



CITY COUNCIL WORKSHOP AGENDA

March 18, 2026, 4:00 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.

1. Call to Order

2. Roll Call

3. Agenda Changes (*Additions/Deletions*)

4. Guest Speaker:

- A. Jill Dunham – Allegan County Broadband Project Manager – County Broadband Project Update.

5. Public Comment on Agenda Items Only (*Limit 3 minutes*)

6. Approval of Minutes: (*Roll Call*)

- A. Regular City Council Meeting Minutes – March 9, 2026. *Pg.2*
- B. Closed City Council Meeting Minutes – March 9, 2026.

7. Discussion Items:

- A. Amendment to Interurban Articles of Incorporation. *Pg.7*
- B. Oval Beach Concession Proposals. *Pg.38*
- C. Selection of an Auction Firm for Surplus Equipment. *Pg.71*
- D. Updated Capital Improvement Plan. *Pg.95*
- E. Resolution No.260323-A - Adopting Early Voting Site and Municipal Agreement for Election Services Between the City of the Village of Douglas, Saugatuck Township, and City of Saugatuck. *Pg.99*
- F. Extension of Township Cemetery Agreement. *Pg.111*
- G. Budget Amendments for Fiscal Year 2025/2026. *Pg.119*

8. Public Comments (*Limit 3 minutes*)

9. Council Comments

10. Adjourn

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.



CITY COUNCIL REGULAR MEETING
March 9, 2026

The City Council met to have a Regular Council Meeting at City Hall at 6:30 p.m.
102 Butler St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Mayor Anderson at 6:30 p.m.

Attendance:

Present: Mayor Anderson, Mayor Pro-Tem Clark and Councilmembers Dean, Gardner, Muncey, Peterson and Stanton.

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

Mayor's Comments:

Mayor Holly Anderson celebrated the Saugatuck High School girls' basketball team's strong season and noting that their recent Friday night game was one of the best she has ever seen in any sport. She mentioned that the team was playing during the meeting, encouraged sending them positive thoughts, and expressed hope that those interested could attend the game on Wednesday night. She also commented on the beautiful spring weather and concluded that all was well in Saugatuck.

City Manager Comments:

City Manager Ryan Cummins followed noted the pleasant spring weather and thanking the Mayor and Council. He recognized Clerk Wolters for her quick thinking in addressing internet issues at City Hall by using a hotspot on her phone to keep the Zoom connection running. He explained that this change in setup required the city attorney to drive in and would result in the attorney arriving later than expected, and he asked for patience with any technical issues that might arise.

Agenda Changes:

Motion by Peterson, second by Gardner to add Bob Miller as agenda item 7b and Brad Lubbers as agenda item 7c. Via voice vote, motion carried unanimously.

Guest Speakers:

Alec Payleitner from Art Coast® Food & Wine Festival:

Alec Payleitner introduced himself as the owner of Saugatuck restaurant "Sauga Taco" and as the project manager for the inaugural Art Coast Food and Wine Festival, scheduled for November 5–7, 2026. He explained that the event is sponsored by the Convention and Visitors Bureau (CVB) as part of a shoulder-season strategy to bring visitors to town after the busy summer period, based on a multi-year plan developed by a CVB subcommittee. The main venue will be a 16,000 sq. ft. heated "Riverside Pavilion"—a large temporary structure set up for about a week in the Singapore Yacht Club parking lot between The Butler and Coral Gables, featuring clear river-side walls, décor with chandeliers and "mini living rooms," and an overall VIP feel. Alec outlined a three-day, three-night destination festival geared toward: a Thursday welcome luau at the pavilion; Friday afternoon "mini sessions" hosted by local businesses (tastings, tours, classes); Friday night restaurant showcase dinners at 20–25 local restaurants with prix fixe

menus; late-night “Club Sugar” at the pavilion; a Saturday Grand Tasting with wineries, chefs, demos, and signings; and a Saturday night “Grand Collaboration” dinner for VIP ticket-holders, potentially followed by s’mores on the beach (weather and permissions permitting). He described an all-inclusive ticket model (no additional on-site charges): a \$400 pavilion pass (three pavilion events), a \$550 weekend pass (pavilion + one restaurant showcase dinner), and a VIP pass for about 150 of the 1,000 guests, adding the Grand Collaboration and s’mores event. In questions, he noted that walk-up/a la carte options are not planned for this inaugural year, restaurant participation varies by capacity (some will remain partially open to other diners), there is strong local restaurant buy-in with tentative commitments exceeding projected seats, and while some celebrity chefs may be brought in, the core mission is to keep the food and chef participation as local as possible.

Bob Miller – Kalamazoo Lake Sewer and Water Authority:

Bob Miller introduced himself as the new administrator for the Kalamazoo Lake Sewer and Water Authority (KLSWA), noting that this was the start of his third week in the role. He shared that he has lived “right down the road” for 15 years and is excited for his first opportunity to work in what he considers his hometown. Bob emphasized that he has been warmly welcomed by staff and local leaders, and that the existing team—both in the office and the field—is small but strong and has been very supportive in his transition. He is spending time in the field with operators to better learn the system and aims to become capable of covering any operational role over time, acknowledging that the current operators are more qualified in day-to-day field work than he is at this moment. He also highlighted staffing needs, including open positions already in the interview process (front-office and operator roles), and a desire to engage in and help shape capital planning as KLSWA and the three municipalities consider what the system should look like over the next several decades. Council members responded positively, noting both the historical importance of Cal Lake and their interest in Bob’s perspective once he’s more fully acclimated.

Brad Lubbers – Allegan County Commissioner :

County Commissioner Brad Lubbers explained recent and pending changes in the senior home-delivered meals program funded by the Allegan County Senior Millage. He described the long-standing arrangement under which Community Action House of Allegan has provided hot meal delivery to seniors for approximately 20 years, operating under three-year contracts. With the current contract expiring April 1, the county followed its standard process by issuing an RFP; they evaluated the options and recommended switching to Meals on Wheels (out of Grandville) for the next three-year contract. Under the new model, instead of five days a week of hot meals, seniors would receive one to three days per week of frozen meals, based on factors including cost and logistics. Lubbers also reported news that county administration had decided to terminate the Community Action House contract early, effective the next day, so Meals on Wheels would begin providing frozen meals starting Wednesday instead of April 1. He acknowledged mixed reactions among seniors—some preferring hot meals and frequent visits, others preferring frozen meals and fewer visits—and clarified that drivers for Meals on Wheels will be new people to most clients. He stressed that the county’s goals include fiscal responsibility with millage funds and ensuring that anyone needing more frequent wellness checks can be connected to other Senior Millage services.

Public Comment on Agenda Item Only:

Rakesha Madhava

Consent Agenda:

- A.** Approval of City Council Workshop Minutes from March 4, 2026.
- B.** Resolution 260109-A Opposing Michigan House Bills 5529-5532 and Related Zoning Preemption Legislation.
- C.** Outdoor Discovery Center Proposal for Conservation Services - Mt. Baldhead Invasive Species Management and Dune Revegetation.

- D. Culver Street Parking Lot Operation Agreement.
- E. 2026 Boat Slip Management Agreement.
- F. Special Event Application – Community Car Parade.
- G. Special Event Application – Music in the Park.
- H. Special Event Application – Venetian Festival.

Motion by Muncey, second by Stanton to pass the consent agenda as listed in the city council meeting of March 9, 2026. Via roll call vote, motion carried unanimously.

Approval of Accounts Payable:

Motion by Dean, second by Clark, to approve the accounts payable in the amount of \$ 192,031.76. Via roll call, motion carried unanimously.

Public Hearing: None.

Unfinished Business: None.

New Business:

Village Square Courts – Selection of a Concept and Approval of Donation Agreement:

Motion by Dean, second by Muncey to approve concept one and the related donation agreement for Village Square Park and to authorize the city manager to obtain all required permits and approvals, including Historic District Commission approval. Via roll call vote, motion carried 5-2. Yes – Clark, Dean, Gardner, Muncey, Peterson. No – Anderson, Stanton.

Public Speech Policy and Palette Sign Display:

Motion by Stanton, second by Clark to approve the public speech policy and palette sign display policy as presented. Via roll call vote, motion carried unanimously.

Staff Reports, Boards, Commissions & Committees:

Reports provided by City Manager Cummins, Treasurer, Clerk, Planning & Zoning, Department of Public Works, Police & Engineer.

Public Comment:

Jim Story, Diop Harris and Rob Sarro.

Closed Session:

Motion by Muncey, second by Gardner to move into a closed session pursuant to MCL 15.268(e) to consult with the City Attorney 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 7:46 p.m.

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

Council entered open session at 8:33 p.m.

Motion by Muncey, second by Peterson to accept City Attorney's recommendation regarding dispositive motions and or mediation. Via roll call vote, motion carried unanimously.

Correspondence:

Nick and Donna Agnew, Kevin Tringali & Rakesh Madhava, Renee Zita and Kam Morris.

Council Comments:

Councilmember Peterson commented positively on the meeting and on the change in weather, noting how nice it was to see the sun, people starting to return, and restaurants reopening. She praised the DPW for doing a great job getting things ready for the season, and closed by mentioning that despite the return of spring, bad weather (rain and possible tornadoes) was forecast for the next day.

Councilmember Gardner thanked everyone and raised two main points. First, he reiterated his interest in discussing a proposal to provide one free Oval Beach pass per city property, asking about the process and timing to get that on a future workshop agenda; this led to a brief clarification about tying new items into the quarterly priority/budget review process. Second, he expressed confusion about the short-term rental “amnesty” actions, noting that he thought nine properties were to be grandfathered but understood that number had effectively been reduced, and he wanted to better understand what the council had actually approved. He also publicly thanked several residents who wrote letters regarding Mount Baldhead and invasive species management, emphasizing that such input helps council make decisions.

Mayor Pro Tem Joe Clark said it was a good meeting and thanked everyone for the constructive dialogue. He specifically thanked City Attorney Jake Witte for attending in person and for his support, and also thanked Bob Miller (Kalamazoo Lake Sewer and Water Authority) for coming to introduce himself, adding that his confidence in Bob grows daily and that he believes Bob will serve the community well. Clark then expressed concern about what he heard regarding changes to Senior Services and home-delivered meals, saying it felt like the level of service to seniors might be reduced and that the change appeared to have been made abruptly. He stated he would like to look into the matter further to ensure the community is raising—rather than lowering—the bar on services for vulnerable seniors.

Councilmember Dean echoed Clark’s concerns about the senior meals transition, noting that council only learned of the change via an email earlier in the day. He said the rushed nature of the situation made him want to “dig deeper” into the facts. Dean explained that it is the same reason he was cautious about the idea of free Oval Beach passes: he wants to see clear data and usage information and avoid rushing into commitments without understanding the financial and operational impacts on taxpayers.

Councilmember Muncey agreed with Clark and Dean about the Meals on Wheels change, saying it felt “odd” that council had just been informed of a significant shift that was taking effect very soon. He said he would like more discussion and planned to do some of his own research, including speaking with the gentleman who came on behalf of the Commission on Aging, to better understand the changes and impacts. Muncey also shared that he was not fully clear why the short-term rental “amnesty” count had moved from nine properties to seven, mirroring Gardner’s confusion. He then highlighted upcoming community events: the St. Patrick’s Day pub crawl organized by April Gundy (supporting Operation Hope and its backpack and Christmas programs) and the “Erin Go Bark” pets parade in Douglas, describing this weekend as a kind of local “spring opener” as the town wakes from winter.

Councilmember Stanton focused on local schools and recreation. She congratulated the Saugatuck girls’ basketball team for winning their conference and district championships, noting that although they fell short at regionals, it was still a significant accomplishment. She praised the strong community support for the team and for women’s sports generally, and pointed out that attention now shifts to spring sports—softball, track, baseball, and girls’ soccer—encouraging continued community backing. She also said she looks forward to deeper discussions with the school district about plans for the sinking fund.

In closing comments, Mayor Anderson addressed the confusion around the short-term rental ordinance and amnesty. She clarified that there were nine properties under discussion, but the council's intent was not to extend amnesty to everyone in that group; rather, it was to provide relief specifically to those who had been genuinely confused between the re-application deadline and the permit expiration date, and who submitted their applications after the re-application deadline but before their license expired. She noted that at least two cases involved applications that missed the deadline by several months and therefore were not covered by the accommodation. She indicated the city attorney and city manager could provide further detail to anyone needing more explanation. Anderson then briefly remarked that it had been a great meeting (and referenced the earlier great basketball game), noted the pleasant seasonal change.

Adjournment:

Motion by Peterson, second by Dean to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Anderson adjourned at 8:45 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: March 18, 2026

SUBJECT: Interurban Transit Authority – Request to Amend Articles of Incorporation to Add the City of Fennville

DESCRIPTION:

The Interurban Transit Authority (ITA) has requested that its member municipalities consider approval of amended Articles of Incorporation to add the City of Fennville as a participating member of the Authority.

Since May 2025, the ITA has operated a pilot transit service in Fennville utilizing three designated stops. The pilot has generated approximately 300 passenger trips per month. According to the ITA, the pilot has demonstrated consistent demand.

On February 17, 2026, the ITA Board adopted a resolution recommending amendments to its Articles of Incorporation to formally include the City of Fennville as a member of the Authority. Under the Authority's governing documents, amendments to the Articles require approval by a two-thirds majority of the members of the governing bodies of each of the participating municipalities. The Fennville City Commission will also have to approve.

If approved, the Authority's Board would expand from six to eight members, with two members appointed by the City of Fennville.

Approval of the amendment would allow the City of Fennville to be included in a potential August 2026 transit millage proposal to support long-term service expansion.

Attached are further details from the ITA, including answers to some initial questions.

BUDGET ACTION REQUIRED:

None

LEGAL REVIEW:

Legal has reviewed the proposed amendments and will be at your meeting if you have any questions.

SAMPLE MOTION:

Motion to approve the Amended and Restated Articles of Incorporation of the Interurban Transit Authority, adding the City of Fennville as a member jurisdiction of the Authority.



TO: Saugatuck City Council, Douglas City Council, Saugatuck Township Board, and Fennville City Commission

FROM: Becky Carten-Crandall, Interurban Transit Authority Executive Director

RE: Change Recommended Bylaws

On behalf of the Interurban Transit Authority (ITA), I am writing to share information regarding proposed amendments to the ITA bylaws and to outline how these changes support the continued expansion and effectiveness of public transit service within our region.

Since May 2025, the ITA has operated a pilot transit program serving the City of Fennville. This trial service has demonstrated consistent demand, with approximately 300 passenger trips per month originating from Fennville stops. The pilot was designed to test feasibility, assess ridership, and evaluate operational impacts prior to considering permanent service expansion.

At its February 17, 2026, meeting, the Interurban Transit Authority Board voted to recommend adoption of the attached amended bylaws. These amendments formally add the City of Fennville as a participating jurisdiction within the Authority, which is a required step for the question of long-term service funding to be placed on the August 2026 ballot. Under the ITA's governing documents, approval by two-thirds of the participating entities is required for the bylaw amendments to take effect.

Importantly, the pilot service has been implemented with no significant increase in operational costs. The trial added approximately three-quarters of a mile to existing routes near Crane Orchards and utilized only three designated stops within Fennville: downtown, Ladders of Hope, and Wagoner's Grocery. Although Fennville encompasses approximately one square mile, service during the pilot has remained limited and efficient. Full door-to-door service within the Fennville service area would not begin unless millage is approved, with implementation anticipated in calendar year 2027. At that time, the three existing stops would continue to be maintained.

The ITA believes this expansion provides meaningful regional benefits. The pilot has already demonstrated that Fennville residents are utilizing transit to access employment, services, and tourism opportunities in Saugatuck, Douglas, and Saugatuck Township, while also bringing visitors and workers into those communities from Fennville. This regional



connectivity helps reduce parking pressures in downtown Saugatuck and Douglas, supports workforce mobility, and leverages public transit as a cost-effective alternative to additional infrastructure investments.

Additionally, Fennville is home to the area’s only dentist currently accepting Medicaid patients, and the Interurban has transported residents from Saugatuck, Douglas, and Saugatuck Township to access this service. Similarly, Ladders of Hope, a regional food pantry in Fennville, serves residents across multiple jurisdictions and operates on different days and at different times than other providers in our service area, such as Christian Neighbors. Transit access has improved our residents' ability to reach essential services throughout the region.

Allegan County and MDOT have been informed of the proposed expansion service and are aware of the anticipated scope of change should the bylaws be adopted and funding approved.

The Interurban Transit Authority Board strongly supports the proposed bylaw amendments and believes they reflect the evolving transit needs of our shared region. We appreciate your consideration and welcome any questions as you review the attached materials.

Executive Director: Becky Carten-Crandell

_____ Date: _____

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE INTERURBAN TRANSIT AUTHORITY**

RESOLUTION NO. _____

**A RESOLUTION APPROVING AN AMENDMENT TO THE ARTICLES OF
INCORPORATION OF THE INTERURBAN TRANSIT AUTHORITY TO ADD THE
CITY OF FENNVILLE AS A MEMBER OF THE AUTHORITY**

WHEREAS, the Interurban Transit Authority (“Authority”) is a public authority organized and operating pursuant to Act 196 of the Public Acts of 1986, as amended (MCL 124.451 et seq.) (“Act 196”); and

WHEREAS, the Authority’s incorporating political subdivisions are currently the City of Saugatuck, the City of the Village of Douglas, and the Township of Saugatuck; and

WHEREAS, Section 7 of Act 196 (MCL 124.457) provides that a political subdivision may become a member of a public authority after formation upon (a) resolution adopted by a majority vote of the members elected to and serving on the legislative body of the political subdivision requesting membership, and (b) resolution adopted by a 2/3 vote of the members serving on the board of the public authority approving an amendment to the articles of incorporation adding the political subdivision; and

WHEREAS, Article XI of the Articles of Incorporation provides that the Articles of Incorporation may be amended at any time by a two-thirds vote of approval by the governing bodies of the incorporating political subdivisions; and

WHEREAS, the Board of Directors has reviewed the proposed Amended and Restated Articles of Incorporation, which incorporate the changes necessary to add the City of Fennville as a member, including expanding the Board of Directors from six to eight members, with two members to be appointed by the Fennville City Commission;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Interurban Transit Authority, by a vote of not less than 2/3 of the members serving on the Board, as follows:

1. **Finding of Public Interest.** The Board of Directors finds that the addition of the City of Fennville as a member of the Authority will serve the public interest by expanding public transportation services in the region.
2. **Approval of Amendment.** The Amended and Restated Articles of Incorporation of the Interurban Transit Authority, in substantially the form presented to the Board at this meeting, are hereby approved.

3. **Filing and Publication.** The Executive Director is directed to cause the Amended and Restated Articles of Incorporation, once executed, to be filed with the Michigan Secretary of State, the Allegan County Clerk, and the Director of the Michigan Department of Transportation, and to be published in the Commercial Record, all in the same manner as the original Articles of Incorporation.
4. **Authorization of Executive Director.** The Executive Director is authorized and directed to take all actions and execute all documents reasonably necessary to effectuate this Resolution and the addition of the City of Fennville as a member of the Authority.
5. **Effective Date.** This Resolution shall take effect immediately upon adoption.

CERTIFICATION

I, Lori Babinski, Secretary of the Board of Directors of the Interurban Transit Authority, hereby certify that the foregoing Resolution was adopted at a meeting of the Board held on February 17, 2026, by a vote of 6 in favor, 0 opposed, and 0 absent, constituting not less than 2/3 of the members serving on the Board.

Lori Babinski
Secretary, Board of Directors
Interurban Transit Authority

Date: 2/17/26

AMENDED AND RESTATED ARTICLES OF INCORPORATION

INTERURBAN TRANSIT AUTHORITY

ARTICLE I

The name of the Corporation is Interurban Transit Authority, hereinafter referred to as the "Authority."

ARTICLE II

The incorporating political subdivisions of the Authority are the City of Saugatuck, the City of the Village of Douglas, the Township of Saugatuck, and the City of Fennville.

ARTICLE III

The Authority is organized as a non-profit corporation on a non-stock basis.

ARTICLE IV

The Authority is financed through grants of money or property from federal or state governments, other revenues from federal or state governments, fees from riders, and taxes raised through election approval.

ARTICLE V

The registered office of the Authority shall be at 100 Wiley Road, Douglas, Michigan 49406, and the registered agent at that address is the Interurban Transit Authority Director.

ARTICLE VI

The names and addresses of the incorporating political subdivisions are as follows:

City of Saugatuck, 102 Butler Street, Saugatuck, MI 49453;
City of the Village of Douglas, 86 W Center Street, Douglas, MI 49406;
Saugatuck Township, 3461 Blue Star Highway, Saugatuck, MI 49453; and
City of Fennville, 125 S. Maple Street, Fennville, MI 49408.

ARTICLE VII

The purposes for which the Authority is created are:

1. To, pursuant to Act 196 of 1986, as amended, plan, promote, purchase, acquire, establish, own, lease, operate or cause to be operated, maintain, improve, enlarge, and modernize a public transportation system within the corporate limits of the incorporating political

subdivisions; provided, however, that such services may be extended outside the limits of the incorporating political subdivisions as authorized by the Authority, if done so under a contract which returns at least the cost of the services to the incorporating political subdivisions; and

2. To do all things reasonably necessary and/or proper for the accomplishment of any of the above purposes.

ARTICLE VIII

The Authority is hereby empowered to do anything authorized or permitted by Act 196 of 1986, as amended, and to do any other lawful act reasonably necessary, proper, suitable, or convenient for the achievement or furtherance of the purposes above stated.

ARTICLE IX

1. The Authority shall be directed and governed by a eight person Board of Directors, herein referred to as the "Board."

2. Two of the Board members shall be appointed by the Saugatuck City Council, two of the Board members shall be appointed by the Douglas City Council, two of the Board members shall be appointed by the Saugatuck Township Board, and two of the Board members shall be appointed by the Fennville City Commission.

3 The two Board members appointed by each respective political subdivision may be elected officials of the political subdivisions, members of boards or committees appointed by the political subdivisions, or residents over 18 years of age of the appointing political subdivision.

4. Board members shall serve for a term of four years, with the first appointed members, only, appointed for staggering terms of a two year term, and a four year term, per political subdivision.

5. Each Board member will be responsible for attending all regular and special meetings of the Board, or notifying the Chairperson of an expected absence. The Board will allow for three unexcused absences per fiscal year. In the event a Board member accumulates more than three unexcused absences from regular meetings in a fiscal year, the Board may remove the Board member and request a replacement from the appropriate incorporating political subdivision.

6. The Board shall hold an initial meeting at a time and place selected and agreed to by the Board members for the purposes of electing officers, adopting bylaws, and taking any other action the Board deems necessary. Thereafter, the Board shall hold at least an annual meeting at such place and time as shall be fixed by the Board. The Board shall, at its initial meeting, and at each annual meeting thereafter, elect a Chairperson, Vice Chairperson, Treasurer, and Secretary, all of whom shall be members of the Board. The Chairperson shall

preside at all meetings of the Board unless the Board, by majority vote of the members present, directs otherwise. The Chairperson shall sign all contracts agreed to by the Board as well as all financial documents, records, papers, and communications of the Board, except payroll and routine financial documents. The Vice Chairperson shall become Chairperson in the event the office of Chairperson becomes vacant. The Vice Chairperson shall conduct Board meetings and otherwise act for the Chairperson in the Chairperson's absence. The Treasurer shall oversee all financial transactions of the Authority. The Secretary shall keep a record of all meetings in compliance with applicable provisions of Public Act 267 of 1976, as amended (the "Open Meetings Act"), and a record of all the financial transactions of the Board. The Board shall transact such other business as may be necessary at its annual meeting, and shall fix the time and place for regular meetings.

7. The Board shall keep a written or printed record of every meeting, which record shall be subject to the provisions of the Open Meetings Act.

8. The Board shall supply a system of accounts to conform to the system required by law and shall provide for the auditing of said accounts at least once a year by a certified public accountant.

