



CITY COUNCIL MEETING AGENDA

October 27, 2025

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

This is an in-person meeting at Saugatuck City Hall

102 Butler St, Saugatuck, MI 49453.

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

NOTICE:

Join online by visiting:

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

Join by phone by dialing:

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

Then enter "Meeting ID":

2698572603

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

rcummins@saugatuckcity.com

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

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

jwolters@saugatuckcity.com for further information.

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Mayor's Comments

5. City Manager Comments

6. Agenda Changes (Additions/Deletions)

7. Guest Speakers

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

9. Consent Agenda: (Roll Call)

A. Approval of City Council Workshop Meeting Minutes for October 22, 2025. Pg.3

B. Resolution No. 251027-A Authorizing Split of Fund 592 (Water and Sewer) into Fund 496 (Sewer Capital Projects) and Fund 497 (Water Capital Projects) and Authorizing Related Transfers and Journal Entries. Pg.6

C. Right of Way Signage Request – Turkey Trot (November 10-24) and Ugly Sweater Pub Crawl (November 21 – December 8). Pg.10

D. Authorize Scott Herbert to Act as City Manager if City Manager is Not Reachable While on Vacation. Pg.13

E. Historic District Signage Proposal from Concept A Creative Studio. Pg.14

10. Staff Reports, Boards, Commissions & Committees:

A. Staff Reports:

1. City Manager Pg.17

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)

- A. Accounts Payable in the amount of \$430,309.08. *Pg.20*

12. Public Hearings

13. Unfinished Business

14. New Business

- A. Milfoil Treatment. *(Roll Call) Pg.22*
- B. Park Rules. *(Roll Call) Pg. 29*

15. Public Comments

16. Correspondence *Pg.34*

- A. Saugatuck Douglas Area Convention and Visitors Bureau
- B. Mark Tithof
- C. Tim Straker

17. Council Comments

18. Adjourn (*Voice Vote*)



CITY COUNCIL WORKSHOP MEETING MINUTES- *proposed*
October 22, 2025

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

Call to Order:

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

Attendance:

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

Absent: None.

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

Agenda Changes:

Motion by Muncey, second by Dean to add subject Resolution No. 251027-A Split of Fund 592 (Water and Sewer Enterprise Fund) into Fund 496 (Sewer Capital Projects Fund) and Fund 497 (Water Capital Project Fund) to discussion item as item 6D. Via voice vote, motion carried unanimously.

Public Comment on Agenda Items Only: None.

Approval of Minutes:

Regular City Council Meeting Minutes – October 14, 2025.

Closed Session City Council Meeting Minutes – October 14, 2025.

Motion by Stanton, second by Peterson to approve the regular city council meeting minutes of October 14 and the closed session city council meeting minutes of October 14. Via voice vote, motion carried unanimously.

Discussion Items:

Milfoil Treatment for 2026:

City Manager Ryan Cummins and an Aquatic Doctors representative Ryan Schauland reported a 10% reduction in treatment area, a monetary value of \$7,000.

- Residents and council members noticed a significant reduction in weeds, which improved boating conditions and public satisfaction.
- Aquatic Doctors confirmed similar positive outcomes in neighboring Douglas and recommended continuing the same level of treatment for 2026, with hopes for further reductions.
- The council discussed the benefits of a multi-year contract, which would lock in pricing and provide administrative efficiencies. The contract allows for flexibility in treatment volume and charges based only on actual work performed.

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- Continued collaboration with Douglas is expected, providing cost savings through shared permits and synchronized treatment efforts, which also helps prevent re-infestation from untreated upstream areas.
- Council members expressed broad support for the program, noting that the initial years were the toughest, but ongoing maintenance is expected to get easier. There was consensus that while complete elimination isn't realistic due to natural factors, ongoing treatment and collaboration are controlling the problem effectively.

Park Rules:

City Manager Ryan Cummins presented the need to formally approve existing posted rules and consider new regulations of City parks.

- Council members discussed overnight sleeping and camping in parks.. The group favored a blanket rule against overnight stays but agreed on allowing staff some flexibility and “grace period” when enforcing the rule.
- The intent of new rules is to empower city staff and law enforcement to guide behavior, begin with education, and escalate to removal or trespassing only when necessary. Ordinances may allow civil infractions or misdemeanors for repeated violations.
- Council members discussed making park closing times uniform—suggesting 11 PM for Oval Beach, Bald Head Park, and Village Square, with flexibility for parks like Coghlin and Wicks to accommodate activities like fishing and stargazing.
- There was support for allowing dogs on Oval Beach outside the busy summer season, with attention to waste cleanup and safety concerns. Further input from public safety officials was requested. The council wants clear signage posted at parks, especially regarding hours and behavior, to aid public compliance and law enforcement.
- Flexibility is retained for handling emergencies, special events (temporary waivers), or unique community situations compassionately.

Proposal for Updated Historic District Signage:

Tim Straker, chair of the Historic District Commission, outlined the need for more noticeable and celebratory signage that better reflects community pride at entrances to the Historic District.

- The proposed signs should stand out as unique identifiers of the historic area.
- Council members expressed strong support for distinct, attractive signs that signal entry into the Historic District. They agreed that the signs should not feel like a temporary or trendy branding campaign but rather remain classic and recognizable over time.
- A proposal from Concept A was included in packet for \$880.

Resolution No. 251027-A – A Split of Fund 592 into two separate capital funds – Fund 496 & Fund 497:

Treasurer Nicole Bredeweg explained she conducted a detailed historical review of revenues and expenditures to make sure the transition would be accurate and withstand external scrutiny.

- The split addresses upcoming water system requirements (such as lead line servicing), ensures transparency, and provides clear accounting of how water and sewer revenues are used.
- City Manager Ryan Cummins clarified that the split enables better reporting for grants, audits, and future budgeting, ensuring water-related funds are only used for water projects and vice versa.
- The council strongly supported adopting the resolution to formally split the funds, enabling better financial tracking and accountability for current and future city projects.

Public Comments: None.

