



CITY COUNCIL WORKSHOP AGENDA

January 7, 2026, 4:00 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.

- 1. Call to Order**
- 2. Roll Call**
- 3. Agenda Changes** (*Additions/Deletions*)
- 4. Public Comment on Agenda Items Only** (*Limit 3 minutes*)
- 5. Approval of Minutes:** (*Roll Call*)
 - A. Regular City Council Meeting Minutes – December 22, 2025. *Pg.2*
- 6. Discussion Items:**
 - A. Short Term Rentals – 2025 Report. *Pg.6*
 - B. Public Works Pickup Truck Purchase. *Pg.34*
 - C. Mt. Baldhead Restroom – Change Orders. *Pg.46*
 - D. Revenue/Expenses through 2nd Quarter. *Pg.61*
 - E. Investment Update. *Pg.98*
- 7. Public Comments** (*Limit 3 minutes*)
- 8. Correspondence**
 - A. Chad Dupont, Kevin Tringali, Anne Gudith. *Pg.100*
- 9. Council Comments**
- 10. Adjourn**

NOTICE:

Join online by visiting:

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

Join by phone by dialing:

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

Then enter "Meeting ID":

2698572603

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

Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck City Clerk at 269-857-2603 or jwolters@saugatuckcity.com for further information.



CITY COUNCIL REGULAR MEETING- *proposed*
December 22, 2025

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

Call to Order:

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

Attendance:

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

Absent: None.

Others Present: City Manager Cummins, Attorney Witte and Clerk Wolters.

Mayor's Comments:

Mayor Holly Anderson opened the meeting by wishing everyone a Merry Christmas and Happy New Year. She reflected on how year-end is bittersweet, with both farewells and new beginnings, and highlighted the council's appreciation for Lisa Mize, recognizing her years of service and leadership. Mayor Anderson acknowledged that while council members sometimes disagree, she is proud of their ability to work together, appreciates what each member contributes, and is grateful for all of them. She concluded with well wishes for everyone's holidays and their families.

City Manager Comments:

City Manager Ryan Cummins opened his remarks by thanking the mayor and council and announcing that the annual audit is complete—council members received a PDF, hard copies are on the way, and a formal presentation is scheduled for January 12. He updated the council on strategic planning, confirming the meeting is set for January 14, with the location to be finalized soon and facilitator arrangements underway. Cummins emphasized the progress being made, expressed appreciation for the council's dedication and support, and wished everyone a happy and safe holiday season and new year.

Agenda Changes: None.

Guest Speakers: None.

Public Comment on Agenda Item Only: None.

Consent Agenda:

Approval of City Council Special Meeting Minutes from December 18, 2025.

Proclamation Honoring Lisa Mize for Her Years of Distinguished Service to the Saugatuck-Douglas Area Convention & Visitors Bureau.

Request for Letter of Support – Allegan Conservation District MCMP Grant Application.

Motion by Muncey, second by Clark to approve the consent agenda for the meeting on December 22, 2025. Via roll call vote, motion carried unanimously.

Mayor Holly Anderson presented a proclamation honoring Lisa Mize for her years of distinguished service to the Saugatuck Douglas Area Convention and Visitors Bureau. The mayor highlighted Lisa's steady leadership from interim director to executive director, her success in guiding the organization through the COVID-19 pandemic, and her key achievements—including website redesigns, uniting area communities under one tourism voice, launching new marketing initiatives, improving governance, and fostering creative community projects. She praised Lisa's professionalism, optimism, and dedication, commending her positive impact on residents, businesses, and visitors. The presentation concluded with official recognition of Lisa's legacy and heartfelt wishes for her retirement.

Staff Reports, Boards, Commissions & Committees:

Reports provided by the City Manager and the following board, commission and committee members.

Fire District Administration:

City of Saugatuck fire board representative Dan Fox, noted the December 15 board meeting reviewed next steps for the second fire station project, with a total bonding estimate of \$5 million. Last year, the district added a one mill tax (for one year) to hire three new full-time personnel; the projected ongoing tax impact for the new station project is expected to be no greater than 1.5 mills (net impact 0.5 mills since the temporary millage expires). Legal costs for the master deed to separate the new facility's property are about \$35,000, with the fire district covering half. The 2026 meeting schedule was set for the third Monday of each month with workshops two weeks ahead of each regular meeting. On December 11, a significant fire required mutual aid from at least three departments—Saugatuck, Fennville, and Hamilton. EMS reviewed ambulance call data for October and November; November had fewer transports, including about a dozen responses in Saugatuck and one high-priority river incident.

Interurban Board:

Councilmember Gregory Muncey Interurban received a \$1,500 donation from the Cow Hill Yacht Club to support rides for those in need. November ridership reached 4,390 passengers, representing an increase of 321 riders compared to the previous November. Fourteen rides for the Center for Aging program were completed in the last two weeks of November. Interurban will offer free New Year's Eve rides between 6:00 pm and 1:00 am (weather permitting). The service to Laketown Township was extended after a 2-1 board vote, continuing through January 11. Ridership in Laketown Township averages 600–700 riders per month, sometimes higher. Interurban secured a grant of \$111,830 for a new bus, which will expand the fleet to a total of nine vehicles. The next Interurban meeting is scheduled for the third Tuesday in January at 4:30 pm and will be held at the new Douglas municipal facilities.

Kalamazoo Lake Sewer & Water Authority:

Mayor Pro Tem Clark reported on staffing and administrative updates for Kalamazoo Lake Sewer and Water. He noted that the interim administrator has submitted a resignation but will remain to assist through the first week of January while a permanent replacement is sought. Two candidates were recently interviewed for the full-time administrator position, with the board beginning negotiations with a preferred candidate. The union has initiated contract negotiations, and legal counsel is involved. There are also ongoing efforts to hire additional operators for water and sewer infrastructure, with two candidates currently being considered. Clark emphasized that operationally, Kal Lake continues to run smoothly.

Kalamazoo Lake Harbor Authority:

Councilmember Chris Peterson report highlighted concerns about potentially historic low lake levels in the coming spring, which could seriously impact the local economy and recreational activities. She relayed Greg Weikamp's emphasis on the need for a study to demonstrate the harbor's value and help secure funding for sediment management and dredging projects. Peterson described challenges including a lengthy permitting process, lack of regular financial support for dredging, and difficulties with disposing of dredged materials. Partnerships—with local agencies and upstream farmers to reduce soil erosion—were

recommended, and the Coastal Alliance was mentioned as a possible resource for grant writing.

Zoning Board of Appeals:

City Manager Cummins noted that a request for a variance to allow an accessory dwelling unit to be located closer to the road than the main house on a Frederick property was considered and denied.

Historic District Commission: None.

Planning Commission:

The Planning Commission report covered several updates: A planned unit development for 640 Water Street was discussed and approved by the commission in a 6-1 vote and will be presented to the city council in January. The commission is working on administrative bylaw updates, finalized its 2026 meeting schedule, and accepted revisions to the sign ordinance, with a public hearing on these changes anticipated in January.

Parks & Public Works Committee:

Stanton noted the next meeting is Tuesday, December 23 at 10 a.m.

Tri-Community Non-Motorized Trail Study Committee:

Councilmember Dean updated that the next meeting is January 7th and they are also getting ready to put an RFP together for archeological work.

Water Systems Operations Contract Advisory Committee:

Next meeting is in January per Councilmember Clark and City Manager Cummins.

Parking Improvements Task Force Committee: None.

Gregory Muncey revealed the city has 1,563 on-street parking spaces, including 13–14 designated handicap spots and 136 spaces within the three-hour parking zone. There are 303 off-street spaces in city-owned lots (including the high school), bringing the total city-controlled parking inventory to about 1,866 spaces—nearly 2,000. The task force is finalizing a parking survey for broader distribution and planning community engagement at a future Music in the Park event (date to be determined). The next task force meeting is scheduled for February 9

Approval of Accounts Payable:

Motion by Peterson, second by Dean, to approve the accounts payable in the amount of \$476,866.89. Via roll call, motion carried unanimously.

Public Hearing: None.

Unfinished Business: None.

New Business:

Special Event – Saugatuck Douglas Art Club Art Fairs:

Motion by Muncey, second by Dean to approve the special event as listed in the packet for the Saugatuck Douglas Art club fairs for 2026. Via roll call vote, motion carried unanimously.

Public Comment: None.

Correspondence: None.

Council Comments:

Councilmember Stanton wished everyone a safe and Merry Christmas, safe travels during the holidays,

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and a Happy New Year, whether they are staying in town or traveling.

Councilmember Muncey highlighted the recent completion of the Christmas Carol performance, noting that all proceeds support the local charity Christian Neighbors. He expressed gratitude to the Women's Club for use of their facilities, recognized Councilman Russ Gardner and his wife Jen for their involvement in the play's opening, and closed by wishing everyone a Merry Christmas.

Councilmember Dean wished Merry Christmas and Happy New Year to all the council and attendees.

Mayor Pro Tem Clark expressed appreciation for the opportunity to serve and work with his fellow council members. He wished everyone a Merry Christmas and Happy New Year, encouraging all to enjoy family time and re-energize during the holidays.

Councilmember Gardner reflected on the community's 39th annual Christmas Carol performance, celebrating its legacy and the contributions of long-time participants. He then offered a heartfelt tribute to Pete Curtis, a beloved and influential community member who recently passed away, praising Pete's character, lasting friendships, and deep involvement in downtown Saugatuck. Gardner expressed that Pete's presence will be missed and shared condolences with his family and friends.

Councilmember Peterson included a heartfelt remembrance of Pete Curtis, acknowledging his positive impact on the community and expressing condolences for his passing. Peterson wished everyone a Merry Christmas and Happy New Year.

Adjournment:

Motion by Muncey, second by Peterson to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Anderson adjourned at 7:25 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



From: Ryan Cummins, City Manager
Grayson Moore, Director of Planning & Zoning

Meeting Date: January 7, 2026

RE: Short Term Rental Ordinance: 2025 End-of-Year Report

The City of Saugatuck's Short-Term Rental (STR) program entered its first full year of active implementation and enforcement in 2025. Following adoption of a comprehensive licensing ordinance in early 2024, the City shifted from policy development to implementation. This comprehensive licensing process is addressed by the City Code in conjunction with the Zoning Ordinance.

Total STR license counts remained effectively flat year-over-year, indicating market stabilization rather than expansion. Implementation efforts in 2025 focused on refining administrative procedures, enforcing caps, strengthening compliance monitoring, and formalizing enforcement workflows.

The City's STR program is now supported by a third-party monitoring technology and standardized public communication tools. Collectively, these systems position the City to manage STR activity in a manner that protects residential neighborhood character while continuing to support Saugatuck's tourism-based economy.

This report provides a year-end summary of the regulatory framework, licensing activity, enforcement outcomes, and public communication efforts that collectively define the City's STR program as of December 2025.

Short-Term Rental Regulatory Framework & Program Overview:

In 2025, the City of Saugatuck continued to operationalize and refine its Short-Term Rental (STR) regulatory framework following the adoption of a comprehensive STR licensing ordinance in early 2024. The STR ordinance (Ordinance No. 240229-B) was adopted by the City Council in February 2024 and codified as Chapter 99.5 of the City Code. The Zoning Ordinance was also amended to include STR regulations and reference to Chapter 99.5 of the City Code.

The ordinance establishes mandatory annual licensing requirements for all short-term rental properties operating within the city limits, including fire safety inspections, occupancy limitations, advertising requirements, local agent response obligations, and compliance with zoning and nuisance regulations.

In 2024, the City took additional regulatory action to align zoning controls with the newly established licensing framework. In July 2024, City Council adopted a cap on short-term rentals in R-1 residential zoning districts, limiting STR licenses to no more than 20 percent of the housing supply within each designated neighborhood. Existing short-term rentals were permitted to continue, provided the STR remained in compliance with all licensing and renewal requirements.

Planning Commission and City Council actions throughout mid- to late-2024 further amended the City Code to codify enforcement mechanisms related to the cap and to establish procedures for managing license availability.

Throughout 2025, staff continued to refine ordinance implementation. On April 14, 2025, City Council approved targeted amendments to the STR licensing ordinance to allow for late application processing (up to 5 days passed the required due date), license transfers in limited circumstances, and require additional documentation for certain entity ownership structures. Map 1: 2025 Short Term Rental Analysis, attached, demonstrates the status of rentals throughout 2025.

The STR enforcement program integrates multiple City departments and third-party systems to ensure compliance. Core program components include:

- Mandatory annual STR licensing supported by documented fire inspections and occupancy limits;
- A centralized STR registry and publicly accessible contact database;
- Use of third-party monitoring software (Granicus) to track online listings, identify unlicensed activity, and retain evidentiary records; and
- A combination of proactive and complaint-based enforcement coordinated by City staff, a contracted code enforcement officer during peak seasons, and the Allegan County Sheriff's Office when necessary.

These tools are supported by a 24-hour complaint intake system, data-driven prioritization of enforcement activity, and ongoing public education efforts. Collectively, this regulatory structure provides a scalable enforcement framework aligned with the City's policy objectives.

Short-Term Rental Activity and Licensing Trends (2024–2025)

Following the transition from ordinance adoption in 2024 to full operational enforcement in 2025, the City’s STR market demonstrated overall stability. The total number of active STR licenses citywide remained essentially flat, decreasing marginally from approximately 278 active licenses in 2024 to 267 active licenses in 2025. A main cause for this decrease are how ADUs are regulated and the number of which were applied for and licensed. There are a total of 13 licensed ADUs throughout the City which do not count toward the cap in R-1 Districts.

Rather than reflecting broad market expansion, STR activity in 2025 was driven by license turnover, geographic redistribution, and increased regulatory discipline, particularly within capped R-1 residential zoning districts. A total of 179 STR licenses were issued in 2025. Map 2: Active Short-Term Rentals illustrates total STR licenses by zoning district for both 2024 and 2025.

Available records indicate that only a limited number of STR licenses within the R-1 District were rescinded due to ordinance noncompliance. Approximately seven (7) R-1 STR license holders lost their license as a result of documented ordinance violations or failure to maintain licensing eligibility. While the current STR Ordinance does not define untimely renewal submissions as a formal revocation, instead specifying that such applications are not processed, these instances have been included in the total of seven licenses lost for reporting purposes. All formally recorded license cancellations were attributable to changes in property ownership, not enforcement actions.

While the dataset may not capture every instance of license loss—particularly in cases involving untimely submissions where applications were not processed and defaulted to a “Closed” rather than “Cancelled” status upon expiration—any resulting undercount would be statistically insignificant. These instances would likely have a negligible effect and do not materially alter the overall findings.

As of December 31, 2025, a review of active STRs within the R-1 District identified 62 remaining certificates. These certificates will be incorporated into the licensing cycle upon renewal, with all R-1 District certificates fully converted to STR licenses by June 2027. Citywide, a total of 112 STR certificates remain, of which 50 are located within zoning districts not classified as R-1.

Table 1. 2024 –STR License & Certificate Comparison (ADUs NOT Included)

Total STR Licenses (Including ADUs)	Jun-24	Dec-25
LI-1 Blue Star District (LIND)	0	0
C-1 City Center Commercial District (CC)	21	20
R-4 City Center Transitional Residential District (CER)	19	19
R-1 Community Residential District (CR)	115	110
Conservation, Recreation and Camp District (CRC)	0	0
Summer Resort and Park Association District (SRP)	0	0
Cultural/Community District	0	0
R-2 Lake Street District (LS)	21	14
R-1 Maple Street District (MS)	9	8
Neighborhood Marine District (NHM)	1	2
R-1 Peninsula North (Duneside) District (PN-A)	3	3
R-1 Peninsula North (Riverside) District (PN-B)	0	0
R-1 Peninsula South District (PS)	9	8
R-1 Peninsula West District (PW)	16	13
C-4 Resort District	20	23
C-2 Downtown Waterfront Preservation District (DWP)	8	8
C-2 Water Street East District (WSE)	17	20
C-1 Water Street North District (WSN)	9	8
C-2 Water Street South District (WSS)	5	5
R-3 Multi-Family Residential District (MR)	5	6
Total	278	267

Within the R-1 districts, the implementation of zoning caps functioned as intended by constraining the issuance of additional short-term rental (STR) licenses. Several districts reached their maximum allowable license thresholds, resulting in no available licenses as of December 2025. In contrast, limited license availability remained in select districts where the established caps had not yet been fully met, indicating some uneven capacity across R-1 districts.

Table 2, *Active Licenses in R-1 Districts (2025)*, provides a summary of active STR licenses, approved Special Land Uses for accessory dwelling units, and the remaining license

capacity within each R-1 district. This information illustrates both where regulatory limits have been reached and where additional licenses could still be issued under the current ordinance framework.

In January 2025, the City issued public notice of available STR licenses in accordance with the Council-approved lottery policy. Two licenses were available at that time—one in the Peninsula South Zoning District and one in the Peninsula North (Riverside) Zoning District. The application window was open from February 6 through February 27, 2025. No applications were received during this period, suggesting limited market demand for additional licenses in those districts under the existing regulatory conditions.

Staff intend to provide an additional opportunity for applications for available licenses, consistent with the previously established schedule and policy. A new public notice is anticipated to be issued in January, allowing interested applicants another opportunity to participate in the lottery process.

Table 2. Active Licenses in R-1 Districts (2025)

District	December 2025 STR Permits W/O ADUs	Number of ADUs	District Cap	Available
Community Residential (R-1) Active STR Licenses:	110	7	67	0
Peninsula West (R-1) Active STR Licenses:	13	1	10	0
Peninsula South (R-1) Active STR Licenses:	8	0	11	3
Maple Street (R-1) Active STR Licenses:	8	1	7	0
Peninsula North Duneside (R-1) Active STR Licenses:	3	0	3	0
Peninsula North Riverside (R-1) Active STR Licenses:	0	0	2	2

Enforcement Performance

In 2025, a total of 35 complaints were logged through the Granicus Host Compliance call line, bringing the total number of complaints since initiation of the service in October 2024 to 42. The majority of complaints involved excessive noise, parking violations, and improper trash placement following scheduled pickup.

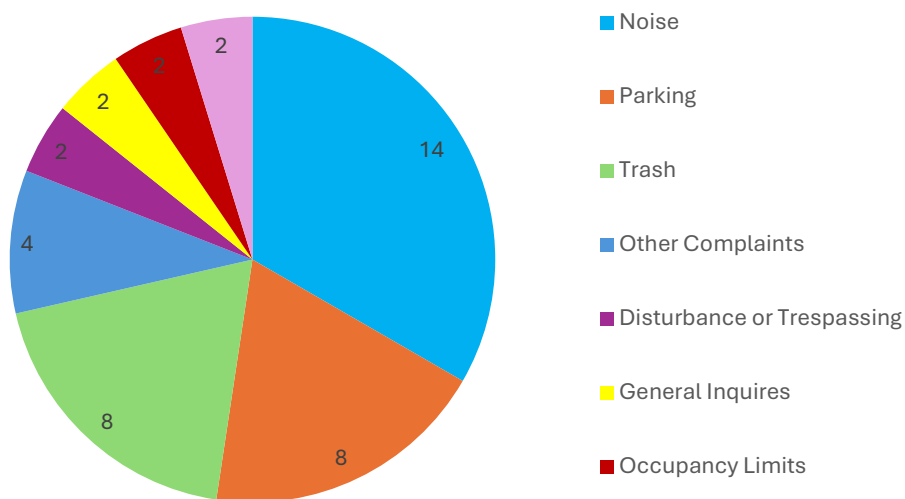
The Granicus platform allows residents to submit short-term rental (STR) complaints via telephone or web-based forms on a 24-hour, seven-day-a-week basis. Complainants may request direct contact with the STR's designated local agent, submit supporting

documentation or evidence, and request follow-up communication regarding the outcome of the complaint. Upon submission, the platform automatically notifies the assigned local agent, ensuring the issue can be addressed within the ordinance-mandated response timeframe.

Use of the Granicus system has improved the City’s ability to document complaints, track response times, and ensure consistency and accountability in enforcement actions, while also providing a clear and auditable record of compliance efforts.

In addition to complaints received through the Granicus platform, the City logged 33 short-term rental–related complaints in BS&A during 2025. Of these, eight (8) complaints originated from the STR Hotline, and one (1) complaint was explicitly categorized as having been received outside of the Hotline process. The remaining 24 complaints were not specifically categorized by source and may have resulted from Granicus Hotline submissions, direct resident complaints, code enforcement observations (including issues such as garbage left out beyond permitted times), or other staff-initiated findings of noncompliance. This underscores that STR enforcement activity is driven by multiple intake channels and indicates that a clear administrative filing process needs to be developed.

Figure 1. Call Distribution Complaint Type – Host Compliance



Public Communication, Education & Stakeholder Coordination

Throughout the STR ordinance process, the City undertook multiple efforts to ensure STR owners and agents were informed of ordinance requirements and procedural deadlines. Education and communication measures included:

- A mandatory attestation within the STR license application requiring owners and agents to acknowledge review and conformance with ordinance requirements, including renewal deadlines;
- An email notification sent on August 29, 2024, outlining how to verify license expiration dates online and reiterating the requirement to submit renewal applications more than 30 days prior to expiration;
- A mailed letter sent to owners and agents in December 2024 reiterating renewal requirements, directing recipients to online resources, and emphasizing application deadlines; and
- Inclusion of expiration dates on issued licenses and renewal reminders within license approval emails.

The City maintains a dedicated Short-Term Rental webpage providing direct access to the ordinance, adopted amendments, zoning district caps, and application and renewal procedures. These tools collectively support compliance by reducing ambiguity and improving transparency.

