



CITY COUNCIL MEETING AGENDA **September 28, 2026**

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://us06web.zoom.us/j/2698572603?omn=86071518241>

Join by phone by dialing:

**(312) 626-6799 -or-
(646) 558-8656**

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.

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Mayor's Comments**
- 5. City Manager Comments**
- 6. Agenda Changes (Additions/Deletions)**
- 7. Guest Speakers**
 - A. Allegan County Clerk Bob Genetski**
- 8. Public Comment on Agenda Items Only (Limit 3 minutes)**
- 9. Consent Agenda: (Roll Call)**
 - A. Approval of City Council Workshop Minutes – September 23, 2026. Pg.3**
 - B. Chip's Groundcover Christmascape Proposal for Water Street and Hoffman Street for 2026 and 2027. Pg.7**
 - C. Special Event – Family & Pet Halloween Parade and Party. Pg.11**
 - D. Special Event – Toyota E&D MI. Pg.19**
 - E. Request for Proposals – Website Redesign and Development. Pg.27**
 - F. Appointments to Board and Commissions**
 - Interurban Board Member: Gregory Muncey with a Term Ending September 30, 2030. Pg.42
- 10. Approval of Accounts Payable: (Roll Call)**
 - A. Accounts payable in the amount of \$4,488,754.83. Pg.49**

11. Unfinished Business

12. New Business: (Roll Call)

- A.** Ordinance No. 260928-A Zoning Ordinance Amendment to Create a New Definition for Enhanced Bed and Breakfast and to Regulate Enhanced Bed and Breakfasts. *Pg.51*

13. Staff Reports, Boards, Commissions & Committees:

A. Staff Report:

- 1. City Manager *Pg.61*

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

14. Public Comments

15. Closed Session

- A.** Pursuant to MCL 15.268(e) to consult with legal counsel regarding the lawsuit filed against the City by Ana Cisco, captioned Ana E. Cisco v City of Saugatuck (Case No. 26-72006-NO) regarding trial or settlement strategy, which if discussed in an open meeting would have a detrimental financial effect.

16. Correspondence:

17. Council Comments

18. Adjourn (Voice Vote)



CITY COUNCIL WORKSHOP MEETING MINUTES

September 23, 2026

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 Clark, and Councilmembers Dean, Gardner, Muncey, Peterson, Stanton.

Absent: None.

Agenda Changes: None.

Guest Speaker: None.

Public Comment on Agenda Items Only:

Alec Payleitner commented on agenda item #7a.

Approval of Minutes:

Motion by Muncey, second by Stanton to approve the minutes as presented. Via roll call vote, motion carried unanimously.

Discussion Items:

Parking Study Presentation - Summary, Recommendations, and Action Plan:

John Dorsett of Walker Consultants presented the Parking Improvements Task Force study. City Manager Ryan Cummins described it as the result of about a year of work by Walker Consultants, the engineers at Fleis & Vandenbrink, city staff and the Task Force, along with public engagement. The study's main message was that Saugatuck should make better use of the parking it already has rather than build more.

Inventory and accessibility. Dorsett said the inventory map counts 1,868 public spaces on the east side of the City, and 561 of them have time limits. 13 spaces are used for restaurant seating. The biggest gap the team found was accessible parking. The CBD has only 13 ADA spaces, and the team recommends raising that to at least 30. That figure comes from the federal Public Right-of-Way Accessibility Guidelines (PROWAG), which provide guidance for on-street parking rather than a legal requirement. The new spaces would mostly go toward the southern end of downtown, where there are more businesses. The team also suggested 15-minute spaces near the drugstore and possibly at restaurants for takeout pickups.

Occupancy and survey data. A count on a Saturday in May found the CBD 87% full at 5 p.m. In July it was completely full at 6 p.m., while the Hill and the north and south residential zones still had plenty of open spaces.

The survey drew 618 responses, all from locals:

- Over 80% drive downtown.
- 72% spend more than five minutes looking for a space in peak season.
- 56% would walk three or more blocks if remote parking were clear, safe and convenient.
- 54% would not pay to park.

Ten property owners and downtown leaders were also interviewed. Many of them brought up the lack of enforcement without being asked, praised the Interurban shuttle, and doubted that a parking structure would fit downtown's look or budget.

Options the team rejected or deferred. The team does not recommend a parking structure. At about \$42,000 per space, a 200-space deck would cost around \$8 million and a 300-space deck over \$12 million. The team also advised holding off on paid parking. Few nearby cities charge for it, it tends to draw strong pushback (St. Joseph was mentioned), and enforced time limits can produce turnover without fees. The current three-hour limit was described as the "sweet spot" because it allows time for lunch and shopping.

Recommendations. The team made 11 recommendations:

- A seasonal Parking Ambassador program, paired with stricter enforcement of the posted time limits
- A voluntary employee parking partnership
- More remote and shared parking, such as leasing church lots
- An expanded Interurban shuttle with a regular in-season schedule
- Better wayfinding, gateway signage and online parking maps
- More ADA spaces
- Managing curb space more deliberately
- Further study of converting Butler, Water, Lucy and Elizabeth streets to one-way traffic, which could add over 100 angled spaces
- Encouraging walking, biking, carpooling and transit

The task force could not agree on the one-way conversion and said it needs a broader community conversation. The team also noted that restaurants pay only \$200 a month for each on-street space they use for dining, which it considers well below what those spaces are worth.

Implementation and council response. The consultant proposed a draft three-year schedule. It starts with confirming the council's policy direction and assigning responsibilities, and it includes regularly measuring occupancy, aiming for about 90% at peak instead of 100%. When asked about real-time availability technology, the consultant said pavement sensors hold up poorly in Michigan winters. Becky from the Interurban reported that a new fixed-stop shuttle route helped ridership nearly double. She also said the shuttle's funding and ADA flex-route rules limit what it can do. As next steps, staff will share the full detailed report and then set up a workshop to confirm policy direction, prioritize the recommendations and identify funding.

Short Term Rental Licensing Ordinance Amendment and Resolution Updating Penalty Fee for Late Renewal Applications:

City Manager Ryan Cummins presented the background of the request that came from the owner of 534 St. Joseph and his rental agent at the July 8 workshop. They filed their renewal about 30 days after their license had already expired. Legal counsel drafted an amendment that changes the current five-day grace period to 60 days and staff prepared a resolution with a penalty of about \$100 per day. The change would apply to all property owners, would apply retroactively, and is meant to discourage late filings. Cummins discussed that frequent amendments may confuse people and weaken the ordinance.

Council discussed the need for a decision framework for handling public requests to change ordinances. Without one, the city risks setting precedents, inviting one-off requests and facing legal challenges. As one member put it, the ordinance could become "all exceptions." The mayor compared it to a new house on Maple Street that never connected to the sewer. She said this case goes beyond the earlier fix for confusion between the application and expiration dates and asked where the council would draw the line. She also said repeated

changes undercut what residents said they wanted: a cap that's enforced. And the staff and legal costs end up being passed on to the license holders who follow the rules.

Some expressed support for the amendment. Several members disagreed with earlier comments, saying ordinances are "living" documents that the council can change by vote. In their view, five days was never enough for anyone, and the earlier discussion had shown majority support. Others said the ordinance is only two years old and was poorly communicated at first. An example was compared to liquor licensing, where a late filing brings a reminder rather than losing the license. Others pointed out that the city did send notice, though this owner reportedly never received it.

The council agreed by consensus to hold the vote until all seven members attend, without sending it back to a workshop. The mayor stressed to the property owner and manager that nothing has changed and that where members stand today doesn't guarantee the final vote.

Councilmembers Muncey and Stanton left meeting at 5:50 p.m.

Zoning Ordinance Amendment – Create a New Definition for Enhanced Bed and Breakfast and to Regulate Enhanced Bed and Breakfasts:

Zoning Director Grayson Moore explained that the Wickwood Inn had worked with staff and the Planning Commission for a long time on expanding its bed and breakfast. Because a text amendment applies citywide, not just to one property, the effort became a broader proposal. The amendment would let previously approved bed and breakfasts in the R4 Transitional District apply for a special land use permit as an "enhanced" B&B. Moore added that it would apply only to R4 lots that border a commercial district. R4 lots surrounded only by residential property would not qualify.

Key limits. The amendment would allow:

- One guest unit per 1,500 square feet, including accessory guest units
- An accessory restaurant with seating up to twice the number of guest rooms, open only between 8 a.m. and 10 p.m.
- Events booked by an overnight guest. Non-guests may attend, but attendance can't exceed three times the number of guest rooms.

Parking would follow stricter rules for hotels and inns. The Planning Commission could decide case by case whether an existing building's parking is adequate.

Gardner, speaking for the Planning Commission, called it a good compromise reached after a lot of back-and-forth. The applicant's original idea for a new "boutique inn" zoning category was dropped in favor of the enhanced B&B. Guest and parking ratios were also scaled back. The Wickwood has 14 rooms, which would allow up to 42 guests, down from the 125 it first requested. It could expand to 16 rooms but has no near-term plans to.

Council asked what counts as an "accessory event facility," since the amendment doesn't define it. Moore said it's open to interpretation and could be defined more precisely. City legal counsel explained that "accessory" is already defined in the zoning ordinance and well established in case law. It means a use that is customarily incidental and subordinate to the main use, and smaller in scale and intensity.

Request for Proposals – Website Redesign and Development:

City Clerk Wolters presented the RFP for a new city website. She asked for approval to publish it with one month for submissions.

The project is in this year's strategic plan with a \$40,000 budget. The current site was redesigned in 2021 on a basic site that the Clerk's Department maintain themselves, and it has become overloaded. New ADA accessibility requirements take effect in April 2028, so starting now leaves plenty of time to work with a professional firm. The launch can also line up with the city's new branding.

Jamie listed what the new site needs to do:

- Be easy to navigate and search for both residents and tourists. Right now visitors have to know how local government is organized to find anything.

- Be mobile friendly, ADA accessible and more secure.
- Be easier for staff to maintain. Building a single page can take a day, and too many documents are piled onto the site.
- Offer more online services, such as payments and better ways for residents to contact staff, including texting instead of only email.
- Have room to grow with the city.

Gardner called the project something the city "absolutely needs". He said the city isn't as tech-enabled as it should be and thanked the Clerks for years of maintaining the site. Another member praised the RFP as well written. He especially liked that it requires the firm to build, launch and support the site before handing it over to the city.

Public Comments: None.

Council Comments:

Councilmember Peterson thanked Gregory and the task force and singled out the signage recommendations as "wonderful." She wants more information on the shuttle and liked Alec's idea of tracking parking spaces. She joked that he often drives around town spotting places where spaces could be added and agreed the ambassador program was good idea. She also informed Council that she will miss Monday's meeting because she'll be on Mackinac Island.

Councilmember Gardner echoed the praise, calling the task force's work fantastic, data-driven and common sense. He thanked Alec, others who have been involved over the past year, and Councilmember Muncy for reporting to the council. He stressed that most of the recommendations are about managing existing parking better, not spending a lot of money, though some spending will be needed.

Mayor Pro-Tem Clark thanked the many task force volunteers who took on a difficult task. He said the information was well thought out and well presented.

Councilmember Dean thanked the full task force and Councilmember Muncey. He said there's no concern about the report sitting on a shelf because it's full of things the city can act on.

Mayor Anderson acknowledged the criticism the council took for hiring parking consultants but called it "money well spent". She praised the consultant's expertise, the quality of the data and the common-sense solutions, and predicted a "phenomenal" return on the recommendations. She said she looks forward to putting them in place.

Adjournment:

Motion by Clark, second by Dean to adjourn the meeting. Upon voice vote, motion carried 5-0. Mayor Anderson adjourned the meeting at 6:05 p.m.

Respectfully Submitted,

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Mark Ondersma – Director of Public Works

MEETING DATE: September 28, 2026

SUBJECT: Holiday Light Expansion- 2 Year Contract

DESCRIPTION:

Staff is requesting City Council approval of a two-year renewal and expansion of the City's downtown holiday lighting program for the 2026 and 2027 holiday seasons.

