



CITY COUNCIL MEETING AGENDA

November 24, 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

jwolters@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 City Council Workshop Minutes for November 19, 2025. *Pg.3*

B. Approval of City Council Closed Session Minutes for November, 19, 2025.

C. Resolution No. 251124-B – Authorizing Qualified Institutions to Provide Investment Services for the City and Authorizing City Officers to Act as Signatories on Behalf of the City. *Pg.6*

D. City Council Meetings Rules of Procedure Amendment. *Pg.11*

10. Staff Reports, Boards, Commissions & Committees:

A. Staff Reports:

1. City Manager *Pg.13*

B. Boards, Commissions & Committees:

1. Fire District Administration Board *Pg.19*

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)*

- A. Accounts Payable in the amount of \$160474.24. *Pg.25*

12. Public Hearings

13. Unfinished Business

14. New Business

- A. Resolution 251124-A – Adopting City Council Schedule of Meetings for 2026. *(Roll Call) Pg.27*

15. Public Comments

16. Correspondence

- A. Chad Dupont *Pg.31*

17. Council Comments

18. Adjourn *(Voice Vote)*



CITY COUNCIL WORKSHOP MEETING MINUTES - *Proposed*
November 19, 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 Clark and Councilmembers Dean, Gardner, Muncey, Peterson and Stanton.

Absent: None.

Others Present: City Manager Cummins, Attorney Witte, Treasurer Bredeweg and Clerk Wolters.

Agenda Changes: None.

Public Comment on Agenda Items Only: None.

Action Items:

Regular City Council Meeting Minutes – October 27, 2025:

Motion by Clark, second by Stanton to approve the regular city council meeting minutes from October 27. Via roll call vote, motion carried unanimously.

Appointments to Boards and Commissions:

-Scott Dean – Historic District Commission with term ending 11-1-27.

-Russ Gardner – Planning Commission with a term ending 11-1-27.

Motion by Stanton, second by Clark to approve the appointments to our boards and commissions for Scott Dean for Historic District Commission with the term ending 11-1-27 and Russ Gardner for Planning Commission with a term ending 11-1-27. Via roll call vote, motion carried unanimously.

Discussion Items:

Notice of Intent from Douglas to Sell Wastewater Treatment Plant Capacity to Saugatuck Township:

The council discussed Douglas' intention to sell 55,000 gallons of sewer treatment capacity to Saugatuck Township for about a quarter of a million dollars, about five and a half percent of the

plant's total capacity. City Manager Ryan Cummins stated that historic agreements, due to past litigation, give both Douglas and the city the right of first refusal if capacity is being sold. The city reviewed its own long-term needs and based on engineering analysis, does not foresee the need for additional capacity for 25+ years, or possibly longer. There was extended discussion about the strategic value of retaining the right of first refusal in future agreements, as Saugatuck wants to protect its long-term interests and avoid being forced to buy capacity at higher costs in the future. Councilmembers weighed the pros and cons of exercising the purchase right, possibly leasing capacity to the township, or allowing the sale to go through while pressing to keep the right of first refusal language in updated agreements.

Conservation Easement Concept – 582 Campbell Rd:

The council reviewed a proposal from Ryan Kennelly regarding property at 582 Campbell. Kennelly, who is interested in purchasing the property, sought city guidance on placing a conservation easement on a non-buildable, dune-covered portion of the parcel to ensure it remains undeveloped and preserved for nature. He asked whether the city would be willing to hold the easement or if they preferred a land conservancy or other organization to do so. Council members expressed support for the concept of preserving the land but raised concerns about the city holding the easement due to the long-term administrative burden and enforcement responsibilities. They noted the city had previously relied on outside organizations—such as the Land Conservancy of West Michigan or Outdoor Discovery Network—for similar situations. Additionally, there were questions about public versus private access to the land. Ultimately, the consensus was that working with an established land conservancy would be preferable.

Council Direction on Strategic Planning Meeting for Fiscal Year 2026/2027:

The council discussed preparations for the upcoming strategic planning process for fiscal 2026-2027. Council members debated whether to retain the same facilitator from previous years or bring in a new facilitator to provide a fresh perspective. There was discussion about conducting another community survey, noting the upcoming parking survey and possible “survey fatigue”. The Master Plan survey was extensive and had provided ample data. A substantial part of the conversation focused on the structure of the strategic plan—specifically, how to define and use strategic “pillars” or goal categories to guide and prioritize city projects. Some advocated keeping the current system for consistency and because staff is already working on all existing priorities; others suggested re-examining or refreshing the city’s framework, adding pillars like economic/community development (such as a DDA), and more clearly prioritizing existing and future projects.

Public Comments: None.

Closed Session:

Motion by Gardner, second by Stanton to move into a closed session pursuant to MCL 15.268(e) and (h) to discuss a confidential written legal opinion regarding the ongoing lawsuits filed against the City by Dune Ridge, captioned Dune Ridge v. City of Saugatuck (Case No. 22-65713-CK) and Dune Ridge v City of Saugatuck (Case No. 21-64709-CZ) regarding trial or settlement strategy, which if discussed in an open meeting would have a detrimental financial effect. Via roll call vote, motion carried unanimously.

Council entered closed session at 5:34 p.m.

Motion by Peterson, second by Stanton to go into open session. Via roll call vote, motion carried unanimously.

Council entered open session at 6:49 p.m.

Council Comments:

Lauren Stanton did not comment.

Councilmember Muncey wished everyone a happy Thanksgiving and promoted the sale of tickets for "The Christmas Carol" to help support Christian Neighbors.

Councilmember Dean thanked Clerk Wolters, DPW Superintendent Herbert, Corey Stopple, the Boyce brothers, and "Back to the Fuchsia" for their contributions and also acknowledged the mayor for addressing the crowd. He remarked on how special the event was despite the cold weather.

Joe Clark did not comment.

Russ Gardner did not comment.

Councilmember Peterson congratulated fellow council members on their committee appointments and consideration for a position on the fire board if it becomes available.

