CITY COUNCIL MEETING AGENDA
April 13, 2026

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

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

NOTICE:
Join online by visiting:
https://us02web.zoom.us/j/2698572603

Join by phone by dialing:
(312) 626-6799 -or-
(646) 518-9805

Then enter "Meeting ID":
2698572603

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

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Mayor's Comments**
5. **City Manager Comments**
6. **Agenda Changes** *(Additions/Deletions)*
7. **Guest Speakers**
8. **Public Comment on Agenda Items Only** *(Limit 3 minutes)*
9. **Consent Agenda:** *(Roll Call)*
   - **A.** Approval of City Council Workshop Minutes – April 8, 2026. ***Pg.3***
   - **B.** Resolution No. 260413-A - Local Government Approval for On-Premises Tasting Room Permit for Blue Star Partners LLC at 118 Hoffman Street. ***Pg.8***
   - **C.** Resolution No. 260413-B - Authorizing Elizabeth Street to be Added to the City's Act 51 Map. ***Pg.13***
   - **D.** Resolution No. 260413-C - Authorizing Lakeview to be Added to the City's Act 51 Map. ***Pg.13***
   - **E.** Proposal from Abre Croche Cultural Resources, LLC for a Phase I Archaeological Site Identification Survey and Memorandum of Understanding. ***Pg.20***
   - **F.** Proposal from Diversified Welding & Fabrication to Reconstruct and Install the Chain Ferry Landings. ***Pg.51***
   - **G.** Proposal from Outdoor Discovery Center to Conduct City-Wide Invasive Species Survey and Management Recommendations. ***Pg.56***
   - **H.** Village Square Park Donation Agreement. ***Pg.88***
   - **I.** Updates to Wick's Park Boat Slip Leasing Policy. ***Pg.94***
   - **J.** Letter of Support – Ox-Bow House Project. ***Pg.107***

K. Arbor Day Proclamation. ***Pg.118***

10. Approval of Accounts Payable:

A. Accounts payable in the amount of $116,126.69. *(Roll Call)* ***Pg.120***

11. Public Hearings

12. Unfinished Business

13. New Business:

A. License Agreement for Oval Beach Concessions Stand. *(Roll Call)* ***Pg.127***
B. Review of Oval Beach Reduced Rate Season Parking Permit Policy. *(Roll Call)* ***Pg.168***
C. Request for Temporary Signage within the Public Right-of-Way. *(Voice Vote)* ***Pg.182***

14. Staff Reports, Boards, Commissions & Committees:

A. Staff Report: ***Pg.186***

1. City Manager
2. Treasurer
3. Clerk
4. Planning & Zoning
5. Department of Public Works
6. Engineer

15. Public Comments

16. Correspondence: ***Pg.208***

A. Rakesh Madhava
B. Craig Baldwin
C. Bobbie Gaunt
D. Kimberly Bagierek
E. James Bouck
F. CJ Bagierek
G. Jim Dreyer

17. Council Comments

18. Adjourn *(Voice Vote)*

CITY COUNCIL WORKSHOP MEETING MINUTES
April 8, 2026

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

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

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

Motion by Clark, Second by Gardner to excuse Dean, Stanton and Peterson's absence. Via voice vote, motion carried 4-0.

Others Present: City Manager Cummins, Attorney Witte, Zoning Director Moore, Treasurer Bredeweg, DPW Superintendent Herbert, DPW Admin/Project Coordinator Gibson and Clerk Wolters.

Agenda Changes: None.

Public Comment on Agenda Items Only:
Barry Johnson provided comment.

Approval of Minutes:
Regular City Council Meeting Minutes – March 23, 2026:

Motion by Muncey, second by Clark to approve the minutes from the last council meeting dated March 23, 2026. Via roll call vote, motion carried 4-0.

Guest Speaker: None.

Discussion Items:
On-Premises Tasting Room Permit – 118 Hoffman Street:
Zoning Director Moore presented a request for an on-premises tasting room/liquor license at 118 Hoffman in the Water Street zoning district. Staff clarified that the site is in a commercial zone where liquor licenses require Council approval but not special land use. It was confirmed with the applicant that all production will occur off-site at an existing facility 2.6 miles away, and the Hoffman location will operate as a retail/tasting outlet only. The applicant described a Spanish-style tapas bar concept, drawing on his experience in Spain and prior brewery work in Madrid, with in-house crafted beverages produced at the off-site facility and served on tap, paired with small plates. Council asked about

building control (he will be a tenant under a lease), with a timeline (targeting a June opening, subject to state timing and product readiness), and neighborhood relations. The applicant reported positive feedback from nearby businesses.

Blue Star Trail - Proposal for Phase Ia Archeological Site Identification Survey and Memorandum of Understanding:

City Manager Ryan Cummins reported that as part of the Section 106 review for the Blue Star Trail, the city must complete a Phase I archeological survey after a site walk with tribal nations and review of records raised concerns along most of the route and within portions of Oval Beach Park and adjacent township areas. An RFP was issued in consultation with MDOT's archeologist and tribal representatives, who requested a firm familiar with local history and tribal resources. One proposal was received from Abercroche Cultural Resources, LLC (Dr. Misty Jackson), which staff, the engineering firm (c2AE), Saugatuck Township, and Friends of the Blue Star Trail all found well-qualified and reasonably priced, with an advantageous timeline that could begin work before the end of May if MDOT signs off on the work plan. A Memorandum of Understanding (MOU) was developed to clarify cost-sharing: Friends of the Blue Star Trail will pay $20,197.93 (about 77%), while the city and township will split the remaining $3,016.57 equally.

Chain Ferry Landings – Proposals for Reconstruction and Installation:

DPW Project Coordinator Michelle Gibson presented two proposals for reconstruction of the chain ferry landings, following years of noted deterioration. Three local welding/fabrication companies were contacted: one (Preferred Machine) declined due to lack of in-house drafting capacity; Tier One Services and Diversified Welding submitted similar proposals covering fabrication, removal, and reinstallation of the landings. The budget includes $80,000 for reconstruction in the current fiscal year. Staff recommended Diversified Welding, which previously fabricated the chain ferry arbors and is familiar with the structure. DPW Superintendent Scott Herbert explained that about $20,000 had been budgeted for engineering/design to potentially "re-imagine" the landings, but staff now recommends essentially replacing like-for-like to preserve the character of the ferry, reduce engineering costs, and redirect funds to other pressing capital needs. DPW will assist by removing and reinstalling decking (estimated about six hours of crew time) and adding new decking with non-slip adhesive for improved accessibility. Diversified will handle the metal structure. The only design change anticipated is an upgraded railing, replacing the existing fencing style with a cleaner, more suitable design; this will require Historic District Commission review.

Proposals for City-Wide Invasive Species Survey & Management Plan:

DPW Project Coordinator Michelle Gibson Staff reviewed four proposals for a city-wide invasive species effort and recommended engaging Outdoor Discovery Center (ODC) because they are already working on two other ecological projects for the city (including 63rd Street/Wilds ecological evaluation), ensuring continuity and consistent data. DPW Superintendent Herbert ODC has proven responsiveness and familiarity with Saugatuck's landscapes and expectations. Council discussed how the survey and management plan will guide annual budgeting and prioritization, recognizing that invasive species work—similar to managing Eurasian watermilfoil in the harbor—will be a multi-year, recurring expense.

Agreement Framework for Oval Beach Concessions:
DPW Project Coordinator Michelle Gibson reported that an RFP for Oval Beach concessions was issued in November, and two proposals were received: Midtown Tavern and Grow Estate LLC d/b/a Saugatuck Taco (Saugatuck Taco / "Saga Taco"). Staff recommended awarding to Grow Estate LLC and a licensing agreement is being finalized for Council's formal approval. Key agreement points include: a $10,000 minimum payment to the city per season (not all up front; monthly percentage-of-sales remittances will be reconciled at season's end to ensure at least $10,000 is paid), operation up to 30 days before Memorial Day and 30 days after, full compliance with all applicable laws and Allegan County Health Department requirements, and $1 million liability insurance naming the city as an additional insured. Alec and Lindsey (operators) presented their concept: a concession focused on grab-and-go and pre-packaged items (e.g., snacks, pre-packaged ice cream, beverages) at the stand, plus full Saga Taco food delivered to the beach. Delivery logistics were discussed in depth. The goal is roughly 45 minutes from order to delivery, which Alec and Lindsey view as consistent with typical delivery expectations, recognizing that the highest-demand days are a limited number of "peak" summer days. Delivery could be by e-bike entering via the Oval Beach road; For this season, the city will provide transferable beach passes or similar credentials for the concession's delivery vehicle.

Resolutions Authorizing Additions to City's Act 51 Map:
DPW Project Coordinator Michelle Gibson and DPW Superintendent Scott Herbert noted to maintain eligibility for Act 51 transportation funding, the city must annually review and update its certified street map. Michelle Gibson presented recommended additions: a short segment of Elizabeth Street from Grant Street to its southwest dead-end, and Lakeview Street from Park Street to its east end. These segments are currently maintained by the city but had not been previously certified.

Updates to Wicks Park Boat Slip Leasing Policy:
Jamie outlined proposed changes to the Wicks Park boat slip leasing policy based on recurring issues experienced over the past several seasons. Previously, the city held multiple boat slip lotteries throughout the summer (last year extending into late July) in an effort to fill vacant slips, but this was administratively burdensome and still left vacancies. Under the revised policy, applicants must submit a current boat registration with their application, and there will be one primary lottery; any remaining slips afterwards will be assigned on a first-come, first-served basis rather than through repeated lotteries. The policy will also formalize the process for boat changes during the season (e.g., upgrading to a new vessel) to ensure the slip holder remains the same legal owner and to provide clear documentation. Finally, the policy will explicitly prohibit commercial use of the slips. The updated rules state that anyone caught operating commercially from a city slip will be ineligible to reapply in future years. Council members supported the changes as sensible continuous improvement, noting that the new system better aligns slip allocation and staff capacity.

Revenue/Expenses through 3rd Quarter.I.
Treasurer Bredeweg provided a Q3 financial update, noting that the city is in a strong position. Through three quarters, overall revenues are at about 74% of budget, which aligns with expectations, while expenditures are at roughly 49%, reflecting the timing of major capital projects that will ramp up later in the fiscal year (e.g., City/Village Square improvements, Mount Baldhead work, Maple Street construction). Property tax collection is complete for the year; the city is awaiting some pass-through revenues from the county. Franchise fees stand at about 50% of budget because payments are received with a lag; additional installments are expected. State revenue sharing comes in during

even-numbered months; four of six payments have been received. Interest income is currently above budget due to favorable rates and active cash management.

Investment Update:
Treasurer Bredeweg reported steps taken to increase yield while maintaining safety. All CDs are now structured to remain fully FDIC-insured; one large CD that previously exceeded the $250,000 cap matured and was reduced and re-invested appropriately. The city moved its main checking balance into an ICS (Insured Cash Sweep) at the bank. Additionally, the city shifted Huntington CDs into a CDARS/CDRs-type structure (a Certificate of Deposit Account Registry Service), which allows larger aggregate balances to be insured by breaking them into multiple under-$250,000 CDs at participating institutions. The city also established an investment relationship with Consumers Credit Union, attracted by promotional 4.99% CD rates, and is in the process of moving funds there after pre-note testing. Michigan CLASS, the local government investment pool, continues to be used for short-term cash with good liquidity and higher yields than traditional bank accounts. Council members noted the positive impact of rising interest rates on investment balances and appreciated that the city is actively managing idle cash within statutory limits to maximize return while preserving liquidity and safety.

Letter of Support – Ox-Bow House Project:
City Manager Ryan Cummins presented a draft letter of support for the Ox-Bow House renovation project. Ox-Bow is seeking congressionally directed spending (earmarked funding) through Senator Slotkin's office to renovate the Ox-Bow House property in Douglas. Douglas has already issued a supportive letter; Ox-Bow requested similar support from Saugatuck. The proposed Saugatuck letter emphasizes that investments in Ox-Bow benefit the entire tri-community region (Saugatuck, Douglas, and Saugatuck Township) due to interconnected economies, shared cultural and tourism assets, and the importance of Ox-Bow's arts programming to the area's identity and economy. Senator Slotkin's staff confirmed they would accept a support letter after their formal request deadline. Council members were supportive.

Status Update on Fiscal Year 2025/2026 Priorities:
City Manager Ryan Cummins walked through a detailed status report on the current fiscal year's Council priorities and how they are tracking into the upcoming 2025/26 cycle.

Public Comments:
Rakesh Madhava provided comment.

Council Comments:
Council Member Muncey said he had a great Easter weekend and hoped others did as well. He noted that State Representative Joey Andrews had been in town the previous week meeting with local people. Muncey mentioned he has invited Andrews onto his radio show. He then closed by noting the weather is starting to improve, even with a cooler week ahead, and wished everyone a nice week.

Mayor Pro-Tem Clark kept his remarks very brief. He said he also hopes everybody has a nice week and stated that he would defer more substantive comments until the upcoming Monday council meeting.

DRAFT

Council Member Gardner used his closing comments to address a few operational and policy points. He first remarked on seeing Otter/AI note-taking in use, saying his own workplace relies heavily on similar tools and expressing support for City staff using automation. He then asked the city manager to provide an update at the next regular meeting on plans to backfill the DPW Superintendent position and how interim coverage will be handled. Cummins confirmed he would cover this in his manager's report rather than as a separate agenda item. Gardner also raised two items he wants on the agenda for the next workshop: a discussion of free Oval Beach passes for residents and a discussion about lowering the city's operating millage for taxpayers. After other members indicated support for at least debating free passes, it was agreed that the free-pass question would be added to the next Monday meeting agenda for formal council consideration.

Adjournment:

Motion by Clark, second by Muncey to adjourn the meeting. Upon voice vote, motion carried 4-0. Mayor Anderson adjourned the meeting at65:0 p.m.

Respectfully Submitted

_____

Jamie Wolters, City Clerk

DRAFT

To:	City of Saugatuck, City Council
From:	Grayson Moore, Director of Planning & Zoning
Meeting Date:	April 8, 2026
RE:	118 Hoffman, Liquor License Request

City Commissioners,

Blue Star Partners, LLC, DBA Panoramic Beverage Company is requesting approval from the city to sell alcoholic beverages at 118 Hoffman St. (#57-300-105-00), located within the Water Street East (C-2) District. Applicants seeking approval to sell alcoholic beverages in a commercial zone district require a license from the city, but do not require a special land use.

The applicant has submitted the attached statement addressing their intended compliance with Chapter 90: Alcoholic Beverages. In the submitted statement, the applicant indicates that they wish to pursue joining the Social District if approved.

Section 90.47 outlines the following reasons that the request for a license shall be denied:

(1) For any reason which would prohibit the applicant from obtaining a license from the Michigan Liquor Control Commission.

(2) For a person who does not own or have an option to purchase the location for which a license is sought or does not have a lease therefor for the full period for which the license is issued.

(3) For a location where there exists an uncorrected violation of the applicable construction, building, electrical, mechanical, plumbing or fire codes, applicable zoning requirements, applicable public health regulations or any violation of any ordinance or other applicable law, rule, regulation, order or directive.

(4) For a location where it is determined by the City Council that the premises does not or will not reasonably soon after commencement of operations have adequate off-street parking, lighting, refuse disposal facilities, screening, fire safety, or noise or nuisance control.

(5) Where the City Council determines that the proposed location is inappropriate considering the zoning of the location; the desirability of establishing a location in developed, commercial areas, in preference to isolated, undeveloped areas; the attitude of adjacent residents and property owners; traffic safety; accessibility to the site from abutting roads; capability of abutting roads to accommodate the commercial activity; distance from public or private schools for minors; proximity of an inconsistent zoning classification; accessibility from primary roads or state highways; or based on a recommendation from the Planning Commission to deny the request.

(6) For any person, partnership or corporation in default of any financial or contractual obligation to the city, including, but not limited to, the payment of any administrative fee, civil or criminal fine, real or personal property tax, special assessment or any city administered utility fee or the breach of any contract, pledge or similar binding commitment to which the city is a party.

Based on review of the submitted materials and surrounding area, staff recommends the approval to sell alcoholic beverages at 118 Hoffman St. as requested by the Blue Star Partners LLC. The decision of whether a license should be issued shall be determined in the sole discretion of the City Council. A sample motion has been provided below.

Motion to approve Resolution 260408-A, local government approval for on-premises tasting room permit to be located at 118 Hoffman Street.

Respectfully submitted,

Grayson Moore

Director of Planning & Zoning

City of Saugatuck

Re: Blue Star Partners, LLC, DBA Panoramic Beverage Company

Micro Brewery and Tasting Room Application

Proposed Location: 118 Hoffman St., Saugatuck, MI 49453

Dear City of Saugatuck,

My name is David Rodriguez and I am the sole member of Blue Star Partners, LLC and we are applying for approval for a Micro Brewery License and Tasting Room Permit at the above location pursuant to Chapter 90 of the local ordinance requirements.

By way of background, I and my family have had home in Saugatuck since 1967 and I am a proud graduate of Saugatuck High School. I have previously and successfully completed several projects such as the one we are applying for in Madrid, Spain (two locations) as well as Pennsylvania and I am very familiar with the business of brewing beer and small batch spirits and wines.

I believe that we meet all of the requirements of Chapter 90 to be approved for the following reasons:

1. Every employee, as well as myself, will be server trained in the responsible selling of alcohol by a company approved by the Michigan Liquor Control Commission ("MLCC").
2. We will produce and serve only our own products, much of which will be produced at our MLCC approved manufacturing facility located at 6311 Just A Mere Rd., Unit 201, Saugatuck, MI. I should note that it is conveniently located next to my home on Hawthorne Ct.
3. This location will be a unique experience modeled after the two locations I operated in Madrid, Spain and use a tapas/small plates bar and food concept that I developed from my Spanish heritage and experienced in my time in Spain. We would like part of the social district as well.

4. Our hours of operation will be 1:00pm to Midnight Thursday to Saturday and 1:00pm to 10:00pm Sunday to Wednesday. We will most likely be closed either Tuesday or Wednesday. We will initially have approximately 4-5 employees to start but anticipate adding more as time goes on. Our initial investment in this project is currently around $550,000. We would like to utilize the existing patio space to serve food and alcohol as well.
5. We believe that this will be a fun, new addition to the Saugatuck scene for not only visitors to the area, but the local population a well. We will be open year-round. But more importantly, the project will be of a nature that is a good fit to the existing nature and character of the proposed location as well as other future development of that area of the city. I have heard from community members and other followers of mine and I am excited about the support they have expressed to me.

For me, the most important thing in any kind of operation such as this is to ensure that we are responsible servers of alcohol to the public. Nothing is more important than the safety and well-being of our guests and the general public as a whole. I am confident that given my past experience in this business, my familiarity with Chapter 90 of the City Ordinances and the professional alcohol server training that my staff and I will receive prior to opening, that we will be a great addition to the City of Saugatuck as well as a good neighbor to the businesses and residents of the area.

Thank you for your time and consideration in this manner. If you need any more information or documentation from us, please do not hesitate to contact me.

Sincerely,



David Rodriguez, Member, Blue Star Partners, LLC

Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll Free: 866-813-0011 • www.michigan.gov/lcc

Business ID: _____

Request ID: _____
(For MLCC use only)

Local Government Approval For On-Premises Tasting Room Permit

(Authorized by MCL 436.1536)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new On-Premises Tasting Room Permit application.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ council/board
(regular or special) (name of township, city, village)

called to order by _____ on _____ at _____
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from Blue Star Partners, LLC
(name of applicant - if a corporation or limited liability company, please state the company name)

for a **NEW ON-PREMISES TASTING ROOM PERMIT**

to be located at: 118 Hoffman St., Saugatuck, MI 49453

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____ (name of township, city, village)

council/board at a _____ meeting held on _____
(regular or special) (date)

_____ _____ _____
Print Name of Clerk Signature of Clerk Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Overnight deliveries: 2407 N. Grand River Avenue, Lansing, Mi 48906
Fax to: 517-763-0059

LARA is an equal opportunity employer/program.Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

City Council Agenda Item Report

FROM: Scott Herbert – Public Works Superintendent

MEETING DATE: April 8, 2026 Workshop / April 13, 2026 Regular Meeting

SUBJECT: Act 51 Mileage Certification

DESCRIPTION:
To receive Act 51 funding from the Michigan Department of Transportation, the City's Act 51 Map must be reviewed on an annual basis to ensure compliance. These funds are designed to distribute state fuel tax and vehicle registration fees to counties and cities for street maintenance and improvement needs.

This year, the following additions are being submitted:

- **Elizabeth Street** – from Grant Street to southwest end
- **Lakeview Street** – from Park Street east end

BUDGET ACTION REQUIRED:
N/A

COMMITTEE/COMMISSION REVIEW:
N/A

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Motion to approve the resolutions authorizing Elizabeth Street and Lakeview Street to be added to the City's Act 51 map.

RESOLUTION AUTHORIZING ELIZABETH STREET
TO BE ADDED TO THE CITY'S ACT 51 MAP

RESOLUTION 260413-B

At a regular meeting of the City Council of Saugatuck, Michigan, held at the City Hall on _____, the following resolution was offered by member _____, and supported by member _____.

WHEREAS Elizabeth Street southwest of Grant Street is located within platted City right-of-way;

AND WHEREAS it is necessary to furnish certain information to the State of Michigan to place this street within the City Street System for the purpose of obtaining funds under Act 51, P.A. 1951 as amended.

1. That the center line of said street is described as:

NOW THEREFORE IT IS RESOLVED:

Commencing at the southeast corner of Lot 14, Block 3 of part of Bandle's Addition to the Village (now City) of Saugatuck, being part of Section 9, Town 3 North, Range 16 West, thence S63°20'15"E along the extension of the north line of Grant Street (platted as Agnes Street) 32.89 feet; thence S26°39'45"W 13.27 feet to the point of beginning; thence S26°00'54"W 83.50 feet; thence S29°23'53"W 58.78 feet; thence S38°35'53"W 96.04 feet to the point of ending, length of street being 238.33 feet

2. That said street is located within a City right-of-way and is under the control of the City of Saugatuck.

3. That said street is a public street and is for public street purposes.

4. That said street is accepted into the municipal street system and is open to the public for public use on or before December 31, 2025.

Resolution duly adopted.

Certified to be a true copy, ____.

RESOLUTION AUTHORIZING LAKEVIEW
STREET TO BE ADDED TO THE CITY'S ACT 51
MAP
RESOLUTION 260413-C

At a regular meeting of the City Council of Saugatuck, Michigan, held at the City Hall on _____, the following resolution was offered by member _____, and supported by member _____.

WHEREAS Lakeview Street is located within platted City right-of-way;

AND WHEREAS it is necessary to furnish certain information to the State of Michigan to place this street within the City Street System for the purpose of obtaining funds under Act 51, P.A. 1951 as amended.

NOW THEREFORE IT IS RESOLVED:

1. That the center line of said street is described as:

   Commencing at the northwest corner of part of Jesiek's Addition to the Village (now City) of Saugatuck, being part of Section 9, Town 3 North, Range 16 West, thence S38°30'00"W along the west line said plat 110.25 feet; thence N55°58'36"W 13.94 feet to the point of beginning; thence S55°58'36"E 33.24 feet; thence S61°46'07"E 147.71 feet; thence S58°24'01"E 133.80 feet to the point of ending, length of street being 314.74 feet

2. That said street is located within a City right-of-way and is under the control of the City of Saugatuck.

3. That said street is a public street and is for public street purposes.

4. That said street is accepted into the municipal street system and is open to the public for public use on or before December 31, 2025.

Resolution duly adopted.

Certified to be a true copy, ____.

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
2008B (11/2025)

ADDITIONS AND DELETIONS TO CITY OR VILLAGE
LOCAL STREET SYSTEM
DURING CALENDAR YEAR 2025

Clear Form

This report is subject to review by MDOT and correction by the submitting agency before final acceptance by MDOT.

INSTRUCTIONS: Complete form and mail to MDOT, Bureau of Transportation Planning, P.O. Box 30050, Lansing, MI 48909.

CITY OR VILLAGE	PREPARED BY	PHONE NUMBER	E-MAIL ADDRESS
City of Saugatuck	Scott Herbert, Street Administrator	(269) 857-2603	scott@saugatuckcity.com

NAME OF STREET	TERMINI		LENGTH IN FEET + ADDED - DELETED
	FROM	TO	
Elizabeth Street	Grant Street	Southwest End	+238'
Lakeview Street	Park Street	East End	+315'



DESCRIPTION:
PART OF BANDLE'S ADDITION TO THE VILLAGE(NOW CITY) OF SAUGATUCK BEING PART OF SECTION 9, TOWN 3 NORTH, RANGE 16 WEST, CITY OF SAUGATUCK, ALLEGAN COUNTY MICHIGAN MORE PARTICULARLY DESCRIBED AS: COMMENCING AT THE SOUTHEAST CORNER OF LOT 14, BLOCK 3 OF SAID PLAT; THENCE S63°20'15"E ALONG THE EXTENSION OF THE NORTH LINE OF GRANT STREET(PLATTED AS AGNES ST) 32.89 FEET; THENCE S26°39'45"W 13.27 FEET TO THE POINT OF BEGINNING; THENCE S26°00'54"W 83.50 FEET; THENCE S29°23'53"W 58.78 FEET; THENCE S38°35'53"W 96.04 FEET TO THE POINT OF ENDING
LENGTH OF STREET BEING 238.33'

SKETCH OF ACT 51
SECTION 9, T3N, R16W
ALLEGAN COUNTY, MICHIGAN

CITY OF SAUGATUCK
ELIZABETH STREET

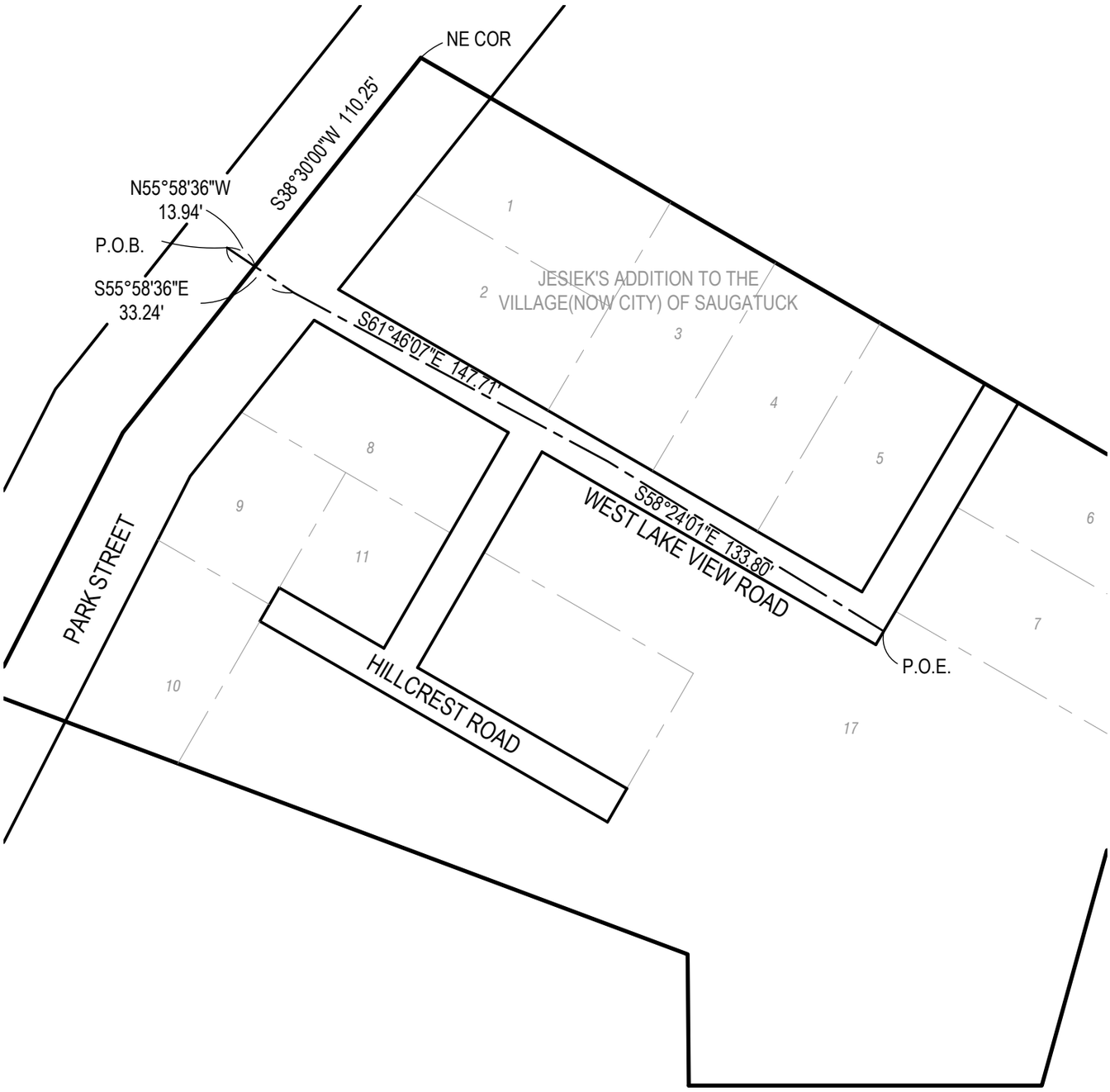
shaned 03/13/2026
3187-51_ElizabethSt-Act51.dwg

1 OF 1
DATE: 3/26/2026

F&V PROJECT NO.
3187-51

2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.



DESCRIPTION:
PART OF JESIEK'S ADDITION TO THE VILLAGE(NOW CITY) OF SAUGATUCK BEING PARK OF SECTION 9, TOWN 3 NORTH, RANGE 16 WEST, CITY OF SAUGATUCK, ALLEGAN COUNTY, MICHIGAN, MORE PARTICULARLY DESCRIBED AS:
COMMENCING AT THE NORTHWEST CORNER OF SAID PLAT; THENCE S38°30'00"W ALONG THE WEST LINE OF SAID PLAT, 110.25 FEET; THENCE N55°58'36"W 13.94 FEET TO THE POINT OF BEGINNING; THENCE S55°58'36"E 33.24 FEET; THENCE S61°46'07"E 147.71 FEET; THENCE S58°24'01"E 133.80 FEET TO THE POINT OF ENDING.
LENGTH OF STREET BEING 314.74'

SKETCH OF ACT 51
SECTION 9, T3N, R16W
ALLEGAN COUNTY, MICHIGAN

CITY OF SAUGATUCK
LAKEVIEW STREET

jonathonr 03/13/2026
3187-51_Lakeview-Act51.dwg

1 OF 1
DATE: 3/30/2026

F&V PROJECT NO.
3187-51

2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

03 - CITY OF SAUGATUCK

APPROVED

3.03 -- MILES OF MAJOR STREET
9.79 -- MILES OF LOCAL STREET

FOR THE PERIOD
JULY 1, 2024 to JUNE 30, 2025
BY

DRLAM

ACT 51 ADMINISTRATOR

July 1, 2024

DATE OF APPROVAL

Revision Date: August 31, 2024

STATE COPY

I hereby certify that all of the streets shown hereon by symbol as major streets and local streets, are open and in use as public streets and under the jurisdiction of the municipality.

E-SIGNED by Scott Herbert
on 2025-04-24 07:34:14 EDT

Street Administrator Date

By authority of the Governing Body

CITY OF SAUGATUCK
ALLEGAN COUNTY

POP. 665 -- 2020 CENSUS
T 3N - R 16W

STREET SYSTEM
THE MICHIGAN HIGHWAY LAW,
PUBLIC ACT 51 OF 1951, AS AMENDED.
MICHIGAN DEPARTMENT OF TRANSPORTATION
1 inch equals 600 feet Map size 24x36

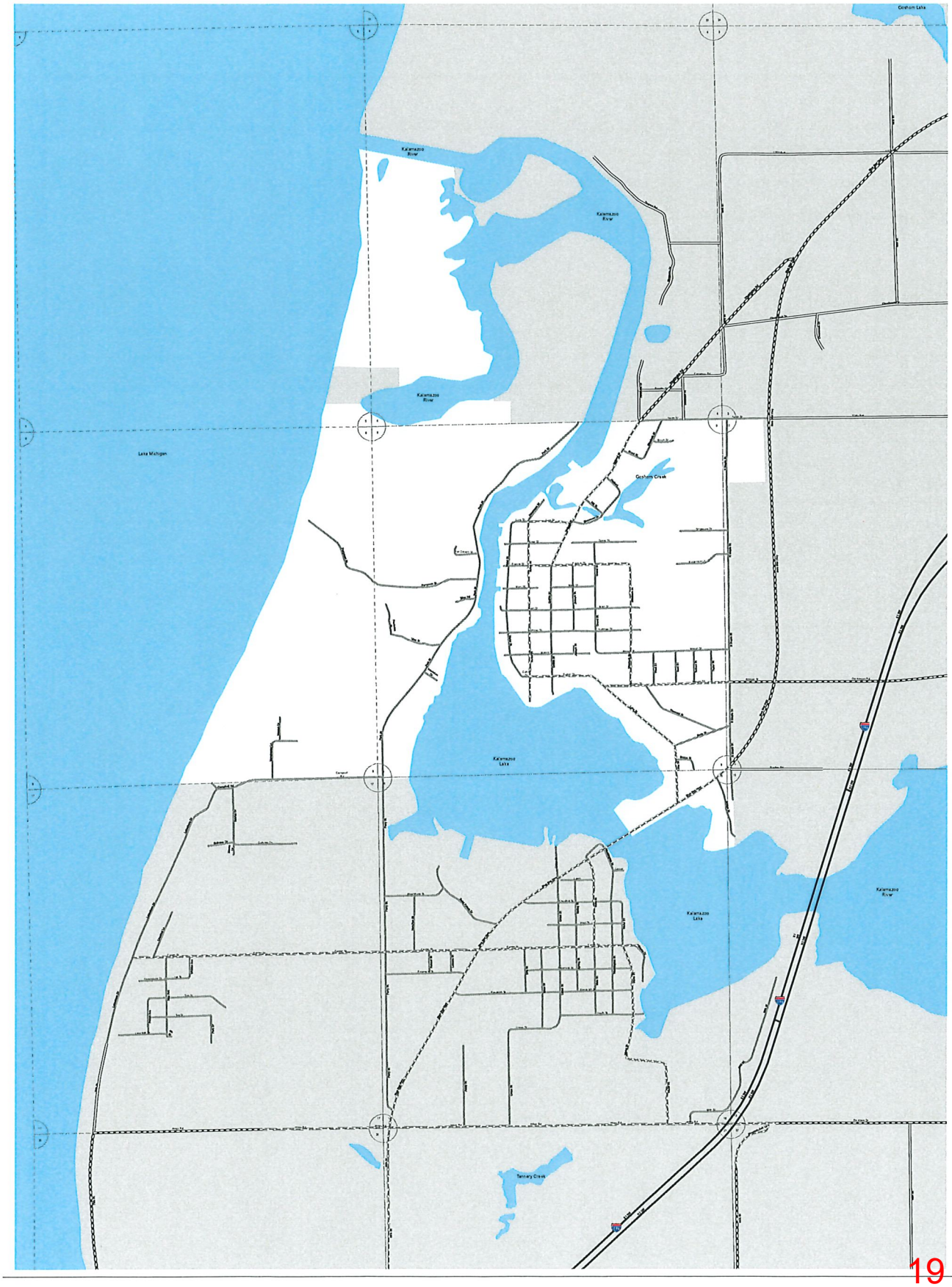
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LEGEND

ROAD SYSTEM
- STATE TRUNKLINE
- COUNTY PRIMARY
- COUNTY LOCAL
- CITY MAJOR
- CITY LOCAL
- ADJACENT JURISDICTION ROAD
- STATE PARK ROAD
- RAILS TO TRAILS

GEOGRAPHY
- 425 ZONES
- SECTIONS
- NON-FOCUS AREAS
- LAKE / RIVER
- HYDROGRAPHY
- RAILROAD



City Council Agenda Item Report

FROM: Ryan Cummins – City Manager

MEETING DATE: April 13, 2026

SUBJECT: Proposal for Phase Ia Archeological Site Identification Survey and Memorandum of Understanding

DESCRIPTION:

The City, in partnership with Saugatuck Township and the Friends of the Blue Star Trail (FOBST), continues to seek the necessary environmental and historical approvals, including Section 106 review and coordination with Tribal Nations, for the Blue Star Trail project. Tribal Nations have requested phase 1 archeological survey work due to known contributing resources to traditional cultural property.

Proposal

We worked with our engineers at C2AE and archeologist at Michigan Department of Transportation (MDOT) to request proposals that meet the necessary requirements. One proposal was received from Abre Croche Cultural Resources, LLC in the amount of $16,492.25 (attached). C2AE, FOBST, Saugatuck Township, and City staff recommend approval of this proposal for these specialized professional services. The Tribal Nations have also approved the use of this firm.

Memorandum of Understanding

The extent of the work necessary to obtain environmental and historical approvals exceeds what was originally anticipated under the current interlocal agreement for design engineering and related services.

Consistent with the cost-sharing framework in the interlocal agreement, FOBST has agreed to cover 77% ($20,197.93) of recent engineering costs associated with tribal coordination and the Phase I archaeological site identification survey. The remaining 23% would be split evenly between Saugatuck Township and the City (11.5% each, or $3,016.57 per entity). City staff supports this approach.

A Memorandum of Understanding outlining these cost-sharing details is attached.

BUDGET ACTION REQUIRED:

None. Funding for additional trail engineering and assessments is already included in the budget, with $40,000 in reimbursement revenue and $50,000 in planned expenses.

LEGAL REVIEW:

The memorandum of understanding was reviewed by legal.

SAMPLE MOTION:

Motion to approve the proposal from Abre Croche Cultural Resources, LLC for a Phase I Archaeological Site Identification Survey in the amount of $16,492.25, and to approve the cost-sharing arrangement as outlined in the Memorandum of Understanding.

Arbre Croche Cultural Resources LLC

Misty M. Jackson, Ph.D., Proprietor and Principal Investigator
ACCR is an Economically Disadvantage Woman-owned Small Business
214 South Main Street, Leslie, Michigan 49251 • 517-525-3060
mjackson@arbrecroche.com www.arbrecroche.com

March 20, 2026

Ryan Cummins
City Manager
City of Saugatuck
Saugatuck City Hall
102 Butler St.
PO Box 86
Saugatuck, MI 49453

Proposal for Phase Ia Archeological Site Identification Survey for Blue Star Trail, City of Saugatuck, Allegan County, Michigan

The following proposal is offered by Arbre Croche Cultural Resources LLC for the above cited project in response to the Request for Proposal issued February 24, 2026 by the City of Saugatuck and after the Brief Project Description follows the Format of the Proposal specified on page 2 of the RFP.

Brief Project Description

The City of Saugatuck is seeking qualified firms to complete a Phase Ia Archeological Site Identification Survey of the Blue Star Trail project area. This work will support the city's collaboration with Douglas and Saugatuck Township, along with many years of work put in by the Friends of the Blue Star Trail. Project objectives are to assist the affected local tribes with proper assessment of potential cultural and archeological Impacts In the area of the project.

The Blue Star Trail project is 0.98 miles in length along the Blue Star Highway, and is comprised of four segments: Washington Street to Lake Street, from Lake Street to Maple Street, Maple Street to Old Allegan Road, and North Street through Amelanchier Park, across Goshorn Creek, and within the existing 66th Street roadway to the intersection of Holland Street and Clearbrook Drive.

Ground disturbance for trail width varies by segment and ranges from the least of 12.5 ft for the proposed dead end at Cemetery Road to 91 ft for the Planting Area adjacent to cemetery (both within Segment 4). The total length for which shovel testing is considered to be required is 0.57 Miles (3,027 ft). Additional specific dimensions and data have been provided to ACCR by Jared Secor, Project Manager for C2AE and is included as an attachment to this proposal.

The files of the Michigan State Historic Preservation Office (SHPO) contain no previously recorded archaeological sites within the proposed project limits though it is possible that one site, 20AE814, the location of which is not field verified per SHPO map notation, might extend to the southern project area. Numerous additional sites lie within one mile of the proposed project. No archaeological surveys have been conducted previously within the proposed project boundaries. At least three previously conducted archaeological surveys lie within one mile of the proposed project boundaries. If selected for the project, ACCR will provide MDOT LAP archaeologist Patricia Jo Korzeniewski with additional project location archaeological background and an archaeological sensitivity map.

Michigan Tribes likely hold information on traditional cultural properties in the area including potentially within the proposed project boundaries. The nature and locations of these traditional cultural properties is not available to Arbre Croche Cultural Resources LLC (ACCR). The Tribes' will determine whether this is information they choose to share at any point in the conduct of the project with ACCR.

1. Firm Introduction and Qualifications

a. *Overview of firm.*

Misty M. Jackson, Ph.D., founded Arbre Croche Cultural Resources LLC (ACCR) in 2007 and serves as the Principal Investigator. Jackson received her Ph.D. from Michigan State University in Anthropology, specializing in North American pre- and post-contact archaeology in 2005 (please see attached curriculum vitae). As ACCR she has conducted numerous archaeological phase I and II projects, historic background reports, and Section 106 assessments for clients that including the USDA, cities, counties, private developers, Tribes, and the Michigan Department of Natural Resources. She has also served the Tribes of Michigan in recovery of human remains on behalf of the Michigan Anishinaabek Cultural Preservation and Repatriation Alliance and as an expert witness for litigation on behalf of a member of the Keweenaw Bay Indian Community. Other Michigan Tribes served for archaeological survey or recovery include the Little Traverse Bay Bands of Odawa Indians, Saginaw Chippewa Indian Tribe of Mount Pleasant, Pokagon Band of Potawatomi.

(One of ACCR's current clients is the Flint & Genesee Economic Alliance for the due diligence project, the Mundy Township Mega Site for industrial development. The phase I and II reports are under completion and therefore not listed yet among projects on the curriculum vitae.)

b. *Experience with Phase Ia Archeological Site Identification Survey.*

Jackson has conducted dozens of phase I surveys as ACCR since 2027 for telecommunications companies, private developers using federal funds, Tribes, counties, townships, and cities including project in the cities of Detroit and Grand Rapids. Please see the attached c.v. for a list of some of the projects and clients.

c. *Identification of project team.*

Jackson will serve as field director and principal investigator for the Blue Star Highway Trail project. Field crew will include Frank Raslich and Dan Lauterbur, both of whom had worked for ACCR in the field on phase I and II projects since 2022. Raslich has completed all graduate work except the dissertation in North American pre-contact archaeology at Michigan State University in Anthropology and is a member of the Saginaw Chippewa Indian Tribe of Mount Pleasant. Lauterbur is a former Michigan Department of Transportation Archaeologist.

2. Relevant Portfolio with a minimum of three (3) comparable Phase Ia Archeological Site Identification Surveys, preferably for cities, towns, or public agencies

The following Phase I surveys completed by ACCR were conducted specifically for trails. Currently ACCR holds a contract for another trail survey in Inkster, Wayne County, to be completed this spring or early summer.

- Meridian Township for the MSU to Lake Lansing Connector Trail – Phase I, 2020.

- Washtenaw County Parks and Recreation's Border to Border (B2B) Trail. Phase I survey was conducted for two trail segments both in Scio Township under two separate contracts with Stantec on behalf of Washtenaw County Parks and Recreation: 1) Segment D2 Phase 1 (2016) and 2) Zeeb Road to Wagner Road, Segment D2, Phase 2, and Segment E (2018 – 2019).
- Royalton Township Park Project for Bacon School Road Nature Trail Development, Section 16, Royalton Township, Berrien County, Michigan, 2018. Contract was under Wightman and Associates, Inc. on behalf of Royalton Township.

3. Understanding and Approach

a. *Description of how the firm will engage with the Cities, Township, MDOT, and Tribal representatives*

ACCR will maintain communication through email and cell phone with the City of Saugatuck and MDOT on field schedule and survey results. If the Tribes and Township wish for ACCR to contact them directly, their contact information is requested. However, it is ACCR's experience that MDOT acts as liaison between the archaeological consultant and the Tribes. ACCR is also willing to participant in any meetings that the above entities request including the three the listed in the RFP:

1. Project kickoff with stakeholders, as directed by the city staff.
2. Meeting following production of draft report to describe and explain findings.
3. Meeting to assist the city with final specifications for construction to be sure that all areas of concern are addressed properly.

ACCR requests that the meetings be conducted remotely via Teams (or Zoom) in order to reduce travel time and associated expense.

ACCR will provide weekly written brief status reports for the city staff as the work progresses, per requested in the RFP.

b. *Planned approach to meetings, field work, and deliverables.*

Meetings can be lead by the City of Saugatuck and will serve to familiarize all entities (the city, Tribes, consultant, MDOT) with the procedures as required by MDOT, which are included as an attachment to the RFP.

ACCR will conduct the field work under MDOT's specifications, which are included as an attachment to the RFP.

ACCR will provide the requested draft(s) of the report (deliverable) upon completion of field work for review and comment by MDOT and will make the requests changes. All report drafts will be submitted to MDOT who will then share them with the City of Saugatuck with site locations or redactions, per MDOT's choosing.

4. Proposed project schedule

If ACCR's proposal is selected, ACCR will make additions to the proposal as require by MDOT within 30 days of notification of acceptance of proposal. After review of the proposal by MDOT and the Tribes, ACCR will be available to meet with the City of Saugatuck and MDOT to set the date for field work.

The phase I field survey is expected to require no more than 3 days to complete. The crew will include a field director and at least one field crew.

It is anticipated that field work can commence by the end of May. Project begin dates are weather (rain) dependent. (No archaeological survey can occur during ground freeze.) Report preparation is expected to require 45 to 60 days, depending on the number of sites and artifacts recovered.

5. Cost Proposal

a. Detailed cost breakdown by task and deliverable

1) Number of meetings included and cost for additional meetings, if requested.

Three meetings are anticipated in this proposed cost. If addition meetings are required, they will be billed at $120 per hour. It is requested that all meetings be conducted remotely.

2) Number of rounds of comments from MDOT included and cost for additional rounds of comments, if requested.

One round of comments is included in the proposed cost. If addition rounds are required, they will be billed at $120 per hour with an assumed number of hours being 4 hours (total of $400 per round).

3) Hourly rates for team members.

Dr. Misty Jackson - $120 per hour

Field crew - $80 per hour each

(These hourly rates include overhead and supplies, per construction of time and materials contracts.)

4) Time and materials not-to-exceed maximum price: **$1,6492.25**

6. References:

The following three references are for the projects listed above under 2. Relevant Portfolio. Additional references available upon request.

1) Meridian Township:
   Nyal Nunn, Senior Project Engineer
   nunn@meridian.mi.us
   W 517-853-4468
   515 March Road
   Okemos, MI 48864

2) Stantec (for Washtenaw County Parks and Recreation):
   Mark Pascoe
   mark.pascoe@stantec.com
   734-214-1865

3) Wightman and Associates, Inc on behalf of Royalton Township:
   Mary Deneau Nykamp
   mnykamp@gowightman.com
   Office 269-201-2049
   Cell 269-209-6406 2303
   Pipestone Road,
   Benton Harbor, MI 49022

An AtkinsRéalis Company

814 S. Otsego Ave. Suite B
Gaylord, MI 49735
989.732.8131
www.c2ae.com

Memo

To: Misty Jackson, Ph. D., Abre Croche Cultural Resources, LLC

From: Jared Secor, Project Manager, C2AE

Date: March 3, 2026

Re: Request for Proposal - Phase Ia Archeological Survey for Blue Star Trail

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In response the inquiry received February 25, 2026, for the above referenced Request for Proposal:

1. Full Project Description:
   The Blue Star Trail project is 0.98 miles in length, comprised of four segments: Washington Street to Lake Street, from Lake Street to Maple Street, Maple Street to Old Allegan Road, and North Street through Amelanchier Park, across Goshorn Creek, and within the existing 66th Street roadway to the intersection of Holland Street and Clearbrook Drive. All segments are AASHTO designed non-motorized trail facilities. The project will complete a three-mile continuous trail connecting the City of Douglas, the City of Saugatuck and Saugatuck Township. The segments are as follows, from south to north:
   a. From Washington Street in Douglas to Lake Street in Saugatuck: 1,626 ft. across the Blue Star Highway Bridge over the Kalamazoo River. This includes approximately 968 ft. of a 9-ft. wide, two-way cycle track and 5-ft. and 7-ft. wide existing sidewalks. Traffic lanes will be shifted to the East. Just north of the bridge, the cycle track and sidewalk merge into a shared use path. This will be done by replacing 572 ft. of sidewalk with a 10-ft. wide asphalt separated trail to Lake Street. 82 feet of crosswalk striping will be added within the intersection at Lake Street, between 2 new curb ramps. Tree removal will be needed within this section. On the south side of the bridge at Washington Street, the facilities will merge directly into the existing BST through Douglas, which is a two-way track and cycle system. A curb ramp connecting to the existing bike lane on the east side of Blue Star Highway will be removed.
   b. Lake Street to Maple Street in the City of Saugatuck: a 965-ft. long, 10-ft. wide separated pathway. It will require approximately 683-ft. of an at grade boardwalk due to the slopes along the roadway. This section will also require modification to the landscaped area surrounding the city's Saugatuck 'palette' sign. The remaining 238-ft. will be a 10-ft. wide separated asphalt trail with a modular block retaining wall due to the slope along the west side of the roadway. 44 feet of crosswalk striping will be added within the intersection at Maple Street, between 2 new curb ramps.
   c. Maple Street to Old Allegan Road in Saugatuck Township: 812-ft. long segment with a 10-ft. wide separated asphalt pathway, with an 800-ft. section supported by retaining wall due to grade. At the north end, this segment will connect to paved trail being installed by the Allegan County Road Commission. All work in segments 1-3 will take place in the existing ROW along Blue Star Highway.
   d. North Street to Holland Street in Saugatuck Township: 1,802-ft. long segment with 1,448 ft. of a 10-ft. wide asphalt separated trail through Amelanchier Park, along an abandoned railway grade, and along 66th Street to Holland Street. A 316-ft. long boardwalk will be used to cross Goshorn Creek. The 660-ft. paved section within 66th Street will re-use existing roadway pavement (excess existing pavement to be removed) and be closed to motor vehicle traffic by creating a dead end with a Y cul-de-sac turnaround on Cemetery Rd. A 1,326 sq. ft. easement will be obtained from 6602 Cemetery Rd. to complete the Y turnaround. This segment will include a 35-ft. crossing of Holland St to connect directly to the Beeline Trail that extends to the City of Holland. Additional work in this area includes construction

of a rest area in Amelanchier Park, with connections to the trail and to Begonia Road, an existing gravel road at the south end of the cemetery. Rest area improvements include 216-ft. of 6-ft. wide concrete sidewalk, a 20'-radius central plaza, and site furnishings including benches, bicycle parking, and a trash receptacle. Besides the one easement location, all work in this section will be done in the existing ROW or through land owned by the township (Amelanchier Park). No work will take place within the Riverside Cemetery limits.

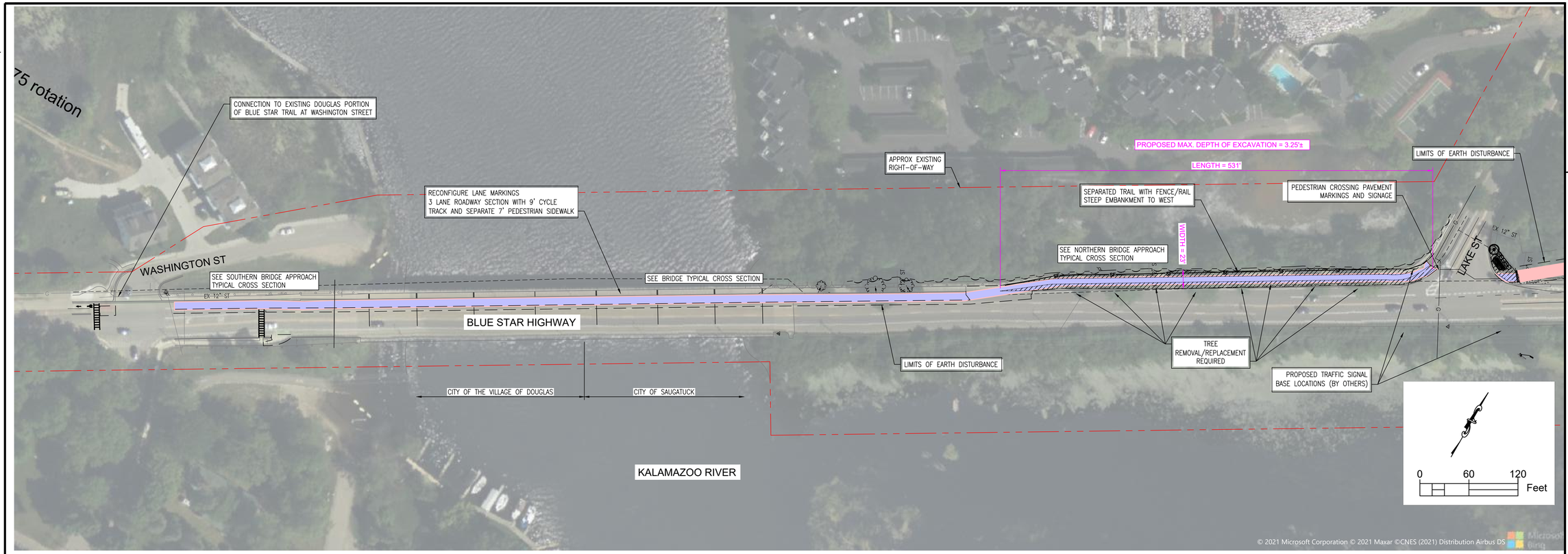
2. Total length of shovel testing area: 0.57 Miles (3,027')
    a. Segment 1: 531'
    b. Segment 2 (planting area at Lake St.): 20'
    c. Segment 2 (separated trail at Maple St.): 220'
    d. Segment 3: 874'
    e. Segment 4 (separated trail at Goshorn Creek Crossing to Cemetery Rd.): 540'
    f. Segment 4 (existing roadway from Cemetery Rd. to Holland St.): 610'
    g. Segment 4: (Planting Area adjacent to cemetery): 232'
    h. See ATTACHMENT A, Saugatuck Blue Star Trail route RFP response inquiry

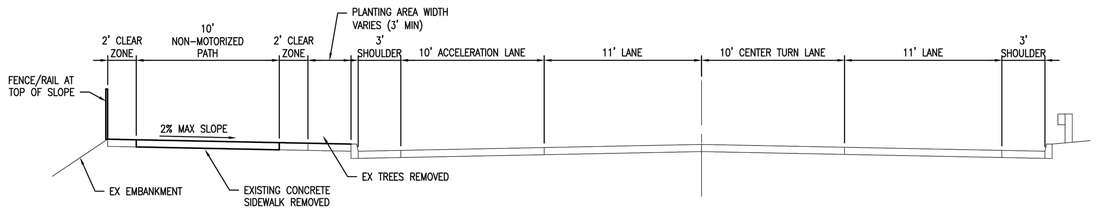
3. Maximum width of shovel testing area by segment:
    a. Segment 1: 23'
    b. Segment 2 (planting area at Lake St.): 43'
    c. Segment 2 (separated trail at Maple St.): 40'
    d. Segment 3: 26'
    e. Segment 4 (proposed dead end at Cemetery Rd.): 125'
    f. Segment 4 (existing roadway from Cemetery Rd. to Holland St).: 7.2'
    g. Segment 4(Planting Area adjacent to cemetery): 91'
    h. See ATTACHMENT A, Saugatuck Blue Star Trail route RFP inquiry response

4. Maximum excavation depth (for construction) in each shovel testing area:
    a. Segment 1: 3.25'
    b. Segment 2: 6.58'
    c. Segment 3: 3.67'
    d. Segment 4 (trail improvements): 5'
    e. Segment 4 (planting area): 5.92'

5. Will the trail route be asphalt?
    a. Yes, except in locations noted as timber boardwalk.

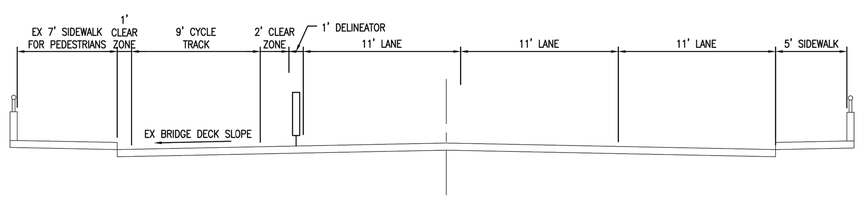
6. Equipment Staging Area:
    a. City of Saugatuck, Department of Public Works, 3338 Blue Star Hwy., Saugatuck, MI 49453
    b. See ATTACHMENT B, Saugatuck Blue Star Trail route staging area





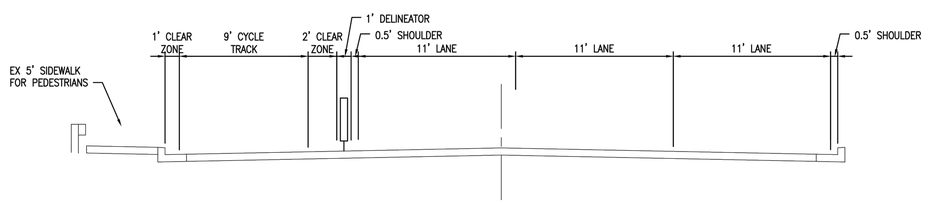
WASHINGTON ST. TO LAKE ST. – 3-LANE CONFIGURATION – NORTHERN BRIDGE APPROACH

FACING NORTH



WASHINGTON ST. TO LAKE ST. – 3-LANE CONFIGURATION – BRIDGE SECTION

FACING NORTH



WASHINGTON ST. TO LAKE ST. – 3-LANE CONFIGURATION – SOUTHERN BRIDGE APPROACH

FACING NORTH

LEGEND

- SEPARATED TRAIL
- BOARDWALK
- SHOVEL TEST AREA

GENERAL NOTES:

PROPOSED TRAIL ALIGNMENT HAS BEEN DESIGNED TO MEET A 20 MPH DESIGN SPEED, EXCEPT AT INTERSECTION APPROACHES. MINOR ALIGNMENT MODIFICATIONS MAY OCCUR IN THE FIELD PRIOR TO CONSTRUCTION IN ORDER TO AVOID LARGE TREES, ETC. AS DETERMINED BY THE OWNER. ALIGNMENT MUST MEET THE FOLLOWING CRITERIA UNLESS OTHERWISE SHOWN OR APPROVED BY THE ENGINEER:
MIN. HORIZONTAL RADIUS = 74 FT
MAX. VERTICAL SLOPE = 5%

SHOVEL TESTS TO BE PERFORMED AT 15-METER INTERVALS, DECREASING TO 5-METER INTERVALS IF ANY ARTIFACTS OR REMAINS ARE ENCOUNTERED.