Conclusion

By the end of 2025, the City of Saugatuck's Short-Term Rental (STR) program had transitioned from initial implementation to a stable and clearly defined regulatory system. Core administrative processes, enforcement workflows, and interdepartmental coordination mechanisms were fully established. Licensing activity remained steady, zoning-based caps were actively enforced, and compliance tools continued to support both proactive and complaint-driven oversight.

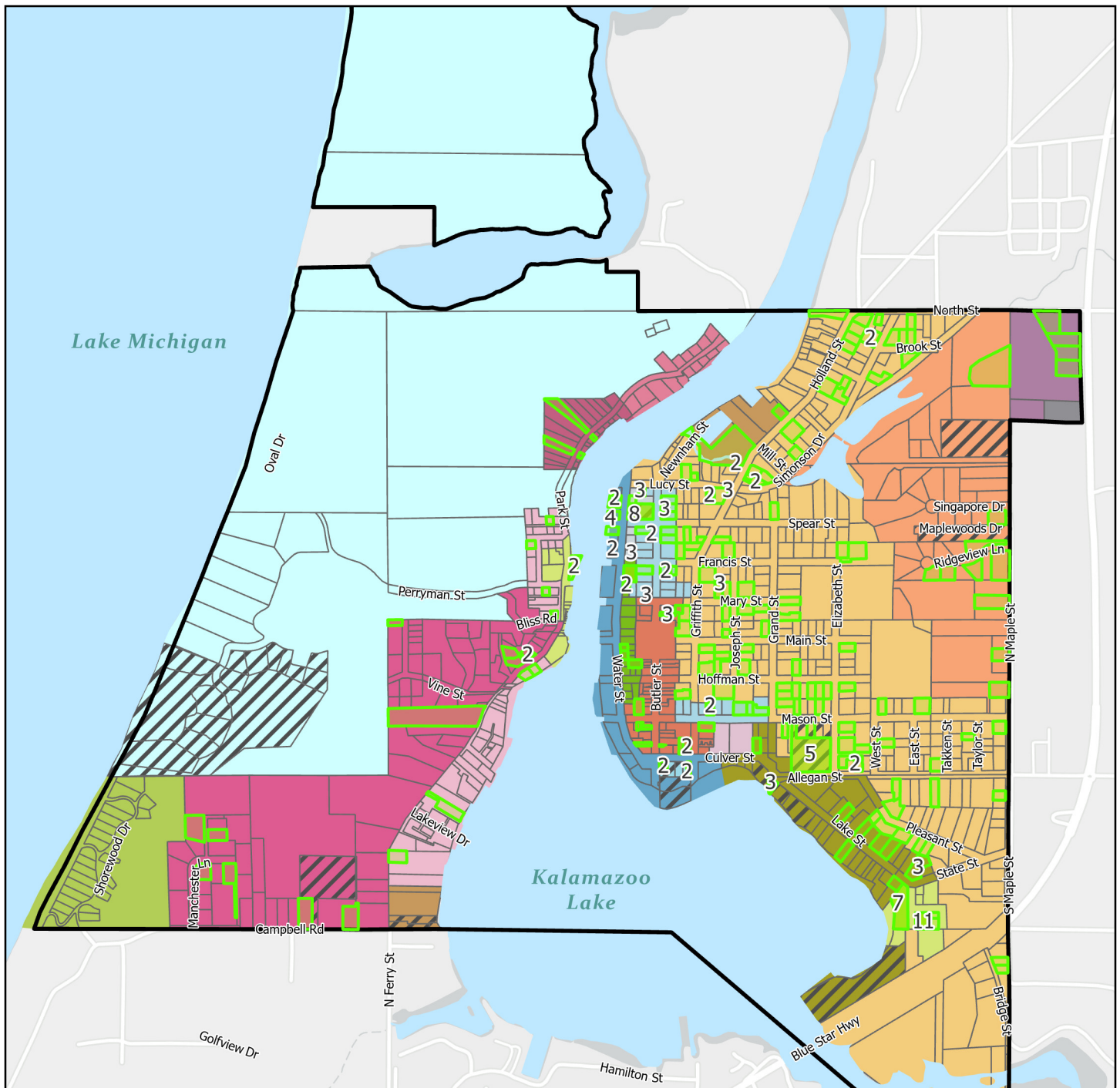
From a financial standpoint, the STR program is operating at or near full cost recovery. In 2025, STR license revenue, excluding late penalty fees, totaled \$100,950. Program-related expenditures included \$69,791.15 in contractual expenses for Fire Department inspections, contracted code enforcement, and legal services, as well as \$25,238 in staff time associated with administration, enforcement, and ordinance implementation. Prior legal expense recoveries of \$6,040.80 further offset program costs. After accounting for all revenues and expenditures, the program resulted in a marginal uncovered balance of \$119, indicating that the STR program is effectively self-supporting and not creating a material financial burden on the City's general operations.

Throughout the year, staff also received recurring feedback from STR applicants, license holders, and certificate operators regarding administrative aspects of the licensing cycle. The most consistent concern related to shifting annual license expiration dates, which

require applicants to track renewals on an individualized basis rather than through a uniform renewal period. Applicants noted that a fixed or standardized expiration date could reduce administrative errors, improve compliance rates, and make renewal obligations easier to manage.

In addition to applicant convenience, staff identified potential operational considerations associated with variable expiration dates. If a large number of renewals were to naturally converge during peak tourism months, renewal-related fire inspections could place additional stress on Fire Department capacity during periods of elevated service calls. While this has not yet resulted in measurable service disruption, it remains an operational risk worth monitoring. One potential administrative refinement would be to allow renewal applications to be submitted no more than 60 days prior to expiration, with the expiration date remaining unchanged when applications are timely submitted and approved.

As the STR program continues to mature, these stakeholder observations provide actionable insight into opportunities for incremental administrative refinement. Any future adjustments would need to balance applicant usability, departmental workload, enforcement consistency, and continued financial sustainability, while remaining aligned with the City's broader regulatory objectives. Moving into 2026, staff intends to maintain compliance, monitor program performance, and evaluate targeted administrative improvements within the existing ordinance framework.



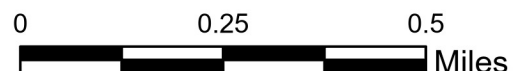
2025 Active Short Term Rentals

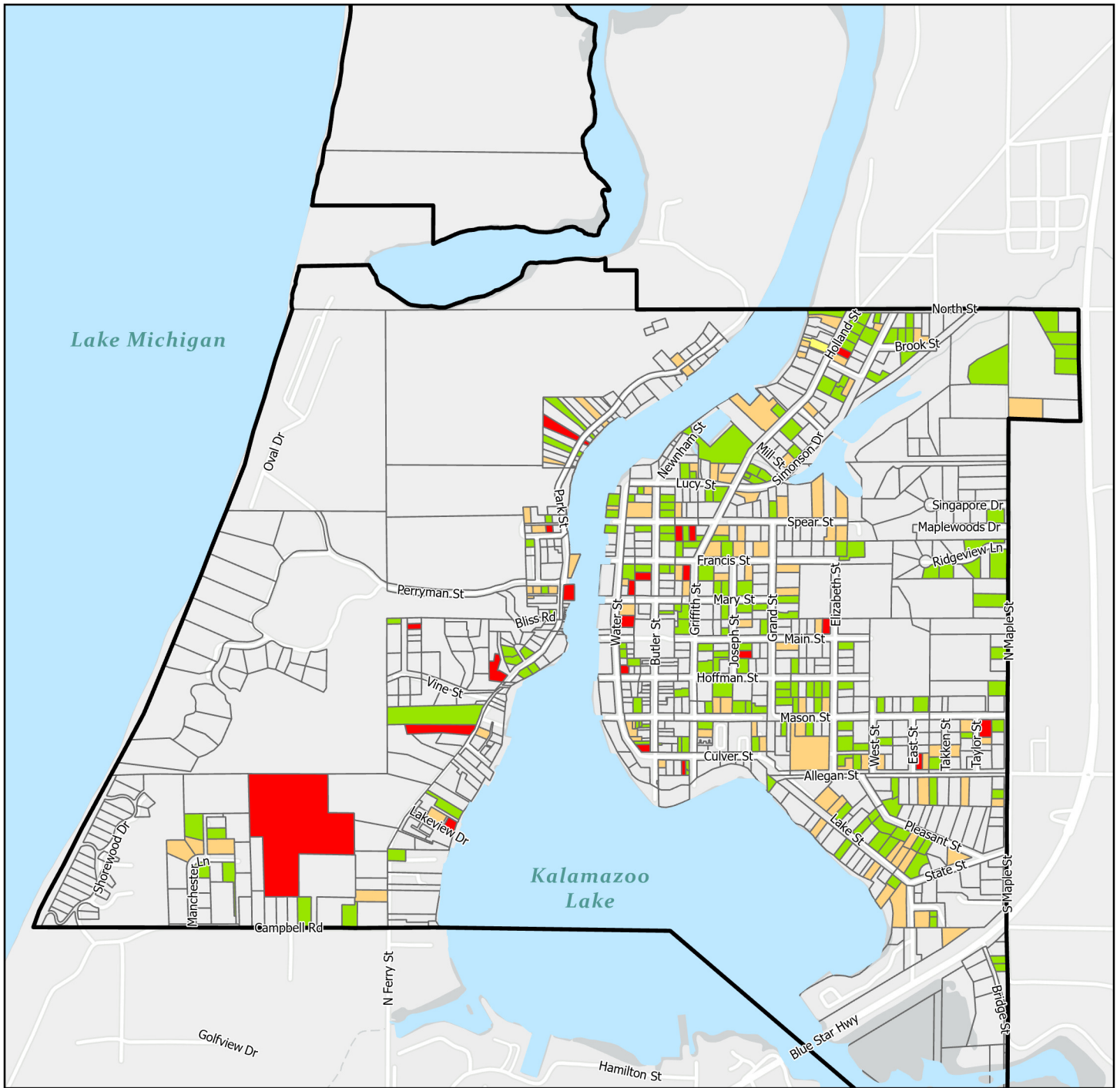
ZONING

- BLUE STAR DISTRICT - LI-1
- CENTER RESIDENTIAL - R-4
- CITY CENTER - C-1
- COMMUNITY RESIDENTIAL - R-1
- CONSERVATION, RECREATION & CAMP
- CULTURAL COMMUNITY
- LAKE STREET - R-2
- MAPLE STREET - R-1
- MULTI-FAMILY RESIDENTIAL R-3
- NEIGHBORHOOD MARINE
- PENINSULA NORTH (DUNESIDE) - R-1

- PENINSULA NORTH (RIVERSIDE) - R-1
 - PENINSULA SOUTH - R-1
 - PENINSULA WEST - R-1
 - RESORT DISTRICT - C-4
 - SUMMER RESORT & PARK ASSOCIATION
 - DOWNTOWN WATERFRONT PRESERVATION - C-2
 - WATER STREET EAST - C-2
 - WATER STREET NORTH - C-1
 - WATER STREET SOUTH - C-2
 - PLANNED UNIT DEVELOPMENT
- Active STR Licenses
- Certified

*Properties with more than one STR permit are indicated with the associated number of permits





2025 Short Term Rental Analysis

Short Term Rental Unit Status
(December 2025)

- Certified
- Hold
- Cancelled
- Closed or Expired





SHORT-TERM RENTAL LICENSE APPLICATION

STEPS IN THE ANNUAL LICENSE PROCESS

1. Fully complete this STR License Application.
Note: Owner signature is required in multiple places.
2. Submit a complete application and required attachments with the annual license fee of \$540.00.
Note: Payment can be made via check or by card in person or by calling the City Treasurer.
3. City staff will review the application for completeness and compliance with the City's STR Licensing Ordinance.
4. The Fire Department will be notified and will contact you (or your agent) to schedule an inspection.
5. The Fire Department will notify the City when the dwelling unit meets the inspection guidelines. If the property fails inspection, the applicant must pay \$175.00 to the City of Saugatuck for each reinspection.
6. Upon approval, the City will issue a Short-Term Rental License which will be valid for 1 year.

Property Information

Address:	Parcel Number:
Requested Occupant Load:	Off-Street Parking Spaces:
Number of Trash Receptacles:	Number of Recycling Receptacles:
Type of Dwelling Unit: ☐ Single Family ☐ Accessory Dwelling ☐ Multi-Family	

Checklist

Required Attachments:	☐ Documentation showing the owner's valid tenancy, ownership, or other legal interest in the proposed short-term rental premises, which may include, but is not necessarily limited to, a deed, land contract, or lease agreement. ☐ Floorplan drawing that includes the number of bedrooms or sleeping areas intended to be occupied as part of the short-term rental. ☐ Drawing of the premises that includes all buildings on the premises and the location where all parking will be provided. ☐ Completed and signed rental inspection checklist from the Saugatuck Township Fire District ☐ Documentation showing that the dwelling unit has been insured as a rental dwelling.
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For Use by Fire Department	Fire Dept. Notified	Fire Dept. Approved	Max Occupancy

Owner Information		
Ownership Type (select one)		
☐	Personal	
	Name of Person(s):	
☐	Trust	
	Name of Trust:	
	Identify all beneficiaries and trustees of the trust (use additional sheet if necessary):	
	1. Beneficiary/Trustee:	
	2. Beneficiary/Trustee:	
	3. Beneficiary/Trustee:	
	4. Beneficiary/Trustee:	
	5. Beneficiary/Trustee:	
☐	Corporate Entity	
	Name of Corporate Entity:	
	Identify all current members of the Corporate Entity and their percentage ownership interests in the corporation or other entity (use additional sheets if necessary):	
	Member:	% Ownership:
	Member:	% Ownership:
	Member:	% Ownership:
	Member:	% Ownership:
	Member	% Ownership
Address:		
Phone:		
E-mail:		
Owner Attestation:		
The dwelling unit will be operated in conformance with all applicable requirements of Chapter 99.5		
Owner Signature:		Date:

License Holder Information

Applicant (Select all that apply):	☐ Owner ☐ Other	
Applicant Name:		
Applicant Address:		
Applicant Phone:		
Applicant E-mail:		
Owner Approval of Another Applicant: I grant authority to the applicant to act on my behalf to request a license under Chapter 99.5 of the City's Code of Ordinances.		
Owner Signature:		Date:

Local Agent Information

If the owner or license holder does not qualify as, or does not desire to be, a local agent, then the license holder shall designate a local agent. A local agent must reside or maintain a physical place of business within a 25-mile radius of the short-term rental. The local agent shall be knowledgeable about the premises and accountable for responding to the premises 24 hours per day, 7 days per week, 365 days per year.

Designated Local Agent	☐ Owner ☐ Other	
Agent Name:		
Agent Address:		
Agent Phone:		
Agent E-mail:		
Approval of Agent: I designate the local agent above and authorize the local agent to act as my agent for any acts required of the license under Chapter 99.5.		
License Holder or Owner Signature:		Date:

Attestation

By signing this application, I attest to all of the following:

- Chapter 99.5 has been reviewed.
- The contents of this application are true and will be promptly updated if any of the information in this application changes. I understand that including false, incorrect, or misleading information on an application is grounds for suspension or revocation of a license.
- The dwelling unit will be operated in conformance with all applicable requirements of Chapter 99.5. I understand a license may be suspended or revoked for non-compliance.
- **I understand the license holder and/or local agent has the duty to remedy any violation** of Chapter 99.5 and the City's Noise Ordinance, as set forth in Section 94.04 of the City Code, by the occupants and visitors of a short-term rental. Upon receiving notice of the violation, the license holder and/or local agent shall ensure that the violation is remedied **within two (2) hours** of receipt of such notice.
- I understand that the owner, license holder, and/or local agent is at all times responsible for obtaining all applicable local, state, and federal licenses, permits, and approvals, and that the issuance of a City short-term rental license in no way excuses compliance with any other applicable local, state, or federal laws, rules, regulations, or codes.
- I understand this is an application, not a license, and that an application does not convey a property right. **I understand that if a license is issued under Chapter 99.5, it shall remain in effect for a period of one (1) year from the date it was issued** unless it is suspended or revoked by the City. I further understand that **the application fee is non-refundable**.
- I understand I may apply for a renewed license by submitting a renewal application to the enforcing officer no later than thirty (30) days prior to the date that my license is set to expire, along with the license renewal fee established by the City's fee schedule, and that if a complete renewal application has not been timely submitted or my previous license expires, my premises cannot be used as a short-term rental until a new license is issued.
- **I understand that short-term rental licenses are non-transferable**, and that my license shall become void upon the attempted transfer of a license or transfer of ownership of the dwelling unit for which the license is issued. I understand that in the event of an unauthorized transfer, a new license must be obtained by the new owner of the dwelling unit from the City before short-term rentals may be resumed. I understand that a "transfer" includes the following:
 - Any transfer, sale, change in ownership, or other conveyance of a short-term rental license to a person or entity other than the owner or license holder;
 - Any transfer, sale, change in ownership, or other conveyance of the premises;
 - Any transfer, sale, change in ownership, or other conveyance of an interest or membership in the corporate entity which is the owner of the premises or the short-term rental license; or
 - Any change in the trustee(s), beneficiary, or beneficiaries of the trust which is the owner of the premises or the short-term rental license.

Owner Signature:

Date:

License Holder Signature:

Date:

Local Agent Signature:

Date:



Rental Inspection Checklist

This is a summary checklist to ensure compliance with Fire and Life Safety codes. The entire International Fire Code 2015 edition may be referenced if other violations are found.

Please ensure compliance with the entire checklist PRIOR to scheduling your fire safety inspection. Violations found upon initial inspection may require a re-inspection and additional fees.

1. Recreational fires shall not be conducted within 25 feet of a structure or combustible material (IFC 307.4.3)
2. Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet (3048 mm) of combustible construction. *Exceptions: LP-gas cooking devices having LP-gas container with a water capacity not greater than 1 pound (0.454 kg) LP-gas capacity. (IFC 308.1.4)*
3. Storage of combustible materials shall be separated from heaters or heating devices by a distance or shielding so that ignition cannot occur. Maintain a minimum 36" clearance on all sides of fuel fired appliances to storage of combustibles. (IFC 315.3)
4. Fire Safety Plans shall be posted on each floor level of the structure adjacent to the main egress travel path and shall include the following information: (IFC 404)
 - a. The procedure for reporting a fire or other emergency. *(ie: Call 911, there is a fire at 123 Main St. or there is a medical emergency at 123 Main St.)*
 - b. Current address and location of occupancy.
 - c. Floor Plans identifying the locations of the following:
 - i. Exits
 - ii. Primary evacuation routes
 - iii. Secondary evacuation routes
 - iv. Portable fire extinguishers
 - d. Identification and assignment of personnel responsible for emergency contact and maintenance of systems. (Local representative)
5. Address must be installed so it is visible from the road fronting property with 4" minimum letters and numbers. *(Green Reflective 911 Address Signs mounted at road fronting property and visible from both directions of travel are recommended.)* (IFC 505.1)
6. Portable unvented fuel-fired heating equipment is prohibited. (IFC 603.4)
7. Electrical hazards shall be abated. (Cover plates intact, no open wiring junction boxes) (IFC 605.1)
8. Electrical Panels require a minimum 30" clear working space provided in front of the panel. No storage of any materials shall be within the 30" clear designated space. (IFC 605.3)



SAUGATUCK TOWNSHIP FIRE DISTRICT

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9. Extension cords shall not be a substitute for permanent wiring. Ensure there are NO extension cords within the occupancy. (*Approved UL listed surge protectors may be utilized*) (IFC 605.5)
10. Holes in walls, ceilings, and doors must be repaired to maintain the fire resistance rating of the barrier. (IFC 703.1)
11. Portable Fire Extinguishers of a 2A10BC minimum rating must be installed and mounted on an approved hanger within the egress path on each level of the structure. (IFC 906)
12. Portable Fire Extinguishers require annual maintenance by an approved fire protection contractor. (IFC 906)
13. Smoke Alarms are required to be installed in every sleeping room and outside of every sleeping room, in all mechanical rooms, and in every room in the path of the means of egress. In addition, there must be a smoke alarm on each level of the structure including basements. Interconnected smoke alarms may be required. (IFC 907.2)
14. Carbon Monoxide alarms shall be installed on each level of the structure. They shall be installed outside of the sleeping areas where sleeping occurs. (Carbon Monoxide alarms are not required if the home contains NO fuel fired appliances and utilizes only electric heat and cooking devices.) (IFC 1103.9)
15. Minimum dimensions of egress windows shall be 24" in height, and 20" in width. The bottom of the clear window opening shall not be more than 44" measured from the floor. Non-compliant windows shall be replaced or rooms will not be utilized for sleeping. (IFC 1030)
16. Exits shall be maintained free of obstructions including ice and snow at all times. (IFC 1031)
17. Basements and attached garages shall be free of flammable liquid storage. (ie: solvent, thinners, oil paints, gasoline, propane, etc.) (IFC 5704)

By signing below, I the property owner acknowledge completion of the checklist and have ensured that the structure meets all of the required fire and life safety code requirements as a condition of the rental permit application.

Rental Property Street Address: _____

Property Owner's Printed Name: _____ Date: _____

Property Owner's Signature: _____



SHORT-TERM RENTAL LICENSE RENEWAL APPLICATION

Applications must be submitted **30 days prior** to the expiration date listed on the approved license.

