



CITY COUNCIL MEETING AGENDA

October 14, 2025

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

This is an in-person meeting at Saugatuck City Hall

102 Butler St, Saugatuck, MI 49453.

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

NOTICE:

Join online by visiting:

<https://us02web.zoom.us/j/2698572603>

Join by phone by dialing:

**(312) 626-6799 -or-
(646) 518-9805**

Then enter "Meeting ID":

2698572603

Please send questions or comments regarding meeting agenda items prior to meeting to:

rcummins@saugatuckcity.com

Requests for accommodations or interpretive services must be made 48 hours prior to this meeting.

Please contact Saugatuck City Clerk at 269-857-2603 or

jwolters@saugatuckcity.com for further information.

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Mayor's Comments**
- 5. City Manager Comments**
- 6. Agenda Changes (Additions/Deletions)**
- 7. Guest Speakers**
- 8. Public Comment on Agenda Items Only (Limit 3 minutes)**
- 9. Consent Agenda: (Roll Call)**
 - A.** Approval of City Council Workshop Meeting Minutes for October 8, 2025. *Pg.3*
 - B.** Approval of City Council Closed Session Minutes for October 8, 2025.
 - C.** National Geographic Location Release Form. *Pg.9*
 - D.** Palette Sign Design for Artsy Bike Rack. *Pg.12*
 - E.** Library Board Appointment – Susan Blose with a term ending October 1, 2029. *Pg.14*
- 10. Staff Reports, Boards, Commissions & Committees: Pg.32**
 - A. Staff Reports:**
 1. City Manager
 2. Treasurer
 3. Clerk
 4. Planning & Zoning
 5. Department of Public Works
 6. Police

7. Engineer

B. Boards, Commissions & Committees:

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

11. Approval of Accounts Payable: (Roll Call) Pg.56

- A. Accounts Payable in the amount of \$398,383.92.

12. Public Hearings

13. Unfinished Business

14. New Business

- A. Bid Award for Road and Parking Lot Repairs. *(Roll Call) Pg.65*
- B. Selection of a Parking Consultant for Support of the Advisory Parking Improvements Task Force, Parking Study, and Solutions. *(Roll Call) Pg.75*
- C. Cost Sharing Agreement for 720 N Maple Water Service Line Replacement and Installation of 8" Water Main Stub. *(Roll Call) Pg.129*

15. Public Comments

16. Correspondence Pg.140

- A. ODC Network
- B. Tom & Maureen Smith, Nancy Schmitt, Barry Spengler & Patricia Cleland, Philippe Quentel

17. Council Comments

18. Adjourn (Voice Vote)



CITY COUNCIL WORKSHOP MEETING MINUTES- *proposed*
October 8, 2025

The City Council met for a Workshop Meeting at 4:00 p.m.
City Hall
102 Butler St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Mayor Anderson at 4:00 p.m.

Attendance:

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

Motion by Gardner, second by Muncey to excuse Councilmembers Dean and Peterson from today's meeting. Via voice vote, motion carried 5-0.

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

Agenda Changes: None.

Public Comment on Agenda Items Only: None.

Approval of Minutes:

Regular city council meeting minutes – September 22, 2025.

Motion by Gardner, second by Stanton to approve the minutes from the regular city council meeting from September 22, 2025. Via voice vote, motion carried 5-0.

Discussion Items:

Road and Parking Lot Resurfacing Bid:

DPW Superintendent Scott Herbert presented the annual road and parking lot resurfacing project, focusing on mill and overlay work for roads without major underground utility needs.

- Roads identified for resurfacing include a section of Lucy Street (between Butler and Holland), the Wick's Park parking lot, and Hoffman Street west of Water Street. These areas were chosen based on condition assessments and minimal utility conflicts.
- The Wick's Park parking lot was highlighted due to damage from high water levels in 2020, resulting in a saturated and settled base layer.
- Mary Street was considered but deferred to spring to combine with the Maple Street project, due to additional catch basin and concrete work needed for ADA compliance.
- The city received one bid from A-1 Asphalt Inc., a previously used and MDOT-prequalified contractor, for \$57,208.10. With contingencies and administrative costs, the total project is estimated at \$67,000.

- The work is targeted for completion by mid-November, before asphalt plants close for the season. The Department of Public Works will handle repainting after resurfacing.
- Temporary traffic control (signage, flaggers, detours) is included in the bid.
- Funding will come from both major and local street funds, depending on the street classification.
- Council members asked about project timing, specific locations, ADA compliance, and the impact on the city's pavement condition rating (Pacer). The project will improve the city's Pacer score, which is updated every 2–5 years.

Water Distribution System Materials Inventory:

City Manager Ryan Cummins introduced the topic, noting the city received a \$221,000 grant from EGLE in 2024 to complete a final inventory of water service line materials, focusing on identifying lead and galvanized lines.

- The contractor completed the work, and the city submitted a report to the state. The findings were:
 - 6 confirmed lead service lines
 - 127 galvanized lines previously connected to lead
 - 440 non-lead lines
 - 391 lines with unknown status
- The inventory currently includes 964 lines, but this may change as more are discovered or clarified.
- Cummins emphasized that the presence of a lead or galvanized line does not necessarily mean lead is present in the drinking water, but there is a risk, and replacement is required over time at the city's expense.
- Recently notification letters, based on a state template, were sent to all properties with unknown or lead/galvanized lines. The City will send out mailings as part of an annual requirement until all lines are confirmed non-lead.
- The city is developing a formal plan to replace the necessary lines over the next several years, with some replacements scheduled as part of the Maple Street project and future water main work.
- There are two regulatory deadlines: the state's 2040 deadline and a federal guideline requiring completion within 10 years (by 2034–2035). The city is planning for the earlier federal deadline.
- The grant significantly reduced the number of unknowns, but about 400 remain. Future road projects will include more thorough investigations of service lines.
- The city has a cost-sharing policy for residents who want to replace their lines sooner, typically splitting the cost 50/50.
- Council members discussed the importance of clear public communication, especially regarding the language in notification letters and the city's responsibility for water safety.
- The city is working on FAQs and additional information for residents, including guidance on private testing and how to identify service line materials.

Proposed Cost Sharing Agreement for 720 N Maple Water Service Line Replacement and Installation of 8" Water Main Stub:

The topic concerns 720 North Maple, where the property's water service line is improperly connected to a main at the Old Mill Apartments instead of the main along Maple Street.

- Several years ago, the property owners (the Rodriguez family) discovered the issue when they lost water service and could not locate a shutoff at the street. The shutoff was found at the apartments, but it had been paved over.
- The city's engineers obtained quotes for correcting the connection, which initially ranged from \$18,000 to \$22,000. Now, with upcoming work in the area, the estimated cost is lower (\$7,000–\$11,000) if done as part of the larger project.
- The Rodriguez family also owns several adjacent, buildable lots and requested the city consider installing an 8-inch water line stub for potential future development.
- The proposed agreement is for a 50/50 cost split between the city and the property owner for correcting the water service line connection, while the owner would pay 100% of the cost for the development stub.

- Council members asked about the history of the improper connection, whether the city had approved it, and if similar situations had occurred elsewhere. Staff noted that while unusual, there have been other odd connections in the city, but this case is unique.

Selection of a Parking Consultant for Support of the Advisory Parking Improvements Task Force, Parking Study, and Solutions:

The city received three proposals in response to its RFP for a parking study and consulting services to support the advisory parking improvements task force.

- After reviewing proposals and conducting interviews, city staff and council members recommended Walker Consultants, who partnered with Fleis & VandenBrink (the city's longtime engineers), for their expertise and collaborative approach.
- Walker Consultants is recognized as an industry leader, with extensive experience in Michigan and nationwide. Their approach includes a comprehensive inventory of parking, utilization studies during both peak and off-peak seasons, and robust community and stakeholder engagement.
- The project will provide a menu of options and phased recommendations, focusing on practical solutions before considering expensive infrastructure like parking structures.
- Council members highlighted the importance of Walker's experience, the value of partnering with local engineers, and the need for a data-driven, community-informed process.
- Cost was discussed, with Walker Consultants, reducing their original proposal by about \$22,000 after discussions with the city.
- Questions were raised about deliverables and ownership of work products.
- Council members emphasized the need to learn from past studies, include all relevant parking areas in the analysis, and ensure the process is transparent and inclusive of both residents and business owners.
- The timeline for the final report is set for 2026 to allow for data collection during the busy summer season and thorough community engagement.

Artsy Bike Rack:

CVB Director Lisa Mize explained that funding for the artsy bike rack comes from a post-COVID grant awarded to the Michigan Association of CVBs, which also funded other local projects.

- The bike rack project was developed in collaboration with the local high school's industrial arts class, led by teacher Vince Heyser. Students submitted various designs, and the "palette" design was selected for its connection to the city's art heritage and branding as the "Art Coast of Michigan." The bike rack will be constructed at the high school.
- The chosen design is colorful, shaped like an artist's palette, and will be powder-coated in multiple colors. The student designer is Tessa Knapp.
- The intended location is Village Square Park, across from the playground.
- Council members expressed enthusiasm for the project, praising its creativity, community involvement, and the positive impact of Lisa Mize's work.

Oval Beach Season Recap:

Treasurer Nicole Bredeweg presented financial data for the 2025 season (Memorial Day through Labor Day).

- Expenses included an estimated bathroom cost for accuracy.
- The concession stand profit (\$19,000+) compared to the previous year (\$608).

DPW Superintendent Scott Herbert presented operations recap for the 2025 season.

- Herbert hired an experienced staff, especially returning manager Linda Boltman and concession lead Lexi Bosch.
- Operationally, the beach benefited from good weather, experienced returning staff, and improved cleanliness and maintenance. Public Works handled regular grooming, sand removal, and infrastructure upkeep.

- Challenges included staffing fluctuations, the need for consistent beach management, and technical issues with phone and credit card lines. The city is working to bring fiber internet to the beach for future improvements.
- There was discussion about the impact of beach management responsibilities on the Department of Public Works (DPW) and the potential benefits of leasing out the concession stand to reduce staff workload and allow DPW to focus on core tasks.
- Council members expressed appreciation for the staff's efforts, discussed the age and condition of concession facilities, and suggested a broader strategic review of Oval Beach operations and infrastructure.
- The recap highlighted the importance of Oval Beach as a community asset, the need for ongoing investment in facilities, and the value of experienced, consistent management for continued success.

Revenue/Expenses through 1st Quarter:

Treasurer Nicole Bredeweg presented the city's financial status for the first quarter, noting that most items are on track for this point in the year.

- Tax revenues have come in at 95–98%, and delinquent tax bills have been sent out, with some payments already received.
- Some variances were noted, such as higher telephone expenses due to new phones for city offices and the DPW, and a significant repair/capital outlay for public works.

Investment Update

Nikki reported that the city's investments are diversified across multiple banks and financial products to maximize safety and comply with FDIC insurance limits (\$250,000 per institution).

- The city currently holds certificates of deposit (CDs) at nine different institutions, a practice inherited from previous management and maintained for diversification and insurance purposes.
- Some funds are also placed in "First Class" accounts and a treasury bill to further diversify and optimize returns.
- Nikki is actively managing account balances to avoid exceeding FDIC limits, moving funds as CDs mature, and considering shifting more funds into First Class accounts if needed.
- The city is limited by state laws regarding where municipal funds can be invested, which restricts some investment options.
- Ryan Cummins emphasized that the city has built up strong fund balances and is investing those funds safely while preparing for significant upcoming capital projects (e.g., Maple Street, new bathrooms, Blue Star Trail). The larger budget this year reflects these planned projects, and the city is focused on using its savings for community improvements while maintaining financial security.

National Geographic Location Release Form

City Manager Ryan Cummins explained that National Geographic, in partnership with Pure Michigan, requested permission to film footage at Mount Baldhead for an upcoming project.

- The release form, reviewed by city legal counsel, includes standard provisions: National Geographic/Disney will indemnify the city against negligence or misconduct, return the property in its original condition, and will not require exclusive use or city services.
- National Geographic will retain all rights to the footage and images, and the city is restricted from publicizing the filming without their permission.

Use of Chalk on Sidewalk

The council discussed whether to regulate or prohibit the use of chalk on city sidewalks.

- Legal counsel explained that sidewalk chalking is a form of expression protected by the First Amendment, but the city could regulate it through content-neutral policies if desired. The current city code does not specifically address chalking.
- Three policy options were outlined: (1) do not regulate chalking, (2) prohibit it outright, or (3) implement a permitting scheme.

- Council members shared a range of perspectives:
 - Some expressed concerns about the aesthetics and potential for increased or disruptive chalking, but did not want to infringe on free speech or create administrative burdens.
 - Others emphasized the importance of First Amendment rights and the tradition of children and artists using chalk for positive expression.
 - There was discussion about the difference between spontaneous, individual chalking and organized events, and whether planned events should require notification or approval.
 - Some council members noted the potential for controversial or counter-messages and the need to be prepared for all viewpoints.
- No changes to ordinances or enforcement were recommended at this time.

Public Comments:

Jane Dickie commented on sidewalk chalking.

Bobbie Gaunt commented on the council meeting.

Closed Session:

Motion by Stanton, second by Muncey to enter into closed session pursuant to 15.243(h) to discuss material exempt from public discussion and disclosure under 16 USC 470hh. Via roll call vote, motion carried 5-0.

Council entered closed session at 6:30 p.m.

Motion by Gardner, second by Muncey to enter open session. Via roll call vote, motion carried 5-0.

Council entered open session at 7:14 p.m.

Council Comments:

Councilmember Russ Gardner expressed excitement about the upcoming Flower World installation and its kickoff event. He shared that the Singapore Yacht Club had inquired about Cook Park's deed restrictions, specifically whether development was allowed. Gardner clarified to the Yacht Club that the Flower World installation is temporary and will be removed in March of the following year. He emphasized the importance of clear communication with neighbors and community members regarding the temporary nature of such projects and thanked the city manager for assistance in addressing the inquiry.

Mayor Pro-Tem Lauren Stanton did not have comment.

Councilmember Gregory Muncey thanked the Department of Public Works (DPW) staff for their help with decorating the town for fall, including distributing straw bales, corn, and signage. He also thanked the businesses and volunteers who contributed materials and time, specifically mentioning Quaint Cottages, Better Homes and Gardens, Jim Babcock, Leah Root, and other community members. Muncey shared that he enjoyed his traditional lunch with the DPW crew after the decorating event. He expressed excitement for the upcoming Flower World exhibit.

Councilmember Joe Clark clarified that his earlier comments about parking were not intended to suggest that previous councils had done nothing about the issue. He expressed respect for past councils and noted that, after serving on the council himself, his respect for their work has only increased and thanked Councilmember Gardner for calling him out. Clark emphasized that parking is a recurring challenge for the city and that the current opportunity to develop a comprehensive plan could benefit both current and future councils.

Adjournment:

Motion by Stanton, second by Muncey to adjourn the meeting. Upon voice vote, motion carried 5-0. Mayor Anderson adjourned the meeting at 7:14p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: October 14, 2025

SUBJECT: National Geographic Location Release Form

DESCRIPTION:

AnChi Laster-LeJeune, on behalf of National Geographic, is requesting City approval of the attached release to allow filming and photography at Mount Baldhead Park in October. With a crew of seven people and one talent, they plan a commercial photo and film shoot for the NatGeo and Pure Michigan campaign, highlighting Michigan's fall beauty. The resulting footage will be used online, on social media, and may also air on television.

They are not asking for exclusive use of the park or any City services.

Key Provisions of the Release Agreement

- Indemnification & Property Condition – National Geographic must indemnify the City against claims arising from its negligence or willful misconduct and return the property in as good a condition as when received.
- Rights to Film and Photography – National Geographic is granted all rights, in perpetuity, to its film and photography created at the site.
- Restrictions on Publicity – The City may not issue press releases or other public statements about the project without National Geographic's prior written permission.

I recommend that City Council approve the release.

BUDGET ACTION:

None.

LEGAL REVIEW:

Legal has reviewed the release.

SAMPLE MOTION:

Motion to approve the Location Release Agreement between the City of Saugatuck and National Geographic, granting permission to use Mount Baldhead Park for commercial filming and photography associated with the National Geographic and Pure Michigan campaign.

LOCATION RELEASE FORM

I, the undersigned ("Owner"), for good and valuable consideration, the receipt and sufficiency of which is acknowledged, hereby grant National Geographic (National Geographic Partners, LLC, National Geographic Society, or NG Studios, LLC) parents, affiliates, subsidiaries, licensees, agents, representatives, officers, directors, employees, successors and assigns (collectively "NG") permission to enter upon and to use the property, its contents and the appurtenances located at Mt Baldhead Park, Saugatuck, MI 49453 (the "Property") for the purposes of photographing and recording certain scenes in connection with a project currently entitled, **NatGeo + Pure Michigan Video Campaign** ("Project"). All physical embodiments of filming, recording and photography on the Property, including the use of the Property's and/or Owner's name, shall hereinafter be known as the "Materials." NG may place all necessary facilities and equipment on the Property and NG agree to remove same after completion of their work and to leave the Property in as good a condition as when received.

NG will use reasonable care to prevent damage to the Property, and will indemnify Owner and all other parties lawfully in possession of the Property, and hold each of them, harmless from any claims and demands of any person or persons, including but not limited to reasonable outside costs of defense, arising out of or based upon personal injuries, death or property damage ("Claims") suffered by such person or persons resulting directly from any act of negligence or willful misconduct on NG's part in connection with the NG's use of the Property, except Claims resulting from the negligence or willful misconduct of Owner, Owner's employees, agents or affiliates, and/or other parties lawfully in possession of the Property.

Owner grants to NG all rights in and to the Materials, including without limitation, the exclusive right, throughout the world, including under copyright, to use and to license others to use, all or any portion of the Materials, in any manner and in any and all media of any kind, now known or hereafter discovered or developed, whether in or in connection with the Project or in ways not related to the Project, throughout the universe, in perpetuity. Without limiting the foregoing, NG may also use the Materials for or in advertising and promotional purposes in connection with the Project or otherwise. All rights in the Materials, including copyright, shall be vested in NG and neither the Owner, nor any tenant, nor other party having an interest in the Property, shall have any claim or right of action (including any claim for injunctive relief and/or money damages, all of which I hereby knowingly waive) against NG or any other party arising out of any use of the Materials by or with the permission of NG. NG is not obligated to use the Materials.

The undersigned acknowledges that NG is photographing and recording such scenes in express reliance upon the foregoing. The undersigned represents and warrants that the undersigned has all rights and authority to enter into this agreement and to grant the rights granted hereunder and indemnifies NG from any breach thereof.

Owner agrees not to issue any press releases or other public statements, or speak to the press about Owner's or NG's involvement in the Project without NG's prior written permission.

This is the entire agreement between Owner and NG. No other authorization is necessary to enable NG to use the Property for the purpose here in contemplated.

AGREED and ACCEPTED:

Signature (Owner)

Date

Name – Please Print

Phone / Fax

Company Name

Title

Address

City, State, Zip, Country



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: October 14, 2025

SUBJECT: Artsy Bike Rack

DESCRIPTION:

The Saugatuck-Douglas Convention and Visitors Bureau (CVB) has proposed installing an artistic bike rack in the City. CVB Executive Director, Lisa Mize, approached Saugatuck Public Schools about involving students in the design and fabrication. One student has designed the attached pallet sign style bike rack. The CVB and staff are seeking Council feedback on the design. The current plan is for the bike rack to be installed in the southwest corner of Village Square.

BOARD/COMMISSION RECOMMENDATION:

Location and design will also be reviewed with the Parks and Public Works Committee for a recommendation.

The Historic District Commission will also have to approve.

BUDGET ACTION REQUIRED:

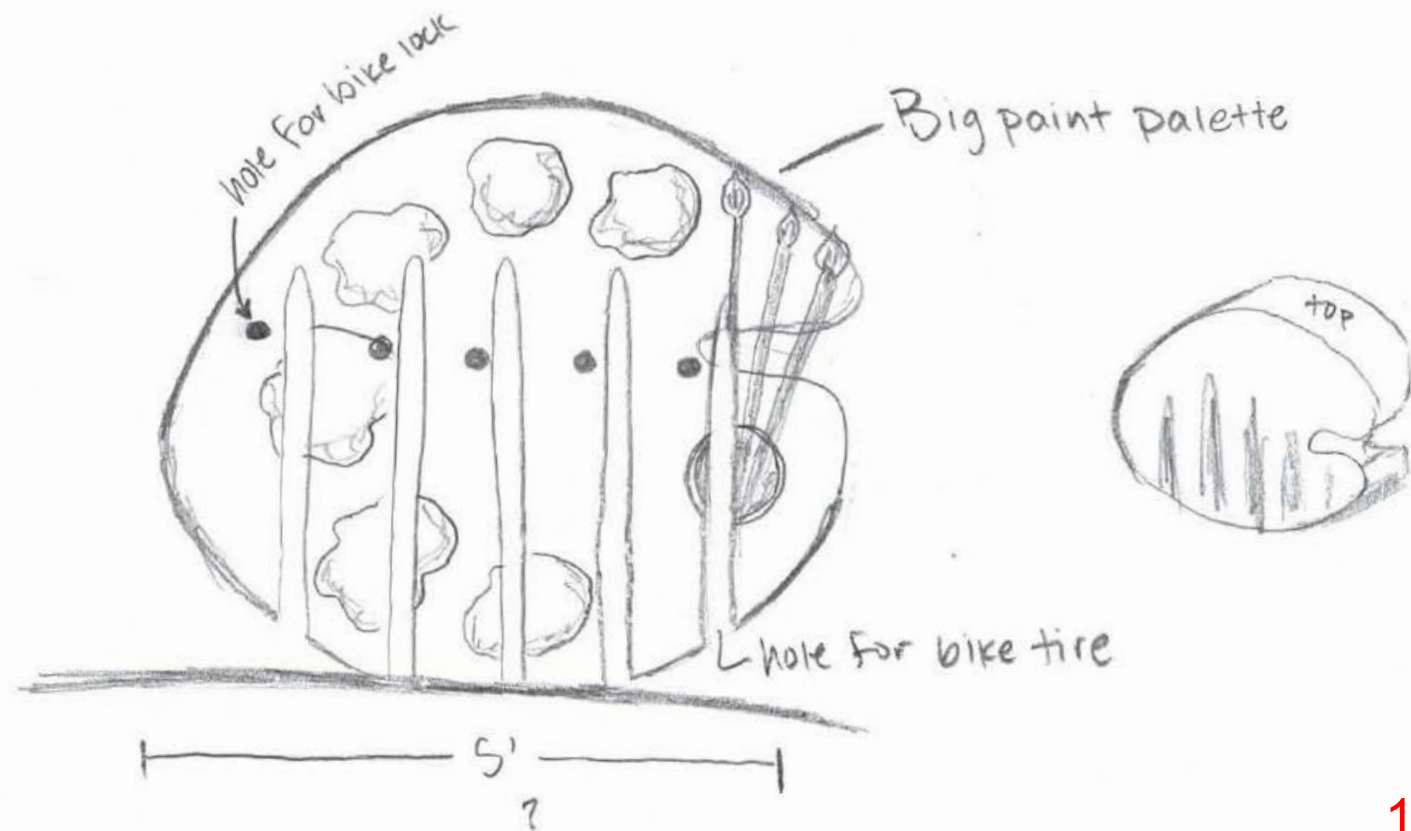
None anticipated. If needed, the current budget has dollars to cover the cost of concrete.

LEGAL REVIEW:

N/A at this time.

SAMPLE MOTION:

Motion to approve the palette sign concept for the artsy bike rack.





City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: October 14, 2025

SUBJECT: Library Board Appointment

DESCRIPTION:

Notice of a vacancy on the Library Board was posted on August 11, 2025. The City received two applications, and both applicants were interviewed by Mayor Anderson and Ingrid Boyer, Library Director. (See attached applications.)

Following the interviews, the recommendation is to appoint Susan Blose to the Library Board for a term ending October 1, 2029.

Library Trustees are appointed to serve on the governing Library Board for a four-year term. The Board is responsible for the following:

- Adopting bylaws and rules for its governance.
- Maintaining control over the library building and grounds.
- Overseeing expenditures from the library fund.
- Appointing, supervising, evaluating, disciplining, or removing the Library Director.
- Approving the annual library budget.
- Adopting policies, rules, and regulations governing library use.

Library Board meetings are held regularly on the third Wednesday of each month at 7:00 p.m. at the Library.

POLICY REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to appoint Susan Blose to the Library Board with term ending October 1, 2029.

August 25, 2025

To Whom It May Concern:

I am interested in representing the City of Saugatuck on the Saugatuck Douglas District Library (SDDL) Board. For the past ten years, I have lived in Saugatuck full-time at 668 Mason Street.

For more than 6 years I have served on the Friends of SDDL Board. The Friends of SDDL provide services and programs beyond the library's budget. Monies are raised through memberships, donations and fundraising efforts such as silent auctions and restaurant fundraising dinners. Serving on this Board has helped me to understand library services, needs, budget and operations.

Libraries have always been an important part of my life as a lifelong learner and reader. Our library is a community gem as it continues to seek to engage our community in different ways.

Please let me know if you have any questions.

Sincerely,



Susan Blose

SUSAN BLOSE

Saugatuck, MI 49453

EDUCATION

Master of Science in Social Work, Administration and Planning Sequence, 1984, School of Social Work, The University of Texas at Austin.

Bachelor of Arts in Social Welfare, 1978, The Pennsylvania State University, University Park, Pennsylvania

PROFESSIONAL EXPERIENCE

ADMISSIONS COORDINATOR: 2011-2014. Mary Free Bed Rehabilitation Hospital

MEDICAL SOCIAL WORKER/ ADMISSIONS COORDINATOR: June 1998-2011. Metro Health Hospital

LECTURER: August 1992 - May 1997. University of North Carolina at Charlotte, Department of Sociology, Anthropology, and Social Work

SOCIAL WORK GROUP FACILITATOR: April - July 1996. Foundation for the Carolinas grant, HIV Education Intervention with Intercity Women Research Project.

LECTURER: August 1988 - May 1990. University of Akron, Department of Social Work.

EMERGENCY ROOM SOCIAL WORKER: April 1987 - May 1988. Robinson Memorial Hospital, Ravenna, Ohio.

PUBLIC INFORMATION OFFICER: June 1984 - August 1986. Texas Department of Human Services, Austin, Texas.

PROGRAM ANALYST: January - May 1984. Sunset Advisory Commission, Austin, Texas (graduate internship).

ADULT SERVICES COORDINATOR: September 1982 - August 1983. Austin - Travis County Mental Health/Mental Retardation Center, Community Outreach, Austin, Texas.

