CITY COUNCIL WORKSHOP AGENDA

February, 4 2026, 4:00 p.m.

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

1. **Call to Order**

2. **Roll Call**

3. **Agenda Changes** *(Additions/Deletions)*

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

5. **Approval of Minutes:** *(Roll Call)*
   - **A.** Regular City Council Meeting Minutes – January 26, 2026. *Pg.2*

6. **Discussion Items:**
   - **A.** Proposals for Logo and Branding Refresh Project. *Pg.6*
   - **B.** Designs for New Historic District Signage. *Pg.8*
   - **C.** Review of Bids for Maple Street and other Street and Utility Improvements and Proposal for Construction Engineering Services. *Pg.17*
   - **D.** Village Square Park - Proposal to Provide Design and Construction Engineering Services and Donor Agreement. *Pg.35*
   - **E.** Park Street Planning & Conceptual Design - Proposal for Engineering & Landscape Architecture Services. *Pg.43*
   - **F.** Ordinance No. 260204-A - Short Term Rental Licensing Ordinance Amendment. *Pg.48*
   - **G.** Review of Goals and Priorities for Fiscal Year 2026/2027. *Pg.55*

7. **Public Comments** *(Limit 3 minutes)*

8. **Council Comments**

9. **Adjourn**

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

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

Then enter "Meeting ID":
2698572603

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

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

CITY COUNCIL REGULAR MEETING - *proposed*
January 26, 2026

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

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

Attendance:
Present: Mayor Anderson, Mayor Pro-Tem Clark and Councilmembers Dean (online), Gardner, Peterson, and Stanton.
Absent: Muncey.
Others Present: City Manager Cummins, Attorney Witte, and Clerk Williams.

Motion by Stanton, second by Gardner to excuse Councilmember Muncey absence from the meeting and to approve Councilmember Dean to participate remotely due to a medical condition that prevents him from using stairs. *Via roll call vote, motion carried 6-0.*

Mayor's Comments:
Mayor Holly Anderson postponed sharing a congratulatory note for Jamie due to her absence but mentioned her appreciation for city staff. She reflected on the joy she feels watching the Department of Public Works plow her road on snowy mornings, commending the city employees – especially those working from home during a demanding winter – for their dedication and hard work. She concluded by expressing gratitude for all staff efforts.

City Manager Comments:
City Manager Ryan Cummins thanked Mayor Anderson for acknowledging city staff, especially the Public Works team, for their efforts during winter. He reported positive results from recent water lead testing, with no sites above action levels and slight improvement in the 90th percentile values. Cummins updated the council on the new public bathroom project nearing completion, with only a few finishing touches left. He previewed the next city workshop meeting (February 4), which will cover a packed agenda including infrastructure projects, short-term rentals, a potential warming station, branding, and more; he advised council to expect a lengthy meeting covering these important topics.

Agenda Changes: None.

Guest Speakers:
Motion by Gardner, second by Peterson to add Allegan County Drain Commissioner Brad Lubbers and Saugatuck Center for the Arts President Kristen Armstrong to the agenda as guest speakers. Via voice vote, motion carried 6-0.

<u>Allegan County Drain Commissioner Brad Lubbers</u>
Lubbers shared several updates:

- The county elected new chair and vice chair commissioners.

- Casino revenue sharing (mostly benefitting parks and police) increased by 11%.
- The county is starting a new Brownfield remediation plan through EGLE or the Otsego/Plainwell paper mill site, aiming for eventual housing development. The previous agreement was terminated for the purpose of beginning another three-year plan.
- He mentioned a new county Brownfield policy that is under discussion, especially for projects with workforce housing.
- The county renewed its five-year parks plan and is seeking state grant funding for park improvements.
- Educational partnerships with the Outdoor Discover Center at county parks were highlighted, as well as progress on groundwater monitoring wells.
- Lubbers also expressed condolences for recent losses in the community and ended with positive notes about collaboration and recognition for the area's attractions.

Saugatuck Center for the Arts President, Kristen Armstrong
Armstrong provided an overview of the Saugatuck Center for the Arts' plans and anticipated impact for the coming year:

- She highlighted a full calendar of concerts, theater productions, and special events that draw regional audiences and contribute to local economic and cultural vitality.
- She emphasized the SCA's commitment to serving West Michigan residents, not just tourists.
- Armstrong outlined extensive youth outreach, including children's concerts, a free children's film festival, summer camps with scholarships, and school partnership programs.
- She also described upcoming art exhibitions, artist residencies, public art installations, and community collaborations.
- Armstrong concluded by underscoring the SCA's leadership in arts education and its lasting impact on youth and the broader community.

Public Comment on Agenda Item Only: None.

Consent Agenda:
Approval of City Council Special Meeting Minutes from January 12, 2026.
Approval of City Council Closed Session Minutes from January 12, 2026.
Approval of City Council Strategic Work Session Minutes from January 14, 2026.
Right of Way Signage – Saugatuck Second Line Mardi Gras Pub Crawl.
Right of Way Signage – St. Patrick's Day.
Resolution No. 260126-A – Local Governmental Unit Approval For Social District Permit for JW Pizza DBA Scooters Café and Pizzeria.

Motion by Peterson, second by Stanton to pass the consent agenda dated January 26, 2026. Via roll call vote, motion carried 6-0.

Staff Reports, Boards, Commissions & Committees:
Reports provided by the City Staff and the following board, commission and committee members.

Fire District Administration:
City of Saugatuck fire board representative Dan Fox. Fox presented the fire district board's year-end report. He summarized the Wiley station project status, noting the need for construction drawings to support bond funding. Fox detailed annual and December incident statistics, highlighting a record-high call volume, significant overlapping (simultaneous) calls, and prevalent call types such as falls and fire alarms. He shared response and dispatch times, pointing out that response remains prompt despite geography and call volume. Fox also discussed advances in fire data tracking – like mapping incidents – and emphasized that accurate metrics are essential both for management and for improving community services. He concluded by mentioning new equipment arrivals and efforts to communicate statistics and

information transparently to the public and council.

Interurban Board: None.

Kalamazoo Lake Sewer & Water Authority:
Mayor Pro Tem Clark reported that the Kalamazoo Lake Sewer & Water Authority successfully approved updated bylaws after many years, marking an important step forward for the organization. He also shared progress on hiring a new administrator and addressing prior administrative challenges. Clark discussed the board's recent vote and denial regarding the City of Saugatuck's first right of refusal for sewer capacity, noting differing perspectives during the process and the legal guidance provided to the board. He outlined the potential implications for future capacity planning and the authority's decision-making framework, as well as the broader inter-municipal dynamics involved. Clark concluded by reaffirming the City of Saugatuck's commitment to cooperation and continued engagement, expressing hope for improved collaboration moving forward.

Kalamazoo Lake Harbor Authority:
Councilmember Peterson discussed the need for an economic impact study of the harbor, noting past funding efforts and the importance of showing the harbor's value to secure future dredging resources. She mentioned rumors about Douglas possibly wanting to dissolve the authority due to lack of perceived lack of progress but expressed a preference to first complete the impact study. Peterson emphasized the importance of working with neighboring communities, coordinating with staff and consultants, and ensuring there is a clear plan to advance these discussions and secure funding for critical harbor needs.

Zoning Board of Appeals: None.

Historic District Commission:
Councilmember Dean noted that the next meeting is Thursday, February 6th, at 6pm.

Planning Commission:
Councilmember Gardner reported approval of a short-term rental application and a commercial addition, noted that a public hearing on the sign ordinance was held with no comments, and announced an upcoming council hearing on it. He also listed the election of commission officers for the year. Steve Manns was re-elected as Chair, CJ Bagierek re-elected as Vice-Chair, and Mark LaChey was elected as the Secretary of the commission.

Parks & Public Works Committee:
Councilmember Stanton noted that the February meeting was cancelled and the next meeting is scheduled for February 24th.

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

Water Systems Operations Contract Advisory Committee:
Councilmember Gardner noted the next meeting is tentatively scheduled for February 12.

Parking Improvements Task Force Committee: None.

Approval of Accounts Payable:
Motion by Stanton, second by Gardner, to approve the accounts payable in the amount of $367,684.36. Via roll call, motion caried 6-0.

Public Hearing: None.

Unfinished Business: None.

New Business:

Street End Fees and Agreements for 2026:

Motion by Stanton, second by Gardner to approve the 2026 municipal license agreement rates as presented and authorize the Mayor and City Clerk to sign such agreements for 2026 as presented. Via roll call vote, motion carried 6-0.

Wicks Park Boat Slips:

Motion by Stanton, second by Peterson to approve the proposed 2026 Wicks Park boat slip lease agreement as presented. Via roll call vote, motion carried 6-0.

Public Comment: None.

Correspondence:

Betsy Muir
Board of Review and ZBA Alternate Vacancy

Council Comments:

Councilmember Peterson praised Dan Fox's emphasis on using data for decision making in the fire district and suggested applying the same approach to the police department. She volunteered to help form a group to meet with Allegan officials to clearly define and request more comprehensive police statistics to address ongoing concerns about police coverage and service.

Councilmember Gardner expressed support for Chris Peterson's suggestion to improve police statistics and community-oriented policing. He noted ongoing community concerns about police coverage since the departments division, referenced a well-attended past meeting with he Sheriff's Department, and proposed revisiting collaborative efforts to make contracted police services feel more integrated and supportive in the community. Gardner volunteered to help with these efforts, citing his connections with the sheriff's office.

Mayor Pro Tem Clark expressed his condolences to Chief Janik for the loss of his daughter-in-law Ashley. He recalled Ashley's long-time participation in the local club, her community involvement with safety programs at schools (often bringing her dog), and noted that she was well-liked and will be missed by many.

Councilmember Dean echoed what was expressed by the other council members in terms of condolences and the ongoing issue with getting better data from some of their partners.

Councilmember Stanton reflected on the community's grief over losing a young, highly involved member of the community who was deeply connected through the Yacht Club, Douglas police department, and Chief Janik's family. She also appreciated the recent Strategic Planning session, valuing the teamwork, camaraderie, and meaningful conversations with staff.

Mayor Anderson expressed deep sympathy for Chief Janik's profound losses – his best friend and daughter-in-law – occurring so close together, calling it heartbreaking. She also remarked on the value of the Strategic Planning Session, appreciating the camaraderie, lighthearted moments, and sense of gratitude for the group.

Adjournment:

Motion by Peterson, second by Dean to adjourn the meeting. Upon voice vote, motion carried 6-0. Mayor Anderson adjourned at 7:51 p.m.

Respectfully Submitted

_____

Sara Williams, Deputy Clerk

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: February 3, 2026

SUBJECT: Proposals for Logo and Branding Refresh Project

DESCRIPTION:

In December, City Council approved the issuance of a request for proposals (RFP) for the logo and branding refresh project and forming a Branding Advisory Committee.

We reviewed 26 proposals from agencies responding to the RFP. Firms responded from West Michigan, Greater Michigan, the Midwest, and even International. Responses ranged in cost from $7K to nearly $100K, all against the same scope and requirements provided by the city. The committee gathered to review submissions and arrive at a recommendation.

The Criteria

We reviewed proposals against the following criteria.

1 -- Evaluating Core Requirements

- Did the agency address the core asks from the RFP?
- Does scope of work/process outlined to deliver against the RFP feel appropriate?
- Does the cost for the work/process outlined feel responsible and appropriate?

2 -- Evaluating Design Readiness

- Does the proposal look, feel, and sound like what the agency will deliver?
- Do case studies provided provide a sense of strategy-based design?
- Does the agency's design POV feel clear, compelling, relatable, and timeless?

3 -- Evaluating Understanding of Saugatuck

- Does the agency understand our sense of place, and in particular the power of OUR place?
- Does the agency understand the relationship hierarchy between Saugatuck -> West Michigan --> Michigan --> Midwest?
- Is the choice defendable, and why?

Recommendation

After reviewing all proposals, the committee recommends hiring Concept A Creative Studio for the following reasons:

- Experience with both municipal and corporate branding
- Experience with other West Michigan local and regional municipalities
- Experience with Saugatuck-Douglas CVB, including campaigns with proven results
- With knowledge of the city and the area, onboarding will be easier and more productive
- Cost wasn't the lowest or the highest, but seemed most realistic

Because of the size of the files, all proposals can be viewed here: https://drive.google.com/drive/folders/1nHxplgeOcdlABACnb0xijQv-1_re7q2m?usp=sharing

Next Steps

City Council should review all proposals and may either concur with the recommendation or select a different proposal. Once a firm is selected, the committee will set up a kickoff meeting and provide frequent updates to City Council.

BUDGET ACTION REQUIRED:

None at this time. Sufficient dollars were budgeted for a firm to assist with a logo and branding refresh project.

LEGAL REVIEW:

N/A at this time.

SAMPLE MOTION:

Motion to approve the proposal from Concept A Creative Studio for the logo and branding refresh project.

To:	City of Saugatuck, City Council
From:	Grayson Moore, Director of Planning & Zoning
Meeting Date:	February 4, 2026
RE:	Historic District Sign Proposal

City Commissioners,

At its January 9, 2026 meeting, the Historic District Commission reviewed a second round of sign concept proposals prepared by Concept A Creative Studio.

The Commission evaluated revised concepts for the Historic District signage that incorporated feedback from the previous meeting. Two new design directions were presented: one featuring a checkered pattern inspired by the historic Butler Pantry Building, and another incorporating a subtle decorative flourish. The Commissions' preferred concept effectively balanced readability with historic character, utilizing a taller serif typeface and architectural patterns reflective of local history.

Following discussion, all Commissioners expressed strong support for the first design direction, citing its clarity, visual strength, and meaningful connection to the community. As a result, the Historic District Commission formally recommended Round 2, Direction 1 for the Historic District signage in the City of Saugatuck.

Respectfully submitted,

Grayson Moore

Director of Planning & Zoning

Saugatuck Historic District Signage
Round 2 Concepts

Brand Essence

Should communicate the boundaries of the district and reason for celebrating it.

Fresh

Celebratory

Timeless

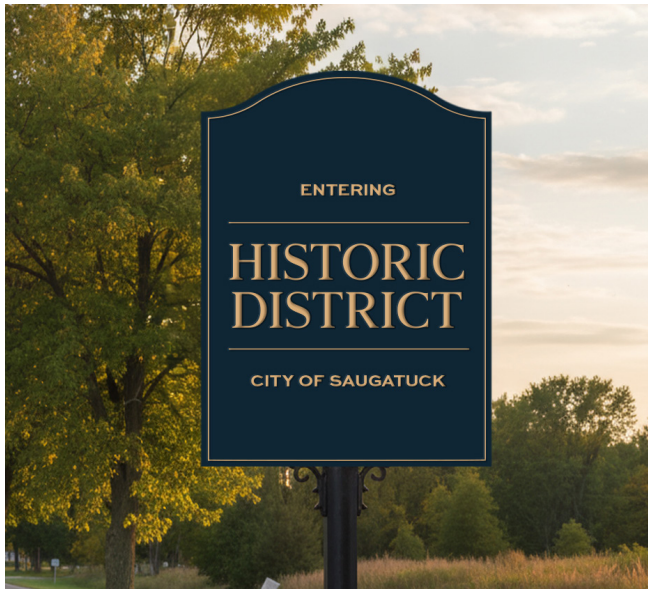
Sense of Pride

Round 1 Review

Current Sign



1 – Classic



2 – Charming



3 – Illustrative



Round 1 Feedback

01. The font in Option 1 is highly readable but feels too modern. Option 2 has a charming, historic feel, but readability suffers.

Takeaway: Explore a new font that balances clarity with a traditional aesthetic.

02. The weight of the illustrations in Option 3 at the bottom of the sign works well, but the illustrations feel overly branded and the icons too busy for this application.