Council Comments:

Councilmember Chris Peterson expressed appreciation for the thoughtful discussions held during the meeting, noting that the topics addressed were emotional and complex. She emphasized that the council's approach provides the city with tools to protect parks while giving police clear procedures for

enforcement, ultimately supporting the maintenance and stewardship of city park assets.

Councilmember Gardner appreciated the good, thoughtful discussion during the meeting, especially regarding emotional and complex issues. Mention of a recent incident where an individual was offering palm readings for a fee in front of City Hall, and the concern it created for residents and visitors. He distinguished this activity from busking and pointed out it was advertised online. Gardner also expressed his ongoing appreciation for the council's work in protecting city assets and ensuring procedural clarity for handling unique or challenging situations in the community.

Mayor Pro-Tem Stanton expressed disappointment that the scheduled Dark Sky Initiative event had to be canceled due to poor weather, mentioning that organizers hope to reschedule it for spring.

Councilmember Dean expressed hope for better weather on Halloween and is looking forward to seeing many trick-or-treaters in town.

Councilmember Muncey thanked everyone who supported and participated in the Make-A-Wish benefit at the Dunes Resort, which raised nearly \$10,000 for a local child's wish. He promoted the upcoming historical event at Riverside Cemetery featuring reenactments of the city's founders, supporting the Saugatuck Douglas History Center. Muncey, Becky - Interurban director and staff will participate in the annual Halloween parade in Douglas. Reminder that free Interurban shuttle service will be available on parade night, with details on routes and times available via Facebook. He appreciated the meeting's productive discussion, and a positive outlook on the community's growing fall season, local tourism revenue, and city event participation.

Councilmember Clark Noting that it has been one of the best fall seasons for local tourism and business revenue, with positive feedback from business owners. He expressed support for the council's decision to provide flexibility and discretion in enforcing park rules, especially regarding park access and use. Endorsing ideas like expanding Oval Beach access through longer hours and off-season opportunities for residents and their pets. Shared his enthusiasm for how the city is making better use of its assets, and looking forward to the upcoming Monday meeting.

Mayor Anderson expressed appreciation for the good meeting and thoughtful discussions held by the council.

Adjournment:

Motion by Stanton, second by Peterson to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Anderson adjourned the meeting at 5:07 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Nicole Bredeweg

MEETING DATE: October 27, 2025

SUBJECT: Resolution No. 251027-A Split of Fund 592 (Water and Sewer Enterprise Fund) into Fund 496 (Sewer Capital Projects Fund) and Fund 497 (Water Capital Project Fund)

DESCRIPTION:

This resolution authorizes the formal split of Fund 592 (Water & Sewer Enterprise Fund) into two separate capital project funds—Fund 496 (Sewer Capital Projects) and Fund 497 (Water Capital Projects)—effective July 1, 2025.

The City has established a water capital improvement fee. Kalamazoo Lake Sewer & Water Authority (KLSWA) collects and remits this fee to the City. Maintaining distinct funds ensures those revenues are accounted for in their appropriate categories and used for their intended purposes. If the City receives future state and federal grants related to replacement of water or sewer infrastructure, having separate water and sewer capital funds will make grant tracking and matching-fund reporting more straightforward.

The proposed transfer of approximately \$800,000 reflects the combined fund balance currently held in Fund 592 as of June 30, 2025.

These balances will be reclassified to the new capital project funds as follows:

- Fund 496 – Sewer Capital Projects: approximately \$230,000
- Fund 497 – Water Capital Projects: approximately \$570,000

These allocations were derived through a detailed review of eighteen years of financial data. Each transaction was categorized as water-related, sewer-related, or unknown. Known water and sewer transactions produced a near 50/50 distribution, which provided a rational basis for allocating the remaining unknown items. Interest earnings were then proportionally assigned based on each period's relative fund balance—so if Water held 92 % of the pooled balance during a given month, 92 % of that month's interest was credited to Water.

This approach represents the City's best effort to reflect historical activity as accurately as possible while ensuring that the combined totals remain reconciled to the City's general ledger for Fund 592.

BUDGET ACTION REQUIRED:

No new expenditures are proposed. This action simply aligns the City's accounts with the adopted FY 2025-2026 budget, which already incorporated Funds 496 and 497 (Water and Sewer Capital Projects) instead of Fund 592.

COMMITTEE/COMMISSION REVIEW:

Not applicable.

LEGAL REVIEW:

The City Auditor has reviewed the proposed split and concurs with the accounting treatment.

SAMPLE MOTION:

Motion to approve Resolution No. 251027-A, authorizing the division of Fund 592 – Water & Sewer Enterprise Fund into Fund 496 – Sewer Capital Projects Fund and Fund 497 – Water Capital Projects Fund, effective July 1, 2025, and to reallocate total fund balance of approximately \$800,000 between the two new funds as presented.

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

RESOLUTION NO. 251027-A

**A RESOLUTION AUTHORIZING THE SPLIT OF FUND 592 (WATER & SEWER ENTERPRISE)
INTO FUND 496 (SEWER CAPITAL PROJECTS) AND FUND 497 (WATER CAPITAL
PROJECTS), AND AUTHORIZING RELATED TRANSFERS AND JOURNAL ENTRIES —
EFFECTIVE JULY 1, 2025.**

WHEREAS, the City previously recorded water and sewer operations and capital activity within a single enterprise fund (Fund 592); and

WHEREAS, due to changes in operations and to improve clarity and compliance with reporting requirements, the City Manager and City Treasurer have recommended the separation of Fund 592 into two capital projects funds to separately account for water and sewer capital activity; and

WHEREAS, the City Auditor has concurred with this approach; and

WHEREAS, the City Treasurer has prepared an allocation schedule identifying the specific balances to be transferred to the new funds; and

WHEREAS, the City Council finds it is in the best interest of the City to reorganize the funds for clarity in capital project accounting and reporting.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Saugatuck, Michigan, that:

1. The City Council hereby authorizes the reorganization and split of Fund 592 (Water & Sewer Enterprise) into two separate capital project funds, as follows:
 - a. **Fund 496 — Sewer Capital Projects**; and
 - b. **Fund 497 — Water Capital Projects**.
2. The effective date of the fund split shall be **July 1, 2025**.
3. The City Treasurer is hereby authorized and directed to:
 - a. Prepare and execute the necessary journal entries to transfer assets, liabilities, and fund balances from Fund 592, totaling approximately \$800,000.00, distributed as follows:

- > Fund 496 – Sewer Capital Projects Fund – approximately \$230,000.00
- > Fund 497 – Water Capital Projects Fund – approximately \$570,000.00

4. The City Manager and City Treasurer are authorized to take all actions necessary to effectuate this Resolution, including updating internal accounting records and chart-of-accounts mappings, as appropriate.