9. The Board may employ a manager or executive director with such duties and authority as shall be determined by the Board.

10. The Board shall adopt rules, regulations, and policies governing the employees, property, and facilities under its jurisdiction.

11. The Board shall prepare, or have prepared, an annual report regarding the operation and financial condition of the Authority, which report shall be available to the public.

12. The Board shall adopt bylaws, policies, and procedures it deems reasonably necessary or proper for the conduct of the business of the Board and for accomplishing the purposes for which the Authority was created.

13. The Secretary of the Board shall be charged with the responsibility of causing these Articles of Incorporation to be published and the printed copies of the Articles of Incorporation to be filed as provided in Act 196 of 1986, as amended.

ARTICLE X

The Authority may be dissolved, and political subdivisions may withdraw or be added, in accordance with the provisions of Act 196 of 1986, as amended.

ARTICLE XI

These Articles of Incorporation may be amended at any time by a two-thirds vote of approval by the governing bodies of the incorporating political subdivisions.

ARTICLE XII

The Authority became operative on January 1, 1990. The Articles of Incorporation were then amended on October 28, 1998, and subsequently restated on June 1, 2015. These Amended and Restated Articles of Incorporation shall become effective on the last date signed below. . The Executive Director shall have these Amended and Restated Articles of Incorporation published in the *Commercial Record*, and shall file these Amended and Restated Articles of Incorporation with the Michigan Secretary of State, the Allegan County Clerk, and the Director of the Michigan Department of Transportation.

The purpose of the foregoing Amended and Restated Articles of Incorporation is to add the City of Fennville as a member of the Authority. This document was approved by: (1) an affirmative vote of the Fennville City Commission; (2) a 2/3 vote of the members of the Authority Board; and (3) a 2/3 vote of the members of the governing bodies of the City of Saugatuck, City of the Village of Douglas, and Township of Saugatuck at meetings held on the following dates:

Authority Board:	February 17, 2026
City of Saugatuck:	
City of the Village of Douglas:	
Township of Saugatuck:	
City of Fennville:	

WITNESSES:

CITY OF SAUGATUCK

By: _____

Its: _____

Dated: _____

CITY OF THE VILLAGE OF DOUGLAS

By: _____

Its: _____

Dated: _____

TOWNSHIP OF SAUGATUCK

By: _____

Its: _____

Dated: _____

CITY OF FENNVILLE

By: _____

Its: _____

Dated: _____



Hello Ryan,

Thank you for sharing the questions from Mayor Anderson. I will answer each of these questions to the best of my ability. If you have any additional questions at any time, please feel free to reach out. The information we are sharing with you is based on rough estimates of the information requested.

The information below addresses your first question regarding the governing structure. We will also attach the bylaws to this email. The sections currently shown in red font indicate the portions we are proposing to amend.

Act 196 of 1986 authorizes the creation and operation of public transportation authorities in Michigan, granting them the power to levy taxes, issue bonds, and manage public transportation services.

Purpose and Scope

Act 196 of 1986, also known as the *Public Transportation Authority Act*, authorized the formation of public transportation authorities with broad powers and duties. These powers include the ability to manage, operate, and finance public transportation systems in Michigan. The Act also provides mechanisms for local entities to withdraw from the authorities, to levy property taxes for transportation purposes, and to protect the rights of employees of existing public transportation systems.

Key Provisions

1. Formation and Membership of Public Authorities

- Public authorities may be created by counties, cities, villages, or townships and may include other entities through interlocal agreements.
- The governing body of a public authority is referred to as the Board, which oversees operations and administration.

- Articles of incorporation must be filed, published, and approved to establish a valid public authority.

2. Powers and Duties

- Authorities may levy property taxes for public transportation services and purposes.
- They are empowered to issue bonds and notes and may pledge taxes, revenues, and other funds for repayment.
- Authorities may acquire property, including through condemnation proceedings, and manage public transportation facilities such as buses, rail systems, tunnels, bridges, and parking facilities.
- They are recognized as public benefit agencies and instrumentalities of the state, granting them certain legal protections and exemptions.

3. Employee Protections and Labor Relations

- The Act safeguards the rights of employees of existing public transportation systems, including provisions for collective bargaining and military service leave.

4. Validation and Ratification

- Act 196 validates taxes, elections, bonds, and actions taken by public transportation authorities prior to July 10, 1986.
- It ensures that the organization, existence, and membership of authorities created before that date are legally recognized.

5. Definitions

- Public transportation includes the movement of people and goods via buses, rail, water vehicles, rapid transit, and other conveyances that provide general or special service to the public, excluding charter, sightseeing, or school-only transportation.
- A public transportation facility refers to property that enhances the effectiveness of a transportation system, including real and personal property eligible for federal assistance.

Financial and Legal Mechanisms

- Authorities may transfer, assign, or convey tax revenues, property, rights, duties, and obligations to ensure operational continuity.
- The Act prescribes remedies and penalties for violations to ensure compliance with its provisions.

Summary

Act 196 of 1986 provides a comprehensive legal framework for establishing and operating public transportation authorities in Michigan. It empowers local entities to manage transportation services, levy taxes, issue bonds, protect employees, and validate prior actions while defining the scope of public transportation and related facilities. This Act remains a foundational statute for public transit governance in the state.

2. Municipal Contributions

Municipality	2024	2025	2026
Saugatuck	100,900	106,815	117,469
Saugatuck Township	202,930	222,325	249,004
Douglas	103,860	112,846	121,177

The previous years were calculated at **0.5 mills**. These amounts need to be **doubled** to reflect an additional **0.5 mill**.

3. Grants Received

Over the past four years, the Interurban Transit Authority (ITA) has received **\$1,048,134.00 in federal and state grants.**

4. Ridership Data

Historically, we did not have the capability to collect location-specific data until the launch of our new platform, **Spare**, in January 2026. The ITA has carried over 2 million passengers.

Previously, the only data collected was based on rider categories, including:

- Adults
- Seniors
- Children
- Persons with disabilities

The following data was collected through Spare between **January 12, 2026, and February 28, 2026:**

Municipality Rides

Fennville	421
Douglas	3,896
Saugatuck	5,846

5. Service Expansion Estimate

Expense data has been attached to this email.

If services were extended from the **three current stops in Fennville** to **door-to-door service within a one-square-mile radius** (essentially extending service approximately $\frac{1}{4}$ mile in each direction from the existing approved stops), the estimated cost would be calculated based on our **current cost per mile of \$5.90**.

6. Board Representation

Currently, the Authority has **six board members**, with **two representatives from each municipality**. If Fennville joins the Authority, **two additional board members** would be added.

7. Vote Outcome Scenario

If the three current municipalities vote **to add the City of Fennville to the Authority**, but **the City of Fennville votes no**, ITA would proceed to amend the Articles of Incorporation.

8. Estimated Revenue

If Fennville is approved to join the Authority by the three municipalities, the estimated funds ITA would receive would be approximately **\$90,000–\$120,000**.

9. Potential Unintended Consequences

If Fennville Public Schools were to lose students to Saugatuck Public Schools, that could be considered a potential unintended consequence.



Hopefully, this helps answer some of your questions. I appreciate the time given to respond. Please reach out with any further questions.

Best regards,

Becky Carten-Crandell

She/Her/Hers

Executive Director

Interurban Transit Authority

269-857-1301

Interurban Transit Authority Profit & Loss Prev Year Comparison

October 2024 through September 2025

	Oct '24 - Sep 25	Oct '23 - Sep 24	\$ Change	% Change
Ordinary Income/Expense				
Income				
40101 · Fares	115,965.99	61,261.86	54,704.13	89.3%
40760 · Gain from Sale of Capital Asset	0.00	1.00	-1.00	-100.0%
408010 · Douglas Taxes - Current	116,975.63	109,693.51	7,282.12	6.6%
408011 · Saugatuck City Taxes - Current	111,811.92	105,209.23	6,602.69	6.3%
408012 · Twp. Taxes - Current	238,442.23	217,844.23	20,598.00	9.5%
408013 · Delinquent Taxes	1,982.06	2,167.77	-185.71	-8.6%
41101 · State Subsidy-Op Assistance	467,684.00	489,965.00	-22,281.00	-4.6%
41301 · Feb Subsidy - Op Assistance	222,937.00	217,335.00	5,602.00	2.6%
41303 · Capital Grants-Federal Contr.	41,318.47	197,726.00	-156,407.53	-79.1%
41398 · Fed Subsidy-Other (RTAP)	2,002.46	3,861.54	-1,859.08	-48.1%
41401 · Interest Income	1,800.54	2,362.16	-561.62	-23.8%
41402 · Interest Income - CD's	9,444.95	15,887.29	-6,442.34	-40.6%
41403 · Interest Income -Michigan Class	35,430.70	33,986.12	1,444.58	4.3%
42000 · State of MI, prior years	-8,170.00	4,816.50	-12,986.50	-269.6%
44000 · Prior Year Refunds & Credits	55,210.78	30,510.32	24,700.46	81.0%
Total Income	1,412,836.73	1,492,627.53	-79,790.80	-5.4%
Expense				
50100 · Labor				
50101-1 · Salaries & Wages, Operators	411,991.06	331,511.06	80,480.00	24.3%
50102-1 · Salaries & Wages, Other	16,304.60	17,984.69	-1,680.09	-9.3%
50102-2 · Salaries & Wages, Maint	64,995.47	53,114.11	11,881.36	22.4%
50102-3 · Salaries & Wages, Admin	102,391.70	85,465.09	16,926.61	19.8%
50103-1 · Salaries & Wages, Dispatchers	121,716.23	104,162.73	17,553.50	16.9%
Total 50100 · Labor	717,399.06	592,237.68	125,161.38	21.1%
50200 · Fringe Benefits				
50200-1 · FICA - Employer's Share, oper	57,736.64	93,644.18	-35,907.54	-38.3%
50201-1 · MERS DC Company Match, oper	2,666.06	2,385.43	280.63	11.8%
50202-1 · MERS DB Employer's Share, oper	37,174.12	40,940.55	-3,766.43	-9.2%
50202-2 · MERS DB Employer's Share, maint	14,950.38	30,392.90	-15,442.52	-50.8%
50202-3 · MERS DB Employer's Share, admin	17,329.51	32,609.44	-15,279.93	-46.9%
50203-1 · Employee Health Ins, oper	80,704.48	93,076.33	-12,371.85	-13.3%
50203-2 · Employee Health Ins, maint	33,053.52	29,411.98	3,641.54	12.4%
50203-3 · Employee Health Ins, admin	26,034.23	19,947.65	6,086.58	30.5%
50204-1 · Dental Ins, oper	3,527.85	4,192.41	-664.56	-15.9%
50204-2 · Dental Ins, maint	1,302.51	1,290.28	12.23	1.0%
50204-3 · Dental Ins, admin	1,302.51	1,000.41	302.10	30.2%
50205-1 · Employee Life Ins, oper	1,024.40	1,229.28	-204.88	-16.7%
50205-2 · Employee Life Ins, maint	189.12	204.88	-15.76	-7.7%
50205-3 · Employee Life Ins, admin	267.92	267.92	0.00	0.0%
50206-1 · Vision Ins, oper	733.26	1,063.27	-330.01	-31.0%
50206-2 · Vision Ins, maint	257.73	304.59	-46.86	-15.4%
50206-3 · Vision Ins, admin	258.06	211.47	46.59	22.0%
50207-1 · MESC Expense, oper	1,337.00	778.00	559.00	71.9%
50208-1 · Workers Comp Ins, oper	22,147.09	18,041.92	4,105.17	22.8%
50208-2 · Workers Comp Ins, maint	2,505.51	1,962.28	543.23	27.7%
50208-3 · Workers Comp Ins, admin	514.56	349.80	164.76	47.1%
50209-1 · Sick Leave, oper	15,384.24	9,885.50	5,498.74	55.6%
50209-2 · Sick Leave, maint	1,685.75	1,624.71	61.04	3.8%
50209-3 · Sick Leave, admin	2,725.05	1,946.88	778.17	40.0%
50210-1 · Holiday Pay, oper	6,868.64	6,582.56	286.08	4.4%
50210-2 · Holiday Pay, maint	1,685.76	1,605.60	80.16	5.0%
50210-3 · Holiday Pay, admin	1,507.76	2,024.88	-517.12	-25.5%
50211-1 · Vacation Pay, oper	42,190.28	25,045.70	17,144.58	68.5%
50211-2 · Vacation Pay, maint	7,803.31	7,961.10	-157.79	-2.0%
50211-3 · Vacation Pay, admin	17,322.69	6,491.56	10,831.13	166.9%
50212-1 · Other Paid Absences, oper	0.00	128.01	-128.01	-100.0%
50213-1 · Employee Uniforms, oper	409.49	1,558.29	-1,148.80	-73.7%
50213-2 · Employee Uniforms, maint	0.00	203.03	-203.03	-100.0%
Total 50200 · Fringe Benefits	402,599.43	438,362.79	-35,763.36	-8.2%
50300 · Services				
50302-3 · Advertising Fees, admin	12,687.80	14,353.20	-1,665.40	-11.6%
50303-1 · Professional & Tech Serv, oper	21,821.98	4,215.25	17,606.73	417.7%
50303-2 · Professional & Tech Serv, maint	2,207.50	655.00	1,552.50	237.0%
50303-3 · Professional & Tech Serv, admin	5,860.55	3,854.98	2,005.57	52.0%
50305-1 · Contract Maint Services, oper	1,227.96	1,219.02	8.94	0.7%
50305-3 · Audit Services, admin	9,350.00	8,400.00	950.00	11.3%
50306-2 · Custodial Services, maint	2,730.00	2,275.00	455.00	20.0%
50307-1 · Maint/Repairs - Building, maint	5,253.43	10,245.78	-4,992.35	-48.7%
50308-3 · Board Member Compensation	5,775.00	5,250.00	525.00	10.0%
50399-1 · Other Services, oper	4,120.76	7,637.76	-3,517.00	-46.1%

Interurban Transit Authority Profit & Loss Prev Year Comparison

October 2024 through September 2025

	Oct '24 - Sep 25	Oct '23 - Sep 24	\$ Change	% Change
50399-2 · Other Services, maint	2,355.45	1,967.62	387.83	19.7%
50399-3 · Other Services, admin	5,927.52	4,790.02	1,137.50	23.8%
Total 50300 · Services	79,317.95	64,863.63	14,454.32	22.3%
50400 · Materials & Supplies				
50401-1 · Fuel and Lubricants	65,516.63	59,726.96	5,789.67	9.7%
50402-1 · Tires and Tubes	7,093.54	7,504.64	-411.10	-5.5%
50404-1 · Major Supplies-Op	0.00	0.00	0.00	0.0%
50499-1 · Other Mat'ls & Supplies, oper	48,686.28	25,780.41	22,905.87	88.9%
50499-2 · Other Mat'ls & Supplies, maint	1,917.04	3,210.11	-1,293.07	-40.3%
50499-3 · Other Mat'ls & Supplies, admin	3,064.31	4,531.28	-1,466.97	-32.4%
Total 50400 · Materials & Supplies	126,277.80	100,753.40	25,524.40	25.3%
50500 · Utilities				
50502-3 · Electric Power	3,091.12	3,020.30	70.82	2.3%
50503-1 · Phone, oper	5,358.86	3,648.96	1,709.90	46.9%
50503-2 · Phone, maint	808.21	822.89	-14.68	-1.8%
50503-3 · Phone, admin	1,235.75	791.10	444.65	56.2%
50504-3 · Water & Sewer Service - GA	2,124.95	1,616.62	508.33	31.4%
50599-3 · Other Utilities, admin	1,793.74	1,221.44	572.30	46.9%
Total 50500 · Utilities	14,412.63	11,121.31	3,291.32	29.6%
50600 · Casualty & Liability Costs				
50603-1 · Premiums for PL & PD Insurance	35,357.19	31,885.26	3,471.93	10.9%
50699-1 · Prems for Other Insur, oper	3,060.00	4,420.00	-1,360.00	-30.8%
50699-3 · Prems for Other Ins, admin	6,381.00	9,561.00	-3,180.00	-33.3%
Total 50600 · Casualty & Liability Costs	44,798.19	45,866.26	-1,068.07	-2.3%
50700 · Taxes & Fees				
50701-1 · CDL Fees	0.00	922.31	-922.31	-100.0%
50702-1 · Drug Screening	2,058.56	629.83	1,428.73	226.8%
50703-3 · Bank Fees	915.16	1,008.90	-93.74	-9.3%
50705-3 · Charge Back Tax	92.59	207.95	-115.36	-55.5%
50799-3 · Miscellaneous Fees	258.08	184.00	74.08	40.3%
50700 · Taxes & Fees - Other	18.56	0.00	18.56	100.0%
Total 50700 · Taxes & Fees	3,342.95	2,952.99	389.96	13.2%
50900 · Miscellaneous Expenses				
50901-3 · Dues & Subscriptions, admin	3,074.65	1,781.00	1,293.65	72.6%
50902-1 · Travel and Meetings, oper	1,378.06	377.81	1,000.25	264.8%
50902-2 · Travel and Meetings, maint.	113.00	657.49	-544.49	-82.8%
50902-3 · Travel and Meetings, admin	4,574.54	3,037.52	1,537.02	50.6%
Total 50900 · Miscellaneous Expenses	9,140.25	5,853.82	3,286.43	56.1%
51300 · Depreciation & Amortization				
51300-3 · Dep Expense - Land Improvements	0.00	871.00	-871.00	-100.0%
51301-3 · Dep Expense - Facility	0.00	9,289.00	-9,289.00	-100.0%
51302-1 · Dep Expense - Revenue Vehicles	0.00	105,442.00	-105,442.00	-100.0%
51304-1 · Dep Expense - Shop Equipment	0.00	4,148.00	-4,148.00	-100.0%
51305-3 · Dep Expense - Off. Furn. & Eq.	0.00	4,308.00	-4,308.00	-100.0%
Total 51300 · Depreciation & Amortization	0.00	124,058.00	-124,058.00	-100.0%
6560 · Payroll Expenses	0.00	0.00	0.00	0.0%
Total Expense	1,397,288.26	1,386,069.88	11,218.38	0.8%
Net Ordinary Income	15,548.47	106,557.65	-91,009.18	-85.4%
Net Income	15,548.47	106,557.65	-91,009.18	-85.4%

RESTATED ARTICLES OF INCORPORATION

INTERURBAN TRANSIT AUTHORITY

ARTICLE I

The name of the Corporation is Interurban Transit Authority, hereinafter referred to as the "Authority."

ARTICLE II

The incorporated political subdivisions of the Authority are the City of Saugatuck, the Village of Douglas, the Township of Saugatuck, and the City of Fennville.

ARTICLE III

The Authority is organized as a non-profit corporation on a non-stock basis.

ARTICLE IV

The Authority is financed through grants of money or property from federal or state governments, other federal or state government revenues, fees from riders, and taxes approved by election.

ARTICLE V

The registered office of the Authority shall be at 100 Wiley Road, Douglas, Michigan 49406, and the registered agent at that address is the Interurban Transit Authority Director.

ARTICLE VI

The names and addresses of the incorporating political subdivisions are as follows:

City of Saugatuck, 102 Butler Street, Saugatuck, MI 49453.
City of the Village of Douglas, 86 W Center Street, Douglas, MI 49406; and
Saugatuck Township, 3461 Blue Star Highway, Saugatuck, MI 49453; and the
City of Fennville, 125 S Maple Street, Fennville, MI. 49408.

ARTICLE VII

The purposes for which the Authority is created are:

1. To, pursuant to Act 196 of 1986, as amended, plan, promote, purchase, acquire, establish, own, lease, operate or cause to be operated, maintain, improve, enlarge, and modernize a public transportation system within the corporate limits of the incorporating political

subdivisions; provided, however, that such services may be extended outside the limits of the incorporating political subdivisions as authorized by the Authority, if done so under a contract which returns at least the cost of the services to the incorporating political subdivisions; and

2. To do all things reasonably necessary and/or proper for the accomplishment of any of the above purposes.

ARTICLE VIII

The Authority is hereby empowered to do anything authorized or permitted by Act 196 of 1986, as amended, and to do any other lawful act reasonably necessary, proper, suitable, or convenient for the achievement or furtherance of the purposes above stated.

ARTICLE IX

1. The Authority shall be directed and governed by an eight-person Board of Directors, herein referred to as the "Board."

2. Two of the Board members shall be appointed by the Saugatuck City Council, two of the Board members shall be appointed by the Douglas City Council, two of the Board members shall be appointed by the Saugatuck Township Board, and two of the Board Members shall be appointed by the City of Fennville.

3 The two Board members appointed by each respective political subdivision may be elected officials of the political subdivisions, members of boards or committees appointed by the political subdivisions, or residents over 18 years of age of the appointing political subdivision.

4. Board members shall serve for a term of four years, with the first appointed members only appointed for staggered terms of a two-year term and a four-year term, per political subdivision.

5. Each Board member will be responsible for attending all regular and special meetings of the Board or notifying the Chairperson of an expected absence. The Board will allow for three unexcused absences per fiscal year. In the event a Board member accumulates more than three unexcused absences from regular meetings in a fiscal year, the Board may remove the Board member and request a replacement from the appropriate political subdivision.

6. The Board shall hold an initial meeting at a time and place selected and agreed to by the Board members for the purpose of electing officers, adopting bylaws, and taking any other action the Board deems necessary. Thereafter, the Board shall hold at least an annual meeting at such place and time as shall be fixed by the Board. The Board shall, at its initial meeting, and at each annual meeting, thereafter, elect a Chairperson, Vice Chairperson, Treasurer, and Secretary, all of whom shall be members of the Board. The Chairperson shall preside at all meetings of the Board unless the Board, by majority vote of the members present, directs otherwise. The

Chairperson shall sign all contracts agreed by the Board as well as all financial documents, records, papers, and communications of the Board, except payroll and routine financial documents. The Vice Chairperson shall become Chairperson in the event the office of Chairperson becomes vacant. The Vice Chairperson shall conduct Board meetings and otherwise act for the Chairperson in the Chairperson's absence. The Treasurer shall oversee all financial transactions of the Authority. The Secretary shall keep a record of all meetings in compliance with applicable provisions of Public Act 267 of 1976, as amended (the "Open Meetings Act"), and a record of all the financial transactions of the Board. The Board shall transact such other business as may be necessary at its annual meeting and shall fix the time and place for regular meetings.

7. The Board shall keep a written or printed record of every meeting, which record shall be subject to the provisions of the Open Meetings Act.

8. The Board shall supply a system of accounts to conform to the system required by law and shall provide for the auditing of said accounts at least once a year by a certified public accountant.

9. The Board may employ a manager or executive director with such duties and authority as shall be determined by the Board.

10. The Board shall adopt rules, regulations, and policies governing the employees, property, and facilities under its jurisdiction.

11. The Board shall prepare, or have prepared, an annual report regarding the operation and financial condition of the Authority, which report shall be available to the public.

12. The Board shall adopt bylaws, policies, and procedures it deems reasonably necessary or proper for the conduct of the business of the Board and for accomplishing the purposes for which the Authority was created.

13. The Secretary of the Board shall be charged with the responsibility of causing these Articles of Incorporation to be published and the printed copies of the Articles of Incorporation to be filed as provided in Act 196 of 1986, as amended.

ARTICLE X

The Authority may be dissolved, and political subdivisions may withdraw or be added, in accordance with the provisions of Act 196 of 1986, as amended.

ARTICLE XI

These Articles of Incorporation may be amended at any time by a two-thirds vote of approval by the governing bodies of the incorporating political subdivisions.

ARTICLE XII

The Authority became operative on January 1, 1990. The Articles of Incorporation were then amended on October 28, 1998, and June 1, 2015. These Restated Articles of Incorporation shall become effective on April 1, 2026. The Executive Director shall have the Restated Articles of Incorporation published in the *Commercial Record* and shall file the Restated Articles of Incorporation with the Michigan Secretary of State, the Allegan County Clerk, and the Director of the Michigan Department of Transportation.

