



CITY COUNCIL MEETING AGENDA

November 10, 2025

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

This is an in-person meeting at Saugatuck City Hall

102 Butler St, Saugatuck, MI 49453.

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

NOTICE:

Join online by visiting:

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

Join by phone by dialing:

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

Then enter "Meeting ID":

2698572603

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

rcummins@saugatuckcity.com

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

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

jwolters@saugatuckcity.com for further information.

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Mayor's Comments**
- 5. City Manager Comments**
- 6. Agenda Changes (Additions/Deletions)**
- 7. Selection of Mayor and Mayor Pro Tem**
- 8. Guest Speakers: Pg.3**
 - A.** Lisa Mize – Convention and Visitor's Bureau – Warming Station Concept and Feedback.
- 9. Public Comment on Agenda Items Only (Limit 3 minutes)**
- 10. Consent Agenda: (Roll Call) Pg.10**
 - A.** Approval of City Council Regular Meeting Minutes for October 27, 2025.
 - B.** Special Event – Veterans Day Celebration.
 - C.** Special Event – Christmas Tree Lighting.
 - D.** Special Event – Christmas Parade.
- 11. Staff Reports, Boards, Commissions & Committees: Pg.32**
 - A. Staff Reports:**
 - 1.** Treasurer
 - 2.** Clerk
 - 3.** Planning & Zoning
 - 4.** Department of Public Works
 - 5.** Police

6. Engineer

B. Boards, Commissions & Committees:

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

11. Approval of Accounts Payable: (Roll Call) Pg.49

- A.** Accounts Payable in the amount of \$454,749.68.

12. Public Hearings

13. Unfinished Business

14. New Business: (Roll Call) Pg.56

- A.** Park Rules.

15. Public Comments

16. Correspondence: Pg.61

- A.** Scott Kierzek – SPS Community Recreation.
B. Kevin Tringali – Bella Vita Vacation Rentals.

17. Council Comments

18. Adjourn (Voice Vote)

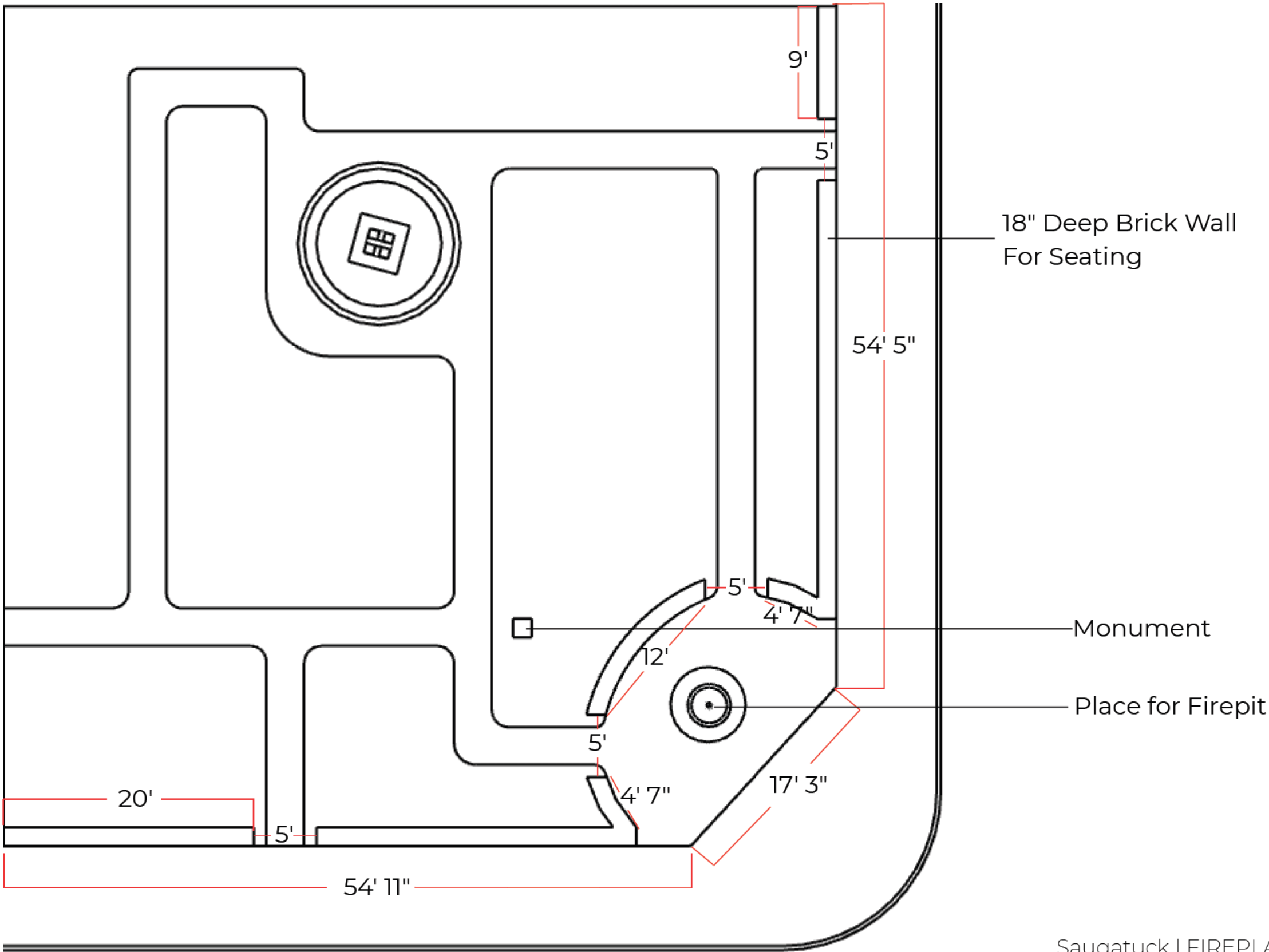
SAUGATUCK FIREPLACE

BELDEN

Architectural Elements®

PLAN VIEW

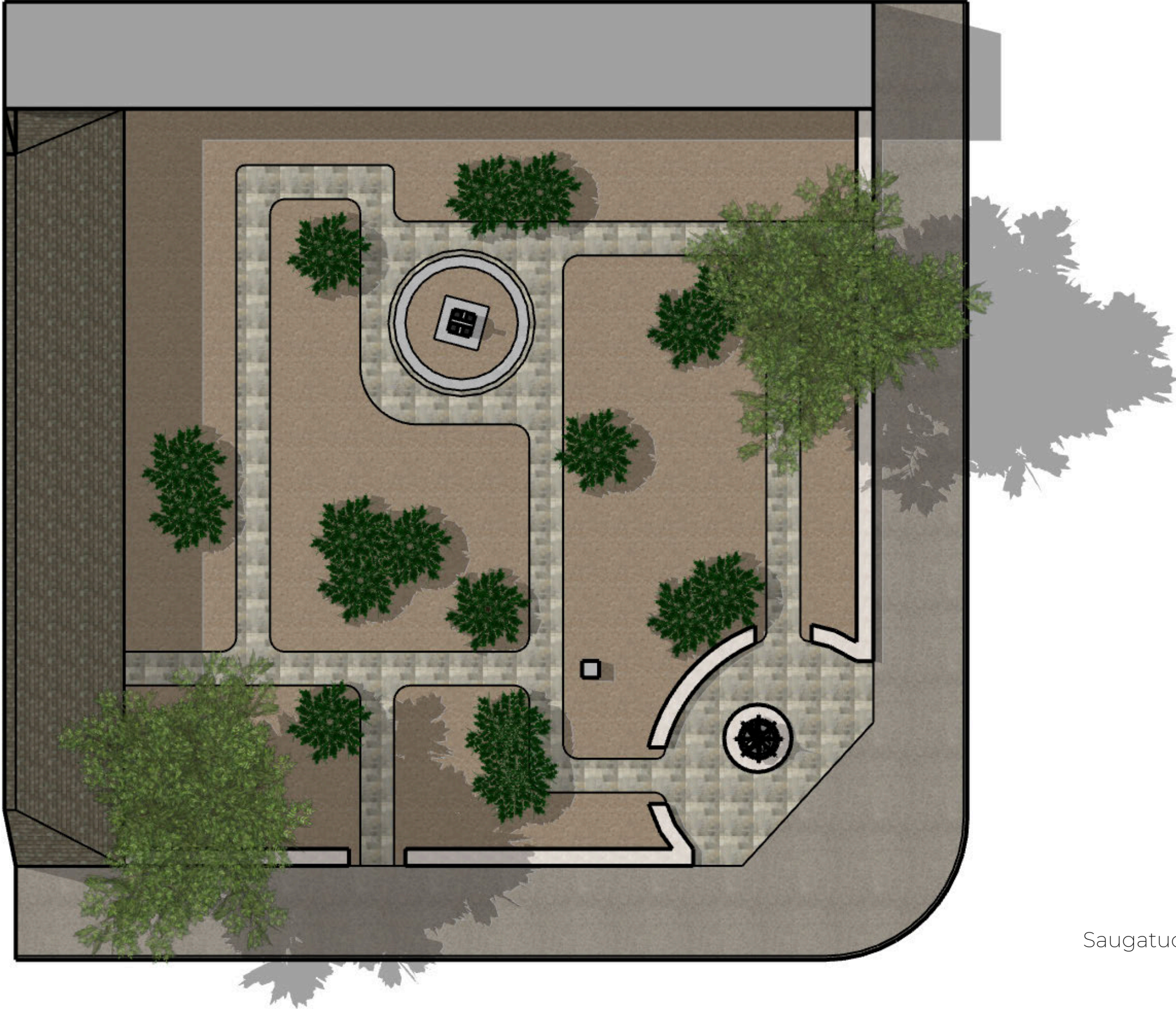
Location: Rosegarden



NOTE: These drawings are preliminary and for conceptual purposes only. Dimensions and layouts are not final.

PLAN VIEW

Location: Rosegarden



Saugatuck | FIREPLACE

BELDEN
Architectural Elements®

PERSPECTIVE

Location: Rosegarden



Garnet Blend



Limestone

10" High

Saugatuck | FIREPLACE

BELDEN
Architectural Elements®

PERSPECTIVE

Location: Rosegarden



Saugatuck | FIREPLACE

BELDEN
Architectural Elements®

PERSPECTIVE

Location: Rosegarden



Saugatuck | FIREPLACE

BELDEN
Architectural Elements®

PERSPECTIVE

Location: Rosegarden



Saugatuck | FIREPLACE

BELDEN
Architectural Elements®



CITY COUNCIL REGULAR MEETING- *proposed*
October 27, 2025

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

Call to Order:

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

Attendance:

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

Absent: Muncey.

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

Mayor's Comments:

Mayor Anderson enjoyed seeing kids and dogs in costumes at the City of Saugatuck Halloween parade, highlighted the city manager's presence at the Saugatuck Township Halloween cemetery tour, the Halloween parade in Douglas and praised the overall active participation in local fall festivities.

City Manager Comments:

City Manager Ryan Cummins attended the Saugatuck Township and History Center Halloween event which brought alive historical figures from the community telling their stories in the cemetery. The Tri-Community Wildlife Committee continues to work on deer management, including formal culling, weapons ordinances, and archery hunting by resolution. There are ongoing discussions with local law enforcement and other townships to learn best practices for community-sensitive deer culls. Construction at the Mt. Baldhead restrooms and the upper platform are progressing, though rain has caused some delays. Engineering surveys are ongoing, and there is continued coordination with tribal nations for design. A Parking Improvements Task Force is kicking off with an ambitious agenda, starting with problem definition and collaboration with a parking consultant. The task force meeting will be open to the public, both in person and via Zoom.

Agenda Changes: None.

Guest Speakers: None.