Mayor Holly Anderson added her thanks to Councilmember Dean and Clerk Wolters for their crucial roles in making the Veterans Day ceremony a success, emphasizing that it was a beautiful event in both Saugatuck and Douglas.

Adjournment:

Motion by Peterson, second by Dean to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Anderson adjourned the meeting at 6:43 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Nicole Bredeweg - City Treasurer

MEETING DATE: November 21, 2025

SUBJECT: Resolution 251124-B: Authorizing Qualified Institutions to Provide Investment Services for the City and Authorizing City Officers to Act as Signatories on Behalf of the City

DESCRIPTION:

The City's new Mayor, Holly Anderson, and Mayor Pro-Tem, Joe Clark, have been elected by the Council.

The attached resolution would authorize Ms. Anderson and Mr. Clark to be signatories on the City's various financial accounts.

Staff is currently evaluating Huntington's account options, including a straight-interest product and the current tiered hybrid structure that applies earnings credits to offset fees, to determine which option provides the strongest financial benefit to the City.

LEGAL REVIEW:

N/A at this time. The City Attorney will be at your meeting if you have any questions.

SAMPLE MOTION:

Motion to approve Resolution 251124-B, Authorizing Qualified Institutions to Provide Investment Services for the City and Authorizing City Officers to Act as Signatories on Behalf of the City.

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

RESOLUTION NO. 251124-B

**A RESOLUTION AUTHORIZING QUALIFIED INSTITUTIONS
TO PROVIDE INVESTMENT SERVICES FOR THE CITY
AND AUTHORIZING CITY OFFICERS TO ACT AS
SIGNATORIES ON BEHALF OF THE CITY**

Council Member _____, offered the following resolution and moved for its adoption, seconded by _____:

WHEREAS, the City has adopted an Investment Policy (“Policy”) pursuant to Public Act 20 of 1943 as amended, which delegates the authority to manage the City’s investment program to the City Treasurer; and

WHEREAS, the Policy provides that the City Treasurer shall maintain a listing of financial institutions and broker/dealers authorized to provide investment services on behalf of the City; and

WHEREAS, the City wishes to authorize these financial institutions or broker/dealers to provide investment services for the City; and

WHEREAS, Section 7.0 of the Policy provides that the authorized listing of financial institutions, approved depositories, and broker/dealers shall be approved annually by a resolution of the City of Saugatuck City Council; and

WHEREAS, the City further wishes to authorize the City Mayor, City Mayor Pro-Tem, City Manager, and City Treasurer/Finance Officer to act as signatories on behalf of the City; and

WHEREAS, the City wishes to authorize and permit the authorized listing of financial institutions, approved depositories, and broker/dealers to allow these signatories, on behalf of, and as an authorized person of the City, to exercise all of the powers necessary to invest City funds in accordance with the Policy;

NOW, THEREFORE, IT IS RESOLVED:

1. The City designates the following financial institutions, depositories, and broker/dealers (“Qualified Institutions”) as depositories for the funds of the City and approves and authorizes the Qualified Institutions to provide investment services on behalf of the City:
 - a. Huntington National Bank
 - b. Macatawa Bank (a Wintrust company)
 - c. Michigan CLASS
 - d. Fifth Third Bank
 - e. Mercantile Bank
 - f. Chase Bank
 - g. Old National Bank
 - h. Grand River
 - i. First National Bank Michigan
 - j. First National Bank of America
 - k. Horizon Bank
 - l. Consumers Credit Union
2. The City authorizes the following City Officers to act as signatories (“Authorized Signatories”) on behalf of the City:
 - a. Holly Anderson, Mayor
 - b. Joe Clark, Mayor Pro-Tem
 - c. Ryan Cummins, City Manager
 - d. Nicole Bredeweg, City Treasurer/Finance Officer
3. The City authorizes and permits the Qualified Institutions to allow the Authorized Signatories, on behalf of and as an authorized person of, the City, to exercise any powers necessary to invest City funds in accordance with the Policy, including, but not limited to the following:
 - a. Open any deposit account(s) in the name of the City;
 - b. Sign checks, drafts, notes, acceptances or other orders for the payment of money or otherwise withdraw or transfer funds on deposit with the Qualified Institutions;
 - c. Endorse checks, drafts, notes, bills, certificates of deposit, or other instruments owned or held by the City for deposit in any account established at a Qualified Institution, or for collection or discount by a Qualified Institution.
 - d. Borrow money on behalf of and in the name of the City;
 - e. Sign, execute, and deliver promissory notes or other evidences of indebtedness;
 - f. Endorse, assign, transfer, mortgage, or pledge property now owned or hereafter owned or acquired by the City as security for sums borrowed;
 - g. Guarantee payment of all bills received, negotiated or discounted;
 - h. Waive demand, presentment, protest, notice of protest and notice of non-payment;
 - i. Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box or Night Drop (Depository) Box;
 - j. Authorize the debiting of any of the City’s accounts for the purpose of purchasing an investment instrument at any of the Qualified Institutions;

- k. Authorize the holding of investment instruments in a Qualified Institution's safekeeping area;
 - l. Authorize a Qualified Institution to distribute or reinvest investment funds upon maturity; and
 - m. Make any other contracts, agreements, stipulations, or orders which the signatories may deem advisable to effectuate the terms of the Policy.
- 4. The City authorizes the Authorized Signatories to receive investment rate information via facsimile at the following facsimile numbers, or at the following email addresses:
 - a. Holly Anderson, Mayor
(615) 319-6123
holly@saugatuckcity.com
 - b. Joe Clark, Mayor Pro-Tem
(847) 691-4067
jclark@saugatuckcity.com
 - c. Ryan Cummins, City Manager
(269) 857-2603
rcummins@saugatuckcity.com
 - d. Nicole Bredeweg, City Treasurer/Finance Officer
(269) 857-2603
nicole@saugatuckcity.com
- 5. The City authorizes the Qualified Institutions to honor, receive, certify, or pay all instruments signed by the Authorized Signatories in accordance with this Resolution and agrees to the terms and conditions of an account agreement properly executed by the Authorized Signatories.
- 6. Any instrument, document, or other thing authorized to be executed as provided for in this Resolution shall only be effective if signed by at least two of the Authorized Signatories.
- 7. This Resolution shall be effective until express written notice of its rescission, revocation, modification or replacement is received by the Qualified Institutions.
- 8. The City authorizes the Mayor and Clerk to execute any and all documents necessary to effectuate the terms of this Resolution.
- 9. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

RESOLUTION NO. 251124-B DECLARED ADOPTED.

