288.90?

**Budget Impact:**

The City's expenses are tracking within budgeted range at this point within the budget year (month 2).

**Recommendation:**

The City Manager recommends that the City Council approve the bills in the amount of \$75,288.90.

**Supporting Documents:**

1. List of current bills.

Prepared By: Allyson Holm, City Clerk

Submitted By: Juan Ganum, City Manager

Vendor Name	Invoice Description	Invoice Amount
BLUE CROSS BLUE SHIELD OF MICH	HEALTH INSURANCE FOR SEPTEMBER 2017	\$20,668.48
BRUNKE-GEIGER HEATING & COOLIN	SHOWER REPAIRS - WEST CAMPGROUND	\$252.50
BRYANS AUTOMOTIVE	OIL CHANGE - 2016 PD EXPLORER	\$44.18
	OIL CHANGE - PD 2015 INTERCEPTOR	\$44.18
		\$88.36
BS&A SOFTWARE	ANNUAL SERVICE/SUPPORT FOR BS&A SOFTWARE	\$2,770.00
	BUILDING DEPARTMENT SOFTWARE TRAINING	\$3,780.00
		\$6,550.00
CGA	2017 MUNICIPAL CONTRIBUTION TO CGA	\$10,000.00
COMCAST BUSINESS	TELEPHONES ALL DEPARTMENTS	\$672.02
COMCAST CABLE COMMUNICATIONS	INTERNET FOR BEACH HOUSE	\$102.58
CONSTRUCTION ASSOCIATES	BUILDING/ZONING ADMINISTRATION PAY	\$1,193.50
COUNTRY STITCHES ALTERATIONS	EMBROIDERY FOR TAPS SHIRTS	\$54.00
CRISPIN BOCANEGRA JR	WEKO BEACH CONCERT SERIES 2017 - BBL UNPLUGGED	\$450.00
DANIEL SALINAS	CABIN DEPOSIT REFUND	\$40.00
DOROTHY TEEGARDEN	TEEGARDEN REFUND - CRITICAL DUNE PERMIT DEPOSIT	\$356.00
FIRST DUE FIRE SUPPLY	TURNOUT GEAR 0 JONES & OTTUSCH	\$4,737.20
GREAT LAKES REPAIR	STREET DEPT 2006 FORD REPAIRS	\$771.60
	PARKS DEPARTMENT TRAILER REPAIR	\$456.22
		\$1,227.82
HAVILAND PRODUCTS COMPANY	LAB CHEMICALS - WATER PLANT	\$1,665.85

Vendor Name	Invoice Description	Invoice Amount
INDIANA MICHIGAN POWER	ELECTRIC UTILITIES ALL DEPARTMENTS	\$6,726.30
JACKIE WITT	SHIRTS FOR TAPS	\$40.05
JUDE KOMYATTE	CABIN DEPOSIT REFUND	\$40.00
LANGE INVESTIGATION&CONSULTING	SECURITY PATROL - CAMPGROUNDS 7/23 - 8/6	\$570.00
	SECURITY PATROL - CAMPGROUNDS 7/14 - 7/22	\$480.00
		\$1,050.00
LYNN SURBROOK	CABIN DEPOSIT REFUND	\$50.00
MARIE BEAVE	CABIN DEPOSIT REFUND	\$90.00
MATT JONES	REIMBURSE - JONES CLOTHING ALLOWANCE	\$135.67
MERIDIAN TITLE CORPORATION	FINAL WATER BILL REFUND	\$52.25
MICHIGAN ASSOC. CHIEFS OF POLI	UNRUH - MEMBERSHIP DUES	\$115.00
	LAVANWAY - MEMBERSHIP DUES	\$100.00
		\$215.00
MICHIGAN GAS	BEACH HOUSE KITCHEN GAS UTILITIES	\$42.38
	BEACH HOUSE GAS UTILITES	\$36.61
	STREET DEPARTMENT GAS UTILITES	\$44.29
	CITY HALL GAS UTILITES	\$45.53
	WATER PLANT GAS UTILITES	\$41.21
		\$210.02
MICHIGAN MUNICIPAL W.C. FUND	WORKER'S COMP FUND - QUARTERLY PREMIUM	\$4,268.00
PRINTING SYSTEMS	UTILITY BILLS - CARD STOCK	\$335.28
PRISM SCIENCE&TECHNOLOGY, LLC	NORTH - CRITICAL DUNE PERMIT APPLICABILITY	\$130.75



