# CITY COUNCIL MEETING AGENDA
## July 13, 2026

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

*This is an in-person meeting at Saugatuck City Hall*
*102 Butler St, Saugatuck, MI 49453.*
*The meeting will also be available live, virtually on Zoom.*

**NOTICE:**
Join online by visiting:
**https://us06web.zoom.us/j/2698572603**

Join by phone by dialing:
**(312) 626-6799 -or-**
**(646) 558-8656**

Then enter "Meeting ID":
**2698572603**

Please send questions or comments regarding meeting agenda items prior to meeting to: rcummins@saugatuckcity.com

Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck City Clerk at 269-857-2603 or jwolters@saugatuckcity.com 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 Minutes – July 8, 2026.Pg.3
   - **B.** Special Event – Art Coast Food and Wine Festival. Pg.7
   - **C.** Special Event – Saugatuck Sidewalk Sales. Pg.20
   - **D.** Special Event – Mt. Baldhead Challenge. Pg,.26
   - **E.** Special Event – Chili Cookoff. Pg.33
10. **Approval of Accounts Payable:** *(Roll Call)*
    - **A.** Accounts payable in the amount of $779,910.61. Pg.46
11. **Unfinished Business**
12. **New Business:** *(Roll Call)*
    - **A.** Consent Agreement for Fire Department Sewer Connection and Request to Waive Fees. Pg. 55
    - **B.** Right of Way Permit Application - 997 Elizabeth Street. Pg. 63
13. **Staff Reports, Boards, Commissions & Committees:**

A. **Staff Report: Pg.71**
    1. City Manager
    2. Treasurer
    3. Clerk
    4. Planning & Zoning
    5. Department of Public Works
    6. Engineer
    7. Police

**14. Public Comments**

**15. Correspondence**: Pg.120
- **A.** Meagan Cotton
- **B.** Board Vacancy Notice

**16. Council Comments**

**17. Adjourn** *(Voice Vote)*

**CITY COUNCIL WORKSHOP MEETING MINUTES**
**July 8, 2026**
The City Council met for a Workshop Meeting at 4:00 p.m.
City Hall
102 Butler St., Saugatuck, MI 49453.

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

**Attendance:**
Present: Mayor Anderson, Mayor Pro Tem Clark and Councilmembers, Gardner, Muncey, Peterson (*joined meeting at 4:07 p.m.*) and Stanton.
Absent: Dean.
*Motion by Clark, second by Stanton to excuse councilmember Dean. Via voice vote, motion carried 5-0.*
Others Present: City Manager Cummins, Attorney Witte, Zoning Director Moore, DPW Director Ondersma, DPW Project Coordinator Gibson and Clerk Wolters.

**Agenda Changes:** None.

**Public Comment on Agenda Items Only:** None.

**Approval of Minutes:**
Regular City Council Meeting Minutes – June 22, 2026:
*Motion by Clark, second by Stanton to approve the regular city council meeting minutes from June 22, 2026. Via roll call vote, motion carried 5-0.*

Councilmember Peterson joined meeting at 4:07 p.m.

**Guest Speaker:** None.

**Discussion Items:**
Special Event – Art Coast Food and Wine Festival:
Clerk Wolters presented the special event application for a new event. The Art Coast Food and Wine Festival is planned for November 5–7 at the Singapore Yacht Club. The requests from the city include closing the Mason Street street end, no-parking on Water Street side of the event area for back-of-house operations, providing potable and non-potable water via a hydrant (metered and billed to the organizer); and a noise ordinance exception to allow activity until 11:30 p.m. on one night. Organizers have already coordinated with police, fire, DPW, the health department, and liquor licensing. Council members were broadly supportive, praising the organizers' professionalism. Questions centered on restroom logistics (staff vs. public use), expected attendance (~1,000 people) and parking impacts, and possible transportation solutions/sponsorships to reduce drinking and driving. Mayor Pro-Tem Clark suggested exploring potable water from Singapore Yacht Club's dock system,

which the event production partner appreciated. The item will appear on the next Monday agenda for formal action.

Elizabeth Street Improvements – Planning Report and Option Estimates:
Fleis & Vandenbrink Engineers Jon Moxey and Peter Tierney outlined a comprehensive plan covering water, sanitary sewer, storm drainage, roadway reconstruction, and pedestrian (sidewalk) facilities from Allegan to Francis. On water, a key proposal is to replace an undersized, unknown-age 4-inch main between Hoffman and Main with a modern 8-inch main and to address approximately 17 services under the state's lead and copper rule, potentially replacing lines all the way into homes where warranted. On sanitary sewer, most work is targeted spot repairs and a full replacement of a problematic segment between the alley and Mason that cannot be televised, plus correcting a short sagging section near the school. Storm infrastructure and existing curb and gutter are generally in good condition, with only localized spot work recommended. The roadway has a poor PASER rating (2–4), so staff recommends milling and repaving with 4 inches of asphalt, rebuilding base only where utilities are replaced. Lane configuration and width would largely remain, with parallel parking both sides; diagonal parking and one-way options were explored but found impractical. Three conceptual sidewalk options were presented: (1) simply replacing all existing ADA-noncompliant ramps; (2) creating one continuous sidewalk route from Allegan to Francis by filling the key gap on the west side in front of the Bayview condos (requiring a retaining wall and possible tree and utility impacts); and (3) building sidewalks on both sides of the street, which runs into serious conflicts (steep grades, mature trees, utility poles, and very tight setbacks near some homes). Bayview Condominium association president Richard Crawford expressed willingness to consider an easement so sidewalk and wall work could move closer to their building and preserve the trees, possibly with landscape buffering. Council discussed finishing the missing sidewalk segment on the west side in front of Bayview, improving crosswalks and crossings to the school (with potential four-way stop and flashing beacons), and extending sidewalk in front of the school to Francis. They also discussed doing sanitary sewer replacements while the street is open, to avoid disruption. Staff and Engineers will now prepare a design-engineering proposal and return at a future workshop.

Proposal to Provide Architectural & Engineering Design, Bidding & Construction Administration Services for Wicks Park & Village Square Restroom Renovations:
For Wicks Park and Village Square restrooms, DPW Director Mark Ondersma presented a concept for significant renovations. At Wicks Park, the existing block building is iconic because of its large exterior mural but is aging, has flooded in the past, and is non-ADA-compliant inside. The current plan being explored includes major interior upgrades; bringing fixtures and layout up to ADA standards; relocating electrical and utilities to a central service room; and addressing lead service issues—all while ideally preserving or restoring the mural. Council members emphasized the mural's cultural value and history, advocating for a professional restoration/replication. The engineers suggested that, if not for the mural, they would recommend starting over and estimated a new Wicks restroom comparable to Mt. Baldhead's could cost in the mid-$300,000 range versus roughly $100,000–$250,000 for a deep renovation. Council showed growing openness to the tear-down and rebuild with mural replication concept, while asking staff to consult the Historic District Commission, refine costs, and talk directly with the original artist. At Village Square, the restrooms also need upgrades, new fixtures, improved ADA compliance, siding replacement, and concrete repairs. The council briefly discussed the front metal gate, which used to be locked at night but is no longer used and may not be necessary. Staff will regroup and return to a future workshop with a more concrete proposal and costs for design, bidding, and construction services.

Right of Way Permit Application - 997 Elizabeth Street:
The right of way permit for 997 Elizabeth Street concerned a lot where the owner has planted a substantial landscaping within the public right of way. The existing upright wire mesh fence currently in place is not permitted in the ROW as a fence, so the applicant proposed modifying it by bending the wire mesh over into an arched, greenhouse-like protective cover anchored on both sides of the flower bed, to deter deer and other wildlife without acting as a vertical fence. Council questions focused on how the arch would function, visibility

impacts, whether it would encourage similar requests from others, and if it would interfere with any future need to expand or reconfigure the roadway. Staff noted the installation would be temporary, must be removed seasonally, and could be removed by the city if necessary for public use or future projects. The request moves to Monday's agenda for action.

Mr. Tringali and Mr. Madhava re 534 St. Joseph:

The discussion of 534 St. Joseph Street centered on the loss of that property's short-term rental license after a late renewal and whether the council should provide relief. City Manager Ryan Cummins recapped that the license expired in July 2025; the owner's local agent submitted the renewal after the license had already expired, so the application was ineligible under the ordinance. Earlier in 2026, council had adopted changes to address confusion between the renewal deadline and the license expiration date, but those changes only applied to renewals filed after the renewal deadline but before expiration. Two properties—including 534 St. Joseph—had applied after expiration, so they were not covered. The owner, Rakesh Madabha, and Tringali argued this outcome is disproportionate for what they described as a clerical error in an internal spreadsheet date (January instead of June), emphasized that the home has had no violations and is well managed, and said they reasonably believed council's earlier "amnesty for all affected properties" discussion applied to them. They also stressed the emotional and financial impact, questioned why they first received a mailed notice 30 days after expiration (rather than a warning beforehand), and asserted that the city's own record errors and communication gaps contributed to the problem. City Attorney reiterated that, as written, there is no mechanism to reissue a license that has expired, and the "extraordinary circumstances" provision applies only to the enforcing officer, not to council, so the ordinance would need to be amended. Several council members framed the situation as a genuine one-time clerical mistake and felt the current penalty—permanent loss of the license—was too harsh. Others discussed about precedent, "amnesty creep," repeated ordinance rewrites, staff/legal workload, and fairness to other STR owners who complied or already lost licenses. Staff noted that even after recent education, there have still been a few new late renewals, and that many agents manage to track deadlines perfectly. After lengthy back-and-forth, the direction was to have staff and legal draft an ordinance amendment creating roughly a 30-day grace period after license expiration during which late renewals could still be accepted, subject to substantial penalty fees and without creating an open-ended appeals process to council. The council emphasized that nothing is final until they see and vote on detailed language.

Councilmember Gardner left the meeting at 5:32 p.m.
Councilmember Muncy left the meeting at 6:00 p.m.

Kickoff and Review Fiscal Year 2026/2027 Priorities:

City Manager Ryan Cummins walked council through the new fiscal year's adopted priority list and provided a snapshot of progress. Several items are already underway, including planning/design work for Elizabeth Street, interior restroom planning at Wicks Park and Village Square, coordination with the Heart Safe group, which has secured funding for 10 AEDs and is working with Public Works on placement, and continued work on local branding and wayfinding signage tied to the city's new logo and identity. Cummins flagged a few priorities that may be challenging to fully complete within the year: beginning the next phase of Mt. Baldhead steps work (given the upper platform project and other spring construction); advancing a potential deer cull (regulatory approvals, public process, and funding will take significant staff time); and launching a comprehensive zoning code update before the updated master plan is fully adopted. Council members expressed strong appreciation for staff's workload and execution.

**Public Comments:** Kevin Tringali provided comment.

**Council Comments:**
Councilmember Peterson thanked staff for their extensive work and specifically appreciating the depth and difficulty of the short-term rental discussion. She believes the council is moving toward handling STR issues in a fair and even way, and that people affected by the regulations will at least feel they have a voice that is heard somewhere in the process.

Mayor Pro Tem Clark echoed that it was a good, if tough, meeting with hard but necessary discussions and noting that is what council is for. He expressed appreciation for his colleagues' willingness to wrestle complex issues together and for staff's execution on priorities. He also commented on the Wicks Park restroom discussion, saying he was encouraged by the idea of a tear-down and rebuild, and suggested that a new structure should visually relate to the successful Mt. Baldhead restroom—particularly the rooflines—so that future wayfinding and facilities have a coordinated look and feel across town.

Councilmember Stanton reported that the logo/branding working group had met again and that a new identity package is progressing. She anticipates a range of public reactions once the new logo and branding are unveiled but emphasized the practical payoff: updated, coherent signage throughout town. She highlighted the need for wayfinding in parks, for directing people to additional parking, and for clearly marking business districts. Even if everyone doesn't love the new logo, she said, consistent signage will significantly improve visitors' ability to navigate Saugatuck.

Mayor Anderson closed by reinforcing that, although council members don't always agree, they generally reach good outcomes and maintain mutual respect for each other's viewpoints, which she values. She thanked staff for their hard work, especially in the busy post–Fourth of July period and noted that it had been a good meeting with substantive progress on multiple fronts. She wished everyone a "happy new fiscal year," pointing out they were only eight days into it, and mentioned the upcoming tour of Maple Street improvements after the meeting.

Following the Workshop Meeting, councilmembers and staff toured the Maple Street construction project.

**Adjournment:**
*Motion by Clark, second by Peterson to adjourn the meeting. Upon voice vote, motion unanimously. Mayor Anderson adjourned the meeting at 6:24 p.m.*

Respectfully Submitted

_____
Jamie Wolters, City Clerk

# City Council Agenda Item Report

**FROM:** Jamie Wolters

**MEETING DATE:** July 13, 2026

**SUBJECT:** Art Coast Food & Wine Festival – Special Event Review

**DESCRIPTION**
City staff and public safety representatives met with organizers of the proposed Art Coast Food & Wine Festival to review event logistics, public safety, traffic control, and operational requirements. This inaugural event is proposed to be held within the Singapore Yacht Club parking lot and adjacent public parking areas.

**Event Overview**

- **Organizer:** Saugatuck–Douglas Area Convention & Visitors Bureau
- **Event Planner:** Lucas Malloy
- **Location:** Singapore Yacht Club parking lot and adjacent public areas on Water Street and Mason Street
- **Event Dates:** November 5–7, 2026
    - *Note:* The previously proposed late-night Saturday activity at Oval Beach has been removed from the event schedule.
- Organizers will provide 24-hour on-site security beginning Tuesday, November 3, at 5:00 p.m. through Sunday, November 8.
-

**Road Closures and Parking Requests**

- **Mason Street Closure:** Closure of the Mason Street street-end beginning Sunday, November 1, at 12:00 p.m. through Monday, November 9, at 10:00 a.m. A 20' x 30' event tent is scheduled for installation on Mason Street beginning Monday, November 2.
- **No Parking Request:** Temporary no-parking restrictions are requested on the west side of Water Street from Mason Street south to the Singapore Yacht Club gate entrance for the same period (November 1–9). This area will serve as a secured "back-of-house" operations area. A temporary chain-link security fence with black windscreen and decorative branded screening will be installed to create a secure perimeter while minimizing visual impacts from the public right-of-way.

**Water Service Requests**
Organizers have requested temporary water connections to serve:

- The Mason Street back-of-house operations area;
- The culinary demonstration stage; and
- Two luxury restroom trailers.

The Department of Public Works Director Ondersma and the Kalamazoo Lake Water/Sewer Authority have provided paperwork and cost options for both potable and non-potable water since the workshop discussion.

**Noise Ordinance Request**
The City's Noise Ordinance currently requires amplified sound to cease by 11:00 p.m. Organizers are requesting a one-time exception for Friday evening only to allow amplified music until 11:30 p.m. for the "Club Sugar" event.

**Alcohol Service and Security**
Alcohol service will be strictly controlled within the licensed event area. No outside alcoholic beverages will be permitted into the event, and alcoholic beverages may not be removed from the premises. Attendees will receive a commemorative sampling glass upon entry, which must be empty when exiting the event. Security personnel will monitor and enforce all alcohol control measures.

**Restroom Facilities**
Two luxury restroom trailers will be located on Singapore Yacht Club property for event attendees.

---

**BUDGET ACTION REQUIRED:** None.

**COMMITTEE/COMMISSION REVIEW:** City Council Discussion on July 8 and action on July 13.

**LEGAL REVIEW:** None.

**SAMPLE MOTION:** Motion to approve/deny the Special Event application for the Art Coast

Food & Wine Festival to take place on Nov 5-7, 2026.

**Council Action**

_____ Approved

_____Denied

_____Date

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

# SPECIAL EVENT & PARADE APPLICATION

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

## SPONSORING ORGANIZATION INFORMATION

**LEGAL BUSINESS NAME:** Saugatuck-Douglas Area Convention & **TELEPHONE:** _____

**MAILING ADDRESS:** P.O. Box 28, Saugatuck, MI 49453

**CONTACT NAME:** Alec Payleitner **TELEPHONE:** _____

**E-MAIL ADDRESS:** alec@saugatuck.com **CELL PHONE:** 312.480.8161

## CONTACT PERSON ON DAY OF EVENT

**CONTACT NAME:** Lucas Molloy **TELEPHONE:** _____

**E-MAIL ADDRESS:** lucas.molloy@brothersmolloyevents.com **CELL PHONE:** 207-647-1220

## EVENT INFORMATION

**NAME OF EVENT:** Art Coast Food & Wine Festival **DATE(S) OF EVENT:** 11/5/26-11/7/26

**PURPOSE OF EVENT:** showcasing chefs, restaurants, wineries, a **RAIN DATE:** N/A

■ Non-Profit ☐ For-Profit ☐ City Operated/Sponsored ☐ Co-Sponsored

☐ Marathon/Race ☐ Festival/Fair ☐ Video/Film Production ☐ Other _____

**EVENT LOCATION:** 48 Water St, Saugatuck, MI 49453 **EVENT HOURS:** 11/5 (7PM-9PM) 11/

**ESTIMATED NUMBER OF ATTENDEES:** 1000

**ESTIMATED NUMBER OF VOLUNTEERS:** 50

**ESTIMATE DATE / TIME FOR SET-UP:** 11/2/26 7:00 ■A.M. ☐ P.M.

**ESTIMATE DATE / TIME FOR CLEAN-UP:** 11/9/26 12:00 ☐A.M. ■ P.M.

## EVENT DETAILS

**WILL MUSIC BE PROVIDED DURING THIS EVENT:** ■ Yes ☐ No

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

**PROPOSED TIME MUSIC WILL BEGIN:** Two hours befor ea **END:** The end time for each day fo

**FOOD VENDORS/CONCESSIONS:** (Contact Allegan County Health Department) ■ Yes ☐ No

■ *Provide Copy of Health Department Food Service License*

**WILL ALCOHOL BE SERVED AT THIS EVENT:** ■ Yes ☐ No

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

■ *Provide Copy of Michigan Liquor Control License*

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: I.D. checks will be taking place before entry into the event.

**WILL FIREWORKS BE APART OF EVENT:** ☐ Yes ■ No

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

☐ *Provide Copy of Fireworks Permit*

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

☐ **"YARD" SIGNS -** Number requested: ___ (Maximum size is 2' x2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

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

☐ **SIGNAGE AT EVENT SITE -** Location(s): 48 Water St, Saugatuck, MI 49453

Description of signs: TBD

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

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

☐ **BOOTHS – QUANTITY**_____ ■ **TENTS – QUANTITY** 2

☐ **AWNINGS – QUANTITY**_____ ☐ **TABLES – QUANTITY**_____

■ **PORTABLE TOILETS – QUANTITY** 5

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

If yes, where do you propose your vendors park?_____

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

## DEPARTMENT OF PUBLIC WORKS

☐ APPROVED ☐ DENIED _____

*Authorized Personnel Signature*

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

☐ **TRASH RECEPTACLES – QUANTITY**_____ ☐ **BARRICADES – QUANTITY**_____

☐ **TRAFFIC CONES – QUANTITY** _____ ■ **PARKING SIGNS – QUANTITY**22_____

☐ **FENCING** ■ **WATER** ☐**ELECTRIC** ☐ **RESTROOM CLEANING**

■ **OTHER**_____ **No parking signs for the South side of Mason St to the West of Water St. Starting Sunday 11/1/26 at noon until Monday 11/9 at 10am. With this section of Mason St being closed with Type onetraffic barricades.**

**No parking signs for the west side of Water St between Mason and Butler St. Starting Sunday 11/1/26 at noon until Monday 11/9 at 10am**

## POLICE DEPARTMENT

☐ APPROVED ☐ DENIED _____

*Authorized Personnel Signature*

**ADDITIONAL OFFICERS REQUIRED?** ☐ Yes ☐ No

If yes please describe & include times_____

Other (describe):_____

## SAUGATUCK TOWNSHIP FIRE DISTRICT

☐ APPROVED ☐ DENIED _____

*Authorized Personnel Signature*

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

Street closure date/time:11/1/26_____ 12_____ ☐ **A.M.** ■ **P.M.**

Street re-open date/time:11/8/26_____ 10_____ ■ **A.M.** ☐ **P.M.**

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

Describe Sidewalk Use:_____

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

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

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

Parking Lot Location:_____

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

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

What parking arrangements are proposed to accommodate potential attendance:_____

## APPLICATION CHECK LIST

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

**If document is missing, please explain:**_____

The applicant and sponsoring organization understand and agrees to:

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

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

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

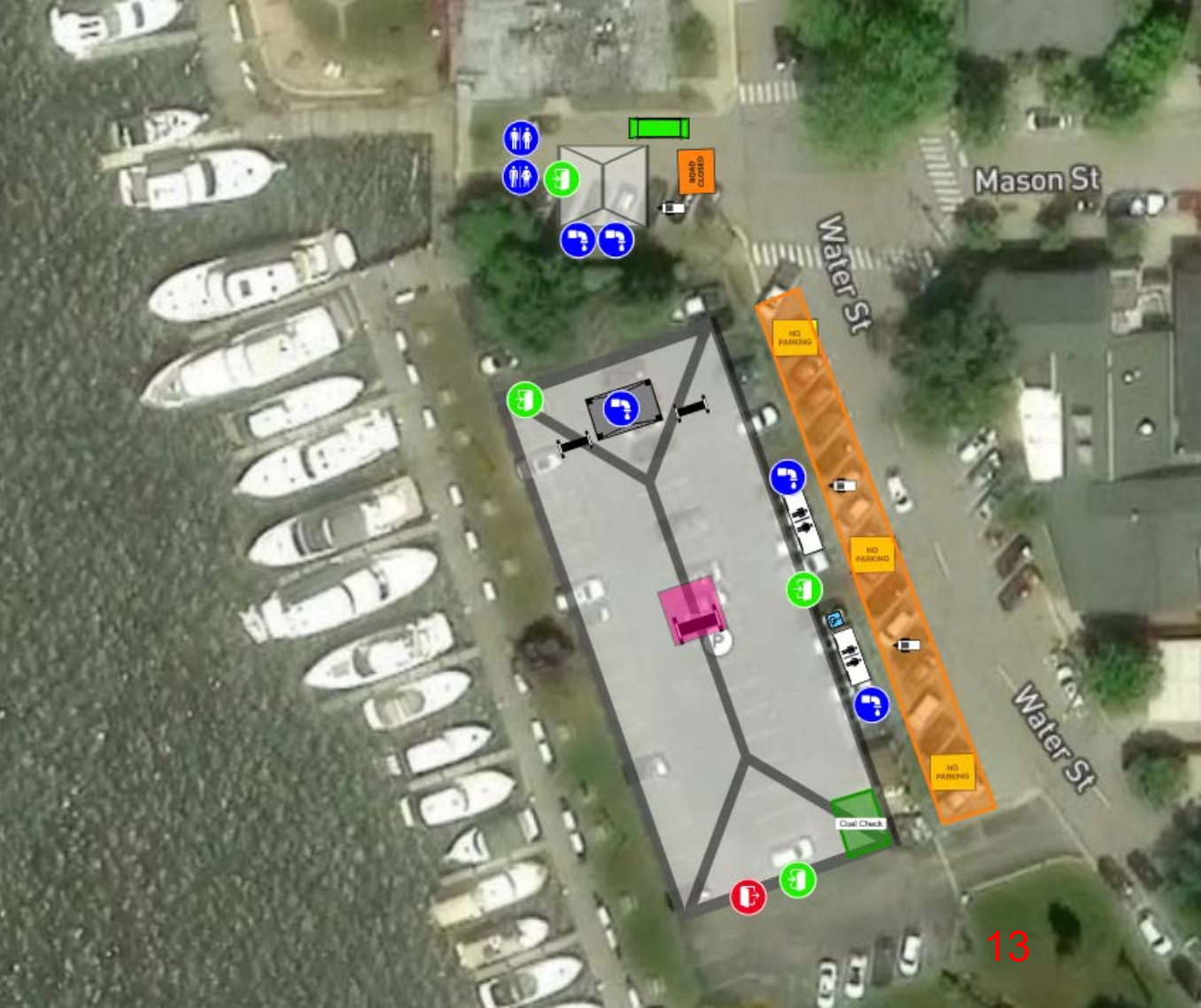
Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

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

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

Ashley Siebelink — 2026-02-27

**Applicant Signature** **Date**


Mason St
Water St
Water St
ROAD CLOSED
NO PARKING
NO PARKING
NO PARKING
Coat Check

# Art Coast® | FOOD & WINE FESTIVAL

**November 5–7, 2026**

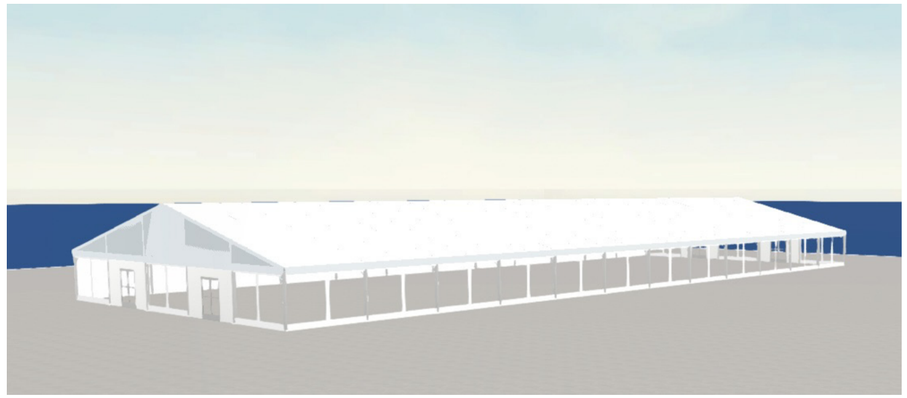
**Three Autumn Days.**
**Three Fall Nights.**



# Riverside Pavilion

16K square foot heated tent on the Kalamazoo River
48 Water Street (Singapore Yacht Club).









# Festival Schedule*

## Thursday

**Evening**
Welcome Luau
Riverside Pavilion

## Friday

**Afternoon**
Hosted
Mini-Sessions
Town

**Night**
Restaurant
Showcase
Local Talent

**Late Night**
Club Sugar
Riverside Pavilion

## Saturday

**Afternoon**
Grand Tasting
Riverside Pavilion

**Night**
Grand
Collaboration
Local Talent

**Late Night**
S'Mores on
the Beach
Town

*All events are subject to change

# Ticket Pricing

Subject to change. Ticket sales begin June 1, 2026.

| | Thursday Night<br>**Welcome Luau**<br>*All-inclusive themed dinner at the pavilion* | Friday Night<br>**Restaurant Showcase**<br>*Coursed wine dinner at local restaurants* | Friday Late Night<br>**'Club Sugar'**<br>*Sparkling wine, desserts, DJ, until midnight* | Saturday Afternoon<br>**Grand Tasting**<br>*All-inclusive tasting with dozens of chefs/wineries and celebrity demos* | Saturday Night<br>**Collaboration Dinner**<br>*Coursed dinner featuring multiple local chefs at a special off-site venue* | Saturday Late Night<br>**'S'mores on the Beach'**<br>*Fire pits on Oval Beach and elevated s'more kits (weather permitting)* |
|---|---|---|---|---|---|---|
| **VIP Pass**<br>$725 | ■ | ■ | ■ | ■ | ■ | ■ |
| **Weekend Pass**<br>$550 | ■ | ■ | ■ | ■ | | |
| **Pavilion Pass**<br>$400 | ■ | | ■ | ■ | | |

# Riverside Pavilion

16,000-square-foot, heated structure in downtown Saugatuck, with clear-sided views of the Kalamazoo River and late fall colors.




ART COAST
FOOD & WINE
FESTIVAL
IN PARTNERSHIP WITH:

# City Council Agenda Item Report

From: Jamie Wolters

Date: July 13, 2026

Subject: Special Event- Sidewalk Sales

**Description:**
The Saugatuck Douglas CVB has submitted a special event application for the yearly sidewalk sales to take place on Butler Street. The safety meeting has been completed and approved by all safety services.