LIMITS OF EARTH DISTURBANCE INCLUDE GRADING, REMOVALS, PAVING, INSTALLATION OF PERMANENT FIXTURES AND FURNISHINGS, AND INSTALLATION OF EROSION CONTROL MEASURES.

LENGTHS SHOWN ARE MEASURED ALONG THE CENTERLINE OF THE TRAIL. WIDTHS SHOWN ARE MAXIMUMS, AS MEASURED ORTHOGONALLY TO THE TRAIL CENTERLINE. DEPTHS OF EXCAVATION LISTED ABOVE ARE APPROXIMATE, BASED ON A 23"-THICK TYPICAL SECTION (INCLUDING HMA, AGGREGATE BASE, AND SAND SUBBASE), WITHOUT ACCOUNTING FOR ANY SUBGRADE UNDERCUTTING WHICH MAY BE DEEMED NECESSARY DURING CONSTRUCTION.

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BLUE STAR TRAIL - DESIGN PHASE
ALLEGAN COUNTY, MI

REVISIONS

REV	DESCRIPTION	DATE

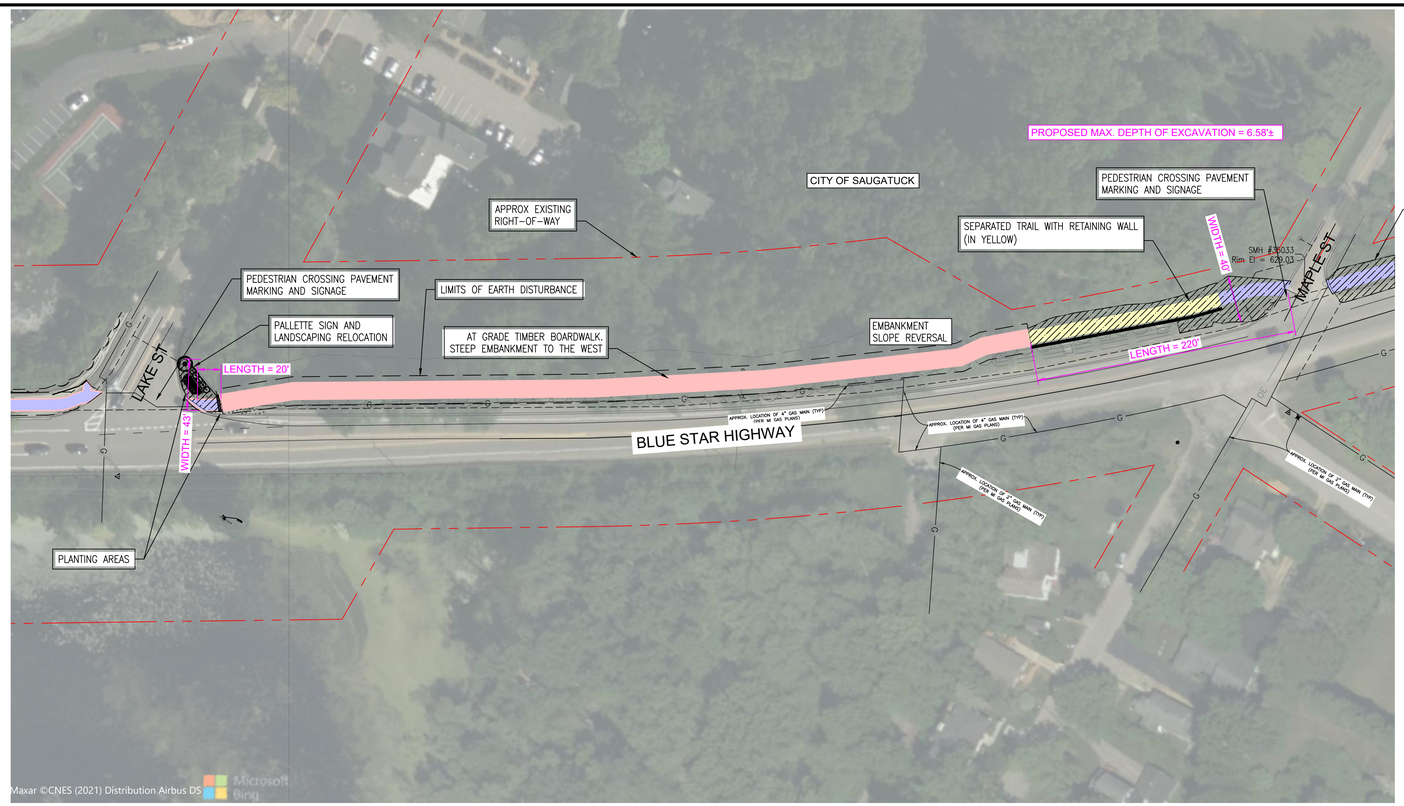
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PROJ. #: 230038
DATE: MAR 2026
SHEET 1

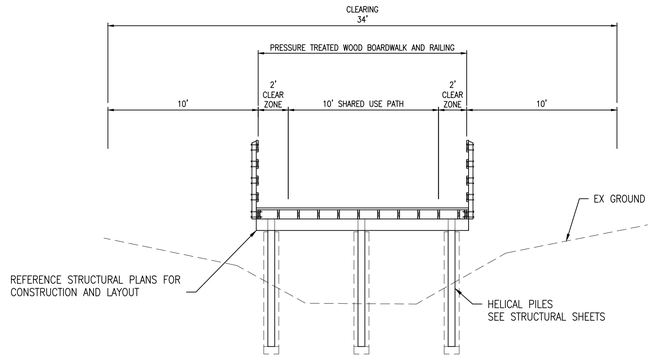
TRAIL ROUTE EXHIBIT

WE RECYCLE
THE BAR BELOW SHOWS GRAYSCALE FROM WHITE TO SOLID BLACK
WHITE BLACK

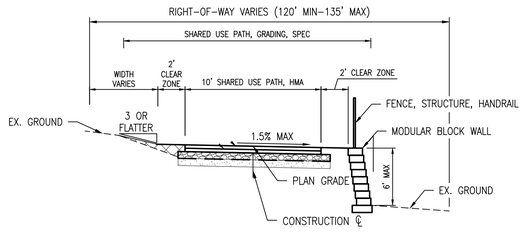
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CHECKED BY: -



0 60 120 Feet



PROPOSED BOARDWALK TYPICAL SECTION



PROPOSED PATH TYPICAL SECTION

LEGEND

- SEPARATED TRAIL
- BOARDWALK
- RETAINING WALL NEXT TO TRAIL
- SHOVEL TEST AREA

GENERAL NOTES:

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BLUE STAR TRAIL
ALLEGAN COUNTY, MI

LAKE ST TO MAPLE ST SEGMENT 2

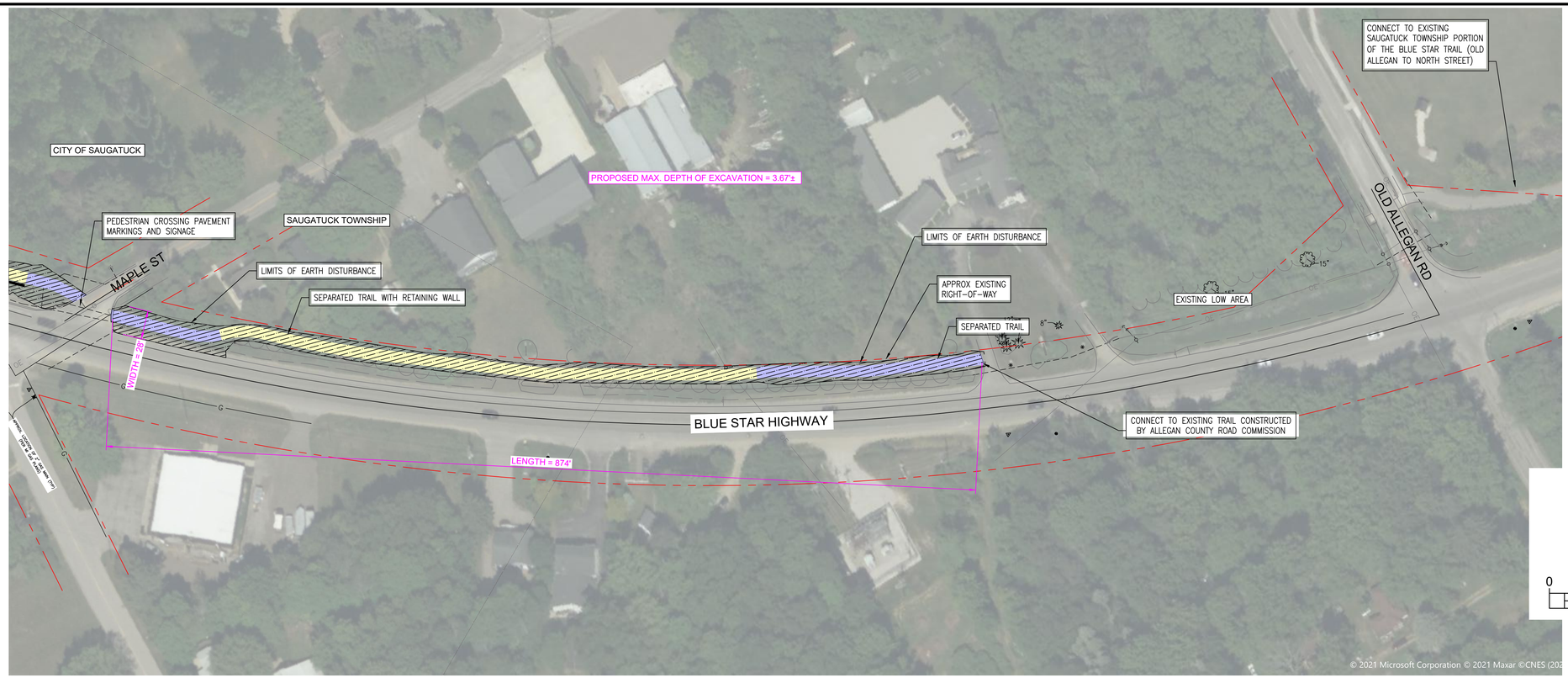
REVISIONS

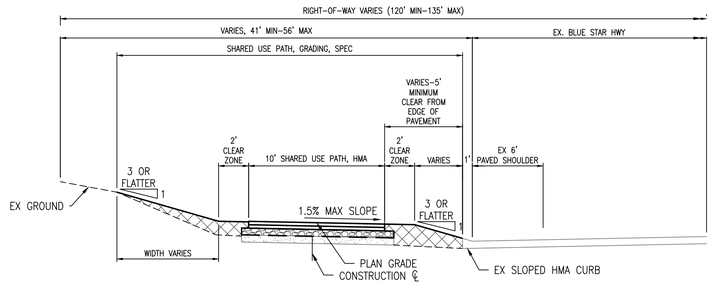
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PROJ. #: 230038
DATE: MAR 2026
SHEET 2

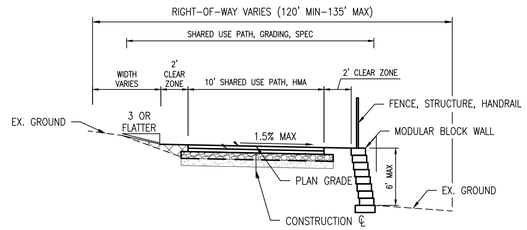
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WHITE BLACK
PLOTTED BY: BRYAN WALKER 3/3/2026 12:28 PM
DESIGNED BY: - APPROVED BY: -
CHECKED BY: -





PROPOSED PATH TYPICAL SECTION



PROPOSED PATH TYPICAL SECTION

LEGEND

- SEPARATED TRAIL
- BOARDWALK
- RETAINING WALL NEXT TO TRAIL
- SHOVEL TEST AREA

GENERAL NOTES:

PROPOSED TRAIL ALIGNMENT HAS BEEN DESIGNED TO MEET A 20 MPH DESIGN SPEED, EXCEPT AT INTERSECTION APPROACHES. MINOR ALIGNMENT MODIFICATIONS MAY OCCUR IN THE FIELD PRIOR TO CONSTRUCTION IN ORDER TO AVOID LARGE TREES, ETC. AS DETERMINED BY THE OWNER. ALIGNMENT MUST MEET THE FOLLOWING CRITERIA UNLESS OTHERWISE SHOWN OR APPROVED BY THE ENGINEER:
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MAX. VERTICAL SLOPE = 5%

SHOVEL TESTS TO BE PERFORMED AT 15-METER INTERVALS, DECREASING TO 5-METER INTERVALS IF ANY ARTIFACTS OR REMAINS ARE ENCOUNTERED.

LIMITS OF EARTH DISTURBANCE INCLUDE GRADING, REMOVALS, PAVING, INSTALLATION OF PERMANENT FIXTURES AND FURNISHINGS, AND INSTALLATION OF EROSION CONTROL MEASURES.

LENGTHS SHOWN ARE MEASURED ALONG THE CENTERLINE OF THE TRAIL. WIDTHS SHOWN ARE MAXIMUMS, AS MEASURED ORTHOGONALLY TO THE TRAIL CENTERLINE. DEPTHS OF EXCAVATION LISTED ABOVE ARE APPROXIMATE, BASED ON A 23"-THICK TYPICAL SECTION (INCLUDING HMA, AGGREGATE BASE, AND SAND SUBBASE), WITHOUT ACCOUNTING FOR ANY SUBGRADE UNDERCUTTING WHICH MAY BE DEEMED NECESSARY DURING CONSTRUCTION.

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BLUE STAR TRAIL
ALLEGAN COUNTY, MI

MAPLE ST TO OLD ALLEGAN RD SEGMENT 3

REVISIONS

REV	DESCRIPTION	DATE

	-	

PROJ. #: 230038

DATE: MAR 2026

SHEET 3

TRAIL ROUTE EXHIBIT

WE RECYCLE

THE BAR BELOW SHOWS GRAYSCALE FROM WHITE TO SOLID BLACK
WHITE BLACK

PLOTTED BY: BRYAN WALKER 3/3/2026 12:28 PM
D:\2023\230038_Saugatuck_Bradley_TrailAlignment\09_CAD\06_Sheets\230038_Sheet04_TrailShowing.dwg
DESIGNED BY: -
CHECKED BY: -
APPROVED BY: -

WE RECYCLE
THE BAR BELOW SHOWS GRAYSCALE FROM WHITE TO SOLID BLACK
BLACK
WHITE

1,326 SFT EASEMENT
DRIVEWAY RELOCATION
LENGTH = 540'
EXISTING TREES TO REMAIN
APPROX LIMITS OF WETLAND (TYP)
WETLAND AREA AND STREAM CROSSING
WIDTH = 91'
LENGTH = 232'
LIMITS OF EARTH DISTURBANCE
SEPARATED TRAIL WITH TIMBER BOARDWALK/BRIDGE
AMELANCHIER PARK SAUGATUCK TOWNSHIP
SEPARATED TRAIL WITHIN NORTH ST ROW
LIMITS OF EARTH DISTURBANCE
LENGTH = 321'
NORTH ST
PEDESTRIAN CROSSING PAVEMENT MARKINGS AND SIGNAGE
WIDTH = 82.5'
CONNECT TO EXISTING SAUGATUCK TOWNSHIP PORTION OF THE BLUE STAR TRAIL (OLD ALLEGAN TO NORTH STREET)
GOSHORN CREEK
SAUGATUCK TOWNSHIP
CEMETERY RD
WIDTH = 32'
4,830 SFT AREA
CEMETERY ROAD TO BE CONVERTED TO DEAD-END PER TOWNSHIP REQUIREMENTS
WIDTH = 2'
PEDESTRIAN CROSSING PAVEMENT MARKINGS AND SIGNAGE
PLANTING AREA
SEPARATED TRAIL WITHIN TOWNSHIP PARK BOUNDARY
TOWNSHIP CEMETERY
PLANTING AREA
EXISTING TREES TO REMAIN
PLANTING AREA
AMELANCHIER PARK REST AREA
9,500 SFT AREA
PROPOSED MAX. DEPTH OF EXCAVATION, TRAIL IMPROVEMENTS = 5'±
PROPOSED MAX. DEPTH OF EXCAVATION, PLANTING AREA = 5.92'±
TOWNSHIP CEMETERY
APPROX LIMITS OF WETLAND (TYP)
CEMETERY LIMITS (APPROXIMATE)
LENGTH = 610'
EXISTING 66TH STREET TO BE CLOSED TO VEHICLE TRAFFIC & USED AS TRAIL
APPROX EXISTING RIGHT-OF-WAY
TRAIL WITHIN EXISTING ROADWAY
CEMETERY LIMITS (APPROXIMATE)
CONNECTION TO EXISTING BEELINE TRAIL TO HOLLAND
PEDESTRIAN CROSSING PAVEMENT MARKINGS AND SIGNAGE FOR CROSSING HOLLAND STREET
HOLLAND ST
CLEARBROOK DR
0 60 120 Feet
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NOTE:
SHOVEL TESTING AT AMELANCHIER PARK TO BE PERFORMED FOR EXISTING SOIL STOCKPILE AND UNDERLYING NATIVE SOIL. IF STOCKPILED MATERIAL IS SPREAD THINLY, TESTING MAY BE COMPLETED IN ONE PASS. OTHERWISE, TESTING OF NATIVE SOIL WILL NOT BE COMPLETED UNTIL STOCKPILED MATERIAL IS REMOVED.

GENERAL NOTES:

PROPOSED TRAIL ALIGNMENT HAS BEEN DESIGNED TO MEET A 20 MPH DESIGN SPEED, EXCEPT AT INTERSECTION APPROACHES. MINOR ALIGNMENT MODIFICATIONS MAY OCCUR IN THE FIELD PRIOR TO CONSTRUCTION IN ORDER TO AVOID LARGE TREES, ETC. AS DETERMINED BY THE OWNER. ALIGNMENT MUST MEET THE FOLLOWING CRITERIA UNLESS OTHERWISE SHOWN OR APPROVED BY THE ENGINEER:
MIN. HORIZONTAL RADIUS = 74 FT
MAX. VERTICAL SLOPE = 5%

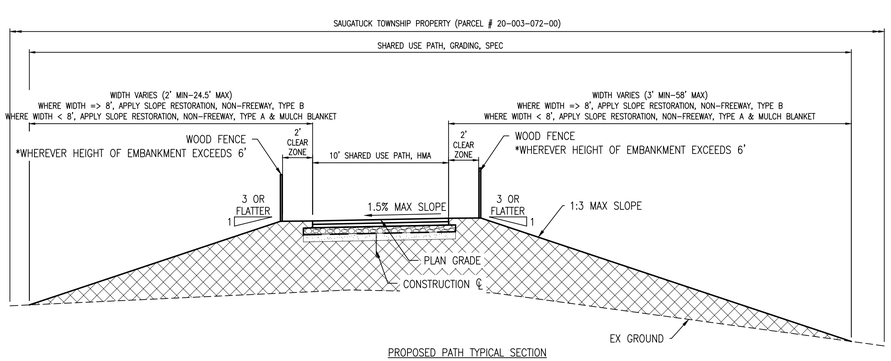
SHOVEL TESTS TO BE PERFORMED AT 15-METER INTERVALS, DECREASING TO 5-METER INTERVALS IF ANY ARTIFACTS OR REMAINS ARE ENCOUNTERED.

LIMITS OF EARTH DISTURBANCE INCLUDE GRADING, REMOVALS, PAVING, INSTALLATION OF PERMANENT FIXTURES AND FURNISHINGS, AND INSTALLATION OF EROSION CONTROL MEASURES.

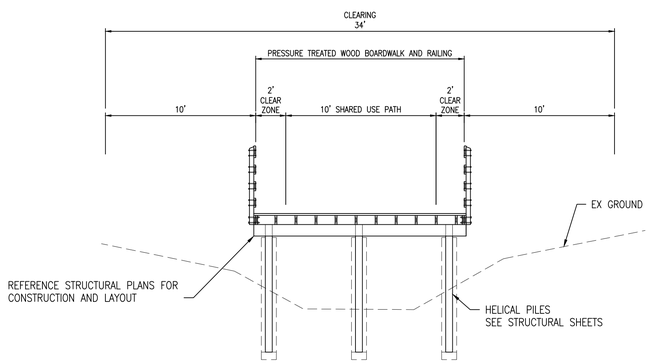
LENGTHS SHOWN ARE MEASURED ALONG THE CENTERLINE OF THE TRAIL. WIDTHS SHOWN ARE MAXIMUMS, AS MEASURED ORTHOGONALLY TO THE TRAIL CENTERLINE. DEPTHS OF EXCAVATION LISTED ABOVE ARE APPROXIMATE, BASED ON A 23"-THICK TYPICAL SECTION (INCLUDING HMA, AGGREGATE BASE, AND SAND SUBBASE), WITHOUT ACCOUNTING FOR ANY SUBGRADE UNDERCUTTING WHICH MAY BE DEEMED NECESSARY DURING CONSTRUCTION.

LEGEND

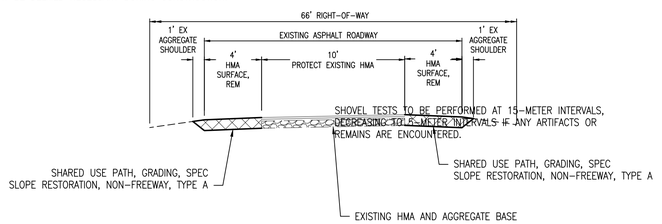
SEPARATED TRAIL
BOARDWALK
SHOVEL TEST AREA



PROPOSED PATH TYPICAL SECTION



PROPOSED BOARDWALK TYPICAL SECTION



PROPOSED 66TH STREET TYPICAL SECTION

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BLUE STAR TRAIL
ALLEGAN COUNTY, MI

NORTH ST TO HOLLAND ST SEGMENT 4

REVISIONS

REV	DESCRIPTION	DATE

PROJ. #: 230038
DATE: MAR 2026
SHEET 4

TRAIL ROUTE EXHIBIT

PLOTTED BY: BRYAN WALKER 3/3/2026 12:28 PM
C:\2023\230038_Saugatuck_Beeline_TrailSheets\05_230038_Saugatuck_Beeline_TrailSheets2100P_Recommended_Plan.dwg - NORTHTOHOLLAND
DESIGNED BY: -
CHECKED BY: -
APPROVED BY: -

WE RECYCLE

THE BAR BELOW SHOWS GRAYSCALE FROM WHITE TO SOLID BLACK

THE BAR BELOW SHOWS PRIMARY COLORS WHITE

EXISTING PAVED TRAIL ON NORTH SIDE OF HOLLAND ST (CONTINUES TO SW & NE)

CLEARBROOK DRIVE

HOLLAND ST

66TH ST

CEMETERY RD

PROPOSED PAVED TRAIL (RE-PURPOSE EXISTING ROADWAY PAVEMENT)

BEGONIA ST

PROPOSED PAVED TRAIL (NEW PAVEMENT)

PROPOSED PLAZA LOCATION (TAP NON-PARTICIPATING)

PROPOSED BOARDWALK (NEW CONSTRUCTION)

PROPOSED PAVED TRAIL (NEW PAVEMENT)

SAUGATUCK TOWNSHIP

CITY OF SAUGATUCK

NORTH STREET

134TH AVE

N MAPLE ST

BLUE STAR HIGHWAY

EXISTING PAVED TRAIL FROM OLD ALLEGAN TO NORTH ST

CITY OF SAUGATUCK

SAUGATUCK TOWNSHIP

S MAPLE ST

OLD ALLEGAN

NEW TRAIL SEGMENT COMPLETED BY ALLEGAN COUNTY ROAD COMMISSION

PROPOSED PAVED TRAIL (NEW PAVEMENT)

PROPOSED BOARDWALK (NEW CONSTRUCTION)

PROPOSED PAVED TRAIL (NEW PAVEMENT)

CITY OF SAUGATUCK

DOUGLAS

LAKE ST

PROPOSED PAVED TRAIL (REPLACE EXISTING WALK FROM S BRIDGE APPROACH TO LAKE STREET)

PROPOSED PAVED TRAIL W/ RETAINING WALL (NEW PAVEMENT)

BLUE STAR HIGHWAY

EXISTING PAVED TRAIL TO SOUTH

WASHINGTON ST

0 400 800 Feet

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11/2/2024 10:29 AM
O:\2023\230038_Saugatuck\C_Bluestar_Tr\Drawings\DS_230038_Saugatuck_Bluestar_Trail\Sheets\230038_Overall.dwg - OVERALL TRAIL PLAN
BRYAN. WALKER
DESIGNED BY: -
CHECKED BY: -
APPROVED BY: -

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OVERALL TRAIL PLAN

SAUGATUCK BLUE STAR TRAIL
ALLEGAN COUNTY, MI

PHASE

BIDDABLE PACKAGE

ISSUANCES

#	DESCRIPTION	DATE
0	BIDDABLE PACKAGE	15NOV2024

PROJ. #: 230038

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7

Curriculum Vitae

MISTY **JACKSON, Ph.D.**

214 S. Main Street, Leslie, MI 49251 | H: 517-525-3060 | mjackson@arbrecroche.com

BACKGROUND SUMMARY:

Ph. D. and M. A. from the Department of Anthropology, Michigan State University, 2005.
Principal Investigator/Proprietor for Arbre Croche Cultural Resources LLC (ACCR), 2007 to present.
Co-editor and chapters contributor for two peer reviewed publications, *The History and Archaeology of Fort Ouiatenon: 300 years in the Making* (Purdue University Press, 2024), and *Post-Contact Archaeology of Michigan and the Great Lakes Region* (Berghahn Press, January 2026).
President, Center for French Colonial Studies. Current.
President for the non-profit Center for Maritime and Underwater Resource Management (CMURM). Current.
Expert Witness, Native American treaty case for a member of the Keweenaw Bay Indian Community. 2014-2016
Consultant, underwater test excavations for site 20UM723 (originally posited as La Salle's *Le Griffon* wreck), northern Lake Michigan. 2013-2014,
Co-owner and **Principal Investigator** for Arbre Croche, Inc., Cultural Resources Consultants, 2000 - 2002.
Adjunct Professor, Central Michigan University, 2006-2007, and previously 17 semesters/terms as a graduate student Teaching/Research Assistant at Michigan State University.
Project Director and Grant Writer/recipient, including proposal writing, budget management, field supervision and report preparation for Sauk Trail/US 12 historical, archival, oral history and archaeological survey for the Michigan Department of Transportation, funded by IS-TEA. 2000-2002
Staff Archaeologist for Andrews Cultural Resources, a Native American-owned firm, 1996, 2017.
C**ultural resource management** in both full time and intermittent capacities since 1980.
Dissertation research included study of artifact collections and **archival research** in the United States, France and Canada. Experience with **remote sensing, ArcView, ArcGIS, and map design.**
State Archaeological Consultant Listed: Michigan SHPO and Indiana DNR DHPA.

RESEARCH INTERESTS:

Ethnohistory and Historical Archaeology, specializing in **French Colonial/Fur Trade** and **Contact period and archaeology, history and ethnohistory**. Additional interests include nineteenth and early twentieth century historical archaeology including Great Lakes Native American farmsteads, apotropia in structures and archaeological contexts, pre-European contact North American archaeology, theory and methods of archaeological classification, inequality and status, colonialism, Marxist theory, North American Indians, and cultural resource management**.**

EDUCATION:

Michigan State University, East Lansing, Michigan 48824-0210:
Ph. D., Department of Anthropology. 2005.
Dissertation title*: Classifications by Historical Archaeologists and Eighteenth Century Montreal Merchants and Military Personnel in New France: Emic and Etic Approaches.*
M. A., Department of Anthropology. 1996.

Indiana State University, Terre Haute, Indiana 47809-9989:
B. S. Anthropology major, with History minor. 1985.

CURRENT POSITION:

Owner/Principal Investigator, Arbre Croche Cultural Resources (ACCR), Leslie Michigan, (established May 2007); **President** of the non-profit **Center for Maritime and Underwater Resource Management (CMURM),** Leslie, Michigan; and **President of Board of Directors, Center for French Colonial Studies.** A few current and past clients include the Little Traverse Bay Bands of Odawa Indians THPO including for phase I, II, and III projects; Nowak & Fraus Engineers (Marquette County Shooting Range); Fleis and Vandenbrink Engineering Inc.; ROWE Professional Services Company; ASTI Environmental; Clinton County Road Commission; Eaton County Road Commission; Genesee County Road Commission; Roscommon County Road Commission; City of Jackson, Michigan; City of Warren, Michigan; ESGPW LLC (for City of Detroit); Kraemer Design Group; Trileaf Environmental, Architecture, and Engineering; David Berg, Historic Preservation Specialist, Susquehanna, PA; Keweenaw Bay Indian Community; the Pokagon Band of Potawatomi Indians; the Match-E-Be-Nash-She-Wish (Gun Lake) Band of Potawatomi Indians; Stantec Consulting Michigan Inc., Ann Arbor, Michigan; Prein and Newhof of Grand Rapids, Michigan; Royalton Township, Berrien County, Michigan; TRC, Brookfield, Wisconsin, the USDA Farm Service Agency, Natural Resources Conservation Services (USDA, East Lansing office); Partner Engineering and Science, Inc., Torrance, California and Beaverton, Oregon; Eng. Engineering and Surveying, Lansing, Michigan; Washtenaw County Parks and Recreation (Michigan); the City of Allegan (Michigan); Plainfield Charter Township (Michigan); the Genesee County (Michigan) Land Bank; the City of Midland, Michigan; City of Saginaw, Michigan; Cultural Resource Analysts, Inc., Hurricane WV; Dynamic Environmental Associates, Inc., Macon, Georgia; GZA GeoEnvironmental, Inc., Grand Rapids, Michigan; Jacobs, Arlington, Virginia; City of Westland, Wayne County, Michigan; White Buffalo Environmental, Inc., Tulsa, Oklahoma; Aerial Spectrum, Inc. of Wakefield, Massachusetts; Applied Geotechnical Services, of Livonia, Michigan; TES Consultants P. C. of Farmington, Michigan; and Savoy Energy, L. P. of Traverse City, Michigan. Terracon, Duluth, Georgia; Wade-Trim, Inc., Gaylord, Michigan; AKT Peerless, Farmington and Detroit, Michigan; Atwell Group, Southfield, Michigan; and numerous private individuals.

In 2014-2015 I served as expert witness for a Native American treaty case for a member of the Keweenaw Bay Indian Community. Previous clients for archaeological consulting include the Saginaw Chippewa Indian Tribe of Mount Pleasant, Ziibiwing Cultural Center assisting in the recovery of ancestral remains at site 20GS136 in Flint Michigan (2009) and at the Marquette Avenue Viaduct project in Bay City, Michigan (2000-2001).

As ACCR I perform all duties including administrative and archaeological: proposal and quote preparation; recommendation for investigation based on research of available documents and previous research; fieldwork; analysis; and report preparation and submission. Service consists of archaeological and historic architecture investigations for compliance with Section 106 of the National Historic Preservation Act, conducting phase I and II investigations, including monitoring. In addition I have suggested solutions to clients for avoidance of archaeological sites, which would have been affected by originally proposed locations.

OFFICES AND ORGANIZATIONS:

- President of Board of Directors, Center for French Colonial Studies. Board of Directors member, terms 2014 to present.
- President of Board of Directors, Center for Maritime and Underwater Resource Management (CMURM). Board member from May 2014; elected president June 2015 to present.
- Board Member, Michigan State Historic Preservation Review Board as representative for historical archaeology. Gubernatorial appointment. Terms 2013-2016 and 2017-2021.
- Board Member, Register of Professional Archaeologists Standards Board, 2021-2024.
- Member of Board of Directors, Conference on Michigan Archaeology, Term 2010-2012.
- Anthropology Graduate Student Association: graduate student representative to Curriculum Committee. 1994-1995.
- President, Lansing Area Folksong Society: Fall 1990-Spring 1992; Fall 1994-Spring 1995, and Fall 1998-Spring 1999; Publicity Coordinator Fall 1992-Spring 1993.
- Secretary, Wabash Valley Archaeological Society. 1985-1987.

HONORS

- Recipient of a Fellowship for Research & Training in Anthropology from the MSU College of Social Science and the Department of Anthropology, 1997-1998, for archival research in France.
- First and Second Place in artifact category of Society for Historical Archaeology's (SHA) photography contest. January 1995.

- Treasurer, Blue Key National Honor Society, Indiana State University. 1984.
- Hoosier Scholar scholarship recipient and graduate of Indiana State University Honors Program.

SKILLS

- Webinar presentation
- Conference organization
- Grant writing
- Field, laboratory, collections, and archival research
- Remote sensing
- French translation
- Familiarity with GPS and GIS
- Experience with web design
- Photography

PROFESSIONAL EXPERIENCE:

Adjunct Professor teaching one to two courses per semester including North American Indian Cultures (ANT 320) and Contemporary American Indian Issues (ANT 365), Department of Sociology, Anthropology, and Social Work, Central Michigan University, Mount Pleasant, Michigan 48858.

Project Supervisor/Grant writer/recipient, for the Sauk Trail/U. S. 12 historical, archival and archaeological phase I in Hillsdale County, Michigan, for the Michigan Department of Transportation. One of the major goals of the project was to determine the relationship of modern U. S. 12 to the Sauk Indian Trail, on which it is based. Duties included developing the project, including proposal and grant writing and submission, budget management, and field and archival research and supervision, report writing and supervision of report writing process.

Co-owner and Principal Investigator for Arbre Croche, Inc., Cultural Resources Consultants, Lansing, Michigan. This cultural resource management and consulting company was formed primarily in order to provide services to the **Saginaw Chippewa Indian Tribe of Mount Pleasant, Ziibwiwing Cultural Center**, 6650 East Broadway Road, Mount Pleasant, Michigan 48858-8950 for archaeological monitoring of construction at the Marquette Avenue Viaduct, Bay City, Michigan. The construction site was also the site of the eighteenth century Native American cemetery, the Fletcher Cemetery site (20BY28), as well as Late Archaic and Middle Woodland burials. Assistance was also provided in the recovery of human remains in the construction back dirt piles of Carbone Industries, Bay City, Michigan. Duties included administration including consultation with the tribe and providing them field notes on a weekly basis as well as occasional meetings, field monitoring of the construction site, contacting of the Bay City Police Department upon the disturbance of human remains, assisting in the transport of human reports, and report preparation and submission.

Staff Archaeologist, Andrews Cultural Resources, 524 Bemidji Court, Ann Arbor, Michigan 48103. This is a small, **Native American (Odawa) and woman-owned CRM company;** I have acted as field and laboratory director for various archaeological surveys and have participated in ethnohistorical research for the Wisconsin Oneida. Duties included phase I investigation and supervision, archival research and report preparation.

Graduate Student Internships, Michigan Historical Center, Office of the State Archaeologist,
702 West Kalamazoo Street, P.O. Box 30740, Lansing, Michigan 48909. Supervisor Barbara Mead.

- Duties included processing archaeological site reports submitted for environmental review including writing abstracts, plotting sites on topographic maps, entering data into ARGUS
- and updating site forms, filing materials, and assisting researchers in data room. January to September 2000.
- Field supervisor for Michigan Historical Center/Department of Natural Resources (DNR) cooperative project to identify and protect cultural resources in state parks. Duties included visiting more than half of the state parks including all of the Upper Peninsula parks to interview park personnel and visit some of the sites reported, providing preservation recommendations, and co-authoring the report. June to December 1995.
- Duties included processing archeological site reports submitted for environmental review including writing abstracts, plotting sites on topographic maps, filling out and updating site forms, filing materials, assisting researchers in data room, preliminary accessioning of collections, and entering topography map information into ARGUS. May through August 1994.

Teaching (TA) & Research (RA) Assistantships, Michigan State University, East Lansing, Michigan 48824. Each assistantship reflects one-quarter time employment (10 hours per week).

- **TA:** Instructor for SSC 290. Duties included teaching a one credit class focused on teaching study skills to students enrolled in ISS 215 (Social Differentiation and Inequality - taught by Martin Marger) in conjunction with curriculum for that class. Also trained upper-level undergraduate mentor-tutors to work with beginning students. Project Director: Julie Golding of Integrative Studies in Social Science (ISS). Fall 2000 and Fall 1999.
- **TA:** Integrative Studies in Social Science (ISS) 335, National Diversity and Change, United States, Dr. Cyrus Stewart. Duties included attending classes, teaching study sessions, administering examinations, and maintaining office hours for students. Spring 2000.
- **TA:** Instructor for Learning Resource Center for five week seminars teaching study skills for Integrative Studies in Social Science (ISS) classes. Project Director: Julie Golding. Spring 1999.
- **TA:** Integrative Studies in Social Science (ISS): ISS 225 Power, Authority & Exchange and 325 War and Violence, Dr. Vince Lombardi; ISS 315 Global Diversity and Interdependence, Dr. Fayyaz Hussain. ISS 210 Individual and Society and 325 War and Violence, Dr. Ron Puhek. Duties included attending classes, teaching study sessions, administering examinations, and maintaining office hours for students. Fall 1994 to Spring 1999, one teaching assistantship (one-quarter time) per semester, working multiple semesters with Lombardi and Puhek.
- **TA:** Anthropology (ANP) 101 Introduction to Anthropology, Dr. Jerry Voss. Attended classes, administered examinations, and met with students in office hours. Spring 1994.
- **TA:** MSU Archaeological Field School for Dr. William Lovis, Department of Anthropology, at the Schultz site (20SA1), Saginaw County, Michigan. Responsible for instructing students in excavation techniques and field laboratory procedure. July 1991.
- **RA:** MSU Museum/Department of Anthropology, Dr. William Lovis. Inventoried archaeological collections for archival purposes and supervised volunteers. Spring 1991.
- **TA:** MSU Archaeological Field School, Department of Anthropology through Lake Superior State University (LSSU), with Dr. Charles Cleland (MSU) and Dr. Susan Schacher (LSSU), at the site of eighteenth century Fort Repentigny, Sault Sainte Marie, Chippewa County, Michigan. Duties included teaching students archeological field techniques, laboratory skills and local history. June and July 1990.

Other Graduate School Positions, Michigan State University, East Lansing 48824:

- Photographed various archaeological collections, including **Marquette Mission site (20MS6), Indian Village site (20MT205), and those for compliance with NAGPRA** (Native American Grave Protection and Repatriation Act), particularly the Lasanen site (20MA21). Photographed in both black and white prints and color slides. Intermittent, part time work (on an as needed basis) during 1995 and 1996. For Dr. Charles Cleland and Dr. William Lovis, Department of Anthropology, Michigan State University, 355 Baker Hall, East Lansing, Michigan 48824.
- Transcribed hand written, nineteenth century Bureau of Indian Affairs records into computer for **treaty interpretation legal case for Wisconsin Chippewa**. For Dr. Charles Cleland, Department of Anthropology. February and March 1991.
- Supervised undergraduates performing data entry and proofread data for project developed to enter U. S. Census data into a database, for Social Science Research Bureau (no longer in existence), Michigan State University. September 1990 through March 1991.

Public Archaeology and Volunteer Experience

Presenter, American Anthropological Association webinar "Doing Cultural Resource Management (CRM) Your Way," March 25, 2021 as part of the Pathways to Careers series

Presenter, Michigan Archaeology Day, October 29, 2022, October 29, 2017, October 12, 2013, October 22, 2011, October 2, 2010 and October 10, 2009, Michigan Historical Museum. Presentations include presenting artifacts from excavations in Grand Rapids and Detroit, including a dog burial (2022); presenting along with the Little Traverse Bay Band (LTBB) of Odawa Indians' Deputy THPO Melissa Wiatrolik the archaeological, archival and oral history research by the LTBB THPO at the Greensky Hill Methodist Mission Church and Circle of Trees (2017), *The History of Saginaw as Told by a Road* (2013), activities for the children's archaeology room, demonstrating past games and toys and displaying

archaeological examples (2009 and 2010) and providing for the children artifacts from the Jonesville Log Jail site for hands on opportunity for washing, sorting and analyzing artifacts (2011).

Judge, VEX Robotics Competition, Webberville Community Schools Spartan Center, Webberville, Michigan, January 20, 2018, and Cass Technical High School, Detroit, Michigan, November 18, 2017

Presenter, Archaeology Club, April 9 and 16, 2013, Montessori Radmoor, Okemos, Michigan. Children gained hands-on archaeological laboratory experience sorting, washing, and reconstructing historic artifacts from sites in Saginaw, Michigan recovered during recent archaeological monitoring of water main replacement excavations.

Poster presentation and site guide for local Cub Scouts, *Workin' on the Railroad: 19th Century Irish Immigrants at the Covert Road Log Cabin, Leslie, Michigan*. Part of the Leslie 175th Anniversary Celebration, September 23-25, 2011.

Presenter, Science and Math Elementary Exploration, November 6, 2010, Lansing Community College, for the archaeology section, in which children had the opportunity to wash and sort artifacts from the Jonesville Log Jail site in Hillsdale County.

Material culture inventory, Wolbrink Cabin, Isle Royale National Park – Volunteered with Dr. Janet Dunn, University of Michigan, Dearborn, recording and photographing late nineteenth through mid-twentieth century contents of cabin acquired by the National Park Service. June 16 - 20, 2009. Greg Blust, Supervisory Park Ranger, Interpretation, Isle Royale National Park, Houghton, Michigan 49931.

Principal Investigator, excavations and survey at the site of the 1830's Jonesville Log Jail, located on US12 in Jonesville, Hillsdale County, Michigan – Supervised local volunteers, including Pittsfield High School students as part of Michigan Archaeology Month for one weekend in October during 2003, 2005, and 2007.

Other Archaeological Positions:

On-call Staff Archaeologist for TRC Companies, Inc., Ann Arbor, Michigan and Brookfield, Wisconsin. 2020-2023.

Laboratory Technician, for Indiana State University, Department Earth and Environmental Systems, Science Building Room 159, Terre Haute, Indiana 47809, at the Caesar's Palace Casino excavations, Harrison County Indiana, on the Ohio River. Primarily an Early Archaic site – Duties included processing of artifacts. June through August 1999.

Field Assistant, Department of Anthropology, Michigan State University, 355 Baker Hall, East Lansing, Michigan, 48824 – Worked for fellow graduate student Wayne Bischoff. Excavations on the Wabash and Erie Canal in Delphi, Indiana, including the 1839 Irish canal builders camp. June 1999 and May 1998.

Field and Laboratory Technician, Gray & Pape Cultural Resource Group, Cincinnati, Ohio – Duties included phase I and II field investigations along the Mississinewa River in Indiana for the Corp of Engineers; phase I and II investigations in Gettysburg, Pennsylvania; gas pipeline phase I investigation near Petersburg, Virginia; and various limited phase I investigations in New Jersey and Chicago, Illinois. Laboratory related work included collecting background research materials from the University of Virginia, researching Census data in the archives in Richmond, Virginia, and conducting historical background research and writing related draft section of the report for Virginia gas pipeline archaeological investigations. May 1999, (Chicago); May/June 1997, (Mississinewa River, Indiana); August 1997 (southern Indiana); June/July 1992 (Gettysburg, Pennsylvania); and January through mid-March 1990, (Petersburg, Virginia and New Jersey).

Field and Laboratory Technician, Great Lakes Research Associates, Inc., Williamston Michigan (no longer in existence) – Participated in historical architecture preservation project for the city of Saginaw, Michigan, researching, photographing, and documenting 6500 houses and buildings. Conducted data entry and generated final archival materials. Also involved in various archaeological phase II and III excavations in Michigan including Sprinkler Lake site, (northeastern Southern Peninsula) and Voegler and Casassa sites as part of the Trans-Canadian Pipeline mitigation in the Saginaw/Tittabawasee valleys, Saginaw County, Michigan. General laboratory duties included data entry, proofing and editing reports, and plotting UTM's on topographic maps. August 1990; August 1992 to May 1994 part time.

Archaeological Field and Laboratory Technician/Historical Interpreter, Illinois State Museum, Research and Collections Center, 1011 East Ash Street, Springfield, Illinois 62706. Participated in phase I field survey for various projects including that for the anticipated site of the Superconducting Supercollider (SSC) in northern Illinois near Kaneville; laboratory analyses included of both historical and prehistoric materials, and draft report generation for historic artifacts. Phase III investigations include the Jake Wolf Fish Hatchery site, a mid-nineteenth century homestead located near Havana, Illinois. Served as interpreter on museum's river towboat exhibit, *Harvesting the River*, providing tours and historical information. March 1988 to December 1989. Supervisors Dr. Michael Wiant, Dr. Charles McGimsey, and Dr. Hal Hassan for archaeology, and Dr. Craig Colton for *Harvesting the River*.

Field and Laboratory Technician and Supervisor, Indiana State University, Department Earth and Environmental Systems (formerly Department of Anthropology), Science Building Room 159, Terre Haute, Indiana 47809 – Over one year full time and six years intermittent/ and part time cultural resource management experience, with approximately two years experience in supervisory capacity in both field and laboratory. Worked throughout Indiana and at Poverty Point site, Louisiana. Student supervisor of the River Bank Survey project, which examined major portions of riverbanks of major Indiana streams, including the Wabash and White rivers, for eroding archaeological sites. This survey involved research in remote areas accessible only by boat or canoe. Other duties included supervising field school students and laboratory personnel, artifact analysis, archival research, and report generation. Student supervisor for the two week 1980 Summer Honors excavation at the Secondino Mound in Parke County, Indiana, a Mississippian burial site occupying a glacial kame. Supervised research and excavations on two historical archaeological sites (Preston-Deweese-Smith House in Terre Haute and the horn core dump site on the Wabash River in Terre Haute) and generated CRM reports on numerous other historical sites including those located during phase I investigations of the Cecil M. Hardin/Raccoon Lake Reservoir survey in Parke County, Indiana in 1987. Field technician experience included phase III excavations at the Blue Grass Site, a Middle Archaic site in Gibson County, Indiana, including burial excavation. Part time during Fall and Spring semesters from freshman to senior years during undergraduate school, from September 1980 to May 1984. Full time after graduation from May 1984 to August 1985; November and December 1987 and January 1988. Supervisor Robert E. Pace.

Field Technician and Laboratory Technician, Glenn Black Laboratory of Archaeology, Indiana University, 423 North Fess Avenue, Bloomington, Indiana 47408 – Phase I for Green Coal Company, along Green River in Green County Kentucky. October 1987. Supervisors Cheryl Munson and Chris Baltz.

Field Technician, Department of Anthropology, University of Kentucky, 211 Lafferty Hall, Lexington, Kentucky 40506-0024; 859-257-2710 – Phase III for the Corps of Engineers, at the Childers site on the Ohio River in Kentucky. September 1987. Project supervisor Mike Shott.

Other Positions:

Seasonal Interpreter, Series 025 GS04, National Park Service:

- **Hopewell Cultural National Historical Park (formerly Mound City Group National Monument), Chillicothe, Ohio.** Gave presentations on archaeology and mounds, conducted tours of the mound group, and provided information to public. April to October 1986. Supervisor Jerry Chilton.
- **George Rogers Clark National Historic Park, Vincennes, Indiana**. Provided historic information and generally assisted visitors. October 1985 to April 1986, part time (weekends and holidays). Supervisor Bob Holden.

CERTIFICATIONS and CONSULTANT LISTINGS:

- **Office of the State Archaeologist, Lansing, Michigan, and**
- **Indiana Department of Natural Resources, Division of Historic Preservation and Archaeology, Indianapolis, Indiana:** certified as meeting or exceeding the Federal requirements stated in "Archaeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines," *Federal Register*, Vol. 48, No. 190-September 29, 1983, Pt. IV.
- **Current Archeological Prospection Advances for Non-destructive Investigations in the 21st Century**, course with field training in the instruments, conducted by the Midwest Archeological Center, National Park Service at the Cedar Point Biological Station in Ogallala, Nebraska, May 7-11, 2012.

- **Section 106 Essentials (An Introduction) Training Course** (18 hours) **and Advanced Section 106 Seminar (Agreement Documents)** (12 hours)**,** conducted by the National Preservation Institute, at East Lansing, Michigan, November 7-11, 2011.
- **ArcGIS.** Training and review of ArcGIS, by ESRI certified trainer at RS & GIS, Michigan State University. June 2016.
- **Intro to ArcView GIS** - ESRI certified seminar taught at Remote Sensing and Geographic Information Science Research and Outreach Services (formerly Center for Remote Sensing), Michigan State University, East Lansing, Michigan 48824. January 1999.
- **Introduction to Map Design with ArcView 3.1** - ESRI certified seminar with an emphasis on thematic mapping. Remote Sensing and Geographic Information Science Research and Outreach Services (formerly Center for Remote Sensing), Michigan State University, East Lansing, Michigan 48824. January 1999.

Other Professional Development Training:

- **NAGPRA: Integrating 43 CFR 10.11, Final Rule**, U. S. Department of the Interior online training session, July 20, 2011.
- **Curation Workshop**, Midwest Archaeological Conference, Bloomington, Indiana. October 23, 2010.
- **Training in FCC Form 620 and 621 and SHPO Application for Section 106 Review form completion**. Conducted by Dawn Perry, TES Consultants, P. C., Farmington Hills, Michigan. October 2010

MEMBERSHIP IN PROFESSIONAL and AVOCATIONAL ORGANIZATIONS:

- Conference on Michigan Archeology (COMA)
- Michigan Archaeological Society (MAS)
- Society for Historical Archaeology (SHA)
- Center for French Colonial Studies
- Midwest Archaeology Conference (MAC)
- Society for American Archaeology (SAA)
- Tippecanoe County Historical Association
- French Heritage Society/French Heritage Corridor

PUBLICATIONS

- ***Post-contact Archaeology of Michigan and the Upper Great Lakes Region.*** Co-editor and contributor of two chapters, introduction, and concluding thoughts. Berghahn, 2026.

- ***The History and Archaeology of Fort Ouiatenon: 300 years in the Making***. Co-editor and contributor of three chapters. Purdue University Press, 2024.

- ***"Sad and Dismal is the Story": Great Lakes Shipwrecks and the Folk Music Tradition.*** Co-authored with Kenneth Vrana. *Journal of Maritime Archaeology,* August 2020 online publication as part of a special issue *The Enduring Expression of Historic Memory: The Role of Artistic Works in the Understanding, Protection, and Promotion of Cultural Resources*, presented as a symposium at the Society for Historical Archaeology, Conference on Historical and Underwater Archaeology, Fort Worth, Texas, January 4-8, 2017.

- ***Historical Context and Documentation for La Salle's Le Griffon.*** Co-authored with Richard Gross. *Underwater Archaeology Proceedings 2014*, Advisory Council on Underwater Archaeology.

- ***Field Investigations on Site 20UM723, Northern Lake Michigan.*** Co-authored with James R. Reedy. *Underwater Archaeology Proceedings 2014*, Advisory Council on Underwater Archaeology.

- ***The Search for La Salle's Le Griffon, Part 2: Final Research Conclusions*** in *Le Journal*, newsletter of the Center for French Colonial Studies, Vol. 30, No. 4, Fall 2014.

- ***The Search for La Salle's Le Griffon,*** in *Le Journal*, newsletter of the Center for French Colonial Studies, Vol 29, No. 4, Fall 2013.

- ***Sacred Ground and Ground Strokes: the Development of Native American Tennis***, with co-author Jannus Cottrell, member of Little Traverse Bay Band of Odawa Indians; invited chapter in The Native American Identity in Sports: Creating and Preserving a Culture, Lanham, Maryland: Scarecrow Press, Inc. November 2012.
- ***Feminine Voices in Archaeology: Promoting Community, Collaboration, and Mentoring***, with Sarah L. Surface-Evans, Ph.D. *The SAA Archaeological Record*, pp. 22-25, January 2012.
- ***The Miami and the Treaty Period in Indiana.*** Manuscript in preparation for submission to Indiana Magazine of History.

SAMPLE REPORTS

Lime Island State Recreation Area Cultural Resource Management Final Report, October 2024. Prepared for Michigan Department of Natural Resources by Quinn Evans, Ann Arbor/Detroit and Arbre Croche Cultural Resources; researched and prepared the archaeological study.

Archaeological Monitoring for Historic Fort Wayne Waterline Installation, Detroit, Wayne County, Michigan, April 2025. Prepared for United States Army Corps of Engineers.

Phase I Archaeological Monitoring at the John Vond/Kent City Hotel Site (20KT316), for Parking Lot Reconstruction, at 34 South Main Street, Kent City, Kent County, Michigan (ER-21-1021) TRC Project #490931. July 2023. Prepared as TRC On-call Staff Archaeologist for Kent County Community Action, Grand Rapids.

Archaeological Phase I Trench Excavation Report for the Proposed The Avenue II Apartments, 1300 Madison Avenue SE, 420 and 430 Gilbert Street SE, Grand Rapids, Kent County, Michigan (ER22-372). July 2022. Submitted to SES Environmental, 4455 Chicago Drive SW, Grandville, MI 49418-1544.

Archaeological Phase I Trench Excavation Report for the Proposed Henry Street Redevelopment Project, Detroit, Wayne County, Michigan. July 2022. Submitted to City of Detroit, Housing & Revitalization Department, Olympia Development of Michigan, L.L.C, and Kraemer Design Group, Detroit.

Archaeological Phase I Trench Excavation Report for the Proposed Marriott Hotel at 211 and 221 West Grandview Parkway, Traverse City, Grand Traverse County, Michigan. June 2022. Submitted to True North Consultants, Naperville, IL

Archaeological Phase I and II Trench Excavation Report for the Proposed Brush Park Apartments Project, 269 Winder Street, Detroit, Wayne County, Michigan. September 2021. Submitted to City of Detroit, Housing & Revitalization Department

Archaeological Phase I and Geomorphological Investigation for the Washtenaw County Parks and Recreation Border to Border (B2B) Trail – Zeeb Road to Wagner Road, Segment D2 Phase 2, Segment E, Sections 2, 3, 10, 11 and 12, T2S, R5E, Scio Township, Washtenaw County (FHWA), Michigan. **January 2019.** Submitted to Stantec Consulting Michigan Inc., 3754 Ranchero Drive, Ann Arbor, Michigan 48108. Reports on the investigation of the former villages of Scio and Delhi, and the site of the store and home of abolitionist, Underground Railroad conductor, and editor of the *Signal of Liberty,* Theodore Foster.

History of Plymouth Village Cemetery (20WN1224) (also known as Old Village Cemetery/Pearl Street Cemetery/Old Baptist Cemetery/Plymouth Cemetery/ North Village Cemetery/Old York Street Cemetery/North Plymouth Cemetery) Located at and Owned by the City Plymouth, Michigan and of the Adjacent Property Owned by Wayne County, Michigan. Report prepared for private individual. April 2019.

Phase I Archaeological Investigation of the Proposed Keweenaw Bay Indian Community Ojibwa Casino Expansion, Sections 5, 8, 9, 10, 11 and 12, T47N R24W, Chocolay Township, Marquette County, Michigan (ER18-182). August 2018. Submitted to the Keweenaw Bay Indian Community, 16429 Beartown Road, Baraga, Michigan 49908.

Archaeological Phase I Investigation of the Bacon School Road Nature Trail Development, Section 16, Royalton Township, Berrien County, Michigan. July 2018. Submitted to Wightman and Associates, Inc., 2303 Pipestone Road, Benton Harbor, Michigan 49022. Report Prepared for the Royalton Township Park Project.

Archaeological Phase I Investigation of 20.7 Acres of the Grand Rapids Home for Veterans, Kent County, Michigan, for the Northern Site Redevelopment. July 2018. Submitted to Prein and Newhof, 3355 Evergreen Drive NE, Grand Rapids, MI 49525. Report Prepared for the Michigan Department of Military and Veterans Affairs.

Summary of the 2017 Season One Archaeological Excavations at the Circle of Trees (20CX61) Located North of the Greensky Hill Methodist Mission Church, Charlevoix, Michigan. June 2018. Submitted to Wesley Andrews Andrews Cultural Resources and Tribal Historic Preservation Officer, Little Traverse Bay Bands of Odawa Indians, 7500 Odawa Circle, Harbor Springs, Michigan 49740.

Archaeological Phase I Investigation of 40 Acres of the W. J. Maxey Boys' Training School – Woodland Center Correctional Facility, Whitmore Lake, Green Oak Township, Livingston County, Michigan. June 2018. Submitted to Prein and Newhof, 3355 Evergreen Drive NE, Grand Rapids, MI 49525. Report Prepared for the Michigan Department of Corrections.

Archaeological Phase I Investigation of the Larry Anderson Farm, for Areas to be Impacted by Brush Management and Tree and Shrub Preparation, Isabella County, Michigan. December 2017. Submitted to and for the Natural Resources Conservation Service, USDA, Lansing, Michigan.

Archaeological Monitoring and Test Excavations of the N. Michigan Avenue Water Main Replacement Project, City of Saginaw, Michigan. June 2016. Submitted by ACCR to the City Engineer, City of Saginaw Engineering Division, Saginaw, Michigan.

37 archaeological field reports, August through October 2015, and May 2016 to January 2017 for the Natural Resources Conservation Service, USDA, Lansing, Michigan.

Final Report: Test Excavation at Site 20UM723, Northern Lake Michgan 2013. Co-authored with Kenneth Vrana, Center for Maritime and Underwater Resources Management (CMURM) for Great Lakes Exploration Group, LLC, Charlevoix, Michigan. Submitted April 7, 2013 to the State Archaeologist of Michigan, State Historic Preservation Office, Lansing Michigan.

