



CITY COUNCIL MEETING AGENDA

April 14, 2025

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

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

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

NOTICE:

Join online by visiting:

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

Join by phone by dialing:

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

Then enter "Meeting ID":

2698572603

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

rcummins@saugatuckcity.com

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

Please contact Saugatuck City Clerk at 269-857-2603 or jwolters@saugatuckcity.com for further information.

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Mayor's Comments

5. City Manager Comments

6. Agenda Changes (Additions/Deletions)

7. Guest Speakers

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

9. Consent Agenda: (Roll Call) Pg. 7

A. Approval of Workshop Meeting Minutes for April 9, 2025.

B. Additional Historic Marker at Coghlin Park.

C. Arbor Day Proclamation.

D. Fireworks Permit – Independence Day Display.

E. Fireworks Permit – Venetian Festival Display.

F. Temporarily Designate Scott Herbert to act as City Manager while City Manager is on Honeymoon from May 2-11.

10. Staff Reports, Boards, Commissions & Committees: Pg.20

A. Staff Reports:

1. City Manager

2. Treasurer

3. Clerk

4. Planning and Zoning

5. Department of Public Works

6. Police

7. Engineer

B. Boards, Commissions & Committees:

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

11. Approval of Accounts Payable: (Roll Call) Pg.38

- A.** Accounts Payable in the amount of \$123

12. Public Hearings

13. Unfinished Business

14. New Business: Pg. 45

- A.** Ordinance No. 250414 – A: Short-Term Rental Licensing Ordinance Amendment.
- B.** Resolution No. 250414 – A: A Resolution Formally Recognizing the Recommendations of the Tri-Community Wildlife Committee.
- C.** Maple Street Agreement.
- D.** Sewer Capacity Lease Agreement.
- E.** Design Engineering services for Maple Street Improvements.
- F.** Renaming Old Airport Property.

15. Public Comments (Limit 3 minutes)

16. Correspondence:

17. Council Comments

18. Adjourn (Voice Vote)



CITY COUNCIL WORKSHOP MEETING MINUTES- *proposed* **April 9, 2025**

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

Call to Order:

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

Attendance:

Present: Mayor Anderson and Councilmembers Clark, Dean and Muncey.

Absent: Pro-Tem Stanton, Councilmember Gardner and Councilmember Peterson.

Motion by Clark, second by Dean to excuse councilmembers Stanton, Gardner, and Peterson from today's meeting. Via voice vote, motion carried 4-0.

Others Present: City Manager Cummins, DPW Superintendent Herbert, Zoning Director Thompson, Treasurer Bredeweg, Deputy Clerk Williams and Attorney Witte.

Agenda Changes: None.

Public Comment on Agenda Items Only:

Kathleen Quick commented on item #6d.

Kyle Ritsema commented on item #6h.

Approval of Minutes:

Regular City Council Meeting Minutes – March 24, 2025:

Motion by Muncey, second by Clark to approve the minutes from our city council regular meeting on March 24, 2025. Via voice vote, motion carried 4-0.

Discussion Items:

Tri-Community Wildlife Committee Recommendations:

Councilmember Dean thanked the mayor, city manager, and DNR representatives Don and Mike for their contributions to the Tri-Community Task Force on deer management. Dean recognized fellow City of Saugatuck committee members Keith Walker and David Ignasiak for their service.

The main recommendation from the Task Force is to align Saugatuck's ordinance with state regulations by allowing archery hunting on private property during the regular deer season. This would require an ordinance change, particularly revising the current ban on discharging any weapons—including bows

and arrows—within city limits. Dean emphasized that safeguards would remain in place to protect public safety and prevent nuisances. He also mentioned future discussions around allowing organized hunts or professional culling on city property, which would involve more planning. He noted that the current deer population is unusually unafraid of humans and is damaging the ecosystem, necessitating human-led population control due to the loss of natural predators. A sample resolution was presented for consideration. The council discussed.

Additional Historic Marker at Coghlin Park:

Dr. Eric Gollanek provided an update on the placement of historical markers in Saugatuck. After receiving prior approval from the council in fall 2024, two markers are scheduled to be installed in spring/summer 2025—one at Village Square and one at the West Side Ferry Landing. He proposed a third marker in partnership with the Saugatuck Center for the Arts and the History Center. This marker would highlight the history of the Pie Factory building, the Saugatuck Center for the Arts, the Mason Street Theater, and the Blue Tempo jazz bar (a 1960s–70s venue near today's SCA). The recommended location is the northeast corner of Coughlin Park, near the main sidewalk. This spot would also allow for the removal and replacement of a worn, outdated interpretive sign currently there. He included photos in the council packet and offered to send more, requesting council approval for the new marker's installation at that site. The council discussed.

Recommendation for Renaming Old Airport Property:

DPW Superintendent Scott Herbert provided an update on the effort to rename the airport property, a project initiated during the January strategic planning session. The Parks and Public Works Committee was tasked with generating name ideas. A public survey was conducted from March 11–25 via SurveyMonkey, the city's Facebook page, and through the local school, resulting in 98 responses. The committee reviewed the results at their March meeting and compiled a shortlist of name options, which was included in the council packet.

The top choice was "Saugatuck Wilds Nature Preserve."

Other suggestions included:

- Saugatuck Wilds
- Saugatuck Nature Preserve
- Saugatuck Flyway Preserve (honoring the original park concept)
- Saugatuck Whispering Woods
- Saugatuck Sanctuary
- Saugatuck Woods

Herbert welcomed the council feedback on the list and the council discussed it.

Short-Term Rental Licensing Ordinance Amendment:

City Manager Cummins reviewed the status of implementing the Short-Term Rental (STR) Task Force recommendations and the enforcement plan, which were presented at the March 5 workshop. Legal also reported on ownership transfers, late applications, and appeals. In response to council feedback, draft ordinance changes were prepared. Key proposed changes include late applications, grandfathering transfers, ownership documentation, limited ownership documentation, limited ownership transfers and restrictions. The council discussed.

Revenue/Expenses through 3rd Quarter:

Treasurer Nicole Bredeweg provided a financial update, noting that the city is tracking well three-quarters of the way through the fiscal year. She highlighted key items from recent budget activity and amendments.

End of 3rd Quarter Investment Status Report:

Treasurer Nicole Bredeweg reported that the city's investment portfolio currently totals \$1.811 million, distributed across several funds: the General Fund, Major and Local Streets, Water & Sewer Fund, and Motor Pool.

Purchase of Water Filled Barricades:

City Manager Cummins briefed the council on recent discussions and planning efforts regarding parade safety for the upcoming season. Following a meeting with the fire department, sheriff department, and city staff, a key recommendation emerged: to purchase water-filled barricades to enhance pedestrian safety during parades. The council discussed.

No Wake and Watercraft Controls Survey for Kalamazoo Lake:

Cummins updated council on the proposal to make all of Kalamazoo Lake a "slow no wake" zone. After gathering feedback from public safety, DNR, marinas, and the Harbor Authority, the next step is a Tri-Community survey. The survey will gauge support for a full no wake zone and alternative ideas like size-based restrictions, expanding no wake areas, or limiting tubing. Douglas is drafting the survey, and Cummins invited council feedback before it goes out. The council discussed.

Public Comments:

Kathleen Quick commented on short-term rentals.

Correspondence: None.

Council Comments:

- Councilmember Clark did not have a comment.
- Councilmember Muncey welcomed Sunday Drive, a new business in town. He mentioned that on Sunday, the show will feature Daniel DeFranco, the township manager, and Lisa, the city manager from Douglas. Muncey also mentioned wanting to have the city manager on the show soon.
- Councilmember Dean thanked the DNR for coming in to brief the council.

City Manager Cummins updated the council on the Maple Street project, mentioning that they are ready to move forward with design engineering and finalizing cost-sharing details with the township. They've been working on agreements for the water main, one lane of road, and sewer repairs, as well as sharing sewer capacity to meet the township's needs. After some delays, they are now ready to present the agreements, including a memo from legal counsel, for council review on Monday. Engineers are urging timely action to ensure the project can be completed next year, with enough time to bid and secure contractors.

Adjournment:

Motion by Dean, second by Muncey to adjourn the meeting. Upon voice vote, motion carried 4-0. Mayor Anderson adjourned the meeting at 5:57 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: April 14, 2025

SUBJECT: Additional Historic Marker at Coghlin Park

DESCRIPTION:

For the last few years, the Saugatuck Douglas History Center (SDHC) has been working on a Historical Marker Project. The historical markers have been a huge success with high quality historical information being provided at various sites throughout the Tri-Community.

Last fall, the City Council and Historic District Commission approved new markers at Village Square and the west Chain Ferry landing. SDHC is requesting approval to install an additional historical marker at Coghlin Park. The SDHC advised the marker will share the history of the Pie Factory site. It will also interpret the history of the Blue Tempo jazz club (once located across from Lake St from the SCA) which was a significant LGBTQIA+ site from 1960-1975.

The SDHC has talked with the Saugatuck Center for the Arts (SCA) about removing the existing panel sign and placing the marker in its location. The SCA staff are supportive.

The markers will be the same design, size, and material as previous markers. Attached are details provided by the SDHC.

The DPW Superintendent reviewed and has no major concerns. He noted they may need to re-route irrigation if the sign is too obstructive.

BOARD/COMMISSION REVIEW:

Details will be reviewed with the Parks and Public Works Committee.

The Historic District Commission will need to approve.

BUDGET ACTION:

None. The History Center covers the cost of the project.

LEGAL REVIEW:

N/A at this time.

SAMPLE MOTION:

Motion to approve the additional historic marker installation at Coghlin Park contingent upon Historic District Commission approval and final location details being approved by staff.



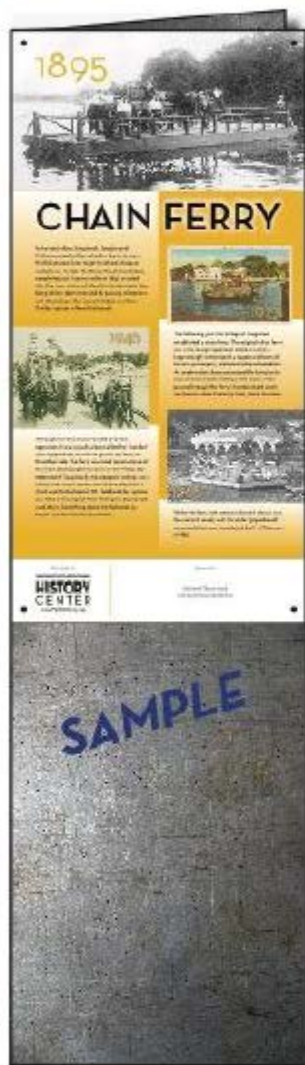
HISTORY LIVES HERE HISTORICAL MARKER PROJECT

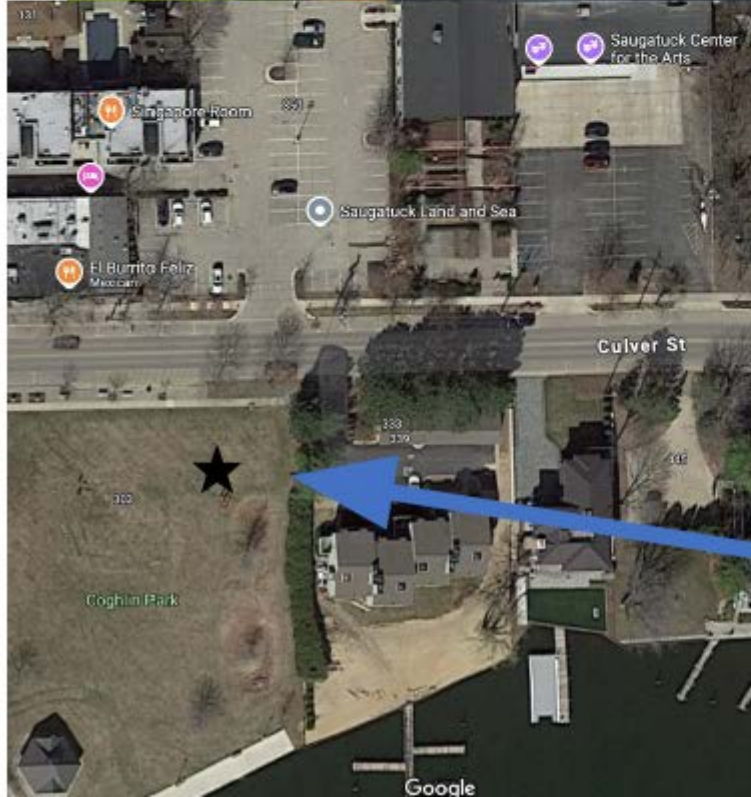
The Saugatuck-Douglas History Center is launching a new historical marker program, placing permanent interpretive markers across Saugatuck-Douglas in the spring of 2022.

From logging to ship building to the Big Pavilion, each seven-foot tall steel marker will be erected on the spot where history happened. Rich in images and interpretive content, the markers will engage residents and visitors alike.

- V-shape design to minimize footprint, maximize area site lines, withstand wind, and allow ease of clean out by grounds crew.*
- Concrete base with bolt-on structure for easy ground crew mowing/trimming, and ease of replacement in future years.
- Two affixed history graphic panels on the two outer walls, 24" wide by 48" high, 35" off the ground for ease of reading.

*design and placement input provided by City Manager and DPS/DPW





**Coghlin Park
marker site**



City Council Agenda Item Report

FROM: Sara Williams, Deputy Clerk
MEETING DATE: April 14, 2025
SUBJECT: Proclamation No. 250414-P1 – Arbor Day

DESCRIPTION:

As part of the Tree City USA requirements for certification, the City of Saugatuck must publicly proclaim and celebrate Arbor Day. By passing a proclamation for Arbor Day and celebrating the holiday, city officials and the community are displaying their support for the community tree program. The City of Saugatuck will proclaim April 25, 2024, as Arbor Day; a tree planting ceremony on Arbor Day with the location to be determined by the Department of Public Works.

BUDGET ACTION REQUIRED: N/A

COMMITTEE/COMMISSION REVIEW: N/A

LEGAL REVIEW: N/A

SAMPLE MOTION:

Move to **approve/deny** Proclamation No. 250414-P1 as presented.

Arbor Day Proclamation

- Whereas,** In 1872, the Nebraska Board of Agriculture set aside a special day for the planting of trees, and
- Whereas,** this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and
- Whereas,** Arbor Day is now observed throughout the nation and the world, and
- Whereas,** trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and
- Whereas,** trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and
- Whereas,** trees in our community increase property values, enhance the economic vitality of business areas, and beautify our community, and
- Whereas,** trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, Therefore, I, Holly Anderson, Mayor of the City of
Saugatuck, do hereby proclaim
April 25, 2025, as



Arbor Day

In the City of Saugatuck, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this 14th day of April, 2025

Mayor



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: April 14, 2025

SUBJECT: Fireworks Permit – Independence Day Display

DESCRIPTION:

The Saugatuck-Douglas Convention and Visitors Bureau has submitted a request for Council to approve a fireworks display permit for July 5.

The City Code requires Council approval:

§ 92.07 FIREWORKS DISPLAY.

A permit from the City Council is required for the possession, use, or discharge of display fireworks, articles pyrotechnic or special effects (collectively for purposes of this subchapter hereinafter "display fireworks") for public or private display within the city on terms and in a manner consistent with the Act. The storage of fireworks shall be prohibited in the city except in compliance with the Act. All permits shall be subject to compliance with this subchapter and the Act. In the event of any conflict between this subchapter and the Act, the more stringent provision shall control.

A safety meeting is being scheduled. Approval of the overall event is also forthcoming to the Council.

BUDGET ACTION:

None.

LEGAL REVIEW:

Legal will be at your meeting for any questions.

SAMPLE MOTION:

Motion to approve a permit for fireworks display on July 5 with a rain date of July 6, contingent upon a safety meeting and all conditions of the safety meeting being followed.

2025 Application for Fireworks Other Than Consumer or Low Impact

FOR USE BY LEGISLATIVE BODY
OF CITY, VILLAGE OR TOWNSHIP
BOARD ONLY

DATE PERMIT(S) EXPIRE:

Authority: 2011 PA 256

The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, marital status, disability, or political beliefs. If you need assistance with ready, writing, hearing, etc. under the Americans with Disabilities Act, you may make you needs known to this Legislative Body of City, Village or Township Board.

TYPE OF PERMIT(S) (Select all applicable boxes)

- ☐ Agricultural or Wildlife Fireworks ☐ Articles Pyrotechnic ☒ Display Fireworks
- ☒ Public Display ☐ Private Display ☐ Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes

NAME OF APPLICANT Saugatuck Douglas Area CVB		ADDRESS OF APPLICANT P.O Box 28, Saugatuck, MI 49453		AGE OF APPLICANT 18 YEARS OR OLDER ☒ YES ☐ NO
NAME OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER		ADDRESS OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER		
IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)		ADDRESS (MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)		TELEPHONE NUMBER
NAME OF PYROTECHNIC OPERATOR Great Lakes Fireworks, LLC		ADDRESS OF PYROTECHNIC OPERATOR 3275 W. M-76, PO Box 276 West Branch, MI 48661		AGE OF PYROTECHNIC OPERATOR 18 YEARS OR OLDER ☒ YES ☐ NO
NO. YEARS EXPERIENCE 20+	NO. DISPLAYS 500+	WHERE Throughout Michigan		
NAME OF ASSISTANT TBD		ADDRESS OF ASSISTANT TBD		AGE OF ASSISTANT 18 YEARS OR OLDER ☒ YES ☐ NO
NAME OF OTHER ASSISTANT TBD		ADDRESS OF OTHER ASSISTANT TBD		AGE OF OTHER ASSISTANT 18 YEARS OR OLDER ☒ YES ☐ NO
EXACT LOCATION OF PROPOSED DISPLAY Loading of Barge, Safe Harbor Marina 216 St. Peters Dr.				
DATE OF PROPOSED DISPLAY July 5th, 2025 (Rain: July 6th, 2025)		TIME OF PROPOSED DISPLAY Approx. 10:00 PM		
MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT Stored at Federally Licensed Facility Until Date of Display				
AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOVERNMENT) \$5,000,000		NAME OF BONDING CORPORATION OR INSURANCE COMPANY Britton Gallagher		
ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY One Cleveland Center, 1375 E. 9th St. 30th Floor, Cleveland OH 44114				
NUMBER OF FIREWORKS		KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed)		
Approx. 450		3" Shells		
Approx. 180		4" Shells		
Approx. 50		5" Shells		
Approx. 10		Various Barrage Cakes 3" & Smaller		
SIGNATURE OF APPLICANT				DATE

2025 Permit for Fireworks Other Than Consumer or Low Impact

Authority: 2011 PA 256	The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc. under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.
------------------------	---

This permit is not transferable. Possession of this permit authorizes the herein named person to possess, transport and display fireworks in the amounts, for the purpose of an at the place listed below only through permit expiration date.

TYPE OF PERMIT(S) (Select all applicable boxes) ☐ Agricultural or Wildlife Fireworks ☐ Articles Pyrotechnic ☒ Display Fireworks ☒ Public Display ☐ Private Display ☐ Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes	FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY. PERMIT(S) EXPIRATION DATE (ENTER DATE OF EXPIRATION)
NAME OF PERSON PERMIT ISSUED TO Saugatuck Douglas Area CVB	AGE (18 YEARS OR OLDER) ☒ YES ☐ NO
ADDRESS OF PERSON PERMIT ISSUED TO P.O Box 28, Saugatuck, MI 49453	
NAME OF ORGANIZATION, GROUP, FIRM OR CORPORATION	
ADDRESS	
NUMBER AND TYPES OF FIREWORKS (Please attach additional pages if necessary) Approx. 450 3" Shells Approx. 180 4" Shells Approx. 50 5" Shells Approx. 10 Various Barrage Cakes 3" & Smaller	
EXACT LOCATION OF DISPLAY OR USE Loading of Barge, Safe Harbor Marina 216 St. Peters Dr.	
CITY, VILLAGE, TOWNSHIP City of Saugatuck	DATE July 5th, 2025 (Rain: July 6th, 2025)
BOND OF INSURANCE FILED Yes	TIME Approx. 10:00 PM
AMOUNT \$5,000,000	

Issued by action of the Legislative Body of a ☐ City ☐ Village ☐ Township of _____ on the _____ day of _____, 2025. (Signature and Title of Legislative Body Representative)

THIS FORM IS VALID UNTIL THE DATE OF EXPIRATION OF PERMIT



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: April 14, 2025

SUBJECT: Fireworks Permit – Venetian Festival Display

DESCRIPTION:

The Saugatuck-Douglas Convention and Visitors Bureau has submitted a request for Council to approve a fireworks display permit during the Venetian Festival.

The City Code requires Council approval:

§ 92.07 FIREWORKS DISPLAY.