**Breakdown of Event:**
Location: Downtown Butler Street from Culver St. to Main St.
Date: 8/13/26
Event Hours: 9am-5pm
Attendees: 300
Volunteers: 4

**Budget Action Required**:
N/A

**Legal Review**:
N/A

**Sample Motion:**
Motion to approve/deny the annual Sidewalk Sales event to take place on August 13, 2026, organized by Saugatuck/Douglas CVB.

| Council Action |
| --- |
| _____ Approved |
| _____ Denied |
| _____ Date |

City of Saugatuck ★ EST. 1868

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

# SPECIAL EVENT & PARADE APPLICATION

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

## SPONSORING ORGANIZATION INFORMATION

**LEGAL BUSINESS NAME:** Saugatuck CVB **TELEPHONE:** 231-878-8566

**MAILING ADDRESS:** PO Box 28 Saugatuck MI 49453

**CONTACT NAME:** April Gundy **TELEPHONE:** 231-878-8566

**E-MAIL ADDRESS:** eventssaugatuckdouglas@gmail.com **CELL PHONE:** _____

## CONTACT PERSON ON DAY OF EVENT

**CONTACT NAME:** April Gundy **TELEPHONE:** 231-878-8566

**E-MAIL ADDRESS:** eventssaugatuckdouglas@gmail.com **CELL PHONE:** _____

## EVENT INFORMATION

**NAME OF EVENT:** Saugatuck Sidewalk Sales **DATE(S) OF EVENT:** 8-13-2026

**PURPOSE OF EVENT:** Community enrichment **RAIN DATE:** —

☑ Non-Profit ☐ For-Profit ☐ City Operated/Sponsored ☐ Co-Sponsored

☐ Marathon/Race ☐ Festival/Fair ☐ Video/Film Production ☐ Other _____

**EVENT LOCATION:** Butler St Between Culver **EVENT HOURS:** _____

**ESTIMATED NUMBER OF ATTENDEES:** 300

**ESTIMATED NUMBER OF VOLUNTEERS:** 4

**ESTIMATE DATE / TIME FOR SET-UP:** 8:30 8/13/26 930 ☑ A.M. ☐ P.M.

**ESTIMATE DATE / TIME FOR CLEAN-UP:** 8/13/26 600 ☐ A.M. ☑ P.M.

## EVENT DETAILS

**WILL MUSIC BE PROVIDED DURING THIS EVENT:** ☐ Yes ☑ No

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

**PROPOSED TIME MUSIC WILL BEGIN:**_____ **END:**_____

**FOOD VENDORS/CONCESSIONS:** (Contact Allegan County Health Department) ☐ Yes ☑ No

☐ *Provide Copy of Health Department Food Service License*

**WILL ALCOHOL BE SERVED AT THIS EVENT:** ☐ Yes ☑ No

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

☐ *Provide Copy of Michigan Liquor Control License*

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

_____

**WILL FIREWORKS BE APART OF EVENT:** ☐ Yes ☑ No

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

☐ *Provide Copy of Fireworks Permit*

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

☐ **"YARD" SIGNS** - Number requested: ___ (Maximum size is 2' x2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

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

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

Description of signs:_____

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

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

☐ **BOOTHS – QUANTITY**_____ ☐ **TENTS – QUANTITY**_____

☐ **AWNINGS – QUANTITY**_____ ☐ **TABLES – QUANTITY**_____

☐ **PORTABLE TOILETS – QUANTITY**_____

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

If yes, where do you propose your vendors park?_____

Will the Interurban be utilized? ☑ Yes ☐ No Time(s) 9:00Am - 6:00 pm

## DEPARTMENT OF PUBLIC WORKS

☐ APPROVED ☐ DENIED

_____
*Authorized Personnel Signature*

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

☐ **TRASH RECEPTACLES – QUANTITY** _____ ☐ **BARRICADES – QUANTITY** _____

☐ **TRAFFIC CONES – QUANTITY** _____ ☐ **PARKING SIGNS – QUANTITY** _____

☐ **FENCING** ☐ **WATER** ☐ **ELECTRIC** ☐ **RESTROOM CLEANING**

☐ **OTHER** _____

## POLICE DEPARTMENT

☐ APPROVED ☐ DENIED

_____
*Authorized Personnel Signature*

**ADDITIONAL OFFICERS REQUIRED?** ☐ Yes ☐ No

If yes please describe & include times _____

Other (describe): _____

## SAUGATUCK TOWNSHIP FIRE DISTRICT

☐ APPROVED ☐ DENIED

_____
*Authorized Personnel Signature*

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

Street closure date/time: 8:00 8/13/26 ☑ **A.M.** ☐ **P.M.**

Street re-open date/time: 6:00 8/13/26 ☐ **A.M.** ☑ **P.M.**

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

Describe Sidewalk Use: _____

Sidewalk closure date/time: 8:00 8/13/26 ☑ **A.M.** ☐ **P.M.**

Sidewalk re-open date/time: 6:00 8/13/26 ☐ **A.M.** ☑ **P.M.**

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

Parking Lot Location: _____

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

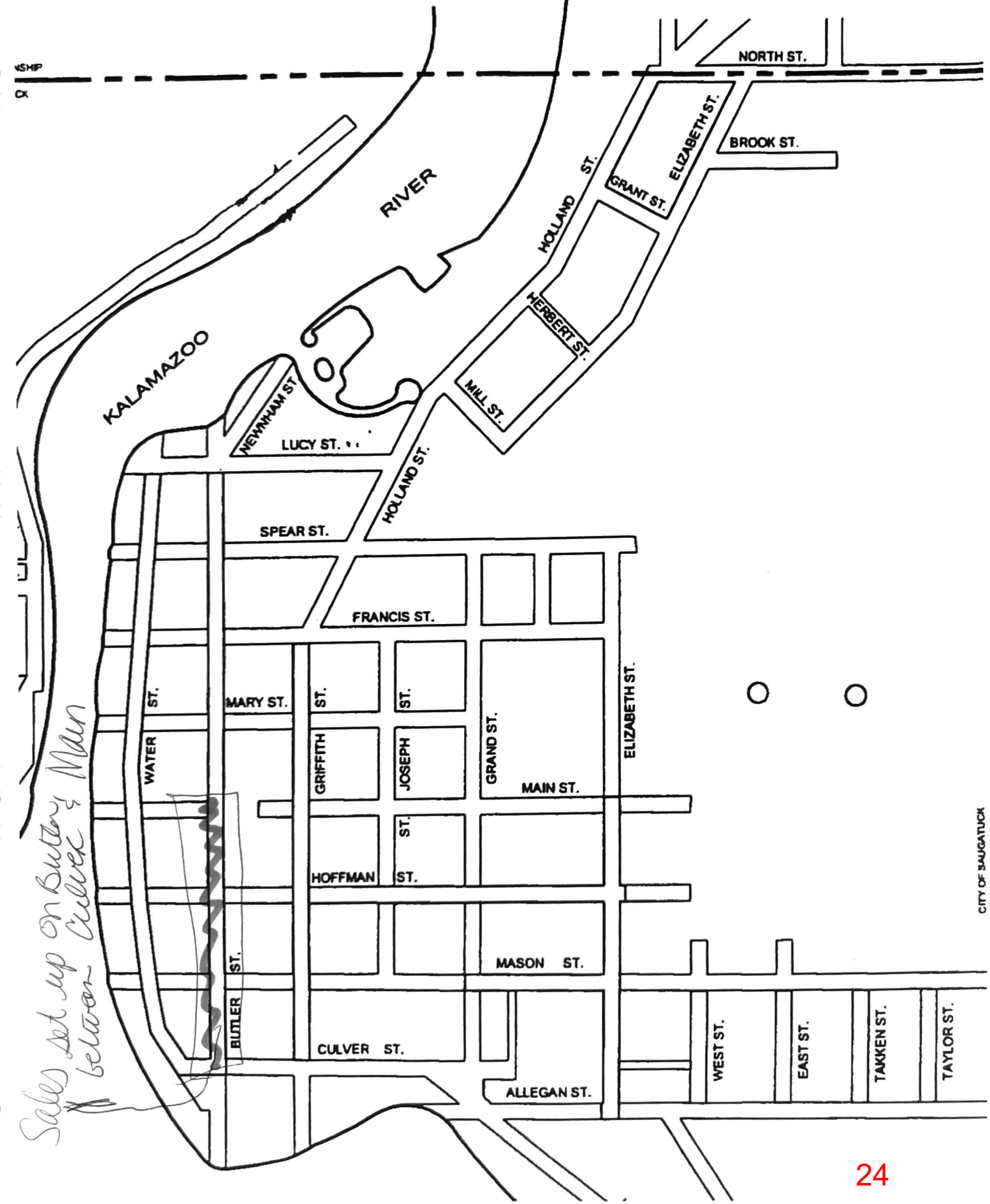
Sidewalk re-open date/time: _____ ☐ **A.M.** ☐ **P.M.**

What parking arrangements are proposed to accommodate potential attendance: _____

_____

CITY OF SAUGATUCK

# Downtown Street / Sidewalk Closure(s)




Sales set up on Butler & Main between Culver

## APPLICATION CHECK LIST

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

**If document is missing, please explain:** _____

The applicant and sponsoring organization understand and agrees to:

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

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

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

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

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

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

Spell _____ 3-4-2026

**Applicant Signature** **Date**

City Council Agenda Item Report

**FROM:** Jamie Wolters

**MEETING DATE:** July 13, 2026

**SUBJECT:** Special Event-Mt. Baldhead Challenge

**DESCRIPTION:**

The Rotary Club of Saugatuck and Douglas are organizing the Mt. Baldhead Challenge to take place on September 12, 2026. See attached application with race route maps and breakdown of event below. City Staff, Fire, Police, and event organizers met for a safety meeting. Fire, DPW and Police have given approval to move forward.

**BREAKDOWN OF EVENT:**

| | |
|---|---|
| **Name**: | Mt.BaldheadChallenge |
| **Date/Time**: | 9/12/26,8:45am-3:00pm |
| **Location**: | Oval Beach start with Coghlin Park finish |
| **Estimated Attendees:** | 650-700 |
| **Estimated Volunteers:** | 125 |
| **Fireworks:** | No |
| **Alcohol:** | Yes |
| **Music:** | Yes |

**BUDGET ACTION REQUIRED:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to approve/deny the Mt. Baldhead Challenge to take place on September 12, 2026, organized by the Rotary Club of Saugatuck and Douglas.

RECEIVED
FEB 2 0 2026
CITY OF SAUGATUCK
102 BUTLER ST
SAUGATUCK, MI 49453

City of Saugatuck
EST. 1868

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

**Council Action**
_____ Approved
_____ Denied
_____ Date

# SPECIAL EVENT & PARADE APPLICATION

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

## SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Rotary Club of Saugatuck-Douglas TELEPHONE: 248-245-4210

MAILING ADDRESS: P.O. Box 211 Douglas, MI 49406

CONTACT NAME: Helen Baldwin TELEPHONE: –

E-MAIL ADDRESS: hbaldwin0925@gmail.com CELL PHONE: 248-245-4210

## CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Helen Baldwin TELEPHONE: –

E-MAIL ADDRESS: hbaldwin0925@gmail.com CELL PHONE: 248-245-4210

## EVENT INFORMATION

NAME OF EVENT: Mt. Baldhead Challenge DATE(S) OF EVENT: Saturday Sept. 12, 2026

PURPOSE OF EVENT: Support for Boys & Girls Club RAIN DATE: N/A

☒ Non-Profit ☐ For-Profit ☐ City Operated/Sponsored ☒ Co-Sponsored

☒ Marathon/Race ☐ Festival/Fair ☐ Video/Film Production ☐ Other _____

EVENT LOCATION: start Oval Beach finish Coghlin Park EVENT HOURS: 8:45am - 3pm

ESTIMATED NUMBER OF ATTENDEES: 650-700

ESTIMATED NUMBER OF VOLUNTEERS: 125

ESTIMATE DATE / TIME FOR SET-UP: Sept. 11, 2026 9 ☒ A.M. ☐ P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: Sept 12, 2026 3-5 ☐ A.M. ☒ P.M.

## EVENT DETAILS

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

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

**PROPOSED TIME MUSIC WILL BEGIN:** 8am **END:** 3pm

**FOOD VENDORS/CONCESSIONS:** (Contact Allegan County Health Department) ☒ Yes ☐ No

☐ *Provide Copy of Health Department Food Service License*

**WILL ALCOHOL BE SERVED AT THIS EVENT:** ☒ Yes ☐ No

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

☐ *Provide Copy of Michigan Liquor Control License*

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: Bar area fenced in, ID checked at entrance, hands stamped.

**WILL FIREWORKS BE APART OF EVENT:** ☐ Yes ☒ No

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

☐ *Provide Copy of Fireworks Permit*

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

☐ **"YARD" SIGNS -** Number requested: ___ (Maximum size is 2' x2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

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

☒ **SIGNAGE AT EVENT SITE -** Location(s): Coghlin Park

Description of signs: Triumphant Arch, Sponsor Signs, Course Maps

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

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

☐ **BOOTHS – QUANTITY**_____ ☒ **TENTS – QUANTITY** 6

☐ **AWNINGS – QUANTITY**_____ ☒ **TABLES – QUANTITY** 10

☒ **PORTABLE TOILETS – QUANTITY** 10

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

If yes, where do you propose your vendors park? N/A

Will the Interurban be utilized? ☒ Yes ☐ No Time(s) 8am – 1pm

pick up + drop off locations coordinated with shuttle service (including Interurban) directly

## DEPARTMENT OF PUBLIC WORKS

☐ APPROVED ☐ DENIED _____

*Authorized Personnel Signature*

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

☒ TRASH RECEPTACLES – QUANTITY 10 ☒ BARRICADES – QUANTITY TBD, pending course review

☒ TRAFFIC CONES – QUANTITY TBD- pending course review ☒ PARKING SIGNS – QUANTITY TBD, pending course review

☒ FENCING ☐ WATER ☒ ELECTRIC ☐ RESTROOM CLEANING

☐ OTHER _____

## POLICE DEPARTMENT

☐ APPROVED ☐ DENIED _____

*Authorized Personnel Signature*

**ADDITIONAL OFFICERS REQUIRED?** ☒ Yes ☐ No

If yes please describe & include times Saturday - along course, during races.

Other (describe): _____

## SAUGATUCK TOWNSHIP FIRE DISTRICT

☐ APPROVED ☐ DENIED _____

*Authorized Personnel Signature*

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

Street closure date/time: _____ _____ ☐ A.M. ☐ P.M. TBD pending course review

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

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

Describe Sidewalk Use: _____

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

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

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

Parking Lot Location: _____

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

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

What parking arrangements are proposed to accommodate potential attendance: _____

_____

## APPLICATION CHECK LIST

☒ **Completed Application**

☒ **Event Map (includes detailed event layout for vendors, booths, porta potties, etc.)**

☒ **Road/Sidewalk/Parking Lot Closure Map**

☒ **Certificate of Insurance (listing the City of Saugatuck as additionally insured)**

☐ **Fireworks Permit (if applicable)**

☒ **Michigan Liquor Control Commission Special Event License (if applicable)** processed after approval city application

☐ **Health Department Food Service License (if applicable)**

**If document is missing, please explain:**_____

The applicant and sponsoring organization understand and agrees to:

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

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

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

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

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

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

**Applicant Signature**

Feb 20, 2024

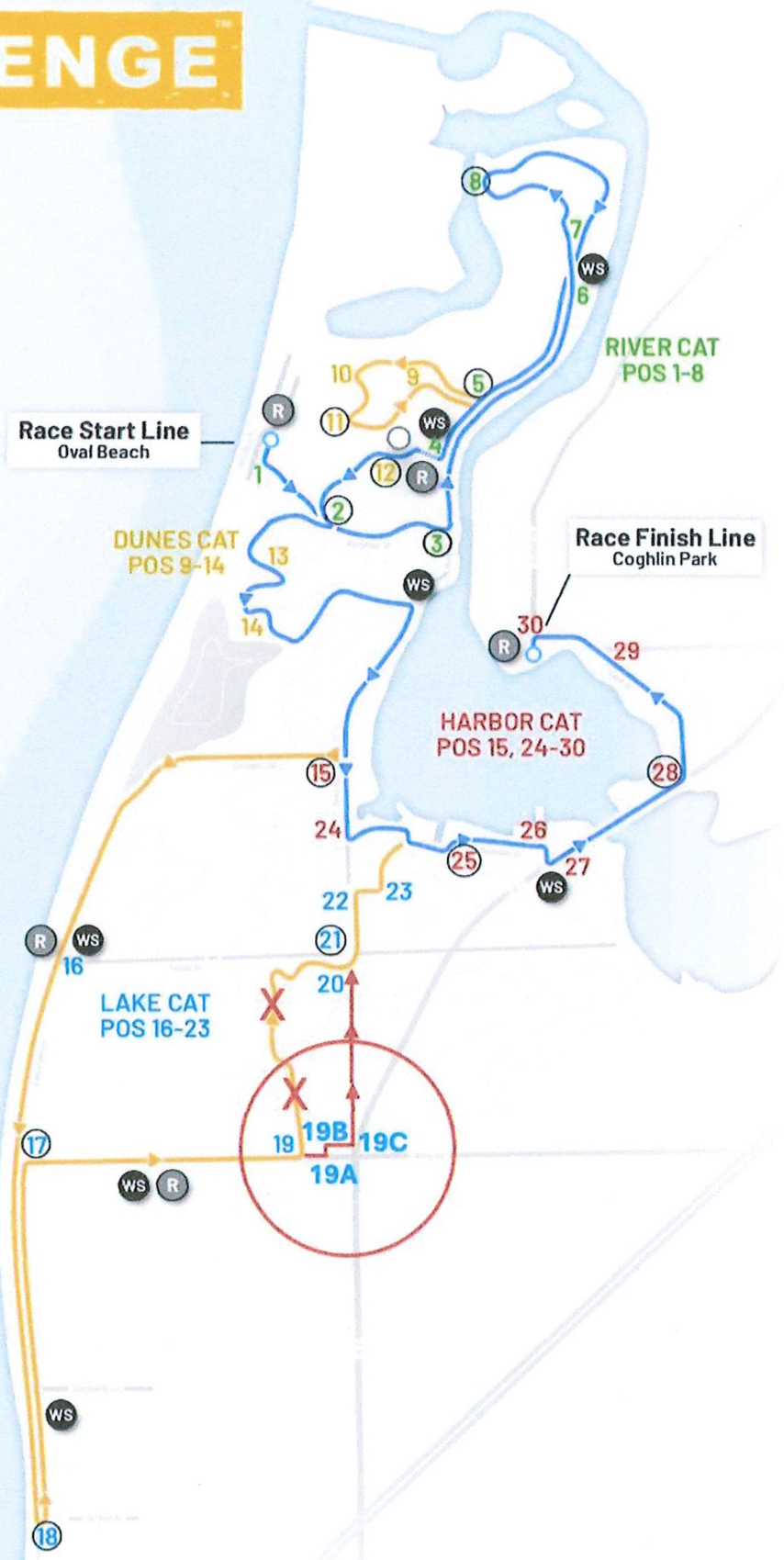
**Date**

# MT. BALDHEAD CHALLENGE

## RACE ROUTES

**Legend**

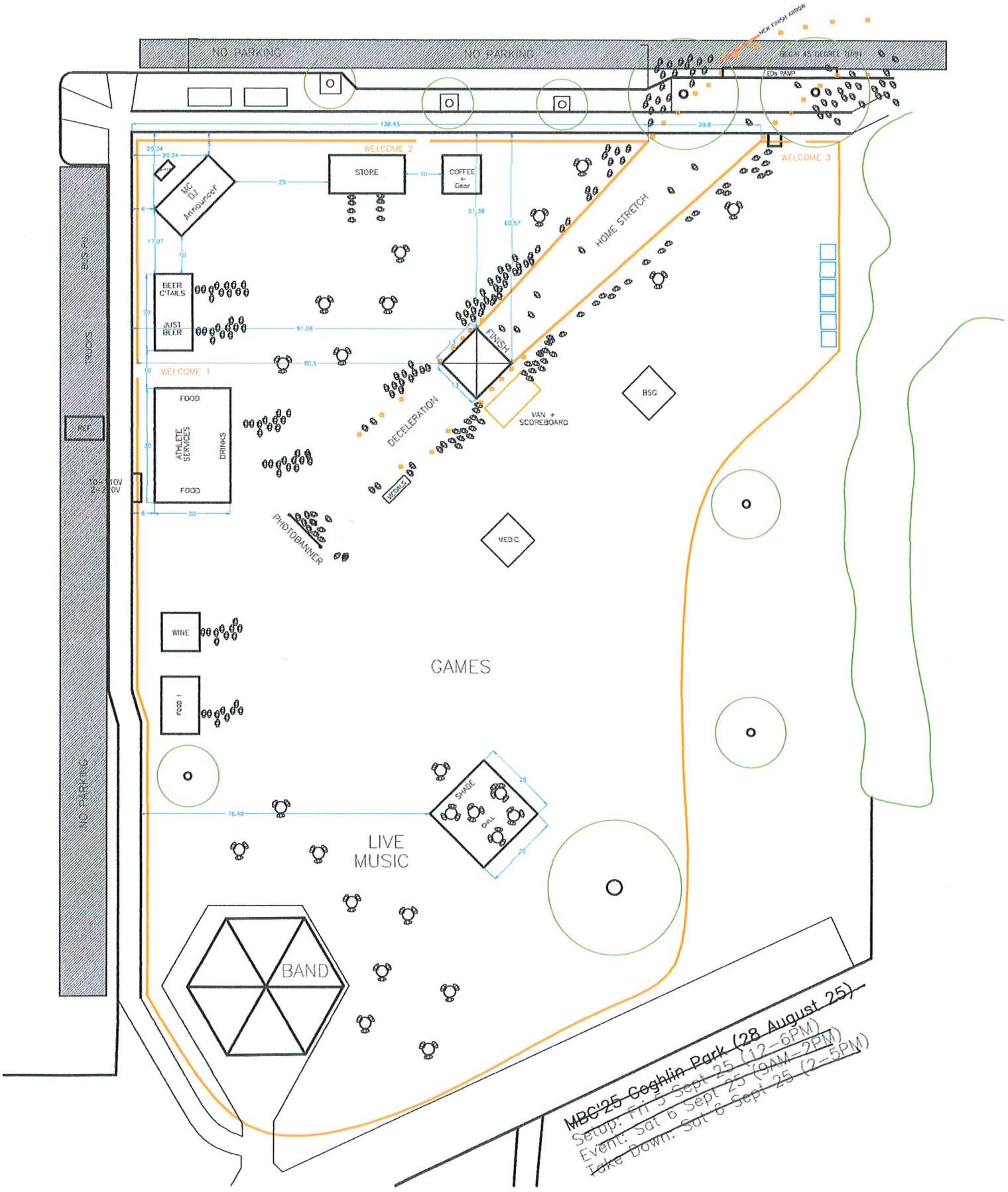
- WS - Water Stations
- R - Restrooms
- 12 - Radio Positions
- 10k+
- 1/2 Marathon




**Re-Route through Isabel's to Ferry Street**

(12) ~~05~~ SEP 2025 MBC25 Course Safety Map

(6)


NO PARKING
NO PARKING
NEW FINISH ARRON
BEGIN 45 DEGREE TURN
EDs RAMP
WELCOME 2
WELCOME 3
WELCOME 1
STORE
COFFEE + Gear
MC DJ Announcer
BEER C'TAILS
JUST BEER
HOME STRETCH
FINISH
DECELERATION
VAN + SCOREBOARD
BSC
MEDIC
PHOTOBANNER
FOOD
ATHLETE SERVICES
DRINKS
FOOD
WINE
FOOD 1
GAMES
SHADE
CHILL
LIVE MUSIC
BAND
BUS PU
TRUCKS
PST
NO PARKING
136.45
29.8
29.24
25
10
51.38
60.57
17.07
91.08
80.5
76.49
20
~~MBC'25 Coghlin Park (28 August 25)~~
Setup: Fri 5 Sept 25 (12-6PM)
Event: Sat 6 Sept 25 (9AM-2PM)
~~Take Down: Sat 6 Sept 25 (2-5PM)~~

# City Council Agenda Item Report

**FROM:** Jamie Wolters

**MEETING DATE:** July 13, 2026

**SUBJECT:** Special Event-Chili Cook-Off

**DESCRIPTION:**

The Cow Hill Yacht Club of Southwest Michigan is proposing the Chili Cook-Off to be held on October 11, 2026. See attached application and breakdown of event below. City Staff, Fire, Police, and event organizer had a safety meeting.

**BREAKDOWN OF EVENT:**

| | |
|---|---|
| **Name:** | Chili Cook-Off |
| **Dates:** | 10/11/26 |
| **Time:** | 1:00pm-5:00pm |
| **Location:** | Wick's Park |
| **Attendees:** | 1,500 |
| **Volunteers:** | 50 |

**BUDGET ACTION REQUIRED:**
N/A

**COMMITTEE/COMMISSION REVIEW:**
N/A

**LEGAL REVIEW:**
N/A

**SAMPLE MOTION:**
Motion to approve/deny the Chili Cook-Off to be held on 10/11/26.

**Council Action**

_____ Approved

_____ Denied

_____ Date

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

# SPECIAL EVENT APPLICATION

**Must be filled out in its entirety & returned to the City Clerk's Office 30 days prior to scheduled event**

## SPONSORING ORGANIZATION INFORMATION

**LEGAL BUSINESS NAME:** Cow Hill Yacht Club of Southwest Mich **TELEPHONE:** 313-515-0321

**MAILING ADDRESS:** Box 554

**CONTACT NAME:** Ken Trester **TELEPHONE:** _____

**E-MAIL ADDRESS:** ktrester@comcast.net **CELL PHONE:** 313-515-0321

## CONTACT PERSON ON DAY OF EVENT

**CONTACT NAME:** Same as above **TELEPHONE:** _____

**E-MAIL ADDRESS:** _____ **CELL PHONE:** _____

## EVENT INFORMATION

**NAME OF EVENT:** Chili Cook Off **DATE(S) OF EVENT:** Oct.11,2026

**PURPOSE OF EVENT:** Raise money, have fun **RAIN DATE:** _____

■ Non-Profit ☐ For-Profit ☐ City Operated/Sponsored ☐ Co-Sponsored

☐ Marathon/Race ☐ Festival/Fair ☐ Video/Film Production ☐ Other _____

**EVENT LOCATION:** Wick's Park **EVENT HOURS:** 12:30 to 7 p.m.

**ESTIMATED NUMBER OF ATTENDEES:** 1,500

**ESTIMATED NUMBER OF VOLUNTEERS:** 50

**ESTIMATE DATE / TIME FOR SET-UP:** 10/9/26 9 ■ **A.M.** ☐ **P.M.**

**ESTIMATE DATE / TIME FOR CLEAN-UP:** 10/12/26 2 ☐ **A.M.** ■ **P.M.**

## EVENT DETAILS

**WILL MUSIC BE PROVIDED DURING THIS EVENT:** ■ Yes ☐ No

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

**PROPOSED TIME MUSIC WILL BEGIN:** 1 p.m. **END:** 4:30 p.m.

**FOOD VENDORS/CONCESSIONS:** (Contact Allegan County Health Department) ☐ Yes ☐ No

☐ *Provide Copy of Health Department Food Service License*

**WILL ALCOHOL BE SERVED AT THIS EVENT:** ■ Yes ☐ No

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

☐ *Provide Copy of Michigan Liquor Control License*

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: Guests will have IDs checked upon entry. Approved drinkers will be given wrist bands. Bartenders will monitor distribution.

**WILL FIREWORKS BE APART OF EVENT:** ☐ Yes ■ No

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

☐ *Provide Copy of Fireworks Permit*

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

■ **"YARD" SIGNS -** Number requested: 10 (Maximum size is 2' x2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

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

■ **SIGNAGE AT EVENT SITE -** Location(s): Sign at Street entrance and inside the venue.

Description of signs: Entrance sign identifying the event,

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

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

☐ **BOOTHS – QUANTITY** _____ ■ **TENTS – QUANTITY** 2

☐ **AWNINGS – QUANTITY** _____ ■ **TABLES – QUANTITY** 30

■ **PORTABLE TOILETS – QUANTITY** 3

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

If yes, where do you propose your vendors park? Please block off 10 spaces adjacent to the park

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

## DEPARTMENT OF PUBLIC WORKS

☐ APPROVED ☐ DENIED _____

*Authorized Personnel Signature*

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

■ **TRASH RECEPTACLES – QUANTITY** 6 ■ **BARRICADES – QUANTITY** 2

■ **TRAFFIC CONES – QUANTITY** 10 ■ **PARKING SIGNS – QUANTITY** 30?

