CITY COUNCIL WORKSHOP AGENDA

April 8, 2026, 4:00 p.m.

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

1. **Call to Order**

2. **Roll Call**

3. **Agenda Changes** *(Additions/Deletions)*

4. **Guest Speaker**

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

6. **Approval of Minutes:** *(Roll Call)*
   - **A.** Regular City Council Meeting Minutes – March 23, 2026.*Pg.**2***

7. **Discussion Items:**
   - **A.** On-Premises Tasting Room Permit – 118 Hoffman Street.*Pg.8*
   - **B.** Blue Star Trail - Proposal for Phase Ia Archeological Site Identification Survey and Memorandum of Understanding.*Pg.**13***
   - **C.** Chain Ferry Landings – Proposals for Reconstruction and Installation.*Pg.**44***
   - **D.** Proposals for City-Wide Invasive Species Survey & Management Plan.*Pg.**49***
   - **E.** Agreement Framework for Oval Beach Concessions.*Pg.**81***
   - **F.** Resolutions Authorizing Additions to City's Act 51 Map.*Pg.**114***
   - **G.** Updates to Wicks Park Boat Slip Leasing Policy.*Pg.**121***
   - **H.** Revenue/Expenses through 3rd Quarter.*Pg.**134***
   - **I.** Investment Update.*Pg.**180***
   - **J.** Letter of Support – Ox-Bow House Project.*Pg.**182***
   - **K.** Status Update on Fiscal Year 2025/2026 Priorities.*Pg.**193***

8. **Public Comments** *(Limit 3 minutes)*

9. **Council Comments**

10. **Adjourn**

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

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

Then enter "Meeting ID":
2698572603

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

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

CITY COUNCIL REGULAR MEETING
March 23, 2026

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

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

Pledge of Allegiance was recited.

Attendance:
Present: Mayor Anderson, Mayor Pro-Tem Clark and Councilmembers Dean, Gardner, Muncey and Stanton.
Motion by Clark, second by Muncey to excuse councilmember Peterson. Via voice vote, motion carried 6-0.
Others Present: City Manager Cummins, Attorney Cunningham, DPW Superintendent Herbert, Zoning Director Moore, Treasurer Bredeweg and Clerk Wolters.

Mayor's Comments:
Mayor Holly Anderson reported positive news about the senior meals program in Allegan County, explaining that the city had received an email from a representative of Allegan Cares with whom councilmembers Muncey, Peterson, and Clark had recently met. Based on feedback from Allegan County communities, the senior meals program has been expanded and is now able to provide improved services to seniors. She thanked everyone involved for taking an active interest in the issue.

City Manager Comments:
City Manager Ryan Cummins began by acknowledging that council was entering a period with an extra week between meetings after a heavy workload. He outlined that residents would soon see a significant increase in construction activity around town. He described a productive kickoff meeting with Shippers Excavating regarding Maple Street and other infrastructure improvements. Public Works will prepare notices for residents along Maple Street and adjacent cul-de-sacs to inform them of the upcoming construction and to invite them to provide email addresses if they wished to receive project updates. He highlighted upcoming Water Street gate valve work that could result in up to eight hours of water service interruption, emphasizing that this project is intended to improve the system's ability to isolate future water main leaks and avoid large-scale shutoffs. Notices will go out in advance regarding both the potential water disruption and related intersection closures. Finally, he referenced the substantial packet for the Parking Improvements Task Force, noting it was released two weeks early due to its size and depth of analysis, and he encouraged council members and community members to review it, as the task force is now getting into the core of its work.

Agenda Changes: None.

Guest Speakers: None.

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Public Comment on Agenda Item Only:
Kimberly Bagierek, CJ Bagierek, Bobbie Gaunt, AJ Marineau and Brad Lubbers provided public comments.

Consent Agenda:
A. Approval of City Council Workshop Minutes from March 18, 2026.
B. Resolution No. 260323-A - Adopting Early Voting Site and Municipal Agreement for Election Services Between the City of the Village of Douglas, Saugatuck Township, and City of Saugatuck.
C. Resolution No. 260323-B - Approving the Amended and Restated Articles of Incorporation of the Interurban Transit Authority to Add the City of Fennville as a Member of the Authority.
D. Resolution No. 260323-C - To Amend the Budget of the 2025/2026 General Appropriations Act.
E. Resolution No. 260323-D - Approving Michigan Recreation Passport Grant Program Development Project Agreement.
F. Township Cemetery Services Agreement Extension.
G. Spear Street Launch Ramp Management Agreement.
H. Miedema's Rangerbid Proposal and Agreement for Current and Future Surplus Equipment Auctions and Authorization for City Manager to Sign Titles.
I. Proposal from Lakefront Roofing & Exteriors for Oval Beach Ticket Booth Repairs.
J. Updated Capital Improvement Plan.
K. Oval Beach Pass Request – Hope College for Saugatuck Harbor Natural Area Research.
L. Pallet Sign Banner Application – Spring Gallery Stroll.

Motion by Dean, second by Stanton to approve the consent agenda with amendment to the minutes from March 18, 2026, to reflect that councilmember Muncey was not present for the adjournment. Via roll call vote, motion carried 5-1. Yes – Anderson, Clark, Dean, Gardner, Stanton. No – Muncey.

Approval of Accounts Payable:
Motion by Stanton, second by Muncey, to approve the accounts payable in the amount of $102,813.12. Via roll call, motion carried 6-0.

Public Hearing:
Ordinance 260323-A - An Ordinance to Amend the Zoning Ordinance and Zoning Map of the City of Saugatuck by Approving a Planned Unit Development Overlay and Associated Plan for 640 Water Street.

A. Hearing was called to order by Mayor Anderson at 7:02 p.m.
B. Mayor announced subject of public hearing was Ordinance 230323-A - An Ordinance to Amend the Zoning Ordinance and Zoning Map of the City of Saugatuck by Approving a Planned Unit Development Overlay and Associated Plan for 640 Water Street.
C. Zoning Director Grayson Moore presented the Ordinance to council.
D. Public Comment regarding Ordinance 230323-A:
    1. Supporting comments (audience & letters). None.
    2. Opposing comments (audience & letters). None.
    3. General comment opportunity (Supporting, Opposing, General). None.
E. Public comment portion closed by the Mayor at 7:05 p.m.
F. Council discussed Ordinance 230323-A.
G. Hearing closed by Mayor Anderson at 7:10 p.m.

Unfinished Business: None.

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New Business:

Ordinance 260323-A - An Ordinance to Amend the Zoning Ordinance and Zoning Map of the City of Saugatuck by Approving a Planned Unit Development Overlay and Associated Plan for 640 Water Street:

Motion by Stanton, second by Muncey to postpone a decision of the proposed Planned Unit Development to April 13, 2026, to allow finalization of the following, an easement agreement, floor plans and overall site plan, Historic District Commission approval of materials and final ordinance language. Via roll call vote, motion carried 6-0.

Planning Commissioner Matter:

Motion by Dean, second by Clark to request planning commissioner Bagierek, vice chairman of the planning commissions resignation, failing that, or if such resignation is not forthcoming, to schedule a public hearing seeking his removal prior to the next planning commission meeting. Via roll call vote, motion failed 3-3. Yes – Anderson, Clark, Dean. No – Gardner, Muncey, Stanton.

Motion by Dean, second by Clark to respectfully request commissioner Bagierek's resignation from the planning commission within 30 days from March 23rd, failure to secure his resignation, to hold a vote on censure and removal from the role of vice chairman of the commission. Via roll call vote, motion carried 4-2.

Staff Reports, Boards, Commissions & Committees:

Reports provided by City Manager Cummins and the following boards, commissions & committees:

Fire District Administration Board:

Dan Fox reported that the Fire Board met on March 16. The board is reviewing a proposal from a third architectural firm. Cost recovery since the prior meeting totaled $20,263.50, and the next Fire Board meeting will be in April. For February, the district handled 54 incidents (141 year-to-date), a slight decrease compared to the prior year. He reviewed response time statistics, ALS transport times by area, and motor vehicle incident data. Calls to the orchards at Douglas Cove have increased and are being monitored. He highlighted the use of the Traffic Management Apparatus (TMA) truck, particularly on M-196, where it has logged significant hours, and introduced the district's new ambulance. Finally, he clarified his earlier comments about cost recovery: while the department generally does not bill district residents for normal fire responses, it may seek cost recovery at the chief's discretion in egregious cases of illegal burning, such as a recent incident involving a large illegal burn of construction debris and unknown materials.

Interurban Board:

Councilmember Muncey reported that February ridership increased over the previous year, with nearly 3,800 riders for the month and year-to-date ridership already up by 3,923 compared to the prior year. The Tuesday Holland route continues to see growth. The Interurban continues to offer takeout food pickup: riders can place an order with a restaurant and Interurban will pick it up and deliver it to their home. Construction of the new facility is progressing well. They have printed yard signs and business cards with QR codes to promote the new "Spare" app and will distribute them to local businesses. They have applied for a CVB grant and are planning changes to the summer shuttle route to include both Saugatuck and Douglas, with designated pickup and drop-off points (Saugatuck at Mason and Butler near the visitor sign; Douglas at Beery Field), and will explore sponsorships from local businesses that want advertising in exchange for supporting parking. Staff recently celebrated National Transit Driver/Dispatcher/Mechanic Appreciation Day with a staff lunch. Muncey also noted ongoing conversations with Laketown Township about putting Interurban service for Laketown on the August ballot. He reported that Interurban will be receiving four used vans that will be painted and wrapped in time for the summer season, bringing the active fleet to 12 vehicles. Two larger new buses have also been funded via grants and will arrive later. He reminded council that state and federal operating funds are declining and that the Interurban expects to be on the August ballot locally to ask for a modest increase in support; he also noted that Fennville is moving toward a ballot measure to formalize ongoing service there, which has been popular.

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Kalamazoo Lake Sewer & Water Authority:
Mayor Pro Tem Joe Clark reported that conditions at Kal Lake continue to improve under the new administrator, who has been stabilizing operations, evaluating hires, and engaging with community leaders and field staff. Hydrant flushing is scheduled for April, which may result in temporarily rusty water, pressure fluctuations, and, because of system stress, occasional breakages that require repairs. At the most recent board meeting, elections were held, Greg Freeman was elected Board Chair, Joe Clark will serve as Vice Chair, and Jennifer Ludwig as Secretary. Clark also noted ongoing work on a State Revolving Fund (SRF) loan/grant package for numerous sewer infrastructure upgrades, especially at the plant, and for full sludge removal from the ponds. Engineers are continuing to refine detailed plans, and more information will be brought forward as that project advances.

Kalamazoo Lake Harbor Authority:
None.

Zoning Board of Appeals:
Zoning Director Moore reported that the ZBA considered and approved a variance request for 250 Mason Street property. The applicant sought relief from landscaping buffer requirements to allow additional on-site parking as part of a conversion to a new bed and breakfast with associated site renovations. The variance was granted.

Historic District Commission:
Councilmember Dean reported that the next HDC meeting is scheduled for April 2 at 6:00 pm. He noted that the most significant recent action was the HDC's unanimous approval of the new design for 640 Water Street, which council had discussed earlier in the meeting. The HDC has focused on ensuring compatibility with surrounding historic waterfront context and will finalize material approvals as the project moves forward.

Planning Commission:
Councilmember Gardner reported the Commission recommended approval of the PUD for 640 Water Street. Two other items—conditional rezoning and a text amendment to the zoning ordinance's definition of "motel/motor court" related to 510 Butler and 120 Mary were tabled for further review and will return at a future meeting. The Commission also reviewed its annual activity report. The "learning and improvement opportunity" concerning Commissioner Bagierek, was removed by motion. Gardener noted that the Master Plan update continues and is targeted for completion in the fall. Commissioner Auston Marinaeu provided an update on the Parking Improvements Task Force.

Parks & Public Works Committee:
Councilmember Stanton reported that the DPW board is scheduled to meet the following morning at 10:00 a.m.

Tri-Community Non-Motorized Trail Study Committee:
Councilmember Dean reported that the Tri-Communities trail group has a meeting on March 26, focused on Phase 1A of the archaeological site survey associated with the planned trail. City Manager Cummins will participate in that meeting. This work is part of the due-diligence phase to understand cultural and historical resources along the proposed route before design and construction decisions are finalized.

Water System Operations Contract Advisory Committee:
Ryan Cummins stated that the Water/Sewer Operations Contract Advisory Committee's next meeting is scheduled for May. The committee is currently awaiting a formal presentation from the consultants who are analyzing the long-term operations contract.

Logo and Branding Advisory Committee:
Councilmember Stanton reported that the Logo and Branding Advisory Committee held its initial meeting with the city's branding consultants. Participants included HDC Chair Tim Straker, SCA representative Kristin

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Armstrong, Councilmember Peterson, and Lauren. The group explained to the consultants why the city is pursuing a logo and branding refresh: to align with council's priority to redesign the city website, implement consistent wayfinding signage in the business district, and improve signage in parks. The committee provided early creative input and high-level direction, with the expectation that the consultants will now develop logo/branding concepts. Those concepts will later be refined and brought back to council for review and selection.

Parking Improvements Task Force:
Councilmember Muncey provided a detailed update on the Parking Improvements Task. He thanked the volunteer members—Auston Marineau, Cathy Brockington, Wendy Colsen, Alec Payleitner, Michael Gustaitis, Gary Kott, and Becky Carten-Crandell —as well as consultants and City Manager Ryan Cummins. The next agenda will cover parking inventory field work and initial mapping, results from the online community survey (which drew over 600 responses), findings from stakeholder interviews, a cost and operations analysis for a potential parking structure, preliminary consideration of paid parking options, signage and wayfinding needs, remote parking possibilities, and framing the core parking challenges in Saugatuck. He highlighted several survey insights: about 37% of respondents are full- or part-time city residents, 30% are full- or part-time Saugatuck Township residents, 12% are Douglas residents, and only 21% are visitors; 34% work outside Saugatuck, 30% are not working or retired, and 15% own a local business. Stakeholder interviews revealed mixed views on a potential parking structure and split opinions on paid parking. He stressed there is more existing parking than many realize—approximately 1,900 off-street spaces citywide (including private parking), with about 1,516 off-street spaces within city limits and 303 city-owned off-street spaces. The task force aims to bring formal recommendations to council by around mid– to late–August and Muncey strongly encouraged residents and stakeholders to engage now, while options are still being shaped, rather than waiting until final recommendations are on the table.

Public Comment:
CJ Bagierek and Rakesh Madhava provided public comments.

Correspondence:
Jim Bouck provided comment.

Council Comments:
Councilmember Gardner said he stood by both his earlier comments and his vote on the planning commissioner matter. He stressed that integrity and ethics cannot be treated as a quarterly "project" or a yearly form, but must be supported every day in how the city operates. He argued that if the city genuinely wants to build trust among staff, elected and appointed officials, vendors, and others, it needs ongoing, practical strategies that promote ethical conduct, not just periodic check-ins. He emphasized that there are immediate opportunities for improvement and that tonight's issue is just one example.

Councilmember Clark acknowledged it was a good but difficult meeting. He noted that the council will not always agree, but that it is important the group can work through tough decisions together. He said he hopes everyone is aligned on the idea that council members must hold themselves to a higher standard of conduct. While he takes no pleasure in the disciplinary recommendations and the difficult conversation about the planning commissioner, he believes the council is moving in the right direction by facing those issues directly.

Councilmember Dean echoed Clark's comments and reiterated his respect for all citizens who volunteer to serve on boards and commissions. He said one of the hardest parts of being an elected official is having to "call balls and strikes" in situations like the planning commissioner matter—it is not enjoyable, but the community expects it. He framed the decision as a necessary step to protect public trust. Scott also disclosed again that Rakesh (who commented about his STR issue) is his neighbor, and that he has tried to explain to him how the council's prior

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decision was reached. Scott stated he is sympathetic to Rakesh's situation and, if the council or the city takes that item up again, he is willing to recuse himself from deliberations because of that neighbor relationship.

Councilmember Muncey reflected on his four years on council and said he has seen instances of unethical behavior by both council members and a past employee. He argued that if the city is going to scrutinize a planning commissioner now, it should also acknowledge earlier ethical lapses it did not fully address, and he agreed that broader discussion of ethics is needed. He said it feels to him as though the situation with CJ is being singled out while other issues were not. On a lighter note, he reminded everyone that Easter is two weeks away and that Douglas will hold its Easter egg hunt and bonnet contest on April 5, but not the traditional Easter parade. He expressed disappointment about the lost parade and encouraged more community volunteers to step up to sustain local events.

Councilmember Stanton stated she had no additional comments to offer at the end of the meeting.

Mayor Anderson acknowledged it had been a tough meeting but said she was glad the council can talk openly about difficult topics. She spoke directly to CJ, noting that she and he joined the Planning Commission at the same time and that she has great respect for his work—he was always prepared and contributed meaningfully. She then reaffirmed how seriously she takes ethics and her responsibility as mayor. Anderson said she stands by how every ethics-related matter brought to her has been handled following the adopted ethics policy. She committed to continuing that approach. She reminded the council that they did update the ethics policy last year after extensive work with an HR attorney.

Adjournment:

Motion by Gardner, second by Muncey to adjourn the meeting. Upon voice vote, motion carried 6-0. Mayor Anderson adjourned at 8:35 p.m.

Respectfully Submitted

_____

Jamie Wolters, City Clerk

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

City Commissioners,

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

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

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

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

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

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

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

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

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

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

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

Respectfully submitted,

Grayson Moore

Director of Planning & Zoning

City of Saugatuck

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

Micro Brewery and Tasting Room Application

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

Dear City of Saugatuck,

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

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

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

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

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

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

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

Sincerely,

David Rodriguez, Member, Blue Star Partners, LLC

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

Business ID: _____

Request ID: _____
(For MLCC use only)

Local Government Approval For On-Premises Tasting Room Permit

(Authorized by MCL 436.1536)

Instructions for Applicants:

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

Instructions for Local Legislative Body:

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

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

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

the following resolution was offered:

Moved by _____ and supported by _____

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

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

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

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

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

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

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

Print Name of Clerk	Signature of Clerk	Date

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

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

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

City Council Agenda Item Report

FROM: Ryan Cummins – City Manager

MEETING DATE: April 8, 2026

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

DESCRIPTION:

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

Proposal

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

Memorandum of Understanding

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

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

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

BUDGET ACTION REQUIRED:

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

LEGAL REVIEW:

The memorandum of understanding was reviewed by legal.

SAMPLE MOTION:

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

Arbre Croche Cultural Resources LLC
Misty M. Jackson, Ph.D., Proprietor and Principal Investigator
ACCR is an Economically Disadvantage Woman-owned Small Business
214 South Main Street, Leslie, Michigan 49251

March 20, 2026

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

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

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

Brief Project Description

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

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

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

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

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

1. Firm Introduction and Qualifications

a. *Overview of firm.*

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

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

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

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

c. *Identification of project team.*

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

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

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

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

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

3. Understanding and Approach

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

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

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

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

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

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

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

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

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

4. Proposed project schedule

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

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

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

5. Cost Proposal

a. Detailed cost breakdown by task and deliverable

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

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

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

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

3) Hourly rates for team members.

Dr. Misty Jackson - $120 per hour

Field crew - $80 per hour each

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

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

6. References:

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

1) Meridian Township:
Nyal Nunn, Senior Project Engineer
[redacted]
515 March Road
Okemos, MI 48864

2) Stantec (for Washtenaw County Parks and Recreation):
Mark Pascoe
[redacted]

3) Wightman and Associates, Inc on behalf of Royalton Township:
Mary Deneau Nykamp
[redacted]
Pipestone Road,
Benton Harbor, MI 49022

An AtkinsRéalis Company

814 S. Otsego Ave. Suite B
Gaylord, MI 49735
989.732.813

Memo

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

From: Jared Secor, Project Manager, C2AE

Date: March 3, 2026

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

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

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

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

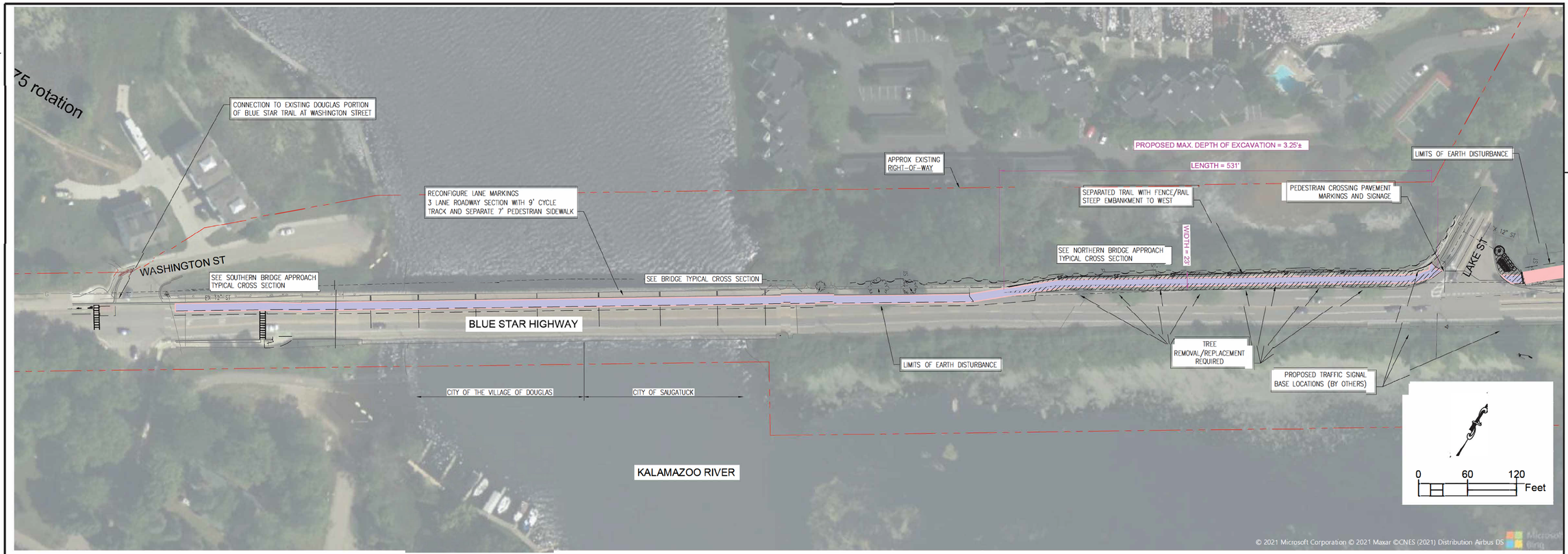
2. Total length of shovel testing area: 0.57 Miles (3,027')
    a. Segment 1: 531'
    b. Segment 2 (planting area at Lake St.): 20'
    c. Segment 2 (separated trail at Maple St.): 220'
    d. Segment 3: 874'
    e. Segment 4 (separated trail at Goshorn Creek Crossing to Cemetery Rd.): 540'
    f. Segment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

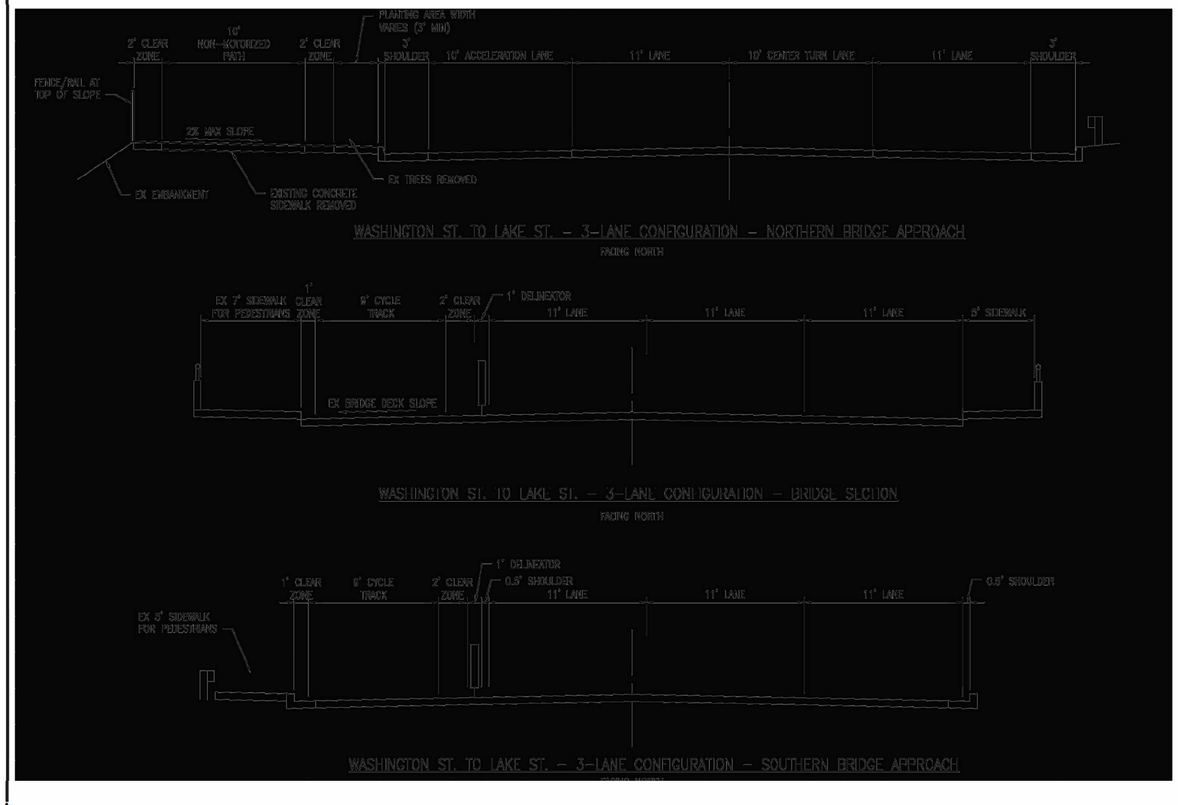
3. Maximum width of shovel testing area by segment:
    a. Segment 1: 23'
    b. Segment 2 (planting area at Lake St.): 43'
    c. Segment 2 (separated trail at Maple St.): 40'
    d. Segment 3: 26'
    e. Segment 4 (proposed dead end at Cemetery Rd.): 125'
    f. Segment 4 (existing roadway from Cemetery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