Public Comment on Agenda Item Only:

Curt Piper
Jan Cohen

Consent Agenda:

- A.** Approval of City Council Workshop Meeting Minutes for October 22, 2025.
- B.** Resolution No. 251027-A Authorizing Split of Fund 592 (Water and Sewer) into Fund 496 (Sewer Capital Projects) and Fund 497 (Water Capital Projects) and Authorizing Related Transfers and Journal Entries.
- C.** Right of Way Signage Request – Turkey Trot (November 10-24) and Ugly Sweater Pub Crawl (November 21 – December 8).
- D.** Authorize Scott Herbert to Act as City Manager if City Manager is Not Reachable While on Vacation.
- E.** Historic District Signage Proposal from Concept A Creative Studio.
Motion by Peterson, second by Stanton to approve the consent agenda as submitted on October 27th. Via roll call vote, motion carried 6-0.

Staff Reports, Boards, Commissions & Committees:

Reports provided by City Manager Cummins and board, commission & committee members.

Fire District Administration:

Dan Fox noted the district recently surpassed 1,000 calls for service this year, putting them on track for a record-breaking year. Fox highlighted the impressive progress of the new South Fire Station, which is nearly ready for occupancy and available for tours. He mentioned two recent incidents that resulted in cost recovery payments from responsible parties and noted the receipt of a grant of more than \$9,000 from the estate of Gerald and Jeanette Bekken, with another installment expected next year. Firefighters' health insurance premiums are increasing by 16.7%, and the district chose to stay with the current provider. Annual firefighter physicals, which can cost up to \$15,000, will now be conducted efficiently onsite via a mobile clinic. Fox also announced that the district has joined the statewide Mutual Aid Box Alarm System, allowing for resource sharing and improved response to large-scale regional emergencies. He reviewed September's ambulance call statistics, emphasizing that most calls occurred outside Saugatuck. Finally, the district welcomed three new full-time firefighters, all of whom have prior local experience, bringing the total number of full-time staff to twelve.

Interurban Board: None.

Kalamazoo Lake Sewer & Water Authority:

Councilmember Clark noted that the board recently accepted the resignation of Abby Bigford and appointed Daniel DeFranco as interim board member. Clark was elected as the new board chair, with DeFranco also elected vice chair. The board voted to hire an interim facility administrator and interviewed a candidate with relevant experience, who may also be considered for the permanent role. Additionally, the board agreed to engage a search firm to help find a long-term administrator,

aiming to fill the position by early next year. There was discussion about whether the search firm might also assist in recruiting for operations and field workforce roles, as the authority is currently understaffed. To keep up with ongoing demands, the board plans to hold additional workshops between regular monthly meetings, typically on Wednesdays.

Kalamazoo Lake Harbor Authority:

Councilmember Peterson noted the next meeting on Tuesday night is following the first meeting of the Parking Improvements Task Force.

Zoning Board of Appeals: None.

Historic District Commission:

Councilmember Gardner informed council of the next meeting date of Thursday November 6.

Planning Commission: None.

Parks & Public Works Committee:

Mayor Pro-Tem Lauren Stanton noted the next meeting on Tuesday October 28 at 10am.

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

Water Systems Operations Contract Advisory Committee:

Councilmember Gardner updated council that they met the previous Friday discussed recent changes at Kal-Lake with another meeting scheduled in two weeks.

Wildlife Management Committee: None.

Approval of Accounts Payable:

Motion by Stanton, second by Clark to approve the accounts payable in the amount of \$430,309.08. Via roll call vote, motion carried 6-0.

Public Hearing: None.

Unfinished Business: None.

New Business:

Milfoil Treatment:

Motion by Stanton, second by Peterson to approve a one-year agreement with Aquatic Doctors to apply for permits and treat milfoil in the areas presented and not to exceed amount of \$69,570 per year. Via roll call vote, motion carried 6-0.

Park Rules:

Motion by Dean, second by Gardner to table this item till the November 10th meeting. Via roll call vote, motion carried 6-0.

Public Comment:

Jan Cohen
Kevin Tringali
Dan Fox
Curt Piper
AJ Marineau

Correspondence:

Saugatuck Douglas Area Convention and Visitors Bureau
Mark Tithof
Tim Straker

Council Comments:

Councilmember Chris Peterson expressed optimism about the community's ability to find support and assistance for the homeless veteran discussed earlier in the meeting. She acknowledged that while social services can be fragmented and sometimes challenging to coordinate, resources and support are available. Peterson emphasized the importance of persistence and collaboration in helping those in need.

Councilmember Russ Gardner thanked Erin Wilkinson and volunteers who helped with recent Douglas Halloween parade events and he was honored to be selected as a judge for the costume contest. There were a lot of people in the city for the daytime festivities. He referenced correspondence in the packet and wanted to explain details regarding a recent election-related complaint, stressing that it was not a lawsuit, but a campaign finance matter resolved with necessary filings and fees. Gardner noted his comments made at the July 28, 2025, council meeting were not a misstep. They were in response to the unresolved nature of the legal matters outlined in the letter from the Michigan Department of State dated June 16, 2025. Gardner also addressed concerns about public chalking events, highlighting his commitment to First Amendment rights while also prioritizing public safety.

Mayor Pro-Tem Lauren Stanton expressed appreciation to the volunteers who helped make recent parades and community events possible, emphasizing that their efforts are crucial for safety. She also highlighted the value of in-person and respectful civic engagement, encouraging people to attend meetings and communicate directly rather than relying on social media, which can often lead to misinformation. Stanton praised the community's compassion and involvement, noting how these qualities contribute to Saugatuck's positive atmosphere.

Councilmember Dean thanked everyone for the strong turnout at the council meeting, emphasizing how helpful it is to have community members participate and discuss important issues in person. He expressed appreciation for the open dialogue and community involvement, encouraged everyone to be safe and watch out for children during Halloween festivities, and celebrated the spirit of Saugatuck.

Councilmember Joe Clark thanked everyone who attended the meeting, both in person and online, and expressed pride in serving on a council that prioritizes compassion and builds flexibility into its rules to better help community members. He also highlighted the unique and special sense of community during Halloween, reminding everyone to be mindful and drive safely

with excited children out trick-or-treating.

Mayor Holly Anderson showed excitement for trick or treating in the city. She expressed deep appreciation for the community's compassion, generosity, and willingness to help one another, especially in support of individuals facing hardship. She praised both long-time and newer community members for embodying these values. Anderson also recognized the efforts of event organizers such as April Gundy and council members, highlighting how their dedication and collaboration make Saugatuck a special place. She concluded by reaffirming the importance of staying focused on the bigger picture—helping those in need and fostering a caring, connected community.

Adjournment:

Motion by Peterson second by Dean to adjourn the meeting. Upon voice vote, motion carried 6-0. Mayor Anderson adjourned at 7:50 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: November 10, 2025
SUBJECT: Special Event Application- Veterans Day

DESCRIPTION:

Attached is the special event form for the Veterans Day celebration sponsored by American Legion Post 137. The event has been approved by Fire, Police & DPW.

Special Event: Wreath - Laying ceremony honoring Veterans
Date: 11-11-25
Location: Village Square Park
Event Hours: 4:30 p.m. - 5:30 p.m.
Estimated Attendees: 50
Estimated Volunteers: 5
Music: Yes

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Move to approve/deny the special event application for the Veterans Day Celebration sponsored by American Legion Post 137 to be held on November 11th, 2025.

**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 INFORMATIONLEGAL BUSINESS NAME: American Legion Post 137TELEPHONE: N/AMAILING ADDRESS: 248 Mason Street, Saugatuck, MI 49453CONTACT NAME: Scott DeanTELEPHONE: N/AE-MAIL ADDRESS: [REDACTED]CELL PHONE: [REDACTED]**CONTACT PERSON ON DAY OF EVENT**CONTACT NAME: Scott DeanTELEPHONE: N/AE-MAIL ADDRESS: [REDACTED]CELL PHONE: [REDACTED]**EVENT INFORMATION**NAME OF EVENT: Veterans Day CelebrationDATE(S) OF EVENT: 11-11-2025PURPOSE OF EVENT: Wreath-Laying ceremony honoring VeteransRAIN DATE: N/A☒ Non-Profit☐ For-Profit☐ City Operated/Sponsored☐ Co-Sponsored☐ Marathon/Race☐ Festival/Fair☐ Video/Film Production☐ Other N/AEVENT LOCATION: EVENT HOURS: 4:30 p.m. - 5:30 p.m.ESTIMATED NUMBER OF ATTENDEES: 50ESTIMATED NUMBER OF VOLUNTEERS: 5ESTIMATE DATE / TIME FOR SET-UP: 4:15 p.m.4:30 p.m. ☐ A.M. ☐ P.M.ESTIMATE DATE / TIME FOR CLEAN-UP: 5:30 p.m.5:45 p.m. ☐ 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: 4:30 p.m. END: 5:30 p.m.

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 be 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? _____

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.

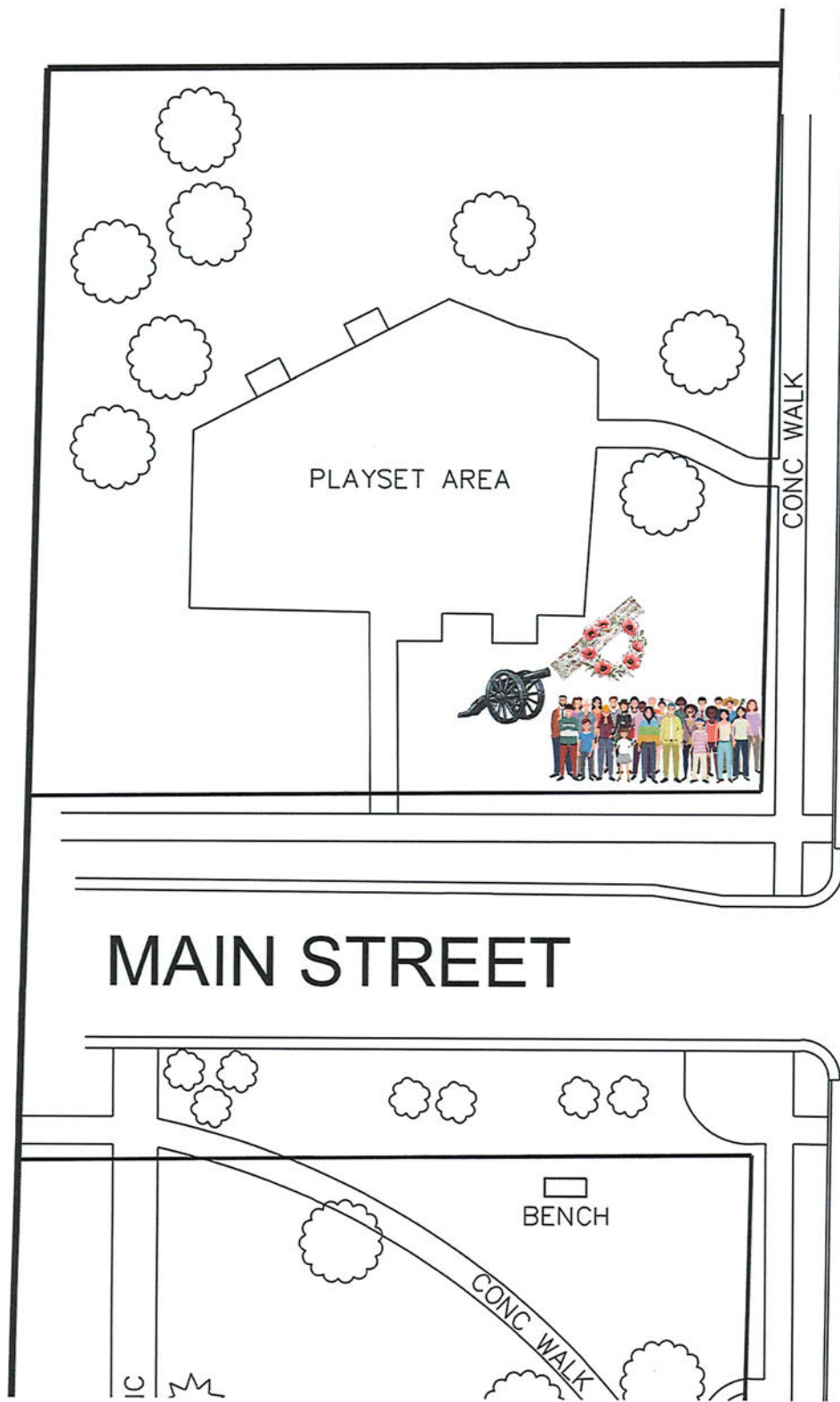
PARKING LOT CLOSURES: ☐ Yes ☒ No (use attached map to outline proposed closures)

