



CITY COUNCIL MEETING AGENDA

September 22, 2025

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

This is an in-person meeting at Saugatuck City Hall

102 Butler St, Saugatuck, MI 49453.

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

NOTICE:

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

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

Then enter "Meeting ID":
2698572603

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

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Mayor's Comments**
5. **City Manager Comments**
6. **Agenda Changes (Additions/Deletions)**
7. **Guest Speakers**
8. **Public Comment on Agenda Items Only (Limit 3 minutes)**
9. **Consent Agenda: (Roll Call)**
 - A. Approval of City Council Workshop Meeting Minutes for September 17, 2025. *Pg.3*
 - B. Agreement for Removal of Mt. Baldhead Bathroom Structure. *Pg.6*
 - C. Change Order #2 to TMF Water Service Material Verification Agreement with Compton Inc. *Pg.11*
 - D. Special Event – Flower World Activation. *Pg.14*
 - E. Special Event – Dark Skies at Oval Beach. *Pg.20*
 - F. Special Event – Family & Pet Halloween Parade & Party. *Pg.26*
 - G. Special Event – SHS Homecoming Parade. *Pg.33*
10. **Staff Reports, Boards, Commissions & Committees: *Pg.39***
 - A. **Staff Reports:**
 1. City Manager

B. Boards, Commissions & Committees:

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

11. Approval of Accounts Payable: *(Roll Call) Pg.43*

- A. Accounts Payable in the amount of \$4,306,129.63.

12. Public Hearings

13. Unfinished Business

14. New Business

- A. City Hall Elevator Repairs and Modernization. *(Roll Call) Pg.46*
B. Warnock Drain – At Large Assessment. *(Roll Call) Pg.55*

15. Public Comments

16. Correspondence

17. Council Comments

18. Adjourn *(Voice Vote)*



CITY COUNCIL WORKSHOP MEETING MINUTES- *proposed*
September 17, 2025

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

Call to Order:

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

Attendance:

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

Absent: Peterson.

Motion by Muncey, second by Dean to excuse councilmember Peterson councilmember Peterson. Via voice vote, motion carried 6-0.

Others Present: DPW Superintendent Herbert, Attorney Witte, Treasurer Bredeweg and Clerk Wolters.

Agenda Changes: None.

Public Comment on Agenda Items Only:

Chris Clark commented on item #6b.

Approval of Minutes:

Regular city council meeting minutes – September 8, 2025.

Motion by Stanton, second by Clark to approve the minutes from the regular city council meeting from September 8, 2025. Via voice vote, motion carried 6-0.

Discussion Items:

Elevator Repairs:

The City Council discussed the repair of the City Hall elevator (technically a barrier-free lift), which is inoperable. Scott Herbert explained that the main issue is a failed programmable logic controller (PLC), along with the need to replace the hydraulic power unit (HPU), cables, and other components. Replacement parts for the old system are no longer available. Three quotes were obtained, with staff recommending McNally Elevator due to their use of non-proprietary, universal parts and a positive service history. The recommended quote is \$42,982, with a suggested 10% contingency, bringing the total to \$47,280.20. The council discussed the payment schedule,

noting it is an unbudgeted item requiring a budget amendment. There were questions about receiving an itemized list of costs, which staff agreed to obtain. The council also considered whether replacing the control system could be a short-term solution while a long-term plan for City Hall is developed, as a full remodel may impact the need for a new lift or elevator. Compliance with ADA and state regulations was discussed, with assurances that the city is making reasonable efforts to restore accessibility and is providing alternative accommodation (such as virtual meeting access) in the meantime.

Special Event – Dark Sky Night at Oval Beach:

The council discussed the upcoming "Dark Sky Night" special event at Oval Beach, planned for October 21. The event aims to raise awareness about light pollution and will feature telescopes, citizen science activities, and educational materials. The north side of the beach will be used, with cones set up to minimize light pollution and direct traffic. Parking will be in the south lot, with about 58 spaces available, but organizers are prepared to expand parking if needed. Accessibility for ADA-compliant vehicles will be maintained, and volunteers will help direct attendees. A safety meeting with fire, police, and DPW is required before final approval to finalize logistics such as traffic control and event safety. Restrooms will not be available during the event, but organizers are aware and have accepted this. Council members expressed support for the event and noted strong community interest. The event will be publicized, and further details will be addressed in the upcoming safety meeting.

Public Comments: None.

Council Comments:

Councilmember Russ Gardner announced the upcoming Saugatuck Film Festival on September 27 at the Women's Club and Legion Hall, noting its growing popularity. Gardner raised a safety concern about Holland Street, particularly the danger posed by bikes (including e-bikes) and pedestrians sharing the sidewalk. He mentioned that the city's Master Plan survey includes questions about bike lanes and emphasized the need to address the Holland Street issue before someone is seriously hurt. He also requested that the October 8 workshop agenda include a debrief on 2025 Oval Beach operations and finances, with updates from Superintendent Herbert, the summer beach manager, and Treasurer Bredeweg.

Mayor Pro-Tem Lauren Stanton stated that she had no additional comments at this time and expressed agreement with Councilmember Gardner's concerns about safety on Holland Street.

Councilmember Scott Dean agreed with Councilmember Gardner about the dangers on Holland Street, emphasizing that it is hazardous for both cyclists and pedestrians due to high traffic and speed. He expressed full support for implementing safety measures to protect everyone using that stretch of road.

Councilmember Gregory Muncey expressed agreement with Councilmembers Gardner and Dean on the need for a bike path and prioritizing pedestrian and cyclist safety. He also shared that interurban ridership reached a record high in August, surpassing previous records, and noted the continued growth and expansion of the service. Muncey said he would provide more updates at the next council meeting.

Joe Clark agreed with the need to address safety concerns on Holland Street and suggested that the council also consider other areas in town where traffic and speed are problematic. He emphasized the importance of a broader discussion on community safety.

Adjournment:

Motion by Dean, second by Muncey to adjourn the meeting. Upon voice vote, motion carried 6-0. Mayor Pro-Tem Stanton adjourned the meeting at 4:34 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: September 22, 2025

SUBJECT: Agreement for Removal of Mt. Baldhead Bathroom Structure

DESCRIPTION:

The City has moved forward with plans to replace the bathroom facility at Mt. Baldhead. While the City initially intended to demolish the existing structure, Lake Shore Resort LLC/Andrew Milauckas offered to remove and repurpose the building. By moving the structure to Lake Shore Resort, it keeps the old building in the area. It also saves us the cost of demolition and disposal which is a win win.

The attached agreement outlines the terms of the removal between the City and Lake Shore Resort LLC which includes the grantee accepting the structure in "as-is" condition with no warranties provided by the City.

BUDGET ACTION:

None required.

LEGAL REVIEW:

Legal prepared the draft agreement.

SAMPLE MOTION:

Motion to approve the agreement for removal of the Mt. Baldhead bathroom structure.

AGREEMENT FOR REMOVAL OF STRUCTURE

This Agreement for Removal of Structure (“Agreement”) is made this 11th day of September, 2025, by and between the City of Saugatuck (“the City”) and Lake Shore Resort LLC/Andrew Milauckas (“Grantee”) (collectively, the “Parties”).

RECITALS

WHEREAS, the City plans to replace the existing Mt. Baldhead bathroom facility (the “Structure”) located at Mt. Baldhead Park in Saugatuck, Michigan (the “Premises”);

WHEREAS, the City originally planned to demolish the Structure, but Grantee has offered to remove the structure at no expense to the City, to be used for Grantee’s own purposes; and

WHEREAS, the Parties desire to enter into this Agreement to clarify the Parties’ liabilities and obligations in relation to the removal of the Structure from the Premises.

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

AGREEMENT

1. Removal of Structure: Grantee shall remove the Structure from the Premises at no expense to the City. Upon removal, title to and ownership of the Structure shall pass to Grantee. Grantee shall remove and transport the Structure in a safe and workmanlike manner and in compliance with any applicable state, federal, or local rules and regulations. Grantee shall exercise due care to ensure that no unnecessary damage is caused to the Premises. Following removal of the Structure, Grantee shall restore the Premises to a reasonable condition (excepting the area in which the Structure was previously located) and ensure that the Premises is reasonably clear of debris. Grantee

agrees and acknowledges that its obligation to remove the Structure shall persist even if the Structure is destroyed or damaged during removal.

2. Disconnection of Utilities: All utility connections to the Structure (including water, sewer, and electrical connections) shall be safely, neatly, and professionally disconnected to enable their use for the replacement bathroom to be constructed by the City.
3. As-Is: Grantee accepts the Structure as-is, and acknowledges that the City makes no warranties, express or implied, as to the condition of the Structure or its suitability for a particular purpose. Grantee further accepts and acknowledges that the City shall not be liable for any latent or patent defect, any fault, or any dangerous condition inherent to the Structure.
4. Indemnification: Grantee agree to defend, indemnify, and hold harmless the City and its respective officials, agents, servants, and employees, from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against the City by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the Grantee's performance under this Agreement, and regardless of which claim, demand, damage, loss, cost, or expense is caused in whole or in part by the negligence of the City, or by third parties, or by the officials, agents, servants, employees, or factors of any of them. This obligation shall survive termination of this Agreement.
5. No Waiver: No provision of the Agreement is intended, nor shall any provision of this Agreement be construed, as a waiver by the City of any governmental immunity or any

other defense that would be available under state or federal law.

6. Applicable Law: This Agreement shall be interpreted in accordance with the laws of the State of Michigan, and should any disputes, disagreements or legal actions result between the parties under this Agreement, then the law of Michigan shall apply.
7. Amendments: This Agreement may not be amended by the parties unless such amendment is in writing and signed by the Parties.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed the day and year first above written.

CITY OF SAUGATUCK

By: _____

Dated: _____

Its: _____

By: _____

Dated: _____

Its: _____

LAKE SHORE RESORT LLC/
ANDREW MILAUCKAS

By: Andrew Milauckas

Dated: Sept 11, 2025

Its: Owner Manger

2025.09.10 Agreement for Removal of Mt Baldhead Bathrooms V2

Final Audit Report

2025-09-11

Created:	2025-09-11
By:	Jamie Wolters (jwolters@saugatuckcity.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAARxIDjxwk-cDePYXmIZNUMsttUSxMfPOj

"2025.09.10 Agreement for Removal of Mt Baldhead Bathrooms V2" History

-  Document created by Jamie Wolters (jwolters@saugatuckcity.com)
2025-09-11 - 1:44:29 PM GMT
-  Document emailed to Andrew Milauckas (andrew@milauckas.com) for signature
2025-09-11 - 1:44:33 PM GMT
-  Email viewed by Andrew Milauckas (andrew@milauckas.com)
2025-09-11 - 1:59:48 PM GMT
-  Document e-signed by Andrew Milauckas (andrew@milauckas.com)
Signature Date: 2025-09-11 - 2:01:59 PM GMT - Time Source: server
-  Agreement completed.
2025-09-11 - 2:01:59 PM GMT



City Council Agenda Item Report

FROM: Ryan Cummins - City Manager

MEETING DATE: September 22, 2025

SUBJECT: Change Order #2 to TMF Water Service Material Verification Agreement with Compton Inc.

DESCRIPTION:

The City was awarded a \$221,600 Technical, Managerial, and Financial (TMF) grant to physically verify lead service lines for the Michigan Department of Environment, Great Lakes and Energy's required final Distribution System Materials Inventory (DSMI).