Holly Anderson, Mayor

Date

Jamie Wolters, City Clerk

Date

CERTIFICATION

I, Jamie Wolters the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held November 24th, 2025, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

Attest:

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: November 24, 2025

SUBJECT: City Council Meetings Rules of Procedure Amendment

DESCRIPTION:

This proposed amendment to the existing Rules and Procedures document amends the "Conduct of Meetings" section 3, "Agenda Order of Business" to rearrange the current agenda. Please review current and proposed new agenda below.

Changes:

#10b.11 - Delete Wildlife Management Committee and add to Parking Improvements Task Force.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** the amendments presented today to the City Council Rules and Procedures for Meetings originally adopted on July 23, 2007, last revised September 23, 2024.

Current Agenda:

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)*
10. Staff Reports, Boards, Commissions & Committees
 - 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
12. Public Hearings
13. Unfinished Business
14. New Business
15. Public Comments (Limit 3 minutes)
16. Correspondence
17. Council Comments
18. Adjourn

New Agenda:

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)*
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16. Correspondence
17. Council Comments
18. Adjourn



City Manager Report

November 24, 2025

Capital Improvement Plan

- As a refresher, attached is the City's capital improvement plan (CIP) that you approved earlier this year.
- Engineering and staff work to update the plan each year to reflect our recommendations, Council priorities and updated project schedules. With Scott Herbert's recent Asset Management Champions training, a more enhanced plan is also in the works. More time to come over the winter.
- **Maple Street**
 - The CIP shows design engineering in 2025 and construction in 2026.
 - Fleis and VandenBrink (F&V) is in the final design phase for the Maple Street project.
 - Here is a link to view the 90% plans:
<https://fveng.sharefile.com/public/share/web-sc0f93f3c7efb4406abdc936bf740eed0>
 - The plans have also been shared with the Township, Fire Department and KLSWA and a review meeting is scheduled.
 - F&V advised we are still on track to receive our EGLE permit and go out to bid in mid-December.
- **Park Street**
 - The CIP calls for Park Street planning from Campbell to Mt. Baldhead Park in FY 25/26. This is also on the Council priority list and we budgeted dollars for this.
 - Last December, we submitted a grant application to EGLE's Coastal Management Program to help cover engineering costs for Park Street planning, conceptual designs, cost estimates, and landscape architecture services. I am happy to report that our grant application was approved, which will cover \$20,000 of the total cost of \$40,000.
 - EGLE is finalizing the grant agreement. Both the grant agreement and engineering proposal will be brought to a workshop soon and if Council approves, work will begin in 2026.
- **Elizabeth Street**
 - The current CIP calls for design engineering in 2026 and construction in 2027. Council also prioritized Elizabeth Street design in FY 25/26 and dollars are budgeted for this.
 - Public Works and Engineering recently met to discuss a design engineering proposal, and we anticipate presenting this at the next Council workshop.

Short-Term Rentals

- Similar to last year, staff will be compiling STR data at the end of the calendar year and present it to City Council. This will include the number of STRs by zoning district and enforcement data (including Granicus 1-800 hotline info). We are planning to present this at your January 7 workshop.
- In capped R-1 zoning districts, staff will also check for available licenses and publish notice of available licenses per the approved lottery policy.
- If Council wishes to evaluate any amendments to the STR ordinances, we will look to your feedback at the January 7 workshop.

White Alley

- The owners of 125 Elizabeth have filed a complaint in Circuit Court to revise and/or amend their plat to have White Alley vacated. This stems from an enforcement case where there are encroachments in the right of way. Typically, the owner would approach the City first to have Council consider approving a resolution to vacate the right of way and then file in Circuit Court. Instead, they chose to go straight to the court.
- To vacate an alley that is part of a recorded plat, the petitioner must list the City, county, state, electric utility, and all property owners within 300 feet as parties in the complaint.
- Staff is evaluating whether we have any opposition to the alleyway vacation and whether we would want to retain a utility easement. Once we have a recommendation, we will review with Council.

Holiday Lighting

- The Public Works (DPW) team has been working hard to coordinate with contractors to make sure the holiday lighting is fully lit by Thanksgiving. DPW advised me that the installers and electrical contractor have everything ready and we are just waiting on Consumers Energy to activate the new electrical. Consumers advised DPW they will have everything active in time for Thanksgiving. DPW continues to follow up to make sure that is the case.
- As a reminder, we received a \$20,200 grant from the CVB for the holiday lighting expansion. The CVB would like to take a “big check” photo right before your meeting. If you can come a bit early, we can include everyone in the photo!

Mt. Baldhead Restroom Construction

- Midwest Construction provided the following update:
 - We are moving along quite well as we move towards completion.
 - Recently complete: Masonry and Roof Framing, Shingled Roofing, Interior Rough-ins
 - Up next: Hang restroom ceilings, Insulate, Paint. Flooring, Final fixture install

- We have faced some issues with the doors and drinking fountain, but we are working on contingency plans to open up the restroom while we wait.



Response Times for Law Enforcement

- Some of you have requested further data from the Sheriff's Office that would include response times.
- Sgt. Haas advised me he met with their record keeping vendor and they are working to get back to him on how to extract response times.

Blue Star Trail

- I reported in October that the tribal nations would like phase 1 archeological survey work due to known contributing resources to the traditional cultural property.
- This week, MDOT finalized the details for the work. I shared the MDOT information with our engineers at C2AE so we can work to seek proposals and scope of work.
- This work will take some time to complete and as a result, construction in FY 25/26 is highly unlikely. As the fiscal year progresses, we will work on budget amendments that reflect this change.