The proposal from Chips Groundcover, LLC includes the installation, seasonal servicing, takedown, and storage of the expanded holiday lighting displays. The annual cost for the expansion is \$8,580 for each of the 2026 and 2027 holiday seasons.

Last year, the City invested in electrical upgrades to support the expansion of the downtown holiday lighting program. The 2025 holiday season was the first year of the expanded lighting, and the additional displays received a very positive response from the community and downtown visitors.

The expanded lighting areas will include:

- **Water Street, from Culver Street to Mary Street:** 38 trees
- **Hoffman Street, from Water Street to Butler Street:** 16 trees

The Convention & Visitors Bureau (CVB) has also provided **\$6,000 sponsorship** toward the expanded lighting areas.

BUDGET ACTION REQUIRED:

Funding for the expanded lighting is included in the current fiscal year budget.

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A



SAMPLE MOTION:

Motion to approve the Holiday lighting program expansion renewal with Chips Groundcover, LLC, for the 2026 and 2027 holiday seasons at an annual cost of \$8,580, subject to final contract review and execution.



11931 E Lakewood Blvd • Holland MI 49424 • Phone [REDACTED] • Fax – 616.546.9210

Christmascape Proposal. Prepared For:

Bill To:	City of Saugatuck			Date:	10-09-25 v4
Job Name (if different):	Downtown Areas (2025 additions)		Primary Contact (if commercial):	Scott Herbert Ryan Cummins	
Phone:	[REDACTED]	Email:	[REDACTED]		
Billing Address, City, State, Zip:	102 Butler St. PO Box 86 Saugatuck MI 49453				
Jobsite Address:	See detail below.				Prepared by: Nick W

Thank you for your interest in our services! We take pride in the displays we create (we call them “Christmascares!”) for your enjoyment and we hope to work with you soon.

Please initial at each desired item. Please complete top-portion of reverse side for scheduling

Item #:	CUSTOMER INITIAL	Description:	Annual Price:	
Description: Addition of various downtown areas. Pricing valid for 30 days from issuance. Pricing includes installation, service (see terms), takedown, and storage of materials. Pricing does not include the sale of material. Installation method to be consistent to current display (Trees along Butler Ave, Culver St, and other nearby areas). Trunks and select branches to wrapped 10-12 foot height where possible. Strand Spacing approximately 6” apart. Tree canopies to be wrapped where possible, avoiding areas when overhead utility / power lines are present and if tree canopies cannot support lights. Tree canopy spacing and number of strands will vary based on canopy size and shape and species of tree. Client responsibility to provide adequate power. Note: Individual tree pricing varies based on tree size, shape and species. Some trees may be skipped due to power unavailable, if too small to hold lights, or other reasons. Pricing reflects estimated tree quantity, and subject to change based on actual quantity. Material to be used: Warm White Commercial Grade 5mm minis lights with 6” bulb spacing. Service: To be included within Downtown Area Service (not additional to). Downtown Area Service: Includes up to 30 free service calls per season upon proposal acceptance. Service calls are typically completed within 4 business days of notice of the closest business day, weather and safety depending (Saturday and Sunday calls will be processed Monday). Each additional service call billed at \$85 first hour (minimum). \$85 each additional hour, billed in 15 minute increments. Material needing replacement due to theft, vandalism, or acts of nature may be billed additional. Material to be replaced due to installation error or manufacturer defect will be completed at no additional costs. No Sunday or Holiday call-outs.				
			2026	2027
1		Water Street from Culver to Mary, Hoffman St. from Water to Butler Hoffman St. from Water to Butler	\$8580	\$8580

INSTALLATION: Weather (rain, frost, snow, ice) effects installation scheduling We start installing as early as September to ensure your Christmascape can be complete by your desired “power on” date. There is no charge for items that cannot be installed safely. Christmascares are installed in 2 steps. Step 1 is installation of Roofline and Tree lighting, beginning in September. Step 2 is installation of Garland, Wreaths, and leaving your system “plug-in ready” (lighting needs to be plugged into the timer) or powered on; usually completed late November or Early December. (Sometimes we're able to combine both steps. Providing adequate power is client's responsibility.)

Please mark when you'd like your display POWERED ON:

_____ The week BEFORE Thanksgiving. _____ The week OF Thanksgiving. _____ The week AFTER Thanksgiving.

Other (Please Specify): _____

TIMERS: (typically set for 5pm – 11 pm & 6am – 8am) Please note if other time is desired: _____

TAKEDOWN: Wreath and Garland Takedown is typically completed first. Remaining lighting takedown will be completed weather and timing dependent. Sometimes we're able to combine steps. Unplug timers if you'd like your display off before we're able to complete takedown. Call us if you have questions regarding turning your system off. Pricing includes takedown within 1 year of installation. Takedowns requested to be completed 1 year or more after of installation billed at service rates.

Please mark when you'd like your display TAKEN DOWN:

Please choose what month:	January	February	March
Choose time of the month:	Beginning	Middle	End

Other (Please Specify): _____

Notes: _____

Signature:

Date:

Your (the client) signature, verbal agreement, or agreement via email to this contract acknowledges that you personally guarantee payment for services rendered. The client agrees to pay all costs associated with the collection process, if necessary. Payment may be required prior to beginning work otherwise payment is due 30 days after invoice date. \$25 returned check fee, 24% annual finance charge on past due invoices. Proposals valid for thirty days. Prices based on product availability. Client required to supply adequate electric power prior to installation date. Alterations from plans are to be added or subtracted from the sum quoted in this contract. Chips Groundcover, LLC agrees to carry worker's compensation and general liability insurance, and to pay all taxes on material and labor furnished under this contract as required by federal laws and the laws of the state of Michigan.

SERVICE / MATERIAL WARRANTY AND REPLACEMENT: You receive 3 free service calls per season (3 months) upon proposal / renewal acceptance. Service calls are typically completed within 3 days of notice of nearest business day; and are weather and safety dependent. Each additional service call billed at \$85 first hour (minimum). \$85 each additional hour, billed in 15 minute increments. New material covered for 1 season (3 months) under manufacturer's warranty. At re-installation: defective and non-working material may be billed additional, if unable to be fixed by us. Material needing replacement due to theft, vandalism, or acts of nature may be billed additional. Material to be replaced due to installation error or manufacturer defect will be completed at no additional costs. Client is responsible for providing adequate power. No Sunday or Holiday call-outs. No service fee will be assessed for items which are unserviceable due to safety concerns. (Material not supplied by us excluded from service & material warranty policy) **Need Service? Don't hesitate to call- we might be working in your area and might be able to waive service charges.**

STORAGE: Unless noted, you are purchasing material upon initial installation. Type and number of Extension cords and Timers may change annually based on installation methods. Prices include 11 months of off-season storage (when installed for seasonal use). Additional storage billed \$8 per month per \$1,000 of job total, \$8/month minimum, billed annually at beginning of storage period. Your material is stored off site and insured during the off-season. Useful life of materials is based as follows, (whereas 1 season = 3 months): C9 materials (typically used for roofline applications), Mini lights (typically used for tree lighting), Wreaths, and Garland: 6 seasons. Replacement material offered on a pro-rated bases of useful life to client if needing replacement within material useful life.

Office Use: Date Received: _____ Date Confirmed: _____ Intl: _____ WG/WM Complete: _____
Etmd Instl Hrs: Tree ____ Rfln: ____ Wrth/Grn ____ Estmd TD: Tree ____ Rfln: ____ Wrth/Grn: ____
ReqInsDate: _____ Tmrs pgm: _____ Tentative Takedown: _____ rv



City Council Agenda Item Report

From: Jamie Wolters

Date: September 28, 2026

Subject: Special Event- Family & Pet Halloween Parade & Party

Description:

The Saugatuck Douglas CVB has submitted an event application for Family & Pet Halloween Parade & Party. The proposed event will take place on October 31, 2026, on Butler Street and in Wick's Park. The event will include a trunk or treat that will occupy the city owned parking lot next to Wicks Park. A safety meeting has been conducted with Police, DPW and Organizer. Fire Chief is away at training and will review with Chief for approval upon his return to town.

Breakdown of Event:

Location: Parade downtown Butler Street and Party in Wick's

Date: Park 10/31/26

Event Hours: 11am parade and party to follow

Attendees: 200

Volunteers: 12

Budget Action Required:

N/A

Legal Review:

N/A

Sample Motion:

Motion to approve/deny Family & Pet Halloween Parade & Party to take place on October 31, 2026.

2026 Halloween Family Pet Parade



Council Action

____ Approved

____ Denied

____ Date

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Saugatuck CVB

TELEPHONE: _____

MAILING ADDRESS: PO Box 28 Saugatuck MI 49453

CONTACT NAME: April Gundy

TELEPHONE: _____

E-MAIL ADDRESS: _____

CELL PHONE: _____

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: April Gundy

TELEPHONE: _____

E-MAIL _____

CELL PHONE: _____

EVENT INFORMATION

NAME OF EVENT: Family Pet Halloween Parade Party

DATE(S) OF EVENT: 10/31/2026

PURPOSE OF EVENT: Family Community Fun

RAIN DATE: NA

☒ Non-Profit

☐ For-Profit

☐ City Operated/Sponsored

☐ Co-Sponsored

☐ Marathon/Race

☐ Festival/Fair

☐ Video/Film Production

☐ Other _____

EVENT LOCATION: Butler Street Parade / Wicks Park Party

EVENT HOURS: 11:00AM - 1:00PM

ESTIMATED NUMBER OF ATTENDEES: 200

ESTIMATED NUMBER OF VOLUNTEERS: 12

ESTIMATE DATE / TIME FOR SET-UP: 10/31/2026

1030

☒ A.M. ☐ P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 10/31/2026

1:30

☐ A.M. ☒ P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: ☒ Yes

☐ No

TYPE OF MUSIC PROPOSED: ☐ Live ☒ Amplification

☐ Recorded

☐ Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: _____

END: _____

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) ☐ Yes

☒ No

☐ Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT: ☐ Yes

☒ No

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

☐ Provide Copy of Michigan Liquor Control License

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

WILL FIREWORKS BE APART OF EVENT: ☐ Yes

☒ No

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

☐ Provide Copy of Fireworks Permit

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

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

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

☐ **SIGNAGE AT EVENT SITE** - Location(s): _____

Description of signs: _____

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

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

☐ **BOOTHS – QUANTITY** _____

☐ **TENTS – QUANTITY** _____

☐ **AWNINGS – QUANTITY** _____

☐ **TABLES – QUANTITY** _____

☐ **PORTABLE TOILETS – QUANTITY** _____

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

If yes, where do you propose your vendors park? Wicks Park Parking lot

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

DEPARTMENT OF PUBLIC WORKS☐ APPROVED☐ DENIED_____
Authorized Personnel SignatureWill this event require the use of any of the following municipal equipment: ☐ Yes ☐ No☐ TRASH RECEPTACLES – QUANTITY 4 WICKS PARK ☐ BARRICADES – QUANTITY _____☐ TRAFFIC CONES – QUANTITY _____ ☒ PARKING SIGNS – QUANTITY _____☐ FENCING ☐ WATER ☐ ELECTRIC ☐ RESTROOM CLEANING☐ OTHER 4 reserved Parking Signs**POLICE DEPARTMENT**☐ APPROVED☐ DENIED_____
Authorized Personnel SignatureADDITIONAL OFFICERS REQUIRED? ☐ Yes ☒ No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT☐ APPROVED☐ DENIED_____
Authorized Personnel SignatureSTREET CLOSURES: ☒ Yes ☐ No (use attached map to outline proposed closures)Street closure date/time: 10/31/26 10:30 ☒ A.M. ☐ P.M.Street re-open date/time: 10/31/26 11:30 ☒ A.M. ☐ P.M.SIDEWALK CLOSURES: ☐ Yes ☒ No (use attached map to outline proposed closures)

Describe Sidewalk Use: _____

Sidewalk closure date/time: _____ ☐ A.M. ☐ P.M.Sidewalk re-open date/time: _____ ☐ A.M. ☐ P.M.PARKING LOT CLOSURES: ☐ Yes ☒ No (use attached map to outline proposed closures)

Parking Lot Location: _____

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

What parking arrangements are proposed to accommodate potential attendance: _____

DEPARTMENT OF PUBLIC WORKS

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

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

☐ TRASH RECEPTACLES – QUANTITY _____

☐ BARRICADES – QUANTITY _____

☐ TRAFFIC CONES – QUANTITY _____

☐ PARKING SIGNS – QUANTITY _____

☐ FENCING ☐ WATER ☐ ELECTRIC

☐ RESTROOM CLEANING

☐ OTHER _____

POLICE DEPARTMENT

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? ☐ Yes ☐ No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

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

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

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

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

Describe Sidewalk Use: _____

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

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

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

Parking Lot Location: Water Street - parking lot by Nicks Park Gazebo

Sidewalk closure date/time: 9:00 10/31/24 9:00 ☒ A.M. ☐ P.M.