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

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

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





LEGEND

- SEPARATED TRAIL
- BOARDWALK
- SHOVEL TEST AREA

GENERAL NOTES:

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

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

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

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

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BLUE STAR TRAIL - DESIGN PHASE
ALLEGAN COUNTY, MI

REVISIONS

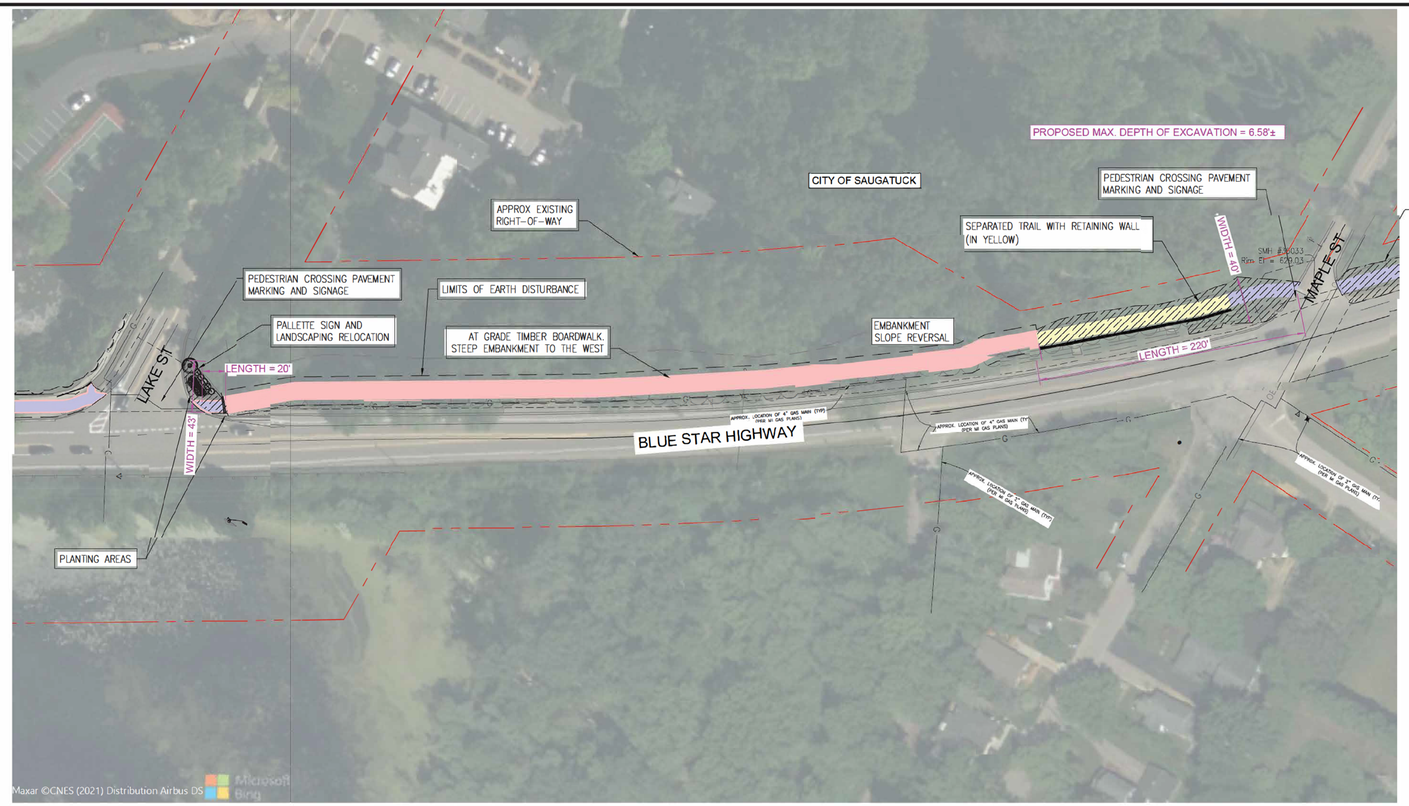
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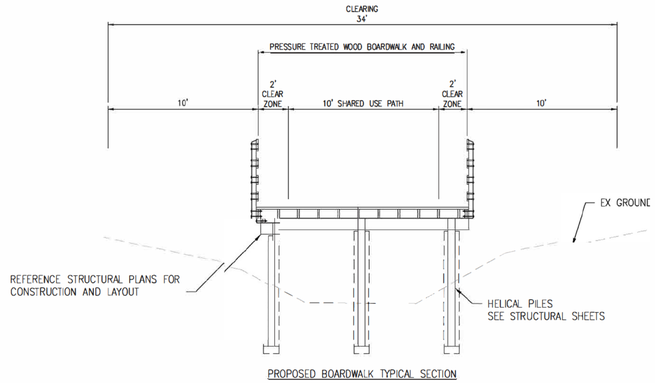
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DATE: MAR 2026
SHEET 1

TRAIL ROUTE EXHIBIT

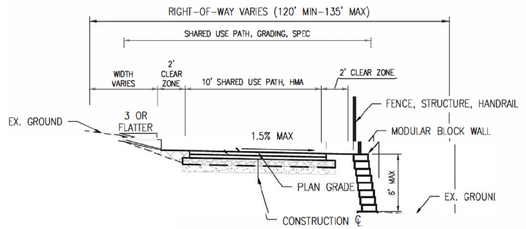
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THE BAR BELOW SHOWS GRAYSCALE FROM WHITE TO SOLID BLACK
WHITE BLACK
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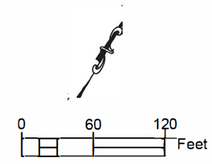




PROPOSED BOARDWALK TYPICAL SECTION



PROPOSED PATH TYPICAL SECTION



LEGEND

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

GENERAL NOTES:

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

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BLUE STAR TRAIL
ALLEGAN COUNTY, MI

LAKE ST TO MAPLE ST SEGMENT 2

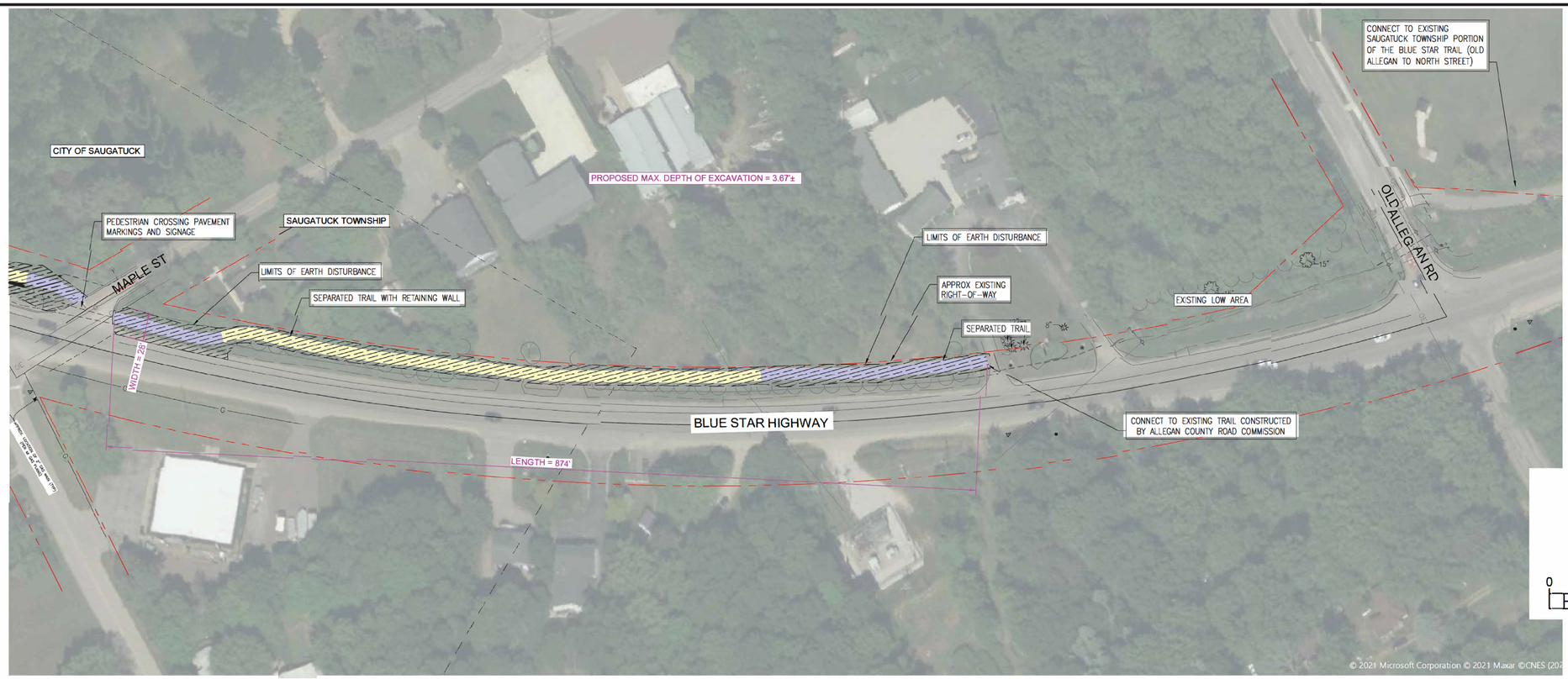
REVISIONS

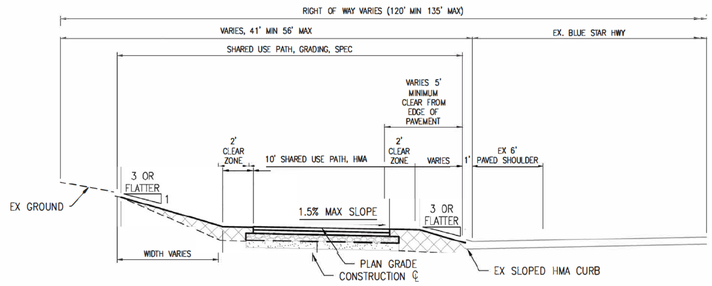
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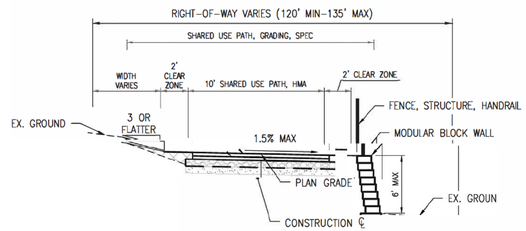
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DATE: MAR 2026
SHEET 2

TRAIL ROUTE EXHIBIT





PROPOSED PATH TYPICAL SECTION



PROPOSED PATH TYPICAL SECTION

LEGEND

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

GENERAL NOTES:

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

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BLUE STAR TRAIL
ALLEGAN COUNTY, MI

MAPLE ST TO OLD ALLEGAN RD
SEGMENT 3

REVISIONS

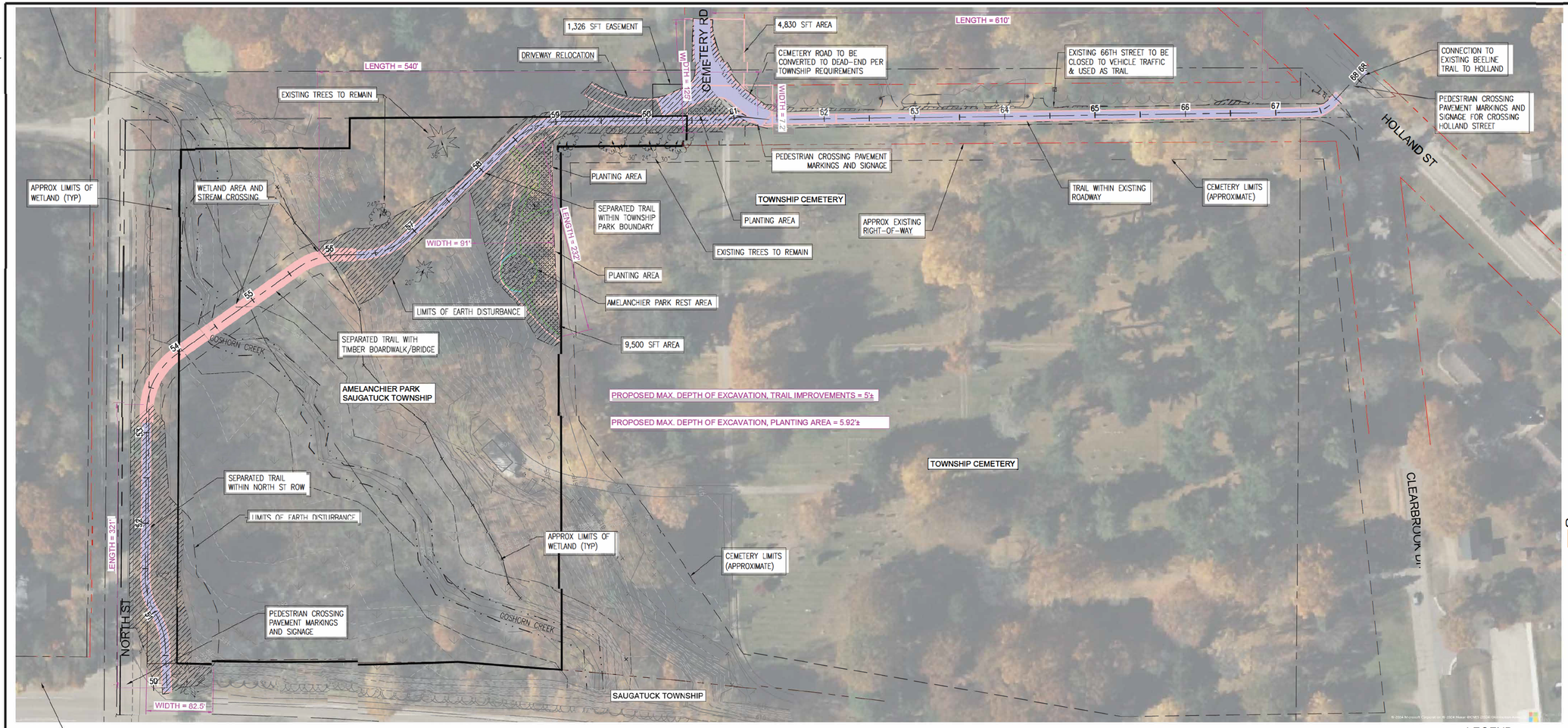
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PROJ #: 230038
DATE: MAR 2026
SHEET
3

TRAIL ROUTE EXHIBIT

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

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NOTE:
SHOVEL TESTING AT AMELANCHIER PARK TO BE PERFORMED FOR EXISTING SOIL STOCKPILE AND UNDERLYING NATIVE SOIL. IF STOCKPILED MATERIAL IS SPREAD THINLY, TESTING MAY BE COMPLETED IN ONE PASS. OTHERWISE, TESTING OF NATIVE SOIL WILL NOT BE COMPLETED UNTIL STOCKPILED MATERIAL IS REMOVED.

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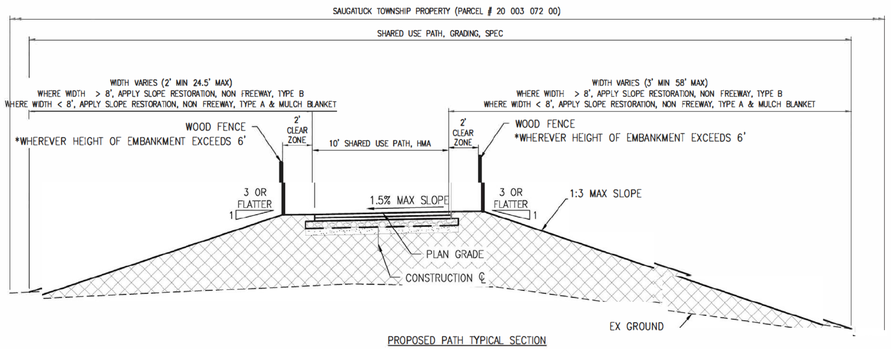
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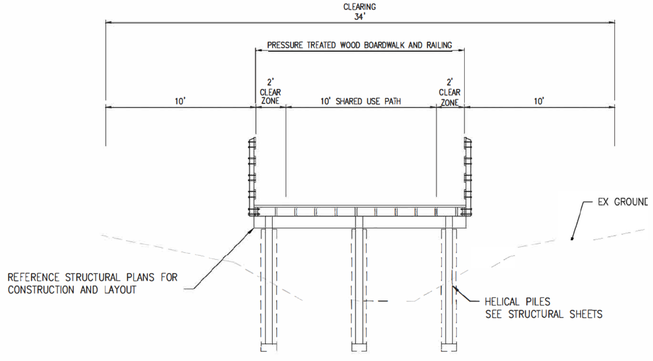
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LEGEND

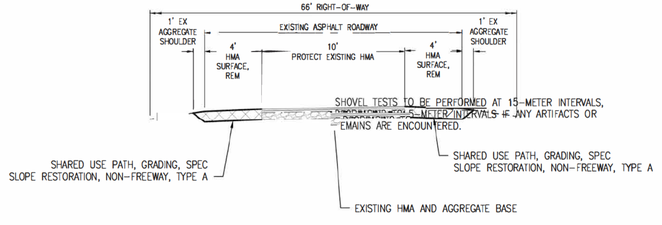
- SEPARATED TRAIL
- BOARDWALK
- SHOVEL TEST AREA



PROPOSED PATH TYPICAL SECTION



PROPOSED BOARDWALK TYPICAL SECTION



PROPOSED 66TH STREET TYPICAL SECTION

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BLUE STAR TRAIL
ALLEGAN COUNTY, MI

NORTH ST TO HOLLAND ST SEGMENT 4

REVISIONS

REV	DESCRIPTION	DATE
-	-	-

PROJ #: 230038
DATE: MAR 2026
SHEET 4

TRAIL ROUTE EXHIBIT

© 2024 Microsoft Corporation © 2024 Maxar ©CNES (2024) Distribution Airbus DS

WE RECYCLE
THE BAR BELOW SHOWS GRAYSCALE FROM WHITE TO SOLID BLACK
WHITE BLACK
PLOTTED BY: BRYAN WALKER 3/3/2026 6:28 PM
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DESIGNED BY: -
DRAWN BY: -
CHECKED BY: -

WE RECYCLE

THE BAR BELOW SHOWS GRAYSCALE FROM WHITE TO SOLID BLACK

THE BAR BELOW SHOWS PRIMARY COLORS WHITE

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

CLEARBROOK DRIVE

HOLLAND ST

66TH ST

PROPOSED PAVED TRAIL (RE-PURPOSE EXISTING ROADWAY PAVEMENT)

CEMETERY RD

BEGONIA ST

PROPOSED PAVED TRAIL (NEW PAVEMENT)

PROPOSED PLAZA LOCATION (TAP NON-PARTICIPATING)

PROPOSED BOARDWALK (NEW CONSTRUCTION)

PROPOSED PAVED TRAIL (NEW PAVEMENT)

SAUGATUCK TOWNSHIP

CITY OF SAUGATUCK

NORTH STREET

134TH AVE

N MAPLE ST

BLUE STAR HIGHWAY

EXISTING PAVED TRAIL FROM OLD ALLEGAN TO NORTH ST

OLD ALLEGAN

CITY OF SAUGATUCK

SAUGATUCK TOWNSHIP

S MAPLE ST

NEW TRAIL SEGMENT COMPLETED BY ALLEGAN COUNTY ROAD COMMISSION

PROPOSED PAVED TRAIL (NEW PAVEMENT)

PROPOSED BOARDWALK (NEW CONSTRUCTION)

PROPOSED PAVED TRAIL (NEW PAVEMENT)

CITY OF SAUGATUCK

DOUGLAS

LAKE ST

PROPOSED PAVED TRAIL W/ RETAINING WALL (NEW PAVEMENT)

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RYAN; WALKER
DRAWN BY:
CHECKED BY:
APPROVED BY:

Curriculum Vitae

MISTY **JACKSON, Ph.D.**

214 S. Main Street, Leslie, MI [redacted] | [redacted]

BACKGROUND SUMMARY:

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

RESEARCH INTERESTS:

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

EDUCATION:

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

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

CURRENT POSITION:

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

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

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

OFFICES AND ORGANIZATIONS:

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

HONORS

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

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

SKILLS

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

PROFESSIONAL EXPERIENCE:

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

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

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

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

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

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

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

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

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

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

Public Archaeology and Volunteer Experience

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

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

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

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

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

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

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

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

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

Other Archaeological Positions:

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

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

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

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

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

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

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

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

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

Other Positions:

Seasonal Interpreter, Series 025 GS04, National Park Service:

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

CERTIFICATIONS and CONSULTANT LISTINGS:

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

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

Other Professional Development Training:

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

MEMBERSHIP IN PROFESSIONAL and AVOCATIONAL ORGANIZATIONS:

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

PUBLICATIONS

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

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

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

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

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

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

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

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

SAMPLE REPORTS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ROUNDTABLE, PANEL, and SYMPOSIUM

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

PAPERS and PUBLIC LECTURES/PRESENTATIONS:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

MEMORANDUM OF UNDERSTANDING

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Agreed hereto:

FRIENDS OF THE BLUE STAR TRAIL

By: _____

Name: _____

Title: _____

Dated: _____

SAUGATUCK TOWNSHIP

By: _____

Name: _____

Title: _____

Dated: _____

CITY OF SAUGATUCK

By: _____

Name: Ryan Cummins

Title: City Manager

Dated: _____

City Council Agenda Item Report

FROM: Scott Herbert – Public Works Superintendent

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

SUBJECT: Chain Ferry Landings

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

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

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

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

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

COMMITTEE/COMMISSION REVIEW:
Historic District Commission

LEGAL REVIEW:
N/A

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

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

Estimate

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

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

ESTIMATE #	DATE	
9989	03/18/2026	

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

TOTAL **$35,085.00**

Accepted By

Accepted Date

Michelle Gibson

From: [redacted]
Sent: Wednesday, April 1, 2026 11:43 AM
To: Michelle Gibson
Subject: Dock replacement

[redacted] Shoreli [redacted]

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

QUOTE – CHAIN FERRY DOCKS

Date:4/1/ 2026
Bid #: 6803

Prepared By

Tier 1 Services

Scope of Work

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

Included

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

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Exclusions

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

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Total Price

$36,094.66

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

Assumptions

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

Thank You for the Opportunity

Jeremy Munniksma
Tier 1 Services

TERMS & CONDITIONS OF SALE

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

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

Signature: _____
Date: _____

Jeremy Munniksma
General Manager

City Council Agenda Item Report

FROM: Scott Herbert – Public Works Superintendent

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

SUBJECT: City-Wide Invasive Species Survey & Management Plan

DESCRIPTION:

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

Staff received four proposals:

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

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

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

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

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

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

LEGAL REVIEW:
N/A

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

PROPOSAL FOR CONSERVATION SERVICES

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

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

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

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

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

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

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

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

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

INITIAL _____

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

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

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



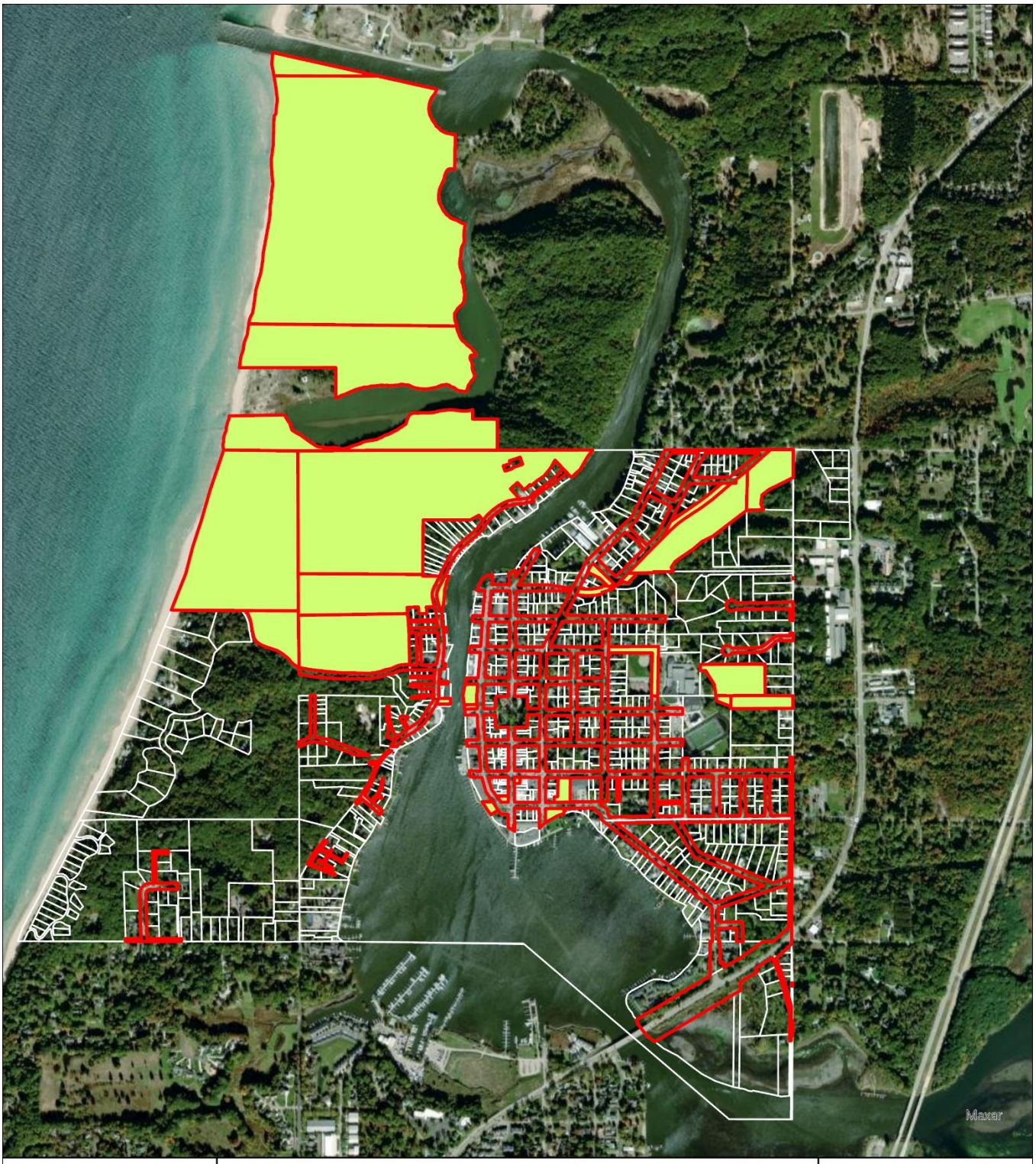
Tanner Bricker, Conservation Services Director
ODC Network

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

_____ _____
Signature of Authorized Property Owner/Manager Date

INITIAL _____

Appendix A: Map of Survey Area



ODC Conservation Services

CITY OF SAUGATUCK - CITY MANAGED LANDS
INVASIVE SPECIES SURVEYING

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

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

INITIAL _____

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

Contractor Bid Proposal for City of Saugatuck:

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

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CONTRACTOR INFORMATION

Company: Kalamazoo Nature Center, Ecological Services
Address: 7000 N Westnedge Ave
Kalamazoo, MI 49009

Project Manager: Luke Allison
Title: Ecological Services Director
Phone:

SUMMARY

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

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

PROJECT PLAN

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

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

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

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

PROJECT TIMELINE

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

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

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

PROJECT BUDGET

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

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

Kalamazoo Nature Center
7000 N. Westnedge Avenue
Kalamazoo, MI 49009
Office of Financ

PROJECT WORK PLAN AND ESTIMATE FOR

City of Saugatuck

Contact Name:
Billing Address:
Phone:
Email:

Invoice Date 3/17/2026

ESTIMATE **$47,960.00**

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

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

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

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

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

TOTAL **$ 47,960.00**

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

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

For questions regarding this estimate or to set a work schedule, please contact

Thank You!

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

March 17, 2026

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

PlantWise
Native Landscapes and Ecological Restoration

Dear Michelle,

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

Invasive Species Inventory:

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

Management Report:

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

Native Species Planting Recommendation:

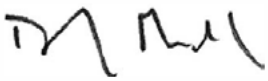
- PlantWise will also complete a report offering recommendations on native plant species to include in plantings in the City of Saugatuck based on the planting size and site conditions.

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

546 Barber Ave • Ann Arbor • Michigan • 48103 • ph 734 665 7166 • e-mail info@plantwiserestoration.com
web plantwiserestoration.com

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

Sincerely,



David Mindell

List of City of Saugatuck natural areas and parks to be included in inventory:

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

ALLEGAN
CONSERVATION
DISTRICT

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

March 2026

Purpose of Invasive Species Management Recommendations

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

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

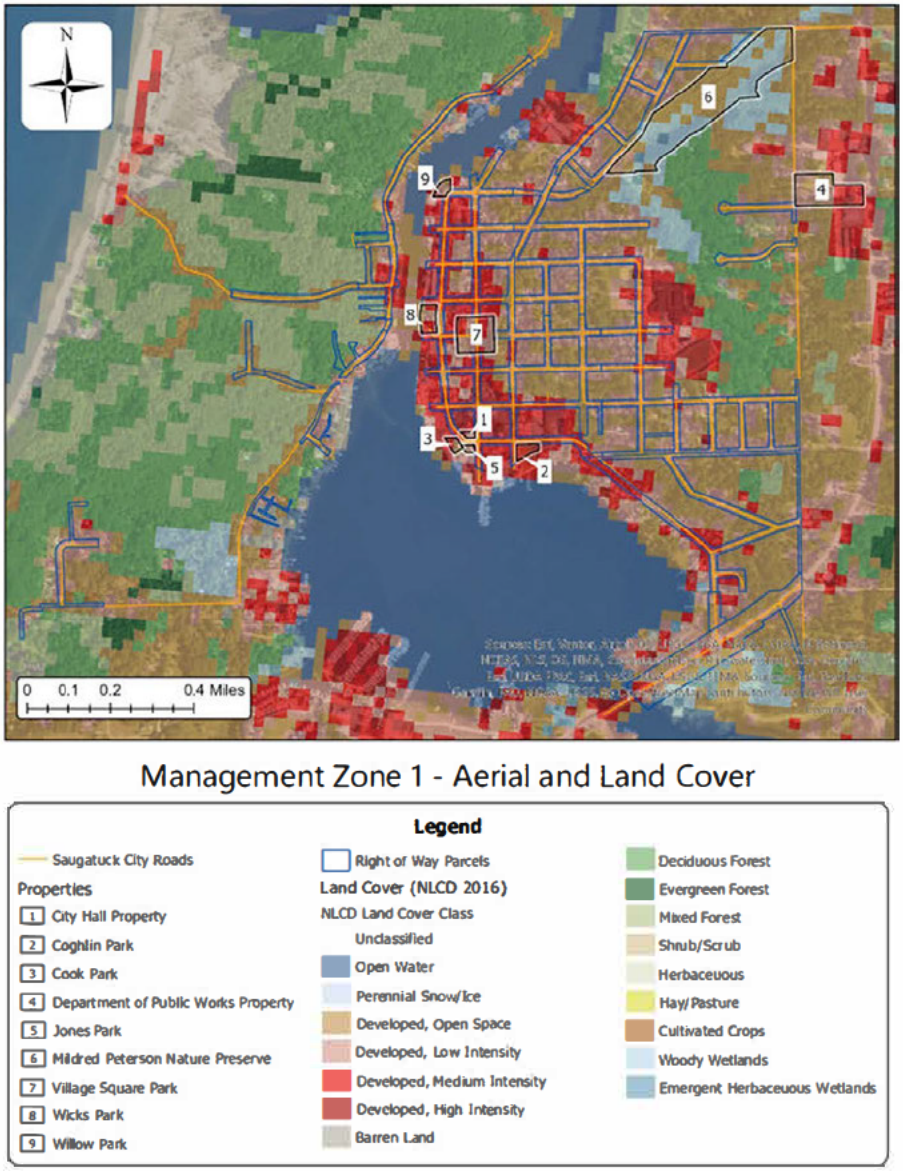
Management Objectives

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

Management Zones

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

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



Management Zone 1 - Aerial and Land Cover

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

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

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

2. Zone 2 - Mount Baldhead and Oval Beach

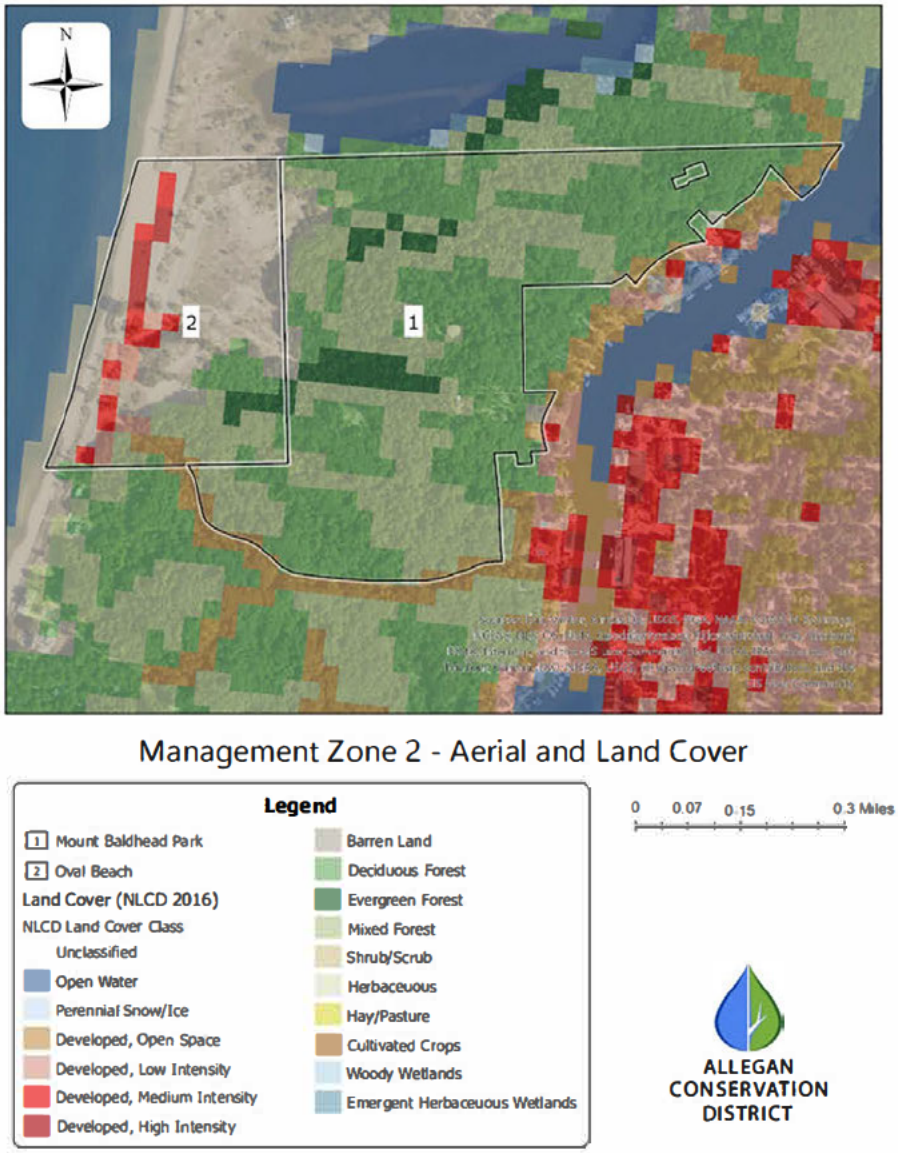


Figure 2. Map of Management Zone 2 properties with parcel boundaries and land cover types.

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

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

3. Zone 3 - Saugatuck Wilds Nature Preserve

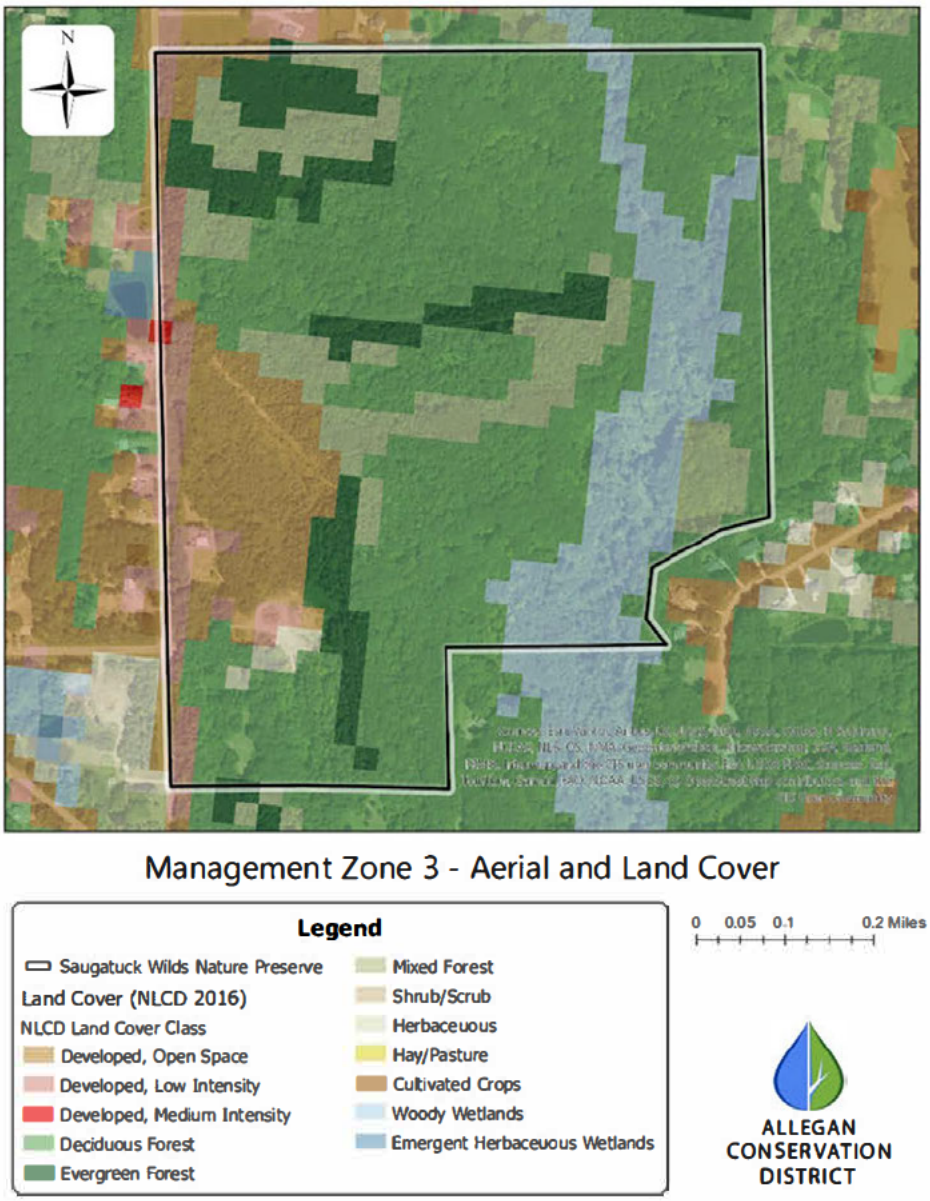


Figure 3. Map of Management Zone 2 properties with parcel boundaries and land cover types.

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

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

4. Zone 4 - Saugatuck Harbor Natural Area

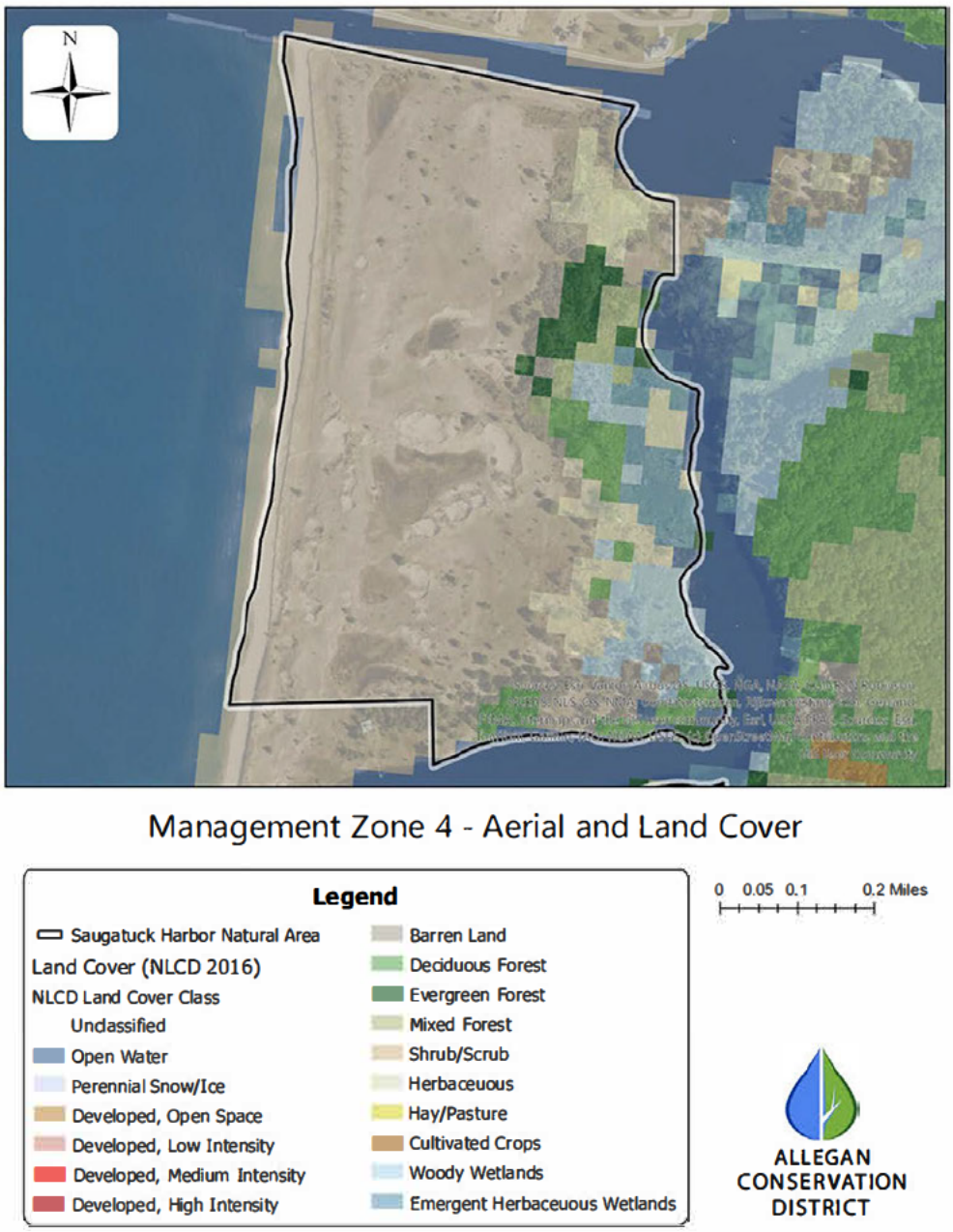
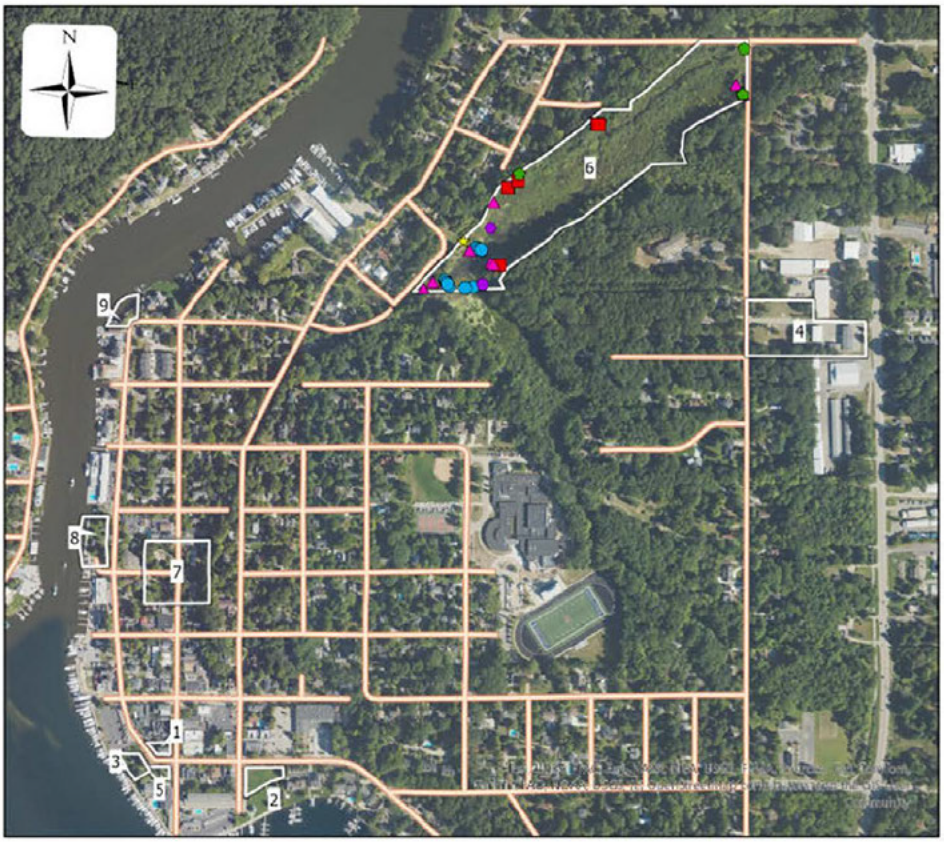


Figure 4. Map of Management Zone 2 properties with parcel boundaries and land cover types.