■ **FENCING** ☐ **WATER** ☐ **ELECTRIC** ☐ **RESTROOM CLEANING**

☐ **OTHER** Place “no parking Saturday” signs and barricades at park entrance Friday

## POLICE DEPARTMENT

☐ APPROVED ☐ DENIED _____

*Authorized Personnel Signature*

**ADDITIONAL OFFICERS REQUIRED?** ☐ Yes ■ No

If yes please describe & include times _____

Other (describe): _____

## SAUGATUCK TOWNSHIP FIRE DISTRICT

☐ APPROVED ☐ DENIED _____

*Authorized Personnel Signature*

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

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

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

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

Describe Sidewalk Use: _____

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

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

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

Parking Lot Location: Wicks Park. "No parking Saturday"signs should be in place Friday

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

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

What parking arrangements are proposed to accommodate potential attendance: _____

## APPLICATION CHECK LIST

■ **Completed Application**

■ **Event Map (includes detailed event layout for vendors, booths, porta potties, etc.)**

■ **Road/Sidewalk/Parking Lot Closure Map**

☐ **Certificate of Insurance (listing the City of Saugatuck as additionally insured)**

☐ **Fireworks Permit (if applicable)**

☐ **Michigan Liquor Control Commission Special Event License (if applicable)**

☐ **Health Department Food Service License (if applicable)**

**If document is missing, please explain:** Certificate of insurance and liquor license in process. Will provide prior to the event

The applicant and sponsoring organization understand and agrees to:

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

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

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

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

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

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

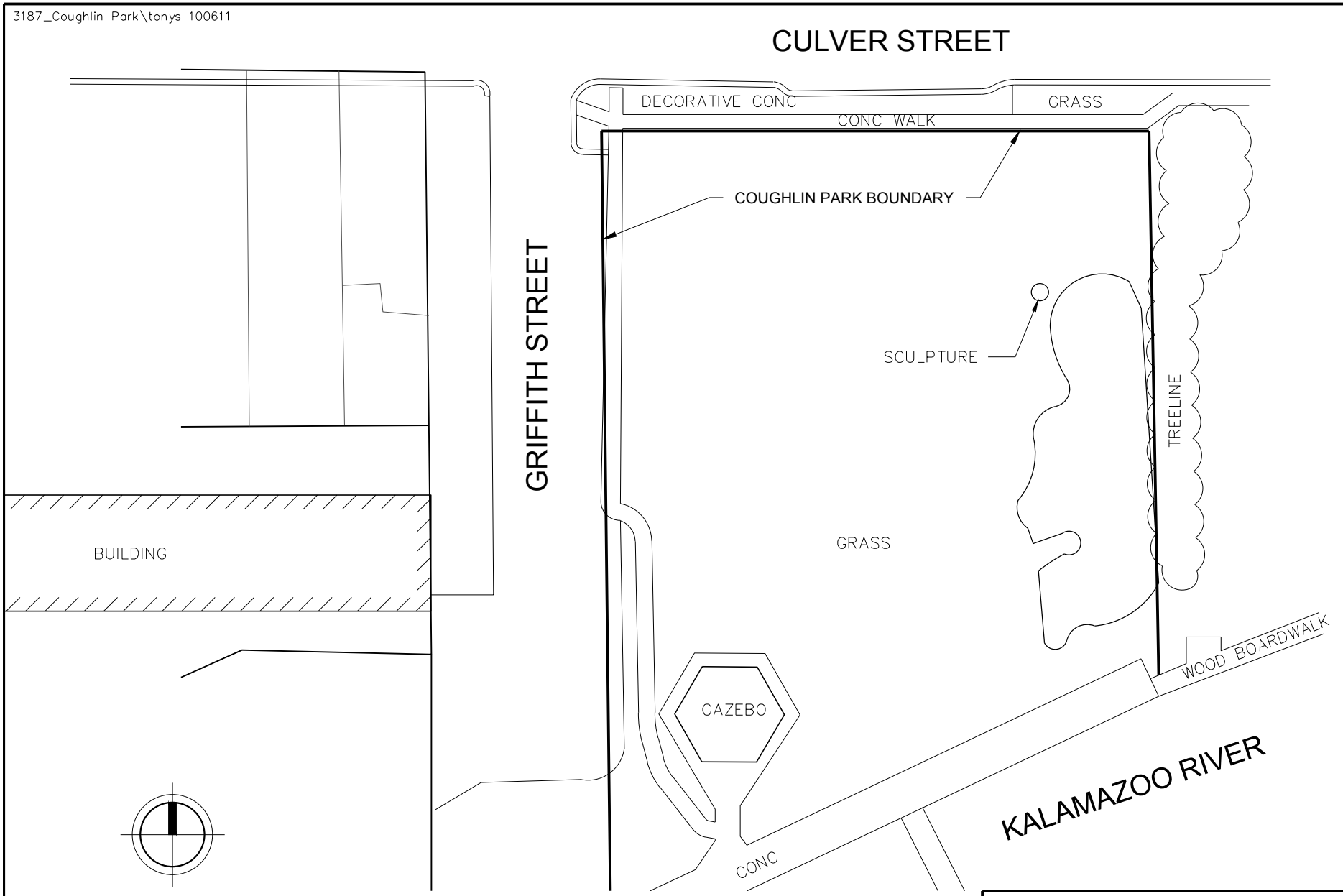
K. Q[illegible]

**Applicant Signature**

5/22/26

**Date**

3187_Coughlin Park\tonys 100611



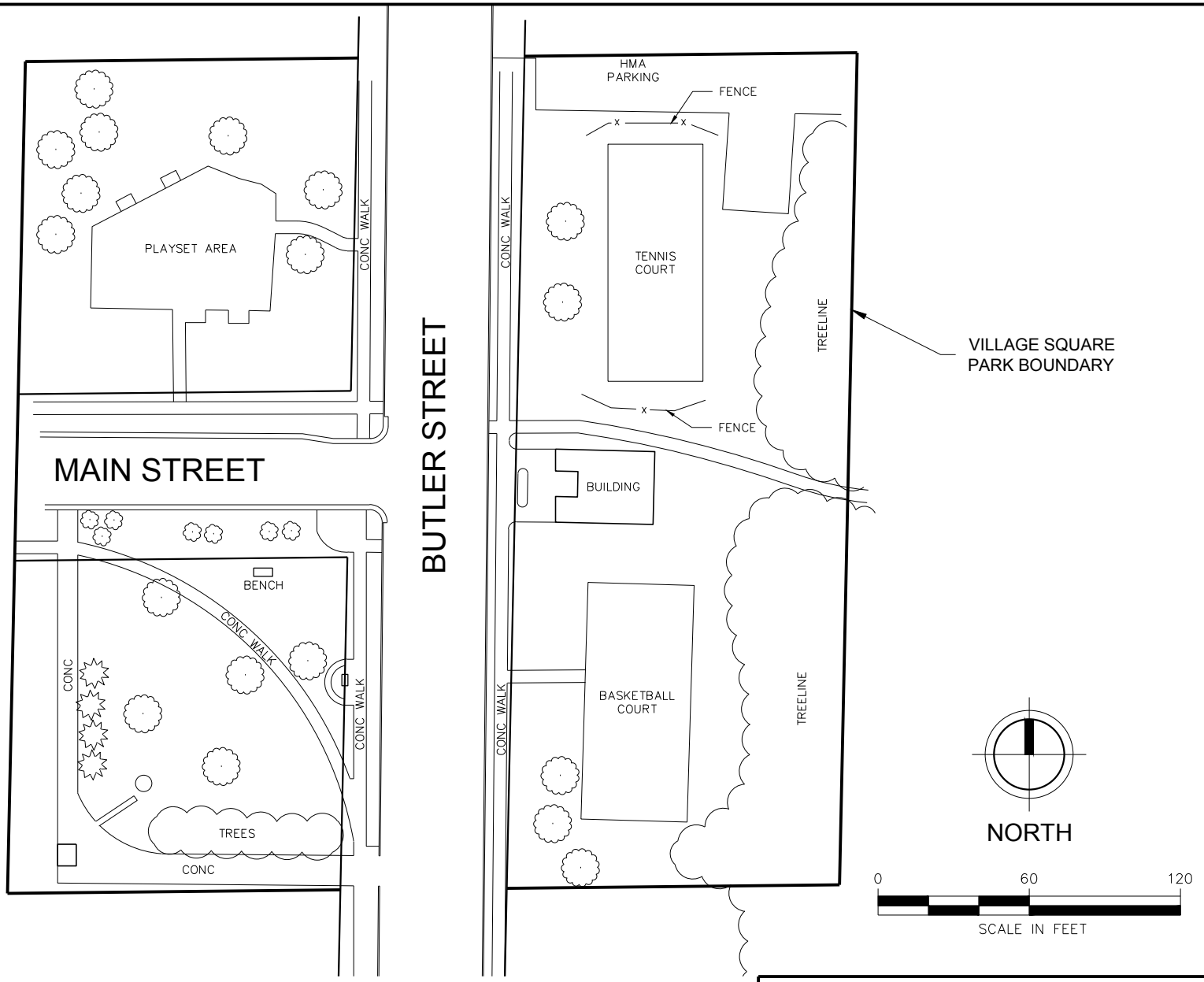

APPLICANT TO SKETCH LOCATION OF PROPOSED TEMPORARY STRUCTURES, TENTS, STAGES, EQUIPMENT, TRAILERS, PORTA POTTY'S, ETC...

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

COUGHLIN PARK
PARK USE PERMIT APPLICATION
2011 3187

FLEIS & VANDENBRINK ENGINEERING, INC.

3187_Village Sq Park\tonys 100611



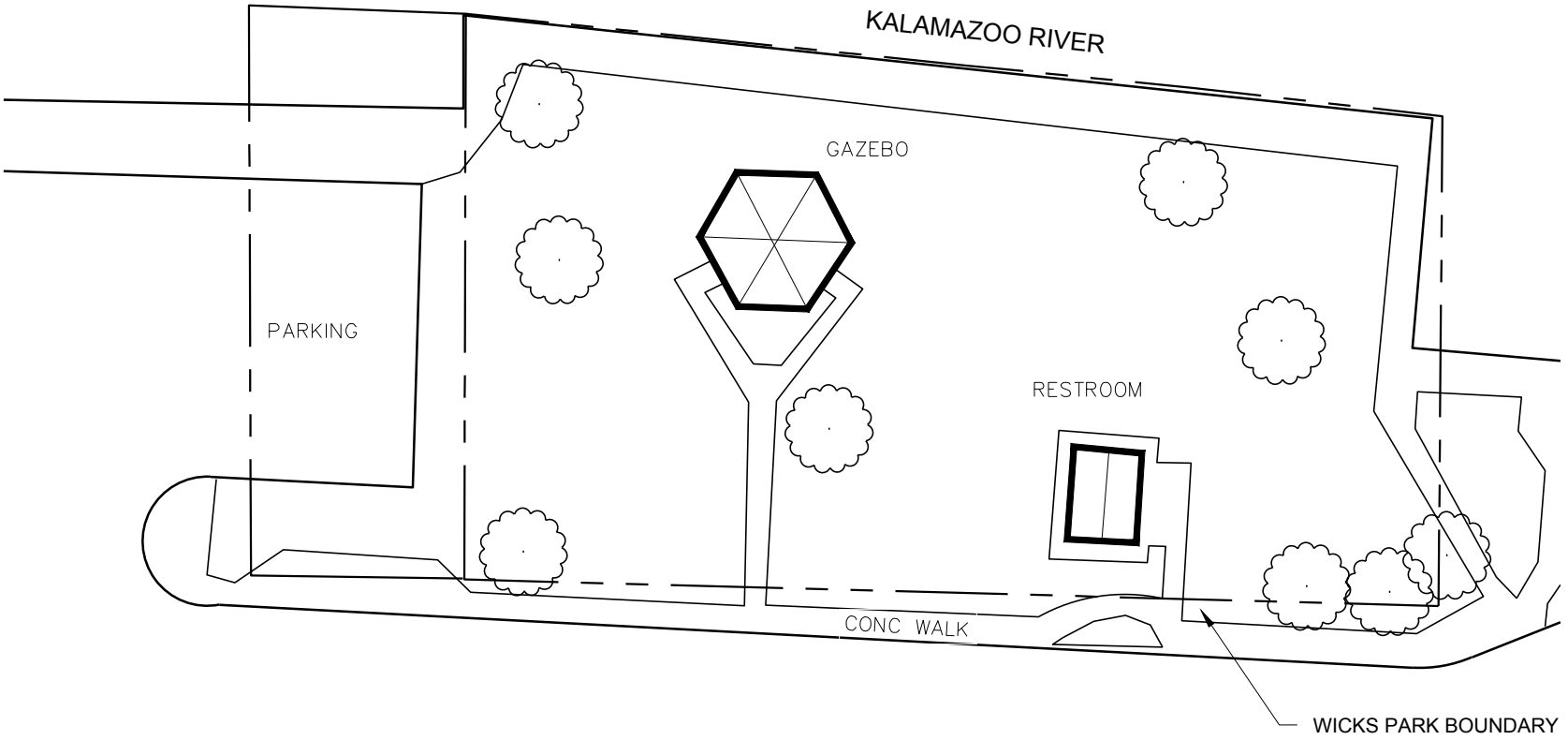

APPLICANT TO SKETCH LOCATION OF PROPOSED TEMPORARY STRUCTURES, TENTS, STAGES, EQUIPMENT, TRAILERS, PORTA POTTY'S, ETC...

FLEIS & VANDENBRINK ENGINEERING, INC.

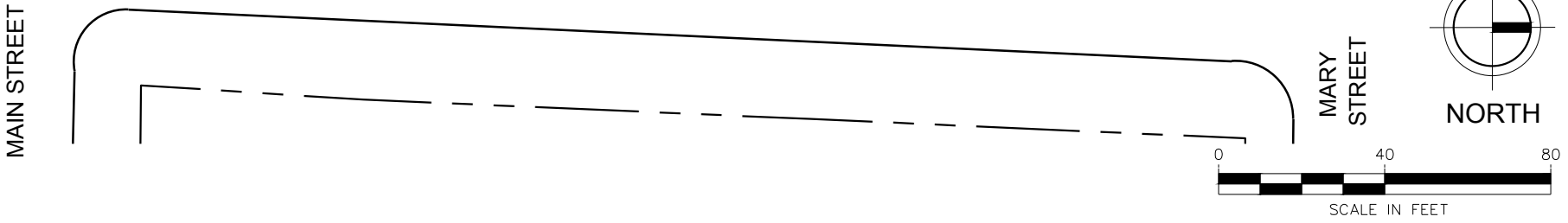
CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

VILLAGE SQUARE PARK
PARK USE PERMIT APPLICATION
2011 3187

3187_Wicks Park\ricks 2/3/2016




WATER STREET



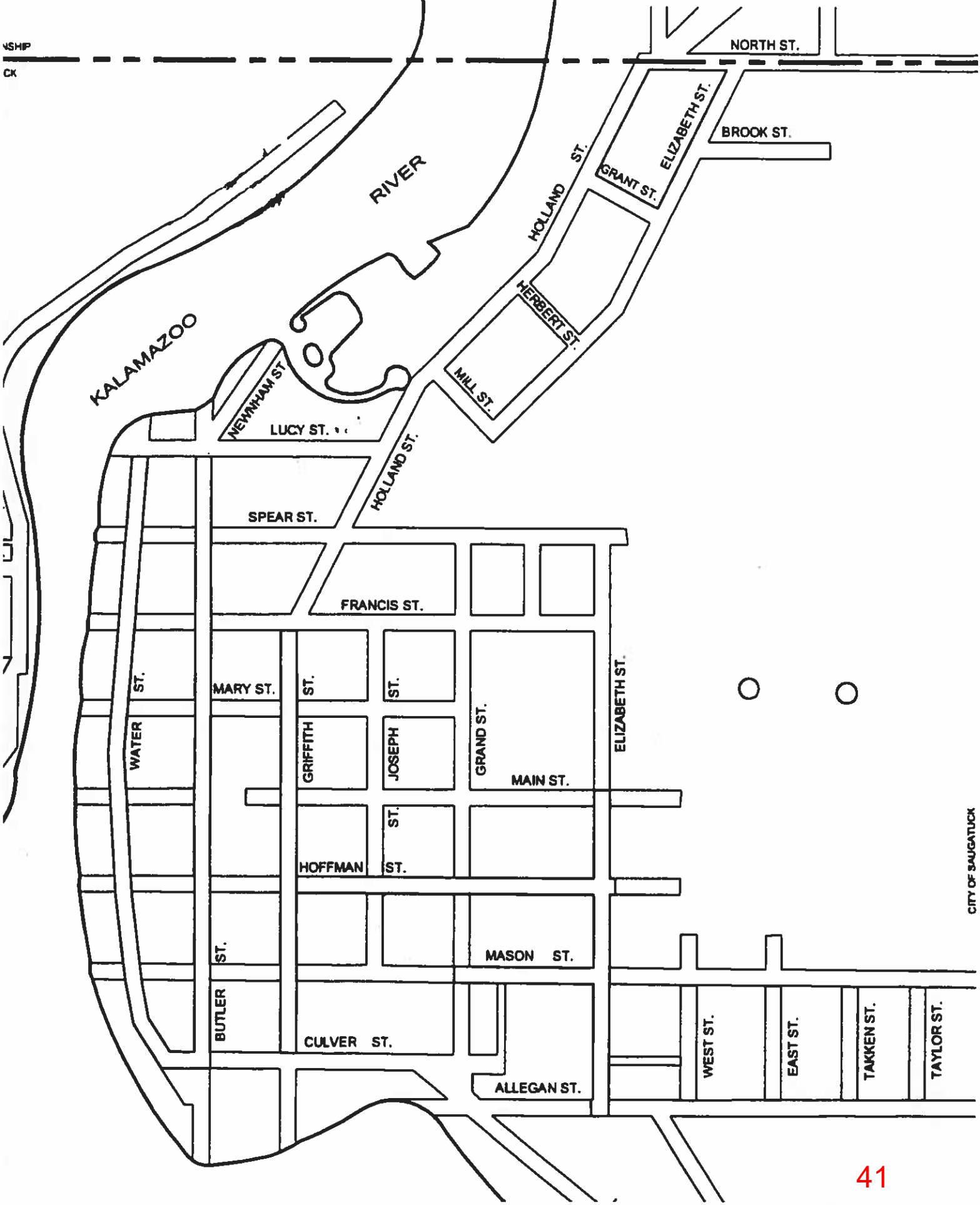

APPLICANT TO SKETCH LOCATION OF PROPOSED TEMPORARY STRUCTURES, TENTS, STAGES, EQUIPMENT, TRAILERS, PORTA POTTY'S, ETC...

FLEIS & VANDENBRINK ENGINEERING, INC.

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

WICKS PARK
PARK USE PERMIT APPLICATION
2016 3187

# Downtown Street / Sidewalk Closure(s)



SAUGATUCK TOWNSHIP FIRE DISTRICT
3342 Blue Star Highway
Saugatuck, MI 49453
269-857-3000 269-857-1228(Fax)
Greg Janik
Fire Chief/Fire Marshal

# REQUIREMENTS FOR TENT STRUCTURES

Note this is a partial check list of requirements based on the International Fire Code (IFC). If you have further requirements consult with Saugatuck Township Fire District.

Check off when complete:

X A detailed site and floor plan for tents with an occupant load of 50 or more shall be provided with each application for approval. The floor plan shall indicate details of the means of egress, seating capacity, arrangement of seating and location of any heating and electrical equipment.

X Fire apparatus access roads shall be provided.

X Tents shall not be located within 20 feet of lot lines, buildings, other tents, parked vehicles, or internal combustion engines. Support ropes and guy wires shall be considered as part of the tent. Note: There are exceptions, consult with the Saugatuck Township Fire District.

_____ An unobstructed fire break passageway or fire road not less than 12 feet wide and free from guy ropes, or other obstructions shall be maintained on all sides of all tents. Unable to do this on the river side of the tent

X All tents and side curtains shall be composed of flame resistant material in accordance with NFPA 701 and IFC.

X Tents shall have a permanently affixed label bearing the identification of size and fabric or material type.

X A copy of the certificate attesting to the flame resistance of the fabric shall be submitted to Saugatuck Township Fire District. Same tent used in previous years.

X Combustible materials shall not be located within any tent structure.
Participants will be so informed.

X Open flame or other devices emitting flame, fire or heat including parked cars shall not be permitted inside or within 20 feet of the tent.

X Portable fire extinguishers shall be provided at the exits. A minimum size of 2A 10BC. We hope to once again optain them from STFD.

X The occupant load shall be stated.

_____ Side curtains shall be flame resistant and when used at exit openings shall be of a color that contrasts with the color of the tent. We do not anticipate using side curtains

X Aisles having a minimum width of not less than 44 inches shall be provided from seating areas and aisles shall progressively increase in width to provide, at all points, not less than 1 foot or aisle width for each 50 persons served by such aisle at that point.

X A minimum number of means of egress and means of egress widths are as follows:

| Occupant Load | Min. # of Means of Egress | Min. Width of Egress |
|---|---|---|
| 10-199 | 2 | 72" |
| 200-499 | 3 | 72" |

X Exits shall be clearly marked if the occupant load is 50 or more.

_____ Exit signs shall be approved self-luminous type or shall be internally or externally illuminated.

X Means of egress shall be illuminated. Event takes place in daylight

X Required width of exits, aisles and passageways shall be maintained at all times.

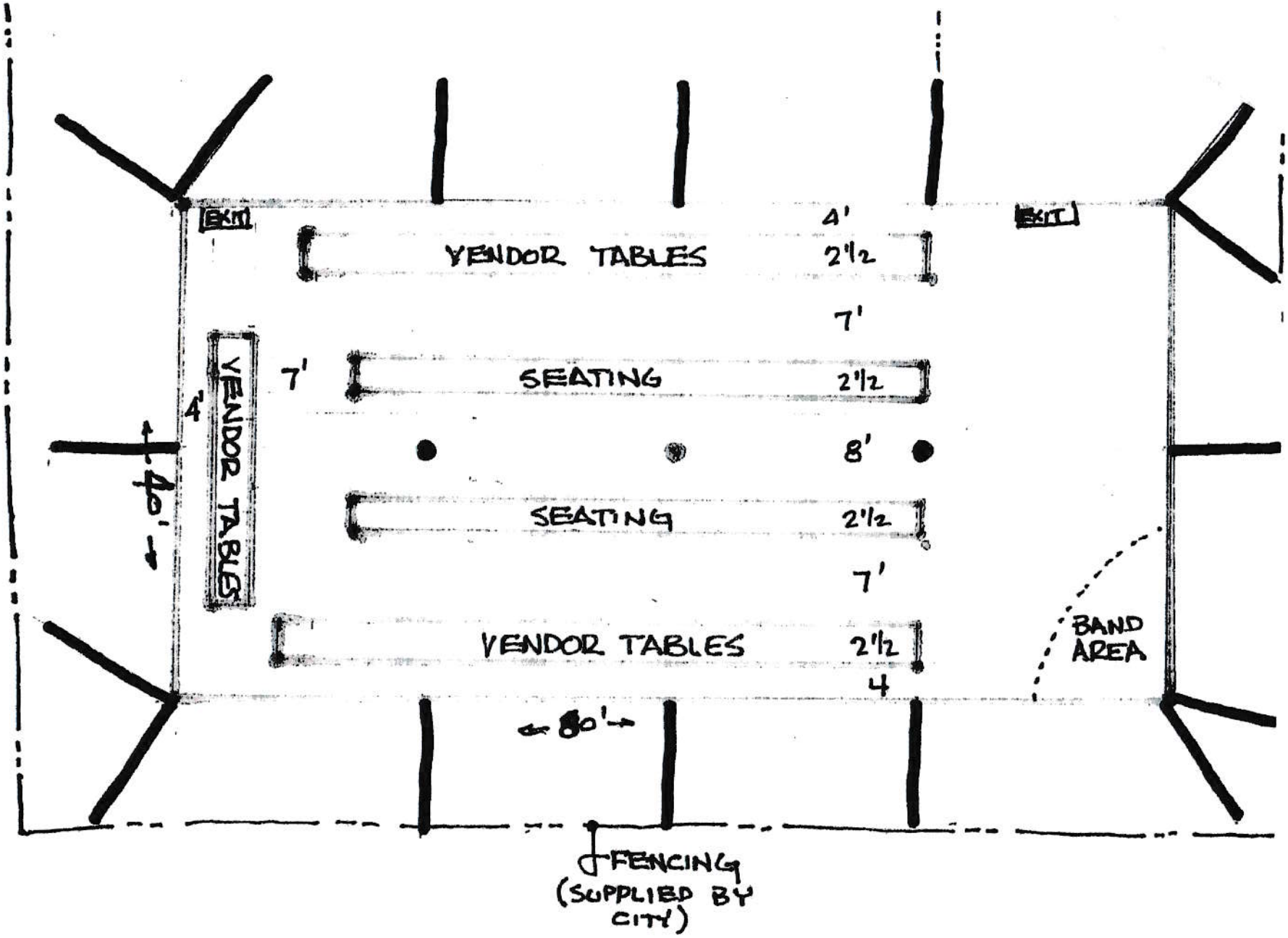
X Trained crowd manager/supervisor shall be provided at a ratio of one crowd manager/supervisor for every 250 occupants.

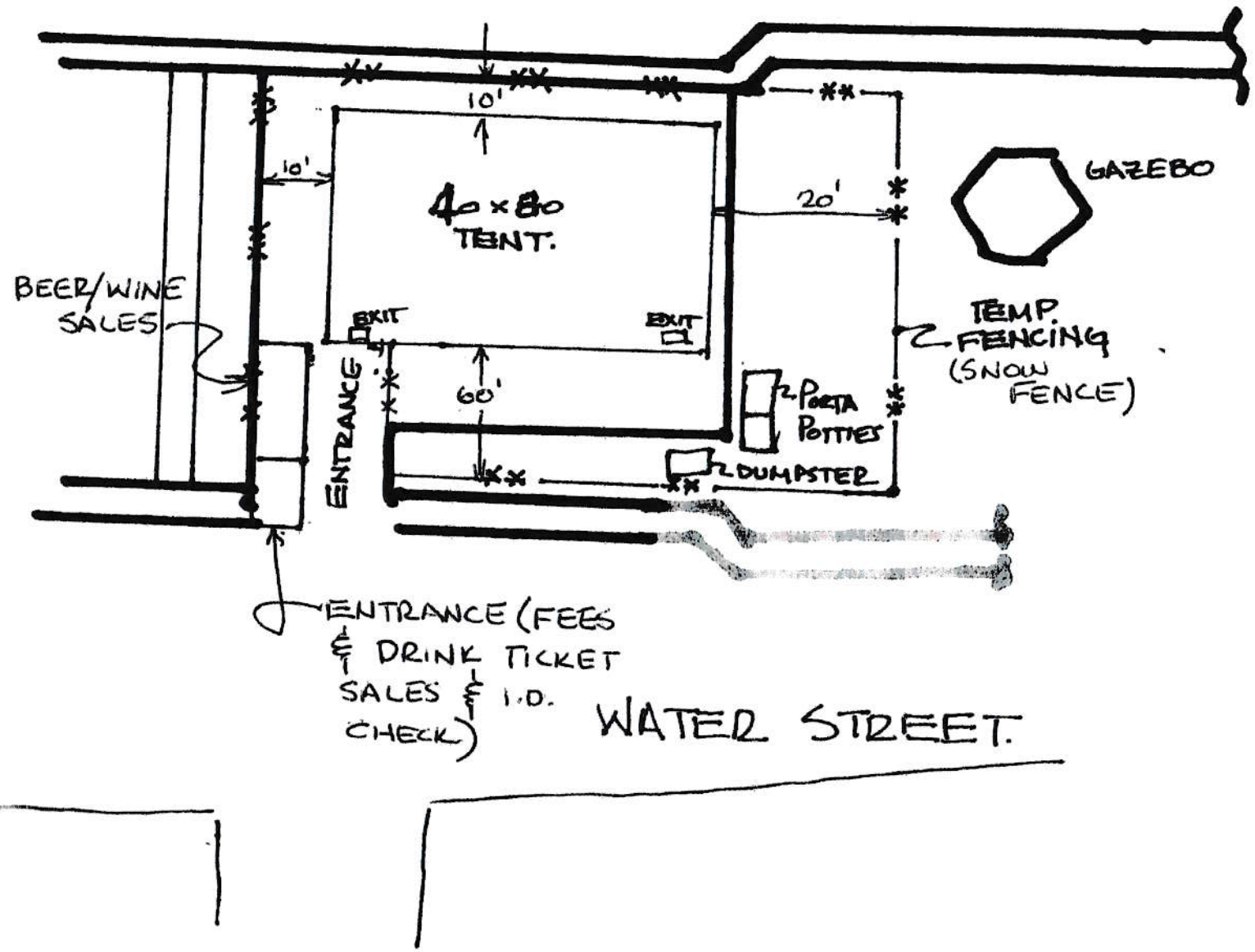
X "No Smoking" signs shall be posted in conspicuous locations.

_____ Saugatuck Township Fire District will inspect the tent installation.

Signature of Applicant: K.G[illegible]

08/2013


EXIT
EXIT
VENDOR TABLES
4'
2½
7'
SEATING
7'
2½
4'
VENDOR TABLES
8'
SEATING
2½
7'
VENDOR TABLES
2½
4
BAND AREA
80'
80'
FENCING
(SUPPLIED BY CITY)


10'
10'
40 x 80
TENT.
20'
GAZEBO
BEER/WINE
SALES
EXIT
EXIT
TEMP.
FENCING
(SNOW
FENCE)
ENTRANCE
60'
2 PORTA
POTTIES
2 DUMPSTER
ENTRANCE (FEES
& DRINK TICKET
SALES & I.D.
CHECK)
WATER STREET.