Sidewalk re-open date/time: 10/31/2024 1:30 ☐ A.M. ☒ P.M.

What parking arrangements are proposed to accommodate potential attendance: _____

Water Street Parking

APPLICATION CHECK LIST

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

If document is missing, please explain: _____

The applicant and sponsoring organization understand and agrees to:

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

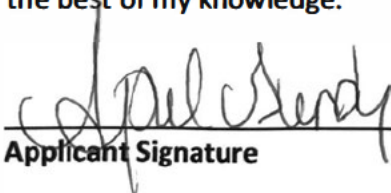
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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

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

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

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


Applicant Signature

7/28/26
Date

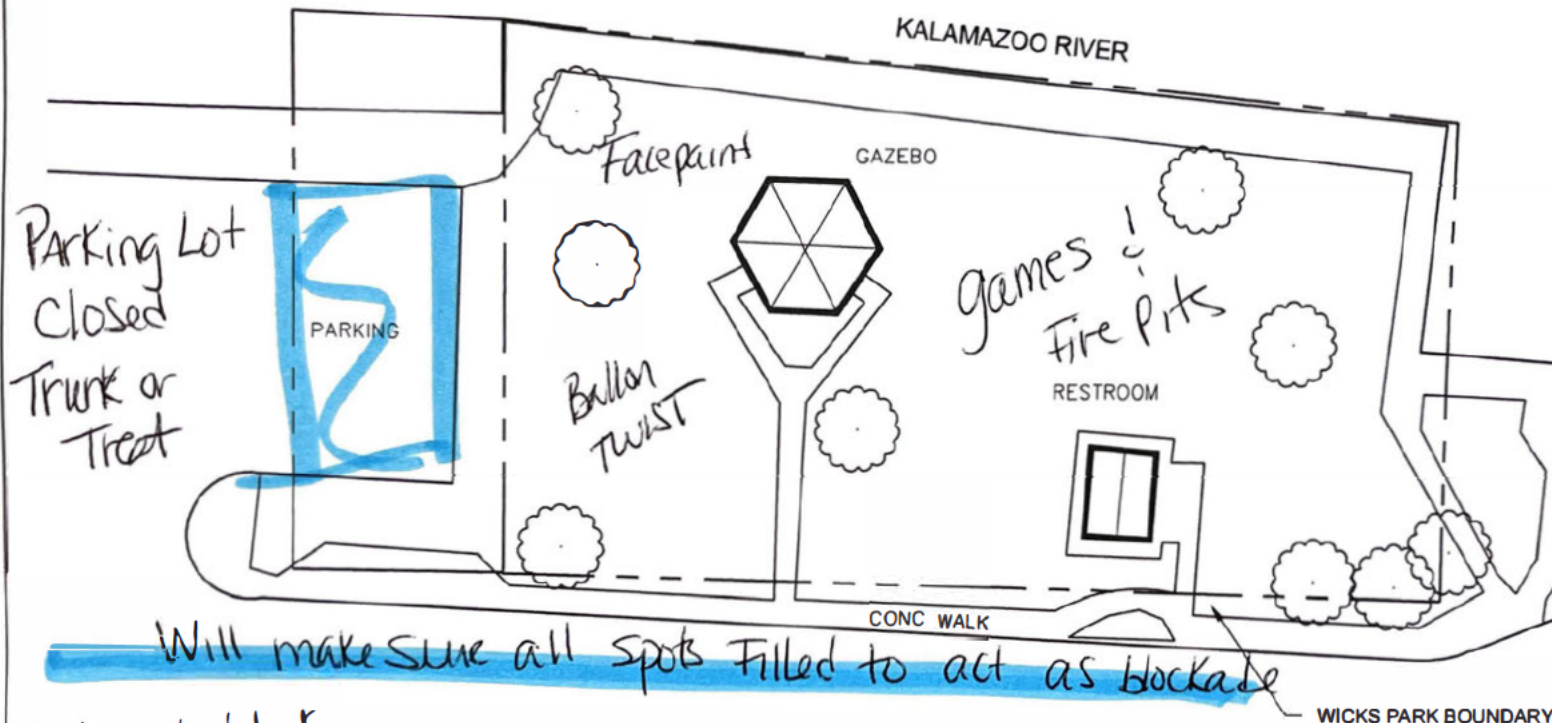
Downtown Street / Sidewalk Closure(s)



10/31/2024

2024 Halloween

3187_Wicks Park\wicks 2/3/2016

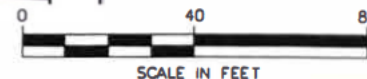


Police to block parking lot

WATER STREET

MAIN STREET

MARY STREET



Mason + Butler

Mason & Griffith start 1015 line up

APPLICANT TO SKETCH LOCATION OF PROPOSED
TEMPORARY STRUCTURES, TENTS, STAGES,
EQUIPMENT, TRAILERS, PORTA POTTYS, ETC...

FLEIS & VANDENBRINK ENGINEERING, INC.

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

WICKS PARK
PARK USE PERMIT APPLICATION

2016

3187



City Council Agenda Item Report

From: Jamie Wolters
Date: September 28, 2026
Subject: Special Event Application - Strader Films Toyota E&D MI

Description:

Strader Films has submitted an application for a for profit commercial filming for Toyota E&D MI. The filming will take place on 9/30 at both Oval Beach and Butler St. Safety measures have been discussed by Fire, Police and DPW. All departments approve of the safety measures in place. The organizer is aware that the request for using private parking lots must go through the owner of the lot.

Budget Action Required:

N/A

Legal Review:

N/A

Sample Motion:

Motion to approve/deny the commercial photo shoot to take place on September 30, 2026.

**Council Action**☐ Approved☐ Denied☐ Date

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Strader Films dba Strader Films

TELEPHONE: [REDACTED]

MAILING ADDRESS: [REDACTED] Brentwood, TN 37027

CONTACT NAME: Jason Hamelin

TELEPHONE: na

E-MAIL ADDRESS: [REDACTED]

CELL PHONE: [REDACTED]

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Jason Hamelin

TELEPHONE: na

E-MAIL ADDRESS: [REDACTED]

CELL PHONE: [REDACTED]

EVENT INFORMATION

NAME OF EVENT: Toyota E&D MI

DATE(S) OF EVENT: 9/30

PURPOSE OF EVENT: Comercial Filming

- ☐ Non-Profit ☒ For-Profit ☐ City Operated/Sponsored ☐ Co-Sponsored
☐ Marathon/Race ☐ Festival/Fair ☐ Video/Film Production ☐ Other _____

EVENT LOCATION: Oval Beach and Butler St at Brass Anchor

EVENT HOURS: 7am-12pm / 6-8pm

ESTIMATED NUMBER OF ATTENDEES: 26 Vehicles: 1 motorhome 2 sprinter vans
24 cars (max)

ESTIMATED NUMBER OF VOLUNTEERS: 0

ESTIMATE DATE / TIME FOR SET-UP: no additiona Need ☐ A.M. ☐ P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: no additiona Need ☐ A.M. ☐ P.M.

EVENT DETAILS

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

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

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) ☐ Yes ☒ No
☐ Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT: ☐ Yes ☒ No
☐ Provide Copy of Liquor Liability Insurance (listing the City as additionally insured)
☐ Provide Copy of Michigan Liquor Control License

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

WILL FIREWORKS BE APART OF EVENT: ☐ Yes ☒ No
☐ Provide Copy of Liability Insurance (listing the City as additionally insured)
☐ Provide Copy of Fireworks Permit

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

- ☐ **"YARD" SIGNS** - Number requested: ____ (Maximum size is 2' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- ☐ **BANNER UNDER SAUGATUCK PALETTE SIGN** - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- ☐ **SIGNAGE AT EVENT SITE** - Location(s): Oval beach and Butler
Description of signs: a couple 24"x36" foam core signs informing public filming in progress
(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

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

☐ **BOOTHS – QUANTITY** _____
☐ **AWNINGS – QUANTITY** _____
☐ **PORTABLE TOILETS – QUANTITY** _____

☒ **TENTS – QUANTITY** 2-3 8x8 at oval beach

☒ **TABLES – QUANTITY** 6 8' under tents

*just Pop ups if raining
placed next to motorhome
in parking spots*

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

If yes, where do you propose your vendors park? crew park in see map

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

DEPARTMENT OF PUBLIC WORKS

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

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

☐ TRASH RECEPTACLES – QUANTITY _____

☐ BARRICADES – QUANTITY _____

☐ TRAFFIC CONES – QUANTITY _____

☐ PARKING SIGNS – QUANTITY _____

☐ FENCING

☐ WATER

☐ ELECTRIC

☐ RESTROOM CLEANING

☐ OTHER _____

POLICE DEPARTMENT

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? ☐ Yes ☐ No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

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

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

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

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

Describe Sidewalk Use: _____

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

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

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

Parking Lot Location: _____

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

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

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

- ☒ Completed Application
- ☒ Event Map (includes detailed event layout for vendors, booths, porta potties, etc.)
- ☒ Road/Sidewalk/Parking Lot Closure Map
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- ☐ Michigan Liquor Control Commission Special Event License (if applicable)
- ☐ Health Department Food Service License (if applicable)

If document is missing, please explain: _____

The applicant and sponsoring organization understand and agrees to:

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

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

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



Applicant Signature

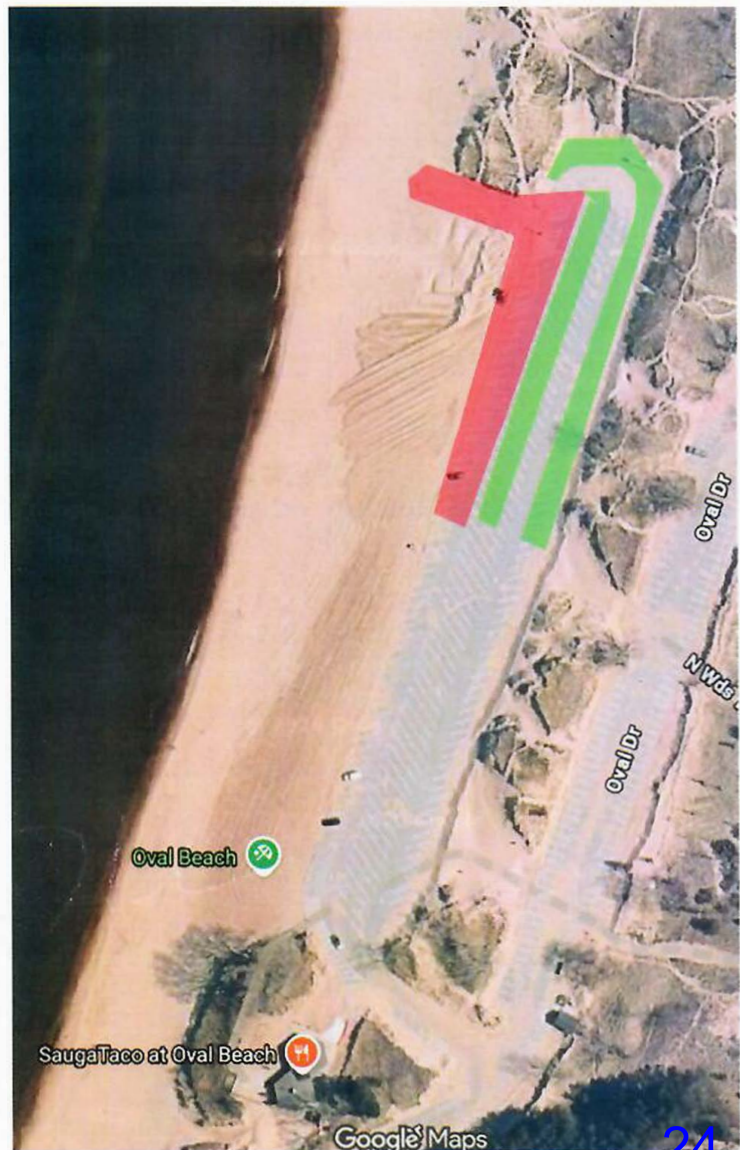
9-12-26

Date

Event Locations

1st: Oval beach, 7am to approximately 12pm, We will be shooting in the NW lot along then parking spots and if possible pulling an AWD Rav4 out onto the sand just past the north dune and parking it for the shot, we will not be driving it for the filming or driving on the boardwalk just south of that area. We would also like to shoot in the parking spots along the sand and if possible broom some sand from the edge onto the pavement, (unless its already there) we would broom the sand back when finished. We would also like to cone off spots in our shoot area to prevent unwanted vehicles in our background. We would also like to shoot in the circle drive near the entrance where there are no parking signs. We will be able to allow traffic to proceed as normal. We will be using a licensed drone operator for this shot but only low flying and not over park goers, we will also be faa cleared and supply you with the operators licence.