Steps to Renew Existing License

Short-term rentals owned by corporate entities or trusts must submit updated documentation each year showing that the interest, composition, membership, or ownership in said corporation or trust has not changed so as to constitute a transfer as defined in the ordinance. Aside from the renewed fire safety checklist, fire inspection, and updated ownership documentation, the license holder or local agent shall only be required to submit new information with the application for renewal when that application information has changed since the last application was filed with the City.

1. Fully complete this STR Renewal Application and submit along with the annual license fee of \$540.00.
2. City Staff will review the application, and all previously submitted documentation for completeness.
3. The Fire Department will be notified and will contact you (or your agent) to schedule an inspection.
4. The Fire Department will notify the City when the Dwelling unit meets the inspection guidelines. If the property fails inspection, the applicant must pay \$175.00 to the City of Saugatuck for each reinspection.
5. Upon approval, the City will issue a Short-Term Rental License which will be valid for 1 year.

Property Information

License holder:	License Number:
Address:	Parcel Number:
Requested Occupant Load:	Off-Street Parking Spaces:
Number of Trash Receptacles:	Number of Recycling Receptacles:
Type of Dwelling Unit: ☐ Single Family ☐ Accessory Dwelling ☐ Multi-Family	

Checklist – PROVIDE IF DIFFERENT FROM LAST APPLICATION OR AS NOTED

☐ Documentation showing the owner's valid tenancy, ownership, or other legal interest in the proposed short-term rental premises, which may include, but is not necessarily limited to, a deed, land contract, or lease agreement. REQUIRED ANNUALLY FOR CORPORATION OR TRUST
☐ Floorplan drawing that includes the number of bedrooms or sleeping areas intended to be occupied as part of the short-term rental.
☐ Drawing of the premises that includes all buildings on the premises and the location where all parking will be provided.
☐ Documentation showing that the dwelling unit has been insured as a rental dwelling.

For Use by Fire Department	Fire Dept. Notified	Fire Dept. Approved	Max Occupancy
			22

Owner Information		
Ownership Type (select one)		
☐	Personal	
	Name of Person(s):	
☐	Trust	
	Name of Trust:	
	Identify all beneficiaries and trustees of the trust (use additional sheet if necessary):	
	1. Beneficiary/Trustee:	
	2. Beneficiary/Trustee:	
	3. Beneficiary/Trustee:	
	4. Beneficiary/Trustee:	
	5. Beneficiary/Trustee:	
☐	Corporate Entity	
	Name of Corporate Entity:	
	Identify all current members of the Corporate Entity and their percentage ownership interests in the corporation or other entity (use additional sheets if necessary):	
	Member:	% Ownership:
	Member:	% Ownership:
	Member:	% Ownership:
	Member:	% Ownership:
	Member:	% Ownership:
Address:		
Phone:		
E-mail:		
Owner Attestation:		
The dwelling unit will be operated in conformance with all applicable requirements of Chapter 99.5		
Owner Signature:		Date:

License Holder Information		
Applicant (Select all that apply):	☐ Owner ☐ Other	
Applicant Name:		
Applicant Address:		
Applicant Phone:		
Applicant E-mail:		
Owner Approval of Another Applicant: I grant authority to the applicant to act on my behalf to request a license under Chapter 99.5 of the City's Code of Ordinances.		
Owner Signature:		Date:

Local Agent Information		
If the owner or license holder does not qualify as, or does not desire to be, a local agent, then the license holder shall designate a local agent. A local agent must reside or maintain a physical place of business within a 25-mile radius of the short-term rental. The local agent shall be knowledgeable about the premises and accountable for responding to the premises 24 hours per day, 7 days per week, 365 days per year.		
Designated Local Agent	☐ Owner ☐ Other	
Agent Name:		
Agent Address:		
Agent Phone:		
Agent E-mail:		
Approval of Agent: I designate the local agent above and authorize the local agent to act as my agent for any acts required of the license under Chapter 99.5.		
License Holder or Owner Signature:		Date:

Attestation

By signing this application, I attest to all of the following:

- Chapter 99.5 has been reviewed.
- The contents of this application are true and will be promptly updated if any of the information in this application changes. I understand that including false, incorrect, or misleading information on an application is grounds for suspension or revocation of a license.
- The dwelling unit will be operated in conformance with all applicable requirements of Chapter 99.5. I understand a license may be suspended or revoked for non-compliance.
- **I understand the license holder and/or local agent has the duty to remedy any violation** of Chapter 99.5 and the City's Noise Ordinance, as set forth in Section 94.04 of the City Code, by the occupants and visitors of a short-term rental. Upon receiving notice of the violation, the license holder and/or local agent shall ensure that the violation is remedied **within two (2) hours** of receipt of such notice.
- I understand that the owner, license holder, and/or local agent is at all times responsible for obtaining all applicable local, state, and federal licenses, permits, and approvals, and that the issuance of a City short-term rental license in no way excuses compliance with any other applicable local, state, or federal laws, rules, regulations, or codes.
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- **I understand that short-term rental licenses are non-transferable**, and that my license shall become void upon the attempted transfer of a license or transfer of ownership of the dwelling unit for which the license is issued. I understand that in the event of an unauthorized transfer, a new license must be obtained by the new owner of the dwelling unit from the City before short-term rentals may be resumed. I understand that a "transfer" includes the following:
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 - Any transfer, sale, change in ownership, or other conveyance of the premises;
 - Any transfer, sale, change in ownership, or other conveyance of an interest or membership in the corporate entity which is the owner of the premises or the short-term rental license; or
 - Any change in the trustee(s), beneficiary, or beneficiaries of the trust which is the owner of the premises or the short-term rental license.

Owner Signature:

Date:

License Holder Signature:

Date:

Local Agent Signature:

Date:



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



Rental Inspection Checklist

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 - ii. Primary evacuation routes
 - iii. Secondary evacuation routes
 - iv. Portable fire extinguishers
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SAUGATUCK TOWNSHIP FIRE DISTRICT

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By signing below, I the property owner acknowledge completion of the checklist and have ensured that the structure meets all of the required fire and life safety code requirements as a condition of the rental permit application.

Rental Property Street Address: _____

Property Owner's Printed Name: _____ Date: _____

Property Owner's Signature: _____



Short-Term Rental License

Unit: **810 ALLEGAN ST**
SAUGATUCK, MI 49453

Owner: VIENS MARC & COLLINS WILLIAM

Responsible Party: VIENS MARC & COLLINS WILLIAM

Maximum Occupancy: 2

This property has met the inspection criteria of the Saugatuck Township Fire District and is licensed as an approved Short-Term Rental by the City of Saugatuck. Short-Term Rentals may be subject to private restrictions. It is your responsibility to confirm compliance.

Valid Through 12/03/2026

LICENSE NUMBER

CSTR License-250175

Grayson Moore
Grayson Moore - Director of Planning & Zoning

102 Butler Street, Saugatuck MI 49453



12-23-2024

Dear STR Owner and Agents,

On August 26, 2024, the Saugatuck City Council approved ordinances setting a cap on short-term rental (STR) licenses in R-1 zoning districts. The cap will be enforced gradually as existing licenses expire, are terminated, or become void. Current STR license holders in R-1 districts can continue renewing and operating their rentals as long as they comply with city regulations, even if the district exceeds the cap.

For existing STRs in R-1 zoning districts to continue to be eligible for a license, it will be important for you to timely renew your license prior to expiration. Please note that 99.58 of the City Code requires a renewal application to be submitted **no later** than 30 days prior to the date of expiration of the short-term rental license.

If your STR certificate or license expires while a cap is in effect, you will not be able to re-apply until the number of active short-term rental licenses in a zoning district falls below the maximum limit, at which point you will be subject to the City's selection process for issuing available licenses. It is each owner's responsibility to know and keep track of their expiration date—the City will not provide you with any advance notice prior to your expiration date. To check your expiration date, use the following instructions:

1. Go to the Saugatuck BS&A website. BSAonline.com
2. Select City of Saugatuck as municipality.
3. Enter your address, parcel number, or owner name.
4. Select the correct property.
5. Click the building department tab.
6. Under certificates, click view next to the current STR certificate or license.
7. The expiration date will be displayed in the second column.

Please note that STR certificates and licenses are non-transferable and become void upon an attempted transfer of ownership.

Finally, the Saugatuck Short-Term Rental page is live! Please follow QR code below or go to Saugatuckcity.com/Short-term-rentals.

Sincerely,

Luke Thompson

Director of Planning and Zoning

Luke@saugatuckcity.com





04-15-2025

Re: Changes to STR Licensing Ordinance

To Whom this may concern.

I am writing to inform you that on April 14, 2025, the City Council approved changes to the City of Saugatuck's Short-Term Rental Licensing Ordinance, Ordinance No. 240229-B (the "STR Ordinance"), that may impact your ability to operate an STR within the City, especially if there was a transfer of ownership in your STR License, your STR Certificate, or property you own and/or operate as an STR between the dates of August 26, 2021, and March 5, 2025. A copy of the amendment approved by Council is attached.

Under previous City regulations, STR Licenses and Certificates were non-transferable and any attempted transfer of an STR would render the License or Certificate void. By way of example, this means that if your STR property was sold or transferred to another person or entity (including an entity you owned or controlled), the STR License or Certificate issued for the property would no longer be valid and it could no longer be used as an STR. However, the City Council has approved an amendment to the STR Ordinance that would allow STR owners and operators who previously made an unauthorized transfer to apply for a new STR License and to continue operating an STR.

Please carefully read the following to see if you are eligible to apply for an STR License under the City's new regulations. Failure to submit a timely application may result in your ineligibility to operate an STR within the City.

The approved amendment to the STR Ordinance provides that an STR owner or operator can apply for a new STR License even if they are in a district that is subject to a maximum limit on STR Licenses if the following apply:

- An STR License or Certificate was previously issued for the property;
- An unauthorized transfer of the STR License, Certificate, or STR property occurred between the dates of August 26, 2021, and March 5, 2025;
- The STR License or Certificate was otherwise valid, meaning it did not lapse due to non-renewal and was not revoked or voided for reasons other than an unauthorized transfer.

If you meet these criteria, you must apply for a new STR License no later than five (5) days after the notice of the amendment to the STR Ordinance is published, which should occur on 04-24-2025 Your application must meet all of the requirements of the City

Code, contain the required application fee, and must describe the nature and date of the unauthorized transfer of your STR License, Certificate, or property that occurred. Application forms can be found online at <https://www.saugatuckcity.com/forms.html>.

If you meet the criteria explained above but do not submit an application within the required timeframe, you may lose your ability to operate an STR. Therefore, I urge you to diligently review the attachment amendment and act accordingly, as it is ultimately your responsibility to comply with the City Code.

If you have any questions about the upcoming changes to the STR Ordinance and whether they will impact your STR, please do not hesitate to contact me.

Thank you for your attention to this matter.
Sincerely,

Luke Thompson
Director of Planning and Zoning
City of Saugatuck
Luke@saugatuckcity.com
269-857-2603

City of Saugatuck

Notice of Available Short-Term Rental Licenses 01-23-2025

The City of Saugatuck is now accepting applications for available Short-Term Rental (“STR”) licenses in select zoning districts. There are 2 licenses available in Peninsula South (R-1) Zoning District and 2 Licenses available in Peninsula North Riverside (R-1) Zoning District. The application window will open on February 6, 2025, at 8:30 a.m. and close on February 27, 2025, at 5:00 p.m. Applications will be deemed received on the date and time they are actually received by the City, and it is the applicant’s responsibility to ensure and verify delivery of their application. Applications received outside of this time frame by any increment of time will not be considered, regardless of the reason for the late submission.

Applications, along with the required application fee, must be submitted via regular mail by mailing a copy to P.O. Box 86, Saugatuck, MI 49453, by electronic mail by submitting a copy to luke@saugatuckcity.com, or by submitting a copy in person at the City Hall, located at 102 Butler St., Saugatuck, MI 49453. Each applicant may submit only one application per proposed STR location. Duplicate applications will be rejected.

If the number of applications received during the application window is less than or equal to the available STR licenses, the City will process the applications according to the City Code. However, if there are more applications than available licenses, a public lottery will be held to randomly select applications for processing.

Should a public lottery be required, the City will announce the time and location of the lottery at least 7 days in advance, publishing the notice in a local newspaper and on its website. If licenses are available in multiple zoning districts, the City will conduct separate lottery drawings for each district.

During the lottery, the City will randomly select applications equal to the number of available licenses in each district. To ensure that all licenses are filled, alternate applications may also be drawn, which will be processed if the initial applications are withdrawn or rejected. Alternate applications will be prioritized in the order they are drawn.

Copies of the Short-Term Rental License Notification and Issuance Policy are available on the City's website. For any questions, please contact the City’s Director of Planning and Zoning, Luke Thompson, by phone at (269) 857-2603 or via email at luke@saugatuckcity.com.

GOOD NEIGHBOR Guide

UNWIND AND ENJOY... BUT PLEASE KEEP IT RESPECTFUL

Welcome to the City of Saugatuck! We're glad you are here. We hope you enjoy your visit and request that you keep the following in mind.



Noise

Respect quiet hours from 11p to 7a. Keep music and gatherings at a reasonable volume throughout the day.



Occupancy

Please be mindful of the maximum occupancy for this rental unit. Daytime visitors are welcome between 7a-11p, but the total number of people shouldn't exceed 1.5x the occupancy.



Parking

Utilize off-street parking whenever possible. If street parking is available, please be courteous and park in front of your vacation home. Be mindful not to block sidewalks, mailboxes, or driveways.



Trash

Dispose of all garbage and recycling in the provided bins. Don't leave anything outside.



Pets

Keep all pets secured on the property or leashed at all times.



Fireworks

Fireworks cannot be used during your stay.



EMERGENCY: 911

QUESTIONS/CONCERNS: CONTACT LOCAL AGENT

EXPLORE SAUGATUCK: SAUGATUCK.COM



City Council Agenda Item Report

FROM: Michelle Gibson Administrative/Project Coordinator
Scott Herbert Public Works Superintendent

MEETING DATE: January 12, 2026

SUBJECT: Purchase of 2026 GMC Sierra 3500HD Pickup Truck

DESCRIPTION:

Public Works is seeking approval to purchase a new **2026 GMC Sierra 3500HD Regular Cab 4x4 SRW Pro Pickup** under the State of Michigan MiDeal Contract from Todd Wenzel Buick GMC of Westland, Michigan.

This vehicle will replace an aging Public Works truck (truck #2) that has reached the end of its service life and is no longer cost-effective to maintain. Truck #2 is a 2014 GMC 2500 with 62,615 miles. The new pickup will be equipped for heavy-duty use and include a liftgate. The vehicle purchase through the MiDeal program ensures the City receives competitive government pricing.

City of Saugatuck MiDeal Pricing:

- 2026 GMC Sierra 3500HD Reg Cab 4x4 SRW Pickup
 - Spray-On Bedliner (UTR, RhinoLining)
 - TommyGate G2-60-1342-EA38 Liftgate
 - 6" Rectangular Step Bars (Black)
 - Delivery per MiDeal (Saugatuck, MI)
- Total Vehicle Cost: \$55,318**

Additional Equipment:

- Snowplow (separate purchase)- Not to exceed \$12,000 (budgeted)

BUDGET ACTION REQUIRED:

New Truck Purchase Budget- Fiscal Year 2025/2026: \$60,000

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Move to approve the purchase of one 2026 GMC Sierra 3500HD Regular Cab 4x4 SRW Pro Pickup for the Public Works Department under the State of Michigan MiDeal Contract from Todd Wenzel Buick GMC of Westland, Michigan, in an amount not to exceed **\$55,318**, and the purchase of a snowplow in an amount not to exceed **\$12,000**, both within the approved Fiscal Year 2025/2026 Public Works budget.



MiDeal Spec 0113D-4WDM

Albert Li- Todd Wenzel Chevrolet and TW Buick GMC | (734) 713-1065 | ali@toddwenzel.com

City of Saugatuck DPW

Prepared For: Michelle Gibson

(269) 767-4943

mgibson@saugatuckcity.com

[Fleet] 2026 GMC Sierra 3500HD (TK30903) 4WD Reg Cab 142" Pro (3)

TODD WENZEL BUICK GMC of WESTLAND

35100 FORD RD

WESTLAND, MI 48185

State of Michigan MiDeal Contract # MA240000001205

MiDeal Spec # 0078-4WDL

City of Saugatuck Pricing

(MiDeal Pricing)

2026 GMC Sierra 3500HD Reg Cab 4x4 SRW Pro Pickup

11300# GVWR 6.6L Gas V8 / Allison 10-Spd Reg Cab w/ 8' Bed

2026 GMC Sierra 3500HD Reg Cab 4x4 SRW Pickup	\$ 47,956.00
SBL— Spray-On Bedliner (UTR, RhinoLining)	\$ 649.00
TG2 – TommyGate G2-60-1342-EA38 Liftgate	\$ 5,489.00
6SB – 6" Rectangular Step Bars (Black, GM Accy)	\$ 966.00
DEL – Delivery per MiDeal (Saugatuck, MI)	<u>\$ 258.00</u>

Total \$ 55,318.00

Prices Quoted are for a 2026MY MiDeal GM Factory Order.
FOB Saugatuck, MI



MiDeal Spec 0113D-4WDM

Albert Li- Todd Wenzel Chevrolet and TW Buick GMC | (734) 713-1065 | ali@toddwenzel.com

[Fleet] 2026 GMC Sierra 3500HD (TK30903) 4WD Reg Cab 142" Pro (3) (☒ Complete)

Price Summary

PRICE SUMMARY

	MSRP
Base Price	\$51,000.00
Total Options	\$1,135.00
Vehicle Subtotal	\$52,135.00
Destination Charge	\$2,795.00
Grand Total	~~\$54,930.00~~

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 27416. Data Updated: Jan 4, 2026 6:45:00 PM PST.



MiDeal Spec 0113D-4WDM

Albert Li- Todd Wenzel Chevrolet and TW Buick GMC | (734) 713-1065 | ali@toddwenzel.com

[Fleet] 2026 GMC Sierra 3500HD (TK30903) 4WD Reg Cab 142" Pro (3) (✓ Complete)

Selected Model and Options

MODEL

CODE	MODEL
TK30903	2026 GMC Sierra 3500HD 4WD Reg Cab 142" Pro

COLORS

CODE	DESCRIPTION
G7C	Cardinal Red

OPTIONS

CODE	DESCRIPTION
E63	Pickup bed
SRW	Single Rear Wheels
FE9	Emissions, Federal requirements
L8T	Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline
MKM	Transmission, 10-Speed automatic
JFP	GVWR, 11,300 lbs. (5126 kg) with single rear wheels
GT4	Rear axle, 3.73 ratio
1SA	Pro Preferred Equipment Group
PYT	Wheels, 18" (45.7 cm) 8-spoke painted steel, Silver Extended
QF6	Tires, LT275/70R18E all-terrain, blackwall
ZYG	Tire, spare LT275/70R18 all-terrain, blackwall
G7C	Cardinal Red
AZ3	Seats, front 40/20/40 split-bench
H1T	Jet Black, Cloth seat trim
IOR	Audio system, GMC Infotainment System with 7" diagonal color touch-screen, AM/FM stereo
VYU	Snow Plow Prep/Camper Package
K4Z	Battery, auxiliary, 700 cold-cranking amps/70 Amp-hr
KW5	Alternator, 220 amps
NZZ	Skid Plates
U01	Lamps, Smoked Amber roof marker, (LED)
9L7	Upfitter switch kit, (5)

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Data Version: 27416. Data Updated: Jan 4, 2026 6:45:00 PM PST.



MiDeal Spec 0113D-4WDM

Albert Li- Todd Wenzel Chevrolet and TW Buick GMC | (734) 713-1065 | ali@toddwenzel.com

[Fleet] 2026 GMC Sierra 3500HD (TK30903) 4WD Reg Cab 142" Pro (3) (✔ Complete)

OPTIONS

CODE	DESCRIPTION
------	-------------

R9W	Deleted Mobile Service Plus.
-----	------------------------------

VQ1	Fleet Processing Option
-----	-------------------------

Options Total	
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[Fleet] 2026 GMC Sierra 3500HD (TK30903) 4WD Reg Cab 142" Pro (3) (✓ Complete)

Standard Equipment

Package

Sierra HD Pro Safety includes (UEU) Forward Collision Alert, (UE4) Following Distance Indicator, (UKJ) Front Pedestrian Braking, (TQ5) IntelliBeam, (UFL) Lane Departure Warning, (T8Z) Buckle to Drive and (UHY) Automatic Emergency Braking

Trailer Package includes trailer hitch, 7-pin and 4-pin connectors and (CTT) Hitch Guidance (Deleted when (ZW9) pickup bed delete is ordered.)

Mechanical

Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline (401 hp [299 kW] @ 5200 rpm, 464 lb-ft of torque [629 N-m] @ 4000 rpm) (STD)

Transmission, 10-Speed automatic (STD)

Rear axle, 3.73 ratio (Requires (L8T) 6.6L V8 gas engine.)

Pickup bed includes bed assist step (STD) (Deleted when (ZW9) pickup bed delete is ordered.)

GVWR, 11,300 lbs. (5126 kg) with single rear wheels (STD) (Included and only available with TC30953 or TK30903 model and (L8T) 6.6L V8 gas engine. Requires single rear wheels.)

Push Button Start

Air filter, heavy-duty

Air filtration monitoring

Transfer case, two-speed electronic shift with push button controls (Requires 4WD models.)