The foregoing Articles of Incorporation were adopted by an affirmative vote of two-thirds of the members of the governing bodies of the City of Saugatuck, City of the Village of Douglas, and Township of Saugatuck at meetings held on the following dates:

City of Saugatuck: February 23, 2026

City of the Village of Douglas: March 16, 2026

Township of Saugatuck: March 11, 2026

City of Fennville March 16, 2026

WITNESSES:

CITY OF SAUGATUCK

By: _____

Its: _____

Dated: _____

WITNESSES:

CITY OF THE VILLAGE OF DOUGLAS

By: _____

Its: _____

Dated: _____

WITNESSES:

TOWNSHIP OF SAUGATUCK

By: _____

Its: _____

Dated: _____

WITNESSES:

CITY OF FENNVILLE

By: _____

Its: _____

Dated: _____

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE INTERURBAN TRANSIT AUTHORITY**

RESOLUTION NO. _____

**A RESOLUTION APPROVING AN AMENDMENT TO THE ARTICLES OF
INCORPORATION OF THE INTERURBAN TRANSIT AUTHORITY TO ADD THE
CITY OF FENNVILLE AS A MEMBER OF THE AUTHORITY**

WHEREAS, the Interurban Transit Authority ("Authority") is a public authority organized and operating pursuant to Act 196 of the Public Acts of 1986, as amended (MCL 124.451 et seq.) ("Act 196"); and

WHEREAS, the Authority's incorporating political subdivisions are currently the City of Saugatuck, the City of the Village of Douglas, and the Township of Saugatuck; and

WHEREAS, Section 7 of Act 196 (MCL 124.457) provides that a political subdivision may become a member of a public authority after formation upon (a) resolution adopted by a majority vote of the members elected to and serving on the legislative body of the political subdivision requesting membership, and (b) resolution adopted by a 2/3 vote of the members serving on the board of the public authority approving an amendment to the articles of incorporation adding the political subdivision; and

WHEREAS, Article XI of the Articles of Incorporation provides that the Articles of Incorporation may be amended at any time by a two-thirds vote of approval by the governing bodies of the incorporating political subdivisions; and

WHEREAS, the Board of Directors has reviewed the proposed Amended and Restated Articles of Incorporation, which incorporate the changes necessary to add the City of Fennville as a member, including expanding the Board of Directors from six to eight members, with two members to be appointed by the Fennville City Commission;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Interurban Transit Authority, by a vote of not less than 2/3 of the members serving on the Board, as follows:

1. **Finding of Public Interest.** The Board of Directors finds that the addition of the City of Fennville as a member of the Authority will serve the public interest by expanding public transportation services in the region.
2. **Approval of Amendment.** The Amended and Restated Articles of Incorporation of the Interurban Transit Authority, in substantially the form presented to the Board at this meeting, are hereby approved.

3. **Filing and Publication.** The Executive Director is directed to cause the Amended and Restated Articles of Incorporation, once executed, to be filed with the Michigan Secretary of State, the Allegan County Clerk, and the Director of the Michigan Department of Transportation, and to be published in the Commercial Record, all in the same manner as the original Articles of Incorporation.
4. **Authorization of Executive Director.** The Executive Director is authorized and directed to take all actions and execute all documents reasonably necessary to effectuate this Resolution and the addition of the City of Fennville as a member of the Authority.
5. **Effective Date.** This Resolution shall take effect immediately upon adoption.

CERTIFICATION

I, Lori Babinski, Secretary of the Board of Directors of the Interurban Transit Authority, hereby certify that the foregoing Resolution was adopted at a meeting of the Board held on February 17, 2026, by a vote of 6 in favor, 0 opposed, and 0 absent, ~~constituting not~~ less than 2/3 of the members serving on the Board.

Lori Babinski
Secretary, Board of Directors
Interurban Transit Authority

Date: 2/17/26

AMENDED AND RESTATED ARTICLES OF INCORPORATION

INTERURBAN TRANSIT AUTHORITY

ARTICLE I

The name of the Corporation is Interurban Transit Authority, hereinafter referred to as the "Authority."

ARTICLE II

The incorporating political subdivisions of the Authority are the City of Saugatuck, the City of the Village of Douglas, ~~and the Township of Saugatuck,~~ and the City of Fennville.

ARTICLE III

The Authority is organized as a non-profit corporation on a non-stock basis.

ARTICLE IV

The Authority is financed through grants of money or property from federal or state governments, other revenues from federal or state governments, fees from riders, and taxes raised through election approval.

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The registered office of the Authority shall be at 100 Wiley Road, Douglas, Michigan 49406, and the registered agent at that address is the Interurban Transit Authority Director.

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The purposes for which the Authority is created are:

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subdivisions; provided, however, that such services may be extended outside the limits of the incorporating political subdivisions as authorized by the Authority, if done so under a contract which returns at least the cost of the services to the incorporating political subdivisions; and

2. To do all things reasonably necessary and/or proper for the accomplishment of any of the above purposes.

ARTICLE VIII

The Authority is hereby empowered to do anything authorized or permitted by Act 196 of 1986, as amended, and to do any other lawful act reasonably necessary, proper, suitable, or convenient for the achievement or furtherance of the purposes above stated.

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1. The Authority shall be directed and governed by a sixeight person Board of Directors, herein referred to as the "Board."

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3. The two Board members appointed by each respective political subdivision may be elected officials of the political subdivisions, members of boards or committees appointed by the political subdivisions, or residents over 18 years of age of the appointing political subdivision.

4. Board members shall serve for a term of four years, with the first appointed members, only, appointed for staggering terms of a two year term, and a four year term, per political subdivision.

5. Each Board member will be responsible for attending all regular and special meetings of the Board, or notifying the Chairperson of an expected absence. The Board will allow for three unexcused absences per fiscal year. In the event a Board member accumulates more than three unexcused absences from regular meetings in a fiscal year, the Board may remove the Board member and request a replacement from the appropriate incorporating political subdivision.

6. The Board shall hold an initial meeting at a time and place selected and agreed to by the Board members for the purposes of electing officers, adopting bylaws, and taking any other action the Board deems necessary. Thereafter, the Board shall hold at least an annual meeting at such place and time as shall be fixed by the Board. The Board shall, at its initial meeting, and at each annual meeting thereafter, elect a Chairperson, Vice Chairperson, Treasurer, and Secretary, all of whom shall be members of the Board. The Chairperson shall preside at all meetings of the Board unless the Board, by majority vote of the members present, directs otherwise. The Chairperson shall sign all contracts agreed to by the Board as well as all financial documents,

records, papers, and communications of the Board, except payroll and routine financial documents. The Vice Chairperson shall become Chairperson in the event the office of Chairperson becomes vacant. The Vice Chairperson shall conduct Board meetings and otherwise act for the Chairperson in the Chairperson's absence. The Treasurer shall oversee all financial transactions of the Authority. The Secretary shall keep a record of all meetings in compliance with applicable provisions of Public Act 267 of 1976, as amended (the "Open Meetings Act"), and a record of all the financial transactions of the Board. The Board shall transact such other business as may be necessary at its annual meeting, and shall fix the time and place for regular meetings.

7. The Board shall keep a written or printed record of every meeting, which record shall be subject to the provisions of the Open Meetings Act.

8. The Board shall supply a system of accounts to conform to the system required by law and shall provide for the auditing of said accounts at least once a year by a certified public accountant.

9. The Board may employ a manager or executive director with such duties and authority as shall be determined by the Board.

10. The Board shall adopt rules, regulations, and policies governing the employees, property, and facilities under its jurisdiction.

11. The Board shall prepare, or have prepared, an annual report regarding the operation and financial condition of the Authority, which report shall be available to the public.

12. The Board shall adopt bylaws, policies, and procedures it deems reasonably necessary or proper for the conduct of the business of the Board and for accomplishing the purposes for which the Authority was created.

13. The Secretary of the Board shall be charged with the responsibility of causing these Articles of Incorporation to be published and the printed copies of the Articles of Incorporation to be filed as provided in Act 196 of 1986, as amended.

ARTICLE X

The Authority may be dissolved, and political subdivisions may withdraw or be added, in accordance with the provisions of Act 196 of 1986, as amended.

ARTICLE XI

These Articles of Incorporation may be amended at any time by a two-thirds vote of approval by the governing bodies of the incorporating political subdivisions.

ARTICLE XII

Its: _____

Dated: _____

CITY OF FENNVILLE

By: _____

Its: _____

Dated: _____



City Council Agenda Item Report

FROM: Scott Herbert- Public Works Superintendent
Angela Stasewich- Oval Beach Manager

MEETING DATE: March 18, 2026

SUBJECT: RFP Oval Beach Concession Operation 2026

DESCRIPTION:

In a strategic effort to provide concession goods and services at the Oval Beach and to relieve the Department of Public Works from some of their workload during the busy summer months, the City announced to the public a request for proposals (RFP) to operate the Oval Beach Concessions for the 2026 season. The RFP was issued on November 17th, 2025, to allow interested parties sufficient time to create a business plan, ask questions, tour the facility, etc. Proposals were to be submitted to the City Clerk's office by February 13th, 2026.

Two proposals were received. One was from Midtown Tavern, Inc, and the second was submitted by GROW Estate, LLC dba SaugaTaco. Both proposals are included in the packet for your review, consideration, and feedback.

City staff has reviewed both proposals and is recommending proceeding with GROW Estate, LLC dba SaugaTaco. Their creative approach to using the off-site kitchen at SaugaTaco, offer a delivery service, and provides a reasonable pay structure for the City makes their proposal stand out. GROW Estate, LLC dba SaugaTaco is prepared to share 20% of their ready-to-eat food and beverage sales and 5% of their delivery sales as payment.

Staff is seeking feedback before relevant details are shared with legal counsel so they can begin working on a license agreement for the concession stand.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to allow staff to work with legal counsel to draft a license agreement for Grow Estate LLC to operate Oval Beach concessions for the 2026 season.



**CITY OF SAUGATUCK
REQUEST FOR PROPOSAL
OVAL BEACH CONCESSION STAND**

CITY OF SAUGATUCK
REQUEST FOR PROPOSAL
OVAL BEACH CONCESSION STAND

The City of Saugatuck is seeking proposals for furnishing equipment, supplies, and staffing necessary to provide food/beverage concessions at the City of Saugatuck Oval Beach.

Request for proposal packets may be obtained from the City Clerk at Saugatuck City Hall, 102 Butler Street, Saugatuck, MI 49453 or by calling 269-857-2603.

Technical questions regarding this Request for Proposal may be directed to the Department of Public Works Superintendent (Scott Herbert) at 269-857-2638.

Sealed proposals will be received by the City Clerk of the City of Saugatuck up to the hour of 2:00 p.m., **Friday, February 13, 2026**. Responses delivered after the said date and time will not be accepted. The City of Saugatuck is not responsible for delays in delivery.

All responses to this request that are mailed through the United States Postal Service shall be addressed to the Saugatuck City Clerk, P.O. Box 86, Saugatuck, MI 49453. All responses to this request that are mailed through the FedEx, UPS, or similar delivery service that do not deliver to P.O. Boxes shall be addressed to the Saugatuck City Clerk, 102 Butler Street, Saugatuck, MI 49453. Hand-delivered responses shall be delivered to the Saugatuck City Clerk, 102 Butler Street, Saugatuck, MI 49453.

All proposals shall be placed in a sealed envelope, which is clearly marked "OVAL BEACH CONCESSION RFP". Responses by fax or e-mail will not be accepted.

The City of Saugatuck reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of the City and to the public; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the request for proposals process.

INTRODUCTION

The City of Saugatuck's Oval Beach Park, located on the shore of Lake Michigan, serves as a destination point for residents and visitors each year – generally commencing in May and concluding in October. The lakefront park offers swimming, hiking, boating and other water and dune recreational activities to park visitors, as well as City-owned restrooms and the Oval Beach Concession Building. The Oval Beach Concession stand is typically open 7 days a week starting Memorial Day through Labor Day each year. The purpose of the Oval Beach Concession stand is to offer visitors to Oval Beach a variety of food and beverage options at reasonable prices.

The equipment provided by the City of Saugatuck includes:

- 400lb. Koolaire icemaker
- Standup freezer
- Refrigerator
- Hot dog roller/grill
- Microwave
- Slushie machine
- Ice Cream Machine
- Miscellaneous supplies (cleaning, buckets, kitchen utensils, etc.)
- Picnic tables/umbrellas
- Cash register
- Shelving units
- Pretzel Warmer

APPROXIMATE PROJECT TIMELINE

RFP issued:	November 17, 2025
Proposals Due:	February 13, 2026
Council award:	March 9, 2026
Contract signed:	March 16, 2026

PROPOSAL SUBMITTAL FORMAT

The *General Information* form, on the next page, is designed to serve as the cover sheet. Do not attach cover letters, title pages, or blank sheets ahead of this form, nor substitute letterhead paper for it. If additional space is needed, plain paper may be attached behind this form. **This form must be signed by a person authorized to make proposals and enter into contract negotiations on behalf of your agency.** This individual must be at least 18 years of age. **Failure to submit this form will result in your proposal being deemed non-responsive.**

CITY OF SAUGATUCK
OVAL BEACH CONCESSION STAND

General Information

This form must be signed by a person authorized to make proposals and enter into contract negotiations on behalf of your agency. To be considered for this project, the submittals must be completed in accordance with this RFP and this cover sheet must be attached. **Failure to submit this form will result in your proposal being deemed non-responsive.**

_____ Authorized Official (Signature)	_____ Date
_____ Print Name of Authorized Official	_____ Title of Authorized Official
_____ Company Name	_____ Contact Person
_____ Address	_____ City, State, Zip
_____ Phone Number	_____ Fax Number
_____ E-Mail Address	_____ Federal Tax ID #

TO BE COMPLETED AND SUBMITTED

The request for proposal (RFP) is to solicit proposals from qualified vendors to use Oval Beach Concession Stand located at 690 Perryman Street, Saugatuck, MI 49453 (Property), for food/beverages and novelty souvenirs. Those interested are required to submit a written proposal that best represents the Proposer. The Property will be used as is with no proposed improvements planned by the City of Saugatuck.

PROPOSERS QUALIFICATION STATEMENT:

Check One: An Individual_____ A Co-Partnership_____ A Corporation_____

Submitted by: _____

With principal office at: _____

The completion and submission of this questionnaire reflects accurate and truthful statements of the signatory. (Attach additional pages if necessary)

Request for Proposal: Requirements

The proposal should include the following to coincide with this RFP:

1. Provide a business plan or explain in detail the Proposer's proposed use of the Property and how it will contribute to the vitality of the City.
2. Explain how proposers use of the facility is compatible with the City's Zoning Ordinances.
3. Resumé of Proposer's previous experience, identifying not less than three (3) years of experience directly related to the proposed use.
4. Three (3) business and/or personal references. Note – the City reserves the right to contact the references listed and references other than, and/or in addition to, those being furnished.

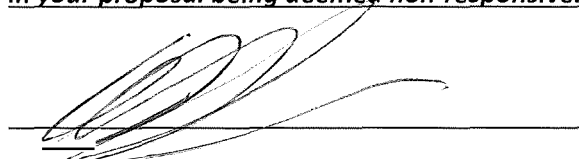
5. Financial statements including, but not limited to, balance sheets and income statements (audited statements preferred) for the past two (2) years supporting the financial abilities of the Proposer to operate at the facility.
6. Statement that the proposer is or is not a subsidiary of, or affiliated with, any other corporations, partnerships, or firm. If so, please specify. If the Proposer is a subsidiary, please indicate the extent to which the parent entity will guarantee performance by the subsidiary.
7. In what other businesses are you financially invested?
8. Statement that the Proposer or its officers, principal members, shareholders, or investors, or any of its parent, subsidiary, or affiliated entities or other interested parties have or have not been adjudged bankrupt, either voluntarily or involuntarily, within the past ten (10) years? If so, explain.
9. Statement that there is or is not pending litigation against the Proposing entity or its officers, principal members, shareholders, or investors, or any parent, subsidiary or affiliated entities or other interested parties other than the minor personal injury suits involving claims under \$250,000? If so, explain.
10. Letter(s) from any financial credit rating service for the Proposer with whom the City may contract or the member or members of that entity who will be responsible for financial obligations and on whom the City should rely for financial performance.
11. Any other financial statements and/or other documents that would indicate acceptable financial standing and the ability of Proposer to fund the proposed services on the City Property.
12. A complete description and history of the Proposer's entity (corporation, partnership, etc.) and identification of all parties including disclosure of all persons or entities having a beneficial and/or financial interest in the proposal. Include names and qualifications of corporate/company officers/owners, their addresses/location(s) and other appropriate contact information.

13. Description of employment opportunities that will be created by the proposed services including a description of the type, number of positions, and the estimated salary range of those positions.
14. Proposed operating schedule detailing days and hours open to the public. The City requires the Proposer to open operations every weekend (Friday – Sunday), Memorial Day (and the day before and after the holiday), Independence Day (and the day before and after the holiday), Labor Day (and the day before the holiday), with a minimum of two (2) days during any given week, Monday through Thursday.
15. Description of the proposed menu items or vendor items with pricing.
16. Description of the proposed marketing, advertising, and sales promotion plans.
17. Description of the proposed annual lease payment and proposed monthly percentage of gross revenue payment paid to the City during the two (2) year contract period. Tier percentage fees will not be accepted. The City expressly reserves the right to accept an offer other than the highest responsive offered price and also reserves the right to negotiate any terms.
18. List all major equipment Proposer will supply to provide services and/or goods proposed in this proposal.
19. Affirmative statements that:
 - a. The Proposer's entity will occupy the Property.
 - b. The Proposer will not sublet or sublease the Property.
20. You may, if you desire, provide a narrative that would include anything you feel might assist the City of Saugatuck in evaluating your experience or Business Plan. If appropriate, describe plans you may have for, including projected expenditures. Attach additional sheets if necessary.

CITY OF SAUGATUCK
OVAL BEACH CONCESSION STAND

General Information

This form must be signed by a person authorized to make proposals and enter into contract negotiations on behalf of your agency. To be considered for this project, the submittals must be completed in accordance with this RFP and this cover sheet must be attached. **Failure to submit this form will result in your proposal being deemed non-responsive.**


Authorized Official (Signature)

1/13/2026
Date

Alec Payleitner
Print Name of Authorized Official

Owner
Title of Authorized Official

GROW Estate LLC dba SaugaTaco
Company Name

Alec Payleitner
Contact Person

PO Box 841
Address

Saugatuck, MI 49453
City, State, Zip

312.480.8161
Phone Number

N/A
Fax Number

alec@saugataco.com
E-Mail Address

81-1006338
Federal Tax ID #

TO BE COMPLETED AND SUBMITTED

The request for proposal (RFP) is to solicit proposals from qualified vendors to use Oval Beach Concession Stand located at 690 Perryman Street, Saugatuck, MI 49453 (Property), for food/beverages and novelty souvenirs. Those interested are required to submit a written proposal that best represents the Proposer. The Property will be used as is with no proposed improvements planned by the City of Saugatuck.

PROPOSERS QUALIFICATION STATEMENT:

Check One: An Individual _____ A Co-Partnership X A Corporation _____

Submitted by: GROW Estate LLC dba SaugaTaco (Alec + Lindsay Payleitner)

With principal office at: 650 Water Street, Saugatuck, MI 49453

The completion and submission of this questionnaire reflects accurate and truthful statements of the signatory. (Attach additional pages if necessary)

Request for Proposal: Requirements

Answers to all questions below are included in the pages following.
The table of contents, which includes a breakdown of the Business Plan, notes where each RFP question is addressed.

The proposal should include the following to coincide with this RFP:

1. Provide a business plan or explain in detail the Proposer's proposed use of the Property and how it will contribute to the vitality of the City.
2. Explain how proposers use of the facility is compatible with the City's Zoning Ordinances.
3. Resumé of Proposer's previous experience, identifying not less than three (3) years of experience directly related to the proposed use.
4. Three (3) business and/or personal references. Note – the City reserves the right to contact the references listed and references other than, and/or in addition to, those being furnished.

Oval Beach Concession Stand Proposal

**Presented by Lindsay and Alec Payleitner
January 13, 2026**

Table of Contents

A. Business Plan *(Q1)*

- 1. Key Takeaways**
- 2. Executive Summary**
- 3. Why This Works for the City**
- 4. Market Analysis + Competition**
- 5. Products + Services** *(Q15)*
- 6. Marketing + Sales Strategy** *(Q16)*
- 7. Operations Plan** *(Q13, Q18)*
- 8. Financial Projections** *(Q14, Q17)*

B. Resumé *(Q3, Q12)*

C. References *(Q4)*

D. Responsibility Statements

- 1. Subsidiary Statement** *(Q6)*
- 2. Financial Investment Statement** *(Q7)*
- 3. Bankruptcy Statement** *(Q8)*
- 4. Litigation Statement** *(Q9)*
- 5. Occupancy Statement** *(Q19)*

E. Tax Returns *(Q5)*

- 1. LLC 2023**
- 2. LLC 2024**

F. Credit Statements *(Q10)*

N/A | Q2, Q11, Q20

1. Business Plan | *Key Takeaways*

- **Curated, ready-to-consume, grab-and-go items available onsite, including:**
 - Savory snacks (e.g. popcorn, cheese + crackers)
 - Sweets (ice cream sandwiches, ice pops)
 - Beverages (popular brands + specialty/local)
- **No food preparation in the concession stand**
 - Eliminates most concerns regarding the Health Department
 - Eliminates the need for highly trained kitchen personnel
- **SaugaTaco partnership**
 - In-person ordering
 - Beachside delivery
- **Rent $\approx$ 15% of sales, specifically:**
 - 20% of RTE items
 - 5% of delivery items

2. Executive Summary

The Oval Beach Concession Stand's **primary function will be to sell ready-to-eat (RTE) sweet and savory snacks and ready-to-drink (RTD) beverages.**

RTE Snacks

We will offer curated snacks, a mix of premium and classic items. This might include: classic ice pops, ice cream sandwiches, pre-bagged popcorn, and candies curated from specialty makers.

RTD Beverages

These beverages will be fun, unique offerings catering to a variety of ages (think: colorful Faygo sodas *and* cold brew). We will incorporate local makers as much as possible to highlight and promote our towns' offerings.

The Oval Beach Concession Stand's **secondary function will be to sell full meals using a unique model combining personalized, in-person ordering and beachside delivery.** *We're resigned to living in a DoorDash world; let's embrace and elevate it.*

Ordering

A SaugaTaco-prepared menu of tacos, quesadillas, salads, and more will be available. Guests will order and pay at the from our SaugaTaco trained

concession stand cashiers. Then, guests will be given an approximate delivery time and a 'marker' to indicate their place on the beach.

Delivery

Our local, third-party delivery company and/or our in-house delivery team will bring the orders from our downtown Saugatuck location to the Oval Beach Concession Stand. The concessions team will then bring the order directly to the guest on the beach and/or picnic tables.



2.1 Executive Summary | *Mission + Vision*

Our mission is to provide Oval Beach guests with a seamless and satisfying concession stand experience that fulfills a broad spectrum of food and beverage needs, including value, taste preferences, time constraints, and snack-to-full-meal choices.

Our vision is to play a small part in elevating the Oval Beach experience. We live and work locally. For a decade, our livelihood has relied on providing a premium vacation experience for Saugatuck/Douglas visitors. Oval Beach is our area's signature natural asset. As such, we're heavily vested in its continued vitality.

The time is ripe for the concession stand to be reimagined—reflecting the high-quality, distinctive, forward-thinking, and premium experiences that now define our community.

2.2 Executive Summary | *Legal Structure*

The concession stand will operate as a satellite location of GROW Estate LLC (dba SaugaTaco), a partnership between Lindsay Payleitner and Alec Payleitner.

3. Why This Works for the City

This proposal focuses on reliable City revenue, straightforward oversight, and a hospitable, locally-driven experience for Oval Beach visitors, while minimizing financial and operational risk.