Compton Inc. was selected as the contractor to perform the work. Compton Inc. has completed their work. The first DSMI report has been submitted to EGLE and an updated report is pending. Fleis and Vandenbrink has submitted the attached change order for final quantity balancing.

BUDGET ACTION REQUIRED:

The entire project was budgeted for the last fiscal year. With the final project costs occurring in this fiscal year, a budget amendment may be necessary for the additional expense. However, revenue from grant dollars will reimburse the cost of the work and will offset the expense.

LEGAL REVIEW:

The City Attorney will be at your meeting to answer any questions you may have.

SAMPLE MOTION:

Motion to approve change order #2 to the TMF Water Service Material Verification agreement with Compton Inc.

CHANGE ORDER NO. 2

Owner: City of Saugatuck
Engineer: Fleis & VandenBrink Engineering
Contractor: Compton Inc.
Project: TMF Water Service Material Verification
Contract Name: N/A

Owner's Project No.: N/A
Engineer's Project No.: 865910
Contractor's Project No.: N/A

Date Issued: 08/27/2025

Effective Date of Change Order: 08/27/2025

The Contract is modified as follows upon execution of this Change Order:

Description:

1. Quantity Balance.
2. Extend substantial completion and final completion.

Attachments:

Change Order Breakdown Spreadsheet is attached.

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 166,140	Original Contract Times: Substantial Completion: October 11, 2024 Ready for final payment: October 25, 2024
~~[[Increase]]~~ Decrease from previously approved Change Orders No. 1: \$ 9,757.50	Increase ~~[[Decrease]]~~ from previously approved Change Orders No. N/A to No. N/A Substantial Completion: 172 Days Ready for final payment: 172 Days
Contract Price prior to this Change Order: \$ 156,382.50	Contract Times prior to this Change Order: Substantial Completion: April 1, 2025 Ready for final payment: April 15, 2025
Increase ~~Decrease~~ this Change Order: \$ 17.50	Increase ~~[[Decrease]]~~ this Change Order: Substantial Completion: 142 Days Ready for final payment: 142 Days
Contract Price incorporating this Change Order: \$ 156,400.00	Contract Times with all approved Change Orders: Substantial Completion: August 21, 2025 Ready for final payment: September 4, 2025

Recommended by Engineer (if required)

By: Peter Tierney, P.E.

Title: Project Manager

Date: 08/27/2024

Authorized by Contractor

James Dotson
Project Manager
9/12/25

Authorized by Owner

By:

Title:

Date:

City of Saugatuck
TMF Water Service Material Verification
Change Order Breakdown

Project No.: 865910
By: PMT
Date: 8/27/2025



Item No.	Item Description	Unit	Original Contract			Change Order No. 1		Change Order No. 2		Current Contract	
			Quantity	Unit Price	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
1	Mobilization, Max 10%	LSum	1.00	\$ 20,000.00	\$ 20,000.00		\$ -	0.00	\$ -	1.00	\$ 20,000.00
2	Temporary Traffic Control	LSum	1.00	\$ 5,150.00	\$ 5,150.00		\$ -	0.00	\$ -	1.00	\$ 5,150.00
3	Pothole Corporation Stop	Ea	65.00	\$ 300.00	\$ 19,500.00	2.00	\$ 600.00	0.00	\$ -	67.00	\$ 20,100.00
4	Pothole Public-Side Curb Stop Box	Ea	4.00	\$ 250.00	\$ 1,000.00		\$ -	0.00	\$ -	4.00	\$ 1,000.00
5	Pothole Both Public & Private-Side Curb Stop Box	Ea	179.00	\$ 265.00	\$ 47,435.00	59.00	\$ 15,635.00	29.00	\$ 7,685.00	267.00	\$ 70,755.00
6	Pothole Private-Side Curb Stop Box	Ea	63.00	\$ 150.00	\$ 9,450.00	5.00	\$ 750.00	0.00	\$ -	68.00	\$ 10,200.00
7	Remove & Replace Concrete Driveway	Syd	30.00	\$ 83.00	\$ 2,490.00	(30.00)	\$ (2,490.00)	0.00	\$ -	0.00	\$ -
8	Remove & Replace Concrete Sidewalk	Syd	30.00	\$ 74.00	\$ 2,220.00	(12.50)	\$ (925.00)	0.00	\$ -	17.50	\$ 1,295.00
9	Remove & Replace HMA Roadway	Syd	390.00	\$ 75.00	\$ 29,250.00	(180.00)	\$ (13,500.00)	0.00	\$ -	210.00	\$ 15,750.00
10	Remove & Replace HMA Driveway	Syd	30.00	\$ 75.00	\$ 2,250.00	(26.00)	\$ (1,950.00)	0.00	\$ -	4.00	\$ 300.00
11	Surface Restoration	Syd	738.00	\$ 15.00	\$ 11,070.00	(268.50)	\$ (4,027.50)	175.50	\$ 2,632.50	645.00	\$ 9,675.00
12	In-Home Verification	Ea	653.00	\$ 25.00	\$ 16,325.00	(154.00)	\$ (3,850.00)	(412.00)	\$ (10,300.00)	87.00	\$ 2,175.00
					\$ 166,140.00	\$ (9,757.50)		\$ 17.50		\$ 156,400.00	



City Council Agenda Item Report

From: Jamie Wolters
Date: September 22, 2025
Subject: Special Event- Flower World Activation

Description:

The Saugatuck Douglas CVB has submitted an event application for Flower World Activation. The proposed event will take place on October 11, 2025, in Cook Park to introduce the new flower art installation. A safety meeting has been conducted with Police, DPW and Organizer. Fire Chief is away at training and will review with Chief for approval upon his return to town.

Breakdown of Event:

Location: Cook Park
Date: 10/11/25
Event Hours: 6:00 p.m. – 8:00 p.m. *set up 5:00 p.m. – 6:00 p.m. and clean up 8:00 p.m. – 9:00 p.m.*
Attendees: 200-250
Volunteers: 6

Budget Action Required:

N/A

Legal Review:

N/A

Sample Motion:

Motion to approve/deny Flower World Activation to take place on October 11, contingent on review with and approval from Fire Chief.

**Council Action**

_____ Approved

_____ Denied

_____ Date

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATIONLEGAL BUSINESS NAME: Saugatuck Douglas CVBTELEPHONE: 231-878-8566MAILING ADDRESS: PO Box 28 Saugatuck MI 49453CONTACT NAME: April GundyTELEPHONE: 231-878-8566E-MAIL ADDRESS: eventssaugatuckdouglas@gmail.comCELL PHONE: 231-878-8566**CONTACT PERSON ON DAY OF EVENT**CONTACT NAME: April GundyTELEPHONE: 231-878-8566E-MAIL ADDRESS: same as above

CELL PHONE: _____

EVENT INFORMATIONNAME OF EVENT: Flower World ActivationDATE(S) OF EVENT: 10/11/2025PURPOSE OF EVENT: Intoduction of flower art installation to conRAIN DATE: NA

☒ Non-Profit ☐ For-Profit ☐ City Operated/Sponsored ☐ Co-Sponsored
☐ Marathon/Race ☐ Festival/Fair ☐ Video/Film Production ☐ Other _____

EVENT LOCATION: Cook Park SaugatuckEVENT HOURS: 6:00-8:00 pmESTIMATED NUMBER OF ATTENDEES: 200-250ESTIMATED NUMBER OF VOLUNTEERS: 6ESTIMATE DATE / TIME FOR SET-UP: 5:00 6:00 ☐ A.M. ☒ P.M.ESTIMATE DATE / TIME FOR CLEAN-UP: 8:00 9:00 ☐ A.M. ☒ P.M.

EVENT DETAILS

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

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

PROPOSED TIME MUSIC WILL BEGIN: 6:00 pm END: 8:00 pm DJ

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) ☐ Yes ☒ No
☐ Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT: ☐ Yes ☒ No
☐ Provide Copy of Liquor Liability Insurance (listing the City as additionally insured)
☐ Provide Copy of Michigan Liquor Control License

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

WILL FIREWORKS BE APART OF EVENT: ☐ Yes ☒ No
☐ Provide Copy of Liability Insurance (listing the City as additionally insured)
☐ Provide Copy of Fireworks Permit

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

- ☐ **"YARD" SIGNS** - Number requested: 4 (Maximum size is 2' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- ☐ **BANNER UNDER SAUGATUCK PALETTE SIGN** - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- ☐ **SIGNAGE AT EVENT SITE** - Location(s): yard signs will be used through out the park to communicate Description of signs: details of the art instillation.
(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

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

- ☐ **BOOTHS – QUANTITY** _____ ☐ **TENTS – QUANTITY** 2 10 x10 pop up tel
- ☐ **AWNINGS – QUANTITY** _____ ☐ **TABLES – QUANTITY** _____
- ☐ **PORTABLE TOILETS – QUANTITY** _____

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

If yes, where do you propose your vendors park? Reserve 4 spots along Water St near Cook Park

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

DEPARTMENT OF PUBLIC WORKS☐ APPROVED☐ DENIED_____
*Authorized Personnel Signature*Will this event require the use of any of the following municipal equipment: ☐ Yes ☐ No☒ TRASH RECEPTACLES – QUANTITY 4 extra☐ BARRICADES – QUANTITY _____☐ TRAFFIC CONES – QUANTITY _____☐ PARKING SIGNS – QUANTITY _____☐ FENCING ☐ WATER ☒ ELECTRIC☐ RESTROOM CLEANING☒ OTHER 4 Propane Fire pits.**POLICE DEPARTMENT**☐ APPROVED☐ DENIED_____
*Authorized Personnel Signature*ADDITIONAL OFFICERS REQUIRED? ☐ Yes ☐ No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT☐ APPROVED☐ DENIED_____
*Authorized Personnel Signature*STREET CLOSURES: ☐ Yes ☐ No (use attached map to outline proposed closures)Street closure date/time: _____ ☐ A.M. ☐ P.M.Street re-open date/time: _____ ☐ A.M. ☐ P.M.SIDEWALK CLOSURES: ☐ Yes ☐ No (use attached map to outline proposed closures)

Describe Sidewalk Use: _____

Sidewalk closure date/time: _____ ☐ A.M. ☐ P.M.Sidewalk re-open date/time: _____ ☐ A.M. ☐ P.M.PARKING LOT CLOSURES: ☐ Yes ☐ No (use attached map to outline proposed closures)

Parking Lot Location: _____

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

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

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

If document is missing, please explain: _____

The applicant and sponsoring organization understand and agrees to:

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

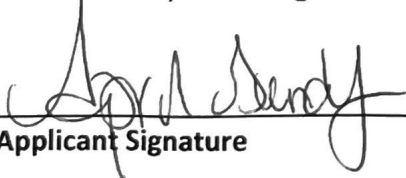
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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

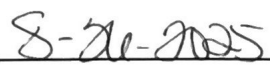
Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

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

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



Applicant Signature



Date

DJ



City Of Saugatuck





City Council Agenda Item Report

From: Jamie Wolters
Date: September 22, 2025
Subject: Special Event – Dark Sky Night at Oval Beach

Douglas UCC has applied requesting approval of a special event application. Dark Sky Night at Oval Beach is proposed for Tuesday October 21, 2025. Please see breakdown of event below.