JOB PLACEMENT/OUTREACH SUPERVISOR: June 1978 - August 1982. Atlanta Association for Retarded Citizens; Project: RESCUE, Atlanta, Georgia.



P.O. Box 86, Saugatuck, MI 49453
Phone: 269.857.2603 Fax: 269.857-4406
Website: www.saugatuckcity.com

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS/COMMITTEES

Name: Susan Blose Home Phone: [REDACTED]

Home/Mailing Address: [REDACTED]

E-mail Address: [REDACTED]

Employer: Retired Occupation/Position: NA

Business Phone: NA Business Reference:

Are you a Saugatuck City resident? yes Are you a registered Saugatuck City voter? yes

Do you or your employer have any business dealings with the City which might present a conflict of interest? NA If yes, explain

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

On which Boards and/or Commissions would you be willing to serve?

Board of Review	Kalamazoo Lake Harbor Authority	Planning Commission
Fire District Board	Kalamazoo Lake Sewer & Water	Tri-Community Non-Motorized Trail Committee
Historic District Commission	<u>Library Board</u>	Tri-Community Wildlife Committee
Interurban Board	Parks & Public Works Committee	
Compensation Commission	Parking Improvement Task Force	Zoning Board of Appeals
Parking Task Force seat choice:		
Resident (non-business owner)	Restaurant Owner	Retail Business Owner

Please describe any qualifications, expertise or special interests that relate to your possible appointment:

Served 6+ yrs. on Friends of Library Board

You may wish to submit a cover letter with your application. Please return the original to the City Clerk's office at the above address for processing. The City of Saugatuck recognizes and supports the concept of balanced representation in regard to filling vacancies on Boards and Commissions. To this end, every effort is made to appoint members who represent Saugatuck's diverse community, including citizens of all ethnic groups as well as people with disabilities. Reasonable accommodations and equal access to communication are provided upon request.

Signature: Susan Blose Date: 8/25/25

****Disclaimer:** Per the City of Saugatuck's retention schedule this application will be kept on file for twelve months, unless you are chosen to serve on a board, then this application is kept on file for the duration of your term.

COPY: Mavor City Council City Clerk

July 20, 2025

To Whom it May Concern:

I am submitting my interest in serving on a city board or committee. I am passionate about supporting the community around me and contributing to a joyful, connected city—one that celebrates its people and natural resources. I bring a strong combination of civic involvement, leadership experience, and professional expertise in communication, collaboration, and strategic thinking.

Highlights of Qualifications:

- **Civic Leadership:** Former board member of the Commercial Park Advisory Board in Chicago, where I helped secure a \$300K donation for park improvements, led community events, and supported inclusive programming.
- **Local Engagement:** Active in the Saugatuck community through volunteer work with the school system and as a cast and board member of the annual *Christmas Carol* production.
- **Professional Experience:** Marketing Business Partner at Sheppard Moscow, an international leadership development consultancy. I bring experience in program management, business development, and storytelling—shaped by deep exposure to leadership development practices such as vertical development, influencing, and team effectiveness. This work has given me a unique lens on how individuals and organizations grow.
- **Collaborative Mindset:** Known for building strong relationships, navigating complex projects, and bringing people together around shared goals.

In support of my application I have submitted 2 additional pieces of information: 1) statement of qualifications, and 2) professional resume.

I am excited about the opportunity to contribute my energy, experience, and perspective to the city's ongoing work, thank you for the consideration.



Jennifer Rees



Statement of Qualifications

I've always been drawn to opportunities that allow me to contribute meaningfully to the communities I'm part of—whether through volunteer work, creative collaboration, or civic leadership. In all of my endeavors, I bring forward the experience I've gained from my professional life, which includes a strong background in business development, project management, and marketing.

Below are three areas I believe make me a strong candidate for consideration:

1. Relevant Civic Experience

Before moving to Saugatuck full-time, I served on the **Commercial Park Advisory Board** in Chicago's West Town neighborhood. During my tenure, I held the roles of Secretary and Treasurer—at one point, both simultaneously. Highlights from that time include:

- **Securing a \$300K Donation:** As a Board we worked with Fifield, a developer, the City of Chicago, and the local Alderman over the course of more than a year to secure a \$300,000 donation for park and fieldhouse upgrades, as well as improved pathway access. This complex effort involved navigating competing interests and priorities, and it was a testament to the leadership, collaboration, and persistence of our Board that we were able to secure the funds.
- **New Playground:** As a member of the Board we worked with the City, Park District and the playground equipment manufacturer to establish a new, accessible playground – upgrading to safer ground material, more accessible and modern play structures. This involved creating awareness in the community and seeking their input and fund raising. This helped me to be aware of different perspectives and viewpoints, and the work needed to bring people together in support of a cause.
- **Hosting the Midnight Circus:** Our Board successfully brought this citywide fundraising event to our park—an honor that required strong project and resource management, coordination with city departments and volunteers, and a commitment to creating a joyful, inclusive experience for the community.
- **Community Events and Programs:** We organized an annual Halloween parade and party, providing costumes and a safe, welcoming space for children and families. We also supported initiatives like reading hour and a pollinator garden—efforts that helped build a more connected and vibrant neighborhood.

2. Local Engagement in Saugatuck

Since moving to Saugatuck, I've continued to stay involved in community life. I've volunteered through the local school system and have been an active participant in the beloved **Christmas Carol** production—as both a cast member and a board member. Most recently, our board formalized a partnership with **Christian Neighbors**. As has been the practice all proceeds from the play are donated to support local needs. The formation of the board creates the scaffolding for a proper legacy so it can persist in vision to delight and aid the community. This is another example of how I seek out opportunities to contribute meaningfully and sustainably to the place I call home.

3. Professional Experience in Leadership Development

I currently work at **Sheppard Moscow**, an international leadership development consultancy. I've program managed and aided in design of large-scale leadership development programs for global clients such as the World Bank Group, Ford, Lear, Ericsson, Bayer and Vodafone. I currently serve as the **Marketing Business Partner**, helping shape how our firm communicates its work and values. Whether managing projects, developing content, or collaborating with teams, I bring a strategic, people-centered approach to everything I do—always with an eye toward clarity, impact, and connection.

Resume (reference LinkedIn)

ABOUT

Over the years, working with teams and clients across marketing, program management, and business development, I've developed a way of making complex work feel seamless, strategic, and human—always brought to life with energy, passion, and determination.

As a program manager at Sheppard Moscow, I worked on flagship leadership development programs for global financial institutions. I worked closely with clients and delivery teams to scope projects, manage multiple moving parts, and ensure smooth, high-quality delivery—crafting premium experiences that reflect our brand. Whether developing communications, producing high-impact materials, or integrating digital tools, I've always approached the work with a partner mindset—keeping the whole system in view and the client at the center.

Now, as a Marketing Business Partner, I bring that same lens to shaping how Sheppard Moscow shows up in the world. I collaborate with colleagues and our partners to translate our collective expertise into marketing that's clear, compelling, and storyful.

SHEPPARD MOSCOW

Marketing Business Partner

Jul 2024 - Present

As the Marketing Business Partner at Sheppard Moscow, I work at the intersection of brand, business development, and client experience—translating our firm's expertise into marketing that's as thoughtful and premium as the work we deliver.

I partner across the Sheppard Moscow business engine to educate, enable, and embed our brand into every layer of how we operate—from foundational systems and proposal frameworks to elegant, repeatable assets that empower our collective. I also collaborate with client teams to bring our story of impact and partnership to market—through strategic content, digital presence, and more storyful means.

I'm at my best when asked to be creative and innovative in service of crafting assets that reflect our USP—accessible, compelling narratives that embody who we are and the experience clients can expect when partnering with us.

Project Manager

Apr 2013 - Jul 2024

As a core member of the Operations team, I focused on client program management and digital initiatives. For over 11 years, I served as the lead program manager for multiple flagship leadership development programs with a North America-based International Financial Institution. I bring a broad and deep background in business development and project management—seeing initiatives through from discovery to delivery. My work included:

- Partnering with client leads to scope projects aligned with financial models, building detailed project plans, managing critical paths, anticipating blockers, and innovating where possible to enhance client outcomes
- Creating and producing premium proposal and delivery materials—leveraging existing assets and ensuring new content was shared across the wider team.
- Co-developing and executing participant communications plans, ensuring every touchpoint reflected our premium brand and supported a seamless, human-centered learning experience. This included integrating the Sheppard Moscow learning app as a key part of our delivery.
- Maintaining warm, collaborative relationships with clients and internal teams—communicating consistently across financial milestones, logistics, and delivery planning, always with a partner mindset.

I work to keep the whole system in view—applying strong commercial acumen and well-honed program management skills to ensure our work is impactful, supportive, and memorable for our clients. As a core member of the Operations team, I focused on client program management and digital initiatives. For over 11 years, I served as the lead program manager for multiple flagship leadership development programs with a North America-based International Financial Institution. I

bring a broad and deep background in business development and project management—seeing initiatives through from discovery to delivery. My work included:

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- Maintaining warm, collaborative relationships with clients and internal teams—communicating consistently across financial milestones, logistics, and delivery planning, always with a partner mindset. I work to keep the whole system in view—applying strong commercial acumen and well-honed program management skills to ensure our work is impactful, supportive, and memorable for our clients.

M3 CAPITAL PARTNERS

Project Assistant

May 2005 - May 2011

Managed and maintained all aspects of internal and external email communications (including calendar events) for multiple Principals; including responding as the person, or on their behalf. Established a system for compliance email archiving required on a daily basis. Coordinated all aspects of domestic and international travel which included multi-party property and investor “road shows”. Obtained business visas and monitored passport validity. Managed air ticket issues (refunds, exchanges) and actively worked to control air / hotel costs. Capitalized on travel planned for conferences by working to establish multiple meetings with clients within those cities. Prepared all reporting required for expense reimbursements on a monthly basis, reconciling both corporate

AMEX and cash expenses. Proactively stayed ahead of this administrative duty in order to avoid fees / penalties. Worked with other team members to edit and publish enterprise-wide quarterly capital market update reports for distribution to over 1,000 clients and investors. Continually updated contacts in the company's Salesforce database and within Principals' individual Outlook folders. Created and managed on-going list of action items for Principals including: prioritizing call lists, providing near term deliverables, evaluating potential conferences and coordinating future travel. Performed research on property sectors and investors; then compiled a weekly news "clipping" portfolio for Principals. Established and maintained an electronic "deal close" file in adherence to FINRA compliance standards. Arranged all meetings in-office or off-site and created corresponding presentation materials. Managed and maintained all aspects of internal and external email communications (including calendar events) for multiple Principals; including responding as the person, or on their behalf. Established a system for compliance email archiving required on a daily basis. Coordinated all aspects of domestic and international travel which included multi-party property and investor "road shows". Obtained business visas and monitored passport validity. Managed air ticket issues (refunds, exchanges) and actively worked to control air / hotel costs. Capitalized on travel planned for conferences by working to establish multiple meetings with clients within those cities. Prepared all reporting required for expense reimbursements on a monthly basis, reconciling both corporate AMEX and cash expenses.

Proactively stayed ahead of this administrative duty in order to avoid fees / penalties. Worked with other team members to edit and publish enterprise-wide quarterly capital market update reports for distribution to over 1,000 clients and investors. Continually updated contacts in the company's Salesforce database and within Principals' individual Outlook folders. Created and managed on-going list of action items for Principals including: prioritizing call lists, providing near term deliverables, evaluating potential conferences and coordinating future travel. Performed research on property sectors and investors; then compiled a weekly news "clipping" portfolio for Principals. Established and maintained an electronic "deal close" file in adherence to FINRA compliance standards. Arranged all meetings in-office or off-site and created corresponding presentation materials.

EDS, an HP COMPANY

Project Assistant

Jan 2001 - Dec 2003

Provided executive and sales support to the Midwest & Northeast Regional President for Solutions Consulting. Conducted business development specifically for Regional President including competitive and industry research, and prepared subsequent presentation materials. Worked within Salesforce.com to establish weekly regional procedures to report sales and operating figures and deal closing dates; this resulted in more accurate and reliable sales, operating, and new deal numbers which were reported to corporate management. Corresponded, on President's behalf, via email to both internal staff and external clients. Planned and coordinated all regional meetings with management staff. Managed all travel logistics and produced subsequent business expense reports. Provided executive and sales support to the Midwest & Northeast Regional President for Solutions Consulting. Conducted business development specifically for Regional President including competitive and industry research, and prepared subsequent presentation materials. Worked within Salesforce.com to establish weekly regional procedures to report sales and operating figures and deal closing dates; this resulted in more accurate and reliable sales, operating, and new deal numbers which were reported to corporate management. Corresponded, on President's behalf, via email to both internal staff and external clients. Planned and coordinated all regional meetings with management staff. Managed all travel logistics and produced subsequent business expense reports.

Business Development

May 1999 - Jan 2001

Managed internal sales process and supported sales team in the creation of end-to-end business solutions from conception to delivery. Engaged in multiple sales of \$10M - awarded to the President's Club for 2000 sales achievements. Conducted marketing, intelligence and competitive research and analysis for sales team; contributed in the development of sales strategies by identifying critical business factors. Engaged in prospect qualification and development, including viability of incoming RFIs and RFPs. Further, managed proposal development, including; defining deal scope and functioning as a liaison for the development of the solutions architecture, along

with managing internal “check points” and management reviews, also identified appropriate internal resources to support sales, and created the internal cost model to guide the effort.

MCI SYSTEMHOUSE

Business Development

Aug 1997 - May 1999

Education and Skills

BA Humanities – San Francisco State University

Multiple professional skills:

- Microsoft Office Suite: Word, Excel, PowerPoint, Outlook, Teams
- AI: CoPilot, Gemini and ChatGPT
- Google Workspace: Docs, Sheets, Drive)
- Adobe: Rush
- Collaborative tools and videoconferencing: Microsoft Teams, Zoom, Trello, Monday.com, Miro
- Active Campaign
- Salesforce,
- WordPress
- Google Analytics
- SurveyMonkey, Qualtrics
- Cvent

Jamie Wolters

From: no-reply@weebly.com
Sent: Friday, June 20, 2025 4:01 PM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

Follow Up Flag: Follow up
Flag Status: Flagged

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

You've just received a new submission to your [Application for Boards & Commissions](#).
[Mark as Spam](#)

Submitted Information:

Name
Jennifer Rees

Email

Home Phone Number

Number

Address

Saugatuck, Michigan United States 49453

Current Employer

Sheppard Moscow

Occupation/Position

Marketing Business Partner

Business Phone Number

Business Reference Name

Ally Salisbury

Business Reference Phone Number

Business Reference Email

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

If yes, please explain:

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

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

Yes

On which boards and/or commissions would you be willing to serve? .Historic District Commission

1

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

1

On which boards and/or commissions would you be willing to serve? .Parks and Public Works Committee

1

On which boards and/or commissions would you be willing to serve? .Planning Commission

1

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

1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:

I have submitted a cover letter, statement of qualifications and a professional resume, please reference those for my qualifications, expertise and special interests that would make me a valuable candidate for a City board or commission.

Digital Signature

Jennifer Rees

Submitted Files

Cover Letter



Resume





City Manager Report

October 14, 2025

New State Budget

- The state legislature and Governor recently approved a bipartisan budget. A big win in the budget was a deal on roads.
- The information shared from the Michigan Municipal League (MML) shows:
 - In FY 24, the City received \$194,300 in road funding from the state.
 - In the approved budget, our road funding increased by 33.4%, which provides an additional \$64,900.
 - In years 3-5 of the road funding plan, we will see a 54% increase over FY 24 funding.
- The state budget decreased constitutional revenue sharing, but offset much of this by creating public safety revenue sharing grants. For the City, the net result is a loss of \$325.
- Unfortunately, our joint request with the Township for a Michigan Enhancement grant to help fund the Maple Street project did not make it into the budget.
- There was good news for local transit. The MML reported that [l]ocal transit agencies received an additional \$44.8M for local bus operations in new revenue. This creates a new baseline for funding, and not one-time dollars. Transit agencies see this as a win and it will hold them harmless from funding losses. Additionally, there is \$325M over 5 years in a new infrastructure projects authority fund, that could engage in transformational mobility projects. Public transit sees these items as major wins for public transit in Michigan.”
- In summary MML stated “[t]his has been a hard and grueling budget season. It forced us to defend the value of investing in local government, speak to the importance of having quality local roads, and vigorously advocate on your behalf. The progress we made on our priorities, especially in the last few weeks, is proof of their importance to our cause.”

Quarterly Community Engagement Report

- We have continued our efforts to share information with the community in a variety of places. This has included greater use of Facebook and a regular City Manager report to the community. Here is an updated chart showing stats for July–September:

Facebook			
	1 st Quarter	2 nd Quarter	3 rd Quarter
Reach	43,224	49,518	45,965

Views	151,103	326,726	215,980
Total Followers	Did Not Record	4,820	5,093
New Followers	163	367	430

City Website			
	1st Quarter	2nd Quarter	3rd Quarter
Unique Visits	8,447	18,844	28,267
Views	17,320	33,553	46,932
Top Pages	1. Oval Beach 2. City Council 3. Public Works	1. Oval Beach 2. Landing Page 3. Chain Ferry	1. Oval Beach 2. City Council 3. Mt. Baldhead Park

News You Can Use E-mails			
	1st Quarter	2nd Quarter	3rd Quarter
Delivered Messages	44,297	58,111	45,549
Opened Messages	26,830	30,735	22,764

YouTube			
	1st Quarter	2nd Quarter	3rd Quarter
Meeting Video Views		783	893

Mt. Baldhead Restroom Construction

- Construction continues on the new restroom.
- Midwest Construction recently provided the following progress report:
 - Attempt to find existing water corp stop was unsuccessful.
 - New, 1" water line tapped across Park street.
 - Backfilled restroom.
 - Plumbing underground complete. Inspection set.
 - Masonry to start on October 13.



Blue Star Trail

- The Friends of the Blue Star Trail continue to work hard to raise financial support for the trail. They reported a successful 14th Annual Lakeshore Harvest Ride that included 400 riders (despite the rain), 49 sponsors, and \$50,000 raised! Save the date for next year's ride to take place on September 19, 2026.
- The Township Manager, our engineer at C2AE and I recently met with MDOT representatives and tribal nations to discuss the recent on site assessment and next steps.
 - Two additional tribal nations have engaged in the coordination process.
 - MDOT and the tribal nations reviewed their notes and compared them to historical records. Based on what they are finding, they would like phase 1 archeological survey work due to known contributing resources to the traditional cultural property. MDOT is working on finalizing the details for the work so we can work to seek proposals and scope of work.
- As you may recall our MDOT TAP funding was supposed to be used by the end of the state's FY 2025. They previously gave us verbal confirmation that they planned to extend the funding commitment. We received formal notice from MDOT that they were extending our TAP conditional commitment to fiscal year 2028 due to the ongoing tribal coordination.

AT&T

- Initially AT&T was holding off on signing a lease until they obtained the necessary permits and approvals. During the summer I reported that AT&T advised they were working on proposed revisions to the lease that would include a one-time capital contribution that City Council previously requested.
- The lease agreement is nearly finalized. Once AT&T incorporates the exhibits, I plan to bring the agreement to a workshop for Council review.

Flower World

- Temporary art installation, Flower World, has been installed at Cook Park! A ribbon cutting and celebration event is set for October 11 at 6p.
- The Convention and Visitors Bureau released a great piece about the installation and its meaning. You can read it here: <https://wilcoxnewspapers.com/flower-world-to-bloom-in-cook-park/>
- A HUGE thank you to the CVB, SCA (project manager), and artist for making this meaningful, immersive installation a reality.

Michigan Municipal League (MML) Conference

- I recently attended the MML's annual conference. It's always great to network with other local government officials from around the state, learn new things, and re-energize for the important work we do.

- Here are the sessions I attended:
 - A Greener Grand Rapids
 - Opening General Session & Community Excellence Award Presentations
 - “What Did You Think You Were Getting Into?": The Power and Pitfalls of Leadership
 - Welcome Reception
 - Networking Breakfast and Lunch
 - Redefining Community for People, Place, and Purpose
 - Thriving Communities for a Thriving Michigan
 - Mural, Mural on the Wall: Placemaking Through Art
 - Steadying the Ship: Smart Budgeting Strategies for Uncertain Times
 - Crowdfunding 101
 - Beyond Plans and Budgets: Sparking Change in Real Time
 - Closing General Session & CEA Award Winner Announcement

Miscellaneous

- Held Department Head team meeting.
- Met with Frontier contractors regarding fiber optic installation project.
- Met with DNR and Sheriff's Office to discuss deer cull options.
- Attended Master Plan open house.
- Participated in City Hall interior remodel meeting and walkthrough.
- Hosted Michigan Employees Retirement System presentation for staff.
- Held one on one meeting with Public Works Superintendent.
- Held Oval Beach season debrief with staff.
- Met with water-sewer agreement committee members, legal, and engineer.
- Met with tribal nations.

Treasurer Report
October 14, 2025



Tax Administration:

- Fielded resident inquiries related to mailing addresses, PREs, deferments, and partial payments.
- Researched returned or undeliverable mail; updated address records accordingly.
- Verified ACH instructions for properties with recently transferred PRE affidavits.
- Continued receiving summer tax payments and preparing property tax disbursements to Allegan County, Saugatuck Public Schools, and OAISD. These distributions will continue on each payables through March 1.
- Sent out a delinquent tax bill mailing on 09/22/25

Accounts Payable:

- Coordinated with vendors on payment processing and account updates.
- Continued working with Comcast to finalize implementation of the new contract, secure credits for prior overbilling, and resolve related fees.
- Offered ACH enrollment to several vendors who currently receive paper checks to improve efficiency and reduce materials.

Payroll & Benefits:

- Continued refining payroll processes, including Oval Beach-specific workflows and salaried employee handling.
- Processed three payrolls, including the final seasonal payroll and Council/Board disbursements.
- Resolved the missing insurance invoice and payment issue, ensuring all health benefit billings are now current.
- Submitted all requested documentation for the workers' compensation audit to the carrier for review and confirmation.

Financial Management / Audit Preparation:

- Processed credit card payments for Oval Beach stickers, permits, and other City revenue sources; expanded reconciliation with Concession-side detail.
- Continued assembling audit documentation: finalized capital assets, refined investment schedules, and updated accounts receivable and payable reporting.
- Addressed auditor guidance items, including investment interest allocation, foundation reporting, and the upcoming water/sewer fund split.

Investments and Banking:

- Rolled over a partial CD and allocated the FDIC excess to a new investment to maintain full coverage and consistent yield.
- Completed June reconciliation following auditor discussions; July and August reconciliations are finalized, and September is nearing completion.

Miscellaneous / Administrative:

- Updated the procedures list for Oval Beach and Culver Street Parking Lot operations to streamline next season's preparation.
- Oval Beach season officially closed and reported.
- Culver Street parking lot operations concluded; the school's portion of proceeds is included in the current payables.



City Clerk Monthly Report

September 2025

Election

- 297 Absentee ballots for the November General Election have been issued, 57 have been returned.
 - Polling Place temporary change for November election will take place at the Saugatuck Woman's Club located at 303 Butler Street.
 - The [notice](#) was mailed out to every voter via USPS.
 - Election Commission meeting will take place on October 14th at 10:40 a.m. at City Hall.
 - Public accuracy testing will take place on October 27th at 10:00 a.m. at City Hall.
 - Sample ballot can be [viewed here](#).
 - Election information can always be found on our [Clerk page of the website](#).
-

Records Management

- Currently we have 4 FOIA requests.
 - Digitization project is currently underway, 24 hours have been spent in the organization of old files in the basement of City Hall.
 - First pick up is currently out for digitization.
 - Working on retention purging in preparation for the next digitization pick up.
-

Meetings

- Prepared agendas, packets, and minutes for:
 - 2 City Council Workshops
 - 2 City Council Meetings
 - 1 Historic District Commission Meeting
 - 1 Planning Commission Meeting
 - 1 Park & Public Works Committee Meeting
- Attended Department Head meeting on September 10th.
- Master Plan Open House & Survey:

- The notice was distributed to all property owners and known occupants via USPS, to business owners via both email and USPS, and was also shared through the City's email newsletter and official Facebook page. In addition, posters and flyers were placed throughout the community.
 - Assisted in preparation and set up at the high school for the Master Plan Open house on September 30 in conjunction with Planning Commission.
 - City Hall Remodel:
 - Conducted a City Hall remodel walkthrough with architect Dave Gibbs from Fleis & VandenBrink. Discussed city staff's workspace needs, as well as structural considerations including load-bearing walls, ADA compliance, and elevator options. Gibbs will prepare design concepts and layout options based on staff input.
-

Special Events

- Emailed safety recap for preparation of the following special events:
 - Mt. Baldhead Challenge
 - Art in the Park
 - Vigil for Democracy
 - Community Night at SHS
 - Conducted safety meeting for Family & Pet Halloween Parade & Party and Flower World Activation.
 - Started preparation for Dark Sky Night at Oval Beach and Homecoming Parade.
-

Administrative & General

- Deputy Clerk Williams attended the BOE election conference on September 2nd and 3rd in Lansing.
 - Website updating and creation of new pages continues, thank you for your patience with the new web design.
 - Assisted with 2 notary requests.
 - City Hall front counter operations during operating hours as first point of contact for walk-ins and phone calls.
-



September Planning, Zoning, & Project Report

Planning & Zoning

- Conducted multiple on-site visits to observe property conditions and verify zoning or code compliance.
- Maintained regular communication with residents to address project questions, enforcement issues, and general zoning inquiries.
- Met with community leaders and local officials to establish working relationships and better understand ongoing City initiatives.
- Familiarized self with the City's Zoning Ordinance, Master Plan, and related regulatory documents to support daily decision-making and long-term planning efforts.
- Reviewed recent Planning Commission and City Council meeting minutes to gain context on current development and policy priorities.
- Visited key sites and districts within the City to gain firsthand understanding of neighborhood character, land use patterns, and ongoing projects.
- Participated in scheduled internal team meetings.
- Prepped for and attended the HDC meeting.
- Prepared agenda packet and materials for the Planning Commission meeting.
- Held internal discussions regarding the Master Plan.
- Organized and conducted Master Plan Open House.
- Spoke with business owners regarding code violations.
- Met with various residents regarding personal projects and enforcement concerns.
- Discussed Fire Department standards directly with Fire Department staff.
- Maintained general code enforcement follow-up efforts.
- Issued permits and completed casework as detailed in case lists.
- Met with stakeholders regarding noise concerns at STR properties.
- Reached out to multiple residents regarding ongoing enforcement actions.
- Consulted with legal counsel regarding various zoning and enforcement topics.
- Prepared draft materials and framework for sign ordinance updates.
- Initiated GIS setup for the City and began organizing data.