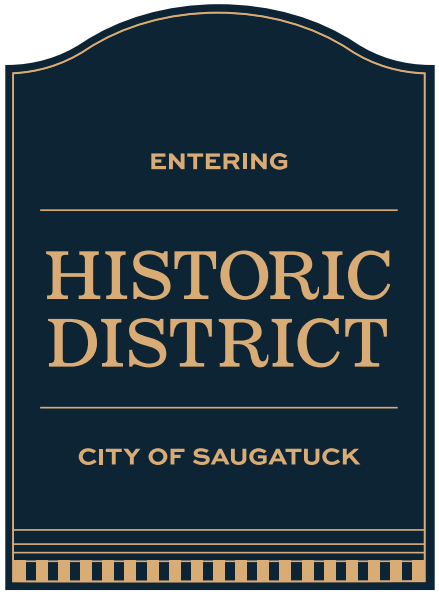
Takeaway: Find an alternative way to add personality and visual interest—something subtle and ownable to the Saugatuck area—without making it feel branded.



Round 2 - Direction 1

Inspired by the cornice of the Butler Pantry building—Saugatuck's oldest existing retail building—we added a pattern along the bottom of the sign to draw the eye and create a subtle connection to the area's historic architecture. We also updated the font to a taller serif, improving readability while maintaining a traditional look and feel.





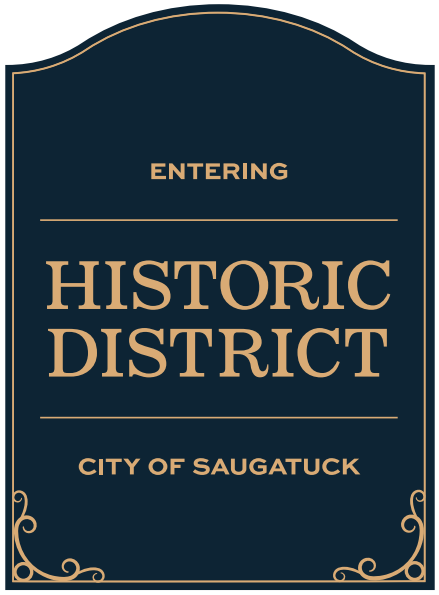




Round 2 - Direction 2

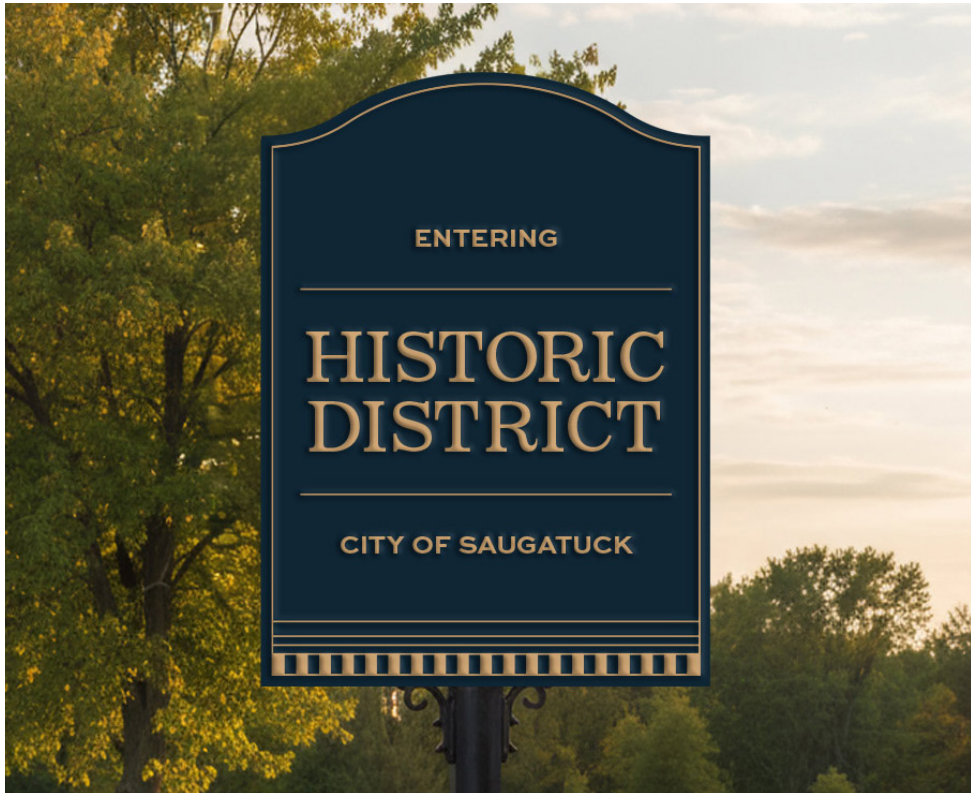
Inspired by the flourishes found on local signs and architecture, this direction reflects the details that define the town's character and charm. Subtle corner detailing adds a refined decorative touch without overwhelming the sign.





Round 2 Directions

Round 2 –Direction 1



Round 2 – Direction 2



Comparing Fonts

Round 1 Font



Round 2 Font



City Council Agenda Item Report

FROM: Scott Herbert – Public Works Superintendent

MEETING DATE: February 4, 2026

SUBJECT: **Maple Street Improvements**

DESCRIPTION:

Overview

To deliver on some of the needs identified in the City of Saugatuck's Capital Improvements Plan (CIP), Master Plan Survey, and Strategic Planning goals, Maple Street and other miscellaneous improvements have been a strong area of fucus over the past couple of years. In the spring of 2025, City Council approved the proposal submitted by Fleis & Vandenbrink Engineering to assist with the design and bidding phase of the Maple Street project. The proposal schedule had estimated final design and permitting to be completed late 2025 with bidding in late 2025/early 2026 for construction. The bid opening was on January 27, 2026, in which the City secured 3 bids with the lowest bidder being **Schippers Excavating** out of West Olive, MI. in the amount of **$4,334,036.50**. This cost is to be split between the City of Saugatuck and Saugatuck Township, and the financial breakdown is enclosed.

Scope of Work

The scope of the project consists of the following:

Maple Street Improvements:

- Water main replacement
- Water service extensions/replacements
- Sanitary sewer repairs/adjustments/extensions
- Stormwater detention
- Road rehabilitation
- Culvert repairs
- Concrete sidewalk

Additional Improvements:

- DPW driveway resurfacing
- Mary Street improvements
- Water Street gate valves
- Seawall/Concrete Improvements (Coghlin Park, Wicks Park, Spear Street Boat Launch, and Francis Street-End)

Project Costs

This is a large multi-jurisdictional project with funding from the MDOT (Category B grant), private property owners, Saugatuck Township, and Saugatuck City with a span across 3 fiscal years (FY 2024/25, FY 2025/26, and FY 2026/2027).

	City of Saugatuck	Saugatuck Township
Construction	$3,191,066.50	$1,142,970.00
Engineering Services	$234,600.00	$84,100.00
Total	**$3,425,666.50**	**$1,227,070.00**

Recommendation

City staff and engineering recommend awarding the contract to Schippers Excavating in the amount of $4,334,036.50 for the construction portion of this project and to accept the proposal submitted by Fleis & Vandenbrink Engineering for project oversight and contract closeout in the amount of $318,700.

Included Documents

Recommendation of Award - Enclosed
Bid Summary- Enclosed
Price Breakdown – Enclosed
Bid Tabs – Enclosed
Maple Street Construction Engineering Services - Enclosed

BUDGET ACTION REQUIRED:
Funds for the project were budgeted for this fiscal year and no budget action is needed at this time. This project will carry over into the Fiscal Year 2026/2027 budget cycle. The City Manager will provide further detail at the workshop meeting.

COMMITTEE/COMMISSION REVIEW:
N/A

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Workshop discussion only.

Motion to award the 2026 Street and Utility project in the amount of $4,334,036.50 to Schippers Excavating and to approve the proposal submitted by Fleis & Vandenbrink Engineering for construction engineering services – 2026 Street and Utility Improvements in the amount of $318,700.

FLEIS&VANDENBRINK
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January 29, 2026

Via Email: rcummins@saugatuckcity.com

Ryan Cummins, City Manager
City of Saugatuck
102 Butler Street
P.O. Box 86
Saugatuck, MI 49453

RE: Proposal for Construction Engineering Services – 2026 Street and Utility Improvements

Dear Ryan:

As you are aware, we received bids for the 2026 Street and Utility Improvements on January 27, 2026 and anticipate the City to make an award at the February 9, 2026 council meeting, moving toward the construction phase of the project. We anticipate construction to begin in 2026 when the frost laws are lifted at the end of March/early April and continue until mid-November 2026.

Based on our understanding of the construction schedule, we have prepared the attached Work Plan and Proposed Engineering Fees for construction engineering services for the project. We have based our fees on a 30-week construction period. If the schedule deviates significantly, either shorter or longer, we propose to adjust the budget proportionally for those tasks affected by the schedule.

We propose to complete the scope of work identified in the attached Work Plan for the following lump sum fees:

Task	Construction Engineering Fees		
	Township	City	Total
Construction Administration	$13,300	$37,000	**$50,300**
Construction Staking	$10,700	$29,900	**$40,600**
On-Site Observation & Testing	$56,100	$156,600	**$212,700**
Off-Site Testing	$700	$1,900	**$2,600**
Contract Closeout	$3,300	$9,200	**$12,500**
Total Proposed Budget	**$84,100**	**$234,600**	**$318,700**

The breakdown for construction engineering services is based on the calculated breakdown of constructions costs (as outlined in the Recommendation of Award dated 1/28/2026), which works out to approximately 26% for the Township and 74% for the City.

2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005
www.fveng.com

We are excited for the opportunity to continue our work with you on this project! Authorization to proceed with construction phase services can be given by returning a copy of this proposal signed below as indicated. In the meantime, please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK

Peter Tierney, P.E.
Project Manager

Jonathan W. Moxey, P.E.
Principal

WORK AUTHORIZATION
Fleis & VandenBrink is hereby authorized to proceed with the Scope of Services presented in this proposal in accordance with the existing Professional Services Agreement for General Consultation dated November 13, 2018.

_____ _____
By: Jamie Wolters, City Clerk Date

_____ _____
By: Holly Anderson, City Mayor Date

WORK PLAN

Construction Engineering Services

1. Prepare the Notice of Award after an award is made by the City.

2. Review bonds and insurances provided by the Contractor and assemble contracts for signatures. Distribute executed contracts electronically (PDF).

3. Schedule and attend the pre-construction meeting with the Contractor, City representatives, Township representatives, Kalamazoo Sewer and Water Authority (KLSWA), Saugatuck Township Fire District (STFD), private utility companies and other stakeholders, as appropriate. Prepare and distribute meeting minutes.

4. Perform construction staking for the improvements. We will provide staking for the water main, roadway and sidewalk, responding to contractor requests.

5. Provide project administration and engineering consultation throughout the construction period (30 weeks assumed), including:
   - Schedule and progress meetings once every two (2) with the Contractor and City staff. Prepare and distribute meeting minutes.
   - Review shop drawings and other project submittals.
   - Review Contractor pay applications and, if appropriate, submit a recommendation to the City for approval.
   - Maintain project records.

6. Provide on-site observation and testing during project construction activities. Based on our understanding of the project schedule, we have included 30 weeks of observation at an average of 50 hours per week. The field technician's duties will include:
   - Provide daily record keeping of construction activities.
   - Address complaints filed with the City, if any.
   - Provide on-site density testing of soils, concrete testing and density testing of asphalt paving.

7. Provide and coordinate off-site materials testing as required (e.g., sieve analysis of soils and concrete cylinder breaks). Off-site testing services will be sub-contracted to a qualified independent testing consultant and are included in our budget.

8. Conduct a final review meeting on site with the Contractor, KLSWA, and City staff to review the completed work. Prepare a final punch list of remaining work items. Provide follow-up review to see that the punch list items have been addressed.

9. Prepare record drawings reflecting the as-constructed improvements.

10. Coordinate final payment with release of retainage and contract closeout.

11. Update appropriate GIS records resulting from the project.

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RECOMMENDATION OF AWARD

January 28, 2026

Via Email: rcummins@saugatuckcity.com

Ryan Cummins, City Manager
City of Saugatuck
102 Butler Street, P.O. Box 86
Saugatuck, MI 49453

RE: 2026 Street and Utility Improvements

Dear Ryan:

We have reviewed the bids received on January 27, 2026 for the above referenced project. Three bids were received, and the bid summary is attached.

The low bidder is Schippers Excavating of West Olive, Michigan with a bid amount of $4,334,036.50. We have worked with Schippers Excavating on a number of previous projects and feel they are capable of meeting the project requirements. Schippers is prequalified by the Michigan Department of Transportation in 8 different categories of construction, including those that are applicable to this project. Below is a summary of the as-bid construction costs compared to pre-design and engineer's estimates:

Category	Pre-Design Estimate	Engineer's Estimate	As-Bid
Maple Street & DPW – City	$2,905,000.00	$2,930,409.50	$2,997,669.00
Maple Street - Township	$1,140,000.00	$1,068,415.00	$1,142,970.00
Seawall Improvements (City)	N/A	$200,000.00	$160,000.00
Mary Street Improvements (City)	N/A	$30,000.00	$33,397.50
Total	**N/A**	**$4,228,824.50**	**$4,334,036.50**

City	Township	Total
$3,191,066.50	$1,142,970.00	**$4,334,036.50**

Based on the above information we recommend the City award the 2026 Street and Utility project in the amount of $4,334,036.50 to Schippers Excavating.

Please feel free to call with any questions.

Sincerely,

FLEIS & VANDENBRINK

Peter Tierney, P.E.
Project Manager

Jonathan W. Moxey, P.E.
Principal

Cc: Scott Herbert, DPW Superintendent

Enclosure

FLEIS&VANDENBRINK
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City of Saugatuck

2026 Street and Utility Project
Project 859772

BID SUMMARY

BID OPENING: Tuesday, January 27, 2022 at 9:00 a.m.

Bidder (listed below from low to high)	Bid Amount	City Cost	Township Cost
1. Schippers Excavating	$4,334,036.50	$3,191,066.50	$1,142,970.00
2. Redline Excavating	$4,775,623.00	$3,576,118.50	$1,199,511.50
3. Milbocker & Sons	$5,365,953.50	$3,815,331.00	$1,550,632.50

2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005
www.fveng.com

City of Saugatuck
2026 Street Improvements
Subcategory Breakdown

Subcategory	Design Engineering	As-Bid Construction	Construction Engineering	Subcategory Total	Pre-Design Estimate	Comments
Water Main Replacement - City	$ 48,000.00	$ 744,650.00	$ 52,000.00	$ 844,650.00	$ 835,000.00	See note 3 below.
Water Main Replacement - Township	$ 48,000.00	$ 806,575.00	$ 52,000.00	$ 906,575.00	$ 835,000.00	See note 3 below.
Sanitary Sewer Repairs - City	$ 2,000.00	$ -	$ -	$ 2,000.00	$ 60,000.00	See note 1 below.
Sanitary Sewer Repairs - Township	$ 2,000.00	$ -	$ -	$ 2,000.00	$ 60,000.00	See note 1 below.
Crush & Shape Road Rehab - City	$ 60,600.00	$ 968,838.75	$ 67,400.00	$ 1,096,838.75	$ 1,005,000.00	
Crush & Shape Road Rehab - Township	$ 26,000.00	$ 336,395.00	$ 32,100.00	$ 394,495.00	$ 405,000.00	
5-Foot Concrete Sidewalk - City	$ 60,000.00	$ 841,827.75	$ 70,000.00	$ 971,827.75	$ 1,070,000.00	
Underground Stormwater Detention - City	$ 10,000.00	$ 103,200.00	$ 10,000.00	$ 123,200.00	$ 120,000.00	
Culvert Repairs - City	$ 1,400.00	$ 25,100.00	$ 1,600.00	$ 28,100.00	$ 30,000.00	
DPW Parking Lot Paving - City	$ 9,000.00	$ 138,442.50	$ 11,000.00	$ 158,442.50	$ 170,000.00	
Sanitary Service Extensions - City	$ 1,000.00	$ 92,000.00	$ 1,000.00	$ 94,000.00	$ 20,000.00	See note 2 below.
Seawall and Road End Improvements - City	N/A	$ 160,000.00	$ 6,000.00	$ 166,000.00	N/A	
Mary Street Improvements - City	N/A	$ 33,397.50	$ 7,000.00	$ 40,397.50	N/A	
Water Street Gate Valves - City	N/A	$ 74,760.00	$ 6,600.00	$ 81,360.00	N/A	
Water Service Extensions - City	N/A	$ 8,850.00	N/A	$ 8,850.00	N/A	See noted 2 below.
Total	$ 268,000.00	$ 4,334,036.50	$ 316,700.00	$ 4,918,736.50	N/A	

Note 1: Sanitary sewer and manholes were evaluated during design. The chimney condition issues were such that they will be addressed with normal adjustment of castings. The sewer condition is such that repairs are not urgent and can be addressed with lining in the future without impacting the road.