Event Details

- **Event:** Dark Sky Night at Oval Beach
Date: October 21, 2025
Location: Oval Beach
Time: 8 p.m. – 10 p.m. *set up 7 p.m. – 8 p.m. clean up 10 p.m. – 11p.m.*
Estimated Attendance: 50 participants
Volunteers: 10-12
- Request to close all Parking lots North of the ticket gate during event and use of only South parking lot for vendor and public parking.
- Request for public rest rooms to be open.
- Information table with Dark Skies/Artificial Light Pollution information available for people to take with them.
- Shoreline Amateur Astronomical Association/ Saugatuck Township resident- Barry Schoenfelner (Vice President) will support the event with High powered telescopes and astronomy information to share with stargazers.
- Dark-sky friendly flashlights for a guided beach hike for those who are interested.

Budget Action Required:

N/A

Legal Review:

N/A

Sample Motion:

Motion to approve Dark Sky Night at Oval Beach to take place on October 21, 2025.

**Council Action**☐ Approved☐ Denied☐ Date

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Douglas UCC (PPW, pending vote & approval) TELEPHONE: 574-276-2275
248-470-2050

MAILING ADDRESS: PO Box - 56 Wall St, Douglas

CONTACT NAME: Chris Clark, Judy Thiel

TELEPHONE: 248-470-2050
574-276-2275

E-MAIL ADDRESS: clark.96@nd.edu

CELL PHONE: Same

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Chris Clark
Judy Thiel

TELEPHONE: 574-276-2275
248-470-2050

E-MAIL ADDRESS: clark.96@nd.edu
jtimar@gmail.com

CELL PHONE: Same

EVENT INFORMATION

NAME OF EVENT: Dark Sky Night at Oval Beach

DATE(S) OF EVENT: 10/21/2025

PURPOSE OF EVENT: Light Pollution awareness
Stargazing with Pros
Red-light Beach hike

RAIN DATE: 10/22/2025

☒ Non-Profit ☐ For-Profit ☐ City Operated/Sponsored
☐ Marathon/Race ☐ Festival/Fair ☐ Video/Film Production

☒ Co-Sponsored Approved - PPW Committee + Douglas UCC
☐ Other

EVENT LOCATION: Oval Beach

EVENT HOURS: 8-10 pm

ESTIMATED NUMBER OF ATTENDEES: Anticipating around 50 at most

ESTIMATED NUMBER OF VOLUNTEERS: 10-12

ESTIMATE DATE / TIME FOR SET-UP: 7:00

8:00 ☐ A.M. ☒ P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 10:00

11:00 ☐ A.M. ☒ P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: ☐ Yes

☒ No

TYPE OF MUSIC PROPOSED: ☐ Live

☐ Amplification

☐ Recorded

☐ Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: _____

END: _____

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) ☐ Yes

☐ Provide Copy of Health Department Food Service License

☒ No

WILL ALCOHOL BE SERVED AT THIS EVENT: ☐ Yes

☒ No

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

☐ Provide Copy of Michigan Liquor Control License

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

WILL FIREWORKS BE APART OF EVENT: ☐ Yes

☒ No

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

☐ Provide Copy of Fireworks Permit

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

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

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

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

Description of signs: _____

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

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

☐ BOOTHS - QUANTITY _____

☒ TENTS - QUANTITY 1 (small canopy)

☐ AWNINGS - QUANTITY _____

☒ TABLES - QUANTITY 1

☐ PORTABLE TOILETS - QUANTITY _____

(we will provide both)

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

If yes, where do you propose your vendors park? (we plan to use the beach parking lot to the left of the entrance Booth)

Will the Interurban be utilized? ☐ Yes

☒ No

Time(s) _____

DEPARTMENT OF PUBLIC WORKS☐ APPROVED☐ DENIED_____
*Authorized Personnel Signature*Will this event require the use of any of the following municipal equipment: ☒ Yes ☐ No☐ TRASH RECEPTACLES – QUANTITY _____☐ BARRICADES – QUANTITY _____☒ TRAFFIC CONES – QUANTITY 10-12☐ PARKING SIGNS – QUANTITY _____☐ FENCING ☐ WATER ☐ ELECTRIC☐ RESTROOM CLEANING☒ OTHER Can beach restrooms be open for event?**POLICE DEPARTMENT**☐ APPROVED☐ DENIED_____
*Authorized Personnel Signature*ADDITIONAL OFFICERS REQUIRED? ☐ Yes ☐ No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT☐ APPROVED☐ DENIED_____
*Authorized Personnel Signature*STREET CLOSURES: ☐ Yes ☐ No (use attached map to outline proposed closures)Street closure date/time: _____ ☐ A.M. ☐ P.M.Street re-open date/time: _____ ☐ A.M. ☐ P.M.SIDEWALK CLOSURES: ☐ Yes ☐ No (use attached map to outline proposed closures)

Describe Sidewalk Use: _____

Sidewalk closure date/time: _____ ☐ A.M. ☐ P.M.Sidewalk re-open date/time: _____ ☐ A.M. ☐ P.M.PARKING LOT CLOSURES: ☐ Yes ☐ No (use attached map to outline proposed closures)

Parking Lot Location: _____

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

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

☐ Completed Application

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

WA ☒ Road/Sidewalk/Parking Lot Closure Map

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

NA ☒ Fireworks Permit (if applicable)

WA ☒ Michigan Liquor Control Commission Special Event License (if applicable)

NA ☒ Health Department Food Service License (if applicable)

If document is missing, please explain: _____

The applicant and sponsoring organization understand and agrees to:

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

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

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

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

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

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


Applicant Signature

9/9/25
Date



Saugatuck

Oval Drive



Oval Drive



Perryman Street



City Council Agenda Item Report

From: Jamie Wolters
Date: September 22, 2025
Subject: Special Event- Family & Pet Halloween Parade & Party

Description:

The Saugatuck Douglas CVB has submitted an event application for Family & Pet Halloween Parade & Party. The proposed event will take place on October 25, 2025, on Butler Street and in Wick's Park. The parade will not be the proposed parade in the application, but instead the standard parade route for all City of Saugatuck parades outside of Fourth of July and Homecoming. A safety meeting has been conducted with Police, DPW and Organizer. Fire Chief is away at training and will review with Chief for approval upon his return to town.

Breakdown of Event:

Location: Parade downtown Butler Street and Party in Wick's Park
Date: 10/25/25
Event Hours: 11am parade and party to follow
Attendees: 200
Volunteers: 10

Budget Action Required:

N/A

Legal Review:

N/A

Sample Motion:

Motion to approve/deny Family & Pet Halloween Parade & Party to take place on October 25, 2025.

**Council Action**☐ Approved☐ Denied☐ Date

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

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

MAILING ADDRESS: PO Box 28 Saugatuck MI 49453

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

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

CONTACT PERSON ON DAY OF EVENT

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

E-MAIL ADDRESS: ABOVE CELL PHONE: _____

EVENT INFORMATION

NAME OF EVENT: Family & Pet Halloween Parade + Party DATE(S) OF EVENT: 10.25.2005

PURPOSE OF EVENT: Family community activities RAIN DATE: N/A

☒ Non-Profit ☐ For-Profit ☐ City Operated/Sponsored ☐ Co-Sponsored
☐ Marathon/Race ☐ Festival/Fair ☐ Video/Film Production ☐ Other _____

EVENT LOCATION: Mason + Griffith + Wick's Park EVENT HOURS: 10:15 - 12:30

ESTIMATED NUMBER OF ATTENDEES: 200

ESTIMATED NUMBER OF VOLUNTEERS: 10

ESTIMATE DATE / TIME FOR SET-UP: 10:00 10/25 ☒ A.M. ☐ P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 12:30 10/25 ☐ A.M. ☒ P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: ☒ Yes

☐ No DJ

TYPE OF MUSIC PROPOSED: ☐ Live

☐ Amplification

☐ Recorded

☐ Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: 11:00 AM

END: 12:30 PM

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) ☐ Yes

☒ No

☐ Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT: ☐ Yes

☒ No

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

☐ Provide Copy of Michigan Liquor Control License

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

WILL FIREWORKS BE APART OF EVENT: ☐ Yes

☒ No

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

☐ Provide Copy of Fireworks Permit

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

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

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

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

Description of signs: _____

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

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

☐ BOOTHS - QUANTITY 1 Canopy tent

☐ TENTS - QUANTITY _____

☐ AWNINGS - QUANTITY _____

☒ TABLES - QUANTITY 4

☐ PORTABLE TOILETS - QUANTITY _____

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

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

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

DEPARTMENT OF PUBLIC WORKS☐ APPROVED☐ DENIED_____
*Authorized Personnel Signature*Will this event require the use of any of the following municipal equipment: ☐ Yes ☐ No☒ TRASH RECEPTACLES – QUANTITY 3☒ BARRICADES – QUANTITY _____☐ TRAFFIC CONES – QUANTITY _____☒ PARKING SIGNS – QUANTITY 5 spots @☐ FENCING ☐ WATER ☐ ELECTRIC☐ RESTROOM CLEANING WICKS☐ OTHER _____**POLICE DEPARTMENT**☐ APPROVED☐ DENIED_____
*Authorized Personnel Signature*ADDITIONAL OFFICERS REQUIRED? ☐ Yes ☐ No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT☐ APPROVED☐ DENIED_____
*Authorized Personnel Signature*STREET CLOSURES: ☒ Yes ☐ No (use attached map to outline proposed closures)Street closure date/time: 8:00 AM 11:30 ☒ A.M. ☐ P.M.Street re-open date/time: _____ ☐ A.M. ☐ P.M.SIDEWALK CLOSURES: ☐ Yes ☐ No (use attached map to outline proposed closures)

Describe Sidewalk Use: _____

Sidewalk closure date/time: _____ ☐ A.M. ☐ P.M.Sidewalk re-open date/time: _____ ☐ A.M. ☐ P.M.PARKING LOT CLOSURES: ☐ Yes ☐ No (use attached map to outline proposed closures)

Parking Lot Location: _____

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

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

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

If document is missing, please explain: _____

The applicant and sponsoring organization understand and agrees to:

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

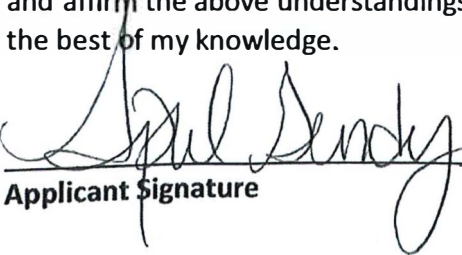
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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

