



CITY COUNCIL WORKSHOP AGENDA

July 9, 2025, 4:00 p.m.

This is an in-person meeting at Saugatuck City Hall, 102 Butler St, Saugatuck, MI 49453.

The meeting will also be available live, virtually on Zoom.

1. Call to Order

2. Roll Call

3. Agenda Changes (Additions/Deletions)

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

5. Approval of Minutes: (Voice Vote) Pg.3

- A. Regular City Council Meeting Minutes – June 23, 2025.
- B. Closed Session City Council Meeting Minutes – June 23, 2025.

6. Discussion Items:

- A. City Hall Interior Renovations – Proposal for Needs Study, Conceptual Design, & Structural Evaluation. *Pg.9*
- B. Creation of a Parking Improvements Task Force and Request for Proposals for Consulting Support. *Pg.13*
- C. Potential Donor for Future Saugatuck Wilds Nature Preserve Pavilion. *Pg.21*
- D. Temporary Sign Installation Agreement between City, Township, and Road Commission. *Pg.22*
- E. Review of City Council Priorities for Fiscal Year 2025/2026. *Pg.28*

7. Closed Session:

- Motion by _____, supported by _____, to move into a closed session pursuant to Pursuant to MCL 15.268 (h), to discuss a confidential written legal opinion regarding a proposed sand mining operation near the old landfill in Saugatuck Township; and Pursuant to MCL 15.268(d), to consider the purchase or lease of real property.

8. Public Comments (Limit 3 minutes)

9. Correspondence

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 jwotlers@saugatuckcity.com for further information.

10. Council Comments

11. Adjourn



CITY COUNCIL REGULAR MEETING MINUTES - *proposed*
June 23, 2025

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

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

Pledge of Allegiance.

Attendance:

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

Absent: None.

Others Present: City Manager Cummins, Treasurer Bredeweg, Zoning Director Thompson, Clerk Wolters and Attorney Mills.

Mayor's Comments:

Mayor Anderson reflected on the current global tensions, particularly in the Middle East, and emphasized the importance of leadership. She highlighted the council's responsibility to make decisions that impact people's lives, noting that they oversee critical infrastructure like water systems and roads. Anderson expressed gratitude for working with a team that carefully considers the effects of their decisions on constituents.

City Manager Comments:

City Manager Cummins reported that Kalamazoo Lake Sewer & Water Authority had released the annual water quality report, which showed no significant concerns. The city's pension plan status, which remains robust at 113% funding, reflecting prudent financial management. The city received new bike racks from the Convention and Visitors Bureau, which have been installed on new concrete pads. In terms of staffing, the city is in the midst of interviewing for a new administrative and project coordinator position for the Department of Public Works, with an impressive pool of 124 candidates. Cummins also mentioned that he and Treasurer Bredeweg will be meeting with MERS next month to discuss the details of their pension plans, potentially exploring options for lump sum payments and future strategies.

Agenda Changes:

Motion by Gardner, second by Muncey to add Commissioner Brad Lubbers to agenda item #7B. Via voice vote, motion carried unanimously.

Guest Speakers:

Shannon Stratton, executive director of Ox-Bow delivered a comprehensive presentation about Oxbow, highlighting its 115-year history and evolving mission as an art school and community resource. She detailed the organization's strategic plan, which emphasizes supporting artists at all stages of their creative journey through immersive educational experiences in a unique natural setting. Stratton shared exciting developments, including the recent purchase of the old library in Douglas that will be transformed into an art gallery and exhibition space, showcasing the organization's commitment to preserving local history and supporting regional artists. She discussed Oxbow's summer workshops, residency programs, and efforts to expand programming beyond traditional summer sessions, with a focus on creating meaningful artistic experiences that bring people together. The presentation emphasized Oxbow's broader goals of community building, arts education, and environmental stewardship, positioning the organization as more than just an art school, but a vital cultural institution that promotes healing, creativity, and intergenerational learning. Stratton highlighted upcoming events like the Taste of Oxbow dinner series and the annual building benefit, demonstrating the organization's ongoing engagement with the local community and commitment to supporting artistic growth.

Allegan County Commissioner Brad Lubbers provided updates on several county-wide issues. He highlighted the upcoming Senior Expo at First Baptist Church in Allegan, encouraging attendance to learn about county services for seniors. Lubbers discussed the May 15th storm damage, reporting \$2.2 million in municipal damage claims, excluding agricultural losses. He noted an upcoming meeting on July 1st to guide municipalities through damage expense reporting. Lubbers also shared concerns about federal funding cuts, specifically impacting on the marine sheriff's division, which will result in reduced patrolling and potential staffing adjustments. He discussed potential county-wide park millage options, warning that without additional funding, some parks might close. Additionally, Lubbers mentioned Consumers Energy is negotiating to sell 13 hydroelectric dams, with potential positive implications for the Calkins dam in Allegan. He also reported on a resolution supporting the restart of the Palisades Nuclear Power Plant in Covert, citing infrastructure and workforce benefits.

Public Comment on Agenda Item Only: None.

Councilmember Garnder left the council meeting at 7:12 p.m.

Consent Agenda:

- A. Approval of Workshop Meeting Minutes for June 18, 2025.
- B. Approval of Closed Session Minutes for June 18, 2025.
- C. Special Event – Water Invitational Art Fairs.
- D. Special Event – Chili-Cook Off.
- E. Right of Way Sign – Banner for The Chamber Music Festival of Saugatuck.
- F. Renewal of the City's Property and Liability Insurance Policy with the Michigan Municipal League Liability and Property Pool for Fiscal Year 2025-2026.
- G. Revocable License Agreement for Restaurant Seating in the Public Right of Way – AMS II (Pumpnickels).
- H. Revocable License Agreement Regarding Sign in the Right of Way – Lucias Imports LLC.
- I. Revocable License Agreement Regarding Sign in the Right of Way – Noble Twist LLC.
- J. Change Order #1 – 2025-2027 Pavement Markings.