Vendor Name	Invoice Description	Invoice Amount
REPUBLIC	GARBAGE PICK-UP	\$8,831.07
	EXTRA DUMSTER FOR WEKO BEACH	\$50.00
	DISPOSAL OF ENVIRONMENTAL WASTE	\$42.74
		\$8,923.81
SAMANTHA MORLEY	CABIN DEPOSIT REFUND	\$50.00
SECOND NATURE GARDENS, INC	MAINTENANCE FOR STREET PLANTERS/TOTH PARK - PMT 5	\$535.00
SEYFRED, DALE	ROUND UP	\$477.00
STAR UNIFORM	BULLET PROOF VESTS - FISHER/UNRUH	\$1,400.00
STEVE MILLER	CABIN DEPOSIT REFUND	\$50.00
SWANK UNIFORM RENTAL	UNIFORMS - WATER DEPARTMENT	\$16.00
	MATS FOR CITY HALL	\$85.34
	UNIFORMS - WATER/STREET DEPARTMENTS	\$50.35
	UNIFORMS - WATER DEPARTMENT	\$16.00
	UNIFORMS - WATER/STREET DEPARTMENTS	\$47.10
		\$214.79
TEENA QUEST	CABIN DEPOSIT REFUND	\$40.00
THAYER, INC.	BEACH HOUSE BASIC SUPPLIES	\$105.06
	BEACH HOUSE - BASIC SUPPLIES	\$64.52
	BEACH HOUSE - BASIC SUPPLIES	\$192.19
	SERVICE CHARGE - BEACH HOUSE	\$2.54
	BEACH HOUSE - BASIC SUPPLIES	\$104.62
	CAMPGROUND - BASIC SUPPLIES	\$185.50
		\$654.43
THE RENTAL BRANCH	EQUIPMENT RENTAL - CONCRETE SCARIFIER	\$159.50
TRACTOR SUPPLY CO.	SUPPLIES FOR CAMPGROUND	\$7.41
VAN METER & ASSOCIATES, INC		

Vendor Name	Invoice Description	Invoice Amount
	TRAINING - SGT LAVANWAY	\$150.00
VERIZON WIRELESS	FIRE DEPARTMENT TABLETS	\$47.01
	CELL PHONES ALL DEPARTMENTS	\$445.82
		\$492.83
WEST MICHIGAN TOURIST ASSOC	CHAMBER/CVB MEMBERSHIP - KADING	\$320.00
YERINGTON, DEVIN	FIREWOOD - CAMPSITES	\$412.50
	Total:	\$75,288.90

# CITY COUNCIL REPORT

# ACTION ITEM

**Date:** August 21, 2017

**Subject:** Adoption of a resolution to amend the Zoning Permit Fee Schedule

# C

## **Background:**

The City charges fees for a variety of services related to land use and zoning. Some of these fees, such as for special land use permits and site plan applications, have not been raised in a number of years and are inadequate to cover the cost of providing the service. In contrast, the application fees for variances and zoning amendments are much higher than what is typically required in order to allow the City to break even.

The City Manager recommends that the fees for special land use and site plan applications be increased from \$100 to \$500, and also recommends that the fees for variance and zoning amendments be reduced from \$2000 to \$500, with a stipulation that actual costs incurred by the City be paid in full by the applicant.

## **Policy Question:**

Should the City Council modify the Zoning Permit Fee Schedule to reflect the actual costs of providing services related to land use and zoning by adopting a resolution which sets an initial deposit of \$500 and invoices an applicant for actual costs incurred above and beyond the deposit?

## **Budget Impact:**

No significant impact expected as the objective of the proposed change to the fee schedule is to cover actual costs incurred in order to avoid the City subsidizing individual projects.

## **Recommendation:**

The City Manager and City Attorney recommend that the City Council adopt a resolution to modify the Zoning Permit Fee Schedule, as presented.

## **Supporting Documents:**

1. Zoning Permit Fee Schedule

Prepared By: Juan Ganum, City Manager

Submitted By: Juan Ganum, City Manager

**CITY OF BRIDGMAN  
COUNTY OF BERRIEN – STATE OF MICHIGAN  
RESOLUTION NO. 2017-09**

At a regular meeting of the City Council of the City of Bridgman, County of Berrien, State of Michigan, held in the City Hall, 9765 Maple Street, Bridgman, Michigan, on the \_\_\_\_\_ day of \_\_\_\_\_, 2017, at 6:30 p.m. EST.