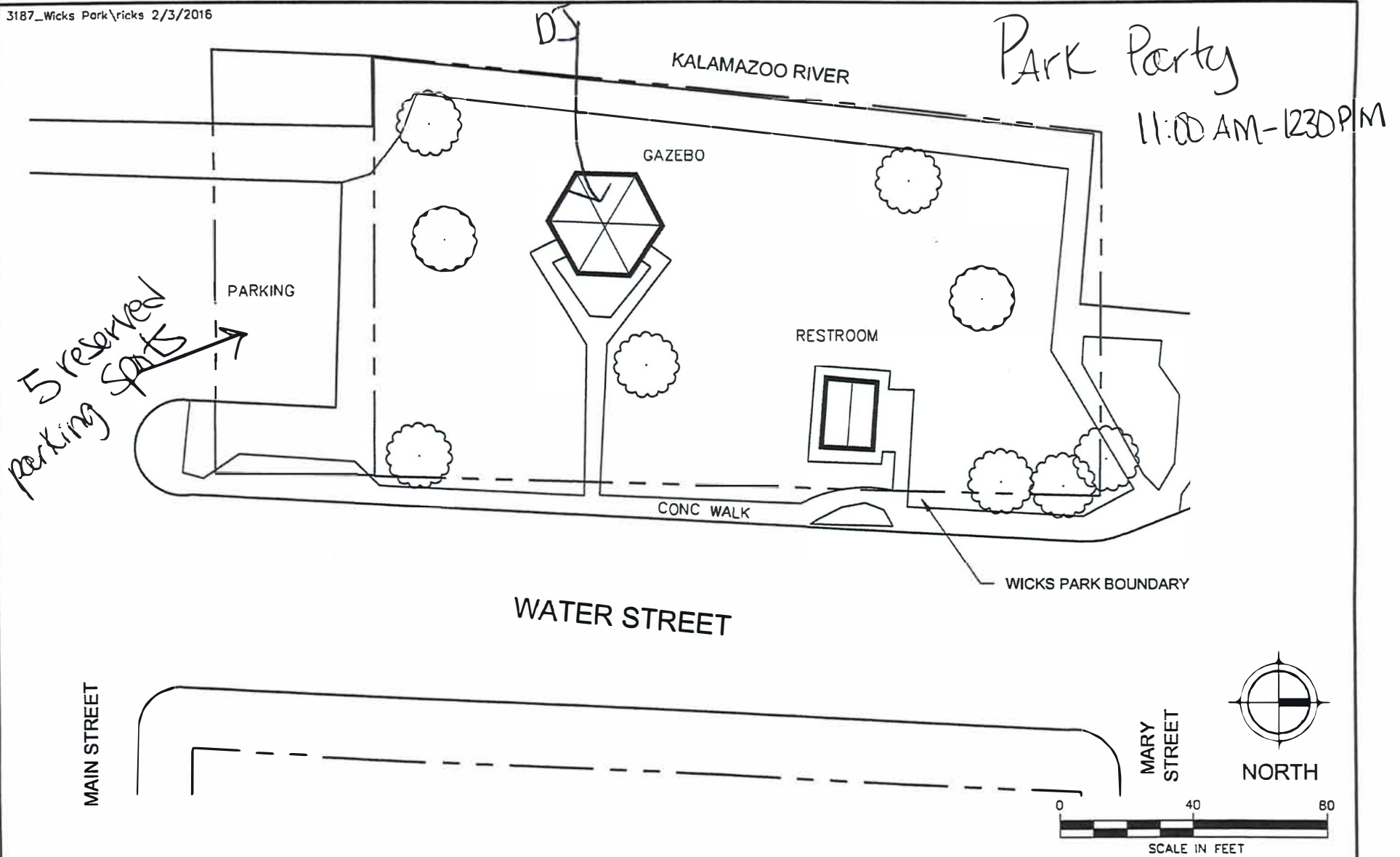
Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

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

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


Applicant Signature

7-29-2025
Date



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

FLEIS & VANDENBRINK ENGINEERING, INC.

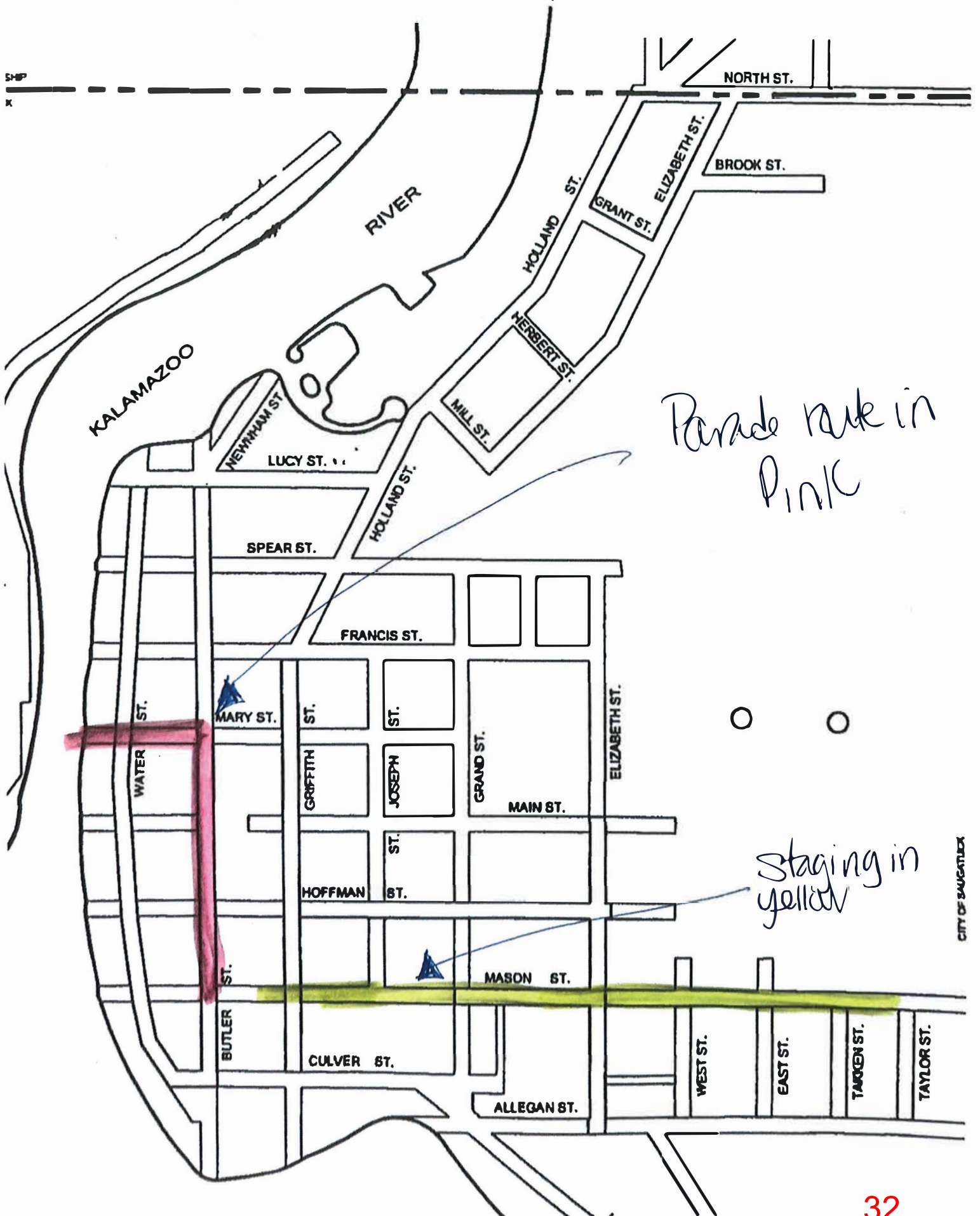
CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

WICKS PARK
PARK USE PERMIT APPLICATION

2016

3187

Downtown Street / Sidewalk Closure(s)



Parade route in
Pink

Staging in
yellow

CITY OF SAUGATUCK



City Council Agenda Item Report

From: Jamie Wolters
Date: September 22, 2025
Subject: Special Event- Homecoming Parade

Description:

Saugatuck Public Schools has submitted an event application for the homecoming parade. The proposed event will take place on October 17, 2025, please see attached map. The safety meeting has not been conducted yet.

Breakdown of Event:

Location: See attached map of parade
Date: 10/17/25
Event Hours: 4:00 p.m. – 5:00 p.m.

Budget Action Required:

N/A

Legal Review:

N/A

Sample Motion:

Motion to approve/deny the homecoming parade to take place on October 17, 2025, contingent on approval from Fire, Police and DPW.



Council Action

_____ Approved

_____ Denied

_____ Date

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Saugatuck High School

TELEPHONE: 269-857-2133

MAILING ADDRESS: 401 Elizabeth St.

CONTACT NAME: Christina Lewis

TELEPHONE: _____

E-MAIL ADDRESS: clewis@saugatuckps.com

CELL PHONE: 616-218-9893

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Christina Lewis

TELEPHONE: _____

E-MAIL ADDRESS: _____

CELL PHONE: _____

EVENT INFORMATION

NAME OF EVENT: Homecoming Parade

DATE(S) OF EVENT: 10/17/25

PURPOSE OF EVENT: _____

RAIN DATE: _____

- | | | | |
|--|--|--|---------------------------------------|
| ☒ Non-Profit | ☐ For-Profit | ☐ City Operated/Sponsored | ☐ Co-Sponsored |
| ☐ Marathon/Race | ☐ Festival/Fair | ☐ Video/Film Production | ☐ Other _____ |

EVENT LOCATION: SHS

EVENT HOURS: 4-5pm

ESTIMATED NUMBER OF ATTENDEES: _____

ESTIMATED NUMBER OF VOLUNTEERS: _____

ESTIMATE DATE / TIME FOR SET-UP: _____ ☐ A.M. ☐ P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: _____ ☐ A.M. ☐ P.M.

EVENT DETAILS

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

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

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) ☐ Yes ☒ No
☐ Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT: ☐ Yes ☒ No
☐ Provide Copy of Liquor Liability Insurance (listing the City as additionally insured)
☐ Provide Copy of Michigan Liquor Control License

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

WILL FIREWORKS BE APART OF EVENT: ☐ Yes ☒ No
☐ Provide Copy of Liability Insurance (listing the City as additionally insured)
☐ Provide Copy of Fireworks Permit

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

- ☐ **"YARD" SIGNS** - Number requested: ____ (Maximum size is 2' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- ☐ **BANNER UNDER SAUGATUCK PALETTE SIGN** - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- ☐ **SIGNAGE AT EVENT SITE** - Location(s): _____
Description of signs: _____
(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

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

☐ **BOOTHS – QUANTITY** _____ ☐ **TENTS – QUANTITY** _____
☐ **AWNINGS – QUANTITY** _____ ☐ **TABLES – QUANTITY** _____
☐ **PORTABLE TOILETS – QUANTITY** _____

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

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

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

DEPARTMENT OF PUBLIC WORKS☐ APPROVED☐ DENIED_____
Authorized Personnel Signature

Will this event require the use of any of the following municipal equipment:

☒ Yes☐ No☐ TRASH RECEPTACLES – QUANTITY _____☐ BARRICADES – QUANTITY _____☐ TRAFFIC CONES – QUANTITY _____☐ PARKING SIGNS – QUANTITY _____☐ FENCING☐ WATER☐ ELECTRIC☐ RESTROOM CLEANING☐ OTHER _____**POLICE DEPARTMENT**☐ APPROVED☐ DENIED_____
*Authorized Personnel Signature*ADDITIONAL OFFICERS REQUIRED? ☐ Yes☐ No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT☐ APPROVED☐ DENIED_____
*Authorized Personnel Signature*STREET CLOSURES: ☐ Yes☐ No (use attached map to outline proposed closures)Street closure date/time: _____ ☐ A.M. ☐ P.M.Street re-open date/time: _____ ☐ A.M. ☐ P.M.SIDEWALK CLOSURES: ☐ Yes☐ No (use attached map to outline proposed closures)

