CITY COUNCIL MEETING AGENDA
March 10, 2025

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

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

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

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

Then enter "Meeting ID":
2698572603

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

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Mayor's Comments**
5. **City Manager Comments**
6. **Agenda Changes** *(Additions/Deletions)*
7. **Guest Speakers**
   - **A.** Saugatuck-Douglas District Library – Ingrid Boyer
8. **Public Comment on Agenda Items Only** *(Limit 3 minutes)*
9. **Consent Agenda:** *(Roll Call) Pg.3*
   - **A.** Regular Meeting Minutes – February 24, 2025
   - **B.** Letter of Support for Township Department of Natural Resources Trust Fund Grant
   - **C.** Board and Commission Appointments
     - David Ignasiak to the Harbor Authority as a Permanent Member
     - Chris Raphael to the Harbor Authority as an Alternate Member
10. **Staff Reports, Boards, Commissions & Committees:** *Pg.26*
    - **A. Staff Reports:**
      1. City Manager
      2. Treasurer
      3. Clerk
      4. Planning and Zoning
      5. Department of Public Works
      6. Police
      7. Engineer

B. Boards, Commissions & Committees:

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

11. Approval of Accounts Payable: *(Roll Call) Pg.43*

A. Accounts Payable in the amount of $60,648.89.

12. Public Hearings

13. Unfinished Business

14. New Business

A. Ordinance No.250310-A - Bed and Breakfast Zoning Text Amendment. *(Roll Call) Pg.50*
B. Resolution No. 250310-A - Budget Amendments for Fiscal Year 24-25. *(Roll Call) Pg.56*
C. Temporary Art Installation at Cook Park. (Voice Vote) *Pg.77*
D. Agreement to Indemnify and Provide Insurance Coverage for July 5 Fireworks and Donate $5,000 toward the Display. *(Roll Call) Pg.93*
E. Special Event Request – Wick's Park Bar and Grille. *(Voice Vote) Pg.99*
F. Updated 5-Year Capital Improvement Plan. *(Roll Call) Pg.114*
G. Milfoil Treatment for 2025. *(Roll Call) Pg.116*

15. Public Comments *(Limit 3 minutes)*

16. Correspondence: *Pg.122*

A. Richard G. and Ethelyn L. Haworth

17. Council Comments

18. Adjourn *(Voice Vote)*

CITY COUNCIL REGULAR MEETING MINUTES- *proposed*
February 24, 2025

The City Council met to have a Regular Council Meeting at City Hall.
102 Butler St., Saugatuck, MI 49453.

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

Pledge of Allegiance.

Attendance:
Present: Mayor Anderson, Councilmembers Clark, Dean, Muncey, Peterson and Gardner.
Absent: Stanton.

Motion by Gardner, second by Muncey to excuse Gardner from tonight's meeting. Via voice vote, motion carried 6-0.

Others Present: City Manager Cummins, Sherrif Haas and Deputy Clerk Williams.

Mayor Comments:
Mayor Holly Anderson shared a positive experience speaking to Cub Scouts, aged 5 to 10, alongside longtime Scout Barry Johnson. She appreciated the opportunity to teach them about local government and commended the role of youth organizations in developing leadership and community engagement. Reflecting on her time as mayor, she acknowledged the challenges but found joy in such interactions. She also praised Barry for his long-term dedication to scouting.

City Manager Comments:
City Manager Ryan Cummins highlighted that Oval Beach received a prestigious accolade from TripAdvisor, ranking among the top 25 beaches in the U.S. and the only one in Michigan to achieve this distinction. He credited the city staff for their efforts in maintaining the beach's excellence. Additionally, he provided an update on the recently approved ethics policy, noting that it has been widely distributed to board and commission members, staff, and the public through various channels, including media coverage, newsletters, and the city's website.

Agenda Changes:

Motion by Gardner, Second by Dean to add guest speaker Brand Lubbers. Via voice vote, motion carried 6-0.

Guest Speakers:
Sgt. Ben Haas – Allegan County Sheriff's Office provided an overview of the local sheriff's team, highlighting the roles and specialties of deputies serving the community. He reported that in the past year, the sheriff's office handled 27,357 complaints countywide, with 11,127 within the city, along with 743 traffic stops and 181 documented school visits. Reserve deputies contributed 537 hours, primarily assisting with special events and patrols. Regarding response times, the average time from a call being received to an officer's arrival was 15 minutes, with emergency calls receiving much faster responses—some within 3 to 5 minutes. He emphasized the department's commitment to timely responses and effective law enforcement in the community.

Brad Lubbers, Allegan County Commissioner, echoed praise for Oval Beach's recent recognition, highlighting its positive impact on tourism. He shared details about upcoming county-wide hazardous waste and tire collection events, open to all Allegan County residents. He also discussed efforts to address transportation gaps between the city and surrounding areas, particularly in connecting to buses in Holland and South Haven. Additionally, he updated on changes to the county commission's meeting schedule, now consolidated into a single 9 a.m. session on the second and fourth Thursdays of each month, advising residents to adjust accordingly.

Public Comment on Agenda Item Only: None.

Consent Agenda:
A. Regular Meeting Minutes – February 10, 2025
B. Right of Way Signage Request – Mountainfilm on Tour
C. Right of Way Signage Request – Saugatuck Second Line
D. Proposal for Professional Services for the Preparation of a MDNR Passport Grant Application for the Village Square Courts
E. Board and Commission Appointments:
a. Leah Root to the Historic District Commission
b. Kathleen Quick to the Board of Review
c. Mark Bekken, Diana Decker, and Kathleen Quick to the Compensation Commission
Motion by Muncey, second by Clark to approve the consent agenda. Via roll call vote, motion carried 6-0.

Staff Reports, Boards, Commissions & Committees:
The City Manager, Treasurer, City Clerk, Director of Planning & Zoning, Department of Public Works, Engineer and Police submitted status reports of current activities since the last regular council meeting on February 10, 2025, for their respective departments.

Fire District Administration Board, Dan Fox:
Dan Fox, city representative for the Saugatuck Township Fire Department, provided an update from the January 17 meeting. Key points included:

- The next full board meeting is on March 17.
- He detailed a recent accident on I-196 near the Kalamazoo River Bridge caused by strong winds. Emergency responders initially considered using a helicopter but successfully rescued the driver without it.
- There has been a significant increase in accidents on I-196, leading to multiple road closures and high emergency response costs. Efforts to recover these costs from insurance and trucking companies have mixed results.

- MDOT has installed flashing warning signs, but concerns remain about their response time to hazardous conditions, such as ice buildup. Fox and others questioned why MDOT has not taken stronger preventative measures. Frequent highway closures divert traffic through local communities, creating additional safety issues. Officials discussed the need for a collective push to get MDOT to address the recurring problems.
- The district has maintained reasonable emergency response times, though the increase in incidents is a concern. The relocation of an ambulance to the fire station is expected to improve response efficiency.
- The fire district closely tracks incidents, response times, and accident patterns, using detailed graphics. The meeting emphasized the need for better coordination with MDOT and potential advocacy from local government to improve highway safety and reduce emergency service strain.

Interurban Board, Councilmember Muncey:
Councilmember Muncey reported continued growth in public transportation ridership, with a January increase of 335 riders compared to the previous year, totaling 3,551 riders. Services such as the two-way Holland route and food order deliveries remain active. Progress is being made on a new facility addition, with two contractors secured and construction set to begin in the spring. The 2024 audit process is underway, with the final review expected in March. A new driver who has a business management degree and accounting certification, will also assist with accounting duties. Discussions are ongoing regarding a potential bus stop in Fennville as part of its park redevelopment. Additionally, a budget adjustment was made due to funding cuts, revising projected income to $1,356,000 and expenses to $1,324,000, ensuring financial stability for the remainder of the year

Kalamazoo Lake Sewer & Water Authority:
Councilmember Clark highlighted several key updates. A new vacuum truck, costing approximately $750,000, is now in operation and expected to improve efficiency while reducing outsourcing costs. Concerns were raised regarding warranty-related issues with newly installed generators, including fluid leaks in all units, prompting legal notification to track potential systemic manufacturing problems.
A recent inspection of the Open Hill reservoir found no major issues. This inspection, required every 5–8 years, was conducted using an ROV to reduce costs. However, the next inspection will require a diver, necessitating a two-week reservoir shutdown, which previously led to water main breaks due to pressure fluctuations. To mitigate risks, the fire department will be advised to limit water usage to emergencies during this period. Additionally, hydro flow testing is scheduled for April to achieve ISO compliance, which impacts municipal insurance ratings.

Kalamazoo Lake Harbor Authority, Councilmember Peterson:
Chris Peterson mentioned that a letter was sent requesting a board meeting, as the last quorum was in April. The goal is to schedule a meeting in March to discuss suggestions and address potential water level issues proactively rather than reacting to them unexpectedly.

Zoning Board of Appeals: None.

Historic District Commission, Councilmember Gardner:
Councilmember Gardner provided updates on the February 6 meeting, where four items were discussed and approved:

- Singapore Yacht Club (40 Butler Street) – Approval for replacing the pool fence after extensive discussion.
- 115 Butler Street – Approval for replacing a deteriorated window due to leaks.
- Gliks Storefront Doors – Approval for replacing front doors after a detailed discussion on their

historical significance and impact on the downtown streetscape.

- 340 Water Street – Approval for exterior renovations, with additional planning discussions pending. The mural on the north side of the building, though outside the Historic District Commission's authority, was highlighted as an important community and visitor attraction.

The next meeting is scheduled for Thursday, March 6, at 6 PM, welcoming new commissioner Leah Root.

Planning Commission, Councilmember Clark:
Councilmember Clark shared that the council has been discussing allowing accessory dwelling structures to be added to licensed bed and breakfasts, specifically on their floor. After thorough discussions, a recommendation has been finalized to allow up to two accessory structures per bed and breakfast. Each structure would be limited to three rooms and cannot exceed 50% of the main building's capacity, meaning the total number of rooms could be lower than six. This unanimous recommendation from the planning commission will soon be presented to the full council for further discussion.

Parks & Public Works Committee, Mayor Pro-Tem Stanton: Meet tomorrow.

Tri-Community Non-Motorized Trail Study Committee, Councilmember Dean: None.

Water System Operations Contract Advisory Committee, Councilmember Gardner and Councilmember Clark:
Councilmember Clark informed the council that the attorneys are working on a red line draft.

Wildlife Management Committee, Councilmember Dean: None.
Councilmember Dean mentioned that on March 5 at 6 pm, the council will review the results from the Tri-community area regarding the deer problem. The first action item will involve discussing potential calls for action, specifically looking at the ordinances in the three communities concerning the discharge of archery equipment or weapons. He also noted that Douglas police, including Sergeant Haas, will likely be present to participate in the discussion.

Approval of Accounts Payable:

Motion by Peterson, second by Gardner to approve the accounts payable in the amount of $1,163,443.11. Via roll call vote, motion carried 6-0.

Public Hearing: None.

Unfinished Business: None.

New Business:
<u>Saugatuck Harbor Natural Area Master Plan Update</u>

Motion by Dean, second by Clark to the updated Saugatuck Harbor Natural Area Master Plan. Via roll call vote, motion carried 6-0.

Councilmember Gardner left the meeting at 7:45 p.m.

Public Comment:
Kathleen Quick, resident, thanked the council for their vote appointing her to the board of review and thanked DPW for their winter maintenance.

Correspondence:
Baitao Xia and Ping Wei submitted correspondence regarding the change of ownership of their home and how it relates to their short-term rental.

Council Comments:
Councilmember Clark echoed appreciation for community volunteers joining committees. He also shared that he attended his first board meeting with Kal Lake, where much of the time was spent recognizing Mark Bekken for his decades of service—over 35 years. Clark highlighted Bekken's contributions to the development of Bella and encouraged the community to thank him. The meeting included lighthearted banter, including a joking suggestion to name a retention pond after Bekken. Clark acknowledged the challenge of stepping into his new role, recognizing the big shoes he has to fill.

Councilmember Dean thanked the new members of boards and commissions for joining the city, it means a lot for those who volunteer their time.

Councilmember Muncey thanked Kate Quick and Leah Root for their volunteer efforts and involvement in the community. Muncey recalled meeting Leah when she moved to town and appreciated her eagerness to help out. He emphasized the importance of new residents engaging in the community. Additionally, he reiterated concerns about ongoing construction at the corner of Francis and Holland Street, which continues to block the sidewalk without proper permits. The Euchre tournament benefiting the athletic boosters will take place on Saturday, March 1, at the Ivy House. Tickets are still available and can be found on Facebook. He encouraged everyone to join in and play.

Councilmember Peterson gave a final acknowledgment, thanking Sergeant Haas for providing a valuable report on response times, emphasizing its importance for the community.

Mayor Holly Anderson thanked Sergeant Haas and his team for their service, as well as Commissioner Lubbers. She also praised the city manager, DPW, and the Land Conservancy for updating a plan that secures significant funding to help care for the city's valuable natural land. Anderson highlighted the importance of these resources and closed with a reminder to stay warm.

Adjournment:
Motion by Muncey, second by Dean to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Anderson adjourned at 7:50 p.m.

Respectfully Submitted

_____
Jamie Wolters, City Clerk

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: March 5, 2025

SUBJECT: Letter of Support for Township Department of Natural Resources Trust Fund Grant

DESCRIPTION:

Saugatuck Township has submitted a request for a letter of support for their application to the Michigan Natural Resource Trust Fund program to fund the acquisition of a 119-acre property on the Kalamazoo River.

The intention is to develop the property as a community park and nature preserve with kayak launch, fishing pier, trails, habitat restoration, and more.

Attached is a draft letter for consideration.

BUDGET ACTION:

None at this time.

LEGAL REVIEW:

Legal will be at your meeting for any questions.

SAMPLE MOTION:

Motion to approve a letter of support for Saugatuck Township's application to the Michigan Natural Resource Trust Fund program to fund the acquisition of a 119-acre property on the Kalamazoo River.

March 10, 2025

Dear Michigan Natural Resources Trust Fund Board,

The City of Saugatuck is writing to express our strong support for Saugatuck Township's application for a Michigan Natural Resources Trust Fund (MNRTF) grant to acquire a 119-acre property with frontage on the Kalamazoo River for use as a future township park. This acquisition presents an exceptional opportunity to enhance recreational access, preserve valuable natural habitat, and provide much-needed community amenities.

Saugatuck Township is a regional partner of the City of Saugatuck. Recently, the communities completed a joint 5-Year Parks and Recreation Plan that, among other things, prioritizes the preservation of high-quality environments and expansion of green spaces.

The proposed park property consists of woodlands, extensive river frontage, and coastal marsh areas. These natural features offer potential for the development of scenic trails, non-motorized boat access, fishing pier, wildlife observation areas, and habitat restoration initiatives.

The property's location directly across from an existing park and adjacent to DNR owned land presents an opportunity to create a contiguous network of public land on both sides of the river. This would enhance conservation efforts, expand recreational access, and further the community's vision of safeguarding its natural assets for future generations.

The property also features a large, clear and level area ideal for athletic fields—something the Saugatuck-Douglas community currently needs. The addition of such facilities would offer residents, particularly youth and families, opportunities for outdoor recreation, fitness, and organized sports.

The acquisition of natural land for preservation and outdoor recreation along the Kalamazoo River aligns with both local and regional planning documents, including the 5-Year Parks and Recreation Plan, the Strategic Plan for Land Conservation and Public Access Expansion, and the Lower Kalamazoo Greenway Plan.

I strongly urge the Michigan Natural Resources Trust Fund Board to support Saugatuck Township's grant application for the acquisition of this property.

Thank you for your time and consideration.

Sincerely,

Holly Anderson
Mayor
City of Saugatuck

City Council Agenda Item Report

FROM: Jamie Wolters, City Manager

MEETING DATE: March 10, 2025

SUBJECT: Harbor Authority Appointments

DESCRIPTION:

Notice for vacancy on the Harbor Authority Board was given on November 25th, 2024. The city received and interviewed three applicants. Mayor Anderson is recommending David Ignasiak as member and Chris Raphael as alternate member with both terms ending 2/1/2027.

ACT 7 INTERLOCAL COOPERATION AGREEMENT creating the KALAMAZOO LAKE HARBOR AUTHORITY, INC states the following:

> Section 6.01 Authority Board Composition:
>
> The Board of Directors shall, for general purposes, consist of the following Board Members. The appointing authority of each Party shall appoint two (2) members to the Authority Board provided that not more than one (1) of those members is an elected official. The appointing authorities of each Party shall collectively agree on the appointment of one (1) additional member who shall be a person having ownership, residence or business interest in land abutting Lake Kalamazoo. Members of the Authority Board shall serve at the pleasure of the appointing Party for terms established by each Party, but not to exceed four (4) years.

POLICY REVIEW:
N/A

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Motion to appoint the following to the Harbor Authority:

- Member David Ignasiak with term ending 2/1/2027.
- Alternate member Chris Raphael with term ending 2/1/2027.

David Michael Ignasiak



Professional Summary

Energetic and highly skilled professional with 20+ years of experience in delivery of complex solutions to achieve client business objectives. Seasoned in delivering positive results while operating in a virtual environment. Seeking a position in project management where I can utilize my skill set to successfully complete projects and support lifecycle site operations.

Skill Set Overview

- Global Complex Project Management
- Financial Applications
- Security Risk Management
- 3PL/Chain Supply Management
- Data Center/SAAS/VPDC/MS Azure
- Waterfall/Agile/SCRUM
- SAP S4 HANA EWM
- ERP Conversions
- Manufacturing and WMS Processes
- IT Infrastructure technology
- Warehouse Automation
- Service Delivery Management

Professional Background

Tenneco-Northville, Michigan
April 2024 to Present

SAP IT Project Manager

- Employed as a project management consultant contractor to complete strategic 2024 fiscal calendar year company goals.
- Integrated the Beck/Arnley product line to the Tenneco DRiV SAP platform.
  AS400 I5 System to SAP/Manhattan WMOS 2017/MS Azure.
  Successfully project managed data transformation functional areas. Lead business master data teams.
  Successfully completed the initiation, planning, execution, monitoring phases.
- New greenfield distribution center for the Tenneco Walker product line.
  Consolidation of four legacy buildings to the new distribution center.
  Managed all IT Infrastructure procurement, testing, as well as all SAP ECC to SAP EWM changes required for the new distribution center.
  Completed UAT testing for 15 new ABAP developments along with many other business process improvements.
  Project is currently within budget, including 7 change requests, entering the completion of the UAT phase.
- Lead for ServiceNow SPM module rollout.
- Weekly project health status and financial reporting to senior management.
  Participated in weekly steering committee meetings.

SpartanNash-Byron Center Michigan
May 2023 to March 2024

IT Project Manager

- Employed as a project management consultant contractor to complete strategic 2023 fiscal calendar year company goals.
- Successfully consolidated company financial platforms, project scope to hypercare.
- Executed three high visibility supply chain projects.
- PMO IT lead for an audit review with Deloitte.
- Completed the systems move to the Unisys Agile Business Suite for the military division.
- Successfully upgraded, and or installed new application software interfaces.
- Upgraded EDI and item catalogs for Rite Aid, Dollar General, and DoorDash.
- Weekly reviews with company senior leadership on project health and financials.

Swisslog-Newport News Virginia
November 2022 to May 2023

Software and Controls Project Manager

- Employed as a project management consultant contractor for two large-scale warehouse automation projects.
- Spearheaded project phase completion of agile project phases, SIT, SAT, PAC, UAT, Go-live.
- Successfully completed within budget, two large scale deployments with fifty thousand plus category items along with signification improvements to warehouse execution.
- Transitioned premise-based ERP platforms to Manhattan Active and SAP S/4 HANA.

Epredia Life Sciences-Kalamazoo Michigan
January 2020 to November 2022.

Project Manager

- Employed as a project management consultant contractor for a large-scale SAP ERP EWM deployment. JDE conversion to the MS Azure cloud platform with SAP S4 HANA EWM 1909 for a global precision cancer diagnostics company.
- Successfully executed the SAP Agile ERP project, scope to go-live, with three additional waves.
- SAP ERP, IT and SAP security lead. Global strategic PM and BU resource for project waves, enhancements, as well as complex production affecting escalations.
- Site lead supporting project management planning, testing, of all major master data modules. Modules included product master data, customer master data, and vendor master data. Scrum lead for setting meetings, logging, and prioritizing JIRA defects.
- Successfully completed all project phases, agile sprint planning to dress rehearsal, go-live, and hypercare support.
- Supported SAP workstreams, OTC, PTP, MFG, PLN, QM, EWM, SM, and RTR.
- Lead SAP ecosystem support for EDI, finance, label printing, service management, and global deliveries.
- Site validation lead for US and global UAT GxP relevant script execution and validation.
- Spearheaded major enhancements to existing SAP Fiori applications as well as related ecosystems.
- Site lead for all infrastructure technology, unified communications, project activities.
- Proficient in Microsoft tools as well as JIRA, Service Now, Smartsheet, Power BI, KNEAT, CRM, and related software tools.
- Site lead for SOC 2 compliant. Successfully passed (3) audits.

- Technical, hands-on project manager who establishes trusting relationships.
- Weekly meetings with senior leadership on project health status.

PrimeONE Contracting AIP-Kentwood Michigan
February 2016 to December 2019.

Senior Project Manager

- Responsible for global planning, delivery, testing, and customer acceptance of AIP, Automotive Industry Products.
- Clients included Toyota Motor Corporation, Tesla Inc, and the General Motors Company.
- Products include automotive environmental test chambers, automotive EMC chambers, automation products, and related quality control testing solutions.
- Implemented a new cloud computing solution, a global enterprise database, for confidential quality control testing and warranty reporting.
- Deployed ITIL change management processes per the project plan.
- Client onsite and remote functionality acceptance of all hardware and software components.
- Project responsibilities included managing costs, vendors, as well as internal and external tasks using MS Dynamics ERP.
- Successfully completed three large scale mission critical long duration projects that met or exceeded sales profit margin.
- Proficient in Microsoft tools, including MS Dynamics ERP, for managing all aspects of the project.
- Successfully project managed five new products and nine vendors for a new quality control development vehicle test chamber.
- Weekly progress and or escalation meetings to Toyota and Tesla senior management.

Perrigo Company PLC-Allegan Michigan
December 2014 to February 2016.

Contract Technical Lead

- Upgraded MS workstations, MS server software, and related hardware for quality assurance lab instrumentation at seven US locations.
- Moved the Kronos North America workforce management platform from a legacy premise-based to a cloud-based solution.
- Blueprint to production of the ADP payroll platform to the Kronos WFM Cloud.
- Executed functional development testing prior to the SAP ECC upgrade for materials management and production planning modules.
- Spearheaded various user groups on multiple request changes and enhancements.
- Upgraded related hardware, software, as well as interfaces to third party companies.
- Responsible for writing and submitting of all regulatory compliance information, computer systems validation, documentation.
- Weekly project status and related updates to senior management.

Lumen Technologies-Grand Rapids Michigan
August 2011 to December 2014.

Lead Technical Consultant Engineer Global Markets Group

- Technical lead of new warehouse automation, inventory tracking technology for regional distribution centers. Successful POC for implementation to SAP WM System R2.
- Focused on the following products: Data Center/Cloud Computing, Managed Services, Call Center solutions, Data Security, Networking Equipment, Dedicated DWDM builds, Wi-Fi Builds, VPLS Ethernet Networking, and Unified communications.
- Designed and project managed a private fiber 10G DWDM wave build, 1G IP V4/V6, Custom QOS Global MPLS, and cloud computing solutions for a large global client.

AT&T Inc-Grand Rapids Michigan
March 1995 to August 2011.

Senior Technical Consultant Global Client Group

- Provide pre-sales Tier II technical support to AT&T's top 300 Global accounts.
- Primary focused on the following key areas, Managed Services, Global Optical, MPLS, Cloud Computing Solutions, Retail, Banking, Warehouse Automation, Manufacturing, and Unified Communications.
- Global client facing responsibilities for design, pricing, project management, and delivery of advanced solutions.
- Solutions included global custom one-off designs to meet complex business requirement requests.
- Deployed as a business consultant to develop new business global solutions.

Training and Achievements

- PMP PMTI Bootcamp
- SAP Application Associate EWM
- AIP Factory Training-Germany
- Cisco CCDA and CCNA
- OTM Global Services
- ERP Data Conversion
- ISO 9001 Compliance
- OSHA 10 Construction
- Swisslog Agile Scrum
- AT&T PM and Security Portfolio
- ITIL V2
- VPDC, SaaS, IaaS, Hosting
- Robotic Warehouse Automation
- Premise and Cloud-Based Security

Education

Chrysler Institute of Engineering-Highland Park, Michigan
Electronic Engineering. Diploma awarded.
Major course work in programming languages, analog, digital, and microprocessor technology relating to robotics. Proficient in design and troubleshooting.

Project Management Training Institute (PMTI)-Southfield MI
Project Management Professional Bootcamp.

Washtenaw Community College-Ann Arbor, Michigan
Microprocessor technology, Microsoft computer, and management courses.