Kalamazoo River Greenway

- Installing native plants in the landscape is a great way to reduce outdoor water use, protect soil health, and protect local biodiversity. The Kalamazoo River Greenway has received a Grassroots Grant from Bell's Brewery, and with this funding, the ODC Network and Allegan Conservation District will be providing 10 homes with native plant gardens and 5 homes with rain barrels! If you or your constituents are interested in being one of these homes, they can fill out the interest form at

bit.ly/krwater26 and one of their staff will follow up. Attached is a flyer you can share.

- The ODC has also provided additional outreach ideas they are working on. They include:
 - Salt Watch – December and January
 - How to use de-icing salt, Chloride pollution, getting kits from Salt Watch, the 5 S's of Mindful Salt Use
 - Water Smart Landscaping 101 Workshop – February
 - Invasive Species Campaign (6 Weeks) – Begins in March
 - Milfoil, HWA, Lesser Celandine, Prevention, Reporting
 - Lifestyle Actions (6 weeks) – Begins in May
 - Non-point source pollution, mowing techniques, proper disposal of pet waste, water safe car washing, clearing stormwater drains, stormwater capture
 - Two Cleanups and Introductory Kayaker Event - TBD

Miscellaneous

- Held one on one with Director of Planning and Zoning.
- Held one on one with City Treasurer.
- Held one on one meeting with City Clerk.
- Attended Convention and Visitors Bureau Board meeting.
- Attended meetings with water-sewer agreement committee.
- Met with Township and ODC to discuss Township grant application for master plan updates and resiliency planning.

For planning purposes only.

The plan is updated annually and priorities often change based on current conditions and funding opportunities.