BE IT FURTHER RESOLVED that the City Clerk shall cause a copy of this Resolution to be recorded in the minutes of the City Council and included in the City’s financial records.

YEAS:

NAYS:

ABSTAIN:

ABSENT:

RESOLUTION NO. 251027-A DECLARED ADOPTED

Holly Anderson, Mayor

Date

Jamie Wolters, City Clerk

Date

CERTIFICATION

I, Jamie Wolters, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held _____, 2025, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

Attest:

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: October 27, 2025

SUBJECT: Right of Way Signage Request

DESCRIPTION:

Applications have been submitted for a right of way signage to be displayed on the Saugatuck Pallete sign from November 10 - November 24 advertising the Turkey Trot Run and from November 21 - December 8 advertising the Ugly Sweater Pub Crawl.

The City Council may approve a banner as an exception, as listed in section 150.30(H). The conditions for approval of the exception are as follows:

1. The sign does not create a traffic vision obstruction;
2. The sign does not create a pedestrian traffic obstruction;
3. The sign is compatible with the surroundings and is not uniquely out of character for the community;
4. The sign does not create a situation which could be detrimental to health safety, or welfare; and,
5. The banner shall be displayed for no more than three 14-day periods between January 1 and December 31 of any year.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Move to approve/deny the right of way banner sign to be displayed from November 10 - November 24 for the Turkey Trot and from November 21- December 8 for the Ugly Sweater Pub Crawl.



11/22 Turkey Trot
Banner

Right of Way Sign Application

APPLICANTS INFORMATION

APPLICATION NUMBER _____ - _____

Name April Gundy Address / PO Box _____
City _____ State _____ Zip _____ Phone 231-878-8564
E-Mail events@saugatuckduglas@gmail.com
Signature April Gundy Date 9-9-2025

SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Type: Number of Yard Signs 0 Number of Banners 1

Dates to be displayed 11/10-11/24/2025

Further Comments: Turkey Trot Banner on Pallet Sign

PLEASE INCLUDE THE FOLLOWING INFORMATION

Pursuant to Section 150.30, please attach the following supporting documents when applying for sign approval

Y N NA

- ☐ ☐ ☐ Dimensions and type of each proposed sign
- ☐ ☐ ☐ Map showing the location of each sign
- ☐ ☐ ☐ Explanation of how each sign will be attached and secured

Pallet Sign Banner

Pursuant to Section 150.30(H), please to the following questions:

- ☐ ☒ ☐ Will the signs create a traffic vision obstruction?
- ☐ ☒ ☐ Will the signs create a pedestrian traffic obstruction?
- ☒ ☐ ☐ Are the signs compatible with the surroundings and is not uniquely out of character for the community? and
- ☐ ☒ ☐ Do the signs create a situation which could be detrimental to health, safety, or welfare?



Dec 6 Pub Crawl
Banner

Right of Way Sign Application

APPLICANTS INFORMATION

APPLICATION NUMBER _____ - _____

Name April Gundy Address / PO Box 2805 62nd Street
City Fennville State MI Zip 49408 Phone 231-878-8506
E-Mail eventssaugatuckdouglass@gmail.com
Signature April Gundy Date 9-9-2025

SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Type: Number of Yard Signs 0 Number of Banners 1
Dates to be displayed Pallet Sign Banner For Dec 6 Pub Crawl
Further Comments: Displayed 11/21-12/8/2025

PLEASE INCLUDE THE FOLLOWING INFORMATION

Pursuant to Section 150.30, please attach the following supporting documents when applying for sign approval

Y N NA

- ☐ ☐ ☐ Dimensions and type of each proposed sign
- ☐ ☐ ☐ Map showing the location of each sign Pallet Sign Banner
- ☐ ☐ ☐ Explanation of how each sign will be attached and secured

Pursuant to Section 150.30(H), please to the following questions:

- ☐ ☒ ☐ Will the signs create a traffic vision obstruction?
- ☐ ☒ ☐ Will the signs create a pedestrian traffic obstruction?
- ☒ ☐ ☐ Are the signs compatible with the surroundings and is not uniquely out of character for the community? and
- ☐ ☒ ☐ Do the signs create a situation which could be detrimental to health, safety, or welfare?



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: October 27, 2025

SUBJECT: Authorize Scott Herbert to Act as City Manager if City Manager is Not Reachable While on Vacation

DESCRIPTION:

I will be on paid time off and out of the country from November 5 – November 12. While I anticipate having some cell and Wi-Fi access, there may 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 authorize Scott Herbert to act as City Manager if I am not reachable. 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 authorize Scott Herbert to act as City Manager if the City Manager is not reachable while on vacation from November 5 – November 12.



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: October 27, 2025

SUBJECT: Proposal for Updating Historic District Signage

DESCRIPTION:

The Historic District Commission (HDC) has established a goal to update the signage that designates the district:



The HDC sought and received the attached design proposal from Concept A. At their September 4 meeting, the HDC recommended that Council approve the proposal. The HDC is recommending that at least three signs be installed: Replacement of the signs along Lake and Holland and a new sign at the corner of Allegan and Lake.

Council Priorities and Recommendation

Updating the historic district signage aligns with Council's approved priority to update signage and wayfinding. The Parks and Public Works committee has also expressed a desire to pursue updated signage.

Potentially updating our City logo and branding are also on the forefront and are a key component of updating our City signage and wayfinding. Whether updated historic district

signage should align with that new branding or should have its own appearance should be evaluated as part of a larger project. I recommend incorporating this work into a future RFP.

