CITY COUNCIL MEETING AGENDA
May 12, 2025

The meeting will start at 6:30 p.m.

This is an in-person meeting at Saugatuck City Hall, 102 Butler St, Saugatuck, MI 49453.
The meeting will also be available live, virtually on Zoom.

NOTICE:
Join online by visiting:
https://us02web.zoom.us/j/2698572603

Join by phone by dialing:
(312) 626-6799 -or-
(646) 518-9805

Then enter "Meeting ID":
2698572603

Please send questions or comments regarding meeting agenda items prior to meeting to:
rcummins@saugatuckcity.com

Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck City Clerk at 269-857-2603 or sara@saugatuckcity.com for further information.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Mayor's Comments**
5. **City Manager Comments**
6. **Agenda Changes** *(Additions/Deletions)*
7. **Guest Speakers**
8. **Public Comment on Agenda Items Only** *(Limit 3 minutes)*
9. **Consent Agenda:** *(Roll Call)*
   - **A.** Approval of Workshop Meeting Minutes for May 7, 2025 *Pg.3*
   - **B.** Proclamation 250512-P1 – Pride Month Proclamation *Pg.6*
   - **C.** Social District Application – AMS 1, LLC dba Pumpernickels *Pg.8*
   - **D.** Right of Way Application – Saugatuck-Douglas Garden Club *Pg.10*
   - **E.** Special Event Application – Town Crier Run *Pg.12*
   - **F.** Special Event Application – SCA Farmer & Artisian Markets *Pg.26*
10. **Staff Reports, Boards, Commissions & Committees:** *Pg.34*
    - **A. Staff Reports:**
      1. City Manager
      2. Treasurer
      3. Clerk
      4. Planning and Zoning
      5. Department of Public Works
      6. Police
      7. Engineer

B. Boards, Commissions & Committees:

1. Fire District Administration Board
2. Interurban Board
3. Kalamazoo Lake Sewer & Water Authority
4. Kalamazoo Lake Harbor Authority
5. Zoning Board of Appeals
6. Historic District Commission
7. Planning Commission
8. Parks & Public Works Committee
9. Tri-Community Non-Motorized Trail Study Committee
10. Water System Operations Contract Advisory Committee
11. Wildlife Management Committee

11. Approval of Accounts Payable: *(Roll Call) Pg.49*

A. Accounts Payable in the amount of $224,954.32

12. Public Hearings

13. Unfinished Business

14. New Business

A. Set Fiscal Year 2025/2026 Budget Public Hearing *(Roll Call) Pg.56*
B. Replication of Chain Ferry Arbors *(Roll Call) Pg.57*
C. Streetlight Removal Request – Spear Street *(Voice Vote) Pg.61*
D. Addendum to Trash Services Agreement *(Roll Call) Pg.67*

15. Public Comments *(Limit 3 minutes)*

16. Correspondence: *Pg.74*

A. Lisa Mize - Executive Director of the Saugatuck Douglas Area Convention and Visitors Bureau.

17. Council Comments

18. Adjourn *(Voice Vote)*

CITY COUNCIL WORKSHOP MEETING MINUTES
May 7, 2025

The City Council met for a Workshop Meeting at 4:00 p.m.
City Hall
102 Butler St., Saugatuck, MI 49453.

Call to Order:
The meeting was called to order by Mayor Anderson at 4:00 p.m.

Attendance:
Present: Mayor Anderson, Mayor Pro-Tem Stanton and Councilmembers Clark, Dean, Gardner, Muncey and Peterson.
Absent: None.
Others Present: DPW Superintendent Herbert, Attorney Witte, Clerk Wolters.

Guest Speakers: None.

Public Comment on Agenda Items Only:
Dan Sheridan commented on item #6a.
Nancy Kimble commented on item #6a.
Jim Sellman commented on item #6a.
Jim Bouck commented on item #6a.
Karen Sheridan commented on item #6a.
Laura Zangara commented on item #6d.

Approval of Minutes, Regular City council Meeting Minutes – April 28, 2025:
Peterson noted on page #6 to change "he" to "she" twice.

Motion by Stanton, second by Muncey to approve the regular city council meeting minutes from April 28, 2025. Via voice vote, motion carried unanimously.

Discussion Items:
Streetlight Removal Request – Spear Street:
DPW Superintendent Scott Herbert explained that the issue with the streetlight on Spear Street began when a resident reported an outage to Consumers Energy. Once Consumers fixed it, they replaced the old light with a much brighter LED version. This created concerns among neighbors.
Herbert noted that this was the first streetlight removal request he'd dealt with and took time to research the origin of the light, discovering it had been city-ordered years ago. After gathering

feedback, he sought a compromise by requesting a directional shroud from Consumers, but it was never installed by Consumers. He also confirmed that the current LED is the lowest wattage available. Because there is no clear city policy on streetlight removal, Herbert presented the issue to council for their input and direction. Council discussed and the topic will be voted on at the next regular meeting.

Replication of the Chain Ferry Arbors:
Scott Herbert explained that the iconic Saugatuck chain ferry is in need of significant repair and outlined a multi-phase plan to restore it carefully and respectfully.

- **Phase 1 (Underway):** Focused on short-term safety to ensure the ferry is operational this summer. The DPW removed the decking, identified minor structural repairs (which they completed), and is now pressure washing and applying a non-slip surface to the deck, as requested by the ferry operator, Star of Saugatuck.
- **Phase 2 (Planned):** Involves replacing the two arbor arches. After struggling to find a suitable fabricator, DPW contracted with Diversified Welding of Holland. The proposal includes replicating the current design using more durable 3/16-inch angle iron at the base and applying a marine-grade epoxy coating to prevent rust—totaling $17,000.
- **Phase 3 (Future):** Will address the ferry's ramp structures, which currently appear to be makeshift or improvised. The goal is to develop a more intentional and functional design with the help of Fleis & Vandenbrink to reflect the ferry's historic and aesthetic value.

Herbert concluded by opening the floor for questions and discussion from council.

Addendum to Trash Services Agreement:
Republic Services has proposed a flat-fee pricing structure for waste hauling at the Department of Public Works and Oval Beach, by incorporating these services into the city's existing residential single-hauler agreement. This integration is intended to improve pricing stability and predictability.

- 30-Yard Dumpster: $480 flat rate per haul
- Recycle Roll-off Dumpsters: $385 flat rate per haul
- Four 95/96-Gallon Recycle Carts (bi-weekly): $25 per month
  Oval Beach Services:
- 2-Yard Dumpster (weekly service): $185 flat rate per week
  Annual Price Adjustments:
- Starting January 1, 2026, and annually thereafter.
- Rates will increase by the greater of:
  - The CPI Index for Water, Sewer, Trash (12-month July change), or
  - 4.5%

The council discussed and the item will be voted on at the next regular meeting.

Special Event Request – Street Closure for Wedding on Main Street:
A request was submitted to close down Main Street for a period of 6 hours on June 21, 2025. The council discussed and a safety meeting will be held, and the item will be returned to a future regular meeting for vote.

Front-End Loader Replacement:
DPW Superintendent Scott Herbert addressed the need to replace the department's 1999 CAT front-end loader, which has over 9,000 hours of use and is showing significant signs of wear. It's vital to operations such as brush and leaf collection and preparing Oval Beach for summer.

- A repair quote from CAT for critical wear components (bushings, springs, etc.) came in at $16,000, but considering the machine's age and usage, a replacement is more cost-effective long-term.
- Several demo models were tested:
    - CAT 938 (direct replacement)
    - Volvo L90H
    - Hyundai HL940

      Staff unanimously preferred the CAT 938 due to its performance and features.
- After evaluating lease vs. purchase, outright purchase was deemed the best value, with rock-bottom pricing secured through the state machine program.
- This is a budgeted item, and funds are available in the Motor Pool Fund. The department is ready to proceed, pending council input.

Mayor Pro-Tem Stanton left the meeting at 5:02 p.m.

Public Comments:
Dan Sheridan commented on the streetlight on Spear Street topic.

Correspondence: None.

Council Comments:

- Councilmember Gardner is looking forward to the warm weather.
- Councilmember Dean informed all of the Tri-Community Wildlife Committee meeting right after the council workshop.
- Wished all a Happy Mother's Day and he will be working hard to fulfill all the orders at Back to the Fuchsia Flower Shop.
- Councilmember Clark enjoyed is interested in continuing the discussion on street lighting and re-visiting the dark sky topic.
- Mayor Anderson thanked DPW Scott Herbert for filling in for City Manager Cummins.

Adjournment:

Motion by Peterson, second by Dean to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Anderson adjourned the meeting at 5:06 p.m.

Respectfully Submitted

_____
Jamie Wolters, City Clerk

City Council Agenda Item Report

FROM: Jamie Wolters, City Clerk

MEETING DATE: May 12, 2025

SUBJECT: Proclamation No. 250512-P1 – Pride Month

DESCRIPTION:
Mayor Anderson's proclamation of June 2025 as Pride Month within the City of Saugatuck is found in the subsequent document. The City of Saugatuck has been proclaiming June as Pride Month since 2019 to show support for the LGBTQ+ community.

BUDGET ACTION REQUIRED:
N/A

COMMITTEE/COMMISSION REVIEW:
N/A

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Motion to **approve/deny** Proclamation No. 250512-P1 designating June 2025 as Pride Month in the City of Saugatuck and proclaiming that Pride flags will be on display at Saugatuck City Hall throughout the month of June.

CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN

PROCLAMATION NO. 250512-P1

MAYOR'S PROCLAMATION:
"A PROCLAMATION DESIGNATING JUNE AS PRIDE MONTH"

WHEREAS, the City of Saugatuck supports the rights of every citizen to experience equality and freedom from discrimination; and

WHEREAS, all people regardless of age, gender identity, race, color, religion, marital status, national origin, sexual orientation, or physical challenges have the right to be treated on the basis of their intrinsic value as human beings; and

WHEREAS, in support of the city's commitment the City of Saugatuck Non-Discrimination Ordinance was approved by City Council on August 27, 2007; and

WHEREAS, the City of Saugatuck accepts and welcomes people of diverse backgrounds and believes a diverse population leads to a more vibrant community; and

WHEREAS, the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ+) communities contribute to the cultural, civic and economic successes of the City of Saugatuck; and

WHEREAS, while we as a society at large are slowly embracing new definitions of sexuality and gender, we must also acknowledge that the need for education and awareness remains vital to end discrimination and prejudice; and

NOW, THEREFORE, BE IT RESOLVED, I, Mayor Holly Anderson and the members of the Saugatuck City Council hereby proclaim June 2025 as Pride Month in the City of Saugatuck, Michigan and encourage our residents to reflect on the ongoing struggle for equality members of the LGBTQ+ community face and celebrate the contributions that enhance our city.

BE IT FINALLY RESOLVED, the City of Saugatuck will display the Pride Flag at Saugatuck City Hall from June 1 through June 30 in acknowledgment of LGBTQ+ Pride Month and to celebrate diversity and inclusion.

Signed: _____ Dated_____
Holly Anderson, Mayor

Signed:_____ Dated_____
Jamie Wolters, City Clerk

City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: May 12, 2025

SUBJECT: Social District Application- AMS 1, LLC dba Pumpernickels

DESCRIPTION:
A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. AMS 1, LLC dba PUmpernickels located at 202 Butler St. has requested approval to be added to the City of Saugatuck Social District.

Resolution No. 250428-A establishing the Social District and Commons Area in the City of Saugatuck and Approving a Social District Plan is attached for reference along with the map of the City of Saugatuck Social District.

BUDGET ACTION REQUIRED:
N/A

COMMITTEE/COMMISSION REVIEW:
N/A

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Motion to **approve/deny** Resolution 250512-A adding AMS 1, LLC dba PUmpernickels to the City of Saugatuck Social District.

Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll Free: 866-813-0011 • www.michigan.gov/lcc

Business ID: _____

Request ID: _____
(For MLCC use only)

Local Governmental Unit Approval For Social District Permit

Instructions for Governing Body of Local Governmental Unit:
A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered. ***250512-A***

At a Regular meeting of the City of Saugatuck council/board
(regular or special) *(name of city, township, or village)*

called to order by Mayor Anderson on May 12 at 6:30 p.m
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from AMS 11, LLC *dba pumpernickles*
(name of licensee - if a corporation or limited liability company, please state the company name)

for a **Social District Permit** is _____ by this body for consideration for approval by the
(recommended/not recommended)

Michigan Liquor Control Commission.

If not recommended, state the reason: _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____ *(name of city, township, or village)*

council/board at a _____ meeting held on _____
(regular or special) *(date)*

I further certify that the licensed premises of the aforementioned licensee are contiguous to the commons area designated by the council/board as part of a social district pursuant to MCL 436.1551.

Print Name of Clerk	Signature of Clerk	Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: May 12, 2025

SUBJECT: Right of Way Signage Request

DESCRIPTION:
The Saugatuck - Douglas Garden Club has applied for a right of way signage to be displayed on the Saugatuck Pallete sign from July 11 through July 19 to advertise the Annual Garden Walk to take place on July 19. ***There are already two banners to be displayed, if approved this will be the third to be displayed during this period.***

The City Council may approve a banner as an exception, as listed in section 150.30(H). The conditions for approval of the exception are as follows:

1. The sign does not create a traffic vision obstruction;
2. The sign does not create a pedestrian traffic obstruction;
3. The sign is compatible with the surroundings and is not uniquely out of character for the community;
4. The sign does not create a situation which could be detrimental to health safety, or welfare; and,
5. The banner shall be displayed for no more than three 14-day periods between January 1 and December 31 of any year.

BUDGET ACTION REQUIRED:
N/A

COMMITTEE/COMMISSION REVIEW:
N/A

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Move to approve/deny the right of way sign application from the Saugatuck-Douglas Garden club for the dates on July 11-15 to the Annual Garden Walk.

Right of Way Sign Application

APPLICANTS INFORMATION **APPLICATION NUMBER** ____ - ____

Name Saugatuck-Douglas Garden Club Address / PO Box % Carla Vacco + Claudia Burg

City Fennville State MI Zip 49408 Phone 815/545-3545 + 616/401-0527

E-Mail e_goddess@ameritech.net (Carla Vacco)

Signature Carla J Vacco Date 7-10-2025

SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Type: Number of Yard Signs 8 Number of Banners 1

Dates to be displayed 7-19-2025

Further Comments: Banner to be displayed July 11, 2025

PLEASE INCLUDE THE FOLLOWING INFORMATION

Pursuant to Section 150.30, please attach the following supporting documents when applying for sign approval

Y	N	NA	
☑	☐	☐	Dimensions and type of each proposed sign 18x24 + 1 - 6' Banner
☐	☐	☐	Map showing the location of each sign
☑	☐	☐	Explanation of how each sign will be attached and secured metal stakes

Pursuant to Section 150.30(H), please to the following questions:

☐	☑	☐	Will the signs create a traffic vision obstruction?
☐	☑	☐	Will the signs create a pedestrian traffic obstruction?
☑	☐	☐	Are the signs compatible with the surroundings and is not uniquely out of character for the community? and
☐	☑	☐	Do the signs create a situation which could be detrimental to health, safety, or welfare?

City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: May 12, 2025

SUBJECT: Special Event-Town Crier Race

DESCRIPTION:

The Town Crier Races has submitted a special event application for the Town Crier Race. See attached application and breakdown of event below. The routes in the packet labeled PLAN 2 are the official routes this year. A safety meeting was conducted and Police and DPW approve, still finalizing participation from Fire Department at three locations on route.

BREAKDOWN OF EVENT:

Event Date:	6-14-25
Event location:	Saugatuck & Douglas
Event Hours:	6:00am-8:00pm
Set up/Clean up times:	5:45am & 11:30am
Estimated number of attendees:	800
Volunteers:	30-50

BUDGET ACTION REQUIRED:
N/A

COMMITTEE/COMMISSION REVIEW:
N/A

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Motion to approve/deny Town Crier to take place on June 14, 2025.