K. Reappointments to Boards and Commissions:

- Auston Marineau to Planning Commission - term ending 7/1/28.
- Chris Raphael to Zoning Board of Appeals - term ending 7/1/28.
- Richard Crawford to the Zoning Board of Appeals - term ending 7/1/28.

Motion by Peterson, second by Stanton to approve the consent agenda. Via roll call vote, motion carried 6-0.

Staff Reports, Boards, Commissions & Committees:

The City Manager, Treasurer, Clerk, Director of Planning & Zoning, Department of Public Works, Sheriff and Engineer submitted status reports on current activities since the last regular council meeting for their respective departments.

Fire District Administration:

Dan Fox highlighted record-high incident numbers, partially due to the May storm, with a 50% overlapping call rate indicating high demand on resources. Fox noted that motor vehicle accidents at the roundabout have been limited to property damage, an improvement from previous years. He discussed the fire district's ongoing training programs and community engagement efforts. A significant portion of his report focused on the AED (Automated External Defibrillator) program, with the fire district becoming the lead sponsor and managing 65 AEDs across the district. He shared a training video demonstrating the fire district's ladder truck operations and emphasized the importance of continuous training and community support.

Interurban Board:

Councilmember Muncey's provided an update on the Inter-Urban Transit Authority. He reported that the building is preparing to break ground, with plans for two bathrooms, a larger conference area, and a dedicated office for the main mechanic. Muncey highlighted the success of their extended route, particularly attracting riders from Laketown Township. The organization has hired four new part-time employees and one seasonal employee. Looking ahead, Muncey noted they may request a larger millage for next year due to expansion costs. He also mentioned that healthcare costs have increased by approximately 12-14% for their employees, which is consistent with broader trends. Muncey emphasized the need to prepare for future financial challenges while continuing to expand and improve services.

Kalamazoo Lake Sewer & Water Authority: Councilmember Clark reported on several key issues for the Kalamazoo Lake Sewer and Water Authority. He addressed recent billing problems, explaining that customers who received mailed bills were given last year's rates and will receive catch-up bills in June without late fees. The authority will transition from postcard bills to full envelope bills to allow for more information and inserts. Clark highlighted a recurring seasonal issue with sewer backups caused by disposable wipes, noting several incidents including a backup on Butler Street. He mentioned minor storm-related damage to a truck and explained that while some property owners raised concerns about sewer issues, the problems were primarily related to private lateral lines. Clark emphasized that the city and Kalamazoo have been responsive in addressing these infrastructure concerns.

Kalamazoo Lake Harbor Authority: Councilmember Peterson noted there will be a committee meeting this month.

Zoning Board of Appeals: None.

Historic District Commission: None.

Planning Commission: Councilmember Clark provided an update on the Planning Commission's activities. The commission is actively working on the Master Plan, scheduling special meetings every Wednesday at 4 PM to make progress. They are focusing on public engagement and plan to develop a community survey to gather input. Clark also discussed the ongoing work on the sign ordinance, which is being mandated by a Supreme Court decision regarding content-based regulations. He mentioned that while the process is complex, they hope to have draft language to share with the council in the coming meetings. Clark noted the Planning Commission's review of Pumpnickel's request for outdoor dining.

Parks & Public Works Committee: Mayor Pro-Tem Stanton noted the next meeting is June 24th at 10 a.m.

Tri-Community Non-Motorized Trail Study Committee: None.

Water Systems Operations Contract Advisory Committee: None.

Wildlife Management Committee: None.

Approval of Accounts Payable:

Motion by Stanton, second by Clark to approve the accounts payable in the amount of \$160,075.26. Via roll call vote, motion carried 6-0.

Public Hearing: None.

Unfinished Business: None.

New Business:

Resolution 250623-A - Budget Amendments for Fiscal Year 2024-2025:

Motion by Dean, second by Peterson to approve Resolution 250623-A to amend the budget of the 2024/2025 general appropriations act. Via roll call vote, motion carried 6-0.

Resolution 250623-B- Electing to Comply with Provisions of Public Act 152 of 2011 by Exercising the City's Right to Exempt Itself from the Requirements of the Act for the Current Year:

Motion by Peterson, second by Stanton to approve Resolution 250623-B as presented. Via roll call vote, motion carried 6-0.

Employee Health Insurance Benefits:

Motion by Stanton, second by Clark to offer employees in a West Michigan partner county the priority HMO gold G 10-West Michigan partners plan or priority HSA HMO gold G 16-West Michigan partners plan with a \$2,500 city contribution to an HSA in lieu of the HRA, and to offer the priority HMO gold G 10 plan, or priority HSA HMO gold G 16 plan, with a \$2,500 city contribution to an HSA in lieu of an HRA, to employees outside of a partner County. Via roll call vote, motion carried 6-0.

Kalamazoo River Greenway Request for Funding and Advisory Board Appointment:

Motion by Dean, second by Peterson to approve \$5,000 in funding to the Outdoor Discovery Center for Kalamazoo River Greenway plan projects, and to appoint Council Member Stanton to serve on the Kalamazoo River Greenway Advisory Board. Via roll call vote, motion carried 6-0.