Parking Lot Location: _____

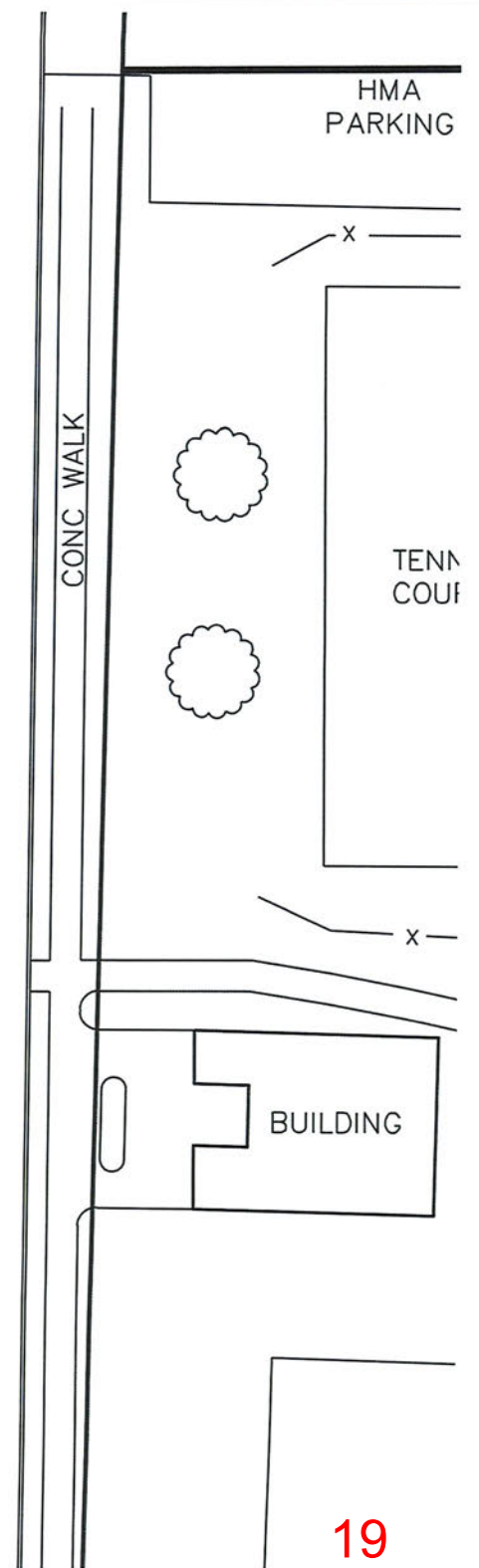
Sidewalk closure date/time: _____ ☐ A.M. ☐ P.M.

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

What parking arrangements are proposed to accommodate potential attendance: _____



BUTLER STREET



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.

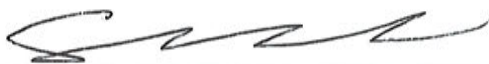
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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.

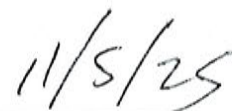
Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

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



Date



City Council Agenda Item Report

From: Jamie Wolters
Date: November 10, 2025
Subject: Special Event- Christmas Tree Lighting

Description:

The Saugatuck Douglas CVB has submitted an event application for the Christmas Tree Lighting event. A safety meeting will take place on a later date.

Breakdown of Event:

Location: Wicks Park
Date: 11/28/25
Event Hours: 5:30 p.m. – 7:30 p.m.
Attendees: 250
Volunteers: 5

Budget Action Required:

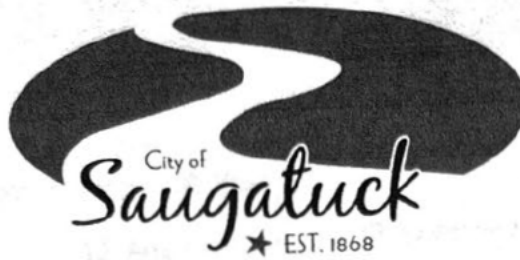
N/A

Legal Review:

N/A

Sample Motion:

Motion to approve/deny the Christmas Tree Lighting event to take place on 11/28/25 contingent on approval from Fire, Police and DPW.

**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 INFORMATIONLEGAL BUSINESS NAME: Saugatuck CVBTELEPHONE: [REDACTED]MAILING ADDRESS: PO Box 28 Saugatuck MI 49453CONTACT NAME: April GundyTELEPHONE: 269-857-0000E-MAIL ADDRESS: [REDACTED]CELL PHONE: [REDACTED]**CONTACT PERSON ON DAY OF EVENT**CONTACT NAME: April GundyTELEPHONE: sameE-MAIL ADDRESS: same as aboveCELL PHONE: [REDACTED]**EVENT INFORMATION**NAME OF EVENT: Christmas Tree LightingDATE(S) OF EVENT: 11/28/25PURPOSE OF EVENT: Community EnrichmentRAIN DATE: N/A

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

EVENT LOCATION: Wicks Park GazeboEVENT HOURS: 5:30-7:30ESTIMATED NUMBER OF ATTENDEES: 250ESTIMATED NUMBER OF VOLUNTEERS: 5ESTIMATE DATE / TIME FOR SET-UP: 11/28/25 5:00 ☐ A.M. ☒ P.M.ESTIMATE DATE / TIME FOR CLEAN-UP: 11/28/25 8:00 ☐ 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: 6:00 pm

END: 7:30 pm

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: _____

** 4 Fire Pits will be used.

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? 3 reserved spots next to park

Will the Interurban be utilized? ☐ Yes ☐ No

Time(s) _____

DEPARTMENT OF PUBLIC WORKS

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

Will this event require the use of any of the following municipal equipment:

☐ Yes

☐ No

☒ TRASH RECEPTACLES – QUANTITY 3

☐ BARRICADES – QUANTITY _____

☐ PARKING SIGNS – QUANTITY _____

☐ RESTROOM CLEANING

☐ TRAFFIC CONES – QUANTITY _____

☐ FENCING

☐ WATER

☐ ELECTRIC

☐ 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
- ☐ 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

9/8/2025

Date



City Council Agenda Item Report

From: Jamie Wolters
Date: November 10, 2025
Subject: Special Event- Christmas Parade

Description:

The Saugatuck Douglas CVB has submitted an event application for the Christmas Parade. The proposed event will follow the standard parade route for all City of Saugatuck parades outside of Fourth of July and Homecoming. A safety meeting will take place on a later date.

Breakdown of Event:

Location: Butler Street between Culver St. and Mary St.
Date: 12/6/25
Event Hours: 11:00 a.m.
Attendees: 250
Volunteers: 15

Budget Action Required:

N/A

Legal Review:

N/A

Sample Motion:

Motion to approve/deny the Christmas Parade event to take place on 12/6/25 contingent on approval from Fire, Police and DPW.

**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 INFORMATIONLEGAL BUSINESS NAME: Saugatuck CVBTELEPHONE: [REDACTED]MAILING ADDRESS: PO Box 28 Saugatuck MI 49453CONTACT NAME: April GundyTELEPHONE: [REDACTED]E-MAIL ADDRESS: [REDACTED]CELL PHONE: [REDACTED]**CONTACT PERSON ON DAY OF EVENT**CONTACT NAME: April GundyTELEPHONE: sameE-MAIL ADDRESS: same as aboveCELL PHONE: [REDACTED]**EVENT INFORMATION**NAME OF EVENT: Christmas ParadeDATE(S) OF EVENT: 12/6/25PURPOSE OF EVENT: Community EnrichmentRAIN DATE: N/A

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

EVENT LOCATION: Downtown SaugatuckEVENT HOURS: 11:00 amESTIMATED NUMBER OF ATTENDEES: 250ESTIMATED NUMBER OF VOLUNTEERS: 15ESTIMATE DATE / TIME FOR SET-UP: 12/6/2025 1000 ☒ A.M. ☐ P.M.ESTIMATE DATE / TIME FOR CLEAN-UP: 12/6/25 1200 ☐ 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 be 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? _____

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: 10:00 _____ ☒ A.M. ☐ P.M.Street re-open date/time: 12:00 pm _____ ☐ 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
- ☐ 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.

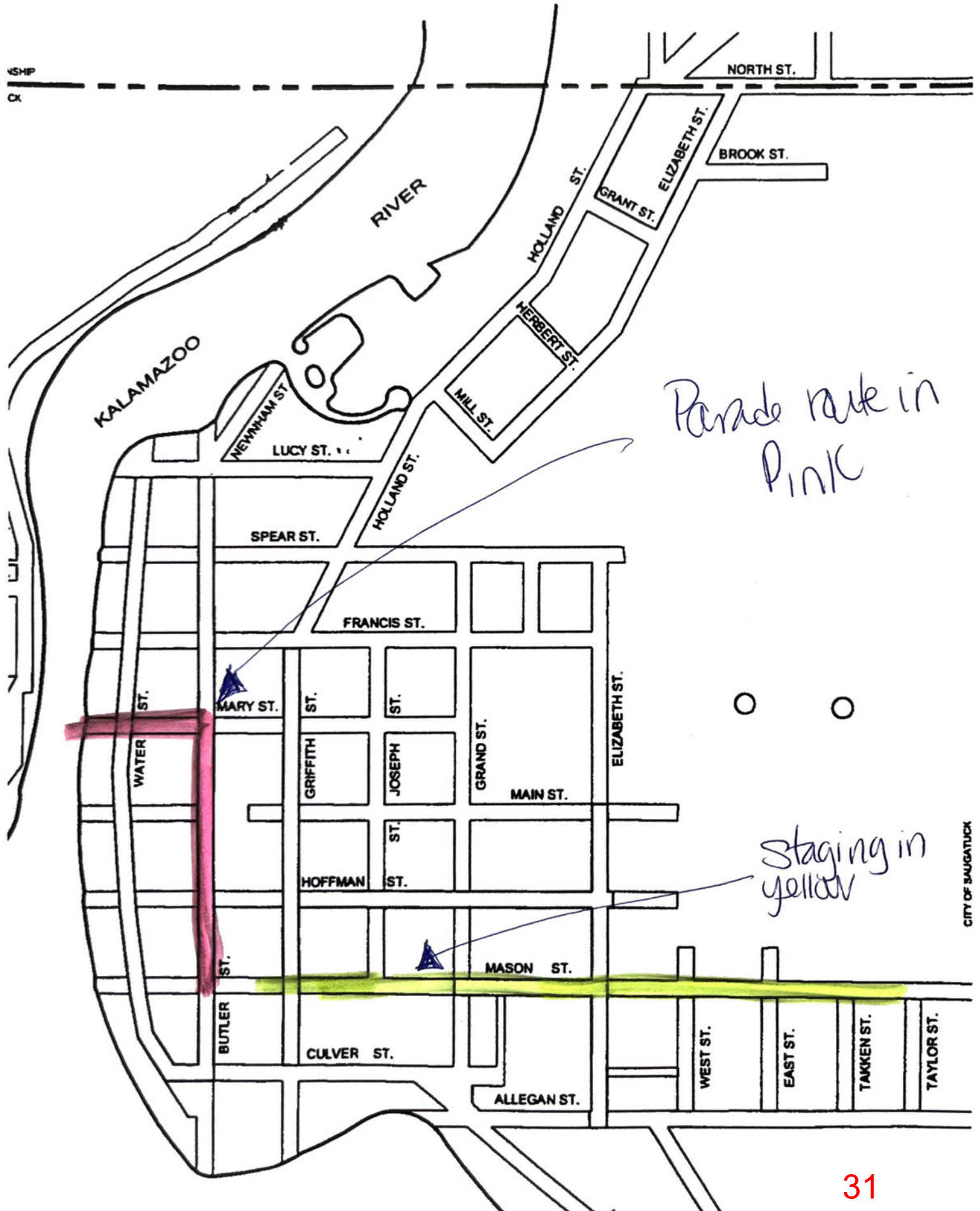


Applicant Signature

9/8/2025

Date

Downtown Street / Sidewalk Closure(s)



Treasurer Report
November 10, 2025



Tax Administration

- Fielded resident inquiries related to mailing addresses, PREs, deferments, and partial payments.
- Researched returned or undeliverable mail and updated address records accordingly.
- Coordinated address and contact updates with the Assessor's Office to ensure property records reflect current ownership information.
- Addressed a delayed property uncapping, verifying documentation and sending a revised tax bill.
- Verified ACH instructions for properties with recently transferred PRE affidavits.
- Continued receiving summer tax payments and preparing property tax disbursements to Allegan County, Saugatuck Public Schools, and OAISD. These distributions will continue on each payables through March 1.
- Began winter tax preparation, including mortgage code updates from banks, importing delinquent tax notifications from the County, and confirming with the Drain Commission regarding upcoming assessments and file uploads.