Council Action

_____ Approved

_____ Denied

_____ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453
Phone: 269-857-2603 • Website: www.saugatuckcity.com

SPECIAL EVENT & PARADE APPLICATION

Must be filled out in its entirety & returned to the City Clerk's Office 60 days prior to scheduled event

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Town Crier Races **TELEPHONE:** _____

MAILING ADDRESS: PO Box 1040, Douglas, MI 49406

CONTACT NAME: Susan Poolman **TELEPHONE:** 269.227.3448

E-MAIL ADDRESS: towncrierrace@gmail.com **CELL PHONE:** 269.227.3448

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Rick Bauer **TELEPHONE:** 269.857.2133

E-MAIL ADDRESS: rbauer@saugatuckps.com **CELL PHONE:** 616.848.9313

EVENT INFORMATION

NAME OF EVENT: Town Crier Races **DATE(S) OF EVENT:** 06/14/2025

PURPOSE OF EVENT: $$ for SPS CC, Track & Running Club **RAIN DATE:** n/a

■ Non-Profit ☐ For-Profit ☐ City Operated/Sponsored ☐ Co-Sponsored

☐ Marathon/Race ☐ Festival/Fair ☐ Video/Film Production ☐ Other _____

EVENT LOCATION: City, Village & Township **EVENT HOURS:** 6am-11:30am

ESTIMATED NUMBER OF ATTENDEES: Maximum of 800 runners

ESTIMATED NUMBER OF VOLUNTEERS: 30-50

ESTIMATE DATE / TIME FOR SET-UP: 06/14/2025 5:45 ■A.M. ☐ P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 06/14/2025 11:30 ■A.M. ☐ P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: ☐ Yes ■ No

TYPE OF MUSIC PROPOSED: ☐ Live ☐ Amplification ☐ Recorded ☐ Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN:_____ **END:**_____

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) ☐ Yes ■ No

☐ *Provide Copy of Health Department Food Service License*

WILL ALCOHOL BE SERVED AT THIS EVENT: ☐ Yes ■ No

☐ *Provide Copy of Liquor Liability Insurance* (listing the City as additionally insured)

☐ *Provide Copy of Michigan Liquor Control License*

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

_____

WILL FIREWORKS BE APART OF EVENT: ☐ Yes ■ No

☐ *Provide Copy of Liability Insurance* (listing the City as additionally insured)

☐ *Provide Copy of Fireworks Permit*

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

☐ **"YARD" SIGNS -** Number requested: ___ (Maximum size is 2' x2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

■ **BANNER UNDER SAUGATUCK PALETTE SIGN -** (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.) - CVB will be in contact

☐ **SIGNAGE AT EVENT SITE -** Location(s): _____

Description of signs:_____

(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

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

☐ **BOOTHS – QUANTITY**_____ ☐ **TENTS – QUANTITY**_____

☐ **AWNINGS – QUANTITY**_____ ☐ **TABLES – QUANTITY**_____

☐ **PORTABLE TOILETS – QUANTITY**_____

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

If yes, where do you propose your vendors park?_____

Will the Interurban be utilized? ☐ Yes ☐ No Time(s) will confirm

DEPARTMENT OF PUBLIC WORKS

☐ APPROVED ☐ DENIED _____

Authorized Personnel Signature

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

☐ **TRASH RECEPTACLES – QUANTITY**_____ ☐ **BARRICADES – QUANTITY**_____

☐ **TRAFFIC CONES – QUANTITY** _____ ☐ **PARKING SIGNS – QUANTITY**_____

☐ **FENCING** ☐ **WATER** ☐**ELECTRIC** ☐ **RESTROOM CLEANING**

☐ **OTHER**_____

POLICE DEPARTMENT

☐ APPROVED ☐ DENIED _____

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? ☐ Yes ☐ No

If yes please describe & include times_____

Other (describe):_____

SAUGATUCK TOWNSHIP FIRE DISTRICT

☐ APPROVED ☐ DENIED _____

Authorized Personnel Signature

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

Street closure date/time:_____ _____☐ **A.M.** ☐ **P.M.**

Street re-open date/time:_____ _____☐ **A.M.** ☐ **P.M.**

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

Describe Sidewalk Use:_____

Sidewalk closure date/time: _____ _____☐ **A.M.** ☐ **P.M.**

Sidewalk re-open date/time: _____ _____☐ **A.M.** ☐ **P.M.**

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

Parking Lot Location:_____

Sidewalk closure date/time:_____ _____☐ **A.M.** ☐ **P.M.**

Sidewalk re-open date/time:_____ _____☐ **A.M.** ☐ **P.M.**

What parking arrangements are proposed to accommodate potential attendance:_____

_____

APPLICATION CHECK LIST

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

If document is missing, please explain: insurance is provided by SPS

The applicant and sponsoring organization understand and agrees to:

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

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

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

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

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

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

Susan L. Poolman

Applicant Signature

03/08/2025

Date

SAUGATUCK TOWNSHIP FIRE DISTRICT
Proudly serving : Douglas | Saugatuck | Saugatuck Township

3342 Blue Star Highway
Saugatuck, MI 49453
Phone: 269 857-3000
E-mail: office@saugatuckfire.org

REQUIREMENTS FOR TENT STRUCTURES

Date: _____ Location: _____

Address: _____ Municipality: _____

Note this is a partial check list of requirements based on the International Fire Code 2015 edition (IFC). If you have further requirements consult with Saugatuck Twp. Fire District.

Check off when complete:

_____ A detailed site and floor plan for tents with an occupant load of 50 or more shall be provided with each application for approval. The floor plan shall indicate details the means of egress, seating capacity, arrangement of seating and location of any heating and electrical equipment. (3103.6)

_____ Fire apparatus access roads shall be provided. (3103.8.1 / 503)

_____ Tents shall not be located within 20 feet of lot lines, buildings, other tents, parked vehicles, or internal combustion engines. Support ropes and guy wires shall be considered as part of the tent. Note: There are exceptions, consult with the Saugatuck Township Fire District. (3103.8.2)

_____ An unobstructed fire break passageway or fire road not less than 12 feet wide and free from guy ropes, or other obstructions shall be maintained on all sides of all tents. (3103.8.6)

_____ All tents and side curtains shall be composed of flame resistant material in accordance with NFPA 701 and IFC. (3104.2)

_____ Tents shall have a permanently affixed label bearing the identification of size and fabric or material type. (3104.3)

_____ A copy of the certificate attesting to the flame resistance of the fabric shall be submitted to Saugatuck Township Fire District. (3104.4)

_____ Combustible materials shall not be located within any tent structure. (3104.5)

_____ Open flame or other devices emitting flame, fire or heat including parked cars shall not be permitted inside or within 20 feet of the tent. (3104.7)

_____ Portable fire extinguishers shall be provided at the exits. A minimum rating size of 2A10BC. (3104.12 /906)

_____ The occupant load shall be stated. (3104.14 / Chapter 10)

_____ Side curtains shall be flame resistant and when used at exit openings shall be of a color that contrasts with the color of the tent. (3103.12.3)

_____ Aisles having a minimum width of not less than 44 inches shall be provided from seating areas and aisles shall progressively increase in width to provide, at all points, not less than 1 foot or aisle width for each 50 persons served by such aisle at that point. (3103.12.5)

_____ A minimum number of means of egress and means of egress widths are as follows: (3102.12.5.1)

Occupant Load	Min. # of Means of Egress	Min. Width of Egress
10-199	2	72"
200-499	3	72"

_____ Exits shall be clearly marked if the occupant load is 50 or more. (3103.12.6)

_____ Exit signs shall be approved self-luminous type or shall be internally or externally illuminated. (3103.12.6.1)

_____ Means of egress shall be illuminated. (3103.12.7)

_____ Required width of exits, aisles and passageways shall be maintained at all times. (3103.12.8)

_____ Trained crowd manager/supervisor shall be provided at a ratio of one crowd manager/supervisor for every 250 occupants. (3104.20.2)

_____ "No Smoking" signs shall be posted in conspicuous locations. (3104.6)

_____ Provide STFD with a copy of the "Miss Dig" ticket number and documentation for location and marking of underground utilities where tent will be erected. (102.9)

_____ Saugatuck Township Fire District will inspect the tent installation.

Signature of Applicant: _____

Signature of Fire Inspector: _____

Date: _____

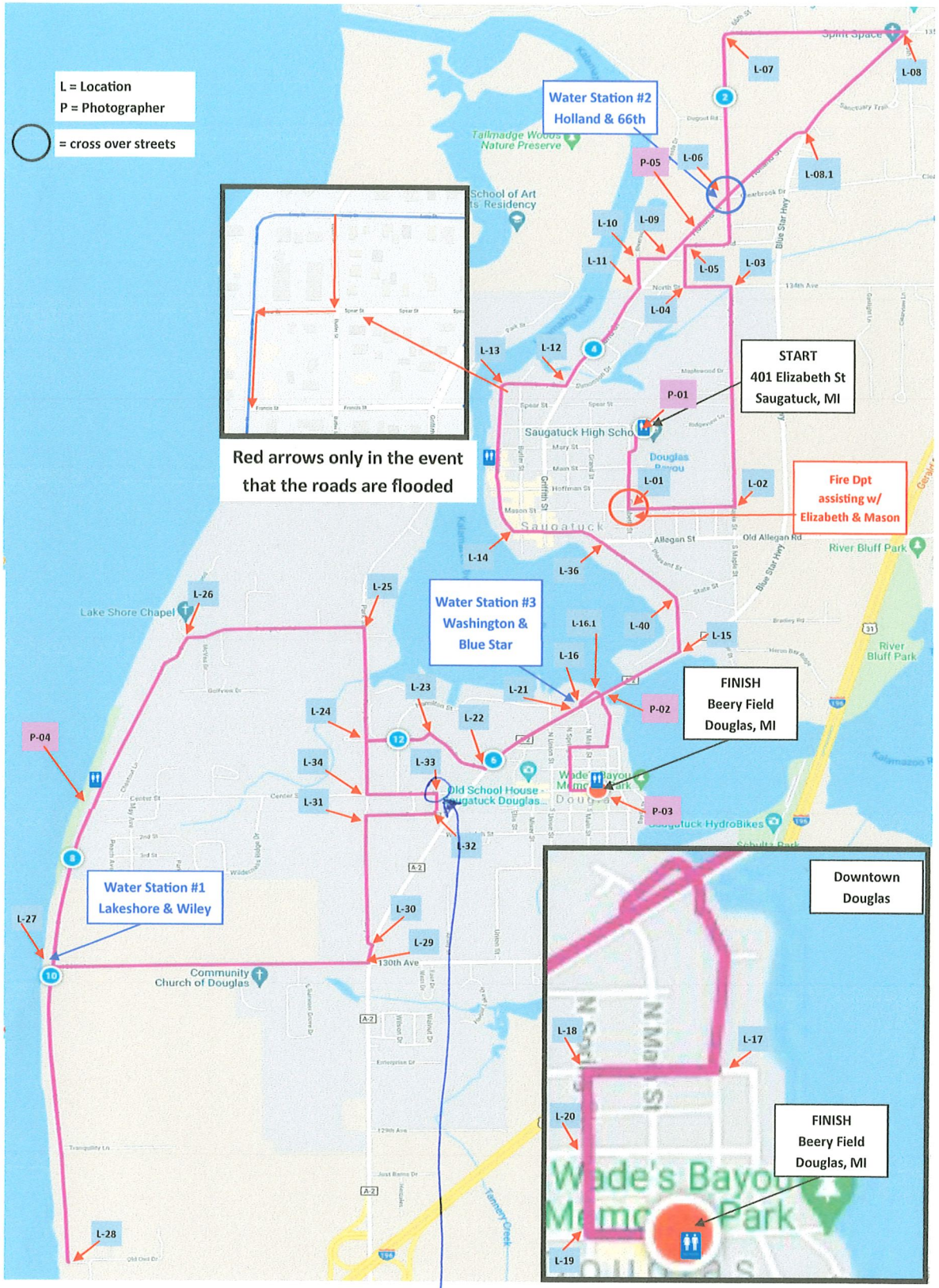
Revised 8/2016-CM

- **Saugatuck**
  - Chief Greg Janik - gjanik@saugatuckfire.org
    - Medical Tent - Holland Hospital - needs to be inspected to code
      - ~~Waiting on them to confirm they will be there~~
    - Any other tents need to be inspected to code
  - Water Station #2 (Holland & 66th)
    - Trash receptacles needed
  - Allegan County Police - Janelle
    - Holland & 66th intersection

- I believe we will use route last year to avoid maple street. Are there any other streets we need to be aware of?

Plan 1

Town Crier Races - Half Marathon



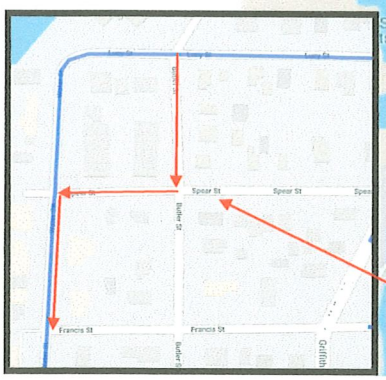
Town Crier Races
5K, 10K & Half Marathon®

L-33
need an assist

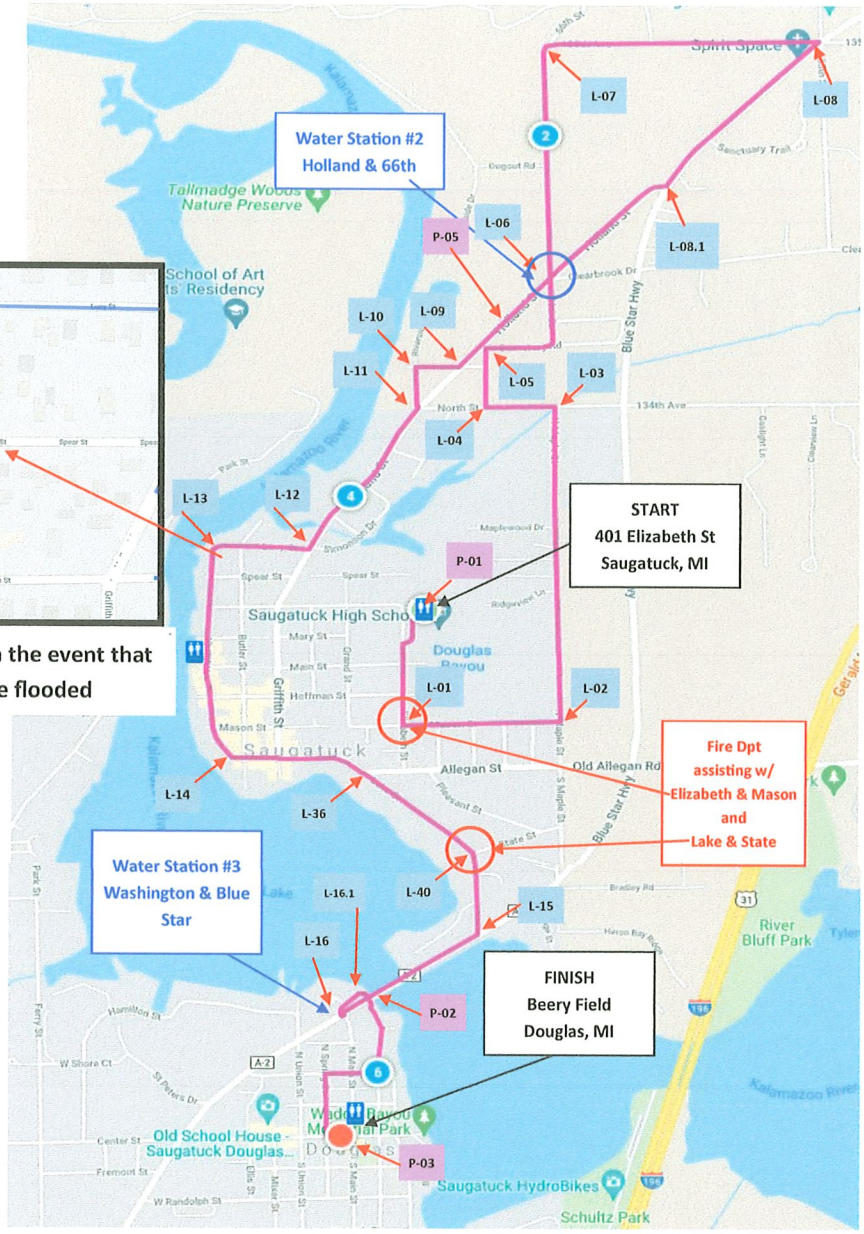
Plan 1

Town Crier Races - 10k

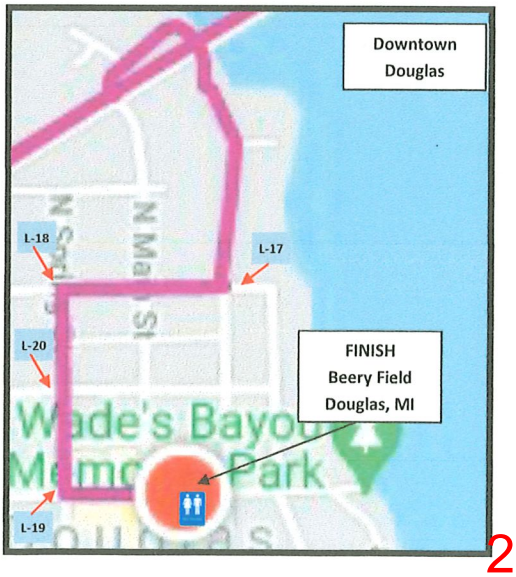
L = Location
P = Photographer
◯ = cross over streets
Officers Needed