Jamie Wolters

From: no-reply@weebly.com
Sent: Tuesday, September 24, 2024 3:11 PM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

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

You've just received a new submission to your Application for Boards & Commissions.
Mark as Spam

Submitted Information:

Name
Dave Ignasiak

Email
[redacted]

Home Phone Number

Mobile Phone Number
[redacted]

Address
[redacted]

Saugatuck , Mi USA 49453

Current Employer
DMI Technologies

Occupation/Position
IT SAP Project Manager

Business Phone Number

Business Reference Name
Dave Ignasiak/Self Employed

Business Reference Phone Number

Business Reference Email

Does your employer have any business dealings wth the City which might present a conflict of interest
No

If yes, please explain:

Are you a City of Saugatuck resident?
Yes

Are you a registered City of Saugatuck voter?

Yes

Serving on a board or commission can be time-consuming. Are you committed to attending all regularly scheduled meetings?
Yes

On which boards and/or commissions would you be willing to serve? .Fire District Board
1

On which boards and/or commissions would you be willing to serve? .Kalamazoo Lake Harbor Authority
1

On which boards and/or commissions would you be willing to serve? .Tri-Community Non-Motorized Trail Study Committee
1

On which boards and/or commissions would you be willing to serve? .Tri-Community Wildlife Committee
1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:
Greetings,
I have related experience as project manager relating to the above boards I have checked. I am passionate as a resident and boater. I have enclosed my resume. However I am entering a reduced workload (contract work), moving forward. Please reach via [redacted] Thanks

Digital Signature
David Ignasiak

Submitted Files
Resume

Jamie Wolters

From: no-reply@weebly.com
Sent: Monday, January 6, 2025 1:34 PM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

Follow Up Flag: Follow up
Flag Status: Flagged

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

You've just received a new submission to your Application for Boards & Commissions.
Mark as Spam

Submitted Information:

Name
Christopher Raphael

Email
[redacted]

Home Phone Number

Mobile Phone Number
[redacted]

Address
[redacted]
Saugatuck, MI 49453

Current Employer
Self

Occupation/Position
IT Support

Business Phone Number
[redacted]

Business Reference Name

Business Reference Phone Number

Business Reference Email

Does your employer have any business dealings wth the City which might present a conflict of interest
No

If yes, please explain:

Are you a City of Saugatuck resident?
Yes

Are you a registered City of Saugatuck voter?
Yes

Serving on a board or commission can be time-consuming. Are you committed to attending all regularly scheduled meetings?
Yes

On which boards and/or commissions would you be willing to serve? .Zoning Board of Appeals
1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:
Long time resident with interest in serving and time to do so.

Digital Signature
Christopher Raphael

Jamie Wolters

From: no-reply@weebly.com
Sent: Monday, December 2, 2024 3:14 PM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

Follow Up Flag: Follow up
Flag Status: Flagged

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

You've just received a new submission to your Application for Boards & Commissions.
Mark as Spam

Submitted Information:

Name
David Veldink

Email
[redacted]

Home Phone Number

Mobile Phone Number
[redacted]

Address
[redacted]
Saugatuck, MI USA 49453

Current Employer
Gordon Food Service

Occupation/Position
North American Director- Marketing

Business Phone Number

Business Reference Name

Business Reference Phone Number

Business Reference Email

Does your employer have any business dealings wth the City which might present a conflict of interest
No

If yes, please explain:

Are you a City of Saugatuck resident?
Yes

Are you a registered City of Saugatuck voter?
Yes

Serving on a board or commission can be time-consuming. Are you committed to attending all regularly scheduled meetings?
Yes

On which boards and/or commissions would you be willing to serve?
.Kalamazoo Lake Harbor Authority
1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:
I live on Kalamazoo lake and I'm an active boater. I have a vested interest that the lake and harbor are safe and well maintained.

Digital Signature
David Veldink

City Manager Report

March 10, 2025

The Art Coast of Michigan claims No. 3 spot for USA Today's 'Best Small Town Arts Scene'

- More great news! The heading above was the headline in a recent MLive article.
- With Saugatuck Center for the Arts, Ox-Bow and so many great galleries, studios, exhibitions, and public art installations, the area truly has a vibrant art scene.
- A big thank you to the CVB for their work to bring a temporary installation to Cook Park this upcoming fall and winter.
- You can read the article here: https://tinyurl.com/3wzwxd5f

Personnel Manual

- The City's personnel policies were last updated in 2019. I have drafted several proposed updates, including making our policies compliant with the new Earned Sick Time Act and new policies for artificial intelligence and social media.
- I have sent the draft to legal to review.
- I will present the draft to Council at an upcoming workshop for review and feedback.

Budget

- With Council's approved priorities for next fiscal year, the department heads are meeting with the Treasurer and I this week to present their budget requests for next fiscal year.
- We are planning to present the draft budget to Council at your April 23 workshop meeting, which aligns with the Charter requirements.

City Branding and Signage

- Council established a website refresh and updated signage and wayfinding as a priority for next fiscal year.
- I reached out to Douglas to learn more about who they used for their new logo and signage and to review their request for proposals.
- Staff will be working to budget some dollars to begin this project.

Ferry Street Updates from Douglas

- Douglas provided the following update regarding the Ferry Street construction:

- We want to update the community on the ongoing work at the Ferry Street crossing. After removing the pump and having an opportunity to see the culvert, the structure was in even worse condition than initially anticipated. In hindsight, it was a wise decision by the city engineers, administration, and council to close the crossing when we did, ensuring everyone's safety.
- Here's a snapshot of where the project is this week:
    1. The old pump has been successfully removed.
    2. Pavement removal is underway in preparation for the installation of the coffer dam and water main.
    3. A sheet pile coffer dam will be installed to allow for the next phase of construction.
    4. Water main construction will begin as part of the ongoing infrastructure improvements.
- These efforts are crucial to maintaining safety and improving our city's infrastructure. We appreciate the community's patience and cooperation as we continue making these important upgrades.
- Please remember that the crossing is closed to all traffic including pedestrian/bicycles.
- As a reminder, the plan is still to have the road open before Memorial Day 2025!





Maple Street Project

- The improvements currently planned include:
    - Road reconstruction and rehabilitation
    - Water main replacement (including replacement of services, some to inside the home/building)
    - Sanitary sewer repairs

    - Drainage and stormwater management improvements
    - Culvert repairs
    - Concrete sidewalk
- Review of a plan to fund the project with current fund balances (savings/reserves) occurred at the Council's February 19 workshop. The details are available in the meeting packet: https://www.saugatuckcity.com/uploads/1/3/3/9/133977444/p_2-19-25.pdf
- The City engineer prepared a design engineering proposal and the Township and staff are reviewing. Legal and staff are also preparing an agreement to finalize cost sharing details with the Township.
- The engineering proposal and agreement will be presented to Council at an upcoming workshop meeting.

Mt. Baldhead Bathroom Replacement

- We received several bids for the project and the engineer has prepared a recommendation.
- The Mayor and I sent correspondence to the tribes to request a meeting to discuss the project.

AT&T Cellular

- No new updates for this report. As previously reported:
    - The State Historic Preservation Office (SHPO) recently sent AT&T a follow up letter regarding their September 24 submittal. The Federal Communications Commission has engaged in government-to-government coordination with the tribes and is still ongoing.
    - AT&T's decision on the City's agreement request remains pending resolution of SHPO approval.

Blue Star Trail

- No new updates for this report. As previously reported:
    - MDOT received concerns from a Tribal Nation and MDOT started coordination. The coordination and additional assessment process will be lengthy and construction in calendar year 2025 is now unlikely.
    - On site tribal evaluation is planned for this spring/early summer.
    - As more details are known, MDOT will move the allocated TAP grant funding to future years and evaluate additional funding.
    - I recently confirmed with the Department of Natural Resources that they are also willing to consider an extension of the trust fund grant.
    - Staff has been following up on the items that were discussed in the recent closed session.

Airport Property Project

- The ODC is still targeting early spring to work on the parking lot, trails, overlook and signage.
- Based on the consensus feedback from Council, the Parks and Public Works Committee was asked to gather community feedback and recommend a new name for the property. The DPW Superintendent advised this was discussed at the recent PPW meeting and further review and discussion is scheduled for their meeting at the end of the month.

Miscellaneous

- Attended further meetings with Douglas and Township managers and legal counsel to work on red line changes to water-sewer agreement draft. Also attended meeting with our committee members.
- Participated in Harbor Authority applicant interviews.
- Held one on one meeting with Department of Public Works Superintendent and City Director of Planning/Zoning.
- Held department head team meeting.
- Attended school safety meeting and toured the middle/high school.

Blast from the Past

- Below is a publication that was in the paper on March 6, 1925.
- As Council considers budget amendments at Monday's meeting, kind of fun to see what revenue and expenses looked like 100 years ago:

(Official Publication.)

FINANCIAL STATEMENT

Of the Village of Saugatuck, for the Year Ending March 1, 1925.

RECEIPTS.

Balance March, 1924	$ 144.61
General tax	12,101.85
Soldiers' tax	180.00
Delinquent tax	83.52
Paving tax	313.93
Fines	315.15
Sale of Park lot	125.00
Sale of street bonds	7,000.00
Loans from bank	3,500.00
State reward on Allegan st.	1,991.85
Licenses	347.00
Water receipts	5,161.40
Miscellaneous	208.00
Total	$31,472.31

EXPENDITURES.

General Fund—	
Printing	$ 121.80
Lights and supplies, hall and comfort station	98.09
Salaries	685.00
Insurance	102.50
Rest room	250.00
Donations	290.00
Disposal of garbage	543.00
Loans and interest	4,753.72
Night watch	483.00
Fumigation, etc.	105.05
River lights	74.55
Payment and interest on fire engine	424.00
Supplies	214.61
Comfort station in Park	783.00
Paid for services at fires	60.00
Rent for camp ground	75.00
Miscellaneous	289.40
Total	$ 9,352.72
Street Fund—	
Gravel	$ 1,622.63
Teams and labor	4,686.00
Lumber and material	2,830.85
Street lights	1,376.58
Salaries	537.50
Interest on bonds	480.00
Sidewalks	76.22
Miscellaneous	114.02
Total	$11,723.80
Water Fund—	
New wells	$ 3,165.00
Payments on new engine	869.00
Meters	526.62
Last water bond and int.	1,050.00
Electric current	909.40
Supplies	1,145.93
Salaries	1,609.39
Labor	512.98
Printing	20.00
Miscellaneous	61.32
Total	$ 9,869.64
Receipts	$31,472.31
Expenditures—	
General	$ 9,352.72
Street	11,723.80
Water	9,869.64
	30,946.16
Balance on hand	$ 526.15

JAMES M. BROWN, Clerk.

Treasurer Report
March 10, 2025

Tax:

- The due date has come and gone – but now it's requests for tax filing information that are coming in.
- Worked through a few late payments, some NSF payments, similar end-of-tax season problems.
- Met with Peter to learn to settle the taxes.
- Took care of another W2 problem
- Worked with MERS on a reporting issue

Payables:

- Continue to convert the vendors from Peter's account information to mine
- Processed a payables run
- Created a purchase order for DPW in order to get discounted pricing

Miscellaneous:

- Pushed through the main reconciliation for September, October, and November (still need to work through the variances and recording interest or service fee).
- Worked with Ryan to develop the first budget amendment. Presented at the Workshop.
- Took a variety of credit card payments (parking fines, permits, etc)
- Worked with Kelly (Plante Moran) and Peter to determine how to proceed with the Water/Sewer money collection.
- Made a reallocation entry to split the water and the sewer fees into separate accounts.
- Set up the hotel room for attending the Basic Institute Training process – this is a 3-year program the will lead to my certification.
- Discuss the Maple Street project with Ryan.
- Worked with IT to get my label printer working again
- Working on ordering Oval Beach passes (seasonal and daily)
- Started prepping for next year's budget (reports to employees, setting up meetings, etc)
- Reviewed the latest IT reports and checked in on some items.
- Assembled a cost analysis for parades, then tweaked it for the Wiicks situation.

Payroll:

- Working to develop processes and procedures to eliminate inefficiencies and potential errors
- Processed the 02/28/25 payroll
- Listened in on another two webinars on the new earned sick time act.

City Clerk Department Report

March 10, 2025

- Elections:
  - There will be a May 6, 2025 election with ballot language from Ottawa Area ISD.
- Currently processing 2025 Business Licenses.
- We held the Wick's Park boat slip lottery, awarded 7 of the 9 boat slips. We will send out another lottery for the 2 remaining slips to non-residents.
- Taking appointments for Board of Review; appointment dates are -- March 11th 2:00pm - 9:00pm and March 12th 9am - 4pm.
- Engineer is working on the original interior remodel proposal to include architectural services instead of just office furniture replacement.
- Will schedule time soon for myself and Deputy Clerk Williams time to rummage through the basement documents and dispose of all documents per retention schedule prior to having a scanning company digitize all for future use.
- Currently have two FOIA requests.
- Continuing work re-designing city website.
- Coordinated and prepared meeting packets and minutes.
- Meetings:
  - City Council Workshop
  - Two Special Event Meetings
  - Department Head Meeting
  - Department Budget Meeting

Planning, Zoning and Project Report

March 10, 2025

Planning and Zoning

- Attended scheduled internal meetings.
- Created Reports for STR Analysis.
- Updated shapefile for Granicus.
- Reviewed past 3 years Planning and Zoning and Historic Budget.
- Created proposed 2025-26 Budget.
- Attended multiple meetings with members of the public.
- Followed up on STR hotline complaints.
- Had discussions with legal counsel.
- Reached out to Business's with prior EODA's.
- Made contact Douglas and Saugatuck Township regarding Tri-Community Master Plan.
- Made adjustments to water-sewer permit processes.
- Met with concerned residents about STR regulations and transfer definitions.
- Had further discussions with Allegan County regarding Lot Splits.
- Went onsite to perform final inspections and to investigate potential compliance issues.
- Discussed sanitation requirements with Building Official.
- Reviewed property transfer affidavits.
- Spoke with fire department regarding enforcement.
- Followed up on general code enforcement.
- Issued permits and completed casework as outlined below.

Open Casework

515 St Joseph	STR Renewal of Accessory Structure. No SLU obtained, advised they need to go before the PC. Had meeting to discuss case. Received SLU App. Requested information on Gross Finished Floor Measurements. Postponed until later date. Notified applicants that their case will be at the March PC Meeting.	PC
450 Spear	SLU app for rental of an accessory dwelling unit. Need fee paid and app signed. Schedule for September PC meeting. Received signed app. Received fee. Dimensions too small. ZBA agreed to look at regulations and bring this back before the commission after that date. Notified applicants that their case will be at the March PC Meeting.	Zoning
550 Dunegrass Circle	Received notice of violation from EGLE. Researched property to ensure process shall be followed, in talks with developer in regards to potential development, will address requirements in regards to egle violation when determined. Had discussion with contract planner to determine how to move forward with proposed development. Further research done on SLU and Site Plan approval for 500 and 550 Dunegrass. sent legal questions for appropriate next steps. Reached out to developer with information regarding potential future project and also with plans to resolve EGLE violations. Reps from site will be required to submit vegetation removal plan to the PC. Developer stated that they would be reaching out to an environmental consulting firm to put together information. had discussion with environmental consultants on what needs to be provided to the PC. Received questions from environmental consultants, scheduled call with developer for further discussion.	Enforcement
568 Mason	Emailed Contractor about damaged water line. Sent application to engineer. Asked applicant for more information. Confirmed Drawings are being made. Spoke with developers about issue. Still awaiting complete application and drawings for work completed onsite to address waterline issue. Had further discussions about what happened on site and emailed engineer and KLWSA to determine appropriate action. Recommendations received from Kal Lake and City Engineer, passed on to Contractor. discussion on utility work continues. Invoice for Asphalt work sent to Contractor. Further confirmation still needed, discussion with contractor, engineer, and KLWSA continue. Spoke with contractor for update. discussions continue with Contractor and Kal-Lake. Reached out to contractor to again discuss reimbursement for Kal-Lake.	KLWSA
306 Mary St	Application for SLU for ADU STR. Scheduled for 12-19 PC. Postponed due to potential regulatory changes. Notified applicants that their case will be at the March PC Meeting.	PC

129 Griffith Unit 2	Received concerns from MTS that change of use is occurring without proper permits. Continued discussion with MTS, change of use application expected. Had discussion with applicant on processes. Provided resources. Discussions continue with applicant and fire department. Spoke with applicant about timelines for approval. Continued discussion with applicant and fire department.	Zoning
825 Bridge St	Application for STR ADU SLU received. Had discussion about minimum size not meeting requirements. Applicant explained structure had been rented since 2011. suggested waiting for the 12-19-2024 Meeting for discussion on regulations before submitting application. Spoke further about minimum size requirements and how to best relay concerns to the PC. Spoke to owner again about potential timeline for review. Owner picked up checks for application, still intends to apply for SLU at future time. SLU Application received, still need payment.	PC
405 Park St	Received application for addition of bathrooms and interior renovation. Sent to Contract planner for discussions. Administrative review deemed inappropriate due to location and scope of project, Formal site plan review scheduled for pc. Site plan review approved contingent upon applicable flood plain requirements being met. Waiting on owner to send additional documentation. Emailed owner regarding conditioned site plan approval and asked about required documentation.	Zoning
401 Elizabeth St	Answered questions and provided resources for future repaving project for Saugatuck Public Schools. Discussion continues.	Zoning
150 Taylor St	Application for STR renewal received. More information needed from applicant. Info provided, sent to Fire Department. Sent email to applicant explaining that due to transfer of ownership to LLC, application is currently pending.	STR
842 Lake St Unit 7	Str application with no required documentation provided, sent back to local agent. Info received, still need payment.	STR
807 Lake St 7	Incomplete STR application received. Sent back to local agent. Received info, asked for further information. Info received, sent to fire department.	STR
249 Mason	Change of Use application received. Had discussion with fire department and sent request for more information to applicant.	
304 Lucy St	Received STR renewal with new owners. Noted a different license holder on application from previous years. Transfer occurred Jan 2024, existing certificate never updated. Application denied due to unauthorized transfer of ownership. Email and letter sent to owner. Discussions with the owner and local agent in regards to appropriateness of denial was had. Owner to provide timeline of events for argument to be sent to legal. Explained to owner that their application is considered denied due to transfer.	STR
940 Pleasant	Received site plan review from fire department. Reached out to Ryan with questions. Sat down with owner to discuss plan. More information needed.	Zoning

40 Butler St	HDC application for Fence received. Sent to Contract planner. HDC approved contingent upon material used being wood. Sent applicant Zoning permit application for next steps.	HDC
555 Griffith St	STR application received. Sent to fire department. Notified of pipe burst at property, inspection postponed until further notice.	STR
618 Water St	Spoke to sign company in regards to requirements for monument sign in the historic District. Discussion continues on requirements of HDC.	HDC
1020 Holland St	Addition to res structure received. Waiting on topo survey. Reached out to contractor to confirm topo survey is on the way. Topographic survey received.	Zoning
419 Lake St	STR application received. Sent to fire department	STR
409 Lake St	STR application received with no supporting documents. Request for more info. Info provided, sent to fire department.	STR
413 Lake St	STR application received with no supporting documents. Request for more info. Info provided, sent to fire department.	STR
31 Butler St	HDC application received to reside building. Advised that payment is still needed.	HDC
338 Park St	Application received for existing STR. Noted transfer from owner to LLC, notified owner that license is currently pending. Sent email to applicant explaining that due to transfer of ownership to LLC, application is currently pending. Spoke with applicant about upcoming City Council Workshop.	STR
781 Manchester Dr	STR application received. Sent email to applicant explaining that due to transfer of ownership to LLC, application is currently pending.	
997 Singapore Dr	Spoke to resident about STR regulations and applying for a license early. Application received, sent to fire department.	STR
231 Grand St	STR Application received. Local Agent outside of allowed radius, notified owner.	STR
825 Bridge St	SLU Application received, still need payment. Payment received. Sent out public notice. Mailer sent out.	PC
332 Mary St	Discussion with STR owner, resources provided.	STR
611 Lake St	Application for HDC permit for sauna received. Location of sauna does not meet Zoning Code, left message for applicant to discuss further. Had discussion about placement of structure not conforming with Zoning regulations. Awaiting response regarding new placement. Notified applicant that changing location will require new meeting, advised that location is chosen prior to meeting. Contractors stated that the applicants will be applying for a variance upon HDC approval, I illustrated concerns and potential issues that they may run into. Forwarded dimensional concerns raised by Horizon to applicant.	HDC
589 Hoffman St	STR application received. Sent to fire department.	STR
540 Campbell Rd	STR application received. Sent to fire department.	STR
714 Park	STR application received. Sent to fire department.	STR
231 North St	STR application received. More information needed. Information provided sent to fire department.	STR

234 Butler St	HDC application for reroof.	HDC
540 Mason St	STR Application received. More information needed. Sent to fire department.	STR
152 Butler St	Spoke to applicant about replacing exterior tiles at commercial property. Provided resources.	HDC
131 Mason St	Fire department notified me of fence blocking egress, owner intends to remove panel of fence, emailed HDC chair to confirm that administrative approval is appropriate for modification of a fence behind a building line.	HDC
329 Water St	STR application. More information needed.	STR
530 S Maple	STR Application. Sent to fire department.	STR
129 Griffith St Unit 7	STR Application. Need more information. Sent to fire department.	STR

Closed Casework

991 Ridgeview Ln	Spoke to resident regarding SLU requirements for ADU STR. Application received, awaiting payment. Payment and application received, scheduled for Feb meeting, sent info to contract planner. Notified applicants that their case will be at the March PC Meeting. SLU approved, sent further resources for gaining license to applicant.	PC
638 Allegan St	Realty sign observed in City ROW. Realtor agreed to relocate sign to private property.	Enforcement
125 Elizabeth St	Realty sign observed in City ROW. Realtor agreed to relocate sign to private property.	Enforcement
STR	Had discussions with realty company in regards to City Boundaries.	STR
202 Butler St	Began discussions for SLU requirement for outdoor seating at pumpernickels. Also discussed Expanded outdoor seating regulations. Provided resources. No further action at this time.	PC
120 Mary St	Had meeting regarding spa project at 120 Mary. Discussed HDC and Zoning Requirements. Spoke to architect for project in regards to original historic approval.	Zoning
129 Griffith ST	Had discussion on standards for STR.	STR
107 Butler St	Observed trash and debris on City ROW outside of establishment. Contacted owner to remedy.	Enforcement
1064 Holland St	Spoke to local agent about expiration dates for multiple properties they manage.	STR
120 Mary	Zoning App. Sent concerns to applicant. Responses sent back to Planner. Emailed builder with concerns. Emailed contractor with request for information. Spoke with the contractor on 12-2, still waiting on updates to the plans. Spoke with Building official concerned with use of property, advised that at this time use of property is unclear due to pending text amendments. Stop work order issued for 120 Mary by MTS due to questions of property use. Reached out to the applicant regarding revised plans. Revised plans showing non Tapered columns received. had discussion with architect in regards to incoming Zoning permit for Spa.	Zoning
220 Brook St	STR Application received, sent to fire department. License issued.	STR
254 Francis St	Spoke to new resident about STR regulations and fines for renting without a license.	STR
638 Allegan St	Spoke to realtor about lot lines and a lot split which happened in 2017.	Zoning

312 Hoffman	Had meeting with resident regarding request to transfer property into trust. Advised that doing so may void STR license.	STR
888 Holland St	Had discussion with realtor about a change of use from SF Res to B&B.	Zoning
B&B Text Amendment	Spoke to concerned resident about lack of bathroom requirements in amendment. Explained that this is addressed within Michigan residential code.	Zoning
810 Allegan	Spoke to Realtor about renting ADU's at properties which already have SLU Approval.	Zoning
825 Bridge St	Spoke to concerned resident about ADU standards to rent.	STR
720 Park St	Received notification of EGLE application. Reached out to applicant to notify that there project may need Zoning Approvals.	Zoning
304 Lucy	Had discussion about upcoming City Council Workshop	STR
306 Mary	Spoke about setbacks for upcoming project.	Zoning
201 Culver St	Applicant reached out to renew EODA for the year. Asked for updated insurance. Insurance provided, sent invoice.	EODA
309 Grand St	Had meeting with resident about residential project. Discussed nonconformities of structure and restrictions that would impose.	Zoning

Department of Public Works

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 2/24/2025:

Snow & Ice Control:
Although winter seems to be loosening its grip on southwest Michigan, Public Works remains prepared to respond to snow and ice events. We're optimistic that the salt spreaders can be removed soon, so that we could use the dump trucks for upcoming brush and leaf collections.

Budget Preparation/Review:
DPW has spent time reviewing the current budget performance of our Public Works, Local Streets, Major Streets, Oval Beach, Parks and Recreation, and Motor Pool accounts. We've also assessed department needs for the 2025-2026 fiscal year with emphasis on annual services, capital improvements, and equipment.

Equipment Maintenance:
Our street sweeper is undergoing repairs at Macqueen, which is our local Elgin dealer and service provider. One of the main hydraulic hoses developed a leak, which will be labor intensive to fix, therefore we opted to hire professional services to assist us. The street sweeper has been in service at Public Works since 2010 and has had very few issues over its service life. Public Works will likely recommend rotating the street sweeper out at some point within the next couple of years. General maintenance has been performed on dump trucks, the backhoe and front-end loader.

Holiday Lights:
The tree-wrap holiday lights that Chips Groundcover installs for us along Butler and Culver Street have been turned off for the season and will be uninstalled in the coming weeks. Having experienced significant outages this year, electrical upgrades are being evaluated where lights are currently installed. We'll also put numbers so Council can consider potentially expanding the holiday lighting to Water Street, Griffith Street, and miscellaneous side streets downtown.