Over 300 cultural resource management reports and Section 106 review applications, 2007 to present, Arbre Croche Cultural Resources LLC. A partial list of clients includes TES Consultants, P. C., Farmington Hills, Michigan; Applied Geotechnical Services, Inc., Livonia, Michigan; Aerial Spectrum, Inc., Wakefield, Massachusetts; City of Westland, Michigan; GZA GeoEnviromental Inc., Grand Rapids, Michigan; Savoy Energy, L.P, Traverse City, Michigan; White Buffalo Environmental, Inc., Tulsa, Oklahoma; Atwell Group, LLC., Southfield, Michigan; the City of Midland, Michigan; the Genesee County Land Bank, Michigan; Dynamic Environmental Associates, Inc., Macon, Georgia; Plainfield Charter Township, Michigan; the City of Allegan, Michigan; Washtenaw County Road Commission and Washtenaw County Parks and Recreation Commission, Michigan; Partner Engineering and Science, Inc., Torrance, California and Beaverton, Oregon; and Eng. Engineering and Surveying, Lansing, Michigan; Trileaf Environmental, Architecture, and Engineering; David Berg, Historic Preservation Specialist, Susquehanna, PA., Utililty Systems Engineering, Inc. (USE);and private individuals seeking Federal loans.

An Archival, Oral History and Archaeological Survey of U. S. 12 in Hillsdale County, Michigan. Volumes I and II. Report co-written with Timothy G. Lauxmann and prepared for and submitted to the Michigan Department of Transportation, Lansing, Michigan, January 2002. A version of the report under the same title was produced for **limited public distribution.**

Final Summary Report for the Marquette Avenue Viaduct Removal/Grade Crossing Project. Report prepared by Arbre Croche, Inc., Cultural Resources Consultants for and on file with the Saginaw Chippewa Indian Tribe of Mount Pleasant, Michigan. June 2001.

Final Summary Report for the Carbone of America Project. Report prepared by Arbre Croche, Inc., Cultural Resources Consultants for and on file with the Saginaw Chippewa Indian Tribe of Mount Pleasant, Michigan. June 2001.

Phase I Archaeological Site Location Survey of a Parcel Proposed for a Wetland Mitigation Site for Improvements to US-131 in Selma Township, Wexford County, Michigan. Report for MDOT Job No. 33006. Andrews Cultural Resources, East Lansing,Michigan for the Michigan Department of Transportation and for USDAFS Huron-Manistee National Forests. 1997.

A Phase I Archaeological Site Location Survey of the Proposed Gaming Site Parcel of the Pokagon Potawatomi Indian Tribe Located in New Buffalo Township, Berrien County, Michigan. Andrews Cultural Resources, East Lansing, Michigan; report submitted to Espey, Huston, and Associates, Newport News, Virginia. 1997.

Phase I Archaeological Site Location Survey of the Right of Way for Proposed Improvements on US-223, Rome Center to Adrian, Lenawee County, Michigan. Report for MDOT Job No. 38065. Andrews Cultural Resources, East Lansing, Michigan for Michigan Department of Transportation. 1996.

A Preliminary Inventory of Archaeological and Historical Sites in Michigan State Parks and Recreation Areas. Report co-authored with Jessica J. Dolanski, John R. Halsey and Bruce A. Phillips. John R. Halsey, editor. Office of the State Archaeologist, Michigan Historical Center, Michigan Department of State, Lansing, Michigan. 1995.

Phase I Shoreline Reconnaissance, Cecil M. Hardin Lake, Parke and Putnam Counties, Indiana. Report co-authored with C. Michael Anslinger and Robert E. Pace. U.S. Army Corps of Engineers, Louisville District, contract No. DACW27-87-C-0005 and Indiana State University Anthropology Laboratory, Terre Haute, Indiana, ISUAL Technical Report 2. 1988.

ROUNDTABLE, PANEL, and SYMPOSIUM

- ***Revisiting the Archaeology of Borders.*** Symposium co-organizer. Society for Historical Archaeology, Conference on Historical and Underwater Archaeology, Detroit, January 7-10, 2026. (Also paper presenter.)
- ***Alternative Modalities: Multimedia Approaches to Archaeological Outreach & Scholarship.*** Participant on panel organized by Bernard K. Means and Sarah Surface-Evans for the Society for American Archaeology Conference, New Orleans, April 17-21, 2024.
- ***Research, Interpretation, and Engagement in Post-Contact Archaeology of the Great Lakes Region.*** Symposium co-organizer with Sarah Surface-Evans, Ph.D., Society for Historical Archaeology, Conference on Historical and Underwater Archaeology, Virtual Conference, January 6-9, 2021. (Also paper presenter.)
- ***Native American Cultural Landscapes and Community Collaborations***. Symposium co-chair and organizer with Wesley Andrews, THPO of the Little Traverse Bay Bands of Odawa Indians, Harbor, Springs, Michigan. Society for Historical Archaeology, Conference on Historical and Underwater Archaeology, New Orleans, Louisiana, January 3-6, 2018.
- ***The Search for Le Griffon***. Chair and organizer of and presenter at symposium for the Society for Historical Archaeology, Conference on Historical and Underwater Archaeology, Quebec City, Quebec, January 8-12, 2014.
- ***Legacies, Shifting Realities, and (Re)Inventing Roles for Women in Archaeology.*** Chair of and presenter at Roundtable Session for the American Anthropological Society Annual Conference, November 17, 2011, Montreal, Canada. Dr. Sarah Surface-Evans, organizer. The roundtable followed the conference theme "Traces, Tidemarks and Legacies."

PAPERS and PUBLIC LECTURES/PRESENTATIONS:

- ***Secrets of the Underground Railroad and Beyond….Michigan and Beyond.*** Invited plenary speaker. Society for Historical Archaeology, Conference on Historical and Underwater Archaeology, Detroit, January 7-10, 2026.

- ***(Revisiting) the Archaeology of Borders: What the Material Culture of Historic Fort Wayne in Detroit Might Contribute to Border Theory***. Paper presented as part of the symposium Revisiting the Archaeology of Borders at the Society for Historical Archaeology, Conference on Historical and Underwater Archaeology, Detroit, January 7-10, 2026.

- ***Historic Insights and Future Directions: A Study of Recreation and Industry on Lime Island.*** Presented with Megan Zidar and Michelle Smay of Quinn Evans at the Michigan Historic Preservation Network Conference, Sault Ste Marie, MI, May 16, 2025.

- ***The Continuing Impact of the Race to the Bottom and Other Issues of Political Economy in the Heritage Business World.*** Paper presented as part of the symposium Cultural Heritage Laws and Policies, Political Economy, and the Community Importance of Archaeological Sites at the Society for Historical Archaeology, Conference on Historical and Underwater Archaeology, Oakland, California, January 3-6, 2024.

- ***The Pound Net Stake Fishery of the Upper Great Lakes of Michigan: An Initial Exploration.*** Paper presented as part of the symposium Fish, Oyster, Whale: The Archaeology of Maritime Traditions at the Society for Historical Archaeology, Conference on Historical and Underwater Archaeology, Lisbon, Portugal, January 3-8, 2023.

- ***Fort Ouiatenon and the Indian and French Fur Trade on the Wabash River.*** Co-author with Michael Strezewski, H. Kory Cooper, and Terrance J. Martin. Paper presented as part of the symposium Colonial Forts in Comparative, Global and Contemporary Perspective at the Society for Historical Archaeology, Conference on Historical and Underwater Archaeology, Lisbon, Portugal, January 3-8, 2023.

- ***The Application of a Folk Classification Approach to Artifacts at French Colonial Sites in New France: a Case Study of Kettles.*** Guest Lecturer, Tippecanoe County Historical Association and Purdue University-Southern Indiana University Field School, Lafayette, Indiana, June 2, 2022.

- ***Above Ground Archaeology, or Things in Your Walls, in Your Attic, and Under Your Hearth….*** Virtual presentation to the Detroit Chapter of the Michigan Archaeological Society, December 9, 2021.

- ***Identifying Nineteenth Century Farms and Settlements within the Cultural Landscape at Waganakising in Emmet County, Michigan.*** Paper presented as part of the symposium Research, Interpretation, and Engagement in Post-Contact Archaeology of the Great Lakes Region at the Society for Historical Archaeology, Conference on Historical and Underwater Archaeology, Virtual Conference, January 6-9, 2021.

- ***An Archaeological and Archival Perspective on the Theodore Foster: Abolitionist, Underground Railroad Conductor, and Editor/Co-editor of the Signal of Liberty.*** Presentation to the third annual Underground Railroad Heritage Gathering virtual conference as part of Michigan's Underground Railroad Month, sponsored by the Michigan Freedom Trail Commission, the Wayne County Community College District and Michigan History Center. September 9, 2020.

- ***From Native American Trail to Railroad to Underground Railroad: the Michigan Central Railroad and its Relationship to Abolitionist Theodore Foster.*** Paper presented as part of the symposium Roads, Rivers, Rails and Trails (and More): The Archaeology of Linear Historic Properties at the Society for Historical Archaeology, Conference on Historical and Underwater Archaeology, Boston, Massachusetts, January 8-11, 2020. Also presented at the Detroit chapter of the Michigan Archaeological Society, February 2020.

- ***The Circle of Trees: a Component of the Greensky Hill Methodist Mission Church Landscape.*** Paper presented as part of the symposium Native American Cultural Landscapes and Community Collaborations at the Society for Historical Archaeology, Conference on Historical and Underwater Archaeology, New Orleans, Louisiana, January 3-6, 2018.

- ***Greensky Hill Indian Mission Church***, speaker on a panel organized by the Tribal Historic Preservation Office of the Little Traverse Bay Band of Odawa Indians and by the Greensky Hill Indian Mission Church, Charlevoix, Michigan. Michigan Historic Preservation Network Conference, May 19, 2017. Petoskey, Michigan.

- ***Symbolism, Nationality, Identity and Gender as Interpreted from an Eighteenth Century Ring from Fort Ouiatanon.*** Paper presented at the Midwest Historical Archaeology Conference, Lafayette, Indiana, October 14, 2017.

- ***"Sad and Dismal is the Story": Great Lakes Shipwrecks and the Folk Music Tradition.*** Co-authored with Kenneth Vrana. Paper presented as part of the symposium The Enduring Expression of Historic Memory: The Role of Artistic Works in the Understanding, Protection, and Promotion of Cultural Resources, at the Society for Historical Archaeology, Conference on Historical and Underwater Archaeology, Fort Worth, Texas, January 4-8, 2017.

- ***Nineteenth Century Saginaw: Frontier Fur Trade Town to Midwest Logging Center***. Paper presented at the Midwest Archaeological Conference, Champaign, Illinois, October 2-4, 2014.

- ***Challenges and Successes with Community Engagement in Underwater Archaeology: The LaSalle-Griffon Project.*** Co-authored with Kenneth Vrana. Paper presented at the Midwest Historical Archaeology Conference, Niles, Michigan, September 26 & 27, 2014.

- ***Historical Context and Documentation for La Salle's Le Griffon.*** Co-authored with Rich Gross. Paper presented as part of the symposium The Search for *Le Griffon* at the Society for Historical Archaeology, Conference on Historical and Underwater Archaeology, Quebec City, Quebec, January 8-12, 2014.

- ***Field Investigations on Site 20UM723, Northern Lake Michigan.*** Co-authored with James R. Reedy, Jr. Paper presented as part of the symposium The Search for *Le Griffon* at the Society for Historical Archaeology, Conference on Historical and Underwater Archaeology, Quebec City, Quebec, January 8-12, 2014.

- ***Symbolism, Nationality, Identity and Gender as Interpreted from an Eighteenth Century Ring from French Colonial Context.*** Paper presented at The Society for Historical Archaeology, Conference on Historical and Underwater Archaeology, Quebec City, Quebec, January 8-12, 2014.

- ***Is a Buckle Just a Buckle? Searching for Interpretive Clues for Artifacts in the Documents of Eighteenth Century French Merchants and Military Personnel.*** Co-authored with Lina Patino, Ph.D., National Science Foundation and Geological Sciences, Michigan State University and David Szymanski, Ph.D., Geological Sciences, Michigan State University. Paper presented at the Society for Historical Archaeology Conference on Historical and Underwater Archaeology, Toronto, Ontario, Canada, January 10, 2009.

- ***The Application of a Folk Classification Approach to Artifacts at French Colonial Sites in New France.*** Guest Lecturer, Paul F. Mickey Monthly Program in Archaeology and Natural Sciences, Illinois State Museum, Research and Collections Center, Springfield, May 14 2008.

- ***From Native American Trail to American Road: The Old Sauk Trail, The Chicago Road and U. S. 12.*** Paper co-written with Timothy G. Lauxmann. Presented at The Society for Historical Archaeology, Conference on Historical and Underwater Archaeology, Mobile Alabama, January 8-12, 2002, and at the Central StateAnthropological Society conference, Michigan State University, East Lansing, Michigan, March 7-10, 2002.

- ***French Fur Trade Artifact Classifications by Archaeologists and the 18th Century Montreal Merchants.*** Paper presented at The Society for Historical Archaeology, Conference on Historical and Underwater Archaeology, Mobile Alabama, January 8-12, 2002.

- ***The Late Seventeenth Century Lasanen Site: An "Early" Case of Trade Silver in the Upper Great Lakes.*** Paper presented at the Joint Midwest Archaeological and Plains Anthropological Conference, St. Paul, Minnesota, November 9-12, 2000.

- ***Prehistoric-Contact Period Utilization of the St. Mary's Drainage***. Paper presented at the Society for Historical Archaeology Conference on Historical and Underwater Archaeology, Richmond, Virginia, January 1991.

- ***Archaeological Testing of the Van Duyan Site, Parke County, Indiana.*** Co-written with C. Michael Anslinger. Paper presented at the Indiana Academy of Science, Indiana State University, Terre Haute, Indiana. Fall Meeting, 1987.

- ***Archaeological Investigation of the Early 19th Century Preston House, Terre Haute, Indiana***. Co-written with Mary Ellen Waite. Paper presented at the Indiana Academy of Science, Indiana University, Bloomington, Indiana. Fall Meeting, 1985.

- ***Towards Predicting Loss of Archaeological Resources from River Channel Migrations.*** Co-written with Robert E. Pace. Paper presented at the Indiana Academy of Science, Butler University, Indianapolis, Indiana. Fall Meeting, 1984.
- ***Archaeological Resources and Riverbank Erosion in Western Indiana***. Co-written with Robert E. Pace. Paper presented at the Indiana Academy of Science, Fort Wayne, Indiana. Fall Meeting, 1983.

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is made and entered into by and between the Friends of the Blue Star Trail, a Michigan nonprofit corporation ("FOTBST"), Saugatuck Township, a Michigan municipal corporation ("Township"), and the City of Saugatuck, a Michigan municipal corporation ("City") (collectively, the "Parties"), as of this ___ day of _____, 2026 (the "Effective Date").

WHEREAS, the Parties are collaborating on the development and implementation of the Blue Star Trail project (the "Project"); and

WHEREAS, the Parties previously entered into an interlocal agreement governing design engineering and related services for the Project; and

WHEREAS, additional work associated with tribal coordination and a Phase Ia Archaeological Site Identification Survey has been required in connection with the Project; and

WHEREAS, such work was not anticipated within the scope of the existing interlocal agreement; and

WHEREAS, the Parties desire to continue their collaboration and ensure timely payment of these necessary expenses; and

WHEREAS, the Parties anticipate entering into a new or amended interlocal agreement for the construction phase of the Project, but the expenses addressed herein require immediate payment;

NOW, THEREFORE, the Parties hereto execute this MOU with the following terms and conditions:

1. Payment of Expenses.
The City shall pay the full cost of the following Project-related expenses, subject to the reimbursement of such costs by the parties in proportion with the allocations set forth herein:

- Engineering services associated with tribal coordination; and
- The Phase Ia Archaeological Site Identification Survey.

2. Cost Allocation.
The Parties agree that the total cost of the expenses described above shall be allocated as follows:

- Friends of the Blue Star Trail: **77% ($20,197.93)**
- Saugatuck Township: **11.5% ($3,016.57)**

- City of Saugatuck: **11.5% ($3,016.57)**

3. Reimbursement to City.
Upon receipt of invoice(s) from the engineering firm and/or the firm performing the Phase Ia Archaeological Site Identification Survey, the City shall pay such invoice(s) and thereafter invoice FOTBST and the Township for their respective shares set forth above. Payment shall be due within thirty (30) days of receipt of the City's invoice, unless otherwise agreed in writing by the Parties.

4. Limitation of Scope.
This MOU applies only to the specific expenses identified herein. Any additional engineering, archaeological, or related services shall be subject to separate agreement by the Parties.

5. No Amendment to Existing Agreement.
This MOU does not amend, replace, or supersede the existing interlocal agreement and is limited solely to the matters described herein.

6. Governing Law.
This MOU shall be governed by and construed in accordance with the laws of the State of Michigan.

7. Counterparts.
This MOU may be executed and delivered in counterparts and duplicate originals, including by a facsimile and/or electronic transmission thereof, each of which shall be deemed an original. Any document generated by the Parties with respect to this MOU, including this MOU, may be imaged and stored electronically.

8. Third-Party Rights.
This MOU is intended for the benefit of the Parties hereto and does not grant any rights to third parties unless otherwise specifically granted herein.

9. Amendment.
This MOU may be amended or modified only be a subsequent MOU in writing.

IN WITNESS WHEREOF, this MOU has been executed by duly authorized representatives of the Parties as of the Effective Date.

Agreed hereto:

FRIENDS OF THE BLUE STAR TRAIL

By: _____

Name: _____

Title: _____

Dated: _____

SAUGATUCK TOWNSHIP

By: _____

Name: _____

Title: _____

Dated: _____

CITY OF SAUGATUCK

By: _____

Name: Ryan Cummins

Title: City Manager

Dated: _____

City Council Agenda Item Report

FROM: Scott Herbert – Public Works Superintendent

MEETING DATE: April 8, 2026 Workshop / April 13, 2026 Regular Meeting

SUBJECT: Chain Ferry Landings

DESCRIPTION:
Staff received two proposals for the reconstruction and installation of the existing Chain Ferry landings on both the East and West sides of the river. Preferred Machine LLC was also contacted but stated they would have to pass on this project.

Tier 1 Services submitted a proposal in the amount of $36,094.66. Their scope includes steel fabrication for both docks, installation of deck boards, fabrication and installation of handrails, powder coating of the framework and handrails, painting of deck boards, and removal and installation of the docks by their sister company. Exclusions include any work not specifically listed, such as potential hinge replacements on the pier.

Diversified Welding submitted a proposal in the amount of $35,085.00. Their scope includes field measurements, shop drawings, structural materials, fabrication, sandblasting and epoxy painting, delivery, removal of existing landings, and installation of new docks and handrails. Their proposal notes that unforeseen issues with existing steel on site may result in additional costs or delays.

Both proposals include similar core services related to fabrication, removal, and installation of the chain ferry dock structures, with slight variations in finishing methods and noted assumptions.

BUDGET ACTION REQUIRED:
Funding for this project is included in the current fiscal year budget in the amount of $80,000.

COMMITTEE/COMMISSION REVIEW:
Historic District Commission

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Motion to approve the proposal submitted by Diversified Welding & Fabrication to reconstruct and install the Chain Ferry landings for a price not to exceed $45,000, contingent on Historic District Commission approval.

Diversified Welding & Fabrication, LLC.
4189 Blue Star Hwy.
Holland, MI 49423 USA

Estimate

ADDRESS
Scott Herbert City Of Saugatuck 102 Butler St Saugatuck, MIchigan 49453 United States

SHIP TO
Scott Herbert City Of Saugatuck 102 Butler St Saugatuck, MIchigan 49453 United States

ESTIMATE #	DATE	
9989	03/18/2026	

SERVICE	QTY	RATE	AMOUNT
Field Welding & Fabrication Estimate for (2) new chain ferry landing on the east and west side on the river - Field measure - Shop drawings for approval and fabrication - All structural material - (4) new two line hand rails - Fabrication - Sand blast and epoxy paint - Delivery - Removal of existing landings - Installation * This does not included potential unforeseen issues with existing steel on site that may cause cost over runs or delays.	1	35,085.00	35,085.00

TOTAL **$35,085.00**

Accepted By

Accepted Date

Michelle Gibson

From: Jeremy Munniksma <jeremy@tier1mi.com>
Sent: Wednesday, April 1, 2026 11:43 AM
To: Michelle Gibson
Subject: Dock replacement

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

QUOTE – CHAIN FERRY DOCKS

Date:4/1/ 2026
Bid #: 6803

Prepared By

Tier 1 Services

Scope of Work

Tier 1 Services proposes to furnish labor, materials, and equipment for the construction of chain ferry docks, including the following:

Included

- Keep same look as existing docks
- Steel fabrication for the construction of east and west docks
- Fitting and installation of all deck boards to the framework
- Fabrication and installation of handrails on both east and west docks
- Powder coating of framework and handrails (black finish)
- Painting of deck boards
- Removal and installation of docks by our sister company (CSI), including all necessary equipment

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Exclusions

- Any work not specifically listed in the scope above, Including if hinges need replacing on pier

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Total Price

$36,094.66

Pricing includes one (1) mobilization. Any disruption to the project schedule caused by others may result in additional mobilization or idle equipment charges.

Assumptions

- Unobstructed access to the jobsite for required equipment
- Proposal is valid for 30 days from the date listed above

Thank You for the Opportunity

Jeremy Munniksma
Tier 1 Services

TERMS & CONDITIONS OF SALE

- This proposal is based on information provided by the customer. Any costs incurred due to incomplete or inaccurate information will be the responsibility of the customer.
- This proposal is valid for 30 days from the date issued.
- This project is priced as open shop unless otherwise noted.
- Upon acceptance, this proposal becomes a binding agreement and constitutes the entire contract between Tier 1 Services and the customer.
- Standard payment terms: Net 30 days from invoice date.
- “Pay When/If Paid” and liquidated damages are not accepted.
- Overdue payments may incur interest at 2% per month or the maximum rate allowed by law.
- Retainage is not permitted unless agreed to in writing by both parties.
- Applicable taxes are the responsibility of the customer unless a valid exemption certificate is provided.
- Sales tax will be applied at the rate in effect at the time of delivery.
- Back charges will not be accepted without written notice within 48 hours and a full investigation.
- Tier 1 Services is not responsible for delays or costs resulting from field conditions differing from contract documents.
- Pricing is subject to revision if design or drawing changes occur.
- Additional mobilization or delay charges will apply for schedule impacts outside our control.
- Work outside the defined scope requires a written and approved change order.
- Rental equipment is not authorized for use by others; damages from unauthorized use will be billed to the customer.
- Ownership of materials remains with Tier 1 Services until full payment is received.

- This agreement is governed by the laws of the State of Michigan, with venue in Ottawa County, Michigan.
- Tier 1 Services reserves the right to notify project stakeholders of our involvement.
- The customer is responsible for maintaining all required jobsite safety standards.
- In the event of project termination, Tier 1 Services is entitled to payment for all completed work, including overhead and costs incurred.
- To the fullest extent permitted by law, Tier 1 Services shall indemnify the customer for damages caused by its own negligence.
- All terms must be accepted and signed by an authorized representative of the customer.

Signature: _____
Date: _____

Jeremy Munniksma
General Manager

City Council Agenda Item Report

FROM: Scott Herbert – Public Works Superintendent

MEETING DATE: April 8, 2026 Workshop / April 13, 2026 Regular Meeting

SUBJECT: City-Wide Invasive Species Survey & Management Plan

DESCRIPTION:

City staff reached out to multiple organizations to solicit proposals to develop a comprehensive, city-wide approach to identify and manage invasive species within the City of Saugatuck. The intent of this effort is to establish a data-driven foundation for future invasive species control, habitat restoration, and long-term ecological stewardship.

Staff received four proposals:

- **Kalamazoo Nature Center (KNC)** proposes a right-of-way focused survey identifying six high-risk invasive species. Their work includes GPS mapping through the MISIN database, photographic documentation, and a final report. The survey would be conducted over a one-week period in August, with a total project cost not to exceed $48,000.
- **Outdoor Discovery Center (ODC)** proposed a more comprehensive, multi-season survey (May -September) covering right-of-ways, parks, and natural areas. Their proposal includes a detailed report with mapping, key findings, and ranked priorities. The total project cost is $26,000.
- **PlantWise** submitted a proposal to survey approximately 150 acres of City parks, natural areas, and right-of-ways. Proposal also includes 169 acres at the Saugatuck Wilds. In addition to inventorying invasive species, PlantWise would provide a management recommendation report and a native species planting list. The total project cost is $28,250.
- **Allegan Conservation District** provided an estimate recommending approximately $15,000 for first-year invasive species treatment based on MISIN data and known conditions within the City. There would be no cost to the City for surveying urban properties and City right of ways. For larger properties such as Oval Beach and Saugatuck Wilds, there would be a fee associated for time spent surveying and mileage. The additional charge for surveying both properties is $7,728, bringing the total cost to $22,728.

While each proposal varies in scope, methodology, and cost, all emphasize the importance of establishing a baseline inventory and prioritization framework before implementing treatment strategies.

After reviewing all proposals, staff recommends awarding the City-wide invasive species survey and management recommendations project to ODC. ODC's team has extensive experience with invasive species management in Michigan and is already managing two other City projects this summer. Selecting ODC will allow for continuity across

projects, efficient coordination, and integration of survey data with existing initiatives, providing the City with the most comprehensive and actionable information for future treatment and habitat management.

BUDGET ACTION REQUIRED:
Sufficient dollars were budgeted for invasive species treatment and evaluation under public works contractual services.

COMMITTEE/COMMISSION REVIEW:
Parks & Public Works Committee recommends accepting the proposal from the Outdoor Discovery Center.

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Motion to approve the proposal from ODC to conduct the City-Wide invasive species survey and management recommendations project in an amount of $26,000.

PROPOSAL FOR CONSERVATION SERVICES

This proposal was created for:
City of Saugatuck
102 Butler St, Saugatuck, MI 49453

General Background and Scope of Work:
This proposal outlines a plan to conduct a comprehensive survey of invasive species and ecological threats within the City of Saugatuck. The purpose of this survey is to identify current and emerging ecological risks, enabling city staff and partners to prioritize management actions effectively and maintain the ecological quality of the city's natural areas and right-of-ways. We recommend the following work plan in 2026:

1. **Invasive Species Survey**
    - Conduct a comprehensive survey within the City of Saugatuck (see *Appendix A* for map) to identify existing and emerging invasive species and other potential ecological threats.
        - Surveys will include both road-side monitoring of public right-of-ways, as well as walking surveys within parks, natural areas, and other greenspaces.
        - Field surveys will take place during multiple periods of the growing season to capture seasonal variation and ensure a holistic assessment of the plant communities:
            - Spring-early summer 2026
            - Late summer-early fall 2026
    - Following completion of the field surveys, we will provide a detailed written report accompanied by key findings, maps, and ranked priorities of invasive species threats within the City.
        - Target date for report submission: **October 15, 2026**

Project Timeline:
- Field surveys will conducted between **May-September of 2026**.
- Completed report will be submitted by **October 15, 2026**.

Project Budget:
- Invasive Species Survey & Report
    - All parcels and natural areas outlined in *Appendix A* - **$22,000** (50% billed in June, 50% billed upon submission of report) ☐
    - Saugatuck Wilds Park (~170 acres) - **$4,000** (50% billed in June, 50% billed upon submission of report) ☐

PLEASE CHECK THE APPROPRIATE BOXES ABOVE TO INDICATE ACCEPTED SERVICES. TO ENSURE TIMELY SCHEDULING AND SERVICE DELIVERY, PLEASE RESPOND PROMPTLY. DELAYS IN RESPONSE MAY RESULT IN CHANGES TO PROPOSED PROJECT TIMELINE OR AVAILABILITY.

Exclusions:
The following items are excluded from this proposal:
- Creation of long-term stewardship or management plan.
- Treatment of any identified invasive species.
- Assessment of privately owned parcels (unless written permission is granted beforehand).
- Detailed assessments of natural communities beyond general invasive species observations.
- Permitting, regulatory approvals, or coordination with other agencies required for management actions.

While not covered under this proposal, we are happy to provide proposals for any of the above items upon request.

Note: *This proposal accounts for pricing of all labor, materials, and equipment necessary to execute the outlined work plan. If additional work is required beyond the scope of this proposal, we will provide written notification and pricing will be determined on a time and materials basis.*

INITIAL _____

Qualifications:
ODC Conservation Services staff is staffed by highly qualified conservation professionals with extensive experience in invasive species management, habitat assessment, and ecological restoration.

- ODC Network, and its subsidiaries, is a fully insured 501c3 and carries an extensive liability policy to conduct habitat improvement services in Michigan.
- State licensed herbicide applicators with certifications in Forest Pest, Right-of-Way, and Aquatic pesticide application.
- Manage 2,500+ acres of natural area across Michigan.
- Combined 25+ years' experience in invasive species management.
- Successfully restored over 250 acres of native prairie habitat.
- Experienced consultants in invasive species management, habitat assessment, and ecological restoration.
- Experience designing, installing, and maintaining native gardens/landscape beds.
- Proficient in identification of native and non-native Michigan flora and fauna.
- Advanced wetland delineation certification.
- Experienced GIS professionals.

We appreciate the opportunity to submit this proposal. We look forward to discussing the opportunity further with you. Please do not hesitate to ask questions or clarifications. If you choose to accept this proposal, please sign and return a copy.

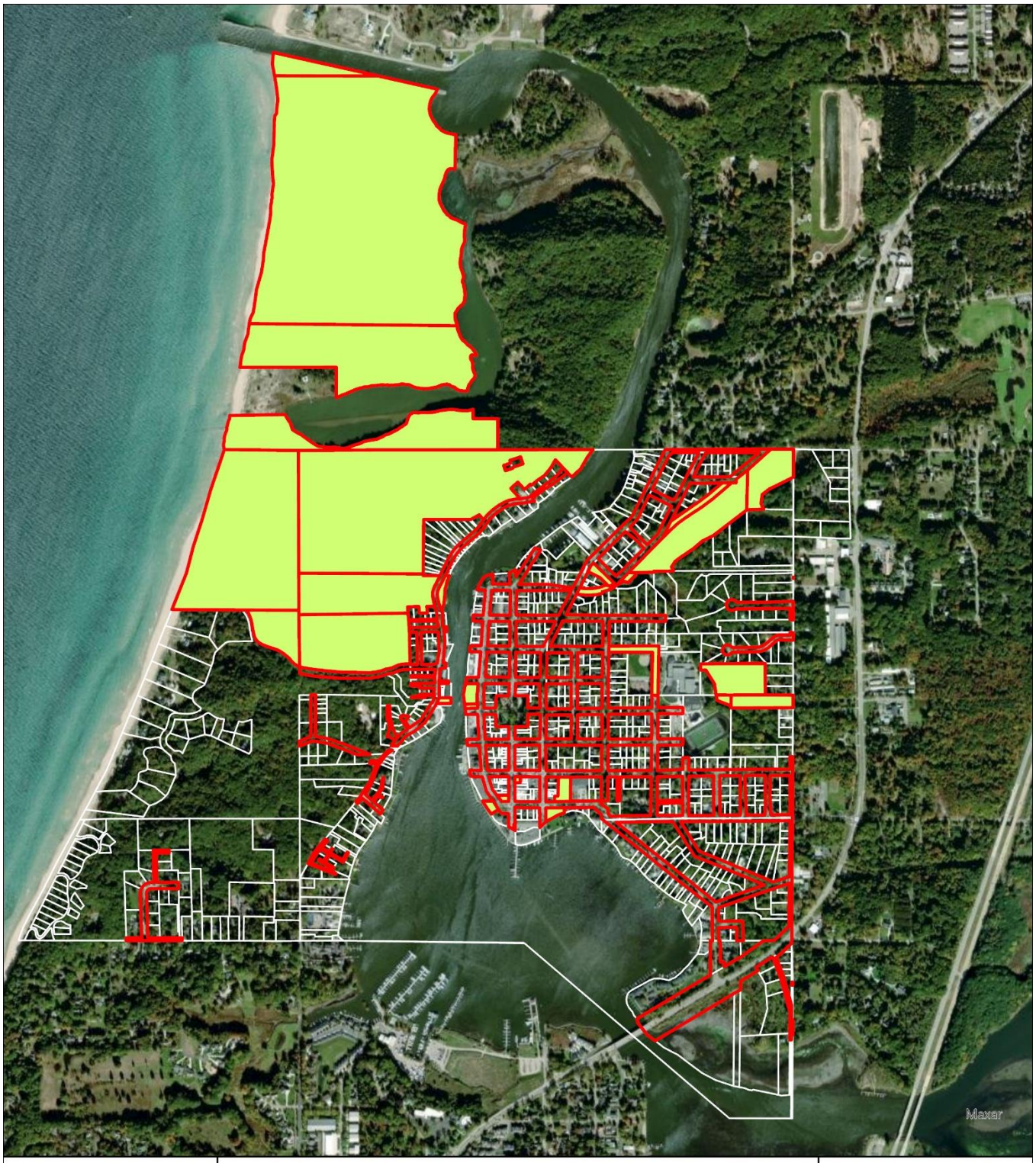
Tanner Bricker, Conservation Services Director
ODC Network

If you wish to accept this proposal, please initial each page, as well as sign and date below:

_____ _____
Signature of Authorized Property Owner/Manager Date

INITIAL _____

Appendix A: Map of Survey Area



ODC Conservation Services

CITY OF SAUGATUCK - CITY MANAGED LANDS
INVASIVE SPECIES SURVEYING

DATA FROM ODC CONSERVATION SERVICES FIELD OBSERVATIONS AND DESKTOP ANALYSIS
RIGHT-OF-WAY: 92 ACRES
NATURAL AREA: 330 ACRES

CLIENT: CITY OF SAUGATUCK
PROJECT: INVASIVE SPECIES SURVEYING
ISSUED: 9/19/2025
DRAWN BY: BH

INITIAL _____

Kalamazoo Nature Center
Ecological Services
native planting & sustainable land management
ecoservices@naturecenter.org

Contractor Bid Proposal for City of Saugatuck:

Invasive species surveying, mapping, and reporting of right of way areas within city limits

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CONTRACTOR INFORMATION

Company: Kalamazoo Nature Center, Ecological Services
Address: 7000 N Westnedge Ave
Kalamazoo, MI 49009
ecoservices@naturecenter.org
https://naturecenter.org/conservation/ecoservices/

Project Manager: Luke Allison
Title: Ecological Services Director

SUMMARY

The Kalamazoo Nature Center (KNC) Ecological Services Team offers this proposal to support the City of Saugatuck's objectives for decreasing non-native invasive species within the city limits. The final product of this survey effort will locate and quantify populations of six invasive species. This information will serve as a crucial tool for future development and implementation of successful control strategies. The KNC team has significant capacity and relevant experience in successfully planning and implementing biological surveys and providing high levels of customer satisfaction in sustainable habitat stewardship.

The Kalamazoo Nature Center is a not-for-profit organization located in Kalamazoo, Michigan whose mission is to create relationships and experiences that welcome and inspire people to discover, enjoy, value, and care for nature.

PROJECT PLAN

KNC Ecological Services team will visually survey all public right-of-way from sidewalk and roadside within the City of Saugatuck and the section of Interurban Trail bisecting the Peterson Preserve. The city limits of Saugatuck are best described as north of Campbell Rd, south of North St, and west of Maple St to the Lake Michigan shoreline. The focus of the survey will be to accurately map, photograph, and quantify the 6 highest-risk invasive species in Saugatuck.

1. Phragmites, *Phragmites australis*
2. Japanese Knotweed, *Fallopia japonica*
3. Tree of Heaven, *Allianthus altissima*
4. Asiatic Bittersweet, *Celastrus orbiculatus*
5. Autumn Olive, *Elaeagnus umbellata*
6. Purple Loosestrife, *Lythrum salicaria*

These species have been selected based upon their likeliness to be prevalent within the right-of-way and their threat to infrastructure and habitat integrity within the areas where they occur.

All data will be collected via the Michigan Invasive Species Information Network (MISIN) mapping tool. MISIN maintains a database of invasive species within the state with the map viewing feature anyone can view the GPS information. GIS/GPS data can easily be extracted from MISIN by request to be used for use on other platforms.

PROJECT TIMELINE

1. June/July - Pre-survey scouting, planning of survey routes, secure lodging.

2. Early August - KNC's Ecological Services team will complete a week-long survey and mapping effort.

3. October – Final report of findings will be completed and shared with Saugatuck Staff.

PROJECT BUDGET

Category	Description	Est hours	Rate	Total Cost
LABOR				
Planning & coordination	Survey route planning, pre-survey scouting via vehicle	10	$80	$800.00
Surveying	Visual survey by foot of all public right-of-ways and data inputs	320	$100	$32,000.00
Project management	Planning, organizing, scheduling, and communications	17	$80	$1,360.00
Data mgmt. & reporting	GIS setup & tracking, field log management, reporting to Sagatuck	16	$80	$1,280.00
		363	**LABOR**	**$35,440.00**
MATERIALS		**Units**	**Rate**	**Total Cost**
Technology	Usage of Ipads and other cellular devices for mobile data input	5 days	$200	$1,000.00
Lodging	5 days 4 nights lodging in hotel for staff in town			$8,120.00
Mileage/Usage	3 Crew vehicles travel and survey mileage + usage	5 days	$680	$3,400.00
				$12,560.00

Please note: Labor hours and mileage are estimated due to uncertainty of the density of invasive species surveyed and actual mileage walked surveying. The project's billed costs may vary across line items, but they will not exceed the total cost indicated without written approval from the City of Saugatuck.

Kalamazoo Nature Center

Kalamazoo Nature Center
7000 N. Westnedge Avenue
Kalamazoo, MI 49009
[redacted]

PROJECT WORK PLAN AND ESTIMATE FOR

City of Saugatuck

Contact Name:
Billing Address:
Phone:
Email:

Invoice Date 3/17/2026

ESTIMATE	**$47,960.00**

Client Name	Service Description:	PROJ #	Estimate good for
City of Saugatuck	Invasives Survey	**26126**	90 days

Date	Description	Quantity	Unit		Line Total
SUM 2026	Surveying Labor	320	hours		$ 32,000.00
	Mileage/Transportation/Parking	5	days		$ 3,400.00
	Technology	5	days		$ 1,000.00
	Overnight Lodging	4	nights		$ 8,120.00
	Project Management and Reporting	43	hours		$ 3,440.00

PROJ# 26126	
KNC Billing Code: 408-01-330-359	
Site Lead: Luke Allison	
Site Address: City of Saugatuck right of ways	
# Work Days: 5	Crew Hours: 363
Service Description: Visual surveying, mapping, and reporting of select non-native invasive species within the public right-of-ways in the City of Saugatuck. Species of focus; Phragmites, Japanese Knotweed, Tree of Heaven, Asiatic Bittersweet, Autumn Olive, Purple Loosestrife.	

LABOR	$	35,440.00
MILEAGE	$	3,400.00
EQUIPMENT	$	1,000.00
Overnight	$	8,120.00
SUBTOTAL	$	47,960.00

**Mark up includes any incidentals and additional expenses or expense variances needed to complete the project*

TOTAL	**$**	**47,960.00**

This is an estimate, actual invoices will be based on specific costs and quantities of materials purchased and actual labor time spent on the project.

View Full Terms and Conditions in the Client Agreement. The Project must be accepted by signing the Client Agreement before work can begin.

For questions regarding this estimate or to set a work schedule, please contact ecoservices@naturecenter.org or call Stephanie Diep 269-978-6872.
Thank You!

Thank you for trusting us with your habitat. By choosing KNC's Ecological Services, you support the broader conservation work of the Kalamazoo Nature Center. Proceeds from our client services ensure the sustainability of KNC's longstanding bird observatory, programs that engage the community in wildlife research, and the stewardship of over 1,500 acres of natural areas. To learn more, please visit naturecenter.org/conservation.

March 17, 2026

Michelle Gibson
102 Butler St.
PO Box 86
Saugatuck, MI 49453

PlantWise
Native Landscapes and Ecological Restoration

Dear Michelle,

Please accept this letter as a proposal to complete an invasive species inventory, a management recommendation report, and a native species planting list regarding City of Saugatuck land in 2026. Specific elements of the proposal are as follows:

Invasive Species Inventory:

- Beginning in June 2026, PlantWise staff will survey approximately 150 acres of City of Saugatuck natural areas, city parks (see list below) and roadside right-of-ways for pernicious invasive species. This inventory work will be done by systematically walking transects through City natural and park areas and by driving or biking along roadside right-of-ways.
- Invasive species populations encountered during these surveys will be documented using handheld GPS units, with staff recording the species encountered, the location, and the density and size of the population. The GPS data will be compiled into a map and database showing all invasive species populations identified.

Management Report:

- The invasive species map/database will be utilized to complete a management recommendation report which will include prioritization metrics for specific species and populations. The prioritization metrics will be based on the species, its size and density, the ecological health of the surrounding area, and city needs as determined prior to project initiation.
- In addition to management prioritization, the report will also offer recommendations on techniques and timing in management of the different invasive species encountered.

Native Species Planting Recommendation:

- PlantWise will also complete a report offering recommendations on native plant species to include in plantings in the City of Saugatuck based on the planting size and site conditions.

Cost (including travel/lodging): $28,250

646 Barber Ave • Ann Arbor • Michigan • 48103 • ph 734 665 7168 • e-mail info@plantwiserestoration.com
web plantwiserestoration.com

If you have questions regarding this proposal feel free to contact me by phone or e-mail. We look forward to working with you on your wonderful property.

Sincerely,



David Mindell

List of City of Saugatuck natural areas and parks to be included in inventory:
Coghlin Park - 0.5 Acres
Cook Park - 1 Acre
Jones Park - 0.5 Acres
Peterson Nature Preserve - 16 Acres
Village Square Park - 2.5 Acres
Willow Park - 132 Feet of Frontage on the Kalamazoo River
Wicks Park - 0.5 Acres
Park east of public school - 7 acres
Oval Beach Natural Area - 94 acres
Mount Baldhead Natural Area - flat area and parking area - approx 30 acres
Saugatuck Wilds Nature Preserve - 169 acres

ALLEGAN CONSERVATION DISTRICT

Invasive Species Management Recommendations for City of Saugatuck Public Properties and Right-of-Way

March 2026

Purpose of Invasive Species Management Recommendations

This document serves as a resource for the City of Saugatuck in their endeavor to manage invasive species at their 13 properties and road right-of-way areas. The Allegan Conservation District supports the City's efforts, and will provide technical assistance through resource planning and invasive species surveying. This document provides invasive species management recommendations for land managers. Recommendations in this plan are supported by existing invasive species data in Saugatuck, and will provide land managers with information to guide invasive species management into the future.

Described hereafter are the objectives of this plan, assigned invasive species management zones, the highest priority species for management based on publicly accessible data, a description of the surveying process and schedule that Allegan Conservation District staff will execute from 2026-2027 to append the existing invasive species dataset, approximate cost and timing of this surveying and treatment endeavor, and subsequent outreach and management activities after invasive species treatment is completed. Because this information is based on public data rather than direct survey efforts, inaccuracies are expected. Land managers should be prepared to adapt and a healthy contingency fund is advised.

Management Objectives

1. Identify specific invasive species that are confirmed to cause harm, or are likely to cause harm, to the environment, economy, or human health on City properties.
2. Create a detailed body of geospatial data on the distribution of specific invasive species through comprehensive surveying and recordkeeping.
3. Utilize collected geospatial data to inform decisions on invasive species management, including where to prioritize treatment efforts.
4. Manage and where possible, eradicate invasive species on City properties and restore native species populations within moderate and heavily infested areas.
5. Prevent future reinfestations of invasive species from adjacent properties by cultivating relationships with surrounding landowners and offering educational and material resources.

Management Zones

The City's properties are largely non-contiguous, spread out across the City of Saugatuck and Saugatuck Township. For the purpose of this plan, it is beneficial to designate each property to a "Management Zone" for ease of reference, planning, and management. Properties that are proximal to each other are placed in the same management zones. The designated management zones are as follows:

1. **Zone 1 - Urban Properties and Right-of-Way**

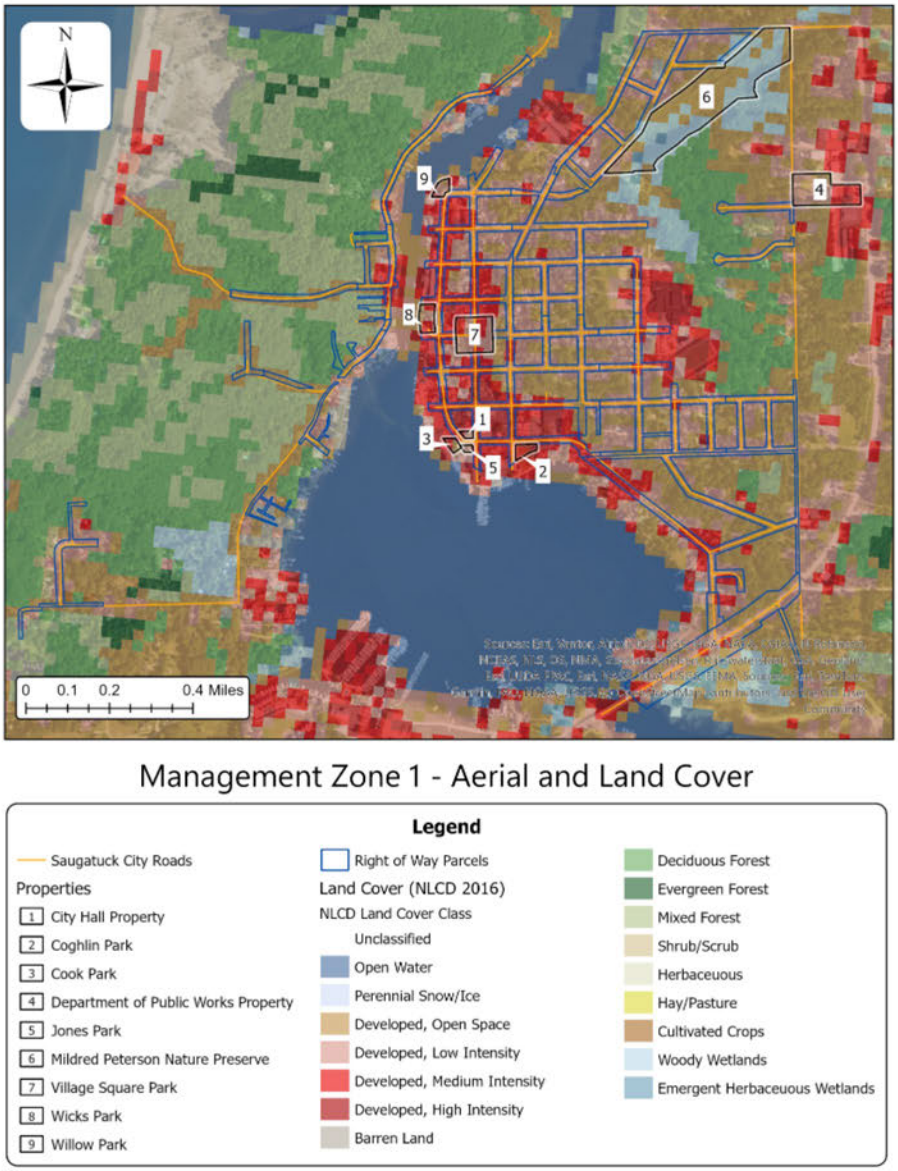


Figure 1. Map of Management Zone 1 properties with parcel boundaries and land cover types.

This zone includes Willow Park, Wicks Park, Jones Park, Cook Park, City Hall, Coghlin Park, Village Square Park, the Department of Public Works Facility, and the Mildred A. Peterson

Nature Preserve. It also includes the Road Right-of-Ways for all City of Saugatuck managed streets and roads. Most of the properties in Zone 1 are traditional urban parks or facility properties, with the vegetation being mostly traditional lawngrass and planted trees or ornamental plants interspersed. Mildred A. Peterson is distinct from the rest of the parks in this management zone because of its more natural vegetation cover, with Peterson being a mix of emergent wetland vegetation and lowland forests surrounding Goshorn Creek. This zone is the largest of the four zones by acreage with a total of 173.8 acres. Of the 173.8 acres, 23.7 of the acres are parks and preserve acreage, and 150.1 of the acres are road Right-of-Way.

2. Zone 2 - Mount Baldhead and Oval Beach

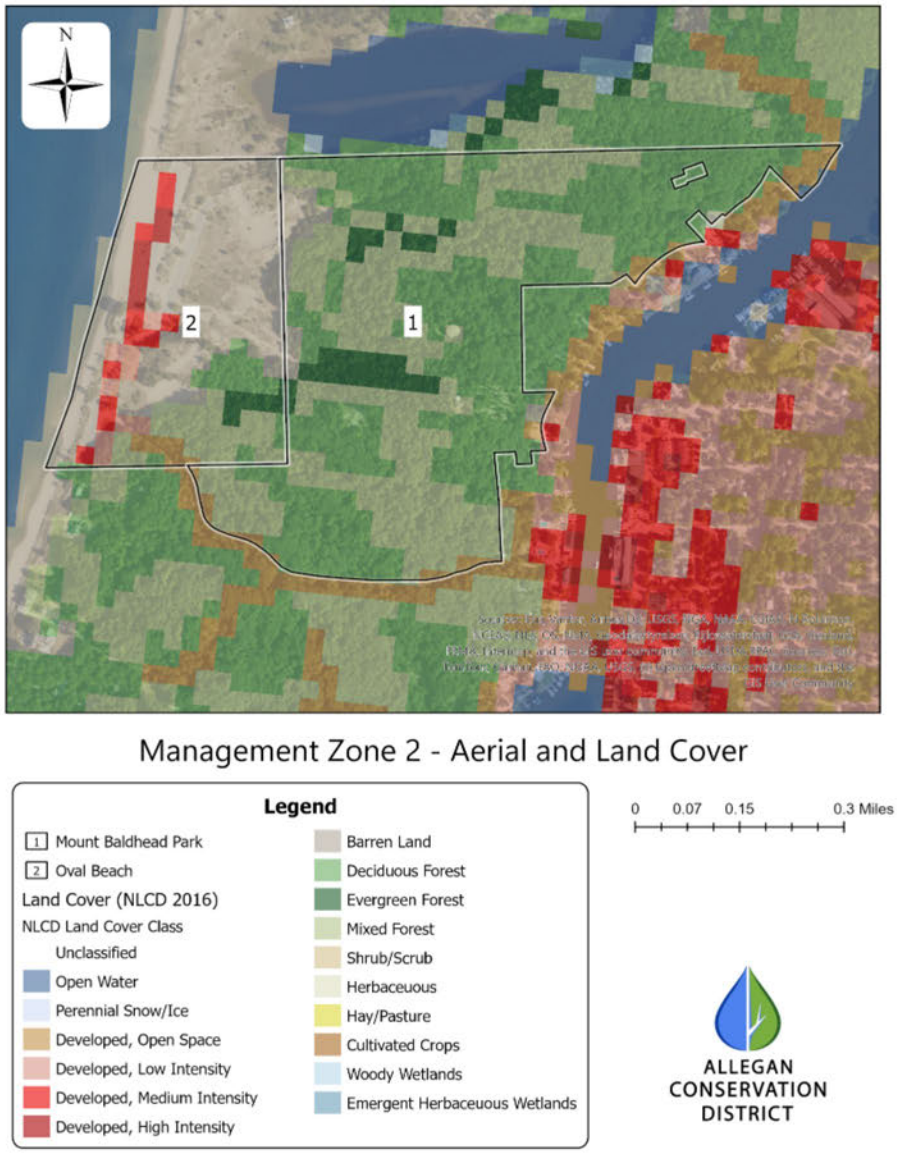


Figure 2. Map of Management Zone 2 properties with parcel boundaries and land cover types.

Zone 2 includes two out of the three lakeshore parks owned by the City of Saugatuck. While both properties exist within the Lake Michigan dune system, vegetation cover differs

between the two properties. Mount Baldhead is nearly completely forested, covered by entirely mixed and deciduous forests. Conversely, Oval Beach is mostly open dune area, with some graminoid vegetation spread throughout and then a small section of mixed and deciduous forests in the southeast corner of the property. This zone is a total of 136.2 acres, with 41.5 acres at Oval Beach and 94.7 acres at Mount Baldhead.

3. Zone 3 - Saugatuck Wilds Nature Preserve

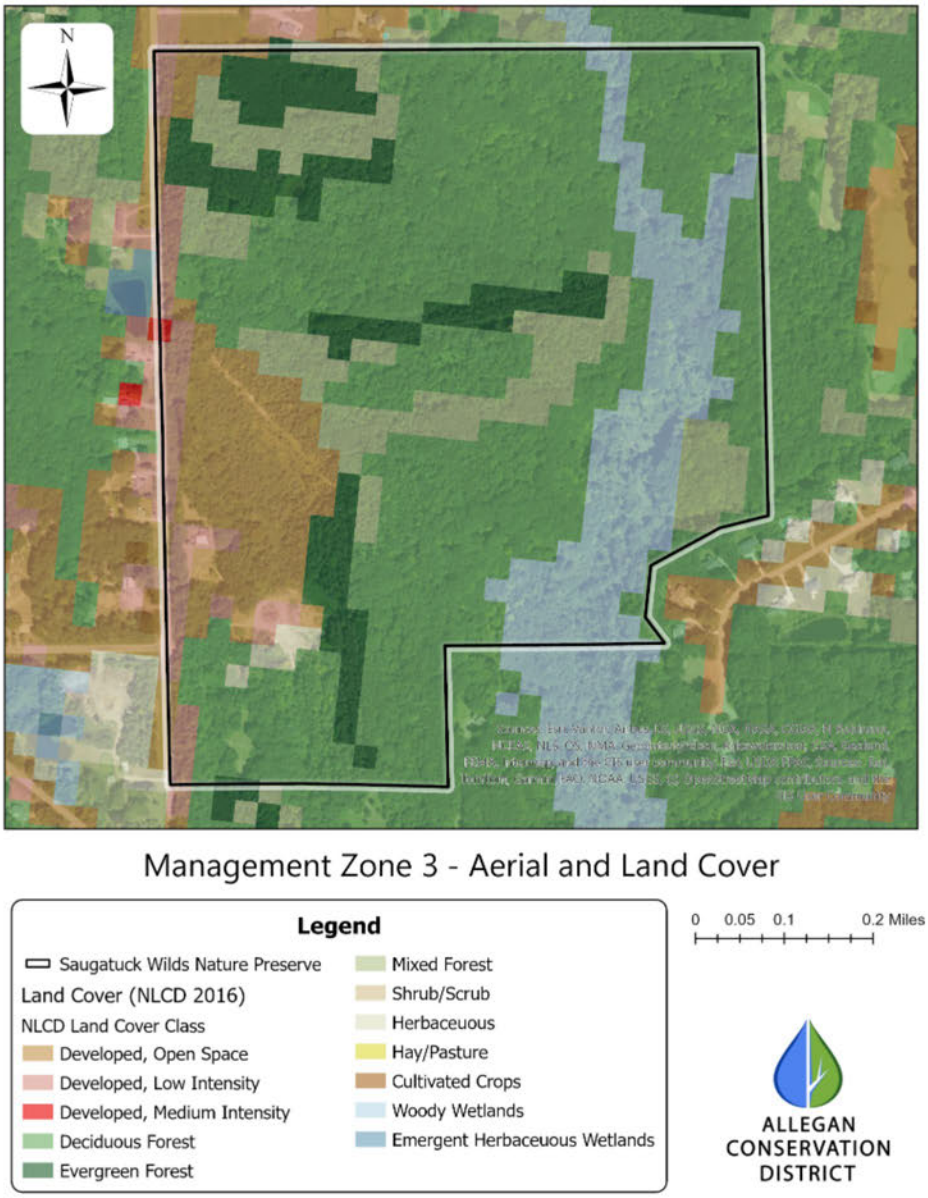
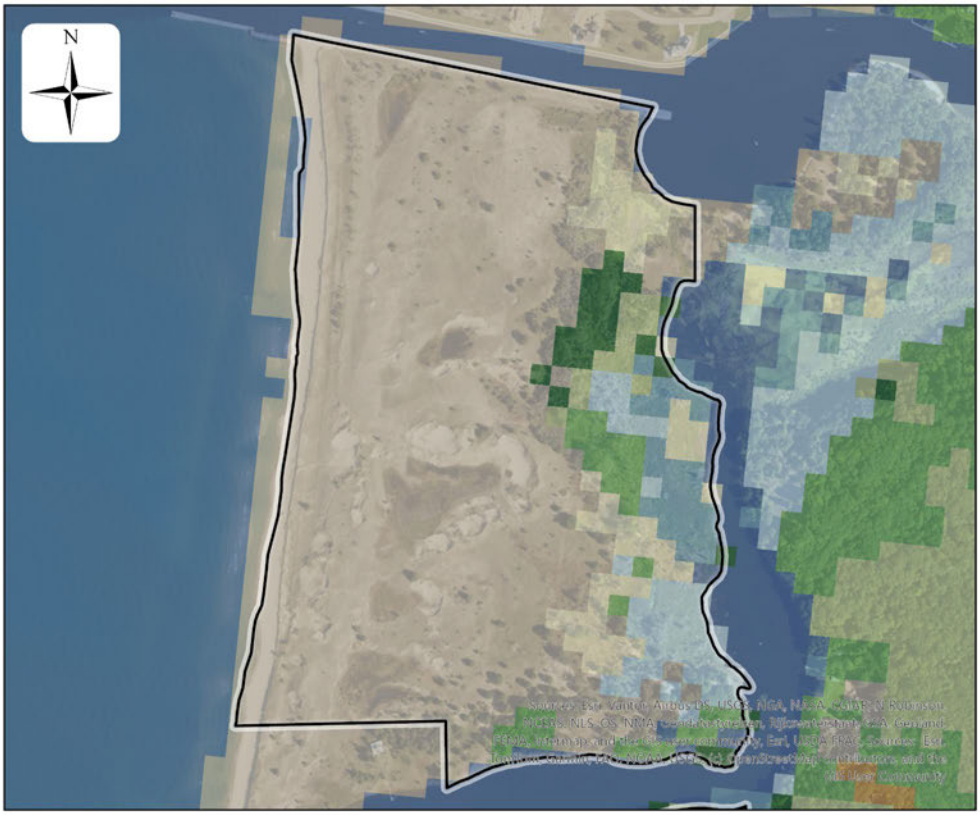


Figure 3. Map of Management Zone 2 properties with parcel boundaries and land cover types.