Note 2: Costs for extensions are estimates only to be refined based on actual quantities used during construction.

Note 3: Water service replacement costs assume all unknown services need to be replaced to the home. There are more unknown services on the Township side. All services materials to be confirmed during construction.

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City of Saugatuck

2026 Street and Utility Improvements
Bid Tabulations

Job: 859772
Date: 1/29/2026

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	Engineering Estimate		Schippers Excavating		Redline Excavating		Milbocker & Sons	
				BID UNIT PRICE	BID AMOUNT	BID UNIT PRICE	BID AMOUNT	BID UNIT PRICE	BID AMOUNT	BID UNIT PRICE	BID AMOUNT
1	General Conditions, Bonds, and Insurance, Max 5	LSum	1	$185,000.00	$185,000.00	$200,000.00	$200,000.00	$227,411.00	$227,411.00	$265,000.00	$265,000.00
2	Pre-construction Video Survey	LSum	1	$5,000.00	$5,000.00	$6,500.00	$6,500.00	$3,200.00	$3,200.00	$9,500.00	$9,500.00
3	Dewatering	LSum	1	$50,000.00	$50,000.00	$60,000.00	$60,000.00	$50,861.00	$50,861.00	$200,000.00	$200,000.00
4	Tree Trimming	LSum	1	$10,000.00	$10,000.00	$15,000.00	$15,000.00	$19,773.00	$19,773.00	$15,000.00	$15,000.00
5	Exploratory Digging	Hr	6	$2,500.00	$15,000.00	$300.00	$1,800.00	$835.00	$5,010.00	$700.00	$4,200.00
6	Cash Allowance	Allow	30,000	$1.00	$30,000.00	$1.00	$30,000.00	$1.00	$30,000.00	$1.00	$30,000.00
7	Tree Rem, 6 inch to 18 inch	Ea	20	$400.00	$8,000.00	$450.00	$9,000.00	$474.00	$9,480.00	$400.00	$8,000.00
8	Tree Rem, 19 inch to 36 inch	Ea	4	$1,400.00	$5,600.00	$1,500.00	$6,000.00	$1,329.00	$5,316.00	$1,100.00	$4,400.00
9	Tree Rem, 37 inch or Larger	Ea	5	$2,800.00	$14,000.00	$3,000.00	$15,000.00	$3,086.00	$15,430.00	$2,500.00	$12,500.00
10	Cold Mill HMA Pavement	Syd	865	$5.00	$4,325.00	$12.00	$10,380.00	$11.00	$9,515.00	$7.00	$6,055.00
11	HMA Surface, Rem	Syd	3,500	$6.00	$21,000.00	$4.00	$14,000.00	$11.00	$38,500.00	$6.00	$21,000.00
12	HMA Base Crushing and Shaping	Syd	16,050	$3.00	$48,150.00	$4.50	$72,225.00	$3.00	$48,150.00	$10.00	$160,500.00
13	Concrete Driveway, Rem	Syd	815	$12.00	$9,780.00	$7.00	$5,705.00	$14.00	$11,410.00	$11.00	$8,965.00
14	Sidewalk, Rem	Syd	30	$13.00	$390.00	$12.00	$360.00	$12.00	$360.00	$14.00	$420.00
15	Curb and Gutter, Rem	Ft	250	$12.00	$3,000.00	$8.00	$2,000.00	$13.00	$3,250.00	$13.00	$3,250.00
16	Curb and Gutter, Rem, Modified	Ft	15	$17.00	$255.00	$12.00	$180.00	$21.00	$315.00	$23.00	$345.00
17	Guardrail, Rem	Ft	96	$3.00	$288.00	$8.00	$768.00	$15.00	$1,440.00	$5.00	$480.00
18	Sewer Rem, Less Than 24 inch	Ft	325	$23.00	$7,475.00	$9.00	$2,925.00	$30.00	$9,750.00	$14.00	$4,550.00
19	Dr Structure, Rem	Ea	3	$400.00	$1,200.00	$500.00	$1,500.00	$984.00	$2,952.00	$500.00	$1,500.00
20	Sign, Rem	Ea	11	$25.00	$275.00	$100.00	$1,100.00	$92.00	$1,012.00	$100.00	$1,100.00
21	Gate Box, Rem	Ea	9	$375.00	$3,375.00	$600.00	$5,400.00	$510.00	$4,590.00	$250.00	$2,250.00
22	Subgrade Undercutting, Type II	Cyd	150	$35.00	$5,250.00	$24.00	$3,600.00	$57.00	$8,550.00	$35.00	$5,250.00
23	Trench Undercut and Backfill	Cyd	200	$70.00	$14,000.00	$40.00	$8,000.00	$63.00	$12,600.00	$45.00	$9,000.00
24	Erosion Control, Inlet Protection, Fabric Drop	Ea	21	$140.00	$2,940.00	$160.00	$3,360.00	$99.00	$2,079.00	$90.00	$1,890.00
25	Erosion Control, Silt Fence	Ft	225	$5.00	$1,125.00	$4.00	$900.00	$3.00	$675.00	$4.00	$900.00
26	Leach Basin, 24 inch Dia	Ea	1	$3,000.00	$3,000.00	$5,500.00	$5,500.00	$3,647.00	$3,647.00	$3,200.00	$3,200.00
27	Leach Basin, 48 inch Dia	Ea	6	$3,500.00	$21,000.00	$6,500.00	$39,000.00	$6,115.00	$36,690.00	$4,300.00	$25,800.00
28	Dr Structure, 24 inch Dia	Ea	8	$1,800.00	$14,400.00	$2,800.00	$22,400.00	$2,971.00	$23,768.00	$1,500.00	$12,000.00
29	Dr Structure, 48 inch Dia	Ea	4	$2,500.00	$10,000.00	$3,900.00	$15,600.00	$3,344.00	$13,376.00	$2,300.00	$9,200.00
30	Nyloplast Drainage Basins	Ea	5	$1,000.00	$5,000.00	$4,000.00	$20,000.00	$3,975.00	$19,875.00	$3,500.00	$17,500.00
31	Outlet Control Structure, 72 inch Dia	Ea	1	$8,000.00	$8,000.00	$10,000.00	$10,000.00	$8,220.00	$8,220.00	$20,000.00	$20,000.00
32	Underdrain, 4 inch	Ft	460	$10.00	$4,600.00	$7.00	$3,220.00	$22.00	$10,120.00	$7.00	$3,220.00
33	Underdrain, 8 inch	Ft	2,734	$25.00	$68,350.00	$24.00	$65,616.00	$30.00	$82,020.00	$25.00	$68,350.00
34	Underdrain Outlet, 8 inch	Ea	3	$50.00	$150.00	$300.00	$900.00	$275.00	$825.00	$325.00	$975.00
35	Wye, 8 inch x 6 inch	Ea	1	$600.00	$600.00	$500.00	$500.00	$344.00	$344.00	$750.00	$750.00
36	Strom Sewer, 1-1/2 inch, PE	Ft	10	$30.00	$300.00	$21.00	$210.00	$32.00	$320.00	$40.00	$400.00
37	Storm Sewer, 4 inch, PE	Ft	15	$40.00	$600.00	$30.00	$450.00	$32.00	$480.00	$80.00	$1,200.00
38	Storm Sewer, 6 inch, PE	Ft	5	$50.00	$250.00	$35.00	$175.00	$38.00	$190.00	$85.00	$425.00
39	Storm Sewer, 12 inch, Conc	Ft	113	$80.00	$9,040.00	$80.00	$9,040.00	$91.00	$10,283.00	$140.00	$15,820.00
40	Storm Sewer, 15 inch, PE	Ft	6	$100.00	$600.00	$110.00	$660.00	$78.00	$468.00	$85.00	$510.00
41	Storm Sewer, 24 inch, Conc	Ft	53	$210.00	$11,130.00	$150.00	$7,950.00	$132.00	$6,996.00	$150.00	$7,950.00
42	End Section, 12 inch, Conc	Ea	3	$600.00	$1,800.00	$500.00	$1,500.00	$1,137.00	$3,411.00	$850.00	$2,550.00
43	End Section, 15 inch, Metal	Ea	1	$550.00	$550.00	$600.00	$600.00	$307.00	$307.00	$350.00	$350.00
44	End Section, 24 inch, Conc	Ea	1	$1,200.00	$1,200.00	$2,500.00	$2,500.00	$1,548.00	$1,548.00	$1,300.00	$1,300.00

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				Engineering Estimate		Schippers Excavating		Redline Excavating		Milbocker & Sons	
ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	BID UNIT PRICE	BID AMOUNT	BID UNIT PRICE	BID AMOUNT	BID UNIT PRICE	BID AMOUNT	BID UNIT PRICE	BID AMOUNT
45	Rip Rap, Plain	Ton	110	$100.00	$11,000.00	$100.00	$11,000.00	$175.00	$19,250.00	$150.00	$16,500.00
46	Culvert Cleanout	Ft	25	$1,000.00	$25,000.00	$50.00	$1,250.00	$10.00	$250.00	$45.00	$1,125.00
47	Sewer Tap, 1-1/2 inch	Ea	1	$500.00	$500.00	$200.00	$200.00	$286.00	$286.00	$250.00	$250.00
48	Sewer Tap, 4 inch	Ea	1	$600.00	$600.00	$300.00	$300.00	$400.00	$400.00	$250.00	$250.00
49	Sewer Tap, 6 inch	Ea	3	$700.00	$2,100.00	$350.00	$1,050.00	$1,143.00	$3,429.00	$300.00	$900.00
50	Sewer Tap, 12 inch	Ea	1	$1,000.00	$1,000.00	$450.00	$450.00	$1,429.00	$1,429.00	$300.00	$300.00
51	Sewer Tap, 15 inch	Ea	1	$1,800.00	$1,800.00	$500.00	$500.00	$1,714.00	$1,714.00	$350.00	$350.00
52	Sewer Tap, 21 inch	Ea	1	$2,000.00	$2,000.00	$650.00	$650.00	$2,286.00	$2,286.00	$600.00	$600.00
53	Sewer Tap, 8 inch to 24 inch	Ea	1	$2,000.00	$2,000.00	$650.00	$650.00	$2,857.00	$2,857.00	$1,500.00	$1,500.00
54	Dr Structure Tap, 3 inch	Ea	3	$475.00	$1,425.00	$300.00	$900.00	$457.00	$1,371.00	$275.00	$825.00
55	Dr Structure Tap, 12 inch	Ea	3	$800.00	$2,400.00	$450.00	$1,350.00	$1,143.00	$3,429.00	$350.00	$1,050.00
56	Dr Structure, Adj, Case 1	Ea	22	$750.00	$16,500.00	$900.00	$19,800.00	$527.00	$11,594.00	$1,200.00	$26,400.00
57	Dr Structure, Adj, Case 2	Ea	3	$800.00	$2,400.00	$700.00	$2,100.00	$527.00	$1,581.00	$800.00	$2,400.00
58	Dr Structure Cover, Type B	Ea	9	$900.00	$8,100.00	$1,100.00	$9,900.00	$1,129.00	$10,161.00	$1,300.00	$11,700.00
59	Dr Structure Cover, Type C	Ea	2	$1,200.00	$2,400.00	$1,200.00	$2,400.00	$1,520.00	$3,040.00	$1,550.00	$3,100.00
60	Dr Structure Cover, Type D	Ea	5	$850.00	$4,250.00	$1,400.00	$7,000.00	$1,390.00	$6,950.00	$1,450.00	$7,250.00
61	Dr Structure Cover, Type G	Ea	10	$750.00	$7,500.00	$600.00	$6,000.00	$1,094.00	$10,940.00	$850.00	$8,500.00
62	Dr Structure Cover, Type K	Ea	3	$1,000.00	$3,000.00	$1,200.00	$3,600.00	$1,519.00	$4,557.00	$1,150.00	$3,450.00
63	Dr Structure Cover, Type Q	Ea	14	$800.00	$11,200.00	$1,100.00	$15,400.00	$1,265.00	$17,710.00	$1,300.00	$18,200.00
64	Dr Structure, Repair	Ea	11	$1,000.00	$11,000.00	$800.00	$8,800.00	$4,000.00	$44,000.00	$4,750.00	$52,250.00
65	Gate Box, Adj, Case 1	Ea	4	$550.00	$2,200.00	$800.00	$3,200.00	$171.00	$684.00	$350.00	$1,400.00
66	Subbase, CIP	Cyd	3,720	$20.00	$74,400.00	$19.00	$70,680.00	$22.00	$81,840.00	$35.00	$130,200.00
67	Aggregate Base	Ton	5,710	$40.00	$228,400.00	$45.00	$256,950.00	$33.00	$188,430.00	$55.00	$314,050.00
68	Aggregate Base, 6 inch	Syd	1,125	$20.00	$22,500.00	$16.00	$18,000.00	$14.00	$15,750.00	$22.00	$24,750.00
69	Aggregate Surface CSE	Ton	375	$35.00	$13,125.00	$50.00	$18,750.00	$40.00	$15,000.00	$60.00	$22,500.00
70	HMA, 4EL	Ton	2,320	$110.00	$255,200.00	$93.00	$215,760.00	$121.00	$280,720.00	$90.00	$208,800.00
71	HMA, 5EL	Ton	2,475	$110.00	$272,250.00	$95.00	$235,125.00	$111.00	$274,725.00	$92.00	$227,700.00
72	HMA Valley Gutter	Ft	2,815	$2.50	$7,037.50	$2.00	$5,630.00	$2.00	$5,630.00	$1.00	$2,815.00
73	HMA Approach	Ton	345	$200.00	$69,000.00	$250.00	$86,250.00	$260.00	$89,700.00	$130.00	$44,850.00
74	Hand Patching	Ton	70	$250.00	$17,500.00	$280.00	$19,600.00	$279.00	$19,530.00	$175.00	$12,250.00
75	HMA Spillway	Ea	5	$500.00	$2,500.00	$800.00	$4,000.00	$122.00	$610.00	$300.00	$1,500.00
76	Concrete Spillway	Ea	1	$1,000.00	$1,000.00	$9,000.00	$9,000.00	$3,385.00	$3,385.00	$1,200.00	$1,200.00
77	Driveway Nonreinf, Conc, 6 inch	Syd	795	$60.00	$47,700.00	$65.00	$51,675.00	$70.00	$55,650.00	$60.00	$47,700.00
78	Driveway, Nonreinf Conc, Decorative, 6 inch	Syd	50	$150.00	$7,500.00	$200.00	$10,000.00	$157.00	$7,850.00	$100.00	$5,000.00
79	Curb Conc, Det E2	Ft	45	$50.00	$2,250.00	$60.00	$2,700.00	$47.00	$2,115.00	$28.00	$1,260.00
80	Curb and Gutter, Conc, Det F4	Ft	415	$35.00	$14,525.00	$40.00	$16,600.00	$41.00	$17,015.00	$23.00	$9,545.00
81	Curb and Gutter, Conc, Rolled Curb	Ft	145	$40.00	$5,800.00	$40.00	$5,800.00	$41.00	$5,945.00	$23.00	$3,335.00
82	Sidewalk Grading	Ft	4,580	$10.00	$45,800.00	$40.00	$183,200.00	$50.00	$229,000.00	$25.00	$114,500.00
83	Sidewalk, Conc, 4 inch	Sft	17,615	$5.00	$88,075.00	$6.50	$114,497.50	$5.00	$88,075.00	$4.50	$79,267.50
84	Sidewalk, Conc, 6 inch	Sft	5,330	$6.00	$31,980.00	$7.50	$39,975.00	$7.00	$37,310.00	$6.50	$34,645.00
85	Detectable Warning Surface	Ft	100	$50.00	$5,000.00	$120.00	$12,000.00	$95.00	$9,500.00	$75.00	$7,500.00
86	Roadway Trenching	Ft	3,615	$25.00	$90,375.00	$10.00	$36,150.00	$16.00	$57,840.00	$10.00	$36,150.00
87	Utility Structure Adj (By Others)	Ea	1	$500.00	$500.00	$500.00	$500.00	$2,857.00	$2,857.00	$700.00	$700.00
88	Minor Traf Devices	LSum	1	$20,000.00	$20,000.00	$60,000.00	$60,000.00	$12,572.00	$12,572.00	$500,000.00	$500,000.00
89	Traf Regulator Control	LSum	1	$15,000.00	$15,000.00	$10,000.00	$10,000.00	$20,573.00	$20,573.00	$5,000.00	$5,000.00
90	Barricade, Type III, High Intensity, Lighted, Double	Ea	17	$75.00	$1,275.00	$100.00	$1,700.00	$74.00	$1,258.00	$65.00	$1,105.00
91	Barricade, Type III, High Intensity, Lighted, Double	Ea	17	$10.00	$170.00	$5.00	$85.00	$7.00	$119.00	$5.00	$85.00
92	Sign, Type B, Temp, Prismatic, Furn	Sft	400	$4.50	$1,800.00	$4.00	$1,600.00	$3.00	$1,200.00	$3.00	$1,200.00
93	Sign, Type B, Temp, Prismatic, Oper	Sft	400	$1.00	$400.00	$1.00	$400.00	$2.00	$800.00	$1.00	$400.00
94	Sign, Type B, Temp, Prismatic, Spec, Furn	Sft	100	$6.00	$600.00	$8.00	$800.00	$8.00	$800.00	$7.00	$700.00
95	Sign, Type B, Temp, Prismatic, Spec, Oper	Sft	100	$1.00	$100.00	$1.00	$100.00	$2.00	$200.00	$1.00	$100.00
96	Plastic Drum, High Intensity, Furn	Ea	300	$25.00	$7,500.00	$20.00	$6,000.00	$19.00	$5,700.00	$17.00	$5,100.00
97	Plastic Drum, High Intensity, Oper	Ea	300	$1.00	$300.00	$1.00	$300.00	$2.00	$600.00	$1.00	$300.00
98	Pedestrian Type II Barricade, Temp	Ea	28	$75.00	$2,100.00	$120.00	$3,360.00	$114.00	$3,192.00	$100.00	$2,800.00
99	Sign Cover, Type I	Ea	5	$100.00	$500.00	$200.00	$1,000.00	$114.00	$570.00	$100.00	$500.00
100	Salvage and Reinstall Sign	Ea	10	$50.00	$500.00	$200.00	$2,000.00	$57.00	$570.00	$50.00	$500.00