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
POST DATES 07/01/2025 - 07/17/2026
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN AND PARTIALLY PAID
* AT START OF INVOICE NUMBER DENOTES INVOICE IS PARTIALLY PAID



| Vendor Name | Description | | Amount |
|---|---|---|---|
| 1. ALLEGAN COUNTY SHERIFF | | | |
| | RESERVE DEPUTIES | | 844.00 |
| | RESERVE DEPUTIES | | 1,360.00 |
| | JUN '26 SHERIFF CONTRACT | | 37,469.98 |
| | | TOTAL | 39,673.98 |
| 2. ALLEGAN COUNTY TREASURER | | | |
| | PROPERTY TAXES COLLECTION 07/01 - 07/08 | | 46,823.40 |
| 3. ASSESSING SOLUTIONS INC | | | |
| | JUL '26 ASSESSING SERVICES | | 3,108.33 |
| 4. BENDZINSKI & CO. MUNICIPAL FINANCE | | | |
| | CONTRACT DISCUSSIONS | | 2,250.00 |
| 5. COMCAST-DPW | | | |
| | 05/15 - 06/14 INTERNET-DPW | | (223.33) |
| | 06/15 - 07/14 INTERNET-DPW | | 266.37 |
| | | TOTAL | 43.04 |
| 6. COMMERCIAL RECORD | | | |
| | ORDINANCE, SHORT TERM RENTAL | | 231.00 |
| 7. CONCEPT A CREATIVE | | | |
| | SIGNAGE - 1/3 | | 8,166.67 |
| 8. CONSUMERS ENERGY | | | |
| | MAY '26 SERVICE | | 3,848.57 |
| 9. DK CONSTRUCTION INC | | | |
| | BEACH SIGNS WOOD | | 175.00 |
| 10. DUNESVIEW KWIK SHOP INC | | | |
| | MAY '26 GAS AND DIESEL | | 3,516.44 |
| | JUN '26 GAS AND DIESEL | | 3,082.25 |
| | | TOTAL | 6,598.69 |
| 11. ETNA SUPPLY | | | |
| | GEOTEXTILE - STREETS REPAIRS | | 906.00 |
| 12. FASTENAL | | | |
| | SUPPLIES | | 1,128.19 |
| 13. FIRST BANK CARD | | | |
| | 04/25 - 05/26 STATEMENT BALANCE | | 6,906.86 |
| | 04/25 - 05/26 STATEMENT BALANCE | | 338.30 |
| | 04/25 - 05/26 STATEMENT BALANCE | | 565.93 |
| | 04/25 - 05/26 STATEMENT BALANCE | | 2,336.97 |
| | 04/25 - 05/26 STATEMENT BALANCE | | 3,886.45 |
| | | TOTAL | 14,034.51 |
| 14. FLEIS & VANDENBRINK ENGINEERING INC | | | |
| | 05/03 - 05/30 ENGINEERING FEES - PARK STREET P | | 3,886.50 |
| | 05/03 - 05/30 ENGINEERING FEES - MAPLE STREET | | 33,735.00 |
| | | TOTAL | 37,621.50 |
| 15. FRONTIER | | | |
| | 06/03 - 07/02 SERVICE | | 239.59 |
| 16. GIL- ROY'S HARDWARE | | | |
| | SUPPLIES | | 43.06 |
| 17. GRANICUS LLC | | | |
| | SHORT TERM RENTALS | | 21,423.50 |
| 18. H. BARBER & SONS | | | |
| | BEACH CLEANER TINES | | 279.50 |
| 19. HOEKSTRA ELECTRICAL SERVICES | | | |
| | DISPLAY TV FOR MANAGER'S OFFICE | | 3,745.00 |
| 20. HUNTINGTON NATIONAL BANK | | | |
| | CREDIT CARD PROCESSING FEES | | 1,168.92 |

| Vendor Name | Description | Amount |
|---|---|---|
| 21. IHLE AUTO PARTS | | |
| | JUN '26 MOTOR PURCHASES | 176.20 |
| 22. KALAMAZOO LAKE SEWER & WATER | | |
| | MAY '26 SERVICE | 2,988.96 |
| 23. LORRIE PASTOOR | | |
| | CLEANING SERVICES | 480.00 |
| 24. M&W BLUE STAR HOLDINGS, LLC | | |
| | REFUND UNUSED ESCROW | 1,510.00 |
| 25. MAC QUEEN | | |
| | STREET SWEEPER | 166.15 |
| 26. METRO WIRELESS | | |
| | JUL '26 WIFI SERVICE | 688.00 |
| 27. MML WORKER COMP | | |
| | 2026 - 2027 WORKER COMP INSURANCE | 10,392.00 |
| 28. NEWCOMER PLOW & HITCH | | |
| | LIGHTBAR - #15 | 789.05 |
| 29. OTTAWA AREA INTERMEDIATE SCHOOL DIS | | |
| | PROPERTY TAXES COLLECTION 07/01 - 07/08 | 26,401.21 |
| 30. PK CONTRACTING LLC | | |
| | 2025 - 2027 PAVEMENT MARKINGS - 2026 | 22,483.14 |
| 31. PLUMBER'S PORTABLE TOILET SERVICE | | |
| | PORTABLE TOILETS - 4TH OF JULY | 1,820.00 |
| 32. PRIORITY HEALTH | | |
| | JUL '26 HEALTH INSURANCE COVERAGE | 13,299.84 |
| 33. REPCOLITE | | |
| | JUN '26 STATEMENT BALANCE - CHAIN FERRY | 221.91 |
| 34. REPUBLIC SERVICES | | |
| | JUN '26 DISPOSAL AND PICKUP SERVICE - BLUE STA | 480.00 |
| | ANNUAL JUNK WEEK | 739.07 |
| | MAY '26 SERVICE | 188.32 |
| | JUN '26 DISPOSAL AND PICKUP SERVICE - BLUE STA | 24.00 |
| | TOTAL | 1,431.39 |
| 35. RICOH USA INC | | |
| | 06/26 - 07/25 COPIER LEASE | 127.97 |
| | 06/26 - 07/25 COPIER LEASE | 35.27 |
| | TOTAL | 163.24 |
| 36. SAUGATUCK FIRE | | |
| | RENTAL HOME INSPECTIONS / REINSPECTIONS | 4,100.00 |
| | RENTAL HOME INSPECTIONS / REINSPECTIONS | 3,150.00 |
| | TOTAL | 7,250.00 |
| 37. SAUGATUCK PUBLIC SCHOOLS | | |
| | PROPERTY TAXES COLLECTION 07/01 - 07/08 | 29,558.85 |
| 38. SCHIPPERS EXCAVATING INC | | |
| | 2026 SAUGATUCK STREET AND UTILITY IMPROVEMENTS | 449,028.25 |
| 39. SEPTIC TANK SYSTEMS CO INC | | |
| | PORTABLE REST ROOM - OVAL BEACH | 380.00 |
| 40. SHORELINE TECHNOLOGY SOLUTIONS | | |
| | JUL '26 COMPUTER SERVICES | 2,070.60 |
| 41. SISTERS IN INK | | |
| | DPW PRINTED/EMBROIDERED CLOTHING | 412.43 |
| 42. STANTEC | | |
| | CONSULTATION SERVICES | 14,100.00 |
| 43. TF CUSTOM CARPENTRY | | |
| | REFUND UNUSED ESCROW | 1,314.36 |
| 44. VALLEY CITY LINEN INC | | |
| | SHOP TOWELS | 75.52 |
| 45. WONDERLAND TIRE COMPANY | | |
| | TIRES | 988 |

| Vendor Name / Description | Amount |
|---|---|
| 46. WYOMING ASPHALT PAVING CO | |
| INFRA RED TOP | 291.18 |
| TOTAL - ALL VENDORS | 779,910.61 |

**FUND TOTALS:**

| | |
|---|---|
| Fund 101 - GENERAL FUND | 146,048.43 |
| Fund 202 - MAJOR STREETS | 13,305.65 |
| Fund 203 - LOCAL STREETS | 66,242.08 |
| Fund 496 - SEWER CAPITAL PROJECTS FUND | 1,793.00 |
| Fund 497 - WATER CAPITAL PROJECTS FUND | 432,436.50 |
| Fund 661 - MOTOR POOL FUND | 17,301.49 |
| Fund 701 - CURRENT TAX FUND | 102,783.46 |

| Check Date | Check | Vendor Name | Description | Amount |
|---|---|---|---|---|
| Bank GEN GENERAL POOLED CASH | | | | |
| 06/05/2026 | DD7949(A) | ARAMENDI, NOAH | PAYROLL | 1,788.40 |
| 06/05/2026 | DD7950(A) | BREDEWEG, NICOLE | PAYROLL | 1,947.91 |
| 06/05/2026 | DD7951(A) | BROWN, ANTHONY | PAYROLL | 1,368.90 |
| 06/05/2026 | DD7952(A) | CHRISTENSON, JUDE | PAYROLL | 648.25 |
| 06/05/2026 | DD7953(A) | CUMMINS, RYAN | PAYROLL | 3,221.66 |
| 06/05/2026 | DD7954(A) | DEJAEGHER, JOHN | PAYROLL | 1,090.82 |
| 06/05/2026 | DD7955(A) | FARAH, REEM | PAYROLL | 1,182.29 |
| 06/05/2026 | DD7956(A) | FLANAGAN, HANNAH | PAYROLL | 339.38 |
| 06/05/2026 | DD7957(A) | GIBSON, MICHELLE | PAYROLL | 1,838.04 |
| 06/05/2026 | DD7958(A) | KEAST, PAMELA | PAYROLL | 102.41 |
| 06/05/2026 | DD7959(A) | KERRIDGE, ADAM | PAYROLL | 2,457.98 |
| 06/05/2026 | DD7960(A) | LIVINGSTON, JOHN | PAYROLL | 1,199.30 |
| 06/05/2026 | DD7961(A) | MACK, ELLIS | PAYROLL | 1,460.56 |
| 06/05/2026 | DD7962(A) | MARTIN, DANNY | PAYROLL | 1,475.34 |
| 06/05/2026 | DD7963(A) | MATTHEWS, MARIDA | PAYROLL | 178.93 |
| 06/05/2026 | DD7964(A) | MITCHELL, JACE | PAYROLL | 203.51 |
| 06/05/2026 | DD7965(A) | MOORE, GRAYSON | PAYROLL | 2,161.48 |
| 06/05/2026 | DD7966(A) | ONDERSMA, MARK | PAYROLL | 1,129.26 |
| 06/05/2026 | DD7967(A) | SAMUELS, ROBERT | PAYROLL | 567.61 |
| 06/05/2026 | DD7968(A) | SCHIERBEEK, CHAD | PAYROLL | 582.46 |
| 06/05/2026 | DD7969(A) | STASEWICH, ANGELA | PAYROLL | 1,549.35 |
| 06/05/2026 | DD7970(A) | STEZOWSKI, BRAYDEN | PAYROLL | 327.07 |
| 06/05/2026 | DD7971(A) | STEZOWSKI, LOGAN | PAYROLL | 284.56 |
| 06/05/2026 | DD7972(A) | VAN HOWE, AINSLEY | PAYROLL | 593.00 |
| 06/05/2026 | DD7973(A) | WILLIAMS, SARA | PAYROLL | 1,845.40 |
| 06/05/2026 | DD7974(A) | WOLTERS, JAMIE | PAYROLL | 2,179.81 |
| 06/05/2026 | EFT2069(E) | MERS EMPOWER 457 | PAYROLL | 3,403.67 |

| Check Date | Check | Vendor Name | Description | Amount | |
|---|---|---|---|---|---|
| 06/05/2026 | EFT2070(E) | EMPOWER DEFINED CONTRIBUTION | PAYROLL | 1,942.67 | |
| 06/05/2026 | EFT2071(E) | HEALTH EQUITY | PAYROLL | 630.00 | |
| 06/05/2026 | EFT2072(E) | FEDERAL TAX DEPOSIT | PAYROLL | 9,583.61 | |
| 06/08/2026 | 20617 | ALLEGAN COUNTY TREASURER | TAX PAPER | 64.00 | |
| 06/08/2026 | 20618 | AMERICAN PUBLIC WORKS ASSOCIATION | ANNUAL MEMBERSHIP | 707.00 | V |
| 06/08/2026 | 20619 | DIVERSIFIED WELDING & FAB LLC | CHAIN FERRY LANDINGS | 35,085.00 | |
| 06/08/2026 | 20620 | KEPPEL'S LOCK & SAFE CO. | REPAIRS (OB) AND KEYS (VARIOUS) | 295.00 | |
| 06/08/2026 | 20621 | KOOPS WELL DRILLING INC | OVAL BEACH | 2,225.00 | |
| 06/08/2026 | 20622 | LAKEFRONT ROOFING & EXTERIORS LLC | TICKET BOOTH REBUILD | 23,329.36 | |
| 06/08/2026 | 20623 | MINER SUPPLY CO | SUPPLIES | 7,293.46 | |
| 06/08/2026 | 20624 | VAN DER KOLK PLUMBING LLC | OVAL BEACH SHOWER | 1,182.50 | |
| 06/09/2026 | 6700(E) | KALAMAZOO LAKE SEWER & WATER | APR '26 SERVICE | 2,177.45 | |
| 06/09/2026 | 6701(E) | METRO WIRELESS | JUN '26 WIFI SERVICE | 698.00 | |
| 06/09/2026 | 6702(E) | PRIORITY HEALTH | JUN '26 HEALTH INSURANCE COVERAGE | 7,330.20 | |
| 06/10/2026 | 6676(A) | ALLEGAN COUNTY SHERIFF | RESERVE DEPUTIES | 428.00 | |
| 06/10/2026 | 6677(A) | ALLEGAN COUNTY SHERIFF | MAY '26 SHERIFF CONTRACT | 37,469.98 | |
| 06/10/2026 | 6678(A) | ASSESSING SOLUTIONS INC | JUN '26 ASSESSING SERVICES | 6,049.68 | |
| 06/10/2026 | 6679(A) | BEYOND GREEN BIOTECH INC | DOG WASTE BAGS | 793.95 | |
| 06/10/2026 | 6680(A) | MICHIGAN CAT | FILTERS AND ELEMENTS | 1,507.97 | |
| 06/10/2026 | 6681(A) | FLEIS & VANDENBRINK ENGINEERING INC | 04/05 - 05/02 ENGINEERING FEES - MAPLE S | 18,395.00 | |
| 06/10/2026 | 6682(A) | GROUNDS MANAGEMENT SOLUTIONS | FERTILIZER - VARIOUS PARKS, CITY HALL | 1,259.00 | |
| 06/10/2026 | 6683(A) | HORIZON COMMUNITY PLANNER | PLANNING SERVICES | 1,960.00 | |
| 06/10/2026 | 6684(A) | MIDWEST CONSTRUCTION GROUP, INC. | MT BALDHEAD RESTROOM REPLACEMENT | 5,000.00 | |
| 06/10/2026 | 6685(A) | NEW AGE LABORATORIES | WATER TESTING | 35.00 | |
| 06/10/2026 | 6686(A) | OVERISEL LUMBER COMPANY | MAY '26 STATEMENT BALANCE | 2,139.35 | |
| 06/10/2026 | 6687(A) | PRO-TEMP INC | REFRIGERATION AND ICE MACHINE START UP | 744.69 | |
| 06/10/2026 | 6688(A) | PURITY CYLINDER GASES INC | ARGON/CO2 | 113.90 | |
| 06/10/2026 | 6689(A) | RATHCO SAFETY SUPPLY CO | TOW AWAY ZONE | 107.82 | |

| Check Date | Check | Vendor Name | Description | Amount |
|---|---|---|---|---|
| 06/10/2026 | 6690(A) | SHORELINE TECHNOLOGY SOLUTIONS | JUN '26 COMPUTER SERVICES | 1,980.60 |
| 06/10/2026 | 6691(A) | SPRING BROOK SUPPLY | PARTS | 435.80 |
| 06/10/2026 | 6692(A) | STREAMLINE DESIGN.COM LLC | ALUMINUM SIGNS - SEASON PERMIT DAILY PER | 134.98 |
| 06/10/2026 | 6693(A) | TIME SAVES LIVES LLC | TRAINING | 607.00 |
| 06/18/2026 | 20625 | MML UNEMPLOYMENT COMPENSATION GROUP | PAYROLL | 18.63 |
| 06/18/2026 | DD7975(A) | ARAMENDI, NOAH | PAYROLL | 1,735.90 |
| 06/18/2026 | DD7976(A) | BREDEWEG, NICOLE | PAYROLL | 2,022.91 |
| 06/18/2026 | DD7977(A) | BROWN, ANTHONY | PAYROLL | 1,595.00 |
| 06/18/2026 | DD7978(A) | CALLAHAN, ANDREW | PAYROLL | 246.68 |
| 06/18/2026 | DD7979(A) | CHRISTENSON, JUDE | PAYROLL | 928.28 |
| 06/18/2026 | DD7980(A) | CUMMINS, RYAN | PAYROLL | 3,489.97 |
| 06/18/2026 | DD7981(A) | DEJAEGHER, JOHN | PAYROLL | 1,199.92 |
| 06/18/2026 | DD7982(A) | FARAH, REEM | PAYROLL | 646.03 |
| 06/18/2026 | DD7983(A) | FLANAGAN, HANNAH | PAYROLL | 710.43 |
| 06/18/2026 | DD7984(A) | GIBSON, MICHELLE | PAYROLL | 1,594.35 |
| 06/18/2026 | DD7985(A) | KAMMENZIND, ALBERT | PAYROLL | 736.70 |
| 06/18/2026 | DD7986(A) | KERRIDGE, ADAM | PAYROLL | 2,505.35 |
| 06/18/2026 | DD7987(A) | LIVINGSTON, JOHN | PAYROLL | 1,128.99 |
| 06/18/2026 | DD7988(A) | MACK, ELLIS | PAYROLL | 1,535.55 |
| 06/18/2026 | DD7989(A) | MARTIN, DANNY | PAYROLL | 1,317.82 |
| 06/18/2026 | DD7990(A) | MATTHEWS, MARIDA | PAYROLL | 731.31 |
| 06/18/2026 | DD7991(A) | MITCHELL, CADE | PAYROLL | 419.36 |
| 06/18/2026 | DD7992(A) | MITCHELL, JACE | PAYROLL | 828.68 |
| 06/18/2026 | DD7993(A) | MOORE, GRAYSON | PAYROLL | 2,236.49 |
| 06/18/2026 | DD7994(A) | ONDERSMA, MARK | PAYROLL | 3,052.74 |
| 06/18/2026 | DD7995(A) | SAMUELS, ROBERT | PAYROLL | 932.85 |
| 06/18/2026 | DD7996(A) | SCHIERBEEK, CHAD | PAYROLL | 715.61 |
| 06/18/2026 | DD7997(A) | STASEWICH, ANGELA | PAYROLL | 1,763.25 |

| Check Date | Check | Vendor Name | Description | Amount |
|---|---|---|---|---|
| 06/18/2026 | DD7998(A) | STEZOWSKI, BRAYDEN | PAYROLL | 479.70 |
| 06/18/2026 | DD7999(A) | VAN HOWE, AINSLEY | PAYROLL | 851.90 |
| 06/18/2026 | DD8000(A) | WILLIAMS, SARA | PAYROLL | 1,920.40 |
| 06/18/2026 | DD8001(A) | WOLTERS, JAMIE | PAYROLL | 2,254.81 |
| 06/18/2026 | EFT2073(E) | MERS EMPOWER 457 | PAYROLL | 3,565.89 |
| 06/18/2026 | EFT2074(E) | EMPOWER DEFINED CONTRIBUTION | PAYROLL | 2,053.55 |
| 06/18/2026 | EFT2075(E) | HEALTH EQUITY | PAYROLL | 630.00 |
| 06/18/2026 | EFT2076(E) | FEDERAL TAX DEPOSIT | PAYROLL | 10,771.78 |
| 06/18/2026 | EFT2077(E) | MERS | PAYROLL | 5,291.65 |
| 06/18/2026 | EFT2078(E) | MI DEPT OF TREASURY | PAYROLL | 3,408.21 |
| 06/22/2026 | 20626 | AQUATIC DOCTORS LAKE MGT INC | MILFOIL TREATMENT | 35,185.00 |
| 06/22/2026 | 20627 | BENDZINSKI & CO. MUNICIPAL FINANCE | CONTRACT DISCUSSIONS | 3,750.00 |
| 06/22/2026 | 20628 | BILLS DOZER SERVICE INC | OVAL BEACH GRADING | 4,000.00 |
| 06/22/2026 | 20629 | COMMERCIAL RECORD | ORDINANCE, BUDGET, WICKWOOD INN | 252.00 |
| 06/22/2026 | 20630 | GFL ENVIRONMENTAL SERVICES USA, LLC | ROLL-OFF BOX / TRUCK / DISPOSAL | 2,206.82 |
| 06/22/2026 | 20631 | IHLE AUTO PARTS | MAY '26 MOTOR PURCHASES | 42.80 |
| 06/22/2026 | 20632 | KEPPEL'S LOCK & SAFE CO. | SERVICE CALL AND DUPLICATE KEYS | 328.75 |
| 06/22/2026 | 20633 | ODC NETWORK | INVASIVE SPECIES, SIGNAGE, SHNA TRAIL AS | 49,860.00 |
| 06/22/2026 | 20634 | PLUMBER'S PORTABLE TOILET SERVICE | PORTABLE TOILETS - OVAL BEACH | 1,310.00 |
| 06/22/2026 | 20635 | SEPTIC TANK SYSTEMS CO INC | PORTABLE REST ROOM - OVAL BEACH | 1,000.00 |
| 06/22/2026 | 20636 | VAN TILL'S GREENHOUSE | VARIOUS | 1,509.58 |
| 06/22/2026 | 20637 | WYOMING ASPHALT PAVING CO | INFRA RED TOP | 211.14 |
| 06/23/2026 | 6719(E) | BASIC | 26 - '27 SECTION 125 POP FEE | 101.76 |
| 06/23/2026 | 6720(E) | CAPITAL ONE | MAY '26 STATEMENT BALANCE | 149.34 |
| 06/23/2026 | 6721(E) | COMCAST | 05/28 - 06/27 INTERNET SERVICE | 237.90 |
| 06/23/2026 | 6722(E) | FRONTIER | 04/20 - 05/19 SERVICE - OVAL BEACH | 136.16 |
| 06/23/2026 | 6723(E) | JOHN DEERE FINANCIAL | ??/?? - 06/08 POWERPLAN STATEMENT BALANC | 9,306.20 |
| 06/23/2026 | 6724(E) | JOHN DEERE FINANCIAL | 02/11 - 05/10 JOHN DEERE STATEMENT BALAN | 258.13 |

| Check Date | Check | Vendor Name | Description | Amount |
|---|---|---|---|---|
| 06/23/2026 | 6725(E) | MERCHANTS BANCARD NETWORK | MAY '26 CC PROCESSING - BEACH GATE | 698.79 |
| 06/23/2026 | 6726(E) | MERCHANTS BANCARD NETWORK | MAY '26 CC PROCESSING - PLANNING AND ZON | 680.78 |
| 06/23/2026 | 6727(E) | MERS | JUN '26 RETIREMENT | 4,499.98 |
| 06/23/2026 | 6728(E) | MICHIGAN GAS UTILITIES | 04/27 - 05/21 SERVICE - 102 BUTLER | 57.31 |
| 06/23/2026 | 6729(E) | MICHIGAN GAS UTILITIES | 04/27 - 05/21 SERVICE - 345 BUTLER | 56.55 |
| 06/23/2026 | 6730(E) | MICHIGAN GAS UTILITIES | 04/27 - 05/23 SERVICE - 3338 BLUE STAR | 127.18 |
| 06/23/2026 | 6731(E) | NET2PHONE INC | JUN '26 PHONE SERVICE | 270.51 |
| 06/23/2026 | 6732(E) | REPUBLIC SERVICES | MAY '26 DISPOSAL AND PICKUP SERVICE - BL | 24.00 |
| 06/24/2026 | 6704(A) | ALLEGAN COUNTY SHERIFF | MAY '26 CORRECTIONS SERVICES | 213.00 |
| 06/24/2026 | 6705(A) | BOAT LIFTS UNLIMITED INC | BOUY INSTALLS | 935.00 |
| 06/24/2026 | 6706(A) | EDGEWATER RESOURCES | KLHA INITIATIVE | 950.32 |
| 06/24/2026 | 6707(A) | FAHEY SCHULTZ BURZYCH RHODES | MAY '26 WATER AND SEWER | 19,121.00 |
| 06/24/2026 | 6708(A) | FLEIS & VANDENBRINK ENGINEERING INC | 05/03 - 05/30 ENGINEERING FEES - GEN CON | 3,971.78 |
| 06/24/2026 | 6709(A) | GIVE 'EM A BRAKE | SIGN STANDS AND POSTS | 889.98 |
| 06/24/2026 | 6710(A) | MC NALLY ELEVATOR COMPANY INC | ELEVATOR SERVICE | 2,149.10 |
| 06/24/2026 | 6711(A) | PURITY CYLINDER GASES INC | WELDER | 60.43 |
| 06/24/2026 | 6712(A) | REPCOLITE | MAY '26 STATEMENT BALANCE | 111.73 |
| 06/24/2026 | 6713(A) | SCHIPPERS EXCAVATING INC | 2026 SAUGATUCK STREET AND UTILITY IMPROV | 470,755.57 |
| 06/24/2026 | 6714(A) | SHORELINE TECHNOLOGY SOLUTIONS | NEW MONITORS / DOCKING STATION-DPW SUPER | 699.00 |
| 06/24/2026 | 6715(A) | STANDARD INSURANCE COMPANY | JUL '26 INSURANCE | 502.47 |
| 06/24/2026 | 6716(A) | STINGERS PEST CONTROL | PEST CONTROL - DPW | 183.30 |
| 06/24/2026 | 6717(A) | ULINE | DPW GARBAGE CAN | 1,541.01 |
| 06/24/2026 | 6718(A) | WALKER CONSULTANTS INC | PARKING STUDY | 3,958.75 |
| 06/30/2026 | 6752(E) | CONSUMERS ENERGY | MAY '26 SERVICE | 3,848.57 |
| 06/30/2026 | 6753(E) | FIRST BANK CARD | 04/25 - 05/26 STATEMENT BALANCE | 9,034.51 |
| 06/30/2026 | 6754(E) | FRONTIER | 06/03 - 07/02 SERVICE | 239.59 |
| 06/30/2026 | 6755(E) | REPUBLIC SERVICES | MAY '26 SERVICE | 188.32 |
| 06/30/2026 | 6756(E) | REPUBLIC SERVICES | JUN '26 DISPOSAL AND PICKUP SERVICE - BL | 480.00 |

| Check Date | Check | Vendor Name | Description | Amount |
|---|---|---|---|---|
| 06/30/2026 | 6757(E) | REPUBLIC SERVICES | ANNUAL JUNK WEEK | 739.07 |
| 06/30/2026 | 6758(E) | RICOH USA INC | 06/26 - 07/25 COPIER LEASE | 35.27 |
| 06/30/2026 | 6759(E) | RICOH USA INC | 06/26 - 07/25 COPIER LEASE | 127.97 |
| 06/30/2026 | 6760(E) | VALLEY CITY LINEN INC | SHOP TOWELS | 75.52 |

| | |
|---|---|
| Total of 143 Checks: | 907,225.95 |
| Less 1 Void Checks: | 707.00 |
| Total of 142 Disbursements: | 906,518.95 |

# City Council Agenda Item Report

**FROM:** Ryan Cummins, City Manager

**MEETING DATE:** July 13, 2026

**SUBJECT:** Consent Agreement for Fire Department Sewer Connection and Request to Waive Fees

**DESCRIPTION:**

The Saugatuck Fire District station is located in Saugatuck Township. The station is currently served by a small septic system and wishes to connect to the sanitary sewer system. Sanitary sewer service is not available along Blue Star Highway. As a result, the Fire District has submitted a request to connect to the City's sanitary sewer main on Maple Street. The Fire District has also requested that connection fees be waived.

The 2012 Sewer Operations Agreement requires a consent agreement for this type of connection:

> 7.d. Property located in Saugatuck Township and subject to sewer connection pursuant to subparagraph (c) above shall be limited to properties one residential lot deep (typically 120 feet maximum). To the extent properties with depths greater than one residential lot of large acreage tracts are proposed to be connected pursuant to subparagraph (c), then such connection shall be permitted only after Saugatuck Township and the Installing Municipality negotiate a written consent agreement.

Staff was able to obtain water flow data from KLSWA to determine how much sewer flow is expected. The average flow per month is 20,000 gallons. The City's contractual engineer has reviewed the request and determined that the City has adequate infrastructure and available sewer capacity to accommodate the connection.