-  Filming Areas
-  Crew Parking

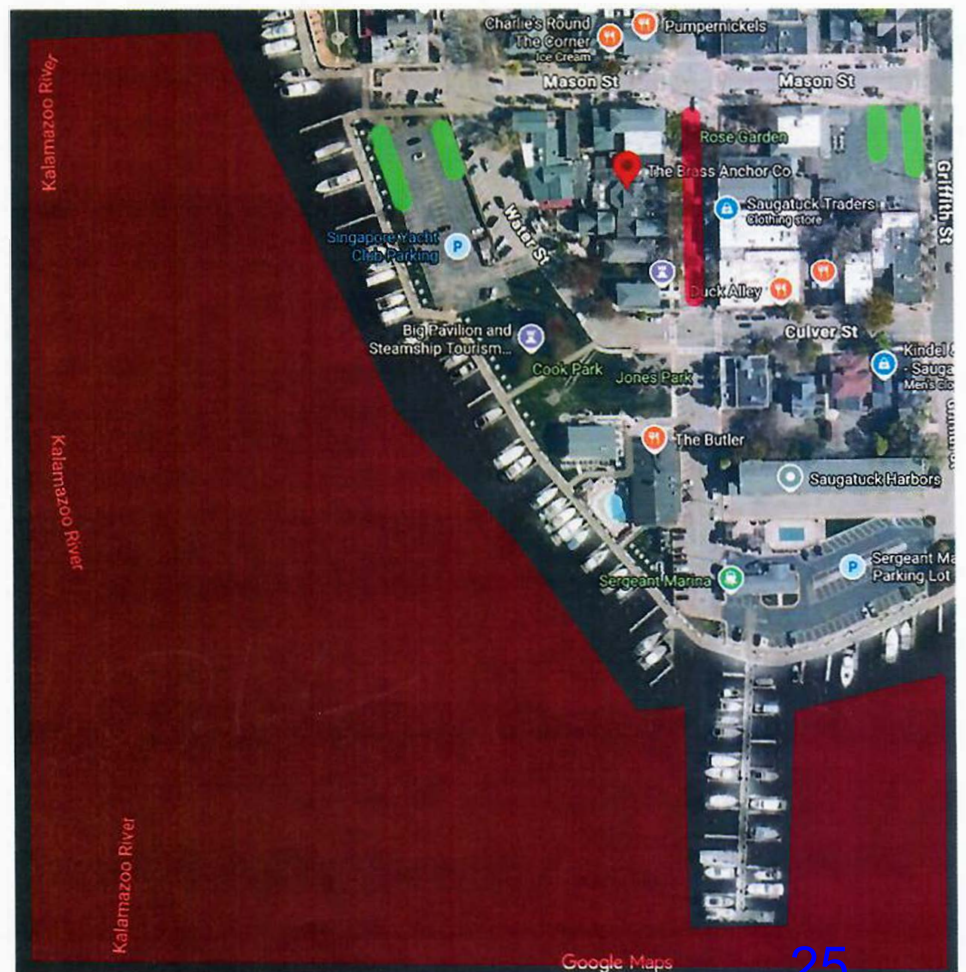


Event Locations

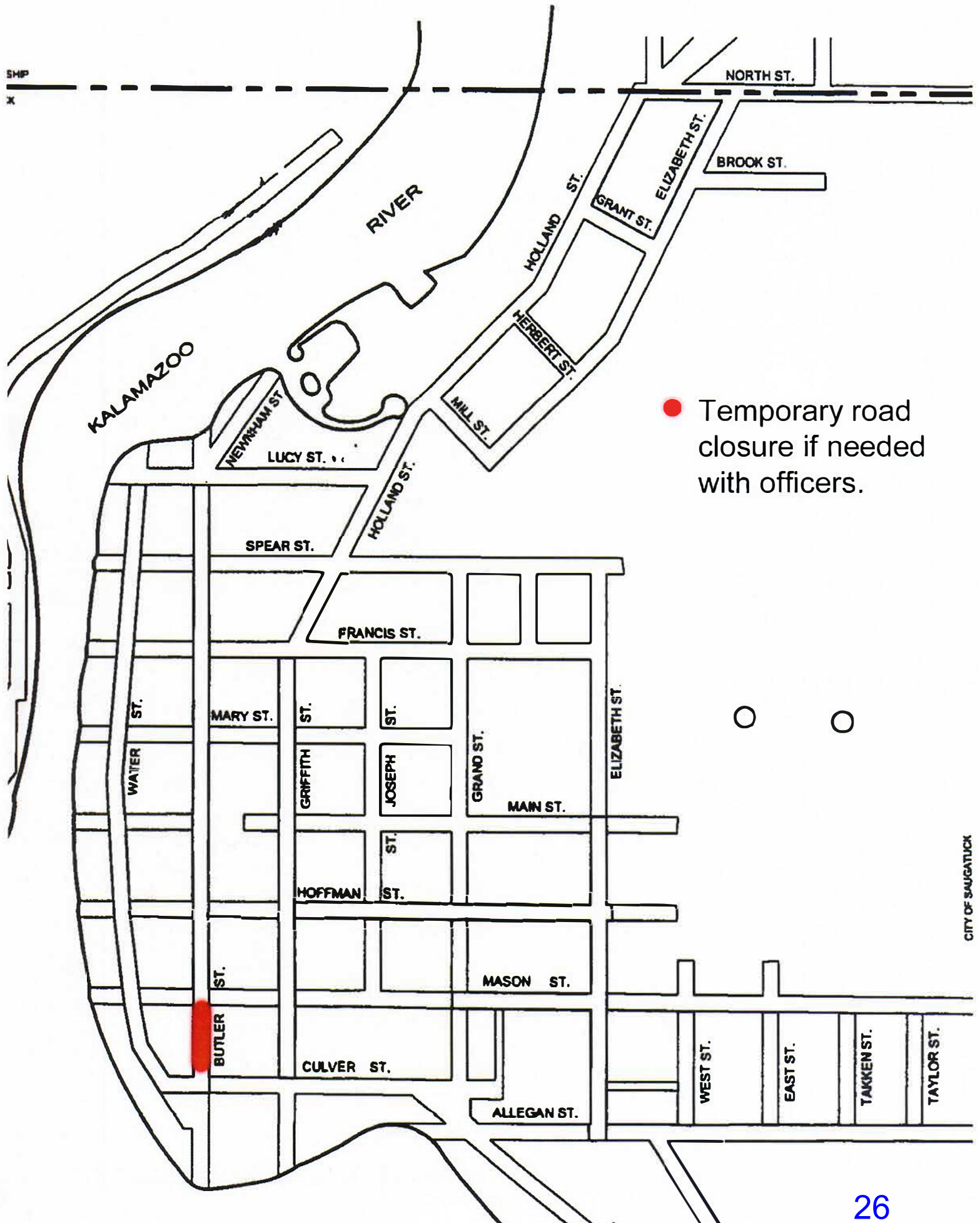
2nd Butler St in front of Brass Anchor and some drone footage of the city shot from out over the water looking back at the city.

Time, evening at dusk, arrival approximately 6pm and shooting till twilight aprox 7:30/8pm, just need the glow light from the store. We have parking available at the SCA (where we will be shooting mid afternoon) but if we can park closer in either the Singapore Yacht Club parking or the lot at the corner of Mason and Griffith that would be better. We are planning on having two officers from the county on site to assist with temporary traffic stoppage on Butler in between Mason and Culver. When not shooting we can open the flow of traffic, and the sidewalks do not need to be shut down, but if we can stop foot traffic just for a few seconds if we are filming at that moment that would be helpful, our crew can control that. In all I don't think we will shoot for more than a half hour here, its a pretty basic shot. We would ask if mid day we can cone off three spots in front of brass anchor and a couple more across the street to keep our filming location and filming lanes open? As well if we can cone off some parking spots in the lot mid afternoon?

-  Filming Areas
-  Crew Parking



Downtown Street / Sidewalk Closure(s)



● Temporary road closure if needed with officers.

CITY OF SAUGATUCK



City Council Agenda Item Report

FROM: City Clerk, Jamie Wolters

MEETING DATE: September 28, 2026

SUBJECT: Request for Proposal – Website Redesign & Development

DESCRIPTION:

The City Clerk's Office has prepared a Request for Proposals (RFP) for the redesign and development of the City of Saugatuck's municipal website, saugatuckcity.com. The RFP will publish on September 29, 2026, with proposals due by 5:00 p.m. on October 29, 2026.

The City's current website was redesigned in 2021 using a general-purpose website platform. While the existing platform has allowed City staff to independently maintain and publish a substantial amount of information, the City's digital needs have grown significantly. The website now contains a large volume of meeting records, documents, forms, public notices, seasonal information, and online services, resulting in increasingly complex navigation and a significant amount of manual staff maintenance.

ADA and Digital Accessibility Requirements:

Another important consideration in moving forward with this project is the U.S. Department of Justice's updated requirements concerning accessibility of web content and mobile applications provided by state and local governments under Title II of the Americans with Disabilities Act (ADA).

The Department of Justice's Title II rule establishes specific technical accessibility requirements for websites and mobile applications of state and local governments. The rule adopts Web Content Accessibility Guidelines (WCAG) 2.1 Level A and Level AA as the technical standard for compliance. The requirements are intended to ensure that people with disabilities can access and use public entities' services, programs, and activities provided through digital platforms.

The rule applies not only to newly created content but also addresses existing electronic documents and other web content that remain available to the public, particularly materials currently used to apply for, gain access to, or participate in a public entity's services, programs, or activities.

The original DOJ compliance schedule established April 26, 2027, deadline for public entities with populations under 50,000. However, in April 2026, the Department of Justice issued an interim final rule extending that deadline to April 26, 2028, for public entities with populations under 50,000 and for special district governments. The City of Saugatuck falls within the under-50,000 population category.

The website RFP therefore specifically requires the new website to conform to WCAG 2.1 Level AA—a standard that goes beyond the minimum WCAG 2.1 Level AA standard identified in the federal Title II rule. The RFP requires accessibility testing throughout development and prior to launch, correction of identified accessibility issues, documentation and guidance for City staff, and recommendations for improving the accessibility of existing documents being migrated to the new website.

Project Goals:

The proposed project is intended to be more than a visual redesign. The City is seeking an experienced municipal website partner to evaluate the current website, improve its information architecture and navigation, migrate and reorganize existing content, and develop a modern, accessible, secure, and user-friendly digital platform. The new website should make it easier for residents, property owners, businesses, visitors, applicants, voters, boards and committees, and other users to find information and access City services.