Auto-locking rear differential

Four wheel drive

Cooling, external engine oil cooler

Cooling, auxiliary external transmission oil cooler

Battery, heavy-duty 720 cold-cranking amps/80 Amp-hr maintenance-free with rundown protection and retained accessory power (Included and only available with (L8T) 6.6L V8 gas engine.)

Alternator, 170 amps (Requires (L8T) 6.6L V8 gas engine.)

Trailer brake controller, integrated

Recovery hooks, front, frame-mounted, Black

Frame, fully-boxed, hydroformed front section and a fully-boxed stamped rear section

Suspension Package (Not available with (X31) Off-Road Package.)

Steering, Recirculating Ball with smart flow power steering system

Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors

Brake lining wear indicator

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MiDeal Spec 0113D-4WDM

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[Fleet] 2026 GMC Sierra 3500HD (TK30903) 4WD Reg Cab 142" Pro (3) (✓ Complete)

Mechanical

Capless Fuel Fill (Requires (L8T) 6.6L gas V8 engine. Not included with (ZW9) pickup bed delete.)

Exterior

Wheels, 18" (45.7 cm) 8-spoke painted steel, Silver Extended (STD) (Requires single rear wheels.)

Tires, LT275/70R18E all-terrain, blackwall (STD) (Requires single rear wheels.)

Tire, spare LT275/70R18 all-terrain, blackwall (STD) (Included and only available with (QF6) LT275/70R18E all-terrain, blackwall tires with (E63) pickup bed single rear wheel models. Available to order when (ZW9) pickup bed delete and (QF6) LT275/70R18E all-terrain, blackwall tires are ordered with single rear wheel models.)

Single Rear Wheels (STD)

Tire carrier lock keyed cylinder lock that utilizes same key as ignition and door (Deleted with (ZW9) pickup bed delete.)

Bumper, front chrome lower

Bumper, rear chrome with bumper CornerSteps

CornerStep, rear bumper

Bed Step, Black integrated on forward portion of bed on driver and passenger side (Not available with (ZW9) pickup bed delete.)

Moldings, beltline, Black

Cargo tie downs (12), fixed, rated at 500 lbs per corner

Grille, Chrome with flat black grille insert bars

Headlamps, Animated LED projectors, LED turn signals and Daytime Running Lamps

IntelliBeam, automatic high beam on/off (Included and only available with (PDI) Sierra HD Pro Safety.)

Taillamps, LED Signature Tail, Incandescent Brake, Turn & Reverse Lamps (Requires single rear wheels.)

Lamps, cargo area, cab mounted integrated with center high mount stop lamp, with switch in bank on left side of steering wheel

Mirrors, outside power-adjustable vertical trailering with heated upper glass lower convex mirrors, integrated turn signals, manual folding/extending (extends 3.31" [84.25mm]), Black (Standard on regular Cab models.)

Glass, solar absorbing, tinted

Door handles, Black grained

Tailgate, standard (Deleted with (ZW9) pickup bed delete.)

Tailgate and bed rail protection caps, top (Deleted with (ZW9) pickup bed delete.)

Tailgate, locking, utilizes same key as ignition and door (Included and only available with (QK1) standard tailgate. Deleted with (ZW9) pickup bed delete.)

Tailgate, gate function manual, no lift assist (Deleted with (ZW9) pickup bed delete.)

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MiDeal Spec 0113D-4WDM

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[Fleet] 2026 GMC Sierra 3500HD (TK30903) 4WD Reg Cab 142" Pro (3) (✓ Complete)

Entertainment

Audio system, GMC Infotainment System with 7" diagonal color touch-screen, AM/FM stereo with seek-and-scan and digital clock, includes Bluetooth streaming audio for music and select phones; featuring wireless Apple CarPlay and Android Auto capable (STD)

Audio system feature, 2-speakers (Requires Regular Cab model.)

Bluetooth for phone connectivity to vehicle infotainment system

Wireless Phone Projection for Apple CarPlay and Android Auto

Wi-Fi Hotspot capable (Terms and limitations apply. See onstar.com or dealer for details.)

Interior

Seats, front 40/20/40 split-bench with covered armrest storage and under-seat storage (lockable) (STD)

Seat trim, Vinyl

Seat adjuster, driver 4-way manual

Seat adjuster, passenger 4-way manual

Floor covering, rubberized-vinyl (Not available with LPO floor liners.)

Steering wheel, urethane

Steering column, Tilt-Wheel, manual with wheel locking security feature

Instrument cluster, 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure

Driver Information Center, 3.5" diagonal monochromatic display

Exterior Temperature Display located in radio display

Compass, located in instrument cluster

Window, power front, drivers express up/down

Window, power front, passenger express down

Door locks, power

Remote Keyless Entry

Cruise control, steering wheel-mounted

Power outlet, front auxiliary, 12-volt

USB Ports, 2, Charge/Data ports located on instrument panel

Air conditioning, single-zone

Mirror, inside rearview, manual tilt

Assist handles, front A-pillar mounted for driver and passenger, rear B-pillar mounted

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[Fleet] 2026 GMC Sierra 3500HD (TK30903) 4WD Reg Cab 142" Pro (3) (✓ Complete)

Safety-Mechanical

Automatic Emergency Braking (Included and only available with (PDI) Sierra HD Pro Safety.)

StabiliTrak, stability control system with Proactive Roll Avoidance and traction control includes electronic trailer sway control and hill start assist

Safety-Exterior

Daytime Running Lamps LED signature lighting

LED Signature DRL's

Safety-Interior

Airbags, Dual-stage frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

OnStar Services capable (See onstar.com for details and limitations. Services vary by model. Service plan required.)

HD Rear Vision Camera (Not available with (ZW9) pickup bed delete. Removed with (UV2) HD Surround Vision.)

Hitch Guidance dynamic single line to aid in truck trailer alignment for hitching (Deleted with (ZW9) pickup bed delete.)

Lane Departure Warning (Included and only available with (PDI) Sierra HD Pro Safety.)

Following Distance Indicator (Included and only available with (PDI) Sierra HD Pro Safety.)

Forward Collision Alert (Included and only available with (PDI) Sierra HD Pro Safety.)

Front Pedestrian Braking (Included and only available with (PDI) Sierra HD Pro Safety.)

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use (Included and only available with (PDI) Sierra HD Pro Safety)

Tire Pressure Monitoring System auto learn, includes Tire Fill Alert (does not apply to spare tire)

OnStar Basics (OnStar Fleet Basics for Fleet) Drive confidently with core OnStar services including remote commands, built-in voice assistance, real-time traffic and navigation, and Automatic Crash Response to help if you're in need. (Requires (UE1) OnStar. OnStar Basics includes remote commands, Navigation, Voice Assistance, and Automatic Crash Response, for eligible vehicles with compatible software. OnStar Basics is standard for 8 years; OnStar plan, working electrical system, cell reception and GPS signal required. OnStar links to emergency services. Service coverage varies with conditions and location. Service availability, features and functionality vary by device and software version. See onstar.com for details and limitations.)

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MiDeal Spec 0113D-4WDM

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[Fleet] 2026 GMC Sierra 3500HD (TK30903) 4WD Reg Cab 142" Pro (3) (✓ Complete)

Processing-Other

Trailer Information Label provides max trailer ratings for tongue weight, conventional, gooseneck and 5th wheel trailering (Not available with (ZW9) pickup bed delete.)

WARRANTY

Warranty Note: <<< Preliminary 2026 Warranty >>>

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Drivetrain Note: 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

Roadside Assistance Note: 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles

Maintenance Note: First Visit: 12 Months/12,000 Miles

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STATE OF MICHIGAN ENTERPRISE PROCUREMENT

Department of Technology, Management, and Budget
320 S. Walnut Street 2nd Floor Lansing, MI 48933
P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number 1
to
Contract Number MA240000001205

CONTRACTOR	Todd Wenzel Buick GMC of Westland
	35100 Ford Rd
	Westland 22 48185
	Albert Li
	(734) 713-1065
	ali@toddwenzel.com
	CV0058422

STATE	Program Manager	Erin Reincke	MDOT
		517 855 1986	
		ReinckeE@michigan.gov	
	Contract Administrator	Alannah Doak	DTMB
		(517) 230-9424	
		doaka@michigan.gov	

CONTRACT SUMMARY							
Domestic Vehicle Dealers – Patrol, Passenger, Trucks, and Vans Prequalification (Contract includes Todd Wenzel Buick GMC and Todd Wenzel Chevrolet, Inc.).							
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE				
September 1, 2024	August 31, 2029	2 - 12 Months	August 31, 2029				
PAYMENT TERMS		DELIVERY TIMEFRAME					
45 Days							
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING				
☐ P-Card ☐ Direct Voucher (PRC) ☐ Other			☒ Yes ☐ No				
MINIMUM DELIVERY REQUIREMENTS							
F.O.B. Destination							
DESCRIPTION OF CHANGE NOTICE							
OPTION	LENGTH OF OPTION	EXTENSION	LENGTH OF EXTENSION	REVISED EXP. DATE			
☐		☐					
CURRENT VALUE	VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE					
\$100,000.00	\$1,000,000.00	\$1,100,000.00					
DESCRIPTION							
Effective 11/20/2024, this contract is hereby increased by \$1,000,000.00. In addition, the following amendment is hereby incorporated into the contract. Model year 2025 award pricing is added to this contract (attached). All other terms, conditions, specifications and pricing remain the same. Per agency request, and DTMB Procurement approval.							



City Council Agenda Item Report

FROM: Scott Herbert – Public Works Superintendent
Michelle Gibson – Administrative Project Coordinator

MEETING DATE: January 7, 2026

SUBJECT: Mt. Baldhead Restroom – Change Orders

DESCRIPTION:

The City of Saugatuck accepted the bid submitted by Midwest Construction Group Inc. in the amount of \$298,000.00 to construct new restrooms at the base of Mt. Baldhead. City Council also approved an additional 10% for contingency as there were unknowns for the water and sewer lines. To date, one change order has been approved which modified the start date to post Labor Day. This was done to minimize disruptions to the park during busy summer use.

City staff and Fleis & Vandenbrink Engineering are recommending approval of four additional change orders for the existing contract which are summarized below:

Change Order #1 – Time Extension

To minimize disturbances to park users during peak usage times, the project start date was pushed back to September 8, 2025. This was previously approved.

Change Order #2 – Electrical Supply

The original plan was to run an independent electrical supply feed directly to the new restroom building, however, Consumer's Energy has limits on the number of services a single property can have so this option was eliminated. The power for the restroom is drawn from the power supply that feeds the radar dome at the summit. This change resulted in a price increase of **\$115.00** bringing the total contract amount to **\$298,115.00**. This change order is also necessary to allow additional time.

Change Order #3 – Tarriff Price Increases

Due to tariffs that took effect in March of 2025 on aluminum, the price of the doors increased by **\$3,074.00** which increased the total contract price of the restrooms to **\$301,189.00**.

Change Order #4 – Water Service Location

The contractors had difficulty locating the existing service line resulting in additional time and labor to explore and install a new service. This change order requests additional time and a price increase of **\$9,090.11** bringing the total contract price of the restrooms to **\$310,279.11**



Change Order #5 – Demolition

Demolition costs were lowered due to a local business owner paying to have the existing building disconnected and relocated outside of the City. This **\$1,000.00 Credit** reduces the total project cost to **\$309,279.11**.

Enclosed – Original Contract

Enclosed – Change Order #1

Enclosed – Change Order #2

Enclosed – Change Order #3

Enclosed – Change Order #4

Enclosed – Change Order #5

BUDGET ACTION REQUIRED:

These change orders keep this project within the **\$328,000.00** originally budgeted for this project.

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve change orders 2-5 to the open contract with Midwest Construction Group Inc.

CHANGE ORDER NO.: 1

Owner: City of Saugatuck
Engineer: Fleis & VandenBrink
Contractor: Midwest Construction Group
Project: Mt. Baldhead Restroom Replacement
Contract Name: N/A
Date Issued: May 21, 2025
Owner's Project No.: N/A
Engineer's Project No.: 860451
Contractor's Project No.: N/A
Effective Date of Change Order: May 21, 2025
The Contract is modified as follows upon execution of this Change Order:

Description: The Contract Times are hereby changed to reflect a mobilization date on or after September 8, 2025.

Attachments: None

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 298,000.00	Original Contract Times: Substantial Completion: August 15, 2025 Ready for final payment: August 29, 2025
Increase (Decrease) from previously approved Change Orders No. N/A to No. N/A: \$ 0.00	Increase (Decrease) from previously approved Change Orders No. N/A to No. N/A: Substantial Completion: N/A Ready for final payment: N/A
Contract Price prior to this Change Order: \$ 298,000.00	Contract Times prior to this Change Order: Substantial Completion: August 15, 2025 Ready for final payment: August 29, 2025
Increase (Decrease) this Change Order: \$ 0.00	Increase (Decrease) this Change Order: Substantial Completion: 112 days Ready for final payment: 112 days
Contract Price incorporating this Change Order: \$ 298,000.00	Contract Times with all approved Change Orders: Substantial Completion: December 5, 2025 Ready for final payment: December 19, 2025

Recommended by Engineer (if required)
By: _____
Title: Jon Moxey, PE, Project Manager
Date: _____

Authorized by Owner
By: _____
Title: _____
Date: _____

Authorized by Contractor

Approved by Funding Agency (if applicable)
N/A

CHANGE ORDER NO. 002

Engineer: City of Saugatuck
Contractor: Fleis & VandenBrink Engineering
Project: Midwest Construction Group, Inc
Date Issued: MT Baldhead Restroom
May 21, 2025

Engineer's Project No.: 860451
Contractor's Project No.: N/A
Effective Date of Change Order: Nov 10, 2025

Description: Feed appropriate power to the restroom building from existing pole located at the MT Baldhead steps. This consists a requirement of a Transformer and a 60 Amp disconnect inside the restroom building mechanical room. This change order also requests additional time due to Tribal requests in September to push the start date a week.

Item No	Item Description	Unit	Est. Qty	Unit Price	Total Amount
23	Electrical	LS	1	\$ 4,650.00	\$ 4,650.00
24	Utility Connection Allowance	LS	1	\$ (5,000.00)	\$(5,000.00)
2	Contractor Fee	LS	1	\$ 465.00	\$ 465.00
				Total Add	\$ 115.00

Attachments: -Change Event #004 & Email Approval

Change in Contract Price

Original Contract Price:
\$ 298,000.00
Increase/Decrease from previously approved Change Orders No. 0 to No 1
\$ 0.00
Contract Price prior to this Change Order:
\$ 298,000.00
Increase this Change Order:
\$ 115.00
Contract Price incorporating this Change Order:
\$ 298,115.00

Change in Contract Times

Original Contract Times:
Substantial Completion: August 15, 2025
Ready for final payment: August 29, 2025
Increase/Decrease from previously approved Change Orders No.0 to No.1
Substantial Completion: 112 days
Ready for final payment: 112 days
Contract Times prior to this Change Order:
Substantial Completion: 12/05/2025
Ready for final payment: 12/19/2025
Increase/Decrease this Change Order:
Substantial Completion: 7 days
Ready for final payment: 7 days
Contract Times with all approved Change Orders:
Substantial Completion: 12/12/2025
Ready for final payment: 12/26/2025

Recommended by Engineer (if required)

By: Jonathan W. Moxey
Title: Jon Moxey, Project Manager
Date: 12/5/2025

Authorized by Owner

By: _____
Title: _____
Date: _____

Authorized by Contractor

Connor Grysen
Assistant Project Manager
11/10/2025

Approved by Funding Agency (if applicable)

N/A

CHANGE ORDER NO. 003

City of Saugatuck
Engineer: Fleis & VandenBrink Engineering
Contractor: Midwest Construction Group, Inc
Project: MT Baldhead Restroom
Date Issued: May 21, 2025
Engineer's Project No.: 860451
Contractor's Project No.: N/A
Effective Date of Change Order: Nov 14, 2025

Description: Tariff increase on Aluminum doors. These increases on aluminum went into effect in March of 2025.

Item No	Item Description	Unit	Est. Qty	Unit Price	Total Amount
18	Glass & Glazing	LS	1	\$ 3,074.00	\$ 3,074.00
				Total Add	\$ 3,074.00

Attachments:

Change in Contract Price

Original Contract Price:
\$ 298,000.00
Increase/Decrease from previously approved Change Orders No. 0 to No 2
\$ 115.00
Contract Price prior to this Change Order:
\$ 298,115.00
Increase this Change Order:
\$ 3,074.00
Contract Price incorporating this Change Order:
\$ 301,189.00

Change in Contract Times

Original Contract Times:
Substantial Completion: August 15, 2025
Ready for final payment: August 29, 2025
Increase/Decrease from previously approved Change Orders No.0 to No.2
Substantial Completion: 119 days
Ready for final payment: 119 days
Contract Times prior to this Change Order:
Substantial Completion: 12/12/2025
Ready for final payment: 12/26/2025
Increase/Decrease this Change Order:
Substantial Completion: 0 days
Ready for final payment: 0 days
Contract Times with all approved Change Orders:
Substantial Completion: 12/12/2025
Ready for final payment: 12/26/2025

Recommended by Engineer (if required)

By: Jonathan W. Moxey
Title: Jon Moxey, Project Manager
Date: 12/5/2025

Authorized by Contractor

Connor Grysen
Assistant Project Manager
11/14/2025

Authorized by Owner

By: _____
Title: _____
Date: _____

Approved by Funding Agency (if applicable)

N/A



(616) 928-1033
www.glassimages.net

Estimate

2/13/2025

Midwest Construction Group, Inc
16 S. Elm St.
Zeeland, MI 49464

616.772.6070

Project:

Estimate #	Purchase Order #	E-mail
31517		AP@midwestbuilt.com

Qty	Description	Total
	Estimate for Installation of Flush Aluminum Entry Doors Includes Addendum #1 Details and Hardware Special-Lite Aluminum Entry Door System - (3) 3'0" x 7'2" SL-16 Single Doors - 2" x 4 1/2" Perimeter Frame - Painted Finish Bone White - Hardware per Hardware Schedule - Complete Installation Labor	18,325.00

Estimate pricing is valid for up to 15 days

Signature _____

Subtotal	\$18,325.00
Sales Tax (6.0%)	\$0.00
Total	\$18,325.00

Glass Images Inc.
4142 Blue Star Highway
Holland, MI 49423



Estimate

2/13/2025

(616) 928-1033

www.glassimages.net

Midwest Construction Group, Inc
16 S. Elm St.
Zeeland, MI 49464

616.772.6070

Project:

Estimate #	Purchase Order #	E-mail
31517		AP@midwestbuilt.com

Qty	Description	Total
	Estimate for Installation of Flush Aluminum Entry Doors Includes Addendum #1 Details and Hardware Pricing Updated 8/19/25 Special-Lite Aluminum Entry Door System - (3) 3'0" x 7'2" SL-16 Single Doors - 2" x 4 1/2" Perimeter Frame - Painted Finish Bone White - Hardware per Hardware Schedule - Complete Installation Labor	21,399.00

Estimate pricing is valid for up to 15 days

Signature _____

Subtotal	\$21,399.00
Sales Tax (6.0%)	\$0.00
Total	\$21,399.00

Glass Images Inc.
4142 Blue Star Highway
Holland, MI 49423

CHANGE ORDER NO. 004

City of Saugatuck
Engineer: Fleis & VandenBrink Engineering
Contractor: Midwest Construction Group, Inc
Project: MT Baldhead Restroom
Date Issued: May 21, 2025

Engineer's Project No.: 860451
Contractor's Project No.: N/A
Effective Date of Change Order: December 05, 2025

Description: Cost to locate water utility location. Through extensive searching with GPR, Pipe Locators and manpower, the water line was not in the location of the Existing Conditions plan. A relative location was eventually found going North, where a corp stop was impossible to locate. A request for additional time has been made to complete this project with it's entirety. We anticipate Occupancy sooner than this, but the site will not be complete until spring with landscape touchups, if needed.

Item No	Item Description	Unit	Est. Qty	Unit Price	Total Amount
4	Site Work	LS	1	\$ 7,503.74	\$ 7,503.74
1	General Conditions	LS	1	\$ 760.00	\$ 760.00
2	Contractor Fee	LS	1	\$ 826.37	\$ 826.37
				Total Add	\$ 9,090.11

Attachments:

Change in Contract Price

Original Contract Price:
\$ 298,000.00
Increase from previously approved Change Orders No. 0 to No 3
\$ 3,189.00
Contract Price prior to this Change Order:
\$ 301,189.00
Increase this Change Order:
\$ \$9,090.11
Contract Price incorporating this Change Order:
\$ 310,279.11

Change in Contract Times

Original Contract Times:
Substantial Completion: August 15, 2025
Ready for final payment: August 29, 2025
Increase/Decrease from previously approved Change Orders No.0 to No.3
Substantial Completion: 119 days
Ready for final payment: 119 days
Contract Times prior to this Change Order:
Substantial Completion: 12/12/2025
Ready for final payment: 12/26/2025
Increase/Decrease this Change Order:
Substantial Completion: 19 days
Ready for final payment: 125 days
Contract Times with all approve Change Orders:
Substantial Completion: 12/31/2025
Ready for final payment: 04/30/2026

Recommended by Engineer (if required)
By: Jonathan W. Moxey
Title: Jon Moxey, Project Manager
Date: 12/5/2025

Authorized by Contractor
Connor Grysen
Assistant Project Manager
12/05/2025

Authorized by Owner
By: _____
Title: _____
Date: _____

Approved by Funding Agency (if applicable)

N/A

CHANGE ORDER NO. 005

Engineer: City of Saugatuck
Contractor: Fleis & VandenBrink Engineering
Project: Midwest Construction Group, Inc
Date Issued: MT Baldhead Restroom
Description: Credit Cost for existing restroom removal.