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	Engineering Estimate		Schippers Excavating		Redline Excavating		Milbocker & Sons	
				BID UNIT PRICE	BID AMOUNT	BID UNIT PRICE	BID AMOUNT	BID UNIT PRICE	BID AMOUNT	BID UNIT PRICE	BID AMOUNT
101	Sign, Type IIIB	Sft	116	$25.00	$2,900.00	$10.00	$1,160.00	$14.00	$1,624.00	$20.00	$2,320.00
102	Post, Steel, 3 lb	Ft	406	$10.00	$4,060.00	$10.00	$4,060.00	$10.00	$4,060.00	$9.00	$3,654.00
103	Pavt Mrkg, Waterborne, 4 inch, White	Ft	9,250	$0.50	$4,625.00	$0.30	$2,775.00	$3.00	$27,750.00	$0.40	$3,700.00
104	Pavt Mrkg, Waterborne, 4 inch, Yellow	Ft	8,350	$0.50	$4,175.00	$0.30	$2,505.00	$3.00	$25,050.00	$0.40	$3,340.00
105	Pavt Mrkg, Waterborne, 24 inch, Stop Bar	Ft	135	$10.00	$1,350.00	$10.00	$1,350.00	$14.00	$1,890.00	$4.00	$540.00
106	Pavt Mrkg, Waterborne, 12 inch, Crosswalk	Ft	410	$6.00	$2,460.00	$5.00	$2,050.00	$7.00	$2,870.00	$1.50	$615.00
107	Mary Street Pavement Markings	LSum	1	$5,000.00	$5,000.00	$5,000.00	$5,000.00	$4,000.00	$4,000.00	$1,000.00	$1,000.00
108	Guardrail, Type MGS-8, 72 inch Post	Ft	241	$14.00	$3,374.00	$30.00	$7,230.00	$35.00	$8,435.00	$27.00	$6,507.00
109	Guardrail, Type MGS-8, 72 inch Post, Curved	Ft	0	$20.00	$0.00	$60.00	$0.00	$45.00	$0.00	$40.00	$0.00
110	Guardrail Departing Terminal, Type MGS	Ea	4	$1,100.00	$4,400.00	$1,300.00	$5,200.00	$1,714.00	$6,856.00	$1,000.00	$4,000.00
111	Guardrail Departing Terminal, Type 2M	Ea	2	$3,300.00	$6,600.00	$3,000.00	$6,000.00	$3,429.00	$6,858.00	$2,600.00	$5,200.00
112	Surface Restoration	Syd	15,000	$6.00	$90,000.00	$6.50	$97,500.00	$15.00	$225,000.00	$5.00	$75,000.00
113	High Velocity Mulch Blanket	Syd	120	$2.00	$240.00	$4.00	$480.00	$3.00	$360.00	$3.50	$420.00
114	Mailbox, Post	Ea	40	$150.00	$6,000.00	$150.00	$6,000.00	$257.00	$10,280.00	$250.00	$10,000.00
115	Water Main, DI, 6 inch	Ft	143	$110.00	$15,730.00	$120.00	$17,160.00	$91.00	$13,013.00	$125.00	$17,875.00
116	Water Main, DI, 8 inch	Ft	4,206	$125.00	$525,750.00	$135.00	$567,810.00	$171.00	$719,226.00	$165.00	$693,990.00
117	Water Main, DI, 12 inch	Ft	25	$150.00	$3,750.00	$200.00	$5,000.00	$257.00	$6,425.00	$225.00	$5,625.00
118	Polyethylene Encasement	Ft	135	$25.00	$3,375.00	$4.00	$540.00	$59.00	$7,965.00	$4.00	$540.00
119	45 Deg Bend, 6 inch	Ea	4	$600.00	$2,400.00	$500.00	$2,000.00	$686.00	$2,744.00	$400.00	$1,600.00
120	45 Deg Bend, 8 inch	Ea	43	$700.00	$30,100.00	$700.00	$30,100.00	$914.00	$39,302.00	$500.00	$21,500.00
121	8 inch x 6 inch Reducer	Ea	3	$650.00	$1,950.00	$580.00	$1,740.00	$457.00	$1,371.00	$450.00	$1,350.00
122	8 inch x 8 inch x 6 inch Tee	Ea	10	$1,000.00	$10,000.00	$900.00	$9,000.00	$1,714.00	$17,140.00	$800.00	$8,000.00
123	8 inch x 8 inch x 8 inch Tee	Ea	8	$1,200.00	$9,600.00	$1,000.00	$8,000.00	$2,057.00	$16,456.00	$875.00	$7,000.00
124	12 inch x 12 inch x 6 inch Tee	Ea	1	$1,500.00	$1,500.00	$1,400.00	$1,400.00	$3,429.00	$3,429.00	$1,350.00	$1,350.00
125	12 inch x 12 inch x 8 inch Tee	Ea	1	$1,600.00	$1,600.00	$1,600.00	$1,600.00	$3,657.00	$3,657.00	$1,400.00	$1,400.00
126	12 inch x 12 inch x 12 inch Tee	Ea	1	$2,000.00	$2,000.00	$2,000.00	$2,000.00	$4,572.00	$4,572.00	$1,700.00	$1,700.00
127	Connect to Ex WM	Ea	16	$5,000.00	$80,000.00	$4,000.00	$64,000.00	$7,429.00	$118,864.00	$2,600.00	$41,600.00
128	Cut & Plug Ex WM	Ea	15	$2,500.00	$37,500.00	$3,000.00	$45,000.00	$3,657.00	$54,855.00	$275.00	$4,125.00
129	Cap, 8 Inch	Ea	2	$650.00	$1,300.00	$1,500.00	$3,000.00	$571.00	$1,142.00	$325.00	$650.00
130	Gate Valve and Box, 6 inch	Ea	11	$2,200.00	$24,200.00	$2,000.00	$22,000.00	$2,857.00	$31,427.00	$1,825.00	$20,075.00
131	Gate Valve and Box, 8 inch	Ea	21	$2,800.00	$58,800.00	$2,500.00	$52,500.00	$3,657.00	$76,797.00	$2,450.00	$51,450.00
132	Gate Valve and Box, 12 inch	Ea	5	$4,800.00	$24,000.00	$4,000.00	$20,000.00	$5,715.00	$28,575.00	$4,100.00	$20,500.00
133	Remove Hydrant	Ea	7	$1,200.00	$8,400.00	$600.00	$4,200.00	$686.00	$4,802.00	$650.00	$4,550.00
134	Hydrant	Ea	11	$5,700.00	$62,700.00	$4,500.00	$49,500.00	$6,286.00	$69,146.00	$4,000.00	$44,000.00
135	Hydrant Extension	Ea	1	$1,500.00	$1,500.00	$800.00	$800.00	$1,372.00	$1,372.00	$800.00	$800.00
136	Corp Stop, 1 inch	Ea	2	$800.00	$1,600.00	$500.00	$1,000.00	$286.00	$572.00	$500.00	$1,000.00
137	Corp Stop, Curb Stop & Box, 1 inch	Ea	47	$1,200.00	$56,400.00	$1,150.00	$54,050.00	$686.00	$32,242.00	$1,300.00	$61,100.00
138	Corp Stop, Curb Stop & Box, 2 inch	Ea	6	$2,500.00	$15,000.00	$2,500.00	$15,000.00	$2,057.00	$12,342.00	$2,300.00	$13,800.00
139	Meter Pit, Rem	Ea	3	$200.00	$600.00	$800.00	$2,400.00	$571.00	$1,713.00	$900.00	$2,700.00
140	Meter Moved Into Basement	Ea	3	$2,500.00	$7,500.00	$3,000.00	$9,000.00	$4,572.00	$13,716.00	$3,500.00	$10,500.00
141	Water Service Connect	Ea	28	$550.00	$15,400.00	$1,000.00	$28,000.00	$914.00	$25,592.00	$250.00	$7,000.00
142	Water Service Building Connect	Ea	21	$2,000.00	$42,000.00	$3,000.00	$63,000.00	$2,857.00	$59,997.00	$2,500.00	$52,500.00
143	Water Service, 1 inch, Open Cut or Augur	Ft	4965	$50.00	$248,250.00	$55.00	$273,075.00	$43.00	$213,495.00	$65.00	$322,725.00
144	Water Service, 2 inch, Open Cut or Augur	Ft	1650	$80.00	$132,000.00	$85.00	$140,250.00	$63.00	$103,950.00	$75.00	$123,750.00
145	Water Service Branch	Ea	4	$250.00	$1,000.00	$1,200.00	$4,800.00	$571.00	$2,284.00	$1,800.00	$7,200.00
146	Sanitary Lateral, Forcemain, HDPE, DD, 3 inch	Ft	1150	$70.00	$80,500.00	$70.00	$80,500.00	$32.00	$36,800.00	$95.00	$109,250.00
147	Sanitary Manhole, 24 inch	Ea	1	$4,000.00	$4,000.00	$6,500.00	$6,500.00	$5,143.00	$5,143.00	$4,200.00	$4,200.00
148	Insertatee, 6 inch	Ea	1	$500.00	$500.00	$1,150.00	$1,150.00	$286.00	$286.00	$4,600.00	$4,600.00
149	Sanitary Lateral, 6 inch	Ft	30	$75.00	$2,250.00	$110.00	$3,300.00	$91.00	$2,730.00	$100.00	$3,000.00
150	Sanitary Lateral Cap, 3 inch	Ea	3	$500.00	$1,500.00	$100.00	$300.00	$143.00	$429.00	$250.00	$750.00
151	Bollard, Remove and Replace	Ea	4	$4,000.00	$16,000.00	$400.00	$1,600.00	$571.00	$2,284.00	$1,600.00	$6,400.00
152	Underground Storage	LSum	1	$120,000.00	$120,000.00	$55,000.00	$55,000.00	$84,579.00	$84,579.00	$200,000.00	$200,000.00
153	Split Rail Wood Fence, 42 inch	Ft	290	$65.00	$18,850.00	$16.00	$4,640.00	$28.00	$8,120.00	$75.00	$21,750.00
154	Segmental Block Retaining Wall	Sft	1335	$100.00	$133,500.00	$60.00	$80,100.00	$77.00	$102,795.00	$100.00	$133,500.00
155	Hold Pole	Ea	2	$1,000.00	$2,000.00	$1,000.00	$2,000.00	$1,714.00	$3,428.00	$5,000.00	$10,000.00
156	Coghlin Park Repairs	LSum	1	$25,000.00	$25,000.00	$30,000.00	$30,000.00	$5,143.00	$5,143.00	$40,000.00	$40,000.00

				Engineering Estimate		Schippers Excavating		Redline Excavating		Milbocker & Sons	
ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	BID UNIT PRICE	BID AMOUNT	BID UNIT PRICE	BID AMOUNT	BID UNIT PRICE	BID AMOUNT	BID UNIT PRICE	BID AMOUNT
157	Wicks Park Repairs	LSum	1	$40,000.00	$40,000.00	$40,000.00	$40,000.00	$7,429.00	$7,429.00	$60,000.00	$60,000.00
158	Francis Street Repairs	LSum	1	$75,000.00	$75,000.00	$65,000.00	$65,000.00	$23,773.00	$23,773.00	$50,000.00	$50,000.00
159	Spear Street Repairs	LSum	1	$60,000.00	$60,000.00	$25,000.00	$25,000.00	$43,432.00	$43,432.00	$60,000.00	$60,000.00
160	Monument Box	Ea	8	$650.00	$5,200.00	$1,000.00	$8,000.00	$286.00	$2,288.00	$800.00	$6,400.00
161	Monument Box, Preservation	Ea	8	$550.00	$4,400.00	$1,500.00	$12,000.00	$229.00	$1,832.00	$1,500.00	$12,000.00
162	Sanitary MH, Top Section Replacement	Ea	1	$2,000.00	$2,000.00	$1,500.00	$1,500.00	$2,857.00	$2,857.00	$2,000.00	$2,000.00
				Total:	**$4,228,824.50**	**Total:**	**$4,334,036.50**	**Total:**	**$4,775,630.00**	**Total:**	**$5,365,963.50**
	Denotes a mathematical error in Contractor's Bid that has been corrected.					**As-Read:**	**$4,322,956.50**	**As-Read:**	$4,775,630.00		
						Difference:	$11,080.00	**Difference:**	$0.00		

SECTION 00 52 00

AGREEMENT

This Agreement is by and between **City of Saugatuck** ("Owner") and _____ ("Contractor").

Terms used in this Agreement have the meanings stated in the General Conditions and the Supplementary Conditions.

Owner and Contractor hereby agree as follows:

ARTICLE 1 - WORK

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows: **2026 Street and Utility Improvements**

ARTICLE 2 - THE PROJECT

2.01 Project, of which the Work under the Contract Documents is a part, is generally described as follows: **2026 Street and Utility Improvements**

ARTICLE 3 - ENGINEER

3.01 The Owner has retained Fleis & VandenBrink Engineering, Inc. ("Engineer") to act as Owner's representative, assume all duties and responsibilities of Engineer, and have the rights and authority assigned to Engineer in the Contract.

3.02 The part of the Project that pertains to the Work has been designed by Engineer.

ARTICLE 4 - CONTRACT TIMES

4.01 *Time of the Essence*

A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 *Contract Times: Dates*

A. The Work will not begin before **February 15, 2026** and will be substantially complete on or before November 13, 2026, and completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before **May 27, 2027**.

4.03 *Milestones*

A. Parts of the Work shall be substantially completed on or before the following Milestone(s):
   1. Milestone 1: All work on Water Street, Mary Street, Coghlin Park, Wicks Park, Francis Street, and Spear Street shall be completed on or before **May 22, 2026**.