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

Priority Invasive Species

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



Management Zone 1 (Urban Properties) - MISIN Invasive Reports

Legend

Saugatuck City Roads

MISIN Invasive Species Observations

Species Common Name

- Curly-leaf pondweed
- Invasive bittersweet
- Japanese knotweed
- Phragmites (Invasive)
- Purple loosestrife
- Yellow flag iris

Properties

1. City Hall Property
2. Coghlin Park
3. Cook Park
4. Department of Public Works Property
5. Jones Park
6. Mildred Peterson Nature Preserve
7. Village Square Park
8. Wicks Park
9. Willow Park

0 0.04 0.08 0.16 Miles

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

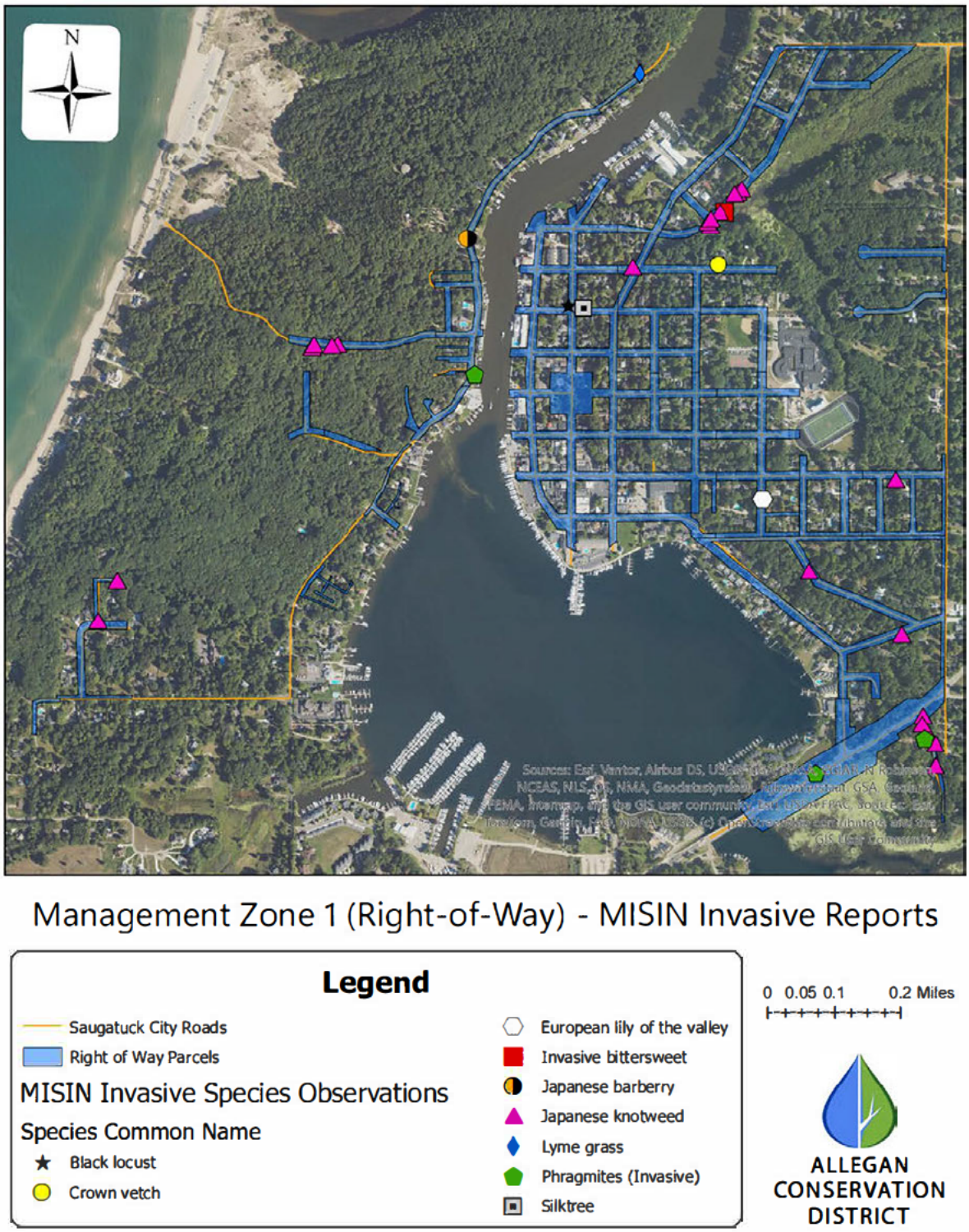
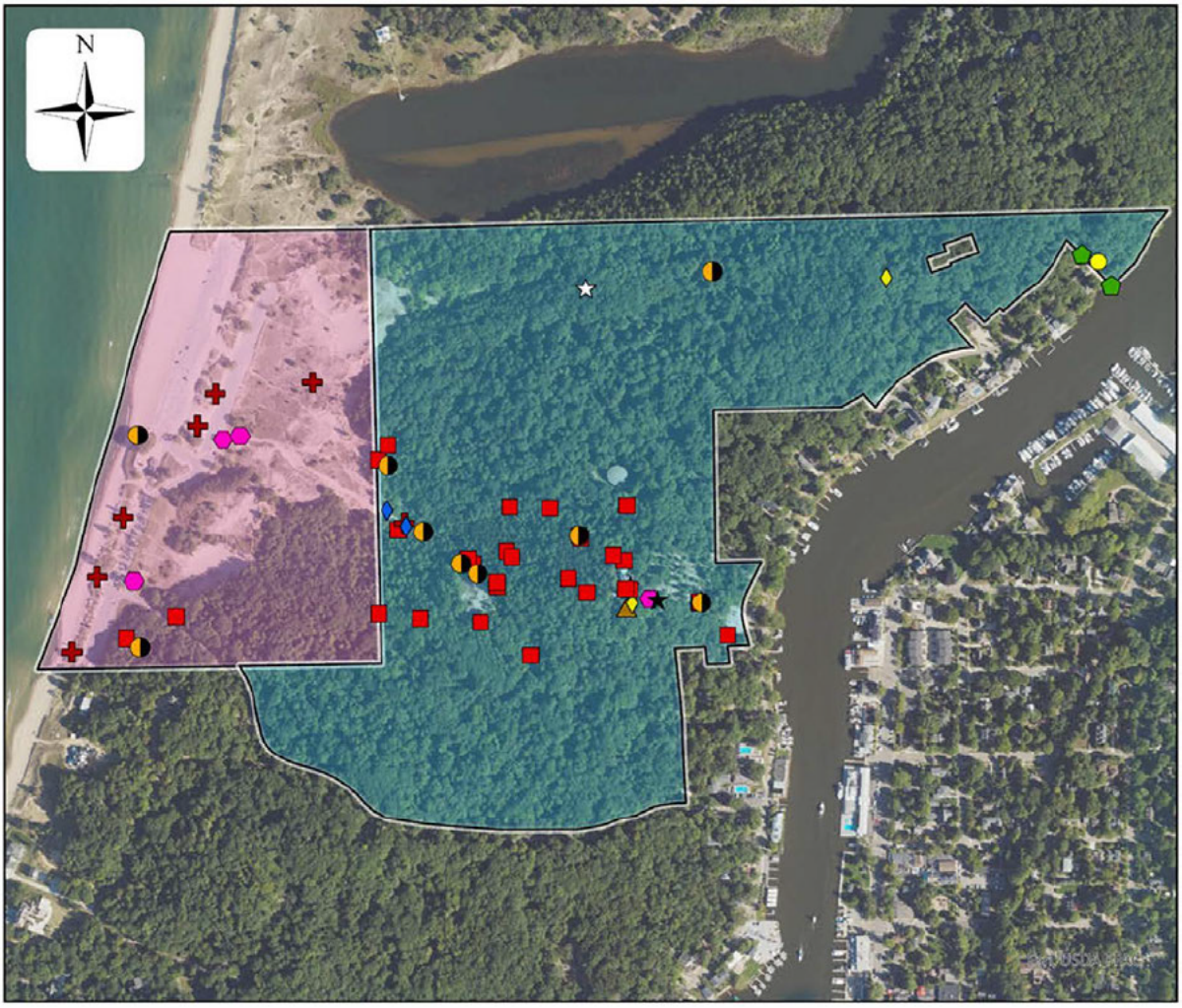


Figure 6. Map of Management Zone 1 (right-of-way properties) with parcel boundaries and MISIN invasive species observations.



Management Zone 2 - MISIN Invasive Reports

Legend

Properties
- Oval Beach
- Mount Baldhead Park

MISIN Invasive Species Observations

Species Common Name
- Amur honeysuckle
- Black locust
- Cheatgrass
- Common mullein
- Garlic mustard
- Hemlock woolly adelgid
- Invasive bittersweet
- Japanese barberry
- Lombardy poplar
- Lyme grass
- Phragmites (Invasive)

0 0.05 0.1 0.2 Miles

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



Management Zone 4 - MISIN Invasive Reports

Legend

- Saugatuck Harbor Natural Area
- MISIN Invasive Species Observations
- Species Common Name
- Common barberry
- European centaury
- Phragmites (Invasive)
- Purple loosestrife
- Spotted knapweed

0 0.04 0.07 0.15 Miles

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

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

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

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

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

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

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

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

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

Invasive Species Surveying

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

Protocol - Plant Priority Species

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

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

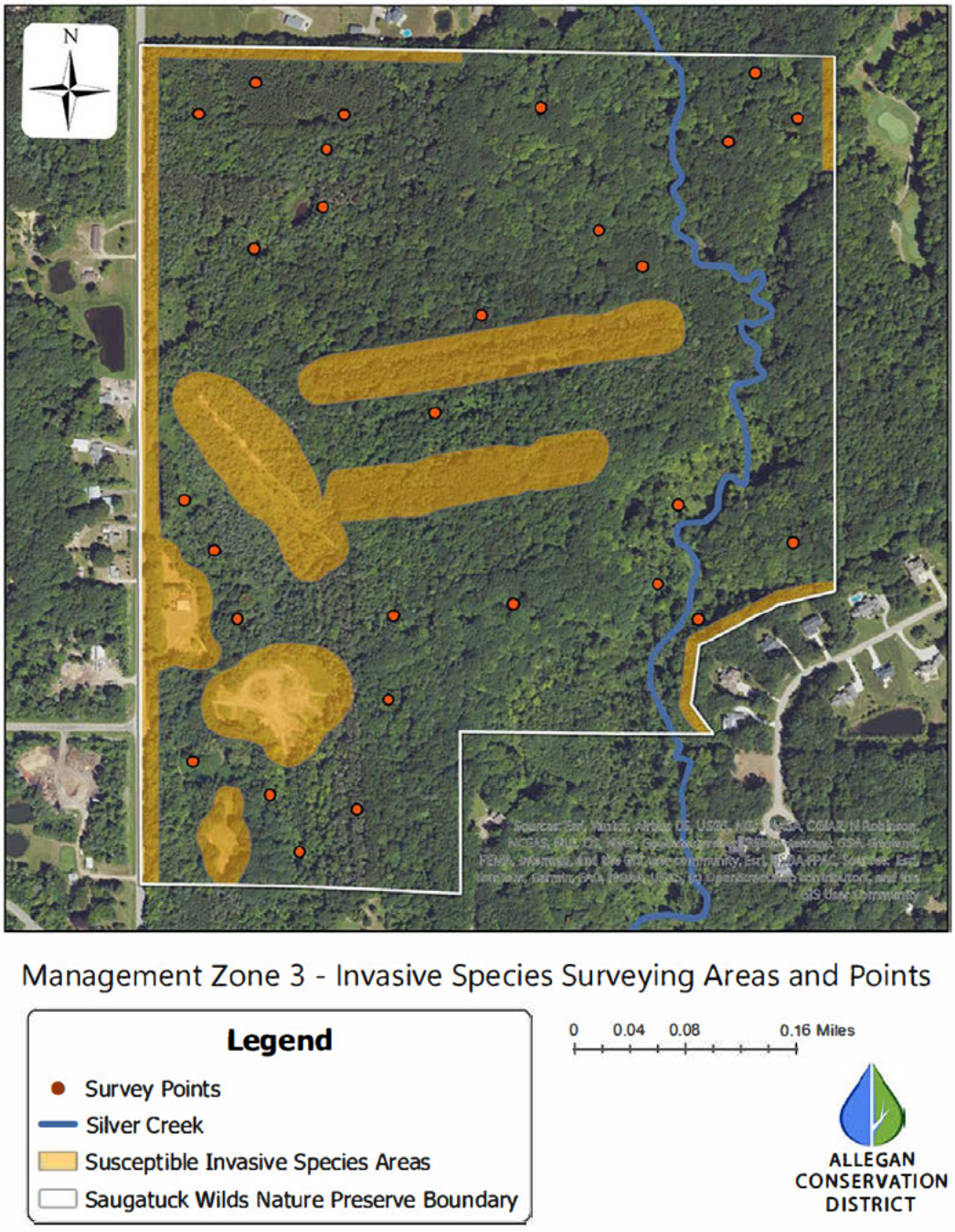


Figure 10. Map of Management Zone 3 (Saugatuck Wilds Nature Preserve) susceptible areas and randomized survey points.

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

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

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

Protocol - Hemlock Woolly Adelgid

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

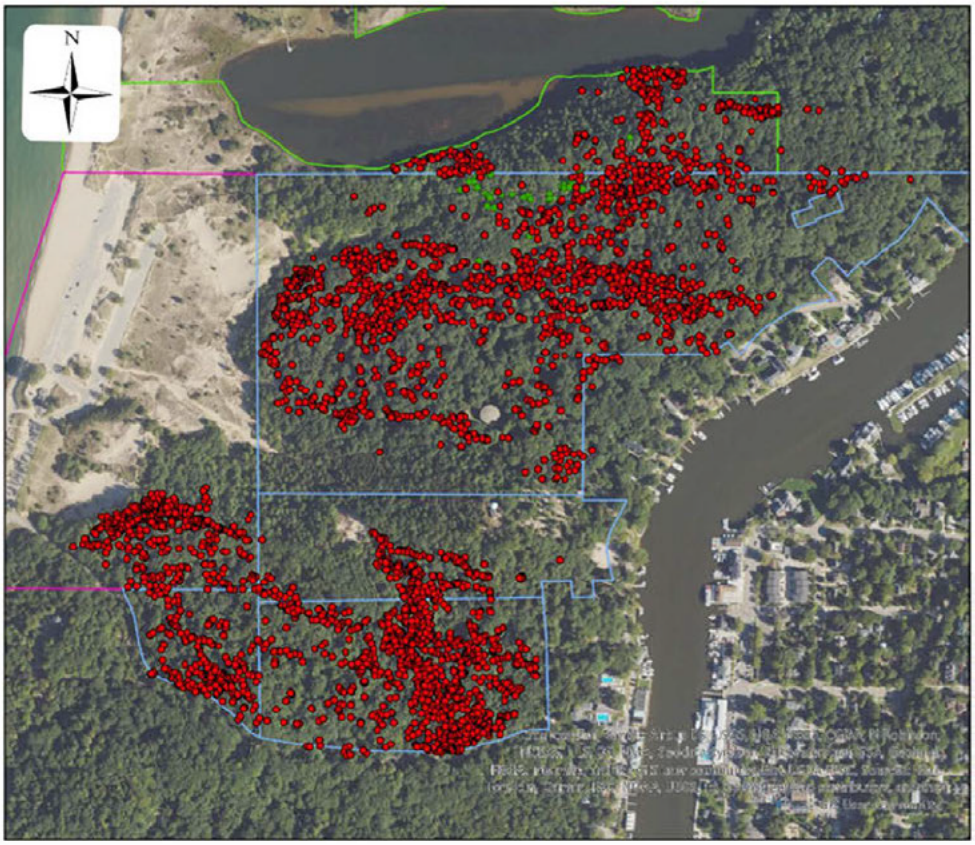


Figure 11. Map of 2023 Hemlock woolly adelgid survey conducted by Outdoor Discovery Network's Conservation Services.

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

Surveying Timing and Cost - Plant Priority Species

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

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

Surveying Timing and Cost - Hemlock Woolly Adelgid

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

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

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

Management Schedule

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

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

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

Priority Herbaceous Species: Treatment Windows

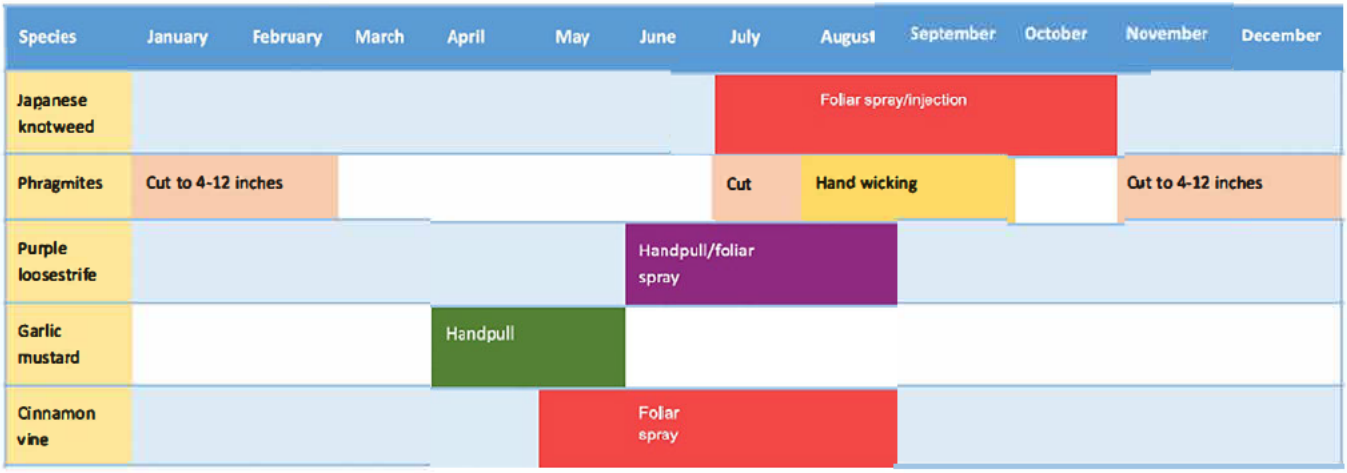


Figure 13. Effective treatment windows and methods for herbaceous invasive plant species present at City of Saugatuck properties.

Priority Woody Species: Treatment Windows

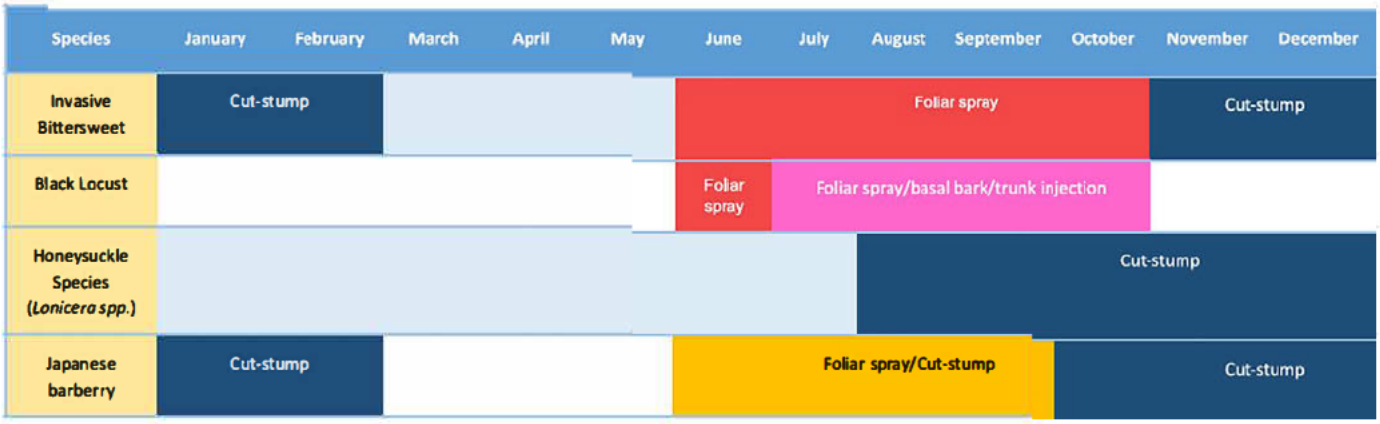


Figure 14. Effective treatment windows and methods for woody invasive plant species present at City of Saugatuck properties.

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

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

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

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

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

Adjacent Landowner Outreach

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

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

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

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

Post-treatment Management

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

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

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

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



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

City Council Agenda Item Report

FROM: Scott Herbert- Public Works Superintendent

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

SUBJECT: RFP Oval Beach Concession Operation 2026

DESCRIPTION:

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

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

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

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

The agreement is expected to contain the following additional details:

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

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

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

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

COMMITTEE/COMMISSION REVIEW:
N/A

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

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

CITY OF SAUGATUCK
REQUEST FOR PROPOSAL
OVAL BEACH CONCESSION STAND

CITY OF SAUGATUCK
REQUEST FOR PROPOSAL
OVAL BEACH CONCESSION STAND

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

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

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

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

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

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

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

INTRODUCTION

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

The equipment provided by the City of Saugatuck includes:

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

APPROXIMATE PROJECT TIMELINE

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

PROPOSAL SUBMITTAL FORMAT

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

CITY OF SAUGATUCK

OVAL BEACH CONCESSION STAND

General Information

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

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

TO BE COMPLETED AND SUMBMITTED

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

PROPOSERS QUALIFICATION STATEMENT:

Check One: An Individual_____ A Co-Partnership_____ A Corporation_____

Submitted by: _____

With principal office at: _____

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

Request for Proposal: Requirements

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

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

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

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

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

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

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

7. In what other businesses are you financially invested?

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

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

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

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

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

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

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

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

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

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

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

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

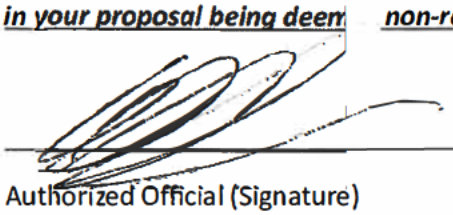
20. You may, if you desire, provide a narrative that would include anything you feel might assist the City of Saugatuck in evaluating your experience or Business Plan. If appropriate, describe plans you may have for, including projected expenditures. Attach additional sheets if necessary.

CITY OF SAUGATUCK

OVAL BEACH CONCESSION STAND

General Information

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



Authorized Official (Signature)

1/13/2026

Date

Alec Payleitner

Print Name of Authorized Official

Owner

Title of Authorized Official

GROW Estate LLC dba SaugaTaco

Company Name

Alec Payleitner

Contact Person

PO Box 841

Address

Saugatuck, MI 49453

City, State, Zip

[redacted]

Phone Number

N/A

Fax Number

[redacted]

E-Mail Address

[redacted]

Federal Tax ID #

TO BE COMPLETED AND SUMBMITTED

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

PROPOSERS QUALIFICATION STATEMENT:

Check One: An Individual_____ A Co-Partnership__X__ A Corporation_____

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

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

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

Request for Proposal: Requirements

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

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

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

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

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

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

Oval Beach Concession Stand Proposal

Presented by Lindsay and Alec Payleitner

January 13, 2026

Table of Contents

A. Business Plan *(Q1)*

1. **Key Takeaways**
2. **Executive Summary**
3. **Why This Works for the City**
4. **Market Analysis + Competition**
5. **Products + Services** *(Q15)*
6. **Marketing + Sales Strategy** *(Q16)*
7. **Operations Plan** *(Q13, Q18)*
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B. Resumé *(Q3, Q12)*

C. References *(Q4)*

D. Responsibility Statements

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

1. **LLC 2023**
2. **LLC 2024**

F. Credit Statements *(Q10)*

N/A | *Q2, Q11, Q20*

1. Business Plan | *Key Takeaways*

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

2. Executive Summary

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

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

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

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

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

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



Delivery

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

2.1 Executive Summary | *Mission + Vision*

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

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

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

2.2 Executive Summary | *Legal Structure*

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

3. Why This Works for the City

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

Low Operational Risk

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

Predictable, Aligned Revenue

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

No City Capital Exposure

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

Improved Visitor Experience

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

Local Alignment and Brand Protection

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

4. Market Analysis + Competition

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

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

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

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

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

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

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

Douglas Root Beer Barrel

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

Woosah

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

5. Products + Services

We will use our extensive relationships with local makers, specialty distributors, and broadliners to curate dozens of ready-to-consume products paying particular attention to: packaging (for display), value, and a thoughtful mix of familiar brands and lesser-known artisans. (The following is an illustrative list and is neither inclusive nor exhaustive.)

RTE Savory Snacks

- Chips (classic and/or premium brands)
- Local cheese and cracker kits
- Gourmet jerky
- Craft pre-bagged popcorn
- Fruit and/or yogurt cups

RTD Sweets

- Name-brand candy
- Ice pops (for a very affordable frozen treat)
- Ice cream sandwich
- Vegan ice cream pint

RTD Beverages

- Name-brand sodas
- Tractor-brand high end juice beverages

- SaugaTaco lavender lemonade
- Cold Brew (possibly on tap from Uncommon Coffee Roasters)
- Red Bull or Celsius Energy Drink
- Boxed Water

SaugaTaco Delivery
A curated SaugaTaco-prepared menu of tacos, quesadillas, salads, and more will be available. Guests will order and pay at the concession stand from our trained cashiers. Then, guests will be given an approximate delivery time and a 'marker' to indicate their place on the beach.

6. Marketing + Sales Strategy

Word of Mouth
To be sure, it's a built-in, captured market. Oval Beach has long been the area's signature outdoor attraction for visitors and locals alike, and concession stand sales will therefore be closely tied to independent beach pass purchases. To capitalize on this dynamic, word-of-mouth will be a central component of our marketing strategy. Beyond impulse purchases, our goal is to offer a consistently reliable and satisfying experience that inspires return visits and organic referrals—both in person and across social media.

Beachside
We will provide a branded / stylized website with up-to-date information regarding hours and offerings. (Likely: saugataco.com/beach)

Website
We will provide a branded / stylized website with up-to-date information regarding hours and offerings. (Likely: saugataco.com/beach)

Cross-Promotion
At SaugaTaco, we strive to be *concierge* for our guests. We train our staff to offer shopping, leisure activity, and dining suggestions. We even provide free custom photo postcards for guests to mail home—one of which features a beautiful overhead drone shot of Oval Beach taken by one of our guests.

Social Media / Email
We will feature this new partnership in social media posts (aggregate audience of 7K+) and send an announcement email to our 2000+ subscribers.

7.1 Operations Plan | *What does the day look like?*

1 hour before open | *Team Lead arrives at SaugaTaco*

- Check in with management
- Pickup any products or supplies

1/2 hour before open | *Team Lead + support staff arrives at OBC*

- Pre-shift huddle
- Assign positions
- Opening duties

[Staff will receive 30-minute break if shift exceeds 5 hours (lead). Most supporting staff will only work 5 hour shifts.]

At closing time | *All staff closing duties*

- Cleaning checklist
- Inventory

At 'doors locked' | *Team Lead closing duties*

- Submit closing report to SaugaTaco management, including:
- Closing photo checklist

7.2 Operations Plan | Staffing

*While the staffing responsibility hierarchy is Team Lead → Support Staff, **all** staff members will be trained on **all** operational positions.*

Cashier
Handles order placement and payment, answers guest questions, provides recommendations, and delivers a warm, hospitable experience—often sharing insights about the town and local offerings.

Prep
Retrieves drinks and snacks for guests after ordering. Keeps outdoor space tidy. Answers phone calls.

Runner
Receives SaugaTaco deliveries and promptly delivers orders to beachgoers, confirming order accuracy and guest satisfaction upon handoff.