MISS DIG Safe Excavation Practices Training:
All full-time DPW staff attended MISS DIG Safe Excavation Practices seminar where topics were covered such as the legalities of excavation, Public Act 174, damage prevention, reporting, enforcement and more. Each staff member received their MISS DIG 811 Certification.

Meetings:

- **2/24/2025 –** DPW Weekly Goals Meeting
- **2/25/2025 –** Village Square - Lakefront Roofing and Siding
- **2/26/2025 –** Department Head Team Meeting
- **2/27/2025 –** Chain Ferry – Diversified Welding and Fabrication
- **2/28/2025 –** DPW Weekly Goals Follow Up Meeting
- **3/03/2025 –** DPW Weekly Goas Meeting
- **3/03/2025 –** Special Event Safety Meeting – St. Patrick's Day Tent Overflow
- **3/03/2025 –** Special Event Meeting with City Manager and Clerk
- **3/04/2025 –** One-on-One – City Manager and Public Works Superintendent
- **3/07/2025 –** DPW Weekly Goals Follow Up Meeting
- **3/07/2025 –** Budget Meeting – City Manager, Treasurer, DPW Superintendent

City of Saugatuck
Status Report of Engineering Activities
March 6, 2025

General Consultation

- 2024 Asphalt Repairs: The project is complete with the exception of confirming grass restoration was effective in the spring.

- Village Square Court Renovation: Preparing a DNR Passport Program application to be submitted prior to the April 1 deadline. The council resolution will be on the March 19 workshop for discussion and March 24 regular meeting for adoption.

- Developing a proposal for inspection of larger culvert crossings and storm sewer outfalls.

- Updated the CIP based on council and other feedback.

- Prepared a bid package for a 3-year pavement marking contract. No bids were received at the February 13 bid opening, and it is being rebid on March 13. The timeframe for construction was also adjusted with work now anticipated to be completed by mid-June each year (originally prior to Memorial Day weekend). We have already had communication from two bidders.

- Attended several meetings related to water and sewer agreements, and provided supplemental information/feedback.

EGLE Technical, Managerial and Financial (TMF) Project

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

Mt. Baldhead Projects

- AT&T Project Assistance
    - Providing assistance on an as-needed basis.
- Restroom Building Replacement
    - The bid opening was held on February 13.
    - The project is on hold for City coordination with project stakeholders.
- Observation Platform Replacement
    - Design work is progressing. Additional survey work is complete.
    - The Allegan Conservation District has provided the Vegetation Removal Assurance, which is a report required for the EGLE/USACE Critical Dunes Permitting. The report evaluates impacts on vegetation, native, non-native and invasives, and provides guidance for the design and construction. The report includes guidance for several of the unhealthy, dead or undesirable species to be removed as part of the project and replaced with native/desirable ones.

Sea Wall and Concrete Repairs

- Design work is underway. Field collection work is complete, and survey data is being processed.
- Met with DPW and steel fabricator to provide direction for short term ramp framing repairs at the chain ferry.
- We are working to get the project out for bids as soon as possible with construction to be completed prior to the 4th of July holiday.

Maple Street Improvements – Study Phase

- Planning work was presented to council at the January 22, 2025 workshop.
- The City's MDOT Category B grant was selected for funding this year. This grant will fund $250,000 of the road restoration costs on the project.
- We are currently anticipating design starting in early 2025 and construction starting in spring 2026 following the Allegan County Drain Commissioner's Blue Star Highway Drain project, which will require closure of Blue Star Highway for a time. MDOT has approved extending the Category B funding to 2026.
- Drafted a design phase proposal for discussion at the March 19 council workshop.

Park Street Improvements – Study Phase

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

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
EXP CHECK RUN DATES 02/26/2025 - 03/11/2025
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Vendor Name	Description	Amount
1. ALLEGAN COUNTY TREASURER		
	PROPERTY TAXES COLLECTION 02/19 - 02/28	2,390.38
2. ASSESSING SOLUTIONS INC		
	MAR '25 ASSESSING SERVICES	2,934.00
3. CONSUMERS ENERGY		
	JAN '25 SERVICE	4,296.71
4. DUNESVIEW KWIK SHOP INC		
	JAN '25 GAS AND DIESEL	1,982.05
5. E DOWD CRANE SERVICE LLC		
	TREE SERVICE	2,750.00
6. FIRST BANK CARD		
	12/27 - 01/24 STATEMENT BALANCE	899.00
	12/27 - 01/24 STATEMENT BALANCE	516.14
	12/27 - 01/24 STATEMENT BALANCE	36.99
	12/27 - 01/24 STATEMENT BALANCE	2,706.35
	TOTAL	4,158.48
7. FRONTIER		
	02/03 - 03/02 SERVICE	186.27
8. HORIZON COMMUNITY PLANNER		
	PLANNING & HISTORIC DISTRICT	2,227.50
9. INTERURBAN TRANSIT AUTHORITY		
	PROPERTY TAXES COLLECTION 02/19 - 02/28	642.34
10. KALAMAZOO LAKE SEWER & WATER		
	JAN '25 SERVICE	1,425.37
11. MERS		
	FEB '25 RETIREMENT	4,499.98
12. METRO WIRELESS		
	MAR '25 WIFI SERVICE	698.00
13. MMTA		
	TRAINING	599.00
14. OVERISEL LUMBER COMPANY		
	FEB '25 STATEMENT BALANCE	1,238.93
15. PRIORITY HEALTH		
	MAR '25 HEALTH INSURANCE COVERAGE	11,524.64
16. REPUBLIC SERVICES		
	FEB '25 SERVICE	261.12
17. RICOH USA INC		
	02/26 - 03/25 LEASE	127.97
18. SAUGATUCK DOUGLAS LIBRARY		
	PROPERTY TAXES COLLECTION 02/19 - 02/28	897.91
19. SAUGATUCK FIRE		
	PROPERTY TAXES COLLECTION 02/19 - 02/28	3,268.76
	RENTAL HOME INSPECTIONS	650.00
	TOTAL	3,918.76
20. SAUGATUCK PUBLIC SCHOOLS		
	PROPERTY TAXES COLLECTION 02/19 - 02/28	11,231.58
21. SHORELINE TECHNOLOGY SOLUTIONS		
	MAR '25 COMPUTER SERVICES	1,785.20
22. STANDARD INSURANCE COMPANY		
	MAR '25 INSURANCE	452.99
23. STINGERS PEST CONTROL		
	ANNUAL FEE-CONCESSIONS	183.30
24. TRUCK & TRAILER SPECIALTIES		
	TRUCK LIGHT	208.20
25. WONDERLAND TIRE COMPANY		
	VALVE STEM	28.21
TOTAL - ALL VENDORS		60,648.89

FUND TOTALS:

Vendor Name / Description	Amount
Fund 101 - GENERAL FUND	38,523.59
Fund 202 - MAJOR STREETS	278.36
Fund 203 - LOCAL STREETS	280.96
Fund 661 - MOTOR POOL FUND	3,135.01
Fund 701 - CURRENT TAX FUND	18,430.97

CHECK DATE FROM 02/01/2025 - 02/28/2025

Check Date	Check	Vendor Name	Description	Amount	
Bank GEN GENERAL POOLED CASH					
02/10/2025	5797(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 01/22 - 02/04	52,563.53	
02/10/2025	5798(A)	ASSESSING SOLUTIONS INC	FEB '25 ASSESSING SERVICES	2,934.00	
02/10/2025	5799(A)	BS&A SOFTWARE	PAYROLL - SOFTWARE UPDATES & ANNUAL SUPP	574.00	
02/10/2025	5800(A)	D & L TRUCK & TRAILER LLC	REPAIRS - BUCKET TRUCK	1,193.48	
02/10/2025	5801(A)	MICHIGAN CAT	PARTS	981.92	
02/10/2025	5802(A)	DETROIT SALT COMPANY	ROAD BULK SALT	9,708.49	
02/10/2025	5803(A)	DUNESVIEW KWIK SHOP INC	DEC '24 GAS AND DIESEL	2,121.89	
02/10/2025	5804(A)	FAHEY SCHULTZ BURZYCH RHODES	JAN '25 DUNE RIDGE V (ORIGINAL ACTION)	26,305.80	
02/10/2025	5805(A)	HORIZON COMMUNITY PLANNER	PLANNING & HISTORIC DISTRICT	1,350.00	
02/10/2025	5806(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES COLLECTION 01/22 - 02/04	14,104.61	
02/10/2025	5807(A)	K&R TRUCK SALES INC	BOLTS, NUTS, WASHERS	252.14	
02/10/2025	5808(A)	PURITY CYLINDER GASES INC	SUPPLIES	130.16	
02/10/2025	5809(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES COLLECTION 01/22 - 02/04	19,716.86	
02/10/2025	5810(A)	SAUGATUCK FIRE	PROPERTY TAXES COLLECTION 01/22 - 02/04	70,590.19	
02/10/2025	5811(A)	SHORELINE TECHNOLOGY SOLUTIONS	FEB '25 COMPUTER SERVICES	1,785.20	
02/10/2025	5812(A)	STANDARD INSURANCE COMPANY	FEB '25 INSURANCE	452.99	
02/10/2025	5813(A)	TRUCK & TRAILER SPECIALTIES	CUTTING EDGE	2,933.00	
02/10/2025	20267	CARELTON EQUIPMENT	TIRE	286.82	
02/10/2025	20268	FARMHOUSE	STRATEGIC PLANNING LUNCH	341.00	
02/10/2025	20269	IHLE AUTO PARTS	JAN '25 MOTOR PURCHASES	1,092.07	
02/10/2025	20270	IHLE SERVICE	2018 GMC REPAIR	670.28	V
02/10/2025	20271	KEPPEL'S LOCK & SAFE CO.	REPAIRS	133.00	
02/10/2025	20272	MASON LAWN & SNOW	SALT SPREADER REPAIRS	8,345.78	
02/10/2025	20273	MINER SUPPLY CO	SUPPLIES	574.60	
02/10/2025	20274	OVERISEL LUMBER COMPANY	JAN '25 STATEMENT BALANCE	121.79	
02/10/2025	20275	PLANTE MORAN	PROFESSIONAL SERVICES THROUGH 01/13	1,330.00	
02/10/2025	20276	RAY'S SERVICE CENTER LLC	GMC TRUCK TOW	95.00	

CHECK DATE FROM 02/01/2025 - 02/28/2025

Check Date	Check	Vendor Name	Description	Amount
02/10/2025	20277	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 01/22 - 02/04	230,201.71
02/10/2025	20278	VANDERZEE MOTORPLEX	2018 KAWASAKI BRUTE FORCE	264.36
02/10/2025	20279	WONDERLAND TIRE COMPANY	TIRE REPAIR	40.08
02/10/2025	20280	BD SCHOOLCRAFT LLC	ESCROW REFUND	1,843.75
02/11/2025	5814(E)	FRONTIER	01/03 - 02/02 SERVICE	186.27
02/11/2025	5815(E)	KALAMAZOO LAKE SEWER & WATER	DEC '24 SERVICE	1,445.97
02/11/2025	5816(E)	METRO WIRELESS	FEB '25 WIFI SERVICE	698.00
02/11/2025	5817(E)	PRIORITY HEALTH	FEB '25 HEALTH INSURANCE COVERAGE	11,524.64
02/11/2025	5818(E)	REPUBLIC SERVICES	FEB '25 DISPOSAL AND PICKUP SERVICE - BL	38.86
02/11/2025	5819(E)	RICOH USA INC	COPIER USAGE	333.49
02/14/2025	DD7205(A)	ARAMENDI, NOAH	PAYROLL	1,649.47
02/14/2025	DD7206(A)	BOUWMAN, CHAD	PAYROLL	1,563.01
02/14/2025	DD7207(A)	BREDEWEG, NICOLE	PAYROLL	2,355.87
02/14/2025	DD7208(A)	BROCKINGTON, CATHERINE	PAYROLL	22.90
02/14/2025	DD7209(A)	CUMMINS, RYAN	PAYROLL	2,860.15
02/14/2025	DD7210(A)	HERBERT, SCOTT	PAYROLL	2,244.20
02/14/2025	DD7211(A)	KERRIDGE, ADAM	PAYROLL	1,901.28
02/14/2025	DD7212(A)	MARTIN, DANNY	PAYROLL	659.05
02/14/2025	DD7213(A)	MORROW, SCOTT	PAYROLL	1,290.71
02/14/2025	DD7214(A)	THOMPSON, LUKE	PAYROLL	2,228.69
02/14/2025	DD7215(A)	WILLIAMS, SARA	PAYROLL	1,756.11
02/14/2025	DD7216(A)	WOLTERS, JAMIE	PAYROLL	2,057.07
02/14/2025	DD7217(A)	MACK, ELLIS	PAYROLL	766.03
02/14/2025	EFT1903(E)	ALERUS	PAYROLL	2,955.32
02/14/2025	EFT1904(E)	MERS HYBRID	PAYROLL	188.70
02/14/2025	EFT1905(E)	FEDERAL TAX DEPOSIT	PAYROLL	7,077.80
02/24/2025	5823(A)	ALLEGAN COUNTY SHERIFF	JAN '25 SHERIFF CONTRACT	32,656.80
02/24/2025	5824(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 02/05 - 02/18	147,053.28

CHECK DATE FROM 02/01/2025 - 02/28/2025

Check Date	Check	Vendor Name	Description	Amount
02/24/2025	5825(A)	E DOWD CRANE SERVICE LLC	TREE SERVICE	9,162.50
02/24/2025	5826(A)	FLEIS & VANDENBRINK ENGINEERING INC	12/29 - 01/25 SERVICES - MT. BALDHEAD RE	11,338.60
02/24/2025	5827(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES COLLECTION 02/05 - 02/18	39,516.07
02/24/2025	5828(A)	NEWCOMER PLOW & HITCH	PARTS	984.64
02/24/2025	5829(A)	PLUMMER'S ENVIRONMENTAL SERVICES IN	ROLL OFF BOX STREET CLEANING	721.07
02/24/2025	5830(A)	R SMITH & SONS INC	ROAD GRAVEL / SAND	818.70
02/24/2025	5831(A)	RAF ELECTRIC	NEON LIGHT @ LAKE AND BLUE STAR	275.00
02/24/2025	5832(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES COLLECTION 02/05 - 02/18	55,239.47
02/24/2025	5833(A)	SAUGATUCK FIRE	PROPERTY TAXES COLLECTION 02/05 - 02/18	198,188.30
02/24/2025	20281	BURAND DEBORAH KAY	2024 Win Tax Refund 57-501-006-00	4,490.90
02/24/2025	20282	LEO, NICHOLAS	2024 Win Tax Refund 57-202-004-00	222.90
02/24/2025	20283	CARELTON EQUIPMENT	PARTS AND FLUIDS	1,239.06
02/24/2025	20284	COMMERCIAL RECORD	DISPLAY LEGALS	364.00
02/24/2025	20285	STATE SPRING ALIGNMENT & BRAKE	PARTS	123.00
02/24/2025	20286	FRONTIER	12/20 - 01/19 SERVICE	240.62
02/24/2025	20287	GIVE 'EM A BRAKE	BARRICADE	2,800.00
02/24/2025	20288	KENDALL ELECTRIC INC	STREET LIGHTS	719.35
02/24/2025	20289	MARILYNN J SEMONICK	STRATEGIC PLANNING	3,427.98
02/24/2025	20290	MR JAMBER	CHRISTMAS TREE WRAP	650.00
02/24/2025	20291	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 02/05 - 02/18	648,753.94
02/24/2025	20292	SAUGATUCK TOWNSHIP	W/S CONTRACT 2024-2025	681.45
02/24/2025	20293	IHLE SERVICE	2018 GMC REPAIR	505.29
02/25/2025	5834(E)	CAPITAL ONE	JAN '25 STATEMENT BALANCE	884.25
02/25/2025	5835(E)	COMCAST	01/28 - 02/27 INTERNET SERVICE	263.40
02/25/2025	5836(E)	FRONTIER	12/20 - 01/19 SERVICE	98.84
02/25/2025	5837(E)	JOHN DEERE FINANCIAL	11/11 - 02/10 STATEMENT BALANCE	1,092.84
02/25/2025	5838(E)	MERCHANTS BANCARD NETWORK	JAN '25 CC PROCESSING - CONCESSIONS AND	168.50
02/25/2025	5839(E)	MICHIGAN GAS UTILITIES	12/26 - 01/26 SERVICE - 3338 BLUE STAR	572.51

CHECK DATE FROM 02/01/2025 - 02/28/2025

Check Date	Check	Vendor Name	Description	Amount
02/25/2025	5840(E)	MICHIGAN GAS UTILITIES	12/23 - 01/22 SERVICE - 345 BUTLER	210.19
02/25/2025	5841(E)	MICHIGAN GAS UTILITIES	12/23 - 01/22 SERVICE - 102 BUTLER	179.89
02/25/2025	5842(E)	NET2PHONE INC	FEB '25 PHONE SERVICE	216.31
02/25/2025	5843(E)	STATE OF MICHIGAN	2024 ANNUAL FILING	0.04
02/25/2025	5844(E)	VALLEY CITY LINEN INC	SHOP TOWELS	88.71
02/28/2025	5858(E)	CONSUMERS ENERGY	JAN '25 SERVICE	4,296.71
02/28/2025	5859(E)	FIRST BANK CARD	12/27 - 01/24 STATEMENT BALANCE	4,158.48
02/28/2025	5860(E)	FRONTIER	02/03 - 03/02 SERVICE	186.27
02/28/2025	5861(E)	REPUBLIC SERVICES	FEB '25 SERVICE	261.12
02/28/2025	5862(E)	RICOH USA INC	02/26 - 03/25 LEASE	127.97
02/28/2025	DD7218(A)	ARAMENDI, NOAH	PAYROLL	1,753.74
02/28/2025	DD7219(A)	BOUWMAN, CHAD	PAYROLL	1,665.40
02/28/2025	DD7220(A)	BREDEWEG, NICOLE	PAYROLL	2,158.44
02/28/2025	DD7221(A)	CUMMINS, RYAN	PAYROLL	2,925.16
02/28/2025	DD7222(A)	HERBERT, SCOTT	PAYROLL	2,309.19
02/28/2025	DD7223(A)	KERRIDGE, ADAM	PAYROLL	2,376.92
02/28/2025	DD7224(A)	MACK, ELLIS	PAYROLL	1,370.31
02/28/2025	DD7225(A)	MARTIN, DANNY	PAYROLL	1,133.15
02/28/2025	DD7226(A)	MORROW, SCOTT	PAYROLL	1,330.70
02/28/2025	DD7227(A)	THOMPSON, LUKE	PAYROLL	2,228.68
02/28/2025	DD7228(A)	WILLIAMS, SARA	PAYROLL	1,756.11
02/28/2025	DD7229(A)	WOLTERS, JAMIE	PAYROLL	2,321.08
02/28/2025	EFT1906(E)	ALERUS	PAYROLL	3,049.33
02/28/2025	EFT1907(E)	MERS HYBRID	PAYROLL	188.70
02/28/2025	EFT1908(E)	FEDERAL TAX DEPOSIT	PAYROLL	7,622.86
02/28/2025	EFT1909(E)	MERS	PAYROLL	4,580.33
02/28/2025	EFT1910(E)	MI DEPT OF TREASURY	PAYROLL	2,327.97

Check Date	Check	Vendor Name	Description	Amount
Total of 110 Checks:				1,712,919.11
Less 1 Void Checks:				670.28
Total of 109 Disbursements:				1,712,248.83

City Council Agenda Item Report

FROM: Luke Thompson
Director of Planning and Zoning

DATE: March 10, 2025

RE: B&B Text Amendment

DESCRIPTION:

At the Planning Commission special meeting on December 2, 2024, a zoning text amendment request was received to allow for the incorporation of guest rooms into accessory buildings at the Wickwood Inn property and the newly acquired 120 Mary Street property. The applicant provided a comprehensive overview regarding the intent of the owner and the overall development request.

As noted by the applicant, several zoning changes would be necessary to authorize the use of accessory buildings as guest accommodations, and recommended language was provided. Staff and the City's planning consultant made several revisions to the zoning language provided by the applicant to ensure that future requests for accessory guest buildings on the subject site and on any other sites within the R-4 City Center Transitional Residential (CER) District would be compatible and an appropriate scale and intensity for the neighborhood. These changes addressed concerns noted by the Planning Commission, and they were supported by the applicant.

After months of discussion, the proposed bed and breakfast zoning ordinance amendment to allow habitation of accessory buildings hereby defined as accessory guest buildings for bed and breakfasts within the R-4 City Center Transitional Residential (CER) District was unanimously recommended for approval by the Planning Commission.

Drafted Ordinances and Policy

Based on direction by the Planning Commission, a text amendment was drafted for section 154.005 to revise the definition of bed and breakfast establishment; to amend section 154.022(H)(7) to expand on the habitation options of accessory structures; to amend 154.022(R) to allow bed and breakfast establishments to host guests in accessory guest

buildings in the R-4 City Center Transitional Residential (CER) District if certain conditions are satisfied; to amend 154.025 (B)(4) to allow bed and breakfast establishments as permitted uses when guest rooms are in the principal building; and to amend section 154.025 (C) to allow bed and breakfast establishments with accessory guest buildings as special land uses.

LEGAL REVIEW:

The City Attorney reviewed the draft ordinances, attended the Planning Commission meetings and will be at the City Council meeting to answer any questions.

SAMPLE MOTION:

Motion to approve Ordinance No. 250310-A an ordinance to amend Title XV, chapter 154, of the Code of the City of Saugatuck to amend section 154.005 to revise the definition of bed and breakfast establishment; to amend section 154.022(H)(7) to expand on the habitation options of accessory structures; to amend 154.022(R) to allow bed and breakfast establishments to host guests in accessory guest buildings in the R-4 City Center Transitional Residential (CER) Zoning District if certain conditions are satisfied; to amend 154.025 (B)(4) to allow bed and breakfast establishments as permitted uses when guest rooms are in the principal building; and to amend section 154.025 (C) to allow bed and breakfast establishments with accessory guest buildings as special land uses

CITY COUNCIL
CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

ORDINANCE NO. 250310-A

AN ORDINANCE TO AMEND TITLE XV, CHAPTER 154, OF THE CODE OF THE CITY OF SAUGATUCK TO AMEND SECTION 154.005 TO REVISE THE DEFINITION OF BED AND BREAKFAST ESTABLISHMENT; TO AMEND SECTION 154.022(H)(7) TO EXPAND ON THE HABITATION OPTIONS OF ACCESSORY STRUCTURES; TO AMEND 154.022(R) TO ALLOW BED AND BREAKFAST ESTABLISHMENTS TO HOST GUESTS IN ACCESSORY GUEST BUILDINGS IN THE R-4 CITY CENTER TRANSITIONAL RESIDENTIAL (CER) ZONING DISTRICT IF CERTAIN CONDITIONS ARE SATISFIED; TO AMEND 154.025 (B)(4) TO ALLOW BED AND BREAKFAST ESTABLISHMENTS AS PERMITTED USES WHEN GUEST ROOMS ARE IN THE PRINCIPAL BUILDING; AND TO AMEND SECTION 154.025 (C) TO ALLOW BED AND BREAKFAST ESTABLISHMENTS WITH ACCESSORY GUEST BUILDINGS AS SPECIAL LAND USES

Section 1. Amendment to Zoning Ordinance, Section 154.005. The City of Saugatuck Zoning Ordinance is amended to revise Section 154.005 and the definition of Bed and Breakfast Establishment as follows:

Existing:

BED AND BREAKFAST ESTABLISHMENT. A residential structure occupied by the owner(s) or resident manager, which has sleeping rooms available for rent by transient people on a short-term basis.

Revised (tracked changes shown for reference):

BED AND BREAKFAST ESTABLISHMENT. A residential building occupied by the owner(s) or resident manager, along with associated accessory guest buildings allowable within certain districts, which has sleeping rooms available for rent by transient people on a short-term basis.

Section 2. Amendment to Zoning Ordinance, Section 154.022(H)(7). The City of Saugatuck Zoning Ordinance is amended to revise Section 154.022 (H)(7) as follows:

Existing:

(7) Habitation of accessory structures. No accessory building or structure, including, without limitation, a garage or cellar, whether fixed or portable, may be used or occupied as a dwelling unless permitted in accordance with the provisions of divisions (M) or (W).

Revised (tracked changes shown for reference):

(7) Habitation of accessory structures. No accessory building or structure, including, without limitation, a garage or cellar, whether fixed or portable, may be used or occupied as a dwelling unless permitted in accordance with the provisions of divisions (M), (R), or (W).

Section 3. Amendment to Zoning Ordinance, Section 154.022(R). The City of Saugatuck Zoning Ordinance is amended to revise Section 154.022 (R) to include a new paragraph 10 to read in its entirety as follows *(note: this entire paragraph is new and does not replace existing text):*

(10) An accessory building or buildings on the same lot as a principal building used as a B&B may be used as accessory guest buildings, provided the following requirements are met:

(a) The lot must be in the R-4 City Center Transitional Residential (CER) Zoning District.

(b) Special land use approval shall be required, as described in Sections 154.080-92. The Planning Commission shall also consider the following supplemental special land use standards related to accessory guest buildings:

1. The overall site plan shall not detract from the cohesive appearance and layout of the subject block and surrounding neighborhood.