Zone 3 is dedicated exclusively to Saugatuck Wilds Nature Preserve due to the large size of this preserve and its isolation from the other Saugatuck properties. The Preserve is 169.1 acres, and is mostly covered with deciduous forest. On the east side of the property, wooded

wetlands surround Silver creek, and on the west side, there are small sections of coniferous forest, mixed forest, and open field.

4. Zone 4 - Saugatuck Harbor Natural Area



Management Zone 4 - Aerial and Land Cover

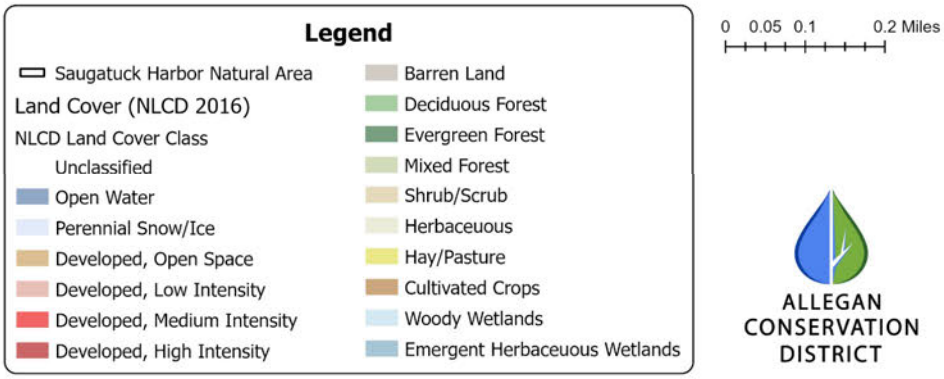


Figure 4. Map of Management Zone 2 properties with parcel boundaries and land cover types.

Zone 4 is dedicated to the remaining lakeshore park, Saugatuck Harbor Natural Area. Saugatuck Harbor Natural Area is 152.1 acres, dominated by open sand dunes on the west side of the property. Small sections of herbaceous vegetation, emergent wetlands, wooded wetlands, deciduous forests, and coniferous forests are present on the east side of the property.

Priority Invasive Species

To inform this plan, data from the Midwest Invasive Species Information Network (MISIN) was pulled for all of the properties owned by the City of Saugatuck. MISIN is a regional data aggregation effort that allows community members and professionals alike to report invasive species occurrences in the midwest. This dataset serves as a resource for land managers, allowing them to act quickly when new invasive species infestations arise. Figures 5 through 8 show these invasive species occurrences in each management zone, aside from Zone 3, which does not have any reported invasive species occurrences as of March of 2026. Figure 9 summarizes all of the unique species and the number of occurrences.

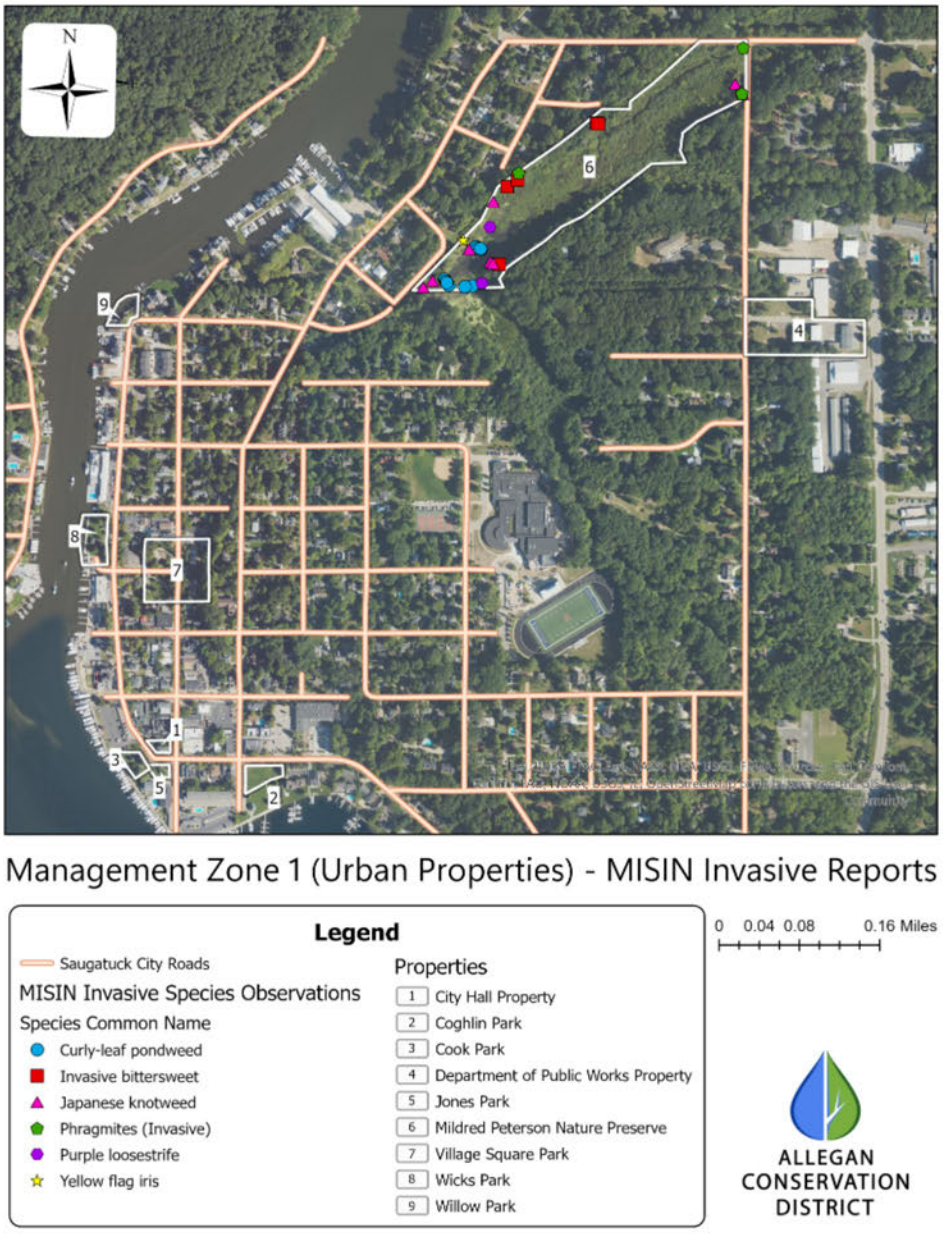


Figure 5. Map of Management Zone 1 (urban properties) with parcel boundaries and MISIN invasive species observations.

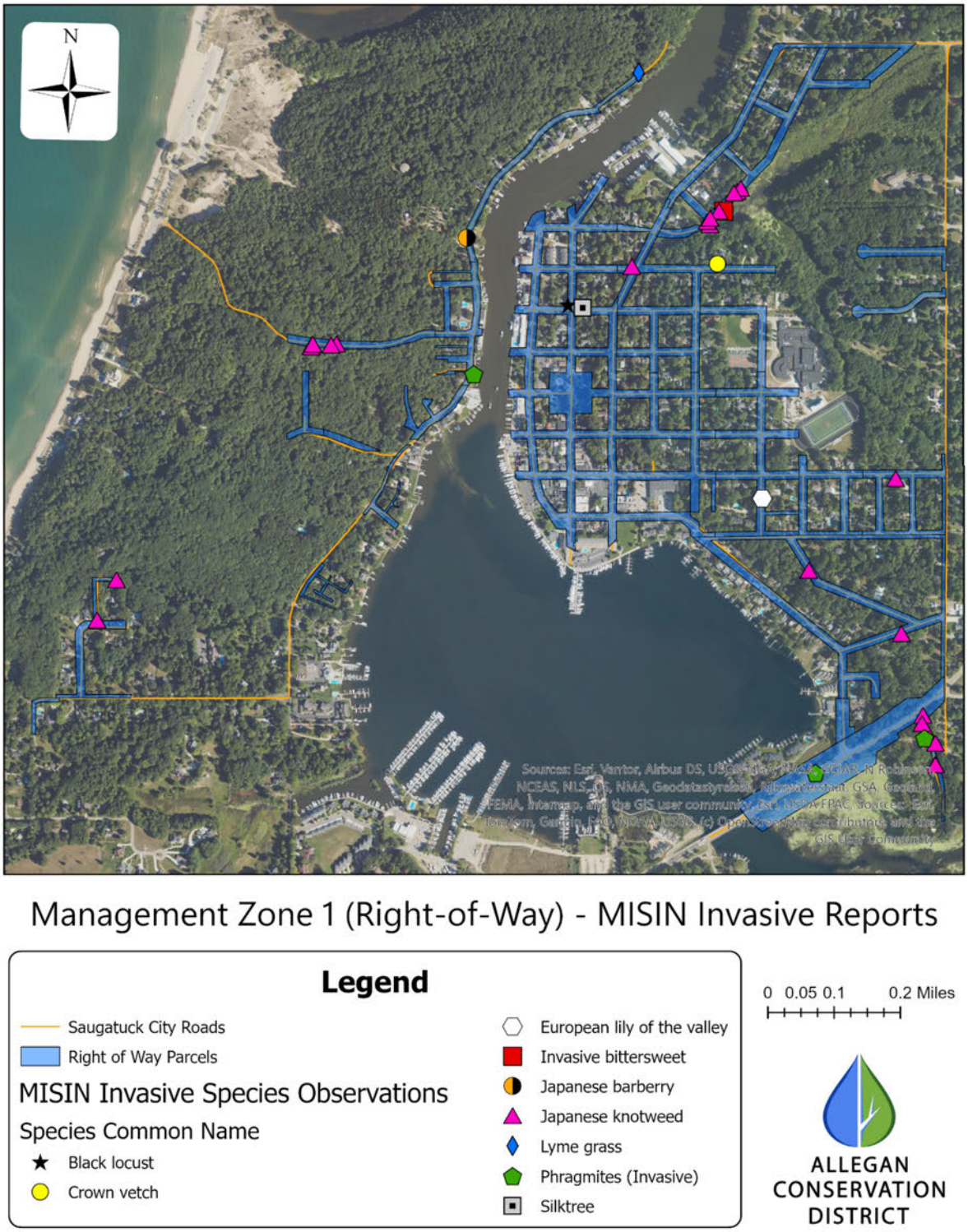


Figure 6. Map of Management Zone 1 (right-of-way properties) with parcel boundaries and MISIN invasive species observations.

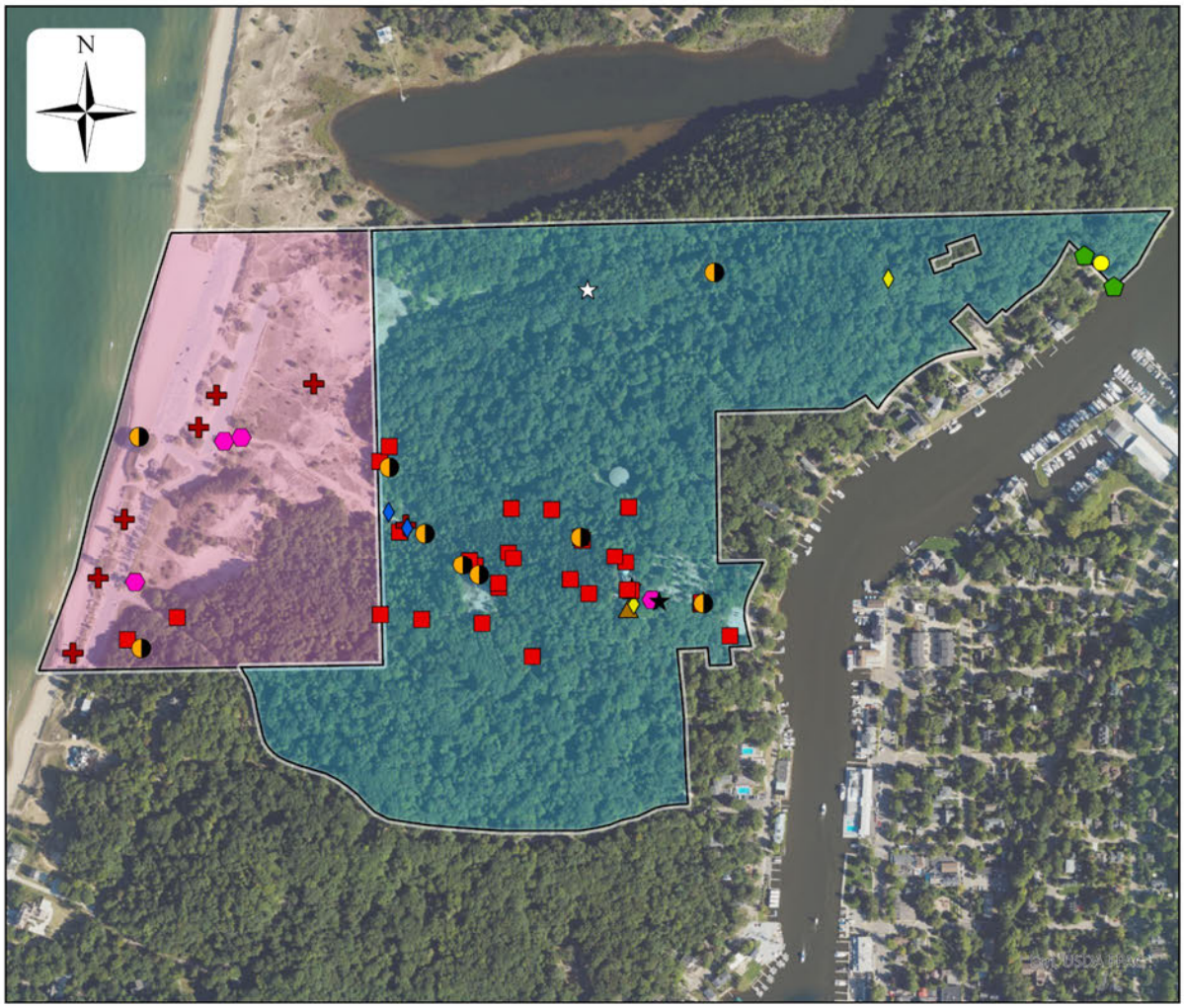


Figure 7. Map of Management Zone 2 with parcel boundaries and MISIN invasive species observations.



Figure 8. Map of Management Zone 4 urban properties with parcel boundaries and MISIN invasive species observations.

Common Name of Invasive Species	Latin Name	Total Occurances
Invasive bittersweet	*Celastrus orbiculatus*	34
Japanese knotweed	*Reynoutria japonica*	33
Curly-leaf pondweed	*Potamogeton crispus*	12
Phragmites	*Phragmites australis*	10
Japanese barberry	*Berberis thunbergii*	10
Lombardy poplar	*Populus nigra*	7
Amur honeysuckle	*Lonicera maackii*	4
Lyme grass	*Leymus arenarius*	3
Purple loosestrife	*Lythrum salicaria*	3
Black locust	*Robinia pseudoacacia*	3
Garlic mustard	*Alliaria petiolata*	3
Silktree	*Albizia julibrissin*	2
Common barberry	*Berberis vulgaris*	2
Spotted knapweed	*Centaurea stoebe*	1
Common mullein	*Verbascum thapsus*	1
Yellow flag iris	*Iris pseudacorus*	1
Crown Vetch	*Securigera varia*	1
European lily of the valley	*Convallaria majalis*	1
Cheatgrass	*Bromus tectorum*	1
Hemlock woolly adelgid	*Adelges tsugae*	1
European centaury	*Centaurium erythraea*	1

Figure 9. List of unique species reported at City of Saugatuck properties according to MISIN Invasive Species Public Dataset (priority species highlighted).

The most frequent species in the MISIN dataset are Invasive bittersweet with 34 reports, followed by Japanese knotweed with 33 reports, Curly-leaf pondweed with 12 reports, Phragmites with 10 reports, and Japanese barberry with 10 reports. An important note is that the MISIN dataset is not conclusive, and likely does not include all species present or all occurrences due to it being an observance-based, community-science dataset. An example of this is that there are no reports of Japanese barberry, Phragmites, Black locust, or Hemlock woolly adelgid at Saugatuck Harbor Natural Area, but according to the Land Conservancy of West Michigan's Management Recommendation Document (October 2024), there are small populations of these species at Saugatuck Harbor. Treating all of the species present across all of the City's properties would be a very costly and time consuming endeavor. Instead, it is best to select specific **priority species** to focus surveying and removal efforts on. The recommended priority species are as follows:

1. **Invasive bittersweet** *(Celastrus orbiculatus)*
2. **Japanese knotweed** *(Reynoutria japonica)*
3. **Phragmites** *(Phragmites australis)*
4. **Japanese barberry** *(Berberis thunbergii)*
5. **Honeysuckle species** *(Lonicera spp.)*
6. **Purple loosestrife** *(Lythrum salicaria)*
7. **Black locust** *(Robinia pseudoacacia)*
8. **Garlic mustard** *(Alliaria petiolata)*
9. **Cinnamon vine** *(Dioscorea polystachya)* (Watch List Species)
10. **Hemlock woolly adelgid** *(Adelges tsugae)* (Watch List Species)

The priority species were selected based on the number of reports in the MISIN dataset and their ability to spread across differing properties and ecosystems. For example, Curly-leaf pondweed is not a priority species for the purposes of this plan, despite it having a high amount of reports, because it only occurs at one of the properties (Mildred A. Peterson Preserve) and does not have the ability to easily spread across the other properties due to it being a strictly aquatic species. Curly-leaf pondweed should not be ignored, but due to its aquatic nature and connectivity with the Kalamazoo River, management will require a concerted effort among riparians which is outside the scope of this document.

The last two priority species, Cinnamon vine and Hemlock woolly adelgid, were selected because they are listed on the Michigan Invasive Species Watch List. Watch List species are invasive species that pose significant risk to Michigan's economy, environment, and/or human health, but either do not exist in the wild yet or have a limited distribution in Michigan. While there are no reports of Cinnamon vine at City properties as of March of 2026, there are confirmed observations nearby dating back to 2016, according to the Michigan Invasive Species Watch List Viewer. Surveying for Cinnamon vine on Saugatuck properties will allow for swift removal action if there are any populations discovered, thereby preventing establishment of this species before it becomes an economical and environmental threat.

While there is only 1 report of Hemlock woolly adelgid (HWA) at City of Saugatuck properties in the MISIN dataset, Hemlock wooly adelgid has numerous, confirmed infestations across Saugatuck. The ODC Network conducted an extensive HWA inventory in 2023 on all of the Eastern hemlocks (*Tsuga canadensis*) at Saugatuck Harbor Natural Area, Oval Beach and

Mount Baldhead at the request of Allegan Conservation District. Over 4,000 trees were checked for HWA, and it was found that a large majority of these trees did have HWA present and were subsequently treated. Monitoring these tree populations will be important for tracking the effectiveness of treatment efforts and determining when follow-up treatment is appropriate.

Invasive Species Surveying

Invasive species surveying will be conducted by Allegan Conservation District staff at City of Saugatuck properties during 2026-2027 across Management Zone 1, 2 and 3. Surveying protocol for plant priority species differs from surveying protocol for Hemlock woolly adelgid, so these processes have been separated in the sections that follow. Management Zone 4 (Saugatuck Harbor Natural Area) will not receive surveying from ACD as treatment and surveying work is already planned to be conducted by ODC Network in that Zone. Maps of Zone 4 included in this plan are solely for reference and treatment planning.

Protocol - Plant Priority Species

Surveying for all of the plant priority species in Management Zones 2 and 3 will be done using a two-fold surveying protocol—detailed survey of susceptible areas and spot survey of the remainder. Susceptible areas are those where invasive species are more likely to occur based on land use history or human activity, including roadsides, trail areas, previously cultivated or developed lands, utility right-of-ways, field edges, hedgerows, and evergreen stands or plantations. Additionally, susceptible areas will be surveyed with a buffer of 50 feet. If, for example, a property has an old field that is surrounded by forest, the old field will be surveyed in its entirety, as well as 50 feet into the surrounding forest. Road sides will be surveyed from the road edge to 50 feet away from the road edge on either side.

The remainder of each parcel will be surveyed through randomized sampling points generated using GIS software at a rate of one sampling point per six acres. ACD staff will travel to each of these points and record any of the plant priority invasive species they see at each point, as well as the phenology, density, area covered, and any other useful information. This data will be recorded with a geospatial data collection app and recorded as points and/or polygons. Figure 8 shows an example map of this surveying protocol.

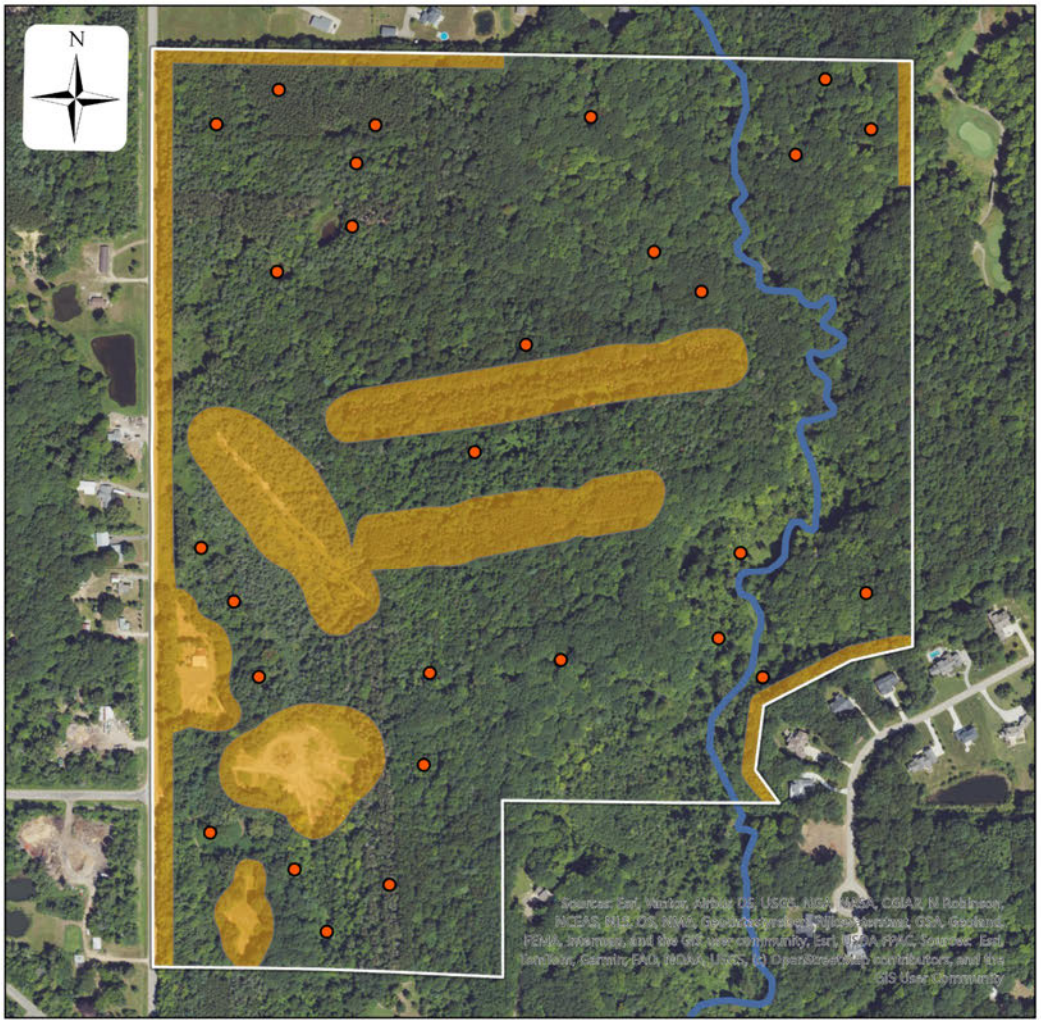


Figure 10. Map of Management Zone 3 (Saugatuck Wilds Nature Preserve) susceptible areas and randomized survey points.

The 2-fold protocol will not need to be followed for Management Zone 1. Because the properties in this zone are small and mostly open, it will be feasible to walk and examine these properties in their entirety, excluding areas that are not reasonably navigable by foot (i.e. the open water areas at Mildred A. Peterson Preserve). All right-of-ways will be surveyed from a

vehicle, with stops made as needed to verify species identifications. Data will be collected using a geospatial data app in the same manner as for Zones 2 and 3.

Decontaminating clothing and footwear will be important to avoid inadvertently spreading any invasive species seeds or material during the surveying process. ACD staff will examine their boots and clothing for any seeds or seed containing material (ie. dirt in the tread of boots) before leaving the ACD office for a surveying day, and before leaving each surveying site. Staff will use boot brushes and water to clean off all surfaces of boots or footwear before beginning surveying and before leaving each site. Staff will also wash all clothing worn in invasive species areas directly after completing surveying for the day.

Protocol - Hemlock Woolly Adelgid

Hemlock woolly adelgid (HWA) will require a slightly different surveying method relative to the other priority species in this plan. The ODC Network's survey in 2023 was extensive and covered every single Eastern hemlock tree occurring at Mount Baldhead and the surrounding areas. Instead of repeating this previous inventory, it will be best to randomly sample these populations of trees to assess their health following insecticide treatments done in 2023. Within the areas of the three properties that have hemlocks, sampling points will be generated in a similar manner as in the plant species procedure. However, the rate of sampling points will be higher, with one point generated per three acres. Each sampling point will have a buffer circle with a 25 foot radius around it. ACD staff will check all of the hemlock trees within that buffer, recording if each tree has HWA present, the tree tag number if available, latitude and longitude, percentage crown density, and DBH (diameter at breast height). Below, figure 11 shows the datapoints of the 2023 survey conducted by ODC, and is included for reference.

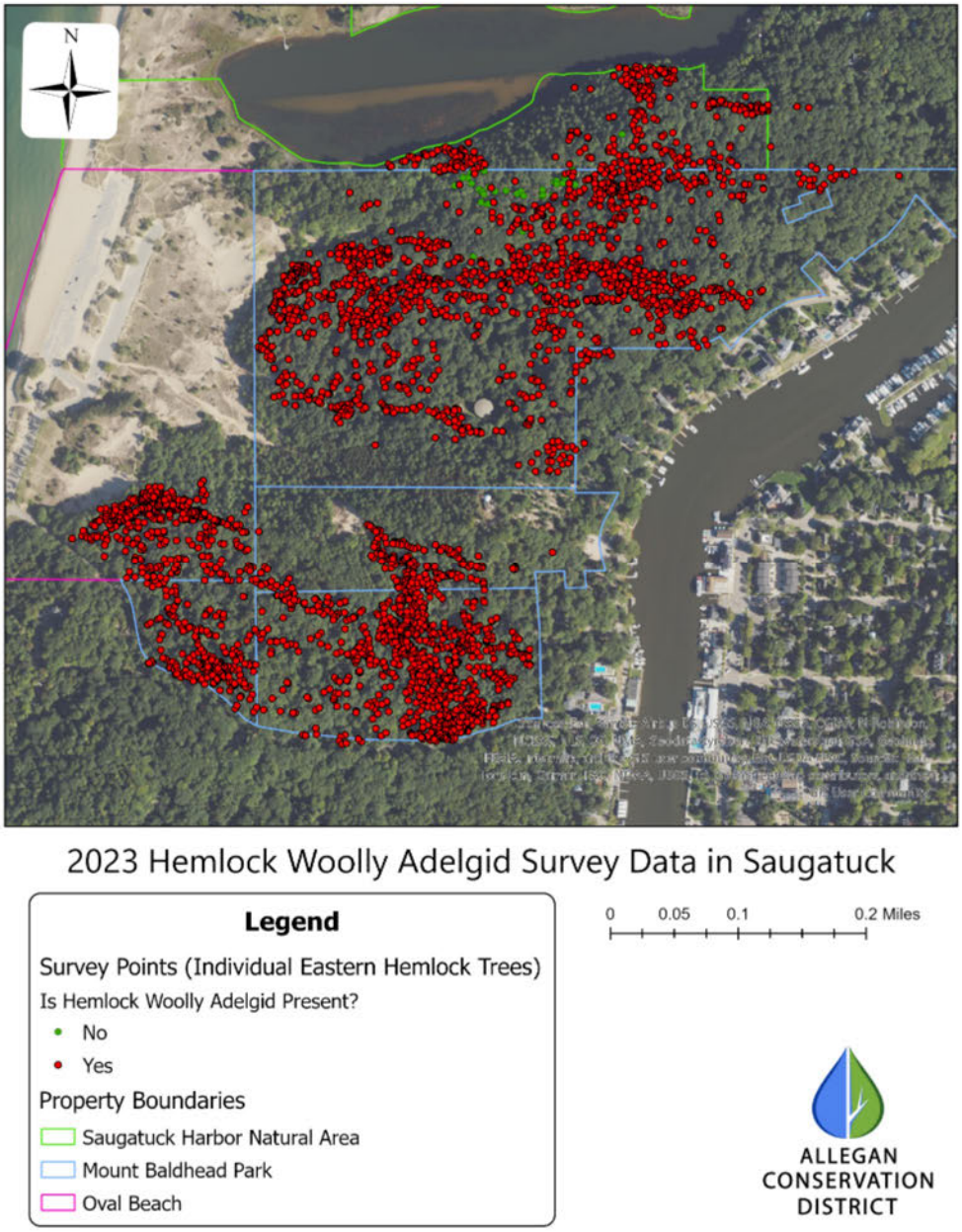


Figure 11. Map of 2023 Hemlock woolly adelgid survey conducted by Outdoor Discovery Network's Conservation Services.

To prevent inadvertently spreading HWA during the surveying process, ACD staff will only survey during the dormant season for HWA, which is discussed more in the following section. Additionally, staff will not visit any sites that do not have HWA in the same day after surveying in an HWA-affected area so as to prevent anything from being carried on clothing or boots. Staff will wash all clothing and boots worn in areas where HWA is present directly after completing surveying for the day.

Surveying Timing and Cost - Plant Priority Species

Each Management Zone will be surveyed at a slightly different time of year to account for the species present at each property and activities occurring in those Zones. Surveying in 2026 will begin with Zone 2 in June, which includes Mount Baldhead and Oval Beach. While most of the priority species are persistent throughout the growing season, garlic mustard flowers in May and begins to die back in late June. Timing surveying before the garlic mustard fully dies back will be helpful, as Mount Baldhead has three reports of garlic mustard. Following that, Zone 1 will be surveyed in July of 2026, and Zone 3 will be surveyed in August of 2026.

Zone 1 will be surveyed at no cost, and will likely take a relatively short amount of time to complete. Zone 2 and 3 will have a $90/hour fee associated to cover wages for a three-person crew, mileage and administrative costs. Time spent surveying each zone will vary based on the size of the site, topography, density of vegetation, and more. We estimate that Zone 2 and 3 will take a total of ten, eight-hour work days to complete. Based on the time estimate, the total cost of invasive plant surveying is estimated to be $7,200. The cost approximation provided here is only an estimate, and is subject to change based on actual time spent surveying.

Surveying Timing and Cost - Hemlock Woolly Adelgid

Because HWA is only mobile during certain life stages, it is best practice to survey for this species while it is immobile to avoid inadvertently spreading it. In Michigan, HWA is generally immobile from November to April. This time of year is also ideal because HWA produces white, fluffy masses called ovisacs on the undersides of hemlock needles during the winter months to help them survive the cold. These ovisacs are visible to the naked eye and easily identifiable, making surveying much easier and more accurate. ACD staff will conduct HWA surveying in February of 2027. We estimate that this method of HWA surveying will take 1.5 days to complete with a one-person crew. The total cost of HWA surveying would be approximately $528. A summary table of the costs associated with priority plant surveying and HWA surveying is included below.

Area of Surveying	Invasive Plant Surveying - Wages and Administrative	Invasive Plant Surveying - Mileage	HWA Surveying - Wages and Administrative	HWA Surveying - Mileage
Oval Beach	$1,032	$48	$80	$8
Mount Baldhead	$2,408	$112	$400	$40
Saugatuck Wilds	$3,440	$160	N/A	N/A
Totals	$6880	$320	$480	$48
				Grand Total = $7,728

Figure 12. Summary table of costs to City of Saugatuck for Allegan Conservation District invasive species surveying in Management Zones 2 and 3.

Management Schedule

For the next four to five years, beginning in 2026, invasive plant species populations will need to be treated at least once a year, if not more. During the first few years of invasive plant species treatment, it is imperative that each property is re-treated consistently each year, as invasive species infestations are very rarely eradicated after just one treatment or even after one year of multiple treatments. After the first four to five years of treatment, each property should be assessed for relative invasive presence, and treatment action can be shifted accordingly. If eradication seems to be achieved by the end of year four or five, treatment can cease and be replaced by yearly monitoring at the treatment areas to ensure there is no resurgence of invasives. After 3 years of yearly monitoring, if no priority species have returned, yearly monitoring of past treatment sites may cease. Each property should still be re-surveyed in full every three to five years to identify any new infestations that may arise. However, if eradication is not achieved by the end of year five, yearly treatment must continue until eradication is achieved.

While yearly treatment on all priority species will be the most effective and timely way to eradicate invasive species at City properties, budget or other material resources may be a limiting factor. Should this be the case, efforts should be prioritized to areas that are most likely to be damaged. Priority areas typically include high quality or sensitive habitats, trail areas where it is more likely that park users could accidentally transport invasive seeds, and areas where invasive species are negatively affecting infrastructure or wildlife habitat. Area prioritization will depend heavily on the specific goals that the City has for each of their properties. For example, in a park built for human use and recreation, it is best to focus on instances of species that damage infrastructure such as Japanese knotweed near concrete or buildings, and species that impact human health such as Japanese barberry, which has sharp thorns and is a preferred habitat for ticks. Conversely, in a wildlife area or nature preserve, it's important to focus on removal of invasive species that negatively affect wildlife habitat, such as hemlock woolly adelgid. Prioritizing this way allows land managers to make the most of limited resources. Prioritization recommendations made by Allegan Conservation District will be influenced in the future by the findings made during surveying in 2026 and 2027.

Treatment methods and timing vary based on species due to differences in their biology and lifecycle. Figures 13 and 14 summarize the effective treatment windows and recommended treatment methods by each species. The treatment methods and windows included here are not strict rules, but rather a general guideline to follow when planning treatment for various properties and coordinating treatments of multiple invasive species at once.

Priority Herbaceous Species: Treatment Windows

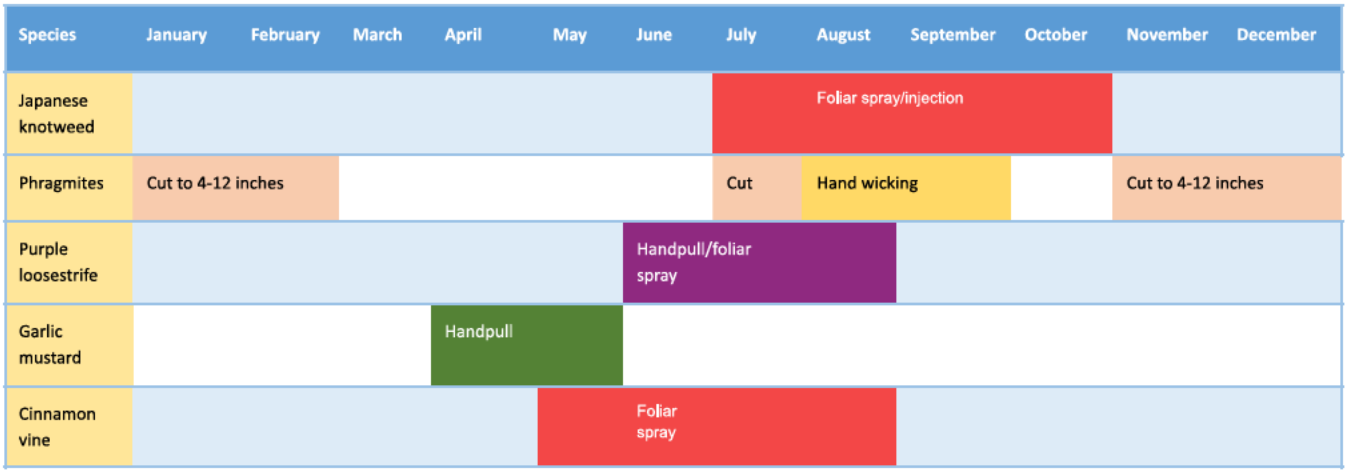


Figure 13. Effective treatment windows and methods for herbaceous invasive plant species present at City of Saugatuck properties.

Priority Woody Species: Treatment Windows

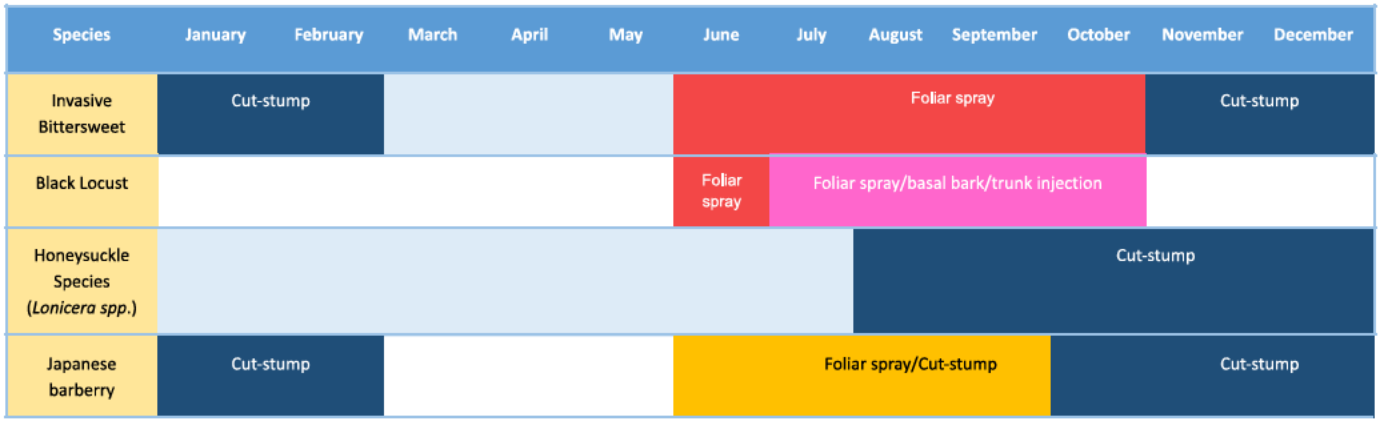


Figure 14. Effective treatment windows and methods for woody invasive plant species present at City of Saugatuck properties.

Descriptions of each of the removal methods included in Figures 13 and 14 are included below:

- Cut-stump: Typically used on woody plants. The stem of the plant is cut close to the ground, and a concentrated herbicide mixture (~20-50% herbicide) is applied to the open stump. The herbicide is then absorbed through the exposed vascular tissue. Sometimes also referred to as "Cut-and-paint" or "Cut-and-daub" treatments.
- Foliar spray: Diluted herbicide mixture (~ 2-5% herbicide) is applied to the leaves or foliage of the plant using a backpack sprayer or handheld sprayer. Herbicide is applied until the foliage is thoroughly covered but not dripping. The herbicide is then absorbed by the plant through the foliage.

- Handpull: Removal of invasives by pulling up the entire plant by hand, making sure to remove the entire root of the plant. Typically used on small herbaceous plants with shallow root systems.
- Basal bark: Application of semi-concentrated herbicide mixture (~20% herbicide) to the bark of woody plants using an oil carrier. Primarily used on smaller trees or vines with a diameter less than 6 inches. Herbicide is typically applied from the base of the trunk/stem to 12-18 inches up.
- Trunk injection: Used on woody invasive plants with stems or trunks that are larger than 6 inches in diameter. A drill is used to drill ½-1 inch deep holes approximately 2 inches apart in a circle around the trunk, and then concentrated herbicide is sprayed or injected into the holes. Sometimes also referred to as "Drill-and-fill" treatments.
- Hand wicking: This method uses sets of gloves to apply herbicide to the foliage of plants. Applicators wear thick, chemical-resistant gloves, and then on top of that, a cotton glove on one hand. The other hand holds a spray bottle filled with mixed herbicide. The herbicide is sprayed on the hand with the cotton glove, and then the applicator uses that hand to swipe the leaves or foliage of the plant to apply the herbicide. Sometimes also referred to as "Glove-of-death" treatments.

Timing of treatments during the calendar year will need to be coordinated across the effective treatment timeframes for each species. We recommend grouping certain priority species together for treatment when they share effective time frames – Japanese knotweed, Invasive bittersweet, Japanese barberry, Black locust seedlings, and Purple loosestrife may all be treated using foliar sprays in August. Another grouping is Invasive bittersweet, Honeysuckle species, and Japanese barberry, which can all be treated using cut-stump treatments in November.

Hemlock woolly adelgid treatment will be far less frequent than plant treatment, as the City has already done treatment on all of their Eastern hemlock trees as of 2023. The pesticide active ingredient typically used for long-term HWA management, Imidacloprid, is effective for a minimum of four years once it is fully absorbed by the tree, but can last up to seven years. It is not recommended to continually re-treat trees with Imidacloprid every four years, as this leads to overuse of pesticides. Instead, it will be best to monitor treatment areas on an annual or biannual basis after four years have passed since treatment to see if HWA reinfestation occurs. The 2027 survey to be conducted by ACD staff will begin the monitoring stage following the 2023 treatments, but monitoring should continue into 2028 and onward. If it's found that HWA reinfestation has started again during the monitoring period, the trees should then be re-treated, and the cycle will begin again.

Adjacent Landowner Outreach

Invasive species are not bound by property boundaries, so outreach to property owners that are adjacent to City properties will be instrumental in preventing future invasive species infestations. The first step of outreach will be connecting with landowners through educational materials, such as door hangers or letters. Encouraging landowners to report invasive species to MISIN will also be helpful, allowing the City to act swiftly if there are any new reports on adjacent properties or City property. Allegan Conservation District will provide and help

disseminate educational materials with information on invasive species identification, why removal is important, how to use MISIN, and where private landowners may seek invasive species treatment. Outreach ahead of nearby treatment may also be helpful for assuaging public concern about pesticide use or perceived environmental damage.

Aside from informing landowners of nearby invasive species work and encouraging them to seek out removal services, financial assistance programs can encourage landowners with financial barriers to seek out removal services, when they otherwise would not be able to do so. Even for landowners with the means to pay for removal services, providing financial assistance helps cultivate trust, incentivizes prompt action, and forms positive relationships with the public. Below are a variety of options that the City may consider based on what best fits the City's budget and priorities. These options are listed in order from lowest cost to highest cost.

1. For invasive species clusters that straddle parcel boundaries, include the neighboring parcel(s) in the treatment RFP to reduce costs of mobilization.
2. Create a cost-share program covering 20%-50% of the costs for invasive species removal on adjacent properties. This could be all invasive species, the ten priority species outlined in this plan, or a smaller pool based on objectives.
3. Provide complete compensation for invasive species removal on adjacent properties. This could be all invasive species, the ten priority species outlined in this plan, or a smaller pool based on objectives.

Post-treatment Management

Following invasive species treatment, it is imperative to re-establish native plant communities to prevent future invasive infestations and erosion. Doing so also helps to establish a healthy seed bank that will become self-sustaining with time. Certain native plants are better at holding ground and competing with any future invasive species than others. We've provided a non-exhaustive list of easy-to-establish and relatively hardy native plant species that are suitable for the variable soil conditions in Saugatuck;

- Canada wild rye (*Elymus canadensis*)
- Red columbine (*Aquilegia canadensis*)
- Brown-eyed susan (*Rudbeckia triloba*)
- White snakeroot (*Ageratina altissima*)
- Red elderberry (*Sambucus racemosa*)
- Nannyberry (*Viburnum lentago*)
- Lance-leaf coreopsis (*Coreopsis lanceolata*)
- Showy goldenrod (*Solidago speciosa*)
- Little bluestem (*Schizachyrium scoparium*)
- Big bluestem (*Andropogon gerardi*)
- Common milkweed (*Asclepias syriaca*)
- Wild bergamot (*Monarda fistulosa*)
- False sunflower (*Heliopsis helianthoides*)

Aside from native planting, another measure to prevent reinfestations is educational infrastructure. This could take many forms, but a great start is educational signage about preventing invasive species and boot brush stations or kiosks. Boot brush stations have been

found to be an effective way to prevent new invasive species seeds or material from being brought in on recreationist's shoes. Educational signage can then encourage folks to use the installed boot brushes, stay on trails, and check for any hitch-hiking plant material on their clothes when coming into or out of a given property. Boot brush stations can be purchased online, or built from scratch with relative ease.



Figure 15. Example boot brush and informational kiosk by PlayCleanGo.org.

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: April 13, 2026

SUBJECT: Village Square Park Donation Agreement

DESCRIPTION:

City Council previously approved a donor agreement related to improvements at Village Square Park, including a $100,000 contribution toward the project.

The donor has since requested a change to the agreement. Specifically, the donor has indicated that the contribution will now be made through The Kirk and Julie Cousins Foundation, and the agreement has been revised to reflect this change.

This update is administrative in nature and does not change the amount or intent of the donation.

A copy of a recent press release announcing the donor is also attached.

BUDGET ACTION REQUIRED:

N/A

LEGAL REVIEW:

The City Attorney prepared the original donor agreement and will be at your meeting if you have any questions.

SAMPLE MOTION:

Motion to approve the Donation Agreement for Village Square Park.

DONATION AGREEMENT

This Donation Agreement ("Agreement") is entered into this ____ day of _____, 2026, by and between the City of Saugatuck, a Michigan Home Rule City ("City"), and The Kirk and Julie Cousins Foundation, a Michigan Nonprofit Corporation ("Donor").

RECITALS

WHEREAS, Donor has expressed interest in contributing funds to the City to be put towards the improvement of the City's Village Square Park;

WHEREAS, Michigan law authorizes municipalities, like the City, to receive and enjoy gifts and donations for public parks and other public purposes (MCL 123.905);

WHEREAS, the City desires to accept the charitable contribution from Donor;

WHEREAS, the City has also applied for and received approval for a Recreation Passport grant from the Michigan Department of Natural Resources for improvements to the Village Square Park ("Grant Funds");

WHEREAS, this Agreement is intended to govern the contribution and use of donated funds from Donor to be used along with Grant Funds to finance improvements to the City's Village Square Park as set forth in greater detail below;

NOW, THEREFORE, in consideration of the foregoing and mutual promises contained herein, the parties agree as follows:

1. **Donation**. Within thirty (30) days following the execution of this Agreement, Donor shall make a donation to the City of Saugatuck of One Hundred Thousand Dollars and 0/100 ($100,000.00), payable by check, cash, or wire transfer, subject to the conditions set forth herein (the "Donation").

2. **Use of Donated Funds**.

    a. The Donation shall be used by the City only for the improvement of the Village Square Park as set forth in the conceptual plan attached as **Exhibit A** (the "Permitted Purpose"), which shall include the following work: a) Basketball court resurfacing, expansion to standard dimensions, and side concrete extension; b) Tennis court resurfacing, expansion to standard dimensions, pickleball striping, side concrete extension, and adding a new safety fence; and c) Adding benches to both courts. The parties acknowledge and agree that the conceptual plan attached hereto is a concept only, and that non-material deviations from this plan are both acceptable and anticipated.

b. Except for the requirement that the Donation be used only for the Permitted Purpose as set forth herein, Donor acknowledges and agrees that the City's use of the Donation is subject to no other restrictions or conditions, and that Donor does not expect and has not been promised anything else in return from the City.

c. Donor acknowledges that the Donation shall be applied to the Permitted Purpose in conjunction with Grant Funds and the City's own funds, and that the City makes no representation or warranty that any particular improvements encompassed by the Permitted Purpose will be paid for by any particular funds.

d. If the Donation is not applied to the Permitted Purpose within three (3) years of the effective date of this Agreement, Donor may, in writing, request return of the Donation, and the City shall comply with such request no later than thirty (30) days after receiving notice of the same.

3. **Notices**. All notices, requires, demands, and other communications under this Agreement shall be in writing and shall be addressed as follows:

To the City: Ryan Cummins, City Manager
City of Saugatuck
102 Butler St,
Saugatuck, MI 49453

To Donor: _____
_____
_____
_____
_____

4. **Miscellaneous**.

a. Each signatory to this Agreement represents that they have the authority to enter into this Agreement and to bind their respective party.

b. This Agreement is written pursuant to the laws of the State of Michigan and was made in Allegan County, Michigan. This is the entire agreement between the parties regarding its subject matter. There are no contemporaneous agreements. It may not be modified or amended except in writing, signed by both parties. More than one copy of this Agreement may be signed, but all constitute but one agreement.

c. No person shall be deemed to be a third-party beneficiary of this Agreement.

d. The terms of this Agreement shall be binding upon and inure to the benefit of the parties and their successors and assigns.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date first set forth above.

CITY OF SAUGATUCK

By_____
Holly Anderson
Mayor

And by_____
Jamie Wolters
City Clerk

THE KIRK AND JULIE COUSINS FOUNDATION

By _____

Its _____

WALL-MOUNT DRINKING FOUNTAIN OPTIONS







BASEKTBALL HOOP OPTION

COMMERCIAL DURABILITY
ADJUSTABLE HEIGHT + RIM HEIGHT GAUGE
UNBREAKABLE POLYCARBON BACKBOARD
72-INCH BACKBOARD + 56-INCH SAFETY AREA
DIRECT GOAL MOUNT & HANGING TOLERANCE
6"x6" MAIN POLE SYSTEM + OPTIONAL PAD











PLANTING PALETTE



MICHIGAN HOLLY HEDGE (NATIVE)



HAMELN GRASS



CONEFLOWER



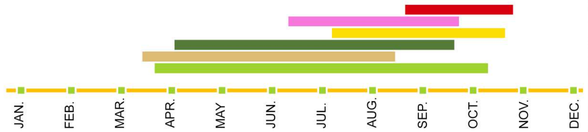
RUDBECKIA



VERSACOURT TILES
(ALTERNATIVE FOR BASKETBALL COURT)



Adjustable Net System
(Anthem Sports, for Tennis & Pickleball Court)

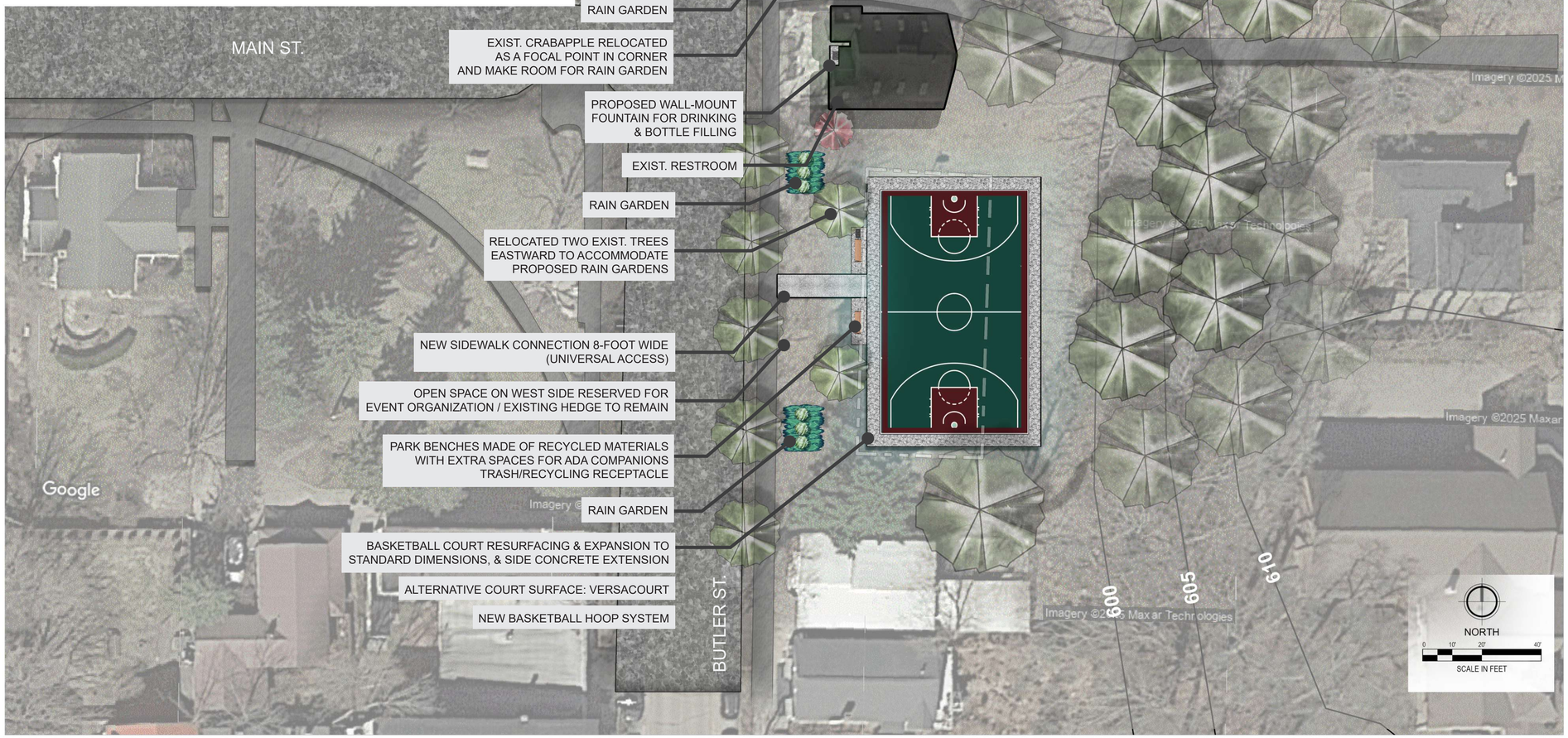


SEASONAL INTEREST CHART

LEGEND

- PROPOSED SPORT COURT RESURFACING & EXPANSION TO STANDARD SIZE
- PROPOSED SPORT COURT STANDARD FENCE
- PROPOSED SPORT COURT PERIPHERAL EXTENSION
- PROPOSED SIDEWALK CONCRETE
- PROPOSED BENCH & RECEPTACLE, TYP.
- PROPOSED RAIN GARDEN W/ MICHIGAN HOLLY HEDGE
- PROPOSED WALL-MOUNT DRINKING FOUNTAIN
- PROPOSED PARKING LOT STRIPING + ADA SPOTS & SIGNS
- EXISTING SIDEWALK CONCRETE
- EXISTING HMA
- EXISTING RESTROOM
- EXISTING CANOPY TREE
- EXISTING ORNAMENTAL TREE
- EXISTING COURTS FOOTPRINT

ADDITIONAL TENNIS COURTS
AVAILABLE AT THE LOCAL
HIGH SCHOOL



EXIST. TREE IN POOR CONDITION TO BE REMOVED

OPEN AREAS WEST OF COURTS TO BE UTILIZED FOR EVENTS

PARKING RESTRIPING WITH TWO ADA SPOTS & ADA SIGNS

PARK BENCHES MADE OF RECYCLED MATERIALS WITH EXTRA SPACES FOR ADA COMPANIONS TRASH/RECYCLING RECEPTACLE

NEW SIDEWALK CONNECTION & SAFETY FENCE WITH ADA GATE

EXISTING TENNIS COURT FOOT PRINT TO BE UTILIZED FOR A DOUBLE COURT TENNIS & PICKLEBALL COMBINED W/ ADJUSTABLE NET REMOVAL & ALL NEW CONCRETE TO BE STUDIED

RAIN GARDEN

REMOVE EXIST. BASKETBALL NET AND GOAL AND HMA AREA AND UTILIZE FOR STANDARD SIZE SHUFFLEBOARD COURT

RE-GRADE AND RESTRORE THE LAWN ON SOUTH & EAST CORNERS OF TENNIS COURT TO ACHIEVE A MORE GENTLE SLOPE

NEW SIDEWALK CONNECTION 8-FOOT WIDE (UNIVERSAL ACCESS)

RAIN GARDEN

EXIST. CRABAPPLE RELOCATED AS A FOCAL POINT IN CORNER AND MAKE ROOM FOR RAIN GARDEN

PROPOSED WALL-MOUNT FOUNTAIN FOR DRINKING & BOTTLE FILLING

EXIST. RESTROOM

RAIN GARDEN

RELOCATED TWO EXIST. TREES EASTWARD TO ACCOMMODATE PROPOSED RAIN GARDENS

NEW SIDEWALK CONNECTION 8-FOOT WIDE (UNIVERSAL ACCESS)

OPEN SPACE ON WEST SIDE RESERVED FOR EVENT ORGANIZATION / EXISTING HEDGE TO REMAIN

PARK BENCHES MADE OF RECYCLED MATERIALS WITH EXTRA SPACES FOR ADA COMPANIONS TRASH/RECYCLING RECEPTACLE

RAIN GARDEN

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CITY OF SAUGTATUCK
ALLEGAN, MI
VILLAGE SQUARE PARK IMPROVEMENTS
CONCEPT I

DESIGN TEAM | PROJ MNGR: RJG | DESIGNED BY: RJG | DRAWN BY: AEG | CHECKED BY: JWM

NOT FOR CONSTRUCTION

F&V PROJECT NO. 871340

C-101

C:\Users\AMAN~1.GOL\AppData\Local\Temp\AcPublish_8264\871340 CONCEPT I.dwg Monday, March 17, 2025 at 9:23am aman.gokhan

FOR IMMEDIATE RELEASE

City of Saugatuck Announces Donor for Village Square Park Improvements

The City of Saugatuck is pleased to announce The Kirk and Julie Cousins Foundation as the $100,000 donor for planned improvements to Village Square Park, a long-anticipated project that will enhance recreational opportunities and accessibility for residents and visitors alike.

City Council recently approved design and construction engineering services for the project, which is also supported by a $150,000 Michigan Department of Natural Resources (DNR) Recreation Passport Grant and a $10,000 City match. Together, these investments will fund a comprehensive set of park upgrades.