City of Saugatuck

Capital Improvements Plan 2025-2030

February 25, 2025

Project	Anticipated Funding Source(s)	Anticipated Project Cost By Year							Total	Notes
		FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2028-29	FY2029-30	FY2030-31		
Roadways (Streets, Sidewalks, Streetscapes, Storm Sewer & Bridges)										
Systemwide Patching+Microsurfacing/Slurry Sealing or Mill & Fill	Local		\$ 200,000		\$ 200,000		\$ 200,000		\$ 600,000	Applicable streets TBD during preparation of bid package.
Systemwide Crack Sealing	Local			\$ 20,000		\$ 25,000		\$ 30,000	\$ 75,000	Applicable streets TBD during preparation of bid package.
Gravel Road Maintenance	Local	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 65,000	Grading, dust control, millings
Annual Pavement Markings	Local	\$ 32,000	\$ 35,000	\$ 38,000	\$ 40,000	\$ 42,000	\$ 45,000	\$ 50,000	\$ 282,000	Annual restriping.
Culvert & Storm Sewer Outfall Inspections	Local	\$ 25,000					\$ 25,000		\$ 50,000	Combination of diving, rover, CCTV and simple visual anticipated.
Blue Star Highway - West Side Valley Gutter & Shoulder Repairs	Local, Potentially MDOT/MDNR		\$ 10,000						\$ 10,000	DPW is coordinating the work with the Blue Star Trail project.
Maple Street Improvements, Blue Star Hwy to S of North Street	Local/Township/MDOT Category B	\$ 50,000	\$ 500,000	\$ 300,000					\$ 850,000	With water main replacement. 2025 design, 2026 construction.
Maple Street Drainage Improvements	Local + TBD	\$ 20,000	\$ 50,000	\$ 50,000					\$ 120,000	Underground detention or similar, coordinated with road work.
Maple Street Non-Motorized Improvements	Local	\$ 50,000	\$ 600,000	\$ 500,000					\$ 1,150,000	Coordinated with road work. 2025 design, 2026 construction.
Park Street Planning, Campbell Rd to Mt. Baldhead Park	Local/EGLE		\$ 40,000						\$ 40,000	EGLE MCMP grant application is pending.
Elizabeth Street Improvements, Allegan St to Francis St	Local		\$ 60,000	\$ 350,000	\$ 350,000				\$ 760,000	Potentially 2026 design, 2027 construction.
Park Street Improvements, Campbell Rd to Mt. Baldhead Park	Local + TBD			\$ 100,000	\$ 550,000	\$ 550,000			\$ 1,200,000	Potentially 2027 design, 2028 construction.
Mill Street Improvements	Local				\$ 40,000	\$ 120,000	\$ 90,000		\$ 250,000	Potentially 2028 design, 2029 construction.
Lakeview, Brooks & Interlaken Street Improvements	Local				\$ 50,000	\$ 225,000	\$ 225,000		\$ 500,000	Potentially 2028 design, 2029 construction.
Butler Street Improvements - Culver to Lucy	Local + TBD					\$ 200,000	\$ 750,000	\$ 750,000	\$ 1,700,000	Potentially 2029 design, 2030 construction.
Lucy Street Resurfacing - Water to Butler	Local					\$ 15,000	\$ 35,000	\$ 35,000	\$ 85,000	Timeframe TBD, based on available funding and other projects.
Hoffman Street Improvements - Griffith to Grand & E of Elizabeth	Local					\$ 30,000	\$ 125,000	\$ 125,000	\$ 280,000	Timeframe TBD, based on available funding and other projects.
Grand Street Improvements - Mason to Hoffman & Francis to St. Joseph	Local					\$ 30,000	\$ 75,000	\$ 75,000	\$ 180,000	Timeframe TBD, based on available funding and other projects.
Mason Street Improvements - Grand to Elizabeth	Local						\$ 10,000	\$ 100,000	\$ 110,000	Timeframe TBD, based on available funding and other projects.
Spear Street Resurfacing - East and West of Grand	Local						\$ 10,000	\$ 100,000	\$ 110,000	Timeframe TBD, based on available funding and other projects.
Grant Street & Elizabeth Street Resurfacing	Local							\$ 200,000	\$ 200,000	Timeframe TBD, based on available funding and other projects.
Subtotal Roadways		\$ 182,000	\$ 1,505,000	\$ 1,368,000	\$ 1,240,000	\$ 1,247,000	\$ 1,600,000	\$ 1,475,000	\$ 8,617,000	
Water System										
Final Distribution System Materials Inventory (DSMI)	EGLE TMF Grant (no local cost)								\$ -	Completion in spring 2025.
Lead Service Line Replacement - Systemwide	Local, Potentially State/Federal		\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,800,000	Annually addressing services prior to road work plus others.
Maple Street Water Main Replacement - Blue Star to S of North Street	Local/Township	\$ 35,000	\$ 400,000	\$ 400,000					\$ 835,000	Coordinated with road improvements.
Elizabeth Street Water Main Replacement - Allegan to Francis	Local		\$ 60,000	\$ 300,000	\$ 300,000				\$ 660,000	Coordinated with road improvements.
Park Street Water Main Improvements	Local			\$ 10,000	\$ 50,000	\$ 50,000			\$ 110,000	Non-traffic hydrant replacement & misc. improvements.
Non-Traffic Hydrant Replacement	Local							\$ 100,000	\$ 100,000	Those not replaced as part of other projects.
Water Street Gate Valve Installation	Local		\$ 50,000						\$ 50,000	Locations TBD.
Wicks Park Water Service Separation	Local		\$ 50,000	\$ 50,000					\$ 100,000	Placeholder only. Required scope of work TBD.
Butler Street Water Main Replacement - Culver to Lucy	Local					\$ 150,000	\$ 700,000	\$ 700,000	\$ 1,550,000	Coordinated with road improvements.
Lucy Street Water Main Replacement - Water to Butler	Local					\$ 30,000	\$ 60,000	\$ 60,000	\$ 150,000	Coordinated with road improvements.
Hoffman Street Water Main Replacement - Griffith to Grand & E of Elizabeth	Local		\$ 25,000	\$ 125,000	\$ 125,000	\$ 30,000	\$ 150,000	\$ 150,000	\$ 605,000	Contingent on EGLE funding.
Grand Street Water Main Replacement - Mason to Hoffman & Francis to Joseph	Local					\$ 25,000	\$ 125,000	\$ 120,000	\$ 270,000	Contingent on EGLE funding.
Subtotal Water System		\$ 35,000	\$ 885,000	\$ 1,185,000	\$ 775,000	\$ 585,000	\$ 1,335,000	\$ 1,430,000	\$ 6,230,000	
Wastewater System										
Maple Street Sanitary Sewer Improvements	Local/Township	\$ 5,000	\$ 35,000	\$ 20,000					\$ 60,000	Coordinated with road improvements.
Elizabeth Street Sanitary Sewer Improvements	Local		\$ 10,000	\$ 45,000	\$ 35,000				\$ 90,000	Coordinated with road improvements, scope TBD.
Park Street Sanitary Sewer Improvements	Local			\$ 20,000	\$ 75,000	\$ 75,000			\$ 170,000	Coordinated with road improvements, scope TBD.
Sanitary Sewer Lining - Systemwide	Local					\$ 25,000	\$ 250,000		\$ 275,000	Portions of Butler, Culver, Mary, Grand & Newnham (per SAW).
Sanitary Manhole Rehabilitation - Systemwide	Local					\$ 25,000	\$ 250,000		\$ 275,000	Locations as identified in wastewater AMP (SAW).
Mason Street Sanitary Sewer Replacement - Grand to Elizabeth	Local						\$ 25,000	\$ 200,000	\$ 225,000	Coordinated with road improvements.
Subtotal Wastewater System		\$ 5,000	\$ 45,000	\$ 85,000	\$ 110,000	\$ 125,000	\$ 525,000	\$ 200,000	\$ 1,095,000	
Other										
Mt. Baldhead Restroom Building Replacement	Local	\$ 150,000	\$ 175,000						\$ 325,000	Spring/summer 2025 construction.
Mt. Baldhead Parking Lot Maintenance and Improvements	Local	\$ 5,000	\$ 25,000						\$ 30,000	Work anticipated to be performed by DPW.
Village Square Court Improvements	Local, Donor, potentially MDNR	\$ 5,000	\$ 125,000	\$ 125,000					\$ 255,000	2025 MDNR Application for 2026 construction
Village Square Restroom Building Siding Replacement	Local		\$ 10,000	\$ 50,000	\$ 50,000				\$ 110,000	Placeholder for scope and timeframe TBD.
City Hall Interior Renovation	Local		\$ 35,000	\$ 150,000	\$ 100,000				\$ 285,000	Placeholder for scope and timeframe TBD.
Mt. Baldhead Observation Platform Replacement	Local + TBD		\$ 25,000	\$ 300,000					\$ 325,000	Design authorized, survey complete.
DPW Resurfacing	Local	\$ 10,000	\$ 80,000	\$ 80,000					\$ 170,000	Coordinated with Maple Street project.
Sea Wall and Misc. Structure Repairs	Local	\$ 15,000	\$ 100,000						\$ 115,000	Design proposal pending.
Blue Star Trail Development	Local, Township, FOBST, MDOT, MDNR									Final budget and timeframe TBD.
Lake Street & Blue Star Highway Traffic Signal	Local, MDOT									Final budget and timeframe TBD.
Subtotal City Hall		\$ 185,000	\$ 575,000	\$ 705,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 1,615,000	

Note: Project costs shown are budgetary in nature for comparison only to be refined during project development & design.

Are you eligible for FREE Water Smart Landscaping?

If you are a resident of the Kalamazoo River Greenway, you may be eligible to receive a free 6x10' garden kit or rain barrel!

Fill out the interest form

Scan the QR Code if you are interested in installing a native garden or a rain barrel. (This is not a guarantee that your residence will be chosen.)