Red arrows only in the event that the roads are flooded



= Public Restrooms

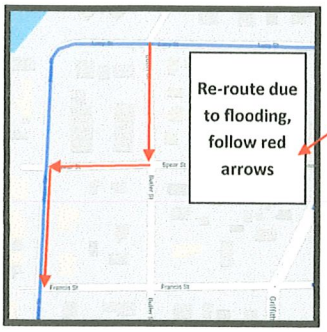


Town Crier Races
5K, 10K & Half Marathon®

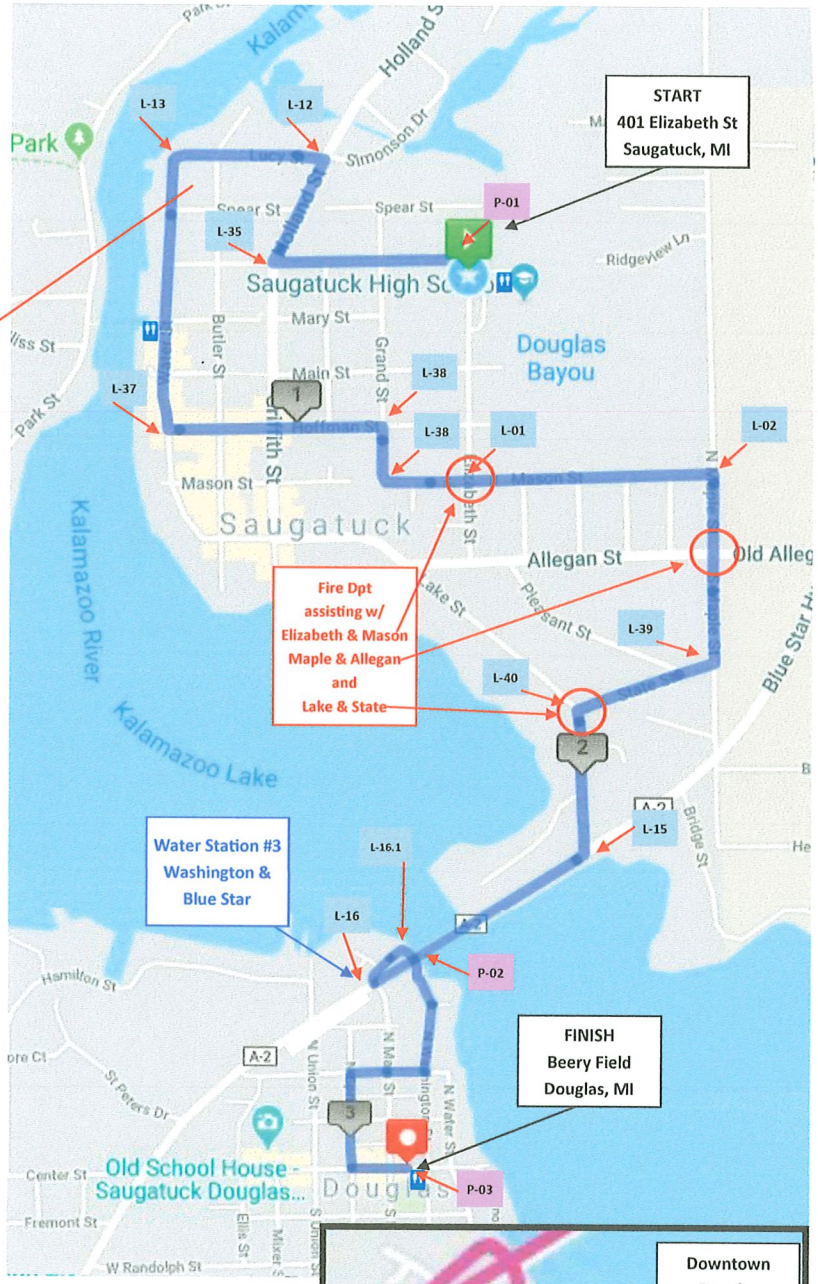
Plan 2

Town Crier Races - 5k

L = Location
P = Photographer
= Public Restrooms



Red arrows only in the event that the roads are flooded

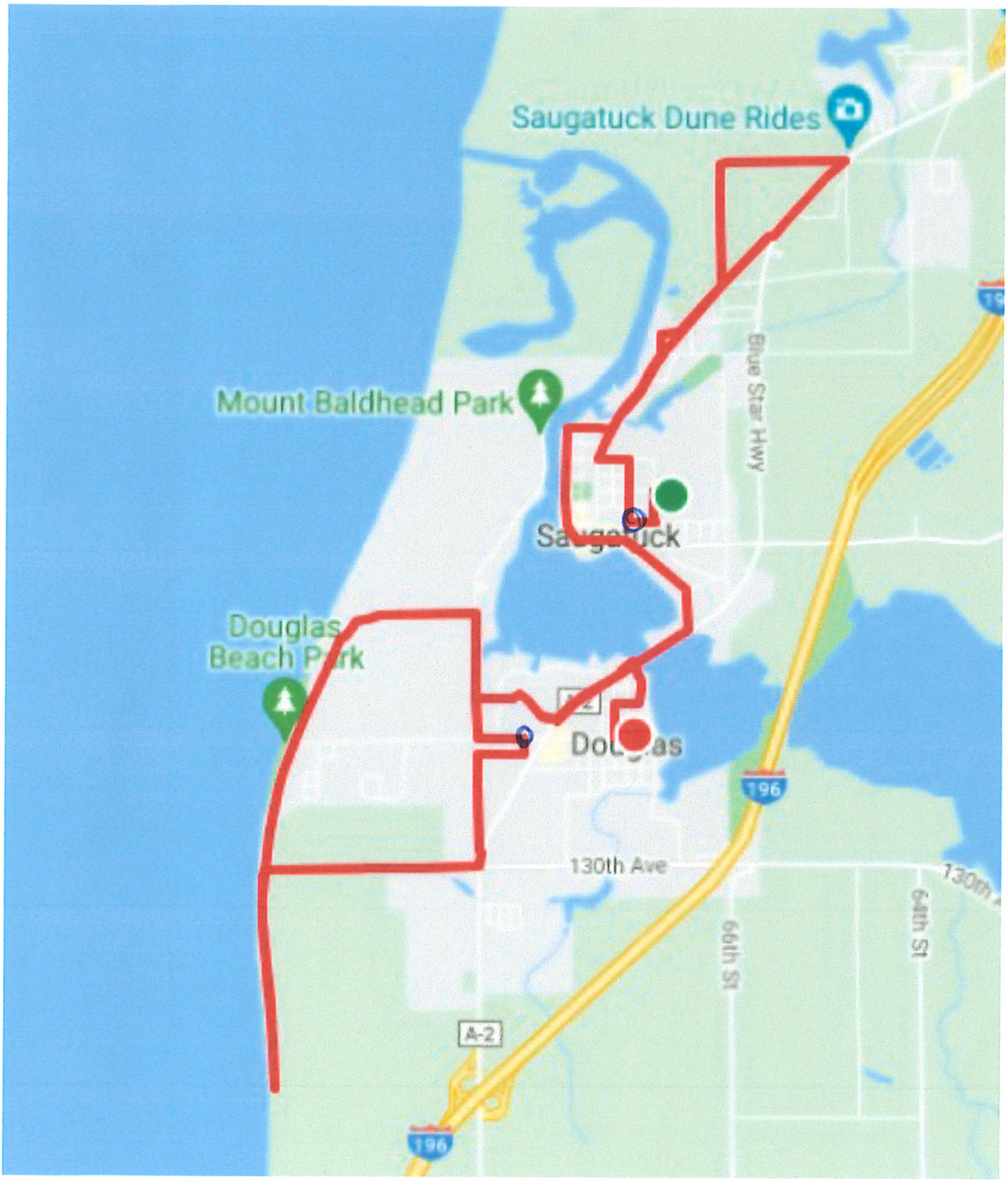


Town Crier Races
5K, 10K & Half Marathon©

7:30am start @ School football field Plan 2

Half Course

June 15, 2024



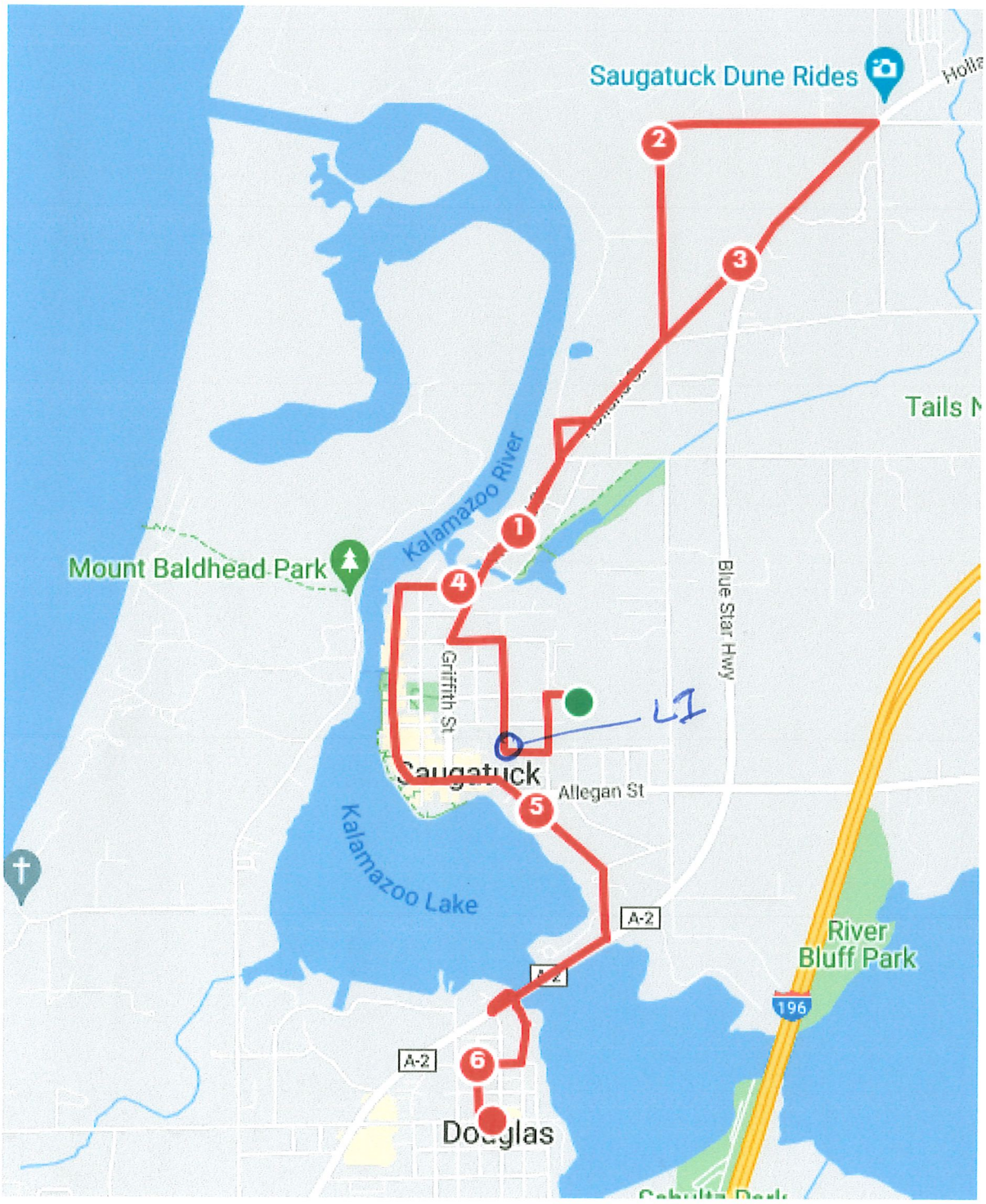
Return: Interurban Bus Ride
TRIP Center and Washington

7:40 am Start

plan 2

10k Course

June 15, 2024

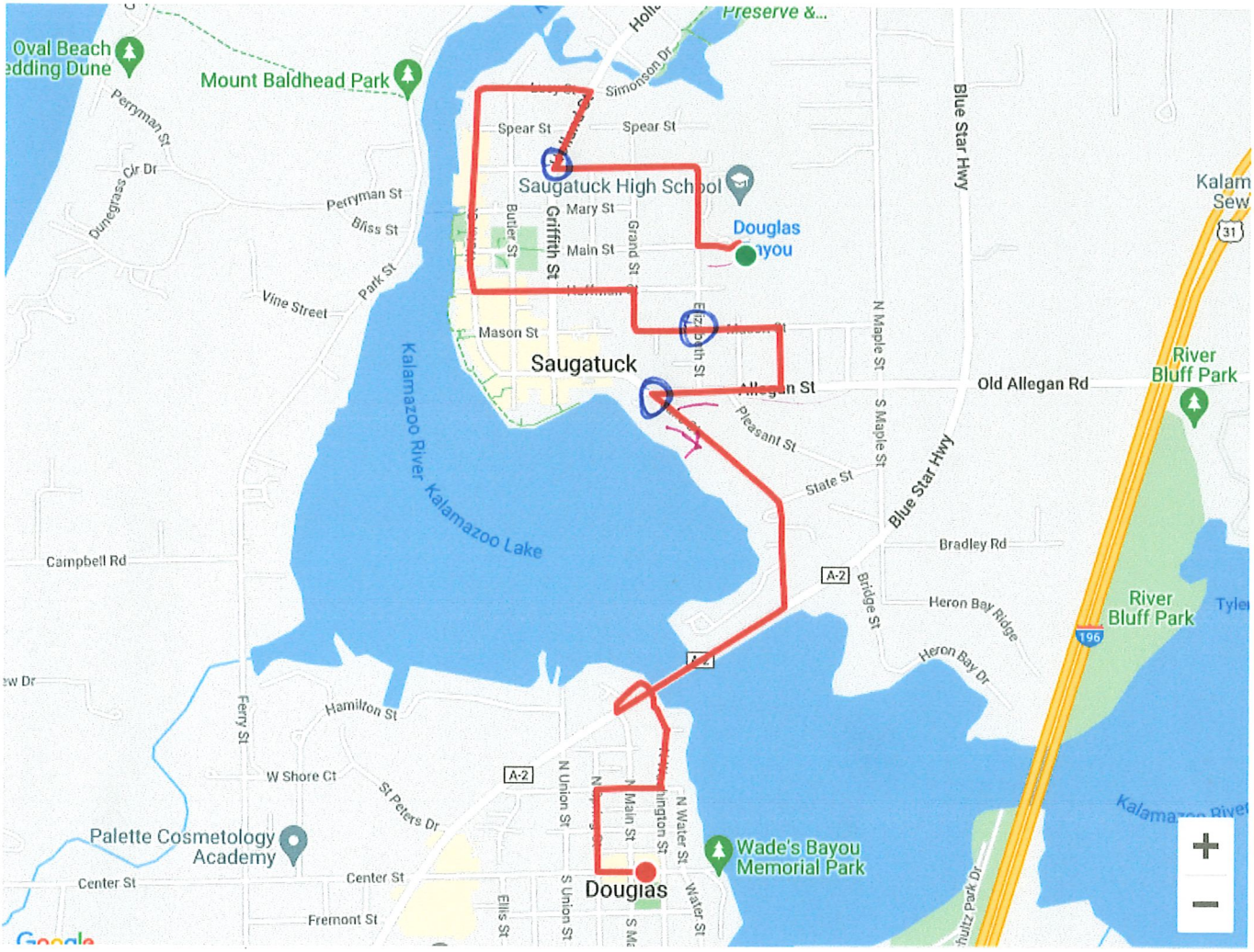


7:50am Start

Plan 2

5k Course

June 15, 2024



O = Need Volunteers

City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: May 12, 2025

SUBJECT: Special Event-Farmer & Artisan Market

DESCRIPTION:

The SCA has submitted a special event application for their Farmer & Artisan Markets. See attached application and breakdown of event below. A safety meeting was conducted and approval given by Fire, Police and DPW.

BREAKDOWN OF EVENT:

Event Dates:	6/6/25 & 8/1/25
Event location:	SCA
Event Hours:	9:00am-2:00pm
Set up/Clean up times:	7:00am & 3:00pm
Estimated number of attendees:	800
Volunteers:	4

BUDGET ACTION REQUIRED:
N/A

COMMITTEE/COMMISSION REVIEW:
N/A

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Motion to approve/deny the Farmer & Artisan Markets to take place on 6/6/25 & 8/1/25.

Council Action

_____ Approved

_____ Denied

_____ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453
Phone: 269-857-2603 • Website: www.saugatuckcity.com

SPECIAL EVENT & PARADE APPLICATION

Must be filled out in its entirety & returned to the City Clerk's Office 60 days prior to scheduled event

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Saugatuck Center for the Arts **TELEPHONE:** 2698572399

MAILING ADDRESS: 400 Culver St, Saugatuck, MI 49453

CONTACT NAME: Kristin Armstrong, Executive Director **TELEPHONE:** 2698572399

E-MAIL ADDRESS: kristin@sc4a.org **CELL PHONE:** 2698572399

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Susan Poolman **TELEPHONE:** 2698572399

E-MAIL ADDRESS: market@sc4a.org **CELL PHONE:** 2692273448

EVENT INFORMATION

NAME OF EVENT: Saugatuck Farmers Market | The Market at SCA **DATE(S) OF EVENT:** 06/06 & 08/01

PURPOSE OF EVENT: Farmer & Artisan Market **RAIN DATE:** none

☒ Non-Profit ☐ For-Profit ☐ City Operated/Sponsored ☐ Co-Sponsored

☐ Marathon/Race ☐ Festival/Fair ☐ Video/Film Production ☐ Other _____

EVENT LOCATION: Saugatuck Center for the Arts **EVENT HOURS:** 9am-2pm

ESTIMATED NUMBER OF ATTENDEES: 800 guests each day

ESTIMATED NUMBER OF VOLUNTEERS: 4

ESTIMATE DATE / TIME FOR SET-UP: 06/06 & 08/01 7:00 ☒ A.M. ☐ P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 06/06 & 08/01 3:00 ☐ A.M. ☒ P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: ☐ Yes ■ No

TYPE OF MUSIC PROPOSED: ☐ Live ☐ Amplification ☐ Recorded ☐ Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN:_____ **END:**_____

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) ☐ Yes ☐ No

☐ *Provide Copy of Health Department Food Service License*

WILL ALCOHOL BE SERVED AT THIS EVENT: ☐ Yes ■ No

☐ *Provide Copy of Liquor Liability Insurance* (listing the City as additionally insured)

☐ *Provide Copy of Michigan Liquor Control License*

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

_____

WILL FIREWORKS BE APART OF EVENT: ☐ Yes ☐ No

☐ *Provide Copy of Liability Insurance* (listing the City as additionally insured)

☐ *Provide Copy of Fireworks Permit*

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

☒ **"YARD" SIGNS -** Number requested: 12 (Maximum size is 2' x2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

☐ **BANNER UNDER SAUGATUCK PALETTE SIGN -** (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

☐ **SIGNAGE AT EVENT SITE -** Location(s): _____

Description of signs:_____

(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

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

☐ **BOOTHS – QUANTITY**_____ ■ **TENTS – QUANTITY** Max 41 (10' x 10')

☐ **AWNINGS – QUANTITY**_____ ☐ **TABLES – QUANTITY**_____

☐ **PORTABLE TOILETS – QUANTITY**_____

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

If yes, where do you propose your vendors park?_____

Will the Interurban be utilized? ■ Yes ☐ No Time(s) 7am-8:45am & 2pm-3:15pm

DEPARTMENT OF PUBLIC WORKS

☐ APPROVED ☐ DENIED _____

Authorized Personnel Signature

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

☐ **TRASH RECEPTACLES – QUANTITY**_____ ■ **BARRICADES – QUANTITY** 2 (see notes)