Accounts Payable

- Coordinated with vendors on payment processing and account updates.
- Continue to work with Comcast to secure credits for prior overbilling and resolving related fees.
- Followed up with Republic Services to ensure a service credit will be properly applied to the other account after a delayed cancellation.
- Processed regular payables, including the property tax disbursement batch.

Payroll & Benefits

- Processed two payrolls, including all benefit and HSA deductions.

Financial Management / Audit Preparation

- Processed credit card payments for permits.
- Finalized the split of the former Water & Sewer Enterprise Fund (592) **into the new** Water Capital Projects Fund (497) **and** Sewer Capital Projects Fund (496), completing all related journal entries and reconciliations.

- Established a reimbursement process for Kalamazoo Lake Harbor Authority shared billing
- Finished assembling audit documentation and submitted all materials to the auditor.
- Addressed follow-up requests from the auditor
- Completed the September bank reconciliation; October is nearing completion.
- Reviewed the three lease agreements (Chain Ferry, Spear Street Launch, and Sergeant Marina transient boat slips) to monitor payments; two have been received, one of which is being held pending receipt of proper proof documentation.

Investments and Banking

- Rolled over a partial CD and allocated the FDIC excess into two new investments to maintain coverage and consistent yield.
- Shifted idle balances into MiCLASS to maximize interest returns.
- Met with banking representatives to review the City's account structure, comparing service charges versus interest earnings, and to explore options for improving net yield.

Miscellaneous / Administrative

- Identified and resolved a broken Social Security Administration connection, restoring secure data access for payroll verification for year end.
- Re-established SAM.gov administrator access by completing and submitting the Single Entity Administrator Letter and verification process.



City Clerk Monthly Report October 2025

Election

- Many thanks to our amazing election team for ensuring another successful election! Your commitment makes all the difference.
 - *Helen Baldwin*
 - *Victor Bella*
 - *Larry & Susan Blose*
 - *Cathy Brockington*
 - *Daniela Garcia*
 - *Bobbie Gaunt*
 - *Peter Hanson*
 - *Mike Mattern*
 - *Jim & Betsy Muir*
- We also extend our gratitude to the Saugatuck City staff, the Saugatuck Township Fire District, and Allegan County Sheriff's Office for their continued partnership and support. Most importantly, we wish to recognize and thank the Saugatuck Woman's Club for graciously hosting our polling location and supporting the democratic process in our community. In addition, we extend our appreciation to our local businesses for their patience with parking and traffic on election day, and for their generous contributions of food, supplies, and encouragement to our election team.

Records Management

- Currently we have 4 FOIA requests.
- First run of digitization of records is complete and next round will be in January.

Meetings

- Prepared agendas, packets, and minutes for:
 - 2 City Council Workshops
 - 2 City Council Meetings
 - 1 Historic District Commission Meeting
 - 1 Planning Commission Meeting

- 1 Park & Public Works Committee Meeting
 - Election Commission Meeting
 - Department Head Meeting.
 - MERS Retirement Lunch
 - Election Public Accuracy Testing
 - Hosted Allegan County election chairperson training at City Hall.
-

Special Events

- Safety meetings and recaps of the following special events:
 - Flower World Activation Art in the Park
 - Chili Cook-Off
 - Family & Pet Halloween Parade & Party
 - SHS Homecoming Parade
 - Dark Sky Night at Oval Beach
 - Vigil for Democracy
-

Administrative & General

- Website updating and creation of new pages continues, thank you for your patience with the new web design.
 - Assisted with 2 notary requests.
 - City Hall front counter operations during operating hours as first point of contact for walk-ins and phone calls.
 - City Hall staff received 539 calls.
 - City Hall Remodel:
 - Waiting on first renderings from Architect.
-



October Planning, Zoning, & Project Report

Planning & Zoning

- Developed and published STR quarterly compliance report.
- Conducted STR compliance checks on new property transfers and galvanized service line updates.
- Coordinated sign ordinance updates and public-facing guidance (digital + field postings); removed non-compliant ROW signage.
- Advanced Historic District sign amendments and discussed updated proposal received by Council.
- Prepared agendas, packets, and materials for Planning Commission and Historic District Commission meetings.
- Completed Master Plan survey data analysis, demographics research, internal coordination, and initiated mapping work.
- Researched sidewalk chalk regulatory options.
- Drafted standard water/sewer and ROW permit conditions with City Manager.
- Updated invoice tracking and escrow logs; maintained financial records.
- Coordinated with City Engineer on private road standards and related utility requirements.
- Began alley vacation process research and documented procedures.
- Researched Fire Department request for 2024 IFC adoption; reviewed implications with staff.
- Held coordination meetings with Frontier Fiber regarding ROW impacts and restoration.
- Conducted field inspections for code compliance and zoning verification.
- Engaged with residents regarding active projects, zoning inquiries, short term rentals, and enforcement matters.
- Maintained ongoing communication with legal counsel on enforcement strategy.
- Continued enforcement follow-ups and outreach on ongoing violations.
- Issued permits and processed planning/zoning casework as documented in case log.

- Participated in internal staff coordination meetings.
- Attended Michigan Association of Planning annual conference for continuing education. Sessions included the following topics: Law, Ethics, Equity, Sustainability & Resilience and General Planning Practice.
- Met with Fire Department staff to review standards and active cases.

Open Casework

840 Lake	Short Term Rental	Renewal submitted. Fire inspection failed. Re-inspection passed. Outstanding fees to be paid before permit is issued.
555 Grand	Short Term Rental	Renewal submitted. Sent to Fire Department for Inspection; awaiting results.
57-850-010-00	Zoning	New home application under review. Engineering comments issued. Zoning conflict noted. Applicant intends to seek variance.
888 Holland St	Zoning	New owner pursued change of use from short term rental to Bed & Breakfast.
610 Lake	Special Land Use / Short Term Rental	Special Land Use for the use of an ADU as a Short Term Rental submitted. Public hearing notice issued. Set for November Planning Commission meeting. Received public comments.
408 Mason	Short Term Rental	New owner renewal. Awaiting final signature and will send to Fire Department for inspection.
592 Campbell	Zoning	Lot split and conservation donation inquiry.
123 North	Short Term Rental	Renewal application submitted in 5-day grace window. Late fee invoiced. Awaiting payment to process application.
510 Butler St	Special Land Use	Application for additional guest buildings approved with conditions at the October PC meeting. Submitted new SLU for liquor service to be on November PC meeting. Public hearing notice issued.
395 Dunegrass	Zoning	Lot coverage inquiry. Awaiting applicant submission.
450 Park	Enforcement	Fence installed without permits and encroaching into ROW. Owner submitted fence permit and is pursuing a vacation request with neighbors. Also interested in landscaping near sewer equipment, advised to coordinate with DPW. Received letter of intent. Reached out to legal for next steps in beginning vacation process.

247 Grand	Zoning	Application to enclose breezeway submitted, but proposed expansion exceeds lot coverage. Owner revising plans instead of seeking a variance. Revised plans submitted for review.
125 Elizabeth	Enforcement	Letter sent regarding obstruction in ROW. Property owner's legal representative indicated intent to petition for alley vacation pending neighbor support. Still gathering signatures.
615 Park	Enforcement	Stop work order issued due to deviation from approved dock plan. Site plan amendment required. HOA and attorney submitted application, reviewed by legal and consulting planner. PC approved with conditions. Applicant provided additional information which is under review.
405 Park	Enforcement Zoning	Concerns raised about unpermitted dock. Stop work order issued. Application submitted for review. PC approved with conditions. Applicant provided lighting details. Awaiting EGLE permit.
142 Butler	Zoning Historic	Application for demolition and new addition submitted. Requires coordination with HDC, engineering, and fire. Approved with conditions at October Planning Commission meeting. Revised plans under review; awaiting Fire Department approval.
700 N Maple	Sewer Connection Enforcement	New home constructed without sewer connection. Owner disputed requirement. Enforcement under review after timeline documentation provided. Consultation with attorney. Notice to connect sent to owner via email. Owner acknowledged notice with continued dispute. Legal review underway.
510 Maple	Lot Line Adjustment	Application received. Consultant requested additional information. Awaiting updated legal descriptions.
290 Spear	Enforcement	Complaint of occupied trailer on property. Notice of violation sent via certified mail to property owners address on file. Follow up email communication sent. Will be reviewing available enforcement avenues.
836 Park	Zoning ZBA	Owner inquired about variance for dock extension due to water levels. Awaiting official application.
249 Mason	Zoning	PC approved site plan conditioned on Fire Department approval. Awaiting compliance with Fire Department conditions.
879 Holland St	Short Term Rental	Application submitted. Fire inspection form needed. Sent to Fire Department after form received. Awaiting inspection results.

Closed Casework

651 Holland	Short Term Rental	Late application renewal; R-1 district, not eligible. Applicant disputed; clarified ordinance requirements. License closed.
160 N Maple	Zoning	Bathroom additions. Engineering + Fire Department approved. KLSW review impact on system – no concern. Permit issued.
860 Simonson	Short Term Rental	Grace-period application. Incomplete initially. Completed. Fire Department approved. License issued.
730 Water	Historic / Zoning	Shade sails. Clarifications received from applicant. Chair consent admin approval appropriate. Fee paid; approval issued.
347 Water	Enforcement	Unpermitted sales tent. Legal options reviewed. Deferred; no enforcement at this time.
534 Joseph	Enforcement / Short Term Rental	Unlicensed rentals. Notice issued; proof requested. Listings corrected. Closed.
620 Pleasant	Enforcement	Unlicensed STR. Notice resent. Owner changed listing to 31-day minimum. Compliant; closed.
550 Francis	Enforcement	Sprinkler nuisance. Notice issued. Parties resolved privately. Closed.
220 Water	Enforcement / Zoning	Unpermitted construction; stopped and directed to apply. Materials submitted. Closed.
1021 Holland	Short Term Rental	Late renewal; license cancelled; applicant notified. Closed.
789 Simonson	Zoning	General zoning questions answered. Closed.
722 Lake	Enforcement	STR complaint; confirmed compliant. No violation. Closed.
844 Holland	Short Term Rental	Application complete. Fire approved. License issued.
444 N Maple	Zoning	Pool application; engineering comments resolved. Zoning approved.
143 Park	Zoning	Shed application reviewed; denied (setback violation).
635 Holland	Short Term Rental / Zoning	STR continuity during construction inquiry; legal consulted; guidance issued. Closed.