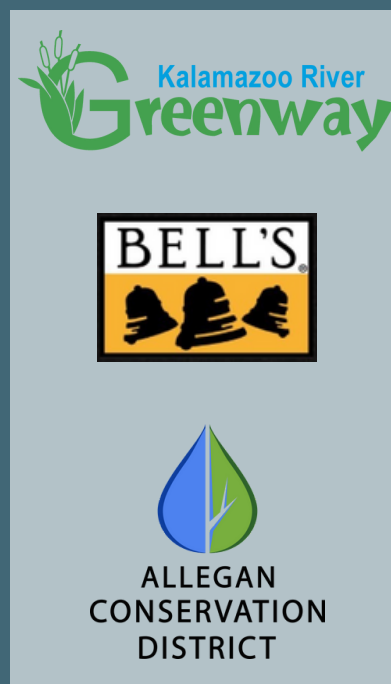
Complete the assessment call & maintenance form

After you fill out the form, one of our team members will contact you by phone to discuss the area you want to plant, the ground preparation steps, and maintenance required by the homeowner. For those interested in rain barrels, we will review the process for installing and maintaining a rain barrel.



If chosen, we'll order you a garden kit & set a planting date!

For interested parties that complete the initial assessment, have the proper site, and sign the preparation and maintenance agreement, we will order a pre-designed garden kit (or rain barrel) and set a date to help the homeowner with installation.



QUESTIONS?

 616-320-1823

 lexie@outdoordiscovery.org

 outdoordiscovery.org

Funding for 10 gardens and 5 rain barrels is made possible by a Grassroots Grant from Bell's Brewery.

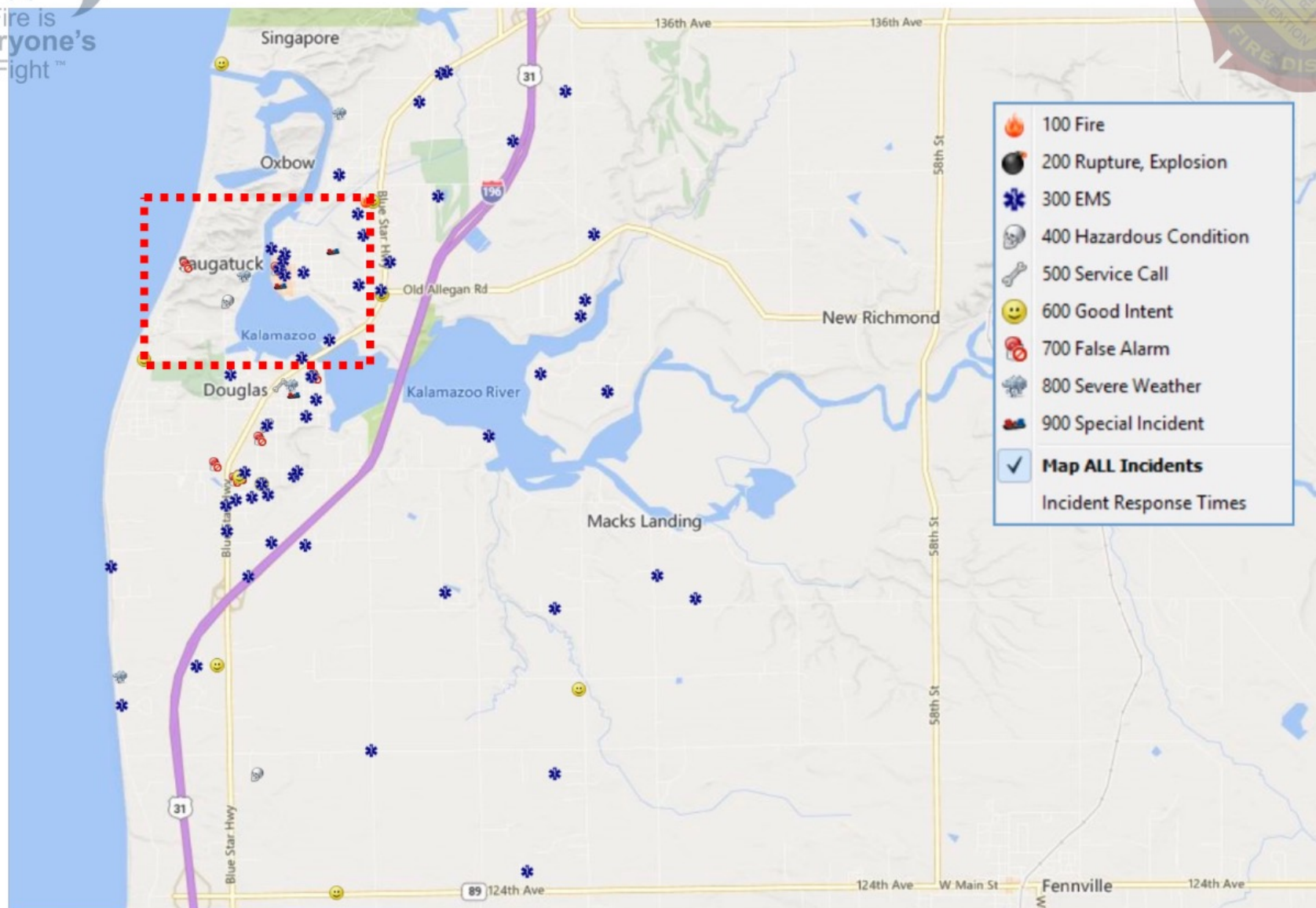
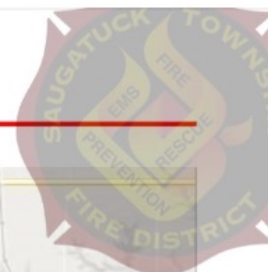


**STFD ADMINISTRATIVE FIRE BOARD
SAUGATUCK CITY COUNCIL UPDATE
NOVEMBER 24, 2025**





Incidents October 2025



October 2025 Data

1. Overall Incident Volume

- **October 2025:**
 - **105 calls** – a record high for October (average is 80).
 - **68 EMS calls** (65% of total).
 - **39 overlapping calls** (37% of October calls).
- **Year-to-date (Jan–Oct 2025):**
 - **1,022 calls**, up 4% from 985 in 2024.
 - Historical comparison:
 - 2024: 1,146 calls
 - 2023: 981 calls

October 2025 Data

2. Response Times

- **October:** 6:19 minutes (better than last October's 6:25).
- **2025 YTD average:** 6:56 minutes.
- Monthly range: 6:19–7:37 minutes.
- Emergent calls (lights & siren): **42 in October**, up from 30 last year.