Describe Sidewalk Use: _____

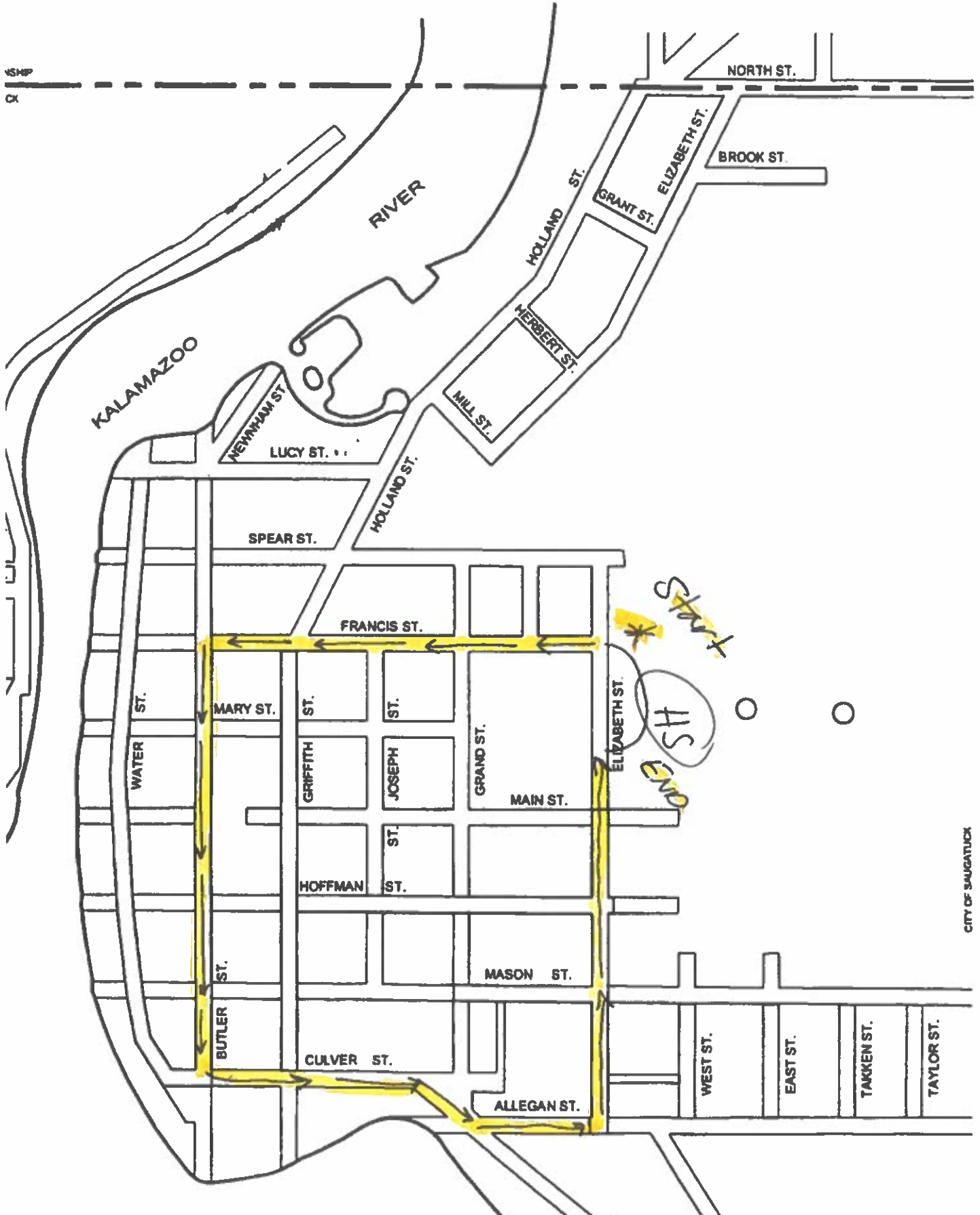
Sidewalk closure date/time: _____ ☐ A.M. ☐ P.M.Sidewalk re-open date/time: _____ ☐ A.M. ☐ P.M.PARKING LOT CLOSURES: ☐ Yes☐ No (use attached map to outline proposed closures)

Parking Lot Location: _____

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

What parking arrangements are proposed to accommodate potential attendance: _____

Downtown Street / Sidewalk Closure(s)



APPLICATION CHECK LIST

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

If document is missing, please explain: _____

The applicant and sponsoring organization understand and agrees to:

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

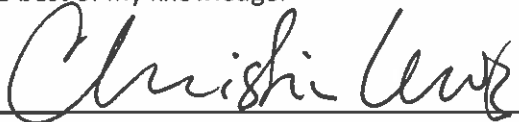
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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

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

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

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



Applicant Signature



Date



City Manager Report

September 22, 2025

Mt. Baldhead Restroom Construction

- Midwest Construction has provided the following updates:
 - They had good success locating utilities.
 - Sewer Line - Found root damage approximately 10 feet outside the building. It was cut and capped past this location for future connection. The remainder of the sewer lateral is in good condition.
 - The water line was tracked to the road with Ground Penetrating Radar, albeit losing the signal for the restroom's line underneath the road. Their best guess is that the water line is connected in the southern-most parking spots near the museum.
 - Midwest and Fleis determined that the best path moving forward is to dig out the two parking spots, remove the existing line, and install a new connection and line to the restroom with a curb stop in the asphalt patch. Directional drilling the line is not currently in the bid, but they are seeing if the numbers and timing works.
 - As a reminder, Council did approve contingency dollars which can help cover this cost.
 - Existing restroom concrete removal: Thursday (09/18)
 - Foundation prep: Will start on Tuesday (09/23)
 - Water/Sewer: Will be worked on Tuesday/Wednesday (23-24)
 - They are lining up a directional bore so that the street doesn't get interrupted.
 - Concrete Foundations: To start Thursday (25th)

Wellhead Protection Flyer

- With wells being our source for drinking water, we need everyone's help to protect them from contamination.
- The wellhead protection team recently used grant funds from EGLE to send out the attached educational flyer.

Consumers Tree Trimming this Fall

- It's always a balancing act of trying to maintain a nice tree canopy and outage impacts from downed trees or limbs. The Consumers franchise ordinance that was approved in 2019 does allow for them to do tree work. The ordinance states:
 - Consumers shall have the right to trim or remove trees if necessary in the conducting of such business; provided, however, that such activities shall be

preceded by not less than 24 hours' advance notice to the City except in cases of emergency, safety issues or the restoration of power.

- Consumers recently advised the following:
 - As part of our reliability efforts to improve service in the Saugatuck/Douglas area we will be trimming and removing trees and brush in accordance with our standards in the areas indicated on the map. This project will start this fall.
 - Residents will receive a postcard in the next couple weeks from us letting them know of the upcoming project. See below for our line clearing standards.
 - <https://www.consumersenergy.com/company/trees-and-power-lines#expect>
 - <https://www.consumersenergy.com/-/media/CE/Documents/forestry/share-the-space-brochure.ashx?la=en&hash=A242C909B885EF54C94B75EF2941B087>
- I have asked Public Works to reach out to Consumers to see if we can get any more details and advocate to minimize impacts to our tree canopy.

Michigan Municipal League (MML) Conference

- I am attending the MML's annual conference. It's always great to network with other local government officials from around the state, learn new things, and re-energize for the important work we do.
- In my next report I will report on the sessions that I attended.

Miscellaneous

- Interviewed potential parking consultants with Mayor Anderson and Council Member Muncey. A recommendation is planned for your October 8 workshop meeting.
- Attended Harbor Authority meeting.
- One on one meeting with City Treasurer.
- One on one meeting with Public Works Superintendent.
- One on one meeting with City Clerk.
- Attended meeting with Township, Friends of the Blue Star Trail, and C2AE.
- Held Department Head team meeting.
- Attended water/sewer agreement meeting with consultant and each communities advisory committee.

WELLHEAD PROTECTION:

A COMMUNITY EFFORT FOR SAFE DRINKING WATER

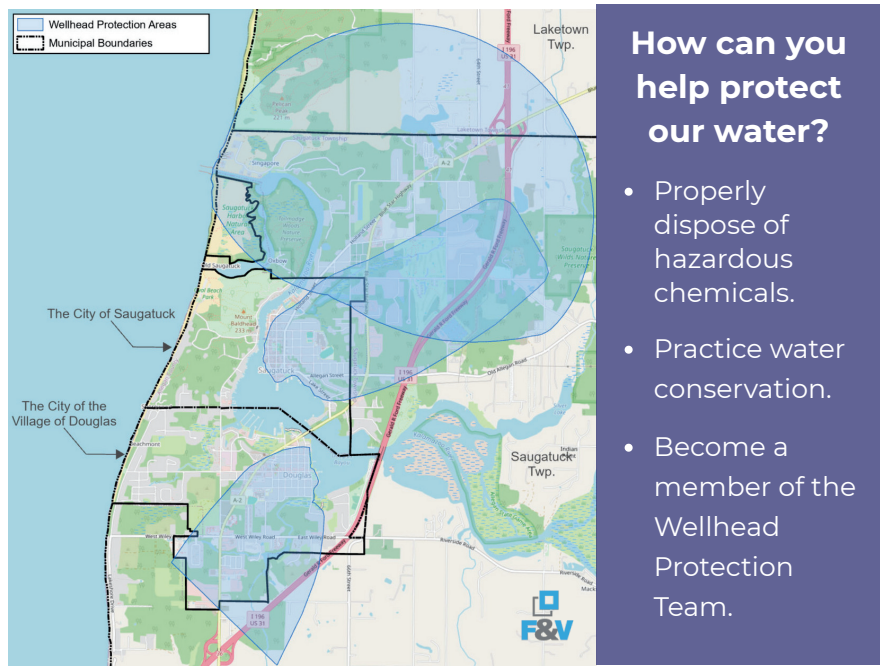
WHAT IS WELLHEAD PROTECTION?

Drinking water in our community comes from groundwater. To protect our groundwater, KLSWA participates in a Wellhead Protection Program (WHPP). The WHPP helps keep our drinking water safe by managing risks in the areas that surround our public water supply wells. Clean groundwater is vital to our health, economy, and community. Once contaminated, it can be very costly and difficult to restore. By working together, we can protect this essential resource now and for future generations.

HOW DOES GROUNDWATER GET CONTAMINATED?

Groundwater can become contaminated as rain and snow seep through the subsurface carrying pollutants into aquifers and wells. Common sources include failing septic systems, leaking fuel storage tanks, and improper disposal of hazardous chemicals. Regular maintenance, leak checks, and safe disposal of chemicals are key to keeping our drinking water clean.

WELLHEAD PROTECTION AREAS



Questions or need more information?