2. Accessory guest buildings shall be designed to be compatible with the existing built character of the block in which they are located, as well as nearby blocks that are similar in character, including consistency with prevailing building density, mass, bulk, scale, and design.

(c) All requirements of Section 154.022 (R) 1-9 must be met.

(d) There shall be no more than two (2) accessory guest buildings per principal bed and breakfast building.

(e) An individual accessory guest building shall include no more than three (3) guest rooms.

(f) The total number of guest rooms within accessory guest buildings shall not exceed 50% of the total number of guest rooms within the principal building or six (6), whichever number is less.

(g) Any newly constructed accessory guest building must meet all requirements of Section 154.022 (H).

(h) Conversions of Existing Buildings.

1. The conversion of existing buildings that previously served as principal or accessory buildings into accessory guest buildings must meet all requirements of Section 154.022 (H). However, existing buildings that do not currently comply with height, lot coverage, or setback requirements

may be approved by the Planning Commission for conversion to accessory guest buildings if special land use standards are satisfied.

2. Any expansion to a building proposed to be converted to an accessory guest building shall comply with Section 154.022 (H).
3. Conversions that do not alter the footprint or height of the building(s) shall not be considered to be an expansion of a dimensional non-conformity.

(i) Accessory guest buildings shall not be considered Accessory Dwelling Units, as defined in Section 154.005, and shall not be subject to the requirements of Section 155.022 (W).

Section 4. Amendment to Zoning Ordinance, Section 154.025(B)(4). The City of Saugatuck Zoning Ordinance is amended to revise Section 154.025 (B) Permitted uses, paragraph (4), as follows:

Existing:

(4) Bed and breakfasts;

Revised (tracked changes shown for reference):

(4) Bed and breakfasts with guest rooms only in the principal building;

Section 5. Amendment to Zoning Ordinance, Section 154.025(C). The City of Saugatuck Zoning Ordinance is amended to revise Section 154.025 (C) Special Land Uses to include a new subparagraph 4 to read in its entirety as follows *(note: this entire paragraph is new and does not replace existing text)*:

(4) Bed and breakfasts with guest rooms in the principal building and in an accessory guest building or buildings.

Section 6. Repeal. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Section 7. Effective Date. This Ordinance shall take effect seven (7) days after publication of a notice of adoption of this Ordinance, unless referendum procedures are initiated under MCL 125.3402. If referendum procedures are initiated, this Ordinance will take effect in accordance with MCL 125.3402.

YEAS:_____
NAYS: _____

ABSENT/ABSTAIN:_____

ORDINANCE DECLARED ADOPTED.

_____
Holly Anderson
City of Saugatuck, Mayor

CERTIFICATION

I hereby certify that:

1. The above is a true copy of an ordinance adopted by the City of Saugatuck at a duly scheduled and noticed meeting of the City Council held on _____, _____ 2025, pursuant to the required statutory procedures.

2. A summary of the above ordinance was duly published in the _____ newspaper, a newspaper that circulates within the City of Saugatuck, on _____, 2025.

3. Within 1 week after such publication, I recorded the above ordinance in a book of ordinances kept by me for that purpose, including the date of passage of the ordinance, the names of the members of the City Council voting, and how each member voted.

ATTESTED:

_____
Jamie Wolters
City of Saugatuck, Clerk

City Council Agenda Item Report

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

MEETING DATE: March 10, 2025

SUBJECT: Budget Amendments for Fiscal Year 24-25

DESCRIPTION:

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

- Increase in revenues for Oval Beach, interest earned, and miscellaneous donations and income.
    - Highlights of donated dollars include Oval Beach Wi-fi, Milfoil treatment, and tree planting.
- Increase in expenses for enhanced IT security, support from Plante Moran, restoration of irrigation and stormwater improvements at City Hall, no parking signage for "The Hill", concrete repairs for boardwalk, trash from City parks, Oval Beach Wi-Fi, motor pool repairs, increased insurance expense and a difference in allocation, and DPW wages and equipment for greater number of snow events.
- Decrease in salary expenses for Treasurer, Planning/Zoning and Historic District.
- Reduction of revenue (federal and state grants) and expenditure (contractual services) for the Blue Star Trail project as construction won't begin before the end of the fiscal year.

The increased revenues and expenditures in each fund are offsetting.

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.250310-A to amend the budget of the 2024/2025 general appropriations act.

CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN

RESOLUTION NO. 250310-A

A RESOLUTION TO AMEND THE BUDGET OF THE 2024/2025 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, 2024 and ending June 30, 2025; 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 2024/2025 budget as follows:

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GL #	DESCRIPTION	Increase/(Decrease)	
	Fund 101 GENERAL FUND		
101-000-403.000	PERSONAL PROPERTY TAXES	750.00	Revenue
101-000-445.000	PENALTIES & INTEREST	6,000.00	Revenue
101-000-528.000	OTHER FEDERAL GRANTS	(1,300,000.00)	Revenue
101-000-579.000	GRANTS RECEIVED	(275,000.00)	Revenue
101-000-607.000	FRANCHISE FEES	(6,000.00)	Revenue
101-000-651.000	OVAL BEACH FEES	40,000.00	Revenue
101-000-653.000	BOAT RAMP FEES	1,600.00	Revenue
101-000-655.000	POLICE & ORDINANCE FEES	1,250.00	Revenue
101-000-665.000	INTEREST EARNED	60,000.00	Revenue
101-000-667.000	STREET END & PROPERTY FEES	(5,000.00)	Revenue
101-000-674.000	MISC DONATIONS & INCOME	61,000.00	Revenue
101-101-908.000	DUES & PUBLICATIONS	100.00	Council
101-101-913.000	INSURANCE	400.00	Council
101-173-801.000	CONTRACTUAL SERVICES	10,000.00	Manager
101-173-802.000	AUDIT	(525.00)	Manager

101-173-860.000	EDUCATIONAL TRAINING	500.00	Manager
101-173-910.000	INSURANCE	260.00	Manager
101-253-702.000	SALARY/WAGES	(12,500.00)	Finance
101-253-801.000	CONTRACTUAL SERVICES	30,000.00	Finance
101-253-860.000	EDUCATIONAL TRAINING	1,000.00	Finance
101-253-913.000	INSURANCE	150.00	Finance
101-265-702.000	SALARY/WAGES	2,000.00	City Hall
101-265-720.000	FRINGE BENEFITS	1,000.00	City Hall
101-265-913.000	INSURANCE	315.00	City Hall
101-265-930.000	REPAIRS & MAINTENANCE	5,000.00	City Hall
101-265-946.000	EQUIPMENT RENTAL	1,500.00	City Hall
101-265-970.000	CAPITAL OUTLAY	7,000.00	City Hall
101-441-799.000	PARKWAY TREES	3,000.00	Public Works
101-441-801.000	CONTRACTUAL SERVICES	(1,550,000.00)	Public Works
101-441-913.000	INSURANCE	1,600.00	Public Works
101-441-960.000	SIGNS	8,000.00	Public Works
101-721-702.000	SALARY/WAGES	(14,500.00)	Planning
101-721-727.000	OFFICE SUPPLIES	1,300.00	Planning
101-721-913.000	INSURANCE	350.00	Planning
101-723-702.000	SALARY	(5,000.00)	HDC
101-730-931.000	WATERWAYS REPAIR	30,000.00	Harbor
101-751-913.000	INSURANCE	900.00	Parks
101-751-928.000	TRASH	10,000.00	Parks
101-756-730.000	SUPPLIES	10,000.00	Oval
101-756-970.000	CAPITAL OUTLAY	25,000.00	Oval
101-758-730.000	SUPPLIES	12,000.00	Concession
GL #	**DESCRIPTION**	**Increase/(Decrease)**	
	Fund 202 MAJOR STREETS		
202-000-665.000	INTEREST	5,000.00	Revenue
202-464-702.000	SALARY/WAGES	5,000.00	Winter
GL #	**DESCRIPTION**	**Increase/(Decrease)**	
	Fund 203 LOCAL STREETS		
203-000-402.000	LOCAL ROAD MILLAGE	1,000.00	Revenue
203-000-665.000	INTEREST	40,000.00	Revenue
203-463-702.000	SALARY/WAGES	5,000.00	Maintenance
203-463-946.000	EQUIPMENT RENTAL	9,500.00	Maintenance

203-464-702.000	SALARY/WAGES	10,000.00	Winter
203-464-720.000	FRINGE BENEFITS	3,000.00	Winter
203-464-946.000	EQUIPMENT RENTAL	5,000.00	Winter
GL #	**DESCRIPTION**	**Increase/(Decrease)**	
	Fund 592 WATER & SEWER		
592-000-665.000	INTEREST	10,000.00	Revenue
592-536-801.000	CONTRACTUAL SERVICES	10,000.00	Water/Sewer
GL #	**DESCRIPTION**	**Increase/(Decrease)**	
	Fund 661 MOTOR POOL		
661-000-665.000	INTEREST	11,000.00	Revenue
661-443-930.000	REPAIRS & MAINTENANCE	11,000.00	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

03/03/25

GL NUMBER	DESCRIPTION	BUDGET AMENDMENT INCREASE (DECREASE)	REASONS
Fund 101 - GENERAL FUND			
101-000-403.000	PERSONAL PROPERTY TAXES	750.00	More revenue collected than expected.
101-000-445.000	PENALTIES & INTEREST	6,000.00	More revenue collected than expected.
101-000-528.000	OTHER FEDERAL GRANTS	(1,300,000.00)	TAP Grant - Blue Star Trail construction date pushed to next FY.
101-000-579.000	GRANTS RECEIVED	(275,000.00)	DNR Trust Fund Grant - Blue Star Trail construction date pushed to next FY. TMF Grant will be higher for lead service lines.
101-000-607.000	FRANCHISE FEES	(6,000.00)	Fire Department no longer paying for City finance services previous Treasurer provided.
101-000-651.000	OVAL BEACH FEES	40,000.00	Pass revenue coming in higher.
101-000-653.000	BOAT RAMP FEES	1,600.00	More revenue collected than expected.
101-000-655.000	POLICE & ORDINANCE FEES	1,250.00	More revenue collected than expected.
101-000-665.000	INTEREST EARNED	60,000.00	Interest on fund balance coming in higher.
101-000-667.000	STREET END & PROPERTY FEES	(5,000.00)	Audit adjustments.
101-000-674.000	MISC DONATIONS & INCOME	61,000.00	Received unexpected donations for Oval Beach Wi-Fi, Milfoil treatment, tree planting grant. Also received Blue Star Trail design reimbursement from Township and Friends of the Blue Star Trail. Refund for sales tax overpayment.
Dept 101 - COUNCIL			
101-101-908.000	DUES & PUBLICATIONS	100.00	Membership costs increased (ProTec)
101-101-913.000	INSURANCE	400.00	Liability insurance increases and allocation changes.
Dept 173 - CITY ADMINISTRATION			
101-173-801.000	CONTRACTUAL SERVICES	10,000.00	Increase in IT costs for security and server.
101-173-802.000	AUDIT	(525.00)	Audit expense was less.
101-173-860.000	EDUCATIONAL TRAINING	500.00	Attending MML and MME conferences.
101-173-910.000	INSURANCE	260.00	Liability insurance increases and allocation changes.

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK
03/03/25

GL NUMBER	DESCRIPTION	BUDGET AMENDMENT INCREASE (DECREASE)	REASONS
Dept 253 - CITY TREASURER			
101-253-702.000	SALARY/WAGES	(12,500.00)	Current Treasurer salary differs from previous Treasurer.
101-253-801.000	CONTRACTUAL SERVICES	30,000.00	Plante Moran support for audit and Treasurer transition.
101-253-860.000	EDUCATIONAL TRAINING	1,000.00	Plante Moran training, Winter Workshop with Michigan Municipal Treasurer Association, joined Michigan Government Finance Officers Association, and enrollment in Michigan Municipal Treasurer Association three year certification program.
101-253-913.000	INSURANCE	150.00	Liability insurance increases and allocation changes.
Dept 265 - CITY HALL			
101-265-702.000	SALARY/WAGES	2,000.00	Additional expected City Hall work by DPW
101-265-720.000	FRINGE BENEFITS	1,000.00	Additional fringe benefits for DPW time.
101-265-913.000	INSURANCE	315.00	Liability insurance increases and allocation changes.
101-265-930.000	REPAIRS & MAINTENANCE	5,000.00	Irrigation and landscaping restoration following exterior painting, HVAC repairs, emergency exit sign repairs. Possible elevator repairs in the works.
101-265-946.000	EQUIPMENT RENTAL	1,500.00	Motor pool charges for landscaping work.
101-265-970.000	CAPITAL OUTLAY	7,000.00	Irrigation and stormwater installation. Server software upgrade.
Dept 441 - PUBLIC WORKS			
101-441-799.000	PARKWAY TREES	3,000.00	Planted more trees than anticipated with Consumers tree grant. Plan for more tree plantings before end of year.
101-441-801.000	CONTRACTUAL SERVICES	(1,550,000.00)	Blue Star Trail construction date pushed to next FY. Added airport property project (donor revenue received last FY).
101-441-913.000	INSURANCE	1,600.00	Liability insurance increases and allocation changes.
101-441-960.000	SIGNS	8,000.00	No parking signage for Hill, new stop sign, new yield to pedestrian signs.

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK

03/03/25

GL NUMBER	DESCRIPTION	BUDGET AMENDMENT INCREASE (DECREASE)	REASONS
Dept 721 - PLANNING/ZONING			
101-721-702.000	SALARY/WAGES	(14,500.00)	Current position duties and salary differs from previous
101-721-727.000	OFFICE SUPPLIES	1,300.00	Additional mailings for STRs
101-721-913.000	INSURANCE	350.00	Liability insurance increases and allocation changes.
Dept 723 - HISTORIC DISTRICT COMMISSION			
101-723-702.000	SALARY	(5,000.00)	Current position duties and salary differs from previous
Dept 730 - HARBOR			
101-730-931.000	WATERWAYS REPAIR	30,000.00	Concrete repairs to boardwalk.
Dept 751 - PARKS & RECREATION			
101-751-913.000	INSURANCE	900.00	Liability insurance increases and allocation changes.
101-751-928.000	TRASH	10,000.00	Trash cost increases with Republic.
Dept 756 - OVAL BEACH			
101-756-730.000	SUPPLIES	10,000.00	Additional credit card fees, season supplies.
101-756-970.000	CAPITAL OUTLAY	25,000.00	Starlink Wi-Fi and Replacement Radios
Dept 758 - OVAL CONCESSION			
101-758-730.000	SUPPLIES	12,000.00	Sales tax overpayment. Refunded amount in misc. donations revenue.
Fund 202 - MAJOR STREETS			
202-000-665.000	INTEREST	5,000.00	Interest on fund balance coming in higher.
Dept 464 - WINTER MAINTENANCE			
202-464-702.000	SALARY/WAGES	5,000.00	Additional snow events.
Fund 203 - LOCAL STREETS			
203-000-402.000	LOCAL ROAD MILLAGE	1,000.00	Collected more revenue than expected.
203-000-665.000	INTEREST	40,000.00	Interest on fund balance coming in higher.
Dept 463 - ROUTINE MAINTENANCE			
203-463-702.000	SALARY/WAGES	5,000.00	Additional time on street repairs.
203-463-946.000	EQUIPMENT RENTAL	9,500.00	Additional motor pool charges.

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK

03/03/25

GL NUMBER	DESCRIPTION	BUDGET AMENDMENT INCREASE (DECREASE)	REASONS
Dept 464 - WINTER MAINTENANCE			
203-464-702.000	SALARY/WAGES	10,000.00	Additional snow events.
203-464-720.000	FRINGE BENEFITS	3,000.00	Additional snow events.
203-464-946.000	EQUIPMENT RENTAL	5,000.00	Additional motor pool charges.
Fund 592 - WATER AND SEWER			
592-000-665.000	INTEREST	10,000.00	Interest on fund balance coming in higher.
Dept 536 - WATER AND SEWER SYSTEMS			
592-536-801.000	CONTRACTUAL SERVICES	10,000.00	Consultant costs for water-sewer agreement and local infrastructure rates.
Fund 661 - MOTOR POOL FUND			
661-000-665.000	INTEREST	11,000.00	Interest on fund balance coming in higher.
661-443-930.000	REPAIRS & MAINTENANCE	11,000.00	Upcoming repair on the street sweeper.

02/11/2025 REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK
PERIOD ENDING 02/28/2025
% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	REQUESTED AMENDMENT 02/28/2025 INCREASE (DECREASE)	NEW AMENDED BUDGET
Fund 101 - GENERAL FUND				
Revenues				
Dept 000				
101-000-402.000	REAL PROPERTY TAXES	2,341,500.00		2,341,500.00
101-000-403.000	PERSONAL PROPERTY TAXES	31,500.00	750.00	32,250.00
101-000-445.000	PENALTIES & INTEREST	10,000.00	6,000.00	16,000.00
101-000-447.000	ADMINISTRATION FEE	110,000.00		110,000.00
101-000-478.000	PERMIT FEES	100,000.00		100,000.00
101-000-528.000	OTHER FEDERAL GRANTS	1,300,000.00	(1,300,000.00)	0.00
101-000-574.000	REVENUE SHARING	100,000.00		100,000.00
101-000-577.000	LIQUOR LICENSE FEES	12,000.00		12,000.00
101-000-579.000	GRANTS RECEIVED	475,000.00	(275,000.00)	200,000.00
101-000-607.000	FRANCHISE FEES	42,000.00	(6,000.00)	36,000.00
101-000-614.000	SCHOOL TAX COLLECTION FEE	3,190.00		3,190.00
101-000-615.000	PARKING LOT FEES	28,000.00		28,000.00
101-000-643.000	CHARGES FOR SERVICE	1,000.00		1,000.00
101-000-650.000	CHAIN FERRY FEES	2,000.00		2,000.00
101-000-651.000	OVAL BEACH FEES	525,000.00	40,000.00	565,000.00
101-000-652.000	OVAL CONCESSION	100,000.00		100,000.00
101-000-653.000	BOAT RAMP FEES	1,400.00	1,600.00	3,000.00
101-000-654.000	GAZEBO FEES	1,500.00		1,500.00
101-000-655.000	POLICE & ORDINANCE FEES	1,500.00	1,250.00	2,750.00
101-000-665.000	INTEREST EARNED	100,000.00	60,000.00	160,000.00
101-000-667.000	STREET END & PROPERTY FEES	40,000.00	(5,000.00)	35,000.00
101-000-670.000	BOAT SLIP FEES	28,000.00		28,000.00
101-000-674.000	MISC DONATIONS & INCOME	5,000.00	61,000.00	66,000.00
101-000-682.000	USE TAX & ELECTION FEES	16,000.00		16,000.00
101-000-697.000	TRANSFER FROM FUND BALANCE	465,085.00		465,085.00
101-000-699.000	TRANSFER FROM OTHER FUNDS	0.00		0.00
Total Dept 000		5,839,675.00	(1,415,400.00)	4,424,275.00
TOTAL REVENUES		5,839,675.00	(1,415,400.00)	4,424,275.00

02/11/2025 REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK
PERIOD ENDING 02/28/2025
% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	REQUESTED AMENDMENT 02/28/2025 INCREASE (DECREASE)	NEW AMENDED BUDGET
Expenditures				
Dept 101 - COUNCIL				
101-101-702.000	SALARY	8,600.00		8,600.00
101-101-720.000	FRINGE BENEFITS	800.00		800.00
101-101-801.000	CONTRACTUAL SERVICES	2,100.00		2,100.00
101-101-803.000	LEGAL FEES	250,000.00		250,000.00
101-101-831.000	CEMETERY FEES	6,800.00		6,800.00
101-101-860.000	EDUCATIONAL TRAINING	10,000.00		10,000.00
101-101-882.000	EVENTS/SERVICES	13,000.00		13,000.00
101-101-900.000	PRINTING & PUBLISHING	600.00		600.00
101-101-908.000	DUES & PUBLICATIONS	1,200.00	100.00	1,300.00
101-101-913.000	INSURANCE	2,800.00	400.00	3,200.00
Total Dept 101 - COUNCIL		295,900.00	500.00	296,400.00
Dept 173 - CITY ADMINISTRATION				
101-173-702.000	SALARY/WAGES	120,000.00		120,000.00
101-173-720.000	FRINGE BENEFITS	50,000.00		50,000.00
101-173-727.000	OFFICE SUPPLIES	1,800.00		1,800.00
101-173-801.000	CONTRACTUAL SERVICES	23,000.00	10,000.00	33,000.00
101-173-802.000	AUDIT	11,000.00	(525.00)	10,475.00
101-173-803.000	LEGAL FEES	60,000.00		60,000.00
101-173-850.000	TELEPHONES	2,200.00		2,200.00
101-173-860.000	EDUCATIONAL TRAINING	3,000.00	500.00	3,500.00
101-173-900.000	PRINTING & PUBLISHING	200.00		200.00
101-173-910.000	INSURANCE	2,500.00	260.00	2,760.00
101-173-970.000	CAPITAL OUTLAY	2,000.00		2,000.00
Total Dept 173 - CITY ADMINISTRATION		275,700.00	10,235.00	285,935.00
Dept 215 - CITY CLERK				
101-215-702.000	SALARY/WAGES	133,000.00		133,000.00
101-215-720.000	FRINGE BENEFITS	60,000.00		60,000.00
101-215-727.000	OFFICE SUPPLIES	2,000.00		2,000.00
101-215-801.000	CONTRACTUAL SERVICES	12,850.00		12,850.00
101-215-803.000	LEGAL FEES	7,500.00		7,500.00
101-215-820.000	ELECTIONS	25,000.00		25,000.00
101-215-850.000	TELEPHONES	900.00		900.00
101-215-860.000	EDUCATIONAL TRAINING	3,000.00		3,000.00
101-215-900.000	PRINTING & PUBLISHING	500.00		500.00
101-215-970.000	CAPITAL OUTLAY	2,000.00		2,000.00
Total Dept 215 - CITY CLERK		246,750.00	0.00	246,750.00

02/11/2025 REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK
PERIOD ENDING 02/28/2025
% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	REQUESTED AMENDMENT 02/28/2025 INCREASE (DECREASE)	NEW AMENDED BUDGET
Dept 253 - CITY TREASURER				
101-253-702.000	SALARY/WAGES	95,000.00	(12,500.00)	82,500.00
101-253-720.000	FRINGE BENEFITS	39,000.00		39,000.00
101-253-727.000	OFFICE SUPPLIES	2,600.00		2,600.00
101-253-801.000	CONTRACTUAL SERVICES	5,800.00	30,000.00	35,800.00
101-253-803.000	LEGAL FEES	1,000.00		1,000.00
101-253-850.000	TELEPHONE	800.00		800.00
101-253-860.000	EDUCATIONAL TRAINING	2,500.00	1,000.00	3,500.00
101-253-900.000	PRINTING & PUBLISHING	500.00		500.00
101-253-913.000	INSURANCE	1,150.00	150.00	1,300.00
101-253-970.000	CAPITAL OUTLAY	2,000.00		2,000.00
Total Dept 253 - CITY TREASURER		150,350.00	18,650.00	169,000.00
Dept 257 - ASSESSING				
101-257-702.000	SALARY	1,800.00		1,800.00
101-257-720.000	FRINGE BENEFITS	180.00		180.00
101-257-727.000	OFFICE SUPPLIES	1,300.00		1,300.00
101-257-801.000	CONTRACTUAL SERVICES	39,750.00		39,750.00
101-257-804.000	BOARD OF REVIEW	300.00		300.00
101-257-807.000	TRIBUNAL CHARGEBACKS	1,500.00		1,500.00
101-257-850.000	TELEPHONES	750.00		750.00
101-257-860.000	EDUCATIONAL TRAINING	1,500.00		1,500.00
101-257-900.000	PRINTING & PUBLISHING	750.00		750.00
101-257-970.000	CAPITAL OUTLAY	2,000.00		2,000.00
Total Dept 257 - ASSESSING		49,830.00	0.00	49,830.00
Dept 265 - CITY HALL				
101-265-702.000	SALARY/WAGES	7,800.00	2,000.00	9,800.00
101-265-720.000	FRINGE BENEFITS	4,000.00	1,000.00	5,000.00
101-265-730.000	SUPPLIES	1,500.00		1,500.00
101-265-801.000	CONTRACTUAL SERVICES	14,000.00		14,000.00
101-265-850.000	TELEPHONE	500.00		500.00
101-265-900.000	PRINTING & PUBLISHING	150.00		150.00
101-265-913.000	INSURANCE	1,500.00	315.00	1,815.00
101-265-920.000	UTILITIES	5,200.00		5,200.00
101-265-930.000	REPAIRS & MAINTENANCE	5,000.00	5,000.00	10,000.00
101-265-946.000	EQUIPMENT RENTAL	1,000.00	1,500.00	2,500.00
101-265-970.000	CAPITAL OUTLAY	2,500.00	7,000.00	9,500.00
Total Dept 265 - CITY HALL		43,150.00	16,815.00	59,965.00