☐ **TRAFFIC CONES – QUANTITY** _____ ■ **PARKING SIGNS – QUANTITY** 2 (see notes)

☐ **FENCING** ☐ **WATER** ☐ **ELECTRIC** ☐ **RESTROOM CLEANING**

☐ **OTHER**_____

POLICE DEPARTMENT

☐ APPROVED ☐ DENIED _____

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? ☐ Yes ☐ No

If yes please describe & include times_____

Other (describe):_____

SAUGATUCK TOWNSHIP FIRE DISTRICT

☐ APPROVED ☐ DENIED _____

Authorized Personnel Signature

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

Street closure date/time:_____ _____ ☐ **A.M.** ☐ **P.M.**

Street re-open date/time:_____ _____ ☐ **A.M.** ☐ **P.M.**

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

Describe Sidewalk Use:_____

Sidewalk closure date/time: _____ _____ ☐ **A.M.** ☐ **P.M.**

Sidewalk re-open date/time: _____ _____ ☐ **A.M.** ☐ **P.M.**

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

Parking Lot Location: Culver City Parking Lot (partial closure, see attached map)

Sidewalk closure date/time:_____ _____ ☐ **A.M.** ☐ **P.M.**

Sidewalk re-open date/time:_____ _____ ☐ **A.M.** ☐ **P.M.**

What parking arrangements are proposed to accommodate potential attendance:_____

_____

APPLICATION CHECK LIST

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

If document is missing, please explain: see attached note

The applicant and sponsoring organization understand and agrees to:

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

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

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

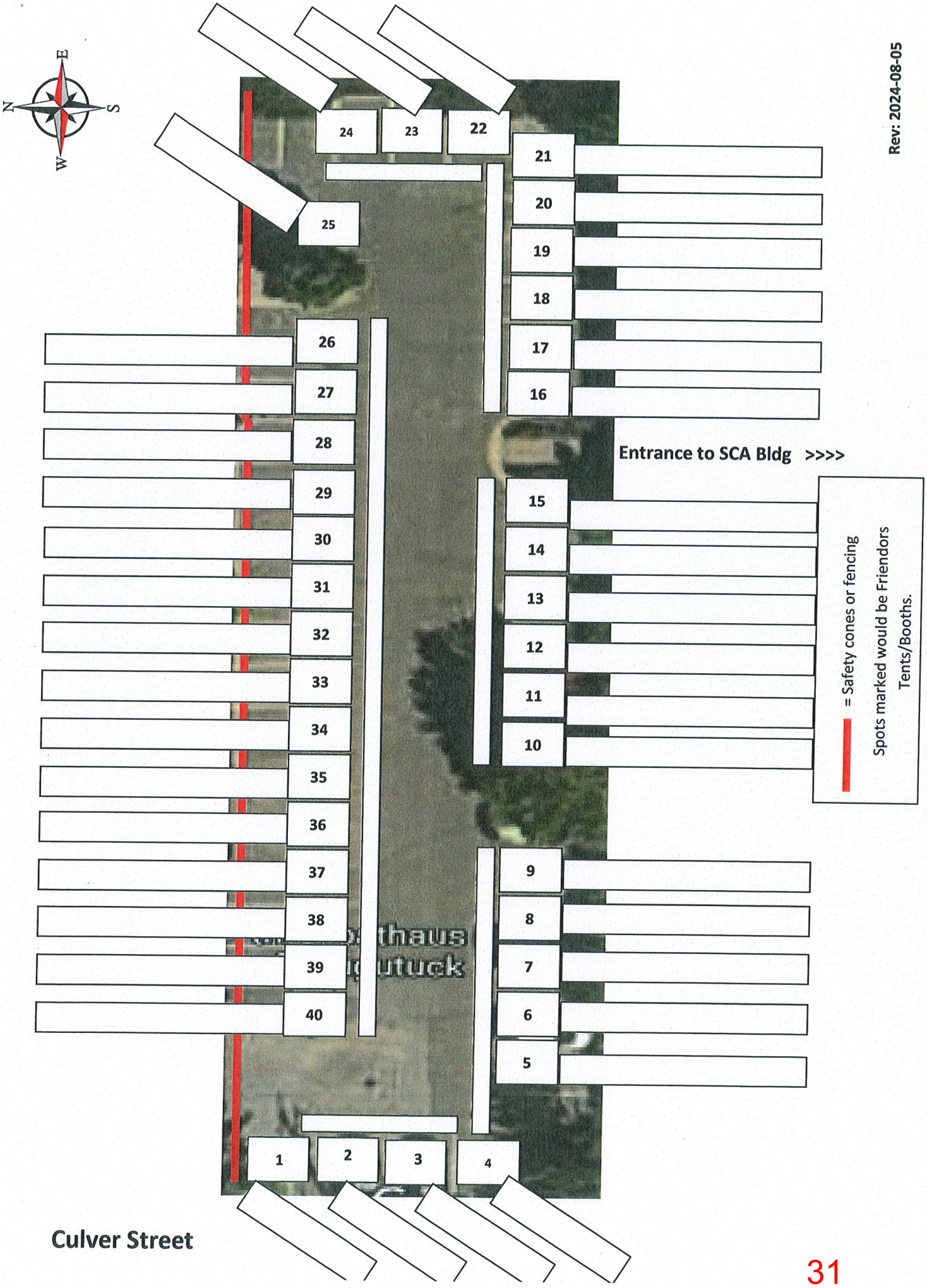
Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

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

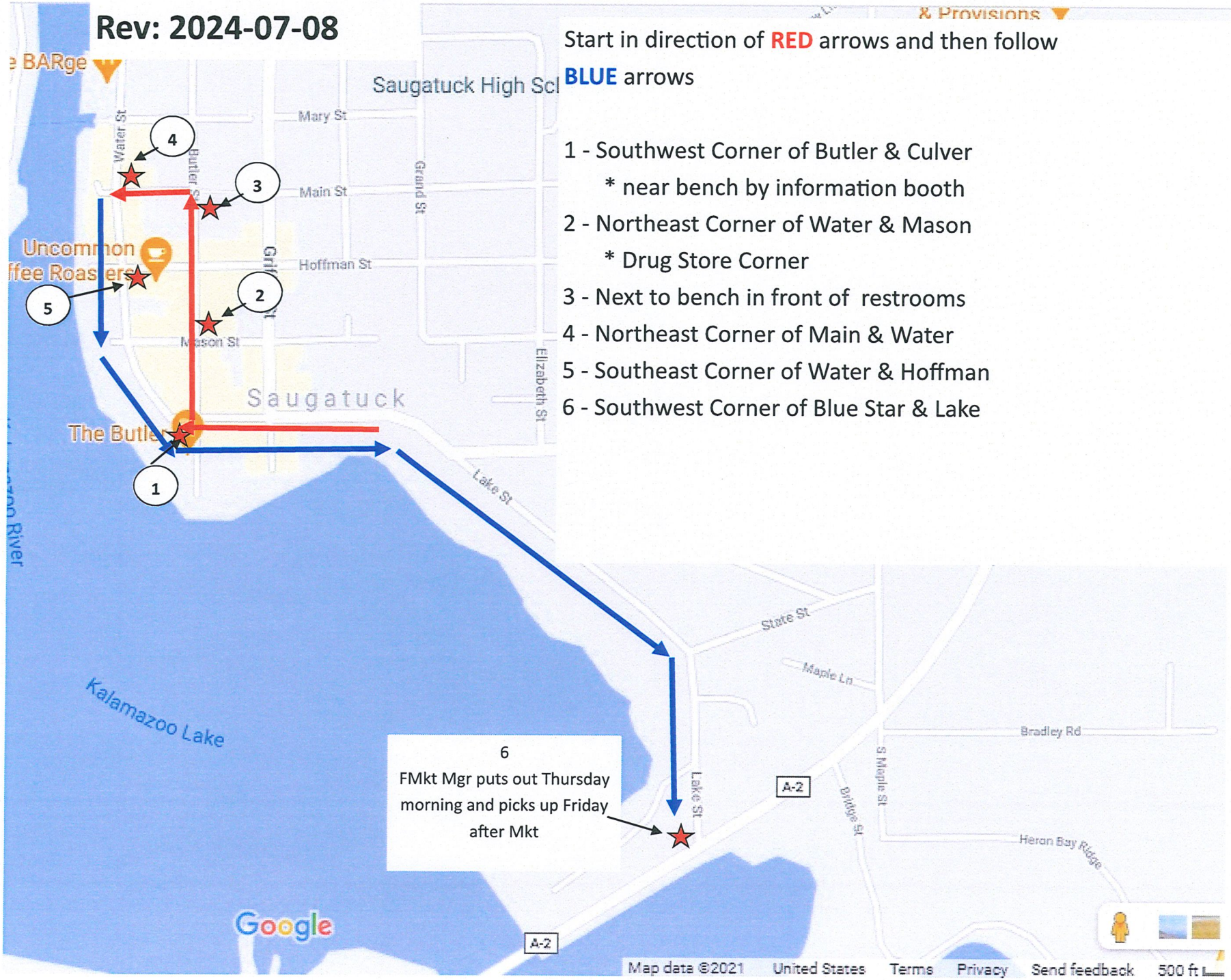
As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Kristy Armstrong
Applicant Signature

2-13-2025
Date


Rev: 2024-08-05
N
E
S
W
24
23
22
21
20
25
19
18
26
17
27
16
28
Entrance to SCA Bldg >>>>
29
15
30
14
31
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32
12
33
11
34
10
35
36
9
37
8
38
7
39
6
40
5
1
2
3
4
= Safety cones or fencing
Spots marked would be Friendors Tents/Booths.
Culver Street

Rev: 2024-07-08



Start in direction of **RED** arrows and then follow **BLUE** arrows

1 - Southwest Corner of Butler & Culver
    * near bench by information booth
2 - Northeast Corner of Water & Mason
    * Drug Store Corner
3 - Next to bench in front of restrooms
4 - Northeast Corner of Main & Water
5 - Southeast Corner of Water & Hoffman
6 - Southwest Corner of Blue Star & Lake

The Saugatuck Center for the Arts will need the use of the City Parking Lot for our weekly Market at SCA on the following dates:

- Jun 6, 2025
- Aug 1, 2025

See attached layout for the use of the city parking lot

Last year the city used barricades to keep overnight parking from happening along with no parking signs. We would certainly be grateful if you could do the same for 2025 and thank you.

Certificate of insurance should be on file

All food vendors that we have will have their food license (unless cottage food law), insurance paperwork and MI Sales Tax ID just as they do for our market.

Treasurer Report
May 12, 2025

Tax:

- Answered property tax questions.

Payables:

- Continue to convert the vendors from Peter's account information to mine (and now some are sending to Jamie instead of me. . . Working through those, too)
- Processed a payables run
- Processed several escrow refunds
- Worked on getting proper documentation from a new-to-us vendor
- Worked with a couple of vendors that hadn't posted payments to our account.

Miscellaneous:

- Problem bankreconciliation is finished.
- Took a variety of credit card payments (Oval Beach stickers, permits, etc)
- Pushed Comcast again for a timeline on the franchise fee make-up amount. (We've now received the 2nd make-up payment. Just one more and we'll be back on schedule)
- Used the CD rate quotes to work a better percentage rate at the bank that holds the CD that matured
- Working on getting the signature cards updated for the institution that holds the above mentioned CD.
- Helped with a variety of Oval Beach items
- Attended the weeklong Basics conference (first of a three year track to get my MiCPT)
- Worked on the Property insurance renewal
- Answered Oval Beach pass questions
- Worked on processes for Oval Beach (like recording resident purchases)
- Reactivated a credit card that shut down
- Constructed a public notice for the budget hearing to submit to the Commercial Record
- Started the process of working with the vendor that supplied the beach passes – there's quality problems to be worked out.
- Passed out budget information to my fellow management

Payroll:

- Working to develop processes and procedures to eliminate inefficiencies and potential errors
- Processed the 05/05/25 payroll
- Updated the new hire paperwork with the Ethics policy information.

City Clerk Department Report

May 12, 2025

Activity Since April 14 :

- Elections:
  - May 6, 2025 election, 200 voters voted.
- Currently processing 2025 Business Licenses, 70 have been executed.
- We have one Wick's Park Boat Slip and will have another lottery.
- Currently have 6 FOIA requests.
- Coordinated and prepared meeting packets and minutes.
- Clerk Meetings:
  - City Council Meeting - Wolters
  - Department Head Meeting - Wolters
  - Town Crier Safety Meeting - Wolters
  - SCA Markets Safety Meeting - Wolters

Planning, Zoning and Project Report

May 12, 2025

Planning and Zoning

- Participated in scheduled internal team meetings.
- Prepared for and participated in HDC meeting.
- Prepared for and participated in Wellhead protection meeting.
- Had meetings regarding regulation changes.
- Spoke with legal regarding various topics.
- Spoke with MTS regarding various topics.
- Met with residents on site regarding complaints about site.
- Met with residents regarding residential project.
- Issued stop work orders to multiple projects.
- Spoke with legal representatives of owners regarding vacation of alley way.
- Spoke with legal representatives of owners regarding removal of ROW hardscaping.
- Sent enforcement letters regarding obstructions to ROW.
- Sent letter regarding requirements for major waterfront construction.
- Reached out to multiple residents regarding unpaid fees for various projects.
- Reached out to multiple residents regarding remaining balance of Escrow accounts.
- Created reports at the request of City Manager.
- Performed onsite visits at the request of MTS.
- Went onsite regarding potential water construction violations.
- Maintained general code enforcement follow-up efforts.
- Issued permits and completed casework as detailed below.

Open Casework

550 Dunegrass Circle	Received notice of violation from EGLE. Researched property to ensure process shall be followed, in talks with developer in regards to potential development, will address requirements in regards to EGLE violation when determined. Had discussion with contract planner to determine how to move forward with proposed development. Further research done on SLU and Site Plan approval for 500 and 550 Dunegrass. sent legal questions for appropriate next steps. Reached out to developer with information regarding potential future project and also with plans to resolve EGLE violations. Reps from site will be required to submit vegetation removal plan to the PC. Developer stated that they would be reaching out to an environmental consulting firm to put together information. had discussion with environmental consultants on what needs to be provided to the PC. Received questions from environmental consultants, scheduled call with developer for further discussion. Emailed environmental consultants with expectations for site plan review application. Application received, invoice sent. Scheduled for may PC meeting.	Enforcement
568 Mason	Emailed Contractor about damaged water line. Sent application to engineer. Asked applicant for more information. Confirmed Drawings are being made. Spoke with developers about issue. Still awaiting complete application and drawings for work completed onsite to address waterline issue. Had further discussions about what happened on site and emailed engineer and KLWSA to determine appropriate action. Recommendations received from Kal Lake and City Engineer, passed on to Contractor. discussion on utility work continues. Invoice for Asphalt work sent to Contractor. Further confirmation still needed, discussion with contractor, engineer, and KLWSA continue. Spoke with contractor for update. discussions continue with Contractor and Kal-Lake. Reached out to contractor to again discuss reimbursement for Kal-Lake. Called Alex for update, left voicemail. Advised MTS that occupancy permits would not be issued while an outstanding balance exists and sidewalk unfinished. Had discussion on timeline for side walk. Sidewalk to be poured week of 05-12-2025.	KLWSA
807 Lake St 7	Incomplete STR application received. Sent back to local agent. Received info, asked for further information. Info received, sent to fire department.	STR

249 Mason	Change of Use application received. Had discussion with fire department and sent request for more information to applicant. Had meeting with owner regarding proposed deck, agreed that major site plan amendment is necessary. Received site plan review application, Scheduled for June pc meeting.	PC
555 Griffith St	STR application received. Sent to fire department. Notified of pipe burst at property, inspection postponed until further notice.	STR
405 Park St	Received concerns for a floating dock at 405 Park which has no permits. Reached out to owner for clarification. Owner claims dock placed 4 years prior. No permits issued for dock. Spoke with Legal regarding enforcement action. Issued stop work order as work being done requires Minor site plan amendment. Provided resources to owner.	Enforcement
403 Water St	Received notice of proposed change of use. Provided resources. Application expected.	Zoning
421 Water St	STR Application received. More info needed. Sent to fire department.	STR
347 Water St	Potential enforcement case noticed. Emailed legal for discussion.	Enforcement
125 Elizabeth	Sent letter regarding obstruction to City ROW stating options for correction. Received contact from Legal representative of 125 Elizabeth on 05-07-2025 that the owners intend to petition to Vacate white alley, but would first contact the neighboring properties for support.	ROW
717 Water St 5	STR application received, More info needed. Sent to fire department.	STR
825 Bridge St	STR app for ADU received, waiting on insurance info. Insurance info received. Fee paid from escrow. Sent to fire department.	STR
449 Water St	Renewal of EODA, 4 spaces for 6 months. Invoice sent, waiting on insurance info. Left voicemail on 04-17-2025 to notify owner that EODA remains unpaid and work may not begin until payment is received, also noted that City Hall is closed 04-18-2025. Reached out stating that city still has not received payment. Applicant stated that the check is in the mail.	EODA
615 Park St 8	Applicant paid str renewal, supplied no application. Resources sent to applicant. Sent to fire department.	STR
842 Lake St 10	STR application received, sent to fire department.	STR
97 Park St	Received insurance information for STR. Sent STR application to owner.	STR
1039 N Maple St	had discussion regarding multi unit fence project. Send app and fence regulations.	Zoning
807 Lake St 1	Application received, more info needed. Info provided, sent to fire department.	STR
230 Griffith St	Application received, no payment. Sent invoice.	STR
807 Lake St 10	Application received, no payment. Sent invoice. Payment received. Sent to fire department.	STR