- Began map creation to support the Master Plan process.
- Began a parcel-by-parcel zoning audit to identify inconsistencies.
- Reviewed HDC rules of procedure and district guidelines / reviewed historic district workshop recording.
- Reviewed EGLE webinar regarding floodplain management.

Open Casework

450 Park	Enforcement	Fence installed without permits and encroaching into ROW. Owner submitted fence permit and is pursuing a vacation request with neighbors. Also interested in landscaping near sewer equipment, advised to coordinate with DPW.
247 Grand	Zoning	Application to enclose breezeway submitted, but proposed expansion exceeds lot coverage. Owner revising plans instead of seeking a variance.
125 Elizabeth	Enforcement	Letter sent regarding obstruction in ROW. Property owner's legal representative indicated intent to petition for alley vacation pending neighbor support. Still gathering signatures.
615 Park	Enforcement	Stop work order issued due to deviation from approved dock plan. Site plan amendment required. HOA and attorney submitted application, reviewed by legal and consulting planner. PC approved with conditions.
405 Park	Enforcement Zoning	Concerns raised about unpermitted dock. Stop work order issued. Application submitted for review. PC approved with conditions; awaiting applicant submittals.
720 Butler #16	Short Term Rental	Renewal application submitted. Fire inspection failed, reinspection required.
156 Park	Short Term Rental	Incomplete renewal application submitted. Applicant provided insurance and other materials after reminders; pending completion.
195 Dunegrass	Zoning	Application for single-family home under PUD overlay. Additional items required and reviewed by consultant and engineer. Approved by PC with conditions.
142 Butler	Zoning Historic	Application for demolition and new addition submitted. Requires coordination with HDC, engineering, and fire. Revised plans under review. PC approved with conditions. Awaiting resubmit.
220 Water	Enforcement	Construction activity occurred without zoning or historic permits. Owner notified and health department copied.



700 N Maple	Sewer Connection Enforcement	New home constructed without sewer connection. Owner disputed requirement. Enforcement under review after timeline documentation provided. Consulted with attorney. Notice to connect sent to owner via email.
510 Maple	Lot Line Adjustment	Application received. Consultant requested additional information. Awaiting updated legal descriptions.
290 Spear	Enforcement	Complaint of occupied trailer on property. Notice of violation sent via certified mail to property owners address on file.
836 Park	Zoning ZBA	Owner inquired about variance for dock extension due to water levels. Awaiting official application.
888 Holland St	Short Term Rental	Application submitted, Fire Department inspection failed but later approved pending fee.
722 Lake	Enforcement	Consulting planner identified unlicensed STR. Enforcement letter issued.
739 Lake	Short Term Rental	Renewal application submitted and forwarded for inspection.
246 Culver	Short Term Rental	Applications for two units submitted. One approved, one pending sprinkler inspection.
510 Butler St	Special Land Use	Application for additional guest buildings submitted. Sent to consulting planner for review. Public hearing notice completed. Planned for Oct. PC meeting.
249 Mason	Zoning	PC approved site plan conditioned on Fire Department approval. Awaiting compliance.
726 Water St #1	Short Term Rental	Application received. Missing signature corrected. Forwarded for inspection.
726 Water St #2	Short Term Rental	Application received. Missing signature corrected. Forwarded for inspection.
57-850-010-00	Zoning	Application for new single-family dwelling. Sent to consultant for review.
844 Holland St	Short Term Rental	Application submitted and forwarded for inspection.
879 Holland St	Short Term Rental	Application submitted. Fire inspection form needed. Sent to Fire Department after form received.
1026 Holland	Short Term Rental	Application submitted and can be approved following Fire Department inspection.



Master Plan	Master Plan	Draft materials reviewed and presented at open house. Survey distributed. Consultant assisted with boards and materials. Open House on Sept 30. Consultant will provide a report.
Sign Ordinance Updates	Master Plan	Work session held with consultant and legal. Developing simplified framework for PC review during Oct. meeting.
888 Holland St	Zoning	Bed & Breakfast change of use application submitted. Additional items needed communicated to applicant.
635 Holland	Zoning Short Term Rental	Applicant concerned about STR license during construction. Options discussed with attorney; paths forward were identified.
640 Water St	Zoning PUD	Pre-application meeting held. Applicant materials circulated. Minor revisions needed for site plan submission.
Commercial Zoning Districts	Master Plan	PC considering consolidation of commercial districts. Discussion paused pending Master Plan engagement results.
347 Water	Enforcement	Sales activity in ROW under review. Encroachment identified. Awaiting final decision.
880 Holland	Water Replacement	Water connection replacement application submitted. Engineer provided additional requirements.
102 Butler	Right of Way	ROW application for fiber installation submitted. Coordination required between applicant, engineer, and DPW for walkthrough and preconstruction. Tentative walk-through date is 10/21 at 9a.
260 Brook	Enforcement	Operating STR without license. Violation notice sent.
820 Holland	Historic	Admin approval required for generator location. Application submitted for review. Awaiting additional details from applicant.
444 N Maple	Zoning	Pool installation application submitted. Engineering comments provided.
403 Water St	Historic	Roofing project on upper second story. Can be approved administratively. Waiting for an updated submission from applicant.



Closed Casework

710 Butler	Short Term Rental	STR license applications submitted for main house and ADU. ADU required separate application and fee. Both inspected and approved by Fire Department. Licenses issued.
515 Mason	Short Term Rental	STR license renewal. Fee paid, inspection completed, Fire Department approved. Renewal issued.
3384 Blue Star Hwy	Short Term Rental	STR license renewal submitted and forwarded for Fire Department inspection.
717 Water #6	Short Term Rental	STR license application initially short on fee. Corrected and forwarded for Fire Department inspection. Approved and license issued.
807 Lake #7	Short Term Rental	STR license application incomplete; additional documents and fee provided. Clarification on ownership received. Sent for inspection, Fire Department approved. License issued.
842 Lake St #12	Short Term Rental	STR license application submitted, inspected, and approved by Fire Department. License issued.
448 Frederick	Short Term Rental	STR license renewal required confirmation of ownership. Documentation received and forwarded for inspection. Fire Department approved. License issued.
569 Hoffman	Short Term Rental Enforcement	STR license renewal required trust information and clarification on detached space. Occupancy issue identified in listing. Applicant provided requested materials. Fire Department approved. License issued.
721 N Maple	Short Term Rental/Enforcement	STR license renewal required trust information. Occupancy violation identified in listings. Applicant corrected listings but requested higher occupancy; request denied per ordinance. Fire Department approved. License issued.
534 St. Joseph	Short-Term Rental	STR renewal submitted late and outside grace period. Application not processed. Owner notified that STR use cannot continue.
719 Pleasant	Short-Term Rental	STR renewal submitted late and outside grace period. Application not processed. Owner notified that STR use cannot continue.
589 Hoffman	Zoning	Applicant considered ZBA variance but chose to modify plans for compliance. No variance pursued; case closed.
810 Allegan	Zoning	Attorney inquiry regarding property encroachment onto City property. Addressed through correspondence.



640 Water St	Zoning PUD	Applicant requested comparison of prior PUD plans with current regulations. Consultant provided review and information.
204 Grand	Zoning Short Term Rental	STR ADU license required SLU approval. SLU application processed and approved by Planning Commission. STR license issued following Fire Department inspection.
234 Spear	Historic Zoning	HDC approved addition. Zoning application reviewed with engineering input on lot coverage and FAR. Revised plans approved. Permit issued.
579 Hoffman	Short Term Rental	STR renewal application submitted and inspected. Fire Department approved. License issued.
257 Brook Upper	Short Term Rental	STR license app. Renewing. Sent to Fire Department for inspection. Approved. Sent to applicant.
257 Brook Lower	Short Term Rental	STR renewal application submitted and inspected. Approved and license issued.
439 Butler St	Short Term Rental	STR renewal application submitted and inspected. Fire Department approved. License issued. (1/3 units)
439 Butler St	Short Term Rental	STR renewal application submitted and inspected. Fire Department approved. License issued. (2/3 units)
439 Butler St	Short Term Rental	STR renewal required separate applications and operating agreement. Applications submitted and inspected. Fire Department approved. License issued. (3/3 units)
143 Park St	Zoning	Application for addition/ADU. Revised plans reviewed by engineer and approved. Permit issued.
254 Francis	Enforcement	Unpermitted irrigation identified in ROW. ROW application submitted and approved after DPW review. Case closed.
220 Water St	Enforcement	Complaint regarding trash near dumpster. Owner contacted and addressed issue.
1039 (1037) N Maple St	Zoning Historic District	Playground application reviewed. Confirmed outside Historic District; HDC fee refunded. Zoning approved. Permit issued.
981 Ridegview LN	Short Term Rental	STR application submitted, approved by zoning and Fire Department. License issued. Applicant expressed concerns about processing timeline.
635 Park	Zoning	Minor waterfront construction permit submitted and approved after fee paid.
421 Water St	Enforcement	Driveway repaving and ROW obstruction without permit. ROW permit application submitted and approved.



246 Culver	Enforcement	Complaint of unpermitted brickwork in ROW. ROW permit submitted and approved by DPW. Case closed.
132 Mason	Enforcement/Sign	Unpermitted sign replacement. Contact made with business owner. Permit submitted and approved.
403 Water St, Unit 3	Zoning Historic District	Sign permit application for massage business. Revised application submitted and approved. Permit issued.
129 Griffith Unit 14	Short Term Rental	STR license renewal required proof of ownership structure. Documentation confirmed LLC restructuring only. License maintained.
Commission Meetings	Scheduling	Updated public hearing notice calendar (mailing and publication deadlines).
735 Park	Zoning	ROW permit submitted for construction work. Approved.
651 Holland St	Short Term Rental	STR renewal application submitted past deadline in R-1 District. License is void.
160 N Maple	Zoning	Permit submitted for addition of bathrooms to STR property. Engineering reviewed and approved revisions. Permit issued.
860 Simonson	Short Term Rental	STR application submitted on final day of grace period. Initially incomplete but later corrected. Fire Department approved. License issued.
730 Water	Historic	Application for seasonal shade sails. Clarifications provided. Determined eligible for administrative approval. Approved upon fee payment.
620 Pleasant	Enforcement	STR operating without license. Notice re-sent after address correction. Owner updated listing to comply with ordinance minimum stay requirements. Case closed.
550 Francis	Enforcement	Sprinklers flooding neighboring property. Letter sent. Property owners working to reach a solution together. Case closed.
534 St. Joseph	Enforcement	Operating STR without license. Clarification provided on allowable bookings. Compliance confirmed. Case closed.

Grayson Moore
 Grayson Moore - Director of Planning & Zoning



Department of Public Works

Below is a summary of notable activities carried out by the Department of Public Works since the council meeting held on 9/08/2025:

Holiday Lights Expansion:

Public Works staff are currently planning an expansion of the City's holiday light displays for the upcoming winter season. This includes extending lighting into additional areas of the downtown district: Water St from Culver to Mary and Hoffman St from Water to Butler. Staff are coordinating with contractors and utility providers to ensure installations are completed safely and efficiently prior to the holiday season.

Christmas Light Electrical Work:

Public Works is working with an electrical contractor and Consumers Energy to add additional outlets to support the holiday lights expansion. This work will provide improved electrical access for lighting displays in the area of Water and Hoffman Streets. Installation is expected to begin by the end of October, beginning of November, to ensure the upgrades are in place ahead of the holiday season.

Elevator Repairs:

Public Works recently presented the elevator repair estimate to City Council, and it was approved. Staff will be coordinating with McNally Elevator to get the repairs started.

Dock Repairs:

Staff are currently in the process of gathering estimates for needed repairs to the City docks. The focus will be on replacing deteriorated pilings and addressing concerns before the next boating season. The goal is to complete repairs ahead of the 2026 boating season to ensure safety and functionality.

Chain Ferry:

New arbors for the Chain Ferry are currently being fabricated. Installation is scheduled for late October or early November. Staff is working on sourcing other materials ahead of time so everything can be put back together once the new arbors are installed.

Sidewalk Replacements:

Sidewalk replacements are scheduled to take place between October 20 and November 3rd, 2025, **weather permitting**. Areas identified for replacement include sections with trip hazards or significant deterioration. Residents will be notified in advance of work near their property. The project is aimed at improving pedestrian safety and accessibility throughout the City.

Blue Star Highway and New Holland Sign Lighting:

Electrical work for the new sign on Blue Star Highway is in the final stages. Public Works staff and contractors have coordinated closely to prepare the site for activation. Consumers Energy is scheduled to install the new electric meter by October 23, 2025. Once complete, the sign and new lighting fixtures will be fully operational, improving visibility of the sign.

Holland/Blue Star Highway Sign Replacement:

Unfortunately, the Saugatuck sign located at the intersection of Holland Street and Blue Star Highway was recently struck and damaged. Public Works staff are currently working on obtaining quotes for its replacement. Once a vendor is selected, a timeline for fabrication and installation will be established. The goal is to restore the sign as soon as possible.

Spear Street Streetlight Removal:

Removal of the streetlight on Spear Street is scheduled for October 23, 2025, or sooner, depending on contractor availability.

Oval Beach Sign Replacement:

Public Works has received a quote from Streamline Design to replace several signs at Oval Beach. The materials have been ordered, and production will begin as soon as the vendor receives the necessary supplies.

Oval Beach Concession Stand – 2026 RFP:

Staff will be exploring the option of an RFP for the Oval Beach Concession Stand for the 2026 season. We will be reviewing the previous RFP that was sent out.

Tree City USA Application:

It's Tree City USA application season! Public Works will be submitting the City's application for 2025 recognition. The online portal is now open, and applications must be submitted before January 1, 2026. This designation supports the City's ongoing commitment to tree care.

Road Resurfacing Bid – A-1 Asphalt:

The City received one bid for the 2025 Asphalt Repairs project, which includes mill and fill asphalt work at several locations: Lucy Street (east of Butler), Main Street (west of Water Street and Wick's Park parking lot), and Hoffman Street (west of Water Street and associated parking areas). The sole bid was submitted by A-1 Asphalt of Wayland, MI, in the amount of \$57,208.10. A-1 Asphalt has successfully completed similar work for the City in 2023 and is prequalified with the Michigan Department of Transportation. Based on their past performance, competitive pricing, and ability to complete the work this fall, the bid was awarded to A-1 Asphalt. The project involves removal and replacement of the top asphalt layer, including any necessary base repairs.

Auction Items:

Public Works staff are coordinating with Ranger Bid to auction off a number of items that are no longer in use by the department. This process helps recover value from surplus equipment and clears space for active inventory. More details will be shared once the auction is live.

Special Event Assistance:

- Sidewalk Sales
- Mt. Baldhead Challenge
- Family Pet Halloween Parade and Party
- Vigil for Democracy
- Volunteer Day at The Wilds
- Alliance for the Great Lakes Beach Clean Up
- Saugatuck Public Schools Community Night
- Music Festival
- Flower World Opening
- Chili Cook-Off
- Music in the Park

Staff Also Assisted With:

- Setting up Fall Decorations
- Brush & Leaf Collection- September 16 & 17, 2025
- Erosion Control Fencing at Oval Beach- Installed the week of September 22nd

Updates:

Frontier Fiber Installation is mostly completed throughout the City

Mount Baldhead Restrooms: Foundation and Utility Work is completed

Sheriff's Office

August 2025

119 Total calls for service

Total Traffic stops – 51

Total school contacts - 7

Call Date/Time Incident Type

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Call Date/Time	Incident Type
08/31/2025 21:48:48	CHEST PAIN
08/31/2025 17:26:52	Shoplifter
08/31/2025 15:44:36	MDOP-29000
08/31/2025 15:38:17	911 Welfare - Misdials
08/31/2025 13:58:18	PDA
08/30/2025 22:14:34	Assist Other Agencies
08/30/2025 21:21:13	Loud Noise
08/30/2025 18:47:00	Retail Fraud
08/30/2025 17:35:28	Accident All Other
08/30/2025 17:14:20	General Assist
08/30/2025 13:04:07	Missing Person
08/30/2025 13:04:07	Missing Person
08/30/2025 12:45:25	Motorist Assist
08/30/2025 00:17:53	General Assist
08/29/2025 21:29:40	Parking Violation
08/29/2025 17:46:10	Check Welfare
08/29/2025 14:57:45	Trespassing
08/28/2025 16:11:40	A911
08/28/2025 15:00:28	Misc
08/28/2025 14:54:14	General Assist
08/28/2025 08:51:02	ABDOMINAL PAIN
08/27/2025 10:17:34	PIA
08/26/2025 16:02:12	Found Property
08/26/2025 00:36:48	Loud Noise
08/26/2025 00:32:18	General Assist
08/25/2025 14:43:16	A911
08/25/2025 13:43:05	Boat-Marine Patrol
08/25/2025 10:59:37	Suspicious Situation
08/24/2025 22:36:56	General Assist
08/24/2025 14:16:13	Parking Violation
08/24/2025 14:02:15	Parking Violation
08/24/2025 12:01:53	Parking Violation
08/24/2025 11:50:44	Parking Violation
08/24/2025 03:33:04	Misc
08/23/2025 22:33:51	Domestic Assault
08/23/2025 20:35:03	Alarm
08/23/2025 17:59:56	PRIV PROP IMPOUND
08/23/2025 17:32:27	Trespassing
08/23/2025 16:47:34	Parking Violation
08/23/2025 16:40:06	Parking Violation
08/23/2025 15:36:39	Misc
08/23/2025 14:43:49	Parking Violation
08/23/2025 14:24:42	UNCONS/FAINTING
08/23/2025 07:11:35	Alarm
08/22/2025 23:33:36	Assist Other Agencies
08/22/2025 20:12:56	General Assist
08/22/2025 15:09:25	Larceny
08/22/2025 14:33:30	Alarm
08/22/2025 14:05:57	Uncivil
08/22/2025 13:42:58	Fraud
08/22/2025 01:17:45	General Assist
08/21/2025 21:37:05	Bond Violation
08/21/2025 14:31:53	A911
08/21/2025 11:55:50	General Assist
08/21/2025 10:28:30	Shoplifter
08/21/2025 02:32:13	General Assist
08/20/2025 11:58:43	Animal Call-Other
08/20/2025 10:11:51	General Assist
08/20/2025 09:45:51	A911
08/20/2025 06:54:59	General Non-Criminal
08/18/2025 19:18:44	Bond Violation
08/18/2025 15:16:50	UNCONS/FAINTING
08/17/2025 16:03:31	Shoplifter
08/17/2025 15:36:55	MDOP-29000
08/17/2025 11:16:41	Assist Other Agencies
08/17/2025 03:05:03	General Assist
08/17/2025 02:02:27	Assault
08/16/2025 23:08:35	Misc
08/16/2025 19:00:49	Shoplifter
08/16/2025 12:10:53	Misc
08/16/2025 02:29:46	General Assist
08/16/2025 01:09:06	Animal Call-Other
08/15/2025 02:08:52	Loud Noise
08/15/2025 01:46:21	Loud Noise
08/15/2025 01:22:54	Loud Noise
08/15/2025 00:23:29	Intoxicated Subject
08/14/2025 22:53:16	General Assist
08/14/2025 12:37:58	Suspicious Situation
08/13/2025 22:31:48	General Assist
08/13/2025 15:04:33	General Assist
08/13/2025 09:21:24	General Assist
08/13/2025 00:41:10	General Assist
08/13/2025 00:10:18	Found Property
08/12/2025 13:55:58	Parking Violation
08/11/2025 22:08:12	Road Hazard

08/11/2025 17:00:17	Trespassing
08/11/2025 10:31:24	MDOP-29000
08/11/2025 10:26:55	Harassment/Threats
08/10/2025 23:44:01	General Assist
08/10/2025 13:39:10	Larceny
08/09/2025 22:21:04	General Assist
08/09/2025 20:40:49	Assist Other Agencies
08/09/2025 19:47:56	Parking Violation
08/09/2025 19:21:51	Fire Alarm
08/09/2025 12:20:45	Parking Violation
08/09/2025 00:35:38	PDA
08/09/2025 00:15:59	Suspicious Situation
08/08/2025 23:05:56	General Assist
08/08/2025 22:44:31	General Assist
08/08/2025 20:54:34	Fire Alarm
08/08/2025 16:13:46	General Assist
08/05/2025 23:26:25	General Assist
08/05/2025 18:23:45	PRIV PROP IMPOUND
08/04/2025 22:42:40	General Assist
08/04/2025 17:32:10	Harassment/Threats
08/04/2025 15:10:54	Suspicious Situation
08/04/2025 08:14:02	General Assist
08/04/2025 07:45:22	Loud Noise
08/03/2025 23:00:39	General Assist
08/03/2025 22:19:47	Parking Violation
08/03/2025 03:28:51	General Assist
08/03/2025 03:12:14	General Assist
08/02/2025 19:34:28	Parking Violation
08/02/2025 18:08:17	Parking Violation
08/02/2025 15:55:28	Parking Violation
08/02/2025 15:40:17	Found Property
08/02/2025 02:16:36	General Assist
08/02/2025 00:54:32	General Assist
08/01/2025 13:50:37	Ambulance

Sheriff's Office

September 2025

Total Calls for service – 88

Total traffic stops – 37

Total school contacts - 28

Call Date/Time Incident Type

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09/30/2025 22:22:20	General Assist
09/30/2025 21:12:18	MDOP-29000
09/30/2025 19:55:49	General Assist
09/30/2025 17:59:24	Fraud
09/30/2025 17:29:00	Uncivil
09/30/2025 14:11:02	General Assist
09/29/2025 22:01:49	General Assist
09/29/2025 15:55:43	Disorderly Conduct
09/29/2025 13:47:06	Trespassing
09/29/2025 00:37:44	General Assist
09/28/2025 20:10:41	General Assist
09/28/2025 12:33:10	Boat-Marine Patrol
09/28/2025 11:36:23	General Assist
09/28/2025 03:02:48	General Assist
09/27/2025 17:17:02	General Assist
09/27/2025 05:56:34	Suspicious Situation
09/25/2025 22:10:58	General Assist
09/25/2025 12:21:56	Harassment/Threats
09/25/2025 11:18:36	Animal-Bite
09/25/2025 09:50:17	Alarm
09/25/2025 08:33:01	Suspicious Situation

09/25/2025 08:18:43	Motorist Assist
09/24/2025 23:31:18	General Assist
09/24/2025 11:44:51	Trespassing
09/24/2025 00:11:33	General Assist
09/23/2025 23:32:21	Alarm
09/23/2025 12:53:18	Found Property
09/23/2025 09:31:49	MDOP-29000
09/23/2025 05:57:23	Alarm
09/22/2025 23:35:31	General Assist
09/22/2025 17:01:21	Larceny
09/22/2025 13:27:17	Accident All Other
09/22/2025 10:39:45	Fire Alarm
09/22/2025 01:01:24	Fire Alarm
09/21/2025 02:37:03	General Assist
09/21/2025 02:36:44	General Assist
09/20/2025 23:31:18	Health and Safety
09/20/2025 17:34:35	PDA
09/20/2025 16:30:34	Parking Violation
09/20/2025 16:26:18	Parking Violation
09/20/2025 16:18:23	Parking Violation
09/20/2025 15:09:49	Civil
09/20/2025 09:13:36	MDOP-29000
09/20/2025 01:24:12	General Assist
09/19/2025 22:09:35	General Assist
09/19/2025 21:39:05	General Assist
09/19/2025 15:06:46	General Assist
09/19/2025 09:18:36	Fraud
09/19/2025 01:49:05	General Assist
09/18/2025 21:03:51	Trespassing
09/18/2025 20:52:56	Misc

09/18/2025 01:07:30	General Assist	09/04/2025 10:26:17	General Assist
09/17/2025 17:29:57	Tree Down	09/04/2025 00:52:57	General Assist
09/17/2025 07:29:54	MDOP-29000	09/02/2025 20:10:25	Intoxicated Subject
09/16/2025 14:40:16	Harassment/Threats	09/01/2025 22:19:26	General Assist
09/14/2025 19:49:14	Check Welfare	09/01/2025 20:33:11	PDA
09/14/2025 03:21:22	General Assist	09/01/2025 16:02:49	Alarm
09/12/2025 18:30:53	Disorderly Conduct	09/01/2025 00:22:36	General Assist
09/12/2025 15:26:51	Parking Violation		
09/12/2025 12:43:50	Disorderly Conduct		
09/11/2025 19:31:25	Harassment/Threats		
09/10/2025 18:41:58	Check Welfare		
09/10/2025 15:33:51	Animal-Dog Barking		
09/09/2025 22:52:55	General Assist		
09/09/2025 18:19:32	Parking Violation		
09/09/2025 08:35:28	General Assist		
09/09/2025 00:14:20	General Assist		
09/08/2025 12:41:00	Suspicious Situation		
09/08/2025 00:09:03	General Assist		
09/07/2025 10:31:32	Road Hazard		
09/06/2025 23:45:36	General Assist		
09/06/2025 20:20:00	Accident All Other		
09/06/2025 13:03:56	Parking Violation		
09/06/2025 11:42:20	Parking Violation		
09/06/2025 10:27:16	Parking Violation		
09/06/2025 08:35:17	General Assist		
09/06/2025 02:35:32	General Assist		
09/06/2025 01:54:15	Traffic Offense		
09/06/2025 01:15:03	Civil		
09/05/2025 20:18:36	Animal-Dog Running		
09/04/2025 17:35:55	Animal-Dog Running		



Deputy Tucker Hoover's last day in the City was October 2nd. He has moved back to general patrol. Deputy Brandon Marklevitz started in the city on October 6th.

**City of Saugatuck
Status Report of Engineering Activities
October 8, 2025**

General Consultation

- Village Square Court Renovation: Received preliminary scoring and comments from DNR and revised the application to attempt to maximize scoring. Final scoring should be available later this year.
- Developed a proposal for inspection of larger culvert crossings and storm sewer outfalls. This work could be completed in phases and areas of concern could be prioritized.
- Pavement Markings: 2025 work is complete. 2026 work will take place in the spring. Current contract is 2025-2027.
- Assisting with review of water and sewer agreements as needed.
- Issued bid package for fall 2025 asphalt paving improvements, which include patching on Lucy Street and resurfacing Main and Hoffman Street ends west of Water Street. Prepared Recommendation of Award to A-1 Asphalt for the October 14 council meeting.
- Assisting with site plan reviews and construction observation for new development and other projects as needed.

EGLE Technical, Managerial and Financial (TMF) Project

- The City was awarded \$221,600 in funding from EGLE's Community Technical, Managerial, and Financial (TMF) support for lead service line identification (100% grant).
- The project is complete and final documents have been submitted to EGLE.
- Will be working with City staff on a plan to eliminate remaining unknowns and replace lead/galvanized services by the federal and state deadlines.