880 Holland	Utility	Water connection inquiry; applicant inactive. Closed pending future action.
195 Dunegrass	Zoning	SF home review; PC approved w/ conditions; final docs received. Permit issued.
726 Water #1	Short Term Rental	Missing signature corrected; fire approved; license issued.
726 Water #2	Short Term Rental	Missing signature corrected; fire approved; license issued.
1026 Holland	Short Term Rental	Application received; zoning approved; fire approved; license issued.
640 Water	Zoning	PUD pre-app held; feedback provided; no further action required pending application.
888 Holland	Zoning	Change-of-use reviewed; additional info received; approved.
1064 Holland	Zoning	Bathroom addition; utility confirmed; approved.
739 Lake	Short Term Rental	Renewal; fire approved; license issued.
820 Holland	Historic	Generator location; admin approved after fee. Closed.
246 Culver #1	Short Term Rental	Renewal; fire approved; license issued.
246 Culver #2	Short Term Rental	Renewal; fire denied – owner not at fault; fire approved; license issued.
50 Park	Zoning / Utilities / Right of Way	Application submitted; fees confirmed; engineering cleared; permits issued.
202 Butler	Utility	Water replacement no fee; approved pending contractor submittal.
439 Butler	Historic	Roof repair; revised to like-for-like; admin approved.
94 Interlaken	Zoning	Waterfront permit cancelled by contractor; void invoice; closed.
ROW Sign Compliance		Reminders drafted; inspections; notice posted; signs moved out of ROW.

389 Dunegrass	Enforcement	Lighting complaint; site visit; no nuisance. Closed.
900 Lake	ROW / Utility	Comcast aerial work; revised plans approved; permit issued.
873 Park	Zoning	Parcel location/boundary questions; deed confirmed; owner notified.
720 Butler #16	Short Term Rental	Payment + reinspection; fire approved; license issued.
156 Park	Short Term Rental	Application submitted; incomplete; amended; fire approved; license issued.
888 Holland	Short Term Rental	Renewal; fire fail; communication with applicant; reinspection; fire approved; license issued.
658 Allegan	Enforcement	Sign in ROW; removed. Closed.
103-109 Butler	Historic	Façade repair like-for-like; admin cleared.
202 Butler	Utility	Water replacement approved; routed to contractor.
730 Water	Zoning	Seasonal sails application; approved; permit issued.
1021 Holland	Zoning	Blueprints inquiry; contact initiated. Closed.
415 Lake	Enforcement	Sign in ROW; removed. Closed.


Grayson Moore - Director of Planning & Zoning



Department of Public Works

Below is a summary of notable activities carried out by the Department of Public Works since the council meeting held on 10/13/2025:

Brush and Leaf Collection:

Brush and leaf collection services occur once per month from spring until early fall, then the service frequency increases to two collections per month during the months of October and November. The last brush and leaf collection service of the 2025 season is scheduled on November 25th for properties located on the east side of the Kalamazoo River and on November 26th for properties west of the Kalamazoo River. After the final collection, the fleet is outfitted to provide snow and ice control services.

Asphalt Repairs:

A-1 Asphalt Inc. has completed the asphalt resurfacing work planned this fall for Lucy Street, Hoffman Street west of Water Street, and the parking lot Wicks Park. The scope of work that was completed involved milling off the top coat of asphalt and overlaying it with compacted hot-mix asphalt (HMA). The Department of Public Works will handle the final phase of the project by repainting the parking spaces. Public Works recommends using some of the remaining budgeted dollars in the spring to make repairs to Mary Street between Butler Street and Water Street. Ideally, that work would be included in the Maple Street bid package with a stipulation that the work should be completed before Memorial Day of 2026.

Oval Beach:

Concessions: To streamline the Oval Beach operation and reduce demand on the Oval Beach Manager, Public Works staff have reached out to several other beach communities along the west coast of Michigan to collect data on how concession stands are operated. Many other communities lease their concession stands out for the season and site that managing through internal staff has been problematic. Saugatuck Public Works is modifying our previously issued Request for Proposal (RFP) and will issue the RFP until the end of January.

Oval Beach Manager: A final interview was conducted last week, and the candidate was invited back to a second interview/tour of the City with the Public Works Superintendent. The interview panel will decide next steps after that second interview is conducted.

Holiday Decorations:

Fall decorations were removed shortly after Halloween. Once removed, Public Works staff have been working on Christmas decorations in parks and City properties. Additionally, Public Works has been working with Chips Groundcover, Polarity Electric, and Consumer's Energy to make sure that the Holiday lights and expansion are installed and operational before Thanksgiving break. At this point, it appears that we are tracking well to meet that target date.

Sidewalk Replacements:

Public Works inspected sidewalks and determined which sections needed replacement. Once identified, the work was coordinated with property owners, Mark Earlandson Concrete, and Public Works. The City has a 50/50 cost share policy between the City and property owners to split the cost of replacement. Those costs are significantly reduced by the Department of Public Works by removing existing concrete, removing tree roots and other

obstructions, and prepping the sites before forms are set and concrete is poured. Cost to the property owner is typically limited to the cost of 50% of the new concrete and a little bit of labor.

Winterizations:

Public Works staff have winterized all irrigation throughout the City plus restrooms. The Village Square restrooms remain open all winter since that's a heated facility. All other restrooms get winterized annually as temperatures dictate. The only restroom left to winterize and close is at Oval Beach.

Staff Training:

Newly hired Equipment Operator/Maintenance Worker, AJ Brown, is working on obtaining his Commercial Driver's License. He will have to meet the requirements to be eligible to take a written general knowledge and airbrake test. Once that is completed, he will obtain a Temporary Learner's Permit which allows him to operate the City dump trucks while accompanied by a staff member that has their Commercial Driver's License. Once AJ is feeling comfortable behind the wheel of the dump trucks, we will sign him up for a course offered through West Michigan CDL out of Grand Rapids so that he can obtain his Commercial Driver's License Class B with an Airbrake Endorsement.

Public Works Superintendent, Scott Herbert, has completed the graduation requirements for the Asset Management Champions program offered through the Michigan Infrastructure Council.

Meetings:

- **10/14/2025** – DPW Weekly Goals Meeting
- **10/15/2025** – Department Head Team Meeting
- **10/17/2025** – DPW Weekly Goals Follow Up Meeting
- **10/20/2025** – DPW Weekly Goals Meeting
- **10/21/2025** – Frontier Project Meeting
- **10/24/2025** – DPW Weekly Goals Follow Up Meeting
- **10/27/2025** – DPW Weekly Goals Meeting
- **10/28/2025** – Parks & Public Works Committee Meeting
- **10/28/2025** – MIC Learning Pod #3
- **10/29/2025** – Department Head Team Meeting
- **10/30/2025** – CVB Sculpture Cleaning Meeting
- **10/31/2025** – Tree Risk Assessment with Ed Dowd's Crane Service
- **10/31/2025** – DPW Weekly Goals Follow Up Meeting
- **11/03/2025** – DPW Weekly Goals Meeting
- **11/04/2025** – City Manager/Public Works Superintendent Meeting
- **11/05/2025** – PPW/MBH/SHNA Meeting with ODC
- **11/07/2025** – DPW Weekly Goals Follow Up Meeting

October 2025**Traffic stops – 33****School contacts - 29**

Call Date/Time Incident Type

=====

=====

10/31/2025 23:14:32	General Assist
10/31/2025 18:57:55	Suspicious Situation
10/31/2025 17:57:54	Suspicious Situation
10/31/2025 15:10:36	Motorist Assist
10/31/2025 13:49:28	General Assist
10/31/2025 09:04:49	General Assist
10/30/2025 23:30:33	General Assist
10/30/2025 14:39:45	Suspicious Situation
10/29/2025 22:36:35	General Assist
10/28/2025 22:46:42	General Assist
10/28/2025 21:53:14	MDOP-29000
10/28/2025 16:07:31	Death Investigation
10/28/2025 15:24:49	Suspicious Situation
10/27/2025 23:11:50	General Assist
10/27/2025 15:18:14	Odor Investigation
10/27/2025 06:40:29	Alarm
10/26/2025 22:58:14	General Assist
10/26/2025 22:20:13	Suspicious Situation
10/26/2025 20:13:00	911 Welfare - Misdials
10/26/2025 06:37:34	911 Welfare - Misdials
10/26/2025 02:14:31	General Assist

10/26/2025 01:17:50	Assault
10/25/2025 23:46:54	Accident All Other
10/25/2025 16:13:09	A911
10/25/2025 10:12:43	Parking Violation
10/25/2025 10:00:36	Parking Violation
10/25/2025 09:53:18	Parking Violation
10/25/2025 08:46:45	Parade Traffic Control
10/24/2025 22:08:15	General Assist
10/24/2025 19:15:17	Suspicious Situation
10/23/2025 22:17:33	General Assist
10/23/2025 09:36:27	Inspections
10/23/2025 09:19:35	Inspections
10/22/2025 23:31:48	General Assist
10/22/2025 10:10:52	Parking Violation
10/21/2025 22:54:02	General Assist
10/21/2025 22:33:18	General Assist
10/21/2025 06:12:19	Inspections
10/21/2025 06:09:14	Inspections
10/20/2025 23:17:21	General Assist
10/20/2025 14:14:46	Uncivil
10/20/2025 14:00:18	General Assist
10/20/2025 12:09:27	General Assist
10/20/2025 01:10:25	General Assist
10/19/2025 11:30:05	PDA
10/19/2025 10:37:48	PDA
10/18/2025 23:16:04	General Assist
10/18/2025 17:43:07	Fraud
10/18/2025 16:07:00	Check Welfare
10/18/2025 13:48:14	Parking Violation

10/18/2025 13:09:08		10/09/2025 06:50:39	Alarm
CONVULSIONS/SEIZURES		10/08/2025 22:26:51	General Assist
10/17/2025 22:07:57	General Assist	10/08/2025 20:19:41	Check Welfare
10/17/2025 17:43:25	UNCONS/FAINTING	10/08/2025 11:06:10	General Assist
10/17/2025 17:07:06	FALLS	10/08/2025 10:12:10	General Assist
10/17/2025 15:43:02	General Assist	10/08/2025 09:09:31	Inspections
10/17/2025 15:31:27	Parade Traffic Control	10/07/2025 22:26:10	General Assist
10/16/2025 22:25:06	General Assist	10/07/2025 22:02:28	General Assist
10/16/2025 22:05:27	General Assist	10/07/2025 13:56:45	Assist Other Agencies
10/16/2025 20:25:14	Civil	10/06/2025 22:57:12	General Assist
10/16/2025 09:24:45	General Assist	10/05/2025 22:02:33	General Assist
10/15/2025 22:18:50	General Assist	10/05/2025 15:57:15	PDA
10/15/2025 22:10:56	General Assist	10/05/2025 01:52:45	Missing Person
10/15/2025 13:09:29	Open Door	10/04/2025 23:07:25	General Assist
10/14/2025 21:56:21	General Assist	10/04/2025 22:07:30	Assault
10/14/2025 13:26:40	Suspicious Situation	10/04/2025 20:14:32	Assault
10/13/2025 22:00:49	General Assist	10/04/2025 18:12:41	Intoxicated Subject
10/13/2025 15:18:17	PDA	10/04/2025 13:18:47	Found Property
10/13/2025 12:23:34	Inspections	10/04/2025 13:05:55	Trespassing
10/13/2025 00:53:53	Suspicious Situation	10/04/2025 05:19:33	Fire Alarm
10/12/2025 22:30:16	General Assist	10/04/2025 00:13:39	General Assist
10/12/2025 19:05:16	Alarm	10/03/2025 19:15:32	Juvenile Delinquent
10/12/2025 02:34:19	General Assist	10/03/2025 18:24:22	Parking Violation
10/11/2025 23:35:10	Loud Noise	10/03/2025 15:55:45	Parking Violation
10/10/2025 22:59:54	Civil	10/03/2025 13:45:55	Suspicious Situation
10/10/2025 22:03:24	General Assist	10/03/2025 13:30:53	Suspicious Situation
10/10/2025 19:07:11	General Assist	10/03/2025 11:40:13	Civil
10/10/2025 12:07:17	Parking Violation	10/03/2025 11:29:00	Inspections
10/09/2025 23:28:20	General Assist	10/03/2025 06:24:20	Found Property

10/03/2025 00:32:39	Traffic Offense
10/02/2025 22:55:46	Loud Noise
10/02/2025 20:59:42	Abandoned Vehicle
10/02/2025 13:35:11	PDA
10/02/2025 02:42:38	General Assist
10/01/2025 11:05:51	Suspicious Situation
10/01/2025 01:00:57	Loud Noise

**City of Saugatuck
Status Report of Engineering Activities
November 5, 2025**

General Consultation

- Village Square Court Renovation: Received preliminary scoring and comments from DNR and revised the application to attempt to maximize scoring. Final scoring should be available later this year.
- Developed a proposal for inspection of larger culvert crossings and storm sewer outfalls. This work could be completed in phases and areas of concern could be prioritized.
- Pavement Markings: 2025 work is complete. 2026 work will take place in the spring. Current contract is 2025-2027.
- Assisting with review of water and sewer agreements as needed.
- 2025 Asphalt Improvements: Milling was completed on November 4 and paving work on November 5. We will be reviewing the work with City staff and the contractor soon, in preparation for closeout.
- Assisting with site plan reviews and construction observation for new development and other projects as needed.