444 N Maple St	Application received, no payment. Sent invoice.	STR
673 Lake St	Zoning application received for pool house and pool in rear yard, provided review of project to applicant and advised lot coverage is being exceeded.	Zoning
347 Water St #2	STR Application received, need signature for Fire inspection. Sent to Fire Department. License issued.	STR
347 Water St #3	STR Application received, need signature for Fire inspection. Sent to Fire Department. License issued.	STR
633 Butler St	STR Application received, more info needed. Info received, sent to Fire Department.	STR
345 Griffith	STR Application received, sent to fire department.	STR
97 Park St	STR Application received, sent to fire department.	STR
245 Spear St	STR Application received, sent to fire department.	STR
611 Lake St	HDC application received for Sauna in rear yard.	HDC
347 Park St	STR Application received, more information needed. Info received, sent to fire department. License issued.	STR
230 Griffith St	STR Application received, sent to fire department.	STR
165 Elizabeth St	STR Application received, sent to fire department. License issued.	STR
135 Grant St	STR Application received, More info needed. Info received, sent to fire department.	STR
743 Allegan St	STR Application received, sent to fire department. License issued.	STR
202 Butler St	Application for EODA SLU Received , PC meeting June 19. Check too high. Applicant said keep additional in escrow. Ensure SLU mailer is done by 05-23-2025	EODA
630 Holland St	STR Application received, sent to fire department. Invoice not updated, emailed treasurer to confirm payment has been received.	STR
545 Spear St	SF residential application received. Sent invoice and asked for survey of property.	Zoning
813 Allegan St	SF residential application received. Sent invoice	Zoning
515 Water St 2	STR Application received, Sent to fire department. No fire department Checklist form. Sent email to owner.	STR
547 Water St 3	STR Application received, Sent to fire department. No fire department Checklist form. Sent email to owner.	STR
533 Water St 5	STR Application received, Sent to fire department. No fire department Checklist form. Sent email to owner.	STR
533 Water St 6	STR Application received, Sent to fire department. No fire department Checklist form. Sent email to owner.	STR
533 Water St 7	STR Application received, Sent to fire department. No fire department Checklist form. Sent email to owner.	STR

Closed Casework

842 Lake St 9	Answered STR questions regarding regulation changes.	STR
665 Spear	Had meeting with resident about final requirements for occupancy permits and explained that there are no available STR licenses in the CR district.	STR
568 Mason	Answered STR questions regarding regulation changes.	STR
607 Butler St	Answered questions about approved uses in R4 CER	Zoning
611 Lake St	Spoke with owner regarding HDC policy.	HDC
302 Culver	Observed obstruction to public parking spaces. Violation letter sent.	Enforcement
568 Mason	Completed FOIA request	FOIA
825 Bridge St	Emailed applicant regarding Escrow Balance. Provided W-9 for refund.	Escrow
450 Spear St	Emailed applicant regarding Escrow Balance. Provided W-9 for refund.	Escrow
515 St Joseph	Emailed applicant regarding Escrow Balance. Provided W-9 for refund.	Escrow
880 Holland	Emailed applicant regarding Escrow Balance. Provided W-9 for refund.	Escrow
306 Mary	Emailed applicant regarding Escrow Balance. Provided W-9 for refund.	Escrow
991 Ridgeview Dr	Emailed applicant regarding Escrow Balance. Provided W-9 for refund.	Escrow
807 Lake St	Answered questions and provided resources regarding occupancy limits and local agent designations.	STR
129 Griffith St	Sign application received, sent request for more detailed info on placement. Info received, sent to Chair of HDC. Admin approval. Sign Permit issued.	HDC
128 Elizabeth St 13	STR Application received, sent to fire department. License issued.	STR
240 Lucy St	Answered STR questions regarding regulation changes.	STR
827 Holland St	Answered STR questions regarding regulation changes.	STR
831 Holland St	Answered STR questions regarding regulation changes.	STR
220 Culver	Received application for sign in historic district. Received approval for administrative sign off. Sent invoice to applicant. received payment. Sent to city council for approval of license agreement. Permit issued.	HDC
660 Lake St	Observed Work being done In the Historic district without permits. Stopped work to get permit applications and plans. Spoke with owner and contractor about plans and permits required in this district. Plans and permits received. Permits issued.	HDC
890 Holland St	Application for Water service replacement received. Spoke with Public works superintendent and City Engineer. permit issued.	Zoning

1045 Elizabeth St	Application received for second story addition to home. No setbacks on plans were provided. Reached out to applicant to clarify. Survey provided. License issued.	Zoning
807 Lake St	Answered numerous questions regarding occupancy and violations for multiple units within Multi Family Structure.	STR
344 Francis St	Application received, no payment. Sent invoice. License Issued.	STR
985 Ridgeview Ln	STR Application received, sent to fire department. License issued.	STR
332 Mary St #1 #2 #3	STR Application received, sent to fire department. License issued.	STR
320 Mason St	STR Application received, sent to fire department. License issued.	STR
787 Manchester Dr	Went onsite to perform final inspection.	Zoning
403 Water St	Observed Feather flag on site. owner agreed to remove and add flag to structure. No further action.	Enforcement
302 Culver St	Received application to HDC for minor masonry work. Sent invoice. Permit issued.	HDC
152 Butler St	HDC Application to replace 10 sq ft of entry way with concrete. Sent invoice to applicant. Issued on 05-01-2025 with stipulation to save as much material as possible.	HDC
439 Butler St	Provided information and resources regarding project in the Historic District. Awaiting application. HDC application received for window replacement received, advised that board review would be required. Sent invoice. Approved on 05-01-2025.	HDC
303 Culver St	HDC Application for historical marker to replace existing sign. Approved on 05-02-2025.	HDC
237 Francis St	STR application received. More info needed. Info received, sent to fire department, Notified fire department that reinspection fee was paid. License issued.	STR
1055 Holland St	STR Application received, sent to fire department. License issued.	STR
1035 Holland St	Received STR application. Transfer occurred 02/26/2025, on hold for now. Sent to fire department. License issued.	STR
347 Water St #2	STR Application received, need signature for Fire inspection. Sent to Fire Department. License issued.	STR
347 Water St #3	STR Application received, need signature for Fire inspection. Sent to Fire Department. License issued.	STR
303 Butler St	Had meeting regarding alterations planned for the Saugatuck Women's Club, explained HDC regulations and provided resources.	Zoning
515 Water St	STR Application received, sent to fire department. License issued.	STR

405 Park St	Received application for addition of bathrooms and interior renovation. Sent to Contract planner for discussions. Administrative review deemed inappropriate due to location and scope of project, Formal site plan review scheduled for pc. Site plan review approved contingent upon applicable flood plain requirements being met. Waiting on owner to send additional documentation. Emailed owner regarding conditioned site plan approval and asked about required documentation. Had meeting with owner concerning EGLE requirements and location of flood plane. Received Topo survey of site, and confirmation from Jon Bayha of EGLE that all work proposed is above flood zone. Permit issued and sent to Fire Department and MTS.	Zoning
560 Mill	Spoke to attorney regarding Hardscaping request, had questions regarding private stone walkway remaining, asked if reapplication is possible or if appeal would be necessary. Stated that removal of denied hardscaping would begin and would reach out if they had further questions.	ROW
842 Lake St 8	Notified of transfer of property in resort district. Advised that transfer would void STR license and a new license would need to be obtained.	STR
102 Butler St	Application to install Fiber on Park St. No signatures with application, sent back to applicant. Signatures and payment received. Had discussion with DPW director and Engineer regarding stipulations. Sent permits to applicant with directions to contact City Engineer for walkthrough/review meeting as soon as possible.	ROW
550 Mason St	STR Application received, more information needed. Application withdrawn.	STR
743 Allegan St	STR Application received, sent to fire department. License issued.	STR
510 Butler	Sent invoice to McKenna due to overdrawn escrow account for proposed text amendment.	Escrow
410 Hoffman	STR Application received, sent to fire department. License issued.	STR
229 Francis St	STR Application received, sent to fire department. License issued.	STR
781 Manchester Dr	STR application received. Sent email to applicant explaining that due to transfer of ownership to LLC, application is currently pending. Updated owners on pending language. Pending language approved. sent to fire department. License issued.	STR

304 Lucy St	Received STR renewal with new owners. Noted a different license holder on application from previous years. Transfer occurred Jan 2024, existing certificate never updated. Application denied due to unauthorized transfer of ownership. Email and letter sent to owner. Discussions with the owner and local agent in regards to appropriateness of denial was had. Owner to provide timeline of events for argument to be sent to legal. Explained to owner that their application is considered denied due to transfer. Explained regulation changes to representative of 304 Lucy. STR application received. Sent to Fire Department, License issued.	STR
131 Mason St	Fire department notified me of fence blocking egress, owner intends to remove panel of fence, emailed HDC chair to confirm that administrative approval is appropriate for modification of a fence behind a building line. HDC permit issued.	HDC
405 Park St	Potential enforcement case. Site work observed, emailed EGLE and Allegan County to ensure no permits from them is required. Issued stop work order as minor site plan amendment required. Applicant adding pavers where concrete exists and adding decorative boulders to existing retaining wall. Engineer and contract planner consulted, scope of work is compliant and existing Stormwater mitigation precautions is acceptable. Permit issued.	Enforcement
646 Francis St	ROW application for natural gas installation received. Engineer provided stipulations for work. Permit issued.	ROW
449 Water St	noticed outdoor dining set up without fees paid, reached out to owner who stated that check was mailed last week. No further action at this time.	EODA
403 Water St	Received application for internal remodel of Personal Service establishment. Sent to fire department and MTS. Fire department approved with stipulations that further documentation be provided to them. No further action needed at this time.	Zoning
338 Park St	Application received for existing STR. Noted transfer from owner to LLC, notified owner that license is currently pending. Sent email to applicant explaining that due to transfer of ownership to LLC, application is currently pending. Spoke with applicant about upcoming City Council Workshop. Updated owners on pending language. Pending language approved. sent to fire department. License issued.	STR
347 Park St	STR Application received, more information needed. Info received, sent to fire department. License issued.	STR
25 Park St	Received concerns from neighbors regarding work being done without permits. Visited site to confirm that no permits were needed from Zoning as scope of project was maintenance on existing structure.	Enforcement

165 Elizabeth St	STR Application received, sent to fire department. License issued.	STR
153 Lucy St #1	STR Application received, sent to fire department. License issued.	STR
153 Lucy St #2	STR Application received, sent to fire department. License issued.	STR
153 Lucy St #3	STR Application received, sent to fire department. License issued.	STR
731 Water St	STR Application received, sent to fire department. License issued.	STR
329 Water St	HDC and Zoning App received to replace concrete driveway. Footprint will be unchanged, material will be unchanged. Permits issued 05-08-2025.	HDC
102 Butler St	HDC app for replacement of Chain Ferry Arbors. All materials will be like for like. Discussion had with DPW director. Sent to Chair of HDC. Chair agreed to admin approval. Approved 05-08-2025	HDC

Department of Public Works

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 4/28/2025:

Maple Street:
On Tuesday, April 29th, staff met with Fleis & Vandenbrink Engineering to walk the length of Maple Street in preparation for 2026 construction. The walkthrough helped identify site conditions, obstacles, and considerations that should be incorporated into preliminary designs. Key topics discussed during the walkthrough included stormwater mitigation, tree removals, sidewalk placement, driveways, signage, and other site-specific issues. Fleis & Vandenbrink will use the input gathered from this walkthrough to develop the first draft of the road redesign.

Annual Water Turn-Ons:
On April 28th, the Department of Public Works partnered with the Kalamazoo Lake Sewer & Water Authority to activate water service and install water meters at City parks and properties. Since then, DPW has completed key seasonal preparations, including cleaning and opening restrooms, activating irrigation systems, and performing necessary irrigation repairs and adjustments.

Parks, Mulch & Tree Planting:
Public Works crews are actively preparing town parks and green spaces for Memorial Day. Recent work includes mowing, edging, trimming, and general cleanup to ensure a well-maintained appearance. Fresh mulch has been applied to flower beds and tree bases. New trees have been planted to enhance park and right-of-way aesthetics while providing long-term benefits. These efforts aim to ensure public areas are clean, attractive, and ready for holiday events.

Oval Beach:
Public Works is preparing Oval Beach for the upcoming season by clearing sand from parking areas and buildings, replenishing the main beach with extra sand, and bulldozing the beach area. Staff have been hired following interviews, the water system has been disinfected and tested, and employee orientation is scheduled for Saturday, May 10th. Preparations are on track for the Memorial Day Weekend opening.

Meetings:
- **4/28/2025 –** DPW Weekly Goals Meeting
- **4/29/2025 –** Meeting with Tele-Rad at Public Works
- **4/30/2025 –** Department Head Team Meeting
- **4/30/2025 –** DPW Superintendent/City Manager Meeting
- **4/30/2025 –** Meeting with Allegan Conservation District
- **5/02/2025 –** DPW Weekly Goals Follow Up Meeting
- **5/05/2025 –** DPW Weekly Goals Meeting
- **5/07/2025 –** Special Events Safety Meeting (Town Crier/SCA Markets)
- **5/07/2025 –** Workshop Meeting
- **5/08/2025 –** Meeting at 547 Francis Street – driveway approach
- **5/09/2025 –** DPW Weekly Goals Follow Up Meeting

April 2025 stats- Allegan County Sheriff's Department

56 total dispatched calls and/or self-initiated calls `

Abandoned 911 calls – 1

Alarms - 2

Animal – 2

Assist other agencies – 5 (assist to fire/ems on medicals)

Check Welfare – 3

Civil - 1

Conservation – 2

Found property – 1

General assist – 25

Harassment – 2

Larceny - 2

Open Door – 2

Mental subject – 1

No ops – 1

OWI - 2

Parking – 1

Property checks - 2

Suspicious situation - 4

Below are traffic stops by the 4 Deputies contracted by the city and amount of times they are at the school.

Traffic stops – 36

School contacts – 28

City of Saugatuck
Status Report of Engineering Activities
May 8, 2025

General Consultation

- 2024 Asphalt Repairs: The project is complete and we are working on contract closeout paperwork.

- Village Square Court Renovation: The DNR Passport Program application was submitted prior to the April 1 deadline and has been confirmed as administratively complete. Preliminary scoring will be released late summer or early fall, at which time revisions/additions can be made.

- Developed a proposal for inspection of larger culvert crossings and storm sewer outfalls. This work could be completed in phases and areas of concern could be prioritized.

- 3-year contract for pavement markings was awarded on March 24 and we are in the process of getting the contract in place. Attended a pre-construction walkthrough with the contractor to review specifics. Work is to be completed by mid-June each year.

- Assisting with review of water and sewer agreements as needed.

EGLE Technical, Managerial and Financial (TMF) Project

- The City was awarded $221,600 in funding from EGLE's Community Technical, Managerial, and Financial (TMF) support for lead service line identification (100% grant).
- Prepared the City's Complete Distribution System Materials Inventory and submitted it to EGLE to meet the October 16 deadline. An updated version will be provided when potholing work is complete.
- Potholing work is anticipated to be completed soon. A number of addresses have been added to fully utilize the grant dollars available.

Mt. Baldhead Projects

- AT&T Project Assistance
    - Providing assistance on an as-needed basis.
- Restroom Building Replacement
    - Issued the Notice of Award to Midwest on April 30.
    - Working on getting the contract in place so that materials can be ordered.
    - Will work through paperwork to adjust the schedule for fall construction, if that is the City's preference.
- Observation Platform Replacement
    - Design work is progressing. Additional survey work is complete.
    - The Allegan Conservation District has provided the Vegetation Removal Assurance, which is a report required for the EGLE/USACE Critical Dunes Permitting. The report evaluates impacts on vegetation, native, non-native and invasives, and provides guidance for the design and construction. The report includes guidance for several of the unhealthy, dead or undesirable species to be removed as part of the project and replaced with native/desirable ones.

Sea Wall and Concrete Repairs

- The bid opening was held on April 30, however none were received.
- We will be regrouping with City staff soon on rebidding or other changes to get quotes for the work.

Maple Street Improvements

- Design work is underway. A kickoff meeting/walkthrough was held with staff on April 29.
- Additional survey for the DPW asphalt resurfacing work is in process.
- Wetland delineation has been completed.
- Soil borings have been completed.

Park Street Improvements – Study Phase

- Park Street between Campbell Road and Mt. Baldhead has no specific non-motorized facility and a number of unique challenges and right-of-way encroachments. The asphalt pavement is deteriorating. A number of development projects have recently been completed or are ongoing along the corridor. A planning phase proposal has been developed to build on prior study work and develop a scope, concept and cost estimate for improvement of the corridor.
- We are awaiting results of our application to EGLE's Michigan Coastal Management Program, which was submitted on December 20, 2024 followed by a council resolution on December 23. If funded, the grant would cover up to 50% of the planning cost and an updated proposal will be prepared to align with the funding. EGLE has reached out several times with follow-up questions/clarifications on the application.