Mt. Baldhead Projects

- AT&T Project Assistance
 - Providing assistance on an as-needed basis.
- Restroom Building Replacement
 - Construction is underway. Utility work is nearly complete. Foundation and slab have been poured. The project is progressing toward completion in 2025 and final punch list in spring 2026.
- Observation Platform Replacement
 - Attended several meetings with area stakeholders and cultural resources specialists to help guide the design.
 - Timeframe for design and construction is dependent on findings later this year.

Sea Wall and Concrete Repairs

- The bid opening was held on April 30, however none were received.
- The DPW will be obtaining quotes for patching stairs at Hoffman & Griffith. The remaining areas are being incorporated as additional work within the Maple Street contract.

Maple Street Improvements

- Working on addressing comments from EGLE on the water system permit.
- Working on incorporating sea wall repairs and resurfacing Mary Street (Water Street to Butler Street) into the bid documents as separate items of work (outside the Maple Street budget).
- Depending on timing for permits and final design, we anticipate issuing the project for bids in late 2025 with construction during the 2026 construction season (approximately April to November).

Park Street Improvements – Study Phase

- Park Street between Campbell Road and Mt. Baldhead has no specific non-motorized facility and a number of unique challenges and right-of-way encroachments. The asphalt pavement is deteriorating. A number of development projects have recently been completed or are ongoing along the corridor. A planning phase proposal has been developed to build on prior study work and develop a scope, concept and cost estimate for improvement of the corridor.
- We are awaiting results of our application to EGLE's Michigan Coastal Management Program, which was submitted on December 20, 2024 followed by a council resolution on December 23. If funded, the grant would cover up to 50% of the planning cost and an updated proposal will be prepared to align with the funding. EGLE has reached out several times with follow-up questions/clarifications on the application.

City Hall Interior Renovations

- A kickoff meeting/site visit was held and concepts are underway.

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
POST DATES 06/30/2025 - 10/15/2025
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

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Vendor Name	Description	Amount
1. ACTION INDUSTRIAL SUPPLY CO		
	UNIFORMS & SAFETY EQUIPMENT - KERRIDGE	169.59
	UNIFORMS & SAFETY EQUIPMENT - KERRIDGE	70.80
	UNIFORMS & SAFETY EQUIPMENT - KERRIDGE	55.96
	TOTAL	296.35
2. AERIAL HYDRAULIC REPAIR INC		
	BUCKET TRUCK INSPECTION	1,911.76
3. ALLEGAN COUNTY SHERIFF		
	AUG '25 CORRECTIONS SERVICES	327.00
	RESERVE DEPUTIES	912.00
	SEP '25 SHERIFF CONTRACT	35,677.54
	TOTAL	36,916.54
4. ALLEGAN COUNTY TREASURER		
	WARNOCK DRAIN REPLACEMENT	56,875.00
	PROPERTY TAXES COLLECTION 09/19 - 10/05	46,809.81
	TOTAL	103,684.81
5. APEX SOFTWARE		
	2025 - 2026 ANNUAL MAINTENANCE RENEWAL	260.00
6. ASSESSING SOLUTIONS INC		
	OCT '25 ASSESSING SERVICES	3,024.84
7. BIG LAKE ELECTRIC LLC		
	INSTALL GENERATOR PLUGS	1,895.00
8. BRIDGET O'CONNOR		
	2025 Sum Tax Refund 57-208-039-00	8,775.80
9. COMCAST		
	09/28 - 10/27 INTERNET SERVICE	358.30
10. COMMERCIAL RECORD		
	PC HEARING	98.00
11. CONSUMERS ENERGY		
	AUG '25 SERVICE	4,442.16
12. DETROIT SALT COMPANY		
	ROAD BULK SALT	6,837.56
13. DUNESVIEW KWIK SHOP INC		
	JUL '25 GAS AND DIESEL	1,749.73
	AUG '25 GAS AND DIESEL	1,675.55
	JUN '25 GAS AND DIESEL	2,103.72
	TOTAL	5,529.00
14. ESRI		
	GIS ANNUAL SUBSCRIPTION	700.00
15. ETNA SUPPLY		
	STREET SWEEPER PARTS	150.40
	STREET SWEEPER PARTS RETURNED	(137.00)
	TOTAL	13.40
16. FASTENAL		
	SUPPLIES	17.71
	SUPPLIES	28.47
	TOTAL	46.18
17. FIRST BANK CARD		
	07/26 - 08/26 STATEMENT BALANCE	297.26
	07/26 - 08/26 STATEMENT BALANCE	73.42
	07/26 - 08/26 STATEMENT BALANCE	954.26
	07/26 - 08/26 STATEMENT BALANCE	1,891.85
	TOTAL	3,216.79

56

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
POST DATES 06/30/2025 - 10/15/2025
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Page: 2/3

Vendor Name	Description	Amount
18. FLEIS & VANDENBRINK ENGINEERING INC	08/24 - 09/27 ENGINEERING FEES - MAPLE STREET	38,140.00
19. FRONTIER	09/03 - 10/02 SERVICE	186.17
20. GIL- ROY'S HARDWARE	LANDSCAPE FABRIC	64.78
21. GROUNDS MANAGEMENT SOLUTIONS	FERTILIZER - VARIOUS PARKS, CITY HALL	714.46
22. IHLE AUTO PARTS	SEP '25 MOTOR PURCHASES	124.71
23. KALAMAZOO LAKE SEWER & WATER	AUG '25 SERVICE	4,686.38
24. LAKESHORE OUTDOORS LLC	SCREENED TOPSOIL	132.00
25. LORRIE PASTOOR	CLEANING SERVICES	560.00
26. MERCHANTS BANCARD NETWORK	SEP '25 CC PROCESSING - CONCESSION	362.16
	SEP '25 CC PROCESSING - PLANNING AND ZONING	90.33
	TOTAL	452.49
27. MERS	SEP '25 RETIREMENT	4,500.00
28. METRO WIRELESS	OCT '25 WIFI SERVICE	698.00
29. MICHIGAN CAT	CATERPILLAR - SEALS LEAKING	2,958.26
	CATERPILLAR - THROTTLE STICKS	1,705.39
	TOTAL	4,663.65
30. MIDWEST CONSTRUCTION GROUP, INC.	MT BALDHEAD RESTROOM REPLACEMENT	27,354.73
31. MINER SUPPLY CO	TOILET PAPER DISPENSERS	1,275.00
32. MMTA	DUES	99.00
33. MYERS JASON	REFUND UNUSED ESCROW	1,763.75
34. ODC NETWORK	MAPLE ST JAPANESE KNOTWEED	450.00
35. OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES COLLECTION 09/19 - 10/05	26,489.17
36. OVERISEL LUMBER COMPANY	SEP '25 STATEMENT BALANCE	552.34
37. PLUMMER'S ENVIRONMENTAL SERVICES IN	STORM SEWER CLEANING	5,566.00
38. PRIORITY HEALTH	SEP '25 HEALTH INSURANCE COVERAGE	11,776.99
	OCT '25 HEALTH INSURANCE COVERAGE	10,456.92
	TOTAL	22,233.91
39. PURITY CYLINDER GASES INC	GAS CYLINDERS	20.00
40. REPUBLIC SERVICES	2025-08 PICKUP SERVICE - BLUE STAR	480.00
	SEP '25 SERVICE	372.00
	SEP'25 DISPOSAL AND PICKUP SERVICE - BLUE STAR	504.00
	TOTAL	1,356.00
41. RICOH USA INC		

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
POST DATES 06/30/2025 - 10/15/2025
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Page: 3/3

Vendor Name	Description	Amount
	09/26 - 10/25 COPIER LEASE	163.24
42. SAUGATUCK FIRE		
	RENTAL HOME INSPECTIONS / REINSPECTIONS	1,150.00
43. SAUGATUCK PUBLIC SCHOOLS		
	PARKING LOT SPLIT	40,607.25
	PROPERTY TAXES COLLECTION 09/19 - 10/05	29,528.62
	TOTAL	70,135.87
44. SAUGATUCK TOWNSHIP		
	BLUE STAR TRAIL LUNCH / VIEWSHED SURVEY	108.93
45. SAUGATUCK WOMAN'S CLUB		
	ELECTION	125.00
46. SEPTIC TANK SYSTEMS CO INC		
	PORTABLE RESTROOMS - CULVER STREET	325.00
	PORTABLE REST ROOM - OVAL BEACH	1,075.00
	PORTABLE REST ROOM - MT BALDHEAD	500.00
	TOTAL	1,900.00
47. SHORELINE TECHNOLOGY SOLUTIONS		
	OCT '25 COMPUTER SERVICES	2,074.20
48. SPECTRUM PRINTERS INC		
	ELECTION MATERIALS	54.73
49. SPRING BROOK SUPPLY		
	PIPE	15.46
50. STINGERS PEST CONTROL		
	PEST CONTROL	120.00
51. WONDERLAND TIRE COMPANY		
	TIRES	2,447.46
TOTAL - ALL VENDORS		398,383.92
FUND TOTALS:		
Fund 101 - GENERAL FUND		222,378.71
Fund 202 - MAJOR STREETS		6,785.55
Fund 203 - LOCAL STREETS		25,962.63
Fund 301 - DEBT SERVICE		290.98
Fund 496 - SEWER CAPITAL PROJECTS FUND		1,221.00
Fund 497 - WATER CAPITAL PROJECTS FUND		16,991.00
Fund 661 - MOTOR POOL FUND		15,989.47
Fund 701 - CURRENT TAX FUND		108,764.58

10/09/2025

CHECK REGISTER FOR CITY OF SAUGATUCK
CHECK DATE FROM 09/01/2025 - 09/30/2025

Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
09/08/2025	20445	CONSUMERS ENERGY	STREETLIGHT REMOVAL	448.00
09/08/2025	20446	HORIZON COMMUNITY PLANNING	PLANNING & HDC CONSULTANT	4,309.90
09/08/2025	20447	LOUIS COREY	REFUND PARTIAL PERMIT FEE	200.00
09/08/2025	20448	OVERISEL LUMBER COMPANY	AUG '25 STATEMENT BALANCE	799.17
09/08/2025	20449	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 08/21 - 09/03	206,839.54
09/08/2025	20450	SEPTIC TANK SYSTEMS CO INC	CULVER STREET	1,325.00
09/08/2025	20451	WYOMING ASPHALT PAVING CO	ASPHALT	205.92
09/09/2025	6160(A)	ALLEGAN COUNTY SHERIFF	RESERVE DEPUTIES	4,824.00
09/09/2025	6161(A)	ALLEGAN COUNTY SHERIFF	AUG '25 SHERIFF CONTRACT	35,677.54
09/09/2025	6162(A)	ALLEGAN COUNTY SHERIFF	JUL '25 CORRECTIONS SERVICES	276.00
09/09/2025	6163(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 08/21 - 09/03	305,830.76
09/09/2025	6164(A)	ASSESSING SOLUTIONS INC	SEP '25 ASSESSING SERVICES	3,024.84
09/09/2025	6165(A)	CERTASITE LLC	DPW GARAGE	498.40
09/09/2025	6166(A)	COMCAST	08/28 - 09/27 INTERNET SERVICE	358.30
09/09/2025	6167(A)	OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES COLLECTION 08/21 - 09/03	173,066.35
09/09/2025	6168(A)	PURITY CYLINDER GASES INC	GAS CYLINDERS	20.38
09/09/2025	6169(A)	SAUGATUCK FIRE	RENTAL HOME INSPECTIONS	1,400.00
09/09/2025	6170(A)	SHORELINE TECHNOLOGY SOLUTIONS	SEP'25 COMPUTER SERVICES	5,174.20
09/09/2025	6171(A)	STREAMLINE DESIGN.COM LLC	NO CLIMBING ON TREE	90.00
09/09/2025	6172(E)	GORDON FOOD SERVICE	OVAL BEACH CONCESSIONS	556.96
09/09/2025	6173(E)	KALAMAZOO LAKE SEWER & WATER	JUL '25 SERVICE	4,826.32
09/09/2025	6174(E)	MERS	AUG '25 RETIREMENT	4,499.98
09/09/2025	6175(E)	METRO WIRELESS	SEP '25 WIFI SERVICE	698.00
09/12/2025	20452	SAMUELS, ROBERT	PAYROLL	563.39
09/12/2025	20453	SANCHEZ, ADAN	PAYROLL	300.42
09/12/2025	DD7590(A)	ARAMENDI, NOAH	PAYROLL	1,566.18
09/12/2025	DD7591(A)	BOSCH, LEXIE	PAYROLL	937.86

10/09/2025

CHECK REGISTER FOR CITY OF SAUGATUCK
CHECK DATE FROM 09/01/2025 - 09/30/2025

Check Date	Check	Vendor Name	Description	Amount
09/12/2025	DD7592(A)	BREDEWEG, NICOLE	PAYROLL	1,947.33
09/12/2025	DD7593(A)	BULTMAN, LINDA	PAYROLL	819.49
09/12/2025	DD7594(A)	CHRISTENSON, JUDE	PAYROLL	259.46
09/12/2025	DD7595(A)	CUMMINS, RYAN	PAYROLL	2,996.85
09/12/2025	DD7596(A)	DEJAEGHER, JOHN	PAYROLL	1,346.52
09/12/2025	DD7597(A)	FLANAGAN, HANNAH	PAYROLL	712.18
09/12/2025	DD7598(A)	GARCIA, MARIELA	PAYROLL	198.01
09/12/2025	DD7599(A)	GIBSON, MICHELLE	PAYROLL	1,469.41
09/12/2025	DD7600(A)	GRIGG-MARTINEZ, DAYTON	PAYROLL	658.67
09/12/2025	DD7601(A)	HAMLIN, AIDEN	PAYROLL	132.15
09/12/2025	DD7602(A)	HERBERT, SCOTT	PAYROLL	2,366.00
09/12/2025	DD7603(A)	KERRIDGE, ADAM	PAYROLL	1,901.64
09/12/2025	DD7604(A)	LIVINGSTON, JOHN	PAYROLL	1,091.25
09/12/2025	DD7605(A)	MACK, ELLIS	PAYROLL	1,424.68
09/12/2025	DD7606(A)	MARTIN, DANNY	PAYROLL	1,399.88
09/12/2025	DD7607(A)	MEYER, GRIFFIN	PAYROLL	536.63
09/12/2025	DD7608(A)	MITCHELL, CADE	PAYROLL	79.29
09/12/2025	DD7609(A)	MITCHELL, JACE	PAYROLL	732.57
09/12/2025	DD7610(A)	MOORE, GRAYSON	PAYROLL	3,311.18
09/12/2025	DD7611(A)	PETERS, ADDISON	PAYROLL	179.73
09/12/2025	DD7612(A)	PETERS, AVERY	PAYROLL	556.56
09/12/2025	DD7613(A)	STEZOWSKI, BRAYDEN	PAYROLL	520.73
09/12/2025	DD7614(A)	STEZOWSKI, LOGAN	PAYROLL	576.29
09/12/2025	DD7615(A)	VAN HOWE, AINSLEY	PAYROLL	906.37
09/12/2025	DD7616(A)	WILLIAMS, SARA	PAYROLL	1,968.93
09/12/2025	DD7617(A)	WOLTERS, JAMIE	PAYROLL	2,109.14
09/12/2025	EFT1967(E)	ALERUS	PAYROLL	3,114.47
09/12/2025	EFT1968(E)	HEALTH EQUITY	PAYROLL	705.00

10/09/2025

CHECK REGISTER FOR CITY OF SAUGATUCK
CHECK DATE FROM 09/01/2025 - 09/30/2025

Check Date	Check	Vendor Name	Description	Amount
09/12/2025	EFT1969(E)	MERS HYBRID	PAYROLL	1,997.51
09/12/2025	EFT1970(E)	FEDERAL TAX DEPOSIT	PAYROLL	10,160.18
09/22/2025	20454	AMES JOHN	2025 SUM TAX REFUND 57-300-080-00 (PRE)	4,760.43
09/22/2025	20455	BALE LORI	REFUND PERMIT FEE	75.00
09/22/2025	20456	COMMERCIAL RECORD	PUBLISHING	120.00
09/22/2025	20457	COMPTON INC.	06/07- 08/21 TMF WATER SERVICE MATERIAL	9,078.75
09/22/2025	20458	IHLE AUTO PARTS	AUG '25 MOTOR PURCHASES	1,024.57
09/22/2025	20459	MCKELLIPS PLUMBING INC	PLUMBING GARAGE WATER LINE	95.00
09/22/2025	20460	ODC NETWORK	KALAMAZOO RIVER GREENWAY	5,000.00
09/22/2025	20461	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 09/04 - 09/18	1,308,750.18
09/22/2025	20462	SEPTIC TANK SYSTEMS CO INC	PORTABLE REST ROOM - OVAL BEACH	2,075.00
09/22/2025	20463	SPRING BROOK SUPPLY	IRRIGATION	117.82
09/23/2025	6184(A)	ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT - BROWN	435.97
09/23/2025	6185(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 09/04 - 09/18	1,830,215.19
09/23/2025	6186(A)	COMCAST-DPW	09/15 - 10/14 INTERNET-DPW	463.85
09/23/2025	6187(A)	ETNA SUPPLY	SHOP HOSE (RETURNED)	194.00
09/23/2025	6188(A)	FAHEY SCHULTZ BURZYCH RHODES	AUG '25 DUNE RIDGE V (ORIGINAL ACTION)	28,208.56
09/23/2025	6189(A)	FLEIS & VANDENBRINK ENGINEERING INC	07/27 - 08/23 ENGINEERING FEES - MAPLE S	44,527.69
09/23/2025	6190(A)	HORIZON COMMUNITY PLANNER	PLANNING SERVICES	5,822.16
09/23/2025	6191(A)	K&R TRUCK SALES INC	HOSE AND CLAMP	65.97
09/23/2025	6192(A)	LANDSCAPE DESIGN SERVICES INC	ROSE GARDEN MAINTENANCE	824.00
09/23/2025	6193(A)	MAC QUEEN	WATER HOUSING - STREET SWEEPER	127.50
09/23/2025	6194(A)	MC CANN INDUSTRIES INC	REPAIR	787.44
09/23/2025	6195(A)	MICHIGAN ELECTRO FREEZE INC	WINTERIZATION	130.00
09/23/2025	6196(A)	OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES COLLECTION 09/04 - 09/18	1,035,699.36
09/23/2025	6197(A)	PRO-TEMP INC	OVAL BEACH - WINTERIZE	337.38
09/23/2025	6198(A)	RAF ELECTRIC	SIGN @ HOLLAND AND BLUE STAR	2,325.00
09/23/2025	6199(A)	REPCOLITE	AUG '25 STATEMENT BALANCE	59.75

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CHECK REGISTER FOR CITY OF SAUGATUCK
CHECK DATE FROM 09/01/2025 - 09/30/2025

Check Date	Check	Vendor Name	Description	Amount
09/23/2025	6200(A)	SAUGATUCK FIRE	RENTAL HOME INSPECTIONS	5,000.00
09/23/2025	6201(A)	SISTERS IN INK	MASTER PLAN POST CARDS	224.00
09/23/2025	6202(A)	SPECTRUM PRINTERS INC	ELECTION MATERIALS	939.40
09/23/2025	6203(A)	STANDARD INSURANCE COMPANY	OCT '25 INSURANCE	488.45
09/23/2025	6206(E)	CAPITAL ONE	AUG '25 STATEMENT BALANCE	144.96
09/23/2025	6207(E)	FRONTIER	07/20 - 08/19 SERVICE	100.03
09/23/2025	6208(E)	JOHN DEERE FINANCIAL	08/11 - 09/10 STATEMENT BALANCE	39.92
09/23/2025	6209(E)	MERCHANTS BANCARD NETWORK	AUG '25 CC PROCESSING - ENTRANCE AND OFF	4,175.82
09/23/2025	6210(E)	MERCHANTS BANCARD NETWORK	AUG '25 CC PROCESSING - ENTRANCE AND OFF	1,318.75
09/23/2025	6211(E)	MICHIGAN GAS UTILITIES	07/25 - 08/23 SERVICE - 102 BUTLER	39.92
09/23/2025	6212(E)	MICHIGAN GAS UTILITIES	07/25 - 08/24 SERVICE - 345 BUTLER	54.07
09/23/2025	6213(E)	MICHIGAN GAS UTILITIES	07/28 - 08/25 SERVICE - 3338 BLUE STAR	40.01
09/23/2025	6214(E)	NET2PHONE INC	SEP '25 PHONE SERVICE	164.19
09/23/2025	6215(E)	REPUBLIC SERVICES	AUG '25 DISPOSAL AND PICKUP SERVICE - BL	504.00
09/23/2025	6216(E)	STATE OF MICHIGAN	AUG AND SEP '25 SALES TAX	1,724.83
09/23/2025	6217(E)	VALLEY CITY LINEN INC	SHOP TOWELS	235.05
09/26/2025	20464	MML UNEMPLOYMENT COMPENSATION GROUP	PAYROLL	21.26
09/26/2025	DD7618(A)	ANDERSON, HOLLY	PAYROLL	297.33
09/26/2025	DD7619(A)	ARAMENDI, NOAH	PAYROLL	1,748.46
09/26/2025	DD7620(A)	BAGIEREK, CHRISTOPHER	PAYROLL	79.29
09/26/2025	DD7621(A)	BALDWIN, CRAIG	PAYROLL	110.82
09/26/2025	DD7622(A)	BALDWIN, HELEN	PAYROLL	25.42
09/26/2025	DD7623(A)	BOSCH, LEXIE	PAYROLL	334.78
09/26/2025	DD7624(A)	BREDEWEG, NICOLE	PAYROLL	2,022.32
09/26/2025	DD7625(A)	BROWN, ANTHONY	PAYROLL	1,731.27
09/26/2025	DD7626(A)	BULTMAN, LINDA	PAYROLL	171.02
09/26/2025	DD7627(A)	CANNARSA, JOHN	PAYROLL	77.48
09/26/2025	DD7628(A)	CLARK, JOSEPH	PAYROLL	343.58

10/09/2025

CHECK REGISTER FOR CITY OF SAUGATUCK
CHECK DATE FROM 09/01/2025 - 09/30/2025

Check Date	Check	Vendor Name	Description	Amount
09/26/2025	DD7629(A)	CUMMINS, RYAN	PAYROLL	3,414.36
09/26/2025	DD7630(A)	DEAN, SCOTT	PAYROLL	263.30
09/26/2025	DD7631(A)	DONAHUE, WILLIAM	PAYROLL	55.41
09/26/2025	DD7632(A)	GARDNER, RUSSELL	PAYROLL	335.79
09/26/2025	DD7633(A)	GAUNT, BOBBIE	PAYROLL	105.72
09/26/2025	DD7634(A)	GIBSON, MICHELLE	PAYROLL	1,544.42
09/26/2025	DD7635(A)	HERBERT, SCOTT	PAYROLL	2,441.01
09/26/2025	DD7636(A)	KERRIDGE, ADAM	PAYROLL	2,381.19
09/26/2025	DD7637(A)	LA CHEY, MARK	PAYROLL	78.29
09/26/2025	DD7638(A)	LAMPEN, MEAGAN	PAYROLL	79.28
09/26/2025	DD7639(A)	LIVINGSTON, JOHN	PAYROLL	951.04
09/26/2025	DD7640(A)	MACK, ELLIS	PAYROLL	1,448.96
09/26/2025	DD7641(A)	MANNS, STEVEN	PAYROLL	105.72
09/26/2025	DD7642(A)	MARTIN, DANNY	PAYROLL	953.55
09/26/2025	DD7643(A)	MITCHELL, JACE	PAYROLL	694.99
09/26/2025	DD7644(A)	MOORE, GRAYSON	PAYROLL	2,850.21
09/26/2025	DD7645(A)	MUNCEY, GREGORY	PAYROLL	220.24
09/26/2025	DD7646(A)	PATERSON, KEITH	PAYROLL	79.28
09/26/2025	DD7647(A)	PETERSON, CHRISTINE	PAYROLL	264.30
09/26/2025	DD7648(A)	STANTON-SHARAR, LAUREN	PAYROLL	263.30
09/26/2025	DD7649(A)	STRAKER, TIMOTHY	PAYROLL	78.38
09/26/2025	DD7650(A)	WILLIAMS, SARA	PAYROLL	1,831.11
09/26/2025	DD7651(A)	WOLTERS, JAMIE	PAYROLL	2,184.13
09/26/2025	EFT1971(E)	ALERUS	PAYROLL	3,394.95
09/26/2025	EFT1972(E)	HEALTH EQUITY	PAYROLL	705.00
09/26/2025	EFT1973(E)	MERS HYBRID	PAYROLL	2,203.39
09/26/2025	EFT1974(E)	FEDERAL TAX DEPOSIT	PAYROLL	8,981.53
09/26/2025	EFT1975(E)	MERS	PAYROLL	4,753.18

10/09/2025

CHECK REGISTER FOR CITY OF SAUGATUCK
CHECK DATE FROM 09/01/2025 - 09/30/2025

Check Date	Check	Vendor Name	Description	Amount
09/26/2025	EFT1976(E)	MI DEPT OF TREASURY	PAYROLL	3,208.37
09/30/2025	6248(E)	CONSUMERS ENERGY	AUG '25 SERVICE	4,442.16
09/30/2025	6249(E)	FIRST BANK CARD	07/26 - 08/26 STATEMENT BALANCE	3,216.79
09/30/2025	6250(E)	FRONTIER	09/03 - 10/02 SERVICE	186.17
09/30/2025	6251(E)	MERS	SEP '25 RETIREMENT	4,500.00
09/30/2025	6252(E)	REPUBLIC SERVICES	SEP '25 SERVICE	372.00
09/30/2025	6253(E)	REPUBLIC SERVICES	2025-08 PICKUP SERVICE - BLUE STAR	480.00
09/30/2025	6254(E)	RICOH USA INC	09/26 - 10/25 COPIER LEASE	127.97
09/30/2025	6255(E)	RICOH USA INC	09/26 - 10/25 COPIER LEASE	35.27
Total of 148 Checks:				5,167,203.27
Less 0 Void Checks:				0.00
Total of 148 Disbursements:				5,167,203.27



City Council Agenda Item Report

FROM: Scott Herbert – Public Works Superintendent

MEETING DATE: October 14, 2025

SUBJECT: Recommendation of Award- 2025 Asphalt Repairs Project

DESCRIPTION:

The City received one bid for the 2025 Asphalt Repairs project, which includes mill and fill asphalt work at several locations within the City: Lucy Street (east of Butler), Main Street (west of Water Street and Wick's Park parking lot), and Hoffman Street (west of Water Street and associated parking areas). Repairs include removal and replacement of the top course of asphalt, approximately 1.5" plus anticipated base repairs and related work. Underground utilities are good in these areas.