Engineer's Project No.: 860451
Contractor's Project No.: N/A
Effective Date of Change Order: December 29, 2025

Item No	Item Description	Unit	Est. Qty	Unit Price	Total Amount
4	Site Work	LS	1	\$ (550.00)	\$ (550.00)
1	General Conditions	LS	1	\$ (450.00)	\$ (450.00)
				Total Credit	\$ (1,000.00)

Attachments:

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 298,000.00	Original Contract Times: Substantial Completion: August 15, 2025 Ready for final payment: August 29, 2025
Increase from previously approved Change Orders No. 0 to No 4 \$ 12,279.11	Increase/Decrease from previously approved Change Orders No.0 to No.4 Substantial Completion: 119 days Ready for final payment: 119 days
Contract Price prior to this Change Order: \$ 310,279.11	Contract Times prior to this Change Order: Substantial Completion: 12/12/2025 Ready for final payment: 12/26/2025
Decrease this Change Order: \$ 1,000.00	Increase/Decrease this Change Order: Substantial Completion: 19 days Ready for final payment: 125 days
Contract Price incorporating this Change Order: \$ 309,279.11	Contract Times with all approve Change Orders: Substantial Completion: 12/31/2025 Ready for final payment: 04/30/2026

Recommended by Engineer (if required)
By: Jonathan W. Moxey
Title: Project Manager
Date: 1/1/2026

Authorized by Contractor
Connor Grysen
Assistant Project Manager
12/29/2025

Authorized by Owner
By: _____
Title: _____
Date: _____

Approved by Funding Agency (if applicable)

SECTION 00 52 00

AGREEMENT

This Agreement is by and between the City of Saugatuck ("Owner") and **Midwest Construction Group**. ("Contractor").

Terms used in this Agreement have the meanings stated in the General Conditions and the Supplementary Conditions.

Owner and Contractor hereby agree as follows:

ARTICLE 1 - WORK

- 1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows: Mt. Baldhead Restroom Replacement.

ARTICLE 2 - THE PROJECT

- 2.01 Project, of which the Work under the Contract Documents is a part, is generally described as follows: Mt. Baldhead Restroom Replacement.

ARTICLE 3 - ENGINEER

- 3.01 The Owner has retained Fleis & VandenBrink Engineering, Inc. ("Engineer") to act as Owner's representative, assume all duties and responsibilities of Engineer, and have the rights and authority assigned to Engineer in the Contract.
- 3.02 The part of the Project that pertains to the Work has been designed by Engineer.

ARTICLE 4 - CONTRACT TIMES

4.01 *Time of the Essence*

- A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 *Contract Times: Dates*

- A. The Work will be substantially complete on or before **August 15, 2025**, and completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before **August 29, 2025**.

4.03 *Liquidated Damages*

- A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial and other losses if the Work is not completed and Milestones not achieved within the Contract Times, as duly modified. The parties also recognize the delays, expense, and difficulties involved in proving, in a legal or arbitration proceeding, the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty):

1. *Substantial Completion*: Contractor shall pay Owner **\$500** for each day that expires after the time (as duly adjusted pursuant to the Contract) specified above for Substantial Completion, until the Work is substantially complete.
 2. *Completion of Remaining Work*: After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times (as duly adjusted pursuant to the Contract) for completion and readiness for final payment, Contractor shall pay Owner **\$100** for each day that expires after such time until the Work is completed and ready for final payment.
- B. If Owner recovers liquidated damages for a delay in completion by Contractor, then such liquidated damages are Owner's sole and exclusive remedy for such delay, and Owner is precluded from recovering any other damages, whether actual, direct, excess, or consequential, for such delay, except for special damages (if any) specified in this Agreement.

ARTICLE 5 - CONTRACT PRICE

- 5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents, the amounts that follow, subject to adjustment under the Contract.
- A. For all Work, at the prices stated in Contractor's Bid, attached hereto as an exhibit totaling \$298,000.00.

ARTICLE 6 - PAYMENT PROCEDURES

6.01 *Submittal and Processing of Payments*

- A. Contractor shall submit Applications for Payment in accordance with Article 15 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

6.02 *Progress Payments; Retainage*

- A. Owner shall make progress payments on the basis of Contractor's Applications for Payment each month during performance of the Work as provided in Paragraph 6.02.A.1 below, provided that such Applications for Payment have been submitted in a timely manner and otherwise meet the requirements of the Contract. All such payments will be measured by the Schedule of Values established as provided in the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no Schedule of Values, as provided elsewhere in the Contract.
1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Owner may withhold, including but not limited to liquidated damages, in accordance with the Contract.
 - a. 90 percent of the value of the Work completed (with the balance being retainage).
 - 1) If 50 percent or more of the Work has been completed, as determined by Engineer, and if the character and progress of the Work have been satisfactory to Owner and Engineer, then as long as the character and progress of the Work remain satisfactory to Owner and Engineer, there will be no additional retainage; and
 - 2) Zero percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).

- B. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to 100 percent of the Work completed, less such amounts set off by Owner pursuant to Paragraph 15.01.E of the General Conditions, and less 200 percent of Engineer's estimate of the value of Work to be completed or corrected as shown on the punch list of items to be completed or corrected prior to final payment.

6.03 *Interest*

- A. All amounts not paid when due will bear interest at the percent per annum rate 2.0% higher than the Prime Rate on the date of bid opening.

ARTICLE 7 - CONTRACT DOCUMENTS

7.01 *Contents*

- A. The Contract Documents consist of all of the following:
 - 1. This Agreement.
 - 2. Bonds
 - a. Performance bond (together with power of attorney).
 - b. Payment bond (together with power of attorney).
 - 3. General Conditions.
 - 4. Supplementary Conditions.
 - 5. Specifications as listed in the table of contents of the project manual.
 - 6. Drawings (not attached but incorporated by reference) consisting of 12 sheets with each sheet bearing the following general title: Mt. Baldhead Restroom Replacement.
 - 7. Addenda (numbers 1 to 3, inclusive).
 - 8. Exhibits to this Agreement (enumerated as follows):
 - a. Contractor's Bid.
 - b. Documentation submitted by Contractor prior to Notice of Award.
 - 9. The following which may be delivered or issued on or after the Effective Date of the Contract and are not attached hereto:
 - a. Notice to Proceed.
 - b. Work Change Directives.
 - c. Change Orders.
- B. The Contract Documents listed in Paragraph 7.01.A are attached to this Agreement (except as expressly noted otherwise above).
- C. There are no Contract Documents other than those listed above in this Article 7.
- D. The Contract Documents may only be amended, modified, or supplemented as provided in the Contract.

ARTICLE 8 - REPRESENTATIONS, CERTIFICATIONS, AND STIPULATIONS

8.01 *Contractor's Representations*

- A. In order to induce Owner to enter into this Contract, Contractor makes the following representations:
 - 1. Contractor has examined and carefully studied the Contract Documents, including Addenda.
 - 2. Contractor has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

3. Contractor is familiar with all Laws and Regulations that may affect cost, progress, and performance of the Work.
4. Contractor has carefully studied the reports of explorations and tests of subsurface conditions at or adjacent to the Site and the drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, if any, with respect to the Technical Data in such reports and drawings.
5. Contractor has carefully studied the reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, with respect to Technical Data in such reports and drawings.
6. Contractor has considered the information known to Contractor itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor; and (c) Contractor's safety precautions and programs.
7. Based on the information and observations referred to in the preceding paragraph, Contractor agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
8. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
9. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and of discrepancies between Site conditions and the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
10. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
11. Contractor's entry into this Contract constitutes an incontrovertible representation by Contractor that without exception all prices in the Agreement are premised upon performing and furnishing the Work required by the Contract Documents.

8.02 *Contractor's Certifications*

- A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 8.02:
 1. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process or in the Contract execution.
 2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition.
 3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and
 4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

8.03 Standard General Conditions

- A. Owner stipulates that if the General Conditions that are made a part of this Contract are EJCDC® C 700, Standard General Conditions for the Construction Contract (2018), published by the Engineers Joint Contract Documents Committee, and if Owner is the party that has furnished said General Conditions, then Owner has plainly shown all modifications to the standard wording of such published document to the Contractor, through a process such as highlighting or "track changes" (redline/strikeout), or in the Supplementary Conditions.

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement.

This Agreement will be effective on _____, 2025 (which is the Effective Date of the Contract).

Owner:	Contractor:
<u>City of Saugatuck</u>	<u>Midwest Construction Group</u>
(typed or printed name of organization)	(typed or printed name of organization)
By: _____	By: <u>[Signature]</u>
(individual's signature)	(individual's signature)
Date: _____	Date: <u>5-14-2025</u>
(date signed)	(date signed)
Name: _____	Name: <u>Brian VanBeveren</u>
(typed or printed)	(typed or printed)
Title: _____	Title: <u>V.P.</u>
(typed or printed)	(typed or printed)
	(If Contractor is a corporation, a partnership, or a joint venture, attach evidence of authority to
Attest: _____	Attest: <u>[Signature]</u>
(individual's signature)	(individual's signature)
Title: _____	Title: <u>Connor Grysen</u>
(typed or printed)	(typed or printed)
Address for giving notices:	Address for giving notices:
<u>102 Butler Street</u>	<u>16 S. Elm Street</u>
<u>PO Box 86</u>	<u>Zeeland, MI 49464</u>
<u>Saugatuck, MI 49453</u>	
Designated Representative:	Designated Representative:
Name: <u>Scott Herbert</u>	Name: <u>Connor Grysen</u>
(typed or printed)	(typed or printed)
Title: <u>Superintendent of Public Works</u>	Title: <u>Assistant Project Manager</u>
(typed or printed)	(typed or printed)

Address:

102 Butler Street

PO Box 86

Saugatuck, MI 49453

Phone: (269) 857-2603 x7

Email: scott@saugatuckcity.com

Address:

16. S. Elm St.

Zeeland, MI 49464

Phone:

(616) 772-6030

Email:

comorg@midwestbuilt.com

License No.:

2102200868

(where applicable)

State:

Michigan

END OF SECTION



City Council Agenda Item Report

FROM: Nicole Bredeweg

MEETING DATE: January 07, 2026

SUBJECT: Revenue and Expenditure Report, 2nd Quarter

DESCRIPTION:

Included is the revenue and expenditure report for October 1 through December 31.

Also included is a prior year comparison.

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK

PERIOD ENDING 12/31/2025

% Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2025 NORMAL (ABNORMAL)	MONTH 12/31/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-402.000	REAL PROPERTY TAXES	2,500,000.00	2,454,013.52	1,819.64	45,986.48	98.16
101-000-403.000	PERSONAL PROPERTY TAXES	32,000.00	31,557.17	0.00	442.83	98.62
101-000-445.000	PENALTIES & INTEREST	10,000.00	12,008.59	1,712.08	(2,008.59)	120.09
101-000-447.000	ADMINISTRATION FEE	115,000.00	106,416.02	11,582.06	8,583.98	92.54
101-000-478.000	PERMIT FEES	125,000.00	59,772.70	3,470.20	65,227.30	47.82
101-000-528.000	OTHER FEDERAL GRANTS	1,300,000.00	0.00	0.00	1,300,000.00	0.00
101-000-574.000	REVENUE SHARING	100,000.00	19,038.00	0.00	80,962.00	19.04
101-000-577.000	LIQUOR LICENSE FEES	12,000.00	9,341.75	0.00	2,658.25	77.85
101-000-579.000	GRANTS RECEIVED	300,000.00	17,871.37	0.00	282,128.63	5.96
101-000-607.000	FRANCHISE FEES	36,000.00	9,189.76	0.00	26,810.24	25.53
101-000-614.000	SCHOOL TAX COLLECTION FEE	3,300.00	3,203.75	0.00	96.25	97.08
101-000-615.000	PARKING LOT FEES	28,000.00	17,121.25	0.00	10,878.75	61.15
101-000-643.000	CHARGES FOR SERVICE	1,200.00	465.00	0.00	735.00	38.75
101-000-650.000	CHAIN FERRY FEES	3,800.00	4,502.19	0.00	(702.19)	118.48
101-000-651.000	OVAL BEACH FEES	590,000.00	577,026.43	0.00	12,973.57	97.80
101-000-652.000	OVAL CONCESSION	100,000.00	76,739.13	0.00	23,260.87	76.74
101-000-653.000	BOAT RAMP FEES	2,000.00	20.00	0.00	1,980.00	1.00
101-000-654.000	GAZEBO FEES	1,500.00	2,000.00	0.00	(500.00)	133.33
101-000-655.000	POLICE & ORDINANCE FEES	1,500.00	1,233.25	208.25	266.75	82.22
101-000-665.000	INTEREST EARNED	100,000.00	150,445.23	39,712.91	(50,445.23)	150.45
101-000-667.000	STREET END & PROPERTY FEES	47,000.00	0.00	0.00	47,000.00	0.00
101-000-670.000	BOAT SLIP FEES	28,000.00	10,156.53	10,156.53	17,843.47	36.27
101-000-674.000	MISC DONATIONS & INCOME	171,000.00	24,680.28	0.00	146,319.72	14.43
101-000-682.000	USE TAX & ELECTION FEES	16,000.00	14,186.72	0.00	1,813.28	88.67
101-000-697.000	TRANSFER FROM FUND BALANCE	1,573,280.00	0.00	0.00	1,573,280.00	0.00
Total Dept 000		7,196,580.00	3,600,988.64	68,661.67	3,595,591.36	50.04
TOTAL REVENUES		7,196,580.00	3,600,988.64	68,661.67	3,595,591.36	50.04

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK
PERIOD ENDING 12/31/2025
% Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	12/31/2025	MONTH 12/31/2025	INCREASE (DECREASE)	NORMAL (ABNORMAL) BALANCE		
Fund 101 - GENERAL FUND								
Expenditures								
Dept 101 - COUNCIL								
101-101-702.000	SALARY	8,600.00	2,087.50	0.00		6,512.50	24.27	
101-101-720.000	FRINGE BENEFITS	800.00	171.71	0.00		628.29	21.46	
101-101-801.000	CONTRACTUAL SERVICES	139,300.00	9,531.00	4,835.09		129,769.00	6.84	
101-101-803.000	LEGAL FEES	250,000.00	52,002.30	9,699.06		197,997.70	20.80	
101-101-831.000	CEMETERY FEES	6,800.00	0.00	0.00		6,800.00	0.00	
101-101-860.000	EDUCATIONAL TRAINING	7,500.00	0.00	0.00		7,500.00	0.00	
101-101-882.000	EVENTS/SERVICES	15,000.00	1,820.00	0.00		13,180.00	12.13	
101-101-900.000	PRINTING & PUBLISHING	2,500.00	391.00	0.00		2,109.00	15.64	
101-101-908.000	DUES & PUBLICATIONS	1,300.00	0.00	0.00		1,300.00	0.00	
101-101-913.000	INSURANCE	3,300.00	241.00	0.00		3,059.00	7.30	
Total Dept 101 - COUNCIL		435,100.00	66,244.51	14,534.15		368,855.49	15.23	

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK

PERIOD ENDING 12/31/2025

% Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED BUDGET	12/31/2025	MONTH	12/31/2025	NORMAL	(ABNORMAL)	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)			USED
Fund 101 - GENERAL FUND								
Expenditures								
Dept 173 - CITY ADMINISTRATION								
101-173-702.000	SALARY/WAGES	122,000.00	64,581.75		10,884.62	57,418.25		52.94
101-173-720.000	FRINGE BENEFITS	56,000.00	25,013.08		4,003.52	30,986.92		44.67
101-173-727.000	OFFICE SUPPLIES	1,800.00	476.65		159.31	1,323.35		26.48
101-173-801.000	CONTRACTUAL SERVICES	13,500.00	4,843.68		1,922.47	8,656.32		35.88
101-173-802.000	AUDIT	12,000.00	0.00		0.00	12,000.00		0.00
101-173-803.000	LEGAL FEES	60,000.00	8,777.50		1,332.50	51,222.50		14.63
101-173-850.000	TELEPHONES	2,200.00	1,134.18		154.21	1,065.82		51.55
101-173-860.000	EDUCATIONAL TRAINING	3,500.00	431.76		0.00	3,068.24		12.34
101-173-900.000	PRINTING & PUBLISHING	200.00	541.38		0.00	(341.38)		270.69
101-173-910.000	INSURANCE	2,900.00	3,264.00		0.00	(364.00)		112.55
101-173-970.000	CAPITAL OUTLAY	2,000.00	0.00		0.00	2,000.00		0.00
Total Dept 173 - CITY ADMINISTRATION		276,100.00	109,063.98		18,456.63	167,036.02		39.50

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	12/31/2025	MONTH 12/31/2025	INCREASE (DECREASE)	NORMAL (ABNORMAL) BALANCE		
Fund 101 - GENERAL FUND								
Expenditures								
Dept 215 - CITY CLERK								
101-215-702.000	SALARY/WAGES	140,000.00	60,710.87	10,312.08		79,289.13	43.36	
101-215-720.000	FRINGE BENEFITS	68,000.00	32,637.67	5,117.33		35,362.33	48.00	
101-215-727.000	OFFICE SUPPLIES	2,000.00	1,224.82	149.55		775.18	61.24	
101-215-801.000	CONTRACTUAL SERVICES	41,000.00	9,725.39	490.17		31,274.61	23.72	
101-215-803.000	LEGAL FEES	7,500.00	6,896.00	0.00		604.00	91.95	
101-215-820.000	ELECTIONS	4,000.00	5,541.76	1,318.58		(1,541.76)	138.54	
101-215-850.000	TELEPHONES	900.00	2,029.24	307.87		(1,129.24)	225.47	
101-215-860.000	EDUCATIONAL TRAINING	3,000.00	365.50	0.00		2,634.50	12.18	
101-215-900.000	PRINTING & PUBLISHING	500.00	0.00	0.00		500.00	0.00	
101-215-970.000	CAPITAL OUTLAY	2,000.00	0.00	0.00		2,000.00	0.00	
Total Dept 215 - CITY CLERK		268,900.00	119,131.25	17,695.58		149,768.75	44.30	

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK

PERIOD ENDING 12/31/2025

% Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 12/31/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 253 - CITY TREASURER						
101-253-702.000	SALARY/WAGES	86,500.00	38,125.53	6,453.46	48,374.47	44.08
101-253-720.000	FRINGE BENEFITS	44,000.00	19,421.38	3,168.42	24,578.62	44.14
101-253-727.000	OFFICE SUPPLIES	2,600.00	3,431.41	133.00	(831.41)	131.98
101-253-801.000	CONTRACTUAL SERVICES	12,200.00	5,291.18	257.47	6,908.82	43.37
101-253-803.000	LEGAL FEES	1,000.00	0.00	0.00	1,000.00	0.00
101-253-850.000	TELEPHONE	800.00	1,133.96	153.91	(333.96)	141.75
101-253-860.000	EDUCATIONAL TRAINING	3,000.00	272.00	173.00	2,728.00	9.07
101-253-900.000	PRINTING & PUBLISHING	500.00	0.00	0.00	500.00	0.00
101-253-913.000	INSURANCE	1,400.00	2,090.00	0.00	(690.00)	149.29
101-253-970.000	CAPITAL OUTLAY	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 253 - CITY TREASURER		154,000.00	69,765.46	10,339.26	84,234.54	45.30

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK
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		2025-26		YTD BALANCE	ACTIVITY FOR		AVAILABLE			
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL	12/31/2025 (ABNORMAL)	MONTH 12/31/2025	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND										
Expenditures										
Dept 257 - ASSESSING										
101-257-702.000	SALARY	1,800.00		0.00		0.00		1,800.00		0.00
101-257-720.000	FRINGE BENEFITS	180.00		0.00		0.00		180.00		0.00
101-257-727.000	OFFICE SUPPLIES	1,300.00		11.00		0.00		1,289.00		0.85
101-257-801.000	CONTRACTUAL SERVICES	41,000.00		22,103.42		3,282.31		18,896.58		53.91
101-257-804.000	BOARD OF REVIEW	300.00		63.00		0.00		237.00		21.00
101-257-807.000	TRIBUNAL CHARGEBACKS	1,500.00		(2,101.10)		(1,571.89)		3,601.10		(140.07)
101-257-850.000	TELEPHONES	900.00		434.46		78.91		465.54		48.27
101-257-860.000	EDUCATIONAL TRAINING	1,500.00		0.00		0.00		1,500.00		0.00
101-257-900.000	PRINTING & PUBLISHING	750.00		0.00		0.00		750.00		0.00
101-257-970.000	CAPITAL OUTLAY	2,000.00		0.00		0.00		2,000.00		0.00
Total Dept 257 - ASSESSING		51,230.00		20,510.78		1,789.33		30,719.22		40.04