02/11/2025 REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK
PERIOD ENDING 02/28/2025
% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	REQUESTED AMENDMENT 02/28/2025 INCREASE (DECREASE)	NEW AMENDED BUDGET
Dept 301 - SHERIFF				
101-301-702.000	WAGES DEPUTIES	337,000.00		337,000.00
101-301-702.001	OVERTIME	10,000.00		10,000.00
101-301-702.002	RESERVE OFFICERS	11,500.00		11,500.00
101-301-748.000	FUEL & OILS	16,000.00		16,000.00
101-301-801.000	CONTRACTUAL SERVICES	0.00		0.00
101-301-803.000	LEGAL FEES	2,500.00		2,500.00
101-301-882.000	EVENTS/SERVICES	1,000.00		1,000.00
101-301-946.000	EQUIPMENT RENTAL	37,500.00		37,500.00
Total Dept 301 - SHERIFF		415,500.00	0.00	415,500.00
Dept 441 - PUBLIC WORKS				
101-441-702.000	SALARY/WAGES	160,000.00		160,000.00
101-441-720.000	FRINGE BENEFITS	137,000.00		137,000.00
101-441-730.000	SUPPLIES	6,000.00		6,000.00
101-441-740.000	UNIFORMS	3,600.00		3,600.00
101-441-755.000	TOOLS	3,000.00		3,000.00
101-441-799.000	PARKWAY TREES	3,000.00	3,000.00	6,000.00
101-441-801.000	CONTRACTUAL SERVICES	2,186,000.00	(1,550,000.00)	636,000.00
101-441-805.000	HOLIDAY LIGHTING	32,500.00		32,500.00
101-441-860.000	EDUCATIONAL TRAINING	3,500.00		3,500.00
101-441-882.000	EVENTS/SERVICES	500.00		500.00
101-441-900.000	PRINTING & PUBLISHING	500.00		500.00
101-441-913.000	INSURANCE	5,100.00	1,600.00	6,700.00
101-441-920.000	UTILITIES	5,300.00		5,300.00
101-441-926.000	STREET LIGHTS	27,000.00		27,000.00
101-441-930.000	REPAIRS & MAINTENANCE	1,500.00		1,500.00
101-441-932.000	SIDEWALK REPAIRS	20,000.00		20,000.00
101-441-945.000	CAPITAL OUTLAY	0.00		0.00
101-441-946.000	EQUIPMENT RENTAL	107,000.00		107,000.00
101-441-960.000	SIGNS	4,200.00	8,000.00	12,200.00
Total Dept 441 - PUBLIC WORKS		2,705,700.00	(1,537,400.00)	1,168,300.00

02/11/2025 REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK
PERIOD ENDING 02/28/2025
% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	REQUESTED AMENDMENT 02/28/2025 INCREASE (DECREASE)	NEW AMENDED BUDGET
Dept 540 - CHAIN FERRY				
101-540-702.000	SALARY/WAGES	0.00		0.00
101-540-720.000	FRINGE BENEFITS	0.00		0.00
101-540-730.000	SUPPLIES	0.00		0.00
101-540-740.000	UNIFORMS	0.00		0.00
101-540-801.000	CONTRACTUAL SERVICES	0.00		0.00
101-540-860.000	EDUCATIONAL TRAINING	0.00		0.00
101-540-913.000	INSURANCE	0.00		0.00
101-540-930.000	REPAIRS & MAINTENANCE	0.00		0.00
101-540-946.000	EQUIPMENT RENTAL	0.00		0.00
Total Dept 540 - CHAIN FERRY		0.00	0.00	0.00
Dept 721 - PLANNING/ZONING				
101-721-702.000	SALARY/WAGES	64,500.00	(14,500.00)	50,000.00
101-721-720.000	FRINGE BENEFITS	27,000.00		27,000.00
101-721-727.000	OFFICE SUPPLIES	2,200.00	1,300.00	3,500.00
101-721-801.000	CONTRACTUAL SERVICES	168,000.00		168,000.00
101-721-803.000	LEGAL FEES	65,000.00		65,000.00
101-721-850.000	TELEPHONES	700.00		700.00
101-721-860.000	EDUCATIONAL TRAINING	3,200.00		3,200.00
101-721-900.000	PRINTING & PUBLISHING	3,000.00		3,000.00
101-721-908.000	DUES, FEES & PUBLICATIONS	500.00		500.00
101-721-913.000	INSURANCE	2,200.00	350.00	2,550.00
101-721-970.000	CAPITAL OUTLAY	2,500.00		2,500.00
Total Dept 721 - PLANNING/ZONING		338,800.00	(12,850.00)	325,950.00
Dept 723 - HISTORIC DISTRICT COMMISSION				
101-723-702.000	SALARY	41,870.00	(5,000.00)	36,870.00
101-723-720.000	FRINGE BENEFITS	19,750.00		19,750.00
101-723-727.000	OFFICE SUPPLIES	1,000.00		1,000.00
101-723-801.000	CONTRACTUAL SERVICES	5,000.00		5,000.00
101-723-803.000	LEGAL FEES	1,500.00		1,500.00
101-723-850.000	TELEPHONES	625.00		625.00
101-723-860.000	EDUCATIONAL TRAINING	1,200.00		1,200.00
101-723-900.000	PRINTING & PUBLISHING	300.00		300.00
101-723-908.000	DUES & PUBLICATIONS	250.00		250.00
Total Dept 723 - HISTORIC DISTRICT COMMISSION		71,495.00	(5,000.00)	66,495.00

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Dept 730 - HARBOR				
101-730-801.000	CONTRACTUAL SERVICES	10,000.00		10,000.00
101-730-803.000	LEGAL FEES	0.00		0.00
101-730-931.000	WATERWAYS REPAIR	10,000.00	30,000.00	40,000.00
Total Dept 730 - HARBOR		20,000.00	30,000.00	50,000.00
Dept 751 - PARKS & RECREATION				
101-751-702.000	SALARY/WAGES	110,000.00		110,000.00
101-751-720.000	FRINGE BENEFITS	47,000.00		47,000.00
101-751-730.000	SUPPLIES	22,000.00		22,000.00
101-751-801.000	CONTRACTAUL SERVICES	45,000.00		45,000.00
101-751-809.000	GRANT PROJECTS	0.00		0.00
101-751-819.000	CHAIN FERRY REPAIRS	20,000.00		20,000.00
101-751-900.000	PRINTING & PUBLISHING	500.00		500.00
101-751-913.000	INSURANCE	2,700.00	900.00	3,600.00
101-751-920.000	UTILITIES	27,500.00		27,500.00
101-751-928.000	TRASH	15,000.00	10,000.00	25,000.00
101-751-930.000	REPAIRS & MAINTENANCE	50,000.00		50,000.00
101-751-946.000	EQUIPMENT RENTAL	50,000.00		50,000.00
101-751-960.000	SIGNS	500.00		500.00
101-751-970.000	CAPITAL OUTLAY	500,000.00		500,000.00
Total Dept 751 - PARKS & RECREATION		890,200.00	10,900.00	901,100.00
Dept 756 - OVAL BEACH				
101-756-702.000	SALARY/WAGES	130,000.00		130,000.00
101-756-720.000	FRINGE BENEFITS	32,500.00		32,500.00
101-756-730.000	SUPPLIES	12,000.00	10,000.00	22,000.00
101-756-801.000	CONTRACTUAL SERVICES	16,000.00		16,000.00
101-756-850.000	TELEPHONE	3,000.00		3,000.00
101-756-860.000	EDUCATIONAL TRAINING	1,000.00		1,000.00
101-756-900.000	PRINTING & PUBLISHING	2,000.00		2,000.00
101-756-913.000	INSURANCE	4,200.00		4,200.00
101-756-920.000	UTILITIES	14,000.00		14,000.00
101-756-930.000	REPAIRS & MAINTENANCE	10,000.00		10,000.00
101-756-946.000	EQUIPMENT RENTAL	25,000.00		25,000.00
101-756-960.000	SIGNS	500.00		500.00
101-756-970.000	CAPITAL OUTLAY	0.00	25,000.00	25,000.00
Total Dept 756 - OVAL BEACH		250,200.00	35,000.00	285,200.00

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Dept 758 - OVAL CONCESSION				
101-758-702.000	SALARY	35,000.00		35,000.00
101-758-720.000	FRINGE BENEFITS	5,000.00		5,000.00
101-758-730.000	SUPPLIES	38,000.00	12,000.00	50,000.00
101-758-801.000	CONTRACTUAL SERVICES	2,500.00		2,500.00
101-758-850.000	TELEPHONES	500.00		500.00
101-758-860.000	EDUCATIONAL TRAINING	500.00		500.00
101-758-920.000	UTILITIES	850.00		850.00
101-758-930.000	REPAIRS & MAINTENANCE	500.00		500.00
101-758-960.000	SIGNS	500.00		500.00
101-758-970.000	CAPITAL OUTLAY	1,500.00		1,500.00
Total Dept 758 - OVAL CONCESSION		84,850.00	12,000.00	96,850.00
Dept 760 - SPEAR BOAT LAUNCH				
101-760-801.000	CONTRACTUAL SERVICES	1,000.00		1,000.00
101-760-900.000	PRINTING & PUBLISHING	250.00		250.00
Total Dept 760 - SPEAR BOAT LAUNCH		1,250.00	0.00	1,250.00
Dept 965 - TRANSFERS				
101-965-998.202	TRANSFER TO MAJOR STREETS	0.00		0.00
101-965-998.203	TRANSFER TO LOCAL STREETS	0.00		0.00
101-965-998.390	TRANSFER TO FUND BALANCE	0.00		0.00
Total Dept 965 - TRANSFERS		0.00	0.00	0.00
TOTAL EXPENDITURES		5,839,675.00	(1,421,150.00)	4,418,525.00
Fund 101 - GENERAL FUND:				
TOTAL REVENUES		5,839,675.00	(1,415,400.00)	4,424,275.00
TOTAL EXPENDITURES		5,839,675.00	(1,421,150.00)	4,418,525.00
NET OF REVENUES & EXPENDITURES		0.00	5,750.00	5,750.00
BEG. FUND BALANCE		6,261,158.85		
END FUND BALANCE		6,261,158.85		
Fund 202 - MAJOR STREETS				

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Revenues				
Dept 000				
202-000-538.000	COUNTY ROAD MILLAGE	95,000.00		95,000.00
202-000-546.000	ACT 51 FEES	120,000.00		120,000.00
202-000-665.000	INTEREST	5,000.00	5,000.00	10,000.00
202-000-697.000	TRANSFER FROM FUND BALANCE	0.00		0.00
202-000-699.000	DUE FROM LS & GF	100,000.00		100,000.00
Total Dept 000		320,000.00	5,000.00	325,000.00
TOTAL REVENUES		320,000.00	5,000.00	325,000.00
Expenditures				
Dept 463 - ROUTINE MAINTENANCE				
202-463-702.000	SALARY/WAGES	22,000.00		22,000.00
202-463-720.000	FRINGE BENEFITS	10,250.00		10,250.00
202-463-727.000	SUPPLIES	3,500.00		3,500.00
202-463-801.000	CONTRACTUAL SERVICES	216,250.00		216,250.00
202-463-930.000	REPAIRS & MAINTENANCE	3,500.00		3,500.00
202-463-946.000	EQUIPMENT RENTAL	22,000.00		22,000.00
Total Dept 463 - ROUTINE MAINTENANCE		277,500.00	0.00	277,500.00
Dept 464 - WINTER MAINTENANCE				
202-464-702.000	SALARY/WAGES	10,000.00	5,000.00	15,000.00
202-464-720.000	FRINGE BENEFITS	6,000.00		6,000.00
202-464-727.000	SUPPLIES	14,500.00		14,500.00
202-464-946.000	EQUIPMENTAL RENTAL	12,000.00		12,000.00
Total Dept 464 - WINTER MAINTENANCE		42,500.00	5,000.00	47,500.00
TOTAL EXPENDITURES		320,000.00	5,000.00	325,000.00
Fund 202 - MAJOR STREETS:				
TOTAL REVENUES		320,000.00	5,000.00	325,000.00
TOTAL EXPENDITURES		320,000.00	5,000.00	325,000.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00
BEG. FUND BALANCE		780,669.52		
END FUND BALANCE		780,669.52		
Fund 203 - LOCAL STREETS				

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Revenues				
Dept 000				
203-000-402.000	LOCAL ROAD MILLAGE	388,000.00	1,000.00	389,000.00
203-000-445.000	PENALTIES & INT ON TAXES	500.00		500.00
203-000-538.000	COUNTY ROAD MILLAGE	95,000.00		95,000.00
203-000-546.000	ACT 51 FEES	70,000.00		70,000.00
203-000-665.000	INTEREST	15,000.00	40,000.00	55,000.00
203-000-672.000	SPECIAL ASSESSMENTS	0.00		0.00
203-000-697.000	FUND BALANCE	0.00		0.00
203-000-699.000	DUE FROM GENERAL FUND	0.00		0.00
Total Dept 000		568,500.00	41,000.00	609,500.00
TOTAL REVENUES		568,500.00	41,000.00	609,500.00
Expenditures				
Dept 463 - ROUTINE MAINTENANCE				
203-463-702.000	SALARY/WAGES	17,500.00	5,000.00	22,500.00
203-463-720.000	FRINGE BENEFITS	9,000.00		9,000.00
203-463-727.000	SUPPLIES	2,500.00		2,500.00
203-463-801.000	CONTRACTUAL SERVICES	384,000.00		384,000.00
203-463-930.000	REPAIRS & MAINTENANCE	1,500.00		1,500.00
203-463-946.000	EQUIPMENT RENTAL	19,500.00	9,500.00	29,000.00
Total Dept 463 - ROUTINE MAINTENANCE		434,000.00	14,500.00	448,500.00
Dept 464 - WINTER MAINTENANCE				
203-464-702.000	SALARY/WAGES	10,000.00	10,000.00	20,000.00
203-464-720.000	FRINGE BENEFITS	7,000.00	3,000.00	10,000.00
203-464-727.000	SUPPLIES	10,000.00		10,000.00
203-464-946.000	EQUIPMENT RENTAL	7,500.00	5,000.00	12,500.00
Total Dept 464 - WINTER MAINTENANCE		34,500.00	18,000.00	52,500.00
Dept 965 - TRANSFERS				
203-965-998.202	TRANSFER TO MAJOR STREETS	100,000.00		100,000.00
203-965-998.390	TRANSFER TO FUND BALANCE	0.00		0.00
Total Dept 965 - TRANSFERS		100,000.00	0.00	100,000.00
TOTAL EXPENDITURES		568,500.00	32,500.00	601,000.00

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Fund 203 - LOCAL STREETS:				
TOTAL REVENUES		568,500.00	41,000.00	609,500.00
TOTAL EXPENDITURES		568,500.00	32,500.00	601,000.00
NET OF REVENUES & EXPENDITURES		0.00	8,500.00	8,500.00
BEG. FUND BALANCE		2,249,673.95		
END FUND BALANCE		2,249,673.95		
Fund 592 - WATER AND SEWER				
Revenues				
Dept 000				
592-000-610.000	WATER TAP FEES	1,000.00		1,000.00
592-000-610.005	WATER INFRA STRUCTURE	150,000.00		150,000.00
592-000-611.000	SEWER TAP FEES	1,000.00		1,000.00
592-000-665.000	INTEREST	3,000.00	10,000.00	13,000.00
592-000-699.000	TRANSFER FUND BALANCE	0.00		0.00
Total Dept 000		155,000.00	10,000.00	165,000.00
TOTAL REVENUES		155,000.00	10,000.00	165,000.00
Expenditures				
Dept 536 - WATER AND SEWER SYSTEMS				
592-536-801.000	CONTRACTUAL SERVICES	5,000.00	10,000.00	15,000.00
592-536-970.000	CAPITAL OUTLAY	150,000.00		150,000.00
Total Dept 536 - WATER AND SEWER SYSTEMS		155,000.00	10,000.00	165,000.00
TOTAL EXPENDITURES		155,000.00	10,000.00	165,000.00
Fund 592 - WATER AND SEWER:				
TOTAL REVENUES		155,000.00	10,000.00	165,000.00
TOTAL EXPENDITURES		155,000.00	10,000.00	165,000.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00
BEG. FUND BALANCE		574,514.33		
END FUND BALANCE		574,514.33		
Fund 661 - MOTOR POOL FUND				

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Revenues				
Dept 000				
661-000-579.000	GRANTS RECEIVED	0.00		0.00
661-000-664.000	MOTOR POOL REVENUE	240,000.00		240,000.00
661-000-665.000	INTEREST	10,000.00	11,000.00	21,000.00
661-000-673.000	SALE OF FIXED ASSETS	0.00		0.00
661-000-697.000	TRANSFER FROM FUND BALANCE	508,500.00		508,500.00
Total Dept 000		758,500.00	11,000.00	769,500.00
TOTAL REVENUES		758,500.00	11,000.00	769,500.00
Expenditures				
Dept 443 - MOTOR POOL				
661-443-702.000	SALARY/WAGES	41,000.00		41,000.00
661-443-720.000	FRINGE BENEFITS	16,000.00		16,000.00
661-443-727.000	SUPPLIES	7,500.00		7,500.00
661-443-748.000	FUEL & OILS	35,000.00		35,000.00
661-443-750.000	TIRES & BATTERIES	10,000.00		10,000.00
661-443-755.000	SMALL TOOLS	2,500.00		2,500.00
661-443-801.000	CONTRACTUAL SERVICES	5,000.00		5,000.00
661-443-850.000	TELEPHONES	6,000.00		6,000.00
661-443-913.000	INSURANCE	11,500.00		11,500.00
661-443-920.000	UTILITIES	9,000.00		9,000.00
661-443-930.000	REPAIRS & MAINTENANCE	35,000.00	11,000.00	46,000.00
661-443-968.000	DEPRECIATION	0.00		0.00
661-443-970.000	CAPITAL OUTLAY	580,000.00		580,000.00
Total Dept 443 - MOTOR POOL		758,500.00	11,000.00	769,500.00
TOTAL EXPENDITURES		758,500.00	11,000.00	769,500.00
Fund 661 - MOTOR POOL FUND:				
TOTAL REVENUES		758,500.00	11,000.00	769,500.00
TOTAL EXPENDITURES		758,500.00	11,000.00	769,500.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00
BEG. FUND BALANCE		1,299,216.12		
END FUND BALANCE		1,299,216.12		

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TOTAL REVENUES - ALL FUNDS		7,958,914.00	(1,348,400.00)	6,610,514.00
TOTAL EXPENDITURES - ALL FUNDS		7,958,914.00	(1,362,650.00)	6,596,264.00
NET OF REVENUES & EXPENDITURES		0.00	14,250.00	14,250.00
BEG. FUND BALANCE - ALL FUNDS		11,218,602.33		
END FUND BALANCE - ALL FUNDS		11,218,602.33		

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: March 10, 2025

SUBJECT: Temporary Art Installation at Cook Park

DESCRIPTION:

City Council established increasing collaboration with the Convention and Visitors Bureau (CVB), continuing to support local business, and keeping tourism strong, year-round as desirable priorities for this fiscal year.

The CVB recently entered into an agreement with the Saugatuck Center for the Arts (SCA) to be a project manager for placemaking projects. The CVB is interested in a temporary, interactive art installation at Cook Park from October 2025 – March 2026.

City Council discussed the plans in January and was supportive of the proposed project. The CVB has since identified an artist and received a proposal. CVB Executive Director, Lisa Mize, advised the following:

- The artist has done installations in downtown Grand Rapids and the Gerald R. Ford Airport.
- The proposed installation includes 10 "flowers" that will be on both sides of the sidewalk, which allows people to walk underneath the flowers.
- The flowers will be lit with LED lights for nighttime viewing.
- The installation will be "Instagram worthy" and wonderful photo opportunity.
- The story and press release will focus on what the work symbolizes:
    - "Cook Park lost an iconic landmark willow tree this past year and the park is being reimagined. The artist's work symbolizes growth, transformation, and the connection between people and their environment. The City of Saugatuck will need to decide how to replace the willow tree, but in the meantime, Jeffrey Songco's large-scale, colorful sculptures that are both surreal and accessible, will inspire moments of joy, curiosity, and community connection for all who encounter them."

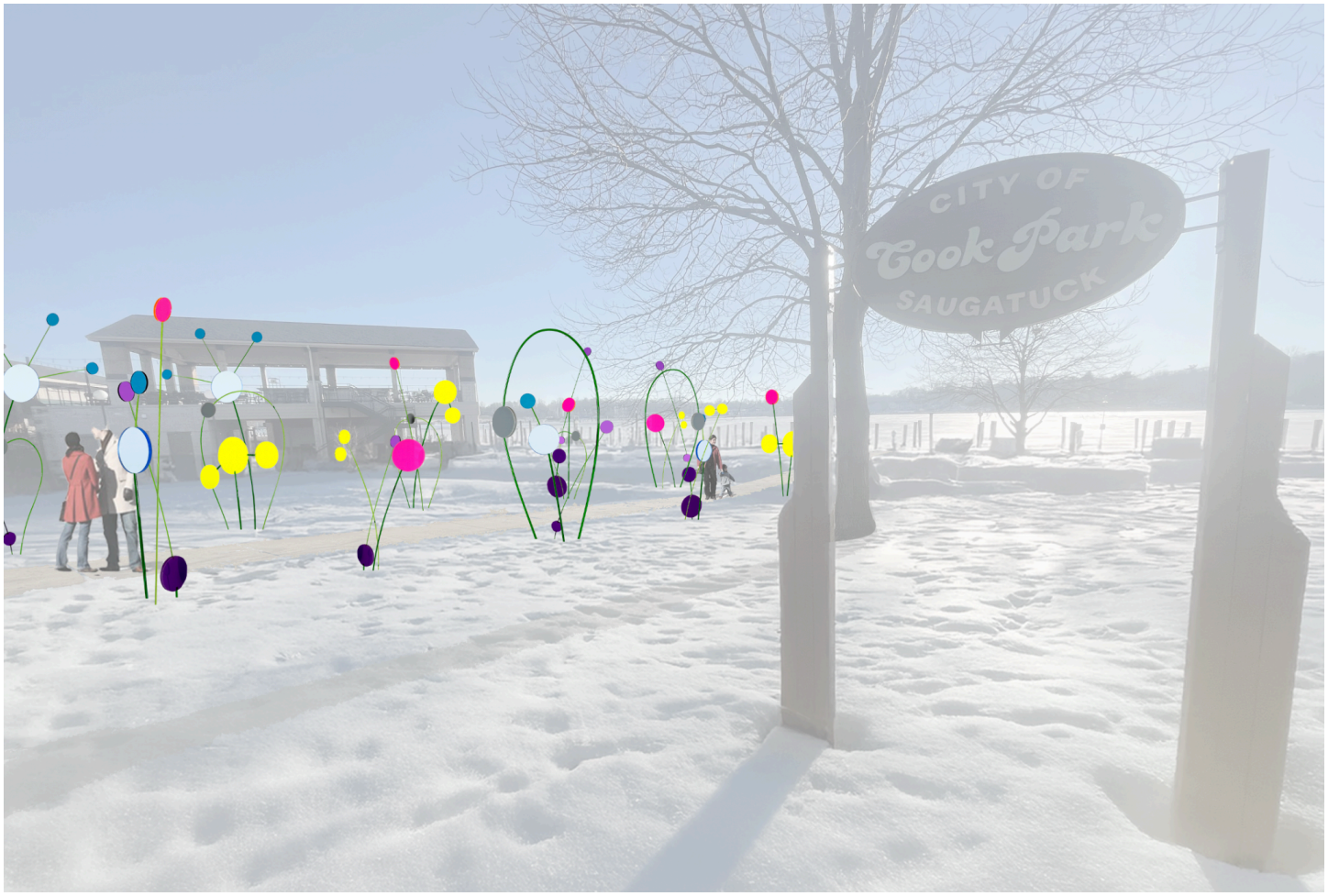
Attached is a copy of the artwork proposal.

BOARD AND COMMISSION REVIEW:
The CVB has submitted an application for the Historic District Commission to review.

The Parks and Public Works Committee will also review.

LEGAL REVIEW:
Legal will be at your meeting if you have any questions.

SAMPLE MOTION:
Motion to approve the temporary Flower World art installation at Cook Park from October 2025 – March 2026, contingent upon the Convention and Visitors Bureau submitting required insurance, receiving Historic District Commission approval, and receiving final layout approval from staff.