4.04 *Liquidated Damages*

A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial and other losses if the Work is not completed

and Milestones not achieved within the Contract Times, as duly modified. The parties also recognize the delays, expense, and difficulties involved in proving, in a legal or arbitration proceeding, the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty):

1. *Substantial Completion*: Contractor shall pay Owner $1,000 for each day that expires after the time (as duly adjusted pursuant to the Contract) specified above for Substantial Completion, until the Work is substantially complete.
2. *Completion of Remaining Work*: After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times (as duly adjusted pursuant to the Contract) for completion and readiness for final payment, Contractor shall pay Owner $250 for each day that expires after such time until the Work is completed and ready for final payment.
3. *Milestone 1:* Contractor shall pay Owner $500 for each day that expires after the time (as duly adjusted pursuant to the Contract) specified above for achievement of Milestone 1, until Milestone 1 is achieved, or until the time specified for Substantial Completion is reached, at which time the rate indicated in Paragraph 4.05.A.1 will apply, rather than the Milestone rate.
4. Liquidated damages for failing to timely attain Milestones, Substantial Completion, and final completion are not additive, and will not be imposed concurrently.

B. If Owner recovers liquidated damages for a delay in completion by Contractor, then such liquidated damages are Owner's sole and exclusive remedy for such delay, and Owner is precluded from recovering any other damages, whether actual, direct, excess, or consequential, for such delay, except for special damages (if any) specified in this Agreement.

ARTICLE 5 - CONTRACT PRICE

5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents, the amounts that follow, subject to adjustment under the Contract.

A. For all Unit Price Work, an amount equal to the sum of the extended prices (established for each separately identified item of Unit Price Work by multiplying the unit price times the actual quantity of that item).

Unit Price Work					
Item No.	**Description**	**Unit**	**Estimated Quantity**	**Unit Price**	**Extended Price**
				$	$
				$	$
				$	$
				$	$
				$	$
Total of all Extended Prices for Unit Price Work (subject to final adjustment based on actual quantities)					$

The extended prices for Unit Price Work set forth as of the Effective Date of the Contract are based on estimated quantities. As provided in Paragraph 13.03 of the General Conditions, estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by Engineer.

ARTICLE 6 - PAYMENT PROCEDURES

6.01 *Submittal and Processing of Payments*

A. Contractor shall submit Applications for Payment in accordance with Article 15 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

6.02 *Progress Payments; Retainage*

A. Owner shall make progress payments on the basis of Contractor's Applications for Payment each month during performance of the Work as provided in Paragraph 6.02.A.1 below, provided that such Applications for Payment have been submitted in a timely manner and otherwise meet the requirements of the Contract. All such payments will be measured by the Schedule of Values established as provided in the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no Schedule of Values, as provided elsewhere in the Contract.
   1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Owner may withhold, including but not limited to liquidated damages, in accordance with the Contract.
      a. 90 percent of the value of the Work completed (with the balance being retainage).
         1) If 50 percent or more of the Work has been completed, as determined by Engineer, and if the character and progress of the Work have been satisfactory to Owner and Engineer, then as long as the character and progress of the Work remain satisfactory to Owner and Engineer, there will be no additional retainage; and
         2) Zero percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).

B. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to 100 percent of the Work completed, less such amounts set off by Owner pursuant to Paragraph 15.01.E of the General Conditions, and less 200 percent of Engineer's estimate of the value of Work to be completed or corrected as shown on the punch list of items to be completed or corrected prior to final payment.

6.03 *Final Payment*

A. Upon final completion and acceptance of the Work, Owner shall pay the remainder of the Contract Price in accordance with Paragraph 15.06 of the General Conditions.

6.04 *Consent of Surety*

A. Owner will not make final payment, or return or release retainage at Substantial Completion or any other time, unless Contractor submits written consent of the surety to such payment, return, or release.

6.05 *Interest*

A. All amounts not paid when due will bear interest at the percent per annum rate 2.0% higher than the Prime Rate on the date of bid opening.

ARTICLE 7 - CONTRACT DOCUMENTS

7.01 *Contents*

A. The Contract Documents consist of all of the following:
   1. This Agreement.
   2. Bonds
      a. Performance bond (together with power of attorney).
      b. Payment bond (together with power of attorney).
   3. General Conditions.
   4. Supplementary Conditions.
   5. Specifications as listed in the table of contents of the project manual.
   6. Drawings (not attached but incorporated by reference) consisting of 54 sheets with each sheet bearing the following general title: 2026 Street and Utility Improvements.
   7. Addenda (numbers _____ to _____, inclusive).
   8. Exhibits to this Agreement (enumerated as follows):
      a. Contractor's Bid.
      b. Documentation submitted by Contractor prior to Notice of Award.
   9. The following which may be delivered or issued on or after the Effective Date of the Contract and are not attached hereto:
      a. Notice to Proceed.
      b. Work Change Directives.
      c. Change Orders.

B. The Contract Documents listed in Paragraph 7.01.A are attached to this Agreement (except as expressly noted otherwise above).

C. There are no Contract Documents other than those listed above in this Article 7.

D. The Contract Documents may only be amended, modified, or supplemented as provided in the Contract.

ARTICLE 8 - REPRESENTATIONS, CERTIFICATIONS, AND STIPULATIONS

8.01 *Contractor's Representations*

A. In order to induce Owner to enter into this Contract, Contractor makes the following representations:
   1. Contractor has examined and carefully studied the Contract Documents, including Addenda.
   2. Contractor has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
   3. Contractor is familiar with all Laws and Regulations that may affect cost, progress, and performance of the Work.
   4. Contractor has carefully studied the reports of explorations and tests of subsurface conditions at or adjacent to the Site and the drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, if any, with respect to the Technical Data in such reports and drawings.
   5. Contractor has carefully studied the reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, with respect to Technical Data in such reports and drawings.

6. Contractor has considered the information known to Contractor itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor; and (c) Contractor's safety precautions and programs.
7. Based on the information and observations referred to in the preceding paragraph, Contractor agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
8. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
9. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and of discrepancies between Site conditions and the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
10. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
11. Contractor's entry into this Contract constitutes an incontrovertible representation by Contractor that without exception all prices in the Agreement are premised upon performing and furnishing the Work required by the Contract Documents.

8.02 *Contractor's Certifications*

A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 8.02:
   1. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process or in the Contract execution.
   2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition.
   3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and
   4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

8.03 *Standard General Conditions*

A. Owner stipulates that if the General Conditions that are made a part of this Contract are EJCDC® C 700, Standard General Conditions for the Construction Contract (2018), published by the Engineers Joint Contract Documents Committee, and if Owner is the party that has furnished said General Conditions, then Owner has plainly shown all modifications to the standard wording of such published document to the Contractor, through a process such as highlighting or "track changes" (redline/strikeout), or in the Supplementary Conditions.

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement.

This Agreement will be effective on _____, 20_____ (which is the Effective Date of the Contract).

Owner:	Contractor:
City of Saugatuck *(typed or printed name of organization)*	_____ *(typed or printed name of organization)*
By: _____ *(individual's signature)*	By: _____ *(individual's signature)*
Date: _____ *(date signed)*	Date: _____ *(date signed)*
Name: _____ *(typed or printed)*	Name: _____ *(typed or printed)*
Title: _____ *(typed or printed)*	Title: _____ *(typed or printed)* *(If Contractor is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)*
Attest: _____ *(individual's signature)*	Attest: _____ *(individual's signature)*
Title: _____ *(typed or printed)*	Title: _____ *(typed or printed)*
Address for giving notices:	Address for giving notices:
102 Butler Street	
PO Box 86	
Saugatuck, MI 49453	
Designated Representative:	Designated Representative:
Name: _____ *(typed or printed)*	Name: _____ *(typed or printed)*
Title: _____ *(typed or printed)*	Title: _____ *(typed or printed)*
Address:	Address:
Phone:	Phone:
Email:	Email:
	License No.: _____ *(where applicable)*
	State:

END OF SECTION

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: February 4, 2026

SUBJECT: Village Square Park - Proposal to Provide Design and Construction Engineering Services and Donor Agreement

DESCRIPTION:

Refreshing the Village Square Courts is a priority for the current fiscal year.

A donor has come forward and offered to pay $100,000 toward a court refresh project. In early 2025, City Council reviewed conceptual designs and approved applying for a $150,000 Department of Natural Resources (DNR) Recreation Passport Grant, including a $10,000 City match, to support the project. The DNR has since notified the City, via the attached letter, that our application was approved for the full requested funding. A formal grant agreement is forthcoming.

The donor's representative has confirmed the donor still wishes to donate 100K. A draft donor agreement is attached.

Fleis and VandenBrink has prepared the attached proposal to provide design and construction engineering services for the project.

As a reminder, the project includes the following:

- Resurfacing the full basketball court, expansion to standard dimensions, and side concrete extension.
- Removal of the existing half basketball court and replacing with green space.
- Adding benches to both courts.
- New sidewalk connections to make the courts universally accessible.
- Improving the landscaping with rain gardens.
- Adding a wall mounted fountain for drinking and bottle filling.

Attached is an updated concept incorporating the following changes based on feedback we have received:

- The existing tennis court replaced with two pickleball courts and fencing.
- The basketball court color palette reflects more subtle colors (green and a crimson accent), both with toned down hues to match the existing play structures and also avoid visual clash.
- A basketball hoop option with commercial durability.

Staff seeks City Council feedback on these changes.

BUDGET ACTION REQUIRED:

None at this time. Sufficient dollars were budgeted to begin design engineering. A budget amendment will be upcoming to reflect the grant as revenue and fuller project scope as expenses.

LEGAL REVIEW:

The City Attorney prepared the donor agreement and will be at your meeting if you have any questions.

SAMPLE MOTION:

Motion to approve:

1. The updated Village Square concept;
2. The Fleis and VandenBrink Proposal to provide Design and Construction Engineering Services for Village Square Park Improvements Project;
3. The donation agreement with Joyful Generosity Fund; and
4. Authorization for the City Manager to apply for all required Historic District Commission approvals.

WALL-MOUNT DRINKING FOUNTAIN OPTIONS







BASEKTBALL HOOP OPTION

COMMERCIAL DURABILITY
ADJUSTABLE HEIGHT + RIM HEIGHT GAUGE
UNBREAKABLE POLYCARBON BACKBOARD
72-INCH BACKBOARD + 56-INCH SAFETY AREA
DIRECT GOAL MOUNT & HANGING TOLERANCE
6"x6" MAIN POLE SYSTEM + OPTIONAL PAD











PLANTING PALETTE





MICHIGAN HOLLY HEDGE (NATIVE)



HAMELN GRASS



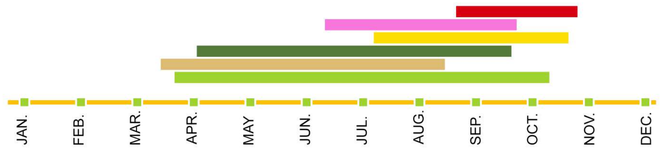
CONEFLOWER



RUDBECKIA



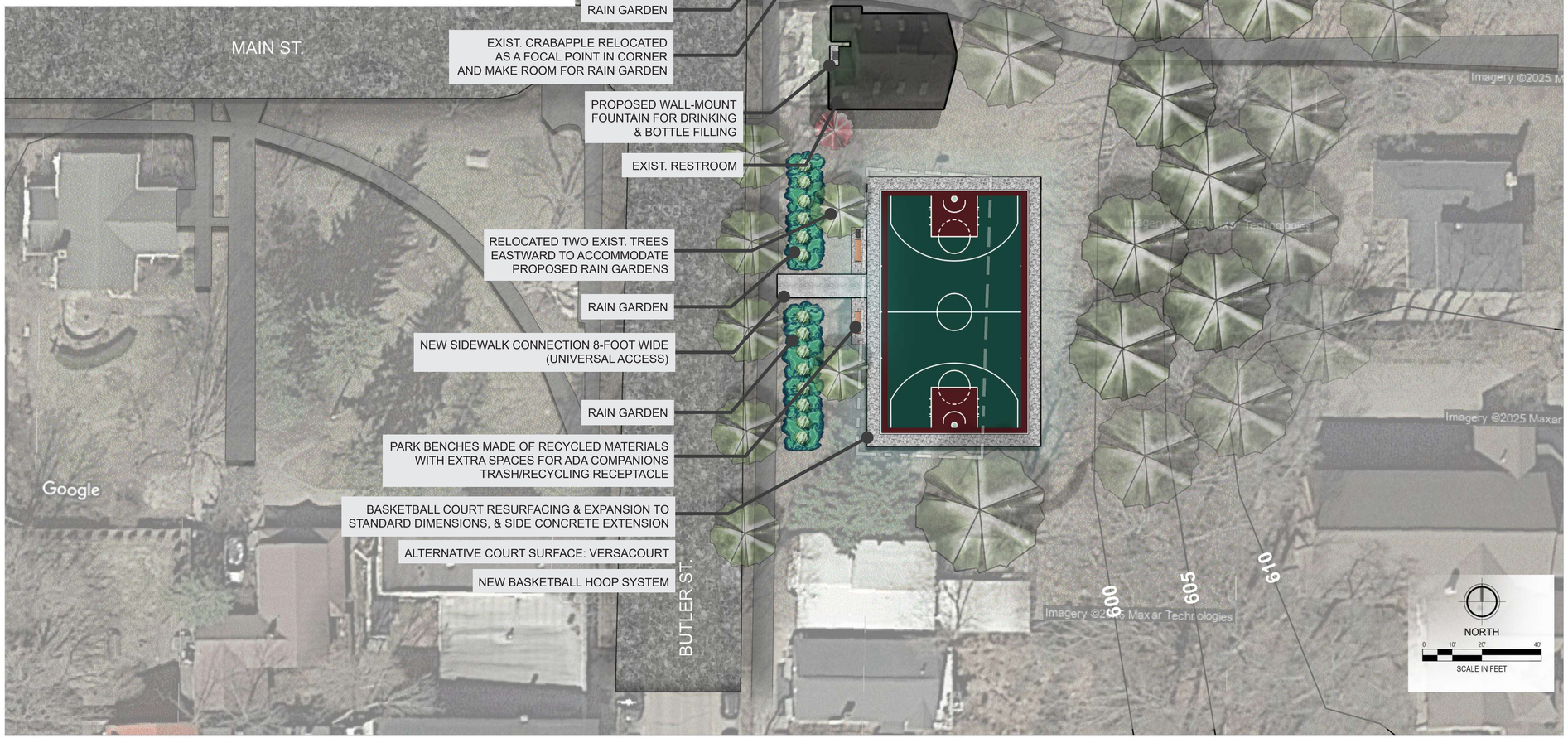
VERSACOURT TILES
(ALTERNATIVE FOR BASKETBALL COURT)



SEASONAL INTEREST CHART

LEGEND

- PROPOSED SPORT COURT RESURFACING & EXPANSION TO STANDARD SIZE
- PROPOSED SPORT COURT STANDARD FENCE
- PROPOSED SPORT COURT PERIPHERAL EXTENSION
- PROPOSED SIDEWALK CONCRETE
- PROPOSED BENCH & RECEPTACLE, TYP.
- PROPOSED RAIN GARDEN W/ MICHIGAN HOLLY HEDGE
- PROPOSED WALL-MOUNT DRINKING FOUNTAIN
- PROPOSED PARKING LOT STRIPING + ADA SPOTS & SIGNS
- EXISTING SIDEWALK CONCRETE
- EXISTING HMA
- EXISTING RESTROOM
- EXISTING CANOPY TREE
- EXISTING ORNAMENTAL TREE
- EXISTING COURTS FOOTPRINT



NEW SIDEWALK CONNECTION & SAFETY FENCE WITH ADA GATE

EXIST. TREE IN POOR CONDITION TO BE REMOVED

PARKING RESTRIPING WITH TWO ADA SPOTS & ADA SIGNS

PARK BENCHES MADE OF RECYCLED MATERIALS WITH EXTRA SPACES FOR ADA COMPANIONS TRASH/RECYCLING RECEPTACLE

NEW TWO PICKLEBALL COURTS W/ FENCE

EXISTING TENNIS COURT FOOT PRINT
REMOVE EXTRA AREAS & UTILIZE THE REMAINDER FOR TWO NEW PICKLEBALL COURTS

RAIN GARDEN

REMOVE EXIST. BASKETBALL NET AND GOAL AND HMA AREA, GRADE & INSTALL NEW LAWN

RE-GRADE AND RESTRORE THE LAWN ON SOUTH & EAST CORNERS OF TENNIS COURT TO ACHIEVE A MORE GENTLE SLOPE

NEW SIDEWALK CONNECTION 8-FOOT WIDE (UNIVERSAL ACCESS)

RAIN GARDEN

EXIST. CRABAPPLE RELOCATED AS A FOCAL POINT IN CORNER AND MAKE ROOM FOR RAIN GARDEN

PROPOSED WALL-MOUNT FOUNTAIN FOR DRINKING & BOTTLE FILLING

EXIST. RESTROOM

RELOCATED TWO EXIST. TREES EASTWARD TO ACCOMMODATE PROPOSED RAIN GARDENS

RAIN GARDEN

NEW SIDEWALK CONNECTION 8-FOOT WIDE (UNIVERSAL ACCESS)

RAIN GARDEN

PARK BENCHES MADE OF RECYCLED MATERIALS WITH EXTRA SPACES FOR ADA COMPANIONS TRASH/RECYCLING RECEPTACLE

BASKETBALL COURT RESURFACING & EXPANSION TO STANDARD DIMENSIONS, & SIDE CONCRETE EXTENSION

ALTERNATIVE COURT SURFACE: VERSACOURT

NEW BASKETBALL HOOP SYSTEM

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.
2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005

CITY OF SAUGATUCK
ALLEGAN, MI
VILLAGE SQUARE PARK IMPROVEMENTS
FINAL CONCEPTUAL PLAN

DESIGN TEAM | PROJ MNGR: RJG | DESIGNED BY: RJG | DRAWN BY: AEG | CHECKED BY: JWM

NOT FOR CONSTRUCTION

F&V PROJECT NO.
871340

C-101

C:\Users\AMAN~1.GOL\AppData\Local\Temp\AcPublish_8264\871340 CONCEPT.dwg Monday, March 17, 2025 at 9:23am aman.gokhan

Ryan Cummins

From: noreply-migrants@michigan.gov
Sent: Tuesday, December 9, 2025 1:50 PM
To: Ryan Cummins
Subject: Application Outcome for RP25-0073 - Village Square Park Improvements

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.