7.3 Operations Plan | Salaries

- In-house minimum wage = $15 / hour + tips
- We will monitor gratuities with a goal of $20 / hour TOTAL wage + tips.

- Quantity of staffing is based on a percentage of sales, as seen in *7.2 Financial Projections | Condensed Projected P&L.*
- *[If a student works 15 weeks @ $20/hr for 35 hours a week, they would make over $10K at their summer job!]*

7.4 Operations Plan | Equipment

Existing Equipment

(provided/maintained by the city)

- **Refrigerator**
- **Freezer**
- **Mop Sink**
- **Ice Machine?**

New Equipment

(provided by applicant)

- **POS Hardware**
- **Display Signage**

8. Financial Projections

These projections were made before we received financial documents from the city. The numbers were calculated based on the fact of 50K vehicle passes sold in 2024 and then estimates of number of guests, percentages of concession stand goers, and check average. Full disclosure: these sales estimates are 88% higher than 2025 sales and 158% higher than 2024 sales.

SCHEDULE *(subject to change)*

- 15 weeks (Memorial Day - Labor Day)
- 12pm - 8pm
- Tuesday through Sunday, plus Memorial Day and Labor Day

GOOD-FAITH ESTIMATE (Beachgoers)

50,000 daily passes sold in 2024 over 105 days

↪*That means approximately 475 cars / day, or* ***950 people / day***

2,000 season passes sold in 2024 (estimating an average of 2 trips)

↪*That means 40 cars / day, or* ***80 people per day***

We set our educated estimation at 1000 beach visitors per day.

GOOD-FAITH ESTIMATE (Concession Sales)

35% of the guests purchase drink/ice cream—with a check average of $5

↪*TOTAL Prepared Food/Bev Sales = $1750 / day*

10% of guests purchase beachside delivery—with a check average of $9.50
↳TOTAL Delivery Sales = $950 / day

TOTAL Daily Sales = $2700
TOTAL Weekly Sales = $13,500
TOTAL Season Sales = $202,500

8.1 Financial Projections | *Calculating Rent*

'Rent' is calculated entirely as a percentage of sales:
20% of prepared food/bev sales + 5% of delivery sales.

SALES = S; Prepared Share % = P; Delivery Share % = D
'Rent' = (P)(S)(20%) + (D)(S)(5%)

SALES (75% prepared + 25% delivery)	$125,000	$200,000	$250,000	$300,000
City Percentage	$20,313	$32,500	$40,625	$48,750

SALES (65% prepared + 35% delivery)	$125,000	$200,000	$250,000	$300,000
City Percentage	$18,438	$29,500	$36,875	$44,250

SALES (60% prepared + 40% delivery)	$125,000	$200,000	$250,000	$300,000
City Percentage	$17,500	$28,000	$35,000	$42,000

SALES (50% prepared + 50% delivery)	$125,000	$200,000	$250,000	$300,000
City Percentage	$15,625	$25,000	$31,250	$37,500

8.2 Financial Projections | *Condensed Projected P&L*

The following page show projected (and condensed) profit and loss statements for three gross sales scenarios.

Case A | Low-Level Sales

SALES = 125,000		
FIXED	$	%
Insurance	2500	2.00%
Repair/investment	2500	2.00%
Professional Fees	1500	1.20%
POS	5000	4.00%
Certificates/Fees	1000	0.80%
Total	12500	10.00%

VARIABLE	%
Food + Bev	40.0%
Administration Fee	5.0%
Rent to city (20% + 5%)	15.0%
Payroll (Beach)	20.0%
Payroll (Kitchen)	5.0%
Payroll Taxes	2.5%
LLC Profit	2.5%
Total	90.0%

- Total Sales = $125,000
- Average Daily Sales = $1388
- Staffing | 2 @ $20/hour

Scenario A | CITY INCOME = $18,438

Case B | Predicted Sales

SALES = 200,000		
FIXED	$	%
Insurance	2500	1.25%
Repair/investment	2500	1.25%
Professional Fees	1500	0.75%
POS	5000	2.50%
Certificates/Fees	1000	0.50%
Total	12500	6.25%

VARIABLE	%
Food + Bev	40.0%
Administration Fee	5.0%
Rent to city (20% + 5%)	15.0%
Payroll (Beach)	20.0%
Payroll (Kitchen)	5.0%
Payroll Taxes	2.5%
LLC Profit	6.2%
Total	93.7%

- Total Sales = $200,000
- Average Daily Sales = $2222
- Staffing | 3 @ $18/hour

Scenario B | CITY INCOME = $29,500

Case C | Stretch Sales

SALES = 250,000		
FIXED	$	%
Insurance	2500	1.00%
Repair/investment	2500	1.00%
Professional Fees	1500	0.60%
POS	5000	2.00%
Certificates/Fees	1000	0.40%
Total	12500	5.00%

VARIABLE	%
Food + Bev	40.0%
Administration Fee	5.0%
Rent to city (20% + 5%)	15.0%
Payroll (Beach)	20.0%
Payroll (Kitchen)	5.0%
Payroll Taxes	2.5%
LLC Profit	7.5%
Total	95.0%

- Total Sales = $250,000
- Average Daily Sales = $1388
- Staffing | 3-4 @ $18/hour

Scenario C | CITY INCOME = $36,875

GROW ESTATE, LLC

Established: MI (2015); IL (2014)

D/B/A

SaugaTaco, Saugatuck, Michigan **2024 - now**

- *Upscale QSR of tex-mex cuisine*
- *Seating = 40 indoor + 20 outdoor*
- *Approximate serving capacity of 100 guests per hour*
- *Robust takeout and delivery program*

GROW Café + Bistro, Saugatuck, Michigan **2016 - 2023**

- *Upscale casual service of contemporary American cuisine*
- *Seating = 30 indoor + 24 outdoor*
- *Approximate serving capacity of 70 guests per hour*

the TRAP *from Café + Bistro,* Saugatuck, Michigan **2021 - 2022**

- *Upscale casual service of Middle Eastern inspired cuisine*
- *Seating = 24 indoor + 30 outdoor*
- *Approximate serving capacity of 50 guests per hour*

GROW Food + Events, Chicago **2014 - 2015**

- *'Ghost kitchen' prep and delivery of office caterings*
- *Dozens of festival appearances*

ENTITY OWNERSHIP *(S-corp election for an LLC)*

Lindsay Payleitner (50% ownership)
Chef/Owner
lindsay@grow-food.com
312.810.7066 (Cell)
PO Box 841, Saugatuck, MI 49453

Alec Payleitner (50% ownership)
Owner/Operator
alec@grow-food.com
312.480.8161 (Cell)
PO Box 841, Saugatuck, MI 49453

C. References *(Q4)*

Name: Erin Rogers
Phone: 269.245.1539
Email: erin.rogers@gfs.com
Association: Gordon Food Service representative
Known Since: 2016

Name: Reed Anders
Phone: 815.761.0614
Email: reedanders@yahoo.com
Association: Investor in GROW Café + Bistro + personal friend
Known Since: 1999

Name: Fred Gerigery
Phone: 561.889.3255
Email: fredgerigery@gmail.com
Association: Former landlord at GROW Café + Bistro
Known Since: 2015

D1. Subsidiary Statement *(Q6)*

GROW Estate LLC is not a subsidiary of, or affiliated with, any other corporations, partnerships, or firm.

D2. Financial Investment Statement *(Q7)*

GROW Estate LLC is financially invested and doing business as SaugaTaco (650 Water Street, Saugatuck, MI).

D3. Bankruptcy Statement *(Q8)*

Lindsay Payleitner, Alec Payleitner, and GROW Estate LLC (including: its officers, principal members, shareholders, or investors, or any of its parent, subsidiary, or affiliated entities or other interested parties) have not been adjudged bankrupt, either voluntarily or involuntarily, within the past ten
(10) years.

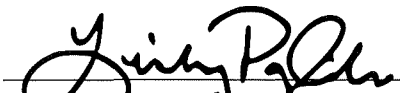
D4. Litigation Statement *(Q9)*

There is no pending litigation against Lindsay Payleitner, Alec Payleitner, and GROW Estate LLC (including: its officers, principal members, shareholders, or investors, or any of its parent, subsidiary, or affiliated entities or other interested parties) other than the minor personal injury suits involving claims under $250,000.

D5. Occupancy Statement *(Q19)*

A. GROW Estate LLC will occupy the Property.
B. GROW Estate LLC will not sublet or sublease the Property.

Agreed and Accepted:



1/5/2026

Lindsay Payleitner



1/5/2026

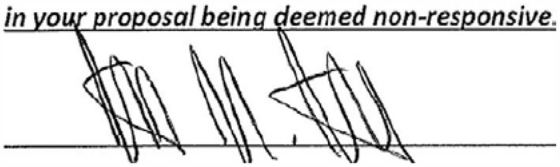
Alec Payleitner

CITY OF SAUGATUCK

OVAL BEACH CONCESSION STAND

General Information

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



Authorized Official (Signature)

12/15/2025

Date

ANTHONY N. AMATO

Print Name of Authorized Official

President

Title of Authorized Official

MIDTOWN TAVERN, INC

Company Name

TONY AMATO

Contact Person

6445 136TH AVE

Address

SAUGATUCK, MI 49453

City, State, Zip

[redacted]

Phone Number

N/A

Fax Number

[redacted]

E-Mail Address

[redacted]

Federal Tax ID #

TO BE COMPLETED AND SUMBMITTED

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

PROPOSERS QUALIFICATION STATEMENT:

Check One: An Individual____ A Co-Partnership____ A Corporation X (Subchapter S)

Submitted by: MIDTOWN TAVERN, INC.

With principal office at: 6449 136TH AVE SAUGATUCK, MI 49453

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

Request for Proposal: Requirements

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

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

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

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

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

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

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

7. In what other businesses are you financially invested?

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

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

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

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

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

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

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

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

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

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

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

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

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

Proposal For Oval Beach Concession Stand

This project is custom made for my interests and proven abilities in food and beverage operations. My prowess in outdoor summer food and beverage operation is well documented. The Oval Beach food and beverage concession stand will be a must see, must experience local destination spot; the food and potential supporting activities will complete the local beach scene.

I am confident that I will operate within applicable zoning ordinances and will review and abide by lesser known applicable ordinances. I have 50 years experience in the food and beverage industry; 30 plus years in this area: Dona Blanche Enterprises, catering and in house breakfast service at the Maplewood Hotel Saugatuck, Cafe Dona, breakfast, lunch, catering, private party dining Hoffman St Saugatuck, Red Dock Cafe (25 yrs) outdoor summer venue with original food, drinks and live music Douglas. To better acquaint you with my abilities please feel free to contact: Nick Cappaletti Capizzo Studios Saugatuck, Dene Lencioni Toons Chicago, Lauren Stanton Red Dock Douglas and Jason Blik Huntington Bank. Glad to provide phone numbers upon request.

I can guarantee you that my financial health is solvent with an active subchapter S corporation and business checking account, along with my professional team of accounting, legal, insurance and banking in good order. Glad to share names and phone numbers on request. I am not affiliated with any other subsidiary corporations but I do also underwrite and produce live music events in the area at Capizzo Studios Saugatuck and Park Theatre Holland and occasionally in Santa Fe, NM. I have never experienced any aspects of bankruptcy and at this time there is no litigation pending against me.

I will be glad to provide you with my accountant firm and bank to verify my financial solvency. This potential beach concession ,if approved by the city, will be operated by myself and my wife Dona.

I cannot go into detail about employment opportunities until I get into the physical space and organize the work, storage and production flow as well as detail the menu until I see what the space can handle in production and execution but I will price it market fair and compensate employees on the high end of local standards, this also applies to any additional equipment I would bring in outside of the city's listed inventory, keeping in mind accommodating the health dept, fire dept and other applicable city, county and state agencies; but note that the menu will be conservative in number of items, creative, fresh and representative of a summer beach concession in the areas of sandwiches (hot and cold), salads, hot dogs, soda and other bottled beverages, ice cream and appropriate sides and snacks. I would like to add events like live music, informative lectures, yoga and community related gatherings of interest. This will all be coordinated with social media, local papers and the "grapevine".

In regard to lease agreements and payments, I am very familiar with the local market. I would need to see a five year history of past lease agreements and percentage of gross sales payments

before the city took over the operation of the beach concession stand; working with averages I propose to make one payment in full (combination of monthly payments and average of percentage payments) at the time of agreement so that my accounting is my accounting and your accounting is your accounting. I don't want to be burdened with multiple, separate payments. A single figure that meets the need of the city's expenses ; one and done, I am flexible in understanding your financial needs (I assume that utilities and garbage removal in included in monthly payment) but if it becomes financially burdensome from the get go, it would make it difficult for any operator to set themselves up for success. Also a two year lease is a short time to enjoy the benefits of a successful operation; please explain reasoning and potential lease renewal policies.

Yes, I will occupy the property for the duration of lease and look forward to the potential of operating the beach concession stand; I have 50 years of experience in the food and beverage industry embracing countertop service, catering, casual dining and fine dining.

Thank you for your time and consideration.

City Council Agenda Item Report

FROM: Scott Herbert – Public Works Superintendent

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

SUBJECT: Act 51 Mileage Certification

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

This year, the following additions are being submitted:

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

BUDGET ACTION REQUIRED:
N/A

COMMITTEE/COMMISSION REVIEW:
N/A

LEGAL REVIEW:
N/A

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

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

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

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

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

NOW THEREFORE IT IS RESOLVED:

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

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

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

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

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

Resolution duly adopted.

Certified to be a true copy, ____.

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

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

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

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

NOW THEREFORE IT IS RESOLVED:

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

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

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

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

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

Resolution duly adopted.

Certified to be a true copy, ____.

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

Michigan Department
of Transportation
2008B (11/2025)

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

Clear Form

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

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

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

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



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

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

CITY OF SAUGATUCK
ELIZABETH STREET

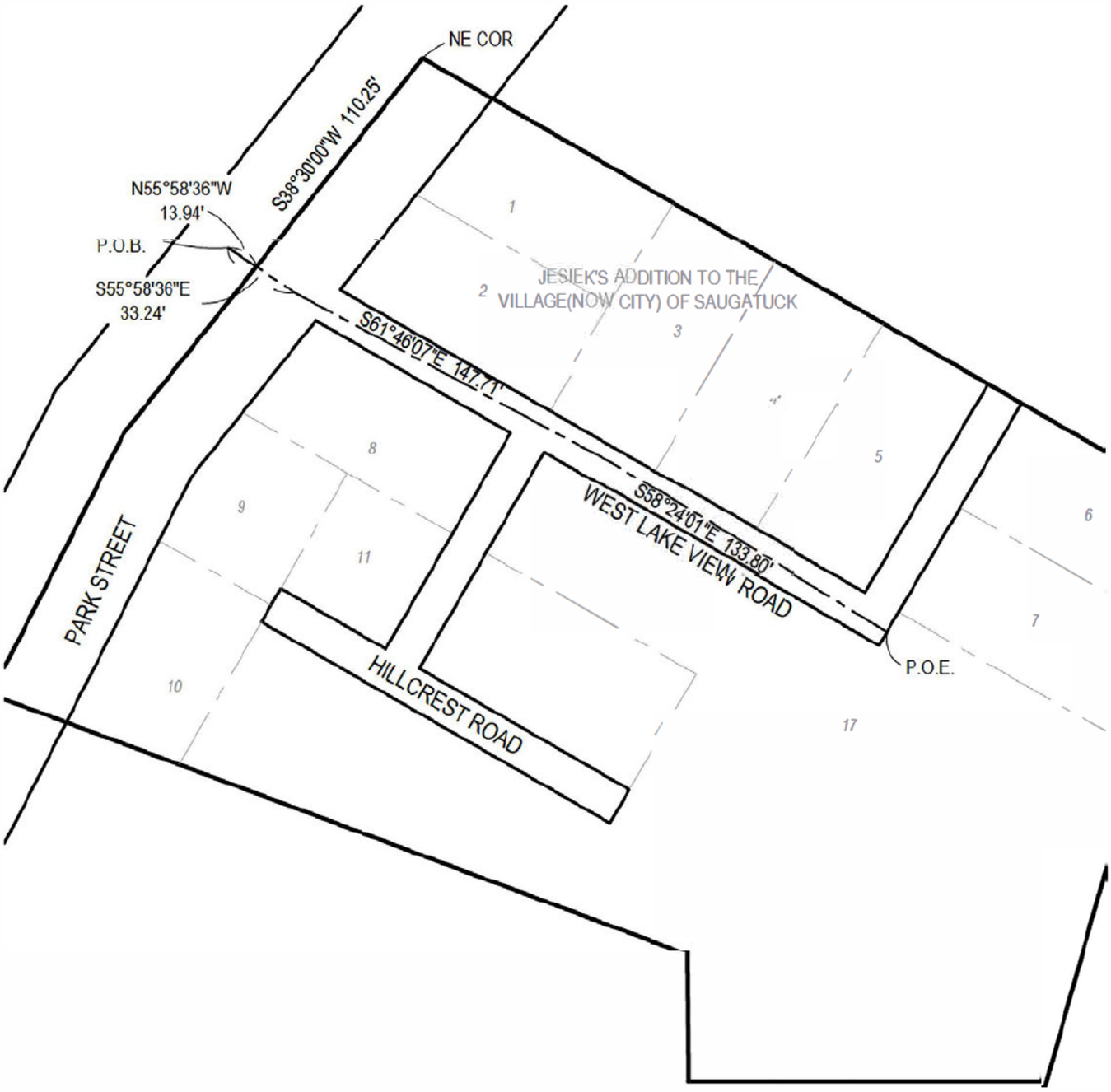
shared 03/13/2026
3187-51_ElizabethSt-Act51.dwg

1 OF 1
DATE: 3/26/2026

F&V PROJECT NO.
3187-51

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

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.



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

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

CITY OF SAUGATUCK
LAKEVIEW STREET

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

1 OF 1
DATE: 3/30/2026

F&V PROJECT NO.
3187-51

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

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

03 - CITY OF SAUGATUCK

APPROVED

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

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

ACT 51 ADMINISTRATOR

July 1, 2024
DATE OF APPROVAL

Revision Date: August 31, 2024

STATE COPY

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

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

Street Administrator Date

By authority of the Governing Body

CITY OF SAUGATUCK
ALLEGAN COUNTY

POP. 985 – 2020 CENSUS

T 3N - R 16W

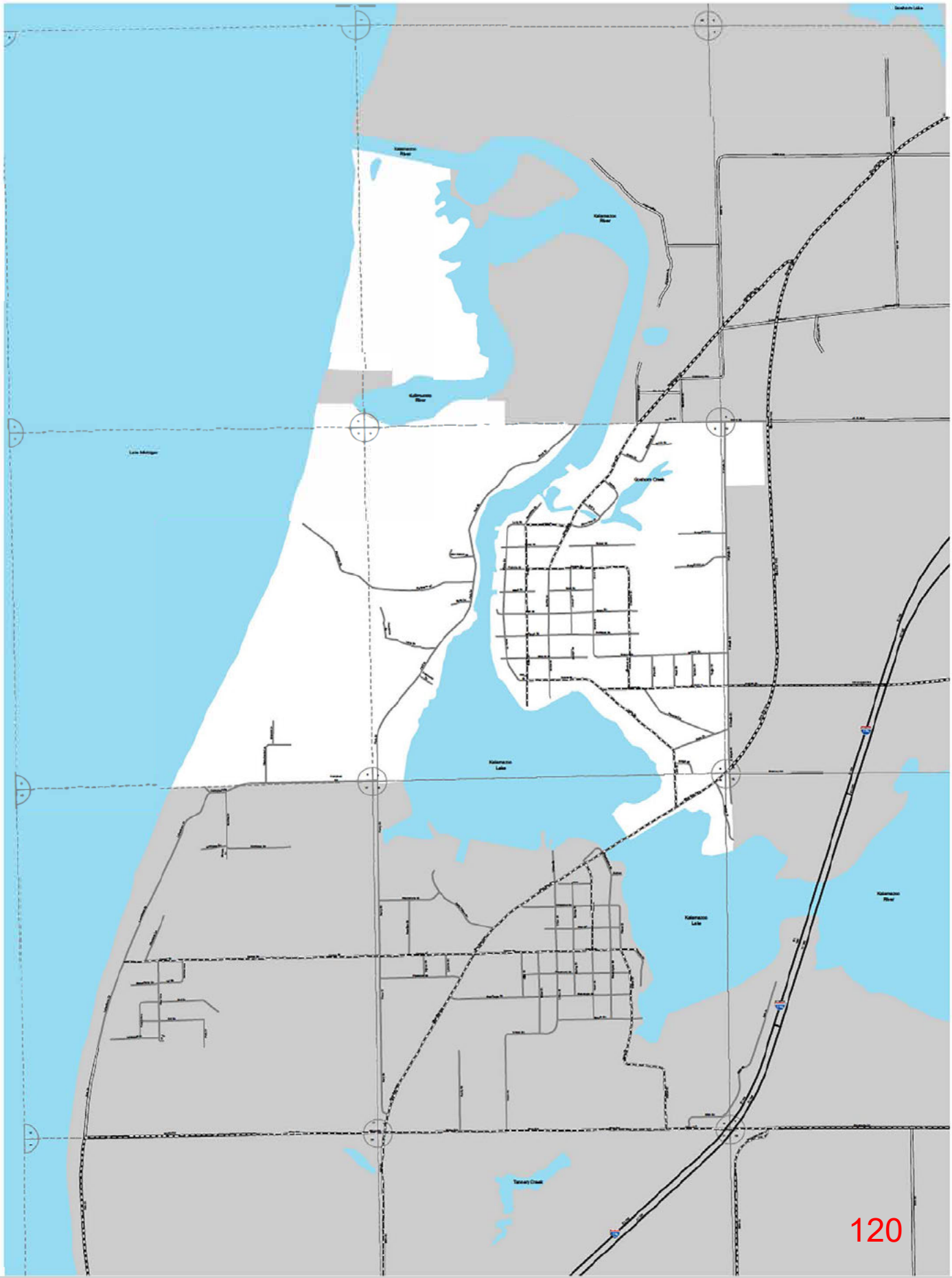
STREET SYSTEM
THE MICHIGAN HIGHWAY LAW,
PUBLIC ACT 51 OF 1951, AS AMENDED.
MICHIGAN DEPARTMENT OF TRANSPORTATION

1 inch equals 600 feet Map size 24x36

LEGEND

ROAD SYSTEM

GEOGRAPHY



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: April 8, 2026

SUBJECT: Updates to Wicks Park Boat Slip Leasing Policy

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

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

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

BUDGET ACTION REQUIRED:
None.

COMMITTEE/COMMISSION REVIEW:
City Council Workshop Discussion.

LEGAL REVIEW:
Yes.

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

Policy/Procedure: Wicks Park Boat Slip Leasing

Date Adopted or Implemented:

Revision Date:

Resolution Number (if applicable):

CITY OF SAUGATUCK

I. Purpose and Intent.

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

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

II. Applications

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

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

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

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

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

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

III. Selection Process

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

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

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

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

IV. Amendments.

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

DOCKING LEASE

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

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

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

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

Type of boat: _____

Year: _____

VIN: _____

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CITY OF SAUGATUCK, LESSOR

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

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

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

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

Policy/Procedure: Wicks Park Boat Slip Leasing

Date Adopted or Implemented: 01-14-2019

Revision Date: N/A

Resolution Number (if applicable): N/A

CITY OF SAUGATUCK

I. General Purpose and Objective

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

II. Season Dates & Fees.

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

III. Criteria

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

IV. Application/Selection Process

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

V. Cancellations

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

VI. Terms & Conditions

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

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

City Council Agenda Item Report

FROM: Nicole Bredeweg

MEETING DATE: April 08, 2026

SUBJECT: Revenue and Expenditure Report, 3rd Quarter

DESCRIPTION:

Included is the revenue and expenditure report for January 1 through March 31.

Also included is a balance sheet and prior year comparison.