BOARD/COMMISSION RECOMMENDATION:

The HDC recommends that the proposal be approved as a standalone project. The HDC Chair will be at the workshop meeting.

BUDGET ACTION:

Logo redesign, wayfinding, and park signage were budgeted for this fiscal year.

LEGAL REVIEW:

N/A at this time.

SAMPLE MOTION:

Motion to approve the historic district signage proposal from Concept A Creative Studio.

Concept A Creative Studio

AUGUST 14, 2025

PROPOSAL OF WORK

Saugatuck Historic District Signage

Overview

Saugatuck's Historic District is an officially recognized district that follows U.S. Department of the Interior guidelines for historic preservation. This means it's managed under the same national standards used by other well-known historic districts around the country, such as Georgetown, Bunker Hill, German Village, and Heritage Hill. This district is overseen by a seven-member commission appointed by the Mayor of Saugatuck. Each member receives training on the preservation standards upheld. This area is an essential part of Saugatuck's charm, with its historic character woven into the fabric of what makes the community so special.

Project Purpose

Currently, there are two signs marking the entrances to the Historic District: one on Lake Street just off Blue Star Highway, and one on Holland Street near The Southerner. These correspond to the district's boundary points. The existing signs follow a standard MDOT style—brown background with white lettering—which feels more institutional than celebratory. We believe the signage should better reflect the significance and spirit of the district.

The commission would like to have signage created that elevates both the district and the city of Saugatuck. We would consider possibly adding 1–2 more signs—such as at the bottom of Allegan Street at Lake—so there might be 3–4 total instead of just two.

Design Goals

The design and finished signage should:

- Feel fresh and celebratory while remaining timeless yet relevant for today.
- Instill a sense of pride and remind residents they are part of a special place worth celebrating.
- Coordinate with Saugatuck/Douglas branding without feeling promotional or part of a marketing campaign.
- Communicate both the boundaries of the district and the reason for celebrating it.
- Use either a distinctive voice or a strong graphic-forward approach to communicate boundary and significance.

Proposed Timing + Creative Process

Design

- Research/Discovery: review similar distinctive districts + identify what makes signage stand out
- Develop creative for Saugatuck Historic District signage; share concept on Thursday, Aug. 28th
- Revise creative concepts as outlined + estimate fabrication of signs; share on Thursday, Sept. 18th
- Prepare files for manufacturing and share with supplier on Thursday, Sept. 25th

Fabrication + Installation

- Target fabrication for October 2025; cost TBD based on final number of signs.
- Installation targeted for first half of November 2025

Estimated Creative Fees

Includes the design process and meetings as outlined above. Costs of sign fabrication and installation TBD.

\$880



City Manager Report

October 28, 2025

Deer Concerns

- We continue to hear concerns about deer impacts and whether the City is working to address the issue.
- As a reminder, City Council recently made updates to our weapons ordinance to:
 - Allow for deer culls that have received approval from the City, the Allegan County Sheriff's Department, and other applicable local and state agencies.
 - Continue to prohibit archery hunting but retained the option for Council to do so in the future by resolution, should it choose to designate an area or approve a specific request.
- I have talked to various folks who have some interest in archery hunting and encouraged them to submit their requests and plans for Council consideration.
- I had a recent meeting with the Department of Natural Resources to find out more information about what we need to submit to apply for a deer cull. I also met with the Sheriff's Office to discuss options for who would do the cull. Meridian Township is known as a model of effective, community-sensitive implementation, and has been recommended as an excellent example. Sgt. Haas and I will be meeting with them next week to learn more.
- Once I have more details and potential plan, I will circle back to Council to see if you wish to proceed with a cull or not.

Mt. Baldhead Restroom Construction

- Construction continues on the new restroom.
- Midwest Construction provided the following progress report:
 - The concrete masonry units are almost complete. Only one to two days remaining to complete that before insulation and the face brick starts!
 - The power issue is almost behind us. Our contractors got this done very quickly, so we are thankful for them.
 - We are hoping to continue progress with the building next week, barring any rain. We may fall behind a bit as we look towards framing the roof, but we are confident we can make up the time.

Mt. Baldhead Upper Platform and Retaining Walls

- Further survey work was completed this week. We look forward to receiving and reviewing the report and continuing to coordinate with the tribal nations on design.

Frontier Fiber Optic Installation

- Earlier this week, engineering, planning/zoning, and public works met with Frontier subcontractors to go over additional installation plans. Much of the work will involve aerial installations, but some work will involve further boring. We continue to emphasize the need for frequent communication, and we appreciate the improvements as their project has progressed.
- The subcontractor advised they are still waiting on final environmental permits to begin their installation work on the west side of the City.

Parking Improvements Task Force

- The hard work of the Parking Improvements Task Force is set to kickoff on Tuesday, October 28 at 3p at City Hall.
- The Task Force has a big first agenda. You can view the packet here: https://www.saugatuckcity.com/uploads/1/3/3/9/133977444/p_parking_task_force_10-28-25.pdf

MiCLASS Annual Report

- At a recent workshop meeting, the Treasurer went over her quarterly investments update. As you saw, we have a lot of dollars with MiCLASS.
- Here is a link to their independent auditor's report: <https://michiganclass.us11.list-manage.com/track/click?u=c5aefbee94d2d3e4a6b4c472b&id=fc90c886ef&e=e89cd7a0fb>

Miscellaneous

- Held Department Head team meeting.
- Held one on one with Director of Planning and Zoning
- Attended Election Commission meeting.
- Attended ODC invite to tour Macatawa Greenway and attended quarterly Kalamazoo Giver Greenway meeting
- Held one on one with City Treasurer
- Attended Convention and Visitors Bureau Board meeting.
- Attended meetings with water-sewer agreement committee.
- Attended Douglas open house to tour new space.
- Held one on one with City Clerk
- Attending Riverside Cemetery Comes Alive event.

Blast from the Past

- This article was in the paper on October 30, 1969.
- Much like the fall maintenance efforts of our predecessors many years ago, this week Public Works and a contractor began repairing several sections of sidewalk on a 50/50 cost-share basis.