The bid packet was prepared and advertised by Fleis & Vandenbrink. One bid was received by the September 30, 2025, deadline. The sole bid came from A-1 Asphalt of Wayland, MI, in the amount of **\$57,208.10**.

A-1 Asphalt has previously completed similar asphalt repair work for the City in 2023 and is prequalified with the Michigan Department of Transportation. Based on their performance history, reasonable unit pricing, and their ability to complete the work this fall, Fleis & Vandenbrink recommends awarding the project to A-1 Asphalt.

For budgeting purposes, Fleis & Vandenbrink recommends the following construction phase costs:

- **Construction (as awarded):** \$57,208.10
- **Contingencies (~7%):** \$3,791.90
- **Construction Engineering & Administration:** \$6,000
- **Total Recommended Budget:** \$67,000

Staff supports the recommendation to award the bid to A-1 Asphalt.

BUDGET ACTION REQUIRED:

Budgeted amount to come from Local and Major Street funds.

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve award to A-1 Asphalt Inc. in the amount of \$57,208.10 for asphalt repairs with a total project cost of \$67,000 and to allow the Mayor and City Clerk to sign associated contracts.

RECOMMENDATION OF AWARD

October 1, 2025

Via Email: scott@saugatuckcity.com

Scott Herbert, Superintendent of Public Works
City of Saugatuck
102 Butler Street
PO Box 86
Saugatuck, MI 49453

RE: 2025 Asphalt Repairs

Scott,

The City received bids for the 2025 Asphalt Repairs project on September 30, 2025. As you will recall, the repairs are "mill & fill" of the following areas:

- South side of Lucy Street east of Butler Street.
- Main Street west of Water Street and Wick's Park parking lot
- Hoffman Street west of Water Street and associated parking

Repairs include removal and replacement of the top course of asphalt, approximately 1.5" plus anticipated asphalt base repairs and related work. Bids were requested based on completing the work this fall. One bid was received (likely due to scheduling constraints). The bid is from A-1 Asphalt of Wayland, Michigan in the amount of \$57,208.10 (after correcting for rounding errors), and the unit prices appear to be reasonable considering the nature of the work. We have worked with A-1 on a number of similar projects, including similar asphalt repairs for the City in 2023. They are prequalified by the Michigan Department of Transportation, and we feel they are capable of meeting the project requirements.

Based on the above, we recommend an award to A-1 Asphalt in the amount of \$57,208.10.

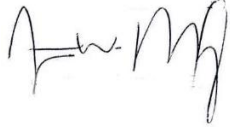
For budgetary purposes, we recommend that the City plan on the following construction phase costs:

Item	Budget
Construction (as awarded):	\$57,208.10
Contingencies (~7%):	\$3,791.90
Construction Engineering & Administration:	\$6,000
Total Recommended Construction Budget:	\$67,000

Please feel free to contact me with any questions.

Sincerely,

FLEIS & VANDENBRINK

A handwritten signature in black ink, appearing to read 'J. Moxey', written over a faint, larger signature.

Jonathan W. Moxey, P.E.
Project Manager

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: 2025 Asphalt Repairs

ARTICLE 2 - THE PROJECT

- 2.01 Project, of which the Work under the Contract Documents is a part, is generally described as follows: 2025 Asphalt Repairs

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. Bids will be presented to City Council at their October 8, 2025 workshop and an award is anticipated to be made at the City Council's regular meeting on October 14 with the Notice of Award issued on October 15, 2025. The Notice to Proceed will be issued as soon as bonds and insurance certificates are provided for the contract to be executed. The work will be substantially complete on or before **November 14, 2025**, and completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before **November 28, 2025**.

4.03 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 **\$250** 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 **\$100** for each day that expires after such time until the Work is completed and ready for final payment.
 3. 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. Addenda (numbers _____ to _____, inclusive).
 - 7. Exhibits to this Agreement (enumerated as follows):
 - a. Contractor's Bid.
 - b. Documentation submitted by Contractor prior to Notice of Award.
 - c. _____.
 - 8. 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:

(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:

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: October 14, 2025

SUBJECT: Selection of a Parking Consultant for Support of the Advisory Parking Improvements Task Force, Parking Study, and Solutions

DESCRIPTION:

On July 14, City Council approved the creation of an advisory Parking Improvements Task Force and issuing a request for proposals (RFP) for consulting services for a parking study and solutions.

The City received three proposals in response to our RFP which can be viewed in the workshop packet: https://www.saugatuckcity.com/uploads/1/3/3/9/133977444/p_10-8-25_cw.pdf

Mayor Anderson, Council Member (and Chair of the Task Force) Muncey, and I reviewed the proposals and conducted interviews with each team. We are recommending that City Council approve the proposal from Walker Consultants.

Walker Consultants is recognized as an industry leader in parking studies, and they are partnering with our long-time engineers at Fleis & VandenBrink. This gives us the benefit of expert consultants with a fresh set of eyes on our parking concerns, combined with the knowledge and experience of our long-time engineers.

For the Task Force, having access to consultant expertise is especially important. Parking concerns in Saugatuck have persisted for decades without the benefit of consultant analysis, and Walker's involvement provides proven strategies informed by national best practices. In addition, some potential solutions may require significant capital investment—areas where expert guidance will help the City make well-informed, cost-effective decisions. By pairing Walker's specialized parking insight with the institutional knowledge of Fleis & VandenBrink, the Task Force will be better positioned to recommend both immediate improvements and long-term investments that truly meet the community's needs.

Workshop Feedback

Based on Council feedback from the workshop meeting:

- Walker Consultants updated the “Ownership of Documents” section of the conditions to include task-level deliverable reports.
- Staff provided a map showing the area along Peterson Preserve. I also provided location details on the Southerner restaurant and Mason Street, east of Elizabeth. Walker Consultants is willing to incorporate these areas and will work to finalize the map with the Task Force.
- Walker Consultants is working on providing a comparable cities list.

BUDGET ACTION REQUIRED:

None at this time. The fee proposal from Walker has been negotiated down to \$82,425. The budget for FY 25/26 includes \$125,000 for contractual services to assist with various Council priorities including a parking consultant.

LEGAL REVIEW:

Legal reviewed Walker Consultants’ general conditions of agreement. Legal will be at your meeting if you have any questions.

SAMPLE MOTION:

Motion to approve the proposal from Walker Consultants for consulting services to conduct a parking study and recommend solutions, in the amount of \$84,425.



Prepared for the City of Saugatuck, MI

Consulting Services for Parking Study and Solutions

August 18, 2025



WALKER
CONSULTANTS

Contents

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August 18, 2025

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

Re: *Request for Proposals to Provide Consulting Services for Parking Study and Solutions*

Dear Mr. Cummins:

The team at Walker Consultants ("Walker") is considered the preeminent industry leader in parking planning, design, operations, and technology. We are qualified and confident in our ability to exceed the expectations of the City of Saugatuck ("City") if selected for this project. Walker's national and international experience with downtown parking planning, operations, policy development, parking facility design, signage and wayfinding planning, and program implementation can all be applied to this project, helping the City address its immediate needs while setting the community up for long-term success.

Having visited Saugatuck numerous times, the members of Walker's project team have seen some of the challenges you face firsthand. However, we do not come into this project with any preconceived notions of the day-to-day struggles the community experiences with parking, transportation, and mobility. If selected for this project, we will lean on the experiences of City staff, members of the Parking Improvements Task Force, and the greater community to inform our understanding of the real issues facing Saugatuck. Our team will then bring our experience to bear in the development of potential solutions to those issues, providing the City with detailed recommendations and actionable next steps.

To supplement Walker's own staff, we have partnered with the team from Fleis & VandenBrink ("F&V"). With their mix of technical expertise and experience working with the City, F&V will provide the Walker team with valuable insights into the community, as well as personnel to gather and visualize the field data needed to understand the current parking and transportation dynamics in Saugatuck.

Given Saugatuck's vibrancy and the pressures placed on the limited space downtown, our team understands the importance of completing this project successfully, and we believe we are the team best suited for the task.

Thank you for considering us for this project. If you have any questions or need additional information, please do not hesitate to contact me. We look forward to the opportunity to work with you.

Sincerely,

WALKER CONSULTANTS



Eric Haggett, LEED Green Associate
Director of Planning
312.638.4998
ehaggett@walkerconsultants.com

01

Firm Qualifications and
Experience

Company Profile

Walker Consultants provides planning, design, engineering, forensics, restoration, and building envelope consulting.

Offices **28**

We are a 100% employee-owned company that takes pride in the work that we do and the value that we provide our clients. Our culture is defined by integrity, honesty, and high standards.

Staff **400**

We started in 1965 as structural and civil engineers and have grown to include architects, building envelope experts, forensics engineers, transportation planners, and parking consultants—all to better serve our clients with cost-effective and innovative solutions.

States Served **50**

Countries Served **55**

Solutions from Start to Finish—and Beyond

When your project is in its infancy, we can provide parking planning and consulting, including financial analysis. In the design phase, Walker provides building envelope design, peer reviews, and quality control checks for all types of structures. For parking structures, our industry-leading design services cover everything from architectural to structural, functional, and mechanical considerations.

Repeat Customers **85%**

For existing structures, Walker can support you as you maintain it. We provide assessments and investigations for all building types to assist owners in maintaining good conditions, and critical reviews and advanced analysis in the case of failures. Our experts develop cost-effective and long-lasting repair designs and asset management plans for all structures. We also assess safety, ADA, MEP, and property conditions.

ENR Ranking (2025) **268**

Thinking beyond the structure, Walker's specialists can help you refine the user experience with cutting-edge solutions that improve access: everything from curb management and multi-modal planning to parking operations reviews and technology updates. Our tailored, out-of-the-box approach to planning is built on inclusivity and stakeholder buy-in.

Planning & Mobility



Our solutions are
practical, cost-
effective, and tailored
to your situation.

Walker's transportation, technology, operations, and policy experts connect people to destinations by improving access.

From ideation to implementation, we create value by ensuring that you are making the most of your assets.

Meeting the needs of owners and users is the centerpiece of Walker's parking and transportation planning services. Our practice focuses on inclusivity and stakeholder buy-in. Our solutions are practical, cost-effective, and tailored to your situation.

- Airport landside plans
- Bicycle and pedestrian plans
- Curb management
- Mobility studies and plans
- Municipal code studies and updates
- Parking supply/demand
- Shared parking plans
- Transportation demand management plans (TDM)
- Parking allocation and pricing strategies

Financial Feasibility Studies

Our market, economic, and financial feasibility studies have assisted owners with securing more than \$2 billion in financing on projects involving virtually all land use types that feature paid parking.

- Due diligence studies of parking assets
- P3 parking asset monetization
- Parking market and financial studies
- Financing and bond documents

Operations & Technology



At Walker, we apply our decades of experience as leaders in the parking industry to ensure that your parking facility operates at peak performance.

Walker's skilled team of parking operations and technology consultants are here to guide you from start to finish. We combine the latest technologies, emerging trends, and proven solutions with local knowledge. Our extensive, proprietary database of revenue and expense projections is based on thousands of studies performed over decades on projects like yours.

Walker can help you go beyond the “buzz” and choose the best technologies and practices for your operation.

Many of our staff are experienced former public and commercial parking operators. They provide firsthand expertise and best practices in the development of curb management plans, parking facility operational audits, parking operator RFPs, operational policies and practices reviews, parking enforcement recommendations, and parking technology plans.

Walker can help design and procure technology including:

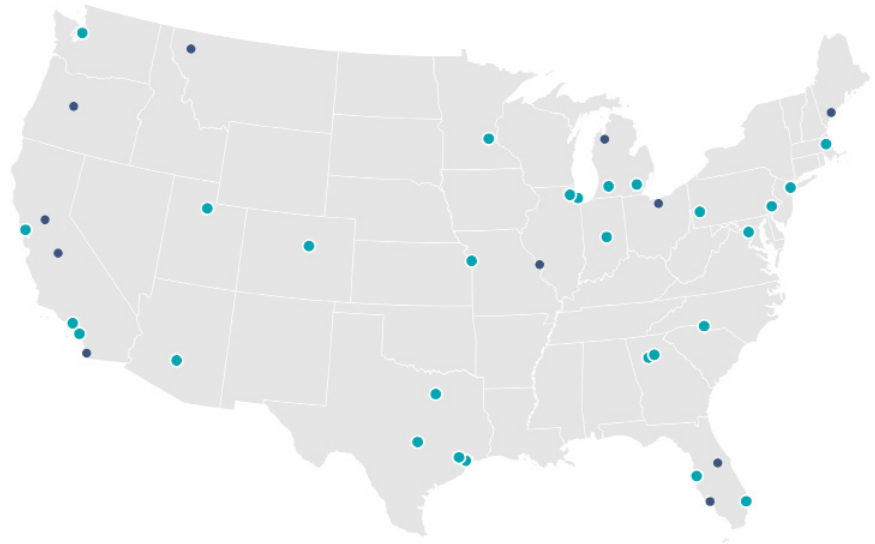
- Parking access and revenue control systems (PARCS)
- Automated parking guidance systems (APGS)
- License plate recognition (LPR)
- Parking meters and other on-street systems
- Reservation systems and apps

Our experts take their hands-on experience with proven solutions and pair it with research on the latest equipment and trends to go beyond the “buzz” and make the best recommendations for you. We can also review your systems for compliance with the Payment Card Industry's Data Security Standards (PCI DSS).

Office Locations

Learn more about our
locations and team at
walkerconsultants.com

Walker Consultants Office ●
Walker Remote Expert ●
(Contact nearest office)



Ann Arbor, MI
Rick Klein, PE | 734.663.1070

Atlanta, GA (East and West)
Marion Parker, PE, SE | 678.534.3860

Austin, TX
Charles Hammond, PE, SE | 956.367.5002

Boston, MA
Art Stadig, PE | 617.350.5040

Charlotte, NC
Leslie Jo Hurwitz, PE | 704.247.6230

Chicago (Loop), IL
Brad Navarro, PE | 312.633.4260

Chicago (West), IL (Headquarters)
Brad Navarro, PE | 847.697.2640

Dallas, TX
Casey Wagner, PE | 469.917.5968

Denver, CO
Bob Stanley, PE | 303.694.6622

Fort Lauderdale, FL
Mark Santos, PE, CAPP | 786.208.0891

Houston (East), TX
Casey Wagner, PE | 281.280.0068

Houston (West), TX
Al Bustamante | 281.280.0068

Indianapolis, IN
Todd Lohman, PE | 317.842.6890

Irvine, CA
An Nguyen | 949.234.6031

Kalamazoo, MI
Rick Klein, PE | 269.381.6080

Kansas City, MO
Joelle Lattimer, PE | 913.538.0058

Los Angeles, CA
Deon Bender, PE | 213.448.4911

Minneapolis, MN
Carl Schneeman, PE | 952.595.9116

New York, NY
Carrie Krasnow, PhD | 212.288.2501

Philadelphia, PA
Jim Pudleiner, PE | 610.995.0260

Phoenix, AZ
Anirudh Chopde, PE, SE | 480.346.1083

Pittsburgh, PA
Rick Klein, PE | 412.927.2551

Salt Lake City, UT
Andrew Vidor | 385.593.4046

San Francisco, CA
Justin Chang, AIA | 415.644.0630

Seattle, WA
John Crase, PE | 206.745.9555

Tampa, FL
Brian Preston, PE | 813.888.5800

Washington, DC
Kirby McCleary, PE | 202.510.9366

Contact via email by combining first initial and last name, e.g. rklein@walkerconsultants.com



Firm Introduction



Fleis & VandenBrink (F&V) is an employee-owned, multi-disciplined civil engineering firm with 10 offices serving Michigan and Indiana. Our team encompasses a broad range of services designed to provide our clients with a one-stop-shop consultant. Providing a wide range of services allows us to design custom-fit solutions and award-winning projects- on time and on budget. Our growth has been an outcome of hiring the best people, doing great work, and focusing on client relationships.

We believe great relationships are built over time through communication and an understanding of our client's needs. We work collaboratively to gain that understanding by uncovering potential issues and concerns prior to beginning work. Knowledge of those critical success factors gives us agreed upon expectations and allows us to work together towards successful projects.

We also understand the critical component funding has in turning a project vision into reality. Our team of funding experts actively pursues grants and low interest loan opportunities on behalf of our clients. We work diligently with state and federal organizations to find and obtain the best option for each project. Since our inception, we have obtained more than \$1 billion in grants and low interest loans for our clients.

CORPORATION

Fleis & VandenBrink Engineering, Inc. (F&V) was established in January of 1993 as a firm of Professional Consulting Engineers.

F&V currently operates as a Corporation in the States of Michigan and Indiana.

Years in Business: 32

John DeVol, PE
President

Craig Shumaker, PE
Sr. Vice President

www.fveng.com | 800.494.5202

CORE PRINCIPLES

Understand our customers' needs and satisfy them...
Employ, value, and empower good people...
Do what we say we are going to do...
Have fun!

VISION STATEMENT

F&V is the leader for delivering efficient, effective, innovative projects by top professionals who are making a difference.

As a strategic partner, F&V listens to clients needs to provide customized solutions to design, build and operate successful projects.



F&V's Relationship with the City of Saugatuck



Fleis & VandenBrink (F&V) has had a long-standing and successful relationship with the City of Saugatuck. [Since 1998, we have served as one of the City's trusted advisors and engineer of record](#), giving us a deep care for the community and understanding of the infrastructure.

F&V has helped the City with many unique challenges relating to infrastructure, significant seasonal population fluctuation, critical dunes issues, and environmental issues relating to Lake Michigan. Project involvement has included aspects of its Capital Improvements Planning, building, roadway, recreational, and environmental needs over the years.

One project we've worked on together that specifically stands out in relation to this RFP, is the Oval Beach Parking Lot Improvements project. We [increased the parking capacity by 1.4%](#) without significant expansion of hard surfacing and enhanced the park entrance to better accommodate turning movements for larger and recreational vehicles. Design of the expansion area took the configuration of the existing backlot into consideration to improve traffic flow. [The improvements came in 9% \(about \\$37,000\) under budget.](#)

Several of our recent projects have included a study phase with various levels and forms of [public engagement](#) to help drive decision-making. [We have found that a flexible, multi-session open house format has been an effective](#) way to get input from the community, especially when combined with an electronic option for those that cannot attend and special sessions with key stakeholders. We would envision a similar process for this project, with details tailored for the project specifics.

Our close relationship with staff and frequent attendance at council meetings gives us great insight into the community needs and direction that help us provide the appropriate engineering solutions. We believe that this communication is key to delivering successful projects for the City that have both sound technical and community inputs.

RECENT NOTABLE PROJECTS

- Shopper's Dock
- Oval Beach Parking Lot Improvements
- Mason Street Improvements
- Capital Improvements Planning
- Five-Year Parks and Recreation Master Plan and Conceptual Plans
- Park Street Resurfacing and Planning
- Water System AMP
- Campbell Road Improvements
- SAW Program
- S. Maple Street Washout Repair
- Sidewalk Master Plan
- Allegan Street Improvements
- Perryman Street Improvements
- Landfill and Airport Properties Phase I
- Mt. Baldhead Planning and Design
- West, East, Takken and Taylor Street Improvements
- N. Maple Street Reconstruction
- Lake Street Reconstruction
- EGLE TMF Project
- Manchester Drainage Improvements
- Road Resurfacing

Parking Studies



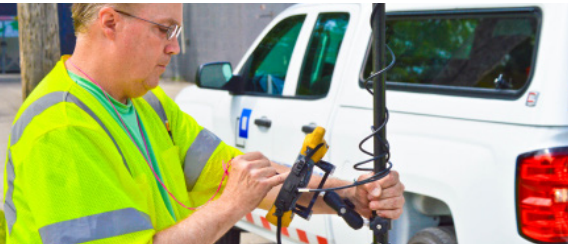
A parking study is more than just counting spaces – it’s a comprehensive analysis of how people interact with parking and transportation within a community or development.

At F&V, we take a holistic approach to understanding and addressing parking challenges. Our team evaluates existing conditions through detailed inventories and GIS-based mapping of public and private parking facilities, studies user behavior and traffic flow, and considers how pedestrians, cyclists, and transit users interact with the site. We analyze seasonal trends, ADA accessibility needs, enforcement practices, and regulatory frameworks to ensure our recommendations are equitable, compliant, and forward-thinking.

Our process emphasizes collaboration. We work closely with community stakeholders, task forces, and municipal leaders to identify core problems, gather public input, and develop practical, cost-effective strategies that align with each community’s vision. The result is a clear, actionable roadmap for improving parking availability, accessibility, and overall user experience.

Using this data, F&V projects future parking demand and evaluates a full range of solutions, including restriping or reconfiguring lots, exploring property acquisition, assessing parking ramp feasibility, integrating paid parking systems, enhancing wayfinding and non-motorized infrastructure, and recommending regulatory or enforcement changes.

Geographic Information Systems



The power of data and location.

F&V's Geographic Information Systems (GIS) experts gather, manage and analyze a variety of data to create an interactive, useful, and user-friendly computer-based GIS customized specifically for our clients.

Our approach is to carefully listen to our clients to better understand their goals and create a cost-effective GIS to meet current and future needs. We carefully consider current software and hardware solutions available and recommend solutions that fit best with our clients' needs and resources, knowing that there is not a one-size-fits-all GIS solution.

We understand that for GIS to be useful, it needs to be accessible and easy to manage. F&V's approach includes leveraging the latest innovative technologies including ESRI and AutoDesk software, cloud-based GIS solutions, mobile technology, Global Positioning Systems (GPS), and beyond to get GIS into the hands of those who need it the most and provide an easy-to-manage system.

Our GIS services include:

- Initial creation of a GIS, including software, hardware, and data assistance
- Data collection/compilation, including field collection and incorporating available information
- Field data collection and GIS integration to support informed planned, analysis, and decision-making
- Linking imagery, including video, photographs, and other electronic formats
- Creating and modifying zoning and parcel maps
- Mapping and data management for analysis and maintenance of infrastructure and utilities



John W. Dorsett, AICP, CPP

Principal-in-Charge

As Senior Vice President and Managing Director of Walker's Planning, Operations, and Technology practice, John guides a parking and mobility planning and technology consulting group specializing in operations consulting, planning and financial studies, and parking access and revenue control systems consulting and design. He provides leadership and the resources to deliver 5,000+ parking and transportation engagements in his career and 400+ engagements annually. John also heads up Walker's P3 practice.

As a working manager and a planner certified by the American Institute of Certified Planners ("AICP"), John consults on complex parking and transportation consulting projects requiring specialized expertise. John's leadership and project consultation are based on his involvement with thousands of parking and transportation study engagements for architects, airports, hospitals, municipalities, real estate developers, and universities in all 50 U.S. states and several foreign countries. These engagements have included autonomous vehicles, parking supply and demand modeling, zoning variance studies, parking planning, concept design, due diligence, market and financial analysis, shared parking, parking management, parking access and revenue control, traffic and transportation studies, and transportation network companies.

Education

Master of Business Administration,
Butler University
Bachelor of Science, Indiana University

Professional Affiliations

ACEC's Senior Executive Institute
American Institute of Certified Planners
National Parking Association
American Planning Association
Indiana Chapter
International Parking Institute
National Association of College and
University Business Officers
The Urban Land Institute
American Society for Health Care
Engineering of the American
Hospital Association
Florida Healthcare Engineering
Association

Publications

"Rightsizing Parking in Support
of Sustainability and ROI,"
Development, December 2023
"Parking Requirements for Residential
Transit-Oriented Development," ITE
Journal, November 2023 "Planning
For Hospital Campus Access That
Works For People," Building Design
+ Construction, April 2022
"Create a Curb-Management
Framework in 7 Steps," Planning
Magazine, January 2022 (co-author)

Project Highlights

- City of Allentown, PA
- City of Aurora, IL
- City of Bloomington, IN
- City of Calabasas, CA
- City of Cheyenne, WY
- City of Detroit, MI
- City of Grand Junction, CO
- City of Hermosa Beach, CA
- City of Huntington, WV
- City of Kansas City, MO
- City of Lafayette, IN
- City of Lansing, MI
- City of Laredo, TX
- City of Lima, OH
- City of Lincoln, NE
- City of Madison, WI
- City of Martinsburg, WV
- City of Memphis, TN
- City of Mesa, AZ
- City of Norfolk, VA
- City of Normal, IL
- City of Peoria, IL
- City of Pueblo, CO
- City of Rockville, MD
- City of San Antonio, TX
- City of San Jose, CA
- City of Sarasota, FL
- City of South Bend, IN
- City of Topeka, KS
- City of Valparaiso, IN
- County of San Diego, CA
- Town of Easton, MD



Eric Haggett, LEED GA

Project Manager

Eric provides parking system financial, operations, planning, and management consulting services to both public and private clients. With a background in finance and economics, Eric has developed long-term financial models for the parking systems of large and small municipalities, hospitals, airports, event venues, hotels, and mixed-use developments.

Key Experience

Parking Supply/Demand Analyses
Parking Operations & Management
Community & Stakeholder Engagement

Education

Bachelor of Business Administration,
Ohio University

Certifications/Recognition

LEED Green Associate
Certified Parksmart Advisor
NPA's 40 Under 40 – Class of 2017

Affiliations

International Parking & Mobility
Institute
National Parking Association
U.S. Green Building Council
Urban Land Institute

Eric has also conducted numerous downtown planning studies, performed shared-use analyses, provided input into zoning requirements for parking, developed parking rate and fee schedules, advised on residential permit parking programs, and evaluated the organization and management of various parking systems. Throughout these engagements, Eric has organized and participated in community outreach efforts.

Project Highlights

Parking Consulting for Paid Parking Implementation

St. Joseph, MI

Led the development of the plan and strategy to implement paid parking in downtown St. Joseph. Conducted extensive City staff and stakeholder engagement as part of the project.

County of Saginaw Campus Parking and Wayfinding Study

Saginaw, MI

Led the team that developed a parking management, wayfinding, and parking technology plan for the County Government campus in Old Town Saginaw.

Park Omaha Strategic and Financial Planning

Omaha, NE

Part of the team that completed a comprehensive parking and mobility strategic plan for the City of Omaha. The project included review of policy, operations, and management, and the integration of parking with the Omaha Metro system.

Cary Downtown Strategic Parking and Mobility Plan

Cary, NC

Led the team that developed a long-range plan to help the Town operate and manage public parking within their downtown area as the density of development increases.