October 2025 Data

3. Call Distribution

- **By Day:**
 - Friday busiest (191 calls); others range 125–150.
- **By Time:**
 - Peak between **8 AM–5 PM.**
- **By Location:**
 - Saugatuck Township: 397 calls (41%)
 - Douglas: 316 calls (33%)
 - Saugatuck City: 245 calls (26%)
 - 64 calls outside jurisdiction.

October 2025 Data

4. Call Types

- **EMS/NFIRS breakdown (YTD):**

- Falls: 140 (22%)
- General sickness: 87 (14%)
- Unconscious: 62 (10%)
- Breathing problems: 42 (7%)

- **Motor Vehicle Incidents (MVI):**

- October: 4 incidents
- YTD: 57 (down from 82 in 2024).
- Roundabout at Old Allegan & Blue Star reduced severe crashes.

Vendor Name	Description	Amount
1. ALLEGAN COUNTY SHERIFF	OCT '25 CORRECTIONS SERVICES	541.00
2. ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 11/06 - 11/19	6,458.09
3. ASSESSING SOLUTIONS INC	NOV '25 ASSESSING SERVICES	3,024.84
4. CAPITAL ONE	SEP '25 STATEMENT BALANCE	1,198.94
5. COMCAST-DPW	10/15 - 11/14 INTERNET-DPW	171.88
	11/15 - 12/14 INTERNET-DPW	235.51
	TOTAL	407.39
6. FAHEY SCHULTZ BURZYCH RHODES	OCT '25 GENERAL	5,253.50
	OCT '25 ZONING	1,592.50
	OCT '25 CITY COUNCIL	2,421.50
	OCT '25 MANAGER	165.00
	OCT '25 DUNE RIDGE V (ORIGINAL ACTION)	159.56
	OCT '25 WATER AND SEWER	2,812.50
	OCT '25 2023 STR LEGAL ISSUES/TASK FORCE	82.50
	TOTAL	12,487.06
7. FLEIS & VANDENBRINK ENGINEERING INC	09/28 - 10/25 ENGINEERING FEES - GEN CONSULT	4,336.44
	09/28 - 10/25 ENGINEERING FEES - MT. BALDHEAD	6,840.00
	09/28 - 10/25 ENGINEERING FEES - MAPLE STREET	12,700.00
	TOTAL	23,876.44
8. FRONTIER	09/20 - 10/19 SERVICE - OVAL BEACH	99.53
9. HORIZON COMMUNITY PLANNER	PLANNING SERVICES	1,682.30
10. KENDALL ELECTRIC INC	PARKS STOCK	338.75
11. LANDSCAPE DESIGN SERVICES INC	OCT '25 ROSE GARDEN MAINTENANCE	412.00
12. MERCHANTS BANCARD NETWORK	OCT '25 CC PROCESSING - CONCESSION	82.40
	OCT '25 CC PROCESSING - PLANNING AND ZONING	256.37
	TOTAL	338.77
13. MERS	NOV '25 RETIREMENT	4,499.99
14. MICHIGAN GAS UTILITIES	09/23 - 10/21 SERVICE - 102 BUTLER	45.90
	09/23 - 10/21 SERVICE - 345 BUTLER	55.61
	09/24 - 10/21 SERVICE - 3338 BLUE STAR	55.34
	TOTAL	156.85
15. MIDWEST CONSTRUCTION GROUP, INC.	MT BALDHEAD RESTROOM REPLACEMENT	84,856.61
16. NET2PHONE INC	NOV '25 PHONE SERVICE	233.24
17. OCCUPATIONATIONAL HEALTH CENTERS	DOT PHYSICAL - BROWN	136.00
18. OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES COLLECTION 11/06 - 11/19	3,654.56
19. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 11/06 - 11/19	4,280.42

11/21/2025 11:54 AM
User: NICOLE
DB: Saugatuck

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
EXP CHECK RUN DATES 07/01/2025 - 11/25/2025
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Page: 2/2

Vendor Name	Description	Amount
20. STANDARD INSURANCE COMPANY	DEC '25 INSURANCE	455.31
21. STATE OF MICHIGAN	OVAL WELL	181.71
22. SURVEY LLC	SURVEY WORK	6,867.00
23. VALLEY CITY LINEN INC	SHOP TOWELS	147.59
24. WALKER CONSULTANTS INC	PARKING STUDY	4,139.85
TOTAL - ALL VENDORS		160,474.24
FUND TOTALS:		
Fund 101 - GENERAL FUND		131,856.57
Fund 202 - MAJOR STREETS		23.93
Fund 203 - LOCAL STREETS		7,912.81
Fund 496 - SEWER CAPITAL PROJECTS FUND		406.00
Fund 497 - WATER CAPITAL PROJECTS FUND		5,655.00
Fund 661 - MOTOR POOL FUND		226.86
Fund 701 - CURRENT TAX FUND		14,393.07



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: November 24, 2025

SUBJECT: Resolution 251124-A - City Council Schedule of Meetings for the year 2026

DESCRIPTION:

Michigan's Open Meetings Act (Public Act No. 267 of 1976, as amended) states that within 10 days of the first meeting of the public body in each calendar or fiscal year, the body must publicly post a list stating the dates, times, and places of all its regular meetings at its principal office.

Section 4.13 of the City Charter- Regular meetings of the council shall be held at least twice in each calendar month at the usual place of holding meetings of the Council. If any time set by resolution of the Council for the holding of a regular meeting of the council shall be a holiday, then such regular meeting shall be held on the next following secular day which is not a holiday or on such other day as may be set by the Council.

Regular City Council meetings will be held at Saugatuck City Hall, 102 Butler Street, Saugatuck, MI 49453 at 6:30 p.m. on the second and fourth Monday of each month.