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GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	12/31/2025	MONTH 12/31/2025	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 265 - CITY HALL						
101-265-702.000	SALARY/WAGES	10,500.00	4,647.12	799.64	5,852.88	44.26
101-265-720.000	FRINGE BENEFITS	5,000.00	2,141.13	351.37	2,858.87	42.82
101-265-730.000	SUPPLIES	2,000.00	57.28	172.16	1,942.72	2.86
101-265-801.000	CONTRACTUAL SERVICES	11,500.00	2,059.15	355.17	9,440.85	17.91
101-265-850.000	TELEPHONE	500.00	142.58	25.91	357.42	28.52
101-265-900.000	PRINTING & PUBLISHING	150.00	0.00	0.00	150.00	0.00
101-265-913.000	INSURANCE	2,000.00	1,238.00	0.00	762.00	61.90
101-265-920.000	UTILITIES	5,200.00	2,647.64	544.72	2,552.36	50.92
101-265-930.000	REPAIRS & MAINTENANCE	7,500.00	1,250.47	591.75	6,249.53	16.67
101-265-946.000	EQUIPMENT RENTAL	3,500.00	1,140.61	0.00	2,359.39	32.59
101-265-970.000	CAPITAL OUTLAY	45,000.00	19,456.00	9,194.00	25,544.00	43.24
Total Dept 265 - CITY HALL		92,850.00	34,779.98	12,034.72	58,070.02	37.46

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT
		AMENDED BUDGET	12/31/2025	MONTH	12/31/2025	BALANCE	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND							
Expenditures							
Dept 301 - SHERIFF							
101-301-702.000	WAGES DEPUTIES	350,000.00	178,387.70		35,677.54	171,612.30	50.97
101-301-702.001	OVERTIME	2,500.00	0.00		0.00	2,500.00	0.00
101-301-702.002	RESERVE OFFICERS	12,000.00	8,528.00		528.00	3,472.00	71.07
101-301-748.000	FUEL & OILS	16,000.00	0.00		0.00	16,000.00	0.00
101-301-803.000	LEGAL FEES	2,500.00	0.00		0.00	2,500.00	0.00
101-301-882.000	EVENTS/SERVICES	1,000.00	12.74		0.00	987.26	1.27
101-301-946.000	EQUIPMENT RENTAL	37,500.00	0.00		0.00	37,500.00	0.00
Total Dept 301 - SHERIFF		421,500.00	186,928.44		36,205.54	234,571.56	44.35

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		AMENDED BUDGET	12/31/2025	MONTH 12/31/2025	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 441 - PUBLIC WORKS						
101-441-702.000	SALARY/WAGES	226,000.00	104,168.92	20,764.82	121,831.08	46.09
101-441-720.000	FRINGE BENEFITS	170,000.00	75,753.10	13,703.03	94,246.90	44.56
101-441-730.000	SUPPLIES	11,000.00	4,026.10	224.61	6,973.90	36.60
101-441-740.000	UNIFORMS	3,600.00	1,700.67	560.56	1,899.33	47.24
101-441-755.000	TOOLS	3,000.00	1,224.41	219.00	1,775.59	40.81
101-441-799.000	PARKWAY TREES	6,000.00	180.00	0.00	5,820.00	3.00
101-441-801.000	CONTRACTUAL SERVICES	300,000.00	130,894.90	15,500.72	169,105.10	43.63
101-441-805.000	HOLIDAY LIGHTING	35,000.00	38,751.22	38,751.22	(3,751.22)	110.72
101-441-860.000	EDUCATIONAL TRAINING	3,500.00	825.00	0.00	2,675.00	23.57
101-441-882.000	EVENTS/SERVICES	500.00	0.00	0.00	500.00	0.00
101-441-900.000	PRINTING & PUBLISHING	500.00	52.05	0.00	447.95	10.41
101-441-913.000	INSURANCE	6,700.00	8,562.00	0.00	(1,862.00)	127.79
101-441-920.000	UTILITIES	6,000.00	4,614.90	467.57	1,385.10	76.92
101-441-926.000	STREET LIGHTS	27,000.00	8,732.97	2,177.52	18,267.03	32.34
101-441-930.000	REPAIRS & MAINTENANCE	1,500.00	1,310.87	0.00	189.13	87.39
101-441-932.000	SIDEWALK REPAIRS	20,000.00	13,531.17	13,515.00	6,468.83	67.66
101-441-945.000	CAPITAL OUTLAY	1,975,000.00	20,411.89	13,198.00	1,954,588.11	1.03
101-441-946.000	EQUIPMENT RENTAL	107,000.00	63,528.57	0.00	43,471.43	59.37
101-441-960.000	SIGNS	85,000.00	829.82	0.00	84,170.18	0.98
Total Dept 441 - PUBLIC WORKS		2,987,300.00	479,098.56	119,082.05	2,508,201.44	16.04

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GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT
		AMENDED BUDGET	12/31/2025	MONTH	12/31/2025	BALANCE	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND							
Expenditures							
Dept 721 - PLANNING/ZONING							
101-721-702.000	SALARY/WAGES	48,000.00	21,146.01	3,625.66		26,853.99	44.05
101-721-720.000	FRINGE BENEFITS	30,000.00	10,355.52	1,706.42		19,644.48	34.52
101-721-727.000	OFFICE SUPPLIES	3,700.00	2,597.10	431.12		1,102.90	70.19
101-721-801.000	CONTRACTUAL SERVICES	156,500.00	59,355.21	4,206.53		97,144.79	37.93
101-721-803.000	LEGAL FEES	65,000.00	29,961.00	5,247.00		35,039.00	46.09
101-721-850.000	TELEPHONES	700.00	833.65	92.33		(133.65)	119.09
101-721-860.000	EDUCATIONAL TRAINING	3,200.00	1,102.55	0.00		2,097.45	34.45
101-721-900.000	PRINTING & PUBLISHING	3,000.00	913.37	210.00		2,086.63	30.45
101-721-908.000	DUES, FEES & PUBLICATIONS	500.00	700.00	0.00		(200.00)	140.00
101-721-913.000	INSURANCE	2,800.00	1,866.00	0.00		934.00	66.64
101-721-970.000	CAPITAL OUTLAY	2,500.00	930.00	0.00		1,570.00	37.20
Total Dept 721 - PLANNING/ZONING		315,900.00	129,760.41	15,519.06		186,139.59	41.08

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GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED BUDGET	12/31/2025	MONTH	12/31/2025	NORMAL	(ABNORMAL)	
			(ABNORMAL)	INCREASE	(DECREASE)			USED
Fund 101 - GENERAL FUND								
Expenditures								
Dept 723 - HISTORIC DISTRICT COMMISSION								
101-723-702.000	SALARY	31,500.00	12,217.22		2,417.10	19,282.78		38.78
101-723-720.000	FRINGE BENEFITS	13,000.00	3,105.08		639.45	9,894.92		23.89
101-723-727.000	OFFICE SUPPLIES	1,000.00	1,074.72		45.00	(74.72)		107.47
101-723-801.000	CONTRACTUAL SERVICES	5,700.00	2,278.27		237.19	3,421.73		39.97
101-723-803.000	LEGAL FEES	1,500.00	133.00		0.00	1,367.00		8.87
101-723-850.000	TELEPHONES	850.00	464.20		61.58	385.80		54.61
101-723-860.000	EDUCATIONAL TRAINING	1,200.00	0.00		0.00	1,200.00		0.00
101-723-900.000	PRINTING & PUBLISHING	300.00	8.25		0.00	291.75		2.75
101-723-908.000	DUES & PUBLICATIONS	250.00	0.00		0.00	250.00		0.00
Total Dept 723 - HISTORIC DISTRICT COMMISSION		55,300.00	19,280.74		3,400.32	36,019.26		34.87

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GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED BUDGET	NORMAL	(ABNORMAL)	MONTH	12/31/2025	NORMAL	(ABNORMAL)	
					INCREASE	(DECREASE)			USED
Fund 101 - GENERAL FUND									
Expenditures									
Dept 730 - HARBOR									
101-730-801.000	CONTRACTUAL SERVICES	10,000.00		4,277.60		820.80		5,722.40	42.78
101-730-931.000	WATERWAYS REPAIR	65,000.00		0.00		0.00		65,000.00	0.00
Total Dept 730 - HARBOR		75,000.00		4,277.60		820.80		70,722.40	5.70

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GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED		
		AMENDED BUDGET	12/31/2025 (NORMAL (ABNORMAL))	MONTH 12/31/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 101 - GENERAL FUND								
Expenditures								
Dept 751 - PARKS & RECREATION								
101-751-702.000	SALARY/WAGES	117,500.00	34,664.45	2,790.04	82,835.55	29.50		
101-751-720.000	FRINGE BENEFITS	63,000.00	16,715.19	1,917.77	46,284.81	26.53		
101-751-730.000	SUPPLIES	27,000.00	1,496.08	191.73	25,503.92	5.54		
101-751-801.000	CONTRACTUAL SERVICES	125,000.00	4,497.38	234.47	120,502.62	3.60		
101-751-819.000	CHAIN FERRY REPAIRS	20,000.00	3,387.19	242.13	16,612.81	16.94		
101-751-900.000	PRINTING & PUBLISHING	500.00	5.00	0.00	495.00	1.00		
101-751-913.000	INSURANCE	3,600.00	3,701.00	0.00	(101.00)	102.81		
101-751-920.000	UTILITIES	30,500.00	18,156.69	3,302.28	12,343.31	59.53		
101-751-928.000	TRASH	20,000.00	4,699.41	504.00	15,300.59	23.50		
101-751-930.000	REPAIRS & MAINTENANCE	50,000.00	5,214.47	0.00	44,785.53	10.43		
101-751-946.000	EQUIPMENT RENTAL	60,000.00	21,324.14	0.00	38,675.86	35.54		
101-751-960.000	SIGNS	30,000.00	100.77	0.00	29,899.23	0.34		
101-751-970.000	CAPITAL OUTLAY	180,000.00	11,090.00	0.00	168,910.00	6.16		
Total Dept 751 - PARKS & RECREATION		727,100.00	125,051.77	9,182.42	602,048.23	17.20		

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GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED		
		AMENDED BUDGET	12/31/2025 NORMAL (ABNORMAL)	MONTH 12/31/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 101 - GENERAL FUND								
Expenditures								
Dept 756 - OVAL BEACH								
101-756-702.000	SALARY/WAGES	152,000.00	72,696.52	1,689.90	79,303.48	47.83		
101-756-720.000	FRINGE BENEFITS	40,000.00	15,997.11	1,265.87	24,002.89	39.99		
101-756-730.000	SUPPLIES	22,000.00	13,541.78	14.46	8,458.22	61.55		
101-756-801.000	CONTRACTUAL SERVICES	91,000.00	17,796.35	560.87	73,203.65	19.56		
101-756-850.000	TELEPHONE	3,500.00	2,077.22	375.24	1,422.78	59.35		
101-756-860.000	EDUCATIONAL TRAINING	1,200.00	0.00	0.00	1,200.00	0.00		
101-756-900.000	PRINTING & PUBLISHING	2,000.00	0.00	0.00	2,000.00	0.00		
101-756-913.000	INSURANCE	3,500.00	5,801.00	0.00	(2,301.00)	165.74		
101-756-920.000	UTILITIES	14,000.00	6,727.44	887.28	7,272.56	48.05		
101-756-930.000	REPAIRS & MAINTENANCE	10,000.00	4,226.01	0.00	5,773.99	42.26		
101-756-946.000	EQUIPMENT RENTAL	37,000.00	19,074.76	0.00	17,925.24	51.55		
101-756-960.000	SIGNS	500.00	1,851.56	0.00	(1,351.56)	370.31		
101-756-970.000	CAPITAL OUTLAY	328,000.00	172,483.88	53,323.54	155,516.12	52.59		
Total Dept 756 - OVAL BEACH		704,700.00	332,273.63	58,117.16	372,426.37	47.15		

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GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	12/31/2025	MONTH 12/31/2025	INCREASE	(DECREASE)	NORMAL	
Fund 101 - GENERAL FUND								
Expenditures								
Dept 758 - OVAL CONCESSION								
101-758-702.000	SALARY	45,000.00	21,811.59		0.00		23,188.41	48.47
101-758-720.000	FRINGE BENEFITS	5,000.00	2,204.95		2.00		2,795.05	44.10
101-758-730.000	SUPPLIES	50,000.00	24,448.65		14.45		25,551.35	48.90
101-758-801.000	CONTRACTUAL SERVICES	5,000.00	899.48		57.62		4,100.52	17.99
101-758-850.000	TELEPHONES	500.00	0.00		0.00		500.00	0.00
101-758-860.000	EDUCATIONAL TRAINING	500.00	0.00		0.00		500.00	0.00
101-758-920.000	UTILITIES	850.00	0.00		0.00		850.00	0.00
101-758-930.000	REPAIRS & MAINTENANCE	500.00	0.00		0.00		500.00	0.00
101-758-960.000	SIGNS	500.00	0.00		0.00		500.00	0.00
101-758-970.000	CAPITAL OUTLAY	1,500.00	0.00		0.00		1,500.00	0.00
Total Dept 758 - OVAL CONCESSION		109,350.00	49,364.67		74.07		59,985.33	45.14

		2025-26	YTD BALANCE	ACTIVITY FOR		AVAILABLE		
GL NUMBER	DESCRIPTION	AMENDED BUDGET	12/31/2025	MONTH 12/31/2025	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BDGT
USED								
Fund 101 - GENERAL FUND								
Expenditures								
Dept 760 - SPEAR BOAT LAUNCH								
101-760-801.000	CONTRACTUAL SERVICES	2,000.00	0.00	0.00		2,000.00	0.00	
101-760-900.000	PRINTING & PUBLISHING	250.00	0.00	0.00		250.00	0.00	
Total Dept 760 - SPEAR BOAT LAUNCH		2,250.00	0.00	0.00		2,250.00	0.00	

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GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	12/31/2025	MONTH 12/31/2025	BALANCE	
Fund 101 - GENERAL FUND						
Expenditures						
Dept 965 - TRANSFERS						
101-965-998.202	TRANSFER TO MAJOR STREETS	70,000.00	0.00	0.00	70,000.00	0.00
101-965-998.203	TRANSFER TO LOCAL STREETS	450,000.00	0.00	0.00	450,000.00	0.00
Total Dept 965 - TRANSFERS		520,000.00	0.00	0.00	520,000.00	0.00

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GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	12/31/2025 NORMAL (ABNORMAL)	MONTH	12/31/2025 (DECREASE)	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND Expenditures								
TOTAL EXPENDITURES		7,196,580.00	1,745,531.78		317,251.09		5,451,048.22	24.26
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		7,196,580.00	3,600,988.64		68,661.67		3,595,591.36	50.04
TOTAL EXPENDITURES		7,196,580.00	1,745,531.78		317,251.09		5,451,048.22	24.26
NET OF REVENUES & EXPENDITURES		0.00	1,855,456.86		(248,589.42)		(1,855,456.86)	100.00

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		2025-26	YTD BALANCE	ACTIVITY FOR		AVAILABLE		
GL NUMBER	DESCRIPTION	AMENDED BUDGET	12/31/2025	MONTH 12/31/2025	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BDGT USED
Fund 202 - MAJOR STREETS								
Revenues								
Dept 000								
202-000-538.000	COUNTY ROAD MILLAGE	95,000.00	0.00	0.00		95,000.00	0.00	
202-000-546.000	ACT 51 FEES	120,000.00	30,532.83	0.00		89,467.17	25.44	
202-000-665.000	INTEREST	10,000.00	13,489.65	3,114.06		(3,489.65)	134.90	
202-000-697.000	TRANSFER FROM FUND BALANCE	26,500.00	0.00	0.00		26,500.00	0.00	
202-000-699.000	DUE FROM LS & GF	70,000.00	0.00	0.00		70,000.00	0.00	
Total Dept 000		321,500.00	44,022.48	3,114.06		277,477.52	13.69	
TOTAL REVENUES		321,500.00	44,022.48	3,114.06		277,477.52	13.69	
Expenditures								
Dept 463 - ROUTINE MAINTENANCE								
202-463-702.000	SALARY/WAGES	23,000.00	5,714.86	1,160.77		17,285.14	24.85	
202-463-720.000	FRINGE BENEFITS	13,000.00	3,504.55	473.06		9,495.45	26.96	
202-463-727.000	SUPPLIES	4,500.00	282.00	221.00		4,218.00	6.27	
202-463-801.000	CONTRACTUAL SERVICES	200,000.00	2,308.00	0.00		197,692.00	1.15	
202-463-930.000	REPAIRS & MAINTENANCE	3,500.00	0.00	0.00		3,500.00	0.00	
202-463-946.000	EQUIPMENT RENTAL	28,000.00	3,472.81	0.00		24,527.19	12.40	
Total Dept 463 - ROUTINE MAINTENANCE		272,000.00	15,282.22	1,854.83		256,717.78	5.62	

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GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED BUDGET	12/31/2025	MONTH	12/31/2025	NORMAL	(ABNORMAL)	
			(ABNORMAL)	INCREASE	(DECREASE)			USED
Fund 202 - MAJOR STREETS								
Expenditures								
Dept 464 - WINTER MAINTENANCE								
202-464-702.000	SALARY/WAGES	15,000.00	3,206.62		1,188.50	11,793.38		21.38
202-464-720.000	FRINGE BENEFITS	6,000.00	1,705.08		352.97	4,294.92		28.42
202-464-727.000	SUPPLIES	14,500.00	4,118.56		0.00	10,381.44		28.40
202-464-946.000	EQUIPMENTAL RENTAL	14,000.00	250.66		0.00	13,749.34		1.79
Total Dept 464 - WINTER MAINTENANCE		49,500.00	9,280.92		1,541.47	40,219.08		18.75

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED BUDGET	12/31/2025	MONTH	12/31/2025	NORMAL	(ABNORMAL)	
			(ABNORMAL)	INCREASE	(DECREASE)			USED
Fund 202 - MAJOR STREETS								
Expenditures								
TOTAL EXPENDITURES		321,500.00	24,563.14		3,396.30		296,936.86	7.64
Fund 202 - MAJOR STREETS:								
TOTAL REVENUES		321,500.00	44,022.48		3,114.06		277,477.52	13.69
TOTAL EXPENDITURES		321,500.00	24,563.14		3,396.30		296,936.86	7.64
NET OF REVENUES & EXPENDITURES		0.00	19,459.34		(282.24)		(19,459.34)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK

PERIOD ENDING 12/31/2025

% Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2025	MONTH 12/31/2025	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 203 - LOCAL STREETS						
Revenues						
Dept 000						
203-000-402.000	LOCAL ROAD MILLAGE	415,000.00	408,448.81	299.32	6,551.19	98.42
203-000-445.000	PENALTIES & INT ON TAXES	500.00	234.80	12.81	265.20	46.96
203-000-538.000	COUNTY ROAD MILLAGE	95,000.00	0.00	0.00	95,000.00	0.00
203-000-539.001	STATE GRANT - MAPLE ST	125,000.00	0.00	0.00	125,000.00	0.00
203-000-546.000	ACT 51 FEES	70,000.00	18,137.79	0.00	51,862.21	25.91
203-000-581.000	CONTRIBUTIONS FROM LOCAL UNITS	243,000.00	12,230.00	0.00	230,770.00	5.03
203-000-665.000	INTEREST	20,000.00	51,258.57	8,601.73	(31,258.57)	256.29
203-000-697.000	FUND BALANCE	494,500.00	0.00	0.00	494,500.00	0.00
203-000-699.000	DUE FROM OTHER FUNDS	450,000.00	0.00	0.00	450,000.00	0.00
Total Dept 000		1,913,000.00	490,309.97	8,913.86	1,422,690.03	25.63
TOTAL REVENUES		1,913,000.00	490,309.97	8,913.86	1,422,690.03	25.63
Expenditures						
Dept 463 - ROUTINE MAINTENANCE						
203-463-702.000	SALARY/WAGES	21,000.00	8,501.15	957.78	12,498.85	40.48
203-463-720.000	FRINGE BENEFITS	9,000.00	4,563.96	535.18	4,436.04	50.71
203-463-727.000	SUPPLIES	4,000.00	298.98	147.98	3,701.02	7.47
203-463-801.000	CONTRACTUAL SERVICES	225,000.00	11,434.52	2,797.25	213,565.48	5.08
203-463-930.000	REPAIRS & MAINTENANCE	1,500.00	0.00	0.00	1,500.00	0.00
203-463-946.000	EQUIPMENT RENTAL	29,000.00	10,529.40	0.00	18,470.60	36.31
203-463-970.000	CAPITAL OUTLAY	1,578,000.00	77,913.00	9,536.00	1,500,087.00	4.94
Total Dept 463 - ROUTINE MAINTENANCE		1,867,500.00	113,241.01	13,974.19	1,754,258.99	6.06

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED BUDGET	12/31/2025	MONTH	12/31/2025	NORMAL	(ABNORMAL)	
			(ABNORMAL)	INCREASE	(DECREASE)			USED
Fund 203 - LOCAL STREETS								
Expenditures								
Dept 464 - WINTER MAINTENANCE								
203-464-702.000	SALARY/WAGES	15,000.00	4,646.95		2,629.85	10,353.05		30.98
203-464-720.000	FRINGE BENEFITS	8,000.00	2,023.04		637.85	5,976.96		25.29
203-464-727.000	SUPPLIES	10,000.00	2,751.00		0.00	7,249.00		27.51
203-464-946.000	EQUIPMENT RENTAL	12,500.00	699.37		0.00	11,800.63		5.59
Total Dept 464 - WINTER MAINTENANCE		45,500.00	10,120.36		3,267.70	35,379.64		22.24