Sidewalk Repair Planned

Sidewalk repairs on about 600 feet of Holland Street are planned in Saugatuck.

The Village Council Monday approved notifying property owners in the area that they will be assessed half the cost of materials and labor,

not to exceed 25 cents a square foot. President Lynn McCray said the village can require property owners to build or replace sidewalks at their own expense, but the village has in the past paid half.

10/24/2025 10:57 AM
User: NICOLE
DB: Saugatuck

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
EXP CHECK RUN DATES 07/01/2025 - 10/28/2025
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Page: 1/2

Vendor Name	Description	Amount
1. ALCOGARE LLC	DIGITIZE HISTORY - PHASE 1	6,076.50
2. ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 10/06 - 10/22	22,527.18
3. COMCAST	10/28 - 11/27 INTERNET SERVICE	358.30
4. ETNA SUPPLY	STREET SWEEPER PARTS	210.00
5. FAHEY SCHULTZ BURZYCH RHODES	SEP '25 GENERAL	2,027.00
	SEP '25 ZONING	7,732.50
	SEP '25 CITY COUNCIL	1,760.00
	SEP '25 MANAGER	496.50
	SEP '25 DUNE RIDGE V (ORIGINAL ACTION)	364.56
	SEP '25 2023 STR LEGAL ISSUES/TASK FORCE	330.00
	TOTAL	12,710.56
6. FIRST BANK CARD	08/27 - 09/25 STATEMENT BALANCE	2,900.27
	08/27 - 09/25 STATEMENT BALANCE	929.79
	08/27 - 09/25 STATEMENT BALANCE	1,347.45
	08/27 - 09/25 STATEMENT BALANCE	479.88
	TOTAL	5,657.39
7. FLEIS & VANDENBRINK ENGINEERING INC	08/24 - 09/27 ENGINEERING FEES - GEN CONSULT	3,849.60
	08/24 - 09/27 ENGINEERING FEES - MT. BALDHEAD	3,120.00
	TOTAL	6,969.60
8. FRONTIER	08/20 - 09/19 SERVICE - OVAL BEACH	102.24
9. GIVE 'EM A BRAKE	BARRICADES AND ROAD CLOSED SIGN	2,505.00
10. HORIZON COMMUNITY PLANNER	PLANNING AND HDC SERVICES	7,522.82
11. KENDALL ELECTRIC INC	STERNBERG LIGHTS	69.50
	PARKS STOCK	203.25
	TOTAL	272.75
12. LANDSCAPE DESIGN SERVICES INC	ROSE GARDEN MAINTENANCE	824.00
13. MACATAWA BANK	ROAD BOND PAYMENT	321,063.00
14. MC NALLY ELEVATOR COMPANY INC	ELEVATOR SERVICE	10,215.00
15. MERS	OCT '25 RETIREMENT	4,500.00
16. MICHIGAN GAS UTILITIES	08/24 - 09/22 SERVICE - 102 BUTLER	39.92
	08/25 - 09/22 SERVICE - 345 BUTLER	51.53
	08/26 - 09/23 SERVICE - 3338 BLUE STAR	44.25
	TOTAL	135.70
17. NET2PHONE INC	OCT '25 PHONE SERVICE	233.24
18. OTTAWA AREA INTERMEDIATE	SCHOOL DIS	
	PROPERTY TAXES COLLECTION 10/06 - 10/22	12,746.47
19. REPUBLIC SERVICES	2025-09 PICKUP SERVICE - BLUE STAR	480.00

10/24/2025 10:57 AM
User: NICOLE
DB: Saugatuck

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
EXP CHECK RUN DATES 07/01/2025 - 10/28/2025
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Page: 2/2

Vendor Name	Description	Amount
20. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 10/06 - 10/22	14,010.18
21. SHELL	MAY '25 STATEMENT BALANCE - REFUNDED	6.07
22. SPECTRUM PRINTERS INC	ELECTION MATERIALS	26.10
23. STANDARD INSURANCE COMPANY	NOV '25 INSURANCE	455.31
24. STREAMLINE DESIGN.COM LLC	OB - NO DUMPING / NO TRESPASSING	360.00
25. TRUCK & TRAILER SPECIALTIES	PINS	84.34
26. VALLEY CITY LINEN INC	SHOP TOWELS	257.33
TOTAL - ALL VENDORS		430,309.08
FUND TOTALS:		
Fund 101 - GENERAL FUND		56,443.24
Fund 202 - MAJOR STREETS		23.93
Fund 203 - LOCAL STREETS		2,351.66
Fund 301 - DEBT SERVICE		321,063.00
Fund 661 - MOTOR POOL FUND		1,143.42
Fund 701 - CURRENT TAX FUND		49,283.83



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: October 27, 2025

SUBJECT: Milfoil Treatment for 2026

DESCRIPTION:

Eurasian Water Milfoil is an invasive aquatic plant that is present in the Kalamazoo Harbor. In 2020 the City Council formed an Eurasian Water Milfoil Advisory Committee to address the Milfoil impacts including reviewing existing documentation, consulting with appropriate agencies and experts, identifying costs and reporting its recommendations.

For the last five years, the City of the Village of Douglas and the City partnered with Aquatic Doctors to treat the Milfoil.

Aquatic Doctors has submitted a proposal for 2026 treatment. Aquatic Doctors expects the cost to be similar to the 2025 season, which was \$69,570. Despite lower water levels that were anticipated to result in more issues, Aquatic Doctors advised they were able to reduce the area treated this year which saved close to \$7,000. The proposed treatment area for 2026 is as follows:



Aquatic Doctors will be at your meeting to talk more about the success of the treatments and answer your questions.

Workshop Discussion

At the workshop meeting, Aquatic Doctors advised they are shifting to more of a maintenance phase and this will be necessary on an annual basis. City Council expressed interest in a three year agreement to lock in pricing. Staff has also checked with Douglas to see if they are satisfied with Aquatic Doctors and whether they plan to continue treatments over the next few years. Douglas is hesitant to commit to a three-year term without knowing more about the ODC Network's pending invasive species grant application.