**Updated Draft Agreement**

Since the last review, the agreement was updated to add the Saugatuck Township Fire District as a party to the agreement and clarify capacity allocations. To summarize:

- The agreement establishes a 30-year term and provides that the Fire District's existing wastewater usage (based on a baseline average of 20,000 gallons per month) will count against the City's allocated treatment capacity.
- If flows exceed 115% of the established baseline, the additional capacity above that threshold will instead be charged against the Township's allocated treatment capacity.
- The agreement applies only to the Fire District property and does not authorize any additional Township properties to connect to the City's sanitary sewer system.
- The Fire District is responsible for obtaining any necessary easements or other permissions required for the connection, as well as all costs associated with constructing, operating, maintaining, repairing, and replacing the private sewer connection. The City shall remain responsible for operating, repairing, replacing, and maintaining all parts of the public portion of the Sewer System as provided by law.

Township and Fire District staff are supportive of the latest draft. Staff recommends approval and waiver of connection fees.

**BUDGET ACTION:**
None at this time.

**LEGAL REVIEW:**
Legal prepared the consent agreement and reviewed the changes.

**SAMPLE MOTION:**
Motion to approve the Saugatuck Fire District's request to connect to the City's sanitary sewer system via the Maple Street sanitary sewer main, waive applicable connection fees, and approve the consent agreement for sanitary sewer service.

# SAUGATUCK TOWNSHIP FIRE DISTRICT

*Proudly serving : Douglas | Saugatuck | Saugatuck Township*

3342 Blue Star Highway
Saugatuck, MI 49453

May 11, 2026

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

Dear Members of the City Council,

As you may be aware, the Saugatuck Township Fire District (the "Fire District") is in the process of replacing its existing 40-year-old, obsolete two-inch domestic water main and septic system. This project also includes the installation of municipal water main hydrant infrastructure and a connection to the sanitary sewer system.

We understand that the City of Saugatuck has established a connection fee for new municipal water and sanitary sewer connections. Considering the public safety purpose of the Fire District that serves the City of Saugatuck, Saugatuck Township, and the City of the Village of Douglas, and the nature of this infrastructure upgrade, the Fire District respectfully requests a waiver of the applicable connection fee.
The Fire District is willing to revisit the connection fee in the event of any future expansion of the facility or a change in use that would increase demand on the City's utility systems.

Thank you for your consideration of this request. Please do not hesitate to contact me if you require any additional information.

Respectfully submitted,

Greg Domke

Fire Chief / Fire Marshal
Saugatuck Township Fire District

## CONSENT AGREEMENT FOR SANITARY SEWER SERVICE

This Consent Agreement for Sanitary Sewer Service ("Agreement") is made this ___ day of _____, 2026 (the "Effective Date"), between the City of Saugatuck (the "City"), Saugatuck Township (the "Township"), and the Saugatuck Township Fire District (the "STFD"). The City, the Township, and STFD are sometimes referred to in this Agreement individually as a "Party" and collectively as the "Parties."

## RECITALS

**WHEREAS**, the City and the Township are parties to the July 1, 2012, Sewer System Operations Contract (the "Sewer System Operations Contract"), which, among other things, deals with the use and operation of the Kalamazoo Lake Sewer and Water Authority ("Authority") wastewater collection treatment system (the "Authority System") which serves the local sanitary sewer systems of both the City and the Township;

**WHEREAS**, the Sewer System Operations Contract allocates capacity in the Authority System to the constituent municipalities of the Authority, which includes the City and the Township;

**WHEREAS**, the Sewer System Operations Contract provides that property owners within the Township which are located on a boundary street between the City and the Township in which the City has installed a sewer main may connect to the City's sewer main upon payment of applicable fees and rates, at which point the capacity allocatable to the property owner will be charged against the City;

**WHEREAS**, the Sewer System Operations Contract provides that certain connections by Township property owners to the City's sewer main may be permitted only upon a consent agreement between the City and the Township;

**WHEREAS**, STFD is located within the Township at 3342 Blue Star Highway, Saugatuck, MI 49453, as depicted in the attached **Exhibit A** (the "STFD Property"), and desires to connect to the Authority System via the City's sanitary sewer system located in the Maple Street right-of-way;

**WHEREAS**, the STFD Property is not adjacent to the City's Maple Street right-of-way, requiring a consent agreement between the City and the Township to allow the connection under the Sewer System Operations Contract;

**WHEREAS**, the Township and the City wish to enter into this Agreement as required by the Sewer System Operations Contract to permit the connection of the STFD Property to the City's Maple Street sewer main.

**NOW, THEREFORE**, in consideration of the mutual covenants and promises contained herein, the Parties agree as follows:

1. **Grant of Consent**. Subject to the terms and conditions of this Agreement, the Township grants to the City the nonexclusive consent, permission, right, and authority to provide sanitary sewer service to the STFD Property from the City's Maple Street sewer main.

2. **STFD Responsibilities**. STFD shall own its sewer connection lines located within the Township, and STFD shall be responsible for constructing, operating, repairing, replacing, and maintaining all parts of said sewer connection lines and any extension thereof, at STFD's sole expense. STFD shall be responsible for obtaining all necessary easements or permissions necessary to connect the STFD Property to the City's Maple Street sewer main. The City's responsibility shall be limited to inspecting and approving the connection to its sewer main and providing sanitary sewer service to the STFD Property after a lawful connection is made, subject to any applicable rules and regulations. The City shall remain responsible for operating, repairing, replacing, and maintaining all parts of the public portion of the Sewer System as provided by law.

3. **Use of Capacity**. Except as provided in Section 6, the STFD Property's use of capacity in the Authority System shall be counted toward the City's allocated capacity under the Sewer System Operations Contract (or an applicable successor document) throughout the duration of this Agreement.

4. **Connections**. This Agreement shall not be construed to allow any other Township property owners to connect to the City's sanitary sewer system. Such connections may only be permitted as provided in the Sewer System Operations Contract or an applicable successor document.

5. **Term of Agreement**. The term of this Agreement shall be thirty (30) years from the Effective Date and thereafter may be renewed or extended for such term, or terms, as may be agreed upon by the City, the Township, and STFD.

6. **Baseline Capacity, Expansions, and Reallocation**. The Parties agree as follows with respect to capacity, expansions, and changes in use of the STFD Property:

    a. Establishment of Baseline. The Parties agree that the "Baseline Discharge" for the STFD Property, against which the Parties shall measure increases in discharge attributable to future expansions and changes in use of the STFD Property, is an average of 20,000 gallons per month, based on average monthly water consumption from May 2025 to April of 2026.

    b. Township Approval of Expansions. Before STFD undertakes any expansion of, or change in use of, the STFD Property that STFD reasonably projects will result in the average monthly water usage from the STFD Property to the Authority System exceeding one hundred fifteen percent (115%) of the Baseline Discharge, STFD shall submit the proposed expansion or change in use to the Township for approval, together with STFD's projection of the resulting average monthly water usage. The Township shall decide whether to approve or deny the proposed expansion or change in use on the basis of STFD's submission. The Township shall notify STFD of its decision in writing within sixty (60) days after receiving STFD's complete submission. If the Township does not approve the proposed expansion or change in use in writing within that period, the proposed expansion or change in use shall be deemed denied.

    c. Attribution of Increased Usage. For so long as this Agreement remains in effect, the portion of the STFD Property's average monthly water usage that exceeds one hundred fifteen percent (115%) of the Baseline Discharge shall be counted toward the Township's allocated capacity under the Sewer System Operations Contract (or an applicable successor

document), and the portion of the STFD Property's average monthly water usage equal to or less than one hundred fifteen percent (115%) of the Baseline Discharge shall be counted toward the City's allocated capacity in accordance with Section 3.

7. **Termination**. This Agreement may be terminated only as follows:

   a. This Agreement shall automatically terminate if the STFD Property is not connected to the City's Maple Street sewer main within thirty-six (36) months from the Effective Date.

   b. The City, the Township, and STFD may terminate this Agreement by mutual written agreement, subject to the terms of such agreement.

8. **Liability**. Except as otherwise provided by law, the City shall not be held liable or accountable for any bursting, leakage, breakage, damage, or accident of any kind that may occur to STFD's sewer connection lines within the Township, or for any damages of any kind or nature, including, but not limited to, injury to persons or damage to property, resulting from or alleged to result from such bursting, leakage, breakage, damage, or accident that may occur to said connection lines.

9. **Governing Law**. The validity of this Agreement is governed by Michigan law. Any action concerning this Agreement shall be brought in Allegan County, Michigan.

10. **Amendments**. This Agreement may only be amended by the mutual written consent of the City, the Township, and STFD.

11. **Waiver of Breach**. The waiver by the City, the Township, or STFD of a breach of this Agreement is not a waiver of any other breach of this Agreement.

12. **Severability**. Except as otherwise stated in this Agreement, if any provision of this Agreement is declared by a court of competent jurisdiction to be unenforceable, that declaration does not impair the validity of the remainder of this Agreement, which shall remain in full force and effect.

13. **Entire Agreement**. This Agreement contains the entire agreement between the Parties and all prior negotiations and agreements are merged into this Agreement. No Party has made any representations except those expressly set forth in this Agreement, and no rights or remedies are, or shall be, acquired by any Party by implication or otherwise unless expressly set forth in this Agreement.

14. **Default**. In the event that any of the Parties fails to comply with any obligations of this Agreement, a written notice of default must be sent by registered mail, return receipt requested, by the non-defaulting Party to the defaulting Party, describing the act of default and demanding a remedy. If the default is not corrected within thirty (30) days after that notice, the non-defaulting Party may enforce this Agreement in an action in a court of competent jurisdiction in Allegan County, Michigan, under Michigan law.

15. **Assignment**. No Party to this Agreement shall, without the prior written consent of the other Parties, assign, transfer, or convey its interest or any part thereof under this Agreement. This

Agreement shall be binding upon the successors in interest of the Parties hereto and shall inure to the benefit of the Parties and their successors and assigns.

16. **Mutually Drafted**. This Agreement shall be deemed to be mutually drafted and shall not be construed against any Party.

17. **Headings**. The headings of the paragraphs of this Agreement are for convenience only and shall not be used to construe or interpret the scope or intent of this Agreement or in any way affect the same.

18. **Counterparts**. The Parties agree that this Agreement may be executed by facsimile or in counterparts, and that all counterparts together, with or without facsimile signatures, shall constitute one integrated agreement and be deemed an original document.

**CITY OF SAUGATUCK**

Dated: _____, 2026 By: _____
Holly Anderson, Mayor

Dated: _____, 2026 By: _____
Jamie Wolters, City Clerk

**SAUGATUCK TOWNSHIP**

Dated: _____, 2026 By: _____
Abby Bigford, Supervisor

Dated: _____, 2026 By: _____
Cindy Osman, Township Clerk

**SAUGATUCK TOWNSHIP FIRE DISTRICT**

Dated: _____, 2026 By: _____

Its: _____

**Saugatuck Township Fire District Property**

**Legal Description:** COM 1683' N & S 89 DEG 33'04"E 490.68' OF W 1/4 PST TH CONT S 89 DEG 33'04"E 121.30' TO THE W LIN BLUESTAR HIWAY TH S 1 DEG 13'38"E ALG SD W LIN 212.75' TH N 89 DEG 29'23"W 128.25' TH N TO POB SEC 10 T3N R16W (89)



**MEMORANDUM**

**TO:** City Council
City of Saugatuck

**FROM:** Grayson Moore
Director of Planning/Zoning

**MEETING DATE:** July 13, 2026

**RE:** Right of Way Permit Application, Arthur Nash: 997 Elizabeth Street

**REQUEST:**
The applicant proposes an approximately twenty (20)-foot landscape encroachment within the public right-of-way along Elizabeth Street, directly south of the intersection with Grant Street on the east side of the street. The proposal includes a temporary wire mesh landscape cover to be placed over the flower bed during the flowering season to protect the landscaping from wildlife.

**BACKGROUND:**
The property is located in the R-1 Community Residential District and has a lot width in the proposed installation area varying from approximately five (5') feet to sixty-seven (67') feet. The lot is a somewhat uniquely shaped triangular lot. No sidewalk is currently installed in the right of way along this section of Elizabeth St.

A violation letter was sent to the property owner on April 30, 2026. No response was received at that time, and a final notice was sent on May 19, 2026. The applicant submitted a right of way application on June 1, 2026.

Between April 30 and May 19, staff requested that the Fire Department inspect the site and determine whether the installation created any emergency access concerns. The Fire Department informed staff that the installation as installed is not negatively impacting emergency accessibility.

Figure 1 is an aerial image which demonstrates the approximately twenty (20') foot encroachment. Figure 2 depicts the existing site conditions.




*Figure 1 – March 2026*



*Figure 2 – May 2026*

**APPLICABILITY:**

Pursuant to §94.34(F), applications for limited residential improvements within the public right-of-way may be referred to the City Council for approval, denial, or approval with conditions.

**STAFF REVIEW:**
Section 154.143(E)(7) of the Zoning Ordinance prohibits fences within the public right-of-way, including the area between the sidewalk and the street. The Zoning Ordinance defines a fence as "a structure or other object or objects, including growing plants, erected to act as a boundary marker, or erected for the purpose of restricting access to or from a lot or parcel of land, whether enclosing all or part of the lot or parcel."

The applicant proposes modifying the existing wire fence by bending the wire mesh over the landscaped area so that it functions as a temporary protective cover for the flowers rather than as a vertical barrier. As proposed, the installation is no longer intended to serve as a boundary marker or restrict access to or from the property. Instead, its sole purpose is to protect the flower bed from wildlife.

Based on the proposal, staff finds that the modified installation no longer meets the Zoning Ordinance definition of a fence because it is not intended to establish a property boundary or restrict access. Accordingly, staff does not consider the proposal to be prohibited by §154.143(E)(7).

Although the installation is not considered a fence, it remains a feature located within the public right-of-way and is therefore subject to review under Chapter 94. Section 94.34(L) expressly permits certain de minimis features within the public right-of-way without a permit, including "soft yard clippings (grass and weeds), seasonal decorations, organic mulch, and flowers and flower beds." While the underlying landscaping is expressly permitted, the proposed wire mesh cover is not among the listed de minimis features and therefore requires review as an installation within the public right-of-way.

The City's Hardscape Policy identifies several installations that may be permitted within the public right-of-way, including underground sprinkler systems, underground electric fences for animals, decorative lighting, handrails, streetscape furniture, raised planter beds, retaining walls, sculptures, private sidewalks, and other installations approved in writing by the City Engineer.

The proposed wire mesh cover is similar in nature to the types of accessory installations contemplated by the Hardscape Policy and has been reviewed by the City Engineer. While the City Engineer identified several minor concerns, those concerns are addressed through the recommended conditions of approval, and no recommendation for denial was provided.

Staff finds that the proposed wire mesh cover is accessory to and intended solely to protect an otherwise permitted flower bed. Because it is temporary, low-profile, readily removable, and does not function as a property boundary or access-control device, staff believes it is more appropriately reviewed as a temporary landscape protection installation under §94.34 rather than as a prohibited fence under §154.143(E)(7).

Accordingly, staff finds that the proposal is appropriate for consideration under §94.34 and the City's Hardscape Policy and recommends that the City Council determine whether the request satisfies the review criteria of §94.34(H).

**COUNCIL CONSIDERATIONS:**
Per §94.34(H), residential improvements to the right of way shall be assessed based on the following criteria:

1. The proposed cost of installation;
2. The potential risk of harm associated with such installation, including, but not limited to potential for the installation to encroach on the motorway, break, malfunction, and cause harm to pedestrians and motorists;
3. The ease and cost of removal of the installation;
4. Whether the installation aligns with the surrounding area and provides an aesthetic benefit to the community;
5. Whether the installation pre-exists the passage of this section;
6. The proposed size of the installation, including height and width;
7. The material of the installation (i.e., plant matter, wood, brick, mulch, and plaster); and
8. Review, comment, and recommendations of city staff and departments.

**MOTIONS:**
The following motions are provided for the City Council's consideration. The Council may approve, approve with additional or modified conditions, or deny the request based upon the review criteria established in §94.34(H).

**Motion to approve** the request for a temporary landscape protection installation within the public right-of-way at the subject property, finding that the proposal may be considered under §94.34 as a temporary installation within the public right-of-way and, with the following conditions, is consistent with the review criteria of §94.34(H):

*Approval shall be subject to the following conditions:*

1. The installation shall be used solely for the protection of landscaping.

2. The installation shall remain outside the clear vision triangle and shall not be extended further into the right of way.

3. The installation shall not exceed three (3') feet in height.

4. The installation shall be removed annually by November 1st and shall not be installed until April 1st the following year.

5. The City reserves the right to require immediate removal of the installation if it creates a public safety concern or interferes with public improvements or maintenance activities within the right-of-way.

6. _____

7. _____

**Motion to deny** the request for a temporary landscape protection installation within the public right-of-way, finding that the proposal does not satisfy the review criteria of §94.34(H), specifically:

1. The proposed installation is not compatible with the surrounding area;

2. The installation presents an unacceptable risk to the public or to maintenance of the public right-of-way;

3. The size, materials, or location of the installation are not appropriate for placement within the public right-of-way; and/or

4. The City Council finds that the proposed installation is otherwise inconsistent with the intent of §94.34.

5. _____

6. _____

Respectfully Submitted,

Grayson Moore

Director of Planning & Zoning

**ROW Permit Fee: $150**
**Temp ROW Permit Fee: $75**
**Street Cut/Curb Cut Escrow Deposit: $3000**
**Installation Bond/Escrow: Superintendent Discretion**
**ROW Permit – Council Review: $250**

City of Saugatuck EST. 1868

# RIGHT OF WAY PERMIT APPLICATION

| Applicant Information | |
|---|---|
| Name: ARTHUR MASA | Business or Organization: |
| Address: 997 BLUEBERRY | Phone: 630 209 8634 |
| E-mail: | |
| Contractor: | |

| Project Information | |
|---|---|
| Request Type (select all that apply): | ☐ Street Cut<br>☐ Curb Cut<br>☐ Boring<br>☐ Stormwater Connection<br>☐ Sidewalk Closure<br>☐ Sidewalk Removal/Replacement<br>☐ Installation<br>☐ Temporary Encroachment |
| Project Location: 997 BLUEBERRY | |
| Description of Work/Project/Installation: | |
| TEMPORARY FENCE UNTIL AUG. | |
| Cost of Installation: 3000.00 | |
| Safety Measures: | |
| | |
| Start Date: | End Date: |

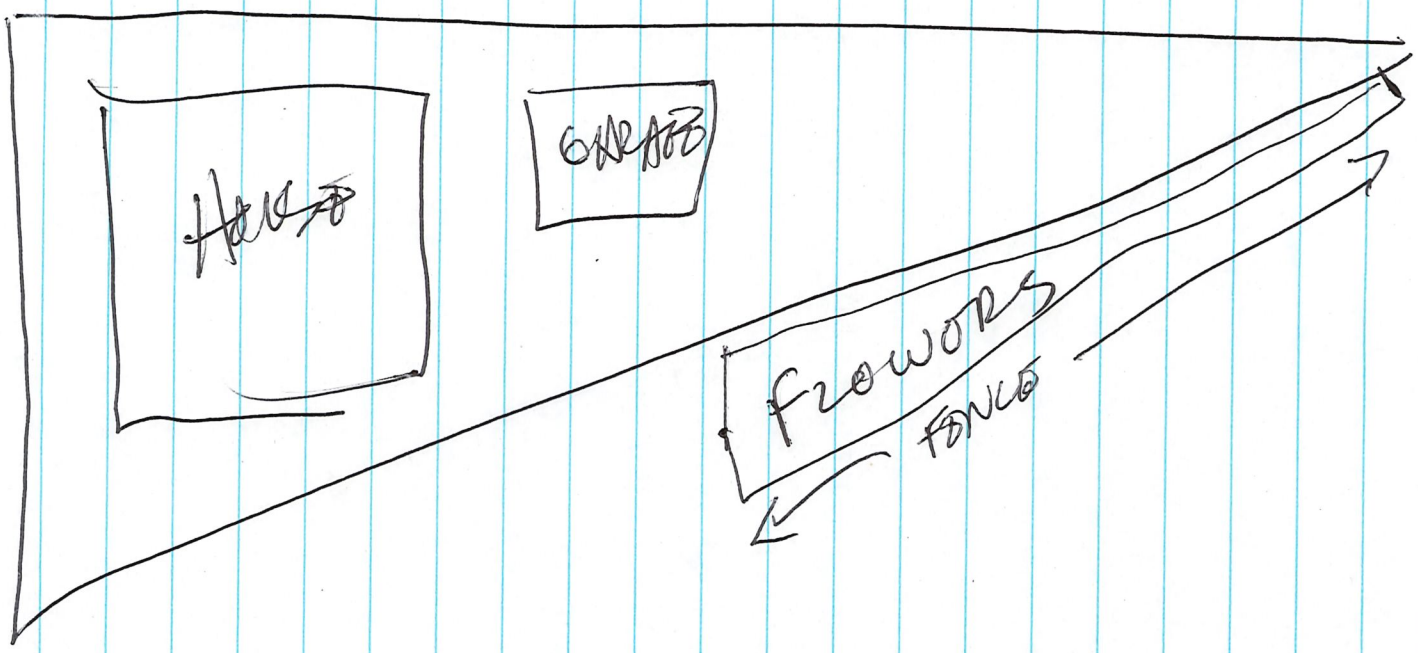
| Checklist | |
|---|---|
| Attachments (select all that apply): | ☐ Survey, Site Plan and/or Drawing<br>☐ Traffic Control Plan<br>☐ Certificate of Insurance naming City of Saugatuck as additional insured |

## Attestation

By signing this application, I understand and agree to all of the following:

- The statements made in this application and submitted plans are true, and if found not to be true, any permit that may be issued may be void.
- To comply with the conditions and regulations provided with any permit that may be issued.
- This application shall be deemed an agreement by the applicant to promptly complete the work permitted, observe all pertinent laws and regulations of the City in connection therewith, repair all damage done to the street surface and installations on, over or within the street, including trees, and protect and save harmless the City from all damages or actions at law that may arise or may be brought on account of injury to persons or property resulting from the work done under the permit or in connection therewith.
- To indemnify and save harmless the City against all damages or actions at law that may arise or be brought by reason of the excavation or structure being under, over, in or upon the street, or being unfastened, out of repair or defective during the ownership or control.
- An issued permit may be revoked by the City Council if there is a failure to abide by the conditions set forth in the permit or maintain the installation. A permit is automatically revoked if the installation causes or inflicts unreasonable harm on persons or property.
- Encroachments and obstructions in the street may be removed and excavations refilled, and the expense of the removal or refilling charged to the abutting landowner when made or permitted by him or her or suffered to remain by him or her otherwise than in accordance with the terms and conditions of the City of Saugatuck Code of Ordinances.
- All applicable sections of the City of Saugatuck Code of Ordinances and all other applicable laws, ordinances and regulations will be complied with.
- This is a permit application (not a permit) and a permit, if issued, does not include any representation or conveyance of rights in any other statute, building code, fire code, deed restriction or other property rights.

| Applicant Signature: | Date: 6/3/2026 |
|---|---|


Frowors
force

# City Manager Report

July 13, 2026

**Maple Street Construction Update**

- Water main crossing the 16" sewer force mains was completed on 7/7.
- The second stretch of water main from Allegan Street north has been installed, tested, and approved.
- The remaining 200 ft of the third stretch of water main will be completed this week.
- Water services to homes and businesses are being finished this week south of Allegan Street. Water services north of Allegan Street are scheduled for next week.
- Water main tie-in at State Street and/or Blue Star Highway planned for this week or next week.
    - For the water main tie-in at Blue Star Highway and Maple Street, a line stop will be utilized to cut in the planned tee and valves without an excessive shut off area. The additional cost will be split between the Township and the City.
- Water main tie-in on north side of Allegan Street will be done this week or next week.
- Once mainline water main is complete, Schippers will move to installing the underground storage and the storm sewer (starting on the south end of the Maple Street).
- Mail delivery has been a challenge. Several residents have indicated inconsistent delivery. If this continues, mailbox banks will be utilized to aid in mail delivery.
- A reminder that if your constituents have questions, please have them contact the following:
    - Public Works - Michelle Gibson, Project Coordinator - (269) 224-9504
    - Fleis & VandenBrink Engineering
        - Jon Moxey, P.E., Project Manager – (616) 588-1925
        - Peter Tierney, P.E., Project Manager – (616) 914-8621

**Oval Beach Internet and Credit Card Payments**

- Frontier (now under Verizon) hasn't yet extended fiber out to Oval Beach. I have remained in contact with their government affairs representative about the need for the service. Frontier advised they were unable to secure approval from Consumes to attach to their poles and that is the reason for the delay. They have been evaluating underground options, and I hope to receive another update soon.
- I reached out to Comcast to inquire about options to run service to Oval Beach. The construction cost is quite substantial and would be a cost that would have to be paid back by the City over a five-year period.

- The Frontier option is less cost to the City. I plan to continue to encourage that construction.
- The credit card machines continue to work off the phone line and Starlink.
- However, as we found out during opening weekend and during a recent power outage, those options aren't always available. After the opening weekend frustration, the City Treasurer worked to implement an offline backup option through Huntington/Clover. The system allows us to capture offline credit card sales and process them when service is available. The system has already been utilized to create a much better customer experience and collect the required parking fees.

**MERS Actuarial Report**

- The Michigan Employee's Retirement System of Michigan has provided our annual actuarial valuation report through the end of December 31, 2025.
- The City's pension plans remain well funded at 134%.
- Due to the level we have reached, we are going to cut our voluntary additional contributions to the surplus division by half. This will continue to be monitored against market performance and our funding percentage to determine if we need to return to additional contributions or lower them further.
- A copy of the report is attached.

**Logo and Branding Committee**

- The logo and branding committee met again recently to review a second round of design iterations.
- We are planning on the committee recommendation being presented at the July 22 workshop meeting.

**Quarterly Community Engagement Report**

- We have continued our efforts to share information with the community in a variety of places.
- On Facebook alone we have added 2,414 new followers since 1/1/25.
- Here are stats for April – June:

| Facebook | |
|---|---|
| | **April - June** |
| **Viewers** | 55,590 |
| **Views** | 365,111 |
| **Total Followers** | 6,427 |
| **Net Follows** | 722 |

| City Website | |
|---|---|
| | **April - June** |

| | |
|---|---|
| **Unique Visits** | 31,229 |
| **Views** | 49,710 |
| **Top Pages** | 1. Oval Beach<br>2. Mt. Baldhead Park<br>3. Chain Ferry |

| **News You Can Use E-mails** | |
|---|---|
| | **April - June** |
| **Delivered Messages** | 68,192 |
| **Opened Messages** | 15,298 |

| **YouTube** | |
|---|---|
| | **April – June** |
| **Meeting Video Views** | 987 |

**Miscellaneous**

- Conducted annual performance reviews.
- Attended quarterly grant meeting for Park Street planning.
- Held one on one meeting with Director of Public Works.
- Held department head team meeting.
- Attended Saugatuck/Douglas Rotary lunch.
- Attended Convention and Visitors Bureau Board meeting.
- Attended staff/Council picnic. A HUGE thank you!
- Prepared for and attended Parking Improvements Task Force meeting and completed necessary follow up.
- Attended Metro Wireless service review.
- Attended 4th of July parade.
- Engaged Bendzinski for financial analysis as part of new water/sewer agreement discussions.




# Municipal Employees' Retirement System of Michigan

## Annual Actuarial Valuation Report
## December 31, 2025 - Saugatuck, City of (0307)



800.521.0498 | P: 248.799.9000 | www.grsconsulting.com

Spring 2026

Saugatuck, City of

In care of:
Municipal Employees' Retirement System of Michigan
1134 Municipal Way
Lansing, Michigan 48917

This report presents the results of the Annual Actuarial Valuation, prepared for Saugatuck, City of (0307) as of December 31, 2025. The report includes the determination of liabilities and contribution rates resulting from the participation in the Municipal Employees' Retirement System of Michigan ("MERS"). This report contains the minimum actuarially determined contribution requirement, in alignment with the MERS Plan Document, Actuarial Policy, the Michigan Constitution, and governing statutes. Saugatuck, City of is responsible for the employer contributions needed to provide MERS benefits for its employees and former employees.

The purposes of this valuation are to:

- Measure funding progress as of December 31, 2025,
- Establish contribution requirements for the fiscal year beginning July 1, 2027,
- Provide information regarding the identification and assessment of risk,
- Provide actuarial information in connection with applicable Governmental Accounting Standards Board (GASB) statements, and
- Provide information to assist the local unit of government with State reporting requirements.

This valuation assumed the continuing ability of the plan sponsor to make the contributions necessary to fund this plan. A determination regarding whether or not the plan sponsor is actually able to do so is outside our scope of expertise and was not performed.