A permit from the City Council is required for the possession, use, or discharge of display fireworks, articles pyrotechnic or special effects (collectively for purposes of this subchapter hereinafter "display fireworks") for public or private display within the city on terms and in a manner consistent with the Act. The storage of fireworks shall be prohibited in the city except in compliance with the Act. All permits shall be subject to compliance with this subchapter and the Act. In the event of any conflict between this subchapter and the Act, the more stringent provision shall control.

A safety meeting is being scheduled. Approval of the overall event is also forthcoming to the Council.

BUDGET ACTION:

None.

LEGAL REVIEW:

Legal will be at your meeting for any questions.

SAMPLE MOTION:

Motion to approve a permit for fireworks display on July 26 with a rain date of July 27, contingent upon a safety meeting and all conditions of the safety meeting being followed.

2025 Application for Fireworks Other Than Consumer or Low Impact

FOR USE BY LEGISLATIVE BODY
OF CITY, VILLAGE OR TOWNSHIP
BOARD ONLY

DATE PERMIT(S) EXPIRE:

Authority: 2011 PA 256

The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, marital status, disability, or political beliefs. If you need assistance with ready, writing, hearing, etc. under the Americans with Disabilities Act, you may make you needs known to this Legislative Body of City, Village or Township Board.

TYPE OF PERMIT(S) (Select all applicable boxes)

- ☐ Agricultural or Wildlife Fireworks ☐ Articles Pyrotechnic ☒ Display Fireworks
- ☒ Public Display ☐ Private Display ☐ Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes

NAME OF APPLICANT Saugatuck Douglas Area CVB		ADDRESS OF APPLICANT P.O Box 28, Saugatuck, MI 49453		AGE OF APPLICANT 18 YEARS OR OLDER ☒ YES ☐ NO
NAME OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER		ADDRESS OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER		
IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)		ADDRESS (MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)		TELEPHONE NUMBER
NAME OF PYROTECHNIC OPERATOR Great Lakes Fireworks, LLC		ADDRESS OF PYROTECHNIC OPERATOR 3275 W. M-76, PO Box 276 West Branch, MI 48661		AGE OF PYROTECHNIC OPERATOR 18 YEARS OR OLDER ☒ YES ☐ NO
NO. YEARS EXPERIENCE 20+	NO. DISPLAYS 500+	WHERE Throughout Michigan		
NAME OF ASSISTANT TBD		ADDRESS OF ASSISTANT TBD		AGE OF ASSISTANT 18 YEARS OR OLDER ☒ YES ☐ NO
NAME OF OTHER ASSISTANT TBD		ADDRESS OF OTHER ASSISTANT TBD		AGE OF OTHER ASSISTANT 18 YEARS OR OLDER ☒ YES ☐ NO
EXACT LOCATION OF PROPOSED DISPLAY Loading of Barge, Safe Harbor Marina 216 St. Peters Dr.				
DATE OF PROPOSED DISPLAY July 26th, 2025 (Rain: July 27th, 2025)		TIME OF PROPOSED DISPLAY Approx. 10:00 PM		
MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT Stored at Federally Licensed Facility Until Date of Display				
AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOVERNMENT) \$5,000,000		NAME OF BONDING CORPORATION OR INSURANCE COMPANY Britton Gallagher		
ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY One Cleveland Center, 1375 E. 9th St. 30th Floor, Cleveland OH 44114				
NUMBER OF FIREWORKS		KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed)		
Approx. 450		3" Shells		
Approx. 180		4" Shells		
Approx. 50		5" Shells		
Approx. 10		Various Barrage Cakes 3" & Smaller		
SIGNATURE OF APPLICANT				DATE

2025 Permit for Fireworks Other Than Consumer or Low Impact

Authority: 2011 PA 256	The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc. under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.
------------------------	---

This permit is not transferable. Possession of this permit authorizes the herein named person to possess, transport and display fireworks in the amounts, for the purpose of an at the place listed below only through permit expiration date.

TYPE OF PERMIT(S) (Select all applicable boxes) ☐ Agricultural or Wildlife Fireworks ☐ Articles Pyrotechnic ☒ Display Fireworks ☒ Public Display ☐ Private Display ☐ Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes		FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY. PERMIT(S) EXPIRATION DATE (ENTER DATE OF EXPIRATION)
NAME OF PERSON PERMIT ISSUED TO Saugatuck Douglas Area CVB		AGE (18 YEARS OR OLDER) ☒ YES ☐ NO
ADDRESS OF PERSON PERMIT ISSUED TO P.O Box 28, Saugatuck, MI 49453		
NAME OF ORGANIZATION, GROUP, FIRM OR CORPORATION		
ADDRESS		
NUMBER AND TYPES OF FIREWORKS (Please attach additional pages if necessary) Approx. 450 3" Shells Approx. 180 4" Shells Approx. 50 5" Shells Approx. 10 Various Barrage Cakes 3" & Smaller		
EXACT LOCATION OF DISPLAY OR USE Loading of Barge, Safe Harbor Marina 216 St. Peters Dr.		
CITY, VILLAGE, TOWNSHIP Douglas	DATE July 26th, 2025 (Rain: July 27th, 2025)	TIME Approx. 10:00 PM
BOND OF INSURANCE FILED Yes		AMOUNT \$5,000,000

Issued by action of the Legislative Body of a ☐ City ☐ Village ☐ Township of _____ on the _____ day of _____, 2025. (Signature and Title of Legislative Body Representative)	
---	--

THIS FORM IS VALID UNTIL THE DATE OF EXPIRATION OF PERMIT



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: April 14, 2025

SUBJECT: Temporarily Designate Scott Herbert to act as City Manager while City Manager is on Honeymoon

DESCRIPTION:

I will be on paid time off, on my honeymoon and out of the country from May 2 – May 11. While I anticipate having some cell and Wi-Fi access, there will be certain periods where I am unavailable. In accordance with Section 6.2(A) of the Charter and my employment agreement, I am requesting that City Council temporarily designate Scott Herbert to act as City Manager while I am out of the country. I will also be providing the Mayor with my travel itinerary and hotel locations as an alternative means to contact me in case of an emergency.

LEGAL REVIEW:

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

SAMPLE MOTION:

Motion to temporarily designate Scott Herbert to act as City Manager while the City Manager is out of the country on his honeymoon from May 2 – May 11.



City Manager Report

April 14, 2025

Natural Gas Outage

- As of the writing of this report, the gas outage continues. There has been great progress on repairs and Michigan Gas has a plan in place to safely restore service by zones.
- Michigan Gas has over 200 crews from all over Michigan, Illinois, Wisconsin and Minnesota who are working on this.
- The process to restore service is being done in 3 phases.
 - Phase one is repairs to TC Energy's transmission pipeline.
 - Phase two is turning off natural gas meters at every customer's home or business.
 - Phase three is turning the gas service back on at each customer's meter and relighting their natural gas appliances.
 - While each phase is separate, crews will be working on different phases at the same time.
- Once repairs to the pipeline are complete, Michigan Gas will begin restoring natural gas to the system and go to each customer's home and business to restore service at the meter. Crews will also relight pilot lights on customer's natural gas appliances to ensure they are working safely.
- We will continue to share updates with the media and via Facebook and email blasts.
- I am very grateful for the collaboration and patience everyone has shown. It's inspiring to see the community come together to help support each other.

Hydrant Flushing

- KLSWA advised hydrant flushing will take place Monday through Friday, Noon to 10:00 PM, during the weeks of April 21 and April 28, 2025. Primary flushing is scheduled for the week of April 21, with additional flushing as needed the following week. Flushing is essential for removing iron sediments, ensuring fire hydrant readiness, and testing the water system.
- Here are some tips they provided:
 - Flushing may cause discolored water and sediment; check water before using.
 - Avoid using appliances like icemakers, washing machines, dishwashers, and water treatment devices during flushing times.

- If discoloration occurs, run cold water from a bathtub or outdoor faucet (not connected to a filter) until clear.
- After water clears, it's recommended to run an empty cycle on your washer and dishwasher before use.
- For questions, contact KLSWA at (269) 857-2709.

Community Engagement

- We have been increasing our efforts to share information with the community. This has included greater use of Facebook and a regular City Manager report to the community. The Clerk's team has also reorganized and streamlined things on the website. Here are some stats for January – March:
 - Facebook
 - Reach - 43,200
 - Views – 152,400
 - Website
 - Unique Visits – 8,447
 - Views – 17,320
 - Top Pages
 - Oval Beach
 - City Council
 - Public Works
 - News You Can Use E-mails
 - Delivered Messages – 44,297
 - Opened Messages – 26,830
 - YouTube
 - Video Views - 822

Oval Beach Wi-Fi

- Metro Wireless advised Starlink has made plan changes and no longer offers unlimited data.
- There were already going to be limits on streaming videos to avoid overuse of data.
- Metro Wireless will also be limiting use of certain social media apps to also reduce data use.
- Metro Wireless advised that Wi-Fi calling and use of messaging apps remains the priority and will still be functional.

Personnel Manual

- The City's personnel policies were last updated in 2019. I have drafted several proposed updates, including making our policies compliant with the new Earned Sick Time Act and new policies for artificial intelligence and social media.
- Legal has reviewed and provided feedback and is finalizing changes.
- I plan to present the draft to Council at a workshop soon for review and feedback.

Maple Street Project

- The improvements currently planned include:
 - Road reconstruction and rehabilitation
 - Water main replacement (including replacement of services, some to inside the home/building)
 - Sanitary sewer repairs
 - Drainage and stormwater management improvements
 - Culvert repairs
 - Concrete sidewalk
- After several weeks of work to finalize cost share details with the Township, the design engineering proposal and agreements are on the City Council agenda for your consideration.

Mt. Baldhead Bathroom Replacement

- We received several bids for the project and the engineer has prepared a recommendation.
- The Mayor and I recently met with three area tribes to review the project. They provided great feedback and we will be meeting again the week of April 21 to answer their questions and discuss additional details. We hope to bring forth a bid award soon after.

AT&T Cellular

- No new updates for this report. As previously reported:
 - The State Historic Preservation Office (SHPO) recently sent AT&T a follow up letter regarding their September 24 submittal. The Federal Communications Commission has engaged in government-to-government coordination with the tribes and is still ongoing.
 - AT&T's decision on the City's agreement request remains pending resolution of SHPO approval.

Blue Star Trail

- Staff has continued follow up on the items that were discussed in the recent closed session. I recently has a positive meeting with C2AE and will have updated information to provide soon.
- As previously reported:
 - MDOT received concerns from a Tribal Nation and MDOT started coordination. The coordination and additional assessment process will be lengthy and construction in calendar year 2025 is now unlikely.
 - On site tribal evaluation is planned for this spring/early summer.
 - As more details are known, MDOT will move the allocated TAP grant funding to future years and evaluate additional funding.
 - I recently confirmed with the Department of Natural Resources that they are also willing to consider an extension of the trust fund grant.

Miscellaneous

- Met with Auditor and Treasurer to discuss accounting for water and sewer funds going forward.
- Met with tri-community managers and legal to continue draft water-sewer agreement reviews.
- Held one on one meeting with City Clerk.
- Met with My Green MI to discuss composting options.
- Held one on one meeting with Public Works Superintendent.
- Held parade safety planning meeting with Fire Department, Sheriff's Office, and staff.
- Held one on one meeting with Director of Planning/Zoning.
- Met with Friends of Blue Star Trail, Township Manager, and Council Member Dean to discuss trail project.
- Met with Tony Schippa regarding Heart Safe initiative.
- Met with CVB Executive Director to discuss Information Booth internal needs.
- Held budget meetings with City Treasurer.
- Joined area managers and elected representatives to meet with Rep. Joey Andrews.
- Met with Parks and Public Works Committee Chair.
- Attended July 5 and Venetian fireworks safety planning meetings.

Blast from the Past

- Below is a publication that was in the paper on April 7, 1966.
- As we work through updating the water-sewer agreements, we have learned a lot of history. Having a well near Maple Street goes back many years:

VILLAGE HOPES TO HAVE NEW WELL IN OPERATION THIS SUMMER

Project Awaits Bond Approval

Saugatuck is on the verge of getting a new well to supply water to the present system. Last week the Village Board authorized Mr. Murel J. Sancrant, financial consultant, to begin action to secure the necessary Revenue Bond for the financing. Sancrant, working with Mr. Petrie, Saugatuck Consulting Water Engineer, has offered a suggested financing plan that would provide for the new improvements and still allow postponement of principal and interest payments until after the present sewer bonds have been retired.

In addition to unwinding all the state red tape, Sancrant will prepare the terms of a formal Bond issue and the necessary ordinances that are required to bring the bond into legal existence. It takes approximately 4 - 8 weeks to complete all the required paper work.

The expenditures for the new well and accompanying improvements to the present water system are purposely being held to an absolute minimum. The Village Board has expressed a go-slow attitude to insure that costs are kept to an absolute minimum.

The site for the new well will probably be on a piece of village property west of Maple Street behind Mr. Griffin's property. Drilling tests have already been made on this land and the results indicate an excellent well could be drilled there. If everything goes along smoothly, there's a good possibility that work could begin in 4 - 8 weeks. Water from the new well would be available approximately 30 days after construction begins.

Treasurer Report

April 14, 2025



Tax:

- Work through several requests for payment from property owners. The occasional address update, too.
- Pushed another property tax payment to County
- Received the reimbursement check from County for the last NSF tax payment

Payables:

- Continue to convert the vendors from Peter's account information to mine
- Processed a payables run
- Research the Garden Club's payments and set up to pay 2024 and 2025 (see the payables authorization request)

Miscellaneous:

- Pushed through the main reconciliation for March. Connected with a fellow treasurer to help teach me the full process.
- Took a variety of credit card payments (parking fines, permits, etc)
- Discuss the Maple Street project with Ryan.
- Ordered Culver St parking passes
- Started prepping for next year's budget (reports to employees, setting up meetings, etc). Meeting with Ryan to work through it.
- Pushed Comcast again for a timeline on the franchise fee make-up amount.
- Reviewed the parade safety costs analysis with Scott again.
- Discussed splitting Water and Sewer with the auditor.
- Took a Treasurer training put on by the MGFOA (Michigan Government Finance Officers Association).
- Requested quotes for cashless options at Culver Street parking (including getting a reduced price)
- Sent out the budget reports to the managers.
- Created, reviewed, and reported on the revenue and expenditures for the last quarter
- Created, reviewed, and reported on the investment portfolio
- Created the street end invoices

Payroll:

- Working to develop processes and procedures to eliminate inefficiencies and potential errors
- Processed the 04/07/25 payroll
- Pulled some wage information for Scott.
- Review the workers compensation audit bill
- Working through the last of the pension forfeiture – how to process it and finishing it.



Planning, Zoning and Project Report

April 14, 2025

Planning and Zoning

- Participated in scheduled internal team meetings.
- Prepared for and attended the Historic District Commission meeting.
- Prepared for and attended the Planning Commission meeting.
- Prepared materials for the upcoming Zoning Board of Appeals meeting.
- Held internal discussions to outline next steps for the Master Plan update.
- Met with a resident to address concerns related to weekend enforcement.
- Compiled the Quarterly Short-Term Rental Report.
- Issued enforcement letters in response to identified violations.
- Conducted site inspections for active projects, as required.
- Identified HDC violations and ensured corrective actions were taken.
- Continued coordination with Legal Counsel regarding an ongoing waterfront enforcement issue.
- Provided clarification on insurance requirements for specific uses within the City right-of-way.
- Continued discussions with residents concerning STR ownership transfers.
- Followed up on outstanding permit payments.
- Met with residents to review and explain Historic District requirements.
- Conducted an on-site meeting to discuss requirements for Major Site Plan Amendments.
- Sent neighbor notifications for Minor Waterfront Construction activities.
- Continued follow-up on open enforcement cases.
- Maintained general code enforcement follow-up efforts.
- Issued permits and completed casework as detailed below.

Open Casework

550 Dunegrass Circle	Received notice of violation from EGLE. Researched property to ensure process shall be followed, in talks with developer in regards to potential development, will address requirements in regards to egle violation when determined. Had discussion with contract planner to determine how to move forward with proposed development. Further research done on SLU and Site Plan approval for 500 and 550 Dunegrass. sent legal questions for appropriate next steps. Reached out to developer with information regarding potential future project and also with plans to resolve EGLE violations. Reps from site will be required to submit vegetation removal plan to the PC. Developer stated that they would be reaching out to an environmental consulting firm to put together information. had discussion with environmental consultants on what needs to be provided to the PC. Received questions from environmental consultants, scheduled call with developer for further discussion. Emailed environmental consultants with expectations for site plan review application.	Enforcement
568 Mason	Emailed Contractor about damaged water line. Sent application to engineer. Asked applicant for more information. Confirmed Drawings are being made. Spoke with developers about issue. Still awaiting complete application and drawings for work completed onsite to address waterline issue. Had further discussions about what happened on site and emailed engineer and KLWSA to determine appropriate action. Recommendations received from Kal Lake and City Engineer, passed on to Contractor. discussion on utility work continues. Invoice for Asphalt work sent to Contractor. Further confirmation still needed, discussion with contractor, engineer, and KLWSA continue. Spoke with contractor for update. discussions continue with Contractor and Kal-Lake. Reached out to contractor to again discuss reimbursement for Kal-Lake. Called Alex for update, left voicemail. Advised MTS that occupancy permits would not be issued while an outstanding balance exists and sidewalk unfinished.	KLWSA

405 Park St	Received application for addition of bathrooms and interior renovation. Sent to Contract planner for discussions. Administrative review deemed inappropriate due to location and scope of project, Formal site plan review scheduled for pc. Site plan review approved contingent upon applicable flood plain requirements being met. Waiting on owner to send additional documentation. Emailed owner regarding conditioned site plan approval and asked about required documentation. Had meeting with owner concerning EGLE requirements and location of flood plane.	Zoning
150 Taylor St	Application for STR renewal received. More information needed from applicant. Info provided, sent to Fire Department. Sent email to applicant explaining that due to transfer of ownership to LLC, application is currently pending.	STR
807 Lake St 7	Incomplete STR application received. Sent back to local agent. Received info, asked for further information. Info received, sent to fire department.	STR
249 Mason	Change of Use application received. Had discussion with fire department and sent request for more information to applicant. Had meeting with owner regarding proposed deck, agreed that major site plan amendment is necessary.	
304 Lucy St	Received STR renewal with new owners. Noted a different license holder on application from previous years. Transfer occurred Jan 2024, existing certificate never updated. Application denied due to unauthorized transfer of ownership. Email and letter sent to owner. Discussions with the owner and local agent in regards to appropriateness of denial was had. Owner to provide timeline of events for argument to be sent to legal. Explained to owner that their application is considered denied due to transfer.	STR
555 Griffith St	STR application received. Sent to fire department. Notified of pipe burst at property, inspection postponed until further notice.	STR
338 Park St	Application received for existing STR. Noted transfer from owner to LLC, notified owner that license is currently pending. Sent email to applicant explaining that due to transfer of ownership to LLC, application is currently pending. Spoke with applicant about upcoming City Council Workshop. Updated owners on pending language.	STR
781 Manchester Dr	STR application received. Sent email to applicant explaining that due to transfer of ownership to LLC, application is currently pending.	
131 Mason St	Fire department notified me of fence blocking egress, owner intends to remove panel of fence, emailed HDC chair to confirm that administrative approval is appropriate for modification of a fence behind a building line.	HDC

405 Park St	Received concerns for a floating dock at 405 Park which has no permits. Reached out to owner for clarification. Owner claims	Enforcement
120 Mary St	Spa application received, HDC approved on 05-23-2024. Dimensions different from what has been approved, sent to HDC chair for clarification on process. Sent email to contractor notifying them of dimensional difference and need for HDC meeting.	Zoning
131 Griffith St	application for street cut ROW permit. Invoice sent.	ROW
40 Butler St	ZBA application received for variance from waterfront fence requirements.	ZBA
237 Francis St	STR application received. More info needed. Info received, sent to fire department,	STR
665 Spear	Had meeting with resident about final requirements for occupancy permits and explained that there are no available STR licenses in the CR district.	STR
790 Simonson	STR application received. Sent to fire department.	STR
715 Pleasant	STR Application received. Sent to fire department. License issued.	STR
991 Ridgeview Ln	STR Application received, need payment. Payment Received, Sent to fire department.	STR
565 Weirich Dr	Notified of potential enforcement case for STR.	Enforcement
70 Park St	Spoke to applicant about installation of solar. Application received, Sent invoice.	Zoning
403 Water St	Received notice of proposed change of use. Provided resources. Application expected.	Zoning
421 Water St	STR Application received. More info needed. Sent to fire department.	STR
347 Water St	Potential enforcement case noticed. Emailed legal for discussion.	Enforcement
403 Water St	Received application for internal remodel of Personal Service establishment. Sent to fire department and MTS.	Zoning
446 Culver St	STR application received, More info needed. John came to confirm additional trash receptacles and pay. Sent to Fire Department.	STR
717 Water St 5	STR application received, More info needed. Sent to fire department.	STR
129 Griffith St 6	STR application received, sent to fire department.	STR
888 Holland St	Receive questions regarding converting property into staff housing.	Zoning
439 Butler St	Provided information and resources regarding project in the Historic District. Awaiting application. HDC application received for window replacement received, advised that board review would be required. Sent invoice.	HDC
149 Griffith St	SPR application received, Sent to engineer for stipulations regarding drainage.	Zoning
347 Water St 4	STR Application received, more info needed. Sent to fire department.	STR
128 Elizabeth St	STR Application received, sent to fire department.	STR