EGLE Technical, Managerial and Financial (TMF) Project

- The project is complete, final documents have been submitted to EGLE and notices have been sent to customers. Assisting staff with answering customer questions.
- Will be working with City staff on a plan to eliminate remaining unknowns and replace lead/galvanized services by the federal and state deadlines.

Mt. Baldhead Projects

- AT&T Project Assistance
 - Providing assistance on an as-needed basis.
- Restroom Building Replacement
 - Construction is progressing. Underground work is nearly complete. The building envelope is nearly complete. Site and interior work will be completed in November/December.
- Observation Platform Replacement
 - Attended several meetings with area stakeholders and cultural resources specialists to help guide the design.
 - Timeframe for design and construction is dependent on findings.

Sea Wall and Concrete Repairs

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

Maple Street Improvements

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

Park Street Improvements – Study Phase

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

City Hall Interior Renovations

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

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
EXP CHECK RUN DATES 07/01/2025 - 11/11/2025
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

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Vendor Name	Description	Amount
1. ALLEGAN COUNTY SHERIFF		
	SEP '25 CORRECTIONS SERVICES	243.00
	OCT '25 SHERIFF CONTRACT	35,677.54
	TOTAL	35,920.54
2. ALLEGAN COUNTY TREASURER		
	PROPERTY TAXES COLLECTION 10/23 - 11/05	19,713.06
3. BOAT LIFTS UNLIMITED INC		
	BOUY INSTALLS	935.00
	BOUY REMOVAL	935.00
	TOTAL	1,870.00
4. BRENT HARRIS SCULPTURE		
	SCULPTURE RESTORATION AND CLEANING	500.00
5. CERTASITE LLC		
	DPW GARAGE	660.00
6. COMMERCIAL RECORD		
	ELECTION & P&Z	718.00
7. CONSUMERS ENERGY		
	SEP '25 SERVICE	4,072.90
8. EDGEWATER RESOURCES		
	KLHA INITIATIVE	1,586.80
9. EIHENICKY ROBERT & COOK LYNSDAY		
	2025 Sum Tax Refund 57-016-004-10	7,835.58
	2025 Sum Tax Refund 57-016-004-20	1,532.58
	TOTAL	9,368.16
10. FRONTIER		
	10/03 - 11/02 SERVICE	187.60
11. GIL- ROY'S HARDWARE		
	SUPPLIES	72.26
12. GREAT LAKES ORNAMENTALS		
	PARKWAY TREES	180.00
13. GROUNDS MANAGEMENT SOLUTIONS		
	FERTILIZER - VARIOUS PARKS, CITY HALL	1,427.46
14. HUNTINGTON NATIONAL BANK		
	PURCHASE CD	200,000.00
	PURCHASE CD	123,000.00
	TOTAL	323,000.00
15. KALAMAZOO LAKE SEWER & WATER		
	SEP '25 SERVICE	5,128.87
16. LAKESHORE OUTDOORS LLC		
	SCREENED TOPSOIL	264.00
17. METRO WIRELESS		
	NOV '25 WIFI SERVICE	698.00
18. MICHIGAN MUNICIPAL LEAGUE		
	CDL CONSORTIUM DRIVERS FEE	500.00
19. OTTAWA AREA INTERMEDIATE		
	SCHOOL DIS	
	PROPERTY TAXES COLLECTION 10/23 - 11/05	11,155.41
20. OVERISEL LUMBER COMPANY		
	OCT '25 STATEMENT BALANCE	3,193.13
21. PRIORITY HEALTH		
	NOV '25 HEALTH INSURANCE COVERAGE	10,456.92
22. REPUBLIC SERVICES		
	OCT '25 DISPOSAL AND PICKUP SERVICE - BLUE STA	24.00
23. RICOH USA INC		
	10/26 - 11/25 COPIER LEASE	127.97
	10/26 - 11/25 COPIER LEASE	35.27
	COPIER USAGE	513.67

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
EXP CHECK RUN DATES 07/01/2025 - 11/11/2025
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OPEN

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Vendor Name	Description	Amount
	TOTAL	676.91
24. SAUGATUCK FIRE	RENTAL HOME INSPECTIONS	600.00
25. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 10/23 - 11/05	5,685.65
26. SHORELINE TECHNOLOGY SOLUTIONS	NOV '25 COMPUTER SERVICES	2,074.20
27. SISTERS IN INK	OVAL BEACH UNIFORM	662.53
28. STINGERS PEST CONTROL	PEST CONTROL	65.00
29. STREAMLINE DESIGN.COM LLC	ALUMINUM SIGNS	1,837.00
30. WONDERLAND TIRE COMPANY	TIRES	475.64
	TIRES	475.64
	TOTAL	951.28
31. WYCON CONSTRUCTION LLC	REIMBURSEMENT - OVERCHARGED FEE	11,500.00
TOTAL - ALL VENDORS		454,749.68
FUND TOTALS:		
Fund 101 - GENERAL FUND		394,527.91
Fund 202 - MAJOR STREETS		194.12
Fund 203 - LOCAL STREETS		194.12
Fund 496 - SEWER CAPITAL PROJECTS FUND		11,500.00
Fund 661 - MOTOR POOL FUND		2,504.01
Fund 701 - CURRENT TAX FUND		45,829.52

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CHECK REGISTER FOR CITY OF SAUGATUCK
CHECK DATE FROM 10/01/2025 - 10/31/2025

Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
10/10/2025	DD7652(A)	ARAMENDI, NOAH	PAYROLL	1,566.18
10/10/2025	DD7653(A)	BREDEWEG, NICOLE	PAYROLL	1,947.32
10/10/2025	DD7654(A)	BROWN, ANTHONY	PAYROLL	1,255.79
10/10/2025	DD7655(A)	CUMMINS, RYAN	PAYROLL	2,996.86
10/10/2025	DD7656(A)	GIBSON, MICHELLE	PAYROLL	1,469.42
10/10/2025	DD7657(A)	HERBERT, SCOTT	PAYROLL	2,366.01
10/10/2025	DD7658(A)	KERRIDGE, ADAM	PAYROLL	1,901.65
10/10/2025	DD7659(A)	LIVINGSTON, JOHN	PAYROLL	688.93
10/10/2025	DD7660(A)	MACK, ELLIS	PAYROLL	1,373.95
10/10/2025	DD7661(A)	MARTIN, DANNY	PAYROLL	962.30
10/10/2025	DD7662(A)	MITCHELL, JACE	PAYROLL	867.56
10/10/2025	DD7663(A)	MOORE, GRAYSON	PAYROLL	1,895.22
10/10/2025	DD7664(A)	WILLIAMS, SARA	PAYROLL	1,756.11
10/10/2025	DD7665(A)	WOLTERS, JAMIE	PAYROLL	2,109.12
10/10/2025	EFT1977(E)	ALERUS	PAYROLL	3,383.35
10/10/2025	EFT1978(E)	HEALTH EQUITY	PAYROLL	705.00
10/10/2025	EFT1979(E)	MERS HYBRID	PAYROLL	2,203.38
10/10/2025	EFT1980(E)	FEDERAL TAX DEPOSIT	PAYROLL	7,877.79
10/14/2025	20465	AERIAL HYDRAULIC REPAIR INC	BUCKET TRUCK INSPECTION	1,911.76
10/14/2025	20466	BIG LAKE ELECTRIC LLC	INSTALL GENERATOR PLUGS	1,895.00
10/14/2025	20467	COMMERCIAL RECORD	PC HEARING	98.00
10/14/2025	20468	GIL- ROY'S HARDWARE	LANDSCAPE FABRIC	64.78
10/14/2025	20469	IHLE AUTO PARTS	SEP '25 MOTOR PURCHASES	124.71
10/14/2025	20470	MINER SUPPLY CO	TOILET PAPER DISPENSERS	1,275.00
10/14/2025	20471	MMTA	DUES	99.00
10/14/2025	20472	MYERS JASON	REFUND UNUSED ESCROW	1,763.75
10/14/2025	20473	ODC NETWORK	MAPLE ST JAPANESE KNOTWEED	450.00

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CHECK REGISTER FOR CITY OF SAUGATUCK
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Check Date	Check	Vendor Name	Description	Amount
10/14/2025	20474	OVERISEL LUMBER COMPANY	SEP '25 STATEMENT BALANCE	552.34
10/14/2025	20475	SAUGATUCK PUBLIC SCHOOLS	PARKING LOT SPLIT	40,607.25
10/14/2025	20476	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 09/19 - 10/05	29,528.62
10/14/2025	20477	SAUGATUCK WOMAN'S CLUB	ELECTION	125.00
10/14/2025	20478	SEPTIC TANK SYSTEMS CO INC	PORTABLE RESTROOMS - CULVER STREET	1,900.00
10/14/2025	20479	WONDERLAND TIRE COMPANY	TIRES	2,447.46
10/15/2025	6218(A)	ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT - KERRIDGE	296.35
10/15/2025	6219(A)	ALLEGAN COUNTY SHERIFF	RESERVE DEPUTIES	912.00
10/15/2025	6220(A)	ALLEGAN COUNTY SHERIFF	AUG '25 CORRECTIONS SERVICES	327.00
10/15/2025	6221(A)	ALLEGAN COUNTY SHERIFF	SEP '25 SHERIFF CONTRACT	35,677.54
10/15/2025	6222(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 09/19 - 10/05	46,809.81
10/15/2025	6223(A)	ALLEGAN COUNTY TREASURER	WARNOCK DRAIN REPLACEMENT	56,875.00
10/15/2025	6224(A)	APEX SOFTWARE	2025 - 2026 ANNUAL MAINTENANCE RENEWAL	260.00
10/15/2025	6225(A)	ASSESSING SOLUTIONS INC	OCT '25 ASSESSING SERVICES	3,024.84
10/15/2025	6226(A)	COMCAST	09/28 - 10/27 INTERNET SERVICE	358.30
10/15/2025	6227(A)	MICHIGAN CAT	CATERPILLAR - THROTTLE STICKS	1,705.39
10/15/2025	6228(A)	MICHIGAN CAT	CATERPILLAR - SEALS LEAKING	2,958.26
10/15/2025	6229(A)	DETROIT SALT COMPANY	ROAD BULK SALT	6,837.56
10/15/2025	6230(A)	DUNESVIEW KWIK SHOP INC	AUG '25 GAS AND DIESEL	5,529.00
10/15/2025	6231(A)	ESRI	GIS ANNUAL SUBSCRIPTION	700.00
10/15/2025	6232(A)	ETNA SUPPLY	STREET SWEEPER PARTS RETURNED	13.40
10/15/2025	6233(A)	FASTENAL	SUPPLIES	46.18
10/15/2025	6234(A)	FLEIS & VANDENBRINK ENGINEERING INC	08/24 - 09/27 ENGINEERING FEES - MAPLE S	38,140.00
10/15/2025	6235(A)	GROUND MANAGEMENT SOLUTIONS	FERTILIZER - VARIOUS PARKS, CITY HALL	714.46
10/15/2025	6236(A)	LAKESHORE OUTDOORS LLC	SCREENED TOPSOIL	132.00
10/15/2025	6237(A)	LORRIE PASTOOR	CLEANING SERVICES	560.00
10/15/2025	6238(A)	MIDWEST CONSTRUCTION GROUP, INC.	MT BALDHEAD RESTROOM REPLACEMENT	27,354.73
10/15/2025	6239(A)	OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES COLLECTION 09/19 - 10/05	26,489.17