Closed Session:

Motion by Muncey, supported by, to move into a closed session pursuant to MCL 15.268(h), to discuss a confidential written legal opinion regarding compensation and benefits. Via roll call vote, motion carried 6-0.

The council entered a closed session at 7:47 p.m.

Motion by Stanton, second by Dean to go into open session. Via roll call vote, motion carried 6-0.

The council entered the open session at 8:41 p.m.

Motion by Stanton, second by Muncey to authorize the mayor and city attorney to negotiate amendments to the manager's employment agreement to provide for a three-year term with a car allowance of \$6,000 and minimum salary increases of \$135,000 effective July 1, 2025, \$145,000 effective July 1, 2026, And \$160,000 effective July 1, 2027. Via roll call vote, motion carried 6-0.

Public Comment: None.

Correspondence: None.

Council Comments:

Councilmember Peterson: None.

Mayor Pro-Tem Stanton: None.

Councilmember Dean expressed concerns about infrastructure issues in the county and municipality. He highlighted the impact of the recent power outage on local businesses, noting that many businesses suffered losses due to unexpected disruptions. Dean pointed out that during the Saturday afternoon power outage, cars were lining up on Holland Street and Blue Star Highway as people tried to leave town. He emphasized the need for the council and city to redouble efforts to find solutions to ongoing infrastructure problems, particularly as the area becomes more crowded during peak tourist season. Dean stressed the importance of addressing these challenges to minimize economic disruption and support local businesses.

Councilmember Muncey shared updates on local events and community activities. He expressed disappointment that the Music in the Park event the previous Wednesday was rained. Muncey mentioned his excitement about the upcoming Music in the Park event, playfully discussing his outfit choices and picnic basket selection. He seemed enthusiastic about participating in the community gathering and encouraged others to attend.

Councilmember Clark raised significant safety concerns about outdoor dining tables in the street. He described witnessing potentially dangerous situations, including a child reaching out and touching a passing car and a vehicle attempting a U-turn that nearly hit dining tables. Clark observed a truck mirror coming close to people's heads and suggested the need for a serious discussion about safety measures. He proposed adding an agenda item in a future workshop to discuss securing perimeters around street tables, potentially using parking barriers to create safer zones. Clark emphasized that while he doesn't want to eliminate outdoor dining, he believes it's crucial to address the safety risks to prevent potential accidents.

Mayor Anderson shared two key points in her final comments. First, she echoed concerns about infrastructure. She expressed frustration that the company spends more on outage responses than on infrastructure improvements, and felt particularly bad for businesses repeatedly impacted by power disruptions. Second, Anderson spoke positively about the city staff, highlighting her morning meeting and the collaborative work of employees. She emphasized how impressed she was with their efficiency and teamwork, expressing hope that the staff appreciation event would convey how much the council values their contributions. Anderson concluded by expressing gratitude for the city's exceptional staff team.

Adjournment:

Motion by Muncey, second by Dean to adjourn the meeting. Upon voice vote, motion carried 6-0. Mayor Anderson adjourned at 9:10 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: July 9, 2025

SUBJECT: City Hall Interior Renovations – Proposal for Needs Study, Conceptual Design, & Structural Evaluation

DESCRIPTION:

City Hall is in need of interior renovations. The bathrooms are aging, the carpet is worn, and the configuration of the existing space has presented challenges. For the last few years, renovations of the City Hall interior has been a City Council priority but we have not made much progress. City Council made renovating the City Hall interior a priority again for fiscal year 2025/2026.

As part of the budgeting process, staff sought a proposal from our contractual engineers to study space needs, evaluate the structure and options, and develop conceptual designs. Fleis & VandenBrink has prepared the attached proposal.

BUDGET ACTION REQUIRED:

None at this time. The estimated expenses were included in the budget.

LEGAL REVIEW:

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

SAMPLE MOTION:

Motion to approve the proposal from Fleis and VandenBrink for a needs study, conceptual design, and structural evaluation for City Hall interior renovations.

March 7, 2025

Via Email: jwolters@saugatuckcity.com

Jamie Wolters, City Clerk
City of Saugatuck
102 Butler Street
Saugatuck, MI 49453

**RE: City Hall Interior Renovations – Proposal for Needs Study,
Conceptual Design, & Structural Evaluation**

Dear Jamie,

Having recently renovated the City Hall's exterior, we understand the City is now looking to renovate the building's interior to better meet the needs of staff and public. To assist the City with this effort F&V's architecture professionals will work with City staff to identify their needs and prepare a brief program of the needed space. The program will be used to develop conceptual floor plans for the proposed renovation. A pre-design estimate of probable project cost/budget will then be prepared based on approved conceptual floor plans.

Additionally, it is anticipated that the building may need alterations to its structure to accommodate the new layout. F&V's structural engineering professionals will investigate the existing conditions to determine the loading bearing walls, post, and beams and evaluate the impact of space use changes on the structural systems of the building. This information will be used to determine what load bearing elements may be moved/alterd, and which ones the plan needs to work around.

With the exterior improvements to the City Hall being only a few years old, we do not anticipate that this round of renovations will affect the building's exterior – planning will not consider alterations of doors, windows and other layout changes that would alter the building exterior.

The purpose of this phase is establishing the scope of the proposed renovations, proposed floor plans, and probable cost. This information may be used by the City to decide whether or not to proceed with the project, and determine scope(s) of funding.

SCOPE OF SERVICES

NEEDS STUDY AND CONCEPTUAL DESIGN

- Facilitate a kick-off meeting at the City Hall to:
 - Walk through the City Hall with staff to become familiar with the building and identify areas of concern and routine operations.
 - Acquire drawings/documents of existing conditions and previous alterations, to the extent that records exist. These documents will be scanned by F&V before being returned to the City.
 - Discuss the City's needs for the renovated facility with City staff.
 - Number of offices or workstations, meeting rooms, storage.