Please contact Kaz Bajc at Kaz@klswa.com



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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
EXP CHECK RUN DATES 09/10/2025 - 09/23/2025
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OPEN

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Vendor Name	Description	Amount
1. ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT - BROWN	435.97
2. ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 09/04 - 09/18	1,830,215.19
3. AMES JOHN	2025 SUM TAX REFUND 57-300-080-00 (PRE)	4,760.43
4. BALE LORI	REFUND PERMIT FEE	75.00
5. CAPITAL ONE	AUG '25 STATEMENT BALANCE	144.96
6. COMCAST-DPW	09/15 - 10/14 INTERNET-DPW	463.85
7. COMMERCIAL RECORD	PUBLISHING	120.00
8. COMPTON INC.	06/07- 08/21 TMF WATER SERVICE MATERIAL	9,078.75
9. ETNA SUPPLY	VALVE	228.00
	PIPE	95.00
	TOTAL	323.00
10. FAHEY SCHULTZ BURZYCH RHODES	AUG '25 2023 STR LEGAL ISSUES/TASK FORCE	412.50
	AUG '25 DUNE RIDGE V (ELECTRICAL)	288.00
	AUG '25 GENERAL	3,051.00
	AUG '25 ZONING	4,897.50
	AUG '25 CLERK	324.00
	AUG '25 CITY COUNCIL	2,310.00
	AUG '25 FOIA	992.50
	AUG '25 MANAGER	418.00
	AUG '25 DUNE RIDGE V (ORIGINAL ACTION)	15,515.06
	TOTAL	28,208.56
11. FLEIS & VANDENBRINK ENGINEERING INC	07/27 - 08/23 ENGINEERING FEES - GEN CONSULT	3,747.69
	07/27 - 08/23 ENGINEERING FEES - MT. BALDHEAD	2,640.00
	07/27 - 08/23 ENGINEERING FEES - MAPLE STREET	38,140.00
	TOTAL	44,527.69
12. FRONTIER	07/20 - 08/19 SERVICE	100.03
13. HORIZON COMMUNITY PLANNER	PLANNING SERVICES	5,822.16
14. IHLE AUTO PARTS	AUG '25 MOTOR PURCHASES	1,024.57
15. JOHN DEERE FINANCIAL	08/11 - 09/10 STATEMENT BALANCE	39.92
16. K&R TRUCK SALES INC	HOSE AND CLAMP	65.97
17. LANDSCAPE DESIGN SERVICES INC	ROSE GARDEN MAINTENANCE	824.00
18. MAC QUEEN	WATER HOUSING - STREET SWEEPER	127.50
19. MC CANN INDUSTRIES INC	REPAIR	697.93
	REPAIR	18.88
	REPAIR	70.63
	TOTAL	787.44
20. MCKELLIPS PLUMBING INC	PLUMBING GARAGE WATER LINE	45.00

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Vendor Name	Description	Amount
21. MERCHANTS BANCARD NETWORK		
	AUG '25 CC PROCESSING - ENTRANCE AND OFFICE AN	1,318.75
	AUG '25 CC PROCESSING - ENTRANCE AND OFFICE	4,175.82
	TOTAL	5,494.57
22. MICHIGAN ELECTRO FREEZE INC		
	WINTERIZATION	130.00
23. MICHIGAN GAS UTILITIES		
	07/25 - 08/24 SERVICE - 345 BUTLER	54.07
	07/25 - 08/23 SERVICE - 102 BUTLER	39.92
	07/28 - 08/25 SERVICE - 3338 BLUE STAR	40.01
	TOTAL	134.00
24. NET2PHONE INC		
	SEP '25 PHONE SERVICE	164.19
25. ODC NETWORK		
	KALAMAZOO RIVER GREENWAY	5,000.00
26. OTTAWA AREA INTERMEDIATE		
	SCHOOL DIS	
	PROPERTY TAXES COLLECTION 09/04 - 09/18	1,035,699.36
27. PRIORITY HEALTH		
	AUG '25 HEALTH INSURANCE COVERAGE	9,451.39
28. PRO-TEMP INC		
	OVAL BEACH - WINTERIZE	337.38
29. RAF ELECTRIC		
	SIGN @ HOLLAND AND BLUE STAR	2,325.00
30. REPCOLITE		
	AUG '25 STATEMENT BALANCE	59.75
31. REPUBLIC SERVICES		
	AUG '25 DISPOSAL AND PICKUP SERVICE - BLUE STA	504.00
32. RICOH USA INC		
	08/26 - 09/25 COPIER LEASE	35.27
33. SAUGATUCK FIRE		
	RENTAL HOME INSPECTIONS	2,400.00
	RENTAL HOME INSPECTIONS	2,600.00
	TOTAL	5,000.00
34. SAUGATUCK PUBLIC SCHOOLS		
	PROPERTY TAXES COLLECTION 09/04 - 09/18	1,308,750.18
35. SEPTIC TANK SYSTEMS CO INC		
	PORTABLE REST ROOM - OVAL BEACH	1,075.00
	PORTABLE REST ROOM - OVAL BEACH	1,000.00
	TOTAL	2,075.00
36. SISTERS IN INK		
	MASTER PLAN POST CARDS	224.00
37. SPECTRUM PRINTERS INC		
	ELECTION MATERIALS	939.40
38. SPRING BROOK SUPPLY		
	IRRIGATION	117.82
39. STANDARD INSURANCE COMPANY		
	OCT '25 INSURANCE	488.45
40. STATE OF MICHIGAN		
	AUG AND SEP '25 SALES TAX	1,724.83
41. VALLEY CITY LINEN INC		
	SHOP TOWELS	235.05
TOTAL - ALL VENDORS		4,306,129.63
FUND TOTALS:		
Fund 101 - GENERAL FUND		85,096.24
Fund 202 - MAJOR STREETS		156.82

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Vendor Name	Description	Amount
Fund 203 - LOCAL STREETS		20,776.04
Fund 496 - SEWER CAPITAL PROJECTS FUND		1,221.00
Fund 497 - WATER CAPITAL PROJECTS FUND		16,991.00
Fund 661 - MOTOR POOL FUND		2,510.50
Fund 701 - CURRENT TAX FUND		4,179,378.03



City Council Agenda Item Report

FROM: Scott Herbert – Public Works Superintendent

MEETING DATE: September 22, 2025

SUBJECT: City Hall Elevator

DESCRIPTION:

Overview:

In July of 2025, the elevator at City Hall experienced a mechanical failure and is no longer operational at this time. This is an important piece of equipment to ensure accessibility to public meetings, so staff quickly began evaluating options so that we could provide a recommendation on how to best proceed with repairs and modernization of the unit.

The elevator's programmable logic controller (PLC) has failed and cannot be reset. The original controller is obsolete, and replacement parts are no longer available. Making a system upgrade is essential to maintain safety, state code compliance, operation, and accessibility to the council chamber.

Scope of Work:

Staff contacted three vendors and two have submitted proposals that include the following key upgrades:

- Replacement of the elevator controller (operating system)
- Installation of a new hydraulic power unit (motor and valve system)
- Replacement of traveling cable and internal wiring
- Installation of new door locks/interlocks for safety
- Final testing and inspection (included in McNally's scope)

***All components are non-proprietary, ensuring future service flexibility.**

Vendor Comparison:

<u>Vendor</u>	<u>Total Cost</u>	<u>Warranty</u>	<u>Payment Terms</u>	<u>State Inspection & Permit</u>	<u>Notes</u>
McNally Elevator	\$42,982	1 Year (Parts & Labor if McNally provides maintenance)	4 staged payments	Included	Original manufacturer of the elevator
Elevator Service LLC	\$67,230	1 Year (Parts only; labor extra)	50% upfront	Not clearly stated	Higher cost, less coverage

Timeline:

- Controller available for immediate shipment.
- Hydraulic pump lead time: 3–4 weeks.
- Installation: approximately 1.5 weeks after materials arrive.
- One-year warranty includes labor if McNally provides annual maintenance.

Additional Considerations:

- The City is grandfathered into Fire Service Phase I & II; no added fire system upgrades are required.
- McNally has agreed to honor its quote beyond the standard 45-day expiration, within reason.
- A full elevator replacement (LULA system) would cost approximately \$85,000 and require structural modifications, while forfeiting our current grandfathered status.

Recommendation:

Based on cost, warranty coverage, and familiarity with the existing equipment, **award the modernization project to McNally Elevator** and proceed with contract execution and scheduling.

BUDGET ACTION REQUIRED:

Non-Budgeted Item

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve the work proposal submitted by McNally Elevator to repair and modernize the City Hall elevator in the amount of \$42,982 or a price not to exceed \$47,000.

July 25, 2025

Project: Saugatuck City Hall

We are pleased to provide you with our quote for one BFLD Modernization for the above listed project.

This lifting device will meet requirements per ASME A17.1 Safety Code for Elevators and Escalators and the State of Michigan Elevator Rules and Regulations.

This lifting device is to have the following features listed below.

Configuration:

Installation:	Modernization	Location:	Saugatuck, MI
Equipment Type:	BFLD	Travel:	12'-0"
Machine:	Hydraulic	Machine / Control Space:	Adjacent
Code – ASME A17.1:	2016	Pit Depth:	Retain
Capacity:	750 lbs.	Overhead:	Retain
Speed:	Retain	Landings:	2
Openings:	1	Openings Layout:	1 Front – 0 Rear
Power Supply:	220V-1Ph	FLA:	Per Approvals
Rail:	T – 8#	Car Safeties:	NA
Cab:	Steel / Laminate	Cab Finish:	Retain
Car Door Finish:	Retain	Hoistway Door Finish:	Retain
Car Door Operation:	Accordion/Manual	Hoistway Door Operation:	Swing/Manual
Battery Lowering:	Yes	Phone:	Line by GC
Hoistway Width:	Retain	Hoistway Depth:	Retain
Cab Flooring:	Retain	Cab Flooring Finish:	By GC – if replaced

Scope:**CONTROLLER & SELECTOR REPLACEMENT**

- 1) McNally will secure and pay for the necessary major alteration permit from the Elevator Safety Division.
- 2) The existing controller will be removed and replaced with a new system incorporating a tape selector. The new **Controller is designed as a Non-Proprietary** unit with soft start, two-way leveling, car top operation, automatic control operation.
- 3) We will replace the elevator traveling cable and hoist cable with new and wire them into the safety circuits, pushbuttons, alarm bell and stop switches.
- 4) Fire Service Phase I and II will not be included into the computer programming. A dedicated smoke sensor will not need to be installed at each landing and in the machine room to allow this system to function properly.
- 5) We will perform a final alteration inspection test in the presence of the State Elevator Inspector.

HYDRAULIC PUMP UNIT

- 1) McNally will secure and pay for the necessary major alteration permit from the Elevator Safety Division.
- 2) Our company will furnish and install one (1) complete hydraulic pump unit, with new motor, and valving, including pressure relief, leveling and speed control.
- 3) We will provide new hydraulic oil in the reservoir and adjust all floor stops and floor levels. Pump unit will be designed for current capacity and travel of the existing elevator.
- 4) Our company will perform a final full load pressure relief safety test and alteration test in the presence of the State Elevator Inspector.

SIGNAL FIXTURES (CAR AND HALL)

- 1) Existing Signal Fixtures shall be retained.
- 2) New wiring shall be supplied to signal fixtures as required for normal operation. New travel cable shall be provided.
- 3) Wiring shall be integrated in to travel cable and ran directly to new elevator controller. Old wiring shall be removed from circuits and properly disposed of.

HOISTWAY DOORS AND INTERLOCKS

- 1) McNally will secure and pay for the necessary major alteration permit from the Elevator Safety Division.
- 2) We will replace the existing hoistway door interlocks with new, if required. Our company will mount and wire the interlock to the elevator controller

Pricing:

Price for the above-described equipment installed is \$42,982.00

Forty-Two Thousand Nine Hundred Eighty-Two

Estimated Lead Times:

- 1) 1-2 week for engineering and abstracting.
- 2) 1-2 weeks for drawings based on standard clearances after the completion of booking and receipt of completed job information sheets.
- 3) 4-6 weeks for manufacturing from the time of release after completion of any required files and distribution drawings. Loads in the shop will impact lead times.
- 4) 2-3 weeks installation of new equipment, (contingent on work by others if applicable.)

Investment Number:	Approved:
Additional Investment Alt 1:	NA
Additional Investment Alt 2:	NA

Terms:

Quote is valid for 45 days then subject to review. See attached qualifications & work by others.