The findings in this report are based on data and other information through December 31, 2025. The valuation was based upon information furnished by MERS concerning Retirement System benefits, financial transactions, plan provisions and active members, terminated members, retirees and beneficiaries. We checked for internal reasonability and year-to-year consistency, but did not audit the data. We are not responsible for the accuracy or completeness of the information provided by MERS.

The Municipal Employees' Retirement Act, PA 427 of 1984 and the MERS' Plan Document Article VI Sec. 71 (1)(d), provides the MERS Board with the authority to set actuarial assumptions and methods after consultation with the actuary. As the fiduciary of the plan, the MERS Retirement Board sets certain assumptions for funding and GASB purposes. These assumptions are reviewed regularly through a comprehensive study, most recently in the Spring of 2025.

The Michigan Department of Treasury provides required assumptions to be used for purposes of Public Act 202, of 2017, reporting. These assumptions are for reporting purposes only and do not impact required contributions. Please refer to the State Reporting page found at the end of this report for information for this filing.

For a full list of the assumptions used, please refer to the division-specific assumptions described in table(s) in this report, and to the Appendix on the MERS website at:
https://www.mersofmich.com/Portals/0/Assets/Resources/AAV-Appendix/MERS-2025AnnualActuarialValuation-Appendix.pdf

The actuarial assumptions used for this valuation, including the assumed rate of investment return, are reasonable for purposes of the measurement. The combined effect of the assumptions is expected to have no significant bias (i.e., not significantly optimistic or pessimistic). The asset valuation method is more likely to produce an actuarial value of assets that is greater than the market value of assets until application of the dedicated gains policy achieves an assumed rate of investment return of 6.50% (currently 6.79%).

In December 2021, the Actuarial Standards Board (ASB) adopted a revision to the Actuarial Standard of Practice (ASOP) No. 4, *Measuring Pension Obligations and Determining Pension Plan Costs or Contributions*. The revised ASOP No. 4 requires the calculation and disclosure of a liability referred to by the ASOP as the "Low-Default-Risk Obligation Measure" (LDROM). The LDROM calculation is provided in aggregate, along with aggregate employer results, in a separate report titled "Summary Report of the 80th Annual Actuarial Valuations," and will be available on the MERS website during the fall of 2026.

This report has been prepared by actuaries who have substantial experience valuing public employee retirement systems. To the best of our knowledge, the information contained in this report is accurate and fairly presents the actuarial position of Saugatuck, City of as of the valuation date. All calculations have been made in conformity with generally accepted actuarial principles and practices, the Actuarial Standards of Practice issued by the Actuarial Standards Board, and applicable statutes.

Rebecca L. Stouffer, Mark Buis, Kurt Dosson, and Shana M. Neeson are members of the American Academy of Actuaries. These actuaries meet the Academy's Qualification Standards to render the actuarial opinions contained herein. The signing actuaries are independent of the plan sponsor. GRS maintains independent consulting agreements with certain local units of government for services unrelated to the actuarial consulting services provided in this report.

The Retirement Board of the Municipal Employees' Retirement System of Michigan confirms that the System provides for payment of the required employer contribution as described in Section 20m of Act No. 314 of 1965 (MCL 38.1140m).

This information is purely actuarial in nature. It is not intended to serve as a substitute for legal, accounting, or investment advice.

This report was prepared at the request of the MERS Retirement Board and may be provided only in its entirety by the municipality to other interested parties. MERS customarily provides the full report on request to associated third parties such as the auditor for the municipality. GRS is not responsible for the consequences of any unauthorized use. This report should not be relied on for any purpose other than the purposes described herein. Determinations of financial results, associated with the benefits described in this report, for purposes other than those identified above may be significantly different.

If you have reason to believe that the plan provisions are incorrectly described, that important plan provisions relevant to this valuation are not described, that conditions have changed since the calculations were made, that the information provided in this report is inaccurate or is in anyway incomplete, or if you need further information in order to make an informed decision on the subject matter in this report, please contact your Regional Manager at 1.800.767.MERS (6377).

Sincerely,
Gabriel, Roeder, Smith & Company

Rebecca L. Stouffer, ASA, FCA, MAAA

Mark Buis, FSA, FCA, EA, MAAA

Kurt Dosson, ASA, FCA, MAAA

Shana M. Neeson, ASA, FCA, MAAA

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# Executive Summary

## Funded Ratio

The funded ratio of a plan is the percentage of the dollar value of the actuarial accrued liability that is covered by the actuarial value of assets. While the funded ratio may be a useful plan measurement, understanding a plan's funding trend may be more important than a particular point in time. Refer to Table 7 to find a history of this information.

| | 12/31/2025 | 12/31/2024 |
|---|---|---|
| Funded Ratio* | 134% | 113% |

* Reflects assets from Surplus divisions, if any.

Throughout this report are references to valuation results generated prior to the 2018 valuation date. Results prior to 2018 were received directly from the prior actuary or extracted from the previous valuation system by MERS' technology service provider.

## Required Employer Contributions

Your required employer contributions are shown in the following table. Employee contributions, if any, are in addition to the employer contributions.

Effective with the December 31, 2021 valuation, the MERS Retirement Board adopted a Dedicated Gains Policy which allows for recognition of asset gains in excess of a set threshold in combination with lowering the assumed rate of investment return. The 2025 valuation reflects an assumed rate of investment return of 6.79%. Effective with the 2024 valuation, the MERS Retirement Board adopted updated demographic and economic assumptions.

| | Percentage of Payroll | | Monthly $ Based on Projected Payroll | |
|---|---|---|---|---|
| Valuation Date: | 12/31/2025 | 12/31/2024 | 12/31/2025 | 12/31/2024 |
| Fiscal Year Beginning: | July 1, 2027 | July 1, 2026 | July 1, 2027 | July 1, 2026 |
| **Division** | | | | |
| 01 - General | - | - | $ 0 | $ 0 |
| HA - EEs hired after 5/1/04 | 8.25% | 7.93% | 5,632 | 4,837 |
| **Total Municipality - Estimated Monthly Contribution** | | | **$ 5,632** | **$ 4,837** |
| **Total Municipality - Estimated Annual Contribution** | | | **$ 67,584** | **$ 58,044** |

Employee contribution rates:

| | Employee Contribution Rate | |
|---|---|---|
| Valuation Date: | 12/31/2025 | 12/31/2024 |
| **Division** | | |
| 01 - General | 0.00% | 0.00% |
| HA - EEs hired after 5/1/04 | 0.00% | 0.00% |

The employer may contribute more than the minimum required contributions, as these additional contributions will earn investment income and may result in lower future contribution requirements. Employers making contributions in excess of the minimum requirements may elect to apply the excess contribution immediately to a particular division, or segregate the excess into one or more “Surplus” divisions. An election in the first case would immediately reduce any unfunded accrued liability and lower the amortization payments throughout the remaining amortization period. Additional contribution into one or more Surplus divisions would not immediately lower future contributions, however the assets from the Surplus division(s) could be transferred to an unfunded division in the future to reduce the unfunded liability, or to be used to pay all or a portion of the minimum required contribution in a future year. For purposes of this report, the assets in any Surplus division have been included in the municipality’s total assets, unfunded accrued liability, and funded status; however, these assets are not used in calculating the minimum required contribution.

**MERS strongly encourages employers to contribute more than the minimum contribution shown above. With the implemented dedicated gains policy, market gains and losses will continue to be smoothed over five years; however, excess returns are used to lower the investment assumption. Thus, there will be fewer gains to smooth in down markets. Having additional funds in Surplus divisions will assist plans with navigating potential short-term market volatility.**

The required employer contribution rates, or dollars if the division is closed, determined in this report are reasonable under Actuarial Standard of Practice (ASOP) No. 4, Measuring Pension Obligations and Determining Pension Plan Costs or Contributions, based on:

- The use of reasonable actuarial assumptions and cost methods;

- The use of reasonable amortization and asset valuation methods; and
- Application of the MERS funding policy which will accumulate sufficient assets to make benefit payments when due, assuming all assumptions will be realized, and the required employer contributions are made when due.

**How and Why Do These Numbers Change?**

In a defined benefit plan, contributions vary from one annual actuarial valuation to the next as a result of the following:

- Changes in benefit provisions (see Table 2);
- Changes in actuarial assumptions and methods (see the Appendix); and
- Experience of the plan (investment experience and demographic experience); this is the difference between actual experience of the plan and the actuarial assumptions.

These impacts are reflected in various tables in the report. For more information, please contact your Regional Manager.

## Comments on Investment Rate of Return Assumption

A defined benefit plan is funded by employer contributions, participant contributions, and investment earnings. Investment earnings have historically provided a significant portion of the funding. The larger the share of benefits being provided from investment returns, the smaller the required contributions, and vice versa. Determining the contributions required to prefund the promised retirement benefits requires an assumption of what investment earnings are expected to add to the fund over a long period of time. This is called the **Investment Return Assumption**.

The MERS Investment Return Assumption is **6.79%** per year. This, along with all other actuarial assumptions, is reviewed at least every five years in an Experience Study that compares the assumptions used against actual experience and recommends adjustments if necessary. If your municipality would like to explore contributions at lower assumed investment return assumptions, please review the "What If" projection scenarios later in this report.

## Assumption and Method Changes in 2025

Effective February 17, 2022 and first implemented in the December 31, 2021 annual actuarial valuation, the MERS Retirement Board adopted a dedicated gains policy that automatically lowers the assumed rate of investment return by using excess asset gains to mitigate large increases in required contributions to the Plan. Full details of this dedicated gains policy are available in the Actuarial Policy found on the MERS website. Some goals of the dedicated gains policy are to:

- Provide a systematic approach to lower the assumed rate of investment return between experience studies; and
- Use excess gains to cover both the increase in normal cost and any increase in UAL payment the first contribution year after application (i.e., minimize the first-year impact (i.e., increase) in employer contributions).

Investment performance measured for the one-year period ending December 31, 2025 resulted in current year excess gains for use in lowering the assumed rate of investment return. As a result, the assumed rate of investment return was lowered from 6.93% to 6.79%. The December 31, 2025 valuation liabilities were

developed using this new, lower assumption. Additionally, as a result of recognizing excess market gains, the valuation assets used to fund these liabilities are 2.7% higher than if there were no dedicated gains policy. The combined impact of these changes will minimize the first-year impact on employer contributions and may result in an increase or a decrease in employer contributions.

There were no other assumption or method changes in 2025.

## Comments on Asset Smoothing

To avoid dramatic spikes and dips in annual contribution requirements due to short-term fluctuations in asset markets, MERS applies a technique called **asset smoothing**. This spreads out each year's investment gains or losses over the prior year and the following four years. After initial application of asset smoothing, any remaining excess market gains are used to buy down the assumed rate of investment return and increase the level of valuation assets, to the extent allowed by the dedicated gains policy. This smoothing method is used to determine your actuarial value of assets (valuation assets), which is then used to determine both your funded ratio and your required contributions. **The (smoothed) actuarial rate of return for 2025 was 8.18%, while the actual market rate of return was 15.25%.** To see historical details of the market rate of return compared to the smoothed actuarial rate of return, refer to this report's Appendix or view the "How Smoothing Works" video on the Defined Benefit resource page of the MERS website.

As of December 31, 2025, the actuarial value of assets is just over 100% of market value due to asset smoothing and dedicated gains. This means that there are deferred investment losses, which will put slight upward pressure on contributions in the short term. The level of market value of assets and actuarial value of assets are very similar, resulting in a funded percentage that is not materially different.

## Alternate Scenarios to Estimate the Potential Volatility of Results ("What If Scenarios")

The calculations in this report are based on assumptions about long-term economic and demographic behavior. These assumptions will never materialize in a given year, except by coincidence. Therefore, the results will vary from one year to the next. The volatility of the results depends upon the characteristics of the plan. For example:

- Open divisions that have substantial assets compared to their active employee payroll will have more volatile employer contribution rates due to investment return fluctuations.
- Open divisions that have substantial accrued liability compared to their active employee payroll will have more volatile employer contribution rates due to demographic experience fluctuations.
- Small divisions will have more volatile contribution patterns than larger divisions because statistical fluctuations are relatively larger among small populations.
- Shorter amortization periods result in more volatile contribution patterns.

Many assumptions are important in determining the required employer contributions. In the following table, we show the impact of varying the Investment Return assumption. Lower investment returns would generally result in higher required employer contributions, and vice versa. The three economic scenarios below provide a quantitative risk assessment for the impact of investment returns on the plan's projected financial condition for funding purposes.

The relative impact of the economic scenarios below will vary from year to year, as the participant demographics change. The impact of each scenario should be analyzed for a given year, not from year to year. The results in the table are based on the December 31, 2025 valuation and are for the municipality in total, not

by division.

It is important to note that calculations in this report are mathematical estimates based upon assumptions regarding future events, which may or may not materialize. Actuarial calculations can and do vary from one valuation to the next, sometimes significantly depending on the group's size. Projections are not predictions. Future valuations will be based on actual future experience.

| 12/31/2025 Valuation Results | Lower Future Annual Returns | Lower Future Annual Returns | Valuation Assumptions |
|---|---|---|---|
| **Investment Return Assumption** | **4.79%** | **5.79%** | **6.79%** |
| Accrued Liability | $ 2,631,919 | $ 2,325,019 | $ 2,072,237 |
| Valuation Assets[1] | $ 2,784,438 | $ 2,784,438 | $ 2,784,438 |
| Unfunded Accrued Liability | $ (152,519) | $ (459,419) | $ (712,201) |
| **Funded Ratio** | 106% | 120% | 134% |
| Monthly Normal Cost | $ 9,176 | $ 7,162 | $ 5,632 |
| Monthly Amortization Payment | $ (1,348) | $ (3,703) | $ (5,449) |
| **Total Employer Contribution[2]** | $ 11,235 | $ 7,872 | $ 5,632 |

[1] The Valuation Assets include assets from Surplus divisions, if any.

[2] If assets exceed accrued liabilities for a division, the division may have an overfunding credit to reduce the division's employer contribution requirement. If the overfunding credit is larger than the normal cost, the division's full credit is included in the municipality's amortization payment above but the division's total contribution requirement is zero. This can cause the displayed normal cost and amortization payment to not add up to the displayed total employer contribution.

## Projection Scenarios

The next two pages show projections of the plan's funded ratio and computed employer contributions under the actuarial assumptions used in the valuation and alternate economic assumption scenarios. All three projections account for the past investment experience that will continue to affect the actuarial rate of return in the short term.

The 6.79% scenario provides an estimate of computed employer contributions based on current actuarial assumptions, and a projected 6.79% market return. The other two scenarios may be useful if the municipality chooses to budget more conservatively and make contributions in addition to the minimum requirements. The 5.79% and 4.79% projection scenarios provide an indication of the potential required employer contribution if these assumptions were met over the long term.

Your municipality includes one or more Surplus divisions. Extra contributions in a Surplus division may be used to reduce future employer contributions or to accelerate the date by which the municipality becomes 100% funded. The timing and use of these Surplus assets within the plan is discretionary. Certain employers have special funding arrangements that may differ from the Actuarial Policy.

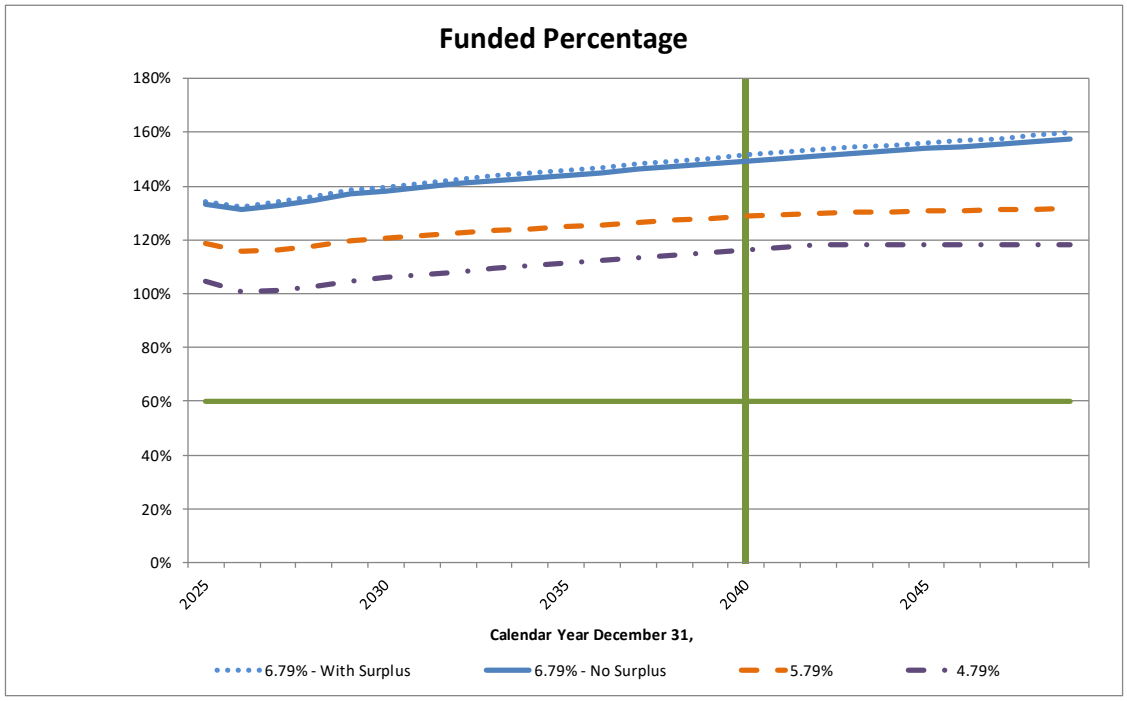
The Funded Percentage graph shows projections of funded status under the 6.79% investment return assumption, both including the Surplus assets (contributed as of the valuation date), and without the Surplus assets. The graph including the Surplus assets assumes these Surplus assets grow with interest and are not used to lower future employer contributions. We modeled the projections including the Surplus assets in this fashion because the use of these assets within the plan is discretionary by the employer and we do not know when and how the employer will use them. Once the employer uses these Surplus assets, any future employer

contributions are expected to be lower than those shown in the projections.

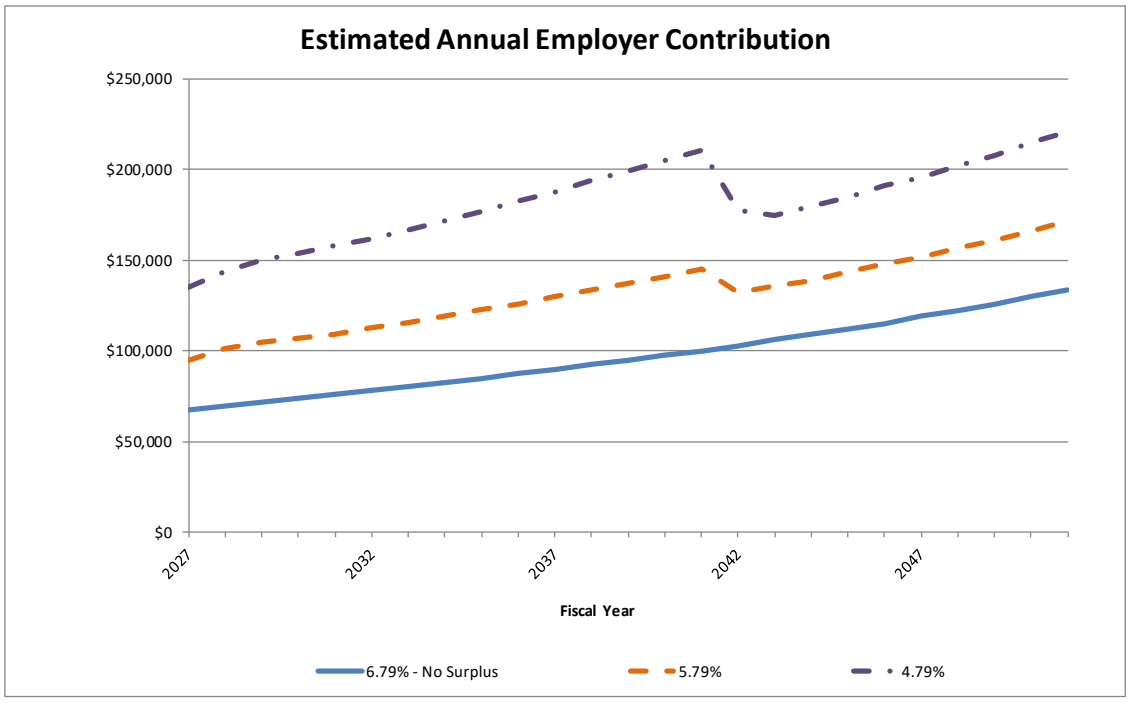
| Valuation Year Ending 12/31 | Fiscal Year Beginning 7/1 | Actuarial Accrued Liability | Valuation Assets[2] | Funded Percentage | Estimated Annual Employer Contribution |
|---|---|---|---|---|---|
| **6.79%[1]** | | | | | |
| 2025 | 2027 | $ 2,072,237 | $ 2,756,608 | 133% | $ 67,584 |
| 2026 | 2028 | $ 2,140,000 | $ 2,810,000 | 131% | $ 69,500 |
| 2027 | 2029 | $ 2,220,000 | $ 2,950,000 | 133% | $ 71,500 |
| 2028 | 2030 | $ 2,300,000 | $ 3,100,000 | 135% | $ 73,700 |
| 2029 | 2031 | $ 2,380,000 | $ 3,260,000 | 137% | $ 75,800 |
| 2030 | 2032 | $ 2,460,000 | $ 3,400,000 | 138% | $ 78,100 |
| **5.79%[1]** | | | | | |
| 2025 | 2027 | $ 2,325,019 | $ 2,756,608 | 119% | $ 94,464 |
| 2026 | 2028 | $ 2,410,000 | $ 2,780,000 | 116% | $ 101,000 |
| 2027 | 2029 | $ 2,500,000 | $ 2,910,000 | 116% | $ 105,000 |
| 2028 | 2030 | $ 2,590,000 | $ 3,060,000 | 118% | $ 107,000 |
| 2029 | 2031 | $ 2,680,000 | $ 3,210,000 | 120% | $ 109,000 |
| 2030 | 2032 | $ 2,780,000 | $ 3,360,000 | 121% | $ 113,000 |
| **4.79%[1]** | | | | | |
| 2025 | 2027 | $ 2,631,919 | $ 2,756,608 | 105% | $ 134,820 |
| 2026 | 2028 | $ 2,730,000 | $ 2,760,000 | 101% | $ 144,000 |
| 2027 | 2029 | $ 2,830,000 | $ 2,870,000 | 101% | $ 150,000 |
| 2028 | 2030 | $ 2,950,000 | $ 3,030,000 | 103% | $ 154,000 |
| 2029 | 2031 | $ 3,050,000 | $ 3,200,000 | 105% | $ 158,000 |
| 2030 | 2032 | $ 3,170,000 | $ 3,360,000 | 106% | $ 162,000 |

[1] Represents both the interest rate for discounting liabilities and the future investment return assumption on the Market Value of assets.

[2] Valuation Assets do not include assets from Surplus divisions, if any.




Notes:
Assumes assets from the Surplus division(s) will grow at the denoted investment return assumption and will not be used to lower employer contributions of non-surplus divisions during the projection period. Also assumes no additional contributions in future years to the surplus division(s). The green indicator lines have been added at 60% funded and 15 years following the valuation date for PA 202 purposes.




Notes:
Projected employer contributions do not reflect the use of any assets from the Surplus division(s).

# Table 1: Employer Contribution Details for the Fiscal Year Beginning July 1, 2027

| Division | Total Normal Cost | Employee Contribution Rate | Employer Contributions[1] | | | Blended Employer Rate[5] | Employee Contribution Conversion Factor[2] |
|---|---|---|---|---|---|---|---|
| | | | Employer Normal Cost[6] | Payment of the Unfunded Accrued Liability[4] | Computed Employer Contribution | | |
| **Percentage of Payroll** | | | | | | | |
| 01 - General | 0.00% | 0.00% | - | - | - | | |
| HA - EEs hired after 5/1/04 | 8.25% | 0.00% | 8.25% | 0.00% | 8.25% | 8.25% | |
| **Estimated Monthly Contribution[3]** | | | | | | | |
| 01 - General | | | $ 0 | $ (5,449) | $ 0 | | |
| HA - EEs hired after 5/1/04 | | | 5,632 | 0 | 5,632 | | |
| **Total Municipality** | | | **$ 5,632** | **$ (5,449)** | **$ 5,632** | | |
| **Estimated Annual Contribution[3]** | | | **$ 67,584** | **$ (65,388)** | **$ 67,584** | | |

1 The above employer contribution requirements are in addition to the employee contributions, if any.

2 If employee contributions are increased/decreased by 1.00% of pay, the employer contribution requirement will decrease/increase by the Employee Contribution Conversion Factor. The conversion factor is usually under 1% because employee contributions may be refunded at termination of employment and not used to fund retirement pensions. Employer contributions will all be used to fund pensions.

3 For divisions that are open to new hires, estimated contributions are based on projected fiscal year payroll. Actual contributions will be based on actual reported monthly pays, and will be different from the above amounts. For divisions that will have no new hires (i.e., closed divisions), invoices will be based on the above dollar amounts which are based on projected fiscal year payroll. See description of Open Divisions and Closed Divisions in the Appendix.

4 Note that if the overfunding credit is larger than the normal cost, the full credit is shown above but the total contribution requirement is zero. This will cause the displayed normal cost and unfunded accrued liability contributions not to add across.

5 For linked divisions, the employer will be invoiced the Computed Employer Contribution rate shown above for each linked division (a contribution rate for the open division; a contribution dollar for the closed-but-linked division), unless the employer elects to contribute the Blended Employer Rate shown above, by contacting MERS at 800-767-MERS (6377). Blended Employer Rate(s) exclude divisions with zero active members.

6 For divisions with a negative employer normal cost, employee contributions cover the normal cost and a portion of the payment of any unfunded accrued liability.

**Please see the Comments on Asset Smoothing in the Executive Summary of this report.**

# Table 2: Benefit Provisions

| 01 - General: Closed to new hires, linked to Division HA | | |
|---|---|---|
| | **2025 Valuation** | **2024 Valuation** |
| **Benefit Multiplier:** | 2.00% Multiplier (no max) | 2.00% Multiplier (no max) |
| **Normal Retirement Age:** | 60 | 60 |
| **Vesting:** | 10 years | 10 years |
| **Early Retirement (Unreduced):** | - | - |
| **Early Retirement (Reduced):** | 50/25 | 50/25 |
| | 55/15 | 55/15 |
| **Final Average Compensation:** | 5 years | 5 years |
| **Employee Contributions:** | 0.00% | 0.00% |
| **Act 88:** | No | No |

| HA - EEs hired after 5/1/04: Open Division, linked to Division 01 | | |
|---|---|---|
| | **2025 Valuation** | **2024 Valuation** |
| **Benefit Multiplier:** | 1.50% Multiplier (no max) | 1.50% Multiplier (no max) |
| **Normal Retirement Age:** | 60 | 60 |
| **Vesting:** | 6 years | 6 years |
| **Early Retirement (Unreduced):** | - | - |
| **Early Retirement (Reduced):** | - | - |
| **Final Average Compensation:** | 3 years | 3 years |
| **Employee Contributions:** | 0.00% | 0.00% |
| **Act 88:** | No | No |

# Table 3: Participant Summary

| Division | 2025 Valuation Number | 2025 Valuation Annual Payroll[1] | 2024 Valuation Number | 2024 Valuation Annual Payroll[1] | 2025 Valuation Average Age | 2025 Valuation Average Benefit Service[2] | 2025 Valuation Average Eligibility Service[2] |
|---|---|---|---|---|---|---|---|
| 01 - General | | | | | | | |
| Active Employees | 0 | $ 0 | 0 | $ 0 | 0.0 | 0.0 | 0.0 |
| Vested Former Employees | 0 | 0 | 0 | 0 | 0.0 | 0.0 | 0.0 |
| Retirees and Beneficiaries | 11 | 121,701 | 12 | 161,605 | 71.7 | | |
| Pending Refunds | 0 | | 0 | | | | |
| HA - EEs hired after 5/1/04 | | | | | | | |
| Active Employees | 12 | $ 760,828 | 11 | $ 679,801 | 39.0 | 3.1 | 3.7 |
| Vested Former Employees | 5 | 56,005 | 5 | 56,005 | 53.1 | 10.4 | 16.6 |
| Retirees and Beneficiaries | 2 | 9,917 | 2 | 9,917 | 70.4 | | |
| Pending Refunds | 0 | | 0 | | | | |
| **Total Municipality** | | | | | | | |
| **Active Employees** | **12** | **$ 760,828** | **11** | **$ 679,801** | **39.0** | **3.1** | **3.7** |
| **Vested Former Employees** | **5** | **56,005** | **5** | **56,005** | **53.1** | **10.4** | **16.6** |
| **Retirees and Beneficiaries** | **13** | **131,618** | **14** | **171,522** | **71.5** | | |
| **Pending Refunds** | **0** | | **0** | | | | |
| **Total Participants** | **30** | | **30** | | | | |

1 Annual payroll for active employees; annual deferred benefits payable for vested former employees; annual benefits being paid for retirees and beneficiaries.