Andrew Baglini

Senior Planner

Andrew Baglini is a Consultant and Planner in Walker's downtown Chicago office. Andrew manages and assists on several different project types in the Midwest and throughout the country. Prior to the design of the Kalamazoo Event Center's 1,200-space parking garage, Andrew helped the developer and design team determine the appropriate number of parking spaces by user group and time of day. The garage is slated to be utilized by a number of downtown user groups, including event attendees and public parkers, so modeling demand by user type, time of day, and time of year was key to right-sizing the facility. The facility will be a valuable new public asset for both the Event Center and downtown Kalamazoo as a whole.

Key Experience

- Parking Demand Analyses
- Community and Stakeholder Engagement
- Parking Facility Rightsizing
- Parking and Transportation Planning Policy
- Transportation Master Planning
- Transportation Demand Management
- EV Charging Infrastructure Planning and Policy Development

Education

- Bachelor of Science, Urban and Regional Planning; School of Planning, Design & Construction, Michigan State University
- Minor in Geography

Affiliations

- American Planning Association, Illinois Chapter
- Urban Land Institute

Project Highlights

City of Wauwatosa Village Area Parking Study

Wauwatosa, WI

Walker was retained by the City of Wauwatosa to provide parking planning services focused on the City's downtown Village Area. The project involved evaluating existing and future parking supply/demand conditions based on known development projects, recommending improvements to existing parking regulations and policies, highlighting potential new loading zones and passenger pick-up/drop-off areas, and generally maximizing the use of the City's existing public parking resources.

Downtown Holland Parking Study

Holland, MI

Andrew assisted in performing a downtown parking study for the Holland Downtown Development Authority. Supply/demand, community engagement, and technological and operational enhancements were explored to improve the downtown parking system.

City of Racine Downtown Public Realm and Parking Plan

Racine, WI

Andrew was part of a multi-disciplinary team that included urban designers, landscape architects, traffic engineers, and parking planners. Andrew led the Walker team in developing a strategic plan for the downtown parking system, designed to be implemented in conjunction with the downtown monument square and main street public realm improvements. Current and future parking supply/demand conditions, parking policy and regulation, signage and wayfinding, technological, and operational recommendations were provided to better-align the parking system with the proposed public realm improvements, while streamlining the operation of and public access to the system.



Bobby Mordenti, M.U.D.

Wayfinding & Signage Advisor

Bobby is a transportation planner and urban designer, who brings a range of experience in both disciplines to the cities with whom he works. He has specialized experience in curbside management, wayfinding and signage, placemaking, public engagement, and transportation planning, along with the understanding of the municipal regulatory process. Bobby has worked on many projects that required addressing deep community concerns and created responsive solutions and recommendations to those issues in the form of community and comprehensive plans, parking and transportation studies, corridor plans, bicycle and pedestrian wayfinding signs, design guidelines and zoning ordinances. He has played different roles as planner and designer but with a fundamental understanding that planning for people enhances the quality of life for every community.

Key Experience

Transit and Mobility Planning
Signage and Wayfinding Concepts
Land Use and Policy Planning
Transportation Development Strategies

Education

Master of Urban Design, The University
of North Carolina at Charlotte
Bachelor of Science in Urban and
Regional Planning, East Carolina
University

Affiliations

American Planning Association (APA)
American Planning Association Illinois
Chapter (APA IL)

Publications

Small Town Fit: Healthy People, Places
and Policies in Davidson, NC
“Finding Your WAY: The Importance of
Wayfinding in a Modern Parking
Environment” in Parking & Mobility
Magazine- June 2025

Project Highlights

County of Saginaw Campus Parking and Wayfinding Study

Saginaw, MI

Led the development of the signage and wayfinding portion of the plan to improve how users navigate and experience the County Government campus in Old Town Saginaw.

Parking Consulting for Paid Parking Implementation

St. Joseph, MI

Part of the team that developed the plan and strategy to implement paid parking in downtown St. Joseph. Conducted extensive City staff and stakeholder engagement as part of the project.

Village of Shorewood Transportation and Parking Analysis

Shorewood, WI

Bobby helped lead the community engagement workshops and focus groups, in addition to the parking supply and demand analysis. This comprehensive analysis developed a guide for recommendations for the Village to reference for future projects and for policy implementation.

Omaha Downtown Supply and Demand Study

Omaha, NE

Bobby assisted the City of Omaha in providing information and guidance to manage the municipal parking system. The study included a 136-city block parking supply/demand study and a parking-space utilization study. The goal of the project was to develop a framework for the city's parking system to provide direction for future development and operations within the downtown area.



Kenzie Coulson

Policy & Implementation Advisor

Kenzie has 25 years of experience providing parking, transportation, technology, and mobility solutions for a wide variety of clients. Kenzie has worked for and implemented plans for both private entities and municipalities alike. In addition to managing and consulting on project-based work, she also has immense experience as an operations manager who has demonstrated continued success in overhauling parking programs.

Key Experience

Parking and Mobility

Transportation and Operations
Management

Efficiency Improvement and Revenue
Enhancement

Human Resources and Leadership

Budget Oversight and Project
Management

Education

Bachelor of Arts, English,
University of Washington

Affiliations

Southwest Parking & Transportation
Association (SWPTA), Board
Member, 2021-2022

Project Highlights

City of Mukilteo/Port of Everett Waterfront Master Plan

Mukilteo, WA

Project Manager, parking demand analysis, parking and access management framework for the Waterfront, site feasibility analysis for parking infrastructure, and parking structure design concepts.

City of Poulsbo Parking Analysis and Implementation

Poulsbo, WA

Project Manager, parking demand analysis, parking implementation strategies and recommendations, parking municipal code updates, and operational outline for parking enforcement.

City of Bozeman Parking Consulting On-Call

Bozeman, MT

Consultant for on-call including downtown parking analysis, parking planning recommendations, and site feasibility analysis recommendations for parking structures.

City of Durango Parking Analysis, Planning, and Code Updates

Durango, CO

Project involving parking and transportation analysis and recommendations, parking code updates, and the development of a residential parking permit program. Kenzie was a Consultant for the parking code update portion and Project Manager for the development of a residential parking permit program.

Park City Municipal Paid Parking Launch and Program Overhaul*

Park City, UT

Facilitated the strategic launch of paid parking on behalf of the municipality. Implemented pay stations, APGS, PARCS, wayfinding, brand refresh, revised municipal code, created a dynamic fee schedule, initiated mobile payment options, launched LPR, and promoted a variety of new TDM initiatives, including carpool permitting and a remote park and ride for employees of the Main Street area. Project and operations involved extensive community outreach.

**Indicates work with previous firm*



Key Experience

Curb Management
Parking Planning and Policy
Mobility Policy and Planning
Financial Policy and Planning

Education

Master of Science in Public Policy and
Administration, Northwestern
University
Bachelor of Science, Youngstown State
University

Committees

California Parking and Mobility
Association, Legislative Committee
Urban Land Institute
Chicago Transit Authority's Bus Rapid
Transit Steering Committee
Chicago Mayoral Transportation and
Infrastructure Transition Team
Midway Airport Public Private
Partnership Advisory Panel
Chicago's Metropolitan Planning
Organization's technical advisory
group

Awards

Professional Fellow, US Department
State, Young Southeast Asian
Leaders Initiative
Recipient of the Northwestern
Graduate School Distinguished
Thesis Award

Chrissy Mancini Nichols

Curb Management & Mobility Advisor

Chrissy has led over 100 curb management, parking, and mobility projects, and most involve curb data collection. She is also leading a research and development initiative with six pilot cities nationwide to review and test technology to collect curb use inventory and data and create curb management plans and policies for implementation. The research is also evaluating partnership agreements and access fees. She is a recognized expert in the industry and has presented and written almost 50 articles and presentations on curb management.

Prior to Walker, Chrissy was the Director of Transportation Policy at the Metropolitan Planning Council, a regional planning organization in Chicago. There she worked to pass transit-oriented development zoning reforms, build bus rapid transit, and refine two federal transportation bills and a state capital program to create more sustainable funding sources. She also led a strategy to create a new transit funding mechanism for the City of Chicago to fund \$10 billion in transportation projects and redevelop Chicago Union Station through value capture financing. Chrissy has worked on several public-private partnerships. She led a financial analysis of the City of Chicago's parking meter concession to renegotiate the agreement to reduce the City's annual payment.

Project Highlights

Ann Arbor Curb Management Plan and Policy/Financial Strategy

Ann Arbor, MI

Led the development of the City's curb management strategy, including the first digital curb inventory in the Curb Data Specification.

Sacramento Curb Management Plan and Policy/Financial Strategy

Sacramento, CA

Led the development of the City's curb management strategy. Previously developed a curb fee plan and piloted passenger loading zones.

Downtown Parking Plan and Parklet Program

City of Benicia, CA

Designed and implemented Benicia's parklet program including design standards and regulations. Worked with the community to recommend new parking resources.

Downtown Parking Plan

Healdsburg, CA

Developed a parking management strategy to support a park-once environment and improved wayfinding and signage.

Downtown Parking and Mobility Study

City of Sunnyvale, CA

Created a parking and transportation implementation plan for the downtown parking district focused on demand management, shared parking, and policies to support higher density, new development, and the City's mobility and economic goals.



Education

Bachelor of Science in Civil/Trans.
Engineering, Michigan Technological
University

Registration

Professional Engineer
Michigan (No. 6201057356)
PTOE (No. 3675)

Julie Kroll, PE, PTOE

Traffic Engineering, Group Manager | Sr. Associate

Julie has been involved in a wide variety of traffic and transportation engineering projects for over 25 years, including all aspects of transportation planning, operations, and design.

Julie excels at translating data-driven analysis into actionable, community-focused solutions, which is an essential skill for supporting the City's Parking Improvements Task Force. Her background includes collaborative public engagement, GIS-based parking inventories, and evaluating innovative strategies like paid parking, regulatory reform, and multi-modal infrastructure. Julie's ability to manage stakeholder input, communicate findings clearly, and tailor recommendations to local needs supports a study that will be comprehensive, inclusive, and aligned with Saugatuck's unique seasonal and spatial dynamics.

Project Highlights

River Street One-Way to Two-Way Conversion and Parking Study - Manistee, MI

Project manager and lead traffic engineer for the project to consider converting River Street from a one-way westbound roadway to two-way operations. The project was being considered as part of a downtown streetscape plan in coordination with future development plans for the downtown. The study included the evaluation on the impact to the intersections in the downtown with a one-way to two-way conversion. The project also included a downtown parking study as part of the overall evaluation of the existing and future parking demands associated with the peak summer impacts. Data collection was performed throughout the City, including both on-street and off-street parking facilities. This information was used to provide the City with direction on where to provide additional parking, the location of wayfinding, and future use plans for parking, including the one-way conversion on River Street.

Downtown and Medical Center Parking Study - San Antonio, TX

Traffic engineer for a parking inventory and utilization analysis for the City of San Antonio Central Business District (CBD) and the Medical Center District. The analysis was performed using aerial photos to calculate the existing parking demands associated with the on-street and off-street parking facilities in both the CBD and Medical Center District. The data was used to determine areas where additional parking may be necessary to accommodate the future land uses in the CBD and the expansion of the medical center. Recommendations included the number and location of additional parking in the CBD and medical center areas.



Jon Moxey, PE

Sr. Project Manager | Principal

With more than 20 years of experience, Jon has been involved in a wide variety of infrastructure improvement projects. Having a background in urban and regional planning, Jon has worked closely with communities to craft policies that balance growth, accessibility, and community character. He is particularly skilled at evaluating zoning regulations, facilitating public input, and integrating land use considerations into actionable planning solutions. His collaborative approach and clear communication style make him well-suited to work alongside the Parking Improvements Task Force and a diverse group of stakeholders.

Jon has worked closely with the City of Saugatuck as their Engineer of Record. This position gives him a deep understanding of the City and an ability to contribute to a study that will be forward-thinking, practical, and grounded in the City's long-term vision.

Education

Master of Science in Structural Engineering, University of Michigan

Bachelor of Science in Civil Engineering, Calvin College

Registration

Professional Engineer

Michigan (No. 6201051462)

Indiana (No. PE11011621)

Project Highlights

Oval Beach Parking Lot Improvements - Saugatuck, MI

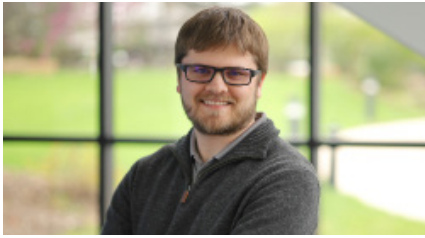
Project manager for the design engineering and construction engineering services for improvements to Oval Beach Parking Lot. Improvements included crushing, shaping, and repaving the entire lot, expanding the park entrance, and increasing the parking space. The project came in 9% under budget.

Bridge Street One-Way Direction Change and Downtown Parking Study - Portland, MI

Project manager for the project to consider changing the direction of the historic one-lane Veteran's Memorial Bridge in Portland from one-way eastbound to one-way westbound. The request came from the DDA that was looking to increase access for the available parking in the downtown. This conversion would allow vehicles to exit the downtown to the west, thus providing more convenient access to the available parking on the west side of the bridge. F&V performed an evaluation of all available public parking within the downtown to determine if there is adequate parking capacity to offset the impact of converting the diagonal parking spaces to parallel parking. The resulting recommendations included changes to traffic operations, signing, and striping to accommodate the directional change.

MEDC DIG SE Parking Lot Improvements - Constantine, MI

Project manager responsible for engineering services and supporting MEDC grant preparation for the complete reconstruction of a municipally-owned downtown parking lot. Improvements included a new storm sewer system with pretreatment features (bioswale/rain garden), ADA-compliant access, porous alleyways for groundwater recharge, and concrete paving for solar reflectance. The design also incorporated LED site lighting, EV charging, and perimeter landscaping to enhance safety, sustainability, and aesthetics. The revitalized lot improved access to multiple local businesses, supporting downtown economic growth.



Sam Lipscomb

Lead GIS Technician

Sam has more than ten years of experience working with Geographic Information Systems (GIS) to solve geospatial problems. He started his professional career in 2011 with the Traffic Safety Department in the City of Grand Rapids. There, he collected and managed data for various roadway and utility projects in the City. Since starting at F&V in 2014, Sam has played a crucial role within our Survey Department by coordinating, organizing, and processing field work for numerous projects throughout the State of Michigan.

Sam is constantly researching new techniques and tools that may simplify the data collection process for both our field and office workers. He is currently studying to become a certified drone pilot and working towards his GISP.

Education

Master of Science in Environmental
Geographic Information Sciences,
Central Michigan

Certification

GIS Certifications and Training
IMAGIN Graduate Student Paper
Competition 1st Place

Project Highlights

GIS Maintenance - Quincy, MI (2017-Present)

GIS technician responsible for periodic updates to the village's GIS. Updates include splits and combinations to the parcel layer, updating infrastructure data according to as-builts, and creating new layers. Training is provided on an as-needed basis and has covered a variety of topics including general GIS use, map making, and GPS data collection.

GIS Updates - Various

Assisted with the development of a GIS that would answer common questions regarding their storm and sanitary sewer systems, including management of future maintenance and replacement of systems components for dozens of communities, like Kalamazoo Lake Sewer & Water, Paw Paw, Union City, and the City of Saugatuck.

Design Survey - MDOT, Grand Rapids, MI

GIS specialist for the design survey for 5 sites for ADA ramp upgrades and developing specs for maintaining traffic for assigned projects.

Parcel / Zoning / Aerial Map Update - Reed City, MI

GIS specialist providing an update to an existing 2009 ERSI ArcGIS format layer set of approximately 1,000 parcels with 60 parcel changes based on the 2015 tax roll.

Upper Macatawa Natural Area - Zeeland Township, Ottawa County, MI

GIS specialist providing trail staking for 2.5 miles of paved trailway, 6 wood pedestrian bridges and one prefabricated metal pedestrian bridge.

Muskegon River Habitat Survey

GIS technician involved in surveying (topographic, hydrographic and boundary) and mapping over 50 acres of fish and wildlife habitat and wetlands. The deliverable for this project was an autoCAD format (.DWG) map that included the 3D model of the site.

Downtown Parking Plan

St. Joseph, Michigan



During the warmer months of the year, high demand for public parking in downtown St. Joseph is a significant issue. Parking spaces on downtown city streets and in the City's off-street parking lots often fill early in the day and remain heavily used late into the evening. The 2020 *St. Joseph Downtown Vision Master Plan* recommended that "The City should establish a strategy for paid parking in certain areas of Downtown St. Joseph..." with the stated goals being to "...help create parking turnover, better distribute parking, and fund necessary maintenance and improvements."



Walker was hired to help the City develop a plan to introduce seasonal paid parking downtown, in accordance with the recommendations of the Master Plan. As part of the project, Walker:

- Met with downtown business owners, residents, employees, and others to discuss the rationale behind managed parking and hear input on concerns that would need to be addressed.
- Consulted with the Downtown Development Authority's Parking Subgroup throughout the process.
- Worked closely with the City Manager, representatives from Public Safety, and other City staff to develop the nuts-and-bolts of the plan.
- Evaluated best practices from other Michigan cities and communities across the country that could be applied in St. Joseph.



Solutions Provided

- Developed the basics of the paid parking program, including:
 - Identifying which facilities should be free and which should be paid.
 - Parking rates and fees.
 - Time limits.
 - Hours of enforcement.
 - Accommodations for downtown employees and residents.
- Opined on signage and wayfinding improvements.
- Estimated parking revenue, operating expenses, and program startup capital costs.
- Developed informational materials and FAQs to assist with the program rollout.
- Provided ongoing support during City Commission meetings.
- Provided guidance on EV charging, parking facility maintenance, ongoing program management, and other topics.

Ann Arbor Downtown Development Authority Operations Review

Ann Arbor, Michigan



Project Description

- The City of Ann Arbor has contracted the Ann Arbor Downtown Development Authority (AADDA) to manage its Downtown Parking Program.
- The AADDA contracts the professional parking management services of a third-party vendor to manage and maintain the DDA Parking System, which is comprised of parking garages, lots, and on-street spaces.
- The AADDA engaged consulting services of Walker Consultants to perform a management and operational review of the DDA Parking System.
- The goal of this management and operational review was to define the specifications for a third-party operator RFP.

Solutions Provided

- Walker performed a comprehensive assessment of the DDA's Parking Program from a staffing, organizational, operational, procurement, and technological perspective.
- We performed an on-site audit of the operator to assess the effectiveness of operational policies, local management and procurement practices, subcontractor services, information technology personnel roles, and independent contractor inspector.

Benefits

- Upon completion of Walker's review, the results established the basis for the development and distribution of a comprehensive RFP.
- Recommendations focused around the following areas:
 - Organizational enhancements
 - Operational policy improvements
 - Procurement threshold and inventory management
 - Performance measurement tracking
 - Information Technology upgrades

County of Saginaw Campus Parking and Wayfinding Study Saginaw, Michigan



The County of Saginaw Campus (Campus) is home to the Saginaw County Governmental Center/Courthouse (Courthouse), which houses most of the departments and agencies that perform and carry out the services of the County of Saginaw government. Also located on the Campus in adjacent buildings are 911 Central Dispatch, Michigan Department of Corrections, and the Sheriff's Department and County Jail facility.

The Campus experiences high levels of activity because of the functions it serves, and parking needs on the Campus have grown and changed over time. The roads surrounding and running through the Campus, as well as the parking facilities serving the Campus, have very poor traffic circulation and ADA accessibility. Vehicular wayfinding signage and parking identification signage are confusing or nonexistent, as is pedestrian wayfinding signage on Campus. Finally, County employees often misuse visitor parking, leaving visitors to park on the fringes of the Campus, park illegally, or park in reserved employee spaces.

Walker was hired to help the County address these issues.

Solutions Provided

- Developed conceptual designs for new vehicular directional, parking facility identification, and pedestrian directional signage.
- Identified key decision points along the main roadways leading to the Campus, and within the Campus, for new/upgraded signage.
- Recommended improvements to parking-related information provided on juror summons and the County's website.
- Proposed technology solutions to reinstitute paid visitor parking to help reduce misuse of these facilities.
- Recommended reallocating parking facilities among user groups to improve access and the visitor experience.
- Proposed changes to the layouts of existing parking lots to improve traffic flow, add a designated pickup/drop-off area, and increase the ADA parking on the Campus.
- Provided the County with a methodical implementation plan, including high-level costs, to help guide the implementation process.

City of Wauwatosa

Wauwatosa, Wisconsin



The City of Wauwatosa engaged Walker to perform multiple planning studies to address parking policy, enforcement, and current and future parking needs in the North Avenue commercial and residential corridor, Wauwatosa East High School and Tosa East Neighborhood.

Key Features

- Wauwatosa's new development, robust business community, and overall attractiveness have increased the demand for public parking.
- Development plans include displacing surface parking and creating additional demand, requiring operations, policy, and construction solutions.
- Residents in neighborhoods adjacent to Wauwatosa East High School and high-activity commercial corridors compete for limited on-street parking access with visitors, students, and employees.
- Enforcement policies, practices, and technology need to adapt to changing parking characteristics to increase compliance and citation management.

Solutions Provided

- Industry best practices for gaining operational efficiencies and improving the resident, employee, and visitor level of service.
- Short and long-range parking demand projections identified areas with a parking surplus or deficit.
- Performed a turnover analysis to determine the average length of stay.
- Simplified time restrictions to better support community access and alignment with turnover data.
- Technology improvements for more efficient enforcement with limited enforcement staff.
- Implementation plan for developing a residential parking permit program.
- On-street parking guidelines and stall dimensions to improve access and residential driveway access.

Benefits

- Independent assessment of current and future parking conditions.
- Listened to community about local parking challenges and concerns.
- Improved access to on-street parking through policy and enforcement recommendations.
- Improved visitor experience by simplifying time restrictions along the commercial corridor, reducing the strain on neighborhood streets.
- Increased enforcement coverage and efficiency through new enforcement technology, while maintaining staff levels.

Downtown Parking Wayfinding & Signage Analysis

Cary, North Carolina



The Downtown Parking Wayfinding and Signage Analysis focused on improvements in parking and mobility signage within the downtown area and for all public off-street parking facilities. The analysis aimed to improve the visitor and user experience of downtown and parking and create a sense of place through consistent design and branding.

Key Features

- Perform a Downtown sign inventory assessment to evaluate current sign messaging and key points of interest, appropriate sign placement at decision points, and any additional sign types needed.
- Assess the Town Hall and Library Parking Decks to identify opportunities to improve vehicular and pedestrian wayfinding and signage.
- Develop recommendations and sign designs to be implemented based on key observations.

Solutions Provided

- Developed signage and wayfinding recommendations and designs, including priority and phasing alternatives.
- Created pedestrian and vehicular wayfinding and signage concepts, incorporating the Town's new branding and logo.
- Designed downtown parking deck level theming, specialty graphics, entry, and overhead signs.



Michigan Parking Planning Experience

In the last **20 years**,
Walker has performed
in **Michigan**:

185 Parking Studies

(Planning, Operations,
Financial, and Parking Access
& Revenue Control Systems)

Ann Arbor - Downtown parking system operations analysis
Ann Arbor DDA - Downtown curb management plan and operations audit
Battle Creek - Downtown parking study
Cadillac - Downtown parking study
Coldwater - Downtown parking study
Detroit - Multiple downtown parking studies
Detroit - Ford Field Stadium parking plan
East Lansing - Downtown parking master plan update
Wayne County - Multiple Detroit area parking studies
Farmington - 2 Downtown parking studies
Grand Haven - Downtown parking study
Grand Rapids - 2 Downtown parking studies
Holland - 2 Downtown parking studies
Houghton - Downtown parking study
Howell - Downtown parking operations consulting
Hudsonville - Downtown Parking Study
Jackson - Downtown conceptual parking feasibility analysis
Kalamazoo - Multiple downtown parking studies
Kalamazoo - New event center parking plan
Marshall - Two downtown parking studies
Mt. Clemens - Downtown parking study
Mt. Pleasant - Neighborhood/Central Michigan University parking study
Petoskey - Multiple downtown parking studies
Pontiac - Oakland County redevelopment project parking plan
Rochester - Downtown on-street parking study
Saginaw County - Government center and downtown parking study
St. Joseph - Downtown paid parking implementation plan
South Haven - Downtown residential parking alternatives
Spring Lake - Downtown parking study
Traverse City - Downtown parking operations consulting
Michigan State University - Campus master plan (parking and mobility Section)
University of Michigan - Campus parking access and revenue control system (PARCS) replacement
Wayne State University - Campus parking plan and PARCS replacement
Western Michigan University - Campus parking plan
Eastern Michigan University - Campus parking system P3
Oakland University - Campus parking master plan
Grand Valley State University - Campus parking plan
Detroit Metro Airport (DTW) - PARCS replacement
Gerald R. Ford International Airport (GRR) - Parking management plan

Kent St. Downtown Parking Study

Portland, Michigan



Client Reference

Andrew Dymczyk

City Manager

citymanager@portland-michigan.org

Project Information

Study Completed: 2023

The City of Portland received MDOT Small Urban funding to reconstruct Kent Street between Academy Street and Grand River Avenue in 2023. As part of this reconstruction project, the City was considering widening the sidewalks on Kent Street and converting the existing angle parking to parallel parking spaces as well as other configurations. F&V performed an evaluation of all available public parking within the downtown to determine if there is adequate parking capacity to offset the impact of converting the diagonal parking spaces to parallel parking. Our staff also sought public feedback through surveys and community engagement events to make sure our work aligned with community needs and values. The results of the study concluded:

- The change from diagonal to parallel parking would reduce the on-street parking by 23 parking spaces on Kent Street
- The impact of the change in parking supply was evaluated and shows that the projected on-street parking utilization with the proposed 60 parallel spaces will be 67%, which is still below the recommended threshold of 85% parking utilization
- An increase in parking demand of 75% during the weekday and 160% increase on Saturday can be accommodated within the downtown without additional parking required
- Kent Street and Maple Street were reviewed to consider making these roadways one-way pairs. The addition of one-way streets here would increase the capacity where none is required, which results in the potential for higher speeds and increased crashes. Additionally, one-way streets would limit access to the downtown and create unnecessary congestion.
- The redesign on Kent Street provides the opportunity to construct ADA compliant on-street parking. This will provide more access throughout the downtown for patrons that currently use the ADA parking in the off-street parking lots.

River St. Traffic and Parking Study

Manistee, Michigan



Project Information

Date Completed: 2023

The City of Manistee, through their Development Plan and Tax Increment Financing Plan, envisioned creating a downtown social district to make the historic downtown more inviting and cohesive. F&V provided traffic and parking analysis for the streetscape project, engaging the community and key stakeholders throughout the design process. The traffic analysis included the evaluating of converting River Street from a one-way street to two-way operation.