Scope and Vendor Responsibilities

The selected firm would be responsible for the project from discovery and planning through design, development, content migration, testing, accessibility review, staff training, launch, hosting, and ongoing support. The RFP requires vendors to identify implementation costs, annual hosting and support costs, optional services, third-party costs, and other recurring expenses so the City can evaluate the overall cost of ownership.

The project will also provide an opportunity to review the City's existing content and determine what should be retained, revised, consolidated, archived, or removed rather than simply transferring the existing website structure to a new platform. This is particularly important given the City's growing collection of agendas, packets, minutes, ordinances, forms, notices, applications, reports, and other public records.

Anticipated Timeline

The RFP establishes the following anticipated project schedule:

Milestone	Date
RFP Published	September 29, 2026
Proposals Due	October 29, 2026
Vendor Interviews, if needed	November 2-13, 2026
Council Authorization / Contract	November 23, 2026
Discovery, Content Audit, Design & Development	December 2026 – May
Migration, QA, Accessibility Testing & Staff Training	2027 May 2027 – June
Anticipated Website Launch	2027 July 2027

Proposals will be evaluated based on factors including compliance with the RFP, municipal website experience, qualifications of the proposed project team, understanding and approach to the project, accessibility and cybersecurity capabilities, implementation schedule, references and demonstrated quality of prior work, total cost of ownership, and interview/presentation performance if interviews are conducted.

Following the proposal deadline, staff will review the submissions and, if necessary, conduct vendor interviews before bringing a recommendation forward for Council consideration. The current RFP anticipates Council authorization of a contract on November 23, 2026.

The goal of this project is to create a long-term digital platform that improves public access to City information and services, incorporates current accessibility requirements, strengthens transparency, reduces repetitive administrative work, and provides a secure and sustainable foundation for the City's future digital needs.

BUDGET ACTION REQUIRED:

2026/2027 approved budget item of \$40,000

COMMITTEE/COMMISSION REVIEW:

City Council Discussion on September 23, 2026, and action on September 28, 2026.

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny the request for proposal for redesign & development for the City of Saugatuck municipal website .



Request for Proposal:

Website Redesign & Development

City Clerk's Office:

102 Butler Street, PO Box 86, Saugatuck, MI 49453

Proposals Due:

October 29, 2026, 5:00 p.m. Eastern Time

INTRODUCTION

The City of Saugatuck is a small but highly active waterfront community whose digital audience extends well beyond its year-round population of approximately 865 residents. Covering approximately 1.47 square miles with 11.5 miles of roads, the City serves a diverse audience of residents, property owners, businesses, seasonal residents, voters, applicants, and visitors. Saugatuck maintains approximately 500 acres of parks, natural areas, and recreational spaces, including nationally recognized Oval Beach, Mt. Baldhead Park, the 173-acre Saugatuck Harbor Natural Area, the approximately 169-acre Saugatuck Wilds Nature Preserve, and numerous community parks and public spaces such as Coghlin Park, Wicks Park, Jones Park, Cook Park, Willow Park, Peterson Preserve, and Village Square Park. These facilities, along with the City's active calendar of events and seasonal activities, make the City website an essential resource for communicating municipal services, recreational opportunities, community information, and timely seasonal updates.

Saugatuck is a nationally recognized and award-winning community known for its natural beauty, arts, culture, waterfront, distinctive character, and celebration of human diversity. The City's website must effectively serve both its local community and its significant seasonal and visitor audiences through mobile-friendly design, intuitive and task-based navigation, accessible online services, effective search capabilities, and timely information. Through this project, the City seeks more than a functional municipal website—it seeks an innovative, engaging, accessible, and memorable digital experience that reflects the unique character of Saugatuck and provides an exceptional level of service to everyone who interacts with the City. Simply stated, the City wants a website as exceptional as Saugatuck itself.

PROJECT BACKGROUND AND OVERVIEW

The City of Saugatuck's current website was redesigned in 2021 using a general-purpose website-building platform that has allowed City staff to independently create, publish, and maintain a substantial amount of municipal information. As the City's digital presence has grown, so have the volume and complexity of documents, meeting records, forms, public notices, seasonal information, and online services that must be organized and maintained.

The City seeks an experienced municipal website partner to plan, design, develop, migrate, implement, host, secure, and provide ongoing support and maintenance for saugatuckcity.com. The selected firm will work collaboratively with City staff to evaluate existing content and develop an improved information architecture, modern design, and enhanced functionality. The new website must be responsive, accessible, secure, intuitive, visually engaging, and easy for City staff to manage.

The website should effectively serve the City's diverse audiences, including residents and seasonal residents; property owners; visitors; businesses; elected and appointed officials; boards and committees; community organizations; media; contractors; permit and license applicants; and others seeking City services and information. The website should emphasize user-centered and task-based navigation, allowing users to quickly find services, forms, public

records, meetings, alerts, and other information without needing to understand the City's organizational structure.

The selected firm will be expected to improve upon—not simply replicate—the existing website. The City welcomes professional recommendations that reduce repetitive staff maintenance, improve search and document management, enhance accessibility and mobile usability, support online services and future integrations, and incorporate best practices for modern municipal websites. The City seeks a long-term digital partner capable of delivering a flexible and scalable website that can evolve with the City's future needs.

CURRENT WEBSITE CHALLENGES

Over time, the City's website has grown to include a significant amount of information, resulting in a complex navigation structure with multiple levels of menus, submenus, departments, boards, committees, and year-specific pages. Much of the current navigation is organized around the City's organizational structure rather than the tasks users are trying to accomplish. This can require users to know which department, board, or commission is responsible for a service before locating the information they need. Long, information-heavy pages and a homepage containing numerous competing priorities can also make frequently requested information more difficult to identify quickly.

The growing volume of City records presents additional challenges. Years of agendas, packets, minutes, videos, forms, plans, reports, ordinances, budgets, and other documents are maintained across individual webpages, links, and annual archives. Forms and applications are also available through a combination of PDFs, City-hosted forms, external forms, and third-party resources. As this content continues to grow, improved site-wide search, centralized document management, and a more organized approach to forms and public records are increasingly important.

The current structure also requires considerable manual maintenance by City staff. Meeting records, seasonal information, schedules, election information, annual documents, and other time-sensitive content require frequent updates. Information appearing in multiple locations may need to be updated separately rather than entered once and automatically displayed wherever appropriate. The redesign provides an opportunity to inventory, consolidate, archive, and reorganize existing content while reducing repetitive administrative tasks.

Finally, the City's digital needs have evolved beyond those of a general-purpose website platform. The website must effectively serve year-round and seasonal residents, property owners, businesses, visitors, applicants, voters, meeting participants, and other users with varying needs and devices. The new website presents an opportunity to improve mobile usability, accessibility, search functionality, content management, automation, integrations, and online services while providing a more flexible municipal platform capable of supporting the City's future needs.

NEW WEBSITE OBJECTIVES AND REQUIRED CAPABILITIES

- **Intuitive, User-Centered Navigation:** Create a simplified information architecture based on what users are trying to accomplish rather than requiring users to understand the City's organizational structure. Provide task-based navigation and clear pathways to frequently requested information, services, forms, and documents.
- **Responsive Design, Performance, and Mobile Accessibility:** Provide a fully responsive website optimized for current major browsers and common desktop, tablet, and mobile devices. Optimize photographs, graphics, video, and other media to maintain visual quality while providing fast page loading and strong website performance.
- **Distinctive Saugatuck Design:** Create a modern, visually engaging digital presence that reflects Saugatuck's unique character, natural resources, waterfront, arts, culture, and community identity. The City seeks a website that is not only functional but as exceptional as the community it represents.
- **Accessibility:** Conform to WCAG 2.1 Level AA and applicable ADA requirements. Conduct accessibility testing, address identified issues, provide remediation documentation, and provide guidance and training to help City staff maintain accessibility after launch.
- **Content Management System (CMS) and Efficient Administration:** Provide a secure, intuitive CMS that allows authorized City staff to create, edit, schedule, publish, archive, and manage content without HTML or specialized technical knowledge. The CMS should support role-based permissions, workflows, audit logs, version history, rollback capabilities, and multiple editors. Content should be structured so information can be entered once and displayed automatically in appropriate areas of the website, reducing repetitive staff maintenance.
- **Centralized Meeting and Calendar Management:** Provide a unified calendar filterable by department, board, commission, committee, event type, or other category. Meeting functionality should support agendas, packets, minutes, notices, video links, recurring meetings, and automated organization and archiving of meeting records.
- **Advanced Site and Document Search:** Provide fast, accurate, intuitive site-wide search capable of indexing webpages, PDFs, forms, meeting records, and other approved content. Search functionality should appropriately manage archived, expired, or removed content in accordance with City requirements.
- **Centralized Document and Media Management:** Provide centralized libraries for documents, photographs, graphics, video, and other media with logical organization, metadata, accessibility support, bulk-management capabilities, and tools for identifying broken links.
- **Forms and Online Services:** Provide a centralized Forms & Applications Center supporting downloadable and fillable forms, secure online forms and surveys, file uploads, confirmation notifications, exportable data, and department-specific workflows where approved by the City. The vendor should identify how sensitive information submitted through online forms will be protected.

- **Online Payment Services:** Provide a secure, mobile-friendly payment portal or integration allowing users to conveniently make online payments for applicable City services, permits, fees, taxes, recreation, and other charges. The solution should integrate with existing or future City payment providers, provide payment confirmations, and clearly identify transaction fees, third-party fees, and recurring costs.
- **News, Public Notices, Alerts, and Subscriptions:** Provide a structured system for publishing City news, public notices, emergency or priority alerts, and other time-sensitive information. Support scheduling and expiration of content and provide or integrate opt-in email and SMS notifications, newsletter distribution, list management, reusable templates, consent controls, and unsubscribe/opt-out management. All associated third-party and recurring costs should be clearly identified.
- **Department and Staff Information:** Provide standardized department profiles containing services, staff contacts, telephone numbers, frequently asked questions, forms, and related resources. Staff and contact information should be centrally managed whenever possible so updates automatically appear throughout the website.
- **Third-Party Integrations:** Support current and future integration or embedding of City systems and services, including GIS and mapping, social media, ordinances, parcel and tax records, recreation software, shared calendars, video, and other approved third-party applications. The solution should be flexible enough to accommodate additional integrations as City needs evolve.
- **Secure Managed Hosting:** Provide secure managed hosting and appropriate protection against spam, bots, harvesting, and common website abuse. Services should include SSL/TLS, monitoring, backups, disaster recovery, incident response, software patching, vulnerability management, uptime commitments, and clearly defined service levels and responsibilities.
- **Website Analytics and Reporting:** Provide privacy-conscious website analytics, traffic reporting, configurable dashboards, and appropriate staff access to reporting so the City can understand how users find and interact with information and use that data to guide future improvements.
- **Content Review, Migration, and Quality Assurance:** Conduct a comprehensive inventory, review, and migration of approved existing website content, documents, images, and other materials. The process should identify outdated, duplicate, unnecessary, or poorly organized content rather than simply replicating the structure of the existing website. Comprehensive quality assurance should be completed prior to launch.
- **Training, Documentation, and Ongoing Support:** Provide administrator and editor training, written documentation, accessibility guidance, launch assistance, and ongoing technical support. Post-launch services should include clearly defined response expectations, escalation procedures, troubleshooting, software updates, and identification of services included in the contract versus those subject to additional fees.
- **City Ownership, Portability, and Vendor Independence:** The City shall retain ownership and control of its website content, files, data, analytics, configuration, and domain-related assets. The solution should use an industry-standard, nonproprietary CMS or comparable

technology that minimizes vendor lock-in and allows City information to be exported in usable formats. The vendor shall provide a documented exit and transition process should the City transition to another provider.

- **Future .gov Domain Readiness:** Assess and provide recommendations for a potential future transition to a .gov domain, including eligibility and registration, DNS requirements, redirects, email implications, preservation of search engine rankings and existing links, security considerations, and public transition communications.
- **Scalability and Future Growth:** Provide a flexible platform capable of accommodating future technologies, integrations, accessibility requirements, online services, increased content, and changing public expectations without requiring a complete website replacement. Ultimately, the City seeks more than a visual redesign. The project should transform saugatuckcity.com into a modern digital service platform that makes City government easier to navigate, improves public access to information and services, reduces repetitive administrative work, strengthens accessibility and transparency, and provides a secure and sustainable foundation for the City's future digital needs.