BUDGET ACTION REQUIRED:

Sufficient dollars were budgeted for this fiscal year. The second treatment will be included in next fiscal year's budget proposal.

LEGAL REVIEW:

Legal has previously provided analysis on the process to levy special assessments and the City's authority to treat invasive aquatic weeds. Legal previously reviewed the Aquatic Doctors agreement language.

SAMPLE MOTION:

Motion to approve a one OR three agreement with Aquatic Doctors to apply for permits and treat Milfoil in the areas presented in the not to exceed amount of \$69,570 per year.



AQUATIC DOCTORS LAKE MANAGEMENT, INC. ("Aqua Docs") of P.O. Box 150247, Grand Rapids, Michigan 49515 and City of Saugatuck of Saugatuck, Michigan agree:

Aqua Docs will provide a professional aquatic program for the control of weeds and/or algae in **Kalamazoo Harbor**. The program will consist of the following:

May/June: Weed and Algae treatment applying restrictive products such as Navigate (2,4-D), Diquat, Triclopyr, Aquathol K, Hydrothol 191, and non-water restrictive products such as copper sulfate, Cutrine-Plus, Cutrine-Ultra, Cygnet Plus, and shade as a tracer.

****3-4 weeks after initial treatment-** spot treat weed beds and algae treatment.

July and August: Algae treatments applying non-water restrictive products such as copper sulfate, Cutrine-Plus, Cutrine-Ultra, Cygnet Plus and shade as a tracer. Spot weed treatment for EWM and other nuisance plant growth.

Cost per Acre:

Navigate: Granular systemic 2,4-D herbicide to control Eurasian Watermilfoil	\$ 315.00
Triclopyr: Granular systemic herbicide to control Eurasian	\$ 560.00
Triclopyr: Liquid systemic herbicide to control EWM	\$ 285.00
Clipper: systemic herbicide to control Starry Stonewort	\$ 575.00
Harpoon: granular systemic herbicide to contro Starry Stonewort	\$ 425.00
Diquat: Liquid herbicide to control EWM, Curlyleaf, and Pondweeds	\$ 185.00
Aquathol K-Hydrothol 191: Liquid herbicide to control Pondweeds	\$ 205.00
Algaecides: Granular products to control Chara	\$ 50.00
Algaecides: Granular and liquid products to control algae	\$ 40.00
Water Quality Program:	\$ 50.00/sample

Description and Optional Services:

Weed Treatment: Milfoil, Curly-leaf, Coon-tail, Chara, and various pondweed treatments applying restrictive products such as granular Navigate (2,4-D), Aquathol K, Hydrothol 191, Diquat, Triclopyr, Komeen, Glyphosate, and Cygnet Plus.

Algae treatment: Non-water restrictive algaecides such as Copper Sulfate, Curtain-Plus, Cutrine-Ultra, Chelated Copper, Earthtech, Greenclean, and shade as a tracer. Treatments should occur monthly to prevent existing growth and prevent re-growth. Surrounding conditions (i.e. sunlight, temperature, nutrient concentration, etc...) may require additional treatments.

Muck/Enzyme Treatment: Designed to decrease levels of organic sediment in lakes and ponds while reducing odors and improving water clarity. The pellets sink quickly, targeting 'muck' on the bottom. Mukk Busster does not contain pathogenic bacteria and it is fish and wildlife friendly. Contains 3 billion CFU/gram (Colony-forming units).

Water Quality Program: Water quality program consists of lake samples taken and sent to an independent laboratory (Prein & Newhof). The samples can be tested for a variety of things including; fecal bacteria (E. coli), dissolved oxygen, conductivity, total dissolved solids, pH and alkalinity. Primarily E. coli is the focus.



- Specific treatment dates will be set by Aqua Docs, in cooperation with City Manager.
- Please be aware Aqua Docs can only treat weeds and algae present at the time of treatment. We have no control over future weed or algae growth based on the current chemicals registered for aquatic use in Michigan.
- Unless otherwise stated in the program, all other aquatic pest control will require a separate program (i.e. cattails, duckweed, largeleaf pondweed, lily pads, purple loosestrife, watermeal, etc...)

Aqua Docs will obtain the DEQ “Aquatic Nuisance Control permit” and post restriction signs as required. Any facility or location related permits/requirements, for example, “Discharge or Retention” permits will be the responsibility of the customer, association, resident or facility. It is your association’s/group’s responsibility to notify each resident within one hundred (100) feet of the treatment area at least seven (7) days in advance of the first treatment that chemicals will be applied. This notification requirement must be provided to every property owner who has consented to have their property treated. Lake boards and townships who assess the lake property owners are exempt from individual consent documentation. The property owner is responsible for removing any restriction signs ten (10) days after the conclusion of water use restrictions.

Aqua Docs carries a general liability policy of insurance for workmans comp, bodily injury and property damage with limits of \$1,000,000.00 per occurrence. Certificates of insurance will be provided upon request.

The State of Michigan requires a minimum fee of \$75.00 and increases the fee to \$1500.00 for treatment areas of 100 acres or more. Please make check to the State of Michigan. Application for the DEQ “Aquatic Nuisance Control permit” shall occur promptly after the fee is received from the customer.

Special Notes & Conditions of Treatments

- #1 – Our office must be notified of any inlets/outlets to meet specific permit requirements with the Michigan DEQ.
- #2 – If the water body is being used as a source of irrigation, please notify our office prior to any treatments.
- #3 – To minimize the possible effects on health and the environment, the treated waters MAY be restricted for such uses as swimming, bathing, irrigation, fish consumption and/or livestock.
- #4 – If an access site has not been determined or established prior to services rendered, then an access site must be determined at the discretion of the applicator at the time of treatment.

Payment in full is due within fifteen (15) days of each application. Any amount remaining unpaid when due shall accrue a penalty of 1.5% per month.

All materials utilized by Aqua Docs shall be of the highest quality and are registered with the U.S. Environmental Protection Agency and the Michigan Department of Agriculture.