Fund 101 GENERAL FUND

GL Number	Description	PERIOD ENDED 03/31/2025	PERIOD ENDED 03/31/2026
	*** Assets ***		
101-000-001.000	CASH	307,454.58	26,115.26
101-000-001.005	SAVINGS	1,788,574.78	1,532,983.65
101-000-004.000	PETTY CASH	75.00	75.00
101-000-017.000	INVESTMENTS	5,709,558.23	7,285,340.11
101-000-040.000	RECEIVABLES	8,878.04	15,950.70
101-000-040.001	ENDOWMENT	195,421.00	255,255.00
	Total Assets	**8,009,961.63**	**9,115,719.72**
	*** Liabilities ***		
101-000-202.000	ACCOUNTS PAYABLE	(10,105.60)	0.00
101-000-228.002	STATE INCOME TAX WITHHELD	543.19	0.00
101-000-234.000	DUE TO RETIREMENT PLANS	15,092.31	18,375.70
101-000-283.000	ESCROW DEPOSITS PAYABLE	33,764.03	56,305.25
101-000-339.000	DEFERRED REVENUE	195,421.00	255,255.00
	Total Liabilities	**234,714.93**	**329,935.95**
	*** Fund Balance ***		
101-000-390.000	FUND BALANCE	5,136,215.55	6,319,913.78
101-000-390.715	ROSE GARDEN FUND	98,001.15	98,001.15
101-000-390.751	PARKS CAPITAL PROJECT COMMITTED	1,000,000.00	1,000,000.00
101-000-390.760	SPEAR BOAT LAUNCH	26,942.15	26,942.15
	Total Fund Balance	**6,261,158.85**	**7,444,857.08**
	Beginning Fund Balance	**6,261,158.85**	**7,444,857.08**
	Net of Revenues VS Expenditures	**1,514,087.85**	**1,340,926.69**
	Ending Fund Balance	**7,775,246.70**	**8,785,783.77**
	Total Liabilities And Fund Balance	**8,009,961.63**	**9,115,719.72**

Fund 202 MAJOR STREETS

GL Number	Description	PERIOD ENDED 03/31/2025	PERIOD ENDED 03/31/2026
	*** Assets ***		
202-000-001.000	CASH IN BANK	132,237.77	94,829.44
202-000-017.000	INVESTMENTS	622,495.69	838,583.17
	Total Assets	**754,733.46**	**933,412.61**
	*** Liabilities ***		
	Total Liabilities	**0.00**	**0.00**
	*** Fund Balance ***		
202-000-390.000	FUND BALANCE	780,669.52	912,301.47
	Total Fund Balance	**780,669.52**	**912,301.47**
	Beginning Fund Balance	**780,669.52**	**912,301.47**
	Net of Revenues VS Expenditures	**(25,936.06)**	**21,111.14**
	Ending Fund Balance	**754,733.46**	**933,412.61**
	Total Liabilities And Fund Balance	**754,733.46**	**933,412.61**

Fund 203 LOCAL STREETS

GL Number	Description	PERIOD ENDED 03/31/2025	PERIOD ENDED 03/31/2026
	*** Assets ***		
203-000-001.000	CASH IN BANK	68,894.48	460,023.31
203-000-017.000	INVESTMENTS	2,412,374.33	2,709,363.96
203-000-040.000	ACCOUNTS RECEIVABLE	0.00	498.00
	Total Assets	**2,481,268.81**	**3,169,885.27**
	*** Liabilities ***		
	Total Liabilities	**0.00**	**0.00**
	*** Fund Balance ***		
203-000-390.000	FUND BALANCE	2,249,673.95	2,564,301.50
	Total Fund Balance	**2,249,673.95**	**2,564,301.50**
	Beginning Fund Balance	**2,249,673.95**	**2,564,301.50**
	Net of Revenues VS Expenditures	**231,594.86**	**605,583.77**
	Ending Fund Balance	**2,481,268.81**	**3,169,885.27**
	Total Liabilities And Fund Balance	**2,481,268.81**	**3,169,885.27**

Fund 301 DEBT SERVICE

GL Number	Description	PERIOD ENDED 03/31/2025	PERIOD ENDED 03/31/2026
	*** Assets ***		
301-000-001.000	CASH IN BANK	64,512.27	80,563.93
	Total Assets	**64,512.27**	**80,563.93**
	*** Liabilities ***		
	Total Liabilities	**0.00**	**0.00**
	*** Fund Balance ***		
301-000-390.000	FUND BALANCE	53,369.56	55,766.94
	Total Fund Balance	**53,369.56**	**55,766.94**
	Beginning Fund Balance	**53,369.56**	**55,766.94**
	Net of Revenues VS Expenditures	**11,142.71**	**24,796.99**
	Ending Fund Balance	**64,512.27**	**80,563.93**
	Total Liabilities And Fund Balance	**64,512.27**	**80,563.93**

Fund 496 SEWER CAPITAL PROJECTS FUND

GL Number	Description	PERIOD ENDED 03/31/2025	PERIOD ENDED 03/31/2026
	*** Assets ***		
496-000-001.000	CASH IN BANK	0.00	55,841.83
496-000-017.000	INVESTMENTS	0.00	174,702.69
496-000-040.000	RECEIVABLES	0.00	74.00
	Total Assets	**0.00**	**230,618.52**
	*** Liabilities ***		
	Total Liabilities	**0.00**	**0.00**
	*** Fund Balance ***		
496-000-390.000	FUND BALANCE	0.00	227,611.57
	Total Fund Balance	**0.00**	**227,611.57**
	Beginning Fund Balance	**0.00**	**951.00**
	Net of Revenues VS Expenditures	**0.00**	**3,006.95**
	Fund Balance Adjustments	**0.00**	**226,660.57**
	Ending Fund Balance	**0.00**	**230,618.52**
	Total Liabilities And Fund Balance	**0.00**	**230,618.52**

Fund 497 WATER CAPITAL PROJECTS FUND

GL Number	Description	PERIOD ENDED 03/31/2025	PERIOD ENDED 03/31/2026
	*** Assets ***		
497-000-001.000	CASH IN BANK	0.00	290,656.93
497-000-017.000	INVESTMENTS	0.00	438,726.87
497-000-040.000	RECEIVABLES	0.00	1,028.00
	Total Assets	**0.00**	**730,411.80**
	*** Liabilities ***		
	Total Liabilities	**0.00**	**0.00**
	*** Fund Balance ***		
497-000-390.000	FUND BALANCE	0.00	580,813.64
	Total Fund Balance	**0.00**	**580,813.64**
	Beginning Fund Balance	**0.00**	**13,218.00**
	Net of Revenues VS Expenditures	**0.00**	**149,598.16**
	Fund Balance Adjustments	**0.00**	**567,595.64**
	Ending Fund Balance	**0.00**	**730,411.80**
	Total Liabilities And Fund Balance	**0.00**	**730,411.80**

Fund 592 WATER AND SEWER

GL Number	Description	PERIOD ENDED 03/31/2025	PERIOD ENDED 03/31/2026
*** Assets ***			
592-000-001.000	CASH IN BANK	203,256.18	0.00
592-000-001.005	SAVINGS	132,072.14	0.00
592-000-017.000	INVESTMENTS	354,829.55	0.00
Total Assets		**690,157.87**	**0.00**
*** Fund Balance ***			
592-000-390.000	FUND BALANCE	574,514.33	0.00
Total Fund Balance		**574,514.33**	**0.00**
Beginning Fund Balance		**574,514.33**	**794,256.21**
Net of Revenues VS Expenditures		**115,643.54**	**0.00**
Fund Balance Adjustments		**0.00**	**(794,256.21)**
Ending Fund Balance		**690,157.87**	**0.00**
Total Liabilities And Fund Balance		**690,157.87**	**0.00**

Fund 661 MOTOR POOL FUND

GL Number	Description	PERIOD ENDED 03/31/2025	PERIOD ENDED 03/31/2026
*** Assets ***			
661-000-001.000	CASH IN BANK	149,115.56	125,502.96
661-000-017.000	INVESTMENTS	801,059.83	697,393.44
661-000-148.000	VEHICLES	1,446,007.70	1,733,360.60
661-000-149.000	A/D VEHICLES	(962,874.61)	(1,039,059.87)
Total Assets		**1,433,308.48**	**1,517,197.13**
*** Liabilities ***			
661-000-202.000	ACCOUNT PAYABLES	(1,692.67)	0.00
Total Liabilities		**(1,692.67)**	**0.00**
*** Fund Balance ***			
661-000-390.000	FUND BALANCE	1,299,216.12	1,411,945.20
Total Fund Balance		**1,299,216.12**	**1,411,945.20**
Beginning Fund Balance		**1,299,216.12**	**1,411,945.20**
Net of Revenues VS Expenditures		**135,785.03**	**105,251.93**
Ending Fund Balance		**1,435,001.15**	**1,517,197.13**
Total Liabilities And Fund Balance		**1,433,308.48**	**1,517,197.13**

Fund 701 CURRENT TAX FUND

GL Number	Description	PERIOD ENDED 03/31/2025	PERIOD ENDED 03/31/2026
*** Assets ***			
701-000-001.000	CASH IN BANK	(2,335.63)	0.00
Total Assets		**(2,335.63)**	**0.00**
*** Liabilities ***			
701-000-233.000	SAUGATUCK SCHOOLS	(1,560.91)	0.00
701-000-245.000	COUNTY	(257.23)	0.00
701-000-247.000	SAUGATUCK FIRE	(351.75)	0.00
701-000-248.000	INTERURBAN	(69.12)	0.00
701-000-249.000	LIBRARY	(96.62)	0.00
Total Liabilities		**(2,335.63)**	**0.00**
*** Fund Balance ***			
Total Fund Balance		**0.00**	**0.00**
Beginning Fund Balance		**0.00**	**0.00**
Net of Revenues VS Expenditures		**0.00**	**0.00**
Ending Fund Balance		**0.00**	**0.00**
Total Liabilities And Fund Balance		**(2,335.63)**	**0.00**

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK
PERIOD ENDING 03/31/2026
% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 03/31/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2026 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-402.000	REAL PROPERTY TAXES	2,500,000.00	2,474,969.20	0.00	25,030.80	99.00
101-000-403.000	PERSONAL PROPERTY TAXES	32,000.00	31,557.17	0.00	442.83	98.62
101-000-445.000	PENALTIES & INTEREST	15,000.00	16,420.08	687.96	(1,420.08)	109.47
101-000-447.000	ADMINISTRATION FEE	128,000.00	128,239.65	229.32	(239.65)	100.19
101-000-478.000	PERMIT FEES	125,000.00	121,020.40	24,206.50	3,979.60	96.82
101-000-574.000	REVENUE SHARING	100,000.00	54,422.00	0.00	45,578.00	54.42
101-000-577.000	LIQUOR LICENSE FEES	12,000.00	9,355.50	0.00	2,644.50	77.96
101-000-579.000	GRANTS RECEIVED	25,000.00	20,234.80	2,315.84	4,765.20	80.94
101-000-607.000	FRANCHISE FEES	36,000.00	17,793.91	0.00	18,206.09	49.43
101-000-614.000	SCHOOL TAX COLLECTION FEE	3,200.00	3,203.75	0.00	(3.75)	100.12
101-000-615.000	PARKING LOT FEES	28,000.00	17,121.25	0.00	10,878.75	61.15
101-000-643.000	CHARGES FOR SERVICE	1,200.00	1,515.00	510.00	(315.00)	126.25
101-000-650.000	CHAIN FERRY FEES	4,500.00	4,502.19	0.00	(2.19)	100.05
101-000-651.000	OVAL BEACH FEES	590,000.00	577,026.43	0.00	12,973.57	97.80
101-000-652.000	OVAL CONCESSION	100,000.00	76,739.13	0.00	23,260.87	76.74
101-000-653.000	BOAT RAMP FEES	2,000.00	1,531.00	0.00	469.00	76.55
101-000-654.000	GAZEBO FEES	1,500.00	2,000.00	0.00	(500.00)	133.33
101-000-655.000	POLICE & ORDINANCE FEES	1,750.00	2,079.25	50.00	(329.25)	118.81
101-000-665.000	INTEREST EARNED	200,000.00	232,166.66	27,996.84	(32,166.66)	116.08
101-000-667.000	STREET END & PROPERTY FEES	47,000.00	46,600.46	0.00	399.54	99.15
101-000-670.000	BOAT SLIP FEES	28,000.00	21,556.53	5,700.00	6,443.47	76.99
101-000-674.000	MISC DONATIONS & INCOME	171,000.00	67,680.91	22,618.01	103,319.09	39.58
101-000-682.000	USE TAX & ELECTION FEES	18,500.00	14,186.72	0.00	4,313.28	76.68
101-000-697.000	TRANSFER FROM FUND BALANCE	1,148,963.00	0.00	0.00	1,148,963.00	0.00
Total Dept 000		5,318,613.00	3,941,921.99	84,314.47	1,376,691.01	74.12
TOTAL REVENUES		5,318,613.00	3,941,921.99	84,314.47	1,376,691.01	74.12

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK
PERIOD ENDING 03/31/2026
% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 03/31/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2026 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 101 - COUNCIL						
101-101-702.000	SALARY	8,600.00	4,075.00	0.00	4,525.00	47.38
101-101-720.000	FRINGE BENEFITS	800.00	323.77	1.00	476.23	40.47
101-101-801.000	CONTRACTUAL SERVICES	139,300.00	55,053.93	26,291.75	84,246.07	39.52
101-101-803.000	LEGAL FEES	250,000.00	79,624.92	10,583.70	170,375.08	31.85
101-101-831.000	CEMETERY FEES	6,800.00	0.00	0.00	6,800.00	0.00
101-101-860.000	EDUCATIONAL TRAINING	7,500.00	4,015.89	0.00	3,484.11	53.55
101-101-882.000	EVENTS/SERVICES	15,000.00	2,854.48	640.91	12,145.52	19.03
101-101-900.000	PRINTING & PUBLISHING	2,500.00	573.18	0.00	1,926.82	22.93
101-101-908.000	DUES & PUBLICATIONS	1,300.00	0.00	0.00	1,300.00	0.00
101-101-913.000	INSURANCE	241.00	241.00	0.00	0.00	100.00
Total Dept 101 - COUNCIL		432,041.00	146,762.17	37,517.36	285,278.83	33.97

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 03/31/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2026 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 173 - CITY ADMINISTRATION						
101-173-702.000	SALARY/WAGES	135,000.00	102,427.92	10,884.62	32,572.08	75.87
101-173-720.000	FRINGE BENEFITS	56,000.00	41,307.05	4,022.50	14,692.95	73.76
101-173-727.000	OFFICE SUPPLIES	1,800.00	705.62	102.99	1,094.38	39.20
101-173-801.000	CONTRACTUAL SERVICES	13,500.00	6,682.98	979.47	6,817.02	49.50
101-173-802.000	AUDIT	12,000.00	11,900.00	0.00	100.00	99.17
101-173-803.000	LEGAL FEES	60,000.00	12,308.50	1,550.00	47,691.50	20.51
101-173-850.000	TELEPHONES	2,200.00	1,511.70	101.00	688.30	68.71
101-173-860.000	EDUCATIONAL TRAINING	3,500.00	2,411.93	483.46	1,088.07	68.91
101-173-900.000	PRINTING & PUBLISHING	700.00	552.38	0.00	147.62	78.91
101-173-910.000	INSURANCE	3,264.00	3,264.00	0.00	0.00	100.00
101-173-970.000	CAPITAL OUTLAY	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 173 - CITY ADMINISTRATION		292,964.00	183,072.08	18,124.04	109,891.92	62.49

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK
PERIOD ENDING 03/31/2026
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GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 03/31/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2026 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 215 - CITY CLERK						
101-215-702.000	SALARY/WAGES	140,000.00	97,312.43	10,481.84	42,687.57	69.51
101-215-720.000	FRINGE BENEFITS	68,000.00	52,510.83	5,046.48	15,489.17	77.22
101-215-727.000	OFFICE SUPPLIES	2,500.00	2,184.77	388.42	315.23	87.39
101-215-801.000	CONTRACTUAL SERVICES	41,000.00	11,475.15	585.17	29,524.85	27.99
101-215-803.000	LEGAL FEES	9,000.00	7,035.00	114.00	1,965.00	78.17
101-215-820.000	ELECTIONS	0.00	0.00	(6,692.47)	0.00	0.00
101-215-850.000	TELEPHONES	3,600.00	2,782.27	201.01	817.73	77.29
101-215-860.000	EDUCATIONAL TRAINING	3,000.00	1,748.23	382.73	1,251.77	58.27
101-215-900.000	PRINTING & PUBLISHING	500.00	11.00	0.00	489.00	2.20
101-215-970.000	CAPITAL OUTLAY	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 215 - CITY CLERK		269,600.00	175,059.68	10,507.18	94,540.32	64.93

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK
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% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 03/31/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2026 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 253 - CITY TREASURER						
101-253-702.000	SALARY/WAGES	86,500.00	61,293.50	6,647.08	25,206.50	70.86
101-253-720.000	FRINGE BENEFITS	44,000.00	34,616.59	3,234.25	9,383.41	78.67
101-253-727.000	OFFICE SUPPLIES	5,600.00	5,281.80	196.00	318.20	94.32
101-253-801.000	CONTRACTUAL SERVICES	12,200.00	7,756.59	351.47	4,443.41	63.58
101-253-803.000	LEGAL FEES	1,000.00	0.00	0.00	1,000.00	0.00
101-253-850.000	TELEPHONE	1,600.00	1,511.96	101.00	88.04	94.50
101-253-860.000	EDUCATIONAL TRAINING	3,000.00	1,331.94	131.44	1,668.06	44.40
101-253-900.000	PRINTING & PUBLISHING	500.00	11.00	0.00	489.00	2.20
101-253-913.000	INSURANCE	2,090.00	2,090.00	0.00	0.00	100.00
101-253-970.000	CAPITAL OUTLAY	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 253 - CITY TREASURER		158,490.00	113,893.38	10,661.24	44,596.62	71.86

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK
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GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 03/31/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2026 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 257 - ASSESSING						
101-257-702.000	SALARY	1,800.00	50.00	0.00	1,750.00	2.78
101-257-720.000	FRINGE BENEFITS	180.00	3.83	0.00	176.17	2.13
101-257-727.000	OFFICE SUPPLIES	1,300.00	11.00	0.00	1,289.00	0.85
101-257-801.000	CONTRACTUAL SERVICES	41,000.00	32,104.35	3,376.31	8,895.65	78.30
101-257-804.000	BOARD OF REVIEW	300.00	189.00	126.00	111.00	63.00
101-257-807.000	TRIBUNAL CHARGEBACKS	1,500.00	(2,038.41)	0.00	3,538.41	(135.89)
101-257-850.000	TELEPHONES	900.00	587.46	26.00	312.54	65.27
101-257-860.000	EDUCATIONAL TRAINING	1,500.00	0.00	0.00	1,500.00	0.00
101-257-900.000	PRINTING & PUBLISHING	750.00	1,290.63	596.23	(540.63)	172.08
101-257-970.000	CAPITAL OUTLAY	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 257 - ASSESSING		51,230.00	32,197.86	4,124.54	19,032.14	62.85

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GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 03/31/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2026 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 262 - ELECTIONS						
101-262-702.000	SALARY	4,000.00	1,930.00	1,930.00	2,070.00	48.25
101-262-720.000	FRINGE BENEFITS	400.00	193.00	193.00	207.00	48.25
101-262-730.000	SUPPLIES	3,000.00	1,496.96	1,496.96	1,503.04	49.90
101-262-801.000	CONTRACTUAL SERVICES	3,500.00	2,591.28	2,591.28	908.72	74.04
101-262-803.000	LEGAL FEES	1,000.00	0.00	0.00	1,000.00	0.00
101-262-900.000	PRINTING & PUBLISHING	3,000.00	1,549.23	1,549.23	1,450.77	51.64
Total Dept 262 - ELECTIONS		14,900.00	7,760.47	7,760.47	7,139.53	52.08

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GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 03/31/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2026 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 265 - CITY HALL						
101-265-702.000	SALARY/WAGES	10,500.00	7,691.87	537.34	2,808.13	73.26
101-265-720.000	FRINGE BENEFITS	5,000.00	3,715.00	308.70	1,285.00	74.30
101-265-730.000	SUPPLIES	2,000.00	817.64	72.44	1,182.36	40.88
101-265-801.000	CONTRACTUAL SERVICES	11,500.00	3,214.71	134.62	8,285.29	27.95
101-265-850.000	TELEPHONE	500.00	220.58	26.00	279.42	44.12
101-265-900.000	PRINTING & PUBLISHING	150.00	0.00	0.00	150.00	0.00
101-265-913.000	INSURANCE	1,208.00	1,238.00	0.00	(30.00)	102.48
101-265-920.000	UTILITIES	5,200.00	4,134.28	375.57	1,065.72	79.51
101-265-930.000	REPAIRS & MAINTENANCE	7,500.00	2,150.88	550.00	5,349.12	28.68
101-265-946.000	EQUIPMENT RENTAL	3,500.00	1,334.40	0.00	2,165.60	38.13
101-265-970.000	CAPITAL OUTLAY	88,000.00	19,456.00	0.00	68,544.00	22.11
Total Dept 265 - CITY HALL		135,058.00	43,973.36	2,004.67	91,084.64	32.56

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK
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GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 03/31/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2026 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 301 - SHERIFF						
101-301-702.000	WAGES DEPUTIES	440,000.00	289,005.20	37,469.98	150,994.80	65.68
101-301-702.001	OVERTIME	2,500.00	0.00	0.00	2,500.00	0.00
101-301-702.002	RESERVE OFFICERS	12,000.00	8,832.00	0.00	3,168.00	73.60
101-301-803.000	LEGAL FEES	2,500.00	0.00	0.00	2,500.00	0.00
101-301-882.000	EVENTS/SERVICES	1,000.00	12.74	0.00	987.26	1.27
Total Dept 301 - SHERIFF		458,000.00	297,849.94	37,469.98	160,150.06	65.03

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 03/31/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2026 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 441 - PUBLIC WORKS						
101-441-702.000	SALARY/WAGES	226,000.00	166,540.23	20,729.04	59,459.77	73.69
101-441-720.000	FRINGE BENEFITS	170,000.00	113,976.61	10,727.80	56,023.39	67.05
101-441-730.000	SUPPLIES	11,000.00	6,606.08	602.38	4,393.92	60.06
101-441-740.000	UNIFORMS	3,600.00	1,862.24	0.00	1,737.76	51.73
101-441-755.000	TOOLS	3,000.00	1,275.31	0.00	1,724.69	42.51
101-441-799.000	PARKWAY TREES	6,000.00	180.00	0.00	5,820.00	3.00
101-441-801.000	CONTRACTUAL SERVICES	365,000.00	147,130.46	11,398.15	217,869.54	40.31
101-441-805.000	HOLIDAY LIGHTING	43,000.00	42,014.04	18.87	985.96	97.71
101-441-860.000	EDUCATIONAL TRAINING	7,500.00	6,825.00	3,000.00	675.00	91.00
101-441-882.000	EVENTS/SERVICES	500.00	0.00	0.00	500.00	0.00
101-441-900.000	PRINTING & PUBLISHING	500.00	298.05	0.00	201.95	59.61
101-441-913.000	INSURANCE	8,562.00	8,562.00	0.00	0.00	100.00
101-441-920.000	UTILITIES	7,000.00	5,812.30	224.02	1,187.70	83.03
101-441-926.000	STREET LIGHTS	27,000.00	15,320.60	2,232.53	11,679.40	56.74
101-441-930.000	REPAIRS & MAINTENANCE	3,000.00	2,554.12	966.96	445.88	85.14
101-441-932.000	SIDEWALK REPAIRS	20,000.00	11,167.38	(567.78)	8,832.62	55.84
101-441-945.000	CAPITAL OUTLAY	125,000.00	21,165.89	50.00	103,834.11	16.93
101-441-946.000	EQUIPMENT RENTAL	107,000.00	91,299.07	0.00	15,700.93	85.33
101-441-960.000	SIGNS	35,000.00	1,634.44	95.54	33,365.56	4.67
Total Dept 441 - PUBLIC WORKS		1,168,662.00	644,223.82	49,477.51	524,438.18	55.12

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK
PERIOD ENDING 03/31/2026
% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 03/31/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2026 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 721 - PLANNING/ZONING						
101-721-702.000	SALARY/WAGES	48,000.00	35,092.20	3,734.45	12,907.80	73.11
101-721-720.000	FRINGE BENEFITS	30,000.00	16,341.33	1,832.96	13,658.67	54.47
101-721-727.000	OFFICE SUPPLIES	4,200.00	4,319.24	617.07	(119.24)	102.84
101-721-801.000	CONTRACTUAL SERVICES	156,500.00	76,431.55	7,527.53	80,068.45	48.84
101-721-803.000	LEGAL FEES	65,000.00	46,458.24	8,361.00	18,541.76	71.47
101-721-850.000	TELEPHONES	1,400.00	1,061.65	61.00	338.35	75.83
101-721-860.000	EDUCATIONAL TRAINING	3,200.00	1,127.55	0.00	2,072.45	35.24
101-721-900.000	PRINTING & PUBLISHING	3,000.00	1,949.37	560.00	1,050.63	64.98
101-721-908.000	DUES, FEES & PUBLICATIONS	1,200.00	700.00	0.00	500.00	58.33
101-721-913.000	INSURANCE	1,866.00	1,866.00	0.00	0.00	100.00
101-721-970.000	CAPITAL OUTLAY	2,500.00	930.00	0.00	1,570.00	37.20
Total Dept 721 - PLANNING/ZONING		316,866.00	186,277.13	22,694.01	130,588.87	58.79