Planned improvements will modernize and enhance Village Square Park's recreational amenities, including resurfacing and expanding the basketball court to standard dimensions, upgrading the existing tennis/pickleball court combination with improved striping and adjustable netting, and adding a new shuffleboard court and additional seating. The project also incorporates universal accessibility features, improved walkways, stormwater management elements such as rain gardens, and broader site enhancements to better serve the community.

"The generosity of The Kirk and Julie Cousins Foundation is turning our hopes for Village Square into reality," said Mayor Holly Anderson. "We are incredibly grateful for their investment in our community. Their support, combined with the State's Recreation Passport Grant, allows us to create a more inclusive, accessible, and vibrant public space for everyone to enjoy."

Construction is anticipated to begin either in fall 2026 or spring 2027.

The City of Saugatuck extends its sincere appreciation to The Kirk and Julie Cousins Foundation for their leadership and generosity in helping bring this long-envisioned project to life.

For more information, please contact:
Ryan Cummins – City Manager
Phone: (231) 750-2026
Email: rcummins@saugatuckcity.com

City Council Agenda Item Report

FROM: Jamie Wolters, City Clerk

MEETING DATE: April 8, 2026

SUBJECT: Updates to Wicks Park Boat Slip Leasing Policy

DESCRIPTION:

I am submitting the revised Wicks Park boat slip policy for your review, along with this summary highlighting the key differences from the prior policy. The updated policy introduces clearer eligibility standards and strengthens safeguards to ensure fairness in the allocation of a limited amount of slips.

- The policy now screens applicants at three levels—person, household, and real property taxpayer—to prevent multiple applications that could unfairly increase an individual's chances of selection.
- The new policy bars applications from individuals whose lease was terminated for cause in the prior year.
- Allows the City Clerk to assign any remaining slips on a first-come, first-served basis following the initial lottery, which will reduce the need to conduct multiple lotteries.
- The lease has also been updated to allow a lessee to substitute one boat for another during the lease term.

Overall, these revisions are intended to provide greater clarity, fairness, and administrative efficiency.

BUDGET ACTION REQUIRED:

None.

COMMITTEE/COMMISSION REVIEW:

City Council Workshop Discussion.

LEGAL REVIEW:

Yes.

SAMPLE MOTION:

Motion to approve/deny the updates to the Wicks Park Boat Slip Leasing Policy as presented.

Policy/Procedure: Wicks Park Boat Slip Leasing

Date Adopted or Implemented:

Revision Date:

Resolution Number (if applicable):

CITY OF SAUGATUCK

I. Purpose and Intent.

1. **Purpose**. This policy governs the issuance of seasonal leases for 10 City-owned boat slips at Wicks Park on the Kalamazoo River, which are approximately 26 feet long and 10 feet wide. As there are a limited number of slips available, this policy establishes a lottery through which interested persons may apply for and potentially receive the ability to lease a City-owned slip for one season.

2. **Intent**. It is the intent of this policy to accomplish the following objectives:
    a. Establish a fair and equitable means of providing interested persons with an opportunity to lease a slip, with priority being assigned to City of Saugatuck real property taxpayers in recognition of their investment in and contribution to the City of Saugatuck.
    b. Prevent multiple slips from being held by the same person, household, or real property taxpayer so as to evenly distribute boat slips.
    c. Prevent a single real person, household, or property taxpayer from unfairly increasing their odds of receiving a boat slip.

II. Applications

1. **Application Deadline**. Each year, the City will publish and post notice of the date that the boat slip lottery will be held. Applications to lease a boat slip may be submitted during the two weeks before the lottery date, but no later than the day before the lottery.

2. **Review for Completeness; Corrections**. The City Clerk will review applications for completeness and shall notify applicants of any deficiencies. Applicants may correct deficiencies up to the day before the lottery. Failure to correct deficiencies by this time shall result in the rejection of the application.

3. **Eligibility**. Applications may only be submitted by a natural born person owning real property within the City of Saugatuck and not by a corporation, trust, or other entity. Only one application shall be permitted per person, per household, or per real property taxpayer, and only one application shall be submitted per boat. For the purposes of

this policy, a “household” shall mean two or more persons whose domestic relationship is of a continuing, non-transient character and who reside together as a single housekeeping unit in a single dwelling unit. Further, “real property taxpayer” shall mean anyone who is listed as an owner of record of real property within the City (either individually or jointly), or in the case of property held by a trust, partnership, corporation, or other entity, anyone with an ownership interest in or who is a trustee or beneficiary of such trust, partnership, corporation, or entity.

4. **Application Contents**. An application to lease a City-owned slip shall be signed and dated by the applicant and shall contain the following:
    a. The applicant’s name, address, and contact information.
    b. Proof that the applicant is a real property taxpayer of the City of Saugatuck.
    c. An indication of whether the applicant is a resident of the City of Saugatuck.
    d. A non-refundable application fee, in an amount established by resolution of the City Council.
    e. Identification of the boat intended to be moored in the slip (including dimensions), along with a copy of current boat registration listing the applicant as the registered owner of the boat.
    f. If desired, a preferred slip number, although the City cannot guarantee assignment of any particular slip number due to the lottery process.

5. **Rejection of Application**. The City Clerk may reject an application for the following reasons:
    a. The application does not contain all the information required by this Policy or the application form and has failed to correct those deficiencies in a timely fashion;
    b. The applicant is not eligible to apply;
    c. The applicant misrepresented information included in their application; or
    d. The applicant held a lease with the City for a boat slip the previous year which was terminated by the City for cause.

III. Selection Process

1. **Lottery**. The City will select lessees via a random lottery drawing open to the public.

2. **Selection of Applications**. Applications will be selected using the following methodology:
    a. Applications will be sorted into two categories, one for City residents and the other for non-residents.
    b. Applications will be drawn first from the resident category, then from the non-resident category.

c. Each application will be assigned a number based on priority of selection.
d. If one or more of the first ten (10) selected applications fail to obtain a lease as provided in subsection (3) below, the application(s) next in priority shall have the opportunity to obtain a lease. This process shall continue until all available leases are assigned.
e. If there are remaining boat slips available after the lottery drawing is concluded, the City Clerk shall accept applications and assign leases on a first-come, first-served basis. In such instance, the City Clerk may, but is not required to, provide the public with notice of available slips.

3. **Lease**. Selected applicants shall have ten (10) business days following the lottery drawing to provide the City with a signed lease agreement in a form acceptable to the City along with payment of the nonrefundable annual rent amount in full, which shall be established by resolution of the City Council. Failure to timely provide these items shall result in the forfeiture of the lease, which shall be offered to the next eligible applicant. Terms and conditions of boat slip leases, including lease amounts, are subject to change by the City from one boating season to the next.

IV. Amendments.

1. The City Council may authorize changes and/or adjustments to this Policy from time to time by majority vote.

DOCKING LEASE

THIS LEASE AGREEMENT (the "Lease") is made on this _____ day of _____ _____, 2027~~6~~, by and between the CITY OF SAUGATUCK, a municipal corporation, located in Allegan County, Michigan ("LESSOR") and_____, whose address is _____ ("LESSEE").

IN CONSIDERATION of the mutual covenants and promises contained herein, the parties hereto agree that LESSEE shall lease from LESSOR docking space at the Main Street boat slips owned by LESSOR subject to the following terms and conditions:

1. **Description of Leased Premises:** LESSEE shall lease Dock Slip Number _____ at the Main Street boat slips dock. The leased premises ("Leased Premises") shall include Boat Slip Number _____ and the portion of the dock adjacent thereto and the water immediately abutting that boat slip and dock.

2. **Purpose of the Lease:** The LESSEE shall use the Leased Premises for the purpose of the docking of LESSEE's one boat and for LESSEE's non-commercial use of the same for personal recreational purposes and for no other purpose or purposes unless specifically approved in writing by LESSOR prior to the start date of this Lease. The boat which LESSEE may dock at the Leased Premises is described as follows:

Type of boat: _____

Year: _____

VIN: _____

LESSEE may substitute the boat designated above with another boat only upon LESSOR's written approval of the same. To apply for such a change, LESSEE shall provide proof that the boat is registered to LESSEE, along with the boat type, year, and VIN.

3. **Term:** This Lease shall commence on **April 1, 20276,** and shall terminate on **October 1, 20276**.

4. **Rental Rate:** LESSEE shall pay annual rent to LESSOR in the sum of **$_____** for this Lease, said amount being payable upon the execution of this Lease. This rental amount is non-refundable, except as provided in Section 165 hereof.

5. **Registration:** LESSEE ~~shall provide to~~has provided LESSOR ~~(prior to the commencement date stated above)~~ with a copy of the current boat registration that lists the LESSEE as the registered owner of the one allowed ~~watercraft~~boat upon application for to the City's boat slip lottery, and said registration shall name LESSEE as the registered owner of the boat throughout the duration of this Lease, unless LESSEE substitutes the boat as provided in Section 2 hereof.

6. **Utilities and Parking:** LESSOR will not provide any utilities at the dock for LESSEE and shall not provide any parking space or facilities for LESSEE.

7. **Hold Harmless Provision:** LESSEE holds and uses the Leased Premises at LESSEE's own risk, LESSEE waives any and all claims against LESSOR (as well as LESSOR's officials, officers, employees, agents and assigns) and LESSEE also agrees to assume all risks related to the Leased Premises and this Lease. Furthermore, with regard to the holding and/or use of the Leased Premises, LESSEE agrees to reimburse, indemnify and hold harmless the LESSEE (as well as LESSEE's officials, officers, agents, assigns and employees) for, from and against any and all liabilities, causes of action, claims, attorney fees, costs and damages related to, arising out of or pertaining to the Leased Premises during the term of this Lease.

8. **Compliance with all Laws:** LESSEE shall comply with all laws, ordinances, codes, and requirements of the City of Saugatuck, County of Allegan, State of Michigan and United States government regarding LESSEE's boat and use of the Leased Premises.

9. **Takes "As Is":** LESSEE takes and will use the Leased Premises in its current condition and "As Is."

10. **Maintenance:** LESSOR shall be responsible for the maintenance and repair of the dock structure except for any damage caused by LESSEE and/or LESSEE's invitees, in which situation it shall be the responsibility of LESSEE to repair the damage forthwith upon notification to the LESSEE by the LESSOR of the need for repair. LESSEE shall keep the Leased Premises free of debris and in a neat and orderly condition and shall return the Leased Premises to LESSOR at the end of this Lease in at least as good condition as the Leased Premises was in at the commencement of this Lease, normal wear and tear excepted.

11. **Sub-Letting and Assignment:** LESSEE shall **not** sub-let, transfer, or assign any portion of the Leased Premises. Any attempted sub-letting, transfer, or assignment of this Lease or the Leased Premises by LESSEE shall constitute grounds for termination by the LESSOR without an opportunity to cure., ~~without the prior written consent of LESSOR. LESSOR shall have the sole discretion as to whether or not to grant such consent.~~

12. **Use by LESSEE**. LESSEE's use of the Leased Premises shall conform to the following requirements:

a. **Alteration of Slips**. Any alterations, additions, or modifications of the Leased Premises is prohibited.

b. **Lifts and Cradles.** Boat cradles, boat lifts, and similar structures are permitted within the Leased Premises only if authorized by the City Manager in writing. The City Manager may approve such requests if the Manager determines, in his or her discretion, that the installation will not adversely affect any other boat slip or waterborne traffic, and will otherwise be compatible with the site. Any such objects permitted shall be removed no later than the end of the Term.

c. **Mooring Boats**. No other boats except the boat registered to LESSEE and designated to the Leased Premises may be moored in the Leased Premises.

d. **Commercial Use Prohibited**. The Leased Premises is reserved exclusively for the personal, noncommercial use of LESSEE. No commercial or rental activity shall be permitted in the Leased Premises, including but not limited to subleasing the Leased Premises, renting the boat docked in the slip, or using said boat to provide any kind of for-profit service.

~~a.~~c. **Storage**. Aside from a single boat, lines, bumpers, and a lift or cradle if authorized by the City Manager, LESSEE is prohibited from storing any objects on the Leased Premises, including trailers, seasonal boats, supplies, materials, accessories, or any other items.

13~~2~~. Use by Other Lessees: Other lessees or users shall have the use of the dock areas lying adjacent to LESSEE's boat slip for purposes of access to the boat slips of the other lessees or user. LESSEE shall not interfere with the orderly use and passage by other dock lessees or members of the public. However, LESSEE's docking privilege as provided for herein shall be exclusive for the benefit of LESSEE within the boat slip rented by LESSEE pursuant to this Lease.

143. Insurance: LESSEE shall carry liability insurance covering LESSEE's use of the Leased Premises and LESSEE's boat during the term of this Lease in an amount equal to at least $1,000,000. Such insurance shall be kept in full force and effect by LESSEE during the term of this Lease. LESSEE shall provide written proof of such insurance to the LESSOR at the commencement of this Lease.

154. Quiet Enjoyment: Upon the payment of the rent provided for herein and performance of all of the covenants herein by LESSEE, LESSEE shall peacefully and quietly have, hold and enjoy the Leased Premises without interference from the LESSOR.

165. High Water: If high water causes the Leased Premises to be unusable or unsafe, the LESSOR shall declare the Leased Premises unusable, and LESSEE shall not utilize the Leased Premises while such an order in effect. If the LESSOR issues such a nonuse order or high water effectively prevents LESSEE from reasonably using the Leased Premises, the LESSOR shall issue a full or partial refund of the rent to LESSEE based proportionately upon the amount of time during this Lease that LESSEE cannot utilize the Leased Premises. If the LESSEE disagrees with how such rent rebate is apportioned, LESSEE can appeal the matter in writing to the City Council for the City of Saugatuck.

176. Default: Each of the covenants of this Lease are deemed to be material to the satisfactory performance of this Lease, and a breach or failure by the LESSEE to perform in accordance with any of the covenants or conditions of this Lease shall give the LESSOR the right to declare a forfeiture of this Lease, to terminate this Lease, and to retake possession of the Leased Premises. In case of LESSEE's default, or failure to perform any of the covenants contained herein, LESSOR shall give written notice of such default or failure to perform in writing to the LESSEE, and LESSEE shall have seven (7) days from

the date said notice is mailed, or personally served, to cure the default or comply with any of the covenants not being complied with. If LESSEE fails to do so, LESSOR shall have the right to re-enter and retake possession of the Leased Premises, and this Lease shall thereupon be immediately terminated. Notice provided for in this paragraph shall be sufficient if mailed by first class mail to LESSEE's address as mentioned above stated, or notice may be personally served upon LESSEE. Notwithstanding the foregoing, LESSOR may terminate this Lease immediately upon written notice without opportunity to cure if LESSEE attempts to assign, transfer, or sublease this Lease, or if LESSEE violates the Lease Terms on more than two (2) occasions per year. LESSEE acknowledges and agrees that if LESSOR terminates this Lease as provided in this Section, LESSEE shall not be eligible to apply for a boat slip the following year.

18~~7~~. Amendments: This Lease contains all of the agreements and understandings of the parties hereto and shall not be amended or changed in any way, unless an amendment is in writing and signed by both the LESSEE and LESSOR.

19~~8~~. Controlling Law: The laws of the State of Michigan shall control any disputes arising out of the interpretation or operation of this Lease. Venue shall be in Allegan County.

20~~19~~. Binding Effects: This Lease shall be binding on the successors, heirs and personal representatives of the parties hereto.

21~~0~~. Duplicate: This Lease has been executed in duplicate but constitutes only one contract.

CITY OF SAUGATUCK, LESSOR

Dated: _____, 2027~~6~~ By: _____
Holly Anderson, Mayor

Dated: _____, 2027~~6~~ By: _____
Jamie Wolters, City Clerk

Dated: _____, 2027~~6~~ By: _____
LESSEE

Dated: _____, 2027~~6~~ By: _____
LESSEE

Policy/Procedure: Wicks Park Boat Slip Leasing

Date Adopted or Implemented: 01-14-2019

Revision Date: N/A

Resolution Number (if applicable): N/A

CITY OF SAUGATUCK

I. General Purpose and Objective

To establish fair and equitable policies and procedures for the operation of leasing ten (10) Wicks Park Boat Slips, on the Kalamazoo River, owned/maintained by the City of Saugatuck. Boat slip season commences April 1 and ends Oct 1, weather permitting.

II. Season Dates & Fees.

1. April 1 – October 1 annually, weather & water level permitting.
2. Fee's will be established per Schedule of Fees adopted by City Council.

III. Criteria

1. City of Saugatuck real-property taxpayers will receive priority.
2. Boat slips are for pleasure (non-commercial) boats. Slips are 26 feet in length and are approximately 10 feet wide.

IV. Application/Selection Process

1. The city will accept applications (1 per real-property taxpayer) for a period of two weeks prior to the lottery date selected/advertised. Persons with multiple properties may only submit one application.
2. Applicants may request a particular slip number on application however the City cannot guarantee assignment due to lottery selection process.
2. Selection will be completed by random lottery drawing open to the public. City of Saugatuck real-property taxpayer applications will be processed first.
3. If additional slips remain, a random lottery of non-resident applications will be held.
4. All selected individuals shall sign a lease agreement providing personal, boat, and insurance information, which shall remain on file during lease period.
5. lessees selected during the lottery will have 10 business days following the lottery selection to submit completed lease agreement and full payment.

V. Cancellations

1. If lessee cancels the lease agreement, rental amount is un-refundable.
2. The lease agreement cannot be sublet, or transferred. Any attempted reassignment entitles the City to terminate lease agreement and require immediate vacation of the slip.

VI. Terms & Conditions

1. The City makes no guarantees concerning water level. Lessee will make its own independent determination. Lessee has an obligation to pay the total fee due under the lease agreement.
2. Lessee shall provide to City prior to commencement term a copy of current boat registration that list the lessee as the registered owner of watercraft. The boat registered with the City is the only watercraft to be moored in the slip.

3. City is NOT responsible for any damage or vandalism that occurs while boat is moored in the slip. Lease will include statements releasing City from liability.
4. Lessee is responsible for safety and actions of guests; and will be respectful of neighbors while accessing the boat slips.
5. Trailer and/or seasonal boat storage is not permitted on City property.
6. The City will assume no responsibility for the slip being occupied or obstructed by a third party. Lessee is prohibited from occupying or obstructing any other slips.
7. Alterations, additions, or modifications to the slip structure, water, or other structure is not permitted. Boat cradles, lifts, etc. are not permitted unless approved by City Council.
8. Storage of supplies, materials, accessories, or debris upon floats, slips, or docks is prohibited.
9. Terms and conditions of the lease, including fees, are subject to change from one boating season to the next.
10. Any infraction of the terms or conditions outlined in the lease agreement or as posted at the slip facility constitutes grounds, at the option of the City, to cancel the lease agreement. Lessee will be given 7 days after receipt of written notice to remove boat. No refund will be given.

Ryan Cummins

To: Holly Anderson; Shannon Stratton
Cc: Steven Berry; Molly Markow
Subject: RE: A Quick Ask — Letter of Support for Ox-Bow House

From: Shannon Stratton [redacted]
Sent: Tuesday, March 17, 2026 3:20:30 PM
To: Holly Anderson <Holly@saugatuckcity.com>
Cc: Steven Berry [redacted] Molly Markow [redacted]
Subject: A Quick Ask — Letter of Support for Ox-Bow House

You don't often get email from sstratton@ox-bow.org. Learn why this is important

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

Hi Holly,

Happy spring equinox - in a few days - and I hope you're well!

I'm reaching out with a time-sensitive ask that I think will resonate with you and Saugatuck's investment in this region as the Art Coast of Michigan.

Ox-Bow is applying for Congressionally Directed Spending (CDS) funding through Senator Slotkin's office to support the renovation and adaptive reuse of Ox-Bow House, our year-round cultural center at 137 Center Street in Douglas. CDS is a federal mechanism that allows members of Congress to direct funding toward specific community projects with demonstrable public benefit. The Ox-Bow House project — which includes critical ADA and elevator upgrades, flexible community gathering spaces, an archive study room, and a net-zero sustainability renovation — speaks directly to the kind of regional cultural investment that reinforces what makes this corridor exceptional.

We'd be grateful if the City of Saugatuck would consider writing a letter of support. While Ox-Bow House is located in Douglas, we know well that Saugatuck and Douglas function as one regional economy and one shared cultural identity — and a stronger year-round Ox-Bow House strengthens the Art Coast brand that both communities have worked hard to build. A few themes we hope you might speak to:

- The region's identity as the Art Coast of Michigan and Ox-Bow's role as a cornerstone institution anchoring that reputation nationally
- The Saugatuck-Douglas corridor's economic dependence on seasonal tourism and the value of year-round cultural destinations that drive off-season activity
- The economic ripple effect of a fully renovated, accessible Ox-Bow House — increased foot traffic benefits neighboring retail, dining, and hospitality across both communities
- How federal investment in cultural infrastructure like Ox-Bow House supports the region's long-term tourism and economic development strategy

We're happy to provide a draft letter for your review, or to share a brief project summary if you'd prefer to write in your own voice. Whatever works best for you.

Our submission deadline is March 31 — we'd ideally love to have letters in hand by March 27. I know that's a quick turnaround and I'm grateful for your consideration.

Please feel free to reach out with any questions.

Warm regards,

Shannon

Shannon R. Stratton
Executive Director, Ox-Bow School of Art and Artists' Residency
Pronouns: she/they
Follow us on social media

Founded in 1910, Ox-Bow School of Art and Artists' Residency is an independent 501c3 arts organization with a mission to provide year-round education and residency opportunities to degree-seeking students, professional artists and those new to the field through in-person and online classes, publications, artist talks and other programs.

Classes are provided for both non-credit and credit, the latter in partnership with The School of the Art Institute of Chicago. For more information, please visit our website: www.ox-bow.org

April 13, 2026

The Honorable Elissa Slotkin
United States Senate
291 Russell Senate Office Building
Washington, DC 20510

Dear Senator Slotkin:

On behalf of the City Council of the City of Saugatuck, I am pleased to offer our strong support for Ox-Bow School of Art's application for Congressionally Directed Spending (CDS) funding to support the renovation and adaptive reuse of Ox-Bow House, located at 137 Center Street in downtown Douglas.

Saugatuck and Douglas function as an interconnected regional economy and cultural destination. Together with our regional partners, including the Saugatuck-Douglas Area Convention & Visitors Bureau, we have worked collaboratively to cultivate and promote the "Art Coast of Michigan" identity. Ox-Bow has long served as a cornerstone institution anchoring that identity both regionally and nationally, and continued investment in Ox-Bow House represents a strategic investment in the cultural infrastructure that defines and sustains our region.

The proposed project will transform a historic structure into a fully accessible, year-round cultural center with expanded community gathering space, archival access, and sustainability improvements. These enhancements are critical to ensuring that the facility can serve residents and visitors of all abilities while preserving an important piece of the region's shared history. As outlined in the project narrative, Ox-Bow House has served the community for over 150 years and is now positioned to continue that role through thoughtful reinvestment and adaptive reuse.

Importantly, the Saugatuck-Douglas area remains heavily dependent on seasonal tourism. Through coordinated efforts with regional partners, we continue to prioritize strategies that expand year-round visitation and economic activity. Ox-Bow House is uniquely positioned to advance these shared goals by driving off-season programming, visitation, and engagement—generating consistent foot traffic that benefits small businesses, restaurants, and service providers throughout the entire corridor.

We also recognize the demonstrated impact Ox-Bow House has already had, welcoming thousands of visitors, supporting Michigan artists, and serving as a hub for public programming and community events. The proposed improvements will significantly expand that impact, strengthening the region's long-term economic development and tourism strategy.

Federal investment in projects like Ox-Bow House is a meaningful way to support rural and coastal communities by leveraging arts and cultural assets to drive economic vitality, preserve historic resources, and enhance quality of life. This project reflects strong regional collaboration and a proven public-private partnership.

For these reasons, the City of Saugatuck respectfully urges your support of Ox-Bow's CDS funding request. Thank you for your continued leadership and your consideration of this important project.

Sincerely,

Holly Anderson
Mayor on Behalf of City Council
City of Saugatuck

INTERNAL MASTER NARRATIVE

Ox-Bow House: Historic Preservation and Downtown Douglas Community Revitalization Project

1. Project Title

Ox-Bow House: Historic Preservation and Downtown Douglas Community Revitalization Project

2. Project Description — The "What"

This project seeks state funding for the comprehensive renovation and adaptive reuse of Ox-Bow House, a landmark 1870s building located at 137 Center Street in the heart of downtown Douglas, Michigan. Built originally as [CONFIRM: church denomination and approximate date of construction], and subsequently home to an Odd Fellows Hall, the structure has served the Douglas community continuously for over 150 years — functioning at various points as an athletic center, public library, and civic gathering space. It represents an irreplaceable thread in the social fabric of the Saugatuck-Douglas corridor.

In 2025, Ox-Bow School of Art & Artists' Residency purchased the building from the City of Douglas at a below-market rate — a deliberate act of historic preservation at a moment when the structure faced potential demolition. The acquisition was the direct result of a community-driven partnership and reflects broad local confidence that Ox-Bow is the right steward for this asset.

The renovation is led by Architect-in-Residence Charlie Vinz, founder of the Chicago-based practice Adaptive Operations. Vinz studied architecture at the Illinois Institute of Technology — where he is currently an adjunct professor — and at Bauhaus Universität in Weimar, Germany. His practice specializes in the adaptive reuse, renovation, and research of existing structures, with an explicit focus on embodied carbon and the cultural memory embedded in historic buildings. Prior to founding Adaptive Operations in 2013, Vinz worked directly with artist Theaster Gates and the Rebuild Foundation on a portfolio of community-anchored projects, most notably the Stony Island Arts Bank on Chicago's South Side — a nationally recognized adaptive reuse project that required placement on the National Register of Historic Places and the structuring of Historic Tax Credits to bring a long-vacant building back into public use. That experience maps directly onto the challenges and opportunities at Ox-Bow House. Vinz has been serving as Ox-Bow's Architect-in-Residence since 2022, conducting archival research into the building's construction history and developing a renovation vision shaped by years of direct observation of how the community has grown into the space. His design will transform Ox-Bow House into a fully accessible, year-round cultural center. Core physical improvements include:

Infrastructure & Universal Access

Repair of the building's failing elevator and comprehensive life-safety and ADA upgrades to ensure the space is genuinely open to all community members, including seniors and individuals with disabilities. These are not cosmetic improvements — they are prerequisites for the building fulfilling its public mission.

Flexible Community Spaces

Construction of multi-use areas designed for workshops, public lectures, exhibitions, and regional gatherings that serve both the arts community and the general public year-round.

Regional Archive & Study Center

Establishment of a permanent, climate-controlled study room to house Ox-Bow's 115-year archive — more than 500 cubic feet of materials representing a vital record of American art history, Midwestern creative life, and regional cultural heritage — making it accessible to researchers and the public for the first time.

Sustainable Historic Preservation

Energy efficiency improvements and building-envelope repairs guided by a sustainability assessment already underway, made possible through support from the Helen Frankenthaler Foundation's Climate Initiative. That assessment is charting a path to making Ox-Bow House a net-zero facility — transforming this 150-year-old structure into a replicable model of sustainable adaptive reuse consistent with state and national goals for historic preservation and climate-conscious investment.

3. Project Purpose and Need — The "Why"

Ox-Bow House is the only year-round facility operated by Ox-Bow School of Art & Artists' Residency — one of the oldest and most distinguished summer art schools in the United States. As the anchor of Ox-Bow's public-facing presence, it serves a critical function for the downtown Douglas corridor during shoulder seasons and winter months when tourism activity slows dramatically.

Without this investment, a 150-year-old community landmark faces accelerating structural decline, persistent accessibility barriers, and a diminished capacity to serve as the public and

economic asset it has already demonstrated it can be. The case for public investment rests on two converging urgent needs:

Preservation of an Irreplaceable Historic Asset

This building has served the Douglas community continuously since the [CONFIRM: decade of original construction]. Its acquisition from the City was made possible only through community trust and a below-market transaction contingent on Ox-Bow's commitment to responsible stewardship. That commitment now requires capital investment to be fulfilled. Deferred renovation is not a neutral choice — it accelerates deterioration of a building that belongs, in the most meaningful sense, to the region.

Downtown Stabilization and Year-Round Economic Vitality

The Saugatuck-Douglas area is economically dependent on seasonal tourism. Ox-Bow House is one of very few institutions in the corridor capable of generating consistent foot traffic during the off-season, directly benefiting neighboring retail, hospitality, and service businesses. A fully renovated Ox-Bow House functions as economic infrastructure for the broader downtown, not merely a cultural amenity for arts audiences.

4. Partnerships and Community Benefit — The "Who"

Ox-Bow House is not a stand-alone institutional project — it is a collaborative platform built on deep regional relationships and a demonstrated record of public impact:

- **Village of Douglas & Regional Governance:** The project is a direct outcome of a successful public-private partnership with the City of Douglas, which facilitated Ox-Bow's acquisition of the building specifically to preserve it as a cultural cornerstone for residents. The City's decision to transfer the property at below-market value represents a tangible expression of governmental confidence in this project.

- **Regional Cultural Partners:** Ox-Bow House actively collaborates with the Saugatuck-Douglas Historical Society, the Library of the Great Lakes, and Holland Friends of the Arts to ensure the building serves as a hub for regional heritage, scholarship, and community connection — not solely for Ox-Bow's institutional purposes.

- **Direct Economic Benefit to Michigan Artists:** Since opening in 2022, Ox-Bow House has generated more than $250,000 in revenue through art sales and retail, with $100,000 paid directly to artists — the overwhelming majority of them Michigan-based. This is a model of arts-driven local economic development with documented results.

- **Broad and Demonstrated Public Access:** In its first three years, Ox-Bow House welcomed more than 8,000 visitors, hosted more than 30 exhibitions featuring over 60 Michigan artists, produced 10 free public lectures with nationally recognized artists and scholars, and engaged community members through seasonal events including the Douglas Halloween Parade and Winter Markets. This is not projected impact — it is a proven track record.

- **Connection to Ox-Bow's National Mission:** Ox-Bow School of Art & Artists' Residency is the second-oldest summer art school in the United States, with a 115-year history of bringing artists of national significance to West Michigan. Ox-Bow House extends that mission into the community year-round, making Ox-Bow's resources accessible to residents and visitors who may never attend a summer program.

- **National Foundation Validation — Climate & Sustainability:** The Helen Frankenthaler Foundation's Climate Initiative has awarded Ox-Bow House support to complete a pre-renovation sustainability assessment, positioning the project as a model for net-zero adaptive reuse of historic structures in rural and small-town Michigan communities. This national foundation investment signals external validation of both the project's ambition and Ox-Bow's credibility as a steward of this building.

5. Budget and Funding Request

Phase 1 Renovation Goal: [Total project cost to be confirmed]

State/Federal Funding Request: [Amount]

Leverage and Partnership: This request leverages significant and demonstrated private investment. Ox-Bow has secured multi-year support from the Efroymson Family Fund and is currently engaged in a capital campaign to secure its long-term artistic and physical footprint. Public investment at this stage will directly catalyze additional private philanthropic commitments by signaling governmental validation of the project's community significance.

[NOTE: Insert leverage ratio when confirmed — e.g., “Every $1 of public investment is matched by $X in private support.”]

ITEMS TO CONFIRM BEFORE FINALIZING: (1) Church denomination and approximate date of original construction. (2) Sequential history of building uses between church and current day. (3) National Register of Historic Places status or eligibility — check with Saugatuck-Douglas Historical Society. (4) Total Phase 1 renovation cost. (5) Federal vs. state funding target. (6) Private match / leverage ratio.

March 17, 2026

The Honorable Elissa Slotkin
United States Senate
291 Russell Senate Office Building
Washington, DC 20510

Dear Senator Slotkin,
On behalf of the City of the Village of Douglas, I am pleased to offer our strong support for Ox-Bow School of Art & Artists' Residency's application for Congressionally Directed Spending (CDS) funding to support the renovation and adaptive reuse of Ox-Bow House, located at 137 Center Street in downtown Douglas.

The City made a deliberate and thoughtful decision to transfer this property to Ox-Bow at below-market value as an intentional act of community preservation and long-term investment in our downtown. We recognized Ox-Bow as a trusted steward with a demonstrated commitment to arts, culture, and public engagement, and we believed this partnership would ensure the building's continued relevance and accessibility for future generations.

The proposed renovation of Ox-Bow House represents the realization of that vision. By transforming the building into a fully accessible, sustainable, and year-round community asset, this project will serve as a vital anchor within our downtown corridor. In particular, the activation of the space during shoulder and winter months will help bring consistent energy and activity to Douglas when seasonal tourism slows, supporting the stability and vitality of our local economy.

We also anticipate meaningful economic benefits to surrounding businesses. Increased visitation, programming, and community use at a renovated Ox-Bow House will generate additional foot traffic throughout the downtown, benefiting retail, dining, and service establishments that rely on steady customer activity year-round.

Importantly, the inclusion of ADA improvements and the installation of an elevator are essential components of this project. These upgrades are not simply enhancements—they are necessary to ensure that Ox-Bow House can genuinely serve all members of our

community. Accessibility is foundational to the building's future success as a public-facing space.

This project exemplifies the type of public-private partnership that CDS funding is designed to support. Federal investment at this stage would build upon the City's initial commitment and help bring to fruition a project that will have lasting cultural, economic, and community impact.

For these reasons, we respectfully urge your support of Ox-Bow's CDS funding request. Thank you for your continued dedication to communities like Douglas and for your consideration of this important project.

Sincerely,

City Manager
City of the Village of Douglas

City Council Agenda Item Report

FROM: Scott Herbert- Public Works Superintendent

MEETING DATE: April 13, 2026

SUBJECT: Arbor Day Proclamation No. 260413-P1

DESCRIPTION:
As part of the Tree City USA requirements, the City of Saugatuck must publicly proclaim and celebrate Arbor Day. By adopting an Arbor Day proclamation and recognizing the holiday, City Council and the community demonstrate continued support for the City's tree program and environmental stewardship efforts. The City of Saugatuck will proclaim April 24, 2026, as Arbor Day, with a tree planting ceremony to be held at a location to be determined by the Public Works Superintendent.

BUDGET ACTION REQUIRED:
N/A

COMMITTEE/COMMISSION REVIEW:
N/A

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Move to approve Proclamation No. 260413-P1 as presented.

Arbor Day Proclamation

Whereas, In 1872, the Nebraska Board of Agriculture set aside a special day for the planting of trees, and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, trees in our community increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, Therefore, I, _____**,** Mayor of the City of _____, do hereby proclaim _____, as

Arbor Day

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

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

Dated this _____ day of _____

Mayor _____

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
EXP CHECK RUN DATES 07/01/2025 - 04/17/2026
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Vendor Name	Description		Amount
1. ACE PARKING LOT STRIPING INC			
	2025 RAINBOW CROSSWALKS		2,500.00
2. ACTION INDUSTRIAL SUPPLY CO			
	UNIFORMS & SAFETY EQUIPMENT - ARAMENDI / MARTI		305.58
3. ALLEGAN COUNTY SHERIFF			
	FEB '26 CORRECTIONS SERVICES		134.00
	MAR '26 SHERIFF CONTRACT		37,469.98
		TOTAL	37,603.98
4. ASSESSING SOLUTIONS INC			
	APR '26 ASSESSING SERVICES		3,024.84
5. COMCAST-DPW			
	03/15 - 04/14 INTERNET-DPW		266.33
6. COMMERCIAL RECORD			
	SPECIAL USE		182.00
7. CONSUMERS ENERGY			
	FEB '26 SERVICE		3,907.13
8. COPPERCRAFT DISTILLERY LLC			
	PPT REFUND - 360 WATER		159.04
9. DO IT CORPORATION			
	OVAL BEACH PASSES		800.00
10. FAHEY SCHULTZ BURZYCH RHODES			
	MAR '26 GENERAL		8,403.00
	MAR '26 ZONING		3,805.50
	MAR '26 CLERK		841.00
	MAR '26 CITY COUNCIL		3,207.00
	MAR '26 FOIA		712.50
	MAR '26 DUNE RIDGE V (ORIGINAL ACTION)		3,327.33
	MAR '26 2023 STR LEGAL ISSUES/TASK FORCE		199.50
	MAR '26 LIDGARD V CITY OF SAUGATUCK ET AL (25-		256.50
		TOTAL	20,752.33
11. FIRST BANK CARD			
	01/28 - 02/24 STATEMENT BALANCE		273.89
	01/28 - 02/24 STATEMENT BALANCE		225.00
	01/28 - 02/24 STATEMENT BALANCE		179.14
	01/28 - 02/24 STATEMENT BALANCE		534.25
		TOTAL	1,212.28
12. FRONTIER			
	03/03 - 04/02 SERVICE		187.27
13. HOLLAND LITHO PRINTING SERVICE			
	CULVER STREET PASSES		199.55
	OVAL DAILY PASSES		1,624.98
		TOTAL	1,824.53
14. HORIZON COMMUNITY PLANNER			
	PLANNING AND HDC SERVICES		2,030.00
	PLANNING AND HDC SERVICES		2,170.00
		TOTAL	4,200.00
15. K&R TRUCK SALES INC			
	REPAIR/MAINTENANCE | #13		57.74
	REPAIR/MAINTENANCE | #01		255.48
		TOTAL	313.22
16. KALAMAZOO LAKE SEWER & WATER			
	JAN AND FEB '26 SERVICE		3,975.28
17. LORRIE PASTOOR			
	CLEANING SERVICES		480.00

Vendor Name	Description	Amount
18. MC NALLY ELEVATOR COMPANY INC		
	ELEVATOR SERVICE	462.30
19. MCKELLIPS PLUMBING INC		
	PLUMBING BUTLER TOILETS	365.00
20. MERCHANTS BANCARD NETWORK		
	MAR '26 CC PROCESSING - PLANNING AND ZONING AN	614.13
21. MERS		
	MAR '26 RETIREMENT	4,499.97
22. OVERISEL LUMBER COMPANY		
	MAR '26 STATEMENT BALANCE	2,495.37
23. PRIORITY HEALTH		
	APR '26 HEALTH INSURANCE COVERAGE	10,887.16
24. RATHCO SAFETY SUPPLY CO		
	SIGN	108.72
25. REPCOLITE		
	MAR '26 STATEMENT BALANCE	91.25
26. REPUBLIC SERVICES		
	MAR '26 DISPOSAL AND PICKUP SERVICE - BLUE STA	24.00
27. RICOH USA INC		
	03/26 - 04/25 COPIER LEASE	127.97
	03/26 - 04/25 COPIER LEASE	35.27
	TOTAL	163.24
28. SEPTIC TANK SYSTEMS CO INC		
	02/21 - 03/20 PORTABLE REST ROOM - MT BALDHEAD	250.00
29. SHORELINE TECHNOLOGY SOLUTIONS		
	APR '26 COMPUTER SERVICES	1,984.20
30. SISTERS IN INK		
	OVAL BEACH UNIFORM	1,373.67
	DPW PRINTED/EMBROIDERED CLOTHING	1,248.43
	OVAL BEACH UNIFORM	885.02
	TOTAL	3,507.12
31. SPECTRUM PRINTERS INC		
	ELECTION MATERIALS - EPB PRECINCT KIT	54.69
32. SUPERIOR ASPHALT INC		
	WINTER HOT MIX	480.00
	WINTER HOT MIX	320.00
	TOTAL	800.00
33. VALLEY CITY LINEN INC		
	SHOP TOWELS	41.72
34. WALKER CONSULTANTS INC		
	PARKING STUDY	8,082.01
TOTAL - ALL VENDORS		116,124.69

FUND TOTALS:

Fund 101 - GENERAL FUND	113,340.07
Fund 202 - MAJOR STREETS	739.57
Fund 203 - LOCAL STREETS	601.13
Fund 661 - MOTOR POOL FUND	1,443.92

Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
03/09/2026	20556	ALLEGAN COUNTY CLERK ASSOCIATION	DUES	30.00
03/09/2026	20557	CARELTON EQUIPMENT	CAP, GASKET, HYDRAULIC FLUID	415.48
03/09/2026	20558	COMMERCIAL RECORD	BOARD OF REVIEW / PLANNING	686.00
03/09/2026	20559	CONCEPT A CREATIVE	SIGNAGE - 1/3	9,046.67
03/09/2026	20560	CUSTOM CARPENTRY	REFUND UNUSED ESCROW	1,662.50
03/09/2026	20561	HOLLAND EQUIPMENT SERVICES	REPAIRS - #16	3,064.57
03/09/2026	20562	KCI (KENT COMMUNICATIONS)	ASSESSMENT NOTICE MAILING - FINAL	596.23
03/09/2026	20563	KENDALL ELECTRIC INC	FLOURESCENT TUBE LIGHT	208.88
03/09/2026	20564	MCKELLIPS PLUMBING INC	PLUMBING BUTLER TOILETS	1,710.00
03/09/2026	20565	POLARITY ELECTRIC INC.	CITY HALL CAMERA POWER	1,335.00
03/09/2026	20566	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 02/20 - 03/02	45,790.35
03/09/2026	20567	SAUGATUCK WOMAN'S CLUB	ELECTION - MAY	125.00
03/09/2026	20568	SAUGATUCK WOMAN'S CLUB	ELECTION - NOVEMBER	750.00
03/09/2026	20569	SOUTHSIDE BODY & FABRICATION INC	REPAIR TRUCK 9	640.00
03/09/2026	20570	SUPERIOR ASPHALT INC	CRUSHED CONCRETE	320.00
03/09/2026	20571	TECHNO-COAT	PAINT PARTS	80.00
03/10/2026	6514(A)	ALLEGAN COUNTY SHERIFF	JAN '25 CORRECTIONS SERVICES	186.00
03/10/2026	6515(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 02/20 - 03/02	9,670.62
03/10/2026	6516(A)	AMERICAN LEGAL PUBLISHING CORP.	ORDINANCES	2,041.00
03/10/2026	6517(A)	ASSESSING SOLUTIONS INC	MAR '26 ASSESSING SERVICES	3,024.84
03/10/2026	6518(A)	MICHIGAN CAT	FILTER & ELEMENT	97.24
03/10/2026	6519(A)	DETROIT SALT COMPANY	ROCK SALT	3,614.18
03/10/2026	6520(A)	FASTENAL	SUPPLIES - BACK HOE	53.15
03/10/2026	6521(A)	FIRST ADVANTAGE INC	DRUG TESTING - STASEWICH	50.93
03/10/2026	6522(A)	FLEIS & VANDENBRINK ENGINEERING INC	01/01 - 01/31 ENGINEERING FEES - ELIZABE	11,742.25
03/10/2026	6523(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES COLLECTION 02/20 - 03/02	2,485.19
03/10/2026	6524(A)	K&R TRUCK SALES INC	TIRES	2,944.49

Check Date	Check	Vendor Name	Description	Amount
03/10/2026	6525(A)	MAC QUEEN	STREET SWEEPER	432.46
03/10/2026	6526(A)	MC CANN INDUSTRIES INC	EDGES	444.73
03/10/2026	6527(A)	MIDWEST CONSTRUCTION GROUP, INC.	MT BALDHEAD RESTROOM REPLACEMENT	35,242.40
03/10/2026	6528(A)	OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES COLLECTION 02/20 - 03/02	183.66
03/10/2026	6529(A)	OVERISEL LUMBER COMPANY	FEB '26 STATEMENT BALANCE	360.22
03/10/2026	6530(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES COLLECTION 02/20 - 03/02	3,452.15
03/10/2026	6531(A)	SAUGATUCK FIRE	RENTAL HOME INSPECTIONS	4,800.00
03/10/2026	6532(A)	SAUGATUCK FIRE	PROPERTY TAXES COLLECTION 02/20 - 03/02	15,004.65
03/10/2026	6533(A)	SHORELINE TECHNOLOGY SOLUTIONS	MAR '26 COMPUTER SERVICES	2,074.20
03/10/2026	6534(A)	ULINE	BREAKROOM CHAIR	156.52
03/10/2026	6538(E)	FRONTIER	02/03 - 03/02 SERVICE	187.27
03/10/2026	6539(E)	MERS	FEB '26 RETIREMENT	4,499.98
03/10/2026	6540(E)	METRO WIRELESS	MAR '26 WIFI SERVICE	698.00
03/10/2026	6541(E)	PRIORITY HEALTH	MAR '26 HEALTH INSURANCE COVERAGE	10,887.16
03/10/2026	6542(E)	RICOH USA INC	02/26 - 03/25 COPIER LEASE	35.27
03/10/2026	6543(E)	RICOH USA INC	02/26 - 03/25 COPIER LEASE	127.97
03/10/2026	6544(E)	WEST MICHIGAN CDL INC.	CDL CLASS B TRAINING - STASEWICH	3,000.00
03/13/2026	DD7829(A)	ARAMENDI, NOAH	PAYROLL	1,996.07
03/13/2026	DD7830(A)	BREDEWEG, NICOLE	PAYROLL	1,947.92
03/13/2026	DD7831(A)	BROWN, ANTHONY	PAYROLL	1,402.00
03/13/2026	DD7832(A)	CUMMINS, RYAN	PAYROLL	3,094.47
03/13/2026	DD7833(A)	GIBSON, MICHELLE	PAYROLL	1,519.36
03/13/2026	DD7834(A)	HERBERT, SCOTT	PAYROLL	2,446.56
03/13/2026	DD7835(A)	KERRIDGE, ADAM	PAYROLL	1,962.08
03/13/2026	DD7836(A)	MACK, ELLIS	PAYROLL	1,460.56
03/13/2026	DD7837(A)	MARTIN, DANNY	PAYROLL	1,221.54
03/13/2026	DD7838(A)	MOORE, GRAYSON	PAYROLL	2,411.48
03/13/2026	DD7839(A)	STASEWICH, ANGELA	PAYROLL	1,572.37

Check Date	Check	Vendor Name	Description	Amount	
03/13/2026	DD7840(A)	WILLIAMS, SARA	PAYROLL	1,845.41	
03/13/2026	DD7841(A)	WOLTERS, JAMIE	PAYROLL	2,179.80	
03/13/2026	EFT2029(E)	HEALTH EQUITY	PAYROLL	630.00	
03/13/2026	EFT2030(E)	FEDERAL TAX DEPOSIT	PAYROLL	8,302.33	
03/23/2026	20572	OCCUPATIONATIONAL HEALTH CENTERS	DOT PHYSICAL - MACK	141.00	V
03/23/2026	20573	DIESEL INJECTION SERVICE LLC	FUEL INJECTION PUMP PLATE	36.36	V
03/23/2026	20574	IHLE AUTO PARTS	FEB '26 MOTOR PURCHASES	1,758.06	V
03/23/2026	20575	STAR OF SAUGATUCK LLC	SPEAR LAUNCH HALF	712.00	V
03/23/2026	20576	OCCUPATIONATIONAL HEALTH CENTERS	DOT PHYSICAL - MACK	141.00	
03/23/2026	20577	DIESEL INJECTION SERVICE LLC	FUEL INJECTION PUMP PLATE	36.36	
03/23/2026	20578	IHLE AUTO PARTS	FEB '26 MOTOR PURCHASES	1,758.06	
03/23/2026	20579	STAR OF SAUGATUCK LLC	SPEAR LAUNCH HALF	712.00	
03/24/2026	6555(E)	CAPITAL ONE	FEB '26 STATEMENT BALANCE	125.25	
03/24/2026	6556(E)	FRONTIER	01/20 - 02/19 SERVICE - OVAL BEACH	114.47	
03/24/2026	6557(E)	MERCHANTS BANCARD NETWORK	FEB '26 CC PROCESSING - PLANNING AND ZON	738.07	
03/24/2026	6558(E)	MICHIGAN GAS UTILITIES	01/27 - 02/23 SERVICE - 102 BUTLER	161.09	
03/24/2026	6559(E)	MICHIGAN GAS UTILITIES	01/26 - 02/22 SERVICE - 345 BUTLER	198.99	
03/24/2026	6560(E)	MICHIGAN GAS UTILITIES	01/27 - 02/23 SERVICE - 3338 BLUE STAR	543.60	
03/24/2026	6561(E)	NET2PHONE INC	MAR '26 PHONE SERVICE	233.01	
03/24/2026	6562(E)	REPUBLIC SERVICES	FEB '26 DISPOSAL AND PICKUP SERVICE - BL	24.00	
03/25/2026	6545(A)	ALLEGAN COUNTY SHERIFF	FEB '26 SHERIFF CONTRACT	37,469.98	
03/25/2026	6546(A)	E DOWD CRANE SERVICE LLC	TREE SERVICE	7,790.00	
03/25/2026	6547(A)	FAHEY SCHULTZ BURZYCH RHODES	FEB '26 BODINE-WILSON SUBPOENA	20,608.70	
03/25/2026	6548(A)	FLEIS & VANDENBRINK ENGINEERING INC	01/01 - 01/31 ENGINEERING FEES - MAPLE S	13,820.75	
03/25/2026	6549(A)	HOLLAND P.T.	BACKHOE HOSES	80.24	
03/25/2026	6550(A)	K&R TRUCK SALES INC	REPAIR/MAINTENANCE | #13	3.28	
03/25/2026	6551(A)	RATHCO SAFETY SUPPLY CO	NO PARKING SIGNS	95.54	
03/25/2026	6552(A)	STANDARD INSURANCE COMPANY	APR '26 INSURANCE	502.47	

Check Date	Check	Vendor Name	Description	Amount
03/25/2026	6553(A)	TRUCK & TRAILER SPECIALTIES	CARBIDE BLADES - TRK 1	1,821.26
03/25/2026	6554(A)	WALKER CONSULTANTS INC	PARKING STUDY	15,835.00
03/27/2026	20580	MML UNEMPLOYMENT COMPENSATION GROUP	PAYROLL	69.76
03/27/2026	DD7842(A)	ARAMENDI, NOAH	PAYROLL	1,735.90
03/27/2026	DD7843(A)	BREDEWEG, NICOLE	PAYROLL	2,022.91
03/27/2026	DD7844(A)	BROWN, ANTHONY	PAYROLL	1,557.87
03/27/2026	DD7845(A)	CUMMINS, RYAN	PAYROLL	3,512.84
03/27/2026	DD7846(A)	GIBSON, MICHELLE	PAYROLL	1,594.35
03/27/2026	DD7847(A)	HERBERT, SCOTT	PAYROLL	2,521.56
03/27/2026	DD7848(A)	KERRIDGE, ADAM	PAYROLL	2,454.34
03/27/2026	DD7849(A)	MACK, ELLIS	PAYROLL	1,535.55
03/27/2026	DD7850(A)	MARTIN, DANNY	PAYROLL	985.26
03/27/2026	DD7851(A)	MOORE, GRAYSON	PAYROLL	2,486.48
03/27/2026	DD7852(A)	STASEWICH, ANGELA	PAYROLL	1,647.39
03/27/2026	DD7853(A)	WILLIAMS, SARA	PAYROLL	2,121.23
03/27/2026	DD7854(A)	WOLTERS, JAMIE	PAYROLL	2,254.82
03/27/2026	EFT2031(E)	HEALTH EQUITY	PAYROLL	630.00
03/27/2026	EFT2032(E)	FEDERAL TAX DEPOSIT	PAYROLL	8,462.18
03/27/2026	EFT2033(E)	MERS	PAYROLL	5,525.94
03/27/2026	EFT2034(E)	MI DEPT OF TREASURY	PAYROLL	2,686.22
03/31/2026	6582(E)	CONSUMERS ENERGY	FEB '26 SERVICE	3,907.13
03/31/2026	6583(E)	FIRST BANK CARD	01/28 - 02/24 STATEMENT BALANCE	1,212.28
03/31/2026	6584(E)	FRONTIER	03/03 - 04/02 SERVICE	187.27
03/31/2026	6585(E)	MERS	MAR '26 RETIREMENT	4,499.97
03/31/2026	6586(E)	RICOH USA INC	03/26 - 04/25 COPIER LEASE	35.27
03/31/2026	6587(E)	RICOH USA INC	03/26 - 04/25 COPIER LEASE	127.97
03/31/2026	6588(E)	VALLEY CITY LINEN INC	SHOP TOWELS	41.72

Check Date	Check	Vendor Name	Description	Amount

Total of 110 Checks:	377,225.91
Less 4 Void Checks:	2,647.42
Total of 106 Disbursements:	374,578.49

City Council Agenda Item Report

FROM: Scott Herbert- Public Works Superintendent

MEETING DATE: April 8, 2026 Workshop / April 13, 2026 Regular Meeting

SUBJECT: RFP Oval Beach Concession Operation 2026

DESCRIPTION:

In a strategic effort to provide concession goods and services at the Oval Beach and to relieve the Department of Public Works from some of their workload during the busy summer months, the City announced to the public a request for proposals (RFP) to operate the Oval Beach Concessions for the 2026 season. The RFP was issued on November 17th, 2025, to allow interested parties sufficient time to create a business plan, ask questions, tour the facility, etc. Proposals were to be submitted to the City Clerk's office by February 13th, 2026.

Two proposals were received. One was from Midtown Tavern, Inc, and the second was submitted by GROW Estate, LLC dba SaugaTaco. Both proposals are included in the packet for your review, consideration, and feedback.

City staff has reviewed both proposals and is recommending proceeding with GROW Estate, LLC dba SaugaTaco. Their creative approach to using the off-site kitchen at SaugaTaco, offers a delivery service, and provides a reasonable pay structure for the City makes their proposal stand out. GROW Estate, LLC dba SaugaTaco is prepared to share 20% of their ready-to-eat food and beverage sales and 5% of their delivery sales as payment.

Council reviewed this and provided feedback at the March 23rd, 2026 Workshop. Legal is wrapping up the agreement which will be in the packet for the regular meeting on April 13th.

The agreement is expected to contain the following additional details:

- Parties agree to a **$10,000 minimum payment**, with revenue-based payments throughout the season and a reconciliation at the end if needed.
- May operate **before Memorial Day** and stay open **after Labor Day** at operators' discretion.
- **Closures** (weather, staffing, etc.) will be coordinated with City staff, as in past seasons.
- **$1,500 flat utility fee** is due upfront by May 15, with accounts remaining under the City.
- **Operating schedule** varies by season:
  Late May - Late June: weekends + 1 weekday

Late June – Mid August (peak): weekends + 3 weekdays
Mid-August – Early September: weekends +1 weekday

- **Standard Hours** are 11:00am – 8:00pm, with flexibility to extend.
- **Permitted** to use the "Oval Beach" name.

BUDGET ACTION REQUIRED:
If approved, budget adjustments made to revenue and expenses for Oval Beach Concessions will be included in the year end budget amendments.

COMMITTEE/COMMISSION REVIEW:
N/A

LEGAL REVIEW:
Yes, agreement created and reviewed by legal counsel.

SAMPLE MOTION:
Motion to approve the agreement for GROW Estate, LLC dba SaugaTaco to operate the Oval Beach Concession from the City of Saugatuck for the 2026 season.

LICENSE AGREEMENT FOR OVAL BEACH CONCESSIONS STAND

This License Agreement for Oval Beach Concessions Stand ("Agreement") is made this __ day of ___, 2026, between the City of Saugatuck, a Michigan Municipal Corporation (the "City"), and GROW Estate LLC d.b.a. SaugaTaco, a Michigan Limited Liability Corporation ("Licensee," collectively, the "Parties").

In consideration of the mutual covenants and promises contained herein, the Parties agree as follows:

1. **Grant of License.** The City hereby grants to Licensee, its employees, and agents a License to possess, occupy, use, and operate the City's Oval Beach Concessions Stand at Oval Beach Park, located at 690 Perryman Street, Saugatuck, Michigan, 49453 (the "Concessions Stand") and a License to use the registered trademarks for the "Oval Beach" name (the "Oval Beach Mark") in connection with the operation of the Concessions Stand for the term of this Agreement, subject to the conditions set forth herein.

2. **Use of Premises.** Licensee's use of the Concessions Stand shall conform to the following requirements:

    a. Permitted Use. Licensee will operate the Concessions Stand to sell concessions to visitors of Oval Beach consistent with the proposal attached as **Exhibit 1**. This includes selling ready-to-eat snacks and ready-to-drink beverages and arranging for the on-site ordering and third-party delivery of food from Licensee's off-premises restaurant SaugaTaco located in downtown Saugatuck. Licensee shall not sell or coordinate the sale or delivery of any other items from the Concessions Stand or to Oval Beach, or engage in any other use of Concessions Stand, without first obtaining the City's written consent, which may be granted or withheld in the City's sole discretion.

    b. Licensee's Responsibilities. Except as expressly provided herein, Licensee shall be solely responsible for all operational aspects of the Concessions Stand, including but not limited to maintaining and furnishing any staff, inventory, supplies, technology, and any equipment not owned by the City. Licensee shall additionally be solely responsible for all aspects of off-site food ordering and deliveries. Licensee shall operate the Concessions Stand in compliance with all State, Federal, and local laws, and shall be responsible for acquiring, maintaining, and complying with any necessary approvals from the Allegan County Health Department.

    c. Operating Season. Licensee will operate the Concessions Stand on a seasonal basis. Except in the case of unseasonably cold weather, the operating season will begin no later than Memorial Day and end no sooner than Labor Day; provided, however, that Licensee may, in its discretion, begin operations up to thirty (30) days before Memorial

Day and continue operations up to thirty (30) days after Labor Day. As used in this Agreement, the term "Operating Season" shall refer to the period commencing on the first day of the year the Concession Stand is open and ending on the last day the year the Concession Stand is open.

d. Days of Operation. Licensee shall maintain the following days of operation for each Operating Season:

   i. From the beginning of the Operating Season through June 29 of each year, the Concessions Stand will be open on Fridays, Saturdays, Sundays, and one (1) additional weekday of Licensee's choosing each week.

   ii. Beginning on June 30 through August 17 of each year, the Concessions Stand will be open on Fridays, Saturdays, Sundays, and three (3) additional weekdays of Licensee's choosing each week.

   iii. Beginning on August 18 of each year and continuing to the end of the Operating Season, the Concessions Stand will be open on Fridays, Saturdays, Sundays, and one (1) additional weekday of Licensee's choosing each week.

   iv. The Concession Stand will be open the day before, the day of, and the day after Memorial Day and Independence Day, and will be open the day before and the day of Labor Day.

e. Hours of Operation. Licensee shall maintain normal operating hours for the Concessions Stand from 11:00am to 8:00pm for each day it is open. Licensee may add hours of operation beyond this minimum requirement at its discretion, and shall promptly notify the City of any anticipated expanded hours of operation.

f. Closings. Notwithstanding the foregoing, Licensee may close the Concessions Stand Closing for good cause, including weather, unforeseen staffing shortages, or the closure of Oval Beach Park. Licensee shall notify the City of any anticipated closings as soon as possible and shall coordinate the same with City staff.

g. Non-Exclusive Possession. City staff and authorized personnel shall have the right to access the Concessions Stand at any time and without notice to Licensee. Licensee acknowledges that nothing in this Agreement shall be construed to convey a property right or permanent interest in the Concessions Stand to Licensee.