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED BUDGET	12/31/2025	MONTH	12/31/2025	NORMAL	(ABNORMAL)	
			(ABNORMAL)	INCREASE	(DECREASE)			USED
Fund 203 - LOCAL STREETS								
Expenditures								
TOTAL EXPENDITURES		1,913,000.00	123,361.37		17,241.89		1,789,638.63	6.45
Fund 203 - LOCAL STREETS:								
TOTAL REVENUES		1,913,000.00	490,309.97		8,913.86		1,422,690.03	25.63
TOTAL EXPENDITURES		1,913,000.00	123,361.37		17,241.89		1,789,638.63	6.45
NET OF REVENUES & EXPENDITURES		0.00	366,948.60		(8,328.03)		(366,948.60)	100.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK
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GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2025	MONTH 12/31/2025	BALANCE	
Fund 301 - DEBT SERVICE						
Revenues						
Dept 000						
301-000-402.000	DEBT MILLAGE	349,000.00	342,473.78	250.55	6,526.22	98.13
301-000-445.000	PENALTIES & INT ON TAXES	200.00	196.44	10.71	3.56	98.22
301-000-665.000	INTEREST	0.00	13.55	0.00	(13.55)	100.00
Total Dept 000		349,200.00	342,683.77	261.26	6,516.23	98.13
TOTAL REVENUES		349,200.00	342,683.77	261.26	6,516.23	98.13
Expenditures						
Dept 592 - ROAD BOND 2009						
301-592-804.000	AGENT FEE	500.00	0.00	0.00	500.00	0.00
301-592-991.000	DEBT PRINCIPAL	307,000.00	307,000.00	0.00	0.00	100.00
301-592-995.000	DEBT INTEREST	25,210.00	14,063.00	0.00	11,147.00	55.78
Total Dept 592 - ROAD BOND 2009		332,710.00	321,063.00	0.00	11,647.00	96.50
TOTAL EXPENDITURES		332,710.00	321,063.00	0.00	11,647.00	96.50
Fund 301 - DEBT SERVICE:						
TOTAL REVENUES		349,200.00	342,683.77	261.26	6,516.23	98.13
TOTAL EXPENDITURES		332,710.00	321,063.00	0.00	11,647.00	96.50
NET OF REVENUES & EXPENDITURES		16,490.00	21,620.77	261.26	(5,130.77)	131.11

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK

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% Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2025 NORMAL (ABNORMAL)	MONTH 12/31/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 496 - SEWER CAPITAL PROJECTS FUND						
Revenues						
Dept 000						
496-000-581.000	CONTRIBUTIONS FROM LOCAL UNITS	36,000.00	1,814.00	0.00	34,186.00	5.04
496-000-611.000	SEWER FEES	1,000.00	2,000.00	0.00	(1,000.00)	200.00
496-000-665.000	INTEREST EARNED	2,500.00	4,239.60	1,662.08	(1,739.60)	169.58
496-000-697.000	TRANSFER FROM FUND BALANCE	46,500.00	0.00	0.00	46,500.00	0.00
Total Dept 000		86,000.00	8,053.60	1,662.08	77,946.40	9.36
TOTAL REVENUES		86,000.00	8,053.60	1,662.08	77,946.40	9.36
Expenditures						
Dept 536 - WATER AND/OR SEWER SYSTEMS						
496-536-801.000	CONTRACTUAL SERVICES	14,000.00	1,386.63	0.00	12,613.37	9.90
496-536-970.000	CAPITAL OUTLAY	72,000.00	4,984.00	609.00	67,016.00	6.92
Total Dept 536 - WATER AND/OR SEWER SYSTEMS		86,000.00	6,370.63	609.00	79,629.37	7.41
TOTAL EXPENDITURES		86,000.00	6,370.63	609.00	79,629.37	7.41
Fund 496 - SEWER CAPITAL PROJECTS FUND:						
TOTAL REVENUES		86,000.00	8,053.60	1,662.08	77,946.40	9.36
TOTAL EXPENDITURES		86,000.00	6,370.63	609.00	79,629.37	7.41
NET OF REVENUES & EXPENDITURES		0.00	1,682.97	1,053.08	(1,682.97)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK

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GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2025 NORMAL (ABNORMAL)	MONTH 12/31/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 497 - WATER CAPITAL PROJECTS FUND						
Revenues						
Dept 000						
497-000-581.000	CONTRIBUTIONS FROM LOCAL UNITS	501,000.00	25,217.00	0.00	475,783.00	5.03
497-000-610.000	WATER FEES	1,000.00	4,400.00	0.00	(3,400.00)	440.00
497-000-610.005	WATER INFRASTRUCTURE FEE	275,000.00	103,027.52	0.00	171,972.48	37.46
497-000-665.000	INTEREST EARNED	2,500.00	7,824.84	3,368.20	(5,324.84)	312.99
497-000-697.000	TRANSFER FROM FUND BALANCE	336,500.00	0.00	0.00	336,500.00	0.00
Total Dept 000		1,116,000.00	140,469.36	3,368.20	975,530.64	12.59
TOTAL REVENUES		1,116,000.00	140,469.36	3,368.20	975,530.64	12.59
Expenditures						
Dept 536 - WATER AND/OR SEWER SYSTEMS						
497-536-801.000	CONTRACTUAL SERVICES	14,000.00	2,324.52	2,324.52	11,675.48	16.60
497-536-970.000	CAPITAL OUTLAY	1,102,000.00	71,808.50	8,482.00	1,030,191.50	6.52
Total Dept 536 - WATER AND/OR SEWER SYSTEMS		1,116,000.00	74,133.02	10,806.52	1,041,866.98	6.64
TOTAL EXPENDITURES		1,116,000.00	74,133.02	10,806.52	1,041,866.98	6.64
Fund 497 - WATER CAPITAL PROJECTS FUND:						
TOTAL REVENUES		1,116,000.00	140,469.36	3,368.20	975,530.64	12.59
TOTAL EXPENDITURES		1,116,000.00	74,133.02	10,806.52	1,041,866.98	6.64
NET OF REVENUES & EXPENDITURES		0.00	66,336.34	(7,438.32)	(66,336.34)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK

PERIOD ENDING 12/31/2025

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GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2025	MONTH 12/31/2025	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 661 - MOTOR POOL FUND						
Revenues						
Dept 000						
661-000-664.000	MOTOR POOL REVENUE	240,000.00	120,020.32	0.00	119,979.68	50.01
661-000-665.000	INTEREST	10,000.00	14,506.11	6,338.38	(4,506.11)	145.06
661-000-673.000	SALE OF FIXED ASSETS	5,000.00	0.00	0.00	5,000.00	0.00
661-000-697.000	TRANSFER FROM FUND BALANCE	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 000		265,000.00	134,526.43	6,338.38	130,473.57	50.76
TOTAL REVENUES		265,000.00	134,526.43	6,338.38	130,473.57	50.76
Expenditures						
Dept 443 - MOTOR POOL						
661-443-702.000	SALARY/WAGES	41,000.00	8,543.21	2,006.79	32,456.79	20.84
661-443-720.000	FRINGE BENEFITS	17,000.00	5,387.37	740.18	11,612.63	31.69
661-443-727.000	SUPPLIES	8,500.00	1,511.75	391.84	6,988.25	17.79
661-443-748.000	FUEL & OILS	35,000.00	8,352.32	3,764.87	26,647.68	23.86
661-443-750.000	TIRES & BATTERIES	10,000.00	3,398.74	0.00	6,601.26	33.99
661-443-755.000	SMALL TOOLS	2,500.00	357.16	0.00	2,142.84	14.29
661-443-801.000	CONTRACTUAL SERVICES	5,000.00	1,158.40	0.00	3,841.60	23.17
661-443-850.000	TELEPHONES	6,000.00	2,145.00	450.00	3,855.00	35.75
661-443-913.000	INSURANCE	10,000.00	10,012.00	0.00	(12.00)	100.12
661-443-920.000	UTILITIES	9,000.00	2,709.98	563.53	6,290.02	30.11
661-443-930.000	REPAIRS & MAINTENANCE	46,000.00	16,514.09	377.58	29,485.91	35.90
661-443-970.000	CAPITAL OUTLAY	75,000.00	31.00	0.00	74,969.00	0.04
Total Dept 443 - MOTOR POOL		265,000.00	60,121.02	8,294.79	204,878.98	22.69
TOTAL EXPENDITURES		265,000.00	60,121.02	8,294.79	204,878.98	22.69
Fund 661 - MOTOR POOL FUND:						
TOTAL REVENUES		265,000.00	134,526.43	6,338.38	130,473.57	50.76
TOTAL EXPENDITURES		265,000.00	60,121.02	8,294.79	204,878.98	22.69
NET OF REVENUES & EXPENDITURES		0.00	74,405.41	(1,956.41)	(74,405.41)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK
PERIOD ENDING 12/31/2025
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GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED BUDGET	12/31/2025	MONTH	12/31/2025	NORMAL	(ABNORMAL)	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)			USED
TOTAL REVENUES - ALL FUNDS		11,247,280.00	4,761,054.25		92,319.51		6,486,225.75	42.33
TOTAL EXPENDITURES - ALL FUNDS		11,230,790.00	2,355,143.96		357,599.59		8,875,646.04	20.97
NET OF REVENUES & EXPENDITURES		16,490.00	2,405,910.29		(265,280.08)		(2,389,420.29)	4,590.12

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Month Ended: December

GL NUMBER	DESCRIPTION	BALANCE AS OF 12/31/2024	BALANCE AS OF 12/31/2025
Fund 101 - GENERAL FUND			
Dept 000			
101-000-402.000	REAL PROPERTY TAXES	2,328,308.41	2,454,013.52
101-000-403.000	PERSONAL PROPERTY TAXES	32,260.63	31,557.17
101-000-445.000	PENALTIES & INTEREST	15,218.19	12,008.59
101-000-447.000	ADMINISTRATION FEE	97,544.73	106,416.02
101-000-478.000	PERMIT FEES	49,389.08	59,772.70
101-000-574.000	REVENUE SHARING	35,792.00	19,038.00
101-000-577.000	LIQUOR LICENSE FEES	5,376.25	9,341.75
101-000-579.000	GRANTS RECEIVED	6,525.00	17,871.37
101-000-607.000	FRANCHISE FEES	1,602.00	9,189.76
101-000-614.000	SCHOOL TAX COLLECTION FEE	3,223.00	3,203.75
101-000-615.000	PARKING LOT FEES	15,684.77	17,121.25
101-000-643.000	CHARGES FOR SERVICE	660.00	465.00
101-000-650.000	CHAIN FERRY FEES	4,207.66	4,502.19
101-000-651.000	OVAL BEACH FEES	560,315.00	577,026.43
101-000-652.000	OVAL CONCESSION	86,986.80	76,739.13
101-000-653.000	BOAT RAMP FEES	3,034.00	20.00
101-000-654.000	GAZEBO FEES	(2,000.00)	2,000.00
101-000-655.000	POLICE & ORDINANCE FEES	1,849.74	1,233.25
101-000-665.000	INTEREST EARNED	122,705.77	150,445.23
101-000-667.000	STREET END & PROPERTY FEES	(4,341.75)	0.00
101-000-670.000	BOAT SLIP FEES	8,900.70	10,156.53
101-000-674.000	MISC DONATIONS & INCOME	63,012.02	24,680.28
101-000-682.000	USE TAX & ELECTION FEES	11,077.91	14,186.72
Net - Dept 000		3,447,331.91	3,600,988.64
Dept 101 - COUNCIL			
101-101-702.000	SALARY	2,037.50	2,087.50
101-101-720.000	FRINGE BENEFITS	199.87	171.71
101-101-801.000	CONTRACTUAL SERVICES	828.08	9,531.00
101-101-803.000	LEGAL FEES	56,570.50	52,002.30
101-101-882.000	EVENTS/SERVICES	1,613.22	1,820.00
101-101-900.000	PRINTING & PUBLISHING	178.11	391.00
101-101-908.000	DUES & PUBLICATIONS	1,220.13	0.00
101-101-913.000	INSURANCE	3,184.00	241.00
Net - Dept 101 - COUNCIL		(65,831.41)	(66,244.51)
Dept 173 - CITY ADMINISTRATION			
101-173-702.000	SALARY/WAGES	54,461.52	64,581.75
101-173-720.000	FRINGE BENEFITS	26,820.26	25,013.08
101-173-727.000	OFFICE SUPPLIES	297.40	476.65
101-173-801.000	CONTRACTUAL SERVICES	13,691.36	4,843.68
101-173-803.000	LEGAL FEES	8,049.76	8,777.50
101-173-850.000	TELEPHONES	769.33	1,134.18
101-173-860.000	EDUCATIONAL TRAINING	433.84	431.76
101-173-900.000	PRINTING & PUBLISHING	171.27	541.38
101-173-910.000	INSURANCE	2,760.00	3,264.00
Net - Dept 173 - CITY ADMINISTRATION		(107,454.74)	(109,063.98)
Dept 215 - CITY CLERK			
101-215-702.000	SALARY/WAGES	59,938.53	60,710.87
101-215-720.000	FRINGE BENEFITS	28,927.48	32,637.67
101-215-727.000	OFFICE SUPPLIES	1,274.74	1,224.82
101-215-801.000	CONTRACTUAL SERVICES	987.33	9,725.39
101-215-803.000	LEGAL FEES	1,188.00	6,896.00
101-215-820.000	ELECTIONS	17,566.48	5,541.76
101-215-850.000	TELEPHONES	542.56	2,029.24
101-215-860.000	EDUCATIONAL TRAINING	100.00	365.50
101-215-900.000	PRINTING & PUBLISHING	230.77	0.00
101-215-970.000	CAPITAL OUTLAY	1,450.00	0.00
Net - Dept 215 - CITY CLERK		(112,205.89)	(119,131.25)
Dept 253 - CITY TREASURER			
101-253-702.000	SALARY/WAGES	30,207.15	38,125.53
101-253-720.000	FRINGE BENEFITS	19,454.76	19,421.38
101-253-727.000	OFFICE SUPPLIES	2,495.97	3,431.41
101-253-801.000	CONTRACTUAL SERVICES	27,475.86	5,291.18
101-253-850.000	TELEPHONE	379.33	1,133.96
101-253-860.000	EDUCATIONAL TRAINING	1,734.00	272.00
101-253-900.000	PRINTING & PUBLISHING	206.79	0.00

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Month Ended: December

GL NUMBER	DESCRIPTION	BALANCE AS OF 12/31/2024	BALANCE AS OF 12/31/2025
Fund 101 - GENERAL FUND			
101-253-913.000	INSURANCE	1,296.00	2,090.00
Net - Dept 253 - CITY TREASURER		(83,249.86)	(69,765.46)
Dept 257 - ASSESSING			
101-257-727.000	OFFICE SUPPLIES	14.60	11.00
101-257-801.000	CONTRACTUAL SERVICES	20,072.53	22,103.42
101-257-804.000	BOARD OF REVIEW	63.00	63.00
101-257-807.000	TRIBUNAL CHARGEBACKS	51.75	(2,101.10)
101-257-850.000	TELEPHONES	379.33	434.46
101-257-900.000	PRINTING & PUBLISHING	69.79	0.00
Net - Dept 257 - ASSESSING		(20,651.00)	(20,510.78)
Dept 265 - CITY HALL			
101-265-702.000	SALARY/WAGES	9,932.95	4,647.12
101-265-720.000	FRINGE BENEFITS	5,051.41	2,141.13
101-265-730.000	SUPPLIES	1,077.67	57.28
101-265-801.000	CONTRACTUAL SERVICES	1,109.46	2,059.15
101-265-850.000	TELEPHONE	161.73	142.58
101-265-900.000	PRINTING & PUBLISHING	7.77	0.00
101-265-913.000	INSURANCE	1,812.00	1,238.00
101-265-920.000	UTILITIES	2,522.64	2,647.64
101-265-930.000	REPAIRS & MAINTENANCE	6,483.06	1,250.47
101-265-946.000	EQUIPMENT RENTAL	2,240.07	1,140.61
101-265-970.000	CAPITAL OUTLAY	7,968.00	19,456.00
Net - Dept 265 - CITY HALL		(38,366.76)	(34,779.98)
Dept 301 - SHERIFF			
101-301-702.000	WAGES DEPUTIES	138,449.00	178,387.70
101-301-702.002	RESERVE OFFICERS	5,824.00	8,528.00
101-301-748.000	FUEL & OILS	5,681.60	0.00
101-301-803.000	LEGAL FEES	528.00	0.00
101-301-882.000	EVENTS/SERVICES	0.00	12.74
101-301-946.000	EQUIPMENT RENTAL	15,000.00	0.00
Net - Dept 301 - SHERIFF		(165,482.60)	(186,928.44)
Dept 441 - PUBLIC WORKS			
101-441-702.000	SALARY/WAGES	70,191.29	104,168.92
101-441-720.000	FRINGE BENEFITS	60,805.09	75,753.10
101-441-730.000	SUPPLIES	3,293.70	4,026.10
101-441-740.000	UNIFORMS	2,444.28	1,700.67
101-441-755.000	TOOLS	27.87	1,224.41
101-441-799.000	PARKWAY TREES	2,153.35	180.00
101-441-801.000	CONTRACTUAL SERVICES	287,889.80	130,894.90
101-441-805.000	HOLIDAY LIGHTING	28,151.66	38,751.22
101-441-860.000	EDUCATIONAL TRAINING	3,079.62	825.00
101-441-900.000	PRINTING & PUBLISHING	37.55	52.05
101-441-913.000	INSURANCE	6,624.00	8,562.00
101-441-920.000	UTILITIES	2,898.33	4,614.90
101-441-926.000	STREET LIGHTS	9,782.23	8,732.97
101-441-930.000	REPAIRS & MAINTENANCE	156.00	1,310.87
101-441-932.000	SIDEWALK REPAIRS	3,369.62	13,531.17
101-441-945.000	CAPITAL OUTLAY	0.00	20,411.89
101-441-946.000	EQUIPMENT RENTAL	52,837.93	63,528.57
101-441-960.000	SIGNS	9,817.41	829.82
Net - Dept 441 - PUBLIC WORKS		(543,559.73)	(479,098.56)
Dept 721 - PLANNING/ZONING			
101-721-702.000	SALARY/WAGES	14,770.19	21,146.01
101-721-720.000	FRINGE BENEFITS	9,510.82	10,355.52
101-721-727.000	OFFICE SUPPLIES	1,688.69	2,597.10
101-721-801.000	CONTRACTUAL SERVICES	47,053.65	59,355.21
101-721-803.000	LEGAL FEES	17,307.00	29,961.00
101-721-850.000	TELEPHONES	369.89	833.65
101-721-860.000	EDUCATIONAL TRAINING	711.52	1,102.55
101-721-900.000	PRINTING & PUBLISHING	833.27	913.37
101-721-908.000	DUES, FEES & PUBLICATIONS	31.50	700.00
101-721-913.000	INSURANCE	2,531.00	1,866.00
101-721-970.000	CAPITAL OUTLAY	699.00	930.00

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Month Ended: December

GL NUMBER	DESCRIPTION	BALANCE	BALANCE
		AS OF	AS OF
		12/31/2024	12/31/2025
Fund 101 - GENERAL FUND			
Net - Dept 721 - PLANNING/ZONING		(95,506.53)	(129,760.41)
Dept 723 - HISTORIC DISTRICT COMMISSION			
101-723-702.000	SALARY	9,566.72	12,217.22
101-723-720.000	FRINGE BENEFITS	2,919.28	3,105.08
101-723-727.000	OFFICE SUPPLIES	14.60	1,074.72
101-723-801.000	CONTRACTUAL SERVICES	749.83	2,278.27
101-723-803.000	LEGAL FEES	0.00	133.00
101-723-850.000	TELEPHONES	370.17	464.20
101-723-900.000	PRINTING & PUBLISHING	0.00	8.25
Net - Dept 723 - HISTORIC DISTRICT COMMISSION		(13,620.60)	(19,280.74)
Dept 730 - HARBOR			
101-730-801.000	CONTRACTUAL SERVICES	935.00	4,277.60
Net - Dept 730 - HARBOR		(935.00)	(4,277.60)
Dept 751 - PARKS & RECREATION			
101-751-702.000	SALARY/WAGES	35,708.52	34,664.45
101-751-720.000	FRINGE BENEFITS	17,011.25	16,715.19
101-751-730.000	SUPPLIES	5,267.11	1,496.08
101-751-801.000	CONTRACTUAL SERVICES	3,944.83	4,497.38
101-751-819.000	CHAIN FERRY REPAIRS	0.00	3,387.19
101-751-900.000	PRINTING & PUBLISHING	0.00	5.00
101-751-913.000	INSURANCE	3,553.00	3,701.00
101-751-920.000	UTILITIES	11,686.10	18,156.69
101-751-928.000	TRASH	14,409.11	4,699.41
101-751-930.000	REPAIRS & MAINTENANCE	11,414.03	5,214.47
101-751-946.000	EQUIPMENT RENTAL	23,628.87	21,324.14
101-751-960.000	SIGNS	0.00	100.77
101-751-970.000	CAPITAL OUTLAY	24,087.13	11,090.00
Net - Dept 751 - PARKS & RECREATION		(150,709.95)	(125,051.77)
Dept 756 - OVAL BEACH			
101-756-702.000	SALARY/WAGES	82,519.92	72,696.52
101-756-720.000	FRINGE BENEFITS	17,493.40	15,997.11
101-756-730.000	SUPPLIES	16,701.91	13,541.78
101-756-801.000	CONTRACTUAL SERVICES	11,788.02	17,796.35
101-756-850.000	TELEPHONE	1,820.25	2,077.22
101-756-913.000	INSURANCE	3,336.00	5,801.00
101-756-920.000	UTILITIES	3,914.71	6,727.44
101-756-930.000	REPAIRS & MAINTENANCE	647.29	4,226.01
101-756-946.000	EQUIPMENT RENTAL	16,938.21	19,074.76
101-756-960.000	SIGNS	118.00	1,851.56
101-756-970.000	CAPITAL OUTLAY	22,802.00	172,483.88
Net - Dept 756 - OVAL BEACH		(178,079.71)	(332,273.63)
Dept 758 - OVAL CONCESSION			
101-758-702.000	SALARY	25,588.88	21,811.59
101-758-720.000	FRINGE BENEFITS	1,957.53	2,204.95
101-758-730.000	SUPPLIES	38,748.58	24,448.65
101-758-801.000	CONTRACTUAL SERVICES	1,914.00	899.48
101-758-930.000	REPAIRS & MAINTENANCE	90.08	0.00
Net - Dept 758 - OVAL CONCESSION		(68,299.07)	(49,364.67)
Fund 101 - GENERAL FUND:			
TOTAL REVENUES		3,447,331.91	3,600,988.64
TOTAL EXPENDITURES		1,643,952.85	1,745,531.78
NET OF REVENUES & EXPENDITURES		1,803,379.06	1,855,456.86
BEG. FUND BALANCE		6,261,158.85	7,444,857.08
FUND BALANCE ADJUSTMENTS		(2,500.85)	
END FUND BALANCE		8,062,037.06	9,300,313.94