825 Bridge St	STR app for ADU received, waiting on insurance info.	STR
449 Water St	Renewal of EODA, 4 spaces for 6 months. Invoice sent, waiting on insurance info.	EODA
615 Park St 8	Applicant paid str renewal, supplied no application. Resources sent to applicant.	STR
152 Butler St	HDC Application to replace 10 sq ft of entry way with concrete. Sent invoice to applicant.	HDC
842 Lake St 10	STR application received, sent to fire department.	STR
1035 Park St	Minor Waterfront Construction application received. Sent letter to neighboring properties.	Zoning

Closed Casework

450 Spear	SLU app for rental of an accessory dwelling unit. Need fee paid and app signed. Schedule for September PC meeting. Received signed app. Received fee. Dimensions too small. ZBA agreed to look at regulations and bring this back before the commission after that date. Notified applicants that their case will be at the March PC Meeting. Approved at 03-20-2025 PC meeting. Sent SLU approval to applicant	PC
515 St Joseph	STR Renewal of Accessory Structure. No SLU obtained, advised they need to go before the PC. Had meeting to discuss case. Received SLU App. Requested information on Gross Finished Floor Measurements. Postponed until later date. Notified applicants that their case will be at the March PC Meeting. Approved at 03-20-2025 PC meeting. Sent SLU approval to applicant	PC
306 Mary St	Application for SLU for ADU STR. Scheduled for 12-19 PC. Postponed due to potential regulatory changes. Notified applicants that their case will be at the March PC Meeting. Approved at 03-20-2025 PC meeting. Sent SLU approval to applicant.	PC
825 Bridge St	Application for STR ADU SLU received. Had discussion about minimum size not meeting requirements. Applicant explained structure had been rented since 2011. suggested waiting for the 12-19-2024 Meeting for discussion on regulations before submitting application. Spoke further about minimum size requirements and how to best relay concerns to the PC. Spoke to owner again about potential timeline for review. Owner picked up checks for application, still intends to apply for SLU at future time. SLU Application received, still need payment. Approved at 03-20-2025 PC meeting. Sent SLU approval to applicant	PC
231 Grand St	STR Application received. Local Agent outside of allowed radius, notified owner. License issued.	STR
412 Mason St	STR Application received. More information needed. Information received, sent to fire department. License issued.	STR
102 Butler	Application received for art installation, Special Meeting approved for 03-13-2025 Approved.	HDC
40 Butler St	HDC application for Fence received. Sent to Contract planner. HDC approved contingent upon material used being wood. Sent applicant Zoning permit application for next steps. ZBA approval required.	HDC
El Burrito Feliz	Applicant reached out to renew EODA for the year. Asked for updated insurance. Insurance provided, sent invoice. Invoice paid	EODA
142 Butler	Provided ROW permit resources.	ROW
515 St Joseph	STR Application received. Sent to fire department. License Issued.	STR

149 Griffith	Administrative approval for replacement of patio in rear yard. Sent site plan review application for next steps.	HDC
807 Lake Unit 9	Application for door replacement in Historic District. Replacement is like for like, both new and old door is fiberglass, reason for replacement is mechanical issues with current door. Sent invoice for Administrative approval. Administrative approval issued.	HDC
1035 Park St	Received EGLE notification of dock plans. Emailed owner with minor waterfront app. No further action needed.	EGLE
31 Butler St	Application for installation of new power pedestal received. Administrative approval issued. Zoning permit approved, sent to MTS and Fire Department.	HDC
131 Griffith St	HDC application received for reroof. Approved administratively 04-02-2025.	HDC
731 Butler St	STR Application received. Sent to fire department. License issued.	STR
807 Lake St #5	STR Application received. Sent to fire department. License issued.	STR
715 Pleasant St	STR Application received. Sent to fire department. License issued.	STR
635 Holland St	STR Application received. Sent to fire department. License issued.	STR
419 Lake St	STR application received. Sent to fire department License issued.	STR
336 Park St	STR Application received. More info needed. Info received, sent to fire department. License issued.	STR
340 Park St	STR Application received. More info needed. Info received, sent to fire department. License issued.	STR
340 Park St ADU	ADU STR Application received. More info needed. Info received, sent to fire department. License issued.	STR
295 Park St	STR Application received. More info needed. Info received, sent to fire department. License issued.	STR
558 Mason	Answered general Zoning questions for resident.	Zoning
545 Spear St	Applicant to remove tree from ROW and relocate onto private property to allow for development of driveway. Waiting on payment. Payment received, permit issued.	ROW
940 Pleasant	Received site plan review from fire department. Reached out to Ryan with questions. Sat down with owner to discuss plan. More information needed. Application received, asked for engineering drawings for storm water. Emailed owner with proposal for how to proceed and provided stipulations for project. Approved accessory structure in the rear yard, further approvals will be needed to fully complete project.	Zoning
560 Mill St	Sent enforcement letter regarding denied hardscaping request.	Enforcement

888 Holland St	Received question on use at SF res in NHM. Research questions. Provided information regarding Lodging and boarding houses. Continued investigation and discussion on lodging as a use and stated that a text amendment would be necessary.	Zoning
120 Mary St	HDC application for spa received. HDC permitted spa changes on 04-03-2025. HDC and Zoning permit issued.	HDC
142 Butler St	Answered questions and provided resources regarding signs and hardscaping in City ROW.	ROW
131 Mason St	Administrative approval for removal of section of fencing in rear of buildings to create egress at request of fire department.	HDC
3388 Bluestar HWY	STR Application received, more information needed. Reached out to owner as provided information did not suffice. Information provided, sent to fire department. License issued.	STR
3390 Bluestar HWY	STR Application received, more information needed. Reached out to owner as provided information did not suffice. Information provided, sent to fire department. License issued.	STR
138 Mason St	STR Application received. Sent to fire department. License issued.	STR
332 Mary St	Discussion with STR owner, resources provided.	STR
110 Butler St	STR Application received, more information needed. Spoke to applicant, info incoming. Sent to fire department. License issued.	STR
673 Lake St	HDC application received for pool house and acc building. Sent invoice to applicant. Received HDC approval on 04-03-2025. Motion by Gardner, second by Donahue, to approve the new pool, pool house, patio, fencing, resurfaced deck, and demolition of the tool shed at 673 Lake Steet in accordance with the revised plans and details submitted within the application materials and the revised plans that were presented at the meeting by the applicant. Approval shall be subject to the following conditions: 1. Revised posts on pool house be white to match the current house. 2. Ceiling on porches on current house are resurfaced with tongue and groove wood that matches the pool house that is in the revised packet that was provided at the meeting. 3. Including the fence as submitted in the revised packet.	HDC
142 Butler St	Observed Dumpster in City Street without permit. Emailed owner with ROW permit. Received ROW app. Issued with stipulation that dumpster is removed when not in use. Expiration date 05-01-2025	ROW
202 Butler St	Owner requested information for potential future Zoning project. Provided resources and Survey of property.	Zoning
302 Culver St	Observed work being done within the HDC without permits. Sent HDC application. HDC application received, sent to chair for discussion. Stamped PVC was used to restore trim, reached out to applicant to correct. Waiting on payment. Payment received. Permit issued.	HDC

618 Water St	Spoke to sign company in regards to requirements for monument sign in the historic District. Discussion continues on requirements of HDC. No further action at this time.	HDC
842 Lake St Unit 8	STR Application received. More info needed. Info received, still need payment. Sent to fire department. License issued.	STR
842 Lake St Unit 7	Str application with no required documentation provided, sent back to local agent. Info received, still need payment. Sent email asking for update on payment. Payment received, sent to fire department. License issued.	STR
821 Allegan St	STR Application received. Sent to fire department. License issued.	STR



Department of Public Works

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 3/24/2025:

Asphalt Patching:

Consistent with each spring, the ground remains saturated by melted snow and seasonal rains. Ground saturation keeps the base layers of our City streets susceptible to pothole formation. Using the Falcon Hot Box that was purchased last year, DPW was able to fill potholes with 4 tons of hot mix asphalt (HMA). Several more loads of HMA asphalt will be used throughout the spring, summer, and fall months.

Oval Beach Maintenance:

Crews spent time maintaining the beach parking lots by removing much of the sand that has blown in during the off season. More sand clearing will be performed over the next couple of weeks as the DPW team starts removing the erosion control fencing. Once the fencing is removed, then excess sand that does not contain dune grass can be deposited back onto the main beach. Using the excess sand, a bulldozer can create a nice taper from the parking lot to the edge of the water.

Oval Beach Concessions:

Oval Beach Manager, Scott Morrow, successfully completed his ServSafe Certification so he can oversee the concession stand operation this year. We're fortunate that many employees from previous years have made a commitment to return to work at Oval Beach for the 2025 season. One returning employee has served in the Lead Concession role for many years and is proficient at managing inventory levels, staffing, and maintenance of equipment.

Snow and Ice Equipment:

Despite experiencing light snow last week, the DPW crew neutralized salt residue on equipment and removed salt spreaders from the fleet. We'll need the dump trucks outfitted for brush and leaf collection from now through fall. With the ground temperatures remaining relatively high, we believe that the probability of experiencing snow accumulation is low.

Tree Work:

Stumps from this winter's tree removals have been grinded and backfilled. We ask the stump grinder to go 18" or greater to accommodate tree replacements this spring. Arbor Day falls on Friday April 25th this year and we aim to have most, if not all, of the trees planted by that time.

It seems fitting that the Arbor Day celebration will take place at Cook Park at 10:00am as we replace the Black Willow tree that had been removed.

Storm Drains:

Each spring, the DPW performs a manual inspection of all the City's catch basins to determine how many are in need cleaning. A relatively low number of catch basins need cleaning this year. Plummer's Environmental will be hired to clean the catch basins using their Vactor truck and disposing of the material in accordance with EGLE standards as catch basin material is classified as industrial waste.

Bicycle Racks:

The CVB has ordered new bike racks for the City. The DPW has prepped the sites in which new concrete will be poured. One site is at the Culver Street parking lot, by Scooters Cafe and the other is near the east landing of the Chain Ferry.

Chain Ferry Sink Hole:

A void in the sea wall near the Chain Ferry's west side has slowly pulled soil into the river which developed a sink hole. DPW exposed the area, lined the wall with geotextile fabric, backfilled it with limestone, then top dressed the area with topsoil and grass seed. If the problem persists, then more extensive repairs may be necessary in the future.

Wicks Park Restroom:

DPW repainted the interior of the restrooms at Wicks Park. This is done every few years prior to opening them up for the season.

Meetings:

- **3/24/2025** – DPW Weekly Goals Meeting
- **3/25/2025** – Parks & Public Works Committee Meeting
- **3/26/2025** – Department Head Team Meeting
- **3/28/2025** – DPW Weekly Goals Follow Up Meeting
- **3/31/2025** – DPW Weekly Goals Meeting
- **4/01/2025** – Meeting with Treasurer
- **4/01/2025** – One-on-One Meeting with City Manager
- **4/01/2025** – Parade Safety Meeting
- **4/04/2025** – DPW Weekly Goals Follow Up Meeting
- **4/07/2025** – DPW Weekly Goals Meeting
- **4/09/2025** – Council Workshop Meeting
- **4/11/2025** – DPW Weekly Goals Follow Up Meeting

**City of Saugatuck
Status Report of Engineering Activities
April 10, 2025**

General Consultation

- 2024 Asphalt Repairs: The project is complete with the exception of punch list work to be completed in the spring, as weather allows.
- Village Square Court Renovation: The DNR Passport Program application was submitted prior to the April 1 deadline and has been confirmed as administratively complete. Preliminary scoring will be released late summer or early fall, at which time revisions/additions can be made.
- 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.
- 3-year contract for pavement markings was awarded on March 24 and we are in the process of getting the contract in place. A pre-construction meeting will be scheduled with the contractor and City staff soon. Work is to be completed by mid-June each year.
- Assisting with review of water and sewer agreements as needed.

EGLE Technical, Managerial and Financial (TMF) Project

- The City was awarded \$221,600 in funding from EGLE's Community Technical, Managerial, and Financial (TMF) support for lead service line identification (100% grant).
- Prepared the City's Complete Distribution System Materials Inventory and submitted it to EGLE to meet the October 16 deadline. An updated version will be provided when potholing work is complete.
- Potholing work is anticipated to be completed in April or May. A number of addresses have been added to fully utilize the grant dollars available.

Mt. Baldhead Projects

- AT&T Project Assistance
 - Providing assistance on an as-needed basis.
- Restroom Building Replacement
 - The bid opening was held on February 13.
 - The project is on hold for City coordination with project stakeholders.
- Observation Platform Replacement
 - Design work is progressing. Additional survey work is complete.
 - The Allegan Conservation District has provided the Vegetation Removal Assurance, which is a report required for the EGLE/USACE Critical Dunes Permitting. The report evaluates impacts on vegetation, native, non-native and invasives, and provides guidance for the design and construction. The report includes guidance for several of the unhealthy, dead or undesirable species to be removed as part of the project and replaced with native/desirable ones.

Sea Wall and Concrete Repairs

- Design work is complete and the project is out for bids. Bids are due April 30.
- The bid package included two options for construction. Preference will be completion prior to the 4th of July with a backup for fall construction starting after Labor Day.
- Met with DPW and steel fabricator to provide direction for short term ramp framing repairs at the chain ferry.

Maple Street Improvements – Study Phase

- Planning work was presented to council at the January 22, 2025 workshop.
- The City's MDOT Category B grant was selected for funding. This grant will fund \$250,000 of the road restoration costs on the project.
- We are currently anticipating design starting in spring 2025 and construction starting in spring 2026 following the Allegan County Drain Commissioner's Blue Star Highway Drain project, which will require closure of Blue Star Highway for a time. MDOT has approved extending the Category B funding to 2026.
- Drafted a design phase proposal for discussion. Assisting with ongoing discussions with the Township on cost sharing.

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.

04/11/2025 01:42 PM
User: NICOLE
DB: Saugatuck

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
EXP CHECK RUN DATES 03/26/2025 - 04/15/2025
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 1/3

Vendor Name	Description	Amount
1. ALLEGAN COUNTY SHERIFF		
	FEB '25 CORRECTIONS SERVICES	184.00
	MAR '25 CORRECTIONS SERVICES	587.00
	MAR '25 SHERIFF CONTRACT	32,656.80
	TOTAL	33,427.80
2. ALLEGAN COUNTY TREASURER		
	TAX CHARGEBACKS-RETROACTIVE VET EXEMPT	2,245.33
3. ASSESSING SOLUTIONS INC		
	APR '25 ASSESSING SERVICES	2,934.00
4. CASTLES & COTTAGES		
	REFUND PERMIT FEE ERROR	200.00
5. CLEAN EARTH ENVIRONMENTAL		
	CONTRACT CLEAN TRENCH DRAIN	2,227.25
6. COMMERCIAL RECORD		
	DISPLAY LEGALS	259.00
7. CONSUMERS ENERGY		
	FEB '25 SERVICE	3,691.33
8. DEERE & COMPANY		
	LAWN MOWER	14,060.40
9. DUNESVIEW KWIK SHOP INC		
	FEB '25 GAS AND DIESEL	1,474.98
10. FIRST BANK CARD		
	01/25 - 02/24 STATEMENT BALANCE	234.38
	01/27 - 02/24 STATEMENT BALANCE	571.98
	01/25 - 02/24 STATEMENT BALANCE	425.08
	01/25 - 02/24 STATEMENT BALANCE	1,854.17
	01/25 - 02/24 STATEMENT BALANCE	207.10
	TOTAL	3,292.71
11. FLEIS & VANDENBRINK ENGINEERING INC		
	02/23 - 03/29 ENGINEERING FEES - GEN CONSULT	5,104.30
	02/23 - 03/29 ENGINEERING FEES - SEA WALL AND	8,380.00
	TOTAL	13,484.30
12. FRONTIER		
	03/03 - 04/02 SERVICE	186.27
	02/20 - 03/19 SERVICE	360.01
	TOTAL	546.28
13. GIL- ROY'S HARDWARE		
	GRASS SEED	89.99
14. GIVE' EM A BRAKE SAFETY		
	ROAD SIGNS	1,767.80
15. GRAINGER		
	CHAIN HOIST	439.42
	CHAIN HOIST	439.42
	TOTAL	878.84
16. IHLE AUTO PARTS		
	MAR '25 MOTOR PURCHASES	14.14
17. JOHN DEERE FINANCIAL		
	03/11 - 04/10 STATEMENT BALANCE	25.37
18. K&R TRUCK SALES INC		
	LAMP	112.54
19. KALAMAZOO LAKE SEWER & WATER		
	FEB '25 SERVICE	1,429.95
20. LAKESHORE OUTDOORS LLC		
	SCREENED TOPSOIL	132.00
	SCREENED TOPSOIL	462.00

Vendor Name	Description	Amount
	TOTAL	594.00
21. LORRIE PASTOOR	CLEANING SERVICES	420.00
22. MC CANN INDUSTRIES INC	SUPPLIES AND PARTS	147.79
23. MC NALLY ELEVATOR COMPANY INC	ELEVATOR CITY HALL	449.00
24. MERCHANTS BANCARD NETWORK	MAR '25 CC PROCESSING - CONCESSIONS AND OFFICE	486.38
25. MERS	MAR '25 RETIREMENT	4,499.99
26. METRO WIRELESS	APR '25 WIFI SERVICE	698.00
27. MINER SUPPLY CO	AIR FRESHENERS - WICKS PARK	80.16
28. MML WORKER COMP	2023 - 2024 WC AUDIT ADJ	352.00
29. OCCUPATIONAL HEALTH CENTERS	DOT PHYSICAL - KERRIDGE	136.00
30. OVERISEL LUMBER COMPANY	MAR '25 STATEMENT BALANCE	618.08
31. PRIORITY HEALTH	APR '25 HEALTH INSURANCE COVERAGE	11,524.64
32. RAF ELECTRIC	LIGHT POLES @ CULVER ST PARKING LOT	590.46
33. RICOH USA INC	03/26 - 04/25 LEASE	127.97
34. ROTO-ROOTER PLUMBING & DRAIN SERV	DRAIN CLEANING	267.95
	DRAIN CLEANING	413.08
	TOTAL	681.03
35. SAUGATUCK DOUGLAS ART CLUB	MAYOR'S AWARD	200.00
36. SAUGATUCK DOUGLAS GARDEN CLUB	DOWNTOWN FLOWERS	1,500.00
	DOWNTOWN FLOWERS	1,500.00
	TOTAL	3,000.00
37. SAUGATUCK FIRE	RENTAL HOME INSPECTIONS	525.00
	RENTAL HOME INSPECTIONS	1,000.00
	RENTAL HOME INSPECTIONS	175.00
	RENTAL HOME INSPECTIONS	2,100.00
	TOTAL	3,800.00
38. SAUGATUCK TOWNSHIP	CEMETERY CONTRACT	6,000.00
	W/S CONTRACT 2024-2025	342.00
	TOTAL	6,342.00
39. SHELL	MAR '25 STATEMENT BALANCE	320.25
40. SHIVER ME TIMBERS LLC	TREE GRINDING STUMPS	2,106.00
41. SHORELINE TECHNOLOGY SOLUTIONS	APR '25 COMPUTER SERVICES	1,840.20
42. STANDARD INSURANCE COMPANY	APR '25 INSURANCE	452.99
43. STREAMLINE DESIGN.COM LLC		

04/11/2025 01:42 PM
User: NICOLE
DB: Saugatuck

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
EXP CHECK RUN DATES 03/26/2025 - 04/15/2025
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 3/3

Vendor Name	Description	Amount
44. SUPERIOR ASPHALT INC	BOAT LAUNCH SIGNS	310.00
	ASPHALT COLD PATCH	620.00
	ASPHALT COLD PATCH	310.00
	TOTAL	930.00
45. TIME SAVES LIVES LLC	CPR TRAINING	225.00
TOTAL - ALL VENDORS		123,093.95
FUND TOTALS:		
Fund 101 - GENERAL FUND		98,319.81
Fund 202 - MAJOR STREETS		1,920.94
Fund 203 - LOCAL STREETS		3,205.50
Fund 661 - MOTOR POOL FUND		19,647.70