- Location relationships of individuals' workstations to service counter(s) and each other.
- Public areas needs and preferred locations.
- General & specific security needs.
 - Discuss the available funding method(s) and how that may budget & scope.
- Develop a space needs program based on information gathered in the kick-off meeting and common design standards. This program will be presented to the designated City representative(s) to confirm that the program addresses the City's concerns. The program will be revised based on representative(s) review.
- Prepare two conceptual plans for each floor plan based on the space needs program.
- Meet with designated City staff to review & discuss the proposed concepts with the intent to select one that can be used as the basis of design for future refinement.
- Contact the Historic District Commission to determine whether any of the proposed renovations will fall under their jurisdiction and provide them with any necessary information as it becomes available.
- Revise the selected conceptual plans per review comments, coordinating with the structural evaluation for plan and structural alterations.
- Prepare a preliminary Probability of Project Costs estimate/budget based on the revised conceptual plans and program.
- The program, refined conceptual plans, and preliminary probability of cost budget will be presented to the City representative(s) for final review.
- Based on final review comments, a final package of the space need program, conceptual design floor plan, and Probability of Project Cost estimate/budget will be presented at a Council Workshop meeting or regular City Council meeting, as appropriate.

STRUCTURAL EVALUATION

- Review available historical drawings and documents of the existing City Hall, to the extent that they exist.
- Review proposed conceptual floor plans.
- Perform initial site visit to verify information provided by historical drawings and to obtain missing (or additional) information, as necessary, potentially including:
 - Field measurements/dimensions
 - Verify existing framing sizes
 - Verify existing loading
 - Review existing connections
- Identify existing structural systems affected by proposed renovation plans.
- Perform preliminary design of headers, posts, blocking, and framing connections as necessary to modify existing load-bearing walls and structural framing as necessary to support the proposed interior renovation and incorporate anticipated costs into the overall budgetary estimate.

Should the City decide to proceed with the renovation work, F&V will prepare a separate proposal for formal design and prepare bidding, permitting, and construction documents along with construction phase architectural/engineering services.

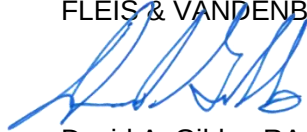
BUDGET

We propose to complete the Scope of Services identified above at our standard hourly rates plus reimbursable expenses in accordance with an estimated budget of **\$30,000**. If additional site visits, meetings, etc. are desired during the course of the project, we recommend a budget of \$800-\$1,200 per site visit/meeting, depending on the duration, attendee(s) and the level of follow-up required.

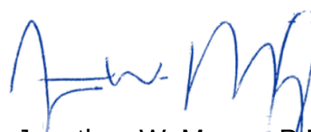
We are prepared to begin upon authorization. Authorization to proceed with the work can be given by returning a copy of this proposal signed below as indicated. We look forward to continuing our work with you on this proposed renovation to the City Hall. Please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK



David A. Gibbs, RA
Architect



Jonathan W. Moxey, P.E.
Principal, Sr. Project Manager

Cc: Scott Herbert, Superintendent of Public Works

WORK AUTHORIZATION

Fleis & VandenBrink Engineering, Inc. is hereby authorized to perform Professional Services for the **City Hall Interior Renovations – Needs Study, Conceptual Design, & Structural Evaluation** for the City of Saugatuck as detailed in this letter, under our existing Professional Services Agreement (PSA) dated November 13, 2018.

By _____

Date _____



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: July 9, 2025

SUBJECT: Creation of a Parking Improvements Task Force and Request for Proposals for Consulting Support

DESCRIPTION:

City Council established evaluating and implementing solutions to parking issues as a multi-year priority for fiscal year 2025-2026. This has been a topic of conversation for several years and included concerns with a perceived shortage of parking spaces, restaurant and retail employees occupying prime spaces, and lack of enforcement. A variety of options and ideas have come up over time including finding ways to add additional spaces, building a parking ramp, implementing paid parking, payments in lieu of parking, changes to zoning and other regulations, improving enforcement, and adding additional transit and wayfinding.

Parking Improvements Task Force

Staff recommends that City Council consider forming an advisory Parking Improvements Task Force to study the issues and advise on recommendations. The City Charter allows for advisory committees:

SECTION 4.28 ADVISORY COMMITTEES OR BOARDS.

The mayor, with the advice and consent of the city council may, from time to time, appoint such committees or boards as are deemed appropriate to advise and consult with them, and with appropriate departments, regarding any municipal activity. Such committees or boards shall be advisory, serve temporarily and without compensation unless otherwise provided by the city council.

The Task Force should include a variety of stakeholders. Staff suggests the following be a part of the Task Force:

- City Council Member – 1
- Planning Commission Member – 1

- City Resident (non-business owner) – 1
- Restaurant Owner – 1
- Retail Business Owner – 1
- Convention and Visitors Bureau Representative – 1
- Interurban Representative – 1

Consulting Support

To support the work of the Task Force, staff recommends engaging consulting support to:

- Help identify and define the problems and concerns.
 - This may include incorporating opportunities for community feedback through surveys, open houses, or other public forums.
- Conduct a full inventory and mapping of public and private parking locations and spaces east of the river.
 - An inventory of parking outside the City may also be necessary.
- Conduct a parking needs analysis.
 - This would take into account seasonal fluctuations and ADA accessibility.
- Evaluate various options, ways, and costs to improve parking including:
 - Creating additional parking spaces.
 - This could include restriping, reconfiguration of existing streets, acquiring additional property, and/or constructing a ramp.
 - Additional transit, wayfinding, and non-motorized infrastructure.
 - Paid parking in certain areas.
 - This could include costs to implement and enforce, recommended fee structure, and revenue projections.
 - Changes to existing regulations.
 - Enforcement of existing or additional regulations.