Flower World (Framacitinus)

An Artwork Proposal for the Saugatuck-Douglas Area Convention & Visitors Bureau

By Jeffrey Augustine Songco

Artist Information and Curriculum Vitae

Jeffrey Augustine Songco
www.songco.org
jeffrey@songco.org

Born
1983 New Jersey

Lives & Works
Allendale, Michigan

Education
2011 MFA San Francisco Art Institute
2005 BFA Carnegie Mellon University

Permanent Commissions

2024 **Corewell Health,** *Dancing Through*
Corewell Health, *Facets #4*
2023 **Gerald R. Ford International Airport,** *Facets*

Temporary Commissions

2020 **Downtown Grand Rapids, Inc.,** *Pride Pad*

Selected Solo Exhibitions

2025 **Lamont Gallery** at Phillips Exeter Academy, Exeter, NH, *Society of 23's Conservatory*
2024 **Saugatuck Center for the Arts,** Saugatuck, MI, *Mr. Society of 23*
2021 **Mattress Factory,** Pittsburgh, PA, *Society of 23's Trophy Game Room*
2020 **FLXST Contemporary,** Chicago, IL, *Commercial Break*
2018 **SPRING/BREAK Art Show,** New York, NY, *Selections from Society of 23's Locker Dressing Room*
2012 **Steven Wolf Fine Arts,** San Francisco, CA, *Public Displays of Affection*

Selected Group Exhibitions

2024 **Project for Empty Space,** *BODY FREEDOM FOR EVERY(BODY),* Cross-Country Mobile Exhibition
2023 **South Bend Museum of Art,** South Bend, IN, *Biennial 32*
2020 **Wing Luke Museum of the Asian Pacific American Experience,** Seattle, WA, *Guilty Party: Contradictions of Asian Subjectivity*
Montserrat College of Art, Beverly, MA, *STILL HERE // Screen Art Series*
2019 **FLXST Contemporary,** Chicago, IL, *All We Want to See is Ourselves*
2018 **Harrison @ Rental Gallery,** East Hampton, NY, *Twenty-first Century Occupational Adjustments and Considerations; Episode 2: One Liners*
2017 **Center for Art and Thought,** web-based, *Queer Horizons*
2016 **Urban Institute for Contemporary Arts**, Grand Rapids, MI, *FUTURE TALK*
2014 **Center for Art and Thought,** web-based, *Queer Sites and Sounds*
2013 **Asian Art Museum,** San Francisco, CA, *Proximities 3: Import/Export*
2012 **Kendall College of Art and Design**, Grand Rapids, MI, *Role/Play*

Awards & Residencies

2021 **Artist in Residence,** Mattress Factory
2017 **Installation Category Juried Award,** ArtPrize
Artist Seed Grant presented by the Frey Foundation, ArtPrize
2012 **Nominee, SECA Art Award,** San Francisco Museum of Modern Art

Teaching Positions

2023 **Grand Valley State University,** Allendale, MI, Adjunct

Contributing Writer
Art21 Blog, Bad at Sports, HuffPost, Hyperallergic

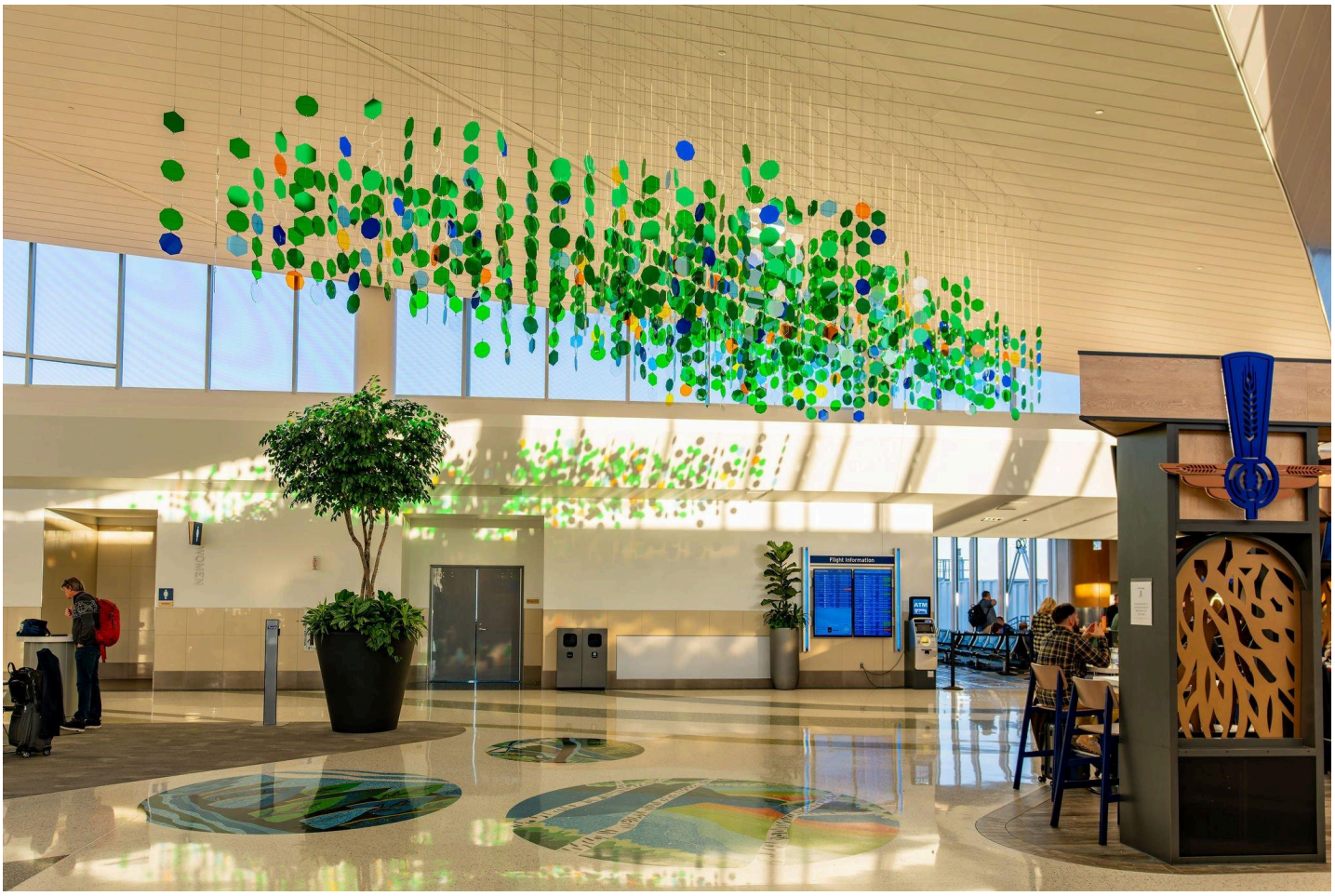
Bibliography
2018 *Jeffrey Augustine Songco Interview,* Asian American Art Oral History Project of DePaul University
2017 *Queering Contemporary Asian American Art,* University of Washington Press

Selected Press
2024 ***Stateside* on Michigan Public Radio,** Stateside: Tuesday, July 30, 2024
Grand Rapids Magazine, Artist explores pageant culture through self-portraiture
2023 ***Gerald R. Ford International Airport,*** Gerald R. Ford Int'l Airport selects artist for Concourse A 2021
BOMB, I Have Had Enough Conversations To Know That Flowers Sell: Jeffrey Augustine Songco Interviewed by Jessica Lanay
Pittsburgh Post-Gazette, 'Society of 23' art exhibit explores greatness, identity at the Mattress Factory
***Forbes*,** In Jeffrey Augustine Songco's America, You Can Be Both A Bro And A Queen
Pittsburgh City Paper, Fictional frat life plays out in Mattress Factory's "Society of 23's Trophy Game Room"
2020 ***Newcity Art,*** Art Top 5: April 2020
2019 ***Sixty Inches from Center,*** 7 Reflections & Suggested Sounds: ALL WE WANT IS TO SEE OURSELVES at FLXST Contemporary
Hyperallergic, The Curdling of American Masculinity in University Frats
2018 ***W Magazine,*** The Most-Instagrammed Art of Armory Week 2018, from Evaporating Clouds to $1.5 Million TV Sets
HuffPost, New York's Scrappiest Art Fair Lives Inside A Corporate High-Rise
Hyperallergic, Spring Break Is an Oasis for Art Fair Haters
ARTnews, A Tour of the 2018 Spring/Break Art Show
The Art Newspaper, New York's March fairs aim to seize market moment
2017 ***The Daily Beast,*** How Betsy DeVos Became an Unexpected Champion of LGBTQ Art
artnet, How the New Queer Asian American Criticism Is Shifting the Way We See Art
2016 ***Detroit Free Press,*** Discovering the sublime, avoiding the ridiculous at ArtPrize
2014 ***San Francisco Arts Quarterly,*** SFAQ Review: "Proximities 3: Import/Export"

Selected Lectures & Panels
2024 **Grand Rapids Public Library,** Grand Rapids, MI
2023 **School of the Art Institute of Chicago, ECPOSI,** Chicago, IL
Bemis Center for Contemporary Arts, Omaha, NE
2021 **University of Michigan, Institute for the Humanities,** Ann Arbor, MI
Archer Gallery, Clark College, Vancouver, WA
2018 **Open Society Foundations,** New York, NY
Asian Art Museum + Pilipinx American Library, San Francisco, CA, *A Politics of Filipinx Diasporic Queer Curation Now*
DePaul University, Chicago, IL
Failure Lab, Grand Rapids, MI
Grand Valley State University, Allendale, MI
2017 **Association for Asian American Studies Conference,** Portland, OR, *Who Cares? Asian American Contemporary Art, Cultures and Queer Communities*
2014 **University of California, Riverside,** Riverside, CA, Queer Sites and Sounds Symposium
2013 **Michigan State University,** Lansing, MI, Midwest Bisexual Lesbian Gay Transgender Ally College Conference, *Queer Art and Theology*

Relatable Work

Facets
2023
Acrylic and metal
10 ft. x 23 ft. x 12 ft.
Permanent Commission
Gerald R. Ford International Airport in Grand Rapids, Michigan







Relatable Work

Dancing Through
2024
Metal
10 ft. x 10 ft. x 10 ft.
Permanent Commission
Corewell Health Sports Performance Center in Grand Rapids, Michigan





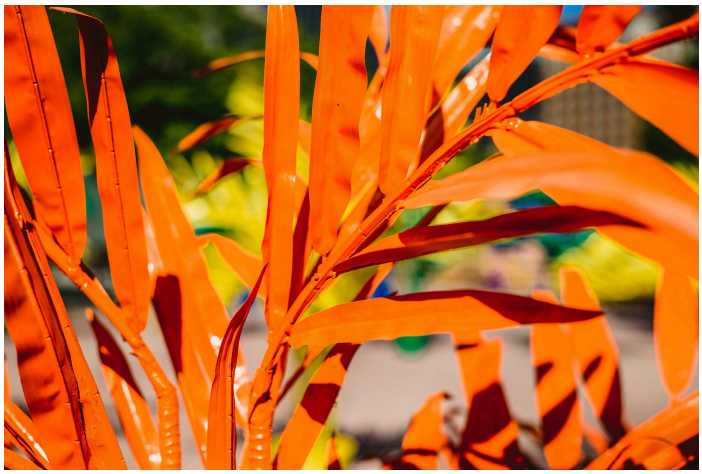


Relatable Work

Tropical Realness
2020
23 artificial palms, paint, sand, wood, concrete
40 ft x 90 ft x 8 ft
Temporary Commission
Monroe Center Social Zone in Grand Rapids, Michigan







Relatable Work

Conservatory Flower Arrangements
2025
Acrylic
Dimensions variable
Sculptural work exhibited at Lamont Gallery at Phillips Exeter Academy







Professional References

Katie Moore
Activation Manager - Downtown Grand Rapids, Inc.
Art Project Manager - Gerald R. Ford International Airport
katiemanatee@gmail.com
260-402-2485

Miranda Kranjiak
Public Arts Committee - Gerald R. Ford International Airport
Former Executive Director - Urban Institute for Contemporary Arts, Grand Rapids
miranda.carol.krajniak@gmail.com
616-706-3857

Pamela Meadows
Gallery Director & Curator - Lamont Gallery at Phillips Exeter Academy
pmeadows@exeter.edu
603-777-3361

Emily Gerlach
Art Consultant - Art Consulting Services GR
emily@artconsultingservicesgr.com
616-325-9330

Written Proposal

Narrative Description

Flower World (Framacitinus) is a series of large-scale powder coated metal sculptures temporarily installed at Cook Park. The colorful abstract shapes represent a landscape of whimsical flowers to bring joy to visitors during the winter months. The outline of each flower 'head' is illuminated with LED strips to enhance the installation's presence at night.

Each sculpture invites viewers to step into a landscape of wonder. The forms depict flowers that might grow in a fantastical garden filled with geometric shapes. Standing as tall as 12 feet, these sculptures are grouped together into small arrangements which are then spaced apart. This composition draws the eye across the landscape to enhance the park's atmosphere with a sense of energy and rhythm, as well as allows visitors to wander around and between the arrangements. LED lightstrips will be surface-mounted along the perimeter of each flower's "head" or "petal" (not the "stems") to highlight the vibrant colors and intricate shapes and create a compelling visual experience both day and night, up close and from afar.

This proposed artwork is a vibrant celebration of nature and movement, blending dreamy imagination with dynamic forms. The artwork is inspired by my small-scale acrylic sculptures that are currently exhibited at Lamont Gallery at Phillips Exeter Academy. As a Filipino-American artist, I like to think of this work as portraits of my own identity — a scene of tropical flowers in full bloom during the cold winter months. The artwork — titled *Flower World (Framacitinus)* — plays with two ideas: "flower world" suggests an out-of-this-world place and "framacitinus" is a fictional term I playfully coined from parts of Latin words to name this flower genus which roughly translates to "Brotherhood Friendship Exotic Alien".

This work symbolizes growth, transformation, and the connection between people and their environment. It is "rooted" in my vision of blending cultural and personal heritage with public engagement through art. By introducing large-scale, colorful sculptures that are both surreal and accessible, I aim to inspire moments of joy, curiosity, and community connection for all who encounter them.

Sculptural Elements and Fabrication

This artwork will be created with the following materials: powder coated steel and LED lights. Much like my Relatable Work sample titled *Dancing Through*, steel will be cut into circles, smoothed, and painted. The circles will be welded to hollow steel rods to create each "flower". Electrical wiring will travel through these rigid steel rods to power the LED lightstrips that are surface-mounted to the perimeter / outside edge of each circle.

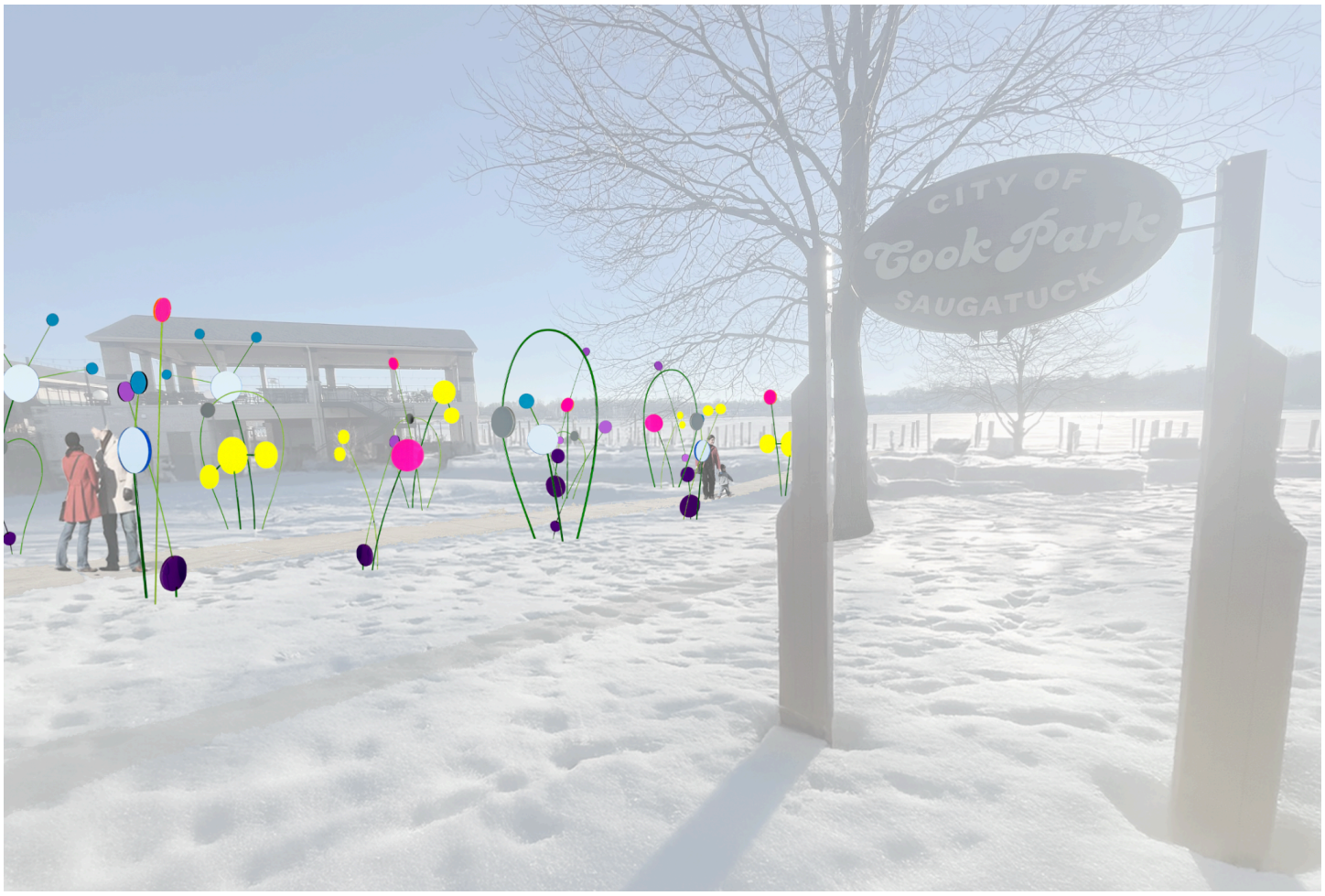
The installation as a whole is designed to withstand physical manipulation from visitors as they may and will touch the sculptures. However, vandalism from graffiti or marker tagging is unavoidable.

This artwork will ultimately be fabricated by a metals fabrication studio in Grand Rapids that I have worked with to create both *Dancing Through* and the supporting structures for *Facets*. The fabricator has an incredible team and works with an additional Grand Rapids-based vendor to powder coat the metal.

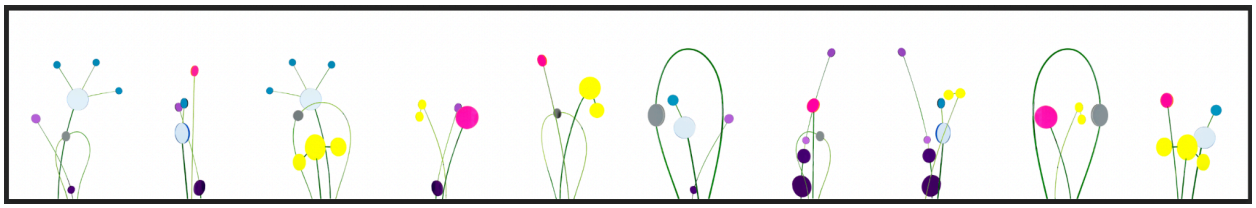
Installation and Removal

This metals fabrication studio team will also execute the installation of the sculptures on or around October 2025 and execute the de-installation of the sculptures on or around April 2026. As a reference, this team also installed the supporting structures for *Facets* at the Gerald R. Ford International Airport with complete expertise and professionalism in compliance with the strict rules and regulations of the airport.

Renderings: *Flower World*

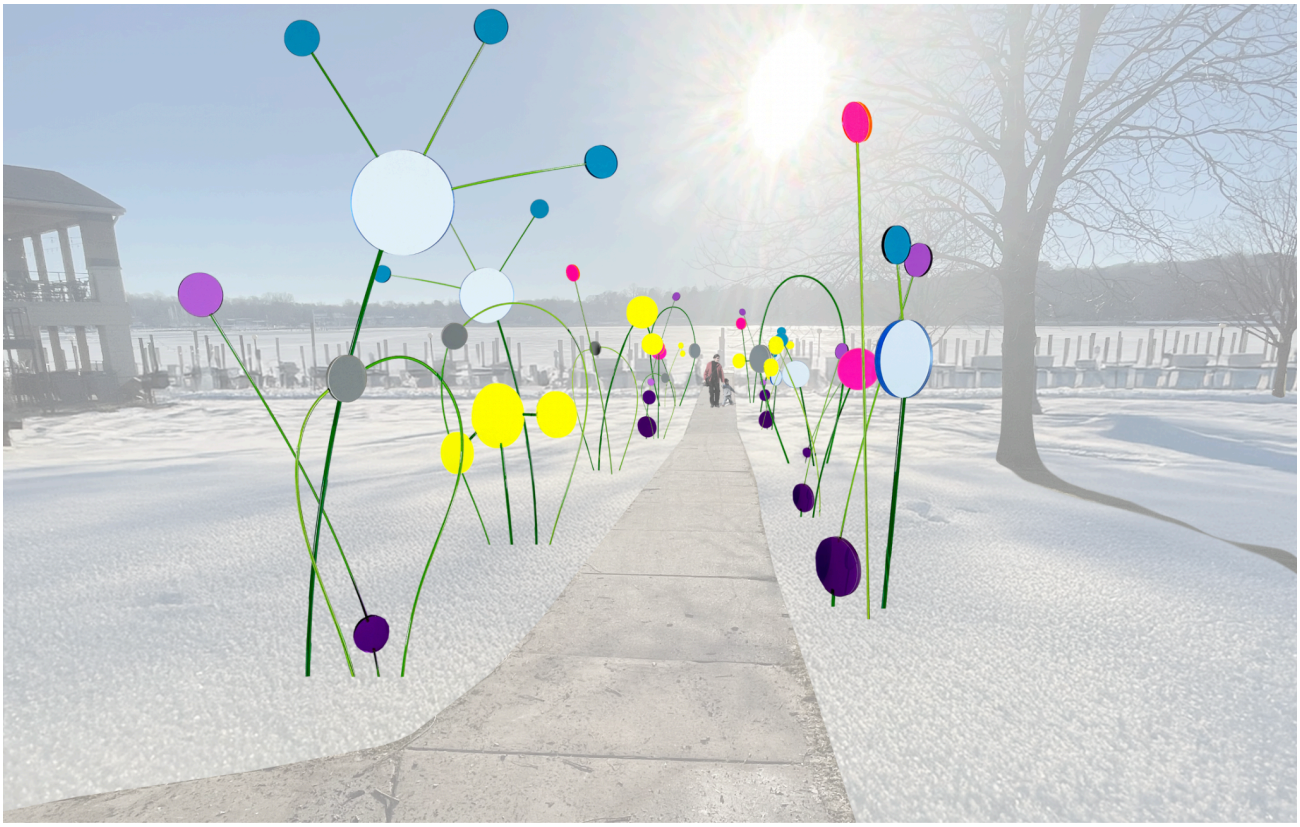


- The rendering above depicts the flowers temporarily installed along the sidewalk bisecting Cook Park.
- 1 group of flowers has 3 flower stems with various colors. Here, there are 10 groups of flowers that are staggered on either side of the sidewalk creating an illusion of a large tunnel which visitors can pass through.
- By keeping the sculptures on both sides of the sidewalk, simple snow removal on the sidewalk during winter months will suffice in allowing visitors to safely access and experience *Flower World*.