04/11/2025

CHECK REGISTER FOR CITY OF SAUGATUCK
CHECK DATE FROM 03/01/2025 - 03/31/2025

Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
03/10/2025	5845(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 02/19 - 02/28	2,390.38
03/10/2025	5846(A)	ASSESSING SOLUTIONS INC	MAR '25 ASSESSING SERVICES	2,934.00
03/10/2025	5847(A)	DUNESVIEW KWIK SHOP INC	JAN '25 GAS AND DIESEL	1,982.05
03/10/2025	5848(A)	E DOWD CRANE SERVICE LLC	TREE SERVICE	2,750.00
03/10/2025	5849(A)	HORIZON COMMUNITY PLANNER	PLANNING & HISTORIC DISTRICT	2,227.50
03/10/2025	5850(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES COLLECTION 02/19 - 02/28	642.34
03/10/2025	5851(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES COLLECTION 02/19 - 02/28	897.91
03/10/2025	5852(A)	SAUGATUCK FIRE	RENTAL HOME INSPECTIONS	650.00
03/10/2025	5853(A)	SAUGATUCK FIRE	PROPERTY TAXES COLLECTION 02/19 - 02/28	3,268.76
03/10/2025	5854(A)	SHORELINE TECHNOLOGY SOLUTIONS	MAR '25 COMPUTER SERVICES	1,785.20
03/10/2025	5855(A)	STANDARD INSURANCE COMPANY	MAR '25 INSURANCE	452.99
03/10/2025	5856(A)	STINGERS PEST CONTROL	ANNUAL FEE-CONCESSIONS	183.30
03/10/2025	5857(A)	TRUCK & TRAILER SPECIALTIES	TRUCK LIGHT	208.20
03/10/2025	20294	MMTA	TRAINING	599.00 V
03/10/2025	20295	OVERISEL LUMBER COMPANY	FEB '25 STATEMENT BALANCE	1,238.93 V
03/10/2025	20296	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 02/19 - 02/28	11,231.58
03/10/2025	20297	WONDERLAND TIRE COMPANY	VALVE STEM	28.21
03/10/2025	20298	MMTA	TRAINING	599.00
03/10/2025	20299	OVERISEL LUMBER COMPANY	FEB '25 STATEMENT BALANCE	1,238.93
03/11/2025	5863(E)	MERS	FEB '25 RETIREMENT	4,499.98
03/11/2025	5864(E)	KALAMAZOO LAKE SEWER & WATER	JAN '25 SERVICE	1,425.37
03/11/2025	5865(E)	METRO WIRELESS	MAR '25 WIFI SERVICE	698.00
03/11/2025	5866(E)	PRIORITY HEALTH	MAR '25 HEALTH INSURANCE COVERAGE	11,524.64
03/14/2025	DD7230(A)	ARAMENDI, NOAH	PAYROLL	1,531.59
03/14/2025	DD7231(A)	BOUWMAN, CHAD	PAYROLL	1,483.95
03/14/2025	DD7232(A)	BREDEWEG, NICOLE	PAYROLL	2,512.09
03/14/2025	DD7233(A)	CUMMINS, RYAN	PAYROLL	2,912.00

04/11/2025

CHECK REGISTER FOR CITY OF SAUGATUCK
CHECK DATE FROM 03/01/2025 - 03/31/2025

Check Date	Check	Vendor Name	Description	Amount
03/14/2025	DD7234(A)	HERBERT, SCOTT	PAYROLL	2,244.20
03/14/2025	DD7235(A)	KERRIDGE, ADAM	PAYROLL	1,966.72
03/14/2025	DD7236(A)	MACK, ELLIS	PAYROLL	1,403.51
03/14/2025	DD7237(A)	MARTIN, DANNY	PAYROLL	1,032.68
03/14/2025	DD7238(A)	MORROW, SCOTT	PAYROLL	1,290.71
03/14/2025	DD7239(A)	THOMPSON, LUKE	PAYROLL	2,228.69
03/14/2025	DD7240(A)	WILLIAMS, SARA	PAYROLL	1,756.12
03/14/2025	DD7241(A)	WOLTERS, JAMIE	PAYROLL	2,057.08
03/14/2025	EFT1911(E)	ALERUS	PAYROLL	3,011.44
03/14/2025	EFT1912(E)	MERS HYBRID	PAYROLL	188.70
03/14/2025	EFT1913(E)	FEDERAL TAX DEPOSIT	PAYROLL	7,392.26
03/24/2025	5867(A)	ALLEGAN COUNTY SHERIFF	JAN '25 CORRECTIONS SERVICES	104.00
03/24/2025	5868(A)	ALLEGAN COUNTY SHERIFF	FEB '25 SHERIFF CONTRACT	32,656.80
03/24/2025	5869(A)	DO IT CORPORATION	OVAL BEACH PASSES	858.00
03/24/2025	5870(A)	FAHEY SCHULTZ BURZYCH RHODES	FEB '25 EMPLOYMENT	26,391.30
03/24/2025	5871(A)	FASTENAL	SUPPLIES (TRUCK ONE)	518.99
03/24/2025	5872(A)	FLEIS & VANDENBRINK ENGINEERING INC	01/26 - 02/22 ENGINEERING FEES - SEA WAL	8,406.50
03/24/2025	5873(A)	GLOBAL EQUIPMENT COMPANY	URINAL SCREEN	664.90
03/24/2025	5874(A)	PURITY CYLINDER GASES INC	SUPPLIES	118.34
03/24/2025	5875(A)	SAUGATUCK FIRE	RENTAL HOME INSPECTIONS	1,575.00
03/24/2025	5876(A)	STINGERS PEST CONTROL	PEST CONTROL DPW	300.80
03/24/2025	20300	BARRY CHESTERMAN	REFUND UNUSED ESCROW	1,740.00
03/24/2025	20301	CLIMATE GUYS.COM	HEATING & COOLING SERVICE	1,083.54
03/24/2025	20302	COMMERCIAL RECORD	DISPLAY LEGALS	490.00
03/24/2025	20303	OCCUPATIONATIONAL HEALTH CENTERS	DOT PHYSICAL - HERBERT	136.00
03/24/2025	20304	CONVENTION AND VISITORS BUREAU	FIREWORKS CONTRIBUTION	5,000.00
03/24/2025	20305	FRONTIER	01/20 - 02/19 SERVICE	253.04
03/24/2025	20306	IHLE AUTO PARTS	FEB '25 MOTOR PURCHASES	642.12

04/11/2025

CHECK REGISTER FOR CITY OF SAUGATUCK
CHECK DATE FROM 03/01/2025 - 03/31/2025

Check Date	Check	Vendor Name	Description	Amount
03/24/2025	20307	KENDALL ELECTRIC INC	RETURNED STREET LIGHTS	52.50
03/24/2025	20308	SAUGATUCK TOWNSHIP	W/S CONTRACT 2024-2025	508.25
03/24/2025	20309	SCHIPPERS CONSTRUCTION	REFUND UNUSED ESCROW	1,371.62
03/24/2025	20310	STATE OF MICHIGAN	MILFOIL TREATMENT - PERMIT FEE	800.00
03/24/2025	20311	UNEMA PLUMBING & EXCAVATING	REFUND UNUSED ESCROW	1,904.91
03/25/2025	5877(E)	CAPITAL ONE	FEB '25 STATEMENT BALANCE	601.48
03/25/2025	5878(E)	COMCAST	02/28 - 03/27 INTERNET SERVICE	263.40
03/25/2025	5879(E)	FRONTIER	01/20 - 02/19 SERVICE	99.00
03/25/2025	5880(E)	FRONTIER	11/20 - 12/19 SERVICE	302.69
03/25/2025	5881(E)	FRONTIER	12/20 - 01/19 SERVICE	35.26
03/25/2025	5882(E)	MERCHANTS BANCARD NETWORK	FEB '25 CC PROCESSING - CONCESSIONS AND	152.82
03/25/2025	5883(E)	MICHIGAN GAS UTILITIES	01/23 - 02/20 SERVICE - 102 BUTLER	162.67
03/25/2025	5884(E)	MICHIGAN GAS UTILITIES	01/23 - 02/21 SERVICE - 345 BUTLER	220.77
03/25/2025	5885(E)	MICHIGAN GAS UTILITIES	01/27 - 02/23 SERVICE - 3338 BLUE STAR	516.42
03/25/2025	5886(E)	NET2PHONE INC	MAR '25 PHONE SERVICE	216.31
03/25/2025	5887(E)	REPUBLIC SERVICES	MAR '25 DISPOSAL AND PICKUP SERVICE - BL	2,028.90
03/25/2025	5888(E)	VALLEY CITY LINEN INC	SHOP TOWELS	127.40
03/28/2025	20312	MML UNEMPLOYMENT COMPENSATION GROUP	PAYROLL	63.68
03/28/2025	DD7242(A)	ARAMENDI, NOAH	PAYROLL	1,623.99
03/28/2025	DD7243(A)	ASPNES, LYNEE	PAYROLL	572.64
03/28/2025	DD7244(A)	BLOSE, LAURENCE	PAYROLL	528.60
03/28/2025	DD7245(A)	BOUWMAN, CHAD	PAYROLL	1,523.95
03/28/2025	DD7246(A)	BREDEWEG, NICOLE	PAYROLL	2,158.44
03/28/2025	DD7247(A)	CUMMINS, RYAN	PAYROLL	2,951.57
03/28/2025	DD7248(A)	HERBERT, SCOTT	PAYROLL	2,309.20
03/28/2025	DD7249(A)	ISLJAMOVSKI, DAVID	PAYROLL	44.04
03/28/2025	DD7250(A)	KERRIDGE, ADAM	PAYROLL	2,345.03
03/28/2025	DD7251(A)	LEO, NICHOLAS	PAYROLL	43.54

04/11/2025

CHECK REGISTER FOR CITY OF SAUGATUCK
CHECK DATE FROM 03/01/2025 - 03/31/2025

Check Date	Check	Vendor Name	Description	Amount
03/28/2025	DD7252(A)	MACK, ELLIS	PAYROLL	1,480.43
03/28/2025	DD7253(A)	MARTIN, DANNY	PAYROLL	290.73
03/28/2025	DD7254(A)	MAYER, JOHN	PAYROLL	44.04
03/28/2025	DD7255(A)	MORROW, SCOTT	PAYROLL	2,063.73
03/28/2025	DD7256(A)	QUICK, KATHLEEN	PAYROLL	528.60
03/28/2025	DD7257(A)	THOMPSON, LUKE	PAYROLL	2,228.68
03/28/2025	DD7258(A)	WILLIAMS, SARA	PAYROLL	1,956.31
03/28/2025	DD7259(A)	WOLTERS, JAMIE	PAYROLL	2,057.07
03/28/2025	EFT1914(E)	ALERUS	PAYROLL	3,035.19
03/28/2025	EFT1915(E)	MERS HYBRID	PAYROLL	188.70
03/28/2025	EFT1916(E)	FEDERAL TAX DEPOSIT	PAYROLL	7,634.67
03/28/2025	EFT1917(E)	MERS	PAYROLL	4,673.00
03/28/2025	EFT1918(E)	MI DEPT OF TREASURY	PAYROLL	2,410.19
03/31/2025	5907(E)	CONSUMERS ENERGY	FEB '25 SERVICE	3,691.33
03/31/2025	5908(E)	FIRST BANK CARD	01/25 - 02/24 STATEMENT BALANCE	3,292.71
03/31/2025	5909(E)	FRONTIER	03/03 - 04/02 SERVICE	186.27
03/31/2025	5910(E)	MERS	MAR '25 RETIREMENT	4,499.99
03/31/2025	5911(E)	RICOH USA INC	03/26 - 04/25 LEASE	127.97
Total of 101 Checks:				231,326.03
Less 2 Void Checks:				1,837.93
Total of 99 Disbursements:				229,488.10



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager
Luke Thompson, Director of Planning and Zoning

MEETING DATE: April 14, 2025

SUBJECT: Short-Term Rental Licensing Ordinance Amendment

DESCRIPTION:

At the March 5 workshop, staff presented on the status of implementing the Short-Term Rental (STR) Task Force recommendations and STR Enforcement Plan. Legal also presented a full report on transfers, late applications, and appeals.

Based on the consensus feedback from recent Council meetings, legal has prepared draft changes to the STR licensing ordinance. The draft changes would:

- Provide a mechanism to process late applications. Late applications would be subject to a late fee.
- “Grandfather” in certificates or licenses that would otherwise be void due to any transfer of interest, even if that transfer added a new owner.
 - Only transfers that occurred between August 26, 2021 (3 years before the cap amendment took effect) and March 5, 2025 (the date of the workshop Council directed us to start on these transfer exceptions) will be eligible.
 - Eligible applicants will have 5 days from the effective date of the ordinance amendment to submit an application.
- Require submittal of proof of corporate entity or trust ownership each year.
- Allow transfers of ownership in limited circumstances, which include transfers that change the form of ownership but not the identity of the persons having an ownership in a STR.
- Allow for removal or reallocation of ownership interests, but prohibit transfers that add individuals or entities.

Legal has also updated the suspension and revocation of licenses process to be consistent with the changes above and provide greater clarity.

Full details of the draft amendment are redlined on the attached.

LEGAL REVIEW:

The City Attorney prepared the draft amendments and will be at your meeting for any questions.

SAMPLE MOTION:

Motion to approve Ordinance No. _____ to amend the City of Saugatuck's Short-Term Rental Licensing Ordinance, Ordinance No. 240229-B, as amended, to provide for the imposition of late fees for late applications for short-term rental licenses, to update penalties for violations, and to authorize certain types of transfers relating to short-term rentals, to protect the public health, safety, and welfare.

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

SHORT-TERM RENTAL LICENSING ORDINANCE AMENDMENT

ORDINANCE NO. _____

At a meeting of the City Council of the City of Saugatuck, Allegan County, Michigan, held at the City of Saugatuck Hall on _____, 2025 at _____ p.m., City Council Member _____ moved to adopt the following ordinance, which motion was seconded by City Council Member _____.

An ordinance to amend the City of Saugatuck's Short-Term Rental Licensing Ordinance, Ordinance No. 240229-B, as amended, to provide for the imposition of late fees for late applications for short-term rental licenses, to update penalties for violations, and to authorize certain types of transfers relating to short-term rentals, to protect the public health, safety, and welfare.

CITY OF SAUGATUCK, ALLEGAN COUNTY, ORDAINS:

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

§99.58 DURATION OF LICENSE; RENEWAL.

- (A) Except as otherwise provided herein, a license issued under this chapter shall remain in effect for a period of one (1) year from the date it was issued unless it is suspended or revoked by the City.
- (B) The license holder or local agent may apply for a renewed license by submitting a renewal application to the enforcing officer no later than thirty (30) days prior to the date that the license is set to expire, along with the license renewal fee established by the City's fee schedule. Renewal applications may be submitted no later than five (5) calendar days after this deadline, subject to a late fee established by resolution of the City Council. Renewal applications submitted after this five (5) calendar day grace period by any amount of time shall be deemed untimely and shall not be processed by the City, and the short-term rental license shall be deemed expired.
- (C) All information submitted with the prior application(s) shall be deemed submitted with the application for renewal, except that each year a new completed and signed fire safety checklist must be submitted, a new fire inspection must be conducted, and an approved fire inspection certification must be issued before a license can be renewed In addition, short-term rentals owned by corporate entities or trusts must submit updated documentation each year showing that the interest, composition,

membership, or ownership in said corporation or trust has not changed so as to constitute a transfer as defined in this chapter. Aside from the renewed fire safety checklist, ~~and~~ fire inspection, and updated ownership documentation, the license holder or local agent shall only be required to submit new information with the application for renewal when that application information has changed since the last application was filed with the City.

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

SECTION 2. AMENDMENT TO ORDINANCE NO. 240299-B, Section 99.59: City of Saugatuck Ordinance No. 240229-B, Section 99.59, shall be amended to read as follows:

§99.59 EFFECT ON PREVIOUSLY ISSUED SHORT-TERM RENTAL CERTIFICATES.

(A) It is the express intent of this chapter to “grandfather” short-term rental certificates that were issued under the City’s previous regulatory scheme until those certificates expire. Therefore, short-term rentals with certificates issued pursuant to the Saugatuck City Zoning Ordinance prior to the effective date of this chapter may continue to operate until the certificate expires, subject to the requirements in effect at the time the short-term rental certificate was issued.

(B) Once a previously issued short-term rental certificate expires, the certificate holder must receive a short-term rental license under this chapter to continue operating a short-term rental at the premises. Applications for a short-term rental license may be submitted no later than five (5) calendar days after the previously issued short-term rental certificate expires, subject to a late fee established by resolution of the City Council. Applications submitted after this five (5) day grace period by any amount of time shall be deemed untimely and shall not be processed by the City, and the short-term rental certificate shall be deemed expired.

- a. Notwithstanding anything in this chapter to the contrary, an application for a short-term rental license may be submitted by an owner who previously held a short-term rental certificate if the following apply: 1) the short-term rental certificate expired between August 26, 2024 and the effective date of this Ordinance; and 2) the certificate holder did not timely apply for a short-term rental license but otherwise satisfied all applicable requirements of the City Code. In such circumstances, the

certificate holder may apply for a short-term license no later than five (5) calendar days after the effective date of this Ordinance. Such applications may be processed and a short-term rental license issued, subject to the payment of the late fee set forth herein and satisfaction of all other requirements of the City Code.

~~(B)(C)~~ No short-term rental certificates issued pursuant to the Saugatuck City Zoning Ordinance may be renewed after the effective date of this chapter.

SECTION 3. AMENDMENT TO ORDINANCE NO. 240299-B, Section 99.63: City of Saugatuck Ordinance No. 240229-B, Section 99.61, shall be amended to read as follows:

§99.61 SUSPENSION AND REVOCATION OF LICENSE.

- (A) *Suspension or revocation of license.* The following shall constitute grounds for suspending or revoking a short-term rental license:
- (1) A license holder, owner, and/or authorized agent's inclusion of false, incorrect, or misleading information and/or statements on an application for a short-term rental license.
 - (2) A license holder, owner and/or local agent's failure to comply with the standards and regulations set forth in Section 99.57.
 - (3) A license holder, owner, and/or local agent's failure to timely remedy a violation of this chapter or the City's Noise Ordinance, as set forth in Section 99.60.
 - (4) A license holder and/or owner's ~~attempted~~ transfer of any interest in a short-term rental license or premises to a person or entity that does not have an existing interest in said license or premises, as defined in Section 99.63.
- (B) *Violation notice.* If the enforcing officer has reason to believe that there are grounds to suspend or revoke a short-term rental license, the enforcing officer may, but is not required to, prepare a written notice specifying the alleged grounds for suspension or revocation and the factual basis for this belief. The written notice shall inform the alleged violator of the time, date, and place of the hearing before the City Council, shall be served on the license holder either personally or by certified mail no less than twenty-one (21) days before the hearing.
- (C) *Violation hearing.* If such a violation notice is prepared and served, the City Council shall hold a hearing at which time the license holder shall be given an opportunity to show cause why the short-term rental license issued under this chapter should not be suspended or revoked. The City Council's decision shall be in writing and shall specify the factual evidence upon which it is based and shall be final and binding upon the

license holder. A copy of the City Council's written decision shall then be provided to the license holder. The City Council's determination that an unauthorized transfer of interest in a short-term rental license or premises took place or that an applicant included false, incorrect, or misleading information and/or statements on an application for a short-term rental license and that the inclusion of the correct information would have rendered the applicant ineligible for a short-term rental license, shall result in the immediate revocation of the short-term rental license. For all other types of violations found by the City Council, a short-term rental license shall first be suspended before being revoked, as set forth below.

- (D) *Subsequent violations.* After a short-term rental license has been suspended, any additional violation(s) committed by the license holder and/or local agent within one (1) year of the expiration of the last suspension shall be grounds for a second suspension. If it has been more than two (2) years since the expiration of an initial suspension of a short-term rental license, a subsequent violation shall be deemed to be a first suspension. Upon the City Council's determination that a short-term rental license holder has ~~been suspended two (2) or more times and is facing a third suspension~~ committed an additional violation within two (2) years of the expiration of a second suspension, the City Council may permanently revoke the short-term rental license, at which point that license holder will be permanently ineligible to apply for a short-term rental license for the premises in question.
- (E) *Length and timing of suspensions and/or revocations.* Subject to subsection (F) below, suspensions and revocations shall generally be effective immediately. Provided, however, if any portion of the suspension time falls outside the primary tourist season of May through September, then the balance of the suspension time shall carry over to the next primary tourist season, with rental activity outside of the primary tourist season remaining prohibited until the suspension expires. Suspensions/revocations shall be for the following periods:
- (1) First suspension - three (3) months.
 - (2) Second suspension - six (6) months.
 - (3) Revocation - permanent.
- (F) *Existing contracts.* Existing short-term rental contracts up to sixty (60) nights beyond the beginning date of any suspension/revocation may be honored by the license holder with approval by the City Council. Those existing contracts beyond sixty (60) nights shall be canceled. The time period approved to honor existing contracts shall be added to the end of any suspension period.
- (G) *Fraudulent complaints.* Any person who knowingly files a fraudulent, false, or fictitious complaint about a short-term rental shall be deemed to be in violation of this chapter and may be subject to court enforcement proceedings and the penalties under Section 99.62 of this chapter.