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 03/31/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2026 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 723 - HISTORIC DISTRICT COMMISSION						
101-723-702.000	SALARY	31,500.00	21,194.65	2,489.63	10,305.35	67.28
101-723-720.000	FRINGE BENEFITS	13,000.00	5,453.69	610.06	7,546.31	41.95
101-723-727.000	OFFICE SUPPLIES	1,500.00	1,306.72	73.00	193.28	87.11
101-723-801.000	CONTRACTUAL SERVICES	5,700.00	4,323.59	134.19	1,376.41	75.85
101-723-803.000	LEGAL FEES	1,500.00	133.00	0.00	1,367.00	8.87
101-723-850.000	TELEPHONES	850.00	614.20	40.00	235.80	72.26
101-723-860.000	EDUCATIONAL TRAINING	1,200.00	0.00	0.00	1,200.00	0.00
101-723-900.000	PRINTING & PUBLISHING	300.00	12.25	0.00	287.75	4.08
101-723-908.000	DUES & PUBLICATIONS	250.00	0.00	0.00	250.00	0.00
Total Dept 723 - HISTORIC DISTRICT COMMISSION		55,800.00	33,038.10	3,346.88	22,761.90	59.21

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 03/31/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2026 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 730 - HARBOR						
101-730-801.000	CONTRACTUAL SERVICES	12,600.00	3,305.24	(3,625.98)	9,294.76	26.23
101-730-931.000	WATERWAYS REPAIR	200,000.00	16,862.50	0.00	183,137.50	8.43
Total Dept 730 - HARBOR		212,600.00	20,167.74	(3,625.98)	192,432.26	9.49

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Fund 101 - GENERAL FUND						
Expenditures						
Dept 751 - PARKS & RECREATION						
101-751-702.000	SALARY/WAGES	117,500.00	49,631.23	5,568.52	67,868.77	42.24
101-751-720.000	FRINGE BENEFITS	63,000.00	25,915.96	2,502.22	37,084.04	41.14
101-751-730.000	SUPPLIES	27,000.00	3,129.43	280.94	23,870.57	11.59
101-751-801.000	CONTRACTUAL SERVICES	105,000.00	13,392.79	8,422.47	91,607.21	12.76
101-751-819.000	CHAIN FERRY REPAIRS	20,000.00	20,467.19	80.00	(467.19)	102.34
101-751-900.000	PRINTING & PUBLISHING	500.00	16.00	0.00	484.00	3.20
101-751-913.000	INSURANCE	3,701.00	3,701.00	0.00	0.00	100.00
101-751-920.000	UTILITIES	30,500.00	24,681.00	1,364.72	5,819.00	80.92
101-751-928.000	TRASH	20,000.00	5,251.41	48.00	14,748.59	26.26
101-751-930.000	REPAIRS & MAINTENANCE	50,000.00	7,224.47	1,710.00	42,775.53	14.45
101-751-946.000	EQUIPMENT RENTAL	60,000.00	26,209.33	0.00	33,790.67	43.68
101-751-960.000	SIGNS	30,000.00	100.77	0.00	29,899.23	0.34
101-751-970.000	CAPITAL OUTLAY	110,000.00	330.00	(5,000.00)	109,670.00	0.30
Total Dept 751 - PARKS & RECREATION		637,201.00	180,050.58	14,976.87	457,150.42	28.26

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 03/31/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2026 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 756 - OVAL BEACH						
101-756-702.000	SALARY/WAGES	152,000.00	79,305.48	2,043.77	72,694.52	52.17
101-756-720.000	FRINGE BENEFITS	40,000.00	20,530.41	877.68	19,469.59	51.33
101-756-730.000	SUPPLIES	22,000.00	15,990.40	0.00	6,009.60	72.68
101-756-801.000	CONTRACTUAL SERVICES	91,000.00	18,510.31	155.12	72,489.69	20.34
101-756-850.000	TELEPHONE	4,700.00	3,208.11	376.74	1,491.89	68.26
101-756-860.000	EDUCATIONAL TRAINING	1,200.00	0.00	0.00	1,200.00	0.00
101-756-900.000	PRINTING & PUBLISHING	2,000.00	0.00	0.00	2,000.00	0.00
101-756-913.000	INSURANCE	5,801.00	5,801.00	0.00	0.00	100.00
101-756-920.000	UTILITIES	14,000.00	9,225.11	812.23	4,774.89	65.89
101-756-930.000	REPAIRS & MAINTENANCE	10,000.00	4,226.01	0.00	5,773.99	42.26
101-756-946.000	EQUIPMENT RENTAL	37,000.00	21,639.14	0.00	15,360.86	58.48
101-756-960.000	SIGNS	2,500.00	1,851.56	0.00	648.44	74.06
101-756-970.000	CAPITAL OUTLAY	328,000.00	305,016.18	36,442.40	22,983.82	92.99
Total Dept 756 - OVAL BEACH		710,201.00	485,303.71	40,707.94	224,897.29	68.33

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 03/31/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2026 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 758 - OVAL CONCESSION						
101-758-702.000	SALARY	45,000.00	21,811.59	0.00	23,188.41	48.47
101-758-720.000	FRINGE BENEFITS	5,000.00	2,059.90	(301.00)	2,940.10	41.20
101-758-730.000	SUPPLIES	50,000.00	24,448.65	0.00	25,551.35	48.90
101-758-801.000	CONTRACTUAL SERVICES	5,000.00	1,338.64	136.62	3,661.36	26.77
101-758-850.000	TELEPHONES	500.00	0.00	0.00	500.00	0.00
101-758-860.000	EDUCATIONAL TRAINING	500.00	239.00	239.00	261.00	47.80
101-758-920.000	UTILITIES	850.00	0.00	0.00	850.00	0.00
101-758-930.000	REPAIRS & MAINTENANCE	500.00	0.00	0.00	500.00	0.00
101-758-960.000	SIGNS	500.00	0.00	0.00	500.00	0.00
101-758-970.000	CAPITAL OUTLAY	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 758 - OVAL CONCESSION		109,350.00	49,897.78	74.62	59,452.22	45.63

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Fund 101 - GENERAL FUND						
Expenditures						
Dept 760 - SPEAR BOAT LAUNCH						
101-760-801.000	CONTRACTUAL SERVICES	2,000.00	1,467.50	1,467.50	532.50	73.38
101-760-900.000	PRINTING & PUBLISHING	250.00	0.00	0.00	250.00	0.00
Total Dept 760 - SPEAR BOAT LAUNCH		2,250.00	1,467.50	1,467.50	782.50	65.22

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Fund 101 - GENERAL FUND						
Expenditures						
Dept 965 - TRANSFERS						
101-965-998.202	TRANSFER TO MAJOR STREETS	30,000.00	0.00	0.00	30,000.00	0.00
101-965-998.203	TRANSFER TO LOCAL STREETS	275,000.00	0.00	0.00	275,000.00	0.00
Total Dept 965 - TRANSFERS		305,000.00	0.00	0.00	305,000.00	0.00

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 03/31/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2026 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
TOTAL EXPENDITURES		5,330,213.00	2,600,995.30	257,288.83	2,729,217.70	48.80
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		5,318,613.00	3,941,921.99	84,314.47	1,376,691.01	74.12
TOTAL EXPENDITURES		5,330,213.00	2,600,995.30	257,288.83	2,729,217.70	48.80
NET OF REVENUES & EXPENDITURES		(11,600.00)	1,340,926.69	(172,974.36)	(1,352,526.69)	1,559.71
BEG. FUND BALANCE		7,444,857.08	7,444,857.08			
END FUND BALANCE		7,433,257.08	8,785,783.77			

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Fund 202 - MAJOR STREETS						
Revenues						
Dept 000						
202-000-538.000	COUNTY ROAD MILLAGE	95,000.00	13.70	0.00	94,986.30	0.01
202-000-546.000	ACT 51 FEES	120,000.00	78,067.74	22,100.01	41,932.26	65.06
202-000-665.000	INTEREST	17,000.00	21,674.10	2,661.53	(4,674.10)	127.49
202-000-697.000	TRANSFER FROM FUND BALANCE	9,500.00	0.00	0.00	9,500.00	0.00
202-000-699.000	DUE FROM LS & GF	30,000.00	0.00	0.00	30,000.00	0.00
Total Dept 000		271,500.00	99,755.54	24,761.54	171,744.46	36.74
TOTAL REVENUES		271,500.00	99,755.54	24,761.54	171,744.46	36.74
Expenditures						
Dept 463 - ROUTINE MAINTENANCE						
202-463-702.000	SALARY/WAGES	23,000.00	9,635.18	848.09	13,364.82	41.89
202-463-720.000	FRINGE BENEFITS	13,000.00	6,480.51	1,257.29	6,519.49	49.85
202-463-727.000	SUPPLIES	4,500.00	858.00	192.00	3,642.00	19.07
202-463-801.000	CONTRACTUAL SERVICES	150,000.00	16,995.00	11,793.25	133,005.00	11.33
202-463-930.000	REPAIRS & MAINTENANCE	3,500.00	0.00	0.00	3,500.00	0.00
202-463-946.000	EQUIPMENT RENTAL	28,000.00	5,155.90	0.00	22,844.10	18.41
Total Dept 463 - ROUTINE MAINTENANCE		222,000.00	39,124.59	14,090.63	182,875.41	17.62

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Fund 202 - MAJOR STREETS						
Expenditures						
Dept 464 - WINTER MAINTENANCE						
202-464-702.000	SALARY/WAGES	14,000.00	8,421.71	471.38	5,578.29	60.16
202-464-720.000	FRINGE BENEFITS	6,000.00	3,894.51	420.81	2,105.49	64.91
202-464-727.000	SUPPLIES	15,500.00	15,112.63	2,169.00	387.37	97.50
202-464-946.000	EQUIPMENTAL RENTAL	14,000.00	12,090.96	0.00	1,909.04	86.36
Total Dept 464 - WINTER MAINTENANCE		49,500.00	39,519.81	3,061.19	9,980.19	79.84

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 03/31/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2026 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 202 - MAJOR STREETS						
Expenditures						
TOTAL EXPENDITURES		271,500.00	78,644.40	17,151.82	192,855.60	28.97
Fund 202 - MAJOR STREETS:						
TOTAL REVENUES		271,500.00	99,755.54	24,761.54	171,744.46	36.74
TOTAL EXPENDITURES		271,500.00	78,644.40	17,151.82	192,855.60	28.97
NET OF REVENUES & EXPENDITURES		0.00	21,111.14	7,609.72	(21,111.14)	100.00
BEG. FUND BALANCE		912,301.47	912,301.47			
END FUND BALANCE		912,301.47	933,412.61			

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 03/31/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2026 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 203 - LOCAL STREETS						
Revenues						
Dept 000						
203-000-402.000	LOCAL ROAD MILLAGE	415,000.00	411,896.06	0.00	3,103.94	99.25
203-000-445.000	PENALTIES & INT ON TAXES	500.00	400.04	0.00	99.96	80.01
203-000-538.000	COUNTY ROAD MILLAGE	95,000.00	13.70	0.00	94,986.30	0.01
203-000-539.001	STATE GRANT - MAPLE ST	250,000.00	250,000.00	250,000.00	0.00	100.00
203-000-546.000	ACT 51 FEES	70,000.00	48,820.26	15,573.07	21,179.74	69.74
203-000-581.000	CONTRIBUTIONS FROM LOCAL UNITS	152,000.00	16,766.00	0.00	135,234.00	11.03
203-000-665.000	INTEREST	70,000.00	82,075.79	8,234.06	(12,075.79)	117.25
203-000-697.000	FUND BALANCE	63,000.00	0.00	0.00	63,000.00	0.00
203-000-699.000	DUE FROM OTHER FUNDS	275,000.00	0.00	0.00	275,000.00	0.00
Total Dept 000		1,390,500.00	809,971.85	273,807.13	580,528.15	58.25
TOTAL REVENUES		1,390,500.00	809,971.85	273,807.13	580,528.15	58.25
Expenditures						
Dept 463 - ROUTINE MAINTENANCE						
203-463-702.000	SALARY/WAGES	21,000.00	16,032.98	2,105.82	4,967.02	76.35
203-463-720.000	FRINGE BENEFITS	9,000.00	8,790.03	1,473.30	209.97	97.67
203-463-727.000	SUPPLIES	4,000.00	727.60	128.00	3,272.40	18.19
203-463-801.000	CONTRACTUAL SERVICES	185,000.00	11,486.52	48.00	173,513.48	6.21
203-463-930.000	REPAIRS & MAINTENANCE	1,500.00	0.00	0.00	1,500.00	0.00
203-463-946.000	EQUIPMENT RENTAL	29,000.00	16,497.80	0.00	12,502.20	56.89
203-463-970.000	CAPITAL OUTLAY	1,086,000.00	94,728.00	922.00	991,272.00	8.72
Total Dept 463 - ROUTINE MAINTENANCE		1,335,500.00	148,262.93	4,677.12	1,187,237.07	11.10

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Fund 203 - LOCAL STREETS						
Expenditures						
Dept 464 - WINTER MAINTENANCE						
203-464-702.000	SALARY/WAGES	17,000.00	16,215.94	859.43	784.06	95.39
203-464-720.000	FRINGE BENEFITS	8,500.00	6,196.81	450.15	2,303.19	72.90
203-464-727.000	SUPPLIES	11,000.00	10,081.18	1,445.18	918.82	91.65
203-464-946.000	EQUIPMENT RENTAL	24,500.00	23,631.22	0.00	868.78	96.45
Total Dept 464 - WINTER MAINTENANCE		61,000.00	56,125.15	2,754.76	4,874.85	92.01

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 03/31/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2026 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 203 - LOCAL STREETS						
Expenditures						
TOTAL EXPENDITURES		1,396,500.00	204,388.08	7,431.88	1,192,111.92	14.64
Fund 203 - LOCAL STREETS:						
TOTAL REVENUES		1,390,500.00	809,971.85	273,807.13	580,528.15	58.25
TOTAL EXPENDITURES		1,396,500.00	204,388.08	7,431.88	1,192,111.92	14.64
NET OF REVENUES & EXPENDITURES		(6,000.00)	605,583.77	266,375.25	(611,583.77)	0,093.06
BEG. FUND BALANCE		2,564,301.50	2,564,301.50			
END FUND BALANCE		2,558,301.50	3,169,885.27			

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Fund 301 - DEBT SERVICE						
Revenues						
Dept 000						
301-000-402.000	DEBT MILLAGE	349,000.00	345,359.20	0.00	3,640.80	98.96
301-000-445.000	PENALTIES & INT ON TAXES	200.00	334.75	0.00	(134.75)	167.38
301-000-665.000	INTEREST	0.00	166.04	0.00	(166.04)	100.00
Total Dept 000		349,200.00	345,859.99	0.00	3,340.01	99.04
TOTAL REVENUES		349,200.00	345,859.99	0.00	3,340.01	99.04
Expenditures						
Dept 592 - ROAD BOND 2009						
301-592-804.000	AGENT FEE	500.00	0.00	0.00	500.00	0.00
301-592-991.000	DEBT PRINCIPAL	307,000.00	307,000.00	0.00	0.00	100.00
301-592-995.000	DEBT INTEREST	25,210.00	14,063.00	0.00	11,147.00	55.78
Total Dept 592 - ROAD BOND 2009		332,710.00	321,063.00	0.00	11,647.00	96.50
TOTAL EXPENDITURES		332,710.00	321,063.00	0.00	11,647.00	96.50
Fund 301 - DEBT SERVICE:						
TOTAL REVENUES		349,200.00	345,859.99	0.00	3,340.01	99.04
TOTAL EXPENDITURES		332,710.00	321,063.00	0.00	11,647.00	96.50
NET OF REVENUES & EXPENDITURES		16,490.00	24,796.99	0.00	(8,306.99)	150.38
BEG. FUND BALANCE		55,766.94	55,766.94			
END FUND BALANCE		72,256.94	80,563.93			

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 03/31/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2026 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 496 - SEWER CAPITAL PROJECTS FUND						
Revenues						
Dept 000						
496-000-581.000	CONTRIBUTIONS FROM LOCAL UNITS	3,000.00	2,486.00	0.00	514.00	82.87
496-000-611.000	SEWER FEES	2,000.00	2,000.00	0.00	0.00	100.00
496-000-665.000	INTEREST EARNED	5,500.00	5,949.58	554.48	(449.58)	108.17
496-000-697.000	TRANSFER FROM FUND BALANCE	50,500.00	0.00	0.00	50,500.00	0.00
Total Dept 000		61,000.00	10,435.58	554.48	50,564.42	17.11
TOTAL REVENUES		61,000.00	10,435.58	554.48	50,564.42	17.11
Expenditures						
Dept 536 - WATER AND/OR SEWER SYSTEMS						
496-536-801.000	CONTRACTUAL SERVICES	14,000.00	1,386.63	0.00	12,613.37	9.90
496-536-970.000	CAPITAL OUTLAY	47,000.00	6,042.00	42.00	40,958.00	12.86
Total Dept 536 - WATER AND/OR SEWER SYSTEMS		61,000.00	7,428.63	42.00	53,571.37	12.18
TOTAL EXPENDITURES		61,000.00	7,428.63	42.00	53,571.37	12.18
Fund 496 - SEWER CAPITAL PROJECTS FUND:						
TOTAL REVENUES		61,000.00	10,435.58	554.48	50,564.42	17.11
TOTAL EXPENDITURES		61,000.00	7,428.63	42.00	53,571.37	12.18
NET OF REVENUES & EXPENDITURES		0.00	3,006.95	512.48	(3,006.95)	100.00
BEG. FUND BALANCE		951.00	951.00			
FUND BALANCE ADJUSTMENTS			226,660.57			
END FUND BALANCE		951.00	230,618.52			

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK
PERIOD ENDING 03/31/2026
% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 03/31/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2026 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 497 - WATER CAPITAL PROJECTS FUND						
Revenues						
Dept 000						
497-000-581.000	CONTRIBUTIONS FROM LOCAL UNITS	501,000.00	34,569.00	0.00	466,431.00	6.90
497-000-610.000	WATER FEES	4,400.00	4,550.00	150.00	(150.00)	103.41
497-000-610.005	WATER INFRASTRUCTURE FEE	275,000.00	192,207.27	0.00	82,792.73	69.89
497-000-665.000	INTEREST EARNED	10,000.00	12,337.16	1,392.45	(2,337.16)	123.37
497-000-697.000	TRANSFER FROM FUND BALANCE	360,600.00	0.00	0.00	360,600.00	0.00
Total Dept 000		1,151,000.00	243,663.43	1,542.45	907,336.57	21.17
TOTAL REVENUES		1,151,000.00	243,663.43	1,542.45	907,336.57	21.17
Expenditures						
Dept 536 - WATER AND/OR SEWER SYSTEMS						
497-536-801.000	CONTRACTUAL SERVICES	14,000.00	3,333.77	804.25	10,666.23	23.81
497-536-970.000	CAPITAL OUTLAY	1,137,000.00	90,731.50	586.00	1,046,268.50	7.98
Total Dept 536 - WATER AND/OR SEWER SYSTEMS		1,151,000.00	94,065.27	1,390.25	1,056,934.73	8.17
TOTAL EXPENDITURES		1,151,000.00	94,065.27	1,390.25	1,056,934.73	8.17
Fund 497 - WATER CAPITAL PROJECTS FUND:						
TOTAL REVENUES		1,151,000.00	243,663.43	1,542.45	907,336.57	21.17
TOTAL EXPENDITURES		1,151,000.00	94,065.27	1,390.25	1,056,934.73	8.17
NET OF REVENUES & EXPENDITURES		0.00	149,598.16	152.20	(149,598.16)	100.00
BEG. FUND BALANCE		13,218.00	13,218.00			
FUND BALANCE ADJUSTMENTS			567,595.64			
END FUND BALANCE		13,218.00	730,411.80			

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK
PERIOD ENDING 03/31/2026
% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 03/31/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2026 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 661 - MOTOR POOL FUND						
Revenues						
Dept 000						
661-000-664.000	MOTOR POOL REVENUE	240,000.00	197,762.32	0.00	42,237.68	82.40
661-000-665.000	INTEREST	18,000.00	19,075.99	1,483.43	(1,075.99)	105.98
661-000-673.000	SALE OF FIXED ASSETS	5,000.00	0.00	0.00	5,000.00	0.00
661-000-697.000	TRANSFER FROM FUND BALANCE	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 000		273,000.00	216,838.31	1,483.43	56,161.69	79.43
TOTAL REVENUES		273,000.00	216,838.31	1,483.43	56,161.69	79.43
Expenditures						
Dept 443 - MOTOR POOL						
661-443-702.000	SALARY/WAGES	41,000.00	17,838.65	2,435.30	23,161.35	43.51
661-443-720.000	FRINGE BENEFITS	17,000.00	9,900.89	1,572.93	7,099.11	58.24
661-443-727.000	SUPPLIES	8,500.00	2,895.09	11.19	5,604.91	34.06
661-443-748.000	FUEL & OILS	35,000.00	10,660.80	1,739.10	24,339.20	30.46
661-443-750.000	TIRES & BATTERIES	10,000.00	6,937.25	1,420.00	3,062.75	69.37
661-443-755.000	SMALL TOOLS	2,500.00	377.84	0.00	2,122.16	15.11
661-443-801.000	CONTRACTUAL SERVICES	5,000.00	2,020.22	0.00	2,979.78	40.40
661-443-850.000	TELEPHONES	6,000.00	3,495.00	450.00	2,505.00	58.25
661-443-913.000	INSURANCE	10,012.00	10,012.00	0.00	0.00	100.00
661-443-920.000	UTILITIES	9,000.00	6,272.51	935.17	2,727.49	69.69
661-443-930.000	REPAIRS & MAINTENANCE	46,000.00	31,969.12	8,652.05	14,030.88	69.50
661-443-970.000	CAPITAL OUTLAY	75,000.00	9,207.01	0.00	65,792.99	12.28
Total Dept 443 - MOTOR POOL		265,012.00	111,586.38	17,215.74	153,425.62	42.11
TOTAL EXPENDITURES		265,012.00	111,586.38	17,215.74	153,425.62	42.11
Fund 661 - MOTOR POOL FUND:						
TOTAL REVENUES		273,000.00	216,838.31	1,483.43	56,161.69	79.43
TOTAL EXPENDITURES		265,012.00	111,586.38	17,215.74	153,425.62	42.11
NET OF REVENUES & EXPENDITURES		7,988.00	105,251.93	(15,732.31)	(97,263.93)	1,317.63
BEG. FUND BALANCE		1,411,945.20	1,411,945.20			
END FUND BALANCE		1,419,933.20	1,517,197.13			
TOTAL REVENUES - ALL FUNDS		8,814,813.00	5,668,446.69	386,463.50	3,146,366.31	64.31
TOTAL EXPENDITURES - ALL FUNDS		8,807,935.00	3,418,171.06	300,520.52	5,389,763.94	38.81
NET OF REVENUES & EXPENDITURES		6,878.00	2,250,275.63	85,942.98	(2,243,397.63)	2,717.01
BEG. FUND BALANCE - ALL FUNDS		12,403,341.19	12,403,341.19			
FUND BALANCE ADJ - ALL FUNDS			794,256.21			
END FUND BALANCE - ALL FUNDS		12,410,219.19	15,447,873.03			