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
EXP CHECK RUN DATES 04/30/2025 - 05/13/2025
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Vendor Name	Description	Amount
1. ACTION INDUSTRIAL SUPPLY CO		
	PVC PIPE - MORROW	2,250.00
2. ALLEGAN COUNTY SHERIFF		
	APR '25 SHERIFF CONTRACT	32,656.80
3. APRIORI LLC		
	REFUND UNUSED ESCROW	1,602.50
4. ASSESSING SOLUTIONS INC		
	MAY '25 ASSESSING SERVICES	2,934.00
5. C2AE		
	APR '25 GENERAL SERVICES 2023-2024	4,128.09
6. COMMERCIAL RECORD		
	DISPLAY LEGALS	271.00
7. CONSUMERS ENERGY		
	MAR '25 SERVICE	3,716.31
8. DOUGLAS OR BONNIE LOWE		
	REFUND UNUSED ESCROW	1,740.00
9. FLEIS & VANDENBRINK ENGINEERING INC		
	03/30 - 04/26 ENGINEERING FEES - GEN CONSULT	2,775.02
	03/30 - 04/26 ENGINEERING FEES - MT. BALDHEAD	3,200.00
	03/30 - 04/26 ENGINEERING FEES - EGLE TMF PROJ	1,650.00
	03/30 - 04/26 ENGINEERING FEES - SEA WALL AND	1,200.00
	TOTAL	8,825.02
10. FRONTIER		
	04/03 - 05/02 SERVICE	186.49
11. GIL- ROY'S HARDWARE		
	LANDSCAPE FABRIC	23.74
12. GREAT LAKES ORNAMENTALS		
	PARKWAY TREES	1,424.00
13. HOLLAND SENTINEL		
	PUBLIC NOTICE	90.60
14. IHLE AUTO PARTS		
	MAR '25 MOTOR PURCHASES	56.59
15. INTERURBAN TRANSIT AUTHORITY		
	COUNTY DISBURSEMENT - PROPERTY TAXES	6,343.47
16. K&R TRUCK SALES INC		
	ENGINE REPAIR	420.65
17. KALAMAZOO LAKE SEWER & WATER		
	MAR '25 SERVICE	1,753.08
18. MAC QUEEN		
	STREET SWEEPER	19,997.71
19. MC CANN INDUSTRIES INC		
	SUPPLIES AND PARTS	37.04
20. MERCHANTS BANCARD NETWORK		
	APR '25 CC PROCESSING - CONCESSIONS AND OFFICE	481.35
21. METRO WIRELESS		
	MAY '25 WIFI SERVICE	773.00
22. MICHIGAN ASS OF PLANNING		
	ANNUAL MEMBER DUES	75.00
23. ODC NETWORK		
	FORMER AIRPORT PROJECT	87,000.00
24. OVERISEL LUMBER COMPANY		
	APR '25 STATEMENT BALANCE	884.33
25. PAUL WHITFIELD		
	REFUND UNUSED ESCROW	1,675.00
26. PHILIP HUFFMAN		
	REFUND UNUSED ESCROW	1,870.00
27. RCQ PROPERTIES LLC		
	REFUND UNUSED ESCROW	1,831.25
28. RICOH USA INC		
	04/26 - 05/25 LEASE	127.97
	COPIER USAGE	238.01

Vendor Name	Description		Amount
		TOTAL	365.98
29. SAUGATUCK FIRE			
	RENTAL HOME INSPECTIONS		1,050.00
	COUNTY DISBURSEMENT - PROPERTY TAXES		32,280.71
		TOTAL	33,330.71
30. SHORELINE TECHNOLOGY SOLUTIONS			
	MAY '25 COMPUTER SERVICES		1,840.20
31. SISTERS IN INK			
	OVAL BEACH		1,255.41
32. VAN DER KOLK PLUMBING LLC			
	WATER SERVICE REPLACEMENT		3,250.00
33. WILHELMINA KOSAL			
	REFUND UNUSED ESCROW		1,865.00
TOTAL - ALL VENDORS			224,954.32

FUND TOTALS:

Fund 101 - GENERAL FUND	164,321.21
Fund 202 - MAJOR STREETS	55.44
Fund 203 - LOCAL STREETS	875.02
Fund 661 - MOTOR POOL FUND	21,078.47
Fund 701 - CURRENT TAX FUND	38,624.18

Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
04/11/2025	DD7260(A)	ANDERSON, HOLLY	PAYROLL	475.42
04/11/2025	DD7261(A)	ARAMENDI, NOAH	PAYROLL	1,531.60
04/11/2025	DD7262(A)	BAGIEREK, CHRISTOPHER	PAYROLL	79.28
04/11/2025	DD7263(A)	BALDWIN, CRAIG	PAYROLL	83.11
04/11/2025	DD7264(A)	BOUCK, JAMES	PAYROLL	26.43
04/11/2025	DD7265(A)	BOUWMAN, CHAD	PAYROLL	1,483.93
04/11/2025	DD7266(A)	BREDEWEG, NICOLE	PAYROLL	2,158.45
04/11/2025	DD7267(A)	CANNARSA, JOHN	PAYROLL	77.48
04/11/2025	DD7268(A)	CLARK, JOSEPH	PAYROLL	343.59
04/11/2025	DD7269(A)	CRAWFORD, RICHARD	PAYROLL	26.13
04/11/2025	DD7270(A)	CUMMINS, RYAN	PAYROLL	2,815.92
04/11/2025	DD7271(A)	DEAN, SCOTT	PAYROLL	263.30
04/11/2025	DD7272(A)	DONAHUE, WILLIAM	PAYROLL	55.41
04/11/2025	DD7273(A)	GARDNER, RUSSELL	PAYROLL	292.74
04/11/2025	DD7274(A)	GAUNT, BOBBIE	PAYROLL	79.28
04/11/2025	DD7275(A)	HERBERT, SCOTT	PAYROLL	2,244.20
04/11/2025	DD7276(A)	KERRIDGE, ADAM	PAYROLL	1,901.28
04/11/2025	DD7277(A)	KUBASIAK, ROBERT	PAYROLL	26.43
04/11/2025	DD7278(A)	LA CHEY, MARK	PAYROLL	78.29
04/11/2025	DD7279(A)	LAMPEN, MEAGAN	PAYROLL	52.86
04/11/2025	DD7280(A)	MACK, ELLIS	PAYROLL	1,391.21
04/11/2025	DD7281(A)	MANNS, STEVEN	PAYROLL	52.86
04/11/2025	DD7282(A)	MARTIN, DANNY	PAYROLL	710.61
04/11/2025	DD7283(A)	MORROW, SCOTT	PAYROLL	1,290.72
04/11/2025	DD7284(A)	MUNCEY, GREGORY	PAYROLL	264.30
04/11/2025	DD7285(A)	PATERSON, KEITH	PAYROLL	79.28
04/11/2025	DD7286(A)	PETERSON, CHRISTINE	PAYROLL	220.25

Check Date	Check	Vendor Name	Description	Amount	
04/11/2025	DD7287(A)	STANTON-SHARAR, LAUREN	PAYROLL	131.14	
04/11/2025	DD7288(A)	STRAKER, TIMOTHY	PAYROLL	78.38	
04/11/2025	DD7289(A)	THOMPSON, LUKE	PAYROLL	2,228.68	
04/11/2025	DD7290(A)	WILLIAMS, SARA	PAYROLL	1,756.11	
04/11/2025	DD7291(A)	WOLTERS, JAMIE	PAYROLL	2,057.08	
04/11/2025	EFT1919(E)	ALERUS	PAYROLL	3,047.29	
04/11/2025	EFT1920(E)	FEDERAL TAX DEPOSIT	PAYROLL	7,722.48	
04/11/2025	EFT1921(E)	MERS HYBRID	PAYROLL	208.47	V
04/11/2025	EFT1922(E)	MERS HYBRID	PAYROLL	188.70	
04/14/2025	5889(A)	ALLEGAN COUNTY SHERIFF	MAR '25 CORRECTIONS SERVICES	771.00	
04/14/2025	5890(A)	ALLEGAN COUNTY SHERIFF	MAR '25 SHERIFF CONTRACT	32,656.80	
04/14/2025	5891(A)	ALLEGAN COUNTY TREASURER	TAX CHARGEBACKS-RETROACTIVE VET EXEMPT	2,245.33	
04/14/2025	5892(A)	ASSESSING SOLUTIONS INC	APR '25 ASSESSING SERVICES	2,934.00	
04/14/2025	5893(A)	DUNESVIEW KWIK SHOP INC	FEB '25 GAS AND DIESEL	1,474.98	
04/14/2025	5894(A)	FLEIS & VANDENBRINK ENGINEERING INC	02/23 - 03/29 ENGINEERING FEES - SEA WAL	13,484.30	
04/14/2025	5895(A)	K&R TRUCK SALES INC	LAMP	112.54	
04/14/2025	5896(A)	LAKESHORE OUTDOORS LLC	SCREENED TOPSOIL	594.00	
04/14/2025	5897(A)	LORRIE PASTOOR	CLEANING SERVICES	420.00	
04/14/2025	5898(A)	MC CANN INDUSTRIES INC	SUPPLIES AND PARTS	147.79	
04/14/2025	5899(A)	MC NALLY ELEVATOR COMPANY INC	ELEVATOR CITY HALL	449.00	
04/14/2025	5900(A)	MML WORKER COMP	2023 - 2024 WC AUDIT ADJ	352.00	
04/14/2025	5901(A)	RAF ELECTRIC	LIGHT POLES @ CULVER ST PARKING LOT	590.46	
04/14/2025	5902(A)	SAUGATUCK FIRE	RENTAL HOME INSPECTIONS	3,800.00	
04/14/2025	5903(A)	SHORELINE TECHNOLOGY SOLUTIONS	APR '25 COMPUTER SERVICES	1,840.20	
04/14/2025	5904(A)	STANDARD INSURANCE COMPANY	APR '25 INSURANCE	452.99	
04/14/2025	5905(A)	STREAMLINE DESIGN.COM LLC	BOAT LAUNCH SIGNS	310.00	
04/14/2025	5906(A)	TIME SAVES LIVES LLC	CPR TRAINING	225.00	
04/14/2025	20313	CASTLES & COTTAGES	REFUND PERMIT FEE ERROR	200.00	

Check Date	Check	Vendor Name	Description	Amount
04/14/2025	20314	CLEAN EARTH ENVIRONMENTAL CONTRACT	CLEAN TRENCH DRAIN	2,227.25
04/14/2025	20315	COMMERCIAL RECORD	DISPLAY LEGALS	259.00
04/14/2025	20316	OCCUPATIONATIONAL HEALTH CENTERS	DOT PHYSICAL - KERRIDGE	136.00
04/14/2025	20317	FRONTIER	02/20 - 03/19 SERVICE	360.01
04/14/2025	20318	GIL- ROY'S HARDWARE	GRASS SEED	89.99
04/14/2025	20319	GIVE' EM A BRAKE SAFETY	ROAD SIGNS	1,767.80
04/14/2025	20320	GRAINGER	CHAIN HOIST	878.84
04/14/2025	20321	IHLE AUTO PARTS	MAR '25 MOTOR PURCHASES	14.14
04/14/2025	20322	DEERE & COMPANY	LAWN MOWER	14,060.40
04/14/2025	20323	MINER SUPPLY CO	AIR FRESHENERS - WICKS PARK	80.16
04/14/2025	20324	OVERISEL LUMBER COMPANY	MAR '25 STATEMENT BALANCE	618.08
04/14/2025	20325	ROTO-ROOTER PLUMBING & DRAIN SERV	DRAIN CLEANING	413.08
04/14/2025	20326	ROTO-ROOTER PLUMBING & DRAIN SERV	DRAIN CLEANING	267.95
04/14/2025	20327	SAUGATUCK DOUGLAS ART CLUB	MAYOR'S AWARD	200.00
04/14/2025	20328	SAUGATUCK DOUGLAS GARDEN CLUB	DOWNTOWN FLOWERS	3,000.00
04/14/2025	20329	SAUGATUCK TOWNSHIP	CEMETERY CONTRACT	6,000.00
04/14/2025	20330	SAUGATUCK TOWNSHIP	W/S CONTRACT 2024-2025	342.00
04/14/2025	20331	SHIVER ME TIMBERS LLC	TREE GRINDING STUMPS	2,106.00
04/14/2025	20332	SUPERIOR ASPHALT INC	ASPHALT COLD PATCH	930.00
04/15/2025	5912(E)	JOHN DEERE FINANCIAL	03/11 - 04/10 STATEMENT BALANCE	25.37
04/15/2025	5913(E)	KALAMAZOO LAKE SEWER & WATER	FEB '25 SERVICE	1,429.95
04/15/2025	5914(E)	MERCHANTS BANCARD NETWORK	MAR '25 CC PROCESSING - CONCESSIONS AND	486.38
04/15/2025	5915(E)	METRO WIRELESS	APR '25 WIFI SERVICE	698.00
04/15/2025	5916(E)	PRIORITY HEALTH	APR '25 HEALTH INSURANCE COVERAGE	11,524.64
04/15/2025	5917(E)	SHELL	MAR '25 STATEMENT BALANCE	320.25
04/25/2025	DD7292(A)	ARAMENDI, NOAH	PAYROLL	1,571.58
04/25/2025	DD7293(A)	BOUWMAN, CHAD	PAYROLL	1,773.94
04/25/2025	DD7294(A)	BREDEWEG, NICOLE	PAYROLL	2,307.54

Check Date	Check	Vendor Name	Description	Amount
04/25/2025	DD7295(A)	CUMMINS, RYAN	PAYROLL	2,986.92
04/25/2025	DD7296(A)	HERBERT, SCOTT	PAYROLL	2,387.90
04/25/2025	DD7297(A)	KERRIDGE, ADAM	PAYROLL	2,345.04
04/25/2025	DD7298(A)	MACK, ELLIS	PAYROLL	1,431.21
04/25/2025	DD7299(A)	MARTIN, DANNY	PAYROLL	1,175.00
04/25/2025	DD7300(A)	MORROW, SCOTT	PAYROLL	1,330.71
04/25/2025	DD7301(A)	THOMPSON, LUKE	PAYROLL	2,228.68
04/25/2025	DD7302(A)	WILLIAMS, SARA	PAYROLL	1,756.11
04/25/2025	DD7303(A)	WOLTERS, JAMIE	PAYROLL	2,216.68
04/25/2025	EFT1923(E)	ALERUS	PAYROLL	3,084.29
04/25/2025	EFT1924(E)	MERS HYBRID	PAYROLL	1,921.30
04/25/2025	EFT1925(E)	FEDERAL TAX DEPOSIT	PAYROLL	7,604.60
04/25/2025	EFT1926(E)	MERS	PAYROLL	4,673.00
04/25/2025	EFT1927(E)	MI DEPT OF TREASURY	PAYROLL	2,469.62
04/28/2025	5918(A)	BS&A SOFTWARE	ANNUAL FEE - DELINQ PERS PROP & TAX SYST	1,220.00
04/28/2025	5919(A)	CHIPS GROUNDCOVER LLC	MULCH	1,926.45
04/28/2025	5920(A)	FAHEY SCHULTZ BURZYCH RHODES	MAR '25 EMPLOYMENT	28,654.30
04/28/2025	5921(A)	HORIZON COMMUNITY PLANNER	PLANNING & HISTORIC DISTRICT	2,892.40
04/28/2025	5922(A)	MACATAWA BANK	SERIES 2017 BOND PAYMENTS	14,063.00
04/28/2025	5923(A)	MC NALLY ELEVATOR COMPANY INC	ELEVATOR TESTING	597.00
04/28/2025	5924(A)	SAUGATUCK FIRE	RENTAL HOME INSPECTIONS / REINSPECTIONS	1,175.00
04/28/2025	5925(A)	STANDARD INSURANCE COMPANY	MAY '25 INSURANCE	452.99
04/28/2025	5926(A)	STREAMLINE DESIGN.COM LLC	DECALS AND VINYL NUMBERS	312.00
04/28/2025	20333	C2AE	NOV '24 GENERAL SERVICES 2023-2024	1,248.96
04/28/2025	20334	SEPTIC TANK SYSTEMS CO INC	PORTABLE RESTROOM - CULVER ST	325.00
04/28/2025	20335	SHIVER ME TIMBERS LLC	STUMP GRINDING	270.00
04/28/2025	20336	SUPERIOR ASPHALT INC	CRUSHED CONCRETE	620.00
04/29/2025	5927(E)	CAPITAL ONE	MAR '25 STATEMENT BALANCE	113.23

Check Date	Check	Vendor Name	Description	Amount
04/29/2025	5928(E)	COMCAST	03/28 - 04/27 INTERNET SERVICE	263.40
04/29/2025	5929(E)	FIRST BANK CARD	02/25 - 03/25 STATEMENT BALANCE	7,273.36
04/29/2025	5930(E)	FRONTIER	02/20 - 03/19 SERVICE	99.00
04/29/2025	5931(E)	MERS	APR '25 RETIREMENT	4,499.99
04/29/2025	5932(E)	MICHIGAN GAS UTILITIES	02/21 - 03/23 SERVICE - 102 BUTLER	119.79
04/29/2025	5933(E)	MICHIGAN GAS UTILITIES	02/22 - 03/23 SERVICE - 345 BUTLER	165.32
04/29/2025	5934(E)	MICHIGAN GAS UTILITIES	02/24 - 03/23 SERVICE - 3338 BLUE STAR	291.36
04/29/2025	5935(E)	NET2PHONE INC	APR '25 PHONE SERVICE	216.41
04/29/2025	5936(E)	REPUBLIC SERVICES	APR '25 DISPOSAL AND PICKUP SERVICE - BL	48.84
04/29/2025	5937(E)	VALLEY CITY LINEN INC	SHOP TOWELS	127.38
04/30/2025	5950(E)	CONSUMERS ENERGY	MAR '25 SERVICE	3,716.31
04/30/2025	5951(E)	FRONTIER	04/03 - 05/02 SERVICE	186.49
04/30/2025	5952(E)	RICOH USA INC	04/26 - 05/25 LEASE	127.97

Total of 124 Checks:	261,088.44
Less 1 Void Checks:	208.47
Total of 123 Disbursements:	260,879.97

City Council Agenda Item Report

FROM: Ryan Cummins

MEETING DATE: May 12, 2025

SUBJECT: Set Fiscal Year 2025/2026 Budget Public Hearing

DESCRIPTION:

The proposed budget for 2025-2026 was presented at the April 23 workshop meeting. A copy of the presentation and draft budget is on the City website:
Budget PDF:
https://www.saugatuckcity.com/uploads/1/3/3/9/133977444/website_budget_packet_link.pdf
Budget Video:
https://drive.google.com/file/d/1cTsyLG7h3O6wbavzasVZVQd10nyJkQVG/view

Staff is requesting that Council set a public hearing on the budget on June 04.