City of Saugatuck,
RP25-0073
Village Square Park Improvements

Congratulations! On behalf of Department of Natural Resources (DNR) Director Scott Bowen, this letter is to inform you that the application noted above was among those approved to receive a Recreation Passport (RP) local development grant in the amount of $150,000.00.

A formal grant offer will be made in the form of a project agreement (PA). Until then, the following steps can be done before you enter into a PA with the DNR Grants Management Section. **If for any reason your PA is not approved or fully executed, your community will be liable for any expenses incurred.**

1. Begin preparing your legal description and boundary map
2. Finalize any easements or other land rights if all or a portion of the project area is not owned by your community
3. Retain the services (internal staff or consultant) of a prime professional
4. Make sure local matching funds are in place
5. Beginning in January, you may incur costs associated with the preparation of plans, specification, and bid documents for your project

Please refer to the project procedures booklet throughout the grant administration process. Even if you have received a RP grant in recent years, you should read this booklet carefully since it provides updated information on project procedures. Review the "Develop Project Procedures" booklet available on our website: www.Michigan.gov/DNR-Grants. Under “Recreation” click on “Recreation Passport Grant Program”. Under “Forms and Information for Grantees” click on the development project procedures booklet.

If you have any questions regarding your project or the RP program, please contact your grant coordinator.

Sincerely,
Grants Management

DONATION AGREEMENT

This Donation Agreement ("Agreement") is entered into this ____ day of _____, 2026, by and between the City of Saugatuck, a Michigan Home Rule City ("City"), and the Joyful Generosity Fund, a Michigan Nonprofit Corporation ("Donor").

RECITALS

WHEREAS, Donor has expressed interest in contributing funds to the City to be put towards the improvement of the City's Village Square Park;

WHEREAS, Michigan law authorizes municipalities, like the City, to receive and enjoy gifts and donations for public parks and other public purposes (MCL 123.905);

WHEREAS, the City desires to accept the charitable contribution from Donor;

WHEREAS, the City has also applied for and received approval for a Recreation Passport grant from the Michigan Department of Natural Resources for improvements to the Village Square Park ("Grant Funds");

WHEREAS, this Agreement is intended to govern the contribution and use of donated funds from Donor to be used along with Grant Funds to finance improvements to the City's Village Square Park as set forth in greater detail below;

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

1. **Donation**. Within thirty (30) days following the execution of this Agreement, Donor shall make a donation to the City of Saugatuck of One Hundred Thousand Dollars and 0/100 ($100,000.00), payable by check, cash, or wire transfer, subject to the conditions set forth herein (the "Donation").

2. **Use of Donated Funds**.

    a. The Donation shall be used by the City only for the improvement of the Village Square Park as set forth in the conceptual plan attached as **Exhibit A** (the "Permitted Purpose"), which shall include the following work: a) Basketball court resurfacing, expansion to standard dimensions, and side concrete extension; b) Tennis court resurfacing, expansion to standard dimensions, pickleball striping, side concrete extension, and adding a new safety fence; and c) Adding benches to both courts. The parties acknowledge and agree that the conceptual plan attached hereto is a concept only, and that non-material deviations from this plan are both acceptable and anticipated.

b. Except for the requirement that the Donation be used only for the Permitted Purpose as set forth herein, Donor acknowledges and agrees that the City's use of the Donation is subject to no other restrictions or conditions, and that Donor does not expect and has not been promised anything else in return from the City.

c. Donor acknowledges that the Donation shall be applied to the Permitted Purpose in conjunction with Grant Funds and the City's own funds, and that the City makes no representation or warranty that any particular improvements encompassed by the Permitted Purpose will be paid for by any particular funds.

d. If the Donation is not applied to the Permitted Purpose within three (3) years of the effective date of this Agreement, Donor may, in writing, request return of the Donation, and the City shall comply with such request no later than thirty (30) days after receiving notice of the same.

3. **Notices**. All notices, requires, demands, and other communications under this Agreement shall be in writing and shall be addressed as follows:

To the City: Ryan Cummins, City Manager
City of Saugatuck
102 Butler St,
Saugatuck, MI 49453

To Donor: _____
_____
_____
_____
_____

4. **Miscellaneous**.

a. Each signatory to this Agreement represents that they have the authority to enter into this Agreement and to bind their respective party.

b. This Agreement is written pursuant to the laws of the State of Michigan and was made in Allegan County, Michigan. This is the entire agreement between the parties regarding its subject matter. There are no contemporaneous agreements. It may not be modified or amended except in writing, signed by both parties. More than one copy of this Agreement may be signed, but all constitute but one agreement.

c. No person shall be deemed to be a third-party beneficiary of this Agreement.

d. The terms of this Agreement shall be binding upon and inure to the benefit of the parties and their successors and assigns.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date first set forth above.

CITY OF SAUGATUCK

By_____
Holly Anderson
Mayor

And by_____
Jamie Wolters
City Clerk

JOYFUL GENEROSITY FUND

By _____

Its _____

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: February 4, 2026

SUBJECT: Park Street Planning & Conceptual Design - Proposal for Engineering & Landscape Architecture Services

DESCRIPTION:

Planning for Park Street improvements is a priority for fiscal year 2025/2026.

Prior Studies

In 2005, Fleis & VandenBrink (F&V) prepared a "Non-Motorized Pathway Study" that included Park Street between Campbell Road and Mount Baldhead Park plus a connector to Oval Beach.

In 2020, F&V updated that study and outlined three non-motorized infrastructure options: a separate sidewalk, shoulder widening, and a hybrid sidewalk/shoulder widening option. The 2020 study can be viewed here: https://tinyurl.com/mwuxrft2

Grant Application

In 2024, Fleis & VandenBrink (F&V) prepared a proposal for planning and conceptual design work. To help offset the cost, City Council authorized applying for a grant through the Michigan Department of Environment, Great Lakes, and Energy (EGLE) Coastal Management Program. In November 2025, EGLE notified the City that it has been awarded a $20,000 grant, covering half of the cost. A grant agreement is forthcoming.

Next Step - Planning and Conceptual Design

F&V has prepared the attached proposal for engineering and landscape architecture services. The proposed work includes:

- Update and complete corridor surveys (roadway, right-of-way, utilities).
- Identify and evaluate right-of-way encroachments.
- Assess existing water, sewer, and stormwater infrastructure.
- Develop conceptual design options for Park Street, including:

    - Non-motorized facilities
    - Safety and traffic-calming improvements
    - Streetscape and landscape enhancements
    - Integration with Mt. Baldhead Park and the Chain Ferry area
- Prepare visual concept plans and preliminary cost estimates.
- Engage committees, stakeholders, and affected property owners.
- Refine concepts based on feedback and present final concepts to City Council for direction.

BUDGET ACTION REQUIRED:
The full expense was budgeted for this fiscal year. A future proposed budget amendment will add the grant award as revenue.

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

SAMPLE MOTION:
Motion to approve the engineering and landscaping architecture services proposal from Fleis & VandenBrink for Park Street planning and conceptual design.

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

November 21, 2025

Via Email: rcummins@saugatuckcity.com

Ryan Cummins
City of Saugatuck
102 Butler Street
Saugatuck, MI 49453

RE: Park Street Planning & Conceptual Design
Proposal for Engineering & Landscape Architecture Services

Dear Ryan,

Based on our conversation at the March 26, 2024 Parks and Public Works Committee (PPWC) meeting and the pending grant award from the EGLE Michigan Coastal Management Program, we understand City Council will be considering to move forward with planning and conceptual design work on Park Street from Campbell Road through the Mt. Baldhead area. Planning will incorporate a separate non-motorized path or sidewalk, to the extent practical, to improve safety for non-motorized users of the corridor. Consideration will also be given to removal of encroachments in the right-of-way and retaining the character of the corridor, balancing competing goals, where required. The design team will include engineering professionals for the technical aspects of the project and landscape architecture on the project context, landscape, Mt. Baldhead and Chain Ferry area integration, etc. We anticipate this will be a somewhat iterative process as ideas are developed and feedback is received from the PPWC, Park Street Study Group (PSSG) and City Council.

Based on our understanding of the project, we propose the following Scope of Services to assist you:

Scope of Services

Survey Phase

- Review (field check) the topographic survey obtained in late 2020/early 2021 (Campbell to Perryman) to check for changes made within or adjacent to the right of way since that time that could impact planning work. Make updates as required.
- Obtain topographic survey between Perryman Street and the north end of Mt. Baldhead (including the Holiday Hill area), including the following:
    - Research right-of-way information, public land corners (section corners), plats and recorded surveys. We have assumed that City staff will obtain copies of deeds for the parcels within the corridor to assist with locating the right-of-way and parcel lines in the area.

2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005
www.fvmg.com

- Establish horizontal and vertical control throughout the mapping area. This will be done by first setting horizontal control points throughout the area and then establishing benchmarks for vertical control. Once the control is in place and checked, the actual mapping work can commence.
- Obtain information from private utilities in the project area. Contact Miss Dig to obtain mapping utilizing the design ticket process.
- Incorporate public utility information from existing City and Kalamazoo Lake Sewer & Water Authority (KLSWA) records.
- Perform topographic mapping of the project area, including the public right-of-way plus approximately 10 feet on either side.
- Download the field data to produce the topographic basemap.
- Perform a field review of the topographic basemap.
- Finalize the topographic basemap based on field review comments.

Planning Phase

- Identify right of way encroachments throughout the corridor on the survey. Meet with the PPWC, PSSG and other project stakeholders, as appropriate, to review the encroachments and prioritize them in terms of preservation vs. removal (meeting 1). We anticipate this meeting will include both office review and a walkthrough with appropriate staff, study group and committee members.
- Evaluate public utility needs in the corridor (water main, sanitary sewer, storm sewer) based on available City and KLSWA records.
- Develop conceptual plans for the corridor that incorporate non-motorized facilities, landscape preservation/modification, roadway improvements, utility improvements, Mt. Baldhead Park considerations, Chain Ferry area improvements, traffic calming elements, critical dunes impacts and related project elements.
- Meet with the PPWC, PSSG and other project stakeholders, as appropriate, to review the conceptual plans (meeting 2).
- Make revisions and enhancements to the conceptual plans based on feedback/direction received from the PPWC and PSSG.
- Prepare a conceptual level (budgetary) cost estimate for the project.
- When conceptual plans have advanced to an appropriate stage, attend meetings/workshops with affected property owners, City staff and PPWC/PSSG members to review encroachments, project impacts and other concerns. We have estimated three meetings/workshops to allow opportunity for morning, afternoon and evening attendance around work schedules and other obligations (meetings 3, 4 and 5).
- Meet with the PPWC, PSSG and other project stakeholders, as appropriate, to review the updated conceptual plans and cost estimate (meeting 6).
- Update conceptual plans and cost estimate based on feedback received from the PPWC and PSSG.
- When appropriate, present conceptual plans and cost estimate at a City Council workshop or regular meeting (meeting 7).
- Finalize conceptual plans and cost estimate based on feedback received from City Council.

The conceptual plans will be colorized plan view representations of the various elements of the project overlaid on the survey basemap, along with cross sections to illustrate select points in the corridor. We have included an allowance for professional renderings, if that is desired for communication and outreach following the planning process. We have found renderings to be a more effective tool for communicating the concepts than plans alone. Renderings could be done by F&V staff (like was done for the Mt. Baldhead restroom and observation deck areas) or an outside graphics design firm (like was done for the Blue Star Trail study), depending on the level of rendering work desired. We will discuss options when as the conceptual plans are being

finalized. We anticipate presenting the rendering work (either ours or an outside firm's) at a City Council workshop or regular meeting (meeting 8).

Anticipated Schedule

We anticipate the following schedule for this project:

- Authorization: December 2025
- Survey Phase: January 2026
- Planning Phase: February – July 2025 (approx.). This includes time during the busy summer season, when more property owners are in town, as well as before the busy summer season, when staff and committee members have more time to engage in the process.

The schedule for design, permitting, bidding and construction will be determined based on the results of the planning process, capital improvements planning and direction from City Council.

Engineering Budget

We propose to complete the Scope of Services outlined above at our standard hourly rates plus reimbursable expenses with the following budget:

Phase	Budget
Survey	$ 9,000
Planning	$ 24,000
Renderings (Allowance)	$ 7,000
Total Proposed Budget	**$ 40,000**

We will prepare proposals for design, permitting, bidding and construction phase services at appropriate times, when the project scope and schedule have been determined.

Authorization to proceed with the work can be given by returning a copy of this proposal, signed below as indicated. In the meantime, please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK

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

Don DeVries, P.E.
Principal

Cc: Scott Herbert, Department of Public Works

WORK AUTHORIZATION

Fleis & VandenBrink is hereby authorized to proceed with the Scope of Services presented in this proposal in accordance with the existing Professional Services Agreement for General Consultation dated November 13, 2018.

_____ By

_____ Date

To:	City of Saugatuck, City Council
From:	Grayson Moore, Director of Planning & Zoning
Meeting Date:	February 4, 2026
RE:	Short Term Rental Ordinance Amendment

City Council Members,

At your January 12, 2026 meeting, staff presented the 2025 Short Term Rental Report. Council provided guidance for staff along with legal counsel to prepare amendments to the Short Term Rental Ordinance to address concerns raised by both staff and the public. The attached draft ordinance proposes the following amendments:

- **Fixed License Renewal Date:** All short term rental licenses will now take effect on the same date as the expiration of the prior license, establishing a consistent renewal cycle.

- **Application Window:** Renewal applications may be submitted no earlier than sixty (60) days and no later than thirty (30) days prior to the license expiration date.

- **One-Time Amnesty:** A one-time amnesty is provided for license holders meeting all of the following criteria:

    - The short term rental license expired between April 24, 2025, and the effective date of the proposed ordinance.
    - The license holder submitted a renewal application after the original renewal deadline but before the license expired.
    - The renewal application otherwise complied with all applicable City Code requirements.