Attachment A reflects the proposed 2026 schedule of meetings.

Two dates fall on holidays and need to be adjusted:

May 25th (*Memorial Day*) next secular day - Tuesday, May 26th.

October 12th (*Indigenous People's Day*) next secular day - Tuesday October 13th.

Attachment B (Resolution) incorporates these secular date adjustments for May 26th and October 13th, and Motion #1 corresponds to these changes.

If you choose to modify these dates to something other than the next secular day, please reference Motion #2, and I will revise the Resolution accordingly.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Move to approve Resolution 251124-A establishing the City Council meeting schedule for the year 2026, including the secular date adjustments of May 26th and October 13th.

Move to approve Resolution 251124-A listing the City Council schedule of meetings for the year 2026, including the date adjustments of May ____ and October ____.

SAUGATUCK CITY COUNCIL SCHEDULE OF MEETINGS

Saugatuck City Council meetings are held at Saugatuck City Hall, 102 Butler Street, Saugatuck, MI 49453 at 6:30 p.m. on the 2nd and 4th Mondays of each month unless otherwise noted.

January 12, 2026
January 26, 2026

July 13, 2026
July 27, 2026

February 9, 2026
February 23, 2026

August 10, 2026
August 24, 2026

March 9, 2026
March 23, 2026

September 14, 2026
September 28, 2026

April 13, 2026
April 27, 2026

October 12, 2026
October 26, 2026

May 11, 2026
May 25, 2026

November 9, 2026
November 23, 2026

June 8, 2026
June 22, 2026

December 14, 2026
December 28, 2026

Saugatuck City Council workshop meetings are held at Saugatuck City Hall, 102 Butler Street, Saugatuck, MI 49453 at 4:00 p.m. on the Wednesday preceding the regularly scheduled Monday meetings.

January 7, 2026
January 21, 2026

July 8, 2026
July 22, 2026

February 4, 2026
February 18, 2026

August 5, 2026
August 19, 2026

March 4, 2026
March 18, 2026

September 9, 2026
September 23, 2026

April 8, 2026
April 22, 2026

October 7, 2026
October 21, 2026

May 6, 2026
May 20, 2026

November 4, 2026
November 18, 2026

June 3, 2026
June 17, 2026

December 9, 2026
December 23, 2026

**City of Saugatuck
County of Allegan
State of Michigan**

RESOLUTION NO. 251124-A

A RESOLUTION ADOPTING CITY COUNCIL SCHEDULE OF MEETINGS FOR 2026

Council Member _____, offered the following resolution and moved for its adoption, seconded by Council Member _____:

WHEREAS, Section 4.13 for the City Charter requires that regular meetings of the City Council shall be held at least twice in each calendar month and;

WHEREAS, Michigan's Open Meetings Act (Public Act No. 267 of 1976, as amended) states that within 10 days of the first meeting of the public body in each calendar or fiscal year, the body must publicly post a list stating the dates, times and places of all its regular meetings at its principal office.

NOW, THEREFORE, IT IS RESOVED THAT:

1. Regular City Council meetings will be held at Saugatuck City Hall, 102 Butler Street, Saugatuck, MI 49453 at 6:30 p.m. on the second and fourth Monday of each month.
2. Special and Irregular meetings of the City Council require a notice posted indication the date, time, and place at least 18 hours before the meetings.
3. The City Council adopts the following meeting schedule for the regular City Council meetings for 2026.

January 12, 2026	July 13, 2026
January 26, 2026	July 27, 2026
February 9, 2026	August 10, 2026
February 23, 2026	August 24, 2026
March 9, 2026	September 14, 2026
March 23, 2026	September 28, 2026
April 13, 2026	October 13, 2026
April 27, 2026	October 26, 2026
May 11, 2026	November 9, 2026
May 26, 2026	November 23, 2026
June 8, 2026	December 14, 2026
June 22, 2026	December 28, 2026

YEAS: _____

NAYS: _____

ABSTAIN: _____

ABESTN: _____

ADOPTED this 24th day of November 2025

Signed: _____
Holly Anderson, Mayor

Jamie Wolters, City Clerk

Certification:

I, Jamie Wolters, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is true and complete copy of resolution adopted by the Saugatuck City Council at a regular meeting held on November 24, 2025 in compliance with the Open Meetings Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

Attest:

Jamie Wolters, City Clerk

Jamie Wolters

From: Chad DuPont [REDACTED]
Sent: Wednesday, November 19, 2025 6:22 PM
To: Jamie Wolters
Subject: Public Comments 11.19.25
Attachments: 11.19.2025 Notes for Council.pdf

Caution: This email originated from outside of the organization. DO NOT click on links or open attachments unless you recognize the sender and know the content is safe.

Hi Jamie,

I attended the council meeting this evening intending to speak during public comment, but I unfortunately didn't hear the announcement and missed the opportunity. Is it possible to have what I prepared shared with council members and included with the meeting record?

Thank you very much — I appreciate your help.

--

Chad DuPont
Sans Souci Hospitality

[REDACTED]

Thank you again for the opportunity to speak.

I'm here simply to request next steps. At the last meeting, I shared how a single late renewal filing has resulted in a permanent loss of a license and significant economic harm, with no notice or opportunity to correct.

I continue to support the STR ordinance and the caps. My concern is not the policy — it's the process. As written and administered today, an owner can lose a valuable property right instantly and permanently over a missed administrative deadline, without a single communication from the City. That is not how a fair and responsible local government treats its residents.

After the last meeting, a council member kindly approached me and said Council would need to "look at the data." I understand and respect that. But this issue is fundamentally about due process and basic fairness — not data. Before the City takes away someone's livelihood or property rights, they deserve notice and a real chance to cure an honest oversight.

So tonight, I'm simply asking that this issue be formally placed on a workshop or future agenda for discussion

There are straightforward administrative improvements that would ensure the ordinance remains strong while preventing residents from being blindsided and financially devastated. And I'm here, ready and willing to help craft that solution.

Thank you again for your time and attention.