SCOPE OF WORK

The selected firm shall provide all professional services necessary to successfully plan, design, develop, migrate, test, launch, host, and support the City of Saugatuck's new municipal website. The scope of work shall include, at minimum, the following:

1. Discovery and Project Planning

- Conduct a project kickoff meeting with City staff.
- Review the City's goals, audiences, current website, existing technology, and desired functionality.
- Identify project responsibilities, deliverables, milestones, and required City participation.
- Develop and maintain a detailed project schedule.
- Conduct regular project meetings and progress check-ins.

2. Current Website and Content Assessment

- Review the existing saugatuckcity.com website, including webpages, documents, forms, images, links, meeting records, calendars, and other content.
- Conduct a comprehensive content inventory.
- Identify outdated, duplicate, unnecessary, or poorly organized content.
- Recommend content to retain, revise, consolidate, archive, or remove.
- Review available website analytics and user behavior data, if available.

3. Information Architecture and Navigation

- Develop a new sitemap and information architecture based on user needs and common tasks.
- Simplify navigation and reduce unnecessary menu levels.
- Provide multiple intuitive pathways to frequently requested City information and services.

- Present the proposed sitemap and navigation structure to the City for review and approval before development.

4. Website Design and User Experience

- Develop a modern, professional, and visually engaging website reflecting Saugatuck's distinctive community character.
- Provide design concepts and page templates for City review and approval.
- Incorporate City branding, photography, graphics, and other approved visual elements.
- Design for desktop, tablet, and mobile devices.
- Prioritize frequently requested services and information on the homepage.
- Incorporate accessibility and usability throughout the design.

5. Content Management System

- Implement a secure, user-friendly content management system (CMS) that does not require HTML or programming knowledge.
- Configure appropriate staff roles, permissions, workflows, versioning, and administrative controls.
- Structure content to minimize repetitive staff maintenance and allow information to be reused throughout the website where appropriate.

6. Website Functionality and Online Services

Develop, configure, or integrate the functionality identified in this RFP, including, as applicable:

- Site-wide webpage and document search.
- Meetings, agendas, packets, minutes, and video management.
- Unified City calendar.
- Document and media libraries.
- Forms and applications.
- Online payment portal or payment integrations.
- News and public notices.
- Emergency and priority alerts.
- Email, newsletter, and SMS subscriptions.
- Department and staff directories.
- Maps and GIS.
- Social media.
- Parcel, tax, ordinance, recreation, and other third-party systems.
- Website analytics and reporting.
- The selected firm shall identify any functionality requiring third-party products, licenses, subscriptions, or additional recurring costs.

7. Accessibility

- Develop the website to conform to WCAG 2.1 Level AA and applicable accessibility requirements.
- Perform accessibility testing throughout development and prior to launch.

- Correct identified accessibility issues.
- Provide documentation and guidance to assist City staff with maintaining accessible website content.
- Identify recommendations for improving the accessibility of existing documents being migrated to the new website.

8. Content Migration

- Migrate all City-approved webpages, documents, forms, photographs, meeting records, and other content to the new website.
- Reorganize migrated content according to the approved information architecture rather than simply reproducing the existing website structure.
- Preserve important historical public records and archives.
- Establish appropriate redirects from existing URLs where necessary.
- Verify migrated content, documents, links, and formatting before launch.

9. Third-Party Integrations

- Evaluate and integrate existing City systems and services as approved by the City.
- Coordinate with third-party providers when necessary.
- Clearly identify integration limitations, dependencies, licensing requirements, and recurring costs.
- Provide a platform capable of supporting additional integrations as City needs evolve.

10. Hosting, Security, and Technical Services

- Provide secure managed website hosting.
- Provide SSL/TLS, backups, monitoring, software updates, patching, vulnerability management, and disaster recovery.
- Protect public-facing forms and staff information against spam, bots, and common website abuse.
- Establish appropriate uptime, support, backup, recovery, and incident-response procedures.
- Maintain appropriate City ownership and access to website content, data, and digital assets.

11. Testing and Quality Assurance

- Prior to launch, conduct comprehensive testing of:
- Website functionality.
- Desktop and mobile responsiveness.
- Major browsers and devices.
- Accessibility.
- Search functionality.
- Forms and online services.
- Third-party integrations.
- Links and redirects.

- Website performance.
- Content accuracy and formatting.
- The City shall be provided an opportunity to review and approve the website prior to public launch.

12. Staff Training and Documentation

- Provide training for website administrators and content editors.
- Provide written and/or electronic CMS documentation.
- Include training on content publishing, document management, accessibility, meetings, calendars, forms, alerts, and other applicable functionality.
- Provide additional or refresher training options and associated costs.

13. Website Launch

- Develop and coordinate a detailed launch plan.
- Complete final content migration and quality assurance.
- Coordinate domain, DNS, redirects, analytics, and other technical requirements.
- Minimize disruption to the existing website during transition.
- Provide enhanced technical support immediately before, during, and following launch.

14. Post-Launch Support and Maintenance

- Provide ongoing hosting, maintenance, security, software updates, and technical support.
- Establish clearly defined support procedures and response times.
- Identify services included in annual costs and services subject to additional charges.
- Provide options and pricing for future enhancements and additional services.

15. Ownership and Future Transition

- Ensure the City retains ownership and control of its website content, files, data, analytics, and domain-related assets.
- Provide the ability to export City content and data in usable formats.
- Document procedures for transitioning the website to another provider if necessary.
- Minimize proprietary restrictions or vendor lock-in.

16. Future .gov Domain Assessment

- Evaluate the feasibility of a future transition to a .gov domain.
- Provide recommendations regarding registration, DNS, redirects, email impacts, search preservation, security, and public communications.
- Ensure the proposed website can accommodate a future domain transition without requiring redevelopment.

ANTICIPATED PROJECT TIMELINE

RFP published	September 29, 2026
Proposals due	October 29, 2026
Interviews if needed	November 2-13, 2026
Council authorization / contract	November 23, 2026
Discovery, content audit, design and development	December 2026 – May 2027
Migration, QA, accessibility testing & Staff training	May 2027 – June 2027
Launch	July 2027

PROPOSAL SUBMISSION REQUIREMENTS

Proposals must be submitted in person or via email and must be clearly labeled: RFP - WEBSITE REDESIGN & DEVELOPMENT by October 29, 2026, 5:00 p.m. Eastern Time.

- Proposals received after the stated deadline will be rejected.

Introduction and general information:

- Firm identity, primary contact, organization, subcontractors, and understanding of the project.

Project Team:

- Roles, locations, resumes, relevant qualifications, and anticipated level of effort.

Relevant Experience:

- Comparable municipal or public-sector websites, including live URLs and project scope.

Project Approach/Scope:

- Discovery, research, information architecture, design, development, migration, integrations, accessibility, security, QA, training, launch, support, and City responsibilities.

References:

- Three recent comparable projects with owner contact information and service dates.

Project/Hourly Billing Rate Schedule:

- One-time implementation, optional services, first-year total, annual years 2-5, hosting, support, maintenance, integrations, travel, taxes, and all assumptions.

Testing and Quality:

- Describe usability, browser/device, functional, content, accessibility, performance, security, and acceptance testing methods.

Insurance:

- Commercial General Liability Insurance
- Cyber Liability and Data Breach Insurance

SELECTION CRITERIA

The City may evaluate proposals based on factors including:

- Compliance with RFP requirements
- Municipal website experience
- Qualifications and experience of the proposed project team
- Understanding of the project and proposed approach
- Accessibility and cybersecurity capabilities
- Implementation plan and project schedule
- References and demonstrated quality of prior work
- Total cost of ownership
- Interview and presentation performance, if applicable

ADDITIONAL INFORMATION

Questions regarding this RFP should be directed via email to:

Jamie Wolters

City Clerk and FOIA Coordinator

jwolters@saugatuckcity.com

BID FORM

WEBSITE REDESIGN & DEVELOPMENT | DUE October 29, 2026, 5:00 p.m. Eastern Time

NAME OF COMPANY: _____

ADDRESS: _____

PHONE / CELL PHONE: _____

AUTHORIZED REPRESENTATIVE:

TOTAL BID AMOUNT: _____

ANTICIPATED START DATE: _____

WEEKS TO BETA LAUNCH: _____

WEEKS TO FINAL LAUNCH: _____

The undersigned, having reviewed the RFP and related documents, proposes to furnish all labor, services, tools, deliverables, hosting, training, and support required to complete the City website project for the prices stated below. The City reserves the right to accept or reject any and all proposals, to waive any informalities or irregularities in the proposals received, or to award the contract in any manner deemed to be in the best interest of the City. The City may also negotiate with the most qualified firm(s) prior to award.

COST SCHEDULE

ITEM	ONE-TIME / ANNUAL	AMOUNT
Discovery / content audit / information architecture	[IDENTIFY]	\$
Concept and visual design	[IDENTIFY]	\$
Development and CMS configuration	[IDENTIFY]	\$
Content conversion and implementation	[IDENTIFY]	\$
Integrations and forms	[IDENTIFY]	\$
Accessibility and security testing	[IDENTIFY]	\$
Training and user manual	[IDENTIFY]	\$
Hosting and security - year 1	[IDENTIFY]	\$
Support and maintenance - year 1	[IDENTIFY]	\$
TOTAL FIRST-YEAR COST	[IDENTIFY]	\$
Annual hosting - years 2-5	[IDENTIFY]	\$
Annual support / maintenance - years 2-5	[IDENTIFY]	\$
Optional services / alternates	[IDENTIFY]	\$

REFERENCES AND AUTHORIZATION

REFERENCE 1: Name _____

Organization _____

Phone/Email _____

REFERENCE 2: Name _____

Organization _____

Phone/Email _____

REFERENCE 3: Name _____

Organization _____

Phone/Email _____

AUTHORIZED SIGNATURE: _____ DATE: _____



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: September 28, 2026

SUBJECT: Interurban Board Re-Appointment

DESCRIPTION:

I provided notice on your City Council agenda on September 4, 2026 that the city is accepting applications for an upcoming vacancy to the Interurban Board. Appointments to the Board are recommended by the mayor, subject to confirmation and approval by City Council. Mayor Anderson recommends Gregory Muncey for re-appointment. Copies of the applications for the two applicants are included in your meeting packet for review and consideration. The new four-year term will begin October 1, 2026, and expire October 1, 2030.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to re-appoint Gregory Muncey to the Interurban Board with term ending October 1, 2030.

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

Submitted Information:

Name
Gregory Muncey

Email
[Redacted]

Home Phone Number
[Redacted]

Mobile Phone Number
[Redacted]

Address

[REDACTED]

Saugatuck , MI Allegan 49463

Current Employer

Midwest Communications

Occupation/Position

Radio Personality

Business Phone Number

[REDACTED]

Business Reference Name

Brent Alan

Business Reference Phone Number

[REDACTED]

Business Reference Email

[REDACTED]

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?

.Interurban Board

1

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

Renewal of position held the last 8 years. My monthly reports to council over the years covers the work I have accomplished along with our incredible board during the growth and changes over the years.

Digital Signature

Gregory Muncey

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

Submitted Information:

Name
Thomas Theis

Email
[Redacted]

Home Phone Number

Mobile Phone Number
[Redacted]

Address

[REDACTED]
Saugatuck , MI USA 49453

Current Employer

Retired from IRS

Occupation/Position

Previously Human Resources positions

Business Phone Number

NA

Business Reference Name**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?

.Interurban Board

1

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

I retired from the Federal Government (IRS) in 2022 after 36.5 years of service. I held a variety of positions during that time including supervisor, labor relations specialist, analyst and program manager. Most of my time was spent in the Human Resources field. My duties included working with management, unions and employees on a variety of complex issues. Work included negotiations, agreements, contractual requirements, compliance with federal regulations and disputes around contracts. I used my analytical skills and training to run a large federal program, Telework, for the IRS that exceeded 25 thousand employees. Telework was greatly impacted by COVID19 and supported the mission of the IRS (the number of teleworkers doubled). I have strong analytical skills and social skills from the time I worked for the federal government, which included a very diverse workforce. Personally, I support public transportation and even took advantage of the federal government program that paid for me to take public transport to and from work. Additionally, my 22 year old daughter with autism lives with us and will never drive so I'm hopeful that we can teach her how to use the Interurban.