10% Invoiced at time of Order for Abstracting and Drawings

40% Invoiced after Completed Drawings to Enter into Final Production

45% Invoiced Upon Delivery of Material

5% Invoiced at Final Inspection

Proposed By:

McNally Elevator Company

Mike McCallister

Michael McCallister

July 25, 2025

Date

Accepted By:

Saugatuck City Hall

Print:

Date

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Work by Others - Qualifications:

1. If required, construction or alterations of device hoistway, pit and machine space according to ASME A17.1 Safety Code for Elevators and Escalators – 2016 Edition, Michigan Elevator Rules and Regulations – 2016 Edition, and all codes as applicable of the authority having jurisdiction (AHJ) shall be by others.
2. Proposal does not include installation of telephone, if needed.
3. Pit must remain dry and free of water penetration, waterproofing or dewatering shall be by others.
4. All work to be performed during normal working hours of the elevator trade Monday through Friday 8:00 AM – 4:30 PM. Hours outside of this timeframe will be additional if required.
5. Machine and control space shall be kept at an ambient temperature and humidity levels per approval drawings. If venting, heating or cooling of machines space is required it shall be by others.
6. Pricing includes all freight, taxes, tools, materials, and labor for complete installation of equipment. Reinspection fees or temp cars shall be additional if required due to work by others.
7. Parking access required for trucks during installation, if paid parking is required it shall be additional.
8. Provide dedicated electrical disconnecting means, for main line power, to heavy duty disconnect with auxiliary contact kit for battery lowering in machine space, use time delay fuses per approvals (if required.)
9. Provide a separate dedicated 110V fused and lockable disconnect for elevator cab lighting (if required.)
10. Provide dedicated phone line to RJ11 jack adjected to the device controller, if one is not present. Phone lines shall be VoIP or POTS line, cell lines are not permitted.
11. Finished flooring inside the elevator cab shall be by others (if required.) Plywood subfloor shall be provided by elevator contractor.
12. Support means for door frames shall be by GC / owner.
13. If hoistway doors are being removed or replaced, provide barricades at each landing per OSHA requirements.
14. Equipment is finished product and shall be stored indoors with climate controlled secured storage. Storage fees shall apply if job site cannot accept delivery with agreed schedule.
15. Clear walking path and stairs to each landing must be provided prior to installation of equipment.
16. Provide storage area for elevator equipment adjacent to elevator shaft, within 50' if required.
17. McNally Elevator standard wage rates for technicians and insurance to apply.
18. For warranty to be valid on equipment, McNally Elevator shall be required to perform the code required, State of Michigan, preventive maintenance during the warranty period.
19. Pricing includes scope of work as outlined above. Shall change orders be requested for troubleshooting purposes with other trades or additional work it shall be at a rate of \$198.00 per technician hour.

End of Section:

Modernization Agreement

7/28/2025

Saugatuck City Hall
102 Butler St
Saugatuck, MI 49453 · 45 mi

Re: Saugatuck City Hall BFLD Modernization

Elevator Service LLC proposes to perform the following repairs as described below.

Equipment

BFLD (Barrier Free Lifting Device) State #025764

Scope of Work

Replace elevator controls, power unit, door locks, traveling cable and hoistway wiring.

Price: \$67,230.00 (Sixty-Seven Thousand Two Hundred Thirty and 00/100 Dollars)

50% due upon signing

All work to be performed during normal business hours Monday-Friday 8:00 a.m. to 4:30 p.m. Any work that is requested to be performed outside of these normal operating hours may incur additional overtime rates.

Warranty

Elevator Service will provide a one-year warranty on parts. The maintenance contract will become effective after reinstating the elevator to public use. **If warranty labor is needed please advise and we will advise the additional cost.** Service calls and/or labor performed during weeknights, weekends, and/or holidays, will become an additional charge. Warranty does not cover parts or labor due to lack of maintenance, improper or abnormal use, misuse, neglect, abuse or accident, failure to follow operating instructions or acts of God.

Work required by others

1. Any cutting and patching of building construction required to install signal fixtures, or other elevator apparatus, and any repairs, grouting, patching, or painting made necessary by same.
2. Barricades as may be required during construction.
3. A machine room properly lighted and ventilated per code requirements with temperature maintained between 45°-95° with relative humidity not exceeding 85%. Door of size to permit access for hydraulic machine, to be self closing and locking, but openable from inside without key
4. New LED machine room lighting with GFCI outlets and NEMA 4 GFCI outlets/associated piping and LED lighting in the pit. LED tube lights must be plastic coated or guarded. Light Switch accessible from the pit.

5. Light switch in elevator machine room, with switch located adjacent to access door.
6. Telephone instrument in elevator car, and dedicated wiring from building source to elevator control panel.
7. Analog type phone service/line will need to be brought to the elevator controller in the machine room.
8. Furnishing of any special intercom, paging, card readers, cameras, or television systems, including wiring from building source to elevator control panel.
9. Necessary power for installing, erecting, and testing, without charge.
10. A safe and dry space to store elevator equipment and tools before and during construction.
11. Furnish and install smoke detectors, modules and all associated wiring to comply with 2016 ASME A.17 Code requirements. Please consult with your Fire Protection Contractor to ensure you comply with NFPA requirements. A smoke detector will need to be installed at the top of the hoistway.
12. For hydraulic elevators, if sprinklers are located in the pit, a smoke detector will be required at the top of the hoistway. Also, an oil/water separator system based on the State of Michigan's Plumbing Division's list of choices will be required per section 1003.4. Oil-water separators must be completed and inspected with approval documentation on site. The oil separator reservoir must have a capacity of 110% of the oil in the hydraulic system.
13. For hydraulic elevators, if a sump pump is existing it needs to be upgraded to an oil/water separator system based on the State of Michigan's Plumbing Division's list of choices per section 1003.4. Oil-water separators must be completed and inspected with approval documentation on site. The oil separator reservoir must have a capacity of 110% of the oil in the hydraulic system.
14. Furnish and install a new fused and lockable disconnect (appropriate voltage), with 3-Phase 4-wire system and earth-ground. A 120V AC, 15 amp, fused and lockable disconnect, single-phase, earth-grounded for cab illumination/ventilation to the elevator controller.
15. The electrical feeder size may need to be increased to meet the new HP requirements of the system.
16. Provide a fire extinguisher in the elevator machine room.
17. If asbestos is found/related to our work it is the responsibility of the Owner to abate, contain or prepare the workplace for us to continue our work.
18. Supply a dumpster for removal of waste from jobsite.
19. If any contractors responsible for work required by others cause delay for any reason, there will be additional cost in the form of a change order to account for standby or extra time on the job due to the delay.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed by their authorized representatives on the day and year first above written.

Submitted by:

Mark Pierson
 Manager Modernization and New Construction
 Mark.pierson@esigr.com

Approvals:

Elevator Service, LLC

Customer

By: _____

By: _____

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____

Please include the email address invoices should be sent:_____

Terms and Conditions

Acceptance of the proposal by the Customer shall be acceptance of all terms and conditions recited herein or incorporated by reference. Allowing Elevator Service, LLC. To commence work or preparation for work will constitute acceptance of this Proposal and all its terms & conditions. Quotations herein, unless otherwise stated, are for immediate acceptance and subject to change.

The Customer or Customers herein agree that Elevator Service, Inc. shall retain title to all materials and equipment delivered and placed upon any real property owned by Customer until final payment is made; that Elevator Service, LLC. shall have a lien thereon for any sums remaining unpaid, either for materials or labor or both, furnished under the terms of this Agreement. All sums not paid when due shall bear interest at the rate of 1½ % per month from due date until paid or the maximum legal rate permitted by law whichever is less; and all costs of collection including reasonable attorneys' fees, shall be paid by Customer. If the Customer fails to make payment to Elevator Service, LLC. as herein provided, then Elevator Service, LLC. may stop work without prejudice to any other remedy it may have.

Customer is to prepare all work areas so as to be acceptable for Elevator Service, Inc. work under this Agreement. Elevator Service, Inc. will not be called upon to start work until sufficient areas are ready to insure continued work until job completion. After acceptance of this Proposal as provided, Elevator Service, LLC. shall be given a reasonable time in which to make delivery of materials and/or labor to commence and complete the performance of the contract. Elevator Service, LLC. shall not be responsible for delays or faults where occasioned by any causes of any kind and extent beyond its control, including but not limited to: delays caused by the government, owner, general contractor, architect and/or engineers, armed conflict or economic dislocation resulting therefrom; embargoes, shortages of labor, raw materials, production facilities or transportation; labor difficulties, civil disorders of any kind; action of civil or military authorities; vendor priorities and allocations, fires, floods and acts of God.

All workmanship is guaranteed against defects in workmanship for a period of one year from the date of installation. Elevator Service, LLC's obligation under this warranty shall be limited to repairing, replacing, or issuing credits for at Elevator Service, LLC. option- any products or services it finds to be defective in material or workmanship. In no event shall Elevator Service, LLC. be liable for incidental, consequential, or indirect damages of any kind. Elevator Service, LLC. shall not be responsible for damage to its work by other parties.

Any repair work necessitated by caused damage will be considered as an order for extra work. THIS WARRANTY SHALL BE IN LIEU OF ANY OTHER WARRANTY, EXPRESSED OR IMPLIED, INCLUDING ANY WARRANTY FOR MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE. All materials shall be furnished in accordance with the respective industry tolerance of color variation, thickness, size, finish, texture and performance standards.

The Customer shall make no demand for liquidated damages for delays or actual damages for delays in any sum in excess of such amount as may be specifically named in this Proposal and no liquidated damages may be assessed against Elevator Service, LLC. for delays or causes attributed to other contractors or arising outside the scope of this Proposal.

From and after delivery to job site of the materials covered hereby, the Customer shall assume, pay for and indemnify Elevator Service, LLC. against any and all damages to or loss or destruction of such materials by any cause whatsoever, except causes directly attributable to the negligence of Elevator Service, LLC. employees or agent(s) irrespective of whether the same may then be in any wise and to any extent erected, completed or accepted, and whether any part of the purchase price hereunder shall have then accrued.

All claims or causes of action arising from this Contract shall be brought in the United States District Court for the Western District of Michigan or in the Kent County Michigan Circuit Court.



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: September 22, 2025

SUBJECT: Warnock Drain – At Large Assessment

DESCRIPTION:

The City of the Village of Douglas coordinated with the Allegan County Drain Office (Drain Office) to replace the culvert under Ferry Street which is part of the Warnock Drain. Work was completed in the spring.

While the City has less than 5 acres of land in the drainage district, the Drain Office recently determined that based on the benefits to public health, convenience, or welfare, the City's at-large assessment for the project was \$61,875.00 (15% of the project cost).

City Council reviewed the assessment at the September 3 workshop. Due to a notice issue, City Council requested that staff request that the Drain Office re-notice our day of review so we had an opportunity to participate.

The Drain Office agreed to re-notice our day of review. I worked with our consulting engineer to develop several points to formally object to our at large assessment and request a reduction or recalculation. I participated in our day of review on September 16. The Drain Office provided the attached presentation, and I provided the attached letter.

The Drain Office is willing to lower our assessment by \$5,000 if we pay the entire amount up front. Attached is an updated at large assessment.