Staff has prepared the attached Request for Proposals (RFP) to attempt to find a consultant who can handle the variety of work. Certain items may be more specialized and involve subconsultants or separate RFPs depending on how the work of the Task Force progresses.

Timeline

Establishing the Task Force and selecting a consultant will take approximately 2 to 3 months.

Once established, staff anticipates that the work of the Task Force and consultant will occur over a 9 to 12 month period.

BUDGET ACTION REQUIRED:

None at this time. Consulting support for parking was included in the budget for FY 25/26.

LEGAL REVIEW:

Legal will be at your meeting for any questions.

SAMPLE MOTION:



Request for Proposals

Consulting Services for Parking Study and Solutions

Purpose

The City of Saugatuck, Michigan (the “City”), is soliciting proposals from qualified consulting firms to provide comprehensive consulting services to address long-standing parking availability concerns within the City. Evaluating and implementing solutions to parking issues has been established as a priority by the City Council. The selected consultant will work in close collaboration with the newly formed Parking Improvements Task Force to study the issues, analyze potential solutions, and advise on recommendations.

Background

Parking has been a significant topic of discussion in Saugatuck for several years, with ongoing concerns including:

- A perceived shortage of available parking spaces, particularly during peak seasons.
- Restaurant and retail employees occupying prime parking spaces, limiting availability for customers and visitors.
- Challenges with the enforcement of existing parking regulations.

Over time, a variety of options and ideas have emerged, such as:

- Adding additional parking spaces (e.g., restriping, reconfiguration, property acquisition, parking ramp construction).
- Implementing paid parking systems.
- Exploring payments in lieu of parking.
- Changes to zoning and other relevant regulations.
- Improving enforcement strategies.
- Enhancing public transit options and wayfinding signage.

To facilitate a thorough and collaborative approach to these issues, the City Council will be forming an advisory Parking Improvements Task Force. This Task Force, established under City Charter, will comprise a diverse group of stakeholders, including City Council Members, Planning Commission Members, City Residents, Business Owners (Restaurant and Retail), a

Convention and Visitors Bureau Representative, and a representative of Saugatuck's low-cost mass transit service, the Interurban. The consultant's work will directly support this Task Force.

Scope of Work

The selected consulting firm will be responsible for providing expert analysis, data collection, and strategic recommendations to the City of Saugatuck and the Parking Improvements Task Force. The scope of work includes, but is not limited to, the following key tasks:

Project Coordination and Problem Identification:

- Attend, support, and present at Task Force meetings (approximately 9-12 over the project period).
- Coordinate with City staff on project deliverables and timelines.
- Assist the Task Force in identifying and clearly defining the core parking problems and concerns.
- Facilitate opportunities for broad community feedback through various public forums, which may include surveys, open houses, workshops, or other appropriate public engagement methods.

Parking Inventory and Mapping:

- Conduct a comprehensive inventory and detailed mapping of all public and private parking locations and spaces located east of the Kalamazoo River within the City.
- Assess the necessity and, if required, conduct an inventory of parking facilities located outside the immediate City limits that impact Saugatuck's parking dynamics.

Parking Needs Analysis:

- Perform a thorough parking needs analysis, taking into account:
 - Seasonal fluctuations in demand (e.g., summer tourism vs. off-season).
 - Current and projected parking demands.
 - ADA accessibility requirements and opportunities for improvement.

Evaluation of Options and Costs:

- Evaluate a comprehensive range of options, methods, and associated costs to improve parking, including but not limited to:
 - **Creating Additional Parking Spaces:**
 - Analysis of restriping and reconfiguration of existing streets and parking lots.
 - Identification and evaluation of potential properties for acquisition to add new spaces.
 - Feasibility and cost analysis for the construction of a parking ramp.
 - **Additional Transit, Wayfinding, and Non-Motorized Infrastructure:**

- Assessment of existing transit services and recommendations for expansion or modification.
- Development of improved wayfinding strategies and signage for parking and attractions.
- Recommendations for enhancing non-motorized transportation infrastructure (e.g., bike paths, pedestrian walkways) to reduce parking demand.
- **Paid Parking Implementation:**
 - Analysis of the feasibility and impact of implementing paid parking in specific areas.
 - Detailed cost projections for implementation (e.g., kiosks, meters, technology, staffing) and ongoing enforcement.
 - Development of recommended fee structures and revenue projections.
- **Changes to Existing Regulations:**
 - Review of current zoning ordinances, parking requirements, and other relevant regulations.
 - Recommendations for amendments to regulations to better manage parking supply and demand.
- **Enforcement of Regulations:**
 - Evaluation of current parking enforcement practices.
 - Recommendations for improving the efficiency and effectiveness of enforcement for existing or new regulations.

Deliverables

The selected consultant will be expected to provide, at a minimum, the following deliverables:

- Detailed problem definition and community feedback summary report.
- Comprehensive parking inventory and mapping.
 - All spatial data (e.g., parking inventory and maps) must be provided in GIS-compatible formats (e.g., shapefile, GeoJSON, or ESRI file geodatabase).
- Parking needs analysis report, including seasonal and ADA considerations.
- Feasibility and cost analyses for various parking improvement options.
- Recommendations for paid parking implementation, fee structures, and revenue projections.
- Proposed regulatory changes and enforcement strategies.
- Draft and final report summarizing all findings, analyses, and actionable recommendations for the City.
- Presentations to the Task Force and City Council at key project milestones.
 - Final reports and presentations must be provided in both editable (e.g., Word, PowerPoint) and print-ready (e.g., PDF) formats.