The study included the data collection throughout the downtown and the development of a Synchro model to evaluate the change in operations. Additionally, future development plans were included in the evaluation to determine the impact of the potential trip generation and the impact to the one-way to two-way conversion and intersection operations.

The parking study was performed to determine the existing available parking in the DDA and identify if and where there are existing parking deficiencies in the downtown. This was used to identify the need for additional parking and mitigation strategies to encourage the use of existing available parking and provide more parking for higher turn over areas.

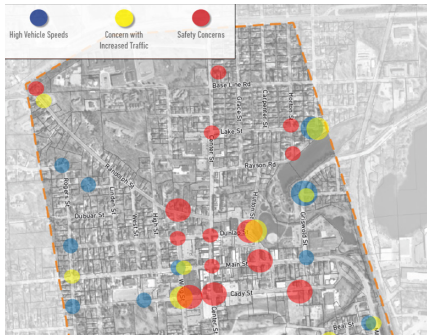
F&V's study, completed in late September 2023, recommends the approval of the one-way to two-way conversion with the following interaction and roadway improvements:

- Metered parking spaces in the downtown and additional wayfinding to downtown parking areas
- Upgrade the signalized intersection at River Street and Maple Street to accommodate two-way traffic volumes on River Street
- Update the pavement markings and signage to reflect two-way operations
- Convert the section of River Street between Water Street and Pine Street to a pedestrian only facility



Downtown Pedestrian Study and Neighborhood Traffic Management Plan

Northville, Michigan



Project Information

Date Completed: 2023

F&V, in partnership with the City of Northville, completed a [downtown pedestrian study](#) and developed a [neighborhood traffic management plan for the City of Northville](#). The City of Northville had adopted the seasonal closure (April to November) for two sections of roadway in the downtown to vehicular traffic: Center Street from Main Street to Dunlap Street, and Main Street from Center Street to Hutton Street, creating pedestrian only zones. The creation of the downtown pedestrian zones increased pedestrian activity throughout the City of Northville.

The City requested a study to evaluate and provide recommendations for improvements that included two parts:

1. Downtown Pedestrian Study, which included an evaluation of the pedestrian safety within an approximately 1,200 foot radius of Center Street and Main Street.
2. Neighborhood Traffic Management Plan for the non-arterial roads between 7 Mile and 8 Mile, and between Rogers Street and S. Main Street/Northville Road.

The study included a field review and pedestrian facilities audit, safety analysis, traffic control review, truck routing, and traffic volume and speed data collection, and [community engagement to gather feedback on how this would impact key stakeholders and community members](#).

Final deliverables for this project included:

- Downtown Pedestrian Study including Pedestrian and Safety Recommendations
- GIS Database of Existing Signing and Speed and Traffic Volume Data
- Neighborhood Traffic Management Plan

Options	Community Feedback	Recommended
Speed Humps	★	✗
Speed Table/Raised Crosswalk	★ ★	✓
Raised Intersection	★ ★	✓
Narrow Streets	★	✓
On-Street Parking	★	✓
Traffic Circle	★ ★ ★	✓
Lane Restrictor/Choker	★	✗
Median Island	★ ★ ★	✓
Curb Extensions	★	✓
Speed Warning Signs	★ ★ ★	✓
Landscaping / Street Trees	★ ★ ★	✓

02

Project Understanding and Approach

Project Approach

Learn

Our planning process begins by learning from the people who live, work, and play in your community every day. We begin each project by learning as much as we can about your unique circumstances from you, your staff, community stakeholders, and existing data sources. We also strive to communicate throughout our planning processes to hear people's real concerns, generate buy-in for our plans, and build trust with the people who will be impacted daily by the changes that are implemented.

Observe and Experience

It is impossible to truly understand how people perceive their environment without experiencing it firsthand. That is why our project team spends time walking around your community, observing traffic and parking access, exploring your downtown environment, and observing how people move through and interact with your unique location.

Understand

We tailor solutions to your unique circumstances and built environment by applying what we've learned to develop a cohesive understanding of the challenges you, your organization, and community face.

Strategize

Strategy development aligns your organization's and community's specific needs with our extensive expertise in developing and implementing solutions that enhance people's experiences and foster engagement with their environment.

Listen and Adapt

We focus on implementation. After presenting our proposed solutions and hearing your feedback on the realistic prospects of acceptance, we adapt our recommendations and their phasing to focus on actionable steps.

Communicate

We work with your organization to develop a strategy for communicating findings and recommendations to the broader community. Customized informational documents are disseminated through accessible communication channels to help convey our shared vision for improving your community.



Project Understanding



Like many communities in southwest Michigan, Saugatuck is a seasonal destination for vacationers from across Michigan, the Chicagoland area, and beyond. However, unlike many cities in this part of Michigan, Saugatuck is also a year-round destination, with visitor demand driven by the vibrant art scene, abundant dining and entertainment options, outdoor activities, events, and more. Because of Saugatuck's popularity, the City has dealt with both real and perceived parking problems for years.

The City is seeking a consultant who can collaborate with the new Parking Improvements Task Force ("Task Force"), drawing on the consultant's knowledge and experience in other communities, to address these issues with solutions that fit Saugatuck's unique needs and character.

To that end, the team of Walker Consultants and Fleis & Vandenbrink has developed the following work plan to make this project a success.

Work Plan



Task 1. Project Coordination and Problem Identification

As highlighted by our planning approach, learning about your city and its unique needs is the first step toward developing a successful plan to address your parking and transportation problems. Despite our team's personal and professional connections to Saugatuck, nothing will substitute for the knowledge we can gain through close coordination with the Task Force, other City staff, community stakeholders, and the public. This knowledge transfer, along with ongoing coordination between the Walker team, the Task Force, and the City, will be accomplished by the Walker team as follows:

1. Participate in a project kickoff meeting with City staff to confirm the proposed project timeline, including tentative dates for field data collection, project deliverable due dates, possible stakeholder engagement events, and key Task Force and City Council meeting dates.
 - a. During the kickoff meeting, begin discussing the core parking/transportation problems and concerns, and any existing data that might be useful for the Walker team's work. The Walker team will develop a request for information and submit that to the City in advance of the kickoff meeting.
 - b. Additionally, during the kickoff meeting, clear communication protocols and the schedule for regular check-in calls will be established.

Work Plan

2. Participate in a separate project kickoff meeting with the Task Force to gain further insights into the parking/ transportation problems in Saugatuck and define the core problems that need to be addressed as part of this project. For Task Force members who cannot attend the kickoff meeting, the Walker team will schedule follow-up conference calls to gather their input.
3. Throughout the project, participate in up to eight (8) Task Force meetings to discuss project progress, present our findings, discuss potential solutions, receive feedback, and refine our recommendations.
 - a. The tentative schedule for these meetings will be determined during the Task Force kickoff meeting and adjusted as needed throughout the project.
 - b. The project kickoff meeting identified in Task 1.2 is included in the eight (8) total Task Force Meetings.
 - c. In addition to the kickoff meeting, the Walker team anticipates participating in person at one (1) additional Task Force meeting, with the remaining six (6) Task Force meetings conducted virtually.
4. In coordination with the appropriate City staff/Task Force members, finalize and implement the Walker team's planned community engagement strategy, which is intended to include:
 - a. Developing a web-based questionnaire to collect quantitative and qualitative information regarding stakeholders' parking and transportation habits and interests, with the City advertising the survey through its existing communications channels.
 - b. Facilitating one (1) public meeting in an open house setting to:
 - i. Elicit opinions and thoughts from stakeholder groups regarding parking and transportation.
 - ii. Inform the public by delivering educational presentations that enlighten the participants about parking-related issues, including the costs to provide parking, the costs of parking subsidies, and case studies of successful parking practices embraced by other communities.



This open house meeting could also be replaced with a Walker-hosted table at a community event at which community members could offer their feedback and hear from the team about best practices in parking and transportation that may be desirable for Saugatuck.

- c. Conducting up to five (5) virtual meetings with downtown business owners, cultural institutions, residents, or other interest groups not represented on the Task Force.

Task 1 Deliverables

- Detailed problem definition and community feedback summary report.

Work Plan

Task 2. Parking Inventory and Mapping

In addition to the experiences of the people who live, work, and play in Saugatuck, our team must also have a thorough knowledge of the physical makeup of the City's parking and transportation assets in order to be qualified to recommend improvements. The Walker team will complete the following tasks to understand this physical context:

1. Conduct a comprehensive inventory and detailed mapping of all public and private parking locations and spaces in Saugatuck east of the Kalamazoo River.
 - a. In addition to the location and number of parking spaces, the Walker team will record posted time limits, user restrictions, and ownership, where possible.
 - b. For the purposes of this proposal, the Walker team has assumed that driveways, garages, and other parking areas associated with single- and multi-family residential properties will be excluded from this task.
2. Based on discussions with City staff and the Task Force, as well as our own observations of parking dynamics, the Walker team will determine if parking facilities adjacent to, but outside the city limits of Saugatuck, may impact the parking and transportation dynamics within the city.
 - a. If it is determined that there are parking facilities outside the city limits that meet this criterion, the Walker team will inventory and map these facilities.
 - b. Even if there are no parking facilities outside the city limits that appear to impact the dynamics in Saugatuck today, the Walker team will attempt to identify parking facilities that have the potential to impact the parking and transportation dynamics in Saugatuck in the future.
 - i. If they exist, these facilities will not be included in the GIS database provided to the City, but will be noted elsewhere in the documentation provided to the City.
3. Document infrastructure serving alternative modes of transportation, including transit stops and routes, bike lanes, designated ride-sharing pick-up/drop-off (PUDO) zones (if any), and commercial loading zones in the public right-of-way.

Task 2 Deliverables

- Comprehensive parking inventory and mapping, including relative locations of bus stops and bike lanes, in a GIS-compatible format.
- Parking inventory maps and summary data for inclusion in later project deliverables.



Task 3. Parking Needs Analysis

The next step in the project process will be for our team to develop a clear understanding of current and future parking demand conditions in the city. During the Parking Needs Analysis task, the Walker team will assess current and anticipated future parking conditions in Saugatuck, including seasonal changes in demand and considerations for ADA parking.

Work Plan

Current parking dynamics will be documented through counts of parked vehicles and analyses of vehicle durations of stay and parking space turnover. The occupancy counts will then be compared to the current parking supply to determine the estimated parking adequacy on a block-by-block basis. Some of the questions that need to be resolved during this task include:

- What is the current parking demand vs. the current parking supply?
- Is there a surplus or deficit, and where do these conditions occur?
- What will parking conditions be like in the future?
- Is additional parking required? If so, how much?
- Who needs additional parking?

The Walker team will also solicit input from the City and Task Force during this task to understand how existing land uses in Saugatuck might change in the future through development and redevelopment activity. Using this information, our team will compare the projections of future parking demand to the existing parking supply to determine anticipated future parking adequacy.

To complete the Parking Needs Analysis, the Walker team will undertake the following tasks:

1. Request and review current land use information, including any available information on current vacancy rates of existing commercial properties.
2. Request and review available information related to in-progress, planned, and proposed development or redevelopment projects expected to occur in Saugatuck over the next five (5) years.
3. Conduct parking occupancy counts of all public and private, commercial parking in the area bounded by the Kalamazoo River, Lucy Street, Holland Street, Francis Street, and Elizabeth Street (including the parking lots serving Saugatuck High School) on one (1) weekday and one (1) Saturday during the summer (i.e., June – August), and one (1) Saturday during the off-season (September – May), avoiding major holidays or large events. The proposed parking occupancy data collection area is shown in the graphic below.
 - a. The number of parked vehicles in each off-street parking facility and in each on-street parking area will be documented at least once every two (2) hours from 10 a.m. to 8 p.m.
 - b. The Walker team will also note the number of occupied ADA spaces in each location to better understand the use and availability of ADA parking throughout the city.



This proposal and scope of work assume the collection of parking activity data will occur in 2026. However, the parking inventory documentation and other project tasks can move forward without interruption.

Work Plan

4. Document parking turnover and duration of stay for up to 30 on-street parking spaces along the main commercial corridors in downtown Saugatuck to determine if drivers are abiding by posted time limits and to identify if changing the way on-street spaces are managed and enforced could improve access to businesses.
 - a. Specific days, times, and locations for this data collection will be determined in collaboration with the City/Task Force.
5. Determine the surplus or shortfall of parking in the city under current conditions and create tabular and graphic illustrations of parking adequacy.
6. Develop estimates of future parking demand impacts from the known in-progress, planned, and proposed development and redevelopment projects, and overlay those onto the analysis of current parking adequacy to quantify potential future parking surpluses and shortfalls.
 - a. Develop up to two (2) future demand projections that represent different planning assumptions.
 - b. Prepare assumption sheets for each scenario.

Task 3 Deliverables

- Parking needs analysis report, including:
 - Visual representations of current and projected future block-by-block parking adequacy.
 - Seasonal analysis of parking supply and demand.
 - Existing ADA parking supply and demand analysis.
 - On-street parking space turnover and vehicle duration of stay analysis.
- Database of detailed parking occupancy data by off-street facility and street segment.



Task 4. Policies, Practices, and Organizational Structure Review

A review of parking policies and practices, and the staffing used to manage the parking system, includes an objective look at the rules governing parking and the activities the City employs to enforce these rules. The goal of this phase is to provide a professional outsider's perspective with the aim of helping the City maximize its parking system and service offerings. This task is intended to answer a myriad of questions, including:

- Are on-street parking time limits, days, and hours of enforcement appropriate?
- Are current parking enforcement practices effective?
- Does the City have adequate staff to manage the day-to-day operations of the parking system?
- Is technology being used to enhance the effectiveness of the parking operation?
- Is the City's zoning ordinance supporting economic development and protecting property owners' rights? Is it minimizing waste and promoting sustainability?
- How can the City's parking operation be the best it can be?

Work Plan

The following tasks will be completed by the Walker team to help answer these questions:

1. Obtain and review City parking policies, practices, and ordinances related to parking.
2. Review the City's organizational structure and the staffing associated with its parking assets.
3. Meet with the City staff members tasked with enforcing parking regulations, processing parking citations, maintaining parking assets, and planning relative to parking and transportation.
4. Evaluate on-street time limits and hours and days of enforcement relative to the city's land uses and to peer cities.
5. Evaluate existing parking enforcement technology, if any.

Task 4 Deliverables

- Policy, practice, technology, and organizational structure recommendations to be included in the draft and final parking plan documents.

Task 5. Wayfinding, Signage, and Communications Evaluation

If visitors to Saugatuck are unable to quickly and easily navigate to and identify viable parking and transportation alternatives, this can lead to confusion, frustration, unnecessary traffic congestion, and potential conflicts

between drivers and pedestrians navigating the city. Effective wayfinding, signage, and informational materials can go a long way to improving the visitor experience of those coming to Saugatuck, while also helping to maximize the use of the existing parking and transportation infrastructure in the city.

To understand how Saugatuck's wayfinding, signage, and communications relative to parking and transportation alternatives might be improved, the Walker team will:

1. Conduct an on-site review of existing wayfinding, parking facility, and destination identification signage to develop a working knowledge of various travel modes and how people navigate Saugatuck.
2. Identify different user groups and major destinations within Saugatuck.
3. Identify key decision points within the city and map the potential locations for additional signs, removal of existing signs, or modifications to existing signs.
4. Review and evaluate existing informational materials produced/maintained by the City related to parking and transportation alternatives, including the City's website, to ensure information is current and to identify areas that need to be updated/improved.



Work Plan

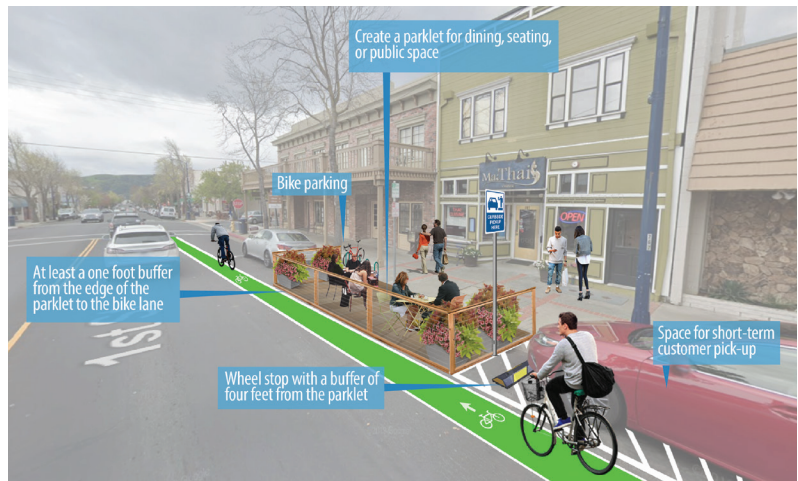
Task 5 Deliverables

- Wayfinding, signage, and communications recommendations to be included in the draft and final parking plan document.
- Examples of best practices in signage and wayfinding, illustrated with images and high-level graphics.

Task 6. Evaluation of Options and Costs

Based on the data and insights gained over the course of the project, relying on our team's expertise, the next step is to develop and evaluate potential solutions to address the parking and transportation challenges faced by the Saugatuck community. This includes solutions to address both current problems and issues that may arise in the future as the city grows and changes.

Along with the potential solutions, it will be important for City staff, the Task Force, City Council, and other stakeholders to understand the costs, timing, and other considerations associated with each solution to properly evaluate which solutions should be implemented.



1. To address the parking and transportation challenges faced by the Saugatuck community, the Walker team will consider, at a minimum:
 - a. Potential changes to on-street time limits, hours, and days of enforcement.
 - b. Adjustments to parking enforcement policies, procedures, and technology.
 - c. Changes to current zoning ordinances, parking requirements, and other relevant regulations.
 - d. Changes to the roles and responsibilities of City staff members overseeing parking and transportation.
 - e. Potential shared parking arrangements with private property owners both in Saugatuck and in areas adjacent to the city.
 - f. Enhancements to the physical parking and transportation infrastructure in the City, including:
 - i. The potential to reconfigure existing City parking lots to increase parking capacity.
 - ii. Changes to on-street parking space locations and configurations.
 - iii. Potential locations for new or larger off-street public parking facilities.
 1. This will include evaluating both surface and structured parking options.
 2. For each location, our team will provide a high-level assessment of the number of parking spaces that can be accommodated on each site and the cost to build new parking on the site.

Work Plan

- g. Enhancements to wayfinding, signage, and the communication of parking and transportation-related information to the public.
 - h. Improvements to existing transit services, including the potential for expansion or modification of existing services.
 - i. Improvements to existing alternative transportation options, such as linking existing or adding new bike lanes, adding bike parking, improving sidewalks in popular pedestrian corridors to enhance connectivity, designating dedicated or flexible rideshare PUDO zones, and establishing additional commercial loading zones, among other enhancements.
 - j. Potential implementation of paid parking, including:
 - i. Which parking facilities would be paid, and which parking facilities, if any, would remain free.
 - ii. Options to accommodate downtown employees and residents.
 - iii. Options to address potential spillover demand into residential areas from parkers seeking to avoid paying to park.
 - iv. Technology options for revenue collection and enforcement.
 - v. Potential parking rate and fee structures.
 - vi. Staffing needs.
 - vii. Potential financial impacts of implementation, including revenue, operating expense, and capital cost considerations.
2. Develop high-level financial implications of implementing each recommendation.
 3. Summarize the preliminary recommendations in a draft report, including a draft implementation plan, and review the draft report with the City/Task Force.
 4. Finalize the draft report and implementation plan based on feedback provided by the City/Task Force.
 5. Present the findings and recommendations of the study at one (1) City Council meeting.



Task 6 Deliverables

- Draft report summarizing all findings, analyses, and preliminary recommendations from the study, including all previous task deliverables.
- Summary slide presentation for use in meetings with City staff, the Parking Improvements Task Force, and City Council.
- Final report based on feedback provided on the draft report, including an action plan detailing the recommended sequencing and anticipated time necessary to implement the recommendations.



03

Proposed Team Structure

Organizational Chart



ERIC HAGGETT, LEED GA
Project Manager



JOHN DORSETT, AICP, CPP
Principal-in-Charge



ANDREW BAGLINI
Senior Planner



BOBBY MORDENTI, MUD
Wayfinding & Signage Advisor



CHRISSY MANCINI NICHOLS
Curb Management & Mobility Advisor



KENZIE COULSON
Policy & Implementation Advisor



JULIE KROLL, PE, PTOE
Traffic Engineering, Group Manager
Sr. Associate



JON MOXEY, PE
Sr. Project Manager
Principal



SAM LIPSCOMB
Lead GIS Technician

Team Member Roles and Responsibilities

We have assembled a qualified team of professionals with years of experience in parking planning and analysis to perform the services listed in the City of Saugatuck's RFP. The following briefly describes the anticipated roles and responsibilities of each project team member.

Eric Haggett, LEED Green Associate, will be the Project Manager for this engagement. He will lead the day-to-day coordination efforts for the Walker team and the City of Saugatuck and will participate in all project meetings. He will provide technical input throughout the project, as well as be responsible for making sure that the budget and schedule requirements are met. Eric is a parking industry veteran with more than 17 years of downtown parking and mobility planning experience in large and small communities across the country, as well as significant experience in municipal parking finance.

John Dorsett, AICP, Managing Director of Walker's Planning, Operations, and Technology group, will serve as Principal-in-Charge, providing overall guidance on the project and reviewing project deliverables for completeness. He will specifically ensure that Walker's quality standards are adhered to and achieved. With 40+ years of experience in the industry, John will also provide guidance and insights gained from his work in hundreds of other communities.

Our team has two Parking and Mobility Planners supporting Eric's efforts throughout the project engagement, **Andrew Baglini** and **Bobby Mordenti, M.U.D.** Andrew will lead data collection and analysis and assist with all other aspects of the project. Andrew has a background in urban and regional planning and regularly performs data collection and analyses, conducts public engagement, and develops parking policy recommendations. Bobby will support the team's data collection and analysis efforts, lead the evaluation of the City's current wayfinding and signage, and use his considerable skills with visual communications to enhance Walker's project deliverables and public engagement materials.

Kenzie Coulson and **Chrissy Mancini-Nichols** will serve as technical advisors on the project. In a previous role, Kenzie helped launch paid parking in Park City, Utah, giving her a unique perspective on the challenges cities can face when moving toward paid parking. Chrissy, Walker's National Director of Curb Management and New Mobility, is one of the leading experts in innovative policy and technology for managing curb demand. Both Kenzie and Chrissy will be involved in the development and evaluation of recommendations for improving the City of Saugatuck's parking system.

Our partners on this project from Fleis & VandenBrink, **Julie Kroll, PE, PTOE**, **Jon Moxey, PE**, and **Sam Lipscomb**, along with their staff, will provide support throughout the project process. In particular, Fleis & VandenBrink will support Walker with data collection, public engagement, development of GIS-based deliverables, and evaluation of existing and potential new off-street parking facilities. This team will also be crucial as we develop our deliverables and external communications materials that will be shared with the public.

04

Fee Proposal

Fee Proposal

<u>Task</u>	<u>Lump Sum</u> <u>Budget</u>	<u>Estimated</u> <u>Expenses</u>	<u>Proposed</u> <u>Total NTE</u> <u>Fee</u>
Task 1. Project Coordination and Problem Identification	\$19,210	\$1,750	\$20,960
Task 2. Parking Inventory and Mapping	\$6,340	\$200	\$6,540
Task 3. Parking Needs Analysis	\$19,475	\$500	\$19,975
Task 4. Policies, Practices, and Organizational Structure Review	\$6,170	\$0	\$6,170
Task 5. Wayfinding, Signage, and Communications Evaluation	\$5,170	\$400	\$5,570
Task 6. Evaluation of Options and Costs	\$22,810	\$400	\$23,210
TOTAL	\$79,175	\$3,250	\$82,425

As shown above, we have proposed a lump sum fee to complete this project, as well as a not-to-exceed budget for project-related expenses. However, we are happy to discuss alternative pricing structures for this project.

05

References

References



Ann Arbor Downtown Development Authority Ann Arbor, MI

Jada Hahlbrock
Parking and Manager
Kerrytown Market and Shops
415 North Fifth Avenue
Ann Arbor, Michigan 48104
jhahlbrock@a2dda.org
734.994.6697



Saginaw County Saginaw County, MI

Mary Catherine Hannah
County Administrator
111 S. Michigan Avenue
Saginaw, MI 48602
mchannah@saginawcounty.com
989.790.5578



City of St. Joseph, MI St. Joseph, MI

Emily Hackworth
City Manager
700 Broad St.
St. Joseph, MI 49085
ehackworth@sjcity.com
269.983.5541



City of Omaha, NE Omaha, NE

Hannah R. Adeponu, MA, CAPP
Parking and Mobility Manager
1819 Farnam Street, Ste. 308
Omaha, NE 68183
hannah.adeponu@cityofomaha.org
O: 402.444.7275
D: 402.444.3364



WALKER
CONSULTANTS



General Conditions of Agreement for Consulting Services

Services

Walker Consultants ("Walker") will provide the Client professional services that are limited to the work described in the attached letter (the "services"). Any additional services requested will be provided at our standard hourly rates or for a mutually agreed lump sum fee. The services are provided solely in accordance with written information and documents supplied by the Client and are limited to and furnished solely for the specific use disclosed to us in writing by the Client. No third-party beneficiary is contemplated.

Payment for Services

Monthly Invoices

Walker will submit monthly invoices based on work completed plus reimbursable expenses. Reimbursable expenses will be billed at 1.15 times the cost of travel and living expenses, purchase or rental of specialized equipment, photographs and renderings, document reproduction, postage and delivery costs, communications charges, additional service consultants, and other project related expenses.

Payment is due upon receipt of invoice. If for any reason the Client does not pay Walker within thirty (30) days of date of invoice, Walker may, at its option, suspend or withhold services. The Client agrees to pay Walker a monthly late charge of one and one-half percent (1.5%) per month of any unpaid balance of the invoice.

Payment Method

Walker's preferred method of payment is ACH. All payments should be made electronically to:

Truist Bank

ABA Routing Number 021052053

Credit to the account of - Walker Consultants

Account Number 79592337

Period of Service

In the event that no contract administration phase services are to be provided by Walker, services shall be completed the earlier of (1) the date when final documents are accepted by the Client or (2) thirty days after final documents are delivered to the Client. If contract administration phase services are provided by Walker, services shall be complete upon the earlier of (1) the time of approval by Walker of final payment to the contractor or (2) thirty (30) days after completion of the work designed by Walker.