SECTION 4. AMENDMENT TO ORDINANCE NO. 240299-B, Section 99.63: City of Saugatuck Ordinance No. 240229-B, Section 99.63 shall be amended to read as follows:

§99.63 TRANSFER OF OWNERSHIP.

(A) *Transfers prohibited.* ~~Except as expressly provided herein, short-term rental licenses are non-transferable, and a short-term rental license issued under this chapter shall become void upon the attempted transfer of a license to a new owner or owners or the transfer of ownership of the dwelling unit for which the license is issued short-term rental premises to a new owner or owners. Any attempt by an existing owner of a short-term rental to convey partial interest in a short-term rental license or premises to a third party while retaining some interest in the short-term rental license or premises shall render the license revocable. In the event of an unauthorized transfer, a new short-term rental license must be obtained by the new owner of the dwelling unit short-term rental premises from the City before short-term rentals may be resumed in the dwelling unit.~~

(B) *Transfer defined.* As used in this chapter, a “transfer” of a short-term rental license shall include the following:

- (1) Any transfer, sale, change in ownership, or other conveyance of a short-term rental license to a person or entity other than the owner or license holder;
- (2) Any transfer, sale, change in ownership, or other conveyance of the premises;
- (3) Any transfer, sale, change in ownership, or other conveyance of an interest or membership in the corporate entity which is the owner of the premises or the short-term rental license; or
- (4) Any change in the trustee(s), beneficiary, or beneficiaries of the trust which is the owner of the premises or the short-term rental license.

(C) *Permitted transfers.* ~~Notwithstanding the above, the City recognizes that as a matter of public policy it is equitable and consistent with the intent of this ordinance to enable transfers of short-term rental licenses in certain limited circumstances, which include transfers that change the form of ownership but not the identity of the persons having an ownership in a short-term rental, and transfers that reallocate or remove current ownership interests but do not add any new ownership interests. Consistent with these policy goals, short-term rental licenses may be transferred under the following circumstances, provided that a transfer application conforming to the requirements and regulations set forth in this ordinance and indicating the relationship of the transferor to the transferee is first submitted to and approved by the enforcing officer:~~

- (1) ~~Change to the form of ownership. The following transfers that change the form of ownership, but not the identity of the owners, shall be permitted:~~

Formatted: Indent: Left: 0.45", No bullets or numbering

Formatted: Indent: Left: 0.96", No bullets or numbering

i. Short-term rental licenses or premises may be transferred to a corporate entity from individuals, trusts, or other corporate entities, provided that the transferee corporate entity is solely owned and controlled by all of the current owners of the short-term rental license or premises, and that no third parties (meaning individuals or entities who do not currently have an interest in the short-term rental licenses or premises) will hold any interest or membership in said corporate entity.

ii. Short-term rental licenses or premises may be transferred to a trust from individuals, corporate entities, or other trusts, provided that the transferee trust is solely owned, controlled by, and benefits all of the current owners of the short-term rental license or premises, and that no third parties will be designated as settlors, trustees, or beneficiaries of said trust.

iii. Short-term rental licenses or premises may be transferred to an individual or individuals from a corporate entity or trust, provided that the individual or individuals are the current owners, members, settlors, trustees, or beneficiaries of the corporate entity or trust that currently owns the short-term rental license or premises.

(2) Removal or reallocation of ownership interests. Where more than one individual or entity has an interest in a short-term rental license or premises, the composition of ownership may be altered so as to remove an existing ownership interest or to reallocate ownership interests among existing owners. By way of example but not limitation, this could include the following scenarios:

i. A short-term rental premises owned by a married couple can be transferred to the surviving spouse upon the death of a spouse.

ii. A trust owning a short-term rental license can be revised to remove a beneficiary.

iii. A corporation owning a short-term rental premises can reallocate ownership interests among its members or remove members.

(3) General prohibition. Notwithstanding anything in this chapter to the contrary, no transfer will be permitted that has the effect of conveying any sort of interest in a short-term rental license or premises to an individual or entity who does not have an existing interest in said license or premises, including any transfer that attempts to add individuals or entities owning, controlling, or having any interest in a short-term rental license or premises.

(D) Waiver. For transfers not expressly authorized herein, a license holder may make a written application to the enforcing officer for a waiver from this ordinance's

Formatted: Indent: Left: 1.45", No bullets or numbering

Formatted: List Paragraph, Left, Right: 0", Line spacing: single, No bullets or numbering, Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and

Formatted: List Paragraph, Left, Right: 0", Line spacing: single, No bullets or numbering, Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and

Formatted: Indent: Left: 0.96", No bullets or numbering

Formatted: Indent: Left: 1.45", No bullets or numbering

Formatted: List Paragraph, Left, Right: 0", Line spacing: single, No bullets or numbering, Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and

Formatted: List Paragraph, Left, Right: 0", Line spacing: single, No bullets or numbering, Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and

Formatted: Indent: Left: 0.96", No bullets or numbering

prohibition on transfers. Such application must demonstrate that the proposed transfer only changes the form of ownership or removes or reallocates existing ownership interests without adding any new ownership interests and is otherwise consistent with the purpose and objectives of this ordinance on good cause shown to the enforcing officer. The enforcing officer shall approve or deny such applications, and his or her decision shall be final.

(E) Prior Transfers. The City Council recognizes that the imposition of maximum limits on short-term rental licenses in certain districts has markedly increased the consequences of unauthorized transfers within those districts. The City Council further recognizes that some short-term rental owners may have transferred interest in a short-term rental without understanding that this would render the premises ineligible for a short-term rental license so long as maximum limits are in effect. Therefore, notwithstanding any maximum license limits in effect, an owner may apply for a short-term rental license if, at the time of application, all of the following apply:

(1) The short-term rental premises is located within a zoning district subject to maximum limits on the total number of short-term rental licenses and the number of active licenses within that district exceeds the maximum limit;

(2) A short-term rental license or certificate was previously issued for the premises;

(3) The short-term rental license, certificate, or premises was subject to an unauthorized transfer that occurred between August 26, 2021, and March 5, 2025;

(4) The short-term rental license or certificate had not expired or lapsed by reason of nonrenewal and had not been revoked or voided for reasons other than the unauthorized transfer identified above; and

(5) An application describing the nature and date of the unauthorized transfer and containing all other information required by the City Code, along with the accompanying application fee, are submitted to the City no later than five (5) days of the effective date of this ordinance.

(C) The City may process applications for short-term rental licenses from applicants who satisfy the above criteria and may approve short-term rental licenses for the same if all other applicable requirements of the City Code are satisfied.

SECTION 5. SEVERABILITY: Should a court of competent jurisdiction find any provision, clause, or portion of this ordinance amendment to be invalid or unconstitutional, the balance or remainder of this ordinance amendment shall remain valid and in full force and effect and shall be deemed “severable” from the portion, clause, or provision deemed to be invalid or unconstitutional by the court.

Formatted: Indent: Left: 0.45", No bullets or numbering

Formatted: Indent: Left: 0.96", No bullets or numbering

Formatted: Indent: Left: 0.96", No bullets or numbering

Formatted: Indent: Left: 0.96", No bullets or numbering

Formatted: Indent: Left: 0.96", No bullets or numbering

Formatted: Font: Not Italic

Formatted: Indent: Left: 0.96", No bullets or numbering

Formatted: Indent: Left: 0.45", No bullets or numbering

SECTION 6. REPEAL: All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SECTION 7. EFFECTIVE DATE: This Ordinance shall become effective immediately upon the date of this Ordinance's publication as required by law.

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN: _____

ORDINANCE DECLARED ADOPTED.

Holly Anderson
City of Saugatuck, Mayor

CERTIFICATION

I hereby certify that:

1. The above is a true copy of an ordinance adopted by the City of Saugatuck at a duly scheduled and noticed meeting of the City Council held on _____, ____ 2025, pursuant to the required statutory procedures.
2. A summary of the above ordinance was duly published in the _____ newspaper, a newspaper that circulates within the City of Saugatuck, on _____, 2025.
3. Within 1 week after such publication, I recorded the above ordinance in a book of ordinances kept by me for that purpose, including the date of passage of the ordinance, the names of the members of the City Council voting, and how each member voted.
4. I filed an attested copy of the above ordinance with the Allegan County Clerk on _____, 2025.

ATTESTED:

Jamie Wolters
City of Saugatuck, Clerk

**CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN**

NOTICE OF ADOPTION

SHORT-TERM RENTAL LICENSING ORDINANCE AMENDMENT

ORDINANCE NO. ____

Please take notice that on _____, 2025, the City Council of City of Saugatuck adopted Ordinance No. ____, which, among other things, amends the City of Saugatuck's Short-Term Rental Licensing Ordinance, Ordinance No. 240229-B, to provide for the imposition of late fees for late applications for short-term rental licenses, to update penalties for violations, and to authorize certain types of transfers relating to short-term rentals. Copies of the ordinance may be obtained from Jamie Wolters, City of Saugatuck Clerk, at 102 Butler Street, P.O. Box 86, Saugatuck, Michigan 49453, during regular business hours.

The Amendment to Ordinance No. 240299-B has the following sections, which are summarized below: Section 1: Amendment Section 99.58; Section 2: Amendment to Section 99.59; Section 3: Amendment to Section 99.61; Section 4: Amendment to Section 99.63; Section 5: Severability; Section 6: Repeal; and Section 7: Effective Date.

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

Publication Date: _____, 2025

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

SHORT-TERM RENTAL LICENSING ORDINANCE AMENDMENT

ORDINANCE NO. _____

At a meeting of the City Council of the City of Saugatuck, Allegan County, Michigan, held at the City of Saugatuck Hall on _____, 2025 at _____ p.m., City Council Member _____ moved to adopt the following ordinance, which motion was seconded by City Council Member _____.

An ordinance to amend the City of Saugatuck's Short-Term Rental Licensing Ordinance, Ordinance No. 240229-B, as amended, to provide for the imposition of late fees for late applications for short-term rental licenses, to update penalties for violations, and to authorize certain types of transfers relating to short-term rentals, to protect the public health, safety, and welfare.

CITY OF SAUGATUCK, ALLEGAN COUNTY, ORDAINS:

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

§99.58 DURATION OF LICENSE; RENEWAL.

- (A) Except as otherwise provided herein, a license issued under this chapter shall remain in effect for a period of one (1) year from the date it was issued unless it is suspended or revoked by the City.
- (B) The license holder or local agent may apply for a renewed license by submitting a renewal application to the enforcing officer no later than thirty (30) days prior to the date that the license is set to expire, along with the license renewal fee established by the City's fee schedule. Renewal applications may be submitted no later than five (5) calendar days after this deadline, subject to a late fee established by resolution of the City Council. Renewal applications submitted after this five (5) calendar day grace period by any amount of time shall be deemed untimely and shall not be processed by the City, and the short-term rental license shall be deemed expired.
- (C) All information submitted with the prior application(s) shall be deemed submitted with the application for renewal, except that each year a new completed and signed fire safety checklist must be submitted, a new fire inspection must be conducted, and an approved fire inspection certification must be issued before a license can be renewed. In addition, short-term rentals owned by corporate entities or trusts must submit updated documentation each year showing that the interest, composition,

membership, or ownership in said corporation or trust has not changed so as to constitute a transfer as defined in this chapter. Aside from the renewed fire safety checklist, fire inspection, and updated ownership documentation, the license holder or local agent shall only be required to submit new information with the application for renewal when that application information has changed since the last application was filed with the City.

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

SECTION 2. AMENDMENT TO ORDINANCE NO. 240299-B, Section 99.59: City of Saugatuck Ordinance No. 240229-B, Section 99.59, shall be amended to read as follows:

§99.59 EFFECT ON PREVIOUSLY ISSUED SHORT-TERM RENTAL CERTIFICATES.

- (A) It is the express intent of this chapter to “grandfather” short-term rental certificates that were issued under the City’s previous regulatory scheme until those certificates expire. Therefore, short-term rentals with certificates issued pursuant to the Saugatuck City Zoning Ordinance prior to the effective date of this chapter may continue to operate until the certificate expires, subject to the requirements in effect at the time the short-term rental certificate was issued.
- (B) Once a previously issued short-term rental certificate expires, the certificate-holder must receive a short-term rental license under this chapter to continue operating a short-term rental at the premises. Applications for a short-term rental license may be submitted no later than five (5) calendar days after the previously issued short-term rental certificate expires, subject to a late fee established by resolution of the City Council. Applications submitted after this five (5) day grace period by any amount of time shall be deemed untimely and shall not be processed by the City, and the short-term rental certificate shall be deemed expired.
 - a. Notwithstanding anything in this chapter to the contrary, an application for a short-term rental license may be submitted by an owner who previously held a short-term rental certificate if the following applies: 1) the short-term rental certificate expired between August 26, 2024 and the effective date of this Ordinance; and 2) the certificate holder did not timely apply for a short-term rental license but otherwise satisfied all applicable requirements of the City

Code. In such circumstances, the certificate holder may apply for a short-term license no later than five (5) calendar days after the effective date of this Ordinance. Such applications may be processed and a short-term rental license issued, subject to the payment of the late fee set forth herein and satisfaction of all other requirements of the City Code.

- (C) No short-term rental certificates issued pursuant to the Saugatuck City Zoning Ordinance may be renewed after the effective date of this chapter.

SECTION 3. AMENDMENT TO ORDINANCE NO. 240299-B, Section 99.63: City of Saugatuck Ordinance No. 240229-B, Section 99.61, shall be amended to read as follows:

§99.61 SUSPENSION AND REVOCATION OF LICENSE.

- (A) *Suspension or revocation of license.* The following shall constitute grounds for suspending or revoking a short-term rental license:
- (1) A license holder, owner, and/or authorized agent's inclusion of false, incorrect, or misleading information and/or statements on an application for a short-term rental license.
 - (2) A license holder, owner and/or local agent's failure to comply with the standards and regulations set forth in Section 99.57.
 - (3) A license holder, owner, and/or local agent's failure to timely remedy a violation of this chapter or the City's Noise Ordinance, as set forth in Section 99.60.
 - (4) A license holder and/or owner's transfer of any interest in a short-term rental license or premises to a person or entity that does not have an existing interest in said license or premises.
- (B) *Violation notice.* If the enforcing officer has reason to believe that there are grounds to suspend or revoke a short-term rental license, the enforcing officer may, but is not required to, prepare a written notice specifying the alleged grounds for suspension or revocation and the factual basis for this belief. The written notice shall inform the alleged violator of the time, date, and place of the hearing before the City Council, shall be served on the license holder either personally or by certified mail no less than twenty-one (21) days before the hearing.
- (C) *Violation hearing.* If such a violation notice is prepared and served, the City Council shall hold a hearing at which time the license holder shall be given an opportunity to show cause why the short-term rental license issued under this chapter should not be suspended or revoked. The City Council's decision shall be in writing and shall specify the factual evidence upon which it is based and shall be final and binding upon the

license holder. A copy of the City Council's written decision shall then be provided to the license holder. The City Council's determination that an unauthorized transfer of interest in a short-term rental license or premises took place or that an applicant included false, incorrect, or misleading information and/or statements on an application for a short-term rental license and that the inclusion of the correct information would have rendered the applicant ineligible for a short-term rental license, shall result in the immediate revocation of the short-term rental license. For all other types of violations found by the City Council, a short-term rental license shall first be suspended before being revoked, as set forth below.

- (D) *Subsequent violations.* After a short-term rental license has been suspended, any additional violation(s) committed by the license holder and/or local agent within one (1) year of the expiration of the last suspension shall be grounds for a second suspension. If it has been more than two (2) years since the expiration of an initial suspension of a short-term rental license, a subsequent violation shall be deemed to be a first suspension. Upon the City Council's determination that a short-term rental license holder has committed an additional violation within two (2) years of the expiration of a second suspension, the City Council may permanently revoke the short-term rental license, at which point that license holder will be permanently ineligible to apply for a short-term rental license for the premises in question.
- (E) *Length and timing of suspensions and/or revocations.* Subject to subsection (F) below, suspensions and revocations shall generally be effective immediately. Provided, however, if any portion of the suspension time falls outside the primary tourist season of May through September, then the balance of the suspension time shall carry over to the next primary tourist season, with rental activity outside of the primary tourist season remaining prohibited until the suspension expires. Suspensions/revocations shall be for the following periods:
 - (1) First suspension - three (3) months.
 - (2) Second suspension - six (6) months.
 - (3) Revocation - permanent.
- (F) *Existing contracts.* Existing short-term rental contracts up to sixty (60) nights beyond the beginning date of any suspension/revocation may be honored by the license holder with approval by the City Council. Those existing contracts beyond sixty (60) nights shall be canceled. The time period approved to honor existing contracts shall be added to the end of any suspension period.
- (G) *Fraudulent complaints.* Any person who knowingly files a fraudulent, false, or fictitious complaint about a short-term rental shall be deemed to be in violation of this chapter and may be subject to court enforcement proceedings and the penalties under Section 99.62 of this chapter.

SECTION 4. AMENDMENT TO ORDINANCE NO. 240299-B, Section 99.63: City of Saugatuck Ordinance No. 240229-B, Section 99.63 shall be amended to read as follows:

§99.63 TRANSFER OF OWNERSHIP.

- (A) *Transfers prohibited.* Except as expressly provided herein, short-term rental licenses are non-transferable, and a short-term rental license issued under this chapter shall become void upon the attempted transfer of a license to a new owner or owners or the transfer of the short-term rental premises to a new owner or owners. Any attempt by an existing owner of a short-term rental to convey partial interest in a short-term rental licenses or premises to a third party while retaining some interest in the short-term rental licenses or premises shall render the license revocable. In the event of an unauthorized transfer, a new short-term rental license must be obtained by the new owner of the short-term rental premises from the City before short-term rentals may be resumed.
- (B) *Transfer defined.* As used in this chapter, a “transfer” of a short-term rental license shall include the following:
- (1) Any transfer, sale, change in ownership, or other conveyance of a short-term rental license to a person or entity other than the owner or license holder;
 - (2) Any transfer, sale, change in ownership, or other conveyance of the premises;
 - (3) Any transfer, sale, change in ownership, or other conveyance of an interest or membership in the corporate entity which is the owner of the premises or the short-term rental license; or
 - (4) Any change in the trustee(s), beneficiary, or beneficiaries of the trust which is the owner of the premises or the short-term rental license.
- (C) *Permitted transfers.* Notwithstanding the above, the City recognizes that as a matter of public policy it is equitable and consistent with the intent of this ordinance to enable transfers of short-term rental licenses in certain limited circumstances, which include transfers that change the form of ownership but not the identity of the persons having an ownership in a short-term rental, and transfers that reallocate or remove current ownership interests but do not add any new ownership interests. Consistent with these policy goals, short-term rental licenses may be transferred under the following circumstances, provided that a transfer application conforming to the requirements and regulations set forth in this ordinance and indicating the relationship of the transferor to the transferee is first submitted to and approved by the enforcing officer:
- (1) *Change to the form of ownership.* The following transfers that change the form of ownership, but not the identity of the owners, shall be permitted:
 - i. Short-term rental licenses or premises may be transferred to a corporate

entity from individuals, trusts, or other corporate entities, provided that the transferee corporate entity is solely owned and controlled by all of the current owners of the short-term rental license or premises, and that no third parties (meaning individuals or entities who do not currently have an interest in the short-term rental licenses or premises) will hold any interest or membership in said corporate entity.

- ii. Short-term rental licenses or premises may be transferred to a trust from individuals, corporate entities, or other trusts, provided that the transferee trust is solely owned, controlled by, and benefits all of the current owners of the short-term rental license or premises, and that no third parties will be designated as settlors, trustees, or beneficiaries of said trust.
- iii. Short-term rental licenses or premises may be transferred to an individual or individuals from a corporate entity or trust, provided that the individual or individuals are the current owners, members, settlors, trustees, or beneficiaries of the corporate entity or trust that currently owns the short-term rental license or premises.

(2) *Removal or reallocation of ownership interests.* Where more than one individual or entity has an interest in a short-term rental license or premises, the composition of ownership may be altered so as to remove an existing ownership interest or to reallocate ownership interests among existing owners. By way of example but not limitation, this could include the following scenarios:

- i. A short-term rental premises owned by a married couple can be transferred to the surviving spouse upon the death of a spouse.
- ii. A trust owning a short-term rental license can be revised to remove a beneficiary.
- iii. A corporation owning a short-term rental premises can reallocate ownership interests among its members or remove members.