Project Timeline

- RFP Release: July 15, 2025
- Proposal Deadline: Proposals must be received by August 18, 2025 at 5:00 PM EDT.
- Interviews and Follow Up Questions (if necessary): Within 1-2 weeks of deadline
- Selection and Contract Award: Approximately 8-10 weeks from RFP release
- Project Duration: Following contract execution, the City anticipates that the work of the Task Force and the selected consultant will occur over a period of approximately nine (9) to twelve (12) months following consultant selection.

Proposal Requirements

Proposals should be clear, concise, and provide sufficient detail to allow the City to evaluate the firm's qualifications, approach, and understanding of the project. At a minimum, proposals must include:

- **Executive Summary:** A brief overview of the firm's understanding of the project and proposed approach.
- **Firm Qualifications and Experience:**
 - Overview of the firm, including relevant experience in parking studies, urban planning, transportation consulting, civil engineering and community engagement for municipalities.
 - Resumes of key personnel who will be assigned to the project, highlighting their relevant experience.
- **Project Understanding and Approach:**
 - A detailed methodology outlining how the firm intends to address each component of the Scope of Work.
 - A proposed work plan and timeline, including major milestones and deliverables.
 - Description of how the firm will engage with and support the Parking Improvements Task Force.
 - Description of proposed community engagement methods.
- **Proposed Team Structure:**
 - Identification of the project manager and key team members, including any proposed sub-consultants for specialized tasks.
 - Description of roles and responsibilities for each team member.
- **Fee Proposal:**
 - A detailed breakdown of all costs associated with the proposed services, including professional fees, expenses, and any other anticipated charges.

- Clearly indicate the proposed fee structure (e.g., fixed fee, hourly rates with a not-to-exceed cap).
- **References:**
 - At least three (3) professional references from previous clients for similar projects, including contact names, titles, organizations, and phone numbers/email addresses.

Submission Details

Proposals must be received by **August 18 at 5:00 PM EDT**. Late proposals will not be considered. Proposals should be submitted electronically to the contact person listed below.

Evaluation Criteria

Proposals will be evaluated based on:

- Demonstrated understanding of project goals.
- Relevant experience and qualifications.
- Quality and clarity of proposed approach.
- Capacity to attend and support Task Force meetings.
- Cost-effectiveness.

City Rights

The City reserves the right to accept or reject any and all proposals, to waive any informalities or irregularities in the proposals received, or to award the contract in any manner deemed to be in the best interest of the City. The City may also negotiate with the most qualified firm(s) prior to award.

Questions and Contact Information

All questions regarding this Request for Proposals should be directed in writing via email to:

Ryan Cummins

City Manager

City of Saugatuck

E-mail: rcummins@saugatuckcity.com

Phone: 269-857-2603



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: July 7, 2025

SUBJECT: Potential Donor for Future Saugatuck Wilds Nature Preserve Pavilion

DESCRIPTION:

An anonymous donor has come forth with an offer to donate dollars toward the future construction of a pavilion at the Saugatuck Wilds Nature Preserve. The donor advised the funds will not be available until their death. Before establishing a legal mechanism to provide the funds, the donor is seeking feedback from City Council on whether there is interest in future construction of a pavilion and related accessory items. The donor proposed funds be used for the following:

- A pavilion that is 20 ft x 40 ft
- Benches and/or picnic tables
- Possibly a fireplace
- The pavilion be named after their dog.
- Leftover funds (if any) to maintain the pavilion.

The donor will have a representative at the meeting to answer questions.

LEGAL REVIEW:

Legal previously advised staff on options to formalize the donation. Legal will be at your meeting for any questions.

SAMPLE MOTION:

N/A – Workshop discussion item.



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: July 7, 2025

SUBJECT: Temporary Sign Installation Agreement between City, Township, and Road Commission

DESCRIPTION:

In May, City Council directed me to temporarily re-locate the Saugatuck sign along the river to Holland/Blue Star until new signage is designed and approved.

Since that time, I have been working with Saugatuck Township (Township) and the Allegan County Road Commission (ACRC) to finalize an agreement to temporarily re-locate the sign to the right of way that is under their jurisdiction.

Key terms of the agreement include:

- The Township and ACRC permit the City to install a temporary sign at Holland/Blue Star. The sign is explicitly temporary, not permanent. The temporary sign may remain for no more than three years from installation.
- The City and Township commit to collaborate on a permanent sign design that features both municipalities. If no collaborate sign is installed, the Township may pursue a project independently.
- The City must remove the temporary sign (at its own cost) once the permanent one is installed.
- The City will cover all installation, maintenance, utilities, lighting, and removal costs. The City must keep the sign in good repair and promptly address any safety or maintenance issues.

The Township has agreed to continue to maintain the grass in the area, but if we add additional landscaping, it will be up to the City to maintain. Public Works advised we may need to install some additional lighting.

A copy of the agreement is attached.

LEGAL REVIEW:

Legal has reviewed the agreement and will be at your meeting for any questions.

SAMPLE MOTIONS:

Motion to approve the Temporary Sign Installation Agreement between the City of Saugatuck, Saugatuck Township, and Allegan County Road Commission.