3. **Payments to City**. Licensee shall pay to the City the following fees and royalties:

   a. Royalty Payments: In exchange for the License granted by this Agreement, Licensee shall pay to the City the following royalties:

i. Twenty percent (20%) of Licensee's gross revenues from all ready-to-eat and ready-to-drink concessions sold from the Concessions Stand.

ii. Five percent (5%) of Licensee's gross revenues from all food items ordered from the Concession Stand and delivered to Oval Beach from SaugaTaco.

Royalty payments shall be paid monthly and shall be remitted to the City no later than seven (7) days following the end of each month the Concessions Stand is operated and shall be accompanied by supporting documentation of Licensee's gross revenues to verify Licensee's calculation of royalty payments. As used in this Section, "gross revenues" shall mean the total gross amount charged to customers without deduction for credit card processing fees, merchant fees, chargebacks, or other transaction costs incurred by Licensee. All credit card processing fees or other payment transaction fees incurred in connection with the operation of the Concessions Stand shall be the sole responsibility of Licensee and shall not reduce the gross revenues assessed for purposes of calculating the royalty payments due to the City.

b. Minimum Annual Payment: It is the Parties' intent for the City to receive at least Ten Thousand Dollars ($10,000.00) from Licensee for each Operating Season. If the royalty payments made to the City at the end of the Operating Season total less than Ten Thousand Dollars ($10,000.00), Licensee shall pay to the City the difference between the total royalty payments collected that operating season and Ten Thousand Dollars ($10,000.00) no later than fourteen (14) days following the last day of the Operating Season.

4. **Utilities**. By no later than May 15 of each year, Licensee shall pay the City a flat fee of One Thousand Five Hundred Dollars ($1,500.00) to offset utility costs related to the Concessions Stand. The City shall be solely responsible for providing utilities to the Concessions Stand and for paying any utility bills. All utility accounts shall remain under the City's existing accounts.

5. **Use of Oval Beach Mark**. Licensee may use the Oval Beach Mark in connection with the operation of the Concessions Stand throughout the duration of this Agreement, subject to the following:

a. Limited Use of Mark. Licensee must use the Oval Beach Mark only in connection with Licensee's operation of the Concessions Stand as authorized by this Agreement. Licensee shall not use the Oval Beach Mark in its business, corporate, partnership, or assumed name.

b. City Approval Required. Licensee's use of the Oval Beach Mark is subject to the prior approval of the City, which shall determine in its sole discretion whether Licensee's use of the Oval Beach Mark is consistent with the City's intended image and quality standards for the Oval Beach Mark. License shall not use the Oval Beach Mark in connection with any products or services not specifically authorized by the City in writing. Licensee must not reproduce or cause to be reproduced the Oval Beach Mark in any manner, including in connection with advertising or on the Internet or in an Internet domain name, homepage, electronic address or otherwise in connection with a website, or in connection with any social networks, wikis, podcasts, online forums, content sharing communities, blogging, microblogging or other social media, such as, without limitation LinkedIn, X, You Tube, TikTok, Facebook, Instagram, Smapchat, Threads, and all other social media platforms now existing or later created, without the prior written approval of Licensor.

c. Quality Control. The City reserves the right to reject any food or beverage offered for sale by Licensee at the Concessions Stand if the City determines that the product is inconsistent with the City's quality standards for the Oval Beach Mark.

d. Acknowledgment of City Property; Termination. Licensee acknowledges that the Oval Beach Mark is the sole property of the City and agrees to never contest ownership of the Oval Beach Mark, to file any trademark applications for the Oval Beach Mark, or to take any other action that is inconsistent with the City's rights in the Oval Beach Mark. Licensee agrees that all sign faces and other items bearing the Oval Beach Mark are the sole property of the City and cannot be used by Licensee following the termination or expiration of this Agreement. Upon expiration or termination of this Agreement, Licensee must deliver to the City or destroy any sign faces and other items bearing the Oval Beach Mark.

e. Unauthorized Use. Licensee agrees to promptly notify the City of any unauthorized use of the Oval Beach Mark, or any name or mark confusingly similar to the Oval Beach Mark, or any claim or litigation against Licensee involving the Oval Beach Mark. Licensee acknowledges that the City will have the right to control any negotiations, proceedings, or litigation involving the Oval Beach Mark. If the City undertakes the expense or choses to prosecute any violation of the Oval Beach Mark, Licensee must execute all documents and do all acts necessary or incidental to that action as counsel for the City may request.

f. Indemnification. The City will indemnify Licensee against all liability to third parties resulting from claims by third parties that the Licensee's use of the Oval Beach Mark infringes trademark rights of the third party, but only if (1) Licensee has used the Oval

Beach Mark in accordance with the requirements of this Agreement; and (2) Licensee has provided notice to the City within ten (10) days of receipt by Licensee of the claim and Licensee has tendered the defense of the claim to the City.

g. Non-Exclusive. The License for Licensee to use the Oval Beach Mark is non-exclusive. The City retains the right to license others to use the Oval Beach Mark.

6. **Term and Termination**.

a. Initial Term. The initial term of this Agreement will begin on the date this Agreement is fully executed by both Parties and will continue until December 31, 2026.

b. Renewal Terms. This Agreement may be extended for additional one (1) year terms, ending on December 31 of each year, by a writing signed by both Parties prior to the expiration of the Initial Term or any subsequent term. If the Parties do not renew this Agreement it will automatically terminate upon completion of the then expiring term.

c. Termination Without Cause. This Agreement may be terminated by either Party without cause and for any reason by providing sixty (60) days' written notice of the same to the other Party.

d. Termination for Cause, Default, and Cure. Each of the provisions of this Agreement are deemed to be material to the satisfactory performance of this Agreement, and a breach or failure by the Licensee to perform in accordance with any of the provisions of this Agreement shall give the City the right to terminate this Agreement for cause. In case of Licensee's default, or failure to perform any of the covenants contained herein, the City shall give written notice of such default or failure to perform in writing to the Licensee, and Licensee shall have seven (7) days from the date said notice is mailed, or personally served, to cure the default or comply with any of the provisions not being complied with. If Licensee fails to do so, the City shall have the right to immediately terminate this Agreement for cause. The City may terminate this Agreement without any opportunity to cure upon Licensee's misuse of the Oval Beach Mark, attempted transfer or assignment of this Agreement, failure to maintain the minimum required operating days for three (3) consecutive weeks, or upon any fraudulent or criminal act committed by Licensee in connection with this Agreement. Such termination shall be effective immediately upon Licensee being provided with written notice of the same.

e. Effect of Expiration or Termination. Licensee shall immediately cease operations of the Concessions Stand, including food deliveries to Oval Beach, upon expiration or termination of this Agreement. Licensee shall remove all of its property from the

Concessions Stand, restore the Concession Stand to as good a condition it was in before this Agreement (reasonable wear and tear excepted), vacate the premises, and surrender any signs or other items bearing the Oval Beach Mark to the City no later than thirty (30) days after the expiration or termination of this Agreement. All fixtures attached to the Concessions Stand and all improvements made to the Concessions Stand by Licensee shall become the property of the City at the end of this Agreement.

7. **Condition of Premises, Maintenance, Modifications, and Equipment**.

a. Condition of Concession Stand. Licensee takes and will use the Concessions Stand in its current condition and "as is" and acknowledges that the City has made no representations, verbal or otherwise, regarding the condition of the Concessions Stand or the suitability of the Concessions Stand and Premises for the purposes for which it is being licensed under this Agreement.

b. Maintenance. The City shall be responsible for the maintenance and upkeep of the exterior of the Concessions Stand except for any damage caused by Licensee. Licensee shall keep the Concessions Stand in a clean and sanitary condition, and shall be responsible for routine upkeep, repair, and maintenance of the interior of the Concessions Stand. Licensee shall, throughout the term of this Agreement, promptly perform any routine upkeep, repair, or maintenance of the Concessions Stand after receiving notice from the City that the same is required to keep the Concession Stand in a clean and sanitary condition. Licensee's failure to perform such routine upkeep, repair, or maintenance within a reasonable time after receiving notice of the same shall be grounds for the City to terminate this Agreement for cause.

c. Modifications and Alterations. Licensee shall not make any modifications or alterations to the Concessions Stand without the City's prior written approval.

d. City Equipment. The Concessions Stand shall contain the following equipment provided by the City of Saugatuck which may be used by Licensee as needed throughout the duration of this Agreement:
   i. 400lb. Koolaire icemaker
   ii. Standup freezer
   iii. Refrigerator
   iv. Hot dog roller/grill
   v. Microwave
   vi. Slushie machine
   vii. Ice cream machine

viii. Miscellaneous supplies already within the Concessions Stand, including cleaning, supplies, buckets, kitchen utensils, etc.
ix. Picnic tables/umbrellas
x. Cash register
xi. Shelving units
xii. Pretzel warmer

Licensee shall be responsible for repairing or replacing any City-owned equipment damaged or rendered inoperable by Licensee, normal wear and tear excepted. If Licensee does not intend to use the City-owned equipment listed above, the Licensee and the City may arrange for the removal and storage of any unneeded equipment, provided that no City owned equipment may be removed without the City's consent.

e. Other Equipment. Licensee shall be solely responsible for procuring and maintaining any other equipment deemed necessary by Licensee to operate the Concessions Stand. Any equipment left in the Concessions Stand following the expiration or termination of this Agreement and not timely removed by Licensee shall be considered property of the City.

8. **Indemnification**. Licensee agrees to hold the City (including for purposes of this paragraph, its officers and employees) harmless from, indemnify it for and defend it (with legal counsel reasonably acceptable to the City) against any liability for damages, injury or other casualty and costs or expenses, including reasonable attorneys' fees, caused or arising from the Licensee's use of the Concessions Stand pursuant to this Agreement, except to the extent such damages, injury or other casualty and costs or expenses is directly attributable to an intentional or negligent act of the City.

9. **Insurance**. Licensee shall maintain the following public liability and property damage insurance which shall name the City as an additional insured: One Million and no/100 Dollars ($1,000,000.00) combined single limit for property damage and bodily injury. Licensee shall keep such insurance in force during the term of this Agreement and shall deliver the policies or certified copies of the same to City. Upon failure of the Licensee to obtain or provide proof of the insurance required hereunder within seven (7) days after receiving notice from the City to produce the same, the City may terminate this Agreement for cause

10. **Transferability and Assignment**. This Agreement is personal to Licensee and shall not be transferred or assigned except with the prior written consent of the City, which may be granted or withheld in the City's sole discretion. Any attempted transfer or assignment not in

accordance with this Agreement will have no effect and will constitute grounds for termination of this Agreement without an opportunity to cure.

11. **Amendments**. This Agreement contains all of the agreements and understandings of the Parties hereto and shall not be amended or changed in any way, unless an amendment is in writing and signed by both the Licensee and the City.

12. **Controlling Law.** The laws of the State of Michigan shall control any disputes arising out of the interpretation or operation of this Agreement. Venue shall be in Allegan County.

13. **Binding Effect**. This Agreement shall be binding on the successors, heirs and personal representatives of the parties hereto.

14. **Duplicate**. This Agreement has been executed in duplicate but constitutes only one contract.

CITY OF SAUGATUCK

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

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

GROW ESTATE LLC/LICENSEE

Dated: _____, 2026 By: _____

Its: _____

CITY OF SAUGATUCK
REQUEST FOR PROPOSAL
OVAL BEACH CONCESSION STAND

CITY OF SAUGATUCK
REQUEST FOR PROPOSAL
OVAL BEACH CONCESSION STAND

The City of Saugatuck is seeking proposals for furnishing equipment, supplies, and staffing necessary to provide food/beverage concessions at the City of Saugatuck Oval Beach.

Request for proposal packets may be obtained from the City Clerk at Saugatuck City Hall, 102 Butler Street, Saugatuck, MI 49453 or by calling 269-857-2603.

Technical questions regarding this Request for Proposal may be directed to the Department of Public Works Superintendent (Scott Herbert) at 269-857-2638.

Sealed proposals will be received by the City Clerk of the City of Saugatuck up to the hour of 2:00 p.m., **Friday, February 13, 2026.** Responses delivered after the said date and time will not be accepted. The City of Saugatuck is not responsible for delays in delivery.

All responses to this request that are mailed through the United States Postal Service shall be addressed to the Saugatuck City Clerk, P.O. Box 86, Saugatuck, MI 49453. All responses to this request that are mailed through the FedEx, UPS, or similar delivery service that do not deliver to P.O. Boxes shall be addressed to the Saugatuck City Clerk, 102 Butler Street, Saugatuck, MI 49453. Hand-delivered responses shall be delivered to the Saugatuck City Clerk, 102 Butler Street, Saugatuck, MI 49453.

All proposals shall be placed in a sealed envelope, which is clearly marked “OVAL BEACH CONCESSION RFP”. Responses by fax or e-mail will not be accepted.

The City of Saugatuck reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of the City and to the public; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the request for proposals process.

INTRODUCTION

The City of Saugatuck's Oval Beach Park, located on the shore of Lake Michigan, serves as a destination point for residents and visitors each year – generally commencing in May and concluding in October. The lakefront park offers swimming, hiking, boating and other water and dune recreational activities to park visitors, as well as City-owned restrooms and the Oval Beach Concession Building. The Oval Beach Concession stand is typically open 7 days a week starting Memorial Day through Labor Day each year. The purpose of the Oval Beach Concession stand is to offer visitors to Oval Beach a variety of food and beverage options at reasonable prices.

The equipment provided by the City of Saugatuck includes:

- 400lb. Koolaire icemaker
- Standup freezer
- Refrigerator
- Hot dog roller/grill
- Microwave
- Slushie machine
- Ice Cream Machine
- Miscellaneous supplies (cleaning, buckets, kitchen utensils, etc.)
- Picnic tables/umbrellas
- Cash register
- Shelving units
- Pretzel Warmer

APPROXIMATE PROJECT TIMELINE

RFP issued:	November 17, 2025
Proposals Due:	February 13, 2026
Council award:	March 9, 2026
Contract signed:	March 16, 2026

PROPOSAL SUBMITTAL FORMAT

The *General Information* form, on the next page, is designed to serve as the cover sheet. Do not attach cover letters, title pages, or blank sheets ahead of this form, nor substitute letterhead paper for it. If additional space is needed, plain paper may be attached behind this form. **This form must be signed by a person authorized to make proposals and enter into contract negotiations on behalf of your agency.** This individual must be at least 18 years of age. **Failure to submit this form will result in your proposal being deemed non-responsive.**

CITY OF SAUGATUCK

OVAL BEACH CONCESSION STAND

General Information

This form must be signed by a person authorized to make proposals and enter into contract negotiations on behalf of your agency. To be considered for this project, the submittals must be completed in accordance with this RFP and this cover sheet must be attached. ***Failure to submit this form will result in your proposal being deemed non-responsive.***

Authorized Official (Signature)	Date
Print Name of Authorized Official	Title of Authorized Official
Company Name	Contact Person
Address	City, State, Zip
Phone Number	Fax Number
E-Mail Address	Federal Tax ID #

TO BE COMPLETED AND SUMBMITTED

The request for proposal (RFP) is to solicit proposals from qualified vendors to use Oval Beach Concession Stand located at 690 Perryman Street, Saugatuck, MI 49453 (Property), for food/beverages and novelty souvenirs. Those interested are required to submit a written proposal that best represents the Proposer. The Property will be used as is with no proposed improvements planned by the City of Saugatuck.

PROPOSERS QUALIFICATION STATEMENT:

Check One: An Individual_____ A Co-Partnership_____ A Corporation_____

Submitted by: _____

With principal office at: _____

The completion and submission of this questionnaire reflects accurate and truthful statements of the signatory. (Attach additional pages if necessary)

Request for Proposal: Requirements

The proposal should include the following to coincide with this RFP:

1. Provide a business plan or explain in detail the Proposer's proposed use of the Property and how it will contribute to the vitality of the City.

2. Explain how proposers use of the facility is compatible with the City's Zoning Ordinances.

3. Resumé of Proposer's previous experience, identifying not less than three (3) years of experience directly related to the proposed use.

4. Three (3) business and/or personal references. Note – the City reserves the right to contact the references listed and references other than, and/or in addition to, those being furnished.

5. Financial statements including, but not limited to, balance sheets and income statements (audited statements preferred) for the past two (2) years supporting the financial abilities of the Proposer to operate at the facility.

6. Statement that the proposer is or is not a subsidiary of, or affiliated with, any other corporations, partnerships, or firm. If so, please specify. If the Proposer is a subsidiary, please indicate the extent to which the parent entity will guarantee performance by the subsidiary.

7. In what other businesses are you financially invested?

8. Statement that the Proposer or its officers, principal members, shareholders, or investors, or any of its parent, subsidiary, or affiliated entities or other interested parties have or have not been adjudged bankrupt, either voluntarily or involuntarily, within the past ten (10) years? If so, explain.

9. Statement that there is or is not pending litigation against the Proposing entity or its officers, principal members, shareholders, or investors, or any parent, subsidiary or affiliated entities or other interested parties other than the minor personal injury suits involving claims under $250,000? If so, explain.

10. Letter(s) from any financial credit rating service for the Proposer with whom the City may contract or the member or members of that entity who will be responsible for financial obligations and on whom the City should rely for financial performance.

11. Any other financial statements and/or other documents that would indicate acceptable financial standing and the ability of Proposer to fund the proposed services on the City Property.

12. A complete description and history of the Proposer's entity (corporation, partnership, etc.) and identification of all parties including disclosure of all persons or entities having a beneficial and/or financial interest in the proposal. Include names and qualifications of corporate/company officers/owners, their addresses/location(s) and other appropriate contact information.

13. Description of employment opportunities that will be created by the proposed services including a description of the type, number of positions, and the estimated salary range of those positions.

14. Proposed operating schedule detailing days and hours open to the public. The City requires the Proposer to open operations every weekend (Friday – Sunday), Memorial Day (and the day before and after the holiday), Independence Day (and the day before and after the holiday), Labor Day (and the day before the holiday), with a minimum of two (2) days during any given week, Monday through Thursday.

15. Description of the proposed menu items or vendor items with pricing.

16. Description of the proposed marketing, advertising, and sales promotion plans.

17. Description of the proposed annual lease payment and proposed monthly percentage of gross revenue payment paid to the City during the two (2) year contract period. Tier percentage fees will not be accepted. The City expressly reserves the right to accept an offer other than the highest responsive offered price and also reserves the right to negotiate any terms.

18. List all major equipment Proposer will supply to provide services and/or goods proposed in this proposal.

19. Affirmative statements that:
    a. The Proposer's entity will occupy the Property.
    b. The Proposer will not sublet or sublease the Property.

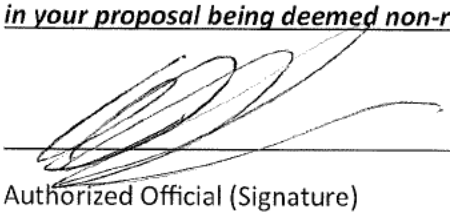
20. You may, if you desire, provide a narrative that would include anything you feel might assist the City of Saugatuck in evaluating your experience or Business Plan. If appropriate, describe plans you may have for, including projected expenditures. Attach additional sheets if necessary.

CITY OF SAUGATUCK

OVAL BEACH CONCESSION STAND

General Information

This form must be signed by a person authorized to make proposals and enter into contract negotiations on behalf of your agency. To be considered for this project, the submittals must be completed in accordance with this RFP and this cover sheet must be attached. ***Failure to submit this form will result in your proposal being deemed non-responsive.***



Authorized Official (Signature)

1/13/2026

Date

Alec Payleitner

Print Name of Authorized Official

Owner

Title of Authorized Official

GROW Estate LLC dba SaugaTaco

Company Name

Alec Payleitner

Contact Person

PO Box 841

Address

Saugatuck, MI 49453

City, State, Zip

N/A

Fax Number

TO BE COMPLETED AND SUMBMITTED

The request for proposal (RFP) is to solicit proposals from qualified vendors to use Oval Beach Concession Stand located at 690 Perryman Street, Saugatuck, MI 49453 (Property), for food/beverages and novelty souvenirs. Those interested are required to submit a written proposal that best represents the Proposer. The Property will be used as is with no proposed improvements planned by the City of Saugatuck.

PROPOSERS QUALIFICATION STATEMENT:

Check One: An Individual_____ A Co-Partnership__X__ A Corporation_____

Submitted by: GROW Estate LLC dba SaugaTaco (Alec + Lindsay Payleitner)

With principal office at: 650 Water Street, Saugatuck, MI 49453

The completion and submission of this questionnaire reflects accurate and truthful statements of the signatory. (Attach additional pages if necessary)

Request for Proposal: Requirements

Answers to all questions below are included in the pages following. The table of contents, which includes a breakdown of the Business Plan, notes where each RFP question is addressed.

The proposal should include the following to coincide with this RFP:

1. Provide a business plan or explain in detail the Proposer's proposed use of the Property and how it will contribute to the vitality of the City.

2. Explain how proposers use of the facility is compatible with the City's Zoning Ordinances.

3. Resumé of Proposer's previous experience, identifying not less than three (3) years of experience directly related to the proposed use.

4. Three (3) business and/or personal references. Note – the City reserves the right to contact the references listed and references other than, and/or in addition to, those being furnished.

Oval Beach Concession Stand Proposal

Presented by Lindsay and Alec Payleitner

January 13, 2026

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A. Business Plan *(Q1)*

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2. Executive Summary
3. Why This Works for the City
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D. Responsibility Statements

1. Subsidiary Statement *(Q6)*
2. Financial Investment Statement *(Q7)*
3. Bankruptcy Statement *(Q8)*
4. Litigation Statement *(Q9)*
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E. Tax Returns *(Q5)*

1. LLC 2023
2. LLC 2024

F. Credit Statements *(Q10)*

N/A | *Q2, Q11, Q20*

1. Business Plan | *Key Takeaways*

- **Curated, ready-to-consume, grab-and-go items available onsite, including:**
  - Savory snacks (e.g. popcorn, cheese + crackers)
  - Sweets (ice cream sandwiches, ice pops)
  - Beverages (popular brands + specialty/local)
- **No food preparation in the concession stand**
  - Eliminates most concerns regarding the Health Department
  - Eliminates the need for highly trained kitchen personnel
- **SaugaTaco partnership**
  - In-person ordering
  - Beachside delivery
- **Rent ≈ 15% of sales, specifically:**
  - 20% of RTE items
  - 5% of delivery items

2. Executive Summary

The Oval Beach Concession Stand's **primary function will be to sell ready-to-eat (RTE) sweet and savory snacks and ready-to-drink (RTD) beverages**.

RTE Snacks
We will offer curated snacks, a mix of premium and classic items. This might include: classic ice pops, ice cream sandwiches, pre-bagged popcorn, and candies curated from specialty makers.

RTD Beverages
These beverages will be fun, unique offerings catering to a variety of ages (think: colorful Faygo sodas *and* cold brew). We will incorporate local makers as much as possible to highlight and promote our towns' offerings.

The Oval Beach Concession Stand's **secondary function will be to sell full meals using a unique model combining personalized, in-person ordering and beachside delivery**. *We're resigned to living in a DoorDash world; let's embrace and elevate it.*

Ordering
A SaugaTaco-prepared menu of tacos, quesadillas, salads, and more will be available. Guests will order and pay at the from our SaugaTaco trained

concession stand cashiers. Then, guests will be given an approximate delivery time and a 'marker' to indicate their place on the beach.



Delivery

Our local, third-party delivery company and/or our in-house delivery team will bring the orders from our downtown Saugatuck location to the Oval Beach Concession Stand. The concessions team will then bring the order directly to the guest on the beach and/or picnic tables.

2.1 Executive Summary | *Mission + Vision*

Our mission is to provide Oval Beach guests with a seamless and satisfying concession stand experience that fulfills a broad spectrum of food and beverage needs, including value, taste preferences, time constraints, and snack-to-full-meal choices.

Our vision is to play a small part in elevating the Oval Beach experience. We live and work locally. For a decade, our livelihood has relied on providing a premium vacation experience for Saugatuck/Douglas visitors. Oval Beach is our area's signature natural asset. As such, we're heavily vested in its continued vitality.

The time is ripe for the concession stand to be reimagined—reflecting the high-quality, distinctive, forward-thinking, and premium experiences that now define our community.

2.2 Executive Summary | *Legal Structure*

The concession stand will operate as a satellite location of GROW Estate LLC (dba SaugaTaco), a partnership between Lindsay Payleitner and Alec Payleitner.

3. Why This Works for the City

This proposal focuses on reliable City revenue, straightforward oversight, and a hospitable, locally-driven experience for Oval Beach visitors, while minimizing financial and operational risk.

Low Operational Risk

- Ready-to-consume offerings only; no onsite food preparation
- Reduced health, safety, and regulatory oversight

Predictable, Aligned Revenue

- Rent structured entirely as a percentage of gross sales
- City revenue scales with performance

No City Capital Exposure

- Operator maintains staff, inventory, technology, and non-city equipment
- No upfront investment, depreciation, or replacement costs for the City

Improved Visitor Experience

- Efficient service and consistent hospitality standards
- Optional beachside delivery reduces congestion and improves accessibility

Local Alignment and Brand Protection

- Operated by an established local hospitality business with local labor
- Avoids "tourist trap" perception and supports repeat visitation

4. Market Analysis + Competition

After a decade in the Saugatuck/Douglas restaurant business, we've come to believe in intra-business collaboration and inter-community competition. That is, within our towns, a rising tide lifts all boats (lake pun intended)—when our towns do better, we all do better. Our real competitors are other tourist destinations.

When considering the Oval Beach Concession stand (OBC), we're additionally convinced of these dichotomies. We do not want to focus on how we can get visitors to eat lunch at OBC over, say, Farmhouse. Rather, we want to focus on how we can provide a premium beach experience, an experience worthy of recommendation and return visits.

We believe we are perfectly poised to take on the challenge of elevating OBC—which in turn elevates the Oval Beach experience at large. As any restauranteur in the area will tell you, vacation time is of the essence! Long wait times and stagnant lines too often misalign with visitors' agenda desires. With our most recent project, we have spent the last two years learning successfully innovating in the fast-casual, or counter-service, business model. We're confident this experience will translate to an efficient and enjoyable OBC experience.

In addition to efficiency, we consider affordability a core competency. In 2026, every meal option seems expensive. Grocery and restaurant prices are significantly up from two years ago, let alone a decade past. We understand that many, if not most, visitors are cost conscious. They've already spent money to vacation here—in these towns, at this beach. The concession stand should never feel like a tourist trap. Our ready-to-eat/

drink (RTE) menu offers reasonably priced fare across a moderate price spectrum. And, our SaugaTaco delivery options are certainly indicative of our commitment to value.

The throughline is our commitment to hospitality. The OBC staff would be cross-trained, and likely cross-scheduled. at our restaurant. Without our consistent onsite presence at OBC, we believe this is the most effective way to ensure our standards of hospitality and customer service are consistently met. Such standards include: autonomy, attention to detail, above average communication abilities, adequate product knowledge, and…kindness.

4.1 Market Analysis + Competition | *En Route to the Beach!*

Douglas Root Beer Barrel

- Hot Dogs = $4 - $6
- 20oz Soda = $4.25
- Ice Cream = $5

Woosah

- Regular Coffee = $4 - $5
- Specialty Coffee = $6 - $7
- Baked goods = $3 - $6

5. Products + Services

We will use our extensive relationships with local makers, specialty distributors, and broadliners to curate dozens of ready-to-consume products paying particular attention to: packaging (for display), value, and a thoughtful mix of familiar brands and lesser-known artisans. (The following is an illustrative list and is neither inclusive nor exhaustive.)

RTE Savory Snacks

- Chips (classic and/or premium brands)
- Local cheese and cracker kits
- Gourmet jerky
- Craft pre-bagged popcorn
- Fruit and/or yogurt cups

RTD Sweets

- Name-brand candy
- Ice pops (for a very affordable frozen treat)
- Ice cream sandwich
- Vegan ice cream pint

RTD Beverages

- Name-brand sodas
- Tractor-brand high end juice beverages

- SaugaTaco lavender lemonade
- Cold Brew (possibly on tap from Uncommon Coffee Roasters)
- Red Bull or Celsius Energy Drink
- Boxed Water

SaugaTaco Delivery
A curated SaugaTaco-prepared menu of tacos, quesadillas, salads, and more will be available. Guests will order and pay at the concession stand from our trained cashiers. Then, guests will be given an approximate delivery time and a 'marker' to indicate their place on the beach.

6. Marketing + Sales Strategy

Word of Mouth
To be sure, it's a built-in, captured market. Oval Beach has long been the area's signature outdoor attraction for visitors and locals alike, and concession stand sales will therefore be closely tied to independent beach pass purchases. To capitalize on this dynamic, word-of-mouth will be a central component of our marketing strategy. Beyond impulse purchases, our goal is to offer a consistently reliable and satisfying experience that inspires return visits and organic referrals—both in person and across social media.

Beachside
We will provide a branded / stylized website with up-to-date information regarding hours and offerings. (Likely: saugataco.com/beach)

Website
We will provide a branded / stylized website with up-to-date information regarding hours and offerings. (Likely: saugataco.com/beach)

Cross-Promotion
At SaugaTaco, we strive to be *concierge* for our guests. We train our staff to offer shopping, leisure activity, and dining suggestions. We even provide free custom photo postcards for guests to mail home—one of which features a beautiful overhead drone shot of Oval Beach taken by one of our guests.

Social Media / Email
We will feature this new partnership in social media posts (aggregate audience of 7K+) and send an announcement email to our 2000+ subscribers.

7.1 Operations Plan | *What does the day look like?*

1 hour before open | *Team Lead arrives at SaugaTaco*

- Check in with management
- Pickup any products or supplies

1/2 hour before open | *Team Lead + support staff arrives at OBC*

- Pre-shift huddle
- Assign positions
- Opening duties

[Staff will receive 30-minute break if shift exceeds 5 hours (lead). Most supporting staff will only work 5 hour shifts.]

At closing time | *All staff closing duties*

- Cleaning checklist
- Inventory

At 'doors locked' | *Team Lead closing duties*

- Submit closing report to SaugaTaco management, including:
- Closing photo checklist

7.2 Operations Plan | Staffing

*While the staffing responsibility hierarchy is Team Lead → Support Staff, **all** staff members will be trained on **all** operational positions.*

Cashier
Handles order placement and payment, answers guest questions, provides recommendations, and delivers a warm, hospitable experience—often sharing insights about the town and local offerings.

Prep
Retrieves drinks and snacks for guests after ordering. Keeps outdoor space tidy. Answers phone calls.

Runner
Receives SaugaTaco deliveries and promptly delivers orders to beachgoers, confirming order accuracy and guest satisfaction upon handoff.

7.3 Operations Plan | Salaries

- In-house minimum wage = $15 / hour + tips
- We will monitor gratuities with a goal of $20 / hour TOTAL wage + tips.

- Quantity of staffing is based on a percentage of sales, as seen in *7.2 Financial Projections | Condensed Projected P&L.*
- *[If a student works 15 weeks @ $20/hr for 35 hours a week, they would make over $10K at their summer job!]*

7.4 Operations Plan | Equipment

Existing Equipment

(provided/maintained by the city)

- **Refrigerator**
- **Freezer**
- **Mop Sink**
- **Ice Machine?**

New Equipment

(provided by applicant)

- **POS Hardware**
- **Display Signage**

8. Financial Projections

These projections were made before we received financial documents from the city. The numbers were calculated based on the fact of 50K vehicle passes sold in 2024 and then estimates of number of guests, percentages of concession stand goers, and check average. Full disclosure: these sales estimates are 88% higher than 2025 sales and 158% higher than 2024 sales.

SCHEDULE *(subject to change)*

- 15 weeks (Memorial Day - Labor Day)
- 12pm - 8pm
- Tuesday through Sunday, plus Memorial Day and Labor Day

GOOD-FAITH ESTIMATE (Beachgoers)

50,000 daily passes sold in 2024 over 105 days

↳*That means approximately 475 cars / day, or **950 people / day***

2,000 season passes sold in 2024 (estimating an average of 2 trips)

↳*That means 40 cars / day, or **80 people per day***

We set our educated estimation at 1000 beach visitors per day.

GOOD-FAITH ESTIMATE (Concession Sales)

35% of the guests purchase drink/ice cream—with a check average of $5

↳*TOTAL Prepared Food/Bev Sales = $1750 / day*

10% of guests purchase beachside delivery—with a check average of $9.50
↳TOTAL Delivery Sales = $950 / day

TOTAL Daily Sales = $2700
TOTAL Weekly Sales = $13,500
TOTAL Season Sales = $202,500

8.1 Financial Projections | *Calculating Rent*

'Rent' is calculated entirely as a percentage of sales:
20% of prepared food/bev sales + 5% of delivery sales.

SALES = S; Prepared Share % = P; Delivery Share % = D
'Rent' = (P)(S)(20%) + (D)(S)(5%)

SALES (75% prepared + 25% delivery)	$125,000	$200,000	$250,000	$300,000
City Percentage	$20,313	$32,500	$40,625	$48,750
SALES (65% prepared + 35% delivery)	$125,000	$200,000	$250,000	$300,000
City Percentage	$18,438	$29,500	$36,875	$44,250
SALES (60% prepared + 40% delivery)	$125,000	$200,000	$250,000	$300,000
City Percentage	$17,500	$28,000	$35,000	$42,000
SALES (50% prepared + 50% delivery)	$125,000	$200,000	$250,000	$300,000
City Percentage	$15,625	$25,000	$31,250	$37,500

8.2 Financial Projections | *Condensed Projected P&L*

The following page show projected (and condensed) profit and loss statements for three gross sales scenarios.

Case A | Low-Level Sales

SALES = 125,000		
FIXED	$	%
Insurance	2500	2.00%
Repair/investment	2500	2.00%
Professional Fees	1500	1.20%
POS	5000	4.00%
Certificates/Fees	1000	0.80%
Total	12500	10.00%

VARIABLE	%
Food + Bev	40.0%
Administration Fee	5.0%
Rent to city (20% + 5%)	15.0%
Payroll (Beach)	20.0%
Payroll (Kitchen)	5.0%
Payroll Taxes	2.5%
LLC Profit	2.5%
Total	90.0%

- Total Sales = $125,000
- Average Daily Sales = $1388
- Staffing | 2 @ $20/hour

Scenario A | CITY INCOME = $18,438

Case B | Predicted Sales

SALES = 200,000		
FIXED	$	%
Insurance	2500	1.25%
Repair/investment	2500	1.25%
Professional Fees	1500	0.75%
POS	5000	2.50%
Certificates/Fees	1000	0.50%
Total	12500	6.25%

VARIABLE	%
Food + Bev	40.0%
Administration Fee	5.0%
Rent to city (20% + 5%)	15.0%
Payroll (Beach)	20.0%
Payroll (Kitchen)	5.0%
Payroll Taxes	2.5%
LLC Profit	6.2%
Total	93.7%

- Total Sales = $200,000
- Average Daily Sales = $2222
- Staffing | 3 @ $18/hour

Scenario B | CITY INCOME = $29,500

Case C | Stretch Sales

SALES = 250,000		
FIXED	$	%
Insurance	2500	1.00%
Repair/investment	2500	1.00%
Professional Fees	1500	0.60%
POS	5000	2.00%
Certificates/Fees	1000	0.40%
Total	12500	5.00%

VARIABLE	%
Food + Bev	40.0%
Administration Fee	5.0%
Rent to city (20% + 5%)	15.0%
Payroll (Beach)	20.0%
Payroll (Kitchen)	5.0%
Payroll Taxes	2.5%
LLC Profit	7.5%
Total	95.0%

- Total Sales = $250,000
- Average Daily Sales = $1388
- Staffing | 3-4 @ $18/hour

Scenario C | CITY INCOME = $36,875

GROW ESTATE, LLC

Established: MI (2015); IL (2014)

D/B/A

SaugaTaco, Saugatuck, Michigan **2024 - now**

- *Upscale QSR of tex-mex cuisine*
- *Seating = 40 indoor + 20 outdoor*
- *Approximate serving capacity of 100 guests per hour*
- *Robust takeout and delivery program*

GROW Café + Bistro, Saugatuck, Michigan **2016 - 2023**

- *Upscale casual service of contemporary American cuisine*
- *Seating = 30 indoor + 24 outdoor*
- *Approximate serving capacity of 70 guests per hour*

the TRAP *from Café + Bistro,* Saugatuck, Michigan **2021 - 2022**

- *Upscale casual service of Middle Eastern inspired cuisine*
- *Seating = 24 indoor + 30 outdoor*
- *Approximate serving capacity of 50 guests per hour*

GROW Food + Events, Chicago **2014 - 2015**

- *'Ghost kitchen' prep and delivery of office caterings*
- *Dozens of festival appearances*

ENTITY OWNERSHIP *(S-corp election for an LLC)*

Lindsay Payleitner (50% ownership)
Chef/Owner

Alec Payleitner (50% ownership)
Owner/Operator



C. References *(Q4)*



D1. Subsidiary Statement *(Q6)*

GROW Estate LLC is not a subsidiary of, or affiliated with, any other corporations, partnerships, or firm.

D2. Financial Investment Statement *(Q7)*

GROW Estate LLC is financially invested and doing business as SaugaTaco (650 Water Street, Saugatuck, MI).

D3. Bankruptcy Statement *(Q8)*

Lindsay Payleitner, Alec Payleitner, and GROW Estate LLC (including: its officers, principal members, shareholders, or investors, or any of its parent, subsidiary, or affiliated entities or other interested parties) have not been adjudged bankrupt, either voluntarily or involuntarily, within the past ten
(10) years.

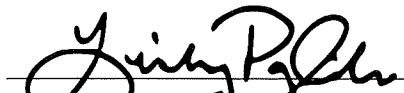
D4. Litigation Statement *(Q9)*

There is no pending litigation against Lindsay Payleitner, Alec Payleitner, and GROW Estate LLC (including: its officers, principal members, shareholders, or investors, or any of its parent, subsidiary, or affiliated entities or other interested parties) other than the minor personal injury suits involving claims under $250,000.

D5. Occupancy Statement *(Q19)*

A. GROW Estate LLC will occupy the Property.
B. GROW Estate LLC will not sublet or sublease the Property.

Agreed and Accepted:



1/5/2026

Lindsay Payleitner



1/5/2026

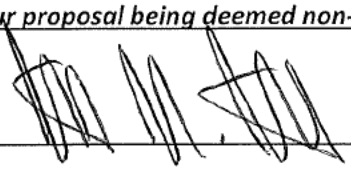
Alec Payleitner

CITY OF SAUGATUCK

OVAL BEACH CONCESSION STAND

General Information

This form must be signed by a person authorized to make proposals and enter into contract negotiations on behalf of your agency. To be considered for this project, the submittals must be completed in accordance with this RFP and this cover sheet must be attached. ***Failure to submit this form will result in your proposal being deemed non-responsive.***



Authorized Official (Signature)

12/15/2025

Date

ANTHONY N. AMATO

Print Name of Authorized Official

President

Title of Authorized Official

MIDTOWN TAVERN, INC

Company Name

TONY AMATO

Contact Person

TO BE COMPLETED AND SUMBMITTED

The request for proposal (RFP) is to solicit proposals from qualified vendors to use Oval Beach Concession Stand located at 690 Perryman Street, Saugatuck, MI 49453 (Property), for food/beverages and novelty souvenirs. Those interested are required to submit a written proposal that best represents the Proposer. The Property will be used as is with no proposed improvements planned by the City of Saugatuck.

PROPOSERS QUALIFICATION STATEMENT:

Check One: An Individual_____ A Co-Partnership_____ A Corporation X (subchapter S)

Submitted by: MIDTOWN TAVERN, INC.

With principal office at: 6449 136TH AVE SAUGATUCK, MI 49453

The completion and submission of this questionnaire reflects accurate and truthful statements of the signatory. (Attach additional pages if necessary)

Request for Proposal: Requirements

The proposal should include the following to coincide with this RFP:

1. Provide a business plan or explain in detail the Proposer's proposed use of the Property and how it will contribute to the vitality of the City.

2. Explain how proposers use of the facility is compatible with the City's Zoning Ordinances.

3. Resumé of Proposer's previous experience, identifying not less than three (3) years of experience directly related to the proposed use.

4. Three (3) business and/or personal references. Note – the City reserves the right to contact the references listed and references other than, and/or in addition to, those being furnished.

5. Financial statements including, but not limited to, balance sheets and income statements (audited statements preferred) for the past two (2) years supporting the financial abilities of the Proposer to operate at the facility.

6. Statement that the proposer is or is not a subsidiary of, or affiliated with, any other corporations, partnerships, or firm. If so, please specify. If the Proposer is a subsidiary, please indicate the extent to which the parent entity will guarantee performance by the subsidiary.

7. In what other businesses are you financially invested?

8. Statement that the Proposer or its officers, principal members, shareholders, or investors, or any of its parent, subsidiary, or affiliated entities or other interested parties have or have not been adjudged bankrupt, either voluntarily or involuntarily, within the past ten (10) years? If so, explain.

9. Statement that there is or is not pending litigation against the Proposing entity or its officers, principal members, shareholders, or investors, or any parent, subsidiary or affiliated entities or other interested parties other than the minor personal injury suits involving claims under $250,000? If so, explain.

10. Letter(s) from any financial credit rating service for the Proposer with whom the City may contract or the member or members of that entity who will be responsible for financial obligations and on whom the City should rely for financial performance.

11. Any other financial statements and/or other documents that would indicate acceptable financial standing and the ability of Proposer to fund the proposed services on the City Property.

12. A complete description and history of the Proposer's entity (corporation, partnership, etc.) and identification of all parties including disclosure of all persons or entities having a beneficial and/or financial interest in the proposal. Include names and qualifications of corporate/company officers/owners, their addresses/location(s) and other appropriate contact information.

13. Description of employment opportunities that will be created by the proposed services including a description of the type, number of positions, and the estimated salary range of those positions.

14. Proposed operating schedule detailing days and hours open to the public. The City requires the Proposer to open operations every weekend (Friday – Sunday), Memorial Day (and the day before and after the holiday), Independence Day (and the day before and after the holiday), Labor Day (and the day before the holiday), with a minimum of two (2) days during any given week, Monday through Thursday.

15. Description of the proposed menu items or vendor items with pricing.

16. Description of the proposed marketing, advertising, and sales promotion plans.

17. Description of the proposed annual lease payment and proposed monthly percentage of gross revenue payment paid to the City during the two (2) year contract period. Tier percentage fees will not be accepted. The City expressly reserves the right to accept an offer other than the highest responsive offered price and also reserves the right to negotiate any terms.

18. List all major equipment Proposer will supply to provide services and/or goods proposed in this proposal.

19. Affirmative statements that:
    a. The Proposer's entity will occupy the Property.
    b. The Proposer will not sublet or sublease the Property.

20. You may, if you desire, provide a narrative that would include anything you feel might assist the City of Saugatuck in evaluating your experience or Business Plan. If appropriate, describe plans you may have for, including projected expenditures. Attach additional sheets if necessary.

Proposal For Oval Beach Concession Stand

This project is custom made for my interests and proven abilities in food and beverage operations. My prowess in outdoor summer food and beverage operation is well documented. The Oval Beach food and beverage concession stand will be a must see, must experience local destination spot; the food and potential supporting activities will complete the local beach scene.

I am confident that I will operate within applicable zoning ordinances and will review and abide by lesser known applicable ordinances. I have 50 years experience in the food and beverage industry; 30 plus years in this area: Dona Blanche Enterprises, catering and in house breakfast service at the Maplewood Hotel Saugatuck, Cafe Dona, breakfast, lunch, catering, private party dining Hoffman St Saugatuck, Red Dock Cafe (25 yrs) outdoor summer venue with original food, drinks and live music Douglas. To better acquaint you with my abilities please feel free to contact: Nick Cappaletti Capizzo Studios Saugatuck, Dene Lencioni Toons Chicago, Lauren Stanton Red Dock Douglas and Jason Blik Huntington Bank. Glad to provide phone numbers upon request.

I can guarantee you that my financial health is solvent with an active subchapter S corporation and business checking account, along with my professional team of accounting, legal, insurance and banking in good order. Glad to share names and phone numbers on request. I am not affiliated with any other subsidiary corporations but I do also underwrite and produce live music events in the area at Capizzo Studios Saugatuck and Park Theatre Holland and occasionally in Santa Fe, NM. I have never experienced any aspects of bankruptcy and at this time there is no litigation pending against me.

I will be glad to provide you with my accountant firm and bank to verify my financial solvency. This potential beach concession ,if approved by the city, will be operated by myself and my wife Dona.

I cannot go into detail about employment opportunities until I get into the physical space and organize the work, storage and production flow as well as detail the menu until I see what the space can handle in production and execution but I will price it market fair and compensate employees on the high end of local standards, this also applies to any additional equipment I would bring in outside of the city's listed inventory, keeping in mind accommodating the health dept, fire dept and other applicable city, county and state agencies; but note that the menu will be conservative in number of items, creative, fresh and representative of a summer beach concession in the areas of sandwiches (hot and cold), salads, hot dogs, soda and other bottled beverages, ice cream and appropriate sides and snacks. I would like to add events like live music, informative lectures, yoga and community related gatherings of interest. This will all be coordinated with social media, local papers and the "grapevine".

In regard to lease agreements and payments, I am very familiar with the local market. I would need to see a five year history of past lease agreements and percentage of gross sales payments

before the city took over the operation of the beach concession stand; working with averages I propose to make one payment in full (combination of monthly payments and average of percentage payments) at the time of agreement so that my accounting is my accounting and your accounting is your accounting. I don't want to be burdened with multiple, separate payments. A single figure that meets the need of the city's expenses ; one and done, I am flexible in understanding your financial needs (I assume that utilities and garbage removal in included in monthly payment) but if it becomes financially burdensome from the get go, it would make it difficult for any operator to set themselves up for success. Also a two year lease is a short time to enjoy the benefits of a successful operation; please explain reasoning and potential lease renewal policies.

Yes, I will occupy the property for the duration of lease and look forward to the potential of operating the beach concession stand; I have 50 years of experience in the food and beverage industry embracing countertop service, catering, casual dining and fine dining.

Thank you for your time and consideration.

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: April 13, 2026

SUBJECT: Review of Oval Beach Reduced Rate Season Parking Permit Policy

DESCRIPTION:

City Council has expressed interest in discussing whether to continue charging taxpayers for a seasonal pass to Oval Beach. Some have expressed a belief that taxpayers should receive a free pass and that the analysis is as simple as looking at what the lost revenue would be. Unfortunately, it's not as straightforward and City Council should carefully consider whether to make a change.

Historical Background

In March of 2010, after a thorough analysis (attached), City Council unanimously approved a policy change to move from free taxpayer season passes to a reduced-fee structure set at approximately 50% of the standard rate (then $20). Each real property taxpayer is eligible for one discounted seasonal pass, which also allows parking at the Culver Street lot at no additional cost.

Prior to this change, there were 1,127 tax parcels eligible to receive a free season pass, and the City issued 776 free parking permits to persons with a paid real property tax bill.

Financial History

Since implementation, the City has generated approximately $112,940 in revenue from taxpayer passes, averaging roughly $8,000–$8,700 annually.

Season	Number	Revenue
2012	409	$8,180.00
2013	411	$8,220.00
2014	397	$7,940.00
2015	406	$8,120.00

2016	405	$8,100.00
2017	421	$8,420.00
2018	409	$8,180.00
2019	395	$7,900.00
2020	377	$7,540.00
2021	388	$7,760.00
2022	400	$8,000.00
2023	375	$7,500.00
2024	419	$8,380.00
2025	435	$8,700.00
	Total Revenue	$112,940.00

Considerations

There are a number of factors to consider before returning to a system of free passes for real property taxpayers:

- As annual reports show (most recent attached), tax revenues are not currently paying for the costs associated with Oval Beach, Saugatuck Harbor Natural Area and Mt. Baldhead. Fees to park pay for these operations and capital needs.
- The taxpayer pass has remained $20 since 2010, while non-resident rates have increased. As a result, the taxpayer rate is now approximately 27% of the full price, compared to the original 50% policy intent. This already reflects a substantial reduction for residents.
- While the yearly revenue may not seem significant, it is more significant when considering the cumulative value and the capital needs the beach and Mt. Baldhead area have. The City just paid over $300,000 for a new restroom at Mt. Baldhead. The Council has also prioritized replacing the upper platform, steps and river deck which the approved capital improvement plan estimates will be $1,320,000 (in 2026 dollars).
- Today, there are 1,165 tax parcels. The historical data shows we sell around 400 taxpayer passes a year. Prior to that, closer to 800 passes were being issued for free.
    - This has the potential for additional lost revenue impacts:
        - If more free passes are issued and used, that is less Oval Beach spaces that will be available to generate revenue.
        - The same is true for the Culver lot. More free passes mean more users who can take Culver lot parking spaces which reduces revenue shared with the school.
    - Staff time needed to issue taxpayer passes will likely double. We will also need to order more passes.
- Charging parking fees to users, including residents, isn't uncommon.
    - For example, it costs $15 for a recreational passport to enter state parks. It costs $25 to obtain a county parks pass.

- The City charges residents for other recreational amenities including use of the Spear Street launch and boat slips at Wicks Park.

Staff Recommendation
Reducing or eliminating the taxpayer pass fee would not only decrease direct revenue but could also create additional indirect revenue impacts. Given the ongoing operational costs, significant capital needs, and the role that user fees play, I recommend maintaining the current policy.

LEGAL REVIEW:
Legal will be at your meeting for any questions.

SAMPLE MOTION:
A sample motion, if any, can be provided based on City Council direction.

City Council Agenda Item Report

FROM: Nicole Bredeweg

MEETING DATE: October 08, 2025

SUBJECT: Oval Beach

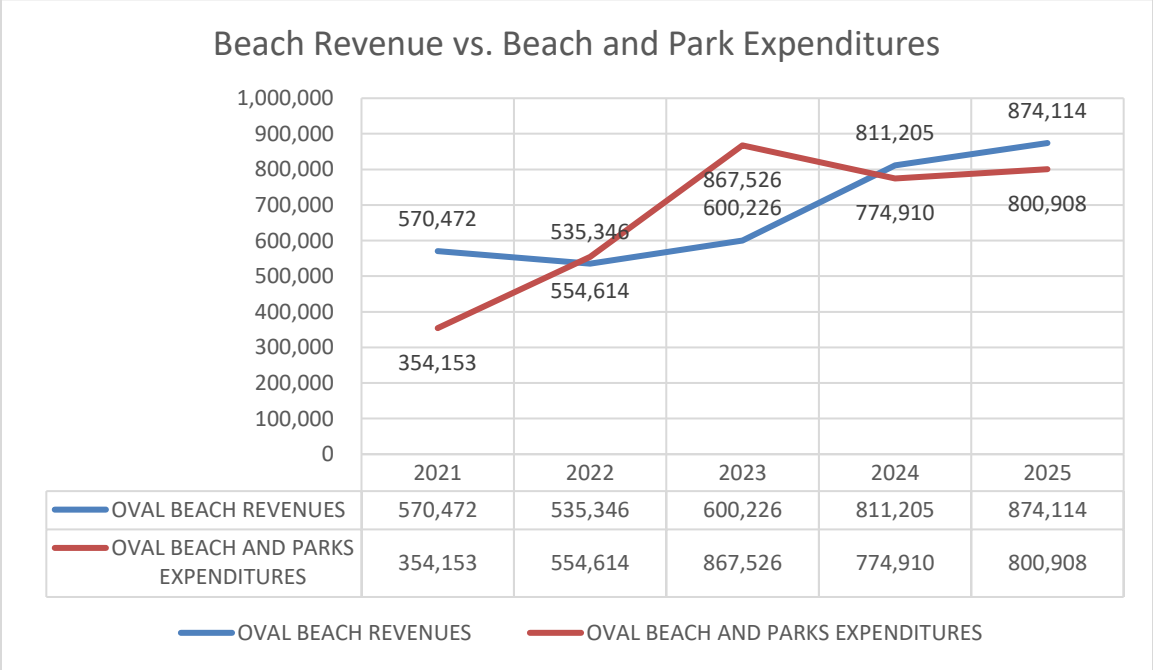
DESCRIPTION:

Attached are reports on daily & season passes (property owners & non-residents) passes along with financial costs for Oval Beach & City Parks over the last five calendar years. I've added the concession numbers, as well, for last year and this year.

Oval Beach / Saugatuck Harbor Natural Area

2025 Season Financial Report

2022 Season Sales		2023 Season Sales		2024 Season Sales		2025 Season Sales
43,338 daily passes ($8?)		49,118 daily passes ($10)		43,731 daily passes ($15)		49,260 daily passes ($15)
1,939 season passes (non-resident)		1,930 season passes (non-resident - $50)		2,014 season passes (non-resident - $75)		1,686 season passes (non-resident - $75)
400 season passes (resident)		375 season passes (resident)		419 season passes (resident - $20)		435 season passes (resident - $20)



Park expenses cover four restrooms, Wicks, Willow, Coghlin, Peterson Preserve, Jones, Cook, Village Square, and Mt. Baldhead Park. The expenditures incorporate the estimated restroom project costs, which is in process. Revenue rose thanks to a gorgeous summer and higher attendance. Visitor behavior shifted toward daily-ticket purchases versus season-pass sales.

Calendar Year

GL NUMBER	DESCRIPTION	2021	2022	2023	2024	2025
GATE AND PARKS						
Fund 101 - GENERAL FUND						
Dept 751 - PARKS & RECREATION						
101-751-702.000	SALARY/WAGES	64,710.00	77,552.00	89,019.00	89,422.00	46,396.00
101-751-720.000	FRINGE BENEFITS	28,808.00	35,328.00	43,597.00	39,420.00	23,265.00
101-751-730.000	SUPPLIES	15,560.00	27,350.00	36,747.00	30,067.00	23,685.00
101-751-801.000	CONTRACTAUL SERVICES	8,562.00	10,219.00	39,536.00	28,065.00	18,833.00
101-751-819.000	CHAIN FERRY REPAIRS	419.00	-	1,107.00	-	6,057.00
101-751-900.000	PRINTING & PUBLISHING	-	187.00	263.00	-	-
101-751-913.000	INSURANCE	2,400.00	2,500.00	2,575.00	3,553.00	3,701.00
101-751-920.000	UTILITIES	25,333.00	25,262.00	29,715.00	29,070.00	24,314.00
101-751-928.000	TRASH	6,752.00	12,455.00	16,367.00	24,933.00	3,187.00
101-751-930.000	REPAIRS & MAINTENANCE	7,963.00	32,723.00	26,665.00	19,030.00	9,655.00
101-751-946.000	EQUIPMENT RENTAL	42,931.00	43,822.00	48,298.00	67,384.00	26,798.00
101-751-960.000	SIGNS	556.00	-	360.00	90.00	90.00
101-751-970.000	CAPITAL OUTLAY	3,750.00	44,550.00	265,958.00	114,733.00	24,460.00
Total Dept 751 - PARKS & RECREATION		(207,744.00)	(311,948.00)	(600,207.00)	(445,767.00)	(210,441.00)
Dept 756 - OVAL BEACH						
101-756-702.000	SALARY/WAGES	79,632.00	113,249.00	134,137.00	147,425.00	121,298.00
101-756-720.000	FRINGE BENEFITS	18,219.00	46,154.00	28,691.00	31,042.00	24,611.00
101-756-730.000	SUPPLIES	8,182.00	16,259.00	9,716.00	24,821.00	24,595.00
101-756-801.000	CONTRACTUAL SERVICES	9,273.00	12,473.00	18,203.00	22,946.00	16,588.00
101-756-850.000	TELEPHONE	1,931.00	2,217.00	2,238.00	3,267.00	2,818.00
101-756-860.000	EDUCATIONAL TRAINING	492.00	1,000.00	1,150.00	1,924.00	521.00
101-756-900.000	PRINTING & PUBLISHING	1,554.00	1,782.00	1,757.00	1,975.00	2,453.00
101-756-913.000	INSURANCE	3,800.00	4,000.00	2,798.00	3,336.00	5,801.00
101-756-920.000	UTILITIES	4,775.00	9,246.00	13,219.00	7,265.00	8,521.00
101-756-930.000	REPAIRS & MAINTENANCE	5,529.00	8,329.00	5,685.00	6,182.00	14,341.00
101-756-946.000	EQUIPMENT RENTAL	12,668.00	25,845.00	28,468.00	48,003.00	40,484.00
101-756-960.000	SIGNS	354.00	2,112.00	-	118.00	327.00
101-756-970.000	CAPITAL OUTLAY	-	-	21,257.00	30,839.00	109.00
**NOTE: MT BALDHEAD RESTROOM COMING SOON						328,000.00
Total Dept 756 - OVAL BEACH		(146,409.00)	(242,666.00)	(267,319.00)	(329,143.00)	(590,467.00)
Fund 101 - GENERAL FUND						
TOTAL OVAL BEACH REVENUES		570,472.00	535,346.00	600,226.00	811,205.00	874,114.00
TOTAL OVAL BEACH AND PARKS EXPENDITURES		(354,153.00)	(554,614.00)	(867,526.00)	(774,910.00)	(800,908.00)
NET OF REVENUES & EXPENDITURES		216,319.00	(19,268.00)	(267,300.00)	36,295.00	73,206.00
CONCESSIONS:						
Dept 758 - OVAL CONCESSION						
101-758-702.000 SALARY					39,933.00	32,574.00
101-758-720.000 FRINGE BENEFITS					3,256.00	3,030.00
101-758-730.000 SUPPLIES					51,336.00	40,021.00
101-758-801.000 CONTRACTUAL SERVICES					4,019.00	2,333.00
101-758-850.000 TELEPHONES					85.00	-
101-758-860.000 EDUCATIONAL TRAINING					-	235.00
101-758-930.000 REPAIRS & MAINTENANCE					350.00	268.00
Total Dept 758 - OVAL CONCESSION		-	-	-	98,979.00	78,461.00
TOTAL OVAL CONCESSION REVENUES					99,587.00	97,694.00
TOTAL OVAL CONSESSION EXPENDITURES					(98,979.00)	(78,461.00)
NET OF REVENUES & EXPENDITURES		-	-	-	608.00	19,233.00
COMBINED OPERATIONS						
TOTAL REVENUES		570,472.00	535,346.00	600,226.00	910,792.00	971,808.00
TOTAL EXPENDITURES		(354,153.00)	(554,614.00)	(867,526.00)	(873,889.00)	(879,369.00)
NET OF REVENUES & EXPENDITURES		216,319.00	(19,268.00)	(267,300.00)	36,903.00	92,439.00

TO: SAUGATUCK CITY COUNCIL

DATE: MARCH 4, 2010

SUBJECT: 2010 OVAL BEACH REVENUE POLICY ANALYSIS

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1 BACKGROUND (CURRENT POLICY)

1.1 The City collects for parking at Oval Beach starting Memorial Day thru Labor Day (99 days).

1.2 Collection times are 9AM to 7PM seven days a week.

1.3 Parking rates $5 per space M-F, $10 per space week-ends and holidays. Season parking permits $40.

1.4 Each paid real and personal property tax bill is eligible to receive a free parking permit. This special "taxpayer" parking permit allows free parking at Oval Beach and the City's Culver Street Parking Lot. Taxpayer permits are distinguished by the addition of a **"P"** printed on the permit.