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Month Ended: December

GL NUMBER	DESCRIPTION	BALANCE AS OF 12/31/2024	BALANCE AS OF 12/31/2025
Fund 202 - MAJOR STREETS			
Dept 000			
202-000-546.000	ACT 51 FEES	37,839.75	30,532.83
202-000-665.000	INTEREST	8,866.42	13,489.65
Net - Dept 000		46,706.17	44,022.48
Dept 463 - ROUTINE MAINTENANCE			
202-463-702.000	SALARY/WAGES	12,258.76	5,714.86
202-463-720.000	FRINGE BENEFITS	6,203.45	3,504.55
202-463-727.000	SUPPLIES	502.23	282.00
202-463-801.000	CONTRACTUAL SERVICES	16,466.19	2,308.00
202-463-930.000	REPAIRS & MAINTENANCE	138.69	0.00
202-463-946.000	EQUIPMENT RENTAL	20,941.64	3,472.81
Net - Dept 463 - ROUTINE MAINTENANCE		(56,510.96)	(15,282.22)
Dept 464 - WINTER MAINTENANCE			
202-464-702.000	SALARY/WAGES	4,872.54	3,206.62
202-464-720.000	FRINGE BENEFITS	2,569.18	1,705.08
202-464-727.000	SUPPLIES	0.00	4,118.56
202-464-946.000	EQUIPMENTAL RENTAL	2,980.41	250.66
Net - Dept 464 - WINTER MAINTENANCE		(10,422.13)	(9,280.92)
Fund 202 - MAJOR STREETS:			
TOTAL REVENUES		46,706.17	44,022.48
TOTAL EXPENDITURES		66,933.09	24,563.14
NET OF REVENUES & EXPENDITURES		(20,226.92)	19,459.34
BEG. FUND BALANCE		780,669.52	912,301.47
END FUND BALANCE		760,442.60	931,760.81
Fund 203 - LOCAL STREETS			
Dept 000			
203-000-402.000	LOCAL ROAD MILLAGE	387,916.42	408,448.81
203-000-445.000	PENALTIES & INT ON TAXES	223.71	234.80
203-000-546.000	ACT 51 FEES	22,466.03	18,137.79
203-000-581.000	CONTRIBUTIONS FROM LOCAL UNITS	0.00	12,230.00
203-000-665.000	INTEREST	47,318.39	51,258.57
203-000-672.000	SPECIAL ASSESSMENTS	183.00	0.00
Net - Dept 000		458,107.55	490,309.97
Dept 463 - ROUTINE MAINTENANCE			
203-463-702.000	SALARY/WAGES	13,071.49	8,501.15
203-463-720.000	FRINGE BENEFITS	4,909.14	4,563.96
203-463-727.000	SUPPLIES	1,492.81	298.98
203-463-801.000	CONTRACTUAL SERVICES	177,348.94	11,434.52
203-463-930.000	REPAIRS & MAINTENANCE	186.69	0.00
203-463-946.000	EQUIPMENT RENTAL	21,549.97	10,529.40
203-463-970.000	CAPITAL OUTLAY	0.00	77,913.00
Net - Dept 463 - ROUTINE MAINTENANCE		(218,559.04)	(113,241.01)
Dept 464 - WINTER MAINTENANCE			
203-464-702.000	SALARY/WAGES	4,747.31	4,646.95
203-464-720.000	FRINGE BENEFITS	4,038.07	2,023.04
203-464-727.000	SUPPLIES	0.00	2,751.00
203-464-946.000	EQUIPMENT RENTAL	2,639.07	699.37
Net - Dept 464 - WINTER MAINTENANCE		(11,424.45)	(10,120.36)
Fund 203 - LOCAL STREETS:			

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Month Ended: December

GL NUMBER	DESCRIPTION	BALANCE AS OF 12/31/2024	BALANCE AS OF 12/31/2025
Fund 203 - LOCAL STREETS			
TOTAL REVENUES		458,107.55	490,309.97
TOTAL EXPENDITURES		229,983.49	123,361.37
NET OF REVENUES & EXPENDITURES		228,124.06	366,948.60
BEG. FUND BALANCE		2,249,673.95	2,564,301.50
END FUND BALANCE		2,477,798.01	2,931,250.10
Fund 301 - DEBT SERVICE			
Dept 000			
301-000-402.000	DEBT MILLAGE	312,384.97	342,473.78
301-000-445.000	PENALTIES & INT ON TAXES	179.82	196.44
301-000-665.000	INTEREST	168.16	13.55
Net - Dept 000		312,732.95	342,683.77
Dept 592 - ROAD BOND 2009			
301-592-991.000	DEBT PRINCIPAL	286,000.00	307,000.00
301-592-995.000	DEBT INTEREST	16,565.50	14,063.00
Net - Dept 592 - ROAD BOND 2009		(302,565.50)	(321,063.00)
Fund 301 - DEBT SERVICE:			
TOTAL REVENUES		312,732.95	342,683.77
TOTAL EXPENDITURES		302,565.50	321,063.00
NET OF REVENUES & EXPENDITURES		10,167.45	21,620.77
BEG. FUND BALANCE		53,369.56	55,766.94
END FUND BALANCE		63,537.01	77,387.71
Fund 496 - SEWER CAPITAL PROJECTS FUND			
Dept 000			
496-000-581.000	CONTRIBUTIONS FROM LOCAL UNITS	0.00	1,814.00
496-000-611.000	SEWER FEES	0.00	2,000.00
496-000-665.000	INTEREST EARNED	0.00	4,239.60
Net - Dept 000		0.00	8,053.60
Dept 536 - WATER AND/OR SEWER SYSTEMS			
496-536-801.000	CONTRACTUAL SERVICES	0.00	1,386.63
496-536-970.000	CAPITAL OUTLAY	0.00	4,984.00
Net - Dept 536 - WATER AND/OR SEWER SYSTEMS		0.00	(6,370.63)
Fund 496 - SEWER CAPITAL PROJECTS FUND:			
TOTAL REVENUES		0.00	8,053.60
TOTAL EXPENDITURES		0.00	6,370.63
NET OF REVENUES & EXPENDITURES		0.00	1,682.97
BEG. FUND BALANCE			951.00
FUND BALANCE ADJUSTMENTS			226,660.57
END FUND BALANCE			229,294.54
Fund 497 - WATER CAPITAL PROJECTS FUND			
Dept 000			
497-000-581.000	CONTRIBUTIONS FROM LOCAL UNITS	0.00	25,217.00
497-000-610.000	WATER FEES	0.00	4,400.00
497-000-610.005	WATER INFRASTRUCTURE FEE	0.00	103,027.52
497-000-665.000	INTEREST EARNED	0.00	7,824.84
Net - Dept 000		0.00	140,469.36
Dept 536 - WATER AND/OR SEWER SYSTEMS			
497-536-801.000	CONTRACTUAL SERVICES	0.00	2,324.52
497-536-970.000	CAPITAL OUTLAY	0.00	71,808.50

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Month Ended: December

GL NUMBER	DESCRIPTION	BALANCE AS OF 12/31/2024	BALANCE AS OF 12/31/2025
Fund 497 - WATER CAPITAL PROJECTS FUND			
Net - Dept 536 - WATER AND/OR SEWER SYSTEMS		0.00	(74,133.02)
Fund 497 - WATER CAPITAL PROJECTS FUND:			
TOTAL REVENUES		0.00	140,469.36
TOTAL EXPENDITURES		0.00	74,133.02
NET OF REVENUES & EXPENDITURES		0.00	66,336.34
BEG. FUND BALANCE			13,218.00
FUND BALANCE ADJUSTMENTS			567,595.64
END FUND BALANCE			647,149.98
Fund 592 - WATER AND SEWER			
Dept 000			
592-000-610.000	WATER TAP FEES	600.00	0.00
592-000-610.005	WATER INFRASTRUCTURE	25,338.83	0.00
592-000-665.000	INTEREST	11,186.08	0.00
Net - Dept 000		37,124.91	0.00
Fund 592 - WATER AND SEWER:			
TOTAL REVENUES		37,124.91	0.00
TOTAL EXPENDITURES		0.00	0.00
NET OF REVENUES & EXPENDITURES		37,124.91	0.00
BEG. FUND BALANCE		574,514.33	794,256.21
FUND BALANCE ADJUSTMENTS			(794,256.21)
END FUND BALANCE		611,639.24	
Fund 661 - MOTOR POOL FUND			
Dept 000			
661-000-664.000	MOTOR POOL REVENUE	143,291.15	120,020.32
661-000-665.000	INTEREST	17,320.70	14,506.11
Net - Dept 000		160,611.85	134,526.43
Dept 443 - MOTOR POOL			
661-443-702.000	SALARY/WAGES	5,628.74	8,543.21
661-443-720.000	FRINGE BENEFITS	4,457.00	5,387.37
661-443-727.000	SUPPLIES	2,158.89	1,511.75
661-443-748.000	FUEL & OILS	11,944.89	8,352.32
661-443-750.000	TIRES & BATTERIES	983.39	3,398.74
661-443-755.000	SMALL TOOLS	304.74	357.16
661-443-801.000	CONTRACTUAL SERVICES	2,263.20	1,158.40
661-443-850.000	TELEPHONES	3,759.44	2,145.00
661-443-913.000	INSURANCE	9,742.00	10,012.00
661-443-920.000	UTILITIES	2,014.08	2,709.98
661-443-930.000	REPAIRS & MAINTENANCE	4,157.70	16,514.09
661-443-970.000	CAPITAL OUTLAY	0.00	31.00
Net - Dept 443 - MOTOR POOL		(47,414.07)	(60,121.02)
Fund 661 - MOTOR POOL FUND:			
TOTAL REVENUES		160,611.85	134,526.43
TOTAL EXPENDITURES		47,414.07	60,121.02
NET OF REVENUES & EXPENDITURES		113,197.78	74,405.41
BEG. FUND BALANCE		1,299,216.12	1,411,945.20
END FUND BALANCE		1,412,413.90	1,486,350.61

TOTAL REVENUES - ALL FUNDS

4,462,615.34

96 1,4761,054.25

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REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK

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Month Ended: December

GL NUMBER	DESCRIPTION	BALANCE	BALANCE
		AS OF 12/31/2024	AS OF 12/31/2025
TOTAL EXPENDITURES - ALL FUNDS		2,290,849.00	2,355,143.96
NET OF REVENUES & EXPENDITURES		2,171,766.34	2,405,910.29
BEG. FUND BALANCE - ALL FUNDS		11,218,602.33	13,197,597.40
FUND BALANCE ADJ - ALL FUNDS		(2,500.85)	
END FUND BALANCE - ALL FUNDS		13,387,867.82	15,603,507.69



City Council Agenda Item Report

FROM: Nicole Bredeweg

MEETING DATE: January 07, 2026

SUBJECT: Investment Report

DESCRIPTION:

Included is the breakdown of funds invested in CD's, Treasury bills, and pooled funds (MiCLASS).

Total funds Invested:

General Fund:	8,997,175.83
Major Streets:	930,512.79
Local Streets:	2,862,691.97
Sewer Fund:	173,064.30
Water Fund:	434,658.45
Motor Pool:	693,045.23
Total:	14,091,148.57

Investment Diversification:

Treasury Bills:	2.00%
Pooled Funds:	83.00%
Certificate of Deposits:	15.00%

<u>Institution</u>	<u>Instrument</u>		<u>Rate</u>	<u>Date of Issue</u>	<u>Maturity Date</u>
<u>General Fund (101)</u>					
First National America	CD	\$ 281,213.73	4.19%	01/29/21	01/29/26
Grand River	CD	\$ 115,224.75	4.27%	06/30/25	02/28/26
Huntington (Goldman Sachs)	CD	\$ 107,000.00	3.90%	09/02/25	03/09/26
Horizon	CD	\$ 100,345.21	3.11%	12/29/25	03/29/26
Huntington (Goldman Sachs)	CD	\$ 123,000.00	3.65%	11/10/25	05/11/26
Macatawa Bank	CD	\$ 230,000.00	4.40%	08/29/25	08/29/26
Huntington (Wells Fargo)	CD	\$ 192,000.00	3.80%	12/18/25	09/18/26
Huntington (Ally Bank)	CD	\$ 230,000.00	3.50%	01/08/26	10/08/26
Huntington (Bank of America)	CD	\$ 200,000.00	3.60%	11/05/25	11/05/26
		\$ 1,578,783.69			
US Treasury Bills	T-Bills	\$ 240,872.50	3.97%	06/13/25	06/11/26
First Class	PF	\$ 7,177,519.64	3.95%		
		\$ 7,418,392.14			
<u>Major Streets (202)</u>					
First Class	PF	\$ 930,512.79	3.95%		
<u>Local Streets (203)</u>					
First Class	PF	\$ 2,570,213.16	3.95%		
Grand River	CD	\$ 292,478.81	4.27%	06/30/25	12/31/25
		\$ 2,862,691.97			
<u>Sewer Fund (496)</u>					
First Class	PF	\$ 173,064.30	4.19%		
<u>Water Fund (497)</u>					
First Class	PF	\$ 434,658.45	3.95%		
<u>Motor Pool (661)</u>					
First Class	PF	\$ 463,045.23	3.95%		
First National - Michigan	CD	\$ 230,000.00	3.87%	12/6/2025	07/06/26
		\$ 693,045.23			
TOTAL		\$ 14,091,148.57			

December 31, 2025

City of Saugatuck City Council

Re: Proposed Administrative Amendment to the Short-Term Rental Ordinance

Dear Mayor and Members of Council,

We are submitting the attached proposed administrative amendment to the City's Short-Term Rental ordinance on behalf of property owners who unintentionally lost their STR licenses due to administrative noncompliance following adoption of the current ordinance.

This proposal is narrowly focused and procedural in nature. It does not seek to expand short-term rental use, modify zoning, increase caps, or weaken enforcement. Instead, it is intended to clarify renewal procedures, improve notice and due process, and correct unintended outcomes that arose from administrative gaps during the initial implementation of the ordinance.

Specifically, the amendment:

- Establishes clear and consistent renewal notice and cure procedures
- Clarifies license expiration and renewal continuity
- Distinguishes administrative issues from substantive ordinance violations
- Provides a one-time reinstatement opportunity for licenses lost solely due to administrative noncompliance

These changes are intended to align STR licensing with standard administrative practices used for other City permits, promote consistent and transparent administration, and restore fairness without altering the policy framework adopted by Council.

We respectfully request that Council review and consider this proposed amendment. We believe it addresses real administrative challenges while preserving the intent and integrity of the existing ordinance.

Thank you for your time and consideration.

Chad DuPont, Sans Souci Hospitality

Kevin Tringali, Bella Vita Vacation Rentals

Anne Gudith, Jacqua Realtors

Summary of Proposed Administrative Amendment

City of Saugatuck – Short-Term Rental Ordinance

What Is Being Proposed

This proposal makes administrative improvements to how Saugatuck's existing Short-Term Rental (STR) ordinance is implemented and enforced. It does not change where STRs are allowed, how many are permitted, or who is eligible to hold a license.

The goal is to ensure the ordinance is applied consistently, transparently, and fairly, while correcting unintended outcomes that occurred through administrative processes.

Why These Changes Are Necessary

Since the new Short-Term Rental ordinance took effect last year, it has become clear that some licenses were lost not due to ordinance violations, but because of unclear renewal procedures and clerical errors that resulted in missed deadlines. In most cases, licenses expired without notice and without a reasonable opportunity to correct administrative issues.

Additionally, the renewal application deadline and the license expiration date are not the same, which has caused confusion for license holders. The absence of a consistent, clearly communicated renewal process has led to unintended outcomes that these administrative updates are intended to address.

Under the current process, license expiration dates may also shift earlier from year to year, creating a moving and increasingly shortened renewal window. As a result, licenses may effectively be valid for less than a full year despite payment of the full annual fee.

These outcomes were unintended and do not reflect the original intent or spirit of the STR ordinance when it was adopted.

These proposed changes are intended to:

- Improve communication between the City and STR license holders
- Improve STR licensing and administrative practices
- Promote consistent, transparent, and predictable administration
- Restore fairness without expanding or increasing STR use

What the Amendment Does

1. Clarifies the Renewal Process

- Requires written renewal notices at least 60 days before license expiration
- Ensures notices clearly state deadlines and requirements

2. Adds a Final Notice and Cure Period

- If a renewal deadline is missed, license holders receive a final written notice
- A short cure period allows administrative issues to be corrected

3. Distinguishes Administrative Issues from Violations

- Administrative noncompliance (late filings, clerical errors) is treated differently from ordinance violations
- Safety violations and unlawful operation remain fully enforceable

4. Preserves License Expiration Consistency

- Timely renewals keep the same annual expiration date year-to-year
- Prevents shifting or “drifting” expiration dates caused by processing timing

5. Creates a One-Time License Reinstatement Program

- Offers reinstatement to former license holders who lost licenses unintentionally due to administrative noncompliance
- Requires written notice from the City to eligible former license holders
- Applies only once and does not create future precedent

What This Proposal Does *Not* Do

- Does not change STR caps or zoning rules
- Does not legalize new STRs
- Does not forgive ordinance violations
- Does not weaken enforcement
- Does not increase the number of STR licenses or number of short-term rentals operating in any neighborhood

Proposed Administrative Amendment

City of Saugatuck – Short-Term Rental Ordinance

Purpose

To clarify and standardize the administration and enforcement of the existing Short-Term Rental (STR) Ordinance, improve due process, and provide a one-time reinstatement for licenses unintentionally lost due to administrative noncompliance.

This amendment does not alter the substance, caps, or eligibility requirements of the ordinance unless expressly stated. These administrative updates support predictable enforcement, reduce unnecessary disputes, and strengthen public confidence in the City's permitting processes.

Section 1. Administrative Clarifications

1.1 License Renewal Notice

The City shall provide written notice of STR license renewal requirements to the license holder and local agent no less than sixty (60) days prior to license expiration.

The notice shall:

- Specify the renewal application deadline
 - Be sent by both email and USPS mail
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1.2 Final Notice and Cure Period

If a renewal deadline is missed, the City shall notify the license holder by certified mail and provide a thirty (30) day cure period, not to extend beyond the license expiration date, to submit required materials.

During the cure period, the license shall be considered administratively pending and not forfeited.

Failure to cure within the stated period shall result in expiration consistent with the ordinance.

1.3 Administrative vs. Substantive Violations

For enforcement purposes:

- Administrative noncompliance, including missed deadlines, clerical errors, or late payments, shall not be treated as a forfeiture event.
 - Substantive violations, including operating without a license, safety violations, or ordinance breaches, remain subject to existing enforcement provisions.
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Section 2. License Expiration and Continuity

2.1 Annual Expiration Date

Each STR license shall have an established annual expiration date.

2.2 Continuity of Expiration Date

If a complete renewal application is submitted within the sixty (60) days prior to the license's expiration date, the original expiration date shall remain unchanged from year to year.

Timely submission within this window shall be deemed a continuous renewal and shall not reset, alter, or advance the expiration date.

2.3 Administrative Processing

City processing time shall not affect the established expiration date, provided the renewal application was timely submitted and any administrative deficiencies are cured as permitted.

Section 3. One-Time License Reinstatement Program

3.1 Eligibility

A one-time reinstatement opportunity shall be offered to former STR license holders who:

- Held a valid STR license in good standing at any time following implementation of neighborhood caps
- Lost the license solely due to administrative noncompliance
- Were not subject to enforcement actions for substantive ordinance violations

Reinstated licenses are limited to properties that were previously approved and operating in compliance and are not new authorizations.

3.2 Notice of Reinstatement Opportunity

The City shall provide written notice of the one-time reinstatement opportunity to all former STR license holders and local agents, reasonably identifiable as having lost a license due to administrative noncompliance.

3.3 Reinstatement Process

Eligible applicants may apply for reinstatement within ninety (90) days of adoption of this amendment by:

- Submitting a reinstatement application
- Paying the standard license fee
- Certifying continued compliance with all ordinance requirements

Upon approval, the license shall be reinstated without counting against any existing cap and shall be deemed a continuation of the prior license, not a new issuance.

3.4 One-Time Application

This reinstatement program shall:

- Apply only once
- Expire automatically after the stated application period
- Not establish precedent for future reinstatements