TEMPORARY SIGN INSTALLATION AGREEMENT

THIS TEMPORARY SIGN INSTALLATION AGREEMENT (“Agreement”) is made _____, 2025 (“Effective Date”), between the City of Saugatuck, a Michigan home rule city, 102 Butler Street, Saugatuck, Michigan 49453 (“City”), the Township of Saugatuck, a Michigan general law township, 3461 Blue Star Highway, Saugatuck Michigan 49453 (“Township”), and the Allegan County Road Commission (“ACRC”), 1308 Lincoln Road, Allegan, MI 49010.

RECITALS

WHEREAS, the City previously maintained a sign located in the road right-of-way at the corner of Blue Star Highway and Holland Street within the Township (“Sign Location”), which was damaged beyond repair and removed approximately one year ago;

WHEREAS, the City now desires to install a new temporary sign at the Sign Location with the intent to collaborate with the Township in the future on a permanent sign design that will highlight both municipalities and the historic downtown and Blue Star Corridor; and

WHEREAS, the Township and ACRC are willing to permit the temporary sign installation subject to the terms and conditions set forth herein;

NOW THEREFORE, in exchange for the consideration for the promises and of the mutual undertakings in this Lease, the parties agree as follows:

1. Temporary Sign Installation Permission. The Township and the ACRC hereby grant the City permission to install a temporary sign at the Sign Location, subject to all terms and conditions of this Agreement. The parties acknowledge and agree that this sign is expressly temporary in nature and is not intended as a permanent installation.

2. Future Collaboration Commitment. The City acknowledges and agrees that the parties intend to work together as soon as reasonably possible to design and install a new permanent sign that features both the Township and the City and highlights the historic downtown and Blue Star Corridor, with costs to be shared between the City and the Township as mutually agreed at that time. The City agrees that the temporary sign installed pursuant to this Agreement will be removed at the City’s sole expense upon the installation of such collaborative permanent sign. Upon expiration of this Agreement pursuant to Section 5, if no collaborative permanent sign has been installed, the Township may pursue any sign project or general landscape improvement project at the Sign Location independently, and the City agrees to remove the temporary sign at the City’s sole expense within thirty (30) days of written notice from the Township.

3. City's Financial Responsibilities. The City shall be solely responsible for all costs associated with the temporary sign, including but not limited to:

- a. Design, fabrication, and procurement costs;

- b. Installation costs and related permits;
- c. Ongoing maintenance and repairs, including cleaning, painting, and replacement of any rotten or damaged wood components to ensure the temporary sign remains in good condition;
- d. Utility connections and ongoing utility bills (water, electric, or other services);
- e. Installation and ongoing costs for adequate lighting or external illumination of the temporary sign throughout the duration of this Agreement; and
- f. Removal costs when required under this Agreement.

4. Additional Improvements. Any additional improvements to the Sign Location, including but not limited to additional lighting, landscaping, hardscaping, or other enhancements, shall require:

- a. Prior written approval from the Township; and
- b. All necessary permits as required by applicable law and Township ordinances.

The City acknowledges that Township approval under this section may be withheld in the Township's sole discretion.

5. Duration of Temporary Sign. The temporary sign shall remain in place for no more than three (3) years from the date of installation.

6. Maintenance and Safety. The City shall maintain the temporary sign in good condition and repair at all times. The City shall promptly address any safety concerns or maintenance issues identified by the Township or the ACRC or brought to the City's attention.

7. Term. This Agreement shall remain in effect until the earlier of: (a) removal of the temporary sign upon installation of the collaborative permanent sign referenced in Section 2; or (b) the expiration of the duration set forth in Section 5.

8. Indemnification. The City shall hold the Township and ACRC harmless from, indemnify it for, and defend it against any and all demands, claims, liabilities, obligations, damages, awards, judgments, or other losses or expenses the Township may receive or incur as a result of the installation, maintenance, or presence of the temporary sign authorized by this Agreement. The City shall maintain general liability insurance with coverage of at least \$1,000,000 per occurrence.

9. Restoration Upon Removal. Upon removal of the temporary sign for any reason, the City shall restore the Sign Location to its condition prior to sign installation, including but not limited to removal of all foundations, utilities, and other improvements, and restoration of landscaping and ground surfaces. The Township may waive any restoration requirements that it deems unnecessary in light of the work necessary to install a new permanent sign at the Sign Location.

10. Assignment. Neither party shall have the right to assign its rights, duties, obligations or interests under this Agreement without the prior written consent of the other party, which written

consent will not be unreasonably refused and which will be given or denied with reasons given for the denial within 30 days of a written request therefore.

11. Entire Agreement. This writing constitutes the entire Agreement between the parties to it. No oral or written, prior or contemporaneous agreement shall have any force or effect, nor shall any subsequent agreements have any force or effect unless made in writing and signed by both parties.

12. Governing Law and Venue. This Agreement was made in and shall be interpreted, construed, enforced and performed pursuant to the laws of the State of Michigan. The jurisdiction and venue for any action to enforce this Agreement shall be in Allegan County, Michigan, in accordance with the laws and rules governing the jurisdictional amounts and equity jurisdiction.

13. No Third Party Beneficiaries. No third party, except permitted representatives, successors, and assigns of parties shall be a beneficiary of any provision of this Agreement.

14. No Waiver of Immunity. Nothing in this Agreement shall be construed as a waiver of any governmental immunity by the City, the Township, or the ACRC.

15. Severability. Any provision or portion of any provision of this Agreement which is found to be illegal or void shall be treated as if it had never been a part hereof and shall have no effect whatsoever on the entire Agreement or provisions hereof.

16. Binding Upon Successors. The covenants, representations, understandings, promises and agreements in this Agreement shall be binding upon and inure to the benefit of the parties and their respective permitted representatives, successors and assigns.