**PRESENT:**

\_\_\_\_\_

**ABSENT:**

\_\_\_\_\_

The following preamble and resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

**CITY OF BRIDGMAN  
ZONING PERMIT FEE SCHEDULE**

The following fees are established by Resolution for the City of Bridgman:

1. The fees for a Special Land Use Permit, Site Plan Applications, Conditional Rezoning Application, an Application for a Variance, and/or an Application for Amendment to the Zoning Ordinance under the City of Bridgman Zoning Ordinance shall be an initial deposit of Five Hundred Dollars (\$500.00). The fees deposited, less actual costs incurred (which shall be the actual out-of-pocket costs to hold the meeting, publication costs, court reporter or other professional review fees) shall be refunded upon issuance of a Building permit or upon conclusion of all proceedings related to said Application.
2. In the event that the costs for reviewing any Special Use Permit, Site Plan Application, Conditional Rezoning Application, an Variance request, or Application for Zoning Amendment exceeds the required deposit amount stated above, Applicant shall be notified of the additional cost and shall be required to deposit an additional amount of money into an escrow account. Any additional escrow amount requested shall be in an amount determined to be reasonable by the City Clerk and City Attorney. In no event shall any final approval of any Special Use Permit, Site Plan, Variance, or Application for Zoning Board of Appeals hearing be granted unless all fees and costs incurred by the City are paid in full by the Applicant. Any additional deposits made under this section shall be held in escrow subject to all of the same terms of the original deposit.

Failure to pay required fees or deposits shall constitute a waiver of all rights to an administrative Hearing and determination on the matter or judicial review of any decision.

3. The fee for a Zoning Permit Application for projects eligible for Administrative Review shall be \$25.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Bridgman, Michigan, that the 2017 Zoning Permit Fee Schedule be effective \_\_\_\_\_.

**CERTIFICATION**

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City of Bridgman, County of Berrien, State of Michigan, at a Regular Meeting, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2017, and that said Meeting was conducted and public notice of said meeting was given, pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, and that the Minutes of said meeting were kept and will be or have been made available as required by said Act.

\_\_\_\_\_  
By: Allyson Holm, City Clerk

# CITY COUNCIL REPORT

# ACTION ITEM

**Date:** August 21, 2017

**Subject:** Adoption of a resolution to amend the Building Permit Fee Schedule

# D

## **Background:**

The City charges fees for a variety of services related to the issuance of building permits, which are itemized in a Building Permit Fee Schedule. Fees are based on the total cost of improvement as defined on the Bureau of Construction Codes Square Foot Construction Cost Table. The schedule was last amended by the City Council on April 21, 2014.

The Building Official and City Manager believe that the cost of conducting a roof inspection is not commensurate with actual staff time. Essentially, roof inspections consume limited staff time regardless of the cost of the roof.

To offer our residents and building owners a more reasonable cost for the provision of City services it is recommended that roof inspections be itemized separately as a flat fee within the fee schedule. A flat rate of \$75 for residential structures (non-apartments) and a flat rate of \$150 for commercial structures is recommended. Other minor changes to the Building Permit Fee Schedule are also proposed, including the removal of the site plan review fee and zoning permit for inclusion within a newly adopted Zoning Fee Schedule.

## **Policy Question:**

Should the City Council modify the Building Permit Fee Schedule to more accurately reflect the actual costs of providing inspection services for new roofs?

## **Budget Impact:**

No significant impact.

## **Recommendation:**

The City Manager and Building Official recommend that the City Council adopt a resolution to modify the Building Permit Fee Schedule, as presented.

## **Supporting Documents:**

1. Building Permit Fee Schedule

Prepared By: Juan Ganum, City Manager

Submitted By: Juan Ganum, City Manager

**CITY OF BRIDGMAN  
COUNTY OF BERRIEN – STATE OF MICHIGAN  
RESOLUTION NO. 2017-10**

At a regular meeting of the City Council of the City of Bridgman, County of Berrien, State of Michigan, held in the City Hall, 9765 Maple Street, Bridgman, Michigan, on the \_\_\_\_\_ day of \_\_\_\_\_, 2017, at 6:30 p.m. EST.