Digital Signature

Thomas Theis

09/24/2026 01:40 PM
User: NICOLE
DB: Saugatuck

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
EXP CHECK RUN DATES 07/01/2025 - 10/02/2026
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Page: 1/2

Vendor Name	Description	Amount
1. ALLEGAN COUNTY SHERIFF	AUG '26 CORRECTIONS SERVICES	192.00
2. ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 09/05 - 09/23	1,939,043.93
3. CAPITAL ONE	AUG '26 STATEMENT BALANCE	469.53
4. COMCAST	08/28 - 09/27 INTERNET SERVICE	237.90
5. CORELOGIC	2026 SUM TAX REFUND 57-016-003-00 - DUPL	7,150.89
	2026 SUM TAX REFUND 57-209-046-10 - JBOR	3,282.72
	TOTAL	10,433.61
6. DELTA DENTAL	SEP '26 DENTAL INSURANCE	393.00
7. DUNESVIEW KWIK SHOP INC	JUL '26 GAS AND DIESEL	3,398.52
	AUG '26 GAS AND DIESEL	3,330.19
	TOTAL	6,728.71
8. FLEIS & VANDENBRINK ENGINEERING INC	07/05 - 08/01 ENGINEERING FEES - ELIZABETH ST	19,908.36
	08/02 - 08/29 ENGINEERING FEES - MAPLE STREET	61,240.00
	08/02 - 08/29 ENGINEERING FEES - ELIZABETH ST	11,135.64
	TOTAL	92,284.00
9. FRONTIER	07/20 - 08/19 SERVICE - OVAL BEACH	141.13
10. HORIZON COMMUNITY PLANNER	PLANNING SERVICES	2,730.00
11. IHLE AUTO PARTS	AUG '26 MOTOR PURCHASES	98.59
12. IXL MACHINE SHOP INC	ANGLE IRON	100.00
13. LANDSCAPE DESIGN SERVICES INC	AUG '26 ROSE GARDEN MAINTENANCE	840.00
14. MERS	SEP '26 RETIREMENT	2,250.01
15. MICHIGAN GAS UTILITIES	07/23 - 08/20 SERVICE - 345 BUTLER	52.38
	07/23 - 08/20 SERVICE - 102 BUTLER	43.69
	07/25 - 08/23 SERVICE - 3338 BLUE STAR	47.44
	TOTAL	143.51
16. NET2PHONE INC	SEP '26 PHONE SERVICE	304.39
17. ODC NETWORK	KALAMAZOO RIVER GREENWAY DONATION	5,000.00
18. OTTAWA AREA INTERMEDIATE	SCHOOL DIS	
	PROPERTY TAXES COLLECTION 09/05 - 09/23	1,093,323.22
19. REPUBLIC SERVICES	AUG '26 PICKUP SERVICE - BLUE STAR	480.00
	AUG '26 SERVICE	1,752.60
	TOTAL	2,232.60
20. SAM KIRKEY	GAZEBO DEPOSIT REFUND	500.00
21. SAUGATUCK PUBLIC SCHOOLS	PARKING LOT SPLIT	47,814.05
	PROPERTY TAXES COLLECTION 09/05 - 09/23	1,282,827.53

09/24/2026 01:40 PM
User: NICOLE
DB: Saugatuck

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
EXP CHECK RUN DATES 07/01/2025 - 10/02/2026
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Page: 2/2

Vendor Name	Description	Amount
TOTAL		1,330,641.58
22. SISTERS IN INK	SOCIAL DISTRICT DECALS	61.20
23. SPRING BROOK SUPPLY	SHRUB ADAPTER	1.74
24. STANDARD INSURANCE COMPANY	OCT '26 INSURANCE	458.33
25. VALLEY CITY LINEN INC	AUG '26 - SHOP TOWELS	145.85
TOTAL - ALL VENDORS		4,488,754.83
FUND TOTALS:		
Fund 101 - GENERAL FUND		78,088.79
Fund 202 - MAJOR STREETS		16,932.51
Fund 203 - LOCAL STREETS		34,426.75
Fund 496 - SEWER CAPITAL PROJECTS FUND		5,888.00
Fund 497 - WATER CAPITAL PROJECTS FUND		31,088.00
Fund 661 - MOTOR POOL FUND		7,136.10
Fund 701 - CURRENT TAX FUND		4,315,194.68



To: City of Saugatuck, City Council
From: Grayson Moore, Director of Planning & Zoning
Meeting Date: September 28, 2026
RE: Zoning Ordinance Text Amendment, PC Recommendation - Approval

City Commissioners,

At its September 17, 2026 meeting, the Planning Commission reviewed a text amendment proposed and presented by Chris Khorey (McKenna) on behalf of the Wickwood Inn to allow for a new use *Enhanced Bed & Breakfast* within the R-4 City Center Transitional District (CER). The following motion was made:

Motion by Marineau, supported by Bagierek to move to recommend approval of the proposed zoning text amendment to establish “Enhanced Bed and Breakfast” as a new lodging use permitted in the R-4 Residential Transitional Zoning District, together with the associated regulations for such use, as presented. Motion carried 5-0.

The Planning Commission spent several months working through the proposed text amendment to ensure that the intent of the CER District was preserved while allowing for change as expected over time. The applicant has worked closely with staff throughout the process to draft an amendment with conditions acceptable to City staff, the Planning Commission, and their own business.

The proposed text amendment would allow for a previously approved Bed & Breakfast establishment to apply for a Special Land Use permit to operate as an Enhanced Bed & Breakfast under specific regulations including the following which are in addition to the existing Bed & Breakfast regulations;

1. Provide one (1) on-site parking space per sleeping unit and one (1) space for the resident manager.

2. Enhanced Bed and Breakfasts shall be limited to no more than one guest unit per 1,500 square feet of lot area, inclusive of Accessory Guest Units.
3. A Enhanced Bed and Breakfast may contain an accessory restaurant. The seating capacity of the restaurant, including both indoor and outdoor seating, shall not exceed two times the number of guest rooms. The restaurant shall not operate after 10 PM, and shall not be open to anyone other than overnight guests at the Enhanced Bed and Breakfast before 8 AM.
4. A Enhanced Bed and Breakfast may contain an accessory event facility. For any event at the facility, the person named in the reservation for the event space must be an overnight guest, but the event itself may include non-guests. The maximum number of guests at an event shall not exceed three times the number of guest rooms. Events shall be conducted in such a manner as to maintain compliance at all times with Ordinance 94.
5. A lodging operation that was previously approved as a Bed and Breakfast may receive Special Use Approval to operated as an Enhanced Bed and Breakfast, provided the requirements of this section are met. In approving the Special Use, the Planning Commission may determine that the existing available parking onsite and in the vicinity is sufficient for the Enhanced Bed and Breakfast, even if the minimum requirement from Section 154.135 is not met on-site.

Suggested Motions:

Option 1 – Recommended Motion – Text Amendment Approval

Motion to approve Ordinance NO.260928-A to establish “Enhanced Bed and Breakfast” as a new lodging use permitted in the R-4 Residential Transitional Zoning District, together with the associated regulations for such use, as presented.

Option 2 – Table Text Amendment

Motion to table the proposed zoning text amendment to establish “Enhanced Bed and Breakfast” as a new lodging use permitted in the R-4 Residential Transitional Zoning District, together with the associated regulations for such use, as presented to allow the applicant time to address the following:

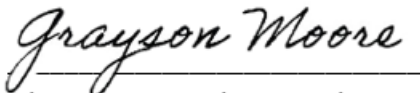
1. _____
2. _____
3. _____

Option 3 – Deny Text Amendment

Motion to deny the proposed zoning text amendment to establish “Enhanced Bed and Breakfast” as a new lodging use permitted in the R-4 Residential Transitional Zoning District, together with the associated regulations for such use, as presented for the following reasons:

1. _____
2. _____
3. _____

Respectfully submitted,



Director of Planning & Zoning

**CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN
ZONING ORDINANCE AMENDMENT
ORDINANCE NO. 260928-A**

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

An ordinance to amend the City of Saugatuck's Zoning Ordinance to create a new definition for Enhanced Bed and Breakfast and to regulate Enhanced Bed and Breakfasts to promote the public health, safety, and welfare of the residents and visitors of the City of Saugatuck.

CITY OF SAUGATUCK, ALLEGAN COUNTY, ORDAINS:

SECTION 1. AMENDMENT TO ZONING ORDINANCE, SECTION 154.005: The City of Saugatuck Zoning Ordinance, Section 154.005 is amended to add the definition of “Bed and Breakfast, Enhanced,” which shall read as follows. The remainder of section 154.005 shall remain the same unless expressly amended herein:

Bed and Breakfast, Enhanced: A lodging use, consisting of one or more buildings on the same lot, which has sleeping rooms available for rent by transient people on a short-term basis. An Enhanced Bed and Breakfast shall include a residential dwelling unit, to be occupied on a long-term residential basis by the property owner or an on-site resident manager and their household. An Enhanced Bed and Breakfast may contain amenities, including, but not limited to swimming pool, game room, exercise facilities, or similar amenities, which are for the exclusive use of guests. An Enhanced Bed and Breakfast may also contain restaurant and/or event facilities, which shall be operated primarily, though not necessarily exclusively, for the benefit of the overnight guests. An Enhanced Bed and Breakfast shall not be considered or construed to be a Hotel (Inn), motel, multiple-family dwelling, or similar facility. An Enhanced Bed and Breakfast shall also be considered distinct from a Bed and Breakfast, subject to separate approval and regulations.

SECTION 2. AMENDMENT TO ZONING ORDINANCE, SECTION 154.025(C): The City of Saugatuck Zoning Ordinance, Section 154.025(C) is amended to add Section 154.025(C) (5), which shall read as follows. The remainder of section 154.025(C) shall remain the same unless expressly amended herein:

(7) Enhanced Bed and Breakfasts on lots abutting a C-1 or C-2 Zoning District.

SECTION 3. AMENDMENT TO ZONING ORDINANCE, SECTION 154.135: The City of Saugatuck Zoning Ordinance, Section 154.135 is amended to add the following row pertaining to “Enhanced Bed and Breakfasts” to the table of off-street parking requirements. The remainder of section 154.135, including the remainder of the table, shall remain the same unless expressly amended herein.

Enhanced Bed and Breakfasts	1.0	Persleeping unit
	1.0	For the resident ranager

SECTION 4. AMENDMENT TO ZONING ORDINANCE, SECTION 154.022: The City of Saugatuck Zoning Ordinance, Section 154.022 is amended to add Section 154.022(S), which shall read as follows. The remainder of section 154.022 shall remain the same unless expressly amended herein:

(S) *Enhanced Bed and Breakfasts*. All Enhanced Bed and Breakfasts shall meet the following criteria:

- (1) Rooms utilized for guest sleeping shall not exceed two occupants per room not including children under the age of 12. Each room for guest sleeping shall contain at least 100 net square feet of room size.
- (2) The Enhanced Bed and Breakfast facility and operation shall meet all applicable building, health and related safety codes. All sleeping rooms shall contain a separate smoke detector in proper working order. Each floor of the dwelling shall contain a fire extinguisher in proper working order in conformance with all applicable fire codes.
- (3) No separate or individual cooking facilities shall be provided for the use of guests, including existing cooking facilities.
- (4) Enhanced Bed and Breakfasts shall be subject to the applicable sign regulations in Section 154.140.
- (5) No guest shall reside on the premises for more than 14 consecutive days, and not more than 30 days in any one year.