17. Authorization. The undersigned representatives of each party warrant and represent that they are properly authorized to enter into this Agreement.

The parties have executed this Agreement as of the date first above written.

CITY OF SAUGATUCK

By: _____

By: _____

TOWNSHIP OF SAUGATUCK

By: _____

By: _____

ALLEGAN COUNTY ROAD
COMMISSION

By: _____

By: _____



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: July 9, 2024

SUBJECT: Review of Goals and Priorities for Fiscal Year 2025/2026

DESCRIPTION:

In February, City Council approved the attached goals and priorities for fiscal year 2025/2026. Now that the new fiscal year has begun, the Mayor has asked that Council review the goals and priorities.

The following priorities and projects are currently underway:

- Water-Sewer Agreement
- Update water infrastructure fee
- Manage Dune Ridge litigation
- Evaluate and implement solutions to parking issues
 - On workshop agenda to move forward
- Evaluate and implement Wildlife Committee recommendations
- Updated Land Use Master Plan
- Improve profits from Oval Beach concessions
- Update zoning districts and signage regulations
- Complete Maple Street design
- Finalize AT&T cellular agreement
- Make repairs to seawall, sidewalks, and stairs
- Renovate City Hall interior
 - On workshop agenda to move forward.
- Repair Chain Ferry Arbors
- Construct Mt. Baldhead bathroom
- Complete Mt. Baldhead platform design
- Treat invasive species
- Continue to advance Blue Star Trail

- Monitor and mitigate low water level impacts
- Evaluating options to expand holiday lighting
- Maintain and resurface roads.
- Plan for lead service line replacements
- Plan for Park Street improvements
 - Pending decision on grant.
- Refresh Village Square Courts
 - Partially donor funded. Pending decision on grant.
- Restore Mt. Baldhead vegetation
 - Recent evaluation shows needs are not as great as originally thought.

Here is what is not yet started. If City Council has direction on which additional priorities are the highest, staff welcomes that feedback:

- Begin planning for Elizabeth Street design and construction
- Establish sewer infrastructure fee
- Negotiate sale or lease of old landfill
- Refresh website
- Review and update older policies
 - Council has also mentioned wanting policies on donations, special events, dark skies.
- Develop and implement safety protocols
 - This work was completed for parades. Direction needed for other items.
- Inspect culverts
 - Some work is being done as part of Maple Street project.
- Develop more comprehensive Capital Improvement Plan (CIP)
 - Public Works will be working with new Administrative/Project Coordinator on this.
- Evaluate long-term funding options for CIP
- Repair Chain Ferry landings
- Update signage and wayfinding
- Evaluate community foundation options to accept citizen donations.

LEGAL REVIEW:

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

SAMPLE MOTION:

N/A. Workshop item.

Vision

Saugatuck is an inclusive waterfront community that welcomes all. City residents enjoy a great quality of life living in one of the country's highest-rated tourist destinations. Saugatuck is a vibrant, inviting community with a talented and dedicated staff, great schools, an active tourist-based economy, stable property values, and sense of history as the community moves into the future. Residents and visitors enjoy a unique, small-town atmosphere, exceptional parks, and access to beautiful natural resources.

Goals and Priorities

Saugatuck City Council sets the goals and priorities that reflect our vision and guide decision-making. The priorities-setting process forms the basis of Council's consensus on the projects that impact City residents, businesses, visitors, and the community as a whole. City Administration uses Council's vision and priorities to direct work activities and allocate staff and financial resources. City Council's priorities are dynamic and will be reviewed and modified as needed to reflect citizen input and changes in the external environment.

Operations, Public Health and Safety

Goal: We will maintain a culture of fiscal responsibility and friendly, honest, and transparent government. We will partner with the Fire District and Sheriff's office to ensure we take the right measures to keep our community safe.

Infrastructure

Goal: We will focus on maintaining and improving current infrastructure while planning and saving for future needs.

Parks and Recreation

Goal: We understand that our natural resources are the foundation of residents' quality of life and our tourism economy and will invest to sustain and enhance them.

Priorities

- Finish new water-sewer agreement
- Update water-sewer infrastructure fees
- Manage Dune Ridge litigation (potentially multi-year)
- Evaluate and implement solutions to parking issues (multi-year)
- Evaluate and implement Wildlife Committee recommendations
- Negotiate sale or lease of old landfill
- Update Land Use/Tri-Community Master Plan (multi-year)
- Improve profits from Oval Beach concessions
- Update zoning districts and signage regulations
- Refresh website
- Review and update older policies
- Develop and implement safety protocols, including for parades

Priorities

- Complete Maple Street design and construction
- Finalize AT&T cellular agreement and installation
- Make repairs to seawall, sidewalks, and stairs
- Inspect culverts
- Plan for Park Street improvements
- Renovate City Hall interior (potentially multi-year)
- Develop more comprehensive Capital Improvement Plan (CIP)
- Evaluate long-term funding options for CIP
- Maintain and resurface roads
- Repair Chain Ferry landing and arbor
- Plan for lead service line replacement
- Begin planning for Elizabeth Street design and construction
- Update signage and wayfinding

Priorities

- Construct Mt. Baldhead bathroom
- Complete Mt. Baldhead platform design; begin construction
- Restore Mt. Baldhead vegetation
- Treat invasive species
- Refresh Village Square Courts (donor funded)
- Continue to advance Blue Star Trail (multi-year)
- Monitor and mitigate low water level impacts
- Evaluate community foundation options to accept citizen donations
- Expand holiday lighting to Water and Griffith streets