- **Amnesty Application Period:** Applications under this amnesty must be submitted within five (5) calendar days of the ordinance's effective date.

- **Amnesty Fee:** Applicants submitting under the amnesty provision will be subject to a late fee ($525) previously determined by the Council.

- **Enforcement Discretion:** The enforcing officer may excuse compliance with deadlines if a license holder can demonstrate that the untimely submission was caused by extraordinary circumstances beyond their control, such as natural disasters, public health emergencies, documented medical issues, or military service or deployment, but not by the license holder's or agent's own action, inaction, or negligence, or other reasonably foreseeable circumstances.

These amendments are intended to simplify the licensing process, provide flexibility for license holders affected by timing issues, and maintain compliance with City Code requirements.

Respectfully submitted,

Grayson Moore

Director of Planning & Zoning

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

SHORT-TERM RENTAL LICENSING ORDINANCE AMENDMENT

ORDINANCE NO.260204-A

At a meeting of the City Council of the City of Saugatuck, Allegan County, Michigan, held at the City of Saugatuck Hall on _____, 2026 at _____ p.m., City Council Member _____moved to adopt the following ordinance, which motion was seconded by City Council Member _____.

An ordinance to amend the City of Saugatuck's Short-Term Rental Licensing Ordinance, Ordinance No. 240229-B, as amended, to update provisions regarding the renewal of STR Licenses to provide a fixed renewal date for issued licenses, to establish an application window in which renewal applications can be submitted, to provide an exception for waivers based on extraordinary circumstances, and, in recognition of some apparent confusion surrounding annual renewal deadlines under previous Ordinance language, to provide a narrow exception for licenses that lapsed due to a failure to timely submit a renewal application to reapply for a license if certain criteria are met, to protect the public health, safety, and welfare.

CITY OF SAUGATUCK, ALLEGAN COUNTY, ORDAINS:

SECTION 1. AMENDMENT TO ORDINANCE NO. 240299-B, SECTION 99.58: City of Saugatuck Ordinance No. 240229-B, Section 99.58, shall be amended to read as follows:

§99.58 DURATION OF LICENSE; RENEWAL.

(A) Except as otherwise provided herein, a license issued under this chapter shall remain in effect for a period of one (1) year from the date it was issued unless it is suspended or revoked by the City.

(B) The license holder or local agent may apply for a renewed license by submitting a renewal application to the enforcing officer no sooner than sixty (60) days prior and no later than thirty (30) days prior to the date that the license is set to expire, along with the license renewal fee established by the City's fee schedule. Renewal applications may be submitted no later than five (5) calendar days after this deadline, subject to a late fee established by resolution of the City Council. Renewal applications submitted after this five (5) calendar day grace period by any amount of time shall be deemed untimely and shall not be processed by the City, and the short-term rental license shall be deemed expired.

a. Notwithstanding anything in this chapter to the contrary, an application for a short-term rental license may be submitted by an owner who previously held

a short-term rental license if the following applies: 1) the short-term rental license at issue expired between April 24, 2025, and the effective date of this Ordinance; and 2) the license holder submitted a renewal application to the City after the renewal deadline but before the license expired; and 3) the untimely renewal application otherwise satisfied all applicable requirements of the City Code. In such circumstances, the license holder may apply for a short-term license no later than five (5) calendar days after the effective date of this Ordinance. Such applications may be processed and a short-term rental license issued (effective on the date of issuance), subject to the payment of the late fee set forth herein and satisfaction of all other requirements of the City Code.

~~(B)~~(C) All information submitted with the prior application(s) shall be deemed submitted with the application for renewal, except that each year a new completed and signed fire safety checklist must be submitted, a new fire inspection must be conducted, and an approved fire inspection certification must be issued before a license can be renewed. In addition, short-term rentals owned by corporate entities or trusts must submit updated documentation each year showing that the interest, composition, membership, or ownership in said corporation or trust has not changed so as to constitute a transfer as defined in this chapter. Aside from the renewed fire safety checklist, fire inspection, and updated ownership documentation, the license holder or local agent shall only be required to submit new information with the application for renewal when that application information has changed since the last application was filed with the City.

~~(C)~~(D) A renewed license for a short-term rental shall be issued when all of the standards and regulations of this chapter are met. Once issued, a renewed license for a short-term rental shall take effect on the same day as the expiration of the prior license, such that a short-term rental license will retain the same expiration date from year-to-year.

(E) If the short-term rental premises does not meet all the requirements of this chapter at the time of renewal, the City shall promptly notify the license holder. The license holder shall have thirty (30) calendar days from the date the notice of a deficiency was sent to cure any deficiencies. If the license holder cannot demonstrate full compliance with this chapter at the end of the cure period, the short-term rental license will not be renewed and will be deemed expired.

SECTION 2. AMENDMENT TO ORDINANCE NO. 240299-B, Section 99.64: City of Saugatuck Ordinance No. 240229-B, Section 99.64, shall be amended to read as follows:

§99.64 ADMINISTRATION AND INTERPRETATION.

(A) The enforcing officer shall have the authority to administer and interpret this chapter.

This shall include, but shall not be limited to, developing, and enacting administrative policies and procedures pertaining to short-term rental licenses and interpreting or construing provisions of this chapter so as to give effect to the City Council's intent underlying the enactment of this chapter.

(B) The enforcing officer shall also have the authority to excuse compliance with the deadlines set forth in this chapter (but no other requirements of this chapter) if a license holder provides the enforcing officer with satisfactory proof that an untimely submission was caused by extraordinary circumstances beyond the license holder's control. For the purposes of this subsection, "extraordinary circumstances" may include such circumstances as acts of God including flood, fire, endemic, pandemic, war, or civil unrest; a documented medical condition that renders the license holder unable to submit a timely application; or military service or deployment. "Extraordinary circumstances" shall not include any circumstances attributable to the license holder or local agent's own actions, inaction, negligence, or neglect; any alleged failure of the City to provide notice; or any other reasonably foreseeable circumstances. The enforcing officer's determination of whether extraordinary circumstances exist shall be final.

SECTION 3. SEVERABILITY: Should a court of competent jurisdiction find any provision, clause, or portion of this ordinance amendment to be invalid or unconstitutional, the balance or remainder of this ordinance amendment shall remain valid and in full force and effect and shall be deemed "severable" from the portion, clause, or provision deemed to be invalid or unconstitutional by the court.

SECTION 4. REPEAL: All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SECTION 5. EFFECTIVE DATE: This Ordinance shall become effective immediately upon the date of this Ordinance's publication as required by law.

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 _____, _____ 2026, 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 _____, 2026.

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.

4. I filed an attested copy of the above ordinance with the Allegan County Clerk on _____, 2026.

ATTESTED:

_____

Jamie Wolters
City of Saugatuck, Clerk

DRAFT

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

NOTICE OF ADOPTION

SHORT-TERM RENTAL LICENSING ORDINANCE AMENDMENT

ORDINANCE NO. ___

Please take notice that on _____, 2026, the City Council of City of Saugatuck adopted Ordinance No. ___, which, among other things, amends the City of Saugatuck's Short-Term Rental Licensing Ordinance, Ordinance No. 240229-B, to update provisions regarding the renewal of STR Licenses to provide a fixed renewal date for issued licenses, to establish an application window in which renewal applications can be submitted, to provide an exception for waivers based on extraordinary circumstances, and, in recognition of some apparent confusion surrounding annual renewal deadlines under previous Ordinance language, to provide a narrow exception for licenses that lapsed due to a failure to timely submit a renewal application to reapply for a license if certain criteria are met. Copies of the ordinance may be obtained from Jamie Wolters, City of Saugatuck Clerk, at 102 Butler Street, P.O. Box 86, Saugatuck, Michigan 49453, during regular business hours.

The Amendment to Ordinance No. 240299-B has the following sections, which are summarized below: Section 1: Amendment Section 99.58; Section 2: Amendment to Section 99.64; Section 3: Severability; Section 4: Repeal; and Section 5: Effective Date.

Jamie Wolters
City of Saugatuck, Clerk
(269) 857-2603
JWolters@saugatuckcity.com

Publication Date: _____, 2026

DRAFT

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: February 4, 2026

SUBJECT: Review of Goals and Priorities for Fiscal Year 2026/2027

DESCRIPTION:

On January 14, City Council and staff worked with a facilitator to review progress on this fiscal year's priorities, master plan survey results, and discuss priorities for next fiscal year. Attached are the following:

- Graphic of the draft goals and priorities for fiscal year 2026/2027
- Report from the facilitator
- Copy of the presentation of progress on this year's priorities

The master plan survey results can be viewed here: https://www.saugatuckcity.com/uploads/1/3/3/9/133977444/saugatuck_master_plan_survey_results_2025.pdf

Staff is asking Council to further discuss, finalize, and approve the goals and priorities for next year.

LEGAL REVIEW:

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

SAMPLE MOTION:

Motion to approve the goals and priorities for fiscal year 2026/2027.



Fiscal Year 26/27

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.**

Operations, Public Health & 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.

Priorities

- Evaluate Parking Improvements Task Force recommendations and implement solutions *(essential)*
- Update website, including the addition of online payments. *(essential, regulatory)*
- Finish update to Land Use Master Plan, including non-motorized (pathways, biking) plan (reg.)
- Roll out new logo and branding
- Finish new water-sewer agreement and as necessary, update water-sewer infrastructure fees *(regulatory)*
- Manage Dune Ridge litigation
- Implement deer cull
- Begin full zoning code update
- Install outdoor AED stations
- Conduct Town Halls: One with businesses and another on taxes

Infrastructure

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

Priorities

- Complete Maple Street construction *(essential)*
- Complete Elizabeth Street design; begin construction (essential)
- Complete feasibility and plan for Park Street improvements; begin design *(essential)*
- Renovate City Hall interior
- Make further sidewalk repairs
- Maintain and resurface roads
- Finalize plan for lead service line replacement *(regulatory)*
- Update signage and wayfinding
- Evaluate long-term funding options for CIP/AMP
- Encourage AT&T cellular antenna installation and other telecommunication improvements from private sector

Parks & 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

- Monitor and mitigate low water level impacts *(essential)*
- Complete Mt. Baldhead platform and retaining wall design; begin construction
- Refresh Village Square Courts
- Continue to advance Blue Star Trail
- Restore Mt. Baldhead vegetation
- Continue invasive species treatment
- Begin planning for replacement of Mt. Baldhead stairs and river deck
- Upgrade restroom interiors at Village Square and Wicks Park

City Council/Leadership Team Planning Work Session
January 14, 2026
Leadership Team Annual Planning Work Session
Report of Generated Ideas

Overview of Planning Process

The Leadership Team of The City of Saugatuck: The City Council, The Mayor, City Manager, and Senior Staff of the City of Saugatuck conducted their annual workshop to revisit current Goal Areas for relevancy, review progress made on initiatives set in 2025, and prioritize projects for fiscal years 2026/2027.

OBJECTIVES

- Review of 2025 Agreed Upon Governing Behaviors/ Team Performance
- Identify learning opportunities for 2026
- Status Report of Progress of Priorities in Pillar Areas Set in 2025
- Review Master Plan Survey Results
- Review of the Strategic Framework: Current Vision and Goal/Pillar Areas
- Discuss of Proposed Refinements
- Identify any Additional FY26/27 Priorities & Prioritize Projects for Upcoming Year
- Next Steps

REVIEW OF TEAM PROGRESS MADE ON AGREED UPON BEHAVIORS in 2025

Since our last planning session, January 2025 what are you doing well or have improved?

- More empathetic (Roy as an example)
- Increased our support for each other and the team
- An intentional increase in our ability and willingness to see both sides of an issue
- Easy to approach; safe
- Effective communications – 262 ENEWS blast and increase aves 10 yrs
- Perspective; curiosity
- Part of the solution rather than the problem
- Active listening – evident in the STR changes
- Increased productivity
- More discussion in Council
- Increased respectful debate/active listening
- Turn & Burn: Getting results, increasing productivity
- Transparency
- Better communication (public)
- Increased collaboration
- Less non-verbal negative messages / more respectful
- Increase in supportiveness

Where can we still improve?

- Collaboration
- Collaboration (tri-community:)
  - Dredging
  - Waste water
  - Master Plan
- Delegate in way that effectively build the team
- Still have room for improvement in active listening
- Organizational distress

NOTE: Conversations about continuous improvement included:

- Remind each other to "stay in your lane" when needed
- Remember to not abuse staff time
- Remember that ONE Council member DOES NOT direct City Manager or staff

When asked "What would increased collaboration look like?" responses were:

- Increased productivity: "Turn and Burn" when it comes to getting results
- More understanding residents: Our residents see both sides of an issue when we do
- Steps in becoming an even more functioning leadership team
- Addresses organizational distress: How can I support the city manager & staff to implement the abundance of priorities?
- Can help us be intentional about not adding additional stress to those already under enormous pressure
- We could do a better job of communicating and collaborating with the community occasionally with town halls or Q & A meetings on topics such as STR

The true measure of a team is that it accomplishes the results it set out to achieve.
~ Patrick Lencioni

COUNCIL FY26: WHAT TRAINING, GUEST SPEAKERS, OR COMMUNITY SESSION WOULD BE BENEFICIAL?

- Stakeholder Meetings / Town Halls / Meeting with Business & STR Leaders
- Annual or semi-annual Tri-community joint sessions - Managers & Council members
- Create a centralized Knowledge Base
  - Website: Tutorials / Videos / Capitol Improvement Plan on website / Q & A on taxes
  - You Tube
- Headley Amendment, Property Taxes, Millage rates
- Elizabeth & Park Street community sessions

NOTE: There were conversations about economic development and the business community. Although there is a desire to engage the business community in economic development efforts, the business community has not initiated any movement in the area. Perhaps the CVB is satisfying their needs? Learning more about what the business community wants can be included in our 2026 learning. Consider a work session to discuss.

HIGHEST PRIORITIES: INDIVIDUAL #1 PRIORITY for the NEXT 12-18 MONTHS

Each participant shared their individual #1 priority for the team focus in 2025/26:

- Website (3)
- Master Plan
- Efficiency and Effectiveness
- Park Street
- General Safety (bike/pedestrian/vehicle hot spot risks
- Dredge (Address low water level impacts)
- Practice Servant Leadership

NOTE: Conversations surfaced items to capture and not forget:

- Website:
  - Ensure it is intuitive and easy to navigate
  - Include explanation about where tax dollars actually go ("Put meat on the bones")
  - Include information about how priorities are selected (ie. roads, sidewalks, upgrades, etc, sometimes projects move based on funding, grants, donations, etc.)
  - Investigate the cost of beneficial tutorials to be provided on website
- Address any struggles with Council, Commission processes
- Requests for detailed information and timelines for projects have been made by Council members. Please remember: Municipal governments typically do not have a department with the responsibility to provide such information. What daily tasks will not be met when efforts and resources required for such data are reallocated? Do we have the resources to hire to satisfy the desire for such information and would that hire be value-added?
- Remember to be realistic about what can be done in any project given available resources

Citizen Survey: Mayor Anderson

City Manager Cummins and Mayor Anderson shared results of citizen survey. Congratulations on high scores and positive feedback from the survey participants.

Conversation followed regarding citizen survey:

- It was surprising that improving walkability was not noted by citizens
- The power outage had a significant impact on tourist experiences, business, and residents, with a "trinkle down" effect. Therefore, when redoing Butler Street, consider burying the lines; make the infrastructure as resilient as possible to benefit the community
- We need to continue to lean forward on infrastructure, a priority noted in the survey (roads, sidewalks, paths)
- The economic impact of the low water level extends beyond the community of Saugatuck (a tri-county issue). We will need solid data when working with neighboring governments since they may not be identifying the economic impact on their communities
- We will need to continue to stand strong and communicate the need for improvements and grant funding available while progressing with the street

improvement with trip hazards
- Discuss what we can do when we do not own the property, yet improvements are needed (such as trip hazards)
    - Upcoming assessment management plan can be a guide

Where is the survey telling us we can improve the most?