LEGAL REVIEW:

The City Attorney will be available at your meeting to answer any questions you may have.

SAMPLE MOTIONS:

Motion to schedule the fiscal year 2025/2026 budget hearing for June 04 at 6p.

City Council Agenda Item Report

FROM: Scott Herbert – Public Works Superintendent

MEETING DATE: May 12, 2025

SUBJECT: **Replication of Chain Ferry Arbors**

DESCRIPTION:

Description of Work – Chain Ferry Structural Maintenance and Improvement Plan

The City of Saugatuck Department of Public Works (DPW), in coordination with the City Engineer and the Historic District Commission, has developed a comprehensive, three-phase plan to maintain, preserve, and improve the structural elements of the City's historic Chain Ferry. This phased approach prioritizes public safety, protects historic character, and ensures long-term functionality of this iconic asset.

Project Overview – Three Phases

Phase 1: Safety Repairs for 2025 Season
To prepare the Chain Ferry for safe operation in the 2025 season, DPW staff is completing minor structural repairs to the decking and ramp components. This work includes reinforcement of key areas and is being conducted in-house. The scope has been reviewed and approved by the Historic District Commission.

Phase 2: Chain Ferry Arch Replacement
DPW, in collaboration with the City Engineer, has coordinated with Diversified Welding & Fabrication, LLC (Holland, MI) to replicate and replace the structural steel arches. The scope of work includes:

- Field measurements and development of shop drawings
- Fabrication of new structural steel arches
- Sandblasting and application of marine-grade epoxy coating
- Removal of existing arch structures
- Delivery and installation of the new components

Planned Improvements:
To improve longevity while preserving the historic look of the structures, two material upgrades will be incorporated:

1. **Thicker structural steel:** Vertical columns will be fabricated from 3/16" steel instead of the original 1/8", increasing strength and resistance to wear.
2. **Epoxy protective coating:** A marine-grade epoxy finish will help protect the new arches from corrosion in the waterfront environment.

Estimated Cost: $17,000.00

Originally scheduled for spring 2025, this work is now tentatively planned for fall 2025 to avoid disrupting seasonal ferry operations and to allow time for formal City Council review and approval. While DPW sought quotes from two other metal fabricators, no estimates were received. Diversified Welding has proven to be highly responsive and easy to work with throughout the planning process.

Phase 3: Ramp Structure Redesign
The final phase will involve working with the City Engineer to develop improved ramp structure designs. These will enhance long-term durability, safety, and ease of maintenance, while maintaining the ferry's historic character. A detailed scope and cost estimate will be presented to Council in a future proposal.

BUDGET ACTION REQUIRED:
This is a budgeted item for the 2024/2025 fiscal year.

COMMITTEE/COMMISSION REVIEW:
Historic District Commission

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Motion to approve the work proposed by Diversified Welding & Fabrication, LLC. to replicate the steel structures of the Chain Ferry arbors, contingent on approval from the Historic District Commission.

Diversified Welding & Fabrication, LLC.
4189 Blue Star Hwy.
Holland, MI 49423 US
(616) 738-0400

Estimate

ADDRESS
Scott Herbert City Of Saugatuck 102 Butler St Saugatuck, MIchigan 49453 United States

SHIP TO
Scott Herbert City Of Saugatuck 102 Butler St Saugatuck, MIchigan 49453 United States

ESTIMATE #	DATE	
9960	02/28/2025	

SALES REP
Rich

SERVICE	QTY	RATE	AMOUNT
Field Welding & Fabrication Estimate for City Of Saugatuck to replicate and rebuild chain ferry arches including the following - Shop drawing - Field measurements - All structural steel materials - Fabrication - Sandblasting - Epoxy paint - Removal of existing arches - Delivery - Installation	2	8,500.00	17,000.00
Field Welding & Fabrication T&M rate to repair/reinforce ramps sections for before the season starts	20	100.00	2,000.00

TOTAL **$19,000.00**

Accepted By

Accepted Date

City of Saugatuck
102 Butler St PO Box 86
Saugatuck, MI 48823
(269) 857-2603 Fax (269) 857-4406

Certificate of Appropriateness
Historic District Approval

P-HIS-25024

Issued: 04/17/25
Expires: 04/17/26

This permit conveys no right to occupy any STREET, ALLEY, or SIDEWALK, or any part thereof either temporarily or permanently.

Type of Construction: Other Code Section: **SEC 152**

LOCATION	**PROPERTY OWNER**	**APPLICANT**
102 BUTLER ST 57-300-186-00 **Lot:** **Plat/Sub:**	CITY OF SAUGATUCK PO BOX 86 SAUGATUCK MI 49453 **Ph.:** **Fx.:**	CITY OF SAUGATUCK PO BOX 86 SAUGATUCK MI 49453 **Ph.:** **Fx.:**

Work Description: Replacing decking at chain ferry landing with Like for Like material.

Stipulations:

The City of Saugatuck Historic District finds that the project as approved meets the standards as found in Chapter 152 of the City Ordinance

.

Issuance does not absolve the applicant from its obligation to comply with the Zoning and Building Code requirements of the city or other applicable local, state or federal requirements. This permit shall be kept at the site of the work and available for inspection at all times during the project and until an occupancy permit has been issued or until its date of expiration.

Luke Thompson - Zoning Administrator

City Council Agenda Item Report

FROM: Scott Herbert – Public Works Superintendent

MEETING DATE: May 12, 2025

SUBJECT: **Streetlight Removal Request – Spear Street**

DESCRIPTION:

Background:
Residents at the east end of upper Spear Street have submitted a formal request to the City to disable a recently reactivated streetlight located near the dead-end. The light had been non-operational for many years and was recently replaced in late 2024 with a 40W LED Cobrahead fixture—Consumers Energy's lowest wattage—after a request from a residential property in the area.

Multiple residents have expressed opposition to the light since it has been reactivated and have provided justification for removal citing disruptions to sleep, light penetration into homes, and negative environmental/wildlife impacts.

Previous Actions and Communication:

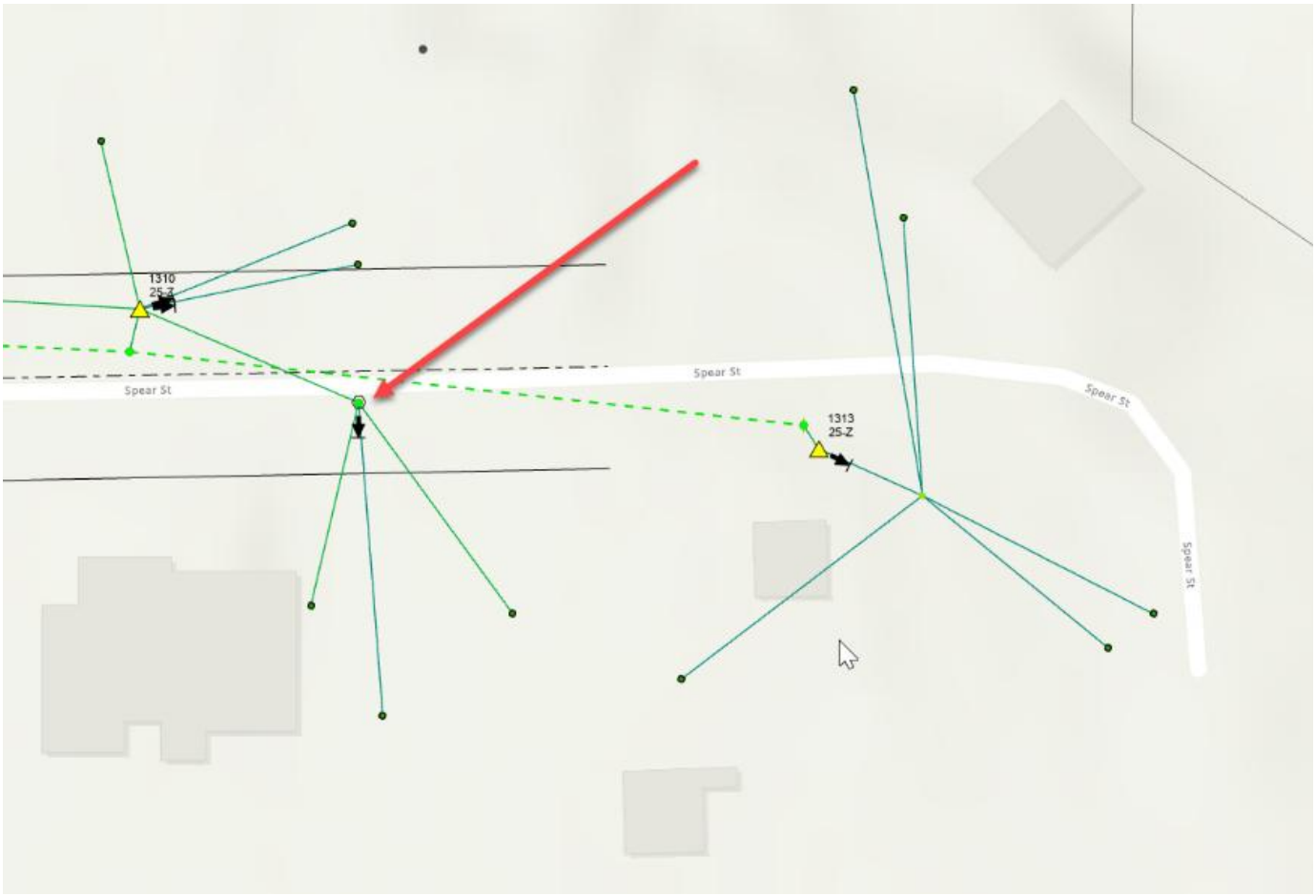
- A request for directional shielding via a cul-de-sac style shroud was approved by the DPW Superintendent and submitted to Consumers Energy.
- Consumers marked the shielding work order as completed, but no shield has been installed to date.
- Consumers has confirmed that no lower-wattage fixture is available.
- Consumers has provided a cost estimate of $492.00 to remove the light entirely.

Traffic and Safety Considerations:
Public Works and the City Engineer have reviewed the potential implications of removing the light:

- Dead-end streets are common locations for streetlights to assist with vehicle turnaround and warn of road termination.
- Service vehicles (e.g., snowplows, delivery trucks) frequently use the dead-end for navigation.
- A pedestrian easement connecting Spear Street to Elizabeth Street exists nearby which may warrant pedestrian warning signs.

- In the absence of the streetlight, mitigations could include updating the nearby "No Outlet" sign to meet current reflectivity standards, a "Dead End" warning sign near the intersection of Spear and Grand, and possibly pedestrian warning signs near the walking path easement.

Recommendation:
Staff recommends that City Council consider all perspectives—including resident concerns, safety needs, and fiscal implications—before making a determination on how to proceed. If Council opts to remove or deactivate the streetlight, staff suggests pursuing recommended signage upgrades to maintain vehicular and pedestrian safety in the area. It is also advised to consider potential future requests citing this as an example.

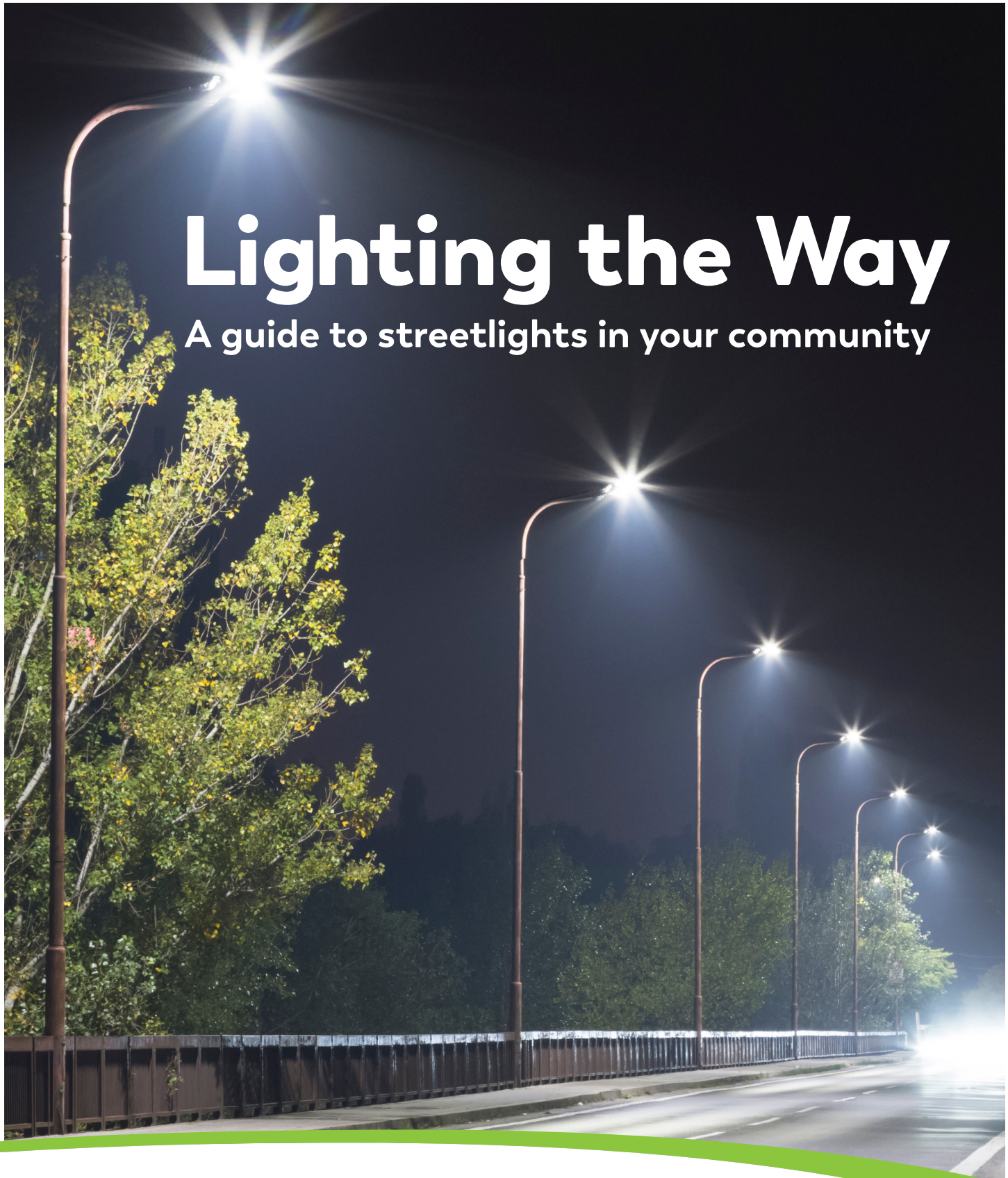


BUDGET ACTION REQUIRED:
N/A

COMMITTEE/COMMISSION REVIEW:
N/A

LEGAL REVIEW:
N/A

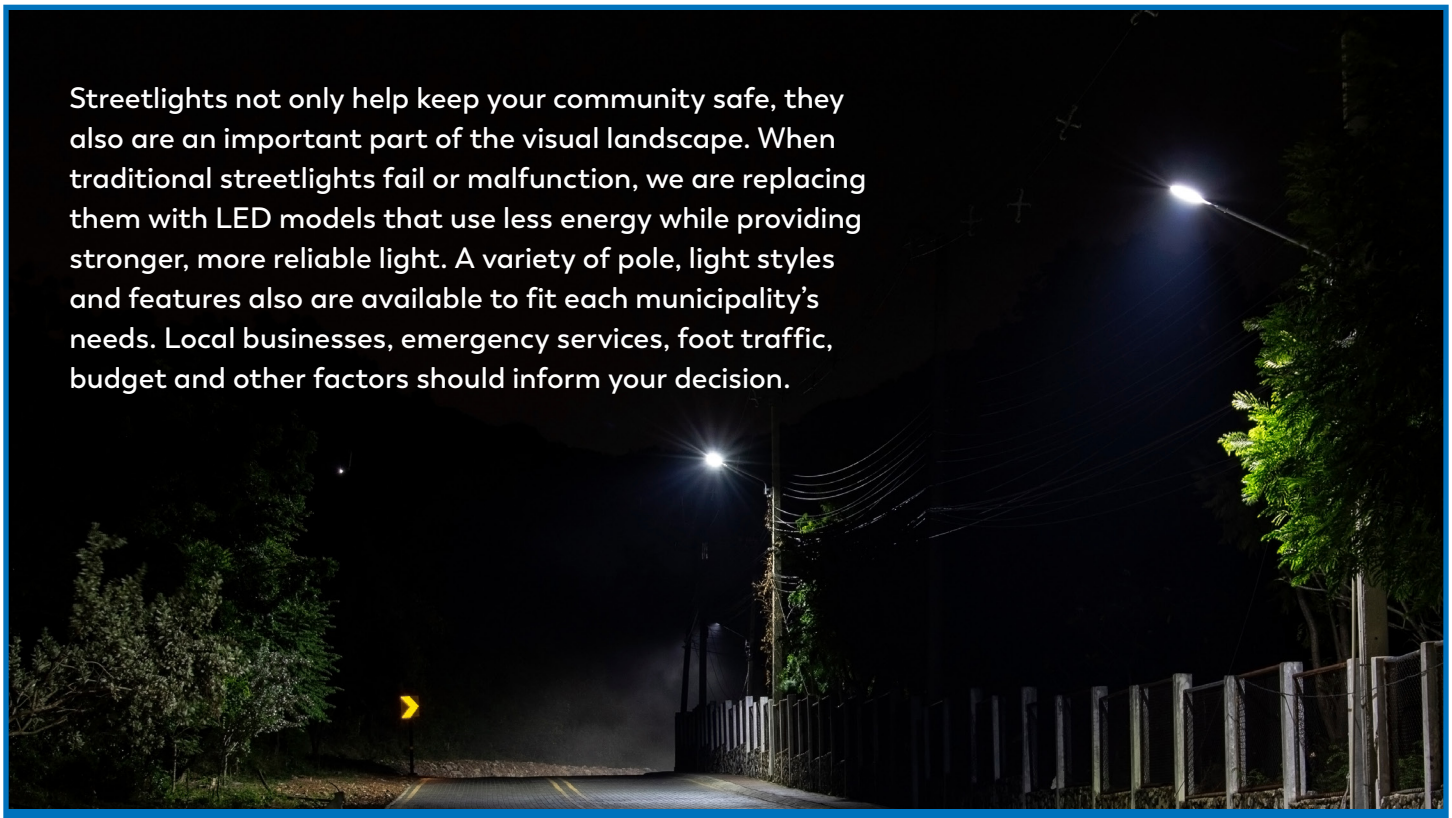
SAMPLE MOTION:
Motion to have Consumer's Energy deactivate or remove the streetlight located near 555 Spear Street Streetlight ID#188348.