Standard of Care

Walker will perform the services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. Walker makes no warranty, express or implied, as to its professional services under this agreement.



Any estimates or projections provided by Walker will be premised in part upon assumptions provided by the Client. Walker will not independently investigate the accuracy of the assumptions. Because of the inherent uncertainty and probable variation of the assumptions, actual results will vary from estimated or projected results and such variations may be material. As such, Walker makes no warranty or representation, express or implied, as to the accuracy of the estimates or projections.

Limitation of Liability

To the maximum extent permitted by law, the Client agrees to limit Walker's liability for the Client's damages to the sum of \$10,000 or Walker's fee, whichever is greater. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

Indemnification

Walker agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors, and employees (collectively, Client) against all damages or liabilities, to the extent caused by Walker's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom Walker is legally liable.

Walker shall not be obligated to indemnify Client in any manner whatsoever for Client's own negligence or for the negligence of others.

Ownership of Documents

Walker shall retain ownership of all reports, drawings, plans, specifications, electronic files, field data, notes, calculations, and other documents and instruments prepared by Walker as instruments of service, except that Client shall retain ownership in the task reports and final report prepared by Walker upon acceptance by Client and any GIS files created in connection with Walker's services to Client. With the exception of the task reports, final report, and GIS files, Walker shall retain all common law, statutory, and other reserved rights, including, without limitation, all copyrights thereto. Any use for modifications or extensions of this work, for new projects, or for completion of this project by others without Walker's written consent will be at the Client's sole risk.

Consequential Damages

The Client and Walker waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement.

Dispute Resolution

This Agreement shall be governed by the laws of Michigan. Venue shall be appropriate in Allegan County, Michigan, or the Western District of Michigan. In addition to, and as a condition precedent to litigation, the Client and Walker shall endeavor to resolve claims, disputes, and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this



Agreement, and filed with the person or entity administering the mediation.

The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in Allegan County or another location mutually agreed upon by the parties.

Non-Solicitation Clause

The Client agrees that it will not directly or indirectly solicit for employment any Walker employee providing services on behalf of Client for a period of two years after the date of this agreement. Client agrees that a breach of this provision would have material and adverse impacts on Walker's business and Client therefore agrees to pay Walker an amount equal to two times the annual salary of any employee of Walker who accepts a position with Client within such two-year period, in addition to all other rights and remedies available to Walker.

Assignment

The Client and Walker agree that neither party shall transfer, sublet, or assign any rights or duties under this agreement, including but not limited to monies that are due or monies that may become due, without the prior written consent of the other party. Subcontracting to subconsultants, normally contemplated by Walker as a generally accepted business practice, shall not be considered assignment for the purposes of this agreement.

Termination

The Client may terminate this Agreement without cause by providing seven (7) days' written notice to Walker. Walker shall immediately cease performing any services for Client upon receipt of such notice. If Client terminates this Agreement, Walker shall be entitled to compensation for services actually performed, payable at Walker's standard hourly rates, and actual expenses incurred prior to receiving notice of termination, which shall be paid by Client no later than thirty (30) days after receiving an invoice for the same.



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

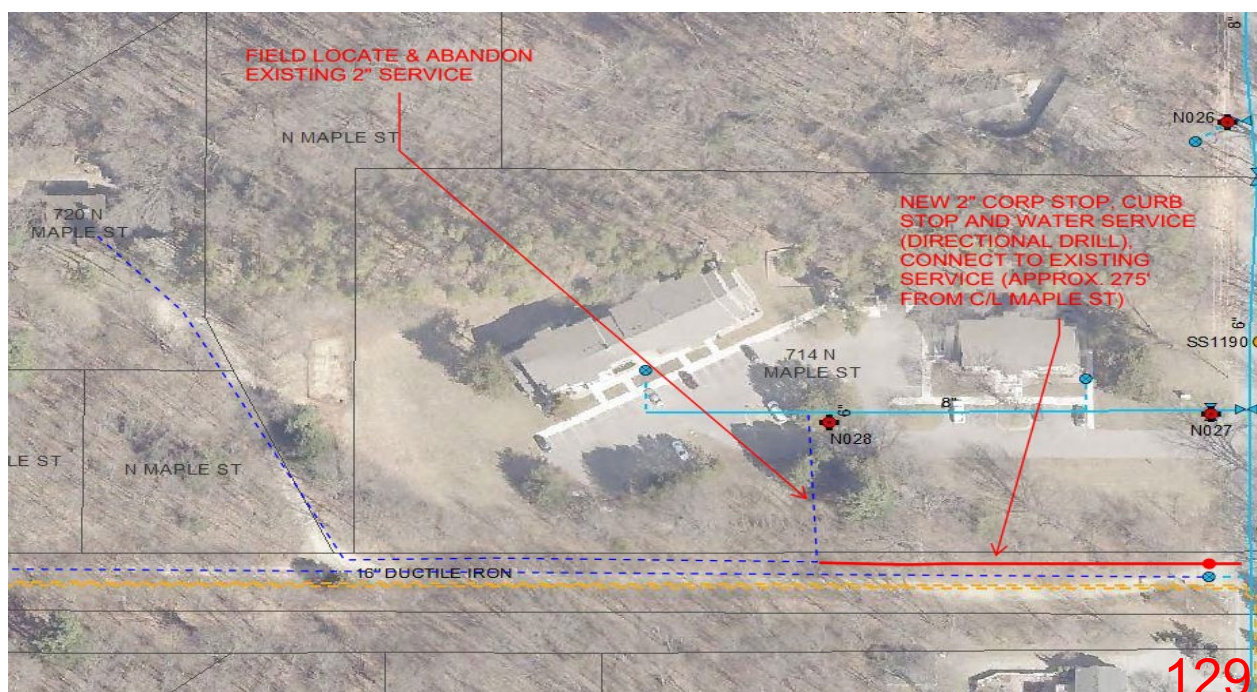
MEETING DATE: October 14, 2025

SUBJECT: Proposed Cost Sharing Agreement for 720 N Maple Water Service Line Replacement and Installation of 8" Water Main Stub

DESCRIPTION:

In May 2022, KLSWA shut off water at the Old Mille Apartments, which also cut service to 720 N Maple. Fleis & VandenBrink (F&V) found that 720 N Maple was improperly tied into Old Mille's line instead of the public main on Maple Street. F&V obtained quotes of \$17,880–\$21,800 to correct the issue. Although connection cost is normally the property owner's responsibility, the owner, Victor Rodriguez, believes the City should share costs since the improper connection was previously approved. A 50/50 cost share was discussed but never completed.

With design engineering underway for the Maple Street project, Mr. Rodriguez has requested the work in the following diagram be included. F&V estimates the cost would drop to \$8,000–\$12,000 if done as part of the larger project. Consistent with prior discussions, staff recommends City Council consider a 50/50 cost share.



8" Water Main Stub for Future Development

In addition, Mr. Rodriguez is asking that the City consider installing a separate 8" water main stub for future development in the area. F&V estimates the cost to be \$7,000 - \$11,000. I recommend including the stub so long as Mr. Rodriguez pays for 100% of the cost.

Draft Agreement

Attached is a draft cost sharing agreement for both the water service line replacement and installation of 8" water main stub. Mr. Rodriguez has reviewed the draft of the agreement and agreeable to it.

BUDGET ACTION REQUIRED:

None at this time. Sufficient dollars are budgeted for the Maple Street project.

LEGAL REVIEW:

The City Attorney prepared the draft agreement and will be at your meeting to answer any questions.

SAMPLE MOTION:

Motion to approve the cost sharing agreement with Victor Rodriguez for a water service line replacement at 720 North Maple Street and installation of 8" water main stub.

COST SHARING AGREEMENT

THIS AGREEMENT is made _____, 2025 between the City of Saugatuck, a Michigan home rule city, 102 Butler Street, Saugatuck, Michigan 49453 (“City”) and Victor Rodriguez, an individual and property owner, _____ (“Mr. Rodriguez”) (collectively the “Parties”).

RECITALS

WHEREAS, the City is currently improving and repairing the water main, service lines, sanitary sewers and additional infrastructure located on and below the west lane of Maple Street that runs between the Blue Star Highway and North Street (the “Maple Street Project”); and

WHEREAS, the City has engaged the engineering firm Fleis & VandenBrink to complete preliminary specifications and plans for the Maple Street Project; and

WHEREAS, Mr. Rodriguez is the owner of the property located at 720 North Maple Street, Saugatuck, Michigan 49453 (the “Property”) which is currently connected to a private water main and along the Maple Street Project route; and

WHEREAS, the City and Mr. Rodriguez desire the Property’s connection be removed from the private water main and be connected to the City’s public water main (the “Project”), identified in Exhibit A; and

WHEREAS, the City and Mr. Rodriguez desire to share all costs related to the Project, including but not limited to engineering costs, construction costs, and the costs of connection to the City’s public water main, subject to the terms set forth herein.

TERMS AND CONDITIONS

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

ARTICLE I

Construction

1.1 Construction Plans and Specifications. Final plans and specifications for the Project are being prepared by the City’s engineer, Fleis & VandenBrink, and will comply with all applicable laws, ordinances, rules and regulations (“Project Plans”).

1.2 Permits/Approvals. Prior to beginning construction of the Project, the City will obtain all permits or approvals required by law to construct the Project. To the extent any permits, approvals, or permissions are required from the Kalamazoo Lake Sewer & Water Authority or any third party, the Parties shall cooperate in obtaining the same.

1.3 Construction Engineering. The City Engineer (Fleis & VandenBrink), on behalf of the City, will provide engineering services for the Project pursuant to a separate contract between the City Engineer and the City.

1.4 Construction. The City shall ensure that the Project is constructed by a contractor or others strictly in accordance with the Project Plans or any amendments thereto. Construction may not begin until all pre-construction requirements under this Agreement have been met, including without limitation, those in sections 1.2.

ARTICLE II

Payment

2.1 Estimated Costs. The City and Mr. Rodriguez will split the design, engineering, and construction costs of the Project in the proportions identified in Exhibit B, which exhibit is incorporated by reference.

2.3 Final Costs. The Parties acknowledge and agree that the current engineering costs and construction costs set forth in Exhibit B are estimates only, and that the Parties' obligation to pay their respective share of the final costs will remain and be binding. To this end, once the final construction costs are established, the Parties' representatives shall meet and amend Exhibit B to reflect such developments. That amended Exhibit B shall, upon completion, be initialed by representatives of each party and the amendment shall thereafter be deemed to reflect the final costs to be paid by the Parties.

2.4 Payment. The City shall initially pay all costs of engineering for and construction of the Project. Upon receiving an invoice for construction or engineering services, the City shall invoice Mr. Rodriguez for his percentage of the costs as set forth in Exhibit B, along with a copy of the original invoice. Mr. Rodriguez shall submit payment to the City within thirty (30) days of receiving the City's invoice. In the event of a payment that is more than sixty (60) days delinquent, the City reserves the right to assess such outstanding costs as a lien against the Property enforceable in the same manner as real property taxes. Late payments shall accumulate interest at a rate of 1.5%.

ARTICLE III

Ownership

3.1 Ownership. The City shall retain all ownership rights in all publicly owned components associated with the Project. Mr. Rodriguez shall retain ownership of the 8" stub and service connections in accordance with applicable City and Kalamazoo Lake Sewer & Water Authority ordinances and policies. In the event the 8" stub is extended to serve future development, ownership shall transfer to the City and become public infrastructure. The City shall assume any ongoing maintenance obligations imposed by law for the street and right of way for so long as the portion of North Maple Street remains a part of the City's street system.

3.2 No Security Interest. Mr. Rodriguez shall not have or attempt to obtain and hereby waives any security interest in or lien on the Project or North Maple Street.

3.3 Usage. Mr. Rodriguez's use of the Project to obtain public water service shall comply with all applicable laws, rules and regulations, and is subject to all applicable fees, charges and rates imposed by the City, in addition to the costs shared pursuant to this Agreement.

3.4 Claims. This Agreement does not provide Mr. Rodriguez any rights to the perpetual existence of North Maple Street or any cause of action for damages or otherwise as a result of any discontinuance, abandonment or vacation of North Maple Street.

ARTICLE IV

Term

4.1 Term. This Agreement shall terminate upon the Mr. Rodriguez's final payment to the City as provided for in Section 2.4 following the completion of the Project.

ARTICLE V

Miscellaneous

5.1 Addresses. All payments that are required or authorized to be given under the terms of this Agreement shall be made by depositing the same in United States first-class mail with postage prepaid, addressed to the party to whom such notice is given or personally delivered at the addresses first written above or such other address as the recipient party shall have previously notified the other party. The effective date of any such payment shall be the date it was deposited in a United States mail receptacle, and the date of any such notice shall be the first business day following the date of deposit of such notice in a United States mail receptacle or the date of actual delivery, whichever occurs first.

5.2 Assignment. Neither party shall have the right to assign its rights, duties, obligations or interests under this Agreement without the prior written consent of the other party, which written consent will not be unreasonably refused and which will be given or denied with reasons given for the denial within thirty (30) days of a written request therefore.

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

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

5.5 Contacts and Action. Any submissions to or requests of the City shall be directed to the City Manager who is empowered to act on behalf of the City pursuant to this Agreement. The City Manager will so act within fifteen (15) days of receiving a request or submission unless City Council action is required, in which case such action will be sought and taken as soon as is practicable, given the regularly scheduled meeting dates of the City Council. Any submissions to or requests of Mr. Rodriguez shall be directed toward him. Mr. Rodriguez will so act within fifteen (15) days of receiving a request or submission.

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

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

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

5.10 Captions. The captions of this Agreement shall not be considered as part of this Agreement but shall be considered as descriptive only.

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

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

CITY OF SAUGATUCK

By: _____

By: _____

VICTOR RODRIGUEZ

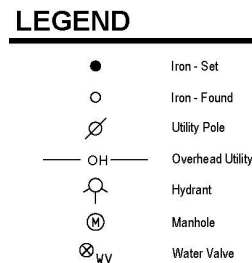
By: _____

EXHIBIT A



BENCHMARK #105 ELEV. = 300.00 (Assumed Datum)
Round railroad spike in the West side of a power pole, 0.7' above ground level.

BENCHMARK #144 ELEV. = 298.38 (Assumed Datum)
Railroad spike in the South side of a 30" oak tree, 1± about ground level.



Part of the NE 1/4 of Section 9, T3N, R16W, City of Saugatuck, Allegan County, Michigan.
(See Sheet 2 of 2 for complete descriptions)

This survey was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.

By: Scott A. Hendges
Scott A. Hendges Licensed Professional Surveyor No. 47953

SCALE: 1" = 150' 0' 75' 150' NORTH

SCALE: 1" = 150' 0' 75' 150'

Travis Edmonds
27643 W Drake Dr #256
Channahon, IL 60410

NORTH

NEDE

N Maple Street

DRAWN BY: JV DATE: 04-06-2018
REV. BY: REV. DATE:
REV.:

PRJ #: 18200487


NEDERVELD
www.nederfeld.com • 800.222.1868
Holland
347 Hoover Blvd.
Holland, MI 49423
Ann Arbor, Chicago, Columbus,
Grand Rapids, Indianapolis, St. Louis

DESCRIPTION

PARCEL "1" DESCRIPTION: Part of the NE 1/4 of Section 9, T3N, R16W, City of Saugatuck, Allegan County, Michigan, described as: Commencing at the East 1/4 corner of said Section; thence N01°13'00"W 1290.00 feet along the East line of said Section; thence S88°28'17"W 677.60 feet along the North line extended of Singapore Estates (as recorded in Liber 14 of Plats on Pages 37-38) to the Point of Beginning; thence S48°53'11"W 307.26 feet along the Northwesterly line of Lots 8 and 9 of said Singapore Estates; thence N01°31'43"W 176.80 feet; thence Northeasterly 36.30 feet along a 50.00 foot radius curve to the left, said curve having a central angle of 41°35'35", and a chord bearing N56°08'16"E 35.51 feet; thence N88°28'17"E 206.80 feet to the Point of Beginning. Containing 0.52 acres. Subject to easements, restrictions, and rights-of-way of record. Together with an easement for ingress, egress, and utilities over part of the NE 1/4 of Section 9, T3N, R16W, City of Saugatuck, Allegan County, Michigan, described as: Commencing at the East 1/4 corner of said Section; thence N01°13'00"W 1290.00 feet along the East line of said Section to the Point of Beginning of said easement; thence S88°28'17"W 884.40 feet along the North line extended of Singapore Estates (as recorded in Liber 14 of Plats on Pages 37-38); thence Westerly 92.73 feet along a 50.00 foot radius curve to the right, said curve having a central angle of 106°15'37", and a chord bearing S88°28'17"W 80.00 feet; thence N01°31'43"W 30.00 feet; thence N88°28'17"E 964.57 feet along the North line of the South 1320.00 feet of the NE 1/4 of said Section; thence S01°13'00"E 30.00 feet along the East line of said Section to the Point of Beginning.

PARCEL "2" DESCRIPTION: Part of the NE 1/4 of Section 9, T3N, R16W, City of Saugatuck, Allegan County, Michigan, described as: Commencing at the East 1/4 corner of said Section; thence N01°13'00"W 1290.00 feet along the East line of said Section; thence S88°28'17"W 677.60 feet along the North line extended of Singapore Estates (as recorded in Liber 14 of Plats on Pages 37-38); thence S48°53'11"W 307.26 feet along the Northwesterly line of Lots 8 and 9 of said Singapore Estates to the Point of Beginning; thence S48°53'11"W 105.46 feet; thence S88°28'17"W 141.90 feet (the previous two courses being along the Northerly line of Lot 7 of said Singapore Estates); thence N27°37'26"E 244.33 feet; thence N45°58'47"E 73.45 feet; thence Southeasterly 56.43 feet along a 50.00 foot radius curve to the left, said curve having a central angle of 64°40'01", and a chord bearing S70°43'55"E 53.48 feet; thence S01°31'43"E 176.80 feet to the Point of Beginning. Containing 0.81 acres. Subject to easements, restrictions, and rights-of-way of record. Together with an easement for ingress, egress, and utilities over part of the NE 1/4 of Section 9, T3N, R16W, City of Saugatuck, Allegan County, Michigan, described as: Commencing at the East 1/4 corner of said Section; thence N01°13'00"W 1290.00 feet along the East line of said Section to the Point of Beginning of said easement; thence S88°28'17"W 884.40 feet along the North line extended of Singapore Estates (as recorded in Liber 14 of Plats on Pages 37-38); thence Westerly 92.73 feet along a 50.00 foot radius curve to the right, said curve having a central angle of 106°15'37", and a chord bearing S88°28'17"W 80.00 feet; thence N01°31'43"W 30.00 feet; thence N88°28'17"E 964.57 feet along the North line of the South 1320.00 feet of the NE 1/4 of said Section; thence S01°13'00"E 30.00 feet along the East line of said Section to the Point of Beginning.

PARCEL "3" DESCRIPTION: Part of the NE 1/4 of Section 9, T3N, R16W, City of Saugatuck, Allegan County, Michigan, described as: Commencing at the East 1/4 corner of said Section; thence N01°13'00"W 1290.00 feet along the East line of said Section to the Point of Beginning; thence S88°28'17"W 884.40 feet along the North line extended of Singapore Estates (as recorded in Liber 14 of Plats on Pages 37-38); thence Westerly 92.73 feet along a 50.00 foot radius curve to the right, said curve having a central angle of 106°15'37", and a chord bearing S88°28'17"W 80.00 feet; thence S45°58'47"W 73.45 feet; thence S27°37'26"W 244.33 feet; thence S88°28'17"W 108.82 feet along the Northerly line of Lot 7 of said Singapore Estates; thence N00°46'00"W 163.91 feet parallel with the East line of Lot 32 of Judson's Addition to the City of Saugatuck (as recorded in Liber 43 of Plats on Page 19); thence N41°22'33"W 168.15 feet; thence N88°28'17"E 1352.13 feet along the North line of the South 1320.00 feet of the NE 1/4 of said Section; thence S01°13'00"E 30.00 feet along the East line of said Section to the Point of Beginning. Containing 2.15 acres. Subject to highway right-of-way for Maple Street over the most Easterly 33.00 feet thereof. Also subject to easements, restrictions, and rights-of-way of record. Subject to and together with an easement for ingress, egress, and utilities over part of the NE 1/4 of Section 9, T3N, R16W, City of Saugatuck, Allegan County, Michigan, described as: Commencing at the East 1/4 corner of said Section; thence N01°13'00"W 1290.00 feet along the East line of said Section to the Point of Beginning of said easement; thence S88°28'17"W 884.40 feet along the North line extended of Singapore Estates (as recorded in Liber 14 of Plats on Pages 37-38); thence Westerly 92.73 feet along a 50.00 foot radius curve to the right, said curve having a central angle of 106°15'37", and a chord bearing S88°28'17"W 80.00 feet; thence N01°31'43"W 30.00 feet; thence N88°28'17"E 964.57 feet along the North line of the South 1320.00 feet of the NE 1/4 of said Section; thence S01°13'00"E 30.00 feet along the East line of said Section to the Point of Beginning.

This survey was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.



By: Scott A. Hendges
Scott A. Hendges Licensed Professional Surveyor No. 47953

SCALE: 1" = 150'

Travis Edmonds
27643 W Drake Dr #256
Channahon, IL 60410

N Maple Street

DRAWN BY: JV
REV BY:
REV.:

DATE: 04-06-2018
REV. DATE:

PRJ #: 18200487

2 OF 2



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EXHIBIT B

1) Project Scope:

- Water Service Line Replacement - Includes constructing water service line from Property to City operated water main.
 - Cost breakdown:
 - City:
 - 50%
 - Mr. Rodriguez:
 - 50%
- Installation of 8" Water Main Stub across Maple Street for future development and water service at certain parcels owned by Mr. Rodriguez with addresses of 612, 616 and 620 North Maple Street.
 - Cost breakdown: Mr. Rodriguez – 100%

2) Estimated Project Cost Breakdown:

	Estimated Total COST	City Share	Mr. Rodriguez Share
Construction and Connection to City Water Main	\$8,000-\$12,000	\$4,000-\$6,000	\$4,000-\$6,000
Installation of 8" Water Main Stub	\$3,000-\$5,000	\$0.00	\$3,000-\$5,000
Estimated Shared Total Cost	\$11,000-\$17,000	\$4,000-\$6,000	\$7,000-\$11,000

October 2, 2025



City of Saugatuck
Ryan Cummins
PO Box 86
Saugatuck, MI 49453

Dear Ryan,

On behalf of ODC Network, thank you for your payment of \$5,000.00, which we received on 9/25/2025 in support of the Kalamazoo River Greenway. Your support is vital to our efforts to address environmental restoration, recreation, conservation and education along the greenway corridor.

This year marks a quarter century of ODC Network connecting people to nature, pioneering nature-based education, and protecting natural ecosystems. In those 25 years, our team has connected more than 1.3 million people to nature, reduced phosphorus levels in Lake Macatawa by 62%, started 5 nature-based early childhood centers, and preserved over 1,000 acres of land, changing our community for the better.

With support from donors like you, we are able to continue offering life-changing nature experiences that inspire the next generation of leaders and environmental stewards, while creating lasting memories together. Whether you are hiking snowy trails, jumping in puddles, or fishing with loved ones, a connection to nature has profound impacts on overall health. Thank you, again, for believing in our work and investing in our mission to advance outdoor education and conservation in West Michigan.

Sincerely,

Ashlee Van Zee

Ashley Van Zee
Director of Philanthropy
ashley@outdoordiscovery.org

*Thank you for supporting
the Kalamazoo River
Greenway!*

Federal Tax ID#: 38-2461102 MI Charitable Solicitation#: MICS8341
According to IRS regulations, no goods or services were provided by the ODC for this gift.





Jamie Wolters

From: Jamie Wolters
Sent: Tuesday, September 23, 2025 12:26 PM
To: Jamie Wolters
Subject: FW: Request Fort New City Ordinance

From: Tom Smith

Subject: Request Fort New City Ordinance

Some people who received this message don't often get email from smith_tom_m@cat.com. [Learn why this is important](#)

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.

The Honorable Mayor of the City of Saugatuck
The Honorable Members of the Saugatuck City Council
102 Butler Street
Saugatuck, MI 49453

Dear Honorable Mayor and Honorable Council Members,
My name is Thomas M. Smith and I am writing this letter on behalf of myself and other fellow property owners, business owners and constituents of this community.

In the past months, we have expressed our concerns about homelessness and camping in public spaces, and park hours to the City Manager, Ryan Cummins, as well as some of you. Ryan has explained in his emails that the City has no ordinances against this, nor posted hours for most of our city parks. In his July 24th email, he said, "I don't disagree that it's a bit surprising we don't have more established park rules. I take my direction from the City Council as they set policy. I know this is on their radar. If they would like staff to work on recommendations for further park rules, we can certainly do that."

We are asking the Mayor and City Council to act on establishing an ordinance to prevent overnight camping in all city parks. In the past two months, I have contacted representatives from the towns listed below. They have all expressed how beneficial these ordinances have been in preventing people in the park after hours.

Laketown - Sec 24-20.11 No camping or sleeping in public park. Spoke with Michelle, LT Communications Coordinator. Enacted ordinance in 1996 and revised in 2009. They do not have any homeless issues in any park. About once a year, someone tries to camp in woods behind rest area on 196. Sheriff gets dispatched to explain ordinance and displace them.

Holland - Sec 22-2a City parks closed from 11pm- 6am to prevent sleeping overnight in parks. Sept 2016 Homeless overnight sleeping issue was brought to the attention of Holland City Council by citizens. Nov. 17,2016 City council enacted closing hours ordinance to deter homeless sleeping in parks. (Holland Sentinel article)

Ludington - Sec. 38.72 Camping- no sleeping overnight in public parks. Spoke to Asst. City Manger - enacted in 1984 and further revised in 2011

Pentwater- Sec. 92.01 & 92.02 - No overnight parking in any public parks and parks closed 10pm- 6am. Spoke with the Ordinance Enforcement Officer - enacted in 1999. Officer enforce these ordinances. He said they do not have any homeless issues due to these ordinances.

Frankfort- Sec 41.06 No person shall remain overnight or erect tents or temporary shelter in any park, beach, or public parking area.

As you can see from the above dates, most of these cities and townships have had these ordinances enacted for years, if not decades. We feel that it is time for Saugatuck to do the same. Please let us know how you plan to move forward with our request for this much needed ordinance.

Regards,
Tom & Maureen Smith
403 Water Street #6

Nancy Schmitt

433 Main Street

Barry Spengler & Patricia Cleland
951 Holland Street

Philippe Quentel
421 Water Street

Caterpillar: Confidential Green