(3) *General prohibition.* Notwithstanding anything in this chapter to the contrary, no transfer will be permitted that has the effect of conveying any sort of interest in a short-term rental license or premises to a third party who does not have an existing interest in said license or premises, including any transfer that attempts to add new individuals or entities owning, controlling, or having any interest in a short-term rental license or premises.

(D) *Waiver.* For transfers not expressly authorized herein, a license holder may make a written application to the enforcing officer for a waiver from this ordinance's prohibition on transfers. Such application must demonstrate that the proposed transfer

only changes the form of ownership or removes or reallocates existing ownership interests without adding any new ownership interests and is otherwise consistent with the purpose and objectives of this ordinance on good cause shown to the enforcing officer. The enforcing officer shall approve or deny such applications, and his or her decision shall be final.

(E) *Prior Transfers*. The City Council recognizes that the imposition of maximum limits on short-term rental licenses in certain districts has markedly increased the consequences of unauthorized transfers within those districts. The City Council further recognizes that some short-term rental owners may have transferred interest in a short-term rental without understanding that this would render the premises ineligible for a short-term rental license so long as maximum limits are in effect. Therefore, notwithstanding any maximum license limits in effect, an owner may apply for a short-term rental license if, at the time of application, all of the following apply:

- (1) The short-term rental premises is located within a zoning district subject to maximum limits on the total number of short-term rental licenses and the number of active licenses within that district exceeds the maximum limit;
- (2) A short-term rental license or certificate was previously issued for the premises;
- (3) The short-term rental license, certificate, or premises was subject to an unauthorized transfer that occurred between August 26, 2021, and March 5, 2025;
- (4) The short-term rental license or certificate had not expired or lapsed by reason of nonrenewal and had not been revoked or voided for reasons other than the unauthorized transfer identified above; and
- (5) An application describing the nature and date of the unauthorized transfer and containing all other information required by the City Code, along with the accompanying application fee, are submitted to the City no later than five (5) days of the effective date of this ordinance.

The City may process applications for short-term rental licenses from applicants who satisfy the above criteria and may approve short-term rental licenses for the same if all other applicable requirements of the City Code are satisfied.

SECTION 5. SEVERABILITY: Should a court of competent jurisdiction find any provision, clause, or portion of this ordinance amendment to be invalid or unconstitutional, the balance or remainder of this ordinance amendment shall remain valid and in full force and effect and shall be deemed “severable” from the portion, clause, or provision deemed to be invalid or unconstitutional by the court.

SECTION 6. REPEAL: All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SECTION 7. EFFECTIVE DATE: This Ordinance shall become effective immediately upon the date of this Ordinance's publication as required by law.

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN: _____

ORDINANCE DECLARED ADOPTED.

Holly Anderson
City of Saugatuck, Mayor

CERTIFICATION

I hereby certify that:

1. The above is a true copy of an ordinance adopted by the City of Saugatuck at a duly scheduled and noticed meeting of the City Council held on _____, _____ 2025, pursuant to the required statutory procedures.
2. A summary of the above ordinance was duly published in the _____ newspaper, a newspaper that circulates within the City of Saugatuck, on _____, 2025.
3. Within 1 week after such publication, I recorded the above ordinance in a book of ordinances kept by me for that purpose, including the date of passage of the ordinance, the names of the members of the City Council voting, and how each member voted.
4. I filed an attested copy of the above ordinance with the Allegan County Clerk on _____, 2025.

ATTESTED:

Jamie Wolters
City of Saugatuck, Clerk

**CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN**

NOTICE OF ADOPTION

SHORT-TERM RENTAL LICENSING ORDINANCE AMENDMENT

ORDINANCE NO. ____

Please take notice that on _____, 2025, the City Council of City of Saugatuck adopted Ordinance No. ____, which, among other things, amends the City of Saugatuck's Short-Term Rental Licensing Ordinance, Ordinance No. 240229-B, to provide for the imposition of late fees for late applications for short-term rental licenses, to update penalties for violations, and to authorize certain types of transfers relating to short-term rentals. Copies of the ordinance may be obtained from Jamie Wolters, City of Saugatuck Clerk, at 102 Butler Street, P.O. Box 86, Saugatuck, Michigan 49453, during regular business hours.

The Amendment to Ordinance No. 240299-B has the following sections, which are summarized below: Section 1: Amendment Section 99.58; Section 2: Amendment to Section 99.59; Section 3: Amendment to Section 99.61; Section 4: Amendment to Section 99.63; Section 5: Severability; Section 6: Repeal; and Section 7: Effective Date.

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

Publication Date: _____, 2025



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: April 14, 2025

SUBJECT: Resolution No. 250414-A: A Resolution Formally Recognizing the Recommendations of the Tri-Community Wildlife Committee

DESCRIPTION:

In late 2024, City Council agreed to partner with the City of the Village of Douglas and Saugatuck Township to create a Tri-Community Wildlife Management Committee with a sunset date of December 31, 2025.

The committee has held several meetings and recently recommended that each municipality adopt the attached resolution. If passed, the resolution would:

- Formally recognize the recommendations of the Tri-Community Wildlife Committee.
- Commit to working collaboratively to implement appropriate measures to manage the deer population, including but not limited to controlled hunts, ordinance revisions, and continued monitoring efforts.
- Endeavor to take the necessary steps to enact policies, allocate resources where feasible, and engage with relevant stakeholders to ensure the success of deer population management efforts in the best interest of public safety, ecological balance, and community well-being.

LEGAL REVIEW:

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

SAMPLE MOTION:

Motion to approve Resolution No. 250414-A: A Resolution Formally Recognizing the Recommendations of the Tri-Community Wildlife Committee.

**CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN**

RESOLUTION NO. 250414-A

**A RESOLUTION FORMALLY RECOGNIZING THE RECOMMENDATIONS OF THE
TRI-COMMUNITY WILDLIFE COMMITTEE**

Council Member _____, offered the following resolution and moved for its adoption, seconded by Council Member _____:

RECITALS

WHEREAS, the Tri-Community Wildlife Committee consists of representatives from the City of the Village of Douglas, the City of Saugatuck, and Saugatuck Township; and

WHEREAS, based on observations and community surveys, the Tri-Community Wildlife Committee has determined that there is a substantial overpopulation of deer within all three communities; and

WHEREAS, the Tri-Community Wildlife Committee recommends that the City of the Village of Douglas, the City of Saugatuck, and Saugatuck Township issue permits and facilitate controlled deer hunts using “Licensed Nuisance Wildlife Control Operators” (sharpshooters) authorized by the Michigan Department of Natural Resources (MDNR); and

WHEREAS, such hunts should take place with the permission of private landowners, including Homeowner Associations (HOAs), within their jurisdictions, with all associated costs and liabilities borne by the landowner(s) and/or HOA until the Tri-Community Wildlife Committee determines that the deer population has been brought under control; and

WHEREAS, the Tri-Community Wildlife Committee further recommends that each municipality facilitate and direct controlled deer hunts on publicly owned lands within their jurisdiction, subject to budgetary constraints, using Licensed Nuisance Wildlife Control Operators (sharpshooters) authorized by the MDNR until the Committee determines the deer population is under control; and

WHEREAS, to further manage the deer population, the Tri-Community Wildlife Committee recommends that the City of the Village of Douglas, the City of Saugatuck, and Saugatuck Township revise their existing ordinances to permit the discharge of archery equipment without a special permit, thereby allowing bow hunting of deer during the fall hunting season in accordance with all applicable State of Michigan hunting regulations; and

WHEREAS, while these controlled hunts may provide temporary relief for landowners facing immediate issues, they are not a long-term solution to the deer overpopulation problem; and

WHEREAS, to monitor the effectiveness of population control measures, the Tri-Community Wildlife Committee has authorized an annual deer population census each March using drone technology to establish a baseline for future assessments; and

WHEREAS, through extensive research, the Tri-Community Wildlife Committee has determined that neither deer contraception nor relocation programs are currently viable due to cost and logistical constraints.

THEREFORE, BE IT RESOLVED, that the City of the Village of Douglas, the City of Saugatuck, and Saugatuck Township formally recognize the recommendations of the Tri-Community Wildlife Committee and commit to working collaboratively to implement appropriate measures to manage the deer population, including but not limited to controlled hunts, ordinance revisions, and continued monitoring efforts; and

BE IT FURTHER RESOLVED that each municipality will endeavor to take the necessary steps to enact policies, allocate resources where feasible, and engage with relevant stakeholders to ensure the success of deer population management efforts in the best interest of public safety, ecological balance, and community well-being.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this ____ day of _____, 2025

CITY OF SAUGATUCK

BY: _____

Holly Anderson, Mayor

BY: _____

Jamie Wolters, City Clerk

CERTIFICATION

I, Jamie Wolters, the duly appointed clerk of the City of Saugatuck do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a regular meeting held _____, 2025.

Signed: _____

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: April 19, 2025

SUBJECT: Maple Street Cost Share Agreement, Sewer Capacity Lease Agreement, and Design Engineering Services for Maple Street Improvements

DESCRIPTION:

Maple Street and the underground water main are in need of replacement. City Council listed roads, asset management, and lead service line replacement as essential infrastructure priorities for the fiscal year. This work is also on the City's capital improvement plan.

After an open house to gather public feedback, topographic surveys, meetings with Township officials, public comments, and several workshops to review and discuss various elements and funding options, City Council requested that a design engineering proposal and cost share agreement be drafted for the following:

- Road reconstruction and rehabilitation
- Water main replacement (including replacement of services, some to inside the home/building)
- Sanitary sewer repairs
- Drainage and stormwater management improvements
- Culvert repairs
- Concrete sidewalk

The estimated cost of the project items above is \$4,590,000. The proposed funding plan is as follows:

Proposed Funding	
Township Half/Share of Water Main Replacement, Sanitary Repairs, and Rehabilitation of Road Over Watermain	\$1,300,000

MDOT Category B Grant - Road Rehabilitation	\$250,000
Water-Sewer Fund	\$900,000
Local Streets Fund	\$1,220,000
General Fund	\$920,000

Cost Share Agreement with Township

The Saugatuck Township Manager agreed to approach the Maple Street project with a 50/50 cost share of the watermain replacement, sanitary sewer improvements, and one lane of road that the watermain is under. The Township recently asked for a portion of the MDOT Category B grant that the City obtained for the project to also be applied toward their cost share of the west lane.

A copy of the proposed agreement is attached.

Sewer Capacity Lease Agreement

While drafting the cost share agreement noted above, the Township asked that the City also lease 14,000 gallons of our unused sewer treatment plant capacity to them. The Township Manager has provided further details for their request in the attached memo.

Staff, engineering, and legal have evaluated options and the Township's requests related to a lease. The drafted sewer capacity lease agreement:

- Leases 0.014 MGD (million gallons per day) of the City's allocated sewer capacity from the KLSWA Sewer Treatment Plant for a period of 30 years, contingent upon the Township executing the Maple Street Agreement.
- Provides the ability for the City to terminate the capacity lease if it reaches 75% of its allocated sanitary sewer capacity.

A copy of the proposed lease agreement is attached.

Design Engineering Services for Maple Street Improvements

Fleis & Vandenbrink has submitted the attached proposal for design engineering services for the Maple Street improvements. Total cost for design engineering is \$268,000. If the agreements with the Township are approved, the Township share is expected to be \$76,000 and the City share is expected to be \$192,000.

The engineer anticipates the following schedule:

- Wetland delineation, topo survey and soil borings: April/May 2025
- Preliminary design: April – August 2025
- Final design and permitting: September – December 2025
- Bidding: Late 2025 or early 2026

- Construction: 2026 (specific timeframe to be determined)

A proposal for construction phase services will be provided once the timeframe for construction has been determined.

BUDGET ACTION REQUIRED:

None at this time. Sufficient dollars are budgeted for the engineering that will occur the remainder of this fiscal year. The additional funding will be requested in next fiscal year's budget.

LEGAL REVIEW:

The City Attorney has been heavily involved in the agreement negotiations and drafted both agreements. The City Attorney has provided City Council with a separate attorney-client privileged memo. The City Attorney will be at your meeting to answer any questions you may have.

SAMPLE MOTIONS:

Motion to approve the Maple Street Cost Share Agreement with Saugatuck Township.

Motion to approve the Sewer Capacity Lease Agreement with Saugatuck Township.

Motion to approve the proposal from Fleis & Vandenbrink for design engineering services for Maple Street improvements.

MEMORANDUM

To: City of Saugatuck

From: Daniel DeFranco, Manager, Saugatuck Township

Date: April 9, 2025

Subject: Request for Additional Sewer Capacity at the Wastewater Treatment Plant

Introduction

Saugatuck Township respectfully seeks to enter into an agreement with the City of Saugatuck for the rental of sewer capacity in the regional Wastewater Treatment Plant. While the Township has invested in its own sanitary sewer infrastructure, it currently lacks sufficient treatment capacity ownership to meet existing demand and projected growth. As development interest continues to rise, the absence of additional treatment capacity has become a critical constraint.

This request is made within the broader context of a region facing interconnected challenges: housing affordability, infrastructure limitations, workforce retention, parking constraints, and the effects of short-term rentals. Addressing these issues effectively will require coordinated planning and shared investment.

Over the past year, Saugatuck Township has taken significant steps to respond to these pressures. In March 2024, the Township adopted a comprehensive Zoning Ordinance update that modernized land use policies to support greater housing diversity and affordability. Reforms included reduced minimum unit sizes, the legalization of Accessory Dwelling Units (ADUs) in all residential districts, and the creation of density incentives for projects that deliver community benefits. This work is continuing with the Township engaged in a housing-focused zoning update through the Michigan State Housing Development Authority's (MSHDA) Housing Readiness Program.

Simultaneously, the Township has invested in infrastructure and corridor planning to guide responsible growth. These efforts are particularly focused along the Blue Star Highway, where safety improvements and trail development are laying the foundation for walkable, mixed-use neighborhoods adjacent to existing downtown areas and public amenities.

1. Population Growth and Demographic Shifts

Over the past two decades, Saugatuck Township has experienced sustained population growth—rising from 2,404 in 2000 to an estimated 3,596 in 2023, an increase of nearly 50%. This equates to an average annual growth rate of 1.7%, significantly outpacing Allegan County's growth rate of 0.63% during the same period.

Despite this growth and the Township's strong market appeal, limited sewer capacity continues to restrict the type and scale of new development. Current proposals are often limited to large-lot single-family homes, which, while valuable, do not meet the diverse needs of the broader community. The Township seeks to expand opportunities for smaller-

scale housing types—including apartments, accessible units, and ADUs—that better serve:

- Older adults seeking to age in place
- Younger residents seeking attainable entry points into the housing market
- Year-round workforce and renters priced out of traditional housing options

In support of this goal, the Township is guiding development toward the Blue Star Corridor, where public investments in infrastructure, safety, and connectivity enable the creation of compact, walkable, mixed-use neighborhoods adjacent to the historic downtown area.

2. Development Activity and Sewer Demand

The Township is currently reviewing or supporting three active residential developments and one approved lodging project, all of which require sewer capacity to proceed:

- An eight-home development currently under construction
- A 30-unit residential development under Planning Commission review
- A proposed residential community (fewer than 50 units) including townhomes and 700 sq. ft. “tiny” homes
- AutoCamp, a 112-unit boutique lodging facility with a clubhouse, which has received final site plan approval and a renewed Special Land Use permit

If all of these developments move forward, the Township will require an estimated 35,000 gallons per day (gpd) of additional treatment capacity to remain below 75% of its current allocation.

This need is immediate. The capacity requested does not account for future development or redevelopment, nor does it include properties that may seek to transition from aging septic systems to public sewer in the coming years.

3. Zoning and Housing Policy Initiatives

In March 2024, the Township adopted a comprehensive update to its Zoning Ordinance to better align land use policy with community housing goals. Key reforms included:

- Reduction of the minimum residential unit size to 600 sq. ft.
- Authorization of ADUs in all residential zoning districts
- Density bonuses for developments that incorporate public or community-serving amenities
- Incentives for the inclusion of zero-barrier accessible housing
- Regulatory tools to preserve housing for long-term occupancy in lieu of short-term rental conversion

Building upon this momentum, the Township is now undertaking a focused revision of the housing sections of its Zoning Ordinance with support from MSHDA’s Housing Readiness Program. The initiative includes an in-depth analysis of local housing conditions, demographic trends, and market dynamics. Community feedback—collected through surveys and stakeholder interviews—will guide proposed ordinance changes aimed at

expanding housing options across price points and typologies. Potential areas for reform include parking minimums, floor area ratios, and unit size flexibility.

4. Blue Star Corridor Planning and Community Impact

The Township adopted the Blue Star Highway Corridor Safety Plan in 2024, articulating a long-term vision for transforming the corridor into a walkable, mixed-use gateway that complements and connects to the City of Saugatuck. The plan calls for:

- Traffic calming through self-enforcing roadway design
- Enhanced safety at key intersections and pedestrian crossings
- Concentration of future development in hamlets that preserve open space and encourage a mix of uses

Implementation is already underway. New development proposals along the corridor are consistent with the plan's goals—leveraging proximity to amenities and non-motorized infrastructure to create vibrant, mixed-use neighborhoods. Recent investments include:

- Construction of a roundabout at Blue Star and Old Allegan Road to address a high-crash intersection
- Engineering and construction of the northern and southern extensions of the Blue Star Trail, including the segment north from the Kalamazoo River Bridge and south to M-89
- Completion of a Non-Motorized Infrastructure Master Plan, outlining a connected trail and sidewalk network linking residential neighborhoods to community amenities.

These efforts directly address key community concerns:

- Housing shortage: supports a broader range of housing types
- Workforce housing: enables development near job centers
- Short-term rental pressures: provides dedicated visitor accommodations
- Parking shortages: reduces vehicle reliance through walkability
- Traffic safety: improves roadway conditions and visibility
- Connectivity: links neighborhoods and destinations through safe, non-motorized travel

With zoning tools and corridor planning in place, additional sewer capacity is now the critical missing component to support implementation.

Conclusion

Saugatuck Township has made strategic investments in policy, planning, and infrastructure to support growth that is balanced, inclusive, and consistent with regional values. However, the ability to move forward with this vision depends on access to treatment capacity.

We respectfully request the City's consideration in establishing an agreement for the rental of sewer capacity at the Wastewater Treatment Plant. This partnership is essential to enabling development that meets shared goals around housing, economic opportunity, environmental stewardship, and community well-being.

We look forward to continued collaboration in service of a thriving, sustainable Saugatuck-Douglas area.

MAPLE STREET AGREEMENT

THIS AGREEMENT is made [INSERT DATE], 2025 between the City of Saugatuck, a Michigan home rule city, 102 Butler Street, Saugatuck, Michigan 49453 (“City”) and the Township of Saugatuck, a Michigan general law township, 3461 Blue Star Highway, Saugatuck Michigan 49453 (“Township”)

RECITALS

WHEREAS, this Agreement is authorized under the Intergovernmental Contracts Between Municipal Corporations Act, Public Act 35 of 1951, MCL 124.1 *et seq.*

WHEREAS, the City and Township desire to coordinate the improvement and repair of the water main, service lines, sanitary sewers and additional infrastructure located on and below the west lane of Maple Street that runs between the Blue Star Highway and North Street (“Project”), specifically identified in Exhibit A, which is incorporated by reference;

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

WHEREAS, the public water main component of the Project is owned by the City and benefits both the City and Township and their respective residents;

WHEREAS, as the Project will benefit each municipality and their residents, the City and Township desire to share all costs related to the Project, including but not limited to, engineering costs, construction costs and full reconstruction of the west lane of Maple Street, subject to the terms set forth herein; and

WHEREAS, the City and Township are actively seeking state grants to help in the funding of the Project.

TERMS AND CONDITIONS

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

ARTICLE I

Construction

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

1.2 Permits/Approvals. Prior to beginning construction of the Project, the City will obtain all permits or approvals required by law to construct the Project. The Township will reasonably cooperate with the City's efforts to do so and shall not charge the City for any required street construction reviews, permits or inspections. To the extent any permits or approvals are required of the Allegan County Road Commission in order to construct the Project, the parties shall cooperate in obtaining the same.

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

1.4 Construction. The City shall ensure that the Project is constructed by a contractor or others strictly in accordance with the Project Plans or any amendments thereto. Construction may not begin until all pre-construction requirements under this Agreement have been met, including without limitation, those in sections 1.2 and 1.5.