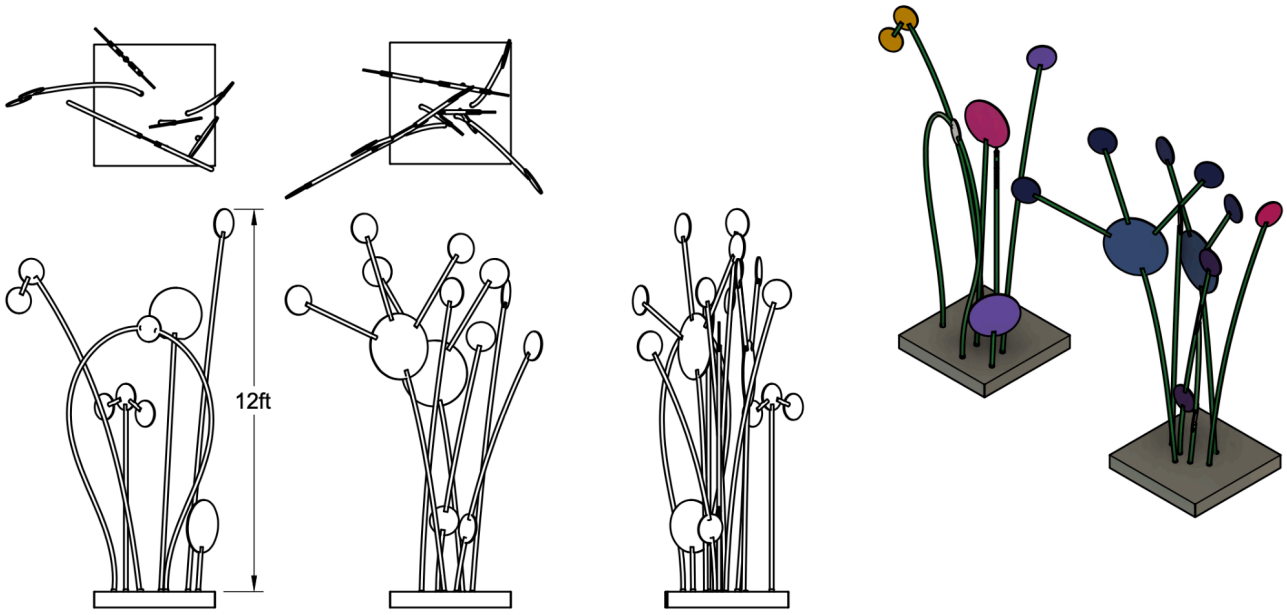


Renderings: *Flower World*

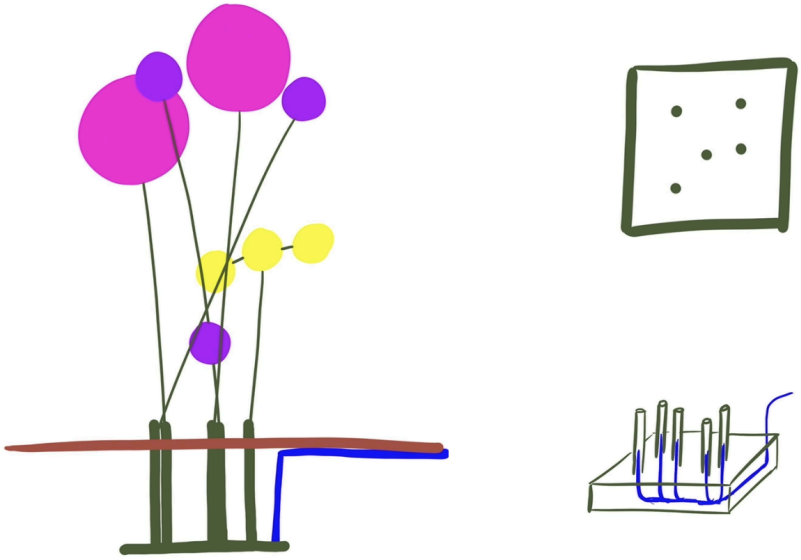




Renderings: *Flower World*

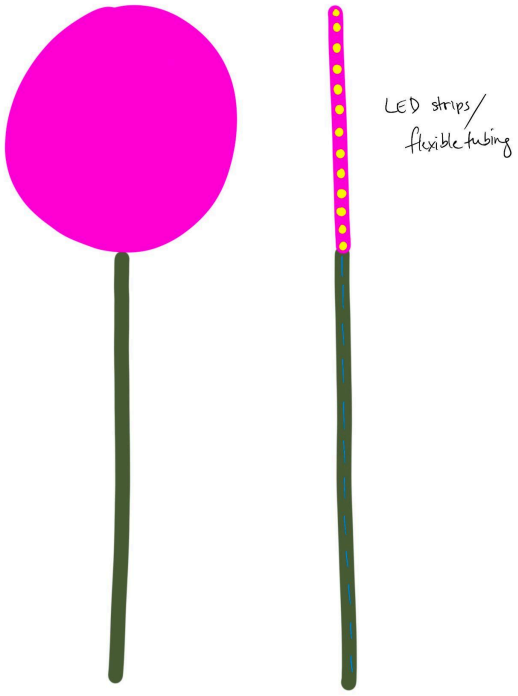


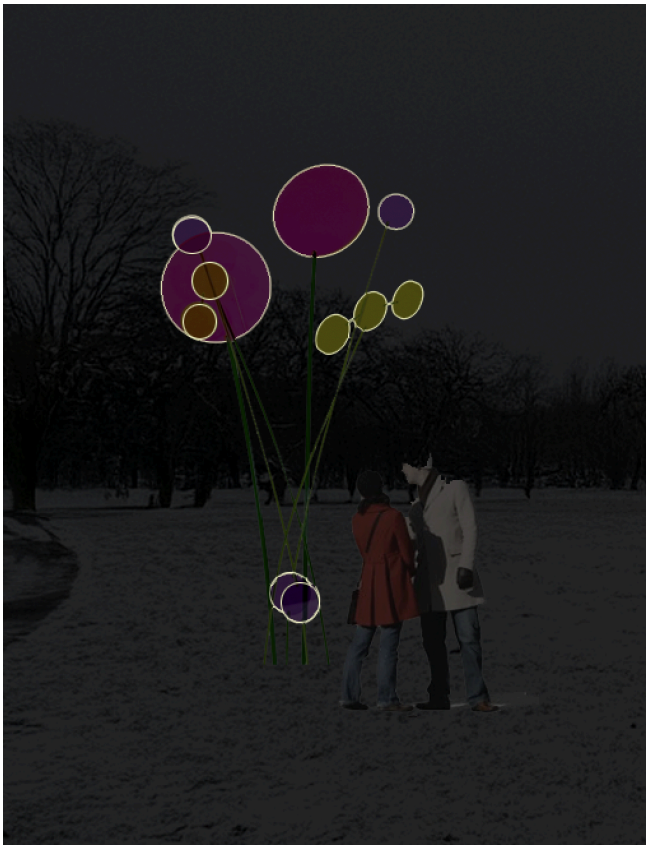
- At its tallest, the sculpture will be 12 feet. Each “stem” is bolted to a metal base that will be buried underground.



- At this early proposal stage of the project, I have considered a solution to temporarily install the sculpture which includes electricity. The base of a “flower arrangement” will be buried underground with enough surface area and soil weight to prevent the sculpture from leaning. The hollow rods will slip into and connect to hollow sleeves welded to the base. An electrical cord will feed into the base and connect to wiring within the hollow rods. The main electrical line (a simple extension cord) can be buried underground to reach the primary power source in the park.
- By using this method, the artwork exists as a temporary installation and no concrete pour is needed.
- An electrician may be requested to bury the main electrical line.

Renderings: *Flower World*





- LED lightstrips will be surface-mounted to the perimeter / outside edge of flower “head” or “petal”. An electrical cord will run through the hollow rod to power the lights. These lights do not shine light on the entire installation but rather create a different visual artwork at night.







- Additional outdoor lighting may be added to the site such as cylindrical lighting posts or staked uplights. Grounded lights may require maintenance after heavy snow accumulation.

Rough Timeline

Date	Description	Duration
March 1	Formalize proposal with SCA and SDACVB	2 months
May 1	Order and fulfill materials	1 month
June 1	Fabricate artwork	2 months
September 15	Prepare site	2 weeks
October 1	Install artwork	1 week
April 2026	De-install artwork	1 week

Rough Budget

Description	Cost
Flower sculptures (materials + labor)	$30,000
Installation (labor)	$2,500
De-installation (labor)	$2,500
Artist's Honorarium	$15,000
Total	**$50,000**

Optional Costs

The following costs are not required but may be considered if SDACVB chooses to invest further in the project. These options include the purchase of the sculptures for permanent display and site updates to enhance the installation's longevity.

Description	Cost
Sculpture purchase	$30,000
Site updates (including concrete pours and updated electrical)	$15,000
Total	**$45,000**

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: March 10, 2025

SUBJECT: Agreement to Indemnify and Provide Insurance Coverage for July 5 Fireworks Display and Donate $5,000 toward the Display

DESCRIPTION:

The Saugatuck Douglas Area Convention & Visitors Bureau (CVB) is organizing an Independence Day fireworks display to take place Saturday, July 5. This year's display is planned to be larger than last year and shot by the same vendor that did the Venetian Festival show.

Similar to last year, the City is asking the CVB and fireworks provider, Great Lakes Fireworks, to sign an agreement to indemnify and provide insurance coverage.

Additionally, the CVB is seeking a $5,000.00 donation from the City as a contribution towards the display. Donations from Douglas, Saugatuck Township, and Fennville are also being requested. The CVB advised the total amount for the fireworks is $15,000.00 and the barge is $4,000.00. The donation would be used to help offset some of these costs.

BUDGET AMENDMENTS:

A $4,000 donation was budgeted for this year. Sufficient dollars are available in the Council's budget under the events/service line item. It is of note that the City also contributes in other ways, including paying for additional porta-potties, trash removal, reserve deputies, and DPW staff time.

LEGAL REVIEW:

Legal prepared the draft agreement language last year and will be at your meeting to answer any questions you may have.

SAMPLE MOTION:

Motion to approve a $5,000 donation to the Saugatuck Douglas Area Convention & Visitors Bureau (CVB) for the July 5 fireworks displays and approve an Agreement to Indemnify and Provide Insurance Coverage for the event.

AGREEMENT TO INDEMNIFY AND PROVIDE INSURANCE COVERAGE

This Agreement to Indemnify and Provide Insurance Coverage ("Agreement") is made this___ day of _____, 2025 by and between the City of Saugatuck ("Saugatuck"); the Saugatuck/Douglas Area Convention & Visitors Bureau ("CVB"), and Great Lakes Fireworks (GLF) (collectively, the "Parties").

RECITALS

WHEREAS, CVB desires to contract with GLF to facilitate a fireworks display on the Kalamazoo River on July 5, 2025, (the "Event");

WHEREAS, Saugatuck desires to accommodate the Event by granting the necessary approvals and contributing towards the cost of the Event;

WHEREAS, given the nature of fireworks displays, Saugatuck possesses an interest and an obligation to ensure that appropriate insurance coverage is provided for the Event and to ensure that Saugatuck will not be liable for any loss or damage caused by or attributable to CVB and GLF's performance of the Event;

WHEREAS, the Parties desire to enter into this Agreement to clarify how insurance coverage for the Event will be provided and to establish indemnification obligations for CVB and GLF.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the Parties agree as follows:

AGREEMENT

1. Cooperation: Saugatuck shall cooperate in good faith with CVB and GLF to review and process the necessary permissions and approvals for the Event.

2. Insurance Obligations: The Parties agree that the insurance for the Event will be provided as follows:

    a. GLF will provide $5,000,000.00 in liability insurance for the Event. GLF shall be the primary insured party under that policy and Saugatuck and CVB shall be named as additional insureds. GLF shall provide Saugatuck and CVB with a certificate of insurance evidencing the same no later than 10 days before the Event, and shall provide Saugatuck and CVB with a copy of such policy upon request.

    b. The CVB will provide $2,000,000.00 in liability insurance for the Event. CVB shall be the primary insured party under that policy and Saugatuck shall be named as additional insured. CVB shall provide Saugatuck with a certificate of insurance evidencing the same no later than 10 days before the Event, and shall provide Saugatuck a copy of such policy upon request.

3. Application of Insurance Coverage: In the event of any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from the Event by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of the Event, the Parties agree that insurance coverage will be provided first through GLF's liability policy and then through CVB's liability policy.

4. Indemnification: CVB and GLF agree to defend, indemnify, and hold harmless Saugatuck and their respective officials, agents, servants, and employees, from any claim, demand, suit, loss, cost of expense or any damage which may be asserted,

claimed or recovered against or from the Event by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of the Event, and regardless of which claim, demand, damage, loss, cost, or expense is caused in whole or in part by the negligence of Saugatuck, or by third parties, or by the officials, agents, servants, employees, or factors of any of them. This obligation shall survive termination of this Agreement.

5. No Waiver: No provision of the Agreement is intended, nor shall any provision of this Agreement be construed, as a waiver by Saugatuck of any governmental immunity or any other defense that would be available under state or federal law.
6. Applicable Law: This Agreement shall be interpreted in accordance with the laws of the State of Michigan, and should any disputes, disagreements or legal actions result between the parties under this Agreement, then the law of Michigan shall apply.
7. Amendments: This Agreement may not be amended by the parties unless such amendment is in writing and signed by the parties.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed the day and year first above written.

[*Signature Page to Follow*]

CITY OF SAUGATUCK

By: _____

Its: _____ Dated: _____

By: _____

Its: _____ Dated: _____

SAUGATUCK/DOUGLAS AREA
CONVENTION & VISITORS
BUREAU

By: _____

Its: _____ Dated: _____

GREAT LAKES FIREWORKS

By: _____

Its: _____ Dated: _____

City Council Agenda Item Report

FROM: MEETING Jamie Wolters

DATE: 3-10-25

SUBJECT: Special Event – Wicks Park Bar & Grille

DESCRIPTION:
A special event safety planning meeting was held via zoom on March 3, 2025, with Fire, Police and DPW. A recap of the discussion is as follows:

- **Tent Rental from Taylor Rental:**
  - The requested tent would be installed on Friday, March 14, 2025, and the applicant would need contact the Saugatuck Township Fire Department to schedule an inspection.
  - The tent will be removed on Monday, March 17, 2025.

- **Barricades Needed:**
  - **Concrete:** Six (6) concrete barricades around the tent, with two (2) positioned on the north, west, and east sides on Friday, March 14, 2025, and removed Monday, March 17, 2025.
  - **Three-Tier:** Two (2) three-tier barricades around the tent, with two (2) positioned on the north, west, and east sides on Friday, March 14, 2025, and removed Monday, March 17, 2025, will be placed on the west and east sides of the tent.

- **Event Monitoring:** The Applicant will provide a minimum of three (3) employees to oversee tent activity to ensure attendee safety and well-being.

- **Insurance Requirements:** No later than **five (5) business days prior to the Event**, the Applicant shall provide the City Clerk with a valid Certificate of Insurance for the Event with a minimum coverage of **$1,000,000 per occurrence**. The certificate must name the **City of Saugatuck as an additional insured**. Failure to provide the required Certificate of Insurance will result in cancellation of the Event.

- **Post-Event Cleanup:** The Applicant agrees to restore the event area to its original condition on **Monday, March 17, 2025**.

LEGAL REVIEW: None.

SAMPLE MOTION: Motion to approve/deny the special event application submitted by Wick's Park Bar & Grille.

Council Action

_____ Approved

_____ Denied

_____ Date

City of Saugatuck ★ EST. 1868

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Boat House Acq - Wicks Park Bar & Grille **TELEPHONE:** 269-857-2888

MAILING ADDRESS: PO BOx 58 Saugatuck, MI 49453

CONTACT NAME: Christine Murphy Pierce **TELEPHONE:** 239-272-4296

E-MAIL ADDRESS: christine@wickspark.com **CELL PHONE:** _____

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Christine Murphy Pierce **TELEPHONE:** 239-272-4296

E-MAIL ADDRESS: christine@wickspark.com **CELL PHONE:** _____

EVENT INFORMATION

NAME OF EVENT: St. Patricks Day 3/15/2025 - Overflow for Tent **DATE(S) OF EVENT:** 3/15/2025

PURPOSE OF EVENT: Annual Pub Crawl - Over Flow for attendance **RAIN DATE:** NONE - weather depending

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

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

EVENT LOCATION: Mary Street **EVENT HOURS:** 11:00 - 9:00PM

ESTIMATED NUMBER OF ATTENDEES: last year there was 350 sign up for the pub crawl - it start and ends at Wicks Park Bar & Grille

ESTIMATED NUMBER OF VOLUNTEERS: In the tent there will be 3 volunteers

ESTIMATE DATE / TIME FOR SET-UP: Friday 3/14/2025 - Taylor Rental Noon ☐A.M. ☐P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: Monday 3/17/2025 8:00AM ☐A.M. ☐P.M.

EVENT DETAILS

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

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

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

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

☐ *Provide Copy of Health Department Food Service License*

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

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

■ *Provide Copy of Michigan Liquor Control License*

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

Wicks is in the Social District -

WILL FIREWORKS BE APART OF EVENT: ☐ Yes ■ No

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

☐ *Provide Copy of Fireworks Permit*

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

☐ **"YARD" SIGNS** - Number requested: 0 (Maximum size is 2' x2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

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

☐ **SIGNAGE AT EVENT SITE** - Location(s): NONE

Description of signs:_____

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

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

☐ **BOOTHS – QUANTITY** 0 ☐ **TENTS – QUANTITY** 1

☐ **AWNINGS – QUANTITY** 0 ☐ **TABLES – QUANTITY** 3

☐ **PORTABLE TOILETS – QUANTITY** 0

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

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

Will the Interurban be utilized? ■ Yes ☐ No Time(s)_____

DEPARTMENT OF PUBLIC WORKS

☐ APPROVED ☐ DENIED _____

Authorized Personnel Signature

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

☐ TRASH RECEPTACLES – QUANTITY_____ ☐ BARRICADES – QUANTITY_____

☐ TRAFFIC CONES – QUANTITY _____ ☐ PARKING SIGNS – QUANTITY_____

☐ FENCING ☐ WATER ☐ ELECTRIC ☐ RESTROOM CLEANING

☐ OTHER_____

POLICE DEPARTMENT

☐ APPROVED ☐ DENIED _____

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? ☐ Yes ■ No

If yes please describe & include times_____

Other (describe):_____

SALISBURY TOWNSHIP FIRE DISTRICT

☐ APPROVED ☐ DENIED _____

Authorized Personnel Signature

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

Street closure date/time: Need to Discuss _____ ☐ A.M. ☐ P.M.

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

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

Describe Sidewalk Use:_____

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

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

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

Parking Lot Location:_____

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

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

What parking arrangements are proposed to accommodate potential attendance:_____

_____

APPLICATION CHECK LIST

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

If document is missing, please explain:_____

The applicant and sponsoring organization understand and agrees to:

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

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

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

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

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

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

_____ 2/10/2025

Applicant Signature **Date**

* all depending on Weather

SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township

Attached Tent INFO

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

REQUIREMENTS FOR TENT STRUCTURES

Date: 3/15/2025 Location: MARY STREET / Water St. CORNER

Address: 449 Water / Mary St. Municipality: Saugatuck

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

Check off when complete:

- ✓ A detailed site and floor plan for tents with an occupant load of 50 or more shall be provided with each application for approval. The floor plan shall indicate details the means of egress, seating capacity, arrangement of seating and location of any heating and electrical equipment. (3103.6)
- ✓ Fire apparatus access roads shall be provided. (3103.8.1 / 503)
- ✓ Tents shall not be located within 20 feet of lot lines, buildings, other tents, parked vehicles, or internal combustion engines. Support ropes and guy wires shall be considered as part of the tent. Note: There are exceptions, consult with the Saugatuck Township Fire District. (3103.8.2)
- ✓ An unobstructed fire break passageway or fire road not less than 12 feet wide and free from guy ropes, or other obstructions shall be maintained on all sides of all tents. (3103.8.6)
- ✓ All tents and side curtains shall be composed of flame resistant material in accordance with NFPA 701 and IFC. (3104.2)
- ✓ Tents shall have a permanently affixed label bearing the identification of size and fabric or material type. (3104.3)
- ✓ A copy of the certificate attesting to the flame resistance of the fabric shall be submitted to Saugatuck Township Fire District. (3104.4)
- ✓ Combustible materials shall not be located within any tent structure. (3104.5)
- ✓ Open flame or other devices emitting flame, fire or heat including parked cars shall not be permitted inside or within 20 feet of the tent. (3104.7)

SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township

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

✓ The occupant load shall be stated. (3104.14 / Chapter 10) 100 people

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

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

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

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

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

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

✓ Means of egress shall be illuminated. (3103.12.7)

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

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

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

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

____ Saugatuck Township Fire District will inspect the tent installation.

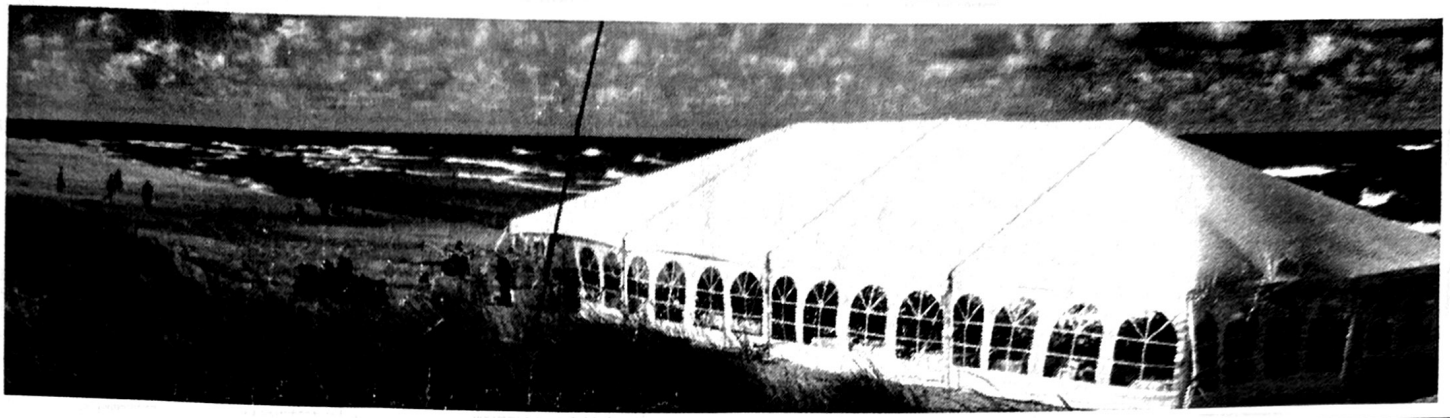
Signature of Applicant: _____

Signature of Fire Inspector: _____

Date: _____

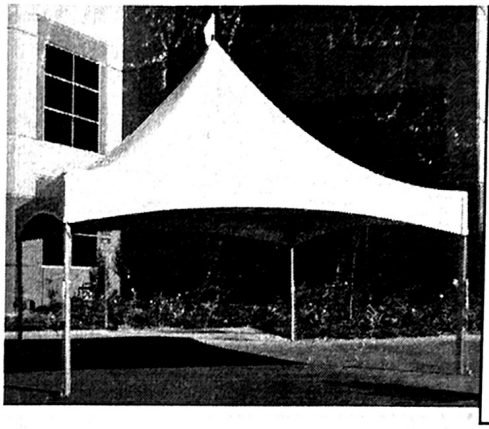
Revised 8/2016-CM

Frame Tents



Frame Tent Pricing

10 x 10 White Tent = $150.00
10 x 20 White Tent = $250.00
15 x 15 White Tent = $250.00
20 x 20 White Tent = $400.00
20 x 30 White Tent = $550.00
20 x 40 White Tent = $750.00

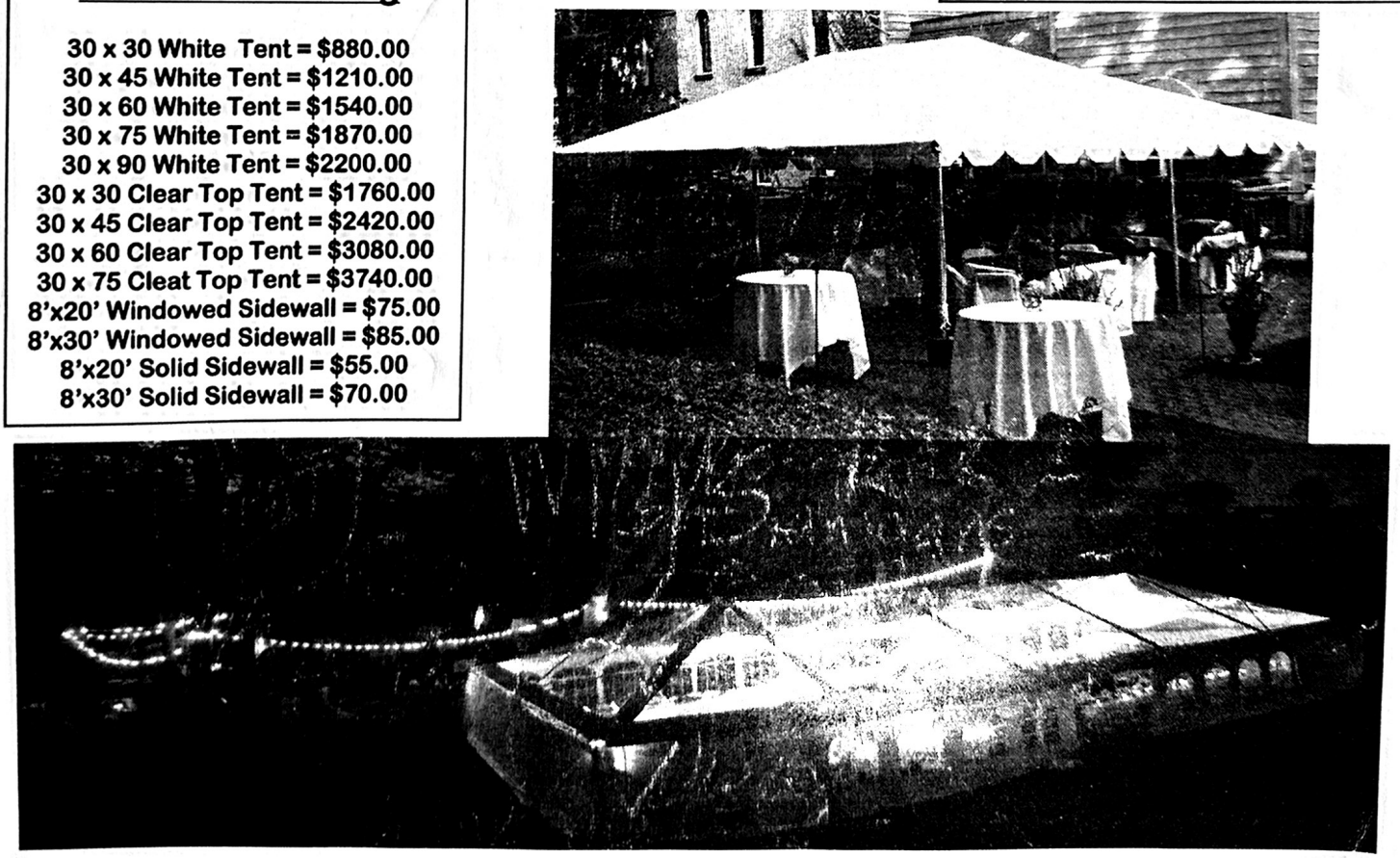


40' Wide JumboTrac Frame Tent Pricing

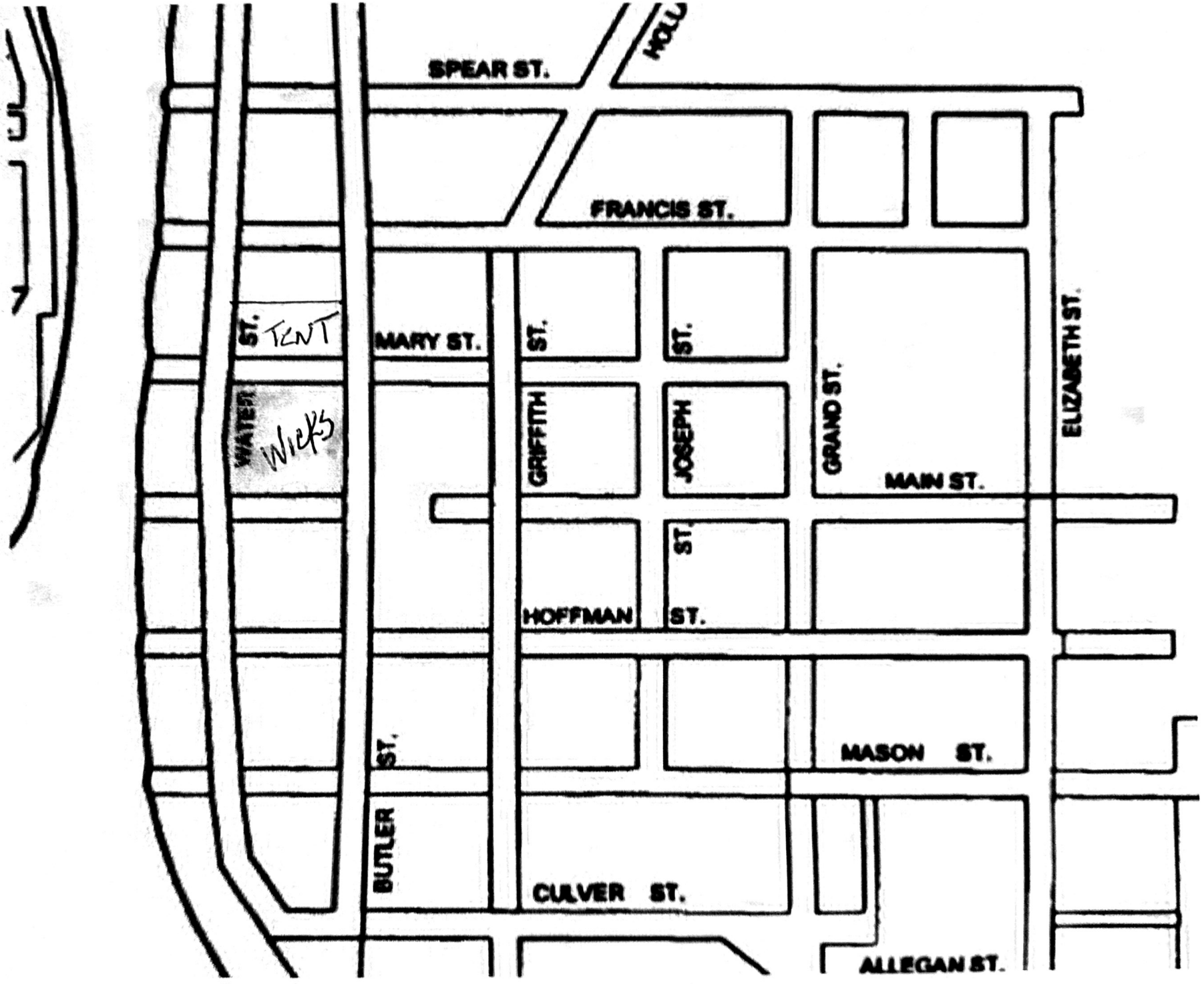
40 x 40 White Tent = $1600.00
40 x 60 White Tent = $2040.00
40 x 80 White Tent = $2480.00
40 x 95 White Tent = $2920.00
40 x 110 White Tent = $3360.00
40 x 125 White Tent = $3800.00
15' or 20' Window Tent Sidewall =$90.00
15' or 20' Solid WHT Sidewall = $90.00