1.5 The City issued 850 free taxpayer (real/personal) parking permits for the 2009 season.

1.6 The City issues free non "taxpayer" Oval Beach parking permits (not Culver Street Parking Lot) as follows:

City Council	1 per member
Planning Commission	1 per member
Historic District Commission	1 per member
Zoning Board of Appeals	1 per member
Board of Review	1 per member
Tri-Community Rec. Board	1 per member
City Employees	1 per full-time employee
Contracted Employees	1 per City Assessor & Zoning Administrator
Saugatuck/Douglas Police Dept.	1 per full-time employee
Saugatuck Twp. Fire Dept.	1 per each fire personnel
K.L.S.W.A.	1 per full-time employee
Interurban	1 per full-time employee

Other season permits approved by City Manager not to exceed ten (10) per year.

1.7 The City uses parking revenue generated at the Oval Beach for expenses associate with Oval Beach as well as the City's entire park system—Mt. Baldhead, Wicks Park, Coghlin Park, Willow Park, Village Square Park, Peterson Preserve, Memorial Rose Garden, information booth and the Spear Street boat launch.

2 ISSUES

2.1 Due to the City's overall taxable value decreasing and reductions in state revenue sharing, the City is anticipating a $100,000 decrease in City general fund revenue for fiscal year 2010/2011. The City has been proactive in reducing cost in many City operations to help offset anticipated revenue reductions. Staff has determined current Oval Beach policies can be adjusted to increase revenue.

2.2 The Michigan Natural Resources Trust Fund (MNRTF) has granted the City of Saugatuck $10.5 million dollars over a period of three years to be used for the purchase of the property directly north of the City's Oval Beach property (formally the McClendon Property). This property has been designated as the Saugatuck Harbor Natural Area. It is expected the Oval Beach parking lot will be heavily utilized by guest visiting the newly acquired property. During the funding review process one of the MNRTF's concerns was "affordability", i.e. how much do people have to pay to access the park property. The City does not charge a fee to enter either Oval Beach or the Saugatuck Harbor Natural Area. However the City does charge a fee to park in the Oval Beach parking lot. It's important the City demonstrates that a "reasonable" fee is set for parking as accessing the newly acquired property is difficult without first parking in the City's Oval Beach parking lot due to the remoteness of the property and lack of walking/bike trails in the area.

2.3 The City anticipates hiring additional beach patrol personnel including Allegan County Sheriff reserve officers for weekends and holidays to assist with the management of the SHNA property and Oval Beach. It is anticipated there will be a $500,000 endowment fund established to help assist with the overall management of the property—staffing, signing, maintenance, improvements etc. However there is only a small amount of this funding available for the first year startup (less than $35,000) and most of it will be utilized by the Land Conservancy for other management issues than personnel cost. Even with a full endowment the potential interest revenue is low due to the current economic conditions, i.e. interest rates.

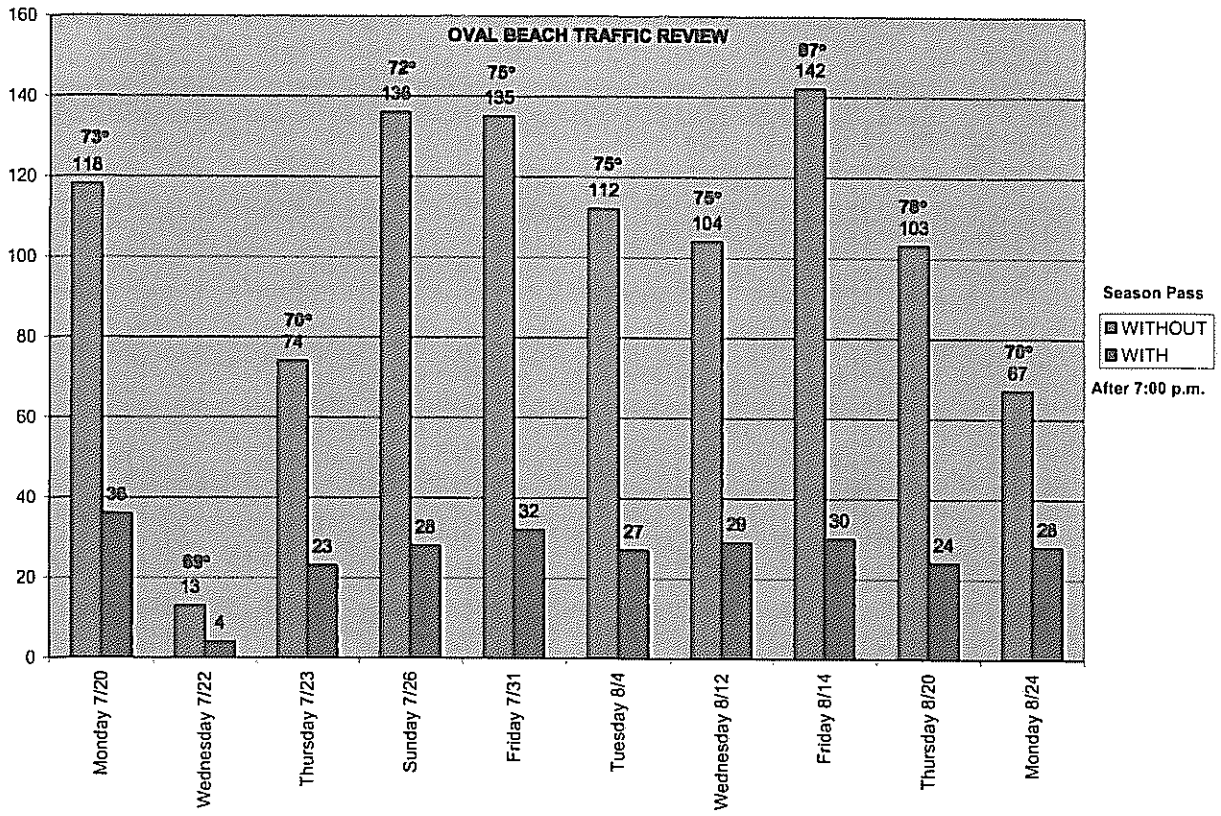
3 ANALYSIS

3.1 City Staff has conducted a review of other beach parks and determined typical parking fees to be in the $4 to $8 range. The State of Michigan operated parks charge a $6 daily parking rate for state residents. Staff also determined some state parks charge fees year round. The City only collects fees Memorial Day thru Labor Day (99 days).

BEACH	DAILY PASS RATE	WEEKEND PASS RATE	SEASON PASS	COLLECTION TIMES
CITIES				
City of Saugatuck	$5.00	$10.00 & Holidays	$40.00	9:00 a.m. – 7:00 p.m.
City of South Haven	$5.00	$5.00	$30.00	9:00 a.m. – 6:00 p.m.
City of Grand Haven	Free	Free	N/A	Free
City of St. Joe	$5.00	$5.00	$35.00	Automated Machine
City of Muskegon	Free	Free	N/A	Free
City of Bridgman	$7.00	$7.00	N/A	8:00 a.m. – 7:00 p.m.
COUNTIES				
Berrien	$6.00 County Res. $8.00 Non-Res.	$6.00 County Res. $8.00 Non-Res.	$35.00	5:00 a.m. – 10:00 p.m.
Allegan	$5.00	$5.00	$25.00	8:00 a.m. – 9:00 p.m.
Ottawa	$4.00 County Res. $6.00 Non-Res.	$4.00 County Res. $6.00 Non-Res.	County Res. $12.00 Non-Res. $24.00	7:00 a.m. – 10:00 p.m.
Muskegon	$5.00	$5.00	$20.00	8:00 a.m. – 10:00 p.m.
STATE				
Controlled by MDNR Saugatuck Dune Van Buren Grand Haven Holland	$6.00 State Res. $8.00 Non-State Res.	$6.00 State Res. $8.00 Non-State Res.	$24.00	8:00 a.m. – 10:00 p.m. 8:00 a.m. – 11:00 p.m. (Grand Haven Only)

3.2 Saugatuck's Oval Beach is an expensive and labor intensive operation. Before each season the City employs an excavation contractor to assist with the removal of many tons of sand from the parking lot in order to keep access and parking open. The City maintains a first class restroom, concession facility and overlook, stairs, as well as handicap boardwalks for wheel chairs. The City also employees a full staff during the summer season dedicated to Oval Beach to oversee safety and increase customer satisfaction to beach patrons. The City also hires additional public works employees during the summer season to assist with trash pickup and cleaning. The City anticipates increased personnel cost with the addition of the Saugatuck Harbor Natural Area.

3.3 Last season the City conducted a traffic review analysis of vehicles entering the Oval Beach after the City stopped collecting parking fees at 7PM. Various days throughout the months of July and August were examined and the time period covered was 7PM to 9PM (the sunset period). Below is a chart that demonstrates the majority of vehicles entering Oval Beach did not have a prepaid daily or season pass.



3.4 Using the above data calculated into a full season and factoring in a 28% "turnaround" rate (1 out of 3 cars), staff estimates a potential increase of $20,000 in revenue based on a flat $6 parking fee seven days a week and extending the parking collection hours to 9PM daily.

3.5 Per City policy each paid personal property tax bill is eligible to receive a free Oval Beach season parking permit which includes free parking at the City's Culver Street Parking Lot. Staff has determined the <u>average</u> dollar amount the City collects on personal property (City revenue only) is much less than the cost of the actual permit . For example a personal property statement with a declared value of $500 only generates the City $7.33 of revenue. Personal property revenue collected does not justify the expenditure of a "free" Oval Beach parking permit for each paid personal property tax bill. The City issued 74 free Oval Beach season parking permits to persons with paid personal property tax bills. True cash value of these passes is $2,960 (74 x $40). The State Tax Commission has also determined that short-term rental operations are required to file a personal property statement this year. The declared personal property value for each short-term rental property is expected to be very low.

3.6 The City issued 776 free parking permits last year to persons with a paid real property tax bill. True cash value of these permits is $31,040 (776 x $40). There are 1127 tax parcels in the system eligible to receive free season parking passes for Oval Beach and the Culver Street parking lot. The potential cost to the City is $45,080 not including lost revenue for the Culver Street parking lot.

4 RECOMMENDATION

4.1 Why is a change needed? Since the City of Saugatuck is a resort oriented community the City's overall economy (including property values) is based on a healthy tourist industry. Other lakeshore communities are becoming very competitive over tourist dollars. The City of Saugatuck has a lot to offer guest. The City's park system is world class and keeps visitors coming back year after year. The City of Saugatuck has been named a top tourist destination by numerous publications and travel related organizations. However the cost of maintaining and improving a world class resort community and its park system to keep people coming back continues to increase each year beyond what the City's general fund can absorb without increasing millage rates to property owners. A similar size city with a non-resort based economy averages about $50,000 in general park expenditures.

City of Saugatuck resort related expenditures for FY 08/09:

- Parks $188,581.19
- Chain Ferry $34,442.78
- Oval Beach $174,622.43
- Boat Launch $10,108.74
- Rose Garden $9,443.48

TOTAL **$417,198.62**

Revenues for FY 08/09 related to Oval Beach, Chain Ferry, boat launch and Rose Garden operations were **$263,500.47**. Revenues minus expenditures = **(153,698.15)**.

4.2 Change Oval Beach collection times to 9AM – 9PM (two additional hours) and closing the park at 10PM. Both the Land Conservancy and Nature Conservancy strongly encourage the Oval Beach Park close at 10PM to minimize issues occurring at the Saugatuck Harbor Natural Area property.

4.3 Adjust oval beach parking fee to a flat $6 seven days a week.

4.4 Eliminate free <u>non</u> taxpayer parking permits for all groups listed under section 1.6 (see above).

4.5 Eliminate free taxpayer parking permits for <u>personal</u> property.

4.6 Eliminate free "taxpayer" parking permits for <u>real</u> property. Each paid real property tax bill will be eligible to receive a "taxpayer" parking permit for Oval Beach and the Culver Street Parking Lot for a 50% reduced fee ($20).

4.7 This policy can be reviewed and adjusted each year by City Council based on economic conditions and budget requirements.

CITY COUNCIL
CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

RESOLUTION NO. 100308-B

A RESOLUTION TO APPROVE THE CITY OF SAUGATUCK OVAL BEACH REDUCED RATE SEASON PARKING PERMIT POLICY

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

A. The City of Saugatuck Charter vests the City Council with all powers granted by law including, when not otherwise delegated, responsibility for City operations and functions.

B. The City Charter further provides that the City Council is responsible to determine all matters of policy on behalf of the City.

C. The City Council has received from the Saugatuck City Manager a proposed Reduced Rate Oval Beach Season Parking Permit policy (the "Policy"), which creates a uniform process for the distribution of reduced rate Oval Beach Season Parking Permits.

D. Based on its review of the Policy, the City Council concludes that adoption of the Policy is in the best interest of the City.

NOW, THEREFORE, IT IS RESOLVED THAT:

1. The Policy, a copy of which is attached hereto and the original of which is on file with the City Clerk of the City of Saugatuck, is hereby adopted.

2. All resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, repealed.

YEAS: Council Members: Verplank, Hess, VanSingel, Vettori, Spangler, Bekken & Johnson

NAYS: Council Members: None

ABSTAIN: Council Members: None

ABSENT: Council Members: None

RESOLUTION NO. 100308-B DECLARED ADOPTED.

Dated: March 8th, 2010

_____
Barry E. Johnson, Mayor

_____
Monica Looman, City Clerk

CERTIFICATION

I, Monica Looman, the appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held March 8th, 2010, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

Attest:

_____

City Clerk

Policy/Procedure: Oval Beach Reduced Rate Season Parking Permit

Date Adopted or Implemented: 03-08-10

Revision Date: 03-08-10

Resolution Number (if applicable): 100308-B

CITY OF SAUGATUCK

Purpose: Public Act 156 of 1917, as amended, authorizes any city, village, county or township to operate a system of public recreation and playgrounds; acquire, equip and maintain land, buildings or other recreational facilities; employ a superintendent of recreation and assistants; and vote and expend funds for the operation of such system. These rules below shall be used to create a uniform process for the distribution of annual Oval Beach "taxpayer" Season Parking Permits.

1. City of Saugatuck real property taxpayers are entitled to receive one annual "taxpayer" Oval Beach season parking permit per prior year paid summer tax bill for real property only at a discount of 50% off the normal selling price. The special "taxpayer" permit also allows parking at the City's Culver Street Parking lot at no charge. Permits must be purchased at Saugatuck City Hall during normal business hours. The City shall not issue a permit if the taxpayer is in default of property taxes due to the City or is otherwise financially indebted to the City. Pending appeals filed in good faith in a court or tribunal of competent jurisdiction shall not prohibit the City from acting as requested.

2. All Oval Beach season parking permits must be permanently affixed to the windshield of the vehicle per section 70.11 of the City of Saugatuck Code of Ordinances. In the event the windshield in the vehicle should need replacing or the vehicle is sold, the original owner is required to remove the affixed Oval Beach season permit and return to City Hall for a replacement permit. Permits will not be replaced without returning the original permit issued. Permits can be easily removed using a razor blade or other similar device.

3. All other complementary Oval Beach parking permits have been discontinued at this time unless otherwise approved by City Council.

To:	City of Saugatuck, City Council
From:	Grayson Moore, Director of Planning & Zoning
Meeting Date:	April 13, 2026
RE:	Temporary Signage within the Public Right-of-Way – April 25, 2026

City Commissioners,

Sandi Troutman has submitted an application to install temporary signage within the public right-of-way on April 25, 2026. The request includes four (4) standard temporary ground signs, each measuring 24”x18” and two (2) sandwich board signs, each measuring 24”x43”. The proposed signs would be located at several intersections within the area between the sidewalk and the roadway.

Specifically, the sandwich board signs are proposed near the intersection of Mason St. & Water St. and the ground signs are proposed near the Holland St. & Francis St. intersection, Griffith St. & Mason St. intersection, Griffith St. & Lake St. intersection, and Blue Star Highway & Lake St. intersection.

The request is subject to §150.30 Temporary Sign Regulations and does require a City Council waiver. Provisions relating to this request include:

- **§150.30(D)** permits one sandwich board per business and allows placement within the ROW, provided it does not obstruct pedestrian traffic or create a vision obstruction.
- **§150.30(G)(1)** states that temporary signs shall not be installed within the public right-of-way unless otherwise permitted.

§150.30(H) authorizes City Council to waive the requirements of this section subject to the following:

- The sign does not create a traffic vision obstruction;
- The sign does not create a pedestrian traffic obstruction;

- The sign (typo) is compatible with the surroundings and is not uniquely out of character for the community; and
- The sign does not create a situation which could be detrimental to health, safety, or welfare.

Motion to approve the request for four (4) temporary ground signs and two (2) sandwich board signs to be placed within the public right-of-way on April 25, 2026, as presented in the submitted application, based on a finding that the request meets the waiver criteria set forth in §150.30(H).

Motion to deny the request for four (4) temporary ground signs and two (2) sandwich board signs to be placed within the public right-of-way on April 25, 2026, as presented in the submitted application, based on a finding that the request does not meet the waiver criteria set forth in §150.30(H).

Respectfully submitted,

Grayson Moore

Director of Planning & Zoning

City of Saugatuck EST. 1868

Right of Way Sign Application

Applicants Information

Application Number ____ - ____

Name Sandi Troutman Address / PO Box [redacted]

City Fennville State MI Zip 49408 Phone [redacted]

E-Mail [redacted]

Signature Sandi Troutman Date 4/7/26

Sign Description (attach more sheets if necessary)

Type: Number of Yard Signs ____ Number of Banners ____

Dates to be displayed 4/25/26

Further Comments:

4 push in signs 24 X 18

2 Sandwich signs 24 X 43

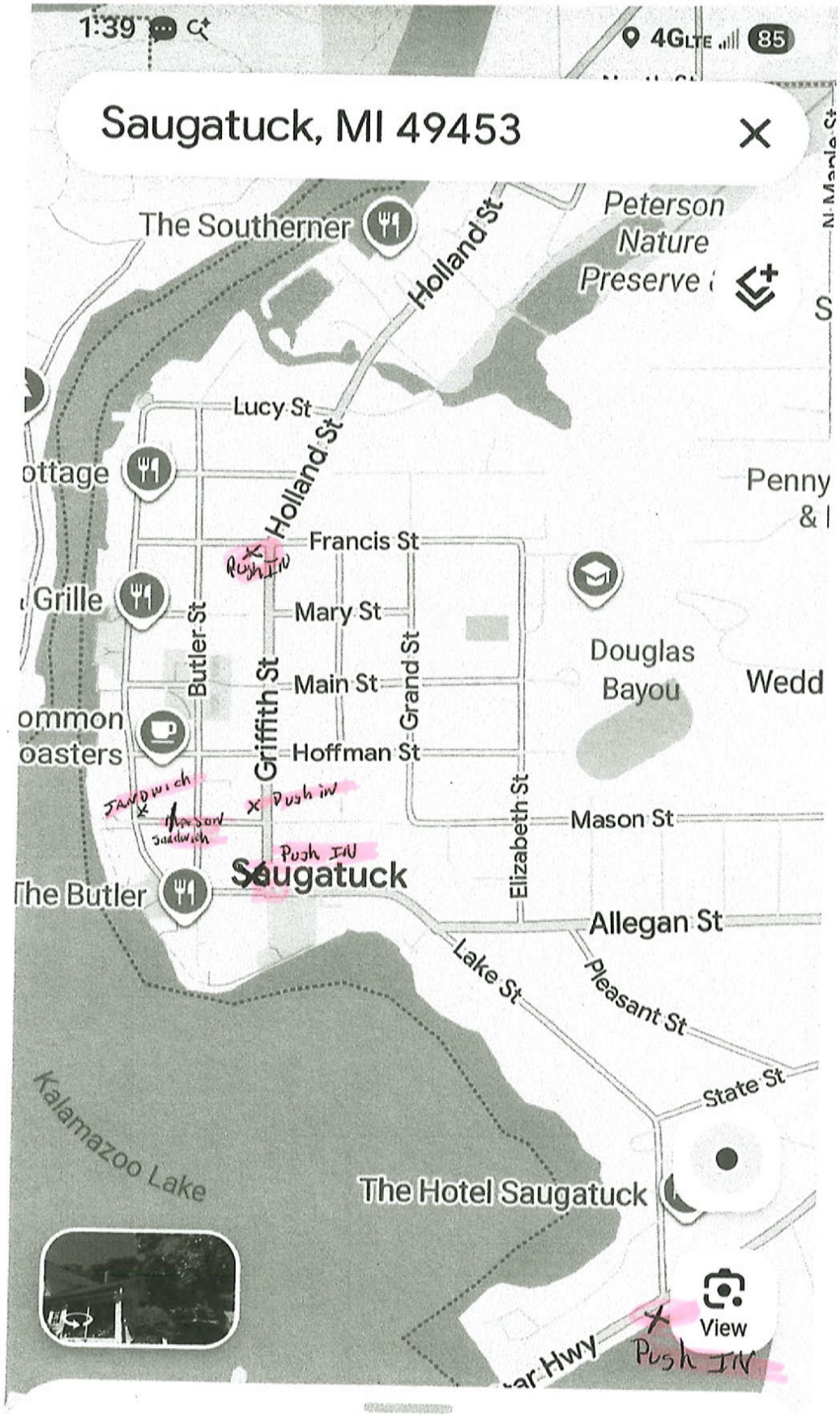
Please Include the Following Information

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

Y	N	NA	
☑	☐	☐	Dimensions and type of each proposed sign
☑	☐	☐	Map showing the location of each sign
☐	☐	☐	Explanation of how each sign will be attached and secured

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

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


1:39
4G LTE 85
Saugatuck, MI 49453
The Southerner
Holland St
Peterson
Nature
Preserve
Lucy St
Holland St
ottage
Penny
Francis St
Push IN
Grille
Butler St
Mary St
Griffith St
Grand St
Douglas
Bayou
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Elizabeth St
Mason St
Push IN
Saugatuck
The Butler
Allegan St
Lake St
Pleasant St
State St
Kalamazoo Lake
The Hotel Saugatuck
View
Push IN
Saugatuck
Directions
Start
Save

City Manager Report

April 13, 2026

Cellular Coverage Update

- AT&T – I regularly check with AT&T to see if funding has been shifted from the macro project on Mt. Baldhead to small cell. So far, the funding is still pending. I spoke recently with our government affairs contact to encourage progress and remind them of our needs for service at Oval Beach and improved coverage across the city. They too want to see these improvements. I was told a project is highly unlikely for this busy season, but next season is a possibility. While it's not a permanent solution, they advised that they do have increased satellite coverage as a backup that may provide some improvement.
- Verizon – With the news that Verizon purchased Frontier and Frontier's recent installation of fiber out to Oval Beach, I reached out to see if Verizon may be willing to install small cell at Oval Beach. I met with them this week and they are interested. Their team has a good understanding of our area and needs. They are going to do some due diligence and further assessment and circle back with some possible options.

Director of Public Works Position

- Scott Herbert has submitted a resignation letter. While I am bummed to see Scott leave us, I am grateful he will still be serving the tri-community. His high standards for work are going to be a huge asset to KLSWA. I trust that with his skills and talent, and new things he will learn at KLSWA, he has a bright future ahead.
- We owe Scott a great amount of gratitude for his nearly 19 years of public service to the City. More to come on that.
- We are accepting applications for the position. The posting has been shared in numerous places including the Michigan Chapter of the American Public Works Association, Michigan Municipal League, LinkedIn, Indeed, City website, and City Hall.
- The position was posted a week and a half ago and we have received 46 applicants, including out-of-state candidates. Monday is the two-week mark, and I will be taking a first look at whether we have a sufficient pool to begin interviews.
- Scott and I have met and discussed a transition plan, including extending his end date, transfer of administrative duties, and working with the team in the field to transfer knowledge and continue preparing the City for the busy summer season. Scott is also working on preparing a work list to cover the next couple of months. Scott has been generous in offering to be available for phone calls after he leaves.

KLSWA has also been very supportive in offering to help make sure the transition is smooth.

- I anticipate at least two rounds of interviews. One with a panel, including myself, Council Member/PPW Committee Liaison Stanton, and other staff team members. A second round will involve a one-on-one interview with me, tour of the City, and informal meet and greet with additional City staff.

Parking Improvements Task Force

- In my last report I encouraged the Council to review the latest Parking Improvements Task Force packet. As a refresh, it contains the following:
  - Survey Results, including open ended responses.
  - Stakeholder Interviews
  - Framing Saugatuck's Parking Challenges and Potential Remedies
  - Parking Inventory
  - Estimated Cost to Build and Operate a Parking Structure in Saugatuck
  - Paid Parking Considerations for Saugatuck
  - Wayfinding, Signage, and Communication Evaluation
  - Packet link: https://www.saugatuckcity.com/uploads/1/3/3/9/133977444/pitf_4.7.26.pdf
- A key summary document that is helping to frame the conversation and provide some quick data points is attached. The Task Force has requested that we start communicating some of this information and you will start to see it shared on our various channels.

Plastic Pellet Spill Cleanup

- EGLE continues to provide weekly updates to the managers of the tri-community as well as the tribal nations. Here is a quick summary from the latest update:
  - Cleanup of the initial spill site is nearing completion, with continued vacuuming of pellets along the highway and surrounding areas.
  - Activities have extended approximately 1,000 feet beyond Old Allegan Road and I-196 northbound.
  - Catch basins have been cleared, with reported findings of little to no remaining pellets.
  - A more detailed cleanup summary is expected from EGLE in the coming week.
  - Outstanding Items / Next Steps
    - Clarify why cleanup has not progressed further beyond the 1,000-foot extent and whether additional work is warranted.
    - Seek more detail on what constitutes “little to no” pellets in catch basins and whether further investigation is needed.
    - Continue monitoring and analysis of the Kalamazoo River, including determining if additional underwater mapping/dives are necessary.

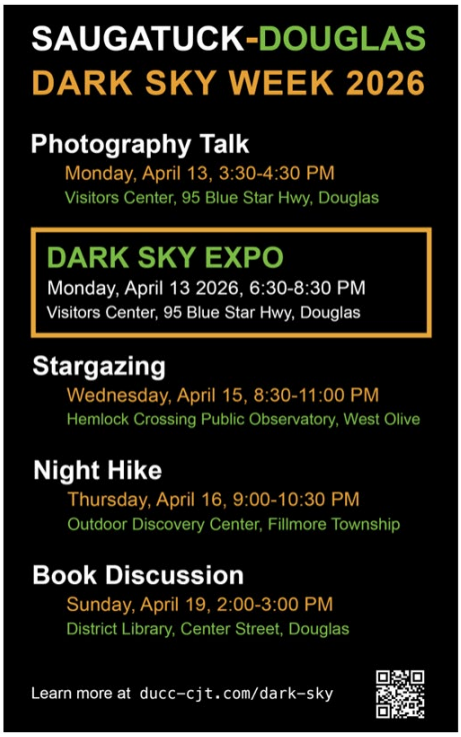
Proposed Budget for Next Fiscal Year

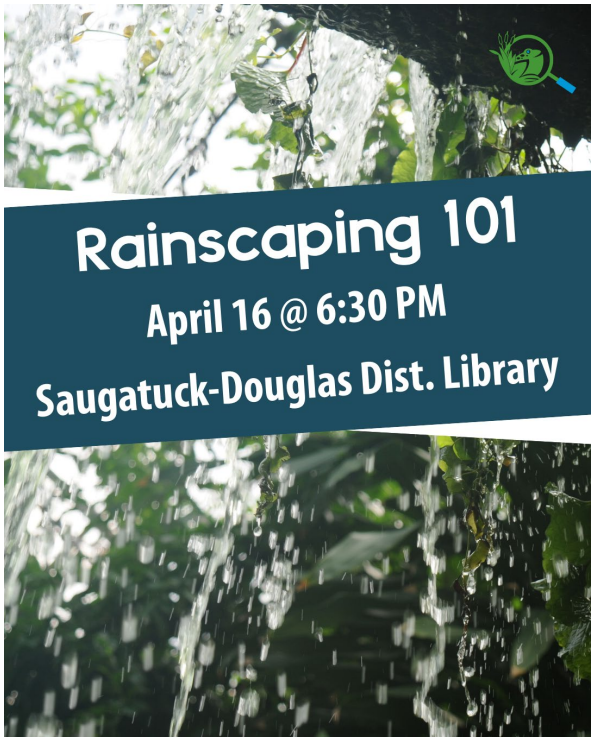
- We have been working hard on next year's proposed budget.
- I will be giving a draft budget presentation at your next workshop meeting.

Kalamazoo River Greenway (KRG)

- The KRG has been planning several events and sharing a lot of educational materials. Below are some recent items they shared.
- The KRG is also planning a cleanup event and water trail open house. More to come on that.







Miscellaneous

- Attended safe routes to school meeting.
- Prepared for and attended Kalamazoo Lake Harbor Authority meeting.
- Held Department Head team meeting.
- Met with Friends of the Blue Star Trail, Saugatuck Township Manager, and C2AE.
- Attended Consumers Energy Reliability Action Plan update.
- Attended meeting with EGLE grant coordinator regarding Park Street planning grant.
- Prepared for and attended Parking Improvements Task Force meeting
- Reviewed project brief and draft survey for logo and branding project. Survey to be released next week.
- Held one on one with Public Works Superintendent.
- Attended county wide managers meeting.

Framing Saugatuck's Parking Challenges and Potential Remedies

Parking Conditions and Challenges

- Peak-season congestion from June through September leads to difficulty finding parking, with many days operating at or near capacity.
- Enforcement is widely viewed as inconsistent or non-existent, resulting in overstays, illegal parking, and reduced turnover.
- Employees often occupy prime parking spaces, reducing availability for visitors.
- Safety concerns include angled parking encroaching into travel lanes and insufficient accessible spaces.
- Shuttle services and Interurban transit are perceived as limited in schedule, reach, and reliability.
- Survey results show that over 70% of respondents require more than 5 minutes to find parking in peak season, and most rely on personal vehicles.

Options Under Consideration

- Paid on-street parking (seasonal or year-round).
- Construction of a parking structure.
- Remote parking lots with shuttle service.
- Improved or expanded Interurban service.
- Enhanced enforcement of existing time limits.
- Employee parking management (remote lots or restrictions).
- Bicycle and multi-modal infrastructure upgrades.
- Low-speed vehicle (golf cart) system.

Pros and Cons of Options

- Paid Parking – Pros: Improves turnover, generates revenue, reduces reliance on strict enforcement.
- Paid Parking – Cons: Unpopular with many residents; may burden workers; could impact small-town character.
- Parking Structure – Pros: Adds supply; may support long-term growth; reduces circulation from drivers searching for spaces.
- Parking Structure – Cons: Very high capital and operating cost; limited seasonal usefulness; aesthetic concerns.
- Remote Parking/Shuttles – Pros: Low cost; scalable; reduces congestion downtown.
- Remote Parking/Shuttles – Cons: Requires reliable frequency; may inconvenience employees; needs strong communication.
- Improved Enforcement – Pros: Increases turnover without infrastructure costs; clarifies expectations.
- Improved Enforcement – Cons: Could be perceived as punitive; requires staffing resources.
- Bike & Multi-Modal Enhancements – Pros: Reduces vehicle demand; improves safety and community character.
- Bike & Multi-Modal Enhancements – Cons: Requires capital investment; adoption may be gradual.

- Low-Speed Vehicle System – Pros: Reduces short car trips and demand for downtown parking.
- Low-Speed Vehicle System – Cons: Requires regulation, designated areas, and multi-jurisdictional coordination.

Additional Findings from Recent Studies

- Parking supply totals 1,868 spaces citywide, with 1,502 on-street and 366 off-street. Zones 1 and 2 account for the majority of the supply. (Inventory Summary)
- Accessible spaces total 28 citywide—only 1.5% of supply, indicating a shortage. (Inventory Summary)
- Wayfinding evaluation identifies a lack of arrival signage, inconsistent pedestrian/vehicular direction signs, and cluttered on-street signs. (Wayfinding Report)
- City website lacks clear parking information; visitors rely on third-party sites. (Wayfinding Report)
- Recommended improvements include new gateway signage, facility naming conventions, simplified parking signage, added kiosks, and better online resources. (Wayfinding Report)

Additional Findings: Parking Structure Cost and Feasibility

- Parking structure costs estimated at $35,000 per space to construct; 200-space cost ~$7M, 300-space >$10M. (Cost Summary)
- Soft costs add ~20%, raising per-space cost to ~$42,000; total project likely near $10M. (Cost Summary)
- Annual operating costs estimated at $156k–$235k for a 200–300 space structure. (Cost Summary)
- Lifecycle costs are high; need a reserve fund of at least 1% of the construction cost annually. (Cost Summary)
- Saugatuck's seasonal demand means a structure would be underutilized much of the year; unlikely to be revenue-sustaining. (Cost Summary)
- Break-even monthly cost per space ~$309 at $42k/space and $1k annual O&M—higher than typical Michigan parking rates. (Cost Summary)

Summary of Paid Parking Considerations

- Peer Michigan resort communities often rely on 2–3 hour time limits with enforcement rather than paid parking. (Paid Parking Considerations)
- Paid parking can increase compliance, generate revenue, improve turnover, promote alternative transportation, and reduce punitive enforcement. (Paid Parking Considerations)
- Cons include resistance to changing free parking norms, potential burden on residents and workers, negative public perception, enforcement costs, and concerns about clutter from meters. (Paid Parking Considerations)
- Implementation costs include meter equipment ($1,200–$10,000 per unit), data fees, credit card fees, maintenance, and labor. Estimated annual cost ~ $300,000, including enforcement. (Paid Parking Considerations)
- Potential revenue: $450k–$600k annually at $2/hr for ~300 spaces during peak season; half at $1/hr. (Paid Parking Considerations)
- Paid parking improves compliance and turnover but may not address all design issues. Works best with signage, communication, and multimodal improvements. (Paid Parking Considerations)

Treasurer Report
April 13, 2026

Tax Administration

- Responded to resident inquiries regarding property taxes and payment status.
- Completed tax settlement with the County (matched to the penny).
- Reviewed refund request in coordination with the Assessor and issued appropriate reimbursement.
- Developed an official stop-service page for ACH tax payments to allow taxpayers to discontinue service.

Accounts Payable

- Processed regular payables.
- Updated sales tax exemption status with vendors.
- Transitioned select vendors to ACH payment.
- Updated vendor contact information.
- Continuing to work with Comcast to secure a billing credit.

Payroll & Benefits

- Processed three payrolls.
- Coordinated random drug screening.
- Updated employee records following returned W-2s due to incorrect addresses.
- Continuing the MERS transition from Alerus to Empower.
- Working through the State of Michigan's employment reporting transition from MiWAM to MiUI.
- Reported benefits information to MML.

Financial Management

- Processed credit card payments.
- Completed February bank reconciliation and began March reconciliation.
- Processing boat slip-related invoices as payments are received.
- Prepared and presented the mid-year budget amendment; entered and posted following authorization.
- Prepared initial draft of the upcoming budget for internal review.
- Consulted with auditor regarding proper treatment of insurance claim receipts.

Investments and Banking

- Completed first CD-to-CDARS transition.
- Continued process of purchasing CDs with Consumers Credit Union.
- Processed CD rollovers as accounts reached maturity.

Miscellaneous / Administrative

- Continued review of utility bills for reasonableness.
- Updated BS&A modules.
- Reviewed and reconciled the Star of Saugatuck / boat launch deposits and payment.
- Ordered Oval Beach passes (daily and seasonal) and Culver Street parking passes.
- Analyzed the Oval Beach Concession RFP.
- Coordinating with Oval Beach manager on pre-season startup activities.

City Clerk Monthly Report

Elections

- May 5, 2026:
    - SAUGATUCK PUBLIC SCHOOLS SINKING FUND MILLAGE PROPOSAL:
      This proposal renews building and site sinking fund millage that expired with the 2025 tax levy and restores millage lost as a result of the reduction required by the Michigan Constitution of 1963.
        - *Shall the limitation on the amount of taxes which may be assessed against all property in Saugatuck Public Schools, Allegan County, Michigan, be increased by and the board of education be authorized to levy not to exceed .5 mill ($0.50 on each $1,000 of taxable valuation) for a period of 3 years, 2026, 2027 and 2028, for sinking fund purposes to be used for the purchase of real estate for sites, for the construction or repair of school buildings, for school security improvements, for the acquisition or upgrading of technology, and for all other purposes authorized by law (.4812 mill of the above is a renewal of millage for building and site sinking fund purposes that expired with the 2025 tax levy and .0188 mill is to restore millage for the same purpose lost as a result of the reduction required by the Michigan Constitution of 1963); the estimate of the revenue the school district will collect if the millage is approved and levied in 2026 is approximately $527,000?*
    - Thursday March 26, Absent voter ballots must be available for issuance to voters. Mich. Const. Art II Sec 4
- August 4, 2026 - Primary
- November 3, 2026 – General
- 9-Days of Early Voting agreement executed with the City of Village of the Douglas and Saugatuck Township to hold Tri-Community early voting site at the City of the Village of Douglas City Hall.
- Residents can register to vote here:

https://www.michigan.gov/sos/elections/voting/register-to-vote#HowToRegister

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Records Management

- 2026 Ordinances have been published and are available online: https://codelibrary.amlegal.com/codes/saugatuck/latest/overview
- Digitizing city documents will resume second week of May.

Training and Certification

- Congratulations to Deputy Clerk Williams as she completed her third and final year of the MAMC Clerk Institute in the March, achieving MiPMC certification status.



Meetings

- Prepared agendas, packets, and minutes for the following bodies:
  - Two City Council Workshops
  - Two City Council Regular
  - Historic District Commission
  - Zoning Board of Appeals
  - Parks and Public Works Committee
- Participated in:
  - Board of Review scheduling
  - West Michigan Clerks Association
  - Election Lunch and Learn Training
  - Department Head Staff Meeting

Special Events

- *Special event applications received for processing*:
  - "Pop In" Museum Opening Party event date: 5-20-26.
  - Memorial Day Parade event date: 5-25-26.
  - Saugatuck Douglas Jazz Weekend event date: 6-14-26.
  - Town Crier Races event date: 6-20-26.
  - Fourth of July event dates: Fireworks on 7-3-26, Parade and Party on 7-4-26.
  - Sidewalk Sales event date: 8-13-26.
  - Art Coast Food & Wine Festival event dates: 11-5-26 through 11-7-26.
- *Special events process completed*:
  - SDAC Art Fairs event dates: July 4 and July 25 & 26.
  - Saugatuck Farmers Market – The Market at SCA event date: 7-31-26.
  - Art in the Park event date: 9-12-26.
  - Community Car Parade event date: 6-6.25.
  - Music in the Park event dates: Wednesdays between 6-17-26 – 9-2-26.
  - Venetian Festival event dates: 7-24-26 and 7-25-26.

Administrative & General

- Distributed 313 zoning-related mailers.
- Processed 30 zoning permit payments.
- Issued 80 business license applications, 7 new businesses thus far.
- Processed 3 FOIA requests.
- Received 14 Wicks Park boat slip applications, 8 applicants forfeited their slips. We have 4 slips available for an additional lottery to be held on April 17. Application period ends April 15 at 5pm.
- Distributed all street end license agreements, and 7 are fully executed.
- Created and distributed 19 community E-News blasts.
- City Staff handled a total of 726 incoming phone calls.
- City Hall Remodel: Second round of renderings should be coming soon.
- Managed front counter operations as the primary point of contact for walk-ins and phone inquiries.

March 2026 Department of Planning & Zoning Report

Monthly Update Overview

- Short Term Rental (STR) administration, compliance, and policy coordination.
- Ongoing development review and interdepartmental coordination.
- Brush & leaf pick-up notification released to the public and door hangers to improve enforcement created for DPW.
- Provided notification to business owners and created a seasonal application for expanded outdoor dining operations to ensure compliance and improve documentation.

Action & Progress

- Met with Saugatuck Township and Douglas planners to discuss current parking practice, availability, and projected development that may impact the area.
- Attended PA 58 Amendments to the Land Division Act webinar hosted by Michigan State University Extension.
- Attended Enduring by Design: Historic Façade Material Performance & Preservation in Practice webinar hosted by the Michigan Historic Preservation Network.
- Review of software renewal options are in progress with Granicus.
- Continued STR administration, including resident meetings, application guidance, compliance checks related to property transfers, and coordination with Granicus on system abilities.
- Coordinated multiple zoning and policy matters with legal counsel, including STR enforcement cases, site sewer connection, and enforcement strategy.
- Historic District signage proposal recommended to Council for approval. Awaiting additional quotes for price comparison.
- Maintained ongoing coordination with the City Engineer and planning consultant on active and proposed development projects.
- Communicated with the planning consultant regarding Master Plan scope and proposal.
- Prepared maps and compiled demographic data for the Master Plan.
- Provided memo and data to the parking improvements task force.
- Communication with residents along Maple St. to ensure any right of way installations have appropriate permitting in advance of the proposed construction.

Boards, Casework, & Operations

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

Ongoing & Upcoming

- Continued STR compliance monitoring and enforcement. Review of STR related noise complaints as provided by the Allegan County Sheriff's Department.
- Ongoing sign ordinance updates and Master Plan coordination.
- Updating & creating new permit applications where applicable.
- Brush & leaf enforcement coordination with Department of Public Works.

Permits Issued 2026

Permit Type	Number Issued in March	Year to Date Issued
Zoning	7	13
Historic	3	7
Right of Way	5	12
Special Land Use	0	1
Total	**15**	**33**

Short Term Rental License's 2026

Zoning District	Number Issued in March	Year to Date Issued
Blue Star (LI-1)	-	-
City Center (C-1)	5	6
City Center Transitional Residential (R-4)	1	2
Community Residential (R-1)	15	34
Conservation Recreation & Camp (CRC)	-	-
Cultural/Community	-	-
Lake Street (R-2)	5	7
Maple Street (R-1)	3	5
Neighborhood Marine (NHM)	-	-
Peninsula North (Duneside – R-1)	1	1
Peninsula North (Riverside – R-1)	-	-
Peninsula South (R-1)	3	4
Peninsula West (R-1)	3	8
Resort (C-4)	1	2

Downtown Waterfront Preservation (C-2)	-	-
Water Street East (C-2)	2	4
Water Street North (C-1)	-	-
Water Street South (C-2)	-	-
Multi-Family Residential (R-3)	2	2
Total	**41**	**75**

Enforcement Cases – March 2026

Type	Number of Substantiated Complaints in Feb	Status
Nuisance	0	N/A
Short Term Rental	3	Closed / Pending
Right of Way	1	Closed

Open Casework

Items Associated with Granicus Short-Term Rental Hotline/System:

In addition to those specifically noted throughout this report, all Short Term Rental properties are logged, updated, & maintained within the Granicus software.

510 Butler	Special Land Use	PC approved with conditions. Applicant pursuing parcel combination. Received updated survey for review.
102 Butler	Historic / Zoning	Rose Garden warming station. Plans in progress. Presented at PPW meeting and conducting survey. Will reappear before Council.
700 N Maple	Enforcement	Correspondence between resident and legal regarding sewer connection is ongoing.
510 Butler	Rezoning / Text Amendment	Application for rezoning and text amendment heard at Planning Commission's March 19th meeting. Revisions to be on the PC's April 16th meeting.
3365 Palmer	Sewer Connection	Application received for Township property to connect to City sewer. Review of agreement and submitted plans ongoing.
120 Mary/510 Butler	Enforcement	Mature arborvitae planted as screening. Exceeds height limit for fencing. Met with owner to discuss remedy. Fencing will be removed in by March 15th or further enforcement action will be taken.
421 Water	Short Term Rental	Application submitted. Additional information requested from the applicant. Sent to Fire Department for inspection.
291 Sugar Hill	Zoning	Application for a new single family home. Meets zoning standards. Needs payment.
1037 N Maple	Right of Way	Installation in ROW without permit. Application submitted and information to be reviewed by engineering.

750 Allegan	Zoning	Fence application received. Awaiting additional information requested.
125 Elizabeth	Enforcement	Ongoing communication with resident and other applicable departments to come to an agreeable solution. Easement being pursued.
651 Holland	STR Enforcement	Complaint received, site visit documented garbage violation. Contact made with the property owner.
302 Culver	Zoning	Signage application submitted. Awaiting HDC application.
640 Water	Zoning	PUD application recommended approval with conditions to Council. Returning to HDC meeting for final approval. Easement agreed upon.
214 Butler	Sewer Connection	Application received. Site to be scoped by plumber.
445 St. Joseph	Zoning / ADU	ADU application submitted for new structure to be constructed.
810 Allegan	ZBA	Variance request submitted. Needs notice & review.
405 Park	Zoning / Special Land Use	Application received for the addition of a pool on site.
322 Culver	Special Land Use	Application received for expanded outdoor dining. Public hearing at the April 16th Planning Commission meeting. HDC approved with stipulations.
118 Hoffman	Liquor License	Application for a liquor license received. Memo drafted. On Council agenda for review.
229 Francis	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
410 Hoffman	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
332 Mary #1	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
332 Mary #2	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
332 Mary #3	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
349 St. Joseph	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
421 Water	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
165 Elizabeth	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
807 Lake #10	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.

781 Manchester	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
991 Ridgeview	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
842 Lake #1	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
143 West	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
743 Allegan	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
138 West	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
129 Griffith #12	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
338 Park	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
338.5 Park	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
347 Park	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
615 Park #8	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
807 Lake #1	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
630 Holland	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
731 Water	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
153 Lucy #2	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
153 Lucy #3	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
444 N Maple	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
153 Lucy #1	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
128 Elizabeth #12	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.

237 Francis	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
245 Spear	Short Term Rental	Application submitted, reviewed, and needs additional information.
842 Lake #4	Short Term Rental	Application submitted, reviewed, and needs additional information.
339 Lucy (Main)	Short Term Rental	Application submitted, reviewed, and needs additional information.
339 Lucy (ADU)	Short Term Rental	Application submitted, reviewed, and needs additional information.
547 Water #4	Short Term Rental	Application submitted, reviewed, and needs additional information.

Closed Casework

152 Butler	Right of Way	Temporary encroachment.
890 Simonson	Historic / Zoning	Pergola installation. Approved by HDC. Zoning approved.
118 Hoffman	Historic / Zoning	Application submitted and reviewed for sign. Home occupation.
320 Water	Waterfront Construction	Application for minor dredging submitted and reviewed by engineering.
303 Butler	Historic	Door replacement like-for-like materials.
250 Mason	Right of Way	Placement of utilities underground, stormwater improvements, and off street parking.
57-850-010-00 Frederick	Address	Address assigned.
311 Water	Outdoor Dining	Application received, reviewed, and approved.
764 Mason	Short Term Rental	Application submitted. Fire Department inspected. License approved.
110 Butler	Short Term Rental	Application submitted. Fire Department inspected. License approved.
702 Lake	Short Term Rental	Application submitted. Fire Department inspected. License approved.
138 Mason	Short Term Rental	Application submitted. Fire Department inspected. License approved.
129 Griffith #7	Short Term Rental	Application submitted. Fire Department inspected. License approved.
117 Perryman	Short Term Rental	Application submitted. Fire Department inspected. License approved.

143 Van Dalson	Short Term Rental	Application submitted. Fire Department inspected. License approved.
220 Brook	Short Term Rental	Application submitted. Fire Department inspected. License approved.
446 Culver	Short Term Rental	Application submitted. Fire Department inspected. License approved.
651 Holland	Short Term Rental	Application submitted. Fire Department inspected. License approved.
515 Water #4	Short Term Rental	Application submitted. Fire Department inspected. License approved.
985 Ridgeview	Short Term Rental	Application submitted. Fire Department inspected. License approved.
807 Lake #5	Short Term Rental	Application submitted. Fire Department inspected. License approved.
715 Pleasant	Short Term Rental	Application submitted. Fire Department inspected. License approved.
731 Butler	Short Term Rental	Application submitted. Fire Department inspected. License approved.
419 Lake	Short Term Rental	Application submitted. Fire Department inspected. License approved.
540 Mason	Short Term Rental	Application submitted. Fire Department inspected. License approved.
128 Elizabeth #13	Short Term Rental	Application submitted. Fire Department inspected. License approved.
635 Holland	Short Term Rental	Application submitted. Fire Department inspected. License approved.
350 N Maple	Short Term Rental	Application submitted. Fire Department inspected. License approved.
790 Simonson	Short Term Rental	Application submitted. Fire Department inspected. License approved.
1010 Holland	Short Term Rental	Application submitted. Fire Department inspected. License approved.
340 Park (ADU)	Short Term Rental	Application submitted. Fire Department inspected. License approved.
340 Park (Main)	Short Term Rental	Application submitted. Fire Department inspected. License approved.
336 Park	Short Term Rental	Application submitted. Fire Department inspected. License approved.
295 Park	Short Term Rental	Application submitted. Fire Department inspected. License approved.
413 Lake	Short Term Rental	Application submitted. Fire Department inspected. License approved.
409 Lake	Short Term Rental	Application submitted. Fire Department inspected. License approved.
150 Taylor	Short Term Rental	Application submitted. Fire Department inspected. License approved.
186 S Maple	Short Term Rental	Application submitted. Fire Department inspected. License approved.
836 Park	Short Term Rental	Application submitted. Fire Department inspected. License approved.
997 Singapore	Short Term Rental	Application submitted. Fire Department inspected. License approved.
3390 Blue Star	Short Term Rental	Application submitted. Fire Department inspected. License approved.
3394 Blue Star	Short Term Rental	Application submitted. Fire Department inspected. License approved.

115 Butler	Short Term Rental	Application submitted. Fire Department inspected. License approved.
1035 Holland	Short Term Rental	Application submitted. Fire Department inspected. License approved.
648 Pleasant	Short Term Rental	Application submitted. Fire Department inspected. License approved.
412 Mason	Short Term Rental	Application submitted. Fire Department inspected. License approved.
108 Hoffman	Short Term Rental	Application submitted. Fire Department inspected. License approved.
149 Griffith	Short Term Rental	Application submitted. Fire Department inspected. License approved.
745 Pleasant	STR Enforcement	Nuisance created by guests. Confetti released across multiple yards. STR owner hired clean-up crew for neighboring properties. Local agent confirmed multiple site visits following cleaning were made.
630 Pleasant	STR Enforcement	Unregistered rental listed on multiple sites. Removed. Fine paid.

Total Closed in March: 48

Respectfully submitted,

Grayson Moore

Grayson Moore - Director of Planning & Zoning

Department of Public Works

This monthly report provides a summary of notable activities carried out by the Department of Public Works since the regular council meeting held on March 9, 2026.

Staff Update:
-Angela Stasewich has successfully completed her Commercial Driver's License (CDL) training course, which consisted of a 3-day course in Grand Rapids through West Michigan CDL. She now holds a CDL Class B with an air brake endorsement, allowing her to operate the City's dump trucks.
-Additionally, applications are continuing to come in for seasonal summer work positions which include Oval Beach Ticket Booth Attendants, Beach Patrollers, and Public Works Seasonal Maintenance positions. Many staff members from last year are returning to assist the City through another summer.

Oval Beach:
The seasonal erosion control fencing (snow fence), installed each fall to reduce sand movement from the main beach during the winter months, has been removed. While some work remains to roll up the fencing and return it to the Public Works facility, its removal allows staff to begin clearing sand from parking lots, buildings, and other affected areas.

Tree Work:
All previously removed tree stumps within the City's right-of-way have now been grounded. These areas are being prepared for new tree plantings anticipated to take place in April. New trees are ordered from Great Lakes Ornamentals. Public Works has been working with each property owner to keep them informed of the work and offered them an opportunity to provide input on which type of tree they would like to see planted.

Asphalt Patching:
DPW staff continues to perform routine rounds of hot patching to address potholes resulting from seasonal freeze/thaw cycles. This work will remain ongoing as needed. Key areas that receive attention on a regular basis include Maple Street, Elizabeth Street, and Culver Street.

City Hall Elevator Repairs:
Repairs to the City Hall elevator have been completed. The elevator is currently awaiting final inspection, which is dependent on the installation of a new phone line. Comcast has experienced delays on their end, which has impacted the installation timeline.

Chain Ferry Arbors:
Staff continue to work on final construction items for the Chain Ferry arbors as weather conditions allow. Final roof work is nearing completion. Upon council approval at the April 13th regular meeting, the landing frames will be replicated and replaced by Diversified Welding & Fabrication before the end of the fiscal year. Staff will seek HDC approval for the handrails and Public Works will replace the wood decking once the landings have new frames.

Maple St Road Project:
Notices have been sent to residents along Maple St and the adjacent side streets informing them that construction is scheduled to begin in May. Mailbox banks will be established to accommodate mail delivery during construction. Additional notices will be sent once the final mailbox locations are determined. The Post Office has approved the initial mailbox bank location design.

Parks:
With winter behind us, the parks have been dethatched which removes old, dead, compacted material from the lawn. The Allegan County D.E.B.T.S. crew assisted with removing leaves from the parks as well. The leaves were a challenge to get last fall before the snow fell because there was very little time between the leaves falling and snow accumulating.

City of Saugatuck
Status Report of Engineering Activities
April 9, 2026

General Consultation

- Developed a proposal for inspection of larger culvert crossings and storm sewer outfalls. This work could be completed in phases and areas of concern could be prioritized.
- Pavement Markings: 2026 work will begin soon. Current contract is 2025-2027.
- Assisting with review of water and sewer agreements as needed.
- Updated the City Capital Improvement Plan to assist with prioritizing projects.

EGLE Technical, Managerial and Financial (TMF) Project

- The project is complete, final documents have been submitted to EGLE and notices have been sent to customers. Assisting staff with answering customer questions.
- Will be working with City staff on a plan to eliminate remaining unknowns and replace lead/galvanized services by the federal and state deadlines (11/1/2037 and 1/1/2041, respectively). Water services are being evaluated with all ongoing projects to help make progress.

Mt. Baldhead Projects

- Restroom Building Replacement
  - Final site restoration will be completed soon.
  - The final walkthrough is scheduled for April 21.
- Observation Platform Replacement
  - Preliminary design work is underway.
  - Construction is targeted for fall 2026 or spring 2027, depending on the timeframe for design, stakeholder engagement and permitting.

Maple Street Improvements

- Construction is planned to begin mid-April. A detailed schedule from the Schippers Excavating will be available soon.
- Construction is anticipated to be completed November 2026.

Parking Study

- Incorporated City comments in GIS mapping for available parking.
- Parking surveys/counts are tentatively scheduled for May and July.

Park Street Improvements – Study Phase

- The City received funding from EGLE's Michigan Coastal Management Program, which will fund up to 50% of the planning cost.
- Survey field work is complete. Once mapping is complete we will schedule a kickoff meeting to review the data and re-engage with the Parks & Public Works Committee, Park Street Study Group and other stakeholders.

City Hall Interior Renovations

- Met with City staff to review initial floor plan concepts and working on updates based on direction received.

Elizabeth Street Improvements

- Met with representatives from Saugatuck Public Schools to gather SPS input on the project in general and sidewalk improvements in particular.
- Topographic survey work is complete. Soil borings are complete. Sewer televising work is complete.
- Working on scheduling an open house in late April.
- Projected schedule is planning work in early 2026, design in mid-2026, bidding in late 2026 and construction in 2027.

Village Square Court Renovation

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

Wicks Park and Village Square Restroom Interior Renovations

- Meeting with City staff April 21 to review scope/needs before developing a proposal for design phase.

March 20, 2026

Saugatuck City Council

City of Saugatuck

102 Butler Street

Saugatuck, Michigan 49453

Re: Request for Council Intervention — Extraordinary Circumstances Determination, STR Licenses CSTR-240021 and CSTR-240024, 534 St. Joseph Street

Dear Members of the City Council:

My name is Rakesh Madhava. I am the sole owner of 534 St. Joseph Street, a property I have cherished for nearly twenty years. I write to respectfully request that the Council review the March 5, 2026 determination letter issued by the City's outside counsel, Jacob Witte of FSBR Law, and direct the enforcing officer, Grayson Moore, to reconsider his extraordinary circumstances determination under Section 99.64(B) of the City Code, as amended by Ordinance 260209-A.

Mr. Witte's letter is a thorough statement of the City's legal position as currently applied, and I do not ask the Council to find fault with it. What I do ask is whether the circumstances here — taken as a whole — represent the kind of extraordinary situation the provision was designed to address. I believe they do, and I submit this letter to explain why.