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Check Date	Check	Vendor Name	Description	Amount
10/15/2025	6240(A)	PLUMMER'S ENVIRONMENTAL SERVICES IN	STORM SEWER CLEANING	5,566.00
10/15/2025	6241(A)	PURITY CYLINDER GASES INC	GAS CYLINDERS	20.00
10/15/2025	6242(A)	SAUGATUCK FIRE	RENTAL HOME INSPECTIONS / REINSPECTIONS	1,150.00
10/15/2025	6243(A)	SAUGATUCK TOWNSHIP	BLUE STAR TRAIL LUNCH / VIEWSHED SURVEY	108.93
10/15/2025	6244(A)	SHORELINE TECHNOLOGY SOLUTIONS	OCT '25 COMPUTER SERVICES	2,074.20
10/15/2025	6245(A)	SPECTRUM PRINTERS INC	ELECTION MATERIALS	54.73
10/15/2025	6246(A)	SPRING BROOK SUPPLY	PIPE	15.46
10/15/2025	6247(A)	STINGERS PEST CONTROL	PEST CONTROL	120.00
10/15/2025	6256(E)	BRIDGET O'CONNOR	2025 Sum Tax Refund 57-208-039-00	8,775.80
10/15/2025	6257(E)	KALAMAZOO LAKE SEWER & WATER	AUG '25 SERVICE	4,686.38
10/15/2025	6258(E)	MERCHANTS BANCARD NETWORK	SEP '25 CC PROCESSING - CONCESSION	362.16
10/15/2025	6259(E)	MERCHANTS BANCARD NETWORK	SEP '25 CC PROCESSING - PLANNING AND ZON	90.33
10/15/2025	6260(E)	METRO WIRELESS	OCT '25 WIFI SERVICE	698.00
10/15/2025	6261(E)	PRIORITY HEALTH	OCT '25 HEALTH INSURANCE COVERAGE	22,233.91
10/15/2025	6262(E)	REPUBLIC SERVICES	SEP'25 DISPOSAL AND PICKUP SERVICE - BLU	504.00
10/24/2025	DD7666(A)	ARAMENDI, NOAH	PAYROLL	1,641.19
10/24/2025	DD7667(A)	BREDEWEG, NICOLE	PAYROLL	2,022.32
10/24/2025	DD7668(A)	BROWN, ANTHONY	PAYROLL	1,352.87
10/24/2025	DD7669(A)	CUMMINS, RYAN	PAYROLL	3,392.35
10/24/2025	DD7670(A)	GIBSON, MICHELLE	PAYROLL	1,544.41
10/24/2025	DD7671(A)	HERBERT, SCOTT	PAYROLL	2,441.00
10/24/2025	DD7672(A)	KERRIDGE, ADAM	PAYROLL	2,381.18
10/24/2025	DD7673(A)	LIVINGSTON, JOHN	PAYROLL	659.00
10/24/2025	DD7674(A)	MACK, ELLIS	PAYROLL	1,487.00
10/24/2025	DD7675(A)	MARTIN, DANNY	PAYROLL	754.65
10/24/2025	DD7676(A)	MITCHELL, JACE	PAYROLL	1,029.28
10/24/2025	DD7677(A)	MOORE, GRAYSON	PAYROLL	2,410.21
10/24/2025	DD7678(A)	WILLIAMS, SARA	PAYROLL	1,831.11

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Check Date	Check	Vendor Name	Description	Amount
10/24/2025	DD7679(A)	WOLTERS, JAMIE	PAYROLL	2,184.14
10/24/2025	EFT1981(E)	ALERUS	PAYROLL	3,389.99
10/24/2025	EFT1982(E)	HEALTH EQUITY	PAYROLL	705.00
10/24/2025	EFT1983(E)	MERS HYBRID	PAYROLL	2,203.38
10/24/2025	EFT1984(E)	FEDERAL TAX DEPOSIT	PAYROLL	8,218.59
10/24/2025	EFT1985(E)	MERS	PAYROLL	5,040.03
10/24/2025	EFT1986(E)	MI DEPT OF TREASURY	PAYROLL	2,558.86
10/27/2025	20480	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 10/06 - 10/22	14,010.18
10/28/2025	1(S)	SHELL	MAY '25 STATEMENT BALANCE	0.00
10/28/2025	6263(A)	ALCOGARE LLC	DIGITIZE HISTORY - PHASE 1	6,076.50
10/28/2025	6264(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 10/06 - 10/22	22,527.18
10/28/2025	6265(A)	COMCAST	10/28 - 11/27 INTERNET SERVICE	358.30
10/28/2025	6266(A)	ETNA SUPPLY	STREET SWEEPER PARTS	210.00
10/28/2025	6267(A)	FAHEY SCHULTZ BURZYCH RHODES	SEP '25 2023 STR LEGAL ISSUES/TASK FORCE	12,710.56
10/28/2025	6268(A)	FLEIS & VANDENBRINK ENGINEERING INC	08/24 - 09/27 ENGINEERING FEES - MT. BAL	6,969.60
10/28/2025	6269(A)	GIVE 'EM A BRAKE	BARRICADES AND ROAD CLOSED SIGN	2,505.00
10/28/2025	6270(A)	HORIZON COMMUNITY PLANNER	PLANNING AND HDC SERVICES	7,522.82
10/28/2025	6271(A)	KENDALL ELECTRIC INC	PARKS STOCK	272.75
10/28/2025	6272(A)	LANDSCAPE DESIGN SERVICES INC	ROSE GARDEN MAINTENANCE	824.00
10/28/2025	6273(A)	MACATAWA BANK	ROAD BOND PAYMENT	321,063.00
10/28/2025	6274(A)	MC NALLY ELEVATOR COMPANY INC	ELEVATOR SERVICE	10,215.00
10/28/2025	6275(A)	OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES COLLECTION 10/06 - 10/22	12,746.47
10/28/2025	6276(A)	SPECTRUM PRINTERS INC	ELECTION MATERIALS	26.10
10/28/2025	6277(A)	STANDARD INSURANCE COMPANY	NOV '25 INSURANCE	455.31
10/28/2025	6278(A)	STREAMLINE DESIGN.COM LLC	OB - NO DUMPING / NO TRESPASSING	360.00
10/28/2025	6279(A)	TRUCK & TRAILER SPECIALTIES	PINS	84.34
10/28/2025	6280(E)	FIRST BANK CARD	08/27 - 09/25 STATEMENT BALANCE	5,657.39
10/28/2025	6281(E)	FRONTIER	08/20 - 09/19 SERVICE - OVAL BEACH	102.24

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CHECK REGISTER FOR CITY OF SAUGATUCK
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Check Date	Check	Vendor Name	Description	Amount
10/28/2025	6282(E)	MERS	OCT '25 RETIREMENT	4,500.00
10/28/2025	6283(E)	MICHIGAN GAS UTILITIES	08/24 - 09/22 SERVICE - 102 BUTLER	39.92
10/28/2025	6284(E)	MICHIGAN GAS UTILITIES	08/25 - 09/22 SERVICE - 345 BUTLER	51.53
10/28/2025	6285(E)	MICHIGAN GAS UTILITIES	08/26 - 09/23 SERVICE - 3338 BLUE STAR	44.25
10/28/2025	6286(E)	NET2PHONE INC	OCT '25 PHONE SERVICE	233.24
10/28/2025	6287(E)	REPUBLIC SERVICES	2025-09 PICKUP SERVICE - BLUE STAR	480.00
10/28/2025	6288(E)	VALLEY CITY LINEN INC	SHOP TOWELS	257.33
10/31/2025	6308(E)	CONSUMERS ENERGY	SEP '25 SERVICE	4,072.90
10/31/2025	6309(E)	FRONTIER	10/03 - 11/02 SERVICE	187.60
10/31/2025	6310(E)	RICOH USA INC	10/26 - 11/25 COPIER LEASE	127.97
10/31/2025	6311(E)	RICOH USA INC	10/26 - 11/25 COPIER LEASE	35.27
Total of 122 Checks:				904,322.81
Less 0 Void Checks:				0.00
Total of 122 Disbursements:				904,322.81



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: November 10, 2025

SUBJECT: Park Rules

DESCRIPTION:

Chapter 95 of the City Code establishes certain regulations related to parks and recreation such as injury to park property, intoxicating beverages, waste containers, ball games, and motorized vehicles. They can be viewed here:

https://codelibrary.amlegal.com/codes/saugatuck/latest/saugatuck_mi/0-0-0-2661

Several other ordinances also apply to conduct within City parks. In cases where there isn't an established ordinance, the City Code provides that:

§ 95.06 ADDITIONAL RULES.

The City Manager is hereby empowered to make such rules and regulations, subject to the approval of the City Council, pertaining to the conduct and use of parks and public grounds as are necessary to administer the same and to protect public property and the safety, health, morals and welfare of the public, and no person shall fail to comply with the rules and regulations.

Staff have observed that there are rules posted at Mt. Baldhead Park, Oval Beach and Saugatuck Harbor Natural Area. However, the rules are not formally approved by the City Council. There have also been additional questions about whether overnight sleeping is permitted in City parks.

Attached is a draft set of park rules that would make the posted rules more formal and enforceable. The draft also contains a general prohibition on overnight sleeping or camping in any park, natural area, beach, or associated parking area.

Workshop Discussion

At the October 21 workshop, City Council expressed interest in possibly extending the park closure time for Oval Beach, allowing dogs on the beach outside of the busier beach season, and having a formal closure time for the playground at Village Square.

The rules have been updated to:

- Only prohibit dogs at Oval Beach from Memorial Day weekend through September 30.
 - It is of note that the City Code requires dogs to be on a leash:
 - § 91.02 RUNNING AT LARGE.
No person shall permit any domestic animal, or any goose, chicken or other fowl, to run or be at large upon public streets, lanes, alleys, vacant lots or other open or public places, nor upon any private premises other than the premises of the owner or custodian of the domestic animal or fowl, without the consent of the owner or occupant of the private premises; provided, however, that any such domestic animal may be led about outside the premises of the owner thereof on a suitable leash in the immediate control of a competent person.
 - The Sheriff's Office advised in the last few years they haven't had running dog issues at Oval Beach.
- Close the Village Square playground at 10:00p.
- Add rules to the Saugatuck Wilds list to reflect the posted rules which also include no hunting or trapping and leashed dogs being welcome.
 - While the City has ordinances requiring dogs to be leashed and prohibiting hunting in city parks, this property is in the Township, and our ordinances are not applicable in the Township. As a result, they should be specifically listed.

The draft shows Oval Beach continuing to close at 10:00p. The Public Works Superintendent provided the following insights, and staff recommends keeping the current closure time:

Managing and staffing the beach has been one of our biggest challenges in recent years. Our Oval Beach Manager already works long hours, including holidays and weekends, to keep operations running smoothly. The Public Works team has been actively looking for ways to reduce that strain and support our staff. Extending hours would work against those efforts. Later hours also raise concerns about cash handling, increased alcohol/substance abuse, and safety for our younger employees working in the dark. In addition, clearing the park after closing can take time, often keeping staff on site well past their usual shift end, even when they're scheduled to return early the next morning. I hope these points will be considered when making a decision.