Low Operational Risk

- Ready-to-consume offerings only; no onsite food preparation
- Reduced health, safety, and regulatory oversight

Predictable, Aligned Revenue

- Rent structured entirely as a percentage of gross sales
- City revenue scales with performance

No City Capital Exposure

- Operator maintains staff, inventory, technology, and non-city equipment
- No upfront investment, depreciation, or replacement costs for the City

Improved Visitor Experience

- Efficient service and consistent hospitality standards
- Optional beachside delivery reduces congestion and improves accessibility

Local Alignment and Brand Protection

- Operated by an established local hospitality business with local labor
- Avoids “tourist trap” perception and supports repeat visitation

4. Market Analysis + Competition

After a decade in the Saugatuck/Douglas restaurant business, we’ve come to believe in intra-business collaboration and inter-community competition. That is, within our towns, a rising tide lifts all boats (lake pun intended)—when our towns do better, we all do better. Our real competitors are other tourist destinations.

When considering the Oval Beach Concession stand (OBC), we’re additionally convinced of these dichotomies. We do not want to focus on how we can get visitors to eat lunch at OBC over, say, Farmhouse. Rather, we want to focus on how we can provide a premium beach experience, an experience worthy of recommendation and return visits.

We believe we are perfectly poised to take on the challenge of elevating OBC—which in turn elevates the Oval Beach experience at large. As any restaurateur in the area will tell you, vacation time is of the essence! Long wait times and stagnant lines too often misalign with visitors’ agenda desires. With our most recent project, we have spent the last two years learning successfully innovating in the fast-casual, or counter-service, business model. We’re confident this experience will translate to an efficient and enjoyable OBC experience.

In addition to efficiency, we consider affordability a core competency. In 2026, every meal option seems expensive. Grocery and restaurant prices are significantly up from two years ago, let alone a decade past. We understand that many, if not most, visitors are cost conscious. They’ve already spent money to vacation here—in these towns, at this beach. The concession stand should never feel like a tourist trap. Our ready-to-eat/

drink (RTE) menu offers reasonably priced fare across a moderate price spectrum. And, our SaugaTaco delivery options are certainly indicative of our commitment to value.

The throughline is our commitment to hospitality. The OBC staff would be cross-trained, and likely cross-scheduled. at our restaurant. Without our consistent onsite presence at OBC, we believe this is the most effective way to ensure our standards of hospitality and customer service are consistently met. Such standards include: autonomy, attention to detail, above average communication abilities, adequate product knowledge, and...kindness.

4.1 Market Analysis + Competition | *En Route to the Beach!*

Douglas Root Beer Barrel

- Hot Dogs = \$4 - \$6
- 20oz Soda = \$4.25
- Ice Cream = \$5

Woosah

- Regular Coffee = \$4 - \$5
- Specialty Coffee = \$6 - \$7
- Baked goods = \$3 - \$6

5. Products + Services

We will use our extensive relationships with local makers, specialty distributors, and broadliners to curate dozens of ready-to-consume products paying particular attention to: packaging (for display), value, and a thoughtful mix of familiar brands and lesser-known artisans. (The following is an illustrative list and is neither inclusive nor exhaustive.)

RTE Savory Snacks

- Chips (classic and/or premium brands)
- Local cheese and cracker kits
- Gourmet jerky
- Craft pre-bagged popcorn
- Fruit and/or yogurt cups

RTD Sweets

- Name-brand candy
- Ice pops (for a very affordable frozen treat)
- Ice cream sandwich
- Vegan ice cream pint

RTD Beverages

- Name-brand sodas
- Tractor-brand high end juice beverages

- SaugaTaco lavender lemonade
- Cold Brew (possibly on tap from Uncommon Coffee Roasters)
- Red Bull or Celsius Energy Drink
- Boxed Water

SaugaTaco Delivery

A curated SaugaTaco-prepared menu of tacos, quesadillas, salads, and more will be available. Guests will order and pay at the concession stand from our trained cashiers. Then, guests will be given an approximate delivery time and a ‘marker’ to indicate their place on the beach.

6. Marketing + Sales Strategy

Word of Mouth

To be sure, it’s a built-in, captured market. Oval Beach has long been the area’s signature outdoor attraction for visitors and locals alike, and concession stand sales will therefore be closely tied to independent beach pass purchases. To capitalize on this dynamic, word-of-mouth will be a central component of our marketing strategy. Beyond impulse purchases, our goal is to offer a consistently reliable and satisfying experience that inspires return visits and organic referrals—both in person and across social media.

Beachside

We will provide a branded / stylized website with up-to-date information regarding hours and offerings. (Likely: saugataco.com/beach)

Website

We will provide a branded / stylized website with up-to-date information regarding hours and offerings. (Likely: saugataco.com/beach)

Cross-Promotion

At SaugaTaco, we strive to be *conciierge* for our guests. We train our staff to offer shopping, leisure activity, and dining suggestions. We even provide free custom photo postcards for guests to mail home—one of which features a beautiful overhead drone shot of Oval Beach taken by one of our guests.

Social Media / Email

We will feature this new partnership in social media posts (aggregate audience of 7K+) and send an announcement email to our 2000+ subscribers.

7.1 Operations Plan | *What does the day look like?*

1 hour before open | *Team Lead arrives at SaugaTaco*

- Check in with management
- Pickup any products or supplies

1/2 hour before open | *Team Lead + support staff arrives at OBC*

- Pre-shift huddle
- Assign positions
- Opening duties

[Staff will receive 30-minute break if shift exceeds 5 hours (lead). Most supporting staff will only work 5 hour shifts.]

At closing time | *All staff closing duties*

- Cleaning checklist
- Inventory

At 'doors locked' | *Team Lead closing duties*

- Submit closing report to SaugaTaco management, including:
- Closing photo checklist

7.2 Operations Plan | **Staffing**

*While the staffing responsibility hierarchy is Team Lead → Support Staff, **all** staff members will be trained on **all** operational positions.*

Cashier

Handles order placement and payment, answers guest questions, provides recommendations, and delivers a warm, hospitable experience—often sharing insights about the town and local offerings.

Prep

Retrieves drinks and snacks for guests after ordering. Keeps outdoor space tidy. Answers phone calls.

Runner

Receives SaugaTaco deliveries and promptly delivers orders to beachgoers, confirming order accuracy and guest satisfaction upon handoff.

7.3 Operations Plan | **Salaries**

- In-house minimum wage = \$15 / hour + tips
- We will monitor gratuities with a goal of \$20 / hour TOTAL wage + tips.

- Quantity of staffing is based on a percentage of sales, as seen in 7.2 *Financial Projections | Condensed Projected P&L*.
- *[If a student works 15 weeks @ \$20/hr for 35 hours a week, they would make over \$10K at their summer job!]*

7.4 Operations Plan | Equipment

Existing Equipment

(provided/maintained by the city)

- Refrigerator
- Freezer
- Mop Sink
- Ice Machine?

New Equipment

(provided by applicant)

- POS Hardware
- Display Signage

8. Financial Projections

These projections were made before we received financial documents from the city. The numbers were calculated based on the fact of 50K vehicle passes sold in 2024 and then estimates of number of guests, percentages of concession stand goers, and check average. Full disclosure: these sales estimates are 88% higher than 2025 sales and 158% higher than 2024 sales.

SCHEDULE *(subject to change)*

- 15 weeks (Memorial Day - Labor Day)
- 12pm - 8pm
- Tuesday through Sunday, plus Memorial Day and Labor Day

GOOD-FAITH ESTIMATE (Beachgoers)

50,000 daily passes sold in 2024 over 105 days

*↳ That means approximately 475 cars / day, or **950 people / day***

2,000 season passes sold in 2024 (estimating an average of 2 trips)

*↳ That means 40 cars / day, or **80 people per day***

We set our educated estimation at 1000 beach visitors per day.

GOOD-FAITH ESTIMATE (Concession Sales)

35% of the guests purchase drink/ice cream — with a check average of \$5

↳ TOTAL Prepared Food/Bev Sales = \$1750 / day

10% of guests purchase beachside delivery—with a check average of \$9.50

↳ TOTAL Delivery Sales = \$950 / day

TOTAL Daily Sales = \$2700

TOTAL Weekly Sales = \$13,500

TOTAL Season Sales = \$202,500

8.1 Financial Projections | *Calculating Rent*

'Rent' is calculated entirely as a percentage of sales:

20% of prepared food/bev sales + 5% of delivery sales.

SALES = S; Prepared Share % = P; Delivery Share % = D

'Rent' = (P)(S)(20%) + (D)(S)(5%)

SALES (75% prepared + 25% delivery)	\$125,000	\$200,000	\$250,000	\$300,000
City Percentage	\$20,313	\$32,500	\$40,625	\$48,750

SALES (65% prepared + 35% delivery)	\$125,000	\$200,000	\$250,000	\$300,000
City Percentage	\$18,438	\$29,500	\$36,875	\$44,250

SALES (60% prepared + 40% delivery)	\$125,000	\$200,000	\$250,000	\$300,000
City Percentage	\$17,500	\$28,000	\$35,000	\$42,000

SALES (50% prepared + 50% delivery)	\$125,000	\$200,000	\$250,000	\$300,000
City Percentage	\$15,625	\$25,000	\$31,250	\$37,500

8.2 Financial Projections | *Condensed Projected P&L*

The following page show projected (and condensed) profit and loss statements for three gross sales scenarios.

Case A | Low-Level Sales

SALES = 125,000		
FIXED	\$	%
Insurance	2500	2.00%
Repair/investment	2500	2.00%
Professional Fees	1500	1.20%
POS	5000	4.00%
Certificates/Fees	1000	0.80%
Total	12500	10.00%

VARIABLE	%
Food + Bev	40.0%
Administration Fee	5.0%
Rent to city (20% + 5%)	15.0%
Payroll (Beach)	20.0%
Payroll (Kitchen)	5.0%
Payroll Taxes	2.5%
LLC Profit	2.5%
Total	90.0%

- Total Sales = \$125,000
- Average Daily Sales = \$1388
- Staffing | 2 @ \$20/hour

Scenario A | CITY INCOME = \$18,438

Case B | Predicted Sales

SALES = 200,000		
FIXED	\$	%
Insurance	2500	1.25%
Repair/investment	2500	1.25%
Professional Fees	1500	0.75%
POS	5000	2.50%
Certificates/Fees	1000	0.50%
Total	12500	6.25%

VARIABLE	%
Food + Bev	40.0%
Administration Fee	5.0%
Rent to city (20% + 5%)	15.0%
Payroll (Beach)	20.0%
Payroll (Kitchen)	5.0%
Payroll Taxes	2.5%
LLC Profit	6.2%
Total	93.7%

- Total Sales = \$200,000
- Average Daily Sales = \$2222
- Staffing | 3 @ \$18/hour

Scenario B | CITY INCOME = \$29,500

Case C | Stretch Sales

SALES = 250,000		
FIXED	\$	%
Insurance	2500	1.00%
Repair/investment	2500	1.00%
Professional Fees	1500	0.60%
POS	5000	2.00%
Certificates/Fees	1000	0.40%
Total	12500	5.00%

VARIABLE	%
Food + Bev	40.0%
Administration Fee	5.0%
Rent to city (20% + 5%)	15.0%
Payroll (Beach)	20.0%
Payroll (Kitchen)	5.0%
Payroll Taxes	2.5%
LLC Profit	7.5%
Total	95.0%

- Total Sales = \$250,000
- Average Daily Sales = \$1388
- Staffing | 3-4 @ \$18/hour

Scenario C | CITY INCOME = \$36,875

GROW ESTATE, LLC

Established: MI (2015); IL (2014)

D/B/A

SaugaTaco, Saugatuck, Michigan

2024 - now

- *Upscale QSR of tex-mex cuisine*
- *Seating = 40 indoor + 20 outdoor*
- *Approximate serving capacity of 100 guests per hour*
- *Robust takeout and delivery program*

GROW Café + Bistro, Saugatuck, Michigan

2016 - 2023

- *Upscale casual service of contemporary American cuisine*
- *Seating = 30 indoor + 24 outdoor*
- *Approximate serving capacity of 70 guests per hour*

the TRAP from Café + Bistro, Saugatuck, Michigan

2021 - 2022

- *Upscale casual service of Middle Eastern inspired cuisine*
- *Seating = 24 indoor + 30 outdoor*
- *Approximate serving capacity of 50 guests per hour*

GROW Food + Events, Chicago

2014 - 2015

- *'Ghost kitchen' prep and delivery of office caterings*
- *Dozens of festival appearances*

ENTITY OWNERSHIP *(S-corp election for an LLC)*

Lindsay Payleitner (50% ownership)

Chef/Owner

lindsay@grow-food.com

312.810.7066 (Cell)

PO Box 841, Saugatuck, MI 49453

Alec Payleitner (50% ownership)

Owner/Operator

alec@grow-food.com

312.480.8161 (Cell)

PO Box 841, Saugatuck, MI 49453

C. References (Q4)

Name: Erin Rogers

Phone: 269.245.1539

Email: erin.rogers@gfs.com

Association: Gordon Food Service representative

Known Since: 2016

Name: Reed Anders

Phone: 815.761.0614

Email: reedanders@yahoo.com

Association: Investor in GROW Café + Bistro + personal friend

Known Since: 1999

Name: Fred Gerigery

Phone: 561.889.3255

Email: fredgerigery@gmail.com

Association: Former landlord at GROW Café + Bistro

Known Since: 2015

D1. Subsidiary Statement (Q6)

GROW Estate LLC is not a subsidiary of, or affiliated with, any other corporations, partnerships, or firm.

D2. Financial Investment Statement (Q7)

GROW Estate LLC is financially invested and doing business as SaugaTaco (650 Water Street, Saugatuck, MI).

D3. Bankruptcy Statement (Q8)

Lindsay Payleitner, Alec Payleitner, and GROW Estate LLC (including: its officers, principal members, shareholders, or investors, or any of its parent, subsidiary, or affiliated entities or other interested parties) have not been adjudged bankrupt, either voluntarily or involuntarily, within the past ten (10) years.

D4. Litigation Statement (Q9)

There is no pending litigation against Lindsay Payleitner, Alec Payleitner, and GROW Estate LLC (including: its officers, principal members, shareholders, or investors, or any of its parent, subsidiary, or affiliated entities or other interested parties) other than the minor personal injury suits involving claims under \$250,000.

D5. Occupancy Statement (Q19)

- A. GROW Estate LLC will occupy the Property.
- B. GROW Estate LLC will not sublet or sublease the Property.

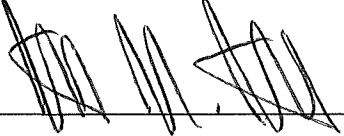
Agreed and Accepted:

 _____ Lindsay Payleitner	1/5/2026
 _____ Alec Payleitner	1/5/2026

CITY OF SAUGATUCK
OVAL BEACH CONCESSION STAND

General Information

This form must be signed by a person authorized to make proposals and enter into contract negotiations on behalf of your agency. To be considered for this project, the submittals must be completed in accordance with this RFP and this cover sheet must be attached. **Failure to submit this form will result in your proposal being deemed non-responsive.**



Authorized Official (Signature)

12/15/2025

Date

ANTHONY N. AMATO

Print Name of Authorized Official

President

Title of Authorized Official

MIDTOWN TURNER, INC

Company Name

TONY AMATO

Contact Person

6445 136TH AVE

Address

Saugatuck, MI 49453

City, State, Zip

(269) 455-9832

Phone Number

N/A

Fax Number

reddock98@gmail.com

E-Mail Address

38-3465588

Federal Tax ID #

TO BE COMPLETED AND SUBMITTED

The request for proposal (RFP) is to solicit proposals from qualified vendors to use Oval Beach Concession Stand located at 690 Perryman Street, Saugatuck, MI 49453 (Property), for food/beverages and novelty souvenirs. Those interested are required to submit a written proposal that best represents the Proposer. The Property will be used as is with no proposed improvements planned by the City of Saugatuck.

PROPOSERS QUALIFICATION STATEMENT:

Check One: An Individual_____ A Co-Partnership_____ A Corporation X (Subchapter S)

Submitted by: MIDTOWN TAVERN, INC.

With principal office at: 6445 136TH AVE SAUGATUCK, MI 49453

The completion and submission of this questionnaire reflects accurate and truthful statements of the signatory. (Attach additional pages if necessary)

Request for Proposal: Requirements

The proposal should include the following to coincide with this RFP:

- 1/ Provide a business plan or explain in detail the Proposer's proposed use of the Property and how it will contribute to the vitality of the City.
- 2/ Explain how proposers use of the facility is compatible with the City's Zoning Ordinances.
- 3/ Resumé of Proposer's previous experience, identifying not less than three (3) years of experience directly related to the proposed use.
- 4/ Three (3) business and/or personal references. Note – the City reserves the right to contact the references listed and references other than, and/or in addition to, those being furnished.

- ✓ 5. Financial statements including, but not limited to, balance sheets and income statements (audited statements preferred) for the past two (2) years supporting the financial abilities of the Proposer to operate at the facility.
- ✓ 6. Statement that the proposer is or is not a subsidiary of, or affiliated with, any other corporations, partnerships, or firm. If so, please specify. If the Proposer is a subsidiary, please indicate the extent to which the parent entity will guarantee performance by the subsidiary.
- ✓ 7. In what other businesses are you financially invested?
- ✓ 8. Statement that the Proposer or its officers, principal members, shareholders, or investors, or any of its parent, subsidiary, or affiliated entities or other interested parties have or have not been adjudged bankrupt, either voluntarily or involuntarily, within the past ten (10) years? If so, explain.
- ✓ 9. Statement that there is or is not pending litigation against the Proposing entity or its officers, principal members, shareholders, or investors, or any parent, subsidiary or affiliated entities or other interested parties other than the minor personal injury suits involving claims under \$250,000? If so, explain.
- ✓ 10. Letter(s) from any financial credit rating service for the Proposer with whom the City may contract or the member or members of that entity who will be responsible for financial obligations and on whom the City should rely for financial performance.
- ✓ 11. Any other financial statements and/or other documents that would indicate acceptable financial standing and the ability of Proposer to fund the proposed services on the City Property.
- ✓ 12. A complete description and history of the Proposer's entity (corporation, partnership, etc.) and identification of all parties including disclosure of all persons or entities having a beneficial and/or financial interest in the proposal. Include names and qualifications of corporate/company officers/owners, their addresses/location(s) and other appropriate contact information.

13. Description of employment opportunities that will be created by the proposed services including a description of the type, number of positions, and the estimated salary range of those positions.
14. Proposed operating schedule detailing days and hours open to the public. The City requires the Proposer to open operations every weekend (Friday – Sunday), Memorial Day (and the day before and after the holiday), Independence Day (and the day before and after the holiday), Labor Day (and the day before the holiday), with a minimum of two (2) days during any given week, Monday through Thursday.
15. Description of the proposed menu items or vendor items with pricing.
16. Description of the proposed marketing, advertising, and sales promotion plans.
17. Description of the proposed annual lease payment and proposed monthly percentage of gross revenue payment paid to the City during the two (2) year contract period. Tier percentage fees will not be accepted. The City expressly reserves the right to accept an offer other than the highest responsive offered price and also reserves the right to negotiate any terms.
18. List all major equipment Proposer will supply to provide services and/or goods proposed in this proposal.
19. Affirmative statements that:
- a. The Proposer's entity will occupy the Property.
 - b. The Proposer will not sublet or sublease the Property.
20. You may, if you desire, provide a narrative that would include anything you feel might assist the City of Saugatuck in evaluating your experience or Business Plan. If appropriate, describe plans you may have for, including projected expenditures. Attach additional sheets if necessary.

Proposal For Oval Beach Concession Stand

This project is custom made for my interests and proven abilities in food and beverage operations. My prowess in outdoor summer food and beverage operation is well documented. The Oval Beach food and beverage concession stand will be a must see, must experience local destination spot; the food and potential supporting activities will complete the local beach scene.

I am confident that I will operate within applicable zoning ordinances and will review and abide by lesser known applicable ordinances. I have 50 years experience in the food and beverage industry; 30 plus years in this area: Dona Blanche Enterprises, catering and in house breakfast service at the Maplewood Hotel Saugatuck, Cafe Dona, breakfast, lunch, catering, private party dining Hoffman St Saugatuck, Red Dock Cafe (25 yrs) outdoor summer venue with original food, drinks and live music Douglas. To better acquaint you with my abilities please feel free to contact: Nick Cappaletti Capizzo Studios Saugatuck, Dene Lencioni Toons Chicago, Lauren Stanton Red Dock Douglas and Jason Blik Huntington Bank. Glad to provide phone numbers upon request.

I can guarantee you that my financial health is solvent with an active subchapter S corporation and business checking account, along with my professional team of accounting, legal, insurance and banking in good order. Glad to share names and phone numbers on request. I am not affiliated with any other subsidiary corporations but I do also underwrite and produce live music events in the area at Capizzo Studios Saugatuck and Park Theatre Holland and occasionally in Santa Fe, NM. I have never experienced any aspects of bankruptcy and at this time there is no litigation pending against me.

I will be glad to provide you with my accountant firm and bank to verify my financial solvency. This potential beach concession ,if approved by the city, will be operated by myself and my wife Dona.

I cannot go into detail about employment opportunities until I get into the physical space and organize the work, storage and production flow as well as detail the menu until I see what the space can handle in production and execution but I will price it market fair and compensate employees on the high end of local standards, this also applies to any additional equipment I would bring in outside of the city's listed inventory, keeping in mind accommodating the health dept, fire dept and other applicable city, county and state agencies; but note that the menu will be conservative in number of items, creative, fresh and representative of a summer beach concession in the areas of sandwiches (hot and cold), salads, hot dogs, soda and other bottled beverages, ice cream and appropriate sides and snacks. I would like to add events like live music, informative lectures, yoga and community related gatherings of interest. This will all be coordinated with social media, local papers and the "grapevine".

In regard to lease agreements and payments, I am very familiar with the local market. I would need to see a five year history of past lease agreements and percentage of gross sales payments

before the city took over the operation of the beach concession stand; working with averages I propose to make one payment in full (combination of monthly payments and average of percentage payments) at the time of agreement so that my accounting is my accounting and your accounting is your accounting. I don't want to be burdened with multiple, separate payments. A single figure that meets the need of the city's expenses ; one and done, I am flexible in understanding your financial needs (I assume that utilities and garbage removal is included in monthly payment) but if it becomes financially burdensome from the get go, it would make it difficult for any operator to set themselves up for success. Also a two year lease is a short time to enjoy the benefits of a successful operation; please explain reasoning and potential lease renewal policies.

Yes, I will occupy the property for the duration of lease and look forward to the potential of operating the beach concession stand; I have 50 years of experience in the food and beverage industry embracing countertop service, catering, casual dining and fine dining.

Thank you for your time and consideration.



City Council Agenda Item Report

FROM: Michelle Gibson – Administrative/Project Coordinator
Scott Herbert – Public Works Superintendent

MEETING DATE: March 18, 2026

SUBJECT: Authorization to Utilize Auction for Surplus Equipment/Items

DESCRIPTION:

Staff have been in contact with several auction companies to discuss utilizing their services in disposing of surplus equipment and items that are no longer needed and are currently being stored at DPW. These items continue to deteriorate the longer they remain unused, making timely disposition advisable in order to maximize their value.

The City's ordinance includes a provision that allows the disposal of surplus property through auction.

Staff reached out to several auction companies to obtain information and explore potential services. Contact was made with Rangerbid, American Eagle Auction and Appraisal, Merritt Auctions, and Brad Neuhart Auctioneers. Merritt Auctions and Rangerbid provided proposals outlining several auction service options. American Eagle Auction and Appraisal and Brad Neuhart Auctioneers were contacted but did not provide follow-up information.