The City can either pay the assessment over three years with interest, pay in full up front, or appeal to the probate court. The Drain Office previously advised the following:

Under Section 280.278 of the Drain Code of 1956, as amended, [i]f bonds or notes are issued and sold by the commissioner, installments of the drain taxes shall bear interest

at a rate that is not greater than 1% per annum more than the average rate of interest on the bonds or notes from the date of the preparation of the assessment roll until due. As a reference, our last Note on June 5, 2025, which was a qualified tax-exempt obligation, was 4.85%, plus 1.00%, for a total of 5.85%.

Given the expected interest rate and our healthy fund balance levels, I recommend that we pay the assessment in full out of the general fund.

BUDGET ACTION:

This item was not budgeted for and a budget amendment will be necessary.

LEGAL REVIEW:

The City's legal counsel has a conflict as they also represent the Drain Commission. If legal review is desired, separate counsel should be obtained.

SAMPLE MOTION:

Motion to pay the at large assessment for the Warnock Drain in full in the amount of \$56,875.



ALLEGAN COUNTY DRAIN COMMISSIONER

CHRIS MACHIELA
Drain Commissioner

CAROLYNN PARNELL
Chief Deputy

September 18, 2025

Mr. Ryan Cummins
City of Saugatuck Manager
102 Butler Street
Saugatuck, MI 49453

RE: City of Saugatuck – Warnock Drain Maintenance Assessment

Thank you for attending the Warnock Drain Day of Review on September 16, 2025. As you're aware, the City of Saugatuck's Warnock Drain Drainage Assessment is \$61,875.000. Per your discussion yesterday with the Drain Commissioner, Chris Machiela, the Allegan County Drain Office is willing to reduce the City's assessment by \$5,000.00 if you're willing to prepay their assessment. By prepaying the City's assessment, you would save the additional interest costs that would be added if you decided to pay it over the next 3-years.

Feel free to discuss this with your City Council at your next meeting, and ask them to consider this payment option.

If you have any questions, please contact me at (269) 673-0379.

Sincerely,

Chris Machiela
Allegan County Drain Commissioner

BS/bs

CC: District #3 Commissioner



Warnock Drain Day of Review

September 16, 2025

Warnock Drain 2025 Apportionments

- Computation of Cost

1)	Cost of Survey and Laying out Drainage District			
2)	Compensation to be Paid Board of Determination			
3)	Compensation to be Paid Special Commissioners			
4)	Compensation to be Paid the Board of Review			
5)	Contracts for Construction Bridges			
6)	Contracts for Construction / Maintenance	607,868.74		
	Engineering Expense	100,500.00		
	Development Coordinator Expense	1,206.16		
	Maintenance Inspection Expense	1,524.98	711,099.88	
7)	Cost of Appeal (estimate)			5,000.00
8)	Publishing Notices (estimated)			100.00
9)	Probate Fees			
10)	Attorney Fees (estimate)			100.00
11)	Interest on Drain Notes (Note 2025-27 est \$ @ 4.85%)			14,669.58
12)	Recording Right Of Ways Expense			
13)	Future Maintenance - 4 mile @ \$5,000/mi.			20,000.00
14)	LIS Mapping (estimate)			100.00
	Gross Sum of Expenses			\$751,069.46
	Invoice Paid by City			-\$264,922.12
	Less Cash on Hand			-73,647.34
	Total Computed Cost of said Drain			\$412,500.00
	Filed in my office with other papers pertaining to the within mentioned drain			
	Dated at Allegan this 5th day of August 2025			

Warnock Drain 2025 Apportionments

- Warnock Drain 2025 Apportionments
 - Allegan County/ACRC - 1.254% (\$5,172.76)
 - Based on ACRC ROW area; split 50/50 between county and county road commission
 - Saugatuck Township - 10% (\$41,250.00)
 - Same as 2016 apportionment roll
 - Planning to prepay per ACDC
 - City of Douglas - 30% (\$123,750.00+\$264,922.12 = \$388,672.12)
 - Same as 2016 apportionment roll
 - Planning to prepay per ACDC
 - Paid for San. Sewer, Road Widening, and WM Improvements due to drain work
 - City of Saugatuck - 15% (\$61,875.00)
 - See next slide
 - Property Owners - 43.746% (\$180,452.24)
 - Benefits derived were based on land use (runoff coefficient) and acreage within the district for each parcel in the district (excluding exempt parcels)

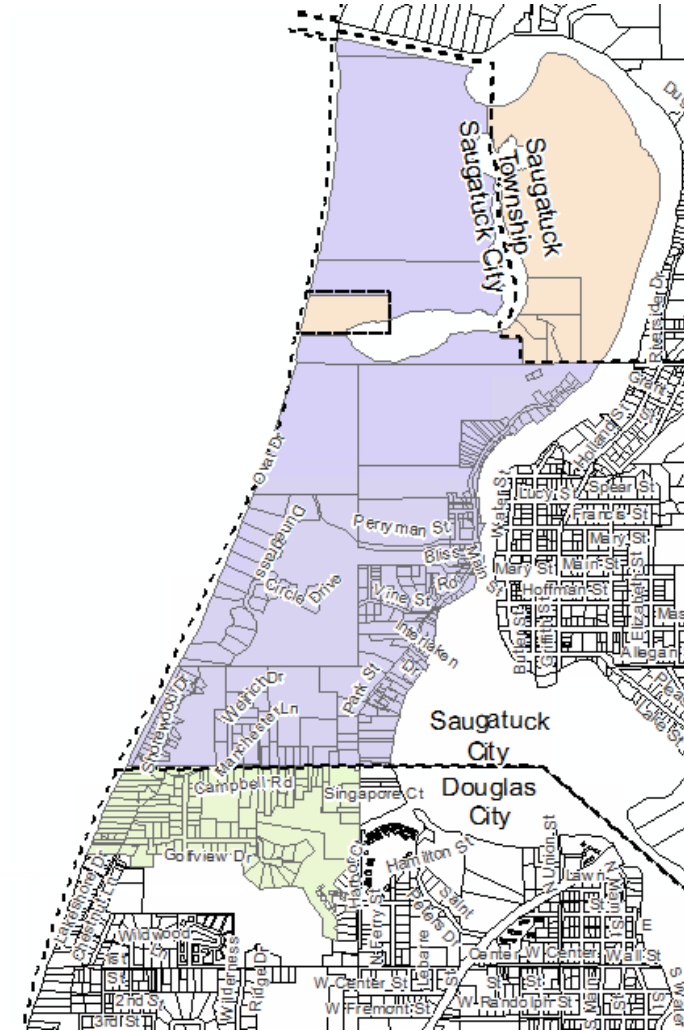
TOTAL PROJECT COST =	\$412,500.00
LIFE OF LOAN (years) =	3
EST. INTEREST RATE =	6.00%

Allegan County - Road R.O.W.	0.627%	\$2,586.38
Allegan County	0.627%	\$2,586.38
City of the Village of Doulgas	30.000%	\$123,750.00
City of Saugatuck	15.000%	\$61,875.00
Saugatuck Township	10.000%	\$41,250.00

City of Saugatuck At-Large

- 2016 Roll
 - Saugatuck City did not pay at an-large as the work occurred in the City of Douglas and near the Saugatuck Township line on Center Street primarily
- 2025 Roll
 - Liable to pay benefits derived due to public health, welfare, and/or convenience of this project
 - Culvert replacement restored access to this road for:
 - Saugatuck Residents to reach their homes (69% of parcel area that utilizes Ferry Street for access and 69% of total parcels; see table below)
 - Improved emergency response times (avoid long detour on Lakeshore Drive adding 10-15 minutes)
 - ACDC determined a 15% benefit derived

Municipality	Parcel Area that uses Ferry	% of Total	Parcels that use Ferry	% of Tot
Saugatuck Township	149.12	18%	7	2%
City of Saugatuck	557.9	69%	282	69%
City of Douglas	103.75	13%	121	30%





September 15, 2025

Drain Office
County Services Building
3283 122nd Avenue
Allegan, MI 49010

Re: Estimated At Large Apportionment and Assessment for Warnock Drain

Dear Commissioner Machiela:

On behalf of the City of Saugatuck, thank you for the re-notice of our day of review and for the opportunity to comment on the proposed apportionment for the Warnock Drain project. We respectfully object to the 15% at-large apportionment assigned to the City and request a reduction and/or recalculation based on the points below:

- **Act 51 Funding**
 - The City of the Village of Douglas (“Douglas”) receives Act 51 funding for Ferry Street. Saugatuck City does not. Act 51 funding is intended to maintain local roads, including stream crossings. The City of Saugatuck should not be required to subsidize what could have been a Douglas road and utility project, especially to this degree. But for less than 5 acres of City land along Campbell Road being in the Warnock Drain district, Saugatuck City wouldn’t be assessed at all.
- **Parcel Area**
 - Considering parcel area in the table provided by Development Coordinator/Deputy Brent Scholten is inappropriate and skews the results toward Saugatuck. There are a number of very large parcels in the City. Acreage is already accounted for in the drainage calculations, and as indicated in the point above, the City has almost no acreage in this drainage area.
 - City-owned parcels north of the City limits (oxbow area) are being considered in the benefitting area (and one Township parcel) even though they don’t have vehicular access or parking. These parcels aren’t receiving benefit from this project.
 - The City’s park parcels make up a majority of the acreage that is being considered as benefitting from this project, but the entire region (including many Saugatuck Township and Douglas residents) receives the benefit – it is inappropriate to attribute that benefit 100% to Saugatuck City. Similarly, the water storage tank is located in this area, which directly benefits the entire region but is being considered 100% Saugatuck City.

- Many Oval Beach and Mt. Baldhead visitors utilize the Saugatuck Chain Ferry or boat for access. It is inappropriate to consider public land north of Campbell Road as fully benefitting from Ferry Street.
- **Regional Economic and Infrastructure Benefits**
 - Residents and visitors using Ferry Street instead of Lakeshore Drive and Center Street greatly benefits Douglas residents.
 - Visitors to Oval Beach and Mt. Baldhead have a significant economic benefit to Douglas, Saugatuck Township and the region (the revenue Saugatuck collects for Oval Beach is used to maintain operations and infrastructure of the Oval Beach area). Visitors pass the downtown area of Douglas and multiple other businesses on their way to Ferry Street. For example, they don't stop in Saugatuck for gas, they stop in Douglas or the Township.
- **Apportionment Without Precedent or Input**
 - The 15% apportionment isn't based on any calculation or apparently even a precedent (our apportionment was zero in the last project). The percentage appears to be subjective, and the process provided no opportunity for Saugatuck City to budget for the upcoming expense.
 - The City of Saugatuck had no input on the specific solution that was implemented. Lower cost alternatives likely existed but were never reviewed with the City, even though it is now being treated as a significant stakeholder in the project. City engineers offered several low-cost and safe temporary measures to keep the road open during the busy tourism season. Douglas decided upon closure, primarily due to concerns for Douglas water and sewer infrastructure, not the roadway.
- **Cost Allocation**
 - Douglas completed water and sewer infrastructure improvements as part of this project. What assurances does Saugatuck City (and others receiving an apportionment) have that those costs have been accurately excluded (including proportional amounts of mobilization, traffic control, cofferdams, etc.) from the \$412,500 that is being attributed to the culvert replacement? Similarly, the area over the culvert was also widened to account for a future pathway. Was the cost of this work excluded from the amount apportioned to Saugatuck City and others?

Sincerely,

Ryan Cummins
City Manager
City of Saugatuck