- Code enforcement, street maintenance, administration
- People still wanting to see more progress with STRs
- Want to see improvements with bathrooms in parks, trees and more benches

NOTE: In 2025, unlike many Councils in Michigan municipalities, the City of Saugatuck Council has done a stellar job of maintaining respectful, productive, non-partisan language with no grandstanding at meetings. Municipalities across Michigan have stopped televising their Council meetings because they have become disrespectful and nonproductive, increasing dysfunction with and in the community.

BLUEPRINT FOR ANNUAL PLANNING

To facilitate smooth and productive annual planning, the leadership team returned to their Key Goal Areas - "buckets" or natural categories – where progress is required year-after-year to achieve progress in direction set by the Council. The categories were reviewed and discussion about edits or refinements of the Key Prioritization Areas.

There was a suggestion to create "sub-categories" in the Key Prioritization Areas. Following Albert Einstein's suggestion: *Genius is making the complicated simple*, and a check-in with the Staff about what works best for them to implement, the team selected to keep the document clean, clear, and concise and remain with the current Key Prioritization Areas.

Before each participant voted on their highest priorities among the list of priorities, we reviewed what to keep in mind:

THINK:

MUST
SMART: Clear ROI by taking on this project
NICE, yet deferrable

Priority 1: Essential
Urgent, high-priority projects that should be done if at all possible. These include projects that are required to complete a major public improvement; projects that would address an emergency or remedy a dangerous condition to public health, welfare and safety; projects that would provide facilities for a critically needed community program; projects that needed to correct an inequitable distribution of public improvements in the past; and projects vital to the economic stability of the City. A special effort is made to find sufficient funding for all the projects in this group.

Priority 2: Desirable
High-priority projects that should be done as funding becomes available. These include projects that would benefit the community, and projects whose validity of planning and validity of timing have been established and are appropriate for a progressive community to pursue.

Priority 3: Acceptable
Worthwhile projects to be considered if funding is available. These are projects that are adequately planned, but not absolutely required, and should be deferred to a subsequent year if budget reductions are necessary.

Priority 4: Deferrable
Lower-priority projects which are desirable but not essential and can be postponed without detriment to preset services.

For each and every NICE that might be deferred, there may be solid reasons why each was SMART rather than NICE, such as, a donation has already been accepted, significant progress has already been made and is in motion toward completion, or the project requires minimal resources.

PRIORITIES IN KEY RESULT AREAS

VOTES: (#) = Number of Votes C=Council / S=Staff

Operations **Public Health & Safety**	**Infrastructure**	**Parks & Recreation**
Update Website, including online payments (7) 3 C / 4 S	Renovate City Hall Interior (5) 2C / 3S	Monitor & mitigate low water level impacts (5) 4C / 1 S
Evaluate Parking Improvements Task Force Recommendations & Implement Solutions (6) 3C / 3S	Complete Maple Street Construction (4) 4C	Compete Mt Baldhead platform & retaining wall design; begin construction (3) 2C / 1S
Finish Update to Land Use Master Plan (5) 1C / 4S	Complete Elizabeth Street Design: Begin Construction (4) 4C	Village Square courts refresh construction (2) 2S
Roll out new logo & branding (3) 2C / 1S	Complete feasibility plan for Park Street Improvements: Begin Design (4) 3C / 1S	Restore Mt Baldhead vegetation (1) 1S
Finish new water-sewer agreement & as necessary update water-sewer infrastructure fees (2) 2C	Evaluate long-term funding options for CIP/AMP (3) 3S	Continue invasive species treatment
Deer Cull (2) 1C / 1S	Make further sidewalk repairs (2) 2C	Continue to advance Blue Star Trail
Manage Dune Ridge Litigation	Finalize plans for lead service line replacement (2) 2S	
	AT&T Cellular antenna installation & encourage telecommunications improvements from the private sector (1) 1C	
	Maintain & resurface roads (1) 1C	
	Update signage & wayfinding	
ADDITIONAL PRIORITIES TO CONSIDER		
Begin full zoning code update	Business Community: Learning 2026: Work session, including November Stakeholder Meeting (2) 2C	Interior restroom upgrades at Village Square & Wicks (6) 2C / 4 S
Outdoor AED Stations		Begin planning for Mt Baldhead stair replacement & river deck (3) 1C / 2 S

WORK/STUDY SESSON SUGGESTIONS MADE IN PLANNING SESSION

- Economic Development
  - Learn more about what the business community desires & how to engage them
  - Stakeholder Meeting (perhaps in November). "We're deeply aware of the value of our business community and, a result of our strategy session this year . . ."
  - What are we currently doing for you that helps & you want us to continue?
  - What do you need/expect from the Council to enrich your efforts?
  - Suggested topic: Discuss what we want to become: A mom & pop business community or a more corporate set of businesses, owned by conglomerates?
- Discuss a plan to address "hot spots"
  - Identify & prioritize locations shared by pedestrians, bicyclists, and vehicles
  - Revisit speed limits in hot spots; review signage effectiveness
  - Identify master plan inserts regarding results of work session discussions and later decisions, connecting pathways in the safest ways possible
- Continue work to improve telecommunication bandwidth

NEXT STEPS

City Manager, Cummins and Mayor Anderson will review the report of generated ideas to ensure accurate inclusion of items noted from the work session. Once reviewed, the report will be sent to Council members and Staff. After review and approval, the City Staff will align Council priorities to annual budget and report back to the Council.

Once again, I commend your service to your exceptional City and your investment of time and energy in planning and prioritizing. And, I applaud your commitment to creating and sustaining a high-functioning leadership team and intentionally creating a culture of respect, civility, and collaboration – a legacy that will live beyond your years.

It is a complete pleasure to assist you in your commitment to efficiently, effectively, and productively serve your community.

Respectfully, Marilynn Semonick

Summary of Progress on FY 25/26 Priorities and Additional 2025 Accomplishments


Smile! you're in
@todrawattention










Welcome to
Saugatuck Wilds
Nature Preserve
Saugatuck Wilds Nature Preserve is part of the Kalamazoo River Greenway. A greenway is a corridor of parks and natural areas that protects water quality, creates connected habitats for wildlife, and provides diverse recreational opportunities for people.
Part of the Kalamazoo Watershed
Legend
You Are Here


SAUGATUCK
MI




Tree City
USA
20 YEARS
Arbor Day Foundation
Tree City
USA
Arbor Day Foundation


MEN
WOMEN
PARK
CLOSES
10 PM


NOBLE TWIST
TAPHOUSE
AVENUE
CHAMPS-ELYSEES
248


Scooters
Cafe
& Pizzeria
STOP
4-WAY


Area Information
Welcome to
Art Coast
Explore Our Area
We're so glad you're here! Whether you're
the great outdoors, appreciate art in all it
enjoy browsing shops and boutiques, or
in incredible food and drinks, there's so m
Grab a guide below and start your advent
Coca-Cola
BEVERAGES
INSIDE


PAK'S
BACKYARD








CAUTION
EROSION CONTROL
BARBED WIRE
HAS BEEN INSTALLED
PLEASE STAY
ON
STAIRS & TRAILS


PUBLIC WORKS
FIRST RESPONDER
Honnie
Tostitos

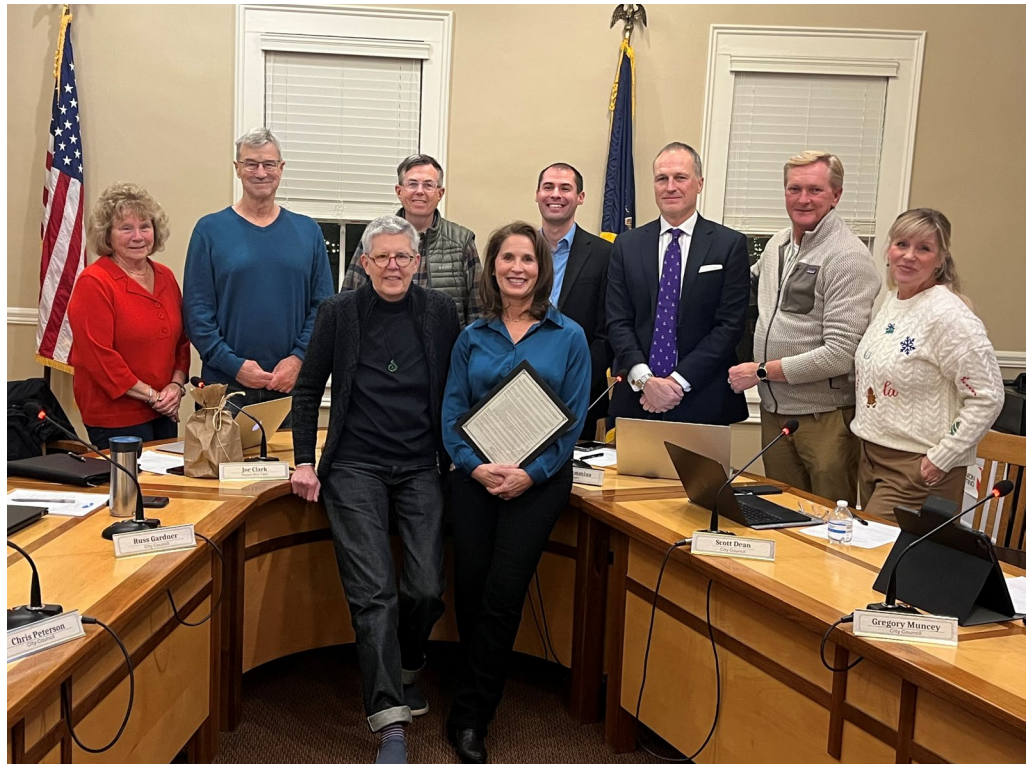











Joe Clark
Russ Gardner
Scott Dean
Chris Peterson
Gregory Muncey


Saugatuck Douglas
DATE 11-24-2025
PAY TO THE ORDER OF City of Saugatuck $ 20,200
Twenty thousand two hundred
DOLLARS
FOR Holiday Lights



Summary of Progress on FY 25/26 Council Priorities

Priorities for Operations, Public Health and Safety	Progress	Estimated Completion
Finish new water-sewer agreement	Significant Progress	Expected end of 2026
Update water-sewer infrastructure fees	Partial Progress	Water – Completed June 2025. Further in 2026 Sewer - 2027
Manage Dune Ridge litigation (potentially multi-year)	Significant Progress	COA/Supreme Court – Completed 2025 Hope to resolve in 2026
Evaluate and implement solutions to parking issues (multi-year)	Partial Progress	Task Force – August 2026 Solutions – 2027
Evaluate and implement Wildlife Committee recommendations	Partial Progress	Updated Weapons Ordinance – Completed 2025 Deer Cull – Winter 2027
Negotiate sale or lease of old landfill	No Progress	Not likely to occur
Update Land Use/Tri-Community Master Plan (multi-year)	Significant Progress	Survey and Open House – Completed 2025 New Plan - End of 2026
Improve profits from Oval Beach concessions	Completed/Ongoing	Completed in 2025 RFP – Spring 2026
Update zoning districts and signage regulations	Significant Progress	Signs – First Half of 2026 Zoning Districts - 2027
Refresh website	Not yet started	End of 2026
Review and update older policies	Significant Progress	Completed some and ongoing
Develop and implement safety protocols. including for parades	Completed	Completed in 2025

Summary of Progress on FY 25/26 Council Priorities

Priorities for Infrastructure	Progress	Estimated Completion
Complete Maple Street design and construction	Significant Progress	Design – Completed in 2025 Construction – Fall 2026
Finalize AT&T cellular agreement and installation	Partial Progress	Agreement – Spring 2026 Installation – Hope for 2026
Make repairs to seawall, sidewalks, and stairs	Significant Progress	Seawall – Spring 2026 Sidewalk and Stairs – 2025. Further in 2026
Inspect culverts	Significant Progress	Maple Street – Completed Fall 2025
Plan for Park Street improvements	Partial Progress	Grant – Awarded in 2025 Planning – End of 2026
Renovate City Hall interior	Partial Progress	Plans – End of 2026
Develop more comprehensive Capital Improvement Plan (CIP)	Partial Progress	CIP Updates – 2025 Further Updates – February 2026 and ongoing
Evaluate long-term funding options for CIP	Partial Progress	End of 2026
Maintain and resurface roads	Significant Progress	Completed Some Work Fall 2025. Further in Spring 2026
Repair Chain Ferry landing and arbor	Significant Progress	Winter 2026
Plan for lead service line replacement	Partial Progress	Inventory – Completed 2025 Replacement Plans – 2026
Begin planning for Elizabeth Street design and construction	Partial Progress	Conceptual Plans – Spring 2026 Designs/Bids – End of 2026
Update signage and wayfinding	Partial Progress	Logo/Branding – July 2026 Designs – End of 2026

Summary of Progress on FY 25/26 Council Priorities

Priorities for Parks and Recreation	Progress	Estimated Completion
Construct Mt. Baldhead bathroom	Significant Progress	Spring 2026
Complete Mt. Baldhead platform design; begin construction	Partial Progress	Design – End of 2026 Construction – Spring 2027
Restore Mt. Baldhead vegetation	Partial Progress	Plan – February 2026 Restoration – Fall 2026
Treat invasive species	Significant Progress	Milfoil – Completed 2025. Further in summer 2026 SHNA – Summer and Fall 2026
Refresh Village Square Courts (donor funded)	Significant Progress	Concepts – Completed in 2025 Grant – Awarded in 2025 Design – Spring 2026 Construction – Fall 2026
Continue to advance Blue Star Trail (multi-year)	Significant Progress	Tribal Walk Through – Completed 2025 Grant Extensions – Completed 2025 Further Assessments/Final Design – End of 2026 Construction – Hoping Spring 2027
Monitor and mitigate low water level impacts	Partial Progress	Further Harbor Authority Work – Throughout 2026
Evaluate community foundation options to accept citizen donations	Not yet started	June 2026
Expand holiday lighting to Water and Griffith streets	Completed	Water Street – Completed in 2025 Griffith – Not approved by Council

Additional Accomplishments in 2025

In addition to the accomplishments covered in the department head presentations, here are some more:

- Improved Communication - Regular community reports from City Manager, Increased Facebook posts, Surveys (slow no wake, wildlife, master plan)
- Personnel Manual Updates including New Earned Sick Time Act Requirements, AI, Social Media, Remote/Hybrid Work, Disability Accommodations
- Formed Logo and Branding Refresh Committee and Issued RFP
- Formalized Park Rules
- Clean Audit and Added Significant Sums to Fund Balances
- Conducted Annual Reviews and Merit Increases
- Updated Staff Wage Scales
- Updated Health Insurance Offerings to Save Costs and Offer Employees More Options
- Updated Purchasing Policy Ordinance
- Worked with CVB on Temporary Placemaking Installation at Cook Park
- Supported History Center with Additional Historic Markers
- Updated Ethics Policy
- Navigated an Area Wide Natural Gas Outage for Several Days
- Built Positive Working Relationship with Tribal Nations
- Extended Law Enforcement Agreement with Allegan County Sheriff's Office
- Phone Improvements - Connected City Hall and DPW Phone Systems, Promoting Direct Lines
- Added Invasive Species and Deer Resistance Planting Education from PPW to Website
- Joined Area Partners in Investing in the Kalamazoo River Greenway plan.

Honoring Staff's Professional Development

Jamie – Completed Year Three of Michigan Association of Municipal Clerks Institute and Earned the Michigan Professional Municipal Clerk Designation.

Sara – Completed Year Two (of Three) of Michigan Association of Municipal Clerks Institute which will lead to Michigan Professional Municipal Clerk Designation. Attended Bureau of Elections Updates Training.

Scott – Completed Michigan Infrastructure Council Asset Management Champion Program.

Grayson – Completed the following trainings: Floodplains 101, Historic Preservation 101, inland lakes, and site plan reviews. Attended Michigan Association of Planning Conference.

Nikki – Completed Plante Moran Government Accounting Professionals University Program. Completed Year One (of Three) of Michigan Municipal Treasures Association Basic Institute which will lead to Michigan Certified Professional Treasurer (MiCPT) certification.

Angela and AJ – Beginning CDL training.

Ryan – Attended Michigan Municipal Executives Winter Institute, Michigan Municipal League Annual Convention, and Michigan Municipal League Capitol Conference.