Merritt Auctions contract structure for municipalities is as follows:

- Option 1- Onsite Live Auction at DPW
 - Auction conducted at DPW
 - 10% buyers premium or 10% commission paid by the City (minimum of \$1000)
 - Advertising estimated between \$600-\$800
 - City collects money then remits commission and advertising fees to Merritt Auctions
 - City provides photos and equipment information as well as pickup time
- Option 2- Online Auction with Items Remaining at DPW
 - Auction done online through Merritt's bidding platform
 - 10% buyers premium and 10% commission paid by the City
 - Advertising estimated between \$600-\$800
 - Merritt collects payments and remits proceeds to the City approximately four weeks after auction
 - Merritt gathers photos and information
 - DPW provides scheduled inspection time and item pickup time
- Option 3- Online Auction with Items Transported to Merritt Facility
 - Auction done online through Merritt's bidding platform
 - 10% buyers premium and 10% commission paid by the City

- Advertising estimated between \$600-\$800
- Merritt collects payments and remits proceeds to the City approximately four weeks after auction
- City transports items to Merritt facility
- Merritt photographs equipment and releases sold items

Rangerbid's contract structure for municipalities is as follows:

- 0% commission rate when listing items with a seller's minimum
- Items sold to the highest bidder with no minimum- No commission or listing cost
- A buyer's premium may be charged to the purchaser
- Rangerbid administers the online auction, marketing, and payment processing
- Payment issued approximately 14 banking days after the auction concludes
- Rangerbid handles all title work

Given the additional costs associated with Merritt's commission structure and advertising fees, staff recommends utilizing Rangerbid to conduct an online auction for the surplus items.

Items to be auctioned:

- 1999 Cat Loader (\$20K Minimum)
- 2009 International Dump Truck
- Boss Plow- 8'2" Poly V-Blade
- 2008 C & H 18' Landscape Trailer
- Tailgate Salt Spreader (Boss)
- In the bed Salt Spreader (Salt Dogg)

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

Legal reviewed the contractual language and are comfortable with the agreement as presented.

SAMPLE MOTION:

Motion to approve staff to utilize Rangerbid to conduct an online auction for the sale of surplus City equipment and items and allow the City Manager to sign titles over to Rangerbid for equipment to be auctioned off.

MIEDEMA'S RANGERBID®



Prepared by:
Joel Kooienga
jkooienga@1800lastbid.com
616-890-5514

MIEDEMA Asset Management Group

"Proven Success in the Global Marketplace"



MIEDEMA

Asset Management Group

About Us

Miedema Auctioneering conducted their first live auction in 1984. In 1987, Sid Miedema Sr., Sid Miedema Jr. and Scott Miedema established Miedema Auctioneering, Inc. as a corporation.

Miedema Asset Management Group now consists of eight corporations organized under the umbrella of Miedema Asset Management Group. Over 170 team members serve with professionalism and expertise in the asset management industry. Over the past 35+ years, we've developed the Miedema companies to meet the diverse demands of asset management solutions for our clients. Miedema Asset Management Group regularly assists financial institutions, attorneys and trustees with solutions to their complex asset transactions and situations. Our team has acquired, managed, and sold court seizures, machinery, equipment, intellectual property, and real estate for more than 35 years across North America and conducts over 500 auctions and sales annually. We have worked diligently to earn a reputation for honesty, integrity and excellence in the remarketing industry. In 2024 we have sold over 120 million for customers.

We regularly hold auctions all over the North America and world, and our buying base is also across North America and the world. Our buying base is very strong locally in the Great Lakes region. Our headquarters is located not far from you. Miedema Asset management Group is based in SW Michigan. Given our close proximity, we are a perfect fit for selling your assets. We would be honored to continue putting our 35+ years of experience to work for you.



Overview

Miedema Asset Management Group is honored at the opportunity to work with and for you, utilizing our experience and resources to assist you and your team in the sale of your surplus equipment and vehicles. For your assets, we recommend our Rangerbid.com online auction process. This division was built for Municipalities to help them take advantage of our extensive buyer base. Utilizing the Rangerbid auction platform reduces liability by offering assets in a commercially reasonable manner while increasing returns through reduced expenses and higher bids.

Both consumer and municipality fit right into the wheelhouse of our expertise and are precisely what we do and have done for the last 35+ years with great success. We are confident in our ability to bring you the highest final bid prices possible through well-organized and orchestrated online auctions.

Please review the details of this proposal in the pages following and understand that we have flexibility and adaptability to make a plan that will work best for your situation. Just let us know – that's the value of working with Miedema Asset Management Group!



Zero Cost to You

Rangerbid holds regularly scheduled monthly Municipality auctions. Rangerbid can also create specialty auctions to accommodate any particular time frame requirements when needed. Rangerbid was created for selling a large variety of items: from weed whackers to Vac trucks, firetrucks to PI utilities, excavators to tractors in any condition. We sell for lenders, court officers, municipalities and more.

One of the major benefits of Rangerbid is giving the seller the ability to list and sell assets from their location. This can completely remove transportation expenses while giving you the ability to control the process from start to finish. You can sell your surplus equipment and vehicles as they come out of service keeping your lot clean. If preferred, assets can also be transported to one of our secured facilities. These facilities have barb wire fences, video surveillance, and alarms. You can transport them, or we can have them moved and we will deduct the cost of transportation from the final sale.

We will implement a reduced rate of 0% commission to municipalities, even if you set a minimum. There is no listing fee and no "no-sale fee" if your minimum is not met. Our award-winning marketing team is top notch and will find more bidders for your items resulting in 17% higher bids and a faster turnaround!



Advertising Focus

The success of any auction is highly predicated on the marketing campaign. Our team has led the way and continues to raise the bar when it comes to effective marketing by targeting specific market segments and individuals based on the particular asset being sold. We have a fulltime professional marketing department (winners of over 200 specialty advertising awards). We will focus on target marketing your assets to the highest and best bidders around the country, the state, and the world.

- To maximize the return on your assets, bidding is open to the general public as well as dealers. We target the end user through item-specific advertising which helps increase bids above and beyond typical auction prices.
- In addition to email blasts to over 850,000 subscribers on our lists, individual marketing campaigns often include advertising on various social media platforms, S.E.O. and keywords, digital trade journals, banner ads, classifieds, individual asset listings and more in order to drive even more buyers to your specific item on the auction.
- If needed, our marketing team can customize a plan to fit your marketing requirements. We can create a tailor-made marketing plan and submit for your approval.
- Our marketing team helps generate an average of 3,000,000 views per month!



Extensive Marketing at No Cost to You

Print Publications:

- Auction Exchange: Display Ad
- Farmer's Advance: Display Ad

Social Media Campaign:

-A Facebook Campaign/Instagram Post has been created to run on our Rangerbid.com Page/Account. The Campaigns are directed towards a specific geographical & demographical audience. The campaigns will reach thousands of end users with an opportunity for them to "like" or "share" your campaign on their personal accounts. A direct link to the auction webpage has been included in the campaigns for interested bidders to access the auction with ease.

Individual Internet Listings:

-We will post several listings of your individual items/auction calendar listings on a variety of websites to gain maximum exposure and to increase the SEO (Search Engine Optimization). These websites include, but are not limited to: GotoAuction.com, Facebook Marketplace, Craigslist, Equipment Trader, Commercial Truck Trader, SOARR, MLS, Rock & Dirt, Next Truck, Plus much more

In-House Email Blasts:

-Rangerbid.com will send out a total of 2 email blasts to our list of more than 850,000 recipients. The email blasts will consist of date, time, pictures and a direct click through link to send interested buyers directly to your auction webpage.

Marketing & Exposure

"Leaders in innovative auction marketing, creating a global marketplace for buyers and sellers."

Our rapidly expanding proprietary database consists of over 850,000 registered active bidders, so simply listing your assets on our website can generate almost 5 times the exposure than putting them in the center of a packed Bristol Motor Speedway (capacity of 160,000)!



Social Networking



Instagram



Google
AdWords



Employee Structure



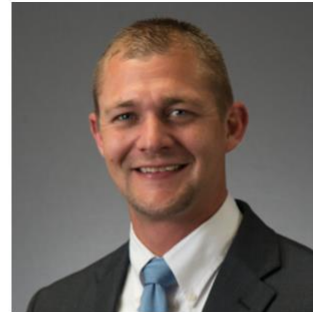
Sid Miedema

CEO



Scott Miedema

COO



Kurt Mingerink

President of Operations



Jon Kuiper

Executive Vice President

Sid Miedema, CEO

- 35+ years experience
- Currently on the National Auctioneers Association Board
- Michigan Auctioneers Association Hall of Fame Inductee

Scott Miedema, COO

- 35+ years experience
- Michigan Auctioneers Association Hall of Fame Inductee

Kurt Mingerink, President of Operations

Jon Kuiper, Executive VP

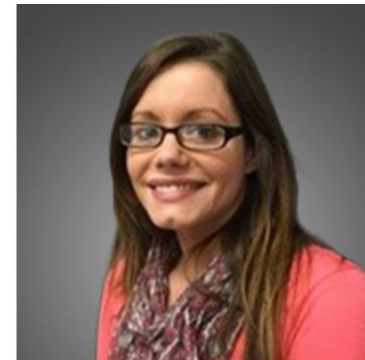
Joel Kooienga, VP, Online Auction Specialist

Amanda Cooper, Auction Coordinator



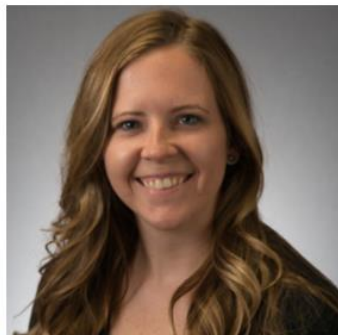
Joel Kooienga

Online Auction Specialist



Amanda Cooper

Executive Assistant / Auction
Coordinator



Charlyn

Customer Service
Representative



Brittany

Customer Service
Representative



Kelly Manuszak

Customer Service
Representative



Kelly Nowak

Customer Service
Representative

Customer Service

MIEDEMA'S
RANGERBID®



Courtney Koster

Customer Service
Representative



Jamie Keegstra

Customer Service
Representative

MIEDEMA

Asset Management Group

Our Vision, Mission, & Values

Our Vision: Honoring the Lord by providing a valuable service to our customers in the same way that we would want that service provided to us.

Our Mission: Grow a trusted worldwide marketplace where our buyers and sellers enjoy a winning experience.

Our Values: Being a faithful steward of all that is entrusted to us through honesty, integrity, and excellence.



M I E D E M A

Asset Management Group

Proven Success

Rangerbid has sold for 400+ municipalities in the state of Michigan including cities, villages, townships, water treatment facilities, boards of light and power, fire departments, sheriff departments, school districts, colleges, universities, and most of the Road Commissions. Rangerbid bidders and buyers are across North America and the world. Some of our sellers include:

Grand Rapids, Detroit, Niles, Kalamazoo CRC, Bay City, Cheboygan, Ionia, Petoskey, Paw Paw, Cold Water, Kalamazoo CRC, Muskegon CRC, Allegan CRC, Allendale Charter Township, Antrim CRC, Arenac CRC, Barry CRC, Bay CRC, Benzie CRC, Branch CRC, Clare CRC, and Emmet CRC just to name a few. We have sold for most of the Cities and County Road Commissions in Michigan.

Conclusion

Rangerbid is an excellent option for municipalities by providing access to our extensive buyer base and control over the process from start-to-finish. We sincerely appreciate your consideration.

The scope of assets that can be sold in these auctions is unlimited. In addition to user friendly features and personalized services, we promise to maximize your returns by keeping expenses to a minimum. Being one of the largest asset management teams and conducting 500+ auction events annually, we can provide you with unsurpassed access to the right marketplace, while delivering service and results well beyond industry benchmarks.

The success of any sales event is directly related to an effective marketing campaign, the reputation of the auction company, and the trust of the buying community. Our professional and award-winning marketing department has decades of experience in creating compelling marketing campaigns that attract the right buyers to assure success for each individual item. Our Vision, Mission, and Values are deeply engrained in our staff and guide us in every decision we make to assure customer satisfaction from both buyers and sellers. We also conduct hundreds of customer service phone calls each week to gain insight on where and how we can improve.

The collective strengths of the Miedema Asset Management Group team offers unmatched expertise, marketing reach, and resources to ensure your success. Through decades of working with municipalities and valuing their input, we've developed user friendly solutions and proprietary software that streamline the remarketing and sale process.

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Testimonials

- “Your company is outstanding. Every one of you was exceptional in your dedication to performing your job in the most professional manner. Customer service and a strong work ethic are to be admired and every one of you had it! Thanks again for your commitment to excellence. And everything sold and for a good price.”
- “I have never experienced a company as organized, smooth, and professional as yours. I am sharing the news with my manager today, as you did an awesome job.”
- “It’s always encouraging to work with people as positive and enthusiastic as you and your entire staff. We will and do recommend Miedema Asset Management Group to anyone considering an auction.
- “Your company and staff took a sincere interest in my welfare and my concerns., I was impressed. LET ME SAY THIS AGAIN, I WAS IMPRESSED! I would certainly recommend your company.”
- “The service you provided was excellent! In many cases we sold equipment for more than expected. We would recommend you to anyone!”
- “Almost one year later, we still receive comments stating how successful our auction was. Frank and I highly recommend your company to anyone.”
- “An auction can be a stressful event. We felt your company was the best one out there to serve our needs. We were right! Our net proceeds were approximately 24% more than we had hoped for. Stressful events don’t get any better than that!”

References

Dale Dittenber
Arenac County Road Commission
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Standish, MI 48658

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Grandville, MI 49418

Steve Roose
Kent County Road Commission
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1900 4 Mile Rd
Walker, MI 49544
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Bryan DeGroot
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231-798-2156
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1174 East Garfield Road
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Nate Taylor, Superintendent
St. Joseph County Road Commission
269-838-6502
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Tom Rozema
Spartan Nash
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Cell: 616-566-7370

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Kalamazoo, MI 49001

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Cell: 616-490-9883

Miedema Asset Management Group

Family of Companies

MIEDEMA'S
RANGEBID®

MIEDEMA'S
LASTBID
REALESTATE®

MIEDEMA'S
REPOCAST®

MIEDEMA
Asset Management Group

MIEDEMA'S
1800ASSET®

MIEDEMA'S
ORBITBID®

MIEDEMA
AUCTIONEERING, INC.
LIVE & ONLINE AUCTIONS



From all of us at Miedema Asset Management Group and Rangerbid, thank you for allowing us to create this proposal and present it for your consideration. We strive to live up to our values of being faithful stewards of all that is entrusted to us through honesty, integrity and excellence and would be honored for an opportunity to show you how hard we are willing to work for you, too.

THANK YOU!

FULL TERMS AND CONDITIONS OF AGREEMENT

1. FEES (SELLER agrees to pay AGENT):

a. Commission: SELLER agrees to pay a Commission at the following rate(s) based on the method of sale selected by SELLER. Commission is based on the highest bid for each lot sold on the public online auction. Commission will be deducted from the payout to SELLER.

ABSOLUTE COMMISSION RATE: (When Listing an Item(s) to Sell Absolute):*

- 0% (zero) commission rate
- No cost to SELLER to list/sell item(s) absolute

*Absolute: When the sale is made to the highest bidder and no minimum price is stipulated.

SELLER'S MINIMUM COMMISSION RATE: (When Listing an Item(s) with a Seller's Minimum**)

- \$10,000.00 and ABOVE (per lot) = 3%
- \$5,000.00 - \$9,999.99 (per lot) = 5%
- \$0.00 - \$4,999.99 (per lot) = 10%

*MUNICIPALITY SELLER'S COMMISSION RATE: (When Listing an Item(s) with a Seller's Minimum**)*

- 0% (zero) commission rate

**Seller' Minimum: When the seller requests a minimum bid amount to be met (not a reserve), the agent agrees to act on behalf of the seller to protect said item to prevent from selling below the seller's minimum amount. This amount is a bid amount, not a final payout amount (payout amount is bid less commission and other fees). All other terms listed below also apply.

b. Other: Pre-arranged fees as agreed upon between SELLER and AGENT (i.e. specialized marketing, etc.).

2. PAYMENTS (AGENT agrees to pay SELLER in the following manner):

- a. A payout check will be issued to and mailed to the SELLER, as listed in the Payout Information of the contract provided by the SELLER, OR as it appears on the title if a titled item, for the amount of total highest bid for all items contracted for sale with AGENT, less agreed upon commissions and applicable fees and expenses. A detailed statement of bid price, commission paid, expenses, fees, etc. is available to you through your online account
- b. AGENT will mail payout check and statement 14 banking days after the auction or completed sale of item(s).
- c. SELLER acknowledges that, in the unlikely event that the AGENT is unable to complete sale with highest bidder, for any reason (i.e. unable to contact and/or collect payment) AGENT will not be required to pay SELLER for sale not completed.

3. OTHER:

- a. AGENT will arrange advertising and mailings as it deems advisable to obtain the maximum results. AGENT will conduct the public online auction, make all collections and finalize billing details directly connected with the auction.
- b. AGENT is not responsible nor liable for performance issues, website outages, internet interruptions, or system failures of the online auction bidding system and SELLER agrees that the AGENT will have no liability to SELLER for any performance issues.
- c. SELLER agrees all items are subject to acceptance or rejection by AGENT.
- d. SELLER agrees all items will sell to the highest bidder**.
- e. SELLER agrees not to bid on their own items.
- f. SELLER agrees any intentional or unintentional misrepresentation by the SELLER or AGENT as to description or condition will allow AGENT to make a downward adjustment on the selling price or void sale completely at AGENT's discretion.
- g. SELLER guarantees that SELLER has good title and the right to sell items on the auction; that they are without mortgages, liens, or encumbrances of any kind except those which are specifically detailed within this contract. *As stated above or on item(s) detail, the payout check will be issued to the name exactly as it appears on the Title.
- h. SELLER will maintain insurance and holds AGENT harmless for any damage or liability claims to SELLER's item(s) resulting from involvement of equipment or property at

SELLER's or auction premises until SELLER has been paid by AGENT. SELLER will be liable for any theft, damage, fire damage or vandalism that may occur while on auction premises or while being handled by AGENT.

i. When selling from the SELLER'S location, then SELLER agrees that all items listed on auction will not be pre-sold prior to auction without written consent from AGENT, and SELLER agrees that all items deemed sold on auction by the AGENT will be released to the new buyer upon proof and receipt of buyer payment to the AGENT.

j. If prearranged for SELLER's item(s) to be sold from AGENT's premises instead of directly from SELLER's premises, SELLER agrees items that do not sell for any reason are required to be removed by SELLER from AGENT's premises within 7 days of auction date. If SELLER does not remove from AGENT'S premises by the deadline date, AGENT is authorized to dispose of or sell in any manner deemed expedient by AGENT, with no implied covenant of commercial reasonableness (value), and further authorized to apply sale proceeds, if any, to any SELLER obligation owed AGENT, with the surplus, if any, to be sent to SELLER.

k. SELLER agrees that the equipment herein listed will not be withheld or disposed of in any manner by the SELLER once the item is listed in an auction, and/or when an item is sold on an auction.

l. SELLER agrees that AGENT makes no guarantees as to selling price. If an investment is to be protected (lienholder or secured party) the amount is to be entered by SELLER in appropriate field at time of submitting item(s) for review & approval by AGENT for sale through the auction process. SELLER acknowledges they have reviewed and approved the value stated in this section of item(s).

m. SELLER agrees to provide original title(s) (if titled unit) to AGENT, and that the original title will be in possession of AGENT a minimum of 7 days prior to auction date. Copy(s) of title is required at time of completing this agreement and may be submitted either by an uploaded image with the item(s) or faxed to 616-583-1573. SELLER assumes full responsibility for providing marketable title and delivery of title to purchaser, payment of proceeds to creditors, and SELLER will assume all attorney's fees and court costs, if such a case should arise. (List creditors and lien balances on each item).

n. SELLER approves for reuse, by the AGENT, of the digital signature from this contract for completion of a Purchase Agreement (when applicable) for the sale of an item that is titled within the State of Michigan, which requires AGENT to complete the title transfer process as a licensed broker.

o. SELLER acknowledges a buyer's premium will be charged to the buyer at AGENT's discretion, which will be retained by AGENT as a commission.

4. INTEGRATION CLAUSE:

There are no representations, agreements or conditions relating to the subject matter hereof other than as expressly set forth in this Agreement and/or the accompanying Statement of Appendix which contain the entire agreement between the parties. The SELLER acknowledges that no oral representations or warranties have been made by Rangerbid.com, Inc. or by any of Rangerbid.com, Inc.'s AGENT's, affiliates, or employees.

5. CONSENT TO SUIT IN MICHIGAN:

In the event of legal proceedings arising from this contract or from the auction in connection therewith, SELLER consents to being subject to the personal jurisdiction of the courts of the State of Michigan. SELLER also agrees that venue shall be in Kent County, Michigan and that the laws of the State of Michigan shall govern this Agreement and the parties' transaction hereunder. The SELLER expressly agrees to indemnify and save the AGENT and their assigns harmless from and against all claims, losses, expenses, damage or liability, (including, but not limited to, attorney's fees), directly or indirectly caused by or resulting from an act, including the negligent acts or omissions of the AGENT, or anyone acting in his/her behalf in connection with or arising out of auction, except that the SELLER shall not be responsible to the AGENT for damages caused by or resulting from the AGENT's sole negligence.



www.MerrittAuctionService.com

616-754-9437

**PROPOSAL FOR AUCTIONEERING SERVICES
City of Saugatuck, MI**

Option One. Onsite Live Auction. This is an in person auction, **held live at your facility** in Saugatuck. People come inspect and then bid to us in a live auction.

- a. You may pick one. Commission 10% from buyer, called a buyer premium. OR Commission from the city of 10%. Minimum \$1000.00 from the city.
- b. Advertising \$600 to \$800.
- c. We register and clerk the auction.
- d. All funds, cash and checks payable to you, would be given to you, and then you write us a check for commission and expenses in about 4 weeks.
- e. You send us pictures and all information to vehicle and equipment.
- f. You have someone onsite to meet with purchasers for later removal if needed.

Option Two. Online Auction with Items staying **at your facility**. This is an auction where people bid over the internet, MerrittAuctionService.Hibid.com.

- a. Commission is both 10% buyer's premium and 10% from the City.
- b. Advertising is same as above.
- c. All funds, Cash, Checks, Credit Cards are payable to us. We write you a check from our company about 4 weeks after the auction.
- d. We come and take pictures and gather information.
- e. You would have available the items for inspection at set date and time.
- f. You would have a person to release the sold items.

Option Three. Online Auction with the items **brought to our facility**. This is an auction where people bid over the internet, MerrittAuctionService.Hibid.com.

- a. Commission is both 10% buyer's premium and 10% City.
- b. Collect 6% tax on non-titled items and remit to the state. Buyer will pay tax at Secretary of State on titled vehicles.
- c. Advertising is same as above.
- d. All funds, Cash, Checks, Credit Cards are payable to us. We write you a check from our company about 4 weeks after the auction.
- e. City would bring items to our facility; we take pictures and gather information.
- f. We would be available for inspections.
- g. We would release the sold items.



City Council Agenda Item Report

FROM: Scott Herbert – Public Works Superintendent

MEETING DATE: March 18th, 2026

SUBJECT: Adoption of the Capital Improvements Plan (CIP) for 2026

DESCRIPTION:

Council reviewed the Capital Improvements Plan (CIP) during the February 18th, 2026, City Council workshop meeting. The CIP outlines planned infrastructure and capital improvement projects for the upcoming construction season and future years, supporting the City's ongoing efforts to maintain and improve essential public infrastructure for residents, businesses, and visitors. Following Council discussion and feedback at the workshop meeting, the CIP is being presented for formal adoption.

After receiving Council's feedback at the workshop meeting and internal discussions between City staff and City Engineer, the following updates have been added to the CIP and Water & Wastewater CIP:

- Since the fiscal year falls near the middle of the construction year, a column was added to list the construction year.
- Road restoration costs were added separately to the Water & Wastewater CIP.
- Addresses short-term needs identified in the Water Reliability Study and Wastewater AMP.
- Old records found reduced the scope of work needed to address water utility needs.
- Water Street water service separations are planned to be added to the Butler Street project.
- Asphalt repairs on Culver Street between Water and Griffith could be done independently of any potential sanitary sewer lining that could be needed.
- Updated amounts for sidewalk replacements that Public Works have been working on.
- Updated costs of Park Street.
- Added row for "As Needed Asphalt Repairs" for asphalt resurfacing, slurry sealing, and more extensive patching.