2 Descriptions can be found under Miscellaneous and Technical Assumptions in the Appendix.

# Table 4: Reported Assets (Market Value)

| Division | 2025 Valuation | | 2024 Valuation | |
|---|---|---|---|---|
| | Employer and Retiree[1] | Employee[2] | Employer and Retiree[1] | Employee[2] |
| 01 - General | $ 1,770,521 | $ 0 | $ 1,656,701 | $ 0 |
| HA - EEs hired after 5/1/04 | 984,621 | 0 | 806,184 | 0 |
| S1 - Surplus Unassoc. | 27,816 | 0 | 0 | 0 |
| **Municipality Total[3]** | **$ 2,782,958** | **$ 0** | **$ 2,462,885** | **$ 0** |
| **Combined Assets[3]** | **$2,782,958** | | **$2,462,885** | |

[1] Reserve for Employer Contributions and Benefit Payments.

[2] Reserve for Employee Contributions.

[3] Totals may not add due to rounding.

The December 31, 2025 valuation assets (actuarial value of assets) are equal to 1.000532 times the reported market value of assets (compared to 1.065367 as of December 31, 2024). Refer to the Appendix for a description of the valuation asset derivation and a detailed calculation of valuation assets.

Assets in the Surplus division(s) are employer assets that have been reserved separately and may be used within the plan at the employer's discretion at some point in the future. These assets are not used in calculating the employer contribution for the fiscal year beginning July 1, 2027.

# Table 5: Flow of Valuation Assets

| Year Ended 12/31 | Employer Contributions | | Employee Contributions | Investment Income (Valuation Assets) | Benefit Payments | Employee Contribution Refunds | Net Transfers | Valuation Asset Balance |
|---|---|---|---|---|---|---|---|---|
| | Required | Additional | | | | | | |
| 2015 | $ 42,418 | $ 12,000 | $ 0 | $ 77,361 | $ (70,168) | $ 0 | $ 0 | $ 1,582,025 |
| 2016 | 44,767 | 15,000 | 0 | 82,113 | (100,096) | 0 | 0 | 1,623,809 |
| 2017 | 49,281 | 39,587 | 0 | 95,815 | (155,248) | 0 | 0 | 1,653,244 |
| 2018 | 52,643 | 90,341 | 0 | 61,569 | (154,928) | 0 | 0 | 1,702,869 |
| 2019 | 61,278 | 123,552 | 0 | 84,539 | (166,722) | 0 | 0 | 1,805,516 |
| 2020 | 60,328 | 221,016 | 0 | 163,504 | (172,565) | 0 | 0 | 2,077,799 |
| 2021 | 60,099 | 93,157 | 0 | 352,816 | (172,423) | 0 | 0 | 2,411,448 |
| 2022 | 62,421 | 99,659 | 0 | 89,771 | (171,216) | 0 | 0 | 2,492,083 |
| 2023 | 58,545 | 83,500 | 0 | 128,888 | (172,468) | 0 | 0 | 2,590,548 |
| 2024 | 54,315 | 54,000 | 0 | 96,536 | (171,522) | 0 | 0 | 2,623,877 |
| 2025 | 60,497 | 54,000 | 0 | 214,260 | (168,196) | 0 | 0 | 2,784,438 |

Notes:

Transfers in and out are usually related to the transfer of participants between municipalities, and to employer and employee payments for service credit purchases (if any) that the governing body has approved.

The investment income column reflects the recognized investment income based on Valuation Assets. It does not reflect the market value investment return in any given year.

The Valuation Asset balance includes assets from Surplus divisions, if any.

Years where historical information is not available will be displayed with zero values.

# Table 6: Actuarial Accrued Liabilities and Valuation Assets as of December 31, 2025

| Division | Actuarial Accrued Liability | | | | | Valuation Assets | Percent Funded | Unfunded (Overfunded) Accrued Liabilities |
|---|---|---|---|---|---|---|---|---|
| | Active Employees | Vested Former Employees | Retirees and Beneficiaries | Pending Refunds | Total | | | |
| 01 - General | $ 0 | $ 0 | $ 1,155,585 | $ 0 | $ 1,155,585 | $ 1,771,463 | 153.3% | $ (615,878) |
| HA - EEs hired after 5/1/04 | 330,806 | 475,113 | 110,733 | 0 | 916,652 | 985,145 | 107.5% | (68,493) |
| S1 - Surplus Unassoc. | 0 | 0 | 0 | 0 | 0 | 27,830 | | (27,830) |
| **Total** | **$ 330,806** | **$ 475,113** | **$ 1,266,318** | **$ 0** | **$ 2,072,237** | **$ 2,784,438** | **134.4%** | **$ (712,201)** |

**The following results show the combined accrued liabilities and assets for each set of linked divisions. These results are already shown in the table on the prior page(s).**

**Table 6 (continued)**

| Division | Actuarial Accrued Liability | | | | | Valuation Assets | Percent Funded | Unfunded (Overfunded) Accrued Liabilities |
|---|---|---|---|---|---|---|---|---|
| | Active Employees | Vested Former Employees | Retirees and Beneficiaries | Pending Refunds | Total | | | |
| Linked Divisions HA, 01 | $ 330,806 | $ 475,113 | $ 1,266,318 | $ 0 | $ 2,072,237 | $ 2,756,608 | 133.0% | $ (684,371) |

**Please see the Comments on Asset Smoothing in the Executive Summary of this report.**

The December 31, 2025 valuation assets (actuarial value of assets) are equal to 1.000532 times the reported market value of assets. Refer to the Appendix for a description of the valuation asset derivation and a detailed calculation of valuation assets.

# Table 7: Actuarial Accrued Liabilities - Comparative Schedule

| Valuation Date December 31 | Actuarial Accrued Liability | Valuation Assets | Percent Funded | Unfunded (Overfunded) Accrued Liabilities |
|---|---|---|---|---|
| 2011 | $ 1,436,659 | $ 1,322,607 | 92% | $ 114,052 |
| 2012 | 1,542,985 | 1,371,026 | 89% | 171,959 |
| 2013 | 1,616,722 | 1,442,036 | 89% | 174,686 |
| 2014 | 1,684,154 | 1,520,414 | 90% | 163,740 |
| 2015 | 1,852,089 | 1,582,025 | 85% | 270,064 |
| 2016 | 1,889,541 | 1,623,809 | 86% | 265,732 |
| 2017 | 1,944,566 | 1,653,244 | 85% | 291,322 |
| 2018 | 1,943,861 | 1,702,869 | 88% | 240,992 |
| 2019 | 2,064,053 | 1,805,516 | 87% | 258,537 |
| 2020 | 2,086,583 | 2,077,799 | 100% | 8,784 |
| 2021 | 2,177,286 | 2,411,448 | 111% | (234,162) |
| 2022 | 2,235,157 | 2,492,083 | 111% | (256,926) |
| 2023 | 2,305,006 | 2,590,548 | 112% | (285,542) |
| 2024 | 2,319,342 | 2,623,877 | 113% | (304,535) |
| 2025 | 2,072,237 | 2,784,438 | 134% | (712,201) |

Notes: Actuarial assumptions were revised for the 2011, 2012, 2015, 2019, 2020, 2021, 2023, 2024 and 2025 actuarial valuations.

The Valuation Assets include assets from Surplus divisions, if any.

Years where historical information is not available will be displayed with zero values.

Throughout this report are references to valuation results generated prior to the 2018 valuation date. Results prior to 2018 were received directly from the prior actuary or extracted from the previous valuation system by MERS's technology service provider.

# Tables 8 and 9: Division-Based Comparative Schedules

## Division 01 - General

### Table 8-01: Actuarial Accrued Liabilities - Comparative Schedule

| Valuation Date December 31 | Actuarial Accrued Liability | Valuation Assets | Percent Funded | Unfunded (Overfunded) Accrued Liabilities |
|---|---|---|---|---|
| 2015 | $ 1,673,172 | $ 1,417,389 | 85% | $ 255,783 |
| 2016 | 1,675,270 | 1,417,273 | 85% | 257,997 |
| 2017 | 1,674,120 | 1,398,942 | 84% | 275,178 |
| 2018 | 1,614,214 | 1,403,932 | 87% | 210,282 |
| 2019 | 1,651,329 | 1,449,563 | 88% | 201,766 |
| | | | | |
| 2020 | 1,653,550 | 1,649,300 | 100% | 4,250 |
| 2021 | 1,657,269 | 1,867,127 | 113% | (209,858) |
| 2022 | 1,600,593 | 1,836,884 | 115% | (236,291) |
| 2023 | 1,571,659 | 1,810,470 | 115% | (238,811) |
| 2024 | 1,526,321 | 1,764,995 | 116% | (238,674) |
| | | | | |
| 2025 | 1,155,585 | 1,771,463 | 153% | (615,878) |

Notes: Actuarial assumptions were revised for the 2015, 2019, 2020, 2021, 2023, 2024 and 2025 actuarial valuations.
The percent funded does not reflect valuation assets from Surplus divisions, if any.

### Table 9-01: Computed Employer Contributions - Comparative Schedule

| Valuation Date December 31 | Active Employees | | Computed Employer Contribution[1] | Employee Contribution Rate[2] |
|---|---|---|---|---|
| | Number | Annual Payroll | | |
| 2015 | 2 | $ 104,375 | $ 1,728 | 0.00% |
| 2016 | 1 | 36,492 | $ 1,727 | 0.00% |
| 2017 | 1 | 40,209 | $ 1,890 | 0.00% |
| 2018 | 1 | 40,848 | $ 1,493 | 0.00% |
| 2019 | 0 | 0 | $ 1,274 | 0.00% |
| | | | | |
| 2020 | 0 | 0 | $ 0 | 0.00% |
| 2021 | 0 | 0 | $ 0 | 0.00% |
| 2022 | 0 | 0 | $ 0 | 0.00% |
| 2023 | 0 | 0 | $ 0 | 0.00% |
| 2024 | 0 | 0 | $ 0 | 0.00% |
| | | | | |
| 2025 | 0 | 0 | $ 0 | 0.00% |

[1] For open divisions, a percent of pay contribution is shown. For closed divisions, a monthly dollar contribution is shown.

[2] For each valuation year, the computed employer contribution is based on the employee rate. If the employee rate changes during the applicable fiscal year, the computed employer contribution will be adjusted.

Note: The contributions shown in Table 9 reflect the full employer contribution requirement.

See the Benefit Provision History, later in this report, for past benefit provision changes.

Years where historical information is not available will be displayed with zero values.

## Table 8-HA: Actuarial Accrued Liabilities - Comparative Schedule

| Valuation Date December 31 | Actuarial Accrued Liability | Valuation Assets | Percent Funded | Unfunded (Overfunded) Accrued Liabilities |
|---|---|---|---|---|
| 2015 | $ 178,917 | $ 164,636 | 92% | $ 14,281 |
| 2016 | 214,271 | 206,536 | 96% | 7,735 |
| 2017 | 270,446 | 254,302 | 94% | 16,144 |
| 2018 | 329,647 | 298,937 | 91% | 30,710 |
| 2019 | 412,724 | 355,953 | 86% | 56,771 |
| | | | | |
| 2020 | 433,033 | 428,499 | 99% | 4,534 |
| 2021 | 520,017 | 544,321 | 105% | (24,304) |
| 2022 | 634,564 | 655,199 | 103% | (20,635) |
| 2023 | 733,347 | 780,078 | 106% | (46,731) |
| 2024 | 793,021 | 858,882 | 108% | (65,861) |
| | | | | |
| 2025 | 916,652 | 985,145 | 107% | (68,493) |

Notes: Actuarial assumptions were revised for the 2015, 2019, 2020, 2021, 2023, 2024 and 2025 actuarial valuations.

The percent funded does not reflect valuation assets from Surplus divisions, if any.

## Table 9-HA: Computed Employer Contributions - Comparative Schedule

| Valuation Date December 31 | Active Employees | | Computed Employer Contribution[1] | Employee Contribution Rate[2] |
|---|---|---|---|---|
| | Number | Annual Payroll | | |
| 2015 | 6 | $ 327,330 | 8.19% | 0.00% |
| 2016 | 7 | 379,053 | 8.74% | 0.00% |
| 2017 | 7 | 389,541 | 8.54% | 0.00% |
| 2018 | 8 | 445,343 | 8.43% | 0.00% |
| 2019 | 9 | 514,779 | 8.80% | 0.00% |
| | | | | |
| 2020 | 7 | 370,077 | 8.48% | 0.00% |
| 2021 | 10 | 547,229 | 8.69% | 0.00% |
| 2022 | 11 | 645,687 | 8.15% | 0.00% |
| 2023 | 11 | 707,462 | 8.36% | 0.00% |
| 2024 | 11 | 679,801 | 7.93% | 0.00% |
| | | | | |
| 2025 | 12 | 760,828 | 8.25% | 0.00% |

[1] For open divisions, a percent of pay contribution is shown. For closed divisions, a monthly dollar contribution is shown.

[2] For each valuation year, the computed employer contribution is based on the employee rate. If the employee rate changes during the applicable fiscal year, the computed employer contribution will be adjusted.

Note: The contributions shown in Table 9 reflect the full employer contribution requirement.

See the Benefit Provision History, later in this report, for past benefit provision changes.

Years where historical information is not available will be displayed with zero values.

**Table 8-S1: Actuarial Accrued Liabilities - Comparative Schedule**

| Valuation Date December 31 | Actuarial Accrued Liability | Valuation Assets | Percent Funded | Unfunded (Overfunded) Accrued Liabilities |
|---|---|---|---|---|
| 2015 | $ 0 | $ 0 | | $ 0 |
| 2016 | 0 | 0 | | 0 |
| 2017 | 0 | 0 | | 0 |
| 2018 | 0 | 0 | | 0 |
| 2019 | 0 | 0 | | 0 |
| | | | | |
| 2020 | 0 | 0 | | 0 |
| 2021 | 0 | 0 | | 0 |
| 2022 | 0 | 0 | | 0 |
| 2023 | 0 | 0 | | 0 |
| 2024 | 0 | 0 | | 0 |
| | | | | |
| 2025 | 0 | 27,830 | | (27,830) |

Notes: Actuarial assumptions were revised for the 2015, 2019, 2020, 2021, 2023, 2024 and 2025 actuarial valuations.

Years where historical information is not available will be displayed with zero values.

# Table 10: Division-Based Layered Amortization Schedule

## Division 01 - General

**Table 10-01: Layered Amortization Schedule**

| Type of UAL | Date Established | Original Balance[1] | Original Amortization Period[2] | Amounts for Fiscal Year Beginning 7/1/2027 | | |
|---|---|---|---|---|---|---|
| | | | | Outstanding UAL Balance[3] | Remaining Amortization Period[2] | Annual Amortization Payment |
| Experience | 12/31/2020 | $ (17,301) | 15 | $ (16,247) | 10 | $ (1,968) |
| Experience | 12/31/2021 | (200,350) | 15 | (196,182) | 11 | (21,936) |
| Experience | 12/31/2022 | (23,756) | 15 | (24,191) | 12 | (2,520) |
| Experience | 12/31/2023 | (8,592) | 15 | (9,040) | 13 | (888) |
| Experience | 12/31/2024 | (7,548) | 15 | (8,155) | 14 | (756) |
| Experience | 12/31/2025 | (385,882) | 15 | (425,844) | 15 | (37,320) |
| **Total** | | | | **$ (679,659)** | | **$ (65,388)** |

[1] For each type of UAL (layer), this is the original balance as of the date the layer was established.

[2] According to the MERS amortization policy, each type of UAL (layer) is amortized over a specific period (see Appendix on MERS website).

[3] This is the remaining balance as of the valuation date, projected to the beginning of the fiscal year shown above.

The unfunded accrued liability (UAL) as of December 31, 2025 (see Table 6) is projected to the beginning of the fiscal year for which the contributions are being calculated. This allows the 2025 valuation to take into account the expected future contributions that are based on past valuations. Each type of UAL (layer) is amortized over the appropriate period. Please see the Appendix on the MERS website for a detailed description of the amortization policy.

Note: The original balance and original amortization periods prior to 12/31/2018 were received from the prior actuary.

**Table 10-HA: Layered Amortization Schedule**

| Type of UAL | Date Established | Original Balance[1] | Original Amortization Period[2] | Amounts for Fiscal Year Beginning 7/1/2027 | | |
|---|---|---|---|---|---|---|
| | | | | Outstanding UAL Balance[3] | Remaining Amortization Period[2] | Annual Amortization Payment |
| Experience | 12/31/2020 | $ (954) | 15 | $ (893) | 10 | $ (108) |
| Experience | 12/31/2021 | (25,553) | 15 | (25,020) | 11 | (2,796) |
| Experience | 12/31/2022 | 5,323 | 15 | 5,416 | 12 | 564 |
| Experience | 12/31/2023 | (26,701) | 15 | (28,084) | 13 | (2,748) |
| Experience | 12/31/2024 | (20,416) | 15 | (22,079) | 14 | (2,040) |
| Experience | 12/31/2025 | (4,464) | 15 | (4,926) | 15 | (432) |
| **Total** | | | | **$ (75,586)** | | **$ (7,560)** |

[1] For each type of UAL (layer), this is the original balance as of the date the layer was established.

[2] According to the MERS amortization policy, each type of UAL (layer) is amortized over a specific period (see Appendix on MERS website).

[3] This is the remaining balance as of the valuation date, projected to the beginning of the fiscal year shown above.

The unfunded accrued liability (UAL) as of December 31, 2025 (see Table 6) is projected to the beginning of the fiscal year for which the contributions are being calculated. This allows the 2025 valuation to take into account the expected future contributions that are based on past valuations. Each type of UAL (layer) is amortized over the appropriate period. Please see the Appendix on the MERS website for a detailed description of the amortization policy.

Note: The original balance and original amortization periods prior to 12/31/2018 were received from the prior actuary.

# GASB Statement No. 68 Information

The following information has been prepared to provide some of the information necessary to complete GASB Statement No. 68 disclosures. GASB Statement No. 68 is effective for fiscal years beginning after June 15, 2014. Additional resources, including an Implementation Guide, are available at http://www.mersofmich.com/.

| | |
|---|---|
| Actuarial Valuation Date: | 12/31/2025 |
| Measurement Date of the Total Pension Liability (TPL): | 12/31/2025 |

At 12/31/2025, the following employees were covered by the benefit terms:

| | |
|---|---|
| Inactive employees or beneficiaries currently receiving benefits: | 13 |
| Inactive employees entitled to but not yet receiving benefits (including refunds): | 5 |
| Active employees: | 12 |
| | 30 |

| | | |
|---|---|---|
| Total Pension Liability as of 12/31/2024 measurement date: | $ | 2,261,466 |
| Total Pension Liability as of 12/31/2025 measurement date: | $ | 2,016,116 |
| Service Cost for the year ending on the 12/31/2025 measurement date: | $ | 56,986 |
| Change in the Total Pension Liability due to: | | |
| - Benefit changes[1]: | $ | 0 |
| - Differences between expected and actual experience[2]: | $ | (322,843) |
| - Changes in assumptions[2]: | $ | 30,322 |
| Average expected remaining service lives of all employees (active and inactive)[3]: | | 4 |

[1] A change in liability due to benefit changes is immediately recognized when calculating pension expense for the year.

[2] Changes in liability due to differences between actual and expected experience, and changes in assumptions, are recognized in pension expense over the average remaining service lives of all employees.

[3] Average expected remaining service life is the actuarial expectation of the future period of service that members of an employee population are projected to complete from the valuation date, based on assumed decrement rates.

| | | |
|---|---|---|
| Covered employee payroll (Needed for Required Supplementary Information): | $ | 760,828 |

Note: Covered employee payroll may differ from the GASB Statement No. 68 definition.

Sensitivity of the Net Pension Liability to changes in the discount rate:

| | 1% Decrease (6.04%) | Current Discount Rate (7.04%) | 1% Increase (8.04%) |
|---|---|---|---|
| Change in Net Pension Liability as of 12/31/2025: | $ 241,124 | $ 0 | $ (200,667) |

Note: The current discount rate shown for GASB Statement No. 68 purposes is higher than the MERS assumed rate of return. This is because for GASB Statement No. 68 purposes, the discount rate must be gross of administrative expenses, whereas for funding purposes it is net of administrative expenses.

# Benefit Provision History

The following benefit provision history is provided by MERS and reflects provisions in effect as of the end of the valuation year. Any corrections to this history or discrepancies between this information and information displayed elsewhere in the valuation report should be reported to MERS. All provisions are listed by date of adoption.

## 01 - General

| | |
|---|---|
| 9/1/2025 | Military Leave - Default Absorb to UAL |
| 12/1/2016 | Service Credit Purchase Estimates - Yes |
| 7/1/1996 | 2.00% Multiplier |
| 4/1/1983 | Member Contribution Rate 0.00% |
| 10/1/1979 | 10 Year Vesting |
| 10/1/1979 | Benefit FAC-5 (5 Year Final Average Compensation) |
| 10/1/1979 | Member Contribution Rate 4.00% |
| | Fiscal Month - July |
| | Early Reduced (.5%) at Age 50 with 25 Years or Age 55 with 15 Years |
| | Normal Retirement Age (DB) - 60 |

## HA - EEs hired after 5/1/04

| | |
|---|---|
| 9/1/2025 | Default Absorb to UAL |
| 1/1/2021 | Base Wages |
| 1/1/2021 | Long Term Disability - Service Granted |
| 1/1/2021 | Service Credit Qualification - 80 hours |
| 1/1/2021 | Short Term Disability - Service Granted |
| 1/1/2021 | Workers Compensation - Service Granted |
| 11/1/2009 | 1.50% Multiplier |
| 11/1/2009 | 6 Year Vesting |
| 11/1/2009 | Benefit FAC-3 (3 Year Final Average Compensation) |
| 11/1/2009 | Member Contribution Rate 0.00% |
| | Fiscal Month - July |
| | No Early Reduced Conditions |
| | Normal Retirement Age (DB) - 60 |

## S1 - Surplus Unassoc.

| | |
|---|---|
| | Fiscal Month - July |

# Plan Provisions, Actuarial Assumptions, and Actuarial Funding Method

Details on MERS plan provisions, actuarial assumptions, and actuarial methodology can be found in the Appendix. Some actuarial assumptions are specific to this municipality and its divisions. These are listed below.

**Increase in Final Average Compensation**

| Division | Increase Assumption |
|---|---|
| 01 - General | 1.50% |
| HA - EEs hired after 5/1/04 | 0.50% |

## Miscellaneous and Technical Assumptions

Loads – None.

**Amortization Policy for Closed Not Linked Divisions:** The default funding policy for closed not linked divisions, including open divisions with zero active members, is to follow a non-accelerated amortization, where each closed period decreases by one year each year until the period is exhausted.

# Risk Commentary

Determination of the accrued liability, the employer contribution, and the funded ratio requires the use of assumptions regarding future economic and demographic experience. Risk measures, as illustrated in this report, are intended to aid in the understanding of the effects of future experience differing from the assumptions used in the course of the actuarial valuation. Risk measures may also help with illustrating the potential volatility in the accrued liability, the actuarially determined contribution and the funded ratio that result from the differences between actual experience and the actuarial assumptions.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions due to changing conditions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period, or additional cost or contribution requirements based on the Plan's funded status); and changes in Plan provisions or applicable law. The scope of an actuarial valuation does not include an analysis of the potential range of such future measurements.

Examples of risk that may reasonably be anticipated to significantly affect the plan's future financial condition include:

- **Investment Risk** – actual investment returns may differ from the expected returns;
- **Asset/Liability Mismatch** – changes in asset values may not match changes in liabilities, thereby altering the gap between the accrued liability and assets and consequently altering the funded status and contribution requirements;
- **Salary and Payroll Risk** – actual salaries and total payroll may differ from expected, resulting in actual future accrued liability and contributions differing from expected;
- **Longevity Risk** – members may live longer or shorter than expected and receive pensions for a period of time other than assumed; and
- **Other Demographic Risks –** members may terminate, retire or become disabled at times or with benefits other than assumed resulting in actual future accrued liability and contributions differing from expected.

  The effects of certain trends in experience can generally be anticipated. For example, if the investment return since the most recent actuarial valuation is less (or more) than the assumed rate, the cost of the plan can be expected to increase (or decrease). Likewise, if longevity is improving (or worsening), increases (or decreases) in cost can be anticipated.

## Plan Maturity Measures

Risks facing a pension plan evolve over time. A young plan with virtually no investments and paying few benefits may experience little investment risk. An older plan with a large number of members in pay status and a significant trust may be much more exposed to investment risk. Generally accepted plan maturity measures include the following:

| | Ratio of: | | | | |
|---|---|---|---|---|---|
| December 31, | Market Value of Assets to Total Payroll | Actuarial Accrued Liability to Payroll | Actives to Retirees and Beneficiaries | Market Value of Assets to Benefit Payments | Net Cash Flow to Market Value of Assets (BOY) |
| **2018** | 3.2 | 4.0 | 0.7 | 10.0 | -0.7% |
| **2019** | 3.5 | 4.0 | 0.6 | 10.7 | 1.2% |
| **2020** | 5.8 | 5.6 | 0.5 | 12.4 | 6.1% |
| **2021** | 4.4 | 4.0 | 0.8 | 14.0 | -0.9% |
| **2022** | 3.3 | 3.5 | 0.8 | 12.6 | -0.4% |
| **2023** | 3.3 | 3.3 | 0.8 | 13.7 | -1.4% |
| **2024** | 3.6 | 3.4 | 0.8 | 14.4 | -2.7% |
| **2025** | 3.7 | 2.7 | 0.9 | 16.5 | -2.2% |

## Ratio of Market Value of Assets to Total Payroll

The relationship between assets and payroll is a useful indicator of the potential volatility of contributions. For example, if the market value of assets is 2.0 times the payroll, a return on assets 5% different than assumed would equal 10% of payroll. A higher (lower) or increasing (decreasing) level of this maturity measure generally indicates a higher (lower) or increasing (decreasing) volatility in plan sponsor contributions as a percentage of payroll.

## Ratio of Actuarial Accrued Liability to Payroll

The relationship between actuarial accrued liability and payroll is a useful indicator of the potential volatility of contributions for a fully funded plan. A funding policy that targets a funded ratio of 100% is expected to result in the ratio of assets to payroll and the ratio of liability to payroll converging over time.

## Ratio of Actives to Retirees and Beneficiaries

A young plan with many active members and few retirees will have a high ratio of actives to retirees. A mature open plan may have close to the same number of actives to retirees resulting in a ratio near 1.0. A super-mature or closed plan may have significantly more retirees than actives resulting in a ratio below 1.0.

## Ratio of Market Value of Assets to Benefit Payments

The MERS' Actuarial Policy requires a total minimum contribution equal to the excess (if any) of three times the expected annual benefit payments over the projected market value of assets as of the participating municipality or court's Fiscal Year for which the contribution applies. The ratio of market value of assets to benefit payments as of the valuation date provides an indication of whether the division is at risk for triggering the minimum contribution rule in the near term. If the division triggers this minimum contribution rule, the required employer contributions could increase dramatically relative to previous valuations.

## Ratio of Net Cash Flow to Market Value of Assets

A positive net cash flow means contributions exceed benefits and expenses. A negative cash flow means existing funds are being used to make payments. A certain amount of negative net cash flow is generally expected to occur when benefits are prefunded through a qualified trust. Large negative net cash flows as a percent of assets may indicate a super-mature plan or a need for additional contributions.

# State Reporting

The following information has been prepared to provide some of the information necessary to complete the Public Act 202 pension reporting requirements for the State of Michigan's Local Government Retirement System Annual Report (Form No. 5572). Additional resources are available at www.mersofmich.com and on the State website.

| Form 5572 Line Reference | Description | Result |
|---|---|---|
| | | |
| **10** | **Membership as of December 31, 2025** | |
| 11 | Indicate number of active members | 12 |
| 12 | Indicate number of inactive members (excluding pending refunds) | 5 |
| 13 | Indicate number of retirees and beneficiaries | 13 |
| **14** | **Investment Performance for Calendar Year Ending December 31, 2025[1]** | |
| 15 | Enter actual rate of return - prior 1-year period | 15.45% |
| 16 | Enter actual rate of return - prior 5-year period | 7.26% |
| 17 | Enter actual rate of return - prior 10-year period | 8.28% |
| **18** | **Actuarial Assumptions** | |
| 19 | Actuarial assumed rate of investment return[2] | 6.79% |
| 20 | Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any | Level Percent |
| 21 | Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any[3] | 0 |
| 22 | Is each division within the system closed to new employees?[4] | No |
| **23** | **Uniform Assumptions** | |
| 24 | Enter retirement pension system's actuarial value of assets using uniform assumptions | $2,673,429 |
| 25 | Enter retirement pension system's actuarial accrued liabilities using uniform assumptions[5] | $2,072,237 |
| 27 | Actuarially Determined Contribution (ADC) using uniform assumptions, Fiscal Year Ending June 30, 2026 | $59,808 |

1 The Municipal Employees' Retirement System's investment performance has been provided to GRS from MERS Investment Staff and is included here for reporting purposes. The investment performance figures reported are net of investment expenses on a rolling calendar year basis for the previous 1-, 5-, and 10-year periods as required under PA 530.