1.5 Indemnification and Insurance. The City shall hold the Township (including for purpose of this section the Township's officers and employees) harmless from, indemnify it for, and defend it against any and all demands, claims, liabilities, obligations, damages, awards, judgments, administrative or criminal penalties or other losses or expenses the Township may receive or incur as a result of the construction and completion of the Project or any defects in the Project. During construction and until construction is completed, the land is restored and the City Engineer has certified the Project, the City contractor shall obtain and maintain a general liability and owners' liability insurance policy naming the City and Township as additional insureds and certificate holders with coverage of at least \$1,000,000 per individual and \$1,000,000 per occurrence. Such insurance shall provide that it may not be canceled, modified or terminated without at least 30 days prior written notice to the City and Township. A copy of the certificate(s) and policy(ies) of insurance shall be provided to the City and Township prior to the commencement of construction. In addition, the City's contractor shall assure that any necessary or required workers' disability compensation, unemployment compensation and other insurance has been obtained by its contractors.

1.6 Liens and Encumbrances. The City and its contractor shall keep the Project and all Township property free of any and all liens and encumbrances including, without limitation, contractors', mechanics' or materialmen's liens.

ARTICLE II

Payment

2.1 Estimated Costs. The City and Township will split the design, engineering, and construction costs of the Project in the proportions identified in Exhibit A, which exhibit is incorporated by reference. The estimates provided in Exhibit A do not reflect the application of grant funds, which is discussed in Section 2.2 below.

2.2 Application of Grant Funds.

a. The City has applied for and been awarded a \$250,000 grant for the street improvements associated with the Project through the Michigan Department of Transportation's (MDOT's) Community Service Infrastructure Fund (CSIF) Category B program. For purposes of calculating the parties' respective shares of the project cost, these funds shall be applied in equal proportions (one third each) to each of the three street segments identified in Exhibit A, namely: (i) north of 721 Maple Street; (ii) east lane south of 721 Maple Street; and (iii) west lane south of 721 Maple Street.

b. The parties intend that any Michigan Enhancement Grant funding received for the Project will be applied to the fullest extent possible at an equal share of 50% for each parties' cost share of the Project. Further, to the extent any of the funds can only be used for certain eligible project costs, the parties will in good faith, work to achieve, to the fullest extent possible, an equal application of the grant to the parties' cost share of the Project.

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

2.4 Payment. The City shall initially pay all costs of engineering for and construction of the Project. Upon receiving an invoice for construction or engineering services, the City shall invoice the Township for its percentage of the costs as set forth in Exhibit A, along with a copy of the original invoice. The Township shall submit payment to the City within thirty (30) days of receiving the City's invoice. Late payments shall accumulate interest at a rate of 1.5%.

ARTICLE III

Jurisdiction

3.1 Jurisdiction. Following the completion of construction of the Project and its certification by the City Engineer as provided for herein, all rights and interests associated with the Project (e.g., improvements to right of way, etc.) and comprising the Project shall be and thereafter remain under the sole jurisdiction of the City. After the Project's acceptance by the City, the City shall assume any ongoing maintenance obligations imposed by law for the street and right of way for so long as the portion of North Maple Street remains a part of the City's street system.

3.2 No Security Interest. Except as noted as otherwise herein, the Township shall not have or attempt to obtain, and hereby waives any security interest in or lien on the Project or North Maple Street.

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

ARTICLE IV

Term

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

ARTICLE V

Miscellaneous

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

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

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

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

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

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

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

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

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

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

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

CITY OF SAUGATUCK

By: _____

By: _____

TOWNSHIP OF SAUGATUCK

By: _____

By: _____

EXHIBIT A

1) Project Scope:

- Street Improvement - Crush and shape roadway from Blue Star Highway to 280' south of North Street (~22' asphalt width (4") plus 2' gravel shoulders on each side).
 - Cost breakdown:
 - City:
 - 100% north of 721 Maple Street
 - 100% east lane south of 721 Maple Street
 - 50% west lane south of 721 Maple Street
 - Township:
 - 50% west lane south of 721 Maple Street
- Water Main Replacement - Includes replacing existing water main with an 8" water main, along with associated hydrants and valves.
 - Cost breakdown:
 - City:
 - 50% + water service replacement to parcels within jurisdiction
 - Township:
 - 50% + water service replacement to parcels within jurisdiction
- Sanitary Sewer Improvement - Sanitary sewer lining, sanitary frame & cover replacement & adjustment, sanitary chimney repair and grout sanitary structure joints.
 - Cost breakdown:
 - City
 - 50%
 - Township:
 - 50%

2) Estimated Project Cost Breakdown:

	Estimated Total COST	City Share	Township Share
Undeveloped Details & Construction Contingencies (15%)	\$380,000.00	\$230,000.00	\$150,000.00
Design and Construction Engineering & Administration	\$429,500.00	\$259,500.00	\$170,000.00

(15%)			
Construction	\$2,480,000.00	\$1,500,000.00	\$980,000.00
Estimated Shared Total Cost	\$3,289,500.00	\$1,989,500.00	\$1,300,000.00

- Actual final costs for the City and Township will be determined after subtracting any applicable grant funds received for the Project as set forth in this Agreement.

SEWER CAPACITY LEASE AGREEMENT

THIS LEASE is made **April 14, 2025** (“Effective Date”), between the City of Saugatuck, a Michigan home rule city, 102 Butler Street, Saugatuck, Michigan 49453 (“City”) and the Township of Saugatuck, a Michigan general law township, 3461 Blue Star Highway, Saugatuck Michigan 49453 (“Township”)

RECITALS

WHEREAS, the City and Township are constituent municipalities in the Kalamazoo Lake Sewer and Water Authority (“KLSWA”), created pursuant to the provisions of Act 233, Public Acts of Michigan, 1955, as amended; and

WHEREAS, the KLSWA owns and operates a certain Wastewater Treatment Facility, as well as related infrastructure for conveyance to the Treatment Facility, which serves the constituent municipalities’ sewer systems; and

WHEREAS, the City, the Township and the City of Douglas of the KLSWA are actively engaged in amending the KLSWA’s Articles of Incorporation which were first adopted on December 20, 1976 and were subsequently amended with the adoption of Amendment No.1 to the Original Articles in 2001, and again with the adoption of the First Amended and Restated Articles of Incorporation of the KLSWA in 2018; and

WHEREAS, the constituent municipalities and the KLSWA have, over the years, entered into a series of contracts with one another that define the relationships between them with respect to the provision of public water and sanitary sewer service; and

WHEREAS, the contracts between the constituent municipalities have allocated certain sanitary sewer capacity to the City, Township, and City of Douglas; and

WHEREAS, a non-constituent municipality, Laketown Township, also receives sewer service from the Treatment Facility; and

WHEREAS, the City and Township understand that the sanitary sewer capacities held by each are 0.364 MGD and 0.090 million gallons per day (MGD), respectively; and

WHEREAS, as result of the sanitary sewer capacity, the City has agreed to lease certain sanitary sewer capacity allocated to the City at the Wastewater Treatment Facility, available to the Township on terms and conditions specified in this Lease; and

WHEREAS, the Township desires to lease sanitary sewer capacity from the City to service certain areas within its borders; and

WHEREAS, in further consideration for this Lease, the City and Township are also entering into a Cost Sharing Agreement for the sharing of engineering and construction costs for the improvement and repair of certain sewer and water infrastructure improvements within Maple Street, attached to this Lease as Exhibit A;

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

1. Leased Capacity. Upon execution of this Lease, the City agrees to lease to the Township 0.014 MGD (14,000 gallons per day) (the “Leased Capacity”) of City’s allocated sanitary sewer capacity at the Wastewater Treatment Plant. It is the intent of the parties that, while this Agreement is in effect, the Leased Capacity shall be counted towards the Township’s total capacity (and not toward the City’s total capacity) for purposes of determining the respective parties’ obligations to pursue the acquisition of additional capacity under the applicable service contract with the KLSWA. It is also the intent of the parties that, if the constituent municipalities of the KLSWA collectively agree to undertake repairs, replacements, or improvements to the Wastewater Treatment Facility, with the cost of the project being divided among them based on their respective shares of sewer capacity, the Leased Capacity shall be counted toward the City’s total capacity (and not the Township’s total capacity) for that purpose.

2. Minimum Payment. In consideration for the lease of sanitary sewer capacity, the Township shall pay the City \$1.00 for each year of the Lease. Payment shall be due upon the anniversary of the Effective Date of this Lease.

3. Additional Consideration. In addition to the Minimum Payment, the Township agrees to enter into a Cost Sharing Agreement as of the Effective Date of this Lease, for the sharing of engineering and construction costs for the improvement and repair of certain sewer and water infrastructure located at the border of the City and Township along Maple Street, specifically identified in Exhibit A.

4. Term. This Lease shall be for a term of thirty (30) years from the Effective Date, unless otherwise terminated pursuant to Paragraph 6 of this Lease.

5. Termination for Breach. Except as provided in Section 6, the City may terminate this Lease only upon the Township’s uncured breach of any terms and conditions contained herein, which includes but is not limited to a failure to execute and comply with the terms and conditions of the Cost Sharing Agreement, attached as Exhibit A. To exercise the right, the City must provide the Township with sixty (60) days’ written notice of its breach and, if the Township fails to cure the breach after the sixty (60) days’ notice, the Lease is deemed terminated.

6. Termination For Demonstrated Need.

- a. Starting 10 years after the Effective Date, the City may initiate termination of this Lease when the average daily influent flow of wastewater from the City to the Wastewater Treatment Facility, for any 90-day period, exceeded 75% of the sewer capacity owned by the City (exclusive of leased capacity).

- b. To do so, the City must provide the Township with written notice that it intends to terminate the lease pursuant to this provision, and the termination shall be deemed effective five (5) years from the date the Township received such notice.

7. Township Connection and Service Fees. The Township is entitled to retain all connection fees and services collected from properties utilizing the Leased Capacity, except as otherwise required to be provided, in full or in part, to the City under any other agreement regarding shared local assets. The Township shall maintain these fees, as well as any Township fees collected from properties located on Maple Street, in a dedicated fund to support future Wastewater Treatment Plant improvements or expansions. For purposes of this section, a property shall be considered to be “utilizing the Leased Capacity” if, at any time before the property was connected to the public sewer system, the average daily influent flow of wastewater from the Township to the Wastewater Treatment Facility, for any 90-day period, exceeded 100% of the sewer capacity owned by the Township.

8. Township Reporting. The Township shall provide the City with an annual report no later than March 31 of each Lease year. The report shall contain details related to the current utilization of the Leased Capacity and the balance of the dedicated fund for support of future Wastewater Treatment Facility improvements or expansions.

9. Township Obligations. Township shall operate in compliance with all KLSWA regulations. The Township shall diligently pursue efforts to detect and eliminate sources of inflow and infiltration into its wastewater system.

10. Maple Street Sewer Line Connections. The Township is given the right to connect into the Maple Street sewer line sometime in the future, subject to the following terms and conditions:

- a. The Township provides a request to the City no later than 180 days before such connection is necessary;
- b. The Township funds and undertakes any investigative work to determine whether the Maple Street sewer and downstream infrastructure can handle additional capacity;
- c. The City Engineer reviews and confirms there is available additional capacity for use by the Township;
- d. The additional capacity for use by the Township and the additional connections does not impair the City’s sewer use of the Maple Street sewer infrastructure, as reviewed and determined by the City Engineer; and
- e. The Township funds any necessary upgrades to the Maple Street sewer infrastructure that are required to add the additional capacity, as well as any related road and other restoration work following such upgrades.

11. Indemnification and Insurance. The City shall hold the Township (including for purpose of this section the Township's officers and employees) harmless from, indemnify it for, and defend it against any and all demands, claims, liabilities, obligations, damages, awards, judgments, administrative or criminal penalties or other losses or expenses the Township may receive or incur as a result of the construction and completion of the project or any defects in the project. During construction and until construction is completed, the land is restored and the City Engineer has certified the project, the City contractor shall obtain and maintain a general liability and owners' liability insurance policy naming the City and Township as additional insureds and certificate holders with coverage of at least \$1,000,000 per individual and \$1,000,000 per occurrence. Such insurance shall provide that it may not be canceled, modified or terminated without at least 30 days' prior written notice to the City and Township. A copy of the certificate(s) and policy(ies) of insurance shall be provided to the City and Township, upon request, prior to the commencement of construction. In addition, the City's contractor shall assure that any necessary or required workers' disability compensation, unemployment compensation and other insurance has been obtained by its contractors.

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

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

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

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

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

Township shall be directed to the Township Manager who is empowered to act on behalf of the Township pursuant to this Lease. The Township Manager will so act within 15 days of receiving a request or submission unless Township Board action is required, in which case such action will be sought and taken as soon as is practicable, given the regularly scheduled meeting dates of the Township Board.

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

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

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

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

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

CITY OF SAUGATUCK

By: _____

By: _____

TOWNSHIP OF SAUGATUCK

By: _____

By: _____

EXHIBIT A

February 28, 2025

Via Email: rcummins@saugatuckcity.com

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

RE: Design Engineering Services for Maple Street Improvements

Dear Ryan,

Based on discussion with Saugatuck City Council and staff, we understand that the City desires to move forward with engineering design services for the reconstruction of Maple Street. During the planning phase of Maple Street, Fleis & VandenBrink offered several options to define the scope of this project, for which the City Council has considered and provided feedback. Based on this feedback, dated February 19, 2025, entitled "Funding Plan for Maple Street Project" and input from the City Council workshop on January 22, 2025, we have prepared a Work Plan and Proposed Engineering budget for design phase services. We anticipate the following scope of improvements:

- Replace existing water main between Blue Star Highway and approximately the rear access to the Saugatuck Township Fire District complex with new 8-inch water main, valves and hydrants. In this area of Maple Street, the properties on the west side of the road are in the City and the east are in the Township (compared to further north where the City Limits extend such that parcels on both sides of the road are within the City) and we anticipate costs will be shared equally between the City and Township.
- Replace existing water services with a new curb stop at or near the right of way line. Those that are determined to be lead or galvanized will be replaced to the home/building in accordance with Michigan Department of Environment, Great Lakes and Energy (EGLE) Lead and Copper Rules. We anticipate costs for service replacement will be allocated to the City or Township based on the property being served.
- Repair sanitary manholes and line sanitary sewer, where required. Sanitary sewer repairs are also located in the area with City parcels on the west side of the road and Township parcels on the east side, and we anticipate costs will be shared equally between the City and Township.
- Provide sanitary lateral lines for future grinder/ejector pump connections for 721 Maple Street, 730 Maple Street, and 1042 Maple Street. These three parcels are located within the City Limits, and we anticipate this being a City cost.
- Install an underground stormwater detention system at Maple and Mason Street (City cost).
- Repair or replace existing cross culverts in the project limits, with specific scope to be determined during design (City cost).
- Reconstruct the west lane of Maple Street within the limits of water main replacement. We anticipate costs will be shared equally between the City and Township.

- Crush, shape and resurface the east lane of Maple Street east lane from Blue Star Highway to the south end of the City's 2023 project and the west lane north of the water main replacement limits (City cost).
- Replace driveways to the limits required to reconnect to the new road surface. Similar to water services, we anticipate costs for driveway work will be allocated based on the property being served.
- Install a 5-foot concrete sidewalk on the west side of Maple Street between Blue Star Highway and Ridgewood Oak Apartments, including retaining walls and fencing, where required (City cost)
- Crush, shape and resurface the DPW parking lot and driveways (City cost).

Topographic survey for work on Maple Street was completed as part of the project planning phase. We anticipate additional survey for the DPW parking lot and collecting/incorporating wetland delineation limits. Based on our understanding of the project requirements, we propose to complete the scope of work identified in the attached Work Plan for the following lump sum fees:

Task	Design Engineering Fees		
	City of Saugatuck	Saugatuck Township	Total
Topographic Survey & Mapping	\$3,600	-	\$3,600
Soil Borings	\$1,400	\$1,400	\$2,800
Wetland Delineation	\$4,200	-	\$4,200
Preliminary Design	\$135,900	\$54,800	\$190,700
Final Design & Permitting	\$45,300	\$18,200	\$63,500
Bidding Assistance	\$1,600	\$1,600	\$3,200
Total Proposed Design Fee	\$192,000	\$76,000	\$268,000

The breakdown indicated above has been prepared following our understanding of the City and Township cost sharing agreement for the project, which is in process. We will provide a similar breakdown in our invoicing to assist the City with obtaining reimbursement from the Township for its share of the engineering costs. We have attached a combined cost estimate for the project that incorporates the various elements with the same anticipated breakdown.

We anticipate the following schedule:

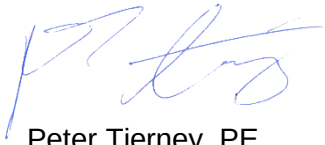
- Authorization of design phase services: March 2025
- Wetland delineation, topo survey and soil borings: April/May 2025
- Preliminary design: April – August 2025
- Final design and permitting: September – December 2025
- Bidding: Late 2025 or early 2026
- Construction: 2026 (specific timeframe to be determined)

We will provide a proposal for construction phase services once the timeframe for construction has been determined.

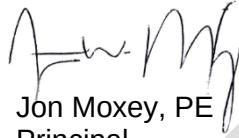
Authorization to proceed with the work can be given by returning a copy of this proposal, signed below as indicated. In the meantime, please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK



Peter Tierney, PE
Project Manager



Jon Moxey, PE
Principal

Cc: Scott Herbert, Department of Public Works (scott@saugatuckcity.com)

WORK AUTHORIZATION

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

By _____

_____ Date

WORK PLAN

A. DESIGN ENGINEERING SERVICES

Topographic Survey & Mapping

1. Research right of way information, public land corners (section corners), plats and recorded surveys.
2. Establish horizontal and vertical control throughout the mapping area. This will be done by first setting horizontal control points throughout the area and then establishing benchmarks for vertical control. Once the control is in place and checked the actual mapping work can commence.
3. Obtain information from private utilities in the project area. Contact Miss Dig to obtain mapping utilizing the design ticket process. Incorporate the information into the basemap.
4. Perform topographic mapping of the DPW Parking lot.
5. Download the field data to add the topographic survey to the existing basemap.
6. Perform a field review of the topographic basemap.
7. Review the mapping with City staff with respect to public utilities and any knowledge of private utilities in the area.
8. Finalize the topographic basemap based on field review and City comments.

Soil Borings

1. Obtain a series of soil borings in the project area to assist with development of the project scope. We have assumed 2 shallow borings at a depth of 5 feet and 2 deeper borings at a depth of 15 feet to provide guidance for both road design and utility design.
2. Contact Miss Dig to obtain flagging of public and private utilities in the project area. Compare the flagging in the field to the mapping provided and update the topographic survey, as necessary.
3. Provide traffic control during the drilling work for the soil borings. Based on the traffic on Kinsey Street, we have assumed nominal traffic controls, consisting of advance warning signs and flaggers.

Wetland Delineation

1. Obtain a wetland delineation of the project area from a qualified sub-consultant.
2. Incorporate wetland limits into the topographic basemap for evaluation of impacts related to cross culvert repairs and sidewalk construction.

Preliminary Design Phase

1. Utilize topographic survey for design of water main, sanitary sewer repairs, roadway repairs and improvements, stormwater detention, DPW resurfacing, sidewalk construction, and culvert repairs.
2. Complete preliminary design and prepare preliminary plans. We anticipate the plans to consist of the following:
 - a. Title sheet.
 - b. Maintaining traffic details
 - c. Typical construction notes and details
 - d. Plan and profile sheets
 - e. Permanent signing and pavement marking plan
3. Based on the scope of the improvements, we have assumed that the grading limits will be contained within the existing right-of-way. If assistance is needed obtaining permanent easement or temporary grading permits, we will prepare a budget for those additional services based on the scope of work required.
4. Prepare the preliminary construction cost estimate.
5. Draft technical specifications of proposed elements to include in bid package.
6. Evaluate impact of proposed improvements on private utilities such as gas, electric, telephone and cable TV. Send copies of preliminary plans to utility companies for review and coordination of possible utility relocations required for the project.
7. Submit the preliminary bid package to City staff for review. Meet with City and Township staff to review the bid package.
8. Prepare and submit the soil erosion and sedimentation control and water system construction permit applications for the project.
9. Assist the City during design with administration of the MDOT Category B funding. If additional funding opportunities arise, we will prepare a scope of work and budget for assistance, depending on the level of effort required to pursue/administer the funding.
10. Attend a public workshop/open house for property owners along the corridor and other stakeholders, as appropriate. Review general concerns at the meeting and follow up on specific concerns.

Final Design & Permitting

1. Complete final design and prepare final construction drawings and specifications. Incorporate comments from City and Township staff, permit agencies and other stakeholders.
2. Coordinate final utility relocation issues, if any, in conjunction with the final plan preparation.
3. Prepare updated estimate of probable construction cost and specifications.
4. Submit final drawings, specifications, bid items and cost estimate with City Staff.

Bidding Assistance

1. Prepare and submit the advertisement for bids. Contact potential bidders directly and place the advertisement with plan rooms and trade organizations.
2. Assemble bidding documents and distribute electronic (PDF) copies to plan rooms. Bid documents will also be available for review on our website.
3. Issue electronic bid documents to prospective bidders.
4. Answer bidder questions and provide supplemental information, if necessary.
5. Conduct a public bid opening to be held at City Hall.
6. Tabulate and review the bids received, evaluate references and provide a Recommendation of Award to the City.