What are the inputs used to guide the prioritization process?

- Asphalt condition PASER rating
- Utility needs (both sewer and water)
- Traffic volume
- Traffic type (residential vs. commercial vehicles)
- Non-motorized improvements or needs

- Drainage and storm water
- Maintenance needs
- Outside funding availability and opportunities
- Resident feedback
- Council input
- City staff input

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to adopt the Capital Improvements Plan as presented for the 2026 construction season.

City of Saugatuck

Capital Improvements Plan 2026-2031

February 24, 2026

Project	Estimated Const. Year	Anticipated Funding Source(s)	Anticipated Project Cost By Year							Total	Notes
			FY2025-26	FY2026-27	FY2027-28	FY2028-29	FY2029-30	FY2030-31	FY2031-32		
Roadways (Streets, Sidewalks, Streetscapes, Storm Sewer & Bridges)											
Gravel Road Maintenance	Ongoing	Local	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 65,000	Grading, dust control, millings by DPW
Update PASER Ratings/Study	Ongoing	Local		\$ 8,000				\$ 10,000		\$ 18,000	Last updated in 2022
Sidewalk Repairs	Ongoing	Local	\$ 10,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 160,000	By DPW
Annual Pavement Markings	Ongoing	Local	\$ 36,000	\$ 38,000	\$ 40,000	\$ 42,000	\$ 44,000	\$ 46,000	\$ 48,000	\$ 294,000	Annual restriping.
As-Needed Asphalt Repairs/Improvements	Ongoing	Local		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000	Mill & fill, slurry seal, chip seal, etc.
Culvert & Storm Sewer Outfall Inspections	Ongoing	Local		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 30,000	Combination of diving, rover, CCTV and simple visual anticipated.
Maple Street Improvements, Blue Star Hwy to S of North Street	2026	Local/Township/MDOT Category B	\$ 330,000	\$ 800,000						\$ 1,130,000	2026 construction season
Maple Street Drainage Improvements	2026	Local	\$ 60,000	\$ 65,000						\$ 125,000	Underground detention and related improvements, 2026 construction
Maple Street Sidewalk Improvements	2026	Local	\$ 100,000	\$ 900,000						\$ 1,000,000	2026 construction season
Mary Street Resurfacing, Water to Butler	2026	Local	\$ 45,000							\$ 45,000	2026 construction season, coordinated with Maple Street.
Elizabeth Street Improvements, Allegan St to Francis St	2027	Local	\$ 27,000	\$ 400,000	\$ 350,000					\$ 777,000	2026 planning & design, 2027 construction.
Blue Star Highway - West Side Valley Gutter & Shoulder Repairs	2027?	Local, Potentially MDOT/MDNR		\$ 10,000						\$ 10,000	DPW is coordinating the work with the Blue Star Trail project.
Grant Street (Holland to Elizabeth) and Elizabeth Street (Grant to North)	2028	Local		\$ 50,000	\$ 300,000	\$ 250,000				\$ 600,000	2027 design, 2028 construction.
Park Street, Campbell Rd to Mt. Baldhead Park	2029	Local/EGLE MCMP grant	\$ 20,000	\$ 100,000	\$ 300,000	\$ 1,000,000	\$ 1,000,000			\$ 2,420,000	2026 planning, 2027-2028 design, 2029 construction.
Lucy Street Resurfacing - Water to Holland, with sidewalk	2030	Local			\$ 30,000	\$ 100,000	\$ 150,000	\$ 150,000		\$ 430,000	2028 planning, 2029 design, 2030 construction.
Newnham Street Improvements	2030	Local			\$ 10,000	\$ 30,000	\$ 120,000	\$ 120,000		\$ 280,000	2028 planning, 2029 design, 2030 construction.
Butler Street Improvements - Culver to Lucy	2031	Local + TBD (pot. MDOT)				\$ 50,000	\$ 250,000	\$ 800,000	\$ 800,000	\$ 1,900,000	2028-2029 planning, 2030 design, 2031 construction.
Hoffman Street Improvements - Griffith to Grand	2032-2033	Local					\$ 40,000	\$ 150,000	\$ 150,000	\$ 340,000	2030 planning, 2031 design, 2032-2033 construction.
Grand Street Improvements - Francis to Spear	2032-2033	Local					\$ 40,000	\$ 125,000	\$ 125,000	\$ 290,000	2030 planning, 2031 design, 2032-2033 construction.
Mason Street Improvements - Grand to Elizabeth	2032-2033	Local					\$ 25,000	\$ 125,000	\$ 125,000	\$ 275,000	2030 planning, 2031 design, 2032-2033 construction.
Spear Street Resurfacing - East and West of Grand	2032-2033	Local					\$ 25,000	\$ 100,000	\$ 100,000	\$ 225,000	2030 planning, 2031 design, 2032-2033 construction.
Mill Street Improvements	2034	Local							\$ 20,000	\$ 20,000	2032 planning, 2033 design, 2034 construction.
Lakeview, Brooks & Interlaken Street Improvements	2034	Local							\$ 10,000	\$ 10,000	2032 planning, 2033 design, 2034 construction.
Subtotal Roadways			\$ 633,000	\$ 2,461,000	\$ 1,120,000	\$ 1,562,000	\$ 1,784,000	\$ 1,716,000	\$ 1,468,000	\$ 10,744,000	
Water System											
Lead Service Line Replacement - Systemwide	2026-2038	Local, Potentially State/Federal	\$ 50,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,850,000	Annually addressing services prior to road work plus others.
Maple Street Water Main Replacement - Blue Star to S of North Street	2026	Local/Township	\$ 450,000	\$ 400,000						\$ 850,000	2026 construction season
Water Street Gate Valve Installation	2026	Local	\$ 85,000							\$ 85,000	2026 construction season, coordinated with Maple Street.
Elizabeth Street Water Main Replacement - Hoffman to Main	2027	Local		\$ 150,000	\$ 150,000					\$ 300,000	Coordinated with road improvements.
Park Street Water Main Improvements	2029	Local			\$ 10,000	\$ 50,000	\$ 50,000			\$ 110,000	Non-traffic hydrant replacement & misc. improvements.
Lucy Street Water Main Replacement - Water to Butler	2030	Local				\$ 30,000	\$ 80,000	\$ 80,000		\$ 190,000	Coordinated with road improvements.
Newnham Street Water Main Extension	2030	Local				\$ 10,000	\$ 60,000	\$ 60,000		\$ 130,000	Coordinated with road improvements.
400 Block Water Street Water Service Separation	2031	Local					\$ 5,000	\$ 30,000	\$ 30,000	\$ 65,000	Shared water service from Main St under existing buildings
Butler Street Water Main Replacement - Culver to Lucy	2031	Local					\$ 175,000	\$ 750,000	\$ 750,000	\$ 1,675,000	Coordinated with road improvements.
Non-Traffic Hydrant Replacement	2031-2032	Local							\$ 100,000	\$ 100,000	Those not replaced as part of other projects.
Hoffman Street Water Main Replacement - Griffith to Grand	2032-2033	Local					\$ 20,000	\$ 100,000	\$ 100,000	\$ 220,000	Coordinated with road improvements.
Grand Street Water Main Replacement - Francis to Spear	2032-2033	Local					\$ 20,000	\$ 75,000	\$ 75,000	\$ 170,000	Coordinated with road improvements.
Subtotal Water System			\$ 585,000	\$ 850,000	\$ 460,000	\$ 390,000	\$ 710,000	\$ 1,395,000	\$ 1,355,000	\$ 5,745,000	
Wastewater System											
Maple Street Sanitary Sewer Improvements	2026	Local/Township		\$ 5,000						\$ 5,000	Addressed with road improvements.
Elizabeth Street Sanitary Sewer Improvements	2027	Local	\$ 5,000	\$ 45,000	\$ 35,000					\$ 85,000	Coordinated with road improvements, scope TBD.
Park Street Sanitary Sewer Improvements	2029	Local			\$ 20,000	\$ 85,000	\$ 75,000			\$ 180,000	Coordinated with road improvements, scope TBD.
Newnham Sanitary Sewer Replacement	2030	Local				\$ 10,000	\$ 75,000	\$ 75,000		\$ 160,000	Coordinated with road improvements, scope TBD.
Sanitary Sewer Lining - Systemwide	2030	Local					\$ 25,000	\$ 250,000		\$ 275,000	Portions of Butler, Culver, Mary & Grand (per SAW).
Sanitary Manhole Rehabilitation - Systemwide	2030	Local					\$ 25,000	\$ 250,000		\$ 275,000	Locations as identified in wastewater AMP (SAW).
Mason Street Sanitary Sewer Replacement - Grand to Elizabeth	2032-2033	Local					\$ 10,000	\$ 150,000	\$ 150,000	\$ 310,000	Coordinated with road improvements.
Subtotal Wastewater System			\$ 5,000	\$ 50,000	\$ 55,000	\$ 95,000	\$ 210,000	\$ 725,000	\$ 150,000	\$ 1,290,000	
Other											
Mt. Baldhead Restroom Building Replacement	2025-2026	Local	\$ 75,000							\$ 75,000	Spring 2026 completion.
DPW Resurfacing	2026	Local	\$ 40,000	\$ 120,000						\$ 160,000	2026 construction season, coordinated with Maple Street.
Sea Wall and Misc. Structure Repairs	2026	Local	\$ 170,000							\$ 170,000	2026 construction season, coordinated with Maple Street.
Chain Ferry Ramp Repairs	2026	Local	\$ 50,000							\$ 50,000	Spring 2026 project.
Mt. Baldhead Parking Lot Maintenance and Improvements	2026	Local	\$ 5,000	\$ 10,000						\$ 15,000	Work anticipated to be performed by DPW - millings, etc.
Village Square Restroom Building Siding Replacement	2026	Local	\$ 10,000	\$ 25,000						\$ 35,000	Placeholder for scope and timeframe TBD.
Village Square Court Improvements	2026-2027	Local, Donor, MDNR	\$ 30,000	\$ 240,000						\$ 270,000	2026 design, fall 2026 or spring 2027 construction.
Mt. Baldhead Observation Platform Replacement	2026-2027	Local + TBD	\$ 20,000	\$ 300,000						\$ 320,000	2026 design, fall 2026 or spring 2027 construction.
Village Square & Wicks Park Restroom Interior Renovation	2027	Local	\$ 10,000	\$ 50,000	\$ 50,000	\$ 50,000				\$ 160,000	2026 planning, design and construction TBD
City Hall Interior Renovation	2027?	Local	\$ 5,000	\$ 35,000	\$ 150,000	\$ 100,000				\$ 290,000	Planning ongoing, design and construction TBD
Mt. Baldhead Stairs & River Deck Improvements	2028	Local + TBD		\$ 50,000	\$ 500,000	\$ 450,000				\$ 1,000,000	Planning/design in 2027, construction in 2028.
Blue Star Trail Development	TBD	Local, Township, FOBST, MDOT, MDNR									Final budget and timeframe TBD.
Lake Street & Blue Star Highway Traffic Signal	TBD	Local, MDOT									Final budget and timeframe TBD.
Shoreline Master Planning	TBD	Local + TBD									Final budget and timeframe TBD.
Subtotal Other			\$ 415,000	\$ 830,000	\$ 700,000	\$ 600,000	\$ -	\$ -	\$ -	\$ 2,545,000	

Note: Project costs shown are budgetary in nature (in current dollars) for comparison only to be refined during project planning & design.

City of Saugatuck
Water and Wastewater Capital Improvements Plan
2026-2038
February 24, 2026

Ongoing projects anticipated to be completed prior to full authority

Project	Est. Const. Year	Est. Total Project Cost	Estimated Water Cost	Estimated Sewer Cost	Estimated Road Rest. Cost	Anticipated Project Cost By City Fiscal Year													Comments
						FY2025-2026	FY2026-2027	FY2027-2028	FY2028-2029	FY2029-2030	FY2030-2031	FY2031-2032	FY2032-2033	FY2033-2034	FY2034-2035	FY2035-2036	FY2036-2037	FY2037-2038	
Maple Street Water Main Replacement (Maple to S of North)	2026	\$ 1,980,000	\$ 850,000	\$ -	\$ 1,130,000	\$ 780,000	\$ 1,200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	City/Township project.
Water Street Gate Valve Installation	2026	\$ 85,000	\$ 70,000	\$ -	\$ 15,000	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	City project being completed with Maple Street contract.
Elizabeth Street Water Main Replacement (Hoffman to Main)	2027	\$ 500,000	\$ 300,000	\$ -	\$ 200,000	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	City project, planning/design in 2026, construction in 2027.
Total		\$ 2,565,000	\$ 1,220,000	\$ -	\$ 1,345,000	\$ 865,000	\$ 1,450,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Future projects anticipated to be completed as part of full authority

Project	Est. Const. Year	Est. Total Project Cost	Estimated Water Cost	Estimated Sewer Cost	Estimated Road Rest. Cost	Anticipated Project Cost By City Fiscal Year													Comments
						FY2025-2026	FY2026-2027	FY2027-2028	FY2028-2029	FY2029-2030	FY2030-2031	FY2031-2032	FY2032-2033	FY2033-2034	FY2034-2035	FY2035-2036	FY2036-2037	FY2037-2038	
Remaining Lead Service Line Replacement	2028-2038	\$ 3,840,000	\$ 3,200,000	\$ -	\$ 640,000	\$ -	\$ -	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 340,000	Approx. 480 services x \$8,000 average (incl. engineering)
Park Street Utility Improvements	2029	\$ 290,000	\$ 100,000	\$ 180,000	\$ 10,000	\$ -	\$ -	\$ 30,000	\$ 135,000	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Non-traffic hydrant replacement & misc. improvements w/ City road project.
Lucy Street Water Main Replacement (Water to Butler)	2030	\$ 430,000	\$ 180,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 190,000	\$ 190,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Water main replacement and road resurfacing (City would also do sidewalk ext.)
Newnham Street Water & Sanitary Sewer Replacement	2030	\$ 290,000	\$ 130,000	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 135,000	\$ 135,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Gravel road - address shared water service and poor condition sewer with road imps by City.
Systemwide Sanitary Sewer Lining	2030	\$ 275,000	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Per SAW (items not addressed with other projects)
Systemwide Sanitary Manhole Rehabilitation	2030	\$ 275,000	\$ -	\$ 200,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Per SAW (items not addressed with other projects)
400 Block Water Street Water Service Separation	2031	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Shared water service from Main St under existing buildings
Butler Street Water Main Replacement (Culver to Lucy)	2031	\$ 2,400,000	\$ 1,675,000	\$ -	\$ 725,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 1,100,000	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Sewer lining with systemwide project.
Non-Traffic Hydrant Replacement	2031-2032	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Remaining public hydrants not replaced with other projects per STFD list.
Hoffman Street Water Main Replacement (Griffith to Grand)	2032-2033	\$ 560,000	\$ 220,000	\$ -	\$ 340,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Grand Street Water Main Replacement (Francis to Spear)	2032-2033	\$ 290,000	\$ 170,000	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Mason Street Sanitary Sewer Replacement (Grand to Elizabeth)	2032-2033	\$ 400,000	\$ -	\$ 250,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 170,000	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Total		\$ 9,150,000	\$ 5,775,000	\$ 1,065,000	\$ 2,310,000	\$ -	\$ -	\$ 380,000	\$ 555,000	\$ 1,055,000	\$ 2,445,000	\$ 2,100,000	\$ 870,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 340,000	

Note: Project costs shown are budgetary in nature (2026 dollars) for comparison only to be refined during project planning & design.



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: March 18, 2026

SUBJECT: Early Voting agreement with Saugatuck Township and the City of the Village of Douglas.

DESCRIPTION:

Following the adoption of Proposal 2022-2, the Michigan Constitution requires municipalities to provide at least one early voting site for statewide and federal elections. Municipalities may meet this requirement individually or by entering into a joint agreement with other jurisdictions.

The previous early voting agreement between the City of Saugatuck and Saugatuck Township has concluded. In preparation for upcoming elections, the clerks from the City of Saugatuck, Saugatuck Township, and the City of the Village of Douglas have discussed entering into a new tri-community agreement to jointly conduct the required nine (9) days of early voting.

Under the proposed agreement, the City of the Village of Douglas would host the Early Voting site. Early voting must occur for at least eight (8) hours each day, beginning the second Saturday before the election through the Sunday before Election Day. Each participating jurisdiction would be responsible for staffing and operating the site for three (3) of the nine (9) days.

This partnership allows the communities to share costs and resources while ensuring compliance with state requirements and maintaining convenient early voting access for residents.

Staff recommends approval of Resolution 260323-A adopting the early voting site and municipal agreement with Saugatuck Township and the City of the Village of Douglas.

BUDGET ACTION REQUIRED: No Action Necessary.

COMMITTEE/COMMISSION REVIEW: N/A

LEGAL REVIEW: Yes.

SAMPLE MOTION:

Motion to approve/deny Resolution 260323-A adopting early voting site and municipal agreement with Saugatuck Township and the City of the Village of Douglas.

CITY OF SAUGATUCK

COUNTY OF ALLEGAN

RESOLUTION NO. 260323-A

RESOLUTION ADOPTING EARLY VOTING SITE AND MUNICIPAL AGREEMENT

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

RECITALS

Whereas, the voters in Michigan on November 8, 2022, approved the passage of Proposal 22-2, which in part, entitles voters the right, once registered, to vote in each statewide and Federal election in person at an early voting site prior to election day, open for nine (9) consecutive days for at least eight hours each day; and

Whereas, the Early Voting Precinct for all City of Saugatuck registered votes will be held at The City of the Village of Douglas, 415 W. Wiley Road, Suite 103, Douglas, MI 49406 as it meets polling place requirements; and

Whereas, the Early Voting Precinct for statewide state and federal elections will be open for nine (9) consecutive days beginning the second Saturday before election day through the Sunday before election day during the hours of 8 a.m. to 4 p.m.; and

Whereas, the City Clerk is allowed to set additional hours for Early Voting, add additional days of Early Voting, and allow Early Voting for an election that is not a statewide or Federal election, by this resolution; and

Whereas, all Early voting dates and times will be posted sufficiently prior to every applicable election to notify voters; and

Whereas, the City wishes to operate a joint early voting site with Saugatuck Township and the City of the Village of Douglas.

Now Therefore Be It Resolved that:

1. The City Early Voting Precinct is established at The City of the Village of Douglas, 415 W. Wiley Road, Suite 103, Douglas, MI 49406.
2. The City adopts the Agreement for Election Services attached to this resolution providing for the City Hall as the joint early voting site.

3. The Clerk is authorized to execute the Agreement and take all other actions necessary and proper to finalize and commence the purposes of the Agreement.
4. All resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, repealed.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this 23rd day of March 2026

CITY OF SAUGATUCK

BY: _____
Holly Anderson, Mayor

BY: _____
Jamie Wolters, City Clerk

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 City Council at a regular meeting held March 23rd, 2026.

Signed: _____
Jamie Wolters, City Clerk

AGREEMENT FOR ELECTION SERVICES

BETWEEN THE CITY OF THE VILLAGE OF DOUGLAS, SAUGATUCK TOWNSHIP AND
CITY OF SAUGATUCK IN ALLEGAN COUNTY

This Municipal Joint Early Voting Site Agreement (the "Agreement") is made between The City of the Village of Douglas, 415 W. Wiley Road, Suite 103, Douglas, MI 49406, Saugatuck Township, 3461 Blue Star Hwy, Saugatuck, MI 49453 and City of Saugatuck, 102 Butler St, Saugatuck, MI 49453. In this Agreement, each municipality will be represented by their respective clerk in their official capacity. The municipalities may be referred to individually as a "party" or "participating municipality" and jointly as "parties" or "participating municipalities."

PURPOSE OF THE AGREEMENT. The municipalities enter into this Agreement pursuant to Article II, Section 4(m) of the Michigan Constitution of 1963 and the Michigan Election Law, 1954 Public Act 116, MCL 168.720a *et seq.*, for the purpose of operating a joint early voting site.

Name of municipality	Number of precincts in municipality	Number of registered electors in municipality
City of the Village of Douglas	1	1410
Saugatuck Township	1	3289
City of Saugatuck	1	832

1. **DEFINITIONS.** The following words and expressions used throughout this Agreement, whether used in the singular or plural, shall be defined, read, and interpreted as follows:

- 1.1 **Agreement** means the terms and conditions of this Agreement and any other mutually agreed to written and executed modification, amendment, exhibit, and attachment to this Agreement.
- 1.2 **Coordinator** means the individual designated by the clerks of the participating municipalities and identified as the individual responsible for providing oversight to ensure sufficient resources are available and timely dispatched to each early voting site and monitoring the administrative requirements of early voting for the participating municipalities.
- 1.3 **Early Voting Plan** means the document and any addenda to the document outlining the manner in which early voting will be provided in a county or municipality, as described in MCL 168.720a *et seq.* The requirements of an early voting plan are described in MCL 168.720h(3).
- 1.4 **Election Services** encompasses the following individual Election Services provided by either municipality's Elections Division.
- 1.5 **Legislative Body of the Municipality** means the city council or township board elected or appointed and serving in the municipality.
- 1.6 **Municipality** means any participating municipality, which are entities created by state or local authority or which are primarily funded by or through state or local authority, including, but not limited to, their council, Board, departments, divisions, elected and

appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, volunteers, and/or any such persons' successors.

1.7 **QVF** means the Qualified Voter File as described in MCL 168.509m.

1.8 **QVF Controller** means the individual appointed by the county clerk and identified as the Qualified Voter File (QVF) administrator of early voting information within the QVF.

1.9 **Site Supervisor** means the participating municipal clerk or a member of the county clerk's staff who shall act as supervisor for each day of early voting. The county clerk may appoint a different participating municipal clerk or member of the county clerk's staff to act as a supervisor for different days of early voting.

2. PARTIES TO AN AGREEMENT.

2.1 This Agreement is entered into between three municipalities wholly located within Allegan county.

3. SCOPE OF THE AGREEMENT.

3.1 This Agreement applies to all elections.

4. COORDINATOR.

4.1 Alyssa Ramirez (The City of the Village of Douglas), Lori Babinski (Saugatuck Township) and Sara Williams (City of Saugatuck) will serve as coordinators of the joint early voting site and will be responsible for organizing and monitoring the administrative requirements, including staffing, of early voting for the participating municipalities.

4.1.1 In the event that that a coordinator is unable to personally supervise and staff each early voting site on each day of early voting, the coordinator may designate early voting site supervisors to assist with the staffing and supervision of early voting.

4.1.2 If the event Alyssa Ramirez, Lori Babinski and Sara Williams become unavailable for any reason, they shall confer among themselves and determine a new coordinator(s) and shall submit a revised early voting plan to the Department, reflecting the new coordinator(s).

5. QVF CONTROLLER.

5.1 Laura Kasper (The City of the Village of Douglas) will serve as the Qualified Voter File (QVF) administrator of early voting information within the QVF. The controller's duties will involve setting up the necessary voting regions, user access, and application access needed for the sites designated in the Agreement. The QVF controller must meet the security requirements of a QVF user. The QVF controller can be the same as the coordinator as long as the appropriate QVF training is completed.

5.2 Alyssa Ramirez (The City of the Village of Douglas) will serve as backup Qualified Voter File (QVF) administrator, would assume the responsibilities of Qualified Voter File (QVF) administrator. If the backup Qualified Voter File (QVF) administrator is unavailable for any reason, the clerks of the participating municipalities will determine the new Qualified

Voter File (QVF) administrator among themselves and would submit a revised early voting plan to that effect to the Department.