Tabled

At the October 27 regular meeting, City Council tabled this item until November 10. The Public Works Superintendent will be at the meeting to discuss closing procedures and answer questions about the staff recommendation.

BUDGET ACTION REQUIRED:

N/A

LEGAL REVIEW:

Legal has been consulted. Legal will be at your meeting to answer any questions.

SAMPLE MOTION:

Motion to approve the park rules as presented.

Policy/Procedure: Park Rules

Date Adopted or Implemented: 11-10-2025

Revision Date: N/A

Resolution Number (if applicable): N/A

CITY OF SAUGATUCK

Purpose

The purpose of this policy is to establish rules governing the use of City of Saugatuck parks and public recreation areas to ensure the safety, enjoyment, and preservation of public property for residents and visitors.

Authority

Pursuant to § 95.06 of the City Code, the City Manager may establish additional park rules and regulations, subject to City Council approval, as necessary to ensure the safety, health, and welfare of the public and the proper management of City park properties.

General Park Rules

- No overnight sleeping or camping in any park, natural area, beach, or associated public parking area.
- The City Manager may restrict access or close any park or portion thereof when necessary for maintenance, habitat preservation, construction, safety, or public welfare. Entry into restricted or closed areas is prohibited.

Additional Park Specific Rules

Mt. Baldhead Park

- Park closes at 10:00 p.m.
- Stay on stairs and trails
- No dogs

Oval Beach and Saugatuck Harbor Natural Area

- Open 8:00 a.m. – 10:00 p.m.
- No dogs
 - From Memorial Day Weekend – September 30
- No fires
- No personal grilling
- No smoking
- No nudity
- Stay off dune grass
- Stay on trails

Saugatuck Wilds Nature Preserve

- Stay on trails
- No horses, bicycles, or motorized traffic

- Do not pick plants without permission
- No hunting or trapping
- Do not remove, collect, or harass wildlife
- Leashed dogs welcome

Village Square

- Playground closes at 10:00 p.m.

Additional Park Regulation

These rules do not encompass all park related regulations. For example, other regulations such as possession or consumption of alcohol, skateboarding, injury to park property, noise, fireworks, trash deposits in waste containers, ball game restrictions, hawking/peddling, hunting, Oval Beach parking passes, and motorized vehicle location and operation are currently established in the City Code of Ordinances.

Enforcement

Violation of this policy or any applicable City ordinance may result in:

- Removal from the park or public grounds; and/or
- Additional penalties as provided under City ordinance or State law.

Temporary Waivers

The City Council may, by motion or resolution, temporarily waive park rules for a designated period or special event.

Saugatuck Public Schools Community Recreation Directors Report October, 2025

Current Advisory Board Members:

Anthony Grech – SPS Administrator
Andy Diaz – SPS Coaching Staff
Kelly Roche – City of Saugatuck
Neil Seabert – City of Douglas
Ashley Little Rea – Saugatuck Twp.
TBA– Laketown Twp.

Spring / Summer 2025

Little League (March – June): DES Gym, Beery Field, Shultz Park, SHS Softball Field and DES High School Field

- Start Smart – 14 participants
- Tee Ball - 43
- Girls Minor 1 =30 participants
- Girls Minor 2=14 participants
- Girls Majors = 13 participants
- Girls Middle School= 4 participants (Holland Rec)
- Boys Minor 1 = 27 participants
- Boys Minor 2 = 24 participants
- Boys Majors = 21 participants
- Boys Middle School = 23 participants
- Total 213

Summer Youth SHS Sports Camps (June- August): SHS Gym & SHS Stadium

- Boys Basketball = 23 participants
- Girls Basketball = 20 participants
- Track = 71 participants
- Soccer = Youth Camp 59 participants
- Volleyball = Youth Camp 29 participants
- Football = 30
- Total = 232

Swimming Lessons (June-August): Safe Harbor Tower Marina

- Kerri Prince Instructor
- Three Levels/Three Sessions
- Session 1 = 16 participants
- Session 2 = 17 participants
- Session 3 = 14 participants
- Total = 44

Tennis Lessons (July): SHS Tennis Courts

- Three Levels/One Session = 26 participants
- Instructors Julie Sowa, Karris Moerler and Kip Klinge

SMS Summer Volleyball (July & August): SMS Gym

- Girls 7/8 Grade = 20 players
- Lakeshore League with Holland, West Ottawa and Fennville

Lakeshore Track Meet (July): Zeeland Stadium

- Grades 3-8 = 175+ Regional athletes
- Saugatuck = 18 participants

Adult Outdoor Fitness Classes (June-August): Beery Field

- Adults = 25 participants
- Free classes sponsored by Blue Star Gym
- Instructor Kathlyn Norman

Pickleball Youth Camp (August): Schultz Park

- Partner with the Saugatuck/Douglas Pickleball Club
- Ages 10 – 14 = 25 participants (with waiting list)

Pickleball (April – November): Schultz Park

- Courts at Schultz Park are still getting a lot of use
- Saugatuck/Douglas Pickleball Club
- Comm Rec helped fund the resurfacing of the courts/ Spring 2023

Fall 2025

Rocket Football (August – October): Beery Field, SHS Softball Field & SHS Stadium

- Flag football plays in our Lakeshore League and Tackle is in the SWM 8 man league.
- Boys K-2 Flag Football = 11 players
- Boys Flag 3/4 = 26 players
- Boys Tackle 5/6 = 13 players
- Total = 50

Soccer (August – October): Schultz Park & SHS Stadium

- Under 6 years old Coed= 37 players
- Under 8 years old Coed = 49 players
- Under 10 years old Girls = 28 players
- Under 10 years old Boys = 22 players
- Under 12 years old Girls = 24 players
- Under 12 years old Boys = 18 players
- Total = 178

- **Cheerleading** (August – October): SHS Stadium
- 3-6 grade = 23 participants
- **Volleyball Grades 5th/6th** (October - November): DES Gym & SHS Gyms
- Girls Play in the Lakeshore Volleyball League
- Grades 5th & 6th = 39 participants

Winter 2025

- **Youth Basketball** (November – February): DES Gym, SMS Gym, SHS Gym
- Start Smart – 12 participants
- K-2 = 61 participants
- 3-4 Girls = 17 participants
- 3-4 Boys = 18 participants
- 5-6 Girls = 17 participants
- 5-6 Boys = 30 participants
- 7-8 Girls = 14 participants
- 7-8 Boys = 20 participants
- Total = 177
- **Hiking Club** (All year): Local hiking trails
- Monday mornings – Frank Lamb = 30+ Participants
- Open Enrollment – FREE
- They have added several more hikes during the week
- **Adult Basketball** (November – March): SHS Gym
- 10 – 25 participants nightly
- Sunday nights
- \$3 per night or \$25 for season for non-residents
- **Ski Club:** (December – March): Timber Ridge Ski Area
- I work with Timber Ridge Ski Resorts to provide discounted rates for skiing and snowboarding
- All ages = 26 participants
- Maybe looking at Bittersweet again for 2026? Still not as good of a value as in the past. Very expensive and inconvenient.
- **Boys High School Volleyball** (November – May): DES Gym & SHS Gym
- Boys 9-12 Grade = 1 team / 11 players
- Third year as a club sport
- Conference Champions 2024

SPS Community Recreation Needs

- Full Size Soccer Field (2 acres)
- Full Size Football Field (2 acres)
- Recreation Center – Indoor Pickleball, Basketball, Soccer, Track etc.

Marketing - How does Community Recreation promote its programs?

- Facebook: Saugatuck Recreation
- Twitter: Saugatuck Recreation
- Instagram: SPS Recreation
- Website: saugatuckps.com (community recreation)
- Saugatuck Recreation Blue Sombrero Online Store.
- Registration forms are sent home with every student at SPS. Registration forms are also located at every SPS office.
- Flyers- Promotional flyers are put up at each school.
- Info is sent out via email to every parent through the bi-weekly DES Newsletter.
- Announcements are made at schools when deadlines are drawing near.
- DES Marquee:
- Using the school alert system, we can notify past participants of upcoming registration deadlines.

Community Updates

- 5 Year Parks and Recreation Plan (complete)
- Saugatuck
- Douglas
- Laketown Twp.
- Saugatuck Twp.
- SPS Athletics

Scholarships (Grant Rogers Burd Fund)

Sport	Gender	Age	Amount
Basketball	Boys/Girls	3-16 years old	\$480.00
10 scholarships out of 177 @\$48			
Little League	Boys/Girls	3-16 years old	\$1248.00
26 scholarships out of 214 @ \$48			
Summer Camps	Boys/Girls	3-16 years old	\$46.00
& Lessons			
2 scholarships out of 257 @\$23			
Soccer	Boys/Girls	3-16 years old	\$192.00
4 scholarships out of 178 @\$48			
Volleyball	Boys/Girls	11-14 years old	\$192.00
4 scholarships out of 70 @\$48			
Swimming Lessons	Boys/Girls	3-16 years old	\$315.00
5 scholarships out of 44 @\$63			
Football	Boys/Girls	3-16 years old	\$126.00
2 scholarships out of 50 @ \$63			
TOTAL			\$2599.00

October 27, 2025

To: Saugatuck City council

I am here to express my deep concern regarding the recent changes to the Chapter 99.5 zoning ordinance and the spirit behind its enforcement. While I understand the city's intent to enforce caps I believe the current penalties and enforcement mechanisms outlined in the revised ordinance are not only disproportionate, but they fail to align with the city's values of fairness, reasonableness, and community well-being.

The consequences outlined in this ordinance do not reflect the true spirit of what Saugatuck stands for—namely, fostering a cooperative, supportive, and fair environment for both its full time and part time residents. The penalty of an immediate suspension for a clerical error is excessive, harsh and severe and fails to consider the fact these rental owners have been good law abiding citizens without ever an issue for over a decade.

It is my firm belief that a more thoughtful and balanced approach would be more in line with both the letter and the spirit of the law, preventing undue hardship while still achieving the intended goals of the ordinance. I see current political campaigns throughout our city using the word reasonable, what is reasonable about a death sentence for an administration error? When asking other tourist towns such as Traverse City about their policies and sharing with them the consequences we are facing the first thing out of his mouth was “well I can tell you we certainly wouldn’t be throwing the book at them.”

Last week I emailed your director of planning & zoning and asked for a list of all properties that have been revoked or terminated since the amendment and he sent me a list that did NOT include the property we represent that’s in question. So I asked 2nd time and he confirmed. So what is this, a clerical error?? What are your consequences? Termination?

I strongly urge council to reconsider the scale of penalties and take into account a more reasonable set of consequences. The current language is alienating and disproportionately impacting law-abiding citizens and local businesses, and is creating unnecessary tensions between the community and city officials. Rather than resorting to the termination of an existing rental license, I suggest considering alternative strategies, such as fine or 3 strike policies like the rental violations you already have in place.

I would also like to stress that should this issue not be addressed in a fair and balanced manner, we have no choice but to explore all available legal avenues to protect my rights and the rights of others who are affected by this ordinance. However, it is my sincere hope that litigation will not be necessary. I firmly believe that a solution based on dialogue, reason, and compromise is far more in line with the values this council claims to uphold.

I’m not here to undermine the intent of this ordinance, but to ensure that its implementation is just and reasonable for all residents and businesses affected. I ask council to carefully consider the broader implications of these changes and work with the community to ensure that the ordinance reflects a true balance between enforcement and fairness. The punishment does not fit the crime.

I look forward to your response and hope that we can find a solution that respects the rights of all residents while still achieving the intended objectives of the ordinance.

Sincerely,

Kevin Tringali

Bella Vita Vacation Rentals