I am submitting this letter together with a supporting letter from Kevin Tringali of Bella Vita Vacation Rentals, my local agent, and a letter from Jennifer Pope, my former co-owner. Mr. Tringali's letter is particularly significant: he explicitly accepts responsibility for his office's internal clerical error and confirms that I had no knowledge of it and no reason to suspect it.

I. A Deliberate Compliance Structure That Unforeseeable Circumstances Defeated

I submitted the STR application in April 2024 during an active divorce proceeding, fully aware that this was a complex new licensing framework. I deliberately constructed a multi-layered approach to compliance: I listed my own contact information on the application, retained a professional local agent with eighteen years of experience managing over forty licensed properties in this community, and relied on the City's own notification processes as a further safeguard — though I understand the City has no such obligation under the ordinance. I structured things this way because I understood that an ownership transition mid-process created the potential for gaps, and I wanted to guard against them. What I could not have foreseen was that those gaps would fall between every layer of protection I had put in place.

The City, going beyond any legal requirement, made a good-faith effort to transmit the license at issuance. I am not alleging the City had an obligation it failed to meet. I am noting that even this voluntary effort was defeated by the same chain of circumstances that ultimately led to the missed renewal. Approximately 95% of STR holders successfully renew their licenses — which means that failures are, by definition, statistically rare. My situation did not arise from owner inattention or systemic neglect. It arose from a precise convergence of circumstances that fell between every layer of protection I had put in place. That is not ordinary. That is extraordinary.

II. My License Was the Warning That Protected Every Other STR Holder

My license expired on July 5, 2025. The City's August 1, 2025 notification to me and Mr. Tringali that the license had expired was, to the best of my knowledge, among the first such notifications the City issued under the new ordinance's renewal framework. Before that notification, there was evident confusion among STR holders about the front-loaded renewal window — which requires application 30 to 60 days before expiration, not after. My situation made that confusion visible.

That notification triggered an immediate response across the STR community. Other license holders, alerted by what happened to me, urgently examined their own renewal status and filed applications they might not otherwise have known were due. The amendment the Council subsequently adopted — with its explicit acknowledgment of 'apparent confusion surrounding annual renewal deadlines' and its narrow amnesty window for those who had filed after the deadline but before expiration — was the direct legislative response to what my case exposed. The confusion was not mine alone. My property was the one that surfaced it.

Had my license expiration date fallen later in the calendar, another owner would have been first. That owner would have received the August 1 notification, discovered the

confusion, and the word would have spread. I would have been among those who refiled in time and been eligible for the same amnesty the Council extended to others. The outcome I now face was not determined by my conduct — it was determined entirely by where my license happened to fall in the renewal calendar, a fact I had no knowledge of and no ability to influence.

To deny relief on the basis that I failed to act on information I never received — while extending relief to those who acted only after my situation revealed the problem — is to make my loss the price of the community's benefit. The ordinance the Council adopted is better and more clearly administered today because of what my situation exposed. Every STR holder in this community now understands the renewal window because of what happened to me. I am the only one who received no benefit from that understanding.

The record on this point is unambiguous. Based on my review of available records, all eight of the other properties considered for amnesty at the January 7, 2026 meeting submitted their applications after August 4, 2025 — the date Mr. Tringali and I filed, following the City's August 1 notification that our license had expired. No property filed before that date. August 1, 2025 was also the first time my correct email address — as listed on the original April 2024 application — was used in any STR-specific communication from the City. The Council has access to the complete application record and can confirm this directly. The implication is clear: my notification was not merely the first signal that the renewal system had a problem. It was the event that caused every other affected owner to act. Six of those owners received amnesty. I did not.

III. The Proximate Cause: A Single Clerical Error by a Qualified Professional

The renewal was missed for one reason: Mr. Tringali's office recorded January 7, 2025 — the date they received a copy of the license upon request — as the renewal anniversary, rather than July 5. This was a clerical error, not a pattern of neglect. Mr. Tringali manages renewals successfully across a portfolio of more than forty properties. This property was the singular exception, and he has stepped forward unambiguously to own that mistake and to confirm that I had no knowledge of it.

The City Attorney's letter treats Mr. Tringali's error as mine, on the basis that I authorized him as my agent. I understand the legal basis for that position. But the purpose of the local agent designation is to allow owners to rely on qualified professionals for operational compliance. The standard cannot be that owners must independently audit their agent's work absent any indication of a problem — that would

render the local agent provision meaningless. I was actively copied on compliance communications throughout 2024 and 2025. At no point did anyone indicate anything was amiss.

The City's letter notes that I was subscribed to the City's general email distribution and received routine updates. I do not dispute this. But that fact cuts the other way. An engaged owner who receives regular City communications and sees nothing to suggest a problem with his license has no basis to independently investigate his renewal status. The absence of any alert in those communications was itself a signal that everything was in order. I was relying on the system — including those communications — to surface any problem. The first direct communication I received regarding my STR license specifically was the August 1, 2025 notice that it had expired. That was the moment I learned anything was wrong. I acted within three days.

The ordinance's exclusion of 'reasonably foreseeable circumstances' is also instructive here. The question is not whether, in hindsight, I could have taken additional steps. The question is whether a reasonable owner in my position — who submitted accurate contact information, retained a qualified professional agent, was actively copied on compliance communications, and whose agent received written confirmation from the City's own planning consultants that the property was in good standing — could have foreseen that his license would lapse. The answer is no. I had no signal, at any point, that anything required my direct intervention. The outcome was not reasonably foreseeable. It was the product of a chain of circumstances that fell entirely outside what any reasonable owner in my position would have anticipated.

Consider further: of the 5% of STR holders who fail to renew, the vast majority are owners who simply did not track their obligations. The subset with professional local agents actively engaged in compliance is smaller still. And within that subset, those whose agent's single clerical error was itself caused by circumstances that no owner would reasonably expect in a set of ordinary business and civil relationships — is vanishingly rare. At each layer of analysis, my situation becomes more exceptional. That is what extraordinary means.

IV. The Documented Record

The following facts are not alleged. They are documented in the City's own exhibits, which I have attached with relevant sections marked. City Exhibit 5 has been deliberately omitted from the attachments.

These facts are identified not to assign blame to City staff, but to illustrate the series of interlocking circumstances that were not reasonably foreseeable to an owner who had retained and paid a local agent specifically to manage a substantial licensing ordinance requiring expertise, local knowledge, and familiarity with City staff and processes. Taken together, they represent seven unforeseeable circumstances that combined to produce the license expiration.

First. My April 23, 2024 application listed my contact information correctly, including my email address. (City Exhibit 1.) I had no reason to believe this was not reflected in the City's records.

Second. The license issued July 5, 2024 was transmitted to jennifer@theballroom.com — an address not in my application — and to the Bella Vita general inbox. (City Exhibit 2.) Jennifer Pope confirms in her attached letter that she never received it. I received nothing.

Third. The license listed "MADHAVA RAKESH M & POPE JENNIFER" as owner — more than two months after Jennifer Pope's May 1, 2024 quit claim deed, recorded with Allegan County on May 9, 2024, transferred sole ownership to me. (City Exhibit 6.) The City Manager's January 7, 2025 email acknowledged the owner name was incorrectly listed and that staff were looking to correct it — but that email was copied to City staff, not to me. (City Exhibit 3.) The records were not corrected and I was not contacted.

Fourth. Following the transfer of ownership and primary management responsibility to me in May 2024, I had no personal knowledge of the renewal date, nor any confirmation that the license had been updated to reflect the ownership change. I was also unaware of the City's online system for checking expiration dates. This is not offered to suggest the City had any obligation to inform me — it is simply a fact that contributed to the absence of a timely renewal application.

Fifth. Renewal reminder communications sent voluntarily by the City in late December 2024 — efforts the City is to be commended for — also did not reach me directly. I have no record of receiving them. Even this additional layer of outreach did not find me.

Sixth. The first time my email address — as correctly listed on the original application — appears in the email record is August 4, 2025, after the license

had already expired. That notification is what caused the broader STR community to examine their own permits and, in many cases, submit late applications. The fact that my license was the first to surface this issue was entirely coincidental.

Seventh. Mr. Tringali has acknowledged in his letter that the error was solely internal to Bella Vita, that I had not been informed of it, and that I had no reason to believe the renewal required my direct attention.

These seven circumstances, each individually understandable, combined to produce an outcome that was genuinely beyond my control — which is precisely the standard Section 99.64(B) requires the Council to consider.

V. Reliance on the Council's January 7, 2026 Direction

At the January 7, 2026 Council workshop, the Council expressed clear and unambiguous consensus support for amnesty covering the nine STR properties under discussion, including mine. I was present. A Council member specifically acknowledged that people in the room were making business decisions based on what the Council decided that evening. I was one of those people. I am the only one of the nine properties discussed at that meeting who did not receive relief.

My Chicago lease was expiring February 28, 2026. In direct reliance on the Council's representations, I renewed it. I also made travel arrangements to visit my elderly parents, who are facing serious health challenges, and was outside the country for February 2026 — confident reinstatement was underway. When I returned, I learned my property had been excluded from the ordinance as adopted.

I recognize that the Council's intent was to craft a narrow amnesty window for licenses that had not yet expired when late applications were filed. I ask only that the Council consider why my license fell outside that window. The distinction between my property and those that received amnesty is not one of conduct or intent. It is one of calendar timing alone — and as Section II documents, that timing was not within my knowledge or control.

The direct consequence of that exclusion, combined with the lease renewal I made in reliance on the Council's direction, is that I am now financially unable to maintain both

residences. I face the prospect of being forced to sell a home I have owned for twenty years — a home I worked to keep through a complicated change in ownership and responsibilities. I do not believe that outcome reflects the Council's intent, and I am asking the Council to prevent it.

VI. The Enforcing Officer Has Independent Authority to Act

The City's March 5 determination correctly identifies that the amnesty provision under Section 99.58(B)(a) does not apply to this property, because it requires a renewal application filed after the deadline but before expiration — a condition this property does not meet. That finding is not disputed.

What the determination does not address is the separate and broader authority granted to the enforcing officer under the amended Section 99.64(B). That provision, enacted as part of Ordinance 260209-A and published in the Commercial Record on February 19, 2026, authorizes the enforcing officer to excuse compliance with 'the deadlines set forth in this chapter' — not merely the renewal deadline under 99.58(B), but any deadline the chapter contains, including the amnesty application deadline under 99.58(B)(a). The language is broad and unqualified. Nothing in the text limits it to a particular deadline or a particular type of applicant.

The amended ordinance also defines what extraordinary circumstances 'may include' — acts of God, documented medical conditions, military service. That list is illustrative, not exhaustive. The drafters used the word 'may,' not 'shall only.' The enumerated examples do not foreclose other circumstances that satisfy the standard. What the provision does foreclose — specifically and expressly — is circumstances attributable to the license holder or local agent's own actions, inaction, negligence, or neglect; any alleged failure of the City to provide notice; or any other reasonably foreseeable circumstances. The circumstances documented in this letter fall within none of those exclusions.

The date of issuance that determined the expiration sequence was assigned by the City at the time of licensing. It was not chosen, influenced, or foreseeable by the owner. The structural consequence of being first in the expiration sequence — losing both the timely renewal window and, through no fault of conduct, the amnesty window — was not attributable to any action, inaction, negligence, or neglect of the owner or local agent. It was not an alleged failure of the City to provide notice. And it was not a reasonably foreseeable circumstance for any owner applying for an STR license in April 2024. No owner, at the time of application, could have anticipated that the date the City assigned

to their license would determine whether they would have access to remedies that did not yet exist.

The ordinance as amended creates two pathways for an STR license to remain in good standing: timely renewal under 99.58(B), and the amnesty provision under 99.58(B)(a) for those who filed late but before expiration. Both pathways were available to every other owner whose situation came to light after the August 1, 2025 notification. Both were unavailable to this owner — not because of anything he did or failed to do, but because his expiration date preceded the notification that made those pathways accessible to others. All five properties that ultimately received amnesty under Ordinance 260209-A filed their applications after August 4, 2025 — after news of this property's expiration spread through the STR community. Those owners had access to the amnesty window because this owner's situation warned them in time.

The visible benefit to the community is measurable in those five amnesty grants. What cannot be measured — but can reasonably be inferred — is the number of STR holders who, upon learning that licenses were being actively enforced with hard expiration dates and a front-loaded renewal window, quietly examined their own status and filed timely renewals they might not otherwise have known were due. Those renewals appear in the ordinary renewal record, indistinguishable from any other timely filing. But they represent a real and additional community benefit that flows directly from this property's situation being the first to make the enforcement reality of the new ordinance visible. The ordinance is more effectively enforced today, across the entire STR community, because of what happened to this owner.

No amendment to the ordinance is required to grant relief here. No new language is needed. The enforcing officer already possesses the authority under Section 99.64(B) to excuse the deadline at issue upon a finding of extraordinary circumstances. The specific combination of circumstances that produced this outcome — a license expiration date assigned by the City that placed this owner first in a sequence whose consequences could not have been foreseen by any party — is unique to this property and will not recur. A finding of extraordinary circumstances here sets no broad precedent. It addresses a situation that, by its very nature, can only happen once.

VII. What I Am Asking For

City staff and the City Attorney's letter confirm that the Council has the authority to direct action on this matter or to amend the ordinance. I respectfully request that the Council direct Grayson Moore, as enforcing officer, to reconsider the extraordinary circumstances determination under Section 99.64(B) in light of the full documented

record. Alternatively, I request that the Council exercise its legislative authority to extend the amnesty provision to this property.

I am attaching the following in support:

1. Letter from Kevin Tringali, Bella Vita Vacation Rentals — accepting responsibility for the clerical error and confirming I had no knowledge of it
2. Letter from Jennifer Pope, former co-owner — confirming the May 1, 2024 ownership transfer and that she never received the July 5, 2024 license
3. City Exhibit 1 — April 23, 2024 STR Application confirming my correct contact information
4. City Exhibit 2 — July 5, 2024 City Manager email showing the license was transmitted to an address not in my application
5. City Exhibit 3 — January 7, 2025 email chain with the City Manager's acknowledgment of the incorrect owner listing
6. City Exhibit 6 — STR License CSTR-240021 showing Jennifer Pope listed as co-owner after the quit claim deed

Conclusion

The STR ordinance serves real community interests, and its orderly enforcement matters. I do not ask the Council to weaken it or to create broad exceptions. I ask something narrower: that the owner whose situation served as the warning that protected the rest of the community not be the only one left unprotected by the response.

My license expiration was the warning that revealed the confusion surrounding renewal deadlines under the new ordinance. Other STR holders, alerted by what happened to me, were able to act in time. The amendment the Council adopted was the direct response to what my situation exposed. The community is better served by the ordinance today because of it. I am the only one who received no benefit from that improvement.

I retained a local agent precisely so that the responsibilities of compliance would rest with a qualified professional. To hold me responsible for my agent's clerical mistake — when I had no knowledge of it and no practical means of preventing it — is to render the

local agent provision meaningless. The clerical errors of an agent should not result in the non-renewal of a license when the owner clearly took every step available to him, short of handling it personally — which would defeat the very purpose the provision exists to serve.

The record before the Council is not one of neglect. It is the record of an owner who submitted accurate information, retained a proven professional, responded promptly to every issue raised, and acted in good faith on this Council's own representations — and whose situation, in the process, made every other STR holder in this community more secure. I ask only to be treated with the same fairness the Council extended to those my situation made whole.

Respectfully submitted,

Rakesh Madhava

Owner, 534 St. Joseph Street

Saugatuck, Michigan 49453

[redacted]

[redacted]

cc: Grayson Moore, Director of Planning and Zoning

cc: Jacob Witte, FSBR Law

March 19, 2026

Saugatuck City Council City of Saugatuck, Michigan

Re: STR Licenses CSTR-240021 and CSTR-240024 – 534 St. Joseph Street

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Dear Members of the Council,

My name is Kevin Tringali. I am the owner of Bella Vita Vacation Rentals, located at 133 Butler Street in Saugatuck, and I have served as the local agent for the STR licenses at 534 St. Joseph Street since the property was first licensed as well as more than 40 other properties in Southwest Michigan and have done so for 18 years. I write in support of Rakesh Madhava's request for a hardship exemption and license reinstatement, and to provide the Council with a factual account of the circumstances from my perspective.

The Prior Management Arrangement

Prior to the finalization of Mr. Madhava's divorce on May 17, 2024, Jennifer Pope was the primary contact between the property ownership and my office. Ms. Pope handled rental scheduling, communications, and day-to-day coordination on behalf of the joint ownership. When Mr. Madhava assumed sole ownership following the divorce, the transition of that management relationship to him directly was still underway. The contact infrastructure in place did not include Mr. Madhava's email or phone - despite this information being the only contact provided on the original STR application. For reasons unclear to us the city was using an incorrect email for Ms. Pope.

The Internal Filing Error

When the City Manager sent a copy of the STR license to my office on January 7, 2025, in response to my request, my office manager logged that date as the renewal anniversary for the property. This was a genuine error made in good faith. We understood the license to run on a January-to-January basis from that point forward and calendared the renewal accordingly. It was not until August 2025, when the City Manager contacted us to advise that the license had expired on July 5, 2025, that we understood the error.

I want to be clear that Mr. Madhava had no knowledge of this internal filing decision and no reason to suspect it had been made incorrectly. The management of license renewal dates was within my office's responsibilities as local agent. The error was mine, not his.

The Triggering Event for STR Holders

The City's August 1, 2025, notification to me that the license had expired was the first expiration of any of the licenses for the properties in my portfolio. Understandably, I acted and thoroughly reviewed the properties for which I acted as the local agent, and I contacted other property

managers and license holders of STRs in the community. The irony is that Mr. Madhava's property was the only one not granted amnesty, despite his license expiration being the triggering event that caused the increased compliance among the community and greater awareness of the ordinance requirements.

The January 7, 2026, Council Meeting

I was present at the January 7, 2026, Council workshop. The discussion that evening was clear — the Council expressed strong consensus support for amnesty for the nine STR properties under discussion, including 534 St. Joseph Street. I left that meeting with the understanding that amnesty would be granted to Mr. Madhava's property.

I was surprised and disappointed to learn that the ordinance as ultimately adopted did not extend to 534 St. Joseph Street. I continue to believe that the extraordinary circumstances around Mr. Madhava's property — including the ownership transition, the date of initial license expiration, the gap in license delivery, and my office's internal filing error, none of which were within Mr. Madhava's knowledge or control and would not be reasonable to expect him to have foreseen these events — warrant the relief the Council indicated it intended to provide.

I am available to answer any questions the Council may have and to provide any additional information that would be helpful.

Respectfully submitted,

Kevin Tringali Bella Vita Vacation Rentals 133 Butler Street Saugatuck, Michigan 49453

Saugatuck City Council:

My name is Jennifer Pope. I co-owned 534 St. Joseph with my ex-husband, Rakesh Madhava, until our divorce was finalized on May 17, 2024, at which point Rakesh took sole possession.

Prior to May 17, 2024, I was the primary contact for Kevin Tringali at Bella Vita for rental scheduling and management. After that date, Rakesh assumed those responsibilities.

The city issued the STR license on July 5, 2024; however, I never received it. Upon reviewing the attached transmission, I confirmed the city used an incorrect email address rather than my correct address, jennifer@theredballoon. Had I received the license, I would have forwarded it to Rakesh as part of our asset separation process.

Please let me know if I can provide additional information as the City Council considers this renewal.

Best,

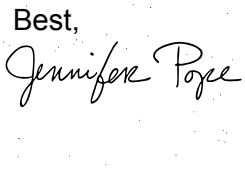


EXHIBIT 1

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 $525.00. 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 $150.00 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: 534 St. Joseph St.	Parcel Number: 57-204-016-00
Requested Occupant Load: 12	Off-Street Parking Spaces: 0
Number of Trash Receptacles: 1	Number of Recycling Receptacles: 1
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.

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

Owner Information		
Ownership Type (select one)		
☑	Personal	
	Name of Person(s):Rakesh Madhava	
☐	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: 534 St. Joseph St.		
Phone: [redacted]		
E-mail: [redacted]		
Owner Attestation: • The dwelling unit will be operated in conformance with all applicable requirements of Chapter 99.5		
Owner Signature: RM		Date: 4/23/2024

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: 4/23/24

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:	Bella Vita Vacation Rentals	
Agent Address:	133 Butler. PO 421 Saugatuck 49453	
Agent Phone:	269 857 8482	
Agent E-mail:	info@bellavitavacationrentals.com	
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: 4/23/24

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: 4/23/24
License Holder Signature:	Date:
Local Agent Signature:	Date:

EXHIBIT 2

From: Ryan Cummins <rcummins@saugatuckcity.com>
Sent: Friday, July 5, 2024 6:46 PM
To: jennifer@theballroom.
Subject: 534 St. Joseph
Attachments: STR License - 534 St. Joseph - 7-5-24.pdf; STR License - 534 St. Joseph ADU - 7-5-24.pdf

Hello,

I was notified 534 St. Joseph main home and ADU passed inspection. Attached is the STR license. Please note the maximum occupants and expiration date.

Here is a link to the Good Neighbor Guide to share with your visitors:
https://www.saugatuckcity.com/uploads/1/3/3/9/133977444/copy_of_good_neighbor_guide__2_.pdf

Thank you,

Ryan Cummins
City Manager

City of Saugatuck
102 Butler St
PO Box 86
Saugatuck, MI 49453
Ph: (269) 857-2603

EXHIBIT 3

From: Ryan Cummins <rcummins@saugatuckcity.com>
Sent: Tuesday, January 7, 2025 1:58 PM
To: Kevin Tringali; David Jirousek
Cc: Kyle Salay; Kevin Tringali; Luke Thompson
Subject: RE: 534 St. Joseph-recertification
Attachments: 534 St. Joseph

Hi Kevin,

Happy New Year!

Attached is approval email and certificate from earlier this year. I believe Luke is looking at correcting the owner name as it incorrectly listed one of the parties. I have copied him.

Thank you,

Ryan Cummins
City Manager

City of Saugatuck
102 Butler St
PO Box 86
Saugatuck, MI 49453
Ph: (269) 857-2603

From: Kevin Tringali
Sent: Tuesday, January 7, 2025 12:01 PM
To: David Jirousek <david@horizon-planning.com>
Cc: Ryan Cummins <rcummins@saugatuckcity.com>; Kyle Salay <kyle@horizon-planning.com>; Kevin Tringali <info@bellavitavacationrentals.com>
Subject: RE: 534 St. Joseph-recertification

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

Hello,

We are updating all our files as we head into 2025. We know 534 St. Joseph was recertified back in July of 2024 however I don't recall seeing an actuall certification document? Can we get one sent to us for our records?

Thank you

Kevin Tringali
Bella Vita Real Estate / Vacation Rentals
A proud partner of Coldwell Banker Woodland Schmidt Realty

From: David Jirousek [mailto:david@horizon-planning.com]
Sent: Friday, July 12, 2024 2:12 PM
To: kevin
Cc: Ryan Cummins; Kyle Salay
Subject: Re: 534 St. Joseph-recertification

Kevin-
Please disregard the notice. The subject property has a final permit, and there are no current violations.

David M. Jirousek, MCP, AICP
Principal – Community Planner
616-540-1794

From: Kyle Salay <kyle@horizon-planning.com>
Date: Wednesday, July 10, 2024 at 12:23 PM
To: David Jirousek <david@
Subject: Fwd: 534 St. Joseph-recertification

Begin forwarded message:

> **From:** Kevin Tringali <kevin@
> **Date:** July 10, 2024 at 11:44:05 AM EDT
> **To:** Kyle Salay <kyle
> **Cc:** Rakesh Madhava <rmadhava
> **Subject: 534 St. Joseph-recertification**
>
> Hi Kyle,

My name is Kevin Tringali, property manager for 534 St. Joseph in Saugatuck. My homeowner received a violation notice regarding our recertification?

This new application was originally submitted back in April 2024 and again in May for the 2nd dwelling which I believe has not been used as of yet. The actual inspection date was mid June and as it always has passed with no issues and we did receive our certification from the city saying so.

The month of June was primarily blocked off and occupied by the owner who was in the process of making sever improvements (painting, staining and replacing items in the home.

According to Ryan Cummings (City manager) this is just a notice. We are asking to confirm this for our records as there was no violation.

Thank you

Kevin Tringali
Bella Vita Real Estate / Vacation Rentals
A proud partner of Coldwell Banker Woodland Schmidt Realty

EXHIBIT 4

From: Ryan Cummins <rcummins@saugatuckcity.com>
Sent: Friday, August 29, 2025 2:07 PM
To: Kevin Tringali
Cc: Lindsay Tringali
Subject: RE: 534 St. Joseph

Thanks Kevin. I will update our system to change the contact information provided for the STR apps we have received from info@bellavitavacationrentals.com to kevin

Thank you,

Ryan Cummins
City Manager

City of Saugatuck
102 Butler St
PO Box 86
Saugatuck, MI 49453
Ph: (269) 857-2603

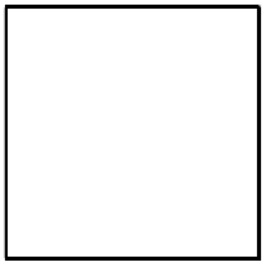
From: Kevin Tringali <kevin
Sent: Friday, August 29, 2025 1:59 PM
To: Ryan Cummins <rcummins@saugatuckcity.com>
Cc: Lindsay Tringali <lindsa
Subject: Re: 534 St. Joseph

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

Yes, this email we are communicating on now, kevin@bellavitavacationrentals.com

Thank you

Kevin Tringali
Bella Vita Vacation Rentals



Sent from my iPhone

On Aug 29, 2025, at 1:30 PM, Ryan Cummins <rcummins@saugatuckcity.com> wrote:

Hi Kevin,

Just to clarify, you want us to change the contact email for Bella Vita and all your properties to kevin@

If so, I will make that change in our system. Please make sure that is clear on future STR apps too.

Thank you,

Ryan Cummins
City Manager

City of Saugatuck
102 Butler St
PO Box 86
Saugatuck, MI 49453
Ph: (269) 857-2603

From: Kevin Tringali <kevin
Sent: Friday, August 29, 2025 1:19 PM
To: Ryan Cummins <rcummins@saugatuckcity.com>
Cc: Lindsay Tringali
Subject: Re: 534 St. Joseph

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

Thank you, this helps explain things, why these are not getting to me. My work email is kevin@bellavitavacationrentals.com

Please continue to use this email moving forward.

Kevin Tringali
Bella Vita Vacation Rentals
[redacted]

<~WRD2501.jpg>

Sent from my iPhone

On Aug 29, 2025, at 12:29 PM, Ryan Cummins <rcummins@saugatuckcity.com> wrote:

Hi Kevin,

Attached is the letter again.

Here is the e-mail we have: info@[redacted]

It looks like Luke has also sent other e-mails to you on some other rentals noting the 30-day requirement.

Thank you,

Ryan Cummins
City Manager

City of Saugatuck
102 Butler St
PO Box 86
Saugatuck, MI 49453
Ph: (269) 857-2603

From: Kevin Tringali <kevin@[redacted]
Sent: Friday, August 29, 2025 12:05 PM
To: Ryan Cummins <rcummins@saugatuckcity.com>
Cc: Lindsay Tringali[redacted]
Subject: RE: 534 St. Joseph

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

Hi Ryan,

For some reason the "letter to STR owners and agents" attachment will not open (getting an error message. Is there a way you can let me know what email address you show for us? I am not seeing the 8/29/24 email in either my bella vita email or our general email box.

Thank you

Kevin Tringali
Bella Vita Real Estate / Vacation Rentals
A proud partner of Coldwell Banker Woodland Schmidt Realty
[redacted]
<image001.png>

<image002.jpg>

From: Ryan Cummins [mailto:rcummins@saugatuckcity.com]
Sent: Friday, August 29, 2025 11:41 AM
To: Kevin Tringali
Cc: Lindsay Tringali
Subject: RE: 534 St. Joseph

Hi Kevin,

Attached is the e-mail that was sent on 8-29-24. The e-mail provided to us for Bella Vita and 719 Pleasant was on the blind copy list.

Attached is the letter that was mailed in late December. Bella Vita Vacation Rentals, Mr. Madhava, Mr. Wardzala, and Mr. May were on the mailing labels list.

There was no requirement for us to e-mail or send a letter about this but we wanted to provide additional education. We have the same information on our website as well.

The deadline for renewal application is also listed on the attestation on the STR application form that were submitted to us last year.

Thank you,

Ryan Cummins
City Manager

City of Saugatuck
102 Butler St
PO Box 86
Saugatuck, MI 49453
Ph: (269) 857-2603

From: Kevin Tringali <kevin[redacted]
Sent: Wednesday, August 27, 2025 11:52 AM
To: Ryan Cummins <rcummins@saugatuckcity.com>
Cc: Lindsay Tringali <[redacted]
Subject: FW: 534 St. Joseph

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

Hi Ryan,

Hope all is well, just continuing to try to get my head around all this and have appreciated your help along the way. I highlighted a snip of a previous email you had sent me regarding some communication via emails and letters with instructions on how to check expirations on line? Can you share with me when and to whom these were sent to for both properties? (534 St. Joseph and 719 Pleasant) as well when it was sent to me? I am not finding it.

Thank you

Kevin Tringali
Bella Vita Real Estate / Vacation Rentals
A proud partner of Coldwell Banker Woodland Schmidt Realty
[redacted]
<image001.png>

<image002.jpg>

From: Ryan Cummins [mailto:rcummins@saugatuckcity.com]
Sent: Monday, August 04, 2025 12:29 PM
To: Kevin Tringali; Kevin Tringali; rake[redacted]
Subject: RE: 534 St. Joseph

Hi Kevin,

I want to make sure one thing is clarified as you mentioned your office actually received a copy of the license in January. The City sent Bella Vita a copy of the license via e-mail in July 2024. Attached is another copy of that e-mail. The license was attached to that e-mail and states the expiration date. The e-mail also noted you should keep track of it. You acknowledged back in January that it was recertified in July 2024 but wanted another copy of the license. On the January response, I attached a copy of the July 2024 e-mail that was previously sent. Last year, the City also sent owners and agents an e-mail and letter with instructions on how to check expiration dates online. How to check expiration dates is on our website as well.

As we discussed on the phone, you believe under Section 99.58(E) that you have 30 days to correct this. As I explained, that provision relates to deficiencies in a renewal application that is submitted timely. Section 99.58(B) identifies when renewal applications are due:

> 99.58(B) The license holder or local agent may apply for a renewed license by submitting a renewal application to the enforcing officer no later than thirty (30) days prior to the date that the license is set to expire, along with the license renewal fee established by the City's fee schedule. Renewal applications may be submitted no later than five (5) calendar days after this deadline, subject to a late fee established by resolution of the City Council. **Renewal applications submitted after this five (5) calendar day grace period by any amount of time shall be deemed untimely and shall not be processed by the City, and the short-term rental license shall be deemed expired.**

As you can see, an untimely renewal application shall not be processed by the City, which is the case here.

As we discussed, only the City Council can change the ordinance and staff has to carry out what is currently in place.

Please let me know if you have any questions.

Thank you,

Ryan Cummins
City Manager

City of Saugatuck
102 Butler St
PO Box 86
Saugatuck, MI 49453
Ph: (269) 857-2603

From: Kevin Tringali <kevin[redacted]
Sent: Monday, August 4, 2025 11:58 AM
To: Ryan Cummins <rcummins@saugatuckcity.com>; Kevin Tringali <info@[redacted]; r[redacted]
Subject: RE: 534 St. Joseph

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

Hi Ryan,

Thank you for the conversation. As I stated I believe this oversight from our office stems from actually receiving our certification back on January 7th 2025. Our office mistakenly took that as the January 7th date as our annual expiration date and therefore was not prepared to have this ready by June 5th, 2025 for the July 5th expiration date.

As you can imagine this all comes as a shock and are trying to comprehend this circumstance. Until we speak to our attorney and property owner it is best on our part to at least submit the necessary renewal application to the city until we get more clarity on how to move forward.

Thank you

Kevin Tringali
Bella Vita Real Estate / Vacation Rentals
A proud partner of Coldwell Banker Woodland Schmidt Realty
[redacted]
<image001.png>

<image002.jpg>

From: Ryan Cummins [mailto:rcummins@saugatuckcity.com]
Sent: Monday, August 04, 2025 10:40 AM
To: Kevin Tringali; Kevin Tringali; [redacted]
Subject: RE: 534 St. Joseph

Hi Kevin,

Unfortunately, it appears that the renewal would be untimely. It looks like there were STR licenses for both the home and ADU and both expired on 7/5/25.

The ordinance requires that renewals be submitted "no later than thirty (30) days prior to the date that the license is set to expire". See 99.58(B). We reminded both owners and agents of this last year and advised folks it was important to keep track of the expiration dates. We also noted in the email when issuing the license that you should note the expiration date.

The ordinance allows for a late renewal application, but they may only be submitted five calendar dates after the deadline and are subject to a late fee. “Renewal applications submitted after this five (5) calendar day grace period by any amount of time shall be deemed untimely and shall not be processed by the City, and the short-term rental license shall be deemed expired”. See 99.58(B).

The property cannot be rented without a STR license. With the cap in community residential there aren’t licenses available.

Please let me know if you have any questions.

Thank you,

Ryan Cummins
City Manager

City of Saugatuck
102 Butler St
PO Box 86
Saugatuck, MI 49453
Ph: (269) 857-2603

From: Kevin Tringali <kevin@[redacted]
Sent: Saturday, August 2, 2025 11:45 AM
To: Ryan Cummins <rcummins@saugatuckcity.com>; Kevin Tringali <info@[redacted]
Subject: RE: 534 St. Joseph

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

Hi Ryan,

We have everything in line, I believe this is our first “annual” renewal just waiting for a copy of the updated insurance policy, everything else is in line and will be handed in this week.

Thank you!

Kevin Tringali
Bella Vita Real Estate / Vacation Rentals
[redacted]

www.[redacted]
<image001.png>

<image002.jpg>

From: Ryan Cummins [mailto:rcummins@saugatuckcity.com]
Sent: Friday, August 01, 2025 5:01 PM
To: Kevin Tringali; Kevin Tringali; rakesh[redacted]
Subject: 534 St. Joseph

Hello,

Our system shows that your short-term rental license expired on 7/5/25. The unit cannot be rented without a STR license.

Further information about short-term rentals can be found here:
https://www.saugatuckcity.com/short-term-rentals.html

Please let me know if you have any questions.

Thank you,

Ryan Cummins
City Manager

City of Saugatuck
102 Butler St
PO Box 86
Saugatuck, MI 49453
Ph: (269) 857-2603

<Letter to STR Owners and Agents 12-23-24.pdf>
<mime-attachment>
<mime-attachment>
<mime-attachment>
<mime-attachment>

EXHIBIT 6

Short-Term Rental License

534 ST JOSEPH ST

SAUGATUCK, MI 49453

Unit: The Farm House

Owner: MADHAVA RAKESH M & POPE JENNIFER

Responsible Party: BELLA VITA VACATION RENTALS

Maximum Occupancy: 8

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 07/05/2025

LICENSE NUMBER

CSTR License-240021

Ryan Cummins - Zoning Administrator

102 Butler Street, Saugatuck MI 49453

March 28, 2026

Saugatuck City Council
City of Saugatuck
102 Butler Street
Saugatuck, Michigan 49453

Re: Proposed Amendment to Ordinance 260209-A, Section 99.58(B)(a) — Single Condition Revision to Amnesty Eligibility, STR Licenses CSTR-240021 and CSTR-240024, 534 St. Joseph Street

Dear Members of the City Council:

My name is Rakesh Madhava. I am the sole owner of 534 St. Joseph Street. The Council has my March 21, 2026 submission requesting reconsideration of the extraordinary circumstances determination under Section 99.64(B), which I incorporate by reference. I respectfully request time to discuss this supplemental proposal at the April 8 workshop along with my previous submission, with a view to adoption at the April 13 regular meeting.

I maintain that this Council has the authority and responsibility to direct staff to find that extraordinary circumstances exist in my situation, as documented in my March 21 submission. I am also proposing a separate legislative avenue by which the Council may rectify this situation directly, without requiring any determination by staff or outside counsel.

I also want to state plainly for the record: at the January 7, 2026 workshop, this Council represented to me and to the community that it was granting amnesty to the affected STR license holders so that the City and license holders could start with a clean slate after the ordinance was amended.

A majority of this Council believed that commitment covered all nine properties under discussion. I am one of the properties that did not receive relief under the amendment as adopted. This proposal gives the Council a narrow, principled path to honor that commitment — one that does not weaken the ordinance, does not overturn any staff determination, and is fully consistent with the ordinance's own internal logic.

I propose a single amendment to one condition within the existing amnesty provision of Section 99.58(B)(a). The change requires no new subsection, no new administrative structure, and no alteration to any other provision of the ordinance or the amendment. It does not overturn any determination made by staff or legal counsel. It addresses a narrow gap in the amnesty framework — one that by coincidence excluded my property — and it does so in a way that is fully consistent with the ordinance's own internal logic.

The Existing Provision

Section 99.58(B)(a) of Ordinance 260209-A provides that an owner whose license lapsed may reapply if, among other conditions, the license holder submitted a renewal application to the City after the renewal deadline but before the license expired. This condition was designed to capture owners who made a good-faith effort to renew but missed the front-loaded application window.

My license expired July 5, 2025. The City notified me of the expiration on August 1, 2025. I filed a renewal application on August 4, 2025 — three days after notification. Because my expiration preceded the City's notification, I was unable to file before the license expired, and I therefore do not meet the current condition. Every property that ultimately received amnesty filed after that same notification — they were able to file before their licenses expired only because my situation alerted them in time.

The Proposed Change

I propose that condition 2) of Section 99.58(B)(a) be revised as follows.

The current “amnesty” language reads:

> *a. Notwithstanding anything in this chapter to the contrary, an application for a short-term rental license may be submitted by an owner who previously held a short-term rental license if the following applies: 1) the short-term rental license at issue expired between April 24, 2025, and the effective date of this Ordinance; and 2) the license holder submitted a renewal application to the City after the renewal deadline but before the license expired; and 3) the untimely renewal application otherwise satisfied all applicable requirements of the City Code. In such circumstances, the license holder may apply for a short-term license no later than five (5) calendar days after the effective date of this Ordinance. Such applications may be processed and a short-term rental license issued (effective on the date of issuance), subject to the payment of the late fee set forth herein and satisfaction of all other requirements of the City Code.*

The proposed language would read (proposed changed emphasized):

> *a. Notwithstanding anything in this chapter to the contrary, an application for a short-term rental license may be submitted by an owner who previously held a short-term rental license if the following applies: 1) the short-term rental license at issue expired between April 24, 2025, and the effective date of this Ordinance; and 2) the license holder submitted a renewal application to the City after the renewal deadline but before the license expired; or within 30 days of City’s written notification of expiration, consistent with the cure period established under Section 99.58(E); and 3) the untimely renewal application otherwise satisfied all applicable requirements of the City Code. In such circumstances, the license holder may apply for a short-term license no later than five (5) calendar days after the effective date of this Ordinance. Such applications may be processed and a short-term rental license issued (effective on the date of issuance), subject*

to the payment of the late fee set forth herein and satisfaction of all other requirements of the City Code.

That is the entirety of the proposed change. All other conditions of Section 99.58(B)(a) remain unchanged, including the requirement that the license expired within the defined pre-ordinance period and that the application otherwise satisfied all applicable requirements of the City Code, including payment of the applicable late fee.

Why This Change Is Sound

Section 99.58(E) already establishes that when the City notifies an owner of a deficiency in the renewal process, the owner has 30 days to respond and cure. An expired license is a deficiency in the renewal process. Extending the same 30-day cure period to City notification of expiration is consistent with the ordinance's own treatment of every other renewal deficiency. It does not create a new standard — it applies an existing one consistently across all renewal deficiencies. All requirements of the chapter continue to apply. The hard stop date remains in place. No ongoing exception is created and no future renewal cycle is affected.

The amendment is administratively self-executing. If adopted at the April 13 regular meeting, it takes effect upon publication in the Commercial Record — the same mechanism by which Ordinance 260209-A itself took effect. Upon publication, the existing five-day filing window reopens from the effective date of this amendment, exactly as it did when the original amnesty provision was published. No new machinery is required. The Council has done this before.

The amnesty framework as currently drafted produced an exclusion that was not publicly deliberated. This amendment corrects it. The 30-day window is not arbitrary — it mirrors the cure period the ordinance already provides under Section 99.58(E). An owner who receives City notification and responds within 30 days has demonstrated exactly the good-faith conduct that provision was designed to reward.

The preamble of Ordinance 260209-A describes its purpose as addressing a failure to timely submit a renewal application — not permanent extinguishment based on calendar position. Rejecting this revision does not advance that objective. It contradicts it.

There is also a fundamental asymmetry in the current outcome that the Council should consider directly. The City's position is that it bears no responsibility for the accuracy of its own records — the wrong owner named on the license two months after the recorded deed, the license transmitted to a non-existent email address not in the application, records acknowledged as incorrect but never corrected. Those errors carry no consequence for the City. Yet a single clerical error by the owner's agent — one misfiled date — who was hired by me in part because of his role in crafting the STR legislation results in permanent loss of two licenses with no cure pathway. The City cannot claim immunity from any consequence of its own administrative errors while imposing the maximum possible consequence for an equivalent error by the owner's

agent. This amendment – or finding of extraordinary circumstances - provide avenues for a proportionate and principled remedy that reflect what City Council said it would do on January 7th.

Request

I respectfully request that this proposed revision be placed on the agenda for the April 8 workshop for discussion, with a view to adoption at the April 13 regular meeting. I am available to address the Council at both meetings.

Respectfully submitted,



Rakesh Madhava

Owner, 534 St. Joseph Street

Saugatuck, Michigan 49453

rakesh.

312

cc: Grayson Moore, Director of Planning and Zoning

cc: Jacob Witte, FSBR Law

cc: Ryan Cummins, City Manager

Jamie Wolters

From: Craig Baldwin <craigbaldwin
Sent: Sunday, March 22, 2026 2:32 PM
To: Jamie Wolters
Cc: Ryan Cummins; Holly Anderson
Subject: Correspondence for the March 23 Meeting

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

Hi Jamie,
Please include the following as correspondence relating to the March 23, 2025 City Council meeting. Thank you.

To the City Council:

I have several comments regarding the agenda item concerning Planning Commissioner Bagierek for the March 23 City Council Meeting.

As outlined in the "Report to Planning Commission" prepared by the City Manager:

- Commissioner Bagierek has an accessory dwelling unit (ADU) above his garage;
- He used the ADU as a short term rental during essentially his entire tenure on the Planning Commission without obtaining special land use approval from the Planning Commission;
- Until the rules were changed in February, 2025 at the request of the Planning Commission, his ADU did not qualify for special land use approval as an STR because it was out of compliance with the maximum square footage for use as an STR and because it had separate utility hookups from the primary residence.
- He continued to operate illegally until finally obtaining SLU approval in November, 2025.

There are only two possible explanations here. The first is the wildly implausible scenario in which Commissioner Bagierek:

- believed in good faith that the dwelling unit above the garage was not an ADU because a covered breezeway connected the garage and house;
- believed that the garage dwelling unit could not be an ADU because "ADUs cannot have separate utilities, and we have separate gas hookups between the house and garage";

- believed that by renting out the garage space he was just renting a single room in his house rather than an ADU;
- did not understand that renting out a single room in a home is not permitted;
- did not understand that the garage dwelling met the definition of an ADU;
- relied on his purported recollection that the BS&A records for his property didn't characterize the garage space as an accessory dwelling unit when there is no evidence that BS&A has ever made that characterization for any property;
- relied on a purported conversation with the former Planning Director (Luke Thompson) in which Mr. Thompson said the garage space was not an ADU, even though Mr. Thompson has no recollection of that conversation and does not believe he would have made that statement.

The likely scenario, which is incredibly troubling, is that Commissioner Bagierek fully understood the rules and ordinances regarding STRs and ADUs, knew that his ADU did not qualify for use as an STR until February, 2025, and operated illegally until finally obtaining the required approvals in November, 2025. When he was confronted with these facts, he told several significant lies to justify his behavior. And during the public hearing for his SLU application, he mislead and/or lied to the Planning Commission when he characterized the background for his SLU request as follows (per the meeting minutes):

> *He explained that his property at 610 Lake Street previously operated under a short-term rental license for the entire house, in line with the rules at the time. Due to recent changes in STR regulations and their current usage, he now proposes to rent only the apartment (upper-level ADU), which is similar to a previous application for Mason Street.*

I was therefore incredibly surprised to see that the only action taken by the City Council thus far was to recommend that the entire Planning Commission participate in a "learning and improvement opportunity" discussion. To suggest that the issue here is a lack of clarity in the city ordinances or a lack of understanding by the Planning commissioners of the rules and how to apply them is simply absurd. I was also not willing to participate in an attempt to whitewash the situation through this "learning opportunity" when in fact the Commission has no authority under state law or our bylaws to discipline or remove its members. That authority rests solely with the City Council. It is for that reason that I voted to remove the "learning and improvement opportunity" discussion from the Planning Commission agenda last week.

I want to be perfectly clear that this vote in no way suggests that the Planning Commission has weighed in on Commissioner Bagierek's conduct or determined that no further action is needed. It is the responsibility of the City Council to address this issue, and for that reason I am grateful to see that there will be a public discussion of the issue at the March 23 meeting.

Thank you.

Craig Baldwin
Saugatuck Planning Commissioner
Saugatuck City Resident

22 March 2026

To Saugatuck City Council for inclusion in the Council's March 23, 2026, Council Meeting Packet - AMENDED

At the Planning Commission meeting this past Thursday (March 19), a motion was made by Commissioner LaChey and seconded by Commissioner Marineau to remove New Business Item E titled "A Learning and Improvement Opportunity" from the Agenda for two reasons: 1) it might be a vehicle for the public shaming of Commissioner CJ Bagierek; and, 2) as a learning opportunity it is not necessary or productive. While I supported the motion to remove Item E from the agenda, my support was not entirely for the reasons cited by Commissioner LaChey. In thinking about my comments and reviewing the video of the meeting which only became available this afternoon, I am taking this opportunity to be clear and go on the record as to my position for removing the item from the agenda.

In reviewing the "Learning and Improvement Opportunity" materials provided, I cannot unsee what I have seen, and that is, a sitting Planning Commissioner appears to have violated a number of ordinances over a period of years, some of which occurred during his time as a Planning Commissioner, including misleading fellow Commissioners.

I supported the removal of Item E because I believe this matter – 'the learning and improvement opportunity' – actually belongs to Council and should return there. As a Commissioner, I understand that my responsibility is to ensure my conduct is consistent with City ordinances which I promised to uphold when I became a Commissioner – I don't believe I need to "learn" that. When any city official is accused of violating an ordinance or ordinances, it has been my understanding that person will be held to account by City

Council, which is where the responsibility lies for the enforcement of Saugatuck's Policy of Ethical Standards of Conduct.

It is also my understanding that following a closed session of City Council when this matter was referred to Planning, the City Attorney reviewed this with Steve Manns, Chair of the Planning Commission; it was agreed that Chair Manns would review this matter with the Planning Commissioners as a whole for a 'learning and improvement opportunity'.

Since I cannot unknow what I now know, and as I consider my role as a Planning Commissioner, am I to assume that Council found so little merit in the allegations that they believed an adequate redress would be for the sitting Planning Commissioners to learn and improve as Chair Manns suggested?

It is my opinion this is a deeply serious and potentially quite damaging reputational hit on the process, on Planning, and on the City – on each of us as the responsible officials - at a time when trust in our system of governance, including our officials, has never been more critically important and necessary.

Bobbie Gaunt
341 Main Street
Saugatuck, MI 49453

Jamie Wolters

From: Kimberly Bagierek
Sent: Sunday, March 22, 2026 8:11 PM
To: Jamie Wolters; Scott Dean; Gregory Muncey; Lauren Stanton; Joe Clark; Chris Peterson; Holly Anderson; Russ Gardner; mannssteven@hotmail.com; Ryan Cummins
Subject: 610 Lake St agenda item

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Greetings,

I've provided this communication regarding the issue of the STR at 610 Lake St. which my husband CJ Bagierek has been accused of running without proper licensing. My husband has been contacted by the city attorney and the city manager several months ago regarding an issue with our STR and once he attempted to clear things up with them it was taken to city council and discussed in private session, according to comment at last weeks planning meeting, to which council wanted to have no further action other than a discussion. The issue was then put into the planning commission agenda months later at the direction of city manager and mayor. This was a surprise to us, and the planning chairman as we understand it, as there was to just be a generic discussion of perception issues. The commissioners at last weeks meeting were not happy it was on their agenda and one commissioner threatened to walk out if it was not taken off the agenda. It is now on the agenda again at the mayors request.

First off I'd like to set the record straight by letting you all know that CJ does not run the Airbnb nor has he ever ran the Airbnb at 610 Lake St. It is obvious from the cities many exhibits provided by Granicus I have always been the listed host of this property. When we applied for a STR license we were advised by previous staff to put the property under one STR application as it had always been rented that way for several years and previous owner/operators way before we bought the place. Once we realized our property would actually require an ADU special land use for rental, we then applied for that once our current license was up for renewal. Had the previous owner/operators or us been directed properly by city staff it would have certainly saved us a lot of money based upon the recent increase of special land use applications and it would have also avoided this controversy.

~Kimberly Bagierek

Jamie Wolters

From: Ryan Cummins
Sent: Tuesday, March 24, 2026 12:20 PM
To: Jamie Wolters
Subject: FW: Blind justice

Follow Up Flag: Follow up
Flag Status: Flagged

Report This Email

From: Jim Bouck <jamesbouck >
Sent: Tuesday, March 24, 2026 11:37 AM
To: Holly Anderson <Holly@saugatuckcity.com>; Scott Dean <sdean@saugatuckcity.com>; Joe Clark <jclark@saugatuckcity.com>; Lauren Stanton <lstanton@saugatuckcity.com>; Russ Gardner <Russ@saugatuckcity.com>; Gregory Muncey <Gregory@saugatuckcity.com>; Ryan Cummins <rcummins@saugatuckcity.com>; Grayson Moore <gmoore@saugatuckcity.com>
Subject: Blind justice

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We have all heard the term blind justice. Please ask yourself:

Would I have ruled the same last night had I not known who violated the ordinance?

Would I have ruled the same had the person who, under the same circumstances committed the same violation, been the person I most despise?

Will I rule the same when the next person or rental agent to violate the ordinance appeals to the city council with the same logic, " I was unaware of the ordinance application to my home"? Or might the term "knew or should have known" be applied to others?

In professional personnel issues it is required that we think with our head not our heart.

Precedents Matter, equally applied enforcement matters

James Bouck

638 Spear Street
Saugatuck Michigan

Sent from Proton Mail for iOS.

Jamie Wolters

From: [redacted]
Sent: Sunday, March 29, 2026 1:03 PM
To: Jamie Wolters; Ryan Cummins; Grayson Moore; Holly Anderson; Joe Clark; Scott Dean; Gregory Muncey; Lauren Stanton; Russ Gardner; Chris Peterson; Steven Manns; craigbaldwin312@gmail.com; mwlachey@gmail.com; auston.j.marineau@gmail.com; bobbiegaunt@gmail.com
Subject: Correspondence for April 8th packet

[redacted]

Shoreli

INKY is learning... Graymail Spam Phish More... FAQ Protection by INKY

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City council

I am writing this to be included in the April 8th City of Saugatuck workshop packet.

When we bought our home, the previous homeowner warned us to stay out of local politics. Another one of those lessons only learned the hard way.

City council in a split vote asked me to resign my volunteer position or face a decision to be censured and removed from vice chairman position of planning. This decision from city council took closed sessions, mis-communication with myself and the planning chairman, public disclosure, leading to news articles and tv news stories. If this would have been handled with a phone call from the beginning it might have been more effective and efficient.

To my situation. At THIS time I can understand the concern with one of the ordinance changes to exclude legacy ADU from current ADU rules. It comes down to TIMING and the STR certificate that we received in 2022.

Timing
At the time of that ordinance we were still under the impression we were in compliance. I had previously looked for direction on recusal on different cases so there is no confusion of when that might be required.

Original STR license
Multiple owner/operators prior to us rented the property in the same way with what I will call a standard STR license. In 2021 we met with city staff to address our STR certificate.

We provided full disclosure of the property and based upon what the city had on record the city cannot deny the understanding of the property.

The CITY wrongly told us how to apply and the city approved a standard STR license. There was no discussion of Special Land Use requirements. By taking that direction from city, we understood ourselves to be in compliance. In fact, in compliance for the duration of that 3-year certificate.

In early 2025 a SLU case came up for an Attached Auxiliary Dwelling Unit a term not found in our ordinances but is understandable and I find might have fell through the same issue as ours. My wife and I decided we would follow that lead with our renewal. Starting this controversy.

I do understand I serve at the pleasure of city council, the whole city council. My comments about city council really speak to the controlling portion of city council.

Your push for transparency is noted.

Except
1. After one year on the job City Council voted 10% raise to someone with significant performance and personal issues. Shortly there after let go with a large settlement and no transparency to the citizens.
2. Multi-time election law offender on city council nothing is said and was allowed to still be involved in the processes of City Council and/or Elections. No transparency
3. Questions of city contracts within committee member business, public displays of intoxication, and negative police interaction with city representatives.

Yes that's a little bit of what-about-ism. But how else should we compare similar situations to the way things are dealt with? And if you compare severity it is hard to not look at the differences.

How this has been dealt with, I would have nothing to lose if I choose to take the path of censure by stepping down for the remainder of the year as vice chair.

I fully respect the Planning Commission and the members and have reached out to gain perspective. Mixed reactions, but all my conversations honored my ability to make my own decision.

My one request before I make my decision is for the city to acknowledge the cities error with the original 2022 STR license.

Thank you

C.J. Bagierek
Saugatuck Planning Commission Vice Chair

Jamie Wolters

From: Ryan Cummins
Sent: Thursday, April 2, 2026 11:58 AM
To: Jamie Wolters
Subject: FW: America's 250th Swim & Memorial

Follow Up Flag: Follow up
Flag Status: Flagged

Report This Email

Council correspondence.

From: eventmarketing [redacted] <eventmarketing [redacted]>
Sent: Tuesday, March 31, 2026 4:50 PM
To: Ryan Cummins <rcummins@saugatuckcity.com>
Cc: Holly Anderson <Holly@saugatuckcity.com>
Subject: Re: America's 250th Swim & Memorial

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Hi, Ryan!

Thank you for your response and for your kind words!

I certainly understand and appreciate that you, your staff, and the City Council have a lot on their plates.

Here are some things I hope will be considered, though, when this project is discussed at the next meeting:

- We believe the fundraising involved in this project will pay for the construction of the memorial.

- While the swim will take place in early August, there is no rush to start constructing the memorial.

- In the end, Saugatuck would have a very unique and artsy memorial commemorating our Combat Veterans for all posterity. Where else are you going to find a sculpture made of cannonballs? 🙂

Thank you in advance to you and all members of the City Council for your kind consideration! Please let me know if there are any questions I can address.

All the best to you,

Jim Dreyer
www.JimTheSharkDreyer.com

Event Marketing Enterprises, Inc.
eventmarketing
(616) 878-1650 Mobile
(616) 296-2319 Office

From: Ryan Cummins <rcummins@saugatuckcity.com>
Sent: Tuesday, March 31, 2026 7:01 AM
To: eventmarketing@comcast.net <eventmarketing@comcast.net>
Cc: Holly Anderson <Holly@saugatuckcity.com>
Subject: RE: America's 250th Swim & Memorial

Hi Jim,

Thank you for thinking of us and reaching out with your idea. Your planned swim is very admirable.

The City Council sets priorities each year and we review the status of them each quarter. Our next review is in early April and that would be the time for Council to advise staff if this is something they would like to add. We have a very large list of significant projects right now and don't have capacity for more, so Council will have to weigh whether this rises above others.

If there is interest, we will circle back.

Thank you again,

Ryan Cummins
City Manager

City of Saugatuck
102 Butler St
PO Box 86
Saugatuck, MI 49453
Ph: (269) 224-9443

From: eventmarketing <eventmarketing
Sent: Tuesday, March 24, 2026 3:18 AM
To: Holly Anderson <Holly@saugatuckcity.com>; Joe Clark <jclark@saugatuckcity.com>; Lauren Stanton

<lstanton@saugatuckcity.com>; Russ Gardner <Russ@saugatuckcity.com>; Scott Dean <sdean@saugatuckcity.com>; Gregory Muncey <Gregory@saugatuckcity.com>; Chris Peterson <cpeterson@saugatuckcity.com>; Ryan Cummins <rcummins@saugatuckcity.com>
Cc: eventmarketing <eventmarketing@
Subject: America's 250th Swim & Memorial

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

Greetings!

This is **Jim Dreyer,** West Michigan's world record open water swimmer.

In August I will swim 22 miles while pulling 250 cannonballs that will be used to build ***America's 250th Combat Veterans Memorial***.

How would you like this unique and meaningful memorial built in Saugatuck? I will swim to your location, deliver the cannonballs, and deliver the press.

The memorial will mark America's semi quincentennial and will forever honor those who fought to win and preserve the freedom of this great nation for 250 years.

The distance of 22 miles symbolizes the estimated number of Veterans who die by suicide daily due to post-traumatic stress.

It is believed that the public sale of cannonballs to honor loved ones will cover all or most of the costs associated with erecting the memorial.

My team and I just need to know who would like to be considered as a memorial host site. This could be a county, municipality, or private Veterans organization. The memorial could be displayed on public or private property, in a park or in front of a building.

Ideally, I would like the memorial to find its home here in West Michigan along the Lake Michigan coast where I call home. We are reaching out to prospective coastal host sites from Montague to South Haven.

Please take a look at the short 10-slide presentation attached and reply if interested in discussing an opportunity to host *America's 250th Combat Veterans Memorial* in your space.

There is no hurry to break ground on the memorial, but we need to know where these cannonballs are headed sooner versus later. Please reply with your interest by **April 15, 2026,** and we will talk**!**

Much thanks … and all the best to you,

Jim Dreyer

www.JimTheSharkDreyer.com

Event Marketing Enterprises, Inc.
eventmarketing
(616) 878-1650 Mobile
(616) 296-2319 Office