6. APPROVAL OF EARLY VOTING SITES.

- 6.1** Pursuant to MCL 168.662, the Legislative Body in each participating municipality will designate as options at least one place and no more than two places that meet the requirements for an early voting site.
- 6.2** The clerks of the participating municipalities will select the joint early voting site or sites from those options.
- 6.3** The Parties designate the City Hall of the City of the Village of Douglas, 415 W. Wiley Road, Suite 103, Douglas, MI 49406, as the initial early voting site. The Legislative Bodies may change, add, or remove the initial early voting site and any other voting sites by resolution to the sections above.

7. APPOINTMENT OF ELECTION INSPECTORS.

- 7.1** The Douglas Board of Election Commissioners (the “Commission”) is responsible for the appointment of election inspectors. Reference EXHIBIT A: Early Voting Plan, Early Voting Equipment Information.
- 7.2** At least 31 days before each statewide and federal election, the Commission will appoint for each early voting site at least 3 election inspectors and as many more as the Commission determines is required for the efficient, speedy, and proper conduct of the election.
- 7.3** The Commission will further designate one appointed election inspector from each early voting site as chairperson.
- 7.4** The selection of election inspectors will be governed by MCL 168.674.

8. APPROVAL OF EARLY VOTING HOURS.

- 8.1** Prior to the submission of an Agreement or early voting plan, the clerks of the participating municipalities will do all of the following:
 - 8.1.1** Review and approve the early voting-site hours as set forth in this Agreement. For the nine early voting days guaranteed by the Constitution and for statewide and federal elections, the initial early voting hours will be from 8 a.m. to 4 p.m.
 - 8.1.2** The parties may modify the dates and hours that early voting will be provided at the approved joint early vote site or sites by written agreement and resolution of the Commission.
 - 8.1.3** The hours specified in this Agreement apply to all elections.

9. NOTICE OF EARLY VOTING HOURS.

- 9.1** Not less than 45 days before Election Day, the clerk of each participating municipality will give public notice of the dates and hours for early voting at the joint early voting site or sites by posting of the notice on each participating municipality’s website and any other publication or posting the clerk considers advisable.

10. BUDGET AND COST SHARING.

10.1.1 The early voting budget and cost sharing and chargeback procedures shall be as follows:

10.1.2 The participating municipalities shall share all costs associated with the conduct of early voting at the joint early voting site or sites equally. The facility shall be provided at no cost. Each participating municipality shall be responsible for the staffing costs associated with three (3) of the nine (9) days of early voting.

11. STAFFING AND SUPERVISION

11.1 The coordinator is responsible for ensuring adequate staffing and supervision at early voting sites including selection of the site supervisor who oversees a specific early voting site(s).

11.2 The site supervisor shall operate in the same manner and have the same authority as a municipal clerk operates in an election day polling place.

11.3 The site supervisors for early voting sites are listed in the attached Exhibit B.

12. TABULATORS AND EARLY VOTING POLL BOOK LAPTOPS AT EARLY VOTING SITE(S).

12.1 Within 90 days of the submission of an Agreement or Early Voting Plan, the clerks of the participating municipalities will do all of the following:

12.1.1 Determine the number of tabulators and early voting poll book laptops or other voting equipment that are necessary at each early voting site. Reference EXHIBIT A: Early Voting Plan, Early Voting Equipment Information.

12.1.2 Determine which municipality will provide the tabulators and early voting poll book laptops or other voting equipment. Reference EXHIBIT A: Early Voting Plan, Early Voting Equipment Information.

12.1.3 Designate which board of election commissioners is responsible for conducting testing of the electronic voting equipment. Reference EXHIBIT A: Early Voting Plan, Early Voting Equipment Information.

12.2 The coordinator will be responsible for taking necessary steps to set up the early voting poll book and early voting poll book laptops.

12.2.1 If the coordinator is not a clerk, the clerks of the participating municipalities must decide among themselves which clerk is responsible for taking the necessary steps to set up the early voting poll book and early voting poll book laptops.

12.3 Tabulators and early voting poll book laptops used at each joint early voting site must be configured in one of the ways set forth in MCL 168.720j(5).

13. CLOSING PROCEDURES DURING EARLY VOTING AND ON ELECTION DAY

13.1 During Early Voting, the coordinator must ensure compliance with the closing procedures described in MCL 168.720j(8) and 720j(9) and any instructions issued by the Secretary of State

- 13.2** During Early Voting, the coordinator must ensure that specified election materials are secured in compliance with MCL 168.720j(10) and any instructions issued by the Secretary of State.
- 13.3** At the conclusion of Election Day, the coordinator must ensure compliance with the closing procedures described in MCL 168.720j(11) and any instructions issued by the Secretary of State.
- 14. CANVASS OF EARLY VOTE RETURNS AND REPORTING OF EARLY VOTING RESULTS**
- 14.1** The Commission is responsible for appointing the receiving board or group of election inspectors to canvass the early vote returns on Election Day and report early voting results to the county clerk.
- 14.2** At the conclusion of Election Day, the coordinator must ensure compliance with the canvass and reporting requirements described in MCL 168.720j(11)-(14) and MCL 168.801-810.
- 15. EXECUTION OF MUNICIPAL JOINT EARLY VOTE SITE AGREEMENT.**
- 15.1** A municipal Joint Early Voting Site Agreement must be finalized and signed by all participating municipalities:
- 15.1.1** No later than 125 days before the first regularly scheduled statewide or federal election in each even numbered year.
- 15.1.2** No later than 90 days before a special statewide or federal election.
- 16. EARLY VOTING PLAN.**
- 16.1** No later than 120 days before the first statewide or federal election in each even numbered year, the coordinator will be responsible for ensuring an early voting plan, attached as Exhibit A, is filed with the county clerk of the county in which the municipalities are located.
- 17. NOTICE TO SOS OF CHANGES TO LOCATIONS, DAYS, AND HOURS OF EARLY VOTING.**
- 17.1** No later than 45 days before the first early voting day allowed by statute, the coordinator will be responsible for providing the Secretary of State with any changes made to a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by the participating municipalities. This ensures that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.
- 18. DURATION OF MUNICIPAL JOINT EARLY VOTE SITE AGREEMENT.**
- 18.1** This Agreement and any amendments will be effective when executed by all Parties, as evidenced by the signature of each participating municipal clerk.
- 18.2** This Agreement shall remain in effect for a period of two (2) years from the effective date (the "Expiration Date"), unless earlier terminated in accordance with the provisions set forth herein. The participating municipalities agree that any renewal, cancellation, or termination of this Agreement shall be conducted in accordance with mutually agreed-upon terms established by the parties.

19. CANCELLATION, MODIFICATION, AND TERMINATION OF MUNICIPAL JOINT EARLY VOTE SITE AGREEMENT.

- 19.1** Upon mutual written agreement, the parties may terminate this Agreement prior to the Expiration Date for any reason. Upon such termination, the clerk of each participating municipality must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided. The parties may amend this Agreement by a signed writing. Last, the parties agree to cooperate in order to meet the obligations of Michigan law, and to closely follow the terms of this Agreement as possible. Should a provision of this Agreement not be in conformance with Michigan law, in lieu of termination or formal amendment, the parties may carry out the goals of this Agreement in conformance with Michigan law.
- 19.2** A party to may withdraw from this Agreement by providing at least 30 days' written notice to the other Parties to the Agreement. If a participating municipality withdraws from this Agreement, its clerk must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided.
- 19.3** A party may not withdraw from this Agreement during the period beginning 150 days before the first statewide November election in an even numbered year and ending on the completion of the county canvass for the statewide general November election in that even numbered year.
- 19.4** If the Agreement covers any elections in addition to statewide and federal elections, a Party may not withdraw from the Agreement during the period beginning 150 days before the election covered under the Agreement and ending on the completion of the county canvass for that election.

_____ Printed name of Clerk 1	_____ Signature of Clerk 1	_____ Date
_____ Printed name of Clerk 2	_____ Signature of Clerk 2	_____ Date
_____ Printed name of Clerk 3	_____ Signature of Clerk 3	_____ Date

EXHIBIT A: Early Voting Plan

No later than 120 days before the first statewide or federal election in each even numbered year, the coordinator is responsible for ensuring an Early Voting Plan, covering the parties to the Municipal Agreement, is filed with the county clerk of the county in which the municipalities are located.

Not less than 45 days before the first early voting day allowed by statute, the coordinator will be responsible for providing the Secretary of State any changes made to a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by the participating municipalities. This ensures that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

Plan Coverage: Municipal Agreement

Coordinator of Municipal Agreement:

Name of Coordinator	Position	Email Address	Phone Number
Alyssa Ramirez	Deputy Clerk	info@douglasmi.gov	269-857-1438
Lori Babinski	Deputy Clerk	lori@saugatucktownshipmi.gov	269-857-7721
Sara Williams	Deputy Clerk	sara@saugatuckcity.com	269-857-2603

Municipality 1:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
City of the Village of Douglas	Laura Kasper	1	1410

Municipality 2:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Saugatuck Township	Cindy Osman	1	3289

Municipality 3:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
City of Saugatuck	Jamie Wolters	1	832

Early Voting Location Information:

	Early voting site #1
Location of site	City of the Village of Douglas City Hall
Municipalities served at site	City of the Village of Douglas Saugatuck Township City of Saugatuck
Number of Election Workers at site	3-5
Is this an EV site for all 9 days of Constitutionally-required early voting? (Y/N)	Yes
Hours for 9 days of Constitutionally-required early voting	8:00 a.m. – 4:00 p.m.
How many (if any) additional days of early voting will be provided at this site?	None
Hours for any additional days of early voting	N/A
Is this site ADA compliant?	Yes
In selecting this site, did you take into account expected turnout, population density, public transportation, accessibility, travel time, travel patterns, and any other relevant considerations?	Yes

Early Voting Equipment Information:

	Early voting site #1
Number of tabulators at site	One
Municipality responsible for providing tabulators	City of the Village of Douglas
Number of early voting poll book laptops	One
Municipality responsible for providing early voting poll book laptops	Saugatuck Township
Clerk responsible for taking the necessary steps to set up the early voting poll book laptops	Clerks and Deputy Clerks from: City of Village of Douglas Saugatuck Township City of Saugatuck
Board of election commissioners responsible for testing equipment	City of Village of Douglas Saugatuck Township City of Saugatuck

EXHIBIT B: SITE SUPERVISORS

Early Voting Site Supervisors:

	Supervisor at Early voting site #1
Early Voting Day 1	Laura Kasper, Cindy Osman or Jamie Wolters
Early Voting Day 2	Laura Kasper, Cindy Osman or Jamie Wolters
Early Voting Day 3	Laura Kasper, Cindy Osman or Jamie Wolters
Early Voting Day 4	Laura Kasper, Cindy Osman or Jamie Wolters
Early Voting Day 5	Laura Kasper, Cindy Osman or Jamie Wolters
Early Voting Day 6	Laura Kasper, Cindy Osman or Jamie Wolters
Early Voting Day 7	Laura Kasper, Cindy Osman or Jamie Wolters
Early Voting Day 8	Laura Kasper, Cindy Osman or Jamie Wolters
Early Voting Day 9	Laura Kasper, Cindy Osman or Jamie Wolters

Describe the communication strategy for informing electors of their opportunity for early voting:

Notice mailed via USPS to all City of Village of Douglas, Saugatuck Township and City of Saugatuck voters.



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: March 18, 2026

SUBJECT: Cemetery Services Agreement Extension

DESCRIPTION:

Saugatuck Township has requested extending the agreement for cemetery services. This agreement allows City residents to purchase burial and cremation plots at the in-district rate (\$500 burial plot, \$350 cremation), which is significantly lower than the out-of-district rate (\$2,500 burial plot, \$1,750 cremation). In exchange, the City contributes a share of the cemetery's lawn care costs based on population.

Costs

- The City's share is for lawn care only and does not include other cemetery operations or future capital improvements. The lawn care cost under the two-year extension will be \$6,000 for year 1 and \$6,370 for year 2.

Benefits

- City residents will continue to save substantially on burial and cremation plots.
- The Township Manager advised in "2024 and 2025, Saugatuck City residents purchased 12 burial plots at the in-district rate, totaling \$6,000. If those same plots had been purchased at the out-of-district rate, the total cost would have been \$30,000, representing a savings of \$24,000 to City residents."

Attached is the previous agreement and proposed extension.

BUDGET ACTION REQUIRED:

None. Sufficient dollars were budgeted.

LEGAL REVIEW:

The extension language has been sent to legal for review.

SAMPLE MOTION:

Motion to approve the cemetery services agreement extension between Saugatuck Township and the City of Saugatuck.

CEMETERY SERVICES AGREEMENT EXTENSION

This Cemetery Services Agreement Extension (the "Extension") is made between Saugatuck Township and the City of Saugatuck.

TERMS AND CONDITIONS

1. In exchange for the consideration required by this Extension, the Cemetery Services Agreement signed by the parties on January 12, 2022 (the "Agreement") is hereby renewed and extended through June 30, 2027.
2. This Extension shall be retroactive back to the date of the Agreement's expiration (June 30, 2025) to the fullest extent permissible by law.
3. As compensation of services performed by the Township in the Extension term, the City shall pay the Township in accordance with the following schedule:

On or before March 31, 2026 - \$6,000 for services rendered between July 1, 2025 and June 30, 2026

On or before March 31, 2027 - \$6,370.00 for services rendered between July 1, 2026 and June 30, 2027

4. All other provisions of the Agreement shall remain in full force and effect to the extent not inconsistent with this Extension.

The parties have signed this Extension as of the date first written above.

SAUGATUCK TOWNSHIP

CITY OF SAUGATUCK

By: _____
Abby Bigford, Supervisor

By: _____
, Mayor

By: _____
Cindy Osman, Township Clerk

By: _____
, City Clerk

Date signed: _____, 2026

Date signed: _____, 2026

CEMETERY SERVICES AGREEMENT

THIS CEMETERY SERVICES AGREEMENT ("Agreement") is made as of Jan 12, 2021, between Saugatuck Township, a Michigan general law township, the business address of which is 3461 Blue Star Hwy, Saugatuck Michigan 49453 ("Township") and the City of Saugatuck, a Michigan home rule city, the business address of which is 102 Butler Street, Saugatuck, Michigan 49453-0086 ("City").

RECITALS

A. Act No. 113 of the Public Acts of 1915 authorizes a municipal corporation to join with another to operate, perform or provide a service which each has the power to provide separately.

B. The Township and the City are authorized to acquire, operate, and perpetually maintain cemeteries.

C. The City does not have a cemetery. The Township is the owner of two cemeteries within the Township, known as Riverside Cemetery and Douglas Cemetery (collectively, the "Cemeteries"). For a number of years, the City and Township have shared the costs of operating the Cemeteries, in exchange for which City residents are treated identically to Township residents for purposes of acquiring burial grounds and operations.

D. The Township and City desire to contract to share in the costs of lawn care maintenance of the Cemeteries; in exchange for which City residents will be treated identically to Township residents for purposes of acquiring burial grounds and operations.

AGREEMENT

In consideration of the mutual covenants and agreements contained herein, the sufficiency of which is acknowledged, the parties agree as follows:

1. Provision of Cemetery Services. During the term of this Agreement the Township will provide the following cemetery services to residents of the City on terms identical to those afforded to residents of the Township: operation and improvement of the Cemeteries; the provision of care for graves in the Cemeteries; and, permitting the purchase and maintenance of burial sites and rights at Township taxpayer/resident rates.

2. Other Terms of Services. The Cemeteries shall be available for use by City and Township residents subject to such rules, regulations and charges pertaining to the use of the Cemeteries established by the Township Board and consistent with the terms of this Agreement, and the availability of the Cemeteries shall be the same for each entity and their constituents. Without limitation, City residents will pay the same rates for grave burial rights as Township taxpayer/residents.

3. Administration and Operation. Except as expressly provided in this Agreement, the Township shall be responsible for administering, operating and maintaining all aspects of the Cemeteries including, without limitation, an obligation to maintain all requisite insurance coverages, provide training for all associated personnel, record keeping, selling of burial rights, grounds maintenance, and grave marking for burials cremains. The City shall be provided with monthly reports for burials made by the Township during the term of this Agreement. The Township and its personnel providing services under the terms of this Agreement are independent contractors and shall not be regarded as employees of the City for any purposes.

4. No Assumption of Liability. It is expressly understood and agreed that the City shall not incur any liability in having the Township provide cemetery services under the terms of this Agreement or in any manner incident thereto. It is further the express intent of the parties that in providing these cemetery services the parties are engaged in an essential governmental function.

5. Compensation. As compensation for the services described in paragraphs 1 and 3 above, which the Township has been providing without compensation from the City since a prior iteration of this Agreement expired on March 31, 2021, the City shall make the following payments to the Township:

On or before February 10, 2022 - \$6,067.21

On or before February 10, 2023 - \$6,431.24

These sums are intended to represent the City's proportionate share of costs incurred by the Township during the period between July 1, 2021, and the expiration of this Agreement.

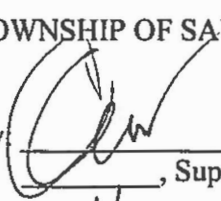
6. Release and Waiver. The Township, on behalf of itself, its agents, assigns, employees and officers, waives the right to assert any and all rights, claims, damages or causes of action against the City, its employees, officers, agents, successors and assigns (collectively and individually, the "City Parties") and fully release and discharge the City Parties from any and all rights, claims, damages or causes of action which Township now has or may have, whether known or unknown, of any kind or nature whatsoever, against the City Parties arising out of or connected in any manner with burials or similar services provide by the Township for or on behalf of City residents (whether pursuant to contract or otherwise) prior to the date of this Agreement or involving actions or omissions by the Township, its officers, employees or agents in providing cemetery services or otherwise operating the Cemeteries during the term of this Agreement.

7. Term. This Agreement shall be effective as of the first date stated above and shall be for a term for two years (July 1, 2021 until June 30, 2023) .

8. Sole Agreement. This Agreement is the only agreement or contract between the parties with respect to the matters referred to herein and no other agreements or understandings of any kind or nature shall be binding on the parties.

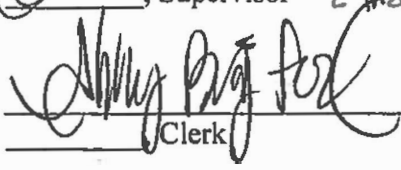
IN WITNESS WHEREOF, the parties have caused this Agreement to be executed pursuant to authority granted by their respective governing bodies, on the day and year first above written.

TOWNSHIP OF SAUGATUCK

By: 

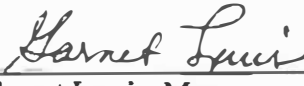
, Supervisor

Candy Osman

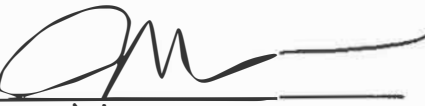
By: 

Clerk

CITY OF SAUGATUCK

By: 

Garnet Lewis, Mayor

By: 

Jamie Walters Clerk

CEMETERY SERVICES AGREEMENT EXTENSION

This Cemetery Services Agreement Extension (the "Extension") is made between Saugatuck Township and the City of Saugatuck.

TERMS AND CONDITIONS

1. In exchange for the consideration required by this Extension, the Cemetery Services Agreement signed by the parties on January 12, 2022 (the "Agreement") is hereby extended through June 30, 2025.

2. This Extension shall be retroactive back to the date of the Agreement's expiration (June 30, 2023) to the fullest extent permissible by law.

3. As compensation of services performed by the Township in the Extension term, the City shall pay the Township in accordance with the following schedule:

On or before March 31, 2024 - \$6,000 for services rendered between July 1, 2023 and June 30, 2024

On or before March 31, 2025 - \$6,000 for services rendered between July 1, 2024 and June 30, 2025

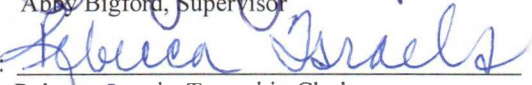
4. All other provisions of the Agreement shall remain in full force and effect to the extent not inconsistent with this Extension.

The parties have signed this Extension as of the date first written above.

SAUGATUCK TOWNSHIP

By: 

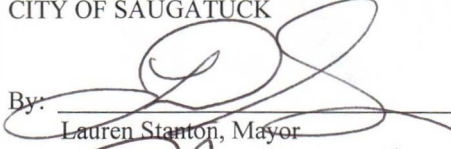
Abby Bigford, Supervisor

By: 

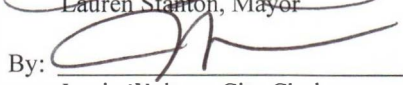
Rebecca Israels, Township Clerk

Date signed: 4-8, 2024

CITY OF SAUGATUCK

By: 

Lauren Stanton, Mayor

By: 

Jamie Wolters, City Clerk

Date signed: 3-26-24, 2024

Cemetery Lawn Care Maintenance Expenses

Monthly Contract w/Heavener	Expense '25-'26	Projected '26-'27	Projected '27-'28
July Contract 2025	\$3,205.00	\$3,429.35	\$3,669.40
August Contract 2025	\$3,205.00	\$3,429.35	\$3,669.40
September Contract 2025	\$3,205.00	\$3,429.35	\$3,669.40
October Contract 2025	\$3,205.00	\$3,429.35	\$3,669.40
November Contract 2025	\$3,205.00	\$3,429.35	\$3,669.40
December Contract 2025	\$3,205.00	\$3,429.35	\$3,669.40
January Contract 2025	\$3,205.00	\$3,429.35	\$3,669.40
February Contract 2025	\$3,205.00	\$3,429.35	\$3,669.40
March Contract 2025	\$3,205.00	\$3,429.35	\$3,669.40
April Contract 2026	\$3,429.35	\$3,669.40	\$3,926.26
May Contract 2026	\$3,429.35	\$3,669.40	\$3,926.26
June Contract 2026	\$3,429.35	\$3,669.40	\$3,926.26
Total:	\$39,133.05	\$41,872.36	\$44,803.43

Saug. City Portion @ 15.21%	\$5,953.23	\$6,369.96	\$6,815.86
Douglas Portion @ 24.23%	\$9,483.88	\$10,147.75	\$10,858.09
TWP Portion @ 60.55%	\$23,695.94	\$25,354.65	\$27,129.48
Not to Exceed:			

*Projected costs include a 7% annual increase per agreement terms (CPI + 2% per year)

	Township	Douglas	Saugatuck City	Total
Population	3,443	1378	865	5,686
Population Percentage	0.605522336	0.242349631	0.152128034	



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager
Nicole Bredeweg, Treasurer/Finance Officer

MEETING DATE: March 18, 2026

SUBJECT: Budget Amendments for Fiscal Year 25-26

DESCRIPTION:

As the fiscal year progresses, staff is proposing the attached mid-year budget amendments. Highlights include:

- CIP timing adjustments
 - Blue Star Trail delayed
 - Maple St work partially occurring
 - DPW lot resurfacing partial
 - Village Square courts next fiscal year
 - Gravel roads / Park St timing changes
 - Sewer projects delayed or shifted
- CIP scope changes
 - Mary St repair added
 - Elizabeth St sewer improvements added
 - Blue Star gutter/shoulder work shifted
 - Water St gate valve work increased
 - Seawall and concrete boardwalk repairs increased
- Adjustments for actual activity
 - Holiday lighting
 - Elevator repairs
 - Drain assessment for Ferry Street project
 - Sheriff's Office contractual changes
 - Various operational expenditures
 - Some revenue adjustments
- Adjustments for anticipated activity
 - Contractual costs

- FOIA activity
 - Technology updates
 - Election expenses
- Grant and reimbursement adjustments
 - Full Maple Street grant received earlier than expected
 - Township share adjustments
 - School reimbursement for election costs

The amendments primarily reflect offsetting adjustments within each fund. The amended budget reflects less use of general fund balance.

LEGAL REVIEW:

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

SAMPLE MOTION:

Motion to approve Resolution No.230323-B to amend the budget of the 2025/2026 general appropriations act.