- (6) Enhanced Bed and Breakfasts shall be subject to all applicable regulations of Ordinance 94, regarding nuisance. The use of outdoor yard areas, open decks, pools and the like shall not result in the production of excessive off-site noise, odor and other external disturbances. Approval of the Enhanced Bed and Breakfast operation may be conditioned upon the installation of screening, fencing, plantings and/or other such installations and conditions to help ensure compatibility of the Enhanced Bed and Breakfast operation with the surrounding area and compliance with Ordinance 94.
- (7) Enhanced Bed and Breakfasts that are adjacent to residential uses shall be subject to the screening requirements of Section 154.142.D.
- (8) An existing residential structure may be converted to a Enhanced Bed and Breakfast and exterior additions to an existing residential structure for the purpose of providing additional rental rooms shall only be allowed if the parcel of property meets all of the provisions of this chapter for the particular zone in which the proposed Enhanced Bed and Breakfast is located.
- (9) An accessory building or buildings on the same lot as a principal building used as a Enhanced Bed and Breakfast may be used as accessory guest buildings, provided the following requirements are met:
- a. Special land use approval shall be required, as described in Sections [154.080](#) through [154.092](#). The Planning Commission shall also consider the following supplemental special land use standards related to accessory guest buildings:
 1. The overall site plan shall not detract from the cohesive appearance and layout of the subject block and surrounding neighborhood.
 2. Accessory guest buildings shall be designed to be compatible with the existing built character of the block in which they are located, as well as nearby blocks that are similar in character, including consistency with prevailing building density, mass, bulk, scale, and design.
 - b. All requirements of Section 154.022.S.1-8 must be met.
 - c. There shall be no more than two accessory guest buildings per principal Enhanced Bed and Breakfast building.

- d. An individual accessory guest building shall include no more than three guest rooms.
- e. The total number of guest rooms within accessory guest buildings shall not exceed 50% of the total number of guest rooms within the principal building or six, whichever number is less.
- f. Any newly constructed accessory guest building must meet all requirements of Section [154.022](#)(H).

(10) Enhanced Bed and Breakfasts shall be limited to no more than one guest unit per 1,500 square feet of lot area, inclusive of Accessory Guest Units.

(11) A Enhanced Bed and Breakfast may contain an accessory restaurant. The seating capacity of the restaurant, including both indoor and outdoor seating, shall not exceed two times the number of guest rooms. The restaurant shall not operate after 10 PM, and shall not be open to anyone other than overnight guests at the Enhanced Bed and Breakfast before 8 AM.

(12) A Enhanced Bed and Breakfast may contain an accessory event facility. For any event at the facility, the person named in the reservation for the event space must be an overnight guest, but the event itself may include non-guests. The maximum number of guests at an event shall not exceed three times the number of guest rooms. Events shall be conducted in such a manner as to maintain compliance at all times with Ordinance 94.

(13) A lodging operation that was previously approved as a Bed and Breakfast may receive Special Use Approval to operated as an Enhanced Bed and Breakfast, provided the requirements of this section are met. In approving the Special Use, the Planning Commission may determine that the existing available parking on-site and in the vicinity is sufficient for the Enhanced Bed and Breakfast, even if the minimum requirement from Section 154.135 is not met on-site.

SECTION 5. REPEAL. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SECTION 6. SEVERABILITY. The provisions of this Ordinance are declared severable. If any part of this Ordinance is declared invalid for any reason by a court of competent jurisdiction, that declaration does not affect or impair the validity of all other provisions that are not subject to that declaration.

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

YEAS: _____

NAYS: _____

ABSENT: _____

ORDINANCE DECLARED ADOPTED.

Holly Anderson
City of Saugatuck, Mayor

Jamie Wolters
City of Saugatuck, City Clerk

CERTIFICATION

I hereby certify that:

1. The above is a true copy of an ordinance adopted by the City of Saugatuck at a duly scheduled and noticed meeting of the City Council held on _____, _____ 2026, pursuant to the required statutory procedures.
2. A summary of the above ordinance was duly published in the _____ newspaper, a newspaper that circulates within the City of Saugatuck, on _____, 2026.
3. Within 1 week after such publication, I recorded the above ordinance in a book of ordinances kept by me for that purpose, including the date of passage of the ordinance, the names of the members of the City Council voting, and how each member voted.
4. I filed an attested copy of the above ordinance with the Allegan County Clerk on _____, 2026.

ATTESTED:

Jamie Wolters
City of Saugatuck, Clerk

**CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN**

NOTICE OF ADOPTION

ZONING ORDINANCE AMENDMENT

ORDINANCE NO.260928-A

Please take notice that on _____, 2026, the City Council of the City of Saugatuck adopted Ordinance No. ____, which amends the City of Saugatuck's Zoning Ordinance to create a new land use for Enhanced Bed and Breakfasts, to regulate Enhanced Bed and Breakfasts, and to promote the public health, safety, and welfare of the residents and visitors of the City of Saugatuck. Copies of the ordinance may be obtained from Jamie Wolters, City of Saugatuck Clerk, at 102 Butler Street, P.O. Box 86, Saugatuck, Michigan 49453, during regular business hours.

The Zoning Ordinance Amendment has the following sections and catch lines: Section 1: Amendment to Zoning Ordinance, Section 154.005; Section 2: Amendment to Zoning Ordinance, Section 154.024(B); Section 3: Amendment to Zoning Ordinance, Section 154.039(B); Section 4: Amendment to Zoning Ordinance, Section 154.040(B); Section 5: Amendment to Zoning Ordinance, Section 154.041(B); Section 6: Amendment to Zoning Ordinance, Section 154.037(C); Section 7: Amendment to Zoning Ordinance, Section 154.042(C); Section 8: Amendment to Zoning Ordinance, Section 154.025(C); Section 9: Amendment to Zoning Ordinance, Section 154.032(C); Section 10: Amendment to Zoning Ordinance, Section 154.135; Section 11: Amendment to Zoning Ordinance, Section 154.022; Section 12: Repeal; Section 13: Severability; and Section 14: Effective Date, which is seven days after publication of this notice of adoption unless referendum procedures are initiated under MCL 125.3402.

Jamie Wolters
City of Saugatuck, Clerk
(269) 558-9495
JWolters@saugatuckcity.com

Publication Date: _____, 2026



City Manager Report

September 28, 2026

Annual Water Service Line Notices

- Staff recently sent out the required annual notices to property owners whose water service lines are identified as lead, galvanized previously connected to lead, or unknown. These notices are required annually and when there is a change in property ownership.
 - 585 notices were sent - 440 unknown and 145 known.
- Staff have also developed a Frequently Asked Questions (FAQ) document to help property owners understand their notices, service line classifications, replacement requirements, and available options. The FAQ will be posted on the City's website. The City's complete Distribution System Materials Inventory (CDSMI) reports are also available on the website for public review.
- As a reminder. The City submitted a Drinking Water State Revolving Fund (DWSRF) Project Plan seeking approximately \$1.69 million to replace an estimated 135 known lead and galvanized service lines. Following a scoring correction, the City may now be within the fundable range in EGLE's Intended Use Plan. If awarded under the anticipated terms, the project would receive 10% principal forgiveness (effectively a grant), with the remaining balance financed through a 30-year, 0% interest loan. Staff will continue monitoring the funding process and provide updates as additional information becomes available.

Business Community Town Hall

- One of your priorities for this fiscal year is conducting a business town hall.
- Grayson has done a great job coordinating the upcoming Business Community Town Hall, which is scheduled for Tuesday, October 20, from 11:00 a.m. to 1:00 p.m. at the Saugatuck Center for the Arts.
- Grayson has been actively engaging with local businesses and has received positive feedback and interest in bringing the City and business community together for an open discussion.
- A pre-meeting survey has been distributed to help identify the issues and priorities most important to local businesses and shape the discussion. Businesses have also been encouraged to submit additional comments and questions directly to Grayson.
- Staff looks forward to a productive conversation and continuing to strengthen our relationship with the local business community.

Elizabeth Street

- Our engineers continue preliminary design for Elizabeth Street improvements from Allegan to Francis. Public Works and Engineering recently met on site with Bayview Condominium representatives to discuss sidewalk installation options. Unfortunately,

one of the trees was found to have internal decay and will need to be removed. We are awaiting further feedback from Bayview on granting an easement to construct the sidewalk around the other tree.

Maple Street Construction Update

- HMA (hot mix asphalt) base paving has begun.
- Remaining concrete work will be completed shortly after the base course paving. Residents will be notified if their driveway is affected by the work.
- Grass restoration has begun behind the new sidewalk.
- The grass between the road and sidewalk will be restored after the final paving is completed.
- Retaining wall is complete. Fence and guardrail still need to be installed.
- Water Valve Work (Downtown): Water valve remains scheduled for October 19 & 20. Notice previously went out via e-mail and on City's social media. Those who will be affected should have received a separate notice as well. If folks are unsure whether their property will be affected, please have them contact Michelle for more information.
- A reminder that if your constituents have questions, please have them contact the following: Public Works - Michelle Gibson, Project Coordinator - (269) 224-9504

Parking Study Report

- Thank you for the positive feedback on the work of the Parking Improvements Task Force! The workshop presentation represented a significant amount of work and collaboration over more than a year, and I appreciate the time and effort the Task Force members, consultants, community, and staff have dedicated to this important initiative.
- I should have the full parking study report soon. Once I have it, I will be sure to send it to you and the community to thoroughly review.
- I anticipate the recommendations returning to a December workshop meeting for Council to confirm its policy direction.
- As a reminder, all of the Parking Improvements Task Force reports, inventory, presentations, meeting packets, and other study materials are available on the City's website: <https://www.saugatuckcity.com/parking-improvements-task-force.html>

Fire Hydrant Rings

- After hearing Council's interest in color-coded fire hydrant rings, I reached out to Fire Chief Janik and KLSWA Administrator Robert Miller to better understand the proposal and potential implementation.
- The Fire District supports installing color-coded rings to identify hydrant flow capacity, allowing firefighters to quickly assess available water supply during emergency operations. The 2021 Water System Reliability Study referenced KLSWA's intention to paint hydrants according to flow capacity and recommended following NFPA color-coding guidelines.
- The Fire District Board previously voted in August 2024 to move forward with the hydrant classification project. I have requested clarification regarding what actions were taken following that vote to help determine the appropriate next steps.

- Robert indicated that KLSWA's current leadership has limited information regarding the original discussions. He noted that implementation would benefit from coordination and agreement among the municipalities, Fire District, and KLSWA regarding responsibilities, costs, and long-term maintenance.
- KLSWA's current and potential future contractual responsibilities are a key consideration. KLSWA is currently responsible for the operation, maintenance, and repair of the City's water system elements, while the City is responsible for replacement. As the municipalities and KLSWA consider potential changes to this arrangement, including shifting additional replacement responsibilities to KLSWA, it is important that any hydrant identification program be developed collaboratively to ensure consistent implementation and long-term maintenance as hydrants are serviced or replaced.
- I will continue coordinating with the Fire District and KLSWA to clarify the project's history, implementation responsibilities, and potential next steps.

Nurdle Update

- On 8/21/26, EGLE received a final cleanup report from the responsible party and their cleanup contractors. The report highlights the cleanup activities, disposal, and conclusions of the cleanup in detail.
- On 9/10/26, EGLE and MDOT conducted a site inspection of the spill area and EGLE will be following up with the responsible party on findings.

Miscellaneous

- **Blue Star Trail** – Archeological survey was recently completed. A meeting is scheduled to review findings and next steps.
- **Logo and Branding** – The design firm is finalizing the brand guidelines and numerous templates for implementation.
- **Conde Nast Traveler** – Recently wrote a great piece about our area. Check it out here: [An Art Lover's Guide to the Coastal Michigan City of Saugatuck.](#)
- **Meetings**
 - Attended Maple Street construction meeting.
 - Held one on one with City Clerk.
 - Held Department Head team meeting.
 - Participated in interview for MSU's Oval Beach research.
 - Attended the Convention and Visitor's Bureau Board meeting.
 - The CVB voted to approve a \$6,000 donation for our holiday lighting. A HUGE thank you!
 - Met with Lakeshore Advantage.
 - Met with EGLE for quarterly update on MCMP grant for Park Street planning.
 - Met with new DPW team member.
 - Coordinated and attended MERS Retirement Presentation for staff.