2 Net of administrative and investment expenses.

3 Populated with the longest amortization period remaining in the amortization schedule, across all divisions in the plan. This is when each division and the plan in total is expected to reach 100% funded if all assumptions are met.

4 If all divisions within the employer are closed, "yes." If at least one division is open (including shadow divisions), "no."

5 Line 25 actuarial accrued liability is determined under PA 202 uniform assumptions which may differ from the valuation assumptions. In accordance with the April 14, 2026 memo on the selection of Uniform Assumptions, "[f]or retirement systems that utilize an investment rate of return that is less than 7.00% for funding purposes, the local government should use the lower investment rate of return for the uniform assumption as well." In particular, the assumed rate of return for PA 202 purposes is 6.79%.

**Treasurer Report**
July 13, 2026

## Tax Administration

- Completed summer tax bill preparation, printing, mailing, and related duplicate-address/deferment review.
- Committed the summer tax roll and uploaded the tax file to the County.
- Processed and distributed tax file information for mortgage companies and completed related FOIA response.
- Processed summer property tax disbursements.
- Reviewed tax-related GL/reporting needs for KLSWA and Warnock Drain collections.

## Accounts Payable

- Processed regular payables for Council review and authorization.
- Followed up on delayed vendor orders and outstanding invoices to support timely payment processing

## Payroll & Benefits

- Processed regular payrolls and related disbursements, including holiday deadline adjustments.
- Completed payroll setup/reactivation for seasonal employees and continued refinement of seasonal payroll processes.
- Completed payroll-related monthly and quarterly reporting.
- Reviewed and documented health insurance renewal materials, including PriorityHealth renewal impact, plan alternatives, employee cost/coverage considerations, and Act 152 compliance.
- Prepared and supported Council materials related to health insurance renewal and PA 152 exemption.

## Financial Management

- Completed the May bank reconciliation, including correction of reconciliation issues.
- Entered the FY 2025–2026 budget amendment and distributed final year-end budget updates to staff.

## Investments and Banking

- Presented investment activity update to Council.
- Reviewed banking and credit card processing options for beach operations, including Square and Huntington/Clover backup processing.
- Advanced setup and testing of backup credit card processing to support revenue continuity.
- Continued review of MNBCard access and beach credit card reporting/reconciliation needs.

## Projects, Assets, and Insurance

- Prepared Council materials for property/liability insurance renewal, including renewal cost changes and premium increase explanation.
- Continued review of Maple Street project expense allocations and completed Township invoice for its share of project billing.

## Miscellaneous / Administrative

- Continued Oval Beach and Culver Street revenue processing, reconciliation, and cash-handling support.
- Helped address temporary Oval Beach internet connectivity and cash/change access issues.

# City Clerk Monthly Report

**Elections**

- August 4, 2026 – Primary
  - Ballot: View Here
  - Ballot Proposals for August 4, 2026:
    - **Allegan County:** *SENIOR CITIZEN SERVICES MILLAGE RENEWAL PROPOSAL*
    - **Interurban Transit Authority:** *INTERURBAN TRANSIT AUTHORITY PUBLIC TRANSPORTATION MILLAGE PROPOSAL*
    - **Saugatuck-Douglas District Library:** *LIBRARY MILLAGE PROPOSAL*
- November 3, 2026 – General
- 9-Days of Early Voting agreement executed with the City of Village of the Douglas and Saugatuck Township to hold Tri-Community early voting site at the City of the Village of Douglas City Hall.
- Residents can register to vote here: https://www.michigan.gov/sos/elections/voting/register-to-vote#HowToRegister

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**Training**

- Clerk Wolters attended the following in-person election training:
  - Election Inspector, Receiving Board and 9-Days Early Voting.
- Clerk Williams attended the following in-person election training:
  - Chairperson, Election Inspector, Receiving Board and 9-Days Early Voting.

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**Meetings**

- Prepared agendas, packets, and minutes for the following bodies:
  - Two City Council Workshops
  - Two City Council Regular
  - Historic District Commission

- Planning Commission
- Parks and Public Works Committee

- Participated in:
  - Maple Street Construction Update
  - Parking Improvements Task Force
  - Tri-Community 9-Days Early Voting Planning Session
  - Department Head Meeting
  - Monthly City Manager One on One
  - DPW/Clerk Department Meeting

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**Special Events**

- *Special event applications received for processing*:
  - Movie in the Park event date: 8-14-26.
  - Bike Club Ride event date: 9-20-26.
- *Upcoming Special events process completed*:
  - Music in the Park event dates: Wednesdays between 6-17-26 – 9-2-26.
  - SDAC Art Fairs event dates: July 25 & 26.
  - Venetian Festival event dates: 7-24-26 and 7-25-26.
  - Saugatuck Farmers Market – The Market at SCA event date: 7-31-26.
  - Sidewalk Sales event date: 8-13-26.
  - Art in the Park event date: 9-12-26.
  - Mt. Baldhead Challenge event date: 9-12-26.
  - Chili Cook-off event date: 10-11-26.
  - Art Coast Food & Wine Festival event dates: 11-5-26 through 11-7-26.

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**Administrative & General**

- Processed 48 zoning permit payments.
- Assisted in mailing tax bills.
- Mailed 298 Absentee Ballots
- 3 FOIA requests.
- Wicks Park boat slips - We have 1 open slips, first come, first serve - application here.
- Created and distributed 28 community E-News blasts.
- City Staff handled a total of 651 incoming phone calls.
- City Hall Remodel: Second round of renderings have been received.
- Managed front counter operations.

# June 2026 Department of Planning & Zoning Report

## Monthly Update Overview

- Continuing development review and interdepartmental coordination.
- Comprehensive Plan outline proposal presented to the Planning Commission.
- Comprehensive Plan mapping including: Shoreline Features, Sidewalks, Existing Land Use, Surrounding Communities Future Land Use, Character Analysis, Topography, and Natural Features.
- Attended stakeholder meeting with a community walking group to discuss mobility planning.

## Action & Progress

- Participated in Planning Commission & Zoning Board of Appeals interviews and offered recommendations.
- Welcomed a new Planning Commissioner and Zoning Board of Appeals member. Shared materials and resources.
- Enrolled newest Planning Commissioner in the MSU Extension Citizen Planner course.
- Continued notice updates for STR licenses in R-1 Districts for an opportunity halfway through the year. Fielded questions and concerns from residents.
- Continued STR administration, including resident meetings, application guidance, compliance checks related to property transfers, and coordination with Granicus.
- Coordination with Fire Department to address property maintenance concerns.
- Coordinated multiple zoning and policy matters with legal counsel, including STR enforcement cases, site sewer connection, and enforcement strategy.
- Maintained ongoing coordination with the City Engineer and planning consultant on active and proposed development projects.
- Created action plan with planning consultant for Comprehensive Plan drafting.
- Began draft and compiled data for the Comprehensive Plan.
- Attended webinar Public Land for Public Good.
- Joined the Michigan Association of Planning Social Equity Committee.

## Boards, Casework, & Operations

- Prepared agendas, packets, and materials for Planning Commission, Zoning Board of Appeals, Historic District Commission, and City Council meetings; issued meeting cancellations where applicable.
- Issued permits, processed planning and zoning applications, short term rental applications, conducted field inspections, and continued enforcement follow-ups on active violations.
- Revised escrow and invoice tracking process.
- Participated in internal staff coordination meetings.

## Ongoing & Upcoming

- Several Comprehensive Plan draft chapters to be released.
- Continued STR compliance monitoring and enforcement.
- Gradually updating & creating new permit applications where applicable.

**Short Term Rental License's 2026**

| Zoning District | # Issued in June | Year to Date Issued | Cap |
|---|---|---|---|
| Blue Star (LI-1) | - | - | - |
| City Center (C-1) | 3 | 10 | - |
| City Center Transitional Residential (R-4) | 4 | 12 | - |
| Community Residential (R-1) | 9 | 75 | 67 |
| Conservation Recreation & Camp (CRC) | - | - | - |
| Cultural/Community | - | - | - |
| Lake Street (R-2) | 4 | 13 | - |
| Maple Street (R-1) | - | 7 | 7 |
| Neighborhood Marine (NHM) | - | - | - |
| Peninsula North (Duneside – R-1) | - | 2 | 3 |
| Peninsula North (Riverside – R-1) | - | - | 2 |
| Peninsula South (R-1) | - | 7 | 11 |
| Peninsula West (R-1) | - | 11 | 10 |
| Resort (C-4) | 2 | 10 | - |
| Downtown Waterfront Preservation (C-2) | - | - | - |
| Water Street East (C-2) | - | 16 | - |
| Water Street North (C-1) | 1 | 2 | - |
| Water Street South (C-2) | - | - | - |
| Multi-Family Residential (R-3) | - | 2 | - |
| **Total** | **24** | **168** | |

**Permits Issued 2026**

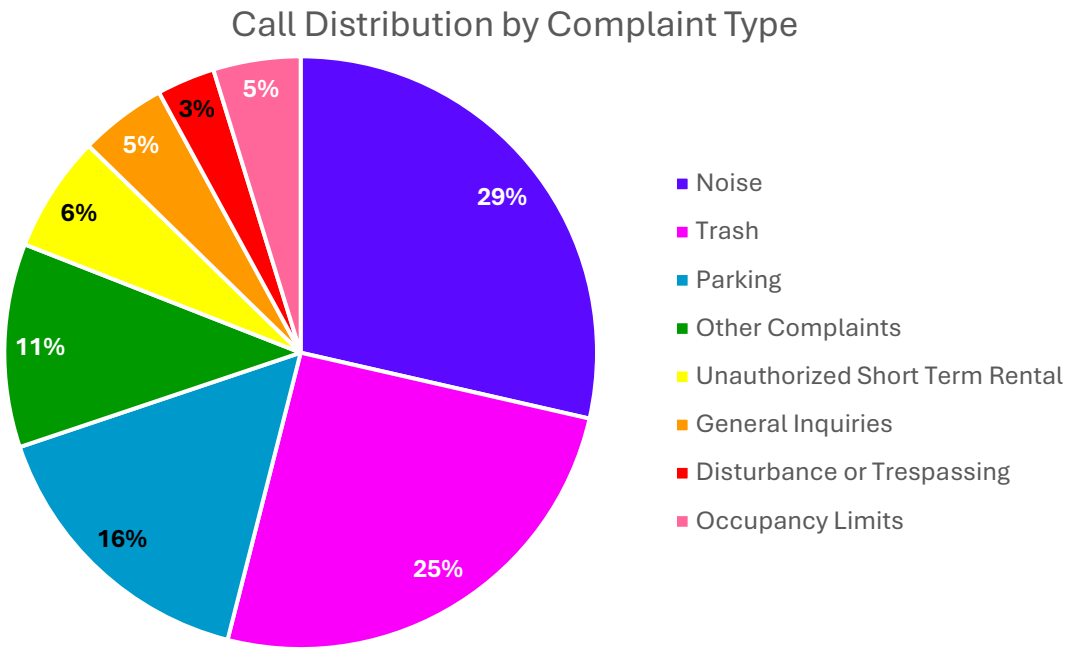
| Permit Type | Number Issued in June | Year to Date Issued |
|---|---|---|
| Zoning | 13 | 39 |
| Historic | 4 | 20 |
| Right of Way | 3 | 19 |
| Special Land Use | 0 | 3 |
| **Total** | **20** | **81** |

**Planning Department Calls in June**

| Total Calls | Incoming | Outgoing |
|---|---|---|
| 264 | 188 | 76 |

**Granicus Hotline Calls Update – June 2026**

| Type | Number of Calls |
|---|---|
| Trash | 1 |
| Occupancy Limits | 1 |
| Noise | 2 |
| Other | 2 |
| **Total Calls All Time** | **63** |



## Open Casework

| Type | Number of Open Cases |
|---|---|
| Short Term Rental | 18 |
| Enforcement | 11 |
| Zoning | 12 |
| Right of Way | 5 |
| Historic | 8 |
| Water/Sewer | 3 |
| Special Land Use / PUD | 1 |
| **Total** | **58** |

## Closed Casework

| Type | Number of Closed Cases |
|---|---|
| Short Term Rental | 25 |
| Enforcement | 5 |
| Zoning | 13 |
| Right of Way | 1 |
| Historic | 3 |
| Water/Sewer | 1 |
| Special Land Use / PUD | 0 |
| **Total Cases Closed in June** | **48** |

Respectfully submitted,

Grayson Moore

Grayson Moore - Director of Planning & Zoning

# Department of Public Works

Below is a summary of notable activities carried out by the Department of Public Works since the last summary provided to City Council at the June 1 regular meeting.

## Staff Update:

- Public Works staff have been exceptionally busy this month, and I want to thank the team for their flexibility and responsiveness in addressing work orders as they arise throughout the day. Their willingness to adapt to changing priorities is greatly appreciated and helps keep our operations running smoothly.

- Oval Beach staff have also had a busy month, and we now have sufficient summer staffing in place to keep operations running smoothly. Angela has done an excellent job coordinating the team and ensuring daily operations continue to run efficiently.

## Oval Beach:

- During the July 4th holiday weekend, Oval Beach experienced a power outage that temporarily disrupted operations. Because the well pump could not be powered by the generator, restroom access was limited until electricity was restored. Power was restored later that day, and normal operations resumed without further issues.

- DPW staff responded promptly to the power outage at Oval Beach. After identifying an issue with the generator, they contacted a local electrician for assistance. Through their quick response and troubleshooting efforts, they were able to keep most beach operations running until utility power was restored.

## Tree Work:

- We had a tree go down on our steps at near Griffith & Mary Street, since it was later in the day and Consumers Energy had to clear some lines, we cleared the tree the next morning and cleaned up the area.

- DPW staff responded promptly to a call from the Fire Department regarding a fallen tree on Perryman. The team quickly cleared the roadway before it caused any significant disruption to traffic.

**Parks:**

- Mowing and weeding continue to be a regular part of daily operations, and the team has done an excellent job staying on top of these tasks to keep our parks and public spaces looking their best.

- AJ has addressed a few irrigations issues this month and continues to respond quickly to repairs as they arise, helping to keep the park system well maintained.

**Streets:**

- DPW staff used 3 tons of asphalt to repair some potholes around the city mainly focusing on high traffic areas and downtown.

- The battery in the radar speed sign on Holland Street was replaced, and the sign is now fully operational.

**Project Updates:**

- Invasive species management efforts are underway throughout the City, including Mt. Baldhead, the Saugatuck Harbor Natural Area, and other public spaces. The Outdoor Discovery Center has been doing an excellent job leading this work and helping protect our natural areas through targeted invasive species control.

- Work on Maple Street continues to progress as scheduled. The water main installation is expected to be completed this week, while water service installations remain ongoing. Storm sewer work is anticipated to begin in the coming weeks, and paving remains on schedule for completion in October.

- The City Hall elevator project has been completed, and the elevator has successfully passed inspection by the state inspector. The elevator is now ready for use.

**City of Saugatuck**
**Status Report of Engineering Activities**
**July 9, 2026**

General Consultation

- Developed a proposal for inspection of larger culvert crossings and storm sewer outfalls. This work could be completed in phases and areas of concern could be prioritized.

- Pavement Markings: 2026 work is complete. Current contract is 2025-2027.

- Assisting with review of water and sewer agreements as needed.

EGLE Technical, Managerial and Financial (TMF) Project

- The project is complete, final documents have been submitted to EGLE and notices have been sent to customers. Assisting staff with answering customer questions.
- Will be working with City staff on a plan to eliminate remaining unknowns and replace lead/galvanized services by the federal and state deadlines (11/1/2037 and 1/1/2041, respectively). Water services are being evaluated with all ongoing projects to help make progress.
- Resubmitted the EGLE DWSRF Project Plan for service line replacement to try to take advantage of additional funding available. Scoring has been distributed by EGLE. The City is currently not in the fundable range, but we are working with EGLE to get 5 additional points that were missed in the initial review. Even without those points, the fundable range could be extended if communities that currently have more points than the City drop off the list.

Mt. Baldhead Observation Platform Replacement

- Preliminary design work is underway.
- Construction is targeted for fall 2026 or spring 2027, depending on the timeframe for design, stakeholder engagement and permitting.

Maple Street Improvements

- Water main installation on Maple Street between Blue Star Highway and Allegan Street is nearly complete, and water services are being transferred over to the new main.
- Storm sewer work is anticipated to be completed in July or early August.
- Installation of valves on Water Street is tentatively being rescheduled for mid-October. A change order to adjust the milestone dates is pending approval.
- Construction is anticipated to be completed November 2026.

Parking Study

- Off-peak parking counts were obtained on Saturday, May 2.
- On-peak counts are tentatively scheduled for July.

Park Street Improvements – Study Phase

- The City received funding from EGLE's Michigan Coastal Management Program, which will fund up to 50% of the planning cost.
- Survey field work is complete. We are working on a date for a public open house to be held at the Mt. Baldhead pavilion this summer.

City Hall Interior Renovations

- City staff is reviewing current concepts.

Elizabeth Street Improvements

- Presented the planning phase report at the July 8 council workshop.
- Design phase proposal is being drafted and will be completed with final direction on scope to be included.
- Projected schedule is design in summer/fall 2026, bidding in late 2026 or early 2027 and construction in 2027.

Village Square Court Renovation

- Survey work and soil borings are complete. Design is underway.
- We anticipate construction will take place in fall 2026 or spring 2027, depending on the timeframe for design, stakeholder engagement, etc.

Wicks Park and Village Square Restroom Interior Renovations

- Discussed project scope at the July 8 council workshop.
- City staff is currently evaluating the feasibility of replacement of the Wicks Park building, re-creating the current mural on the new building.
- Design phase proposal will be updated as needed based on direction received.

# Saugatuck June 2026

**Total calls for service – 131**

**Total traffic stops – 59**

**School contacts – 5**

**Average response time – 6.1 minutes**

| Call Date/Time | Incident Type |
|---|---|
| 06/30/2026 21:49:34 | General Assist |
| 06/30/2026 17:25:34 | General Assist |
| 06/30/2026 12:16:43 | Animal-Welfare |
| 06/30/2026 11:27:52 | PRIV PROP IMPOUND |
| 06/29/2026 23:00:17 | General Assist |
| 06/29/2026 21:52:55 | Accident All Other |
| 06/29/2026 12:52:32 | MDOP-29000 |
| 06/29/2026 10:03:19 | Parking Violation |
| 06/28/2026 22:47:45 | Assist Other Agencies |
| 06/28/2026 21:50:07 | General Assist |
| 06/28/2026 16:42:16 | Parking Violation |
| 06/28/2026 15:28:33 | PDA |
| 06/28/2026 03:43:33 | General Assist |
| 06/27/2026 18:34:35 | Obstruct Justice |
| 06/27/2026 16:04:43 | Parking Violation |
| 06/27/2026 16:03:25 | Boat-Marine Patrol |
| 06/27/2026 02:52:02 | Loud Noise |
| 06/27/2026 01:06:46 | Weapons Offense |
| 06/27/2026 00:35:39 | OWI |
| 06/26/2026 21:52:39 | General Assist |
| 06/26/2026 20:07:15 | PRIV PROP IMPOUND |
| 06/26/2026 19:51:48 | Parking Violation |
| 06/26/2026 19:39:51 | Parking Violation |
| 06/26/2026 16:57:34 | Parking Violation |
| 06/26/2026 00:44:03 | General Assist |
| 06/25/2026 14:45:18 | Littering |
| 06/25/2026 09:35:36 | Assist Other Agencies |
| 06/24/2026 23:00:13 | General Assist |
| 06/24/2026 20:14:08 | Misc |
| 06/24/2026 10:41:20 | Alarm |
| 06/24/2026 03:39:44 | General Assist |
| 06/23/2026 20:35:22 | Animal-Dog Running |
| 06/23/2026 00:00:08 | General Assist |
| 06/22/2026 23:14:23 | OWI |
| 06/22/2026 14:19:11 | General Assist |
| 06/21/2026 23:25:24 | General Assist |
| 06/21/2026 14:10:21 | Assist Other Agencies |
| 06/21/2026 11:51:11 | PDA |
| 06/21/2026 03:07:36 | Check Welfare |
| 06/21/2026 01:59:34 | General Assist |
| 06/21/2026 00:42:34 | Suspicious Situation |
| 06/21/2026 00:21:41 | UNCONS/FAINTING |
| 06/21/2026 00:11:56 | SICK PERSON |
| 06/20/2026 22:35:49 | 911 Welfare - Misdials |
| 06/20/2026 19:01:23 | Animal Call-Other |
| 06/20/2026 18:11:58 | Parking Violation |
| 06/20/2026 16:57:37 | Parking Violation |
| 06/20/2026 14:27:09 | PRIV PROP IMPOUND |
| 06/20/2026 12:50:43 | PDA |

| | |
|---|---|
| 06/20/2026 01:37:22 | Civil |
| 06/19/2026 23:31:27 | Alarm |
| 06/19/2026 22:11:28 | General Assist |
| 06/19/2026 19:29:22 | Loud Noise |
| 06/19/2026 14:08:16 | Parking Violation |
| 06/18/2026 23:04:03 | General Assist |
| 06/18/2026 13:46:13 | Found Property |
| 06/18/2026 12:34:21 | PIA |
| 06/17/2026 23:28:14 | General Assist |
| 06/17/2026 15:09:18 | Parking Violation |
| 06/17/2026 10:27:34 | Accident All Other |
| 06/16/2026 22:39:50 | General Assist |
| 06/16/2026 16:05:40 | Parking Violation |
| 06/16/2026 07:44:20 | Alarm |
| 06/15/2026 23:28:30 | General Assist |
| 06/15/2026 13:53:45 | Loud Noise |
| 06/15/2026 06:16:18 | Suspicious Situation |
| 06/14/2026 21:53:50 | General Assist |
| 06/14/2026 18:18:56 | Civil |
| 06/14/2026 17:27:00 | Loud Noise |
| 06/14/2026 14:05:32 | Loud Noise |
| 06/14/2026 11:28:13 | Parking Violation |
| 06/14/2026 10:44:48 | Found Property |
| 06/14/2026 03:22:03 | General Assist |
| 06/13/2026 21:58:27 | General Assist |
| 06/13/2026 21:38:17 | Civil |
| 06/13/2026 18:45:39 | Parking Violation |
| 06/13/2026 17:58:36 | Parking Violation |
| 06/13/2026 16:10:21 | PRIV PROP IMPOUND |
| 06/13/2026 16:03:38 | Suspicious Situation |
| 06/13/2026 15:08:18 | Parking Violation |
| 06/13/2026 13:43:03 | BACK PAIN |
| 06/13/2026 12:12:28 | Parking Violation |
| 06/13/2026 02:15:01 | Assault |
| 06/12/2026 22:32:28 | General Assist |
| 06/12/2026 21:57:53 | General Assist |
| 06/12/2026 19:31:26 | Parking Violation |
| 06/12/2026 18:01:40 | Loud Noise |
| 06/12/2026 17:39:24 | Parking Violation |
| 06/12/2026 17:35:45 | Parking Violation |
| 06/12/2026 09:01:52 | Larceny |
| 06/11/2026 23:32:18 | General Assist |
| 06/11/2026 16:31:26 | Loud Noise |
| 06/11/2026 14:38:35 | Larceny |
| 06/10/2026 22:58:14 | Found Property |
| 06/10/2026 22:50:37 | General Assist |
| 06/10/2026 14:34:59 | Misc |
| 06/10/2026 07:33:28 | Alarm |
| 06/09/2026 21:54:22 | General Assist |
| 06/09/2026 21:07:04 | Loud Noise |
| 06/09/2026 17:25:04 | Civil |
| 06/09/2026 13:02:00 | Misc |
| 06/09/2026 01:00:57 | General Assist |
| 06/08/2026 19:24:50 | Tree Down |
| 06/07/2026 23:18:51 | General Assist |
| 06/07/2026 14:31:54 | Disorderly Conduct |
| 06/07/2026 13:51:58 | General Assist |
| 06/07/2026 11:23:43 | Harassment/Threats |

| | |
|---|---|
| 06/07/2026 08:39:00 | Found Property |
| 06/07/2026 02:49:02 | General Assist |
| 06/06/2026 18:58:26 | Civil |
| 06/06/2026 18:15:55 | Parking Violation |
| 06/06/2026 18:14:56 | Parking Violation |
| 06/06/2026 15:14:49 | Harassment/Threats |
| 06/06/2026 13:37:47 | Accident All Other |
| 06/06/2026 10:47:49 | Parade Traffic Control |
| 06/06/2026 02:32:45 | Assist Other Agencies |
| 06/06/2026 01:20:06 | Disorderly Conduct |
| 06/05/2026 22:13:11 | General Assist |
| 06/05/2026 13:40:09 | Misc |
| 06/04/2026 22:01:14 | General Assist |
| 06/04/2026 20:34:44 | Assist Other Agencies |
| 06/04/2026 16:53:35 | General Assist |
| 06/03/2026 22:31:00 | Intoxicated Subject |
| 06/03/2026 22:24:03 | General Assist |
| 06/03/2026 19:41:35 | Assist Other Agencies |
| 06/03/2026 18:31:40 | Assist Other Agencies |
| 06/03/2026 14:56:05 | CSC |
| 06/02/2026 23:15:07 | General Assist |
| 06/02/2026 09:47:01 | Parking Violation |
| 06/02/2026 01:31:03 | General Assist |

**Jamie Wolters**

**From:** Meagan Cotton <>
**Sent:** Thursday, June 25, 2026 5:17 PM
**To:** Jamie Wolters
**Subject:** Elizabeth St

**Caution**: External (cotton.meagan@gmail.com)

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Dear City Council,

I wanted to reach out regarding pedestrian safety along Elizabeth Street, particularly in the area near the school.

We live just a few blocks away, and this past winter our daughter Kate stopped walking to school because the route felt unsafe. The main issues are the lack of a continuous sidewalk connecting Elizabeth Street from the school to Old Allegan and limited safe crossing options.

Traffic—especially student drivers—can be unpredictable, and there's a real sense that drivers are not expecting pedestrians. Kate even had people stop and offer her rides because they were concerned about her safety, which really highlights the issue.

We would strongly encourage the City to consider:

- Installing a sidewalk along the first block of Elizabeth Street to connect the school to Old Allegan
- Adding a clearly marked crosswalk further east along Elizabeth
- Installing signage at crosswalks at Elizabeth and Main, Mason, Hoffman (both crossings), and Old Allegan reminding drivers to stop for pedestrians

These improvements would make a meaningful difference for students and families who rely on walking to school.

I'm glad you're involved, and I appreciate your consideration of these concerns.

Sincerely,

Meagan Cotton

**NOTICE**

The CITY OF SAUGATUCK is accepting applications for appointments to the following Boards/Commissions:

**Historic District Commission for terms ending 8/1/26:**
The City of Saugatuck Historic District Commission (HDC) is a seven-member commission with an expertise in historic preservation or historic architecture that makes quasi-judiciary decisions on design review for proposed exterior work in the designated historic district. Commission members are residents of the City of Saugatuck appointed by the Mayor with City Council approval to serve three-year terms.
Saugatuck Historic District Commission meetings are held at Saugatuck City Hall, 102 Butler Street, Saugatuck, MI 49453 at 6:00 p.m. on the 1st Thursday of each month unless otherwise noted.

**Parks and Public Works Committee for terms ending 8/1/26:**
The City of Saugatuck Parks and Public Works Committee is a 6-member committee established for the purpose of providing City Council with guidance and information on matters relating to public works and parks. Committee members are residents of the City of Saugatuck appointed by the Mayor with City Council approval to serve two-year terms.
Parks and Public Works Committee meetings are held at Saugatuck City Hall, 102 Butler Street, Saugatuck, MI 49453 at 10:00 a.m. on the 4th Tuesday of each month unless otherwise noted.

If you are a resident of the City of Saugatuck and have the desire and ability to serve, please contact City Hall at (269) 857-2603 for more information or to request an application. Application period will be 7-10-26 - 7-21-26

Jamie Wolters --
Saugatuck City Clerk
Dated: July 10, 2026