Lighting the Way

A guide to streetlights in your community

Consumers Energy Count on Us®

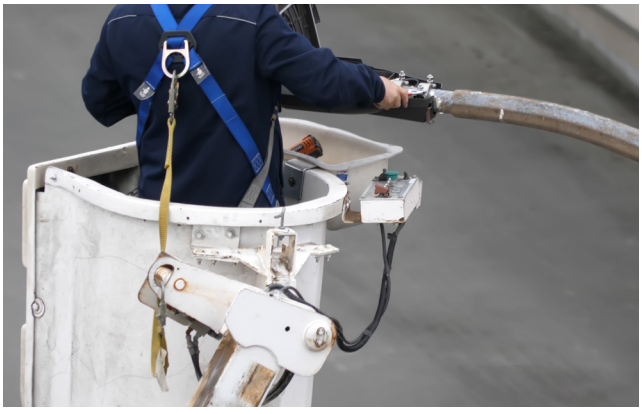


Streetlights not only help keep your community safe, they also are an important part of the visual landscape. When traditional streetlights fail or malfunction, we are replacing them with LED models that use less energy while providing stronger, more reliable light. A variety of pole, light styles and features also are available to fit each municipality's needs. Local businesses, emergency services, foot traffic, budget and other factors should inform your decision.

When you're ready to make a change, give us a call at **800-805-0490** and a project coordinator will help you understand your options.

Free Adjustments:

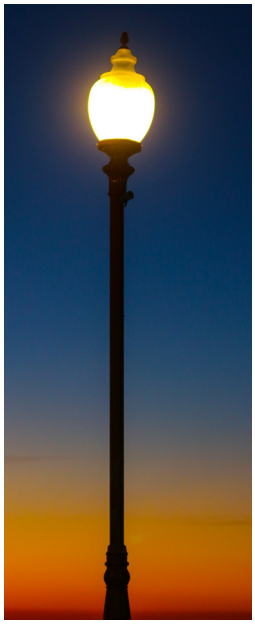
If your streetlight fails and needs to be replaced, we will replace it. We can install shields to better direct lighting where it's needed, too.



Additional services with fees:

If your current streetlights are not in an ideal location, need different wattage or if you prefer changing to a different style, we can provide a customized quote to upgrade.

Temporary service disconnect is available at a discounted monthly rate. (minimum 6 months required)



Upgrading Your Streetlights

Post Top Lighting

What lighting style are you interested in?
Choose Post Top, Cobrahead or Mongoose.

Cobrahead or Mongoose Lighting

What wattage do you need?
A number of different wattage options are available. Before choosing, be sure to confirm if your area has a minimum wattage requirement.

Yellow (3000K temp.) LED Post Tops replacing failed HPS Post Tops
(available starting January 2024)



White (4000K temp.) LED Post Tops replacing failed MV, MH, and White LED Post Tops





40W LED



70W LED



80W LED



150W LED

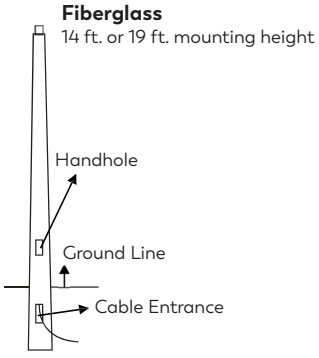


Mongoose
LED: 250W, 370W
**no bracket needed*

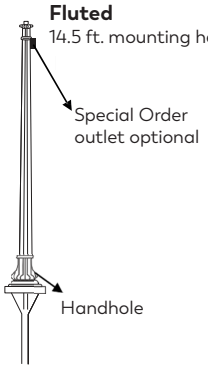
What type of light fixture do you want?
You have a choice of an open fixture (cutoff), or an enclosed fixture (non-cutoff).

What type of pole would you like?
Select a fiberglass, fluted or wood (Cobrahead and Mongoose only) pole. Special order steel poles are available by request.

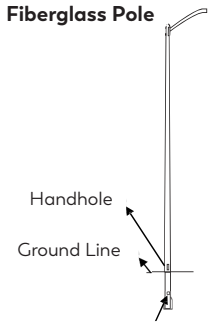
Fiberglass
14 ft. or 19 ft. mounting height



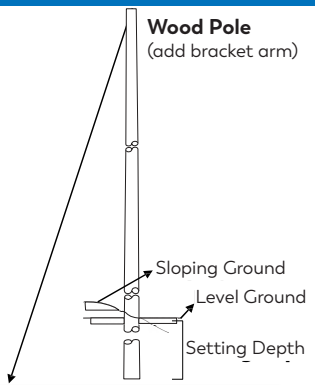
Fluted
14.5 ft. mounting height



Fiberglass Pole



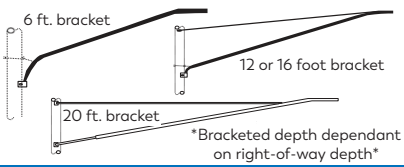
Wood Pole
(add bracket arm)



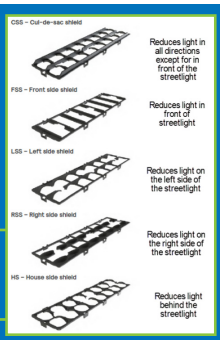
Special Considerations to ask yourself:

- Will we need an outlet on the pole?
- Will we want to put banners on the pole?
- Is the color important? Finish? Shape?
- How many banners will be on each pole?
- How much lead time can I accommodate?
- Are upfront costs affordable?

Wood Pole Brackets



STREETLIGHT SHIELD OPTIONS
Shielding prevents light illumination of unwanted areas. A 360-degree shield is also available to reduce light in all directions.

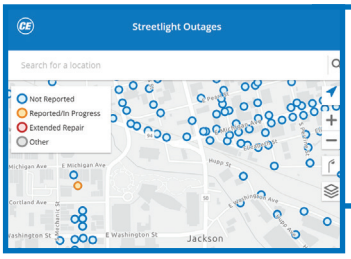


Streetlight Out?

Reporting an Issue Is as Easy as 1, 2, 3

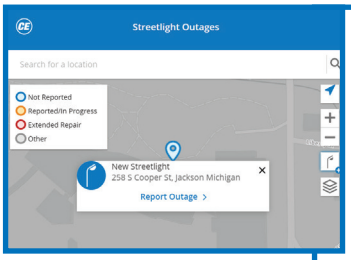
A well-lit community is a safer community.
Our streetlight outage reporting tool makes reporting streetlight outages from your phone or computer easier than ever.

How to Report Streetlight Outages



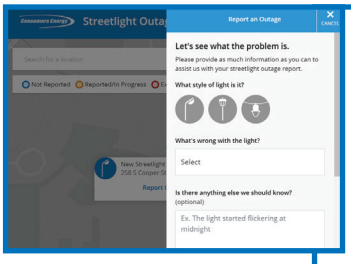
Step 1:

Visit streetlights.consumersenergy.com
Then enable your location, enter the address, or pan and zoom the map to find the light in need of repair.



Step 2:

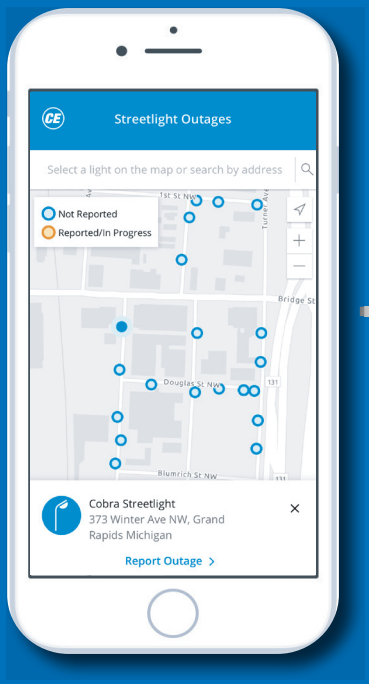
Select the Streetlight to Report
After selecting, click on "Report Outage." If you don't find the light on the map, you may add a streetlight at that location by clicking on the streetlight icon with a plus sign. We will look into whether that light is maintained by us. Uploading a photo of the light can help our team pinpoint the issue.



Step 3:

Add Details about the Streetlight Issue
Answer a few questions, provide your contact information and then click on "Submit Outage Report." Check the map anytime for status updates and to see other streetlight outages in your area.

We recommend using Microsoft Edge, Google Chrome or Safari browser.



For quick access to the tool, scan the QR code

Consumers Energy Count on Us®

005242024CM

City Council Agenda Item Report

FROM: Ryan Cummins – City Manager
Scott Herbert – Public Works Superintendent

MEETING DATE: May 12, 2025

SUBJECT: **Addendum to Trash Service Agreement**

DESCRIPTION:

Republic Services has offered to provide flat fees for waste hauling services for the Department of Public Works and Oval Beach. The Republic Services Municipal Manager determined that better control over pricing could be established if these services were established under our current single waste hauler agreement for residential trash. Notable highlights of the draft addendum are as follows:

Public Works Services

- 30-Yard Dumpster - $480 Flat rate per haul
- Recycle Roll-off Dumpsters - $385 Flat rate per haul
- 4 x 95/96 Gallon Recycle - $24 per month serviced every other week

Oval Beach Services

- 2-yard Dumpster - $185 Flat rate per month serviced once per week

Price Increases

- Effective January 1, 2026, and annually thereafter.
- Prices will increase by greater of: CPI-Index (Water, Sewer, Trash – July 12-month change), or 4.5% annually.

BUDGET ACTION REQUIRED:
N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

Yes.

Since the May 7th Workshop, the following two minor changes have been made to the agreement after receiving feedback from Republic Services:

- Republic Services will have 3 business days after receiving a request for service of the 30-yard trash dumpster and roll-off recycle dumpster.
- The 2-yd dumpster at Oval Beach will remain on site all year so there is no need to specify drop off dates before Memorial Day or after Labor Day.

SAMPLE MOTION:

Motion to approve the addendum to the trash service agreement as presented.

FIRST ADDENDUM TO CONTRACT FOR WASTE COLLECTION AND DISPOSAL

THIS ADDENDUM is made effective_____, 2025 ("Effective Date"), by and between the **City of the Saugatuck, MI,** a Michigan Municipal Corporation, of 102 Butler St., Saugatuck, Michigan 49453 (hereinafter "City"), and **Allied Waste Services Inc.,** DBA Republic Services of Jenison, of 2471 Wilshere Dr, Jenison, Michigan, 49428 (hereinafter "Contractor") (together, the "Parties").

RECITALS

WHEREAS, the City and Contractor entered into a Waste Collection and Disposal Agreement, dated November 11, 2024 (the "Agreement"), whereby the Contractor will provide certain waste and recycling services for City residents; and

WHEREAS, the City and Contractor have agreed to expand the scope of services contemplated in the Agreement to include certain waste and recycling services for the City's Department of Public Works headquarters and the City's Oval Beach.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which the Parties acknowledge, the Parties agree to the following terms and conditions:

AGREEMENT

1. **Department of Public Works Services:**

   a. Contractor agrees to provide the following waste and recycling services at the City's Department of Public Works Headquarters with the address of 3338 Blue Star Highway, Saugatuck, Michigan 49453, subject to the rates and frequency set forth below:

Service	Pickup Frequency	Year 1 Effective Date- 12/31/2025
30-yard Dumpster	Upon City's Request	$480.00 per haul (No Fuel/Environmental Fees)
Recycle Roll-off Dumpsters	Upon City's Request	$385.00 per haul (No Fuel/Environmental Fees)
4 total- 95/96 Gallon Recycling Containers	Every Other Week	$24.00 per month (No Fuel/Environmental Fees)

   b. Contractor shall pickup the 30-yard Dumpster and Recycle Roll-off Dumpsters no later than three (3) business days from receiving the City's request.

2. **Oval Beach Services:** Contractor shall collect and dispose of all refuse and trash contained in the 2-yard dumpster located at Oval Beach once per week. This service shall begin seven (7) calendar days prior to Memorial Day weekend and shall end fourteen (14) calendar days after Labor Day of each contract year. The City shall pay Contractor a flat rate of $185.00 per month for this service, which shall not be subject to any fuel or environmental fees. The City may request that Contractor remove the 2-yard dumpster from Oval Beach, subject to a $95.00 removal fee when the dumpster is removed and a $95.00 delivery charge when the dumpster is returned.

3. **Additional Containers:** Contractor shall furnish any additional containers or roll-off carts upon the City's request and subject to a reasonable delivery charge.

4. **Future Price Increases:** Beginning on January 1, 2026, and every year thereafter, the price of services contained herein shall increase by the CPI-Index, Water, Sewer, Trash-Rolling 12- month change (July Results) or 4.5% annually, whichever is greater.

5. **Continuing Effect:** Except as expressly modified or amended by this Addendum, all terms and provisions of the Agreement shall remain in full force and effect. All services contained herein are otherwise subject to all terms and conditions of the Agreement. In the case of a conflict in meaning between the Agreement and this Addendum, this Addendum shall prevail.

IN WITNESS THEREOF, the Parties hereto have executed this Addendum as of the Effective Date written above.

City of Saugatuck, Michigan

By: _____ Date: _____

Holly Anderson, City Mayor

By: _____ Date: _____

Jamie Wolters, City Clerk

Allied Waste Services, Inc. (DBA: Republic Services of Jenison)

By: _____ Date: _____

Tom Mahoney, General Manager

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Recycle Roll-off Dumpsters	Upon City's Request	$385.00 per haul (No Fuel/Environmental Fees)
4 total- 95/96 Gallon Recycling Containers	Every Other Week	$24.00 per month (No Fuel/Environmental Fees)

   b. Contractor shall pickup the 30-yard Dumpster and Recycle Roll-off Dumpsters no later than ~~two (3)~~three (3) business days from receiving the City's request. ~~, unless~~

~~the request for collection occurs on a day immediately preceding or during a holiday weekend, in which pickup shall occur no later than three (3) business days from the City's request.~~

2. **Oval Beach Services:** ~~Contractor shall deliver a 2-yard dumpster no later than seven (7) calendar days prior to Memorial Day Weekend to Oval Beach at a location to be determined by the City. (Container stays on site year round)~~ Contractor shall collect and dispose of all refuse and trash contained in the 2-yard dumpster located at Oval Beach once per week. This service shall begin seven (7) calendar days prior to Memorial Day weekend and shall end ~~Contractor shall collect the dumpster~~ fourteen (14) calendar days after Labor Day of each contract year. The City shall pay Contractor a flat rate of $185.00 per month for this service, which shall not be subject to any fuel or environmental fees. The City may request that Contractor remove the 2-yard dumpster from Oval Beach, subject to a $95.00 removal fee when the dumpster is removed and a $95 delivery charge when the dumpster is returned.

3. **Additional Containers:** Contractor shall furnish any additional containers or roll-off carts upon the City's request and subject to a reasonable delivery charge.

4. **Future Price Increases:** Beginning on January 1, 2026, and every year thereafter, the price of services contained herein shall increase by the CPI-Index, Water, Sewer, Trash-Rolling 12- month change (July Results) or 4.5% annually, whichever is greater.

5. **Continuing Effect:** Except as expressly modified or amended by this Addendum, all terms and provisions of the Agreement shall remain in full force and effect. All services contained herein are otherwise subject to all terms and conditions of the Agreement. In the case of a conflict in meaning between the Agreement and this Addendum, this Addendum shall prevail.

IN WITNESS THEREOF, the Parties hereto have executed this Addendum as of the Effective Date written above.

City of Saugatuck, Michigan

By: _____ Date: _____

Holly Anderson, City Mayor

By: _____ Date: _____

Jamie Wolters, City Clerk

Allied Waste Services, Inc. (DBA: Republic Services of Jenison)

By: _____ Date: _____

Tom Mahoney, General Manager

Saugatuck Douglas

Dear Mayor and Members of the City Council,

On behalf of the Saugatuck Douglas Area Convention and Visitors Bureau, I want to express our heartfelt gratitude for your generous $5,000 contribution toward the 2025 fireworks displays.

Your leadership and support are essential to the success of these cherished community celebrations, particularly the July 5 display that will bring together residents, visitors, and families for an unforgettable evening. The City of Saugatuck's continued investment in community events like these enhances the vibrancy of our region and reinforces our shared commitment to providing exceptional experiences for all.

We deeply appreciate your partnership and your ongoing efforts to make Saugatuck a premier destination and a welcoming place to call home.

Warm regards,

Lisa Mize
Executve Director
Saugatuck.com
lisa@saugatuck.com