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

RESOLUTION NO230323-B

**A RESOLUTION TO AMEND THE BUDGET OF THE 2025/2026 GENERAL
APPROPRIATIONS ACT**

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

WHEREAS, in accordance with the Uniform Budgeting and Accounting Act, 1968 PA 2, as amended, the Budget Hearings of Local Governments Act, 1963 PA 43, and Chapter VII of the City Charter, the City Council of the City of Saugatuck established and approved the City's budget for fiscal year commencing July 1, 2025 and ending June 30, 2026; and

WHEREAS, the City Manager has recommended that said budget be amended based on new information now available; and

WHEREAS the Council is authorized by statute to amend the budget throughout the fiscal year as it becomes apparent that a deviation from the original general appropriations act is necessary; and

WHEREAS the Council is authorized to make additional appropriations during the fiscal year.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The City Council of the City of Saugatuck amends the 2025/2026 budget as follows:

GL #	DESCRIPTION	Increase/(Decrease)	
	Fund 101 GENERAL FUND		
101-000-445.000	PENALTIES & INTEREST	5,000.00	Revenue
101-000-447.000	ADMINISTRATION FEE	13,000.00	Revenue
101-000-528.000	OTHER FEDERAL GRANTS	(1,300,000.00)	Revenue
101-000-579.000	GRANTS RECEIVED	(275,000.00)	Revenue
101-000-614.000	SCHOOL TAX COLLECTION FEE	(100.00)	Revenue
101-000-650.000	CHAIN FERRY FEES	700.00	Revenue
101-000-655.000	POLICE & ORDINANCE FEES	250.00	Revenue
101-000-665.000	INTEREST EARNED	100,000.00	Revenue
101-000-682.000	USE TAX & ELECTION FEES	2,500.00	Revenue
101-000-697.000	TRANSFER FROM FUND BAL.	(424,317.00)	Revenue
101-101-913.000	INSURANCE	(3,059.00)	Council
101-173-702.000	SALARY/WAGES	13,000.00	City Admin
101-173-900.000	PRINTING & PUBLISHING	500.00	City Admin

GL #	DESCRIPTION	Increase/(Decrease)	
101-173-910.000	INSURANCE	364.00	City Admin
101-173-970.000	CAPITAL OUTLAY	3,000.00	City Admin
101-215-727.000	OFFICE SUPPLIES	500.00	Clerk
101-215-803.000	LEGAL FEES	1,500.00	Clerk
101-215-820.000	ELECTIONS	(4,000.00)	Clerk
101-215-850.000	TELEPHONES	2,700.00	Clerk
101-253-727.000	OFFICE SUPPLIES	3,000.00	Finance
101-253-850.000	TELEPHONE	800.00	Finance
101-253-913.000	INSURANCE	690.00	Finance
101-262-702.000	SALARY/WAGES	4,000.00	Elections
101-262-720.000	FRINGE BENEFITS	400.00	Elections
101-262-727.000	OFFICE SUPPLIES	3,000.00	Elections
101-262-801.000	CONTRACTUAL SERVICES	3,500.00	Elections
101-262-803.000	LEGAL FEES	1,000.00	Elections
101-262-900.000	PRINTING & PUBLISHING	3,000.00	Elections
101-265-913.000	INSURANCE	(792.00)	City Hall
101-265-970.000	CAPITAL OUTLAY	43,000.00	City Hall
101-301-702.000	WAGES DEPUTIES	90,000.00	Sheriff
101-301-748.000	FUEL & OILS	(16,000.00)	Sheriff
101-301-946.000	EQUIPMENT RENTAL	(37,500.00)	Sheriff
101-441-801.000	CONTRACTUAL SERVICES	65,000.00	Public Works
101-441-805.000	HOLIDAY LIGHTING	8,000.00	Public Works
101-441-860.000	EDUCATIONAL TRAINING	4,000.00	Public Works
101-441-913.000	INSURANCE	1,862.00	Public Works
101-441-920.000	UTILITIES	1,000.00	Public Works
101-441-930.000	REPAIRS & MAINTENANCE	1,500.00	Public Works
101-441-945.000	CAPITAL OUTLAY	(1,850,000.00)	Public Works
101-441-960.000	SIGNS	(50,000.00)	Public Works
101-721-727.000	OFFICE SUPPLIES	500.00	Planning
101-721-850.000	TELEPHONE	700.00	Planning
101-721-908.000	DUES, FEES & PUBLICATIONS	700.00	Planning
101-721-913.000	INSURANCE	(934.00)	Planning
101-723-727.000	OFFICE SUPPLIES	500.00	HDC
101-730-801.000	CONTRACTUAL SERVICES	2,600.00	Harbor
101-730-931.000	WATERWAYS REPAIR	135,000.00	Harbor
101-751-801.000	CONTRACTUAL SERVICES	(20,000.00)	Parks
101-751-913.000	INSURANCE	101.00	Parks
101-751-970.000	CAPITAL OUTLAY	(70,000.00)	Parks
101-756-850.000	TELEPHONE	1,200.00	Oval
101-756-913.000	INSURANCE	2,301.00	Oval
101-756-960.000	SIGNS	2,000.00	Oval
101-965-998.202	TRANS TO MAJOR STREETS	(40,000.00)	Transfers
101-965-998.203	TRANS TO LOCAL STREETS	(175,000.00)	Transfers

GL #	DESCRIPTION	Increase/(Decrease)	
	Fund 202 MAJOR STREETS		
202-000-665.000	INTEREST	7,000.00	Revenue
202-000-697.000	TRANS FROM FUND BALANCE	(17,000.00)	Revenue
202-000-699.000	DUE FROM LS & GF	(40,000.00)	Revenue
202-463-801.000	CONTRACTUAL SERVICES	(50,000.00)	Maintenance
202-464-702.000	SALARY/WAGES	(1,000.00)	Winter
202-464-727.000	SUPPLIES	1,000.00	Winter
	Fund 203 LOCAL STREETS		
203-000-539.001	STATE GRANT – MAPLE ST	125,000.00	Revenue
203-000-581.000	CONTRIB FROM LOCAL UNITS	(91,000.00)	Revenue
203-000-665.000	INTEREST	50,000.00	Revenue
203-000-697.000	FUND BALANCE	(431,500.00)	Revenue
203-000-699.000	DUE FROM OTHER FUNDS	(175,000.00)	Revenue
203-463-801.000	CONTRACTUAL SERVICES	(40,000.00)	Maintenance
203-463-970.000	CAPITAL OUTLAY	(492,000.00)	Maintenance
203-464-702.000	SALARY/WAGES	2,000.00	Winter
203-464-720.000	FRINGE BENEFITS	500.00	Winter
203-464-727.000	SUPPLIES	1,000.00	Winter
203-464-946.000	EQUIPMENT RENTAL	12,000.00	Winter
	Fund 496 SEWER		
496-000-581.000	CONTRIB FROM LOCAL UNITS	(33,000.00)	Revenue
496-000-611.000	SEWER FEES	1,000.00	Revenue
496-000-665.000	INTEREST	3,000.00	Revenue
496-000-697.000	TRANS FROM FUND BALANCE	4,000.00	Revenue
496-536-970.000	CAPITAL OUTLAY	(25,000.00)	
	Fund 497 WATER		
497-000-610.00	WATER FEES	3,400.00	Revenue
497-000-665.000	INTEREST	7,500.00	Revenue
497-000-697.000	TRANS FROM FUND BALANCE	24,100.00	Revenue
497-536-970.000	CAPITAL OUTLAY	35,000.00	Water

GL #	DESCRIPTION	Increase/(Decrease)	
	Fund 661 MOTOR POOL		
661-000-665.000	INTEREST	8,000.00	Revenue
661-443-913.000	INSURANCE	12.00	Motor Pool

2. The funds appropriated shall be approved pursuant to the authority granted by the Saugatuck City Charter.
3. An appropriation is not a mandate to spend.
4. All resolutions or parts of resolutions in conflict with this Resolution are rescinded.

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

RESOLUTION DECLARED ADOPTED.

Dated: _____

Holly Anderson, Mayor

Dated: _____

Jamie Wolters, City Clerk

CERTIFICATION

I, Jamie Wolters, the City Clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held October 23, 2023, 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

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK

03/18/2026

GL NUMBER	DESCRIPTION	2025-26	2025-26	2025-26	REASONS
		APPROVED BUDGET	REQUESTED ADJUSTMENTS	AMENDED BUDGET	
Fund 101 - GENERAL FUND					
101-000-445.000	PENALTIES & INTEREST	10,000.00	5,000.00	15,000.00	Adjusting revenue to reflect actual activity varying from original budget estimates.
101-000-447.000	ADMINISTRATION FEE	115,000.00	13,000.00	128,000.00	Adjusting revenue to reflect actual activity varying from original budget estimates.
101-000-528.000	OTHER FEDERAL GRANTS	1,300,000.00	(1,300,000.00)	0.00	CIP delayed Blue Star Trail work for this fiscal year.
101-000-579.000	GRANTS RECEIVED	300,000.00	(275,000.00)	25,000.00	CIP delayed Blue Star Trail work for this fiscal year. Expected Compton / TMF final disbursement. Expected DNR Passport grant for Village Square courts. Expected Coastal Management Grant to reimburse for Park Street study
101-000-614.000	SCHOOL TAX COLLECTION FEE	3,300.00	(100.00)	3,200.00	Adjusting revenue to reflect actual activity varying from original budget estimates.
101-000-650.000	CHAIN FERRY FEES	3,800.00	700.00	4,500.00	Adjusting revenue to reflect actual activity varying from original budget estimates.
101-000-655.000	POLICE & ORDINANCE FEES	1,500.00	250.00	1,750.00	Adjusting revenue to reflect actual activity varying from original budget estimates.
101-000-665.000	INTEREST EARNED	100,000.00	100,000.00	200,000.00	Adjusting revenue to reflect actual activity varying from original budget estimates.
101-000-682.000	USE TAX & ELECTION FEES	16,000.00	2,500.00	18,500.00	Adjusting revenue to reflect anticipated school reimbursement for May election expenses.
101-000-697.000	TRANSFER FROM FUND BALANCE	1,573,280.00	(424,317.00)	1,148,963.00	This amount is automatically calculated to reflect the net impact of the budget amendments on fund balance and ensures the amended budget remains balanced.
Dept 101 - COUNCIL					
101-101-913.000	INSURANCE	3,300.00	(3,059.00)	241.00	Adjusting expenditures to reflect actual activity varying from original budget estimates.
Dept 173 - CITY ADMINISTRATION					
101-173-702.000	SALARY/WAGES	122,000.00	13,000.00	135,000.00	Adjusting expenditures to reflect updated contract terms.
101-173-900.000	PRINTING & PUBLISHING	200.00	500.00	700.00	Adjusting expenditures to reflect actual activity varying from original budget estimates.
101-173-910.000	INSURANCE	2,900.00	364.00	3,264.00	Adjusting expenditures to reflect actual activity varying from original budget estimates.
101-173-970.000	CAPITAL OUTLAY	2,000.00	3,000.00	5,000.00	Adjusting expenditures to reflect technology updates.
Dept 215 - CITY CLERK					

101-215-727.000	OFFICE SUPPLIES	2,000.00	500.00	2,500.00	Adjusting expenditures to reflect anticipated activity varying from original budget estimates.
101-215-803.000	LEGAL FEES	7,500.00	1,500.00	9,000.00	Adjusting expenditures to reflect anticipated FOIA activity varying from original budget estimates.
101-215-820.000	ELECTIONS	4,000.00	(4,000.00)	-	Reclassified election costs to new Elections department.
101-215-850.000	TELEPHONES	900.00	2,700.00	3,600.00	Reflect costs associated with the new phone equipment, updates to the Comcast agreement, and the addition of the phone reimbursement program that occurred after the original budget was adopted.
Dept 253 - CITY TREASURER					
101-253-727.000	OFFICE SUPPLIES	2,600.00	3,000.00	5,600.00	This adjustment reflects higher than anticipated banking service charges and envelope costs. Allocation between categories may be refined as needed.
101-253-850.000	TELEPHONE	800.00	800.00	1,600.00	Reflect costs associated with the new phone equipment, updates to the Comcast agreement, and the addition of the phone reimbursement program that occurred after the original budget was adopted.
101-253-913.000	INSURANCE	1,400.00	690.00	2,090.00	Adjusting expenditures to reflect actual activity varying from original budget estimates.
Dept 262 - ELECTIONS					
101-262-702.000	SALARY/WAGES		4,000.00	4,000.00	This amendment reflects the reclassification of election-related expenditures into a separate department and includes funding for the May election.
101-262-720.000	FRINGE BENEFITS		400.00	400.00	This amendment reflects the reclassification of election-related expenditures into a separate department and includes funding for the May election.
101-262-727.000	OFFICE SUPPLIES		3,000.00	3,000.00	This amendment reflects the reclassification of election-related expenditures into a separate department and includes funding for the May election.
101-262-801.000	CONTRACTUAL SERVICES		3,500.00	3,500.00	This amendment reflects the reclassification of election-related expenditures into a separate department and includes funding for the May election.
101-262-803.000	LEGAL FEES		1,000.00	1,000.00	Review of early voting agreements and resolutions.
101-262-900.000	PRINTING & PUBLISHING		3,000.00	3,000.00	This amendment reflects the reclassification of election-related expenditures into a separate department and includes funding for the May election.
Dept 265 - CITY HALL					
101-265-913.000	INSURANCE	2,000.00	(792.00)	1,208.00	Adjusting expenditures to reflect actual activity varying from original budget estimates.
101-265-970.000	CAPITAL OUTLAY	45,000.00	43,000.00	88,000.00	Adjusting expenditures to reflect elevator repair (McNally quote).
Dept 301 - SHERIFF					
101-301-702.000	WAGES DEPUTIES	350,000.00	90,000.00	440,000.00	This amendment reflects a change in contract terms in which equipment and fuel costs are now incorporated into the wage rate, resulting in a shift in how costs are allocated across the department.
101-301-748.000	FUEL & OILS	16,000.00	(16,000.00)	-	This amendment reflects a change in contract terms in which equipment and fuel costs are now incorporated into the wage rate, resulting in a shift in how costs are allocated across the department.

101-301-946.000	EQUIPMENT RENTAL	37,500.00	(37,500.00)	-	This amendment reflects a change in contract terms in which equipment and fuel costs are now incorporated into the wage rate, resulting in a shift in how costs are allocated across the department.
Dept 441 - PUBLIC WORKS					
101-441-801.000	CONTRACTUAL SERVICES	300,000.00	65,000.00	365,000.00	Final Compton/TMF disbursement and the Warnock Drain assessment payment. Engineering services originally anticipated for the holiday lighting pole upgrades were not required, resulting in a partial offset to these costs.
101-441-805.000	HOLIDAY LIGHTING	35,000.00	8,000.00	43,000.00	The additional lighting areas added additional decorating expense.
101-441-860.000	EDUCATIONAL TRAINING	3,500.00	4,000.00	7,500.00	Second CDL course.
101-441-913.000	INSURANCE	6,700.00	1,862.00	8,562.00	Adjusting expenditures to reflect actual activity varying from original budget estimates.
101-441-920.000	UTILITIES	6,000.00	1,000.00	7,000.00	Adjusting expenditures to reflect actual activity varying from original budget estimates.
101-441-930.000	REPAIRS & MAINTENANCE	1,500.00	1,500.00	3,000.00	Adjusting expenditures to reflect actual activity varying from original budget estimates.
101-441-945.000	CAPITAL OUTLAY	1,975,000.00	(1,850,000.00)	125,000.00	CIP shows partial DPW lot resurfacing this fiscal year and delayed Blue Star Trail and traffic signal work. Adjusting holiday lighting expenditures to reflect actual activity.
101-441-960.000	SIGNS	85,000.00	(50,000.00)	35,000.00	The wayfinding project has been deferred to the next fiscal year pending completion of the City's logo and branding work and recommendations from the Parking Task Force. Other signage has been purchased during the current year, and additional sign purchases may occur before year end.
Dept 721 - PLANNING/ZONING					
101-721-727.000	OFFICE SUPPLIES	3,700.00	500.00	4,200.00	Adjusting expenditures to reflect actual activity varying from original budget estimates.
101-721-850.000	TELEPHONES	700.00	700.00	1,400.00	Reflect costs associated with the new phone equipment, updates to the Comcast agreement, and the addition of the phone reimbursement program that occurred after the original budget was adopted.
101-721-908.000	DUES, FEES & PUBLICATIONS	500.00	700.00	1,200.00	ESRI service added this year.
101-721-913.000	INSURANCE	2,800.00	(934.00)	1,866.00	Adjusting expenditures to reflect actual activity varying from original budget estimates.
Dept 723 - HISTORIC DISTRICT COMMISSION					
101-723-727.000	OFFICE SUPPLIES	1,000.00	500.00	1,500.00	Adjusting expenditures to reflect actual activity varying from original budget estimates.
Dept 730 - HARBOR					
101-730-801.000	CONTRACTUAL SERVICES	10,000.00	2,600.00	12,600.00	Increase to cover the Phase 1 Economic Impact Study
101-730-931.000	WATERWAYS REPAIR	65,000.00	135,000.00	200,000.00	Increased to reflect additional marine infrastructure repair costs identified during the fiscal year.

Dept 751 - PARKS & RECREATION					
101-751-801.000	CONTRACTUAL SERVICES	125,000.00	(20,000.00)	105,000.00	Reduced to reflect removal of engineering services previously anticipated for the Chain Ferry landing project
101-751-913.000	INSURANCE	3,600.00	101.00	3,701.00	Adjusting expenditures to reflect actual activity varying from original budget estimates.
101-751-970.000	CAPITAL OUTLAY	180,000.00	(70,000.00)	110,000.00	Adjusted to reflect project timing varying from original budget estimates for the Village Square improvements.
Dept 756 - OVAL BEACH					
101-756-850.000	TELEPHONE	3,500.00	1,200.00	4,700.00	Reflect costs associated with updates to the Comcast agreement and the addition of the phone reimbursement program that occurred after the original budget was adopted.
101-756-913.000	INSURANCE	3,500.00	2,301.00	5,801.00	Adjusting expenditures to reflect actual activity varying from original budget estimates.
101-756-960.000	SIGNS	500.00	2,000.00	2,500.00	Adjusting expenditures to reflect actual activity varying from original budget estimates.
Dept 965 - TRANSFERS					
101-965-998.202	TRANSFER TO MAJOR STREETS	70,000.00	(40,000.00)	30,000.00	Adjusted to reflect revised timing for Elizabeth Street improvements based on CIP projections, with only partial engineering activity anticipated this fiscal year.
101-965-998.203	TRANSFER TO LOCAL STREETS	450,000.00	(175,000.00)	275,000.00	CIP shows partial Maple St. sidewalk work this year
Fund 202 - MAJOR STREETS					
Dept 000		-			
202-000-665.000	INTEREST	10,000.00	7,000.00	17,000.00	Adjusting revenues to reflect actual activity varying from original budget estimates.
202-000-697.000	TRANSFER FROM FUND BALANCE	26,500.00	(17,000.00)	9,500.00	Fund balance adjusted to reflect net change from revised revenues and expenditures.
202-000-699.000	DUE FROM LS & GF	70,000.00	(40,000.00)	30,000.00	Elizabeth costs reduced; CIP shows planning this year with possible design work
Dept 463 - ROUTINE MAINTENANCE					
202-463-801.000	CONTRACTUAL SERVICES	200,000.00	(50,000.00)	150,000.00	CIP changes, including Elizabeth timing, pavement markings, Blue Star gutter/shoulder work, and storm sewer cleaning allocation
Dept 464 - WINTER MAINTENANCE					
202-464-702.000	SALARY/WAGES	15,000.00	(1,000.00)	14,000.00	Adjusting expenditures to reflect actual activity varying from original budget estimates.
202-464-727.000	SUPPLIES	14,500.00	1,000.00	15,500.00	Adjusting expenditures to reflect actual activity varying from original budget estimates.
Fund 203 - LOCAL STREETS					
Dept 000		-			

203-000-539.001	STATE GRANT - MAPLE ST	125,000.00	125,000.00	250,000.00	Full grant received
203-000-581.000	CONTRIBUTIONS FROM LOCAL UNITS	243,000.00	(91,000.00)	152,000.00	Adjusted to reflect the Township's share of work expected to be performed this FY
203-000-665.000	INTEREST	20,000.00	50,000.00	70,000.00	Adjusting revenues to reflect actual activity varying from original budget estimates.
203-000-697.000	FUND BALANCE	494,500.00	(431,500.00)	63,000.00	Fund balance adjusted to reflect revised revenues and expenditures
203-000-699.000	DUE FROM OTHER FUNDS	450,000.00	(175,000.00)	275,000.00	CIP reduced the sidewalk expense for this fiscal year
Dept 463 - ROUTINE MAINTENANCE					
203-463-801.000	CONTRACTUAL SERVICES	225,000.00	(40,000.00)	185,000.00	Offsetting CIP changes for this fiscal year (gravel road maintenance and Park/Campbell timing, Mary St. moved to capital outlay, catch basin cleanings added)
203-463-970.000	CAPITAL OUTLAY	1,578,000.00	(492,000.00)	1,086,000.00	CIP adjusted Maple St. timing for this fiscal year and added Mary St. repairs.
Dept 464 - WINTER MAINTENANCE					
203-464-702.000	SALARY/WAGES	15,000.00	2,000.00	17,000.00	Adjusting expenditures to reflect actual activity varying from original budget estimates.
203-464-720.000	FRINGE BENEFITS	8,000.00	500.00	8,500.00	Adjusting expenditures to reflect anticipated activity varying from original budget estimates.
203-464-727.000	SUPPLIES	10,000.00	1,000.00	11,000.00	Adjusting expenditures to reflect anticipated activity varying from original budget estimates.
203-464-946.000	EQUIPMENT RENTAL	12,500.00	12,000.00	24,500.00	Adjusting expenditures to reflect anticipated activity varying from original budget estimates.
Fund 496 - SEWER					
Dept 000				-	
496-000-581.000	CONTRIBUTIONS FROM LOCAL UNITS	36,000.00	(33,000.00)	3,000.00	Township portion reduced consistent with CIP changes
496-000-611.000	SEWER FEES	1,000.00	1,000.00	2,000.00	Adjusting revenues to reflect actual activity varying from original budget estimates.
496-000-665.000	INTEREST EARNED	2,500.00	3,000.00	5,500.00	Adjusting revenues to reflect actual activity varying from original budget estimates.
496-000-697.000	TRANSFER FROM FUND BALANCE	46,500.00	4,000.00	50,500.00	Reduce transfer by CIP change, less Township's portion
Dept 536 - WATER AND/OR SEWER SYSTEMS					
496-536-970.000	CAPITAL OUTLAY	72,000.00	(25,000.00)	47,000.00	CIP delayed Maple St. sanitary sewer work and added Elizabeth St. sewer improvements for this fiscal year.
Fund 497 - WATER CAPITAL PROJECTS FUND					
Dept 000				-	
497-000-610.000	WATER FEES	1,000.00	3,400.00	4,400.00	Adjusting revenues to reflect actual activity varying from original budget estimates.
497-000-665.000	INTEREST EARNED	2,500.00	7,500.00	10,000.00	Adjusting revenues to reflect actual activity varying from original budget estimates.
497-000-697.000	TRANSFER FROM FUND BALANCE	336,500.00	24,100.00	360,600.00	Reduce transfer by CIP change, less Township's portion

Dept 536 - WATER AND/OR SEWER SYSTEMS					
497-536-970.000	CAPITAL OUTLAY	1,102,000.00	35,000.00	1,137,000.00	CIP increased Water St. gate valve expense for this fiscal year.
Fund 661 - MOTOR POOL FUND					
Dept 000		-			
661-000-665.000	INTEREST	10,000.00	8,000.00	18,000.00	Adjusting revenue to reflect actual activity varying from original budget estimates.
Dept 443 - MOTOR POOL					
					Adjusting expenditures to reflect actual activity varying from original budget
661-443-913.000	INSURANCE	10,000.00	12.00	10,012.00	estimates.