30' Wide JumboTrac Lite Frame Tent Pricing

30 x 30 White Tent = $880.00
30 x 45 White Tent = $1210.00
30 x 60 White Tent = $1540.00
30 x 75 White Tent = $1870.00
30 x 90 White Tent = $2200.00
30 x 30 Clear Top Tent = $1760.00
30 x 45 Clear Top Tent = $2420.00
30 x 60 Clear Top Tent = $3080.00
30 x 75 Cleat Top Tent = $3740.00
8'x20' Windowed Sidewall = $75.00
8'x30' Windowed Sidewall = $85.00
8'x20' Solid Sidewall = $55.00
8'x30' Solid Sidewall = $70.00

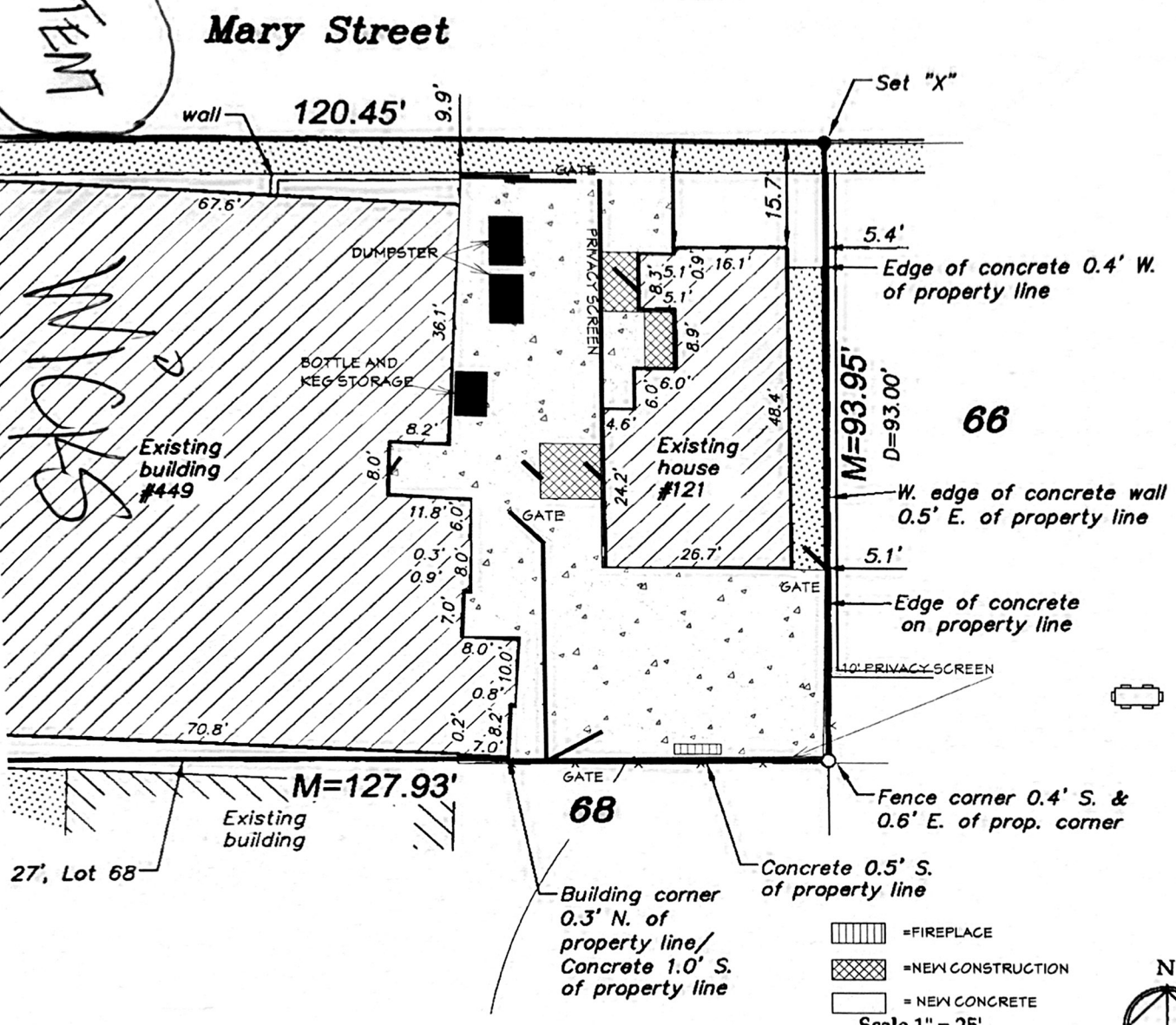


Frame tents and Clear top frame tents are supported by an aluminum frame. While no guy lines or stakes are required for support; they are needed to make sure the tent is anchored in place from potential winds, but far fewer are used than for a pole tent. If staking cannot be an option concrete weights will be required to secure the tent. Weights rent for an additional $30-35 per weight. Another benefit to a frame style tent is that there are no supporting center poles inside the tent allowing more creative use of the available space. We are happy to provide a CAD layout for you of your tent with the items you are thinking about putting under it (tables, chairs, dancefloor, etc) to make sure you have the best possible fit for your event. We also provide site checks at no cost to ensure that your space is big enough to accommodate the tent you want. Please call to set up a site check with us! 616-392-8539. For all tent set ups, it is important that you call MISS DIG several days prior to our arrival 1-800-MISSDIG


SPEAR ST.
FRANCIS ST.
ST.
TENT
MARY ST.
ST.
ST.
WATER
WICKS
GRIFFITH
JOSEPH
GRAND ST.
ELIZABETH ST.
MAIN ST.
ST.
HOFFMAN
ST.
ST.
MASON ST.
BUTLER
CULVER ST.
ALLEGAN ST.

Half of Mary St.
Barricades
Barrels
Traffic Reflectors
TENT
15 x 15
Barrels
Barricades from City
MARY STREET
Sidewalk
The Cottage
ALLEY Behind Wicks
WICKS
Water St.

TENT



PREPARED FOR: Shoreline Realty – Douglas
Dan Shanahan
202 Center Street
P.O. Box 997
Douglas, MI 49406

RE: 449 Water Street

The following described premises is situated in Saugatuck, County of Allegan and State of Mic

Lot 67 and the North 27 feet of Lot 68, Plat Kalamazoo, now City of Saugatuck, according t thereof as recorded in Liber 111 of Deeds, Pag Allegan County Records.

(Warranty Deed Liber 2309, Page 888)

STATE OF MICHIGAN
SCOTT A. HENDGES
PROFESSIONAL SURVEYOR
NO. 47953
LICENSED PROFESSIONAL SURVEYOR

By: Scott A. Hendges

Scott A. Hendges Licensed Professional Surveyor N

: examined the premises herein described, that the improvements are located entirely thereon as roach except as shown hereon.

: legal description shown above. The description should be compared with the Abstract of Title or nents and exceptions.

NEDERVELD

GRAND RAPIDS
4079 Park East Court
Grand Rapids, MI 49546
PHONE: (616) 575-5190

HOLLAND
347 Hoover Boulevard
Holland, MI 49423
PHONE: (616) 393-0449

www. nederveld.com

© 2007 Nederveld, Inc.

rev.:

project no.: 08200474


WRONG WAY
ROAD CLOSED
TO
THRU TRAFFIC


ROAD CLOSED
TO
THRU TRAFFIC


Welcome
See Host
FOR



City Council Agenda Item Report

FROM: Ryan Cummins – City Manager

MEETING DATE: March 10, 2025

SUBJECT: Updated Capital Improvement Plan

DESCRIPTION:

At a recent workshop meeting, the City Engineer and Department of Public Works Superintendent presented an updated 5-year capital improvement plan. As was noted during the meeting, the plan is updated annually, and priorities often change based on current conditions and funding opportunities. The cost estimates shown are budgetary in nature and will be refined during project development and design.

LEGAL REVIEW:

The City Attorney will be present at your meeting for any questions.

SAMPLE MOTION:

Motion to approve the updated 5-year capital improvement plan.

For planning purposes only.

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

City of Saugatuck
Capital Improvements Plan 2025-2030
February 25, 2025

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

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

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: March 10, 2025

SUBJECT: Milfoil Treatment for 2025

DESCRIPTION:

Eurasian Water Milfoil is an invasive aquatic plant that is present in the Kalamazoo Harbor. In 2020 the City Council formed an Eurasian Water Milfoil Advisory Committee to address the Milfoil impacts including reviewing existing documentation, consulting with appropriate agencies and experts, identifying costs and reporting its recommendations.

For the last four years, the City of the Village of Douglas and the City partnered with Aquatic Doctors to treat the Milfoil. Last year, representatives from Aquatic Doctors presented at a workshop meeting that treatments have been effective and the hope is that less area will need to be treated in the future. Consensus from Council at that time was to move forward with the treatment areas shown on the attached map. Council also discussed funding of the treatments and preferred to pay for the cost out of the general fund due to greater community benefit versus special assessments to shoreline property owners.

Aquatic Doctors has submitted a proposal for 2025 treatment. The proposed pricing of $74,750 is the same as last year. Aquatic Doctors advised the following:

> This upcoming season, we are hopeful that we will be able to reduce the total area treated in regards to the offshore area as we expect the milfoil population out there to be lessened due to previous treatment seasons. However, we should always be prepared for the worst case scenario. When dealing with a river setting and flowing water, water levels can be a concern. IF the water levels are low, it is possible to see increased growth due to sunlight penetration into areas that would usually have none due to being greater in depth. On the opposite end of that spectrum, if we have higher water, there is likely a chance of an even greater reduced treatment area due to increased water depth. At the end of the day, we are at the mercy of mother nature in this case.

BUDGET ACTION REQUIRED:
Sufficient dollars were budgeted for this fiscal year. The second treatment will be included in next fiscal year's budget proposal.

LEGAL REVIEW:
Legal has previously provided analysis on the process to levy special assessments and the City's authority to treat invasive aquatic weeds. Legal previously reviewed the Aquatic Doctors agreement language.

SAMPLE MOTION:
Motion to approve a one-year agreement with Aquatic Doctors to treat Milfoil in the areas presented in the not to exceed amount of $74,750.

AQUATIC DOCTORS LAKE MANAGEMENT, INC. ("Aqua Docs") of P.O. Box 150247, Grand Rapids, Michigan 49515 and City of Saugatuck of Saugatuck, Michigan agree:

Aqua Docs will provide a professional aquatic program for the control of weeds and/or algae in **Kalamazoo Harbor**. The program will consist of the following:

May/June: Weed and Algae treatment applying restrictive products such as Navigate (2,4-D), Diquat, Triclopyr, Aquathol K, Hydrothol 191, and non-water restrictive products such as copper sulfate, Cutrine-Plus, Cutrine-Ultra, Cygnet Plus, and shade as a tracer.
**3-4 weeks after initial treatment- spot treat weed beds and algae treatment.

July and August: Algae treatments applying non-water restrictive products such as copper sulfate, Cutrine-Plus, Cutrine-Ultra, Cygnet Plus and shade as a tracer. Spot weed treatment for EWM and other nuisance plant growth.

Cost per Acre:

Navigate: Granular systemic 2,4-D herbicide to control Eurasian Watermilfoil	$ 315.00
Triclopyr: Granular systemic herbicide to control Eurasian	$ 560.00
Triclopyr: Liquid systemic herbicide to control EWM	$ 285.00
Clipper: systemic herbicide to control Starry Stonewort	$ 575.00
Harpoon: granular systemic herbicide to contro Starry Stonewort	$ 425.00
Diquat: Liquid herbicide to control EWM, Curlyleaf, and Pondweeds	$ 185.00
Aquathol K-Hydrothol 191: Liquid herbicide to control Pondweeds	$ 205.00
Algaecides: Granular products to control Chara	$ 50.00
Algaecides: Granular and liquid products to control algae	$ 40.00
Water Quality Program:	$ 50.00/sample

Description and Optional Services:

Weed Treatment: Milfoil, Curly-leaf, Coon-tail, Chara, and various pondweed treatments applying restrictive products such as granular Navigate (2,4-D), Aquathol K, Hydrothol 191, Diquat, Triclopyr, Komeen, Glyphosate, and Cygnet Plus.

Algae treatment: Non-water restrictive algaecides such as Copper Sulfate, Curtain-Plus, Cutrine-Ultra, Chelated Copper, Earthtech, Greenclean, and shade as a tracer. Treatments should occur monthly to prevent existing growth and prevent re-growth. Surrounding conditions (i.e. sunlight, temperature, nutrient concentration, etc…) may require additional treatments.

Muck/Enzyme Treatment: Designed to decrease levels of organic sediment in lakes and ponds while reducing odors and improving water clarity. The pellets sink quickly, targeting 'muck' on the bottom. Mukk Busster does not contain pathogenic bacteria and it is fish and wildlife friendly. Contains 3 billion CFU/gram (Colony-forming units).

Water Quality Program: Water quality program consists of lake samples taken and sent to an independent laboratory (Prein & Newhof). The samples can be tested for a variety of things including; fecal bacteria (E. coli), dissolved oxygen, conductivity, total dissovled solids, pH and alkalinity. Primarily E. coli is the focus.

- Specific treatment dates will be set by Aqua Docs, in cooperation with City Manager.
- Please be aware Aqua Docs can only treat weeds and algae present at the time of treatment. We have no control over future weed or algae growth based on the current chemicals registered for aquatic use in Michigan.
- Unless otherwise stated in the program, all other aquatic pest control will require a separate program (i.e. cattails, duckweed, largeleaf pondweed, lily pads, purple loosestrife, watermeal, etc…)

Aqua Docs will obtain the DEQ "Aquatic Nuisance Control permit" and post restriction signs as required. Any facility or location related permits/requirements, for example, "Discharge or Retention" permits will be the responsibility of the customer, association, resident or facility. It is your association's/group's responsibility to notify each resident within one hundred (100) feet of the treatment area at least seven (7) days in advance of the first treatment that chemicals will be applied. This notification requirement must be provided to every property owner who has consented to have their property treated. Lake boards and townships who assess the lake property owners are exempt from individual consent documentation. The property owner is responsible for removing any restriction signs ten (10) days after the conclusion of water use restrictions.

Aqua Docs carries a general liability policy of insurance for workmans comp, bodily injury and property damage with limits of $1,000,000.00 per occurrence. Certificates of insurance will be provided upon request.

The State of Michigan requires a minimum fee of $75.00 and increases the fee to $1500.00 for treatment areas of 100 acres or more. Please make check to the State of Michigan. Application for the DEQ "Aquatic Nuisance Control permit" shall occur promptly after the fee is received from the customer.

Special Notes & Conditions of Treatments

#1 – Our office must be notified of any inlets/outlets to meet specific permit requirements with the Michigan DEQ.
#2 – If the water body is being used as a source of irrigation, please notify our office prior to any treatments.
#3 – To minimize the possible effects on health and the environment, the treated waters MAY be restricted for such uses as swimming, bathing, irrigation, fish consumption and/or livestock.
#4 – If an access site has not been determined or established prior to services rendered, then an access site must be determined at the discretion of the applicator at the time of treatment.

Payment in full is due within fifteen (15) days of each application. Any amount remaining unpaid when due shall accrue a penalty of 1.5% per month.

All materials utilized by Aqua Docs shall be of the highest quality and are registered with the U.S. Environmental Protection Agency and the Michigan Department of Agriculture.

The accumulation of dying and decomposing plants and algae can deplete the dissolved oxygen supply in the water, which may result in fish mortality. Please note that such occurrences are minimal, however, the possibility does exist. Due to their level of sensitivity, Goldfish, Coy, and Trout are more susceptible to a treatment than other fish species. During Late Spring and Summer, many NATURAL fish kills occur due to an increase in water temperature and spawning habits, primarily.

Three or five year treatment program: As an incentive to establish a multiple year agreement we will treat your lake or pond at the same price structure as 2025 for 2026! The remaining years (2027-2029) will have cost increases of three percent or less. If total chemical costs exceeds 10% from the previous year a new agreement will have to be mutually acceptable. If during the life of the contract the DNR or other regulatory agencies significantly change the approved treatment procedures or the client finds the manner in which the work is performed less than satisfactory, either party may terminate this agreement upon giving ninety (90) days advance written notice thereof.

Contract:

Signature Page for "City of Saugatuck"

Program Option for City of Saugatuck:

One (1) Year Program- _____
Three (3) Year Program- _____
Five (5) Year Program- _____
(Just initial your choice)

Aquatic Doctors Lake Management, Inc.

By: MT Ryan Schauland B.S.
President

_____ _____
Signature Date

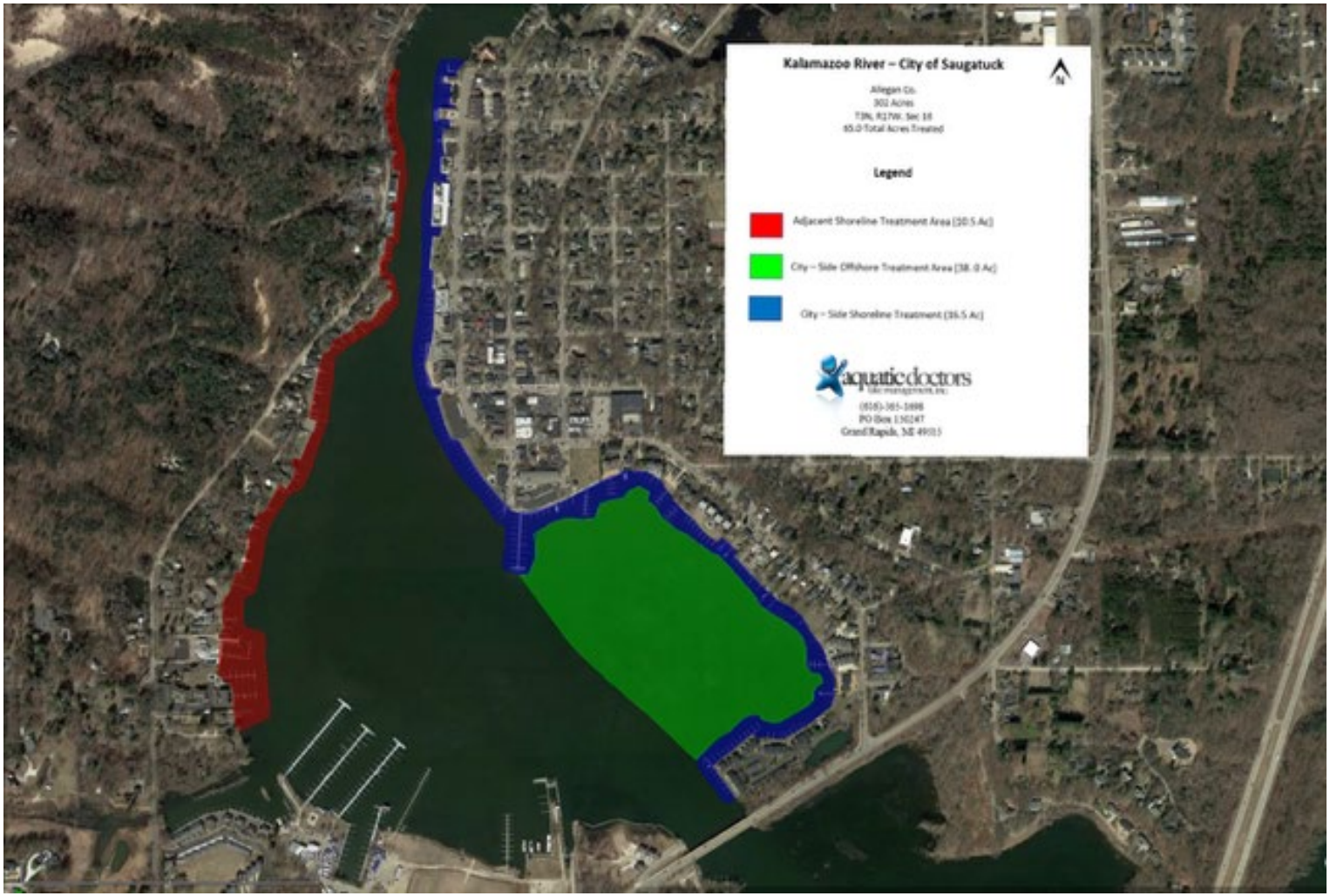
For City of Saugatuck Representative:

Name (Print) _____ _____
Title _____ Signature
Address: _____
_____ _____
Phone: Date
(Day): _____
(Eve): _____ email: _____

2025 Estimates

City side offshore (Green): 38 Acres @ $575/acre= $21,850/treatment
City shoreline (Blue): 16.5 Acres @ $575/acre= $9487.50/treatment
Adjacent shoreline (Red): 10.5 Acres @ $575/acre= $6037.50/treatment

**These prices are per treatment. We do two treatments per season.



864 Newnham Street
PO Box 245
Saugatuck MI 49453
March 4, 2025

Mayor Holly Anderson
City Manager Ryan Cummins
Saugatuck City Council
102 Butler Street
Saugatuck MI 49453

Hello Mayor Anderson and City Manager Cummins:

In a continuing effort to improve road conditions on Newnham Street, I am *again* requesting that paving Newnham Street be added to the 2025 schedule for city improvements.

As Newnham Street residents, we know that we must continue to either drive on a muddy road or a dusty and dirty road with potholes, dependent on daily weather conditions. (See attached photos.) This is unacceptable.

As you may know, Newnham Street is the only unpaved road in the center of Saugatuck and is long overdue for attention.

We ask that this request be addressed at the next City Council meeting on March 10 or March 24. Please provide a response as soon as possible. As full-time residents in this Saugatuck neighborhood, knowing there is a timeline for when improvements can be made will help us to continue to be patient.

Thank you in advance for the attention you will give to our request.

Sincerely,

Dick Ethie

Richard G. and Ethelyn L. Haworth
Dick.haworth@haworth.com
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Enclosure







Road approach/egress to/from 864 Newnham Street, Saugatuck MI (March 2025)