The accumulation of dying and decomposing plants and algae can deplete the dissolved oxygen supply in the water, which may result in fish mortality. Please note that such occurrences are minimal, however, the possibility does exist. Due to their level of sensitivity, Goldfish, Coy, and Trout are more susceptible to a treatment than other fish species. During Late Spring and Summer, many NATURAL fish kills occur due to an increase in water temperature and spawning habits, primarily.

Three or five year treatment program: As an incentive to establish a multiple year agreement we will treat your lake or pond at the same price structure as 2026 for 2027! The remaining years (2028-2030) will have cost increases of three percent or less. If total chemical costs exceeds 10% from the previous year a new agreement will have to be mutually acceptable. If during the life of the contract the DNR or other regulatory agencies significantly change the approved treatment procedures or the client finds the manner in which the work is performed less than satisfactory, either party may terminate this agreement upon giving ninety (90) days advance written notice thereof.



Contract:

Signature Page for “City of Saugatuck”

Program Option for City of Saugatuck:

One (1) Year Program- _____
Three (3) Year Program- _____
Five (5) Year Program- _____
(Just initial your choice)

Aquatic Doctors Lake Management, Inc.

By: MT Ryan Schauland B.S.
President

Signature

Date

For City of Saugatuck Representative:

Name (Print) _____
Title _____
Address: _____
Phone: _____
(Day): _____
(Eve): _____

Signature

Date

email: _____



Aquatic Doctors Lake Management, Inc.

Ryan Schauland BS

PO Box 150247

Grand Rapids MI 49515

(616) 365.1698

September 5, 2025

Dear Aquatic Doctors Family,

As the 2025 "Weed and Algae" season wraps up, we want to extend our sincere gratitude for your continued loyalty and support. We are truly honored to have you as a customer and thank you for choosing **Aquatic Doctors Lake Management, Inc.**, Michigan's fastest-growing lake management company.

This season brought with it an unusually aggressive start — and it stayed that way all summer. With record heat and a three-month drought, managing lakes and ponds became especially challenging. The intense sunlight and high temperatures fueled excessive weed and algae growth, while water levels dropped to historic lows across most bodies of water. Even beneficial aquatic growth became problematic in such extreme conditions.

Despite these challenges, your support allowed us to respond quickly and effectively, sometimes requiring additional treatments to keep nuisance growth in check. Together, we managed to successfully maintain the health and beauty of your lakes and ponds. We're hopeful that the 2026 season will bring more typical weather conditions.

Looking ahead, one of our top priorities for 2026 is the **early submission of permit applications**. Our goal is to file all permits by **January 1st**, giving the **DEQ** ample time to process them and help prevent the delays many of us experienced this year. We believe this proactive approach will allow us to begin treatments earlier in the season.

Enclosed is your **2026 contract** (if not included, that means a multi-year contract is already in place). Please review, complete, and return the contract at your earliest convenience. Be sure to also include a check made payable to the **State of Michigan** for the permit fee, as outlined in the attached "Permit Fees" letter. If no fee letter is included, you may disregard the permit fee.

We're excited to continue working with you and believe this is just the beginning of a long-lasting partnership. If you have any questions, want to adjust your treatment plan, or simply want to discuss your lake or pond, please don't hesitate to give me a call.

Thank you again for being a valued part of the Aquatic Doctors family. We look forward to speaking with you soon.

Warm regards,

Ryan Schauland

Aquatic Doctors Lake Management, Inc.

Avoid Permit Delays- Act Now

Aquatic Doctors Lake Management, Inc.

PO Box 150247 Grand Rapids MI 49515 Office: (616) 365 1698 Fax: (501) 647 3041 www.aquaticdoctors.com



Permit Fees for 2024

Act No. 164
Public Acts of 2003
Approved by the Governor
Aug 11, 2003
Filed with the Secretary of State
Aug 12, 2003
EFFECTIVE DATE: Aug 12, 2003

STATE OF MICHIGAN
92ND LEGISLATURE
REGULAR SESSION OF 2003

ENROLLED SENATE BILL No. 596

States:

1. Until December 31, 2009, an application for a permit under this section for control work qualifying for a Certificate of Coverage under a general permit shall be accompanied by a fee of \$75.00. Until December 31, 2009, an application for a permit under this section for any other control work shall be accompanied by the following fee, based on the size of the area of impact:
 - a) Less than ½ acre, \$80.00.
 - b) ½ acre or more but less than 5 acres, \$225.00.
 - c) 5 acres or more but less than 20 acres, \$450.00.
 - d) 20 acres or more but less than 100 acres, \$875.00.
 - e) 100 acres or more, \$1,600.00.

The Department of Environmental Quality shall forward fees collected under this section to the state treasure for deposit in the land and water management permit fee fund created in section 30113 of the natural resources and environmental protection act, 1994 PA 451, MCL 324.30113.

- **The highlighted section is the fee for you and your association.**



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: October 27, 2025

SUBJECT: Park Rules

DESCRIPTION:

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

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

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

§ 95.06 ADDITIONAL RULES.

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

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

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

Workshop Discussion

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

The rules have been updated to:

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

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

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

BUDGET ACTION REQUIRED:

N/A

LEGAL REVIEW:

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

SAMPLE MOTION:

Motion to approve the park rules as presented.

Policy/Procedure: Park Rules

Date Adopted or Implemented: 10-27-2025

Revision Date: N/A

Resolution Number (if applicable): N/A

CITY OF SAUGATUCK

Purpose

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

Authority

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

General Park Rules

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

Additional Park Specific Rules

Mt. Baldhead Park

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

Oval Beach and Saugatuck Harbor Natural Area

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

Saugatuck Wilds Nature Preserve

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

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

Village Square

- Playground closes at 10:00 p.m.

Additional Park Regulation

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

Enforcement

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

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

Temporary Waivers

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

A Flower World Thank You!



Dear Mayor, Council Members and City Staff,

I want to extend a big thank you for your support and partnership in making Flower World a reality. Your approval and assistance were instrumental in bringing this creative placemaking project to life, and the result is a vibrant new temporary addition to downtown that celebrates the spirit of the Art Coast® of Michigan.

The October 11 ribbon cutting at Cook Park was a wonderful success, and I truly appreciate those of you who were able to attend and share in the celebration. It was a joyful moment that reflected the power of collaboration and community pride.