**PRESENT:** \_\_\_\_\_

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

The following preamble and resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

**BUILDING PERMIT FEE SCHEDULE**

The following permit fee schedule is based on the total cost of improvement as defined on the Bureau of Construction Codes Square Foot Construction Cost Table. The first \$50 of an application fee is non-refundable.

	<b>Permit Value</b>	<b>Base Fees</b>
<b>Replacements/Non-Structural Changes</b>	\$1 - \$500	\$0
<b>New Construction/Structural Changes</b>	\$1 - \$1,999	\$50 (includes 1 inspection only)
	\$2,000 - \$9,999	\$75 (plus \$10 for each \$1,000, or fraction thereof, over \$2,000)
	\$10,000 - \$99,999	\$200 (plus \$4.00 for each \$1,000 or fraction thereof over \$10,000)
	\$100,000 - \$499,999	\$600 (plus \$4.00 for each \$1,000 or fraction thereof over \$100,000)
	\$500,000 - \$999,999	\$2,100 (plus \$4.00 for each \$1,000 or fraction thereof over \$500,000)
	\$1,000,000 – Plus	\$3,150 (plus \$3.00 for each \$1,000 or fraction thereof over \$1,000,000)
<b>Plan Review Base Fee</b> (not involving a sq. ft. computation)		65% of application fee (plus \$50 for each inspection)

<b>Plan Review – Building Code Review Fee</b>	\$0 - \$500,000	\$100 (plus .0013 of building valuation over \$50,000)
	Over \$500,000	\$650 (plus .0003 of building valuation over \$500,000)

**Roof Inspection**

Residential Structures (non-apartments)	\$75
Commercial and Industrial Structures	\$150

**Special Inspection** (pertinent to sale of building) \$100

**Demolition** \$75

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Bridgman, Michigan, that the 2017 Building Permit Fee Schedule be effective \_\_\_\_\_.

**CERTIFICATION**

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City of Bridgman, County of Berrien, State of Michigan, at a Regular Meeting, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2017, and that said Meeting was conducted and public notice of said meeting was given, pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, and that the Minutes of said meeting were kept and will be or have been made available as required by said Act.

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Allyson Holm, City Clerk



**Proposed Holiday Decoration Concept for Bridgman beginning in November 2017. Streetlamps along Lake Street between Red Arrow and Church Street to have alternating banners and lighted decorations. Streetlamps with banners to have lighted garland.**



**To "bookend" Lake Street the larger lighted décor is proposed at Red Arrow & Church**



**From:** Thomas Brady  
**Sent:** Thursday, August 17, 2017 1:02 PM  
**To:** 'Debbie Lambrix'  
**Subject:** Price Quotations - Pole Mount Decorations

Debbie,

Prices for the Pole Mount Decorations and Garland Pole Wraps lit with commercial grade LEDs are as follows:

8 – 5' Silhouette Poinsettias @ \$425.00 each = \$3,400.00  
16 – 3' Six Point Snowflakes @ \$365.00 each = \$5,840.00  
2 – 8' X 4' Snowflake Arrays @ \$999.00 each = \$1998.00  
26 – 14" Garland Pole Wrap Kits, lit @ \$150.00 each = \$3,900.00

The above totals \$15,138. There is still a **6% discount** on orders placed by the close of business August 31, 2017 **reducing the total by \$908.28. The revised total including discount is \$14,229.72.** Prices are exclusive of freight costs.

Attached is information on all our products and services. Please visit our website [www.bradyandartists.com](http://www.bradyandartists.com) and online store [www.eDecorSource.com](http://www.eDecorSource.com) .

Thank you for contacting Thomas Brady & Associated Artists. We look forward to putting our talents to work for you.

Regards,

Tom

**Thomas Brady & Associated Artists**  
Voice: 410.643.0808 Fax: 410.643.0962  
[www.bradyandartists.com](http://www.bradyandartists.com)

visit our online store [www.eDecorSource.com](http://www.eDecorSource.com)  
*Excellence Since 1985*

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<b>Lighted décor and garland</b>	<b>\$14,229</b>
<b>26 banners at \$30/banner:</b>	<b>\$780</b>

<b>TOTAL PROJECTED PURCHASE COST:</b>	<b>\$15,009 (plus shipping)</b>
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