City of Saugatuck and Saugatuck Township
Maple Street Improvements - Blue Star Highway to South of North Street
Engineer's Pre-Design Estimate of Probable Project Cost



Project No.: P17535
 By: PMT
 Date: 2/24/2024

Split Cost Scope: Crush and Shape from Blue Star Highway to 280 feet south of North Street (~22' asphalt width (4") plus 2' gravel shoulders on each side). Cost breakdown assumes 100% City of Saugatuck north of 721 Maple Street, 100% City of Saugatuck east lane south of 721 Maple Street, and 50/50 split for the west lane south of 721 Maple Street. Water Main replacement includes replacing the existing water main with an 8-inch water main, along with associated hydrants and valves. Water Main costs will be split 50/50, with water service replacement to parcels in each municipality being paid by that municipality. Engineering costs to be allocated similarly.

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	ESTIMATED UNIT PRICE	ESTIMATED AMOUNT	CITY OF SAUGATUCK		SAUGATUCK TOWNSHIP	
						EST. QTY.	EST. AMT.	EST. QTY.	EST. AMT.
1	General Conditions, Bonds, and Insurances, Max. 5%	LSum	1	\$ 170,000.00	\$ 170,000	0.78	\$ 132,311	0.22	\$ 37,689
2	Pre-Construction Video Survey	LSum	1	\$ 3,000.00	\$ 3,000	0.78	\$ 2,335	0.22	\$ 665
3	Traffic Control	LSum	1	\$ 35,000.00	\$ 35,000	0.78	\$ 27,241	0.22	\$ 7,760
4	Tree Removal 37"+	Each	2	\$ 4,000.00	\$ 8,000	1.50	\$ 6,000	0.50	\$ 2,000
5	HMA Base Crushing and Shaping	Syd	6450	\$ 4.00	\$ 25,800	6,450.00	\$ 25,800	0.00	\$ -
6	Remove HMA Pavement	Syd	6650	\$ 10.00	\$ 66,500	3,750.00	\$ 37,500	2900.00	\$ 29,000
7	Remove HMA Driveway	Syd	1025	\$ 10.00	\$ 10,250	862.50	\$ 8,625	162.50	\$ 1,625
8	HMA Approach	Ton	190	\$ 175.00	\$ 33,250	160.00	\$ 28,000	30.00	\$ 5,250
9	Approach, CI I, 6 inch	Syd	1025	\$ 13.00	\$ 13,325	862.50	\$ 11,213	162.50	\$ 2,113
10	Approach, CI II, 6 inch	Syd	1080	\$ 13.00	\$ 14,040	910.00	\$ 11,830	170.00	\$ 2,210
11	Remove Concrete Driveway	Syd	425	\$ 15.00	\$ 6,375	312.50	\$ 4,688	112.50	\$ 1,688
12	Roadway Grading	Sta	21.65	\$ 4,500.00	\$ 97,425	11.15	\$ 50,175	10.50	\$ 47,250
13	Shld Gravel, 4 inch	Syd	4040	\$ 8.00	\$ 32,320	3,105.00	\$ 24,840	935.00	\$ 7,480
14	Curb and Gutter	Ft	295	\$ 35.00	\$ 10,325	207.50	\$ 7,263	87.50	\$ 3,063
15	HMA Valley Gutter	Ft	1115	\$ 6.00	\$ 6,690	890.00	\$ 5,340	225.00	\$ 1,350
16	Subbase	Cyd	2280	\$ 18.00	\$ 41,040	1,280.00	\$ 23,040	1000.00	\$ 18,000
17	8" Aggregate Base	Syd	6650	\$ 18.00	\$ 119,700	3,750.00	\$ 67,500	2900.00	\$ 52,200
18	HMA, 13A	Ton	3290	\$ 110.00	\$ 361,900	2,540.00	\$ 279,400	750.00	\$ 82,500
19	6" Nonreinforced Concrete Driveway	Syd	425	\$ 60.00	\$ 25,500	312.50	\$ 18,750	112.50	\$ 6,750
20	Turf Establishment	Syd	5000	\$ 20.00	\$ 100,000	3,925.00	\$ 78,500	1075.00	\$ 21,500
21	Sanitary Sewer Lining	Ft	300	\$ 60.00	\$ 18,000	150.00	\$ 9,000	150.00	\$ 9,000
22	Sanitary Frame & Cover Replacement & Adjustment	Each	14	\$ 2,500.00	\$ 35,000	7.00	\$ 17,500	7.00	\$ 17,500
23	Sanitary Chimney Repair	Each	6	\$ 2,000.00	\$ 12,000	3.00	\$ 6,000	3.00	\$ 6,000
24	Grout Sanitary Structure Joints	Each	7	\$ 1,000.00	\$ 7,000	3.50	\$ 3,500	3.50	\$ 3,500
25	Remove Hydrant	Each	7	\$ 1,500.00	\$ 10,500	3.50	\$ 5,250	3.50	\$ 5,250
26	8" Watermain	Ft	4,450	\$ 120.00	\$ 534,000	2,225.00	\$ 267,000	2225.00	\$ 267,000
27	6" Water Main	Ft	100	\$ 110.00	\$ 11,000	50.00	\$ 5,500	50.00	\$ 5,500
28	8" Valve & Box	Each	33	\$ 2,750.00	\$ 90,750	16.50	\$ 45,375	16.50	\$ 45,375
29	6" Valve & Box	Each	17	\$ 2,100.00	\$ 35,700	8.50	\$ 17,850	8.50	\$ 17,850
30	8"x8"x8" Tee	Each	6	\$ 1,250.00	\$ 7,500	3.00	\$ 3,750	3.00	\$ 3,750
31	8"x8"x6" Tee	Each	12	\$ 1,200.00	\$ 14,400	6.00	\$ 7,200	6.00	\$ 7,200
32	45 Deg Bend, 8 inch	Each	20	\$ 700.00	\$ 14,000	10.00	\$ 7,000	10.00	\$ 7,000
33	Fire Hydrant	Each	12	\$ 6,000.00	\$ 72,000	6.00	\$ 36,000	6.00	\$ 36,000
34	Connect to Existing Watermain	Each	8	\$ 3,000.00	\$ 24,000	4.00	\$ 12,000	4.00	\$ 12,000
35	Cut & Plug Existing Watermain	Each	8	\$ 1,600.00	\$ 12,800	4.00	\$ 6,400	4.00	\$ 6,400
36	1" Corporation, Curb Stop and Box (City side)	Each	31	\$ 1,400.00	\$ 43,400	15.50	\$ 21,700	15.50	\$ 21,700
37	1" Water Service (City side)	Ft	2,015	\$ 55.00	\$ 110,825	1,007.50	\$ 55,413	1007.50	\$ 55,413
38	Water Service, Building Connection (City side)	Each	31	\$ 1,200.00	\$ 37,200	15.50	\$ 18,600	15.50	\$ 18,600
39	1" Corporation, Curb Stop and Box (Township side)	Each	31	\$ 1,400.00	\$ 43,400	15.50	\$ 21,700	15.50	\$ 21,700
40	1" Water Service (Township side)	Ft	2,015	\$ 55.00	\$ 110,825	1,007.50	\$ 55,413	1007.50	\$ 55,413
41	Water Service, Building Connection (Township side)	Each	31	\$ 1,200.00	\$ 37,200	15.50	\$ 18,600	15.50	\$ 18,600
Subtotal Estimated Road Construction Costs (Rounded):					\$ 2,470,000		\$ 1,500,000		\$ 980,000
Undeveloped Details & Construction Contingencies (15%):					\$ 380,000		\$ 230,000		\$ 150,000
Total Estimated Road Construction Costs:					\$ 2,850,000		\$ 1,730,000		\$ 1,130,000

City Only Scope: Includes installing underground storm water detention at the intersection of Maple Street and Mason Street, installing a 5' sidewalk on the west side of Maple Street, tree and landscaping removal, driveway culvert replacement, and crushing and shaping the existing Saugatuck DPW parking lot and repaving it with 4" of asphalt.

42	Cross Culvert Repairs	Lsum	1	\$ 21,000.00	\$ 21,000	1	\$ 21,000	0	\$ -
43	ADS Storm Water Detention	Cft	3,000	\$ 25.00	\$ 75,000	3,000	\$ 75,000	0	\$ -
44	Landscape Removal/Repair	Lsum	1	\$ 30,000.00	\$ 30,000	1	\$ 30,000	0	\$ -
45	Clearing	Lsum	1	\$ 25,000.00	\$ 25,000	1	\$ 25,000	0	\$ -
46	Tree Removal 6" to 18"	Each	23	\$ 1,000.00	\$ 23,000	23	\$ 23,000	0	\$ -
47	Tree Removal 19" to 36"	Each	26	\$ 2,000.00	\$ 52,000	26	\$ 52,000	0	\$ -
48	Tree Removal 37"+	Each	6	\$ 4,000.00	\$ 24,000	6	\$ 24,000	0	\$ -
49	Ditching	Sta	4.50	\$ 600.00	\$ 2,700	5	\$ 2,700	0	\$ -
50	4" Concrete Sidewalk	Sft	21,000	\$ 7.00	\$ 147,000	21,000	\$ 147,000	0	\$ -
51	6" Concrete Sidewalk Ramp, ADA	Sft	1,500	\$ 13.00	\$ 19,500	1,500	\$ 19,500	0	\$ -
52	Detectable Warning Surface	Ft	80	\$ 80.00	\$ 6,400	80	\$ 6,400	0	\$ -
53	Subbase	Cyd	500	\$ 18.00	\$ 9,000	500	\$ 9,000	0	\$ -
54	Retaining Wall	Sft	3,500	\$ 100.00	\$ 350,000	3,500	\$ 350,000	0	\$ -
55	Fencing	Ft	700	\$ 40.00	\$ 28,000	700	\$ 28,000	0	\$ -
56	Driveway Culvert Replacement	Ft	630	\$ 65.00	\$ 40,950	630	\$ 40,950	0	\$ -
57	Culvert End Section	Each	16	\$ 600.00	\$ 9,600	16	\$ 9,600	0	\$ -
58	HMA Base Crushing and Shaping	Syd	3,600	\$ 4.00	\$ 14,400	3,600	\$ 14,400	0	\$ -
59	HMA, 13A	Ton	900	\$ 110.00	\$ 99,000	900	\$ 99,000	0	\$ -
60	Turf Establishment	Syd	300	\$ 20.00	\$ 6,000	300	\$ 6,000	0	\$ -
Subtotal Estimated Water Main Construction Costs (Rounded):					\$ 983,000		\$ 983,000		\$ -
Undeveloped Details & Construction Contingencies (15%):					\$ 148,000		\$ 148,000		\$ -
Total Estimated City Only Construction Costs:					\$ 1,131,000		\$ 1,131,000		\$ -
Total Estimated Construction Costs:					\$ 3,991,000		\$ 2,861,000		\$ 1,130,000
Est. Design & Construction Engineering & Admin (15%):					\$ 599,000		\$ 429,000		\$ 170,000
Total Estimated Project Cost:					\$ 4,590,000		\$ 3,290,000		\$ 1,300,000

The Design Professional has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing. Bid prices may vary significantly based on the factors and market conditions at time of bid.



City Council Agenda Item Report

FROM: Scott Herbert – Public Works Superintendent

MEETING DATE: April 14, 2025

SUBJECT: Naming of the Airport Property

DESCRIPTION:

City Council has asked the Parks & Public Works Committee (PPWC) for assistance developing a list of potential names for the “Old Airport Property”. The Council did note that community input was very important. A Survey Monkey link was shared on the City Facebook page as well as with Saugatuck Public Schools. The survey was active for 2 weeks which generated a total of 98 responses from March 11 to March 25.

The Parks & Public Works Committee reviewed all responses and developed a list of 7 potential name candidates for the Council to consider. The list includes their top choice.

Enclosed – Recommendation of potential names from the PPWC.

Enclosed – Complete list of survey results.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

Parks & Public Works Committee

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Workshop Discussion.

Parks & Public Works Committee
Name Recommendations for the Old Airport Property

Saugatuck Wilds Nature Preserve (PPWC #1 Choice)

Saugatuck Wilds

Saugatuck Nature Preserve

Saugatuck Flyway Preserve

Saugatuck Whispering Woods

Saugatuck Sanctuary

Saugatuck Woods

Airport Property Names - Survey Results

acorn grove
3/25/2025 08:29 AM

Singapore park
3/24/2025 08:46 PM

Saugatuck Animal-tastic park
3/24/2025 08:03 PM

The flight path
3/24/2025 02:50 PM

pure Michigan park
3/24/2025 02:23 PM

Saugatuck Runways Silver Creek Paths
3/24/2025 02:14 PM

Pleasant Park
3/24/2025 01:46 PM

Pleasant Park
3/24/2025 01:46 PM

Pleasant Park
3/24/2025 01:45 PM

Silver Creek Preserve Kalamazoo River Haven
3/24/2025 12:29 PM

Greenway Park
3/24/2025 11:59 AM

Kidz Kingdom
3/24/2025 11:29 AM

slurock
3/24/2025 11:15 AM

Runway Park
3/24/2025 10:59 AM

Park Park
3/24/2025 10:54 AM

Saugatuck Cross Countrys New Course
3/24/2025 10:54 AM

I think we should continue to call it The Airport Property. 1. It has a nice ring to it 2. History ;) 3. The airport reference could connect back to the many bird species 4. I don't think a new name would stick very well... This one fits pretty perfectly
3/24/2025 10:48 AM

Greenway Park
3/24/2025 10:27 AM

Runway Park
3/24/2025 10:11 AM

wingspan park
3/24/2025 08:47 AM

wingspan park
3/24/2025 08:47 AM

Yellow Park
3/24/2025 08:38 AM

Greenway Park
3/24/2025 07:49 AM

Pleasant Park
3/23/2025 07:26 PM

The Park
3/23/2025 07:15 PM

Whispering Pine
3/23/2025 07:03 PM

Rustic River
3/23/2025 06:38 PM

Bill McGee Park or McGee Park. I don't think there is a living member of the community that is more beloved than Bill.
3/23/2025 12:50 PM

Saugatuck Wilds
3/20/2025 03:23 PM

Saugatuck wilds
3/20/2025 03:22 PM

The Winged Trail Park (playing off of the airport property) Carson Park for Environmental Stewardship (named after Rachel Carson, a marine biologist and conservationist, who is widely considered the most famous environmentalist in US history, credited with launching the modern environmental movement through her 1962 book, "Silent Spring") The Trowbridge Forrest and Park (named after a flat bottom steamboat that was constructed to try and move lumber between Saugatuck and Allegan on the Kzoo river)
3/20/2025 02:23 PM

Saugatuck Wilds
3/19/2025 09:06 PM

Saugatuck Wilds
3/19/2025 05:07 PM

Baldwin Preserve Silver creek park
3/18/2025 07:51 PM

Baldwin Park
3/18/2025 09:58 AM

Silver Creek Park
3/17/2025 09:08 AM

OLD AIRPORT PARK - preserves historical reference to the property and reflects what the locals have referred to it for many, many years and generations. BEKKEN PARK - honors the longest serving native resident on City Council (30 yrs, 2 time Mayor), Board member of KLSWA (30+ yrs, Chairman 20 yrs), long time SHS football coach, and a lifetime of other positions of service to Saugatuck.

3/16/2025 03:45 PM

The Otter Limits Park, Otter Space, Fawndemonium Forest, Plane and Simple Park, Silver Lining Forest.

3/13/2025 10:11 PM

Lumberdog park
3/13/2025 04:02 PM

Jellyfish Fields
3/13/2025 03:06 PM

Saugatuck Wilds
3/13/2025 11:26 AM

Sandpiper Forest: Named after a bird that is commonly found in the area, especially near Lake Michigan. It serves as a tie to the nearby "sand" dunes and coastal aspect of our beautiful town. It's also an ode to the original "aviation" intent of the park. Sandpipers hang out near water, which is fitting with the Vernal Pools and Silver Creek running through the woods. Sandpiper Park would be a good alternate, but given the old-growth trees and completely wooded aspect of it, I think Sandpiper Forest would be more accurately descriptive. Both would be awesome options! - Jon Charron

3/13/2025 10:06 AM

Helen Baldwin Park
3/13/2025 01:33 AM

Wild Saugatuck
3/12/2025 11:29 PM

potawatomi trails
3/12/2025 09:33 PM

Silver creek trails 🧐
3/12/2025 08:10 PM

Saugatuck Hollow
3/12/2025 06:58 PM

I hope that this park could someday incorporate disc golf into the its plan. I would name the park
Saugatuck Airport
3/12/2025 03:08 PM

Silver Creek Natural Area. Patricia Birkholz Recreational Park.
3/12/2025 02:55 PM

Peter's Park
3/12/2025 01:37 PM

Parky McParkerface
3/12/2025 01:36 PM
Peter Parker
3/12/2025 01:34 PM

Deerport Birdway Migration Runway Outdoor Silver Creek Aviary (OSCA)
3/12/2025 12:02 PM

Major J. Brooke Paulger Memorial Park - USMC harrier pilot, war veteran (see obituary in
Commercial Record February 2021. For military record).
3/12/2025 11:12 AM

Saugatuck Nature Preserve
3/12/2025 11:01 AM

Saugatuck Greenway Trails
3/12/2025 09:56 AM

Flyway Preserve
3/12/2025 09:51 AM

Rivers Bend Park
3/12/2025 09:11 AM

Silver creek park
3/12/2025 08:53 AM

The Wilds or Saugatuck Wilds!
3/12/2025 08:09 AM

The Backwoods
3/12/2025 07:40 AM

- Saugatuck Landings - Camaraderie Park - Jewel of Silver Creek - The Wilds - Saugatuck Wilds -
Togetherness Trails - Flyer's Forest - The Backwoods of Saugatuck - Forest Friends or Friends of
the Forest
3/12/2025 06:50 AM

Wasteland waking trail The big give away Free for all park No habitat for humanity Who greased the council park City screws the public park Another Sex in the Shitty park
3/11/2025 11:09 PM

Silver Creek Ravines
3/11/2025 10:29 PM

Green Flight Park
3/11/2025 09:40 PM

The Park That Wasted Taxpayer Money Instead of Creating Affordable Housing
3/11/2025 09:02 PM

Here are ideas from Eve McKeown: Herons Haven Aviator's Landing Aviator's Haven Osprey Ridge Silvercreek Sanctuary
3/11/2025 08:51 PM

Saugatuck Sanctuary
3/11/2025 08:26 PM

Whispering Woods
3/11/2025 07:31 PM

Saugatuck Airport Nature Preserve
3/11/2025 07:17 PM

Saugatuck Greenway Retreat
3/11/2025 07:14 PM

Saugatuck Landings Park
3/11/2025 06:49 PM

River Haven Trails
3/11/2025 06:49 PM

Silver Creek Nature Reserve
3/11/2025 06:38 PM

Wings & Waters Children's Park
3/11/2025 06:31 PM

Flight Paths
3/11/2025 06:11 PM

Boondoggle Acres
3/11/2025 06:03 PM

Silver creek park
3/11/2025 06:00 PM

Lumberdogs Park
3/11/2025 05:51 PM

Flyway Park
3/11/2025 05:27 PM

Silver Creek Park
3/11/2025 05:27 PM

Towering Oaks
3/11/2025 05:17 PM

Silver Creek Park
3/11/2025 05:11 PM

Silver Creek Landing ("landing" being a droll reference to original plan for the park to be an airport)
3/11/2025 05:09 PM

The Airport Park
3/11/2025 05:08 PM

Silver Creek Park
3/11/2025 05:00 PM

FauxPort Trail
3/11/2025 04:57 PM

Anishinaabe Park Anishinaabe culture: • Anishinaabe culture is centered around a deep connection to nature • Plants like sweetgrass, tobacco, sage, and cedar are used for medicinal purposes • Anishinaabe culture survives through songs, dances, ceremonies, and stories • The Seven Grandfather Teachings of wisdom, love, respect, bravery, honesty, humility, and truth
3/11/2025 04:54 PM

Silver Creek Park
3/11/2025 04:53 PM

Ravine Run Park Silver Ravines Towering Oaks River Run Flyaway Ravines Upwind Ravines Hope these ideas help! <3 The Art Coast Properties Team
3/11/2025 04:53 PM

Mistake
3/11/2025 04:47 PM

Baldwin Park
3/11/2025 04:42 PM

Serenity Park
3/11/2025 04:37 PM

Saugatuck Sanctuary
3/11/2025 04:33 PM

Aviation Park
3/11/2025 04:29 PM

Flyway Park (nod to the original intent of an airport and the current and future use as an avian flyway)

3/11/2025 04:26 PM

Future Public Housing Site

3/11/2025 04:26 PM