On behalf of the Saugatuck Douglas Area Convention and Visitors Bureau, thank you again for helping make Flower World possible. We're proud to have worked alongside the City of Saugatuck to create something that will inspire both residents and visitors.

I've attached some photos that were taken that evening if you weren't able to make it.

Warm regards,

Lisa Mize

Executive Director

Saugatuck Douglas Area CVB
(269) 857-1701
lisa@saugatuck.com



Saugatuck Douglas Area Convention and Visitors Bureau

95 Blue Star Hwy Douglas, MI 49406 | 269.857.1701

staff@saugatuck.com | saugatuck.com

Unsubscribe





















Jamie Wolters

From: Mark Tithof [REDACTED]
Sent: Tuesday, October 14, 2025 5:03 PM
To: Holly Anderson; Lauren Stanton; gregory@saugatuckcity.co; Russ Gardner; Scott Dean; Chris Peterson; Joe Clark
Cc: Jamie Wolters
Subject: Fwd: 1021 Holland St Short Term Rental Certificate of Renewal
Attachments: ORD 250414-A STR License Ordinance Amendment.pdf

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

Dear City Council:

I had previously sent the note below to Ryan Cummins who responded ,and asked that I send to you to seek an ordinance amendment given the strenuous circumstances around the RENEWAL of our STR license.

On September 12, 2025, I suffered a full ischemic stroke while in Austin, Texas with my family. This medical emergency required me to be hospitalized until Wednesday September 17th, and then regulated to home care (administered by wife, Nicole) to date. This situation caused Nicole to submit the renewal application late from the 30 day notice requirement (submitted on October 7th).

Our home is great standing as a short term rental. In fact, when given the inspection process last time, it was indicated to us that this home is one of the better short term rental properties in the city. The home is kept up beyond the standards of both short term rentals and full time residential requirements as you will note if you visit the property (or check the inspection notes).

I am more than willing to supply the medical records and notes to back up the force majeure situation if required. I think our ask is reasonable given the circumstances. I look forward to your positive response. Our application and payment of the renewing license has been submitted.

Regards,

Mark Tithof



----- Forwarded message -----

From: **Ryan Cummins** <rcummins@saugatuckcity.com>

Date: Tue, Oct 14, 2025 at 12:38 PM

Subject: RE: 1021 Holland St Short Term Rental Certificate of Renewal

To: Mark Tithof <mark.tithof@gmail.com>

Hi Mark,

I am so sorry to hear that you suffered a stroke. I hope your home care is going well.

Our short-term rental ordinance allows for a five-calendar day grace period but beyond that our ordinance doesn't allow a STR application to be processed. With the current ordinance, City staff doesn't have the ability to process your STR application. I would suggest reaching out to the City Council to explain what occurred and if they wish to consider ordinance amendments, they can direct staff to prepare them accordingly.

To reach the Council you can either e-mail the City Clerk (jwolters@saugatuckcity.com) or e-mail them directly. Here is their contact information: <https://www.saugatuckcity.com/city-council.html>

Again, very sorry to hear about your stroke. I wish you a full and speedy recovery.

Thank you,

Ryan Cummins

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

SHORT-TERM RENTAL LICENSING ORDINANCE AMENDMENT

ORDINANCE NO. 250414-A

At a meeting of the City Council of the City of Saugatuck, Allegan County, Michigan, held at the City of Saugatuck Hall on April 14, 2025, at 6:30 p.m., City Council Member Stanton moved to adopt the following ordinance, which motion was seconded by City Council Member Muncey.

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.

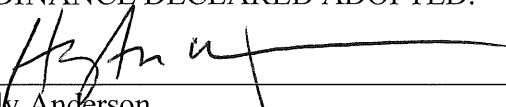
YEAS: Dean, Gardner, Muncey, Stanton

NAYS: Anderson

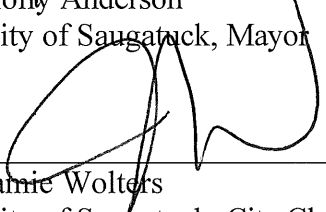
ABSTAIN: None.

ABSENT: Clark, Peterson

ORDINANCE DECLARED ADOPTED.



Holly Anderson
City of Saugatuck, Mayor



Jamie Wolters
City of Saugatuck, City Clerk

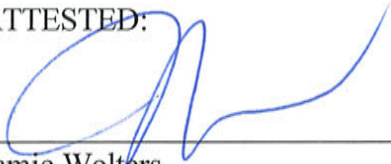
CERTIFICATION

I hereby certify that:

1. The above is a true copy of an ordinance adopted by the City of Saugatuck at a duly scheduled and noticed meeting of the City Council held on April 14 __ 2025, pursuant to the required statutory procedures.
2. A summary of the above ordinance was duly published in the commercial record newspaper, a newspaper that circulates within the City of Saugatuck, on April 24, 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.

~~X N/A I filed an attested copy of the above ordinance with the Allegan County Clerk on April 24, 2025.~~

ATTESTED:



Jamie Wolters
City of Saugatuck, Clerk

Subj: Trester v EPIC

Dear Saugatuck City Council:

As you've no doubt seen, this complaint has been resolved...EPIC was properly registered, and the matter is closed.

Several of you (Russ Gardner and Chris Peterson) had concerns about this lawsuit a few months ago when Helen Baldwin applied to be a Historic District commissioner. You voiced your concerns about Helen (and other sitting council members) in a public forum. Additionally, as a candidate for council, Sherry Tedaldi voiced her concerns during public comments at the same council meeting.

I hope each of you will similarly acknowledge, in the next City Council meeting, that this case has been legally resolved and closed without any wrongdoing. Your concerns seemed grave at the time, without the benefit of due process to support your statements. I have huge respect for leaders who have the courage to acknowledge a concern as well as the courage to acknowledge its resolution. I hope you'll choose the right page from that leadership playbook and act accordingly.

Thank you for listening, and Russ and Chris, regardless of this misstep, thank you for the work you do on Saugatuck City Council.

Sincerely,
Timothy Straker