GL NUMBER	DESCRIPTION	BALANCE AS OF 03/31/2025	BALANCE AS OF 03/31/2026
Fund 101 - GENERAL FUND			
Dept 000			
101-000-402.000	REAL PROPERTY TAXES	2,335,010.82	2,474,969.20
101-000-403.000	PERSONAL PROPERTY TAXES	32,260.63	31,557.17
101-000-445.000	PENALTIES & INTEREST	12,749.82	16,420.08
101-000-447.000	ADMINISTRATION FEE	115,182.69	128,239.65
101-000-478.000	PERMIT FEES	88,156.67	121,020.40
101-000-574.000	REVENUE SHARING	53,422.00	54,422.00
101-000-577.000	LIQUOR LICENSE FEES	5,390.00	9,355.50
101-000-579.000	GRANTS RECEIVED	160,345.50	20,234.80
101-000-607.000	FRANCHISE FEES	10,917.37	17,793.91
101-000-614.000	SCHOOL TAX COLLECTION FEE	3,223.00	3,203.75
101-000-615.000	PARKING LOT FEES	15,684.77	17,121.25
101-000-643.000	CHARGES FOR SERVICE	1,230.00	1,515.00
101-000-650.000	CHAIN FERRY FEES	4,207.66	4,502.19
101-000-651.000	OVAL BEACH FEES	562,340.00	577,026.43
101-000-652.000	OVAL CONCESSION	87,833.80	76,739.13
101-000-653.000	BOAT RAMP FEES	3,034.00	1,531.00
101-000-654.000	GAZEBO FEES	(2,000.00)	2,000.00
101-000-655.000	POLICE & ORDINANCE FEES	3,102.24	2,079.25
101-000-665.000	INTEREST EARNED	193,323.96	232,166.66
101-000-667.000	STREET END & PROPERTY FEES	(2,565.25)	46,600.46
101-000-670.000	BOAT SLIP FEES	26,400.70	21,556.53
101-000-674.000	MISC DONATIONS & INCOME	69,612.02	67,680.91
101-000-682.000	USE TAX & ELECTION FEES	11,077.91	14,186.72
Net - Dept 000		3,789,940.31	3,941,921.99
Dept 101 - COUNCIL			
101-101-702.000	SALARY	4,325.00	4,075.00
101-101-720.000	FRINGE BENEFITS	374.89	323.77
101-101-801.000	CONTRACTUAL SERVICES	934.13	55,053.93
101-101-803.000	LEGAL FEES	93,499.66	79,624.92
101-101-860.000	EDUCATIONAL TRAINING	4,423.47	4,015.89
101-101-882.000	EVENTS/SERVICES	6,744.84	2,854.48
101-101-900.000	PRINTING & PUBLISHING	178.11	573.18
101-101-908.000	DUES & PUBLICATIONS	1,220.13	0.00
101-101-913.000	INSURANCE	3,184.00	241.00
Net - Dept 101 - COUNCIL		(114,884.23)	(146,762.17)
Dept 173 - CITY ADMINISTRATION			
101-173-702.000	SALARY/WAGES	86,230.74	102,427.92
101-173-720.000	FRINGE BENEFITS	38,218.89	41,307.05
101-173-727.000	OFFICE SUPPLIES	658.12	705.62
101-173-801.000	CONTRACTUAL SERVICES	19,742.44	6,682.98
101-173-802.000	AUDIT	10,475.00	11,900.00
101-173-803.000	LEGAL FEES	30,273.76	12,308.50
101-173-850.000	TELEPHONES	1,177.15	1,511.70
101-173-860.000	EDUCATIONAL TRAINING	1,736.39	2,411.93
101-173-900.000	PRINTING & PUBLISHING	171.27	552.38
101-173-910.000	INSURANCE	2,760.00	3,264.00
Net - Dept 173 - CITY ADMINISTRATION		(191,443.76)	(183,072.08)
Dept 215 - CITY CLERK			
101-215-702.000	SALARY/WAGES	97,483.35	97,312.43
101-215-720.000	FRINGE BENEFITS	45,638.17	52,510.83
101-215-727.000	OFFICE SUPPLIES	1,630.75	2,184.77
101-215-801.000	CONTRACTUAL SERVICES	1,093.38	11,475.15
101-215-803.000	LEGAL FEES	1,188.00	7,035.00
101-215-820.000	ELECTIONS	18,065.96	0.00
101-215-850.000	TELEPHONES	836.47	2,782.27
101-215-860.000	EDUCATIONAL TRAINING	1,800.20	1,748.23
101-215-900.000	PRINTING & PUBLISHING	230.77	11.00
101-215-970.000	CAPITAL OUTLAY	1,450.00	0.00
Net - Dept 215 - CITY CLERK		(169,417.05)	(175,059.68)
Dept 253 - CITY TREASURER			
101-253-702.000	SALARY/WAGES	52,380.88	61,293.50
101-253-720.000	FRINGE BENEFITS	30,618.16	34,616.59
101-253-727.000	OFFICE SUPPLIES	3,082.90	5,281.80
101-253-801.000	CONTRACTUAL SERVICES	30,625.91	7,756.59
101-253-803.000	LEGAL FEES	537.00	0.00

GL NUMBER	DESCRIPTION	BALANCE AS OF 03/31/2025	BALANCE AS OF 03/31/2026
Fund 101 - GENERAL FUND			
101-253-850.000	TELEPHONE	592.15	1,511.96
101-253-860.000	EDUCATIONAL TRAINING	2,661.22	1,331.94
101-253-900.000	PRINTING & PUBLISHING	206.79	11.00
101-253-913.000	INSURANCE	1,296.00	2,090.00
Net - Dept 253 - CITY TREASURER		(122,001.01)	(113,893.38)
Dept 257 - ASSESSING			
101-257-702.000	SALARY	2,000.00	50.00
101-257-720.000	FRINGE BENEFITS	153.02	3.83
101-257-727.000	OFFICE SUPPLIES	75.24	11.00
101-257-801.000	CONTRACTUAL SERVICES	28,980.58	32,104.35
101-257-804.000	BOARD OF REVIEW	189.00	189.00
101-257-807.000	TRIBUNAL CHARGEBACKS	51.75	(2,038.41)
101-257-850.000	TELEPHONES	592.15	587.46
101-257-900.000	PRINTING & PUBLISHING	104.79	1,290.63
Net - Dept 257 - ASSESSING		(32,146.53)	(32,197.86)
Dept 262 - ELECTIONS			
101-262-702.000	SALARY	0.00	1,930.00
101-262-720.000	FRINGE BENEFITS	0.00	193.00
101-262-730.000	SUPPLIES	0.00	1,496.96
101-262-801.000	CONTRACTUAL SERVICES	0.00	2,591.28
101-262-900.000	PRINTING & PUBLISHING	0.00	1,549.23
Net - Dept 262 - ELECTIONS		0.00	(7,760.47)
Dept 265 - CITY HALL			
101-265-702.000	SALARY/WAGES	6,460.34	7,691.87
101-265-720.000	FRINGE BENEFITS	4,704.99	3,715.00
101-265-730.000	SUPPLIES	1,575.53	817.64
101-265-801.000	CONTRACTUAL SERVICES	1,855.91	3,214.71
101-265-850.000	TELEPHONE	242.85	220.58
101-265-900.000	PRINTING & PUBLISHING	7.77	0.00
101-265-913.000	INSURANCE	1,812.00	1,238.00
101-265-920.000	UTILITIES	3,947.02	4,134.28
101-265-930.000	REPAIRS & MAINTENANCE	6,851.43	2,150.88
101-265-946.000	EQUIPMENT RENTAL	2,693.29	1,334.40
101-265-970.000	CAPITAL OUTLAY	7,968.00	19,456.00
Net - Dept 265 - CITY HALL		(38,119.13)	(43,973.36)
Dept 301 - SHERIFF			
101-301-702.000	WAGES DEPUTIES	223,179.76	289,005.20
101-301-702.002	RESERVE OFFICERS	5,920.00	8,832.00
101-301-748.000	FUEL & OILS	9,090.56	0.00
101-301-803.000	LEGAL FEES	528.00	0.00
101-301-882.000	EVENTS/SERVICES	0.00	12.74
101-301-946.000	EQUIPMENT RENTAL	24,000.00	0.00
Net - Dept 301 - SHERIFF		(262,718.32)	(297,849.94)
Dept 441 - PUBLIC WORKS			
101-441-702.000	SALARY/WAGES	121,600.14	166,540.23
101-441-720.000	FRINGE BENEFITS	93,640.26	113,976.61
101-441-730.000	SUPPLIES	8,075.32	6,606.08
101-441-740.000	UNIFORMS	2,640.09	1,862.24
101-441-755.000	TOOLS	553.89	1,275.31
101-441-799.000	PARKWAY TREES	2,153.35	180.00
101-441-801.000	CONTRACTUAL SERVICES	304,852.99	147,130.46
101-441-805.000	HOLIDAY LIGHTING	31,323.68	42,014.04
101-441-860.000	EDUCATIONAL TRAINING	3,079.62	6,825.00
101-441-900.000	PRINTING & PUBLISHING	37.55	298.05
101-441-913.000	INSURANCE	6,624.00	8,562.00
101-441-920.000	UTILITIES	3,508.54	5,812.30
101-441-926.000	STREET LIGHTS	17,991.85	15,320.60
101-441-930.000	REPAIRS & MAINTENANCE	1,480.51	2,554.12
101-441-932.000	SIDEWALK REPAIRS	3,859.13	11,167.38
101-441-945.000	CAPITAL OUTLAY	0.00	21,165.89
101-441-946.000	EQUIPMENT RENTAL	86,569.89	91,299.07
101-441-960.000	SIGNS	9,855.71	1,634.44

GL NUMBER	DESCRIPTION	BALANCE AS OF 03/31/2025	BALANCE AS OF 03/31/2026
Fund 101 - GENERAL FUND			
Net - Dept 441 - PUBLIC WORKS		(697,846.52)	(644,223.82)
Dept 721 - PLANNING/ZONING			
101-721-702.000	SALARY/WAGES	27,254.90	35,092.20
101-721-720.000	FRINGE BENEFITS	16,238.43	16,341.33
101-721-727.000	OFFICE SUPPLIES	3,246.38	4,319.24
101-721-801.000	CONTRACTUAL SERVICES	61,804.35	76,431.55
101-721-803.000	LEGAL FEES	27,889.50	46,458.24
101-721-850.000	TELEPHONES	582.71	1,061.65
101-721-860.000	EDUCATIONAL TRAINING	711.52	1,127.55
101-721-900.000	PRINTING & PUBLISHING	1,673.27	1,949.37
101-721-908.000	DUES, FEES & PUBLICATIONS	31.50	700.00
101-721-913.000	INSURANCE	2,531.00	1,866.00
101-721-970.000	CAPITAL OUTLAY	699.00	930.00
Net - Dept 721 - PLANNING/ZONING		(142,662.56)	(186,277.13)
Dept 723 - HISTORIC DISTRICT COMMISSION			
101-723-702.000	SALARY	17,989.83	21,194.65
101-723-720.000	FRINGE BENEFITS	5,055.60	5,453.69
101-723-727.000	OFFICE SUPPLIES	14.60	1,306.72
101-723-801.000	CONTRACTUAL SERVICES	1,759.63	4,323.59
101-723-803.000	LEGAL FEES	0.00	133.00
101-723-850.000	TELEPHONES	582.99	614.20
101-723-900.000	PRINTING & PUBLISHING	0.00	12.25
Net - Dept 723 - HISTORIC DISTRICT COMMISSION		(25,402.65)	(33,038.10)
Dept 730 - HARBOR			
101-730-801.000	CONTRACTUAL SERVICES	5,745.20	3,305.24
101-730-931.000	WATERWAYS REPAIR	0.00	16,862.50
Net - Dept 730 - HARBOR		(5,745.20)	(20,167.74)
Dept 751 - PARKS & RECREATION			
101-751-702.000	SALARY/WAGES	48,194.75	49,631.23
101-751-720.000	FRINGE BENEFITS	24,903.25	25,915.96
101-751-730.000	SUPPLIES	6,580.90	3,129.43
101-751-801.000	CONTRACTUAL SERVICES	15,963.38	13,392.79
101-751-819.000	CHAIN FERRY REPAIRS	1,190.78	20,467.19
101-751-900.000	PRINTING & PUBLISHING	0.00	16.00
101-751-913.000	INSURANCE	3,553.00	3,701.00
101-751-920.000	UTILITIES	18,188.29	24,681.00
101-751-928.000	TRASH	14,409.11	5,251.41
101-751-930.000	REPAIRS & MAINTENANCE	12,036.85	7,224.47
101-751-946.000	EQUIPMENT RENTAL	30,475.21	26,209.33
101-751-960.000	SIGNS	0.00	100.77
101-751-970.000	CAPITAL OUTLAY	33,267.13	330.00
Net - Dept 751 - PARKS & RECREATION		(208,762.65)	(180,050.58)
Dept 756 - OVAL BEACH			
101-756-702.000	SALARY/WAGES	86,991.33	79,305.48
101-756-720.000	FRINGE BENEFITS	22,065.65	20,530.41
101-756-730.000	SUPPLIES	16,967.87	15,990.40
101-756-801.000	CONTRACTUAL SERVICES	12,562.10	18,510.31
101-756-850.000	TELEPHONE	2,609.47	3,208.11
101-756-900.000	PRINTING & PUBLISHING	858.00	0.00
101-756-913.000	INSURANCE	3,336.00	5,801.00
101-756-920.000	UTILITIES	6,289.62	9,225.11
101-756-930.000	REPAIRS & MAINTENANCE	1,055.40	4,226.01
101-756-946.000	EQUIPMENT RENTAL	20,565.00	21,639.14
101-756-960.000	SIGNS	118.00	1,851.56
101-756-970.000	CAPITAL OUTLAY	22,802.00	305,016.18
Net - Dept 756 - OVAL BEACH		(196,220.44)	(485,303.71)
Dept 758 - OVAL CONCESSION			
101-758-702.000	SALARY	25,588.88	21,811.59
101-758-720.000	FRINGE BENEFITS	1,957.53	2,059.90
101-758-730.000	SUPPLIES	38,748.62	24,448.65
101-758-801.000	CONTRACTUAL SERVICES	2,097.30	1,338.64

GL NUMBER	DESCRIPTION	BALANCE AS OF 03/31/2025	BALANCE AS OF 03/31/2026
Fund 101 - GENERAL FUND			
101-758-860.000	EDUCATIONAL TRAINING	0.00	239.00
101-758-930.000	REPAIRS & MAINTENANCE	90.08	0.00
Net - Dept 758 - OVAL CONCESSION		(68,482.41)	(49,897.78)
Dept 760 - SPEAR BOAT LAUNCH			
101-760-801.000	CONTRACTUAL SERVICES	0.00	1,467.50
Net - Dept 760 - SPEAR BOAT LAUNCH		0.00	(1,467.50)
Fund 101 - GENERAL FUND:			
TOTAL REVENUES		3,789,940.31	3,941,921.99
TOTAL EXPENDITURES		2,275,852.46	2,600,995.30
NET OF REVENUES & EXPENDITURES		1,514,087.85	1,340,926.69
BEG. FUND BALANCE		6,261,158.85	7,444,857.08
FUND BALANCE ADJUSTMENTS		(2,500.85)	
END FUND BALANCE		7,772,745.85	8,785,783.77
Fund 202 - MAJOR STREETS			
Dept 000			
202-000-538.000	COUNTY ROAD MILLAGE	17.37	13.70
202-000-546.000	ACT 51 FEES	75,749.49	78,067.74
202-000-665.000	INTEREST	13,479.99	21,674.10
Net - Dept 000		89,246.85	99,755.54
Dept 463 - ROUTINE MAINTENANCE			
202-463-702.000	SALARY/WAGES	16,874.34	9,635.18
202-463-720.000	FRINGE BENEFITS	8,219.13	6,480.51
202-463-727.000	SUPPLIES	922.71	858.00
202-463-801.000	CONTRACTUAL SERVICES	19,528.89	16,995.00
202-463-930.000	REPAIRS & MAINTENANCE	138.69	0.00
202-463-946.000	EQUIPMENT RENTAL	26,086.27	5,155.90
Net - Dept 463 - ROUTINE MAINTENANCE		(71,770.03)	(39,124.59)
Dept 464 - WINTER MAINTENANCE			
202-464-702.000	SALARY/WAGES	12,842.90	8,421.71
202-464-720.000	FRINGE BENEFITS	4,740.93	3,894.51
202-464-727.000	SUPPLIES	12,038.58	15,112.63
202-464-946.000	EQUIPMENTAL RENTAL	13,790.47	12,090.96
Net - Dept 464 - WINTER MAINTENANCE		(43,412.88)	(39,519.81)
Fund 202 - MAJOR STREETS:			
TOTAL REVENUES		89,246.85	99,755.54
TOTAL EXPENDITURES		115,182.91	78,644.40
NET OF REVENUES & EXPENDITURES		(25,936.06)	21,111.14
BEG. FUND BALANCE		780,669.52	912,301.47
END FUND BALANCE		754,733.46	933,412.61
Fund 203 - LOCAL STREETS			
Dept 000			
203-000-402.000	LOCAL ROAD MILLAGE	389,019.01	411,896.06
203-000-445.000	PENALTIES & INT ON TAXES	279.12	400.04
203-000-538.000	COUNTY ROAD MILLAGE	17.37	13.70
203-000-539.001	STATE GRANT - MAPLE ST	0.00	250,000.00
203-000-546.000	ACT 51 FEES	41,583.15	48,820.26
203-000-581.000	CONTRIBUTIONS FROM LOCAL UNITS	0.00	16,766.00
203-000-665.000	INTEREST	73,012.37	82,075.79
203-000-672.000	SPECIAL ASSESSMENTS	183.00	0.00

GL NUMBER	DESCRIPTION	BALANCE AS OF 03/31/2025	BALANCE AS OF 03/31/2026
Fund 203 - LOCAL STREETS			
Net - Dept 000		504,094.02	809,971.85
Dept 463 - ROUTINE MAINTENANCE			
203-463-702.000	SALARY/WAGES	16,958.00	16,032.98
203-463-720.000	FRINGE BENEFITS	6,746.39	8,790.03
203-463-727.000	SUPPLIES	2,046.03	727.60
203-463-801.000	CONTRACTUAL SERVICES	178,748.94	11,486.52
203-463-930.000	REPAIRS & MAINTENANCE	186.69	0.00
203-463-946.000	EQUIPMENT RENTAL	25,243.90	16,497.80
203-463-970.000	CAPITAL OUTLAY	0.00	94,728.00
Net - Dept 463 - ROUTINE MAINTENANCE		(229,929.95)	(148,262.93)
Dept 464 - WINTER MAINTENANCE			
203-464-702.000	SALARY/WAGES	13,659.68	16,215.94
203-464-720.000	FRINGE BENEFITS	6,433.59	6,196.81
203-464-727.000	SUPPLIES	8,054.01	10,081.18
203-464-946.000	EQUIPMENT RENTAL	14,421.93	23,631.22
Net - Dept 464 - WINTER MAINTENANCE		(42,569.21)	(56,125.15)
Fund 203 - LOCAL STREETS:			
TOTAL REVENUES		504,094.02	809,971.85
TOTAL EXPENDITURES		272,499.16	204,388.08
NET OF REVENUES & EXPENDITURES		231,594.86	605,583.77
BEG. FUND BALANCE		2,249,673.95	2,564,301.50
END FUND BALANCE		2,481,268.81	3,169,885.27
Fund 301 - DEBT SERVICE			
Dept 000			
301-000-402.000	DEBT MILLAGE	313,271.19	345,359.20
301-000-445.000	PENALTIES & INT ON TAXES	224.36	334.75
301-000-665.000	INTEREST	212.66	166.04
Net - Dept 000		313,708.21	345,859.99
Dept 592 - ROAD BOND 2009			
301-592-991.000	DEBT PRINCIPAL	286,000.00	307,000.00
301-592-995.000	DEBT INTEREST	16,565.50	14,063.00
Net - Dept 592 - ROAD BOND 2009		(302,565.50)	(321,063.00)
Fund 301 - DEBT SERVICE:			
TOTAL REVENUES		313,708.21	345,859.99
TOTAL EXPENDITURES		302,565.50	321,063.00
NET OF REVENUES & EXPENDITURES		11,142.71	24,796.99
BEG. FUND BALANCE		53,369.56	55,766.94
END FUND BALANCE		64,512.27	80,563.93
Fund 496 - SEWER CAPITAL PROJECTS FUND			
Dept 000			
496-000-581.000	CONTRIBUTIONS FROM LOCAL UNITS	0.00	2,486.00
496-000-611.000	SEWER FEES	0.00	2,000.00
496-000-665.000	INTEREST EARNED	0.00	5,949.58
Net - Dept 000		0.00	10,435.58
Dept 536 - WATER AND/OR SEWER SYSTEMS			
496-536-801.000	CONTRACTUAL SERVICES	0.00	1,386.63
496-536-970.000	CAPITAL OUTLAY	0.00	6,042.00
Net - Dept 536 - WATER AND/OR SEWER SYSTEMS		0.00	(7,428.63)

GL NUMBER	DESCRIPTION	BALANCE AS OF 03/31/2025	BALANCE AS OF 03/31/2026
Fund 496 - SEWER CAPITAL PROJECTS FUND			
Fund 496 - SEWER CAPITAL PROJECTS FUND:			
TOTAL REVENUES		0.00	10,435.58
TOTAL EXPENDITURES		0.00	7,428.63
NET OF REVENUES & EXPENDITURES		0.00	3,006.95
BEG. FUND BALANCE			951.00
FUND BALANCE ADJUSTMENTS			226,660.57
END FUND BALANCE			230,618.52
Fund 497 - WATER CAPITAL PROJECTS FUND			
Dept 000			
497-000-581.000	CONTRIBUTIONS FROM LOCAL UNITS	0.00	34,569.00
497-000-610.000	WATER FEES	0.00	4,550.00
497-000-610.005	WATER INFRASTRUCTURE FEE	0.00	192,207.27
497-000-665.000	INTEREST EARNED	0.00	12,337.16
Net - Dept 000		0.00	243,663.43
Dept 536 - WATER AND/OR SEWER SYSTEMS			
497-536-801.000	CONTRACTUAL SERVICES	0.00	3,333.77
497-536-970.000	CAPITAL OUTLAY	0.00	90,731.50
Net - Dept 536 - WATER AND/OR SEWER SYSTEMS		0.00	(94,065.27)
Fund 497 - WATER CAPITAL PROJECTS FUND:			
TOTAL REVENUES		0.00	243,663.43
TOTAL EXPENDITURES		0.00	94,065.27
NET OF REVENUES & EXPENDITURES		0.00	149,598.16
BEG. FUND BALANCE			13,218.00
FUND BALANCE ADJUSTMENTS			567,595.64
END FUND BALANCE			730,411.80
Fund 592 - WATER AND SEWER			
Dept 000			
592-000-610.000	WATER TAP FEES	3,150.00	0.00
592-000-610.005	WATER INFRASTRUCTURE	99,584.57	0.00
592-000-611.000	SEWER TAP FEES	4,450.00	0.00
592-000-665.000	INTEREST	15,208.97	0.00
Net - Dept 000		122,393.54	0.00
Dept 536 - WATER AND/OR SEWER SYSTEMS			
592-536-801.000	CONTRACTUAL SERVICES	6,750.00	0.00
Net - Dept 536 - WATER AND/OR SEWER SYSTEMS		(6,750.00)	0.00
Fund 592 - WATER AND SEWER:			
TOTAL REVENUES		122,393.54	0.00
TOTAL EXPENDITURES		6,750.00	0.00
NET OF REVENUES & EXPENDITURES		115,643.54	0.00
BEG. FUND BALANCE		574,514.33	794,256.21
FUND BALANCE ADJUSTMENTS			(794,256.21)
END FUND BALANCE		690,157.87	
Fund 661 - MOTOR POOL FUND			
Dept 000			
661-000-664.000	MOTOR POOL REVENUE	219,571.70	197,762.32
661-000-665.000	INTEREST	25,384.13	19,075.99
Net - Dept 000		244,955.83	216,838.31

GL NUMBER	DESCRIPTION	BALANCE AS OF 03/31/2025	BALANCE AS OF 03/31/2026
Fund 661 - MOTOR POOL FUND			
Dept 443 - MOTOR POOL			
661-443-702.000	SALARY/WAGES	17,871.01	17,838.65
661-443-720.000	FRINGE BENEFITS	8,909.21	9,900.89
661-443-727.000	SUPPLIES	4,930.41	2,895.09
661-443-748.000	FUEL & OILS	17,435.39	10,660.80
661-443-750.000	TIRES & BATTERIES	3,389.74	6,937.25
661-443-755.000	SMALL TOOLS	1,485.05	377.84
661-443-801.000	CONTRACTUAL SERVICES	2,413.60	2,020.22
661-443-850.000	TELEPHONES	5,266.05	3,495.00
661-443-913.000	INSURANCE	9,742.00	10,012.00
661-443-920.000	UTILITIES	4,986.85	6,272.51
661-443-930.000	REPAIRS & MAINTENANCE	32,741.49	31,969.12
661-443-970.000	CAPITAL OUTLAY	0.00	9,207.01
Net - Dept 443 - MOTOR POOL		(109,170.80)	(111,586.38)
Fund 661 - MOTOR POOL FUND:			
TOTAL REVENUES		244,955.83	216,838.31
TOTAL EXPENDITURES		109,170.80	111,586.38
NET OF REVENUES & EXPENDITURES		135,785.03	105,251.93
BEG. FUND BALANCE		1,299,216.12	1,411,945.20
END FUND BALANCE		1,435,001.15	1,517,197.13
TOTAL REVENUES - ALL FUNDS		5,064,338.76	5,668,446.69
TOTAL EXPENDITURES - ALL FUNDS		3,082,020.83	3,418,171.06
NET OF REVENUES & EXPENDITURES		1,982,317.93	2,250,275.63
BEG. FUND BALANCE - ALL FUNDS		11,218,602.33	13,197,597.40
FUND BALANCE ADJ - ALL FUNDS		(2,500.85)	
END FUND BALANCE - ALL FUNDS		13,198,419.41	15,447,873.03

City Council Agenda Item Report

FROM: Nicole Bredeweg

MEETING DATE: April 08, 2026

SUBJECT: Investment Report

DESCRIPTION:

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

Total funds Invested:	
General Fund:	8,818,323.76
Major Streets:	838,583.17
Local Streets:	2,709,363.96
Sewer Fund:	174,702.69
Water Fund:	438,726.87
Motor Pool:	697,393.44
Total:	13,677,093.89

Investment Diversification:	
Treasury Bills:	2.00%
Pooled Funds:	85.00%
Certificate of Deposits:	14.00%

Institution	Instrument			Rate	Date of Issue	Maturity Date
General Fund (101)						
Horizon	CD	$	100,345.21	3.11%	12/29/25	03/29/26
Huntington (Goldman Sachs)	CD	$	123,000.00	3.65%	11/10/25	05/11/26
Macatawa Bank	CD	$	230,000.00	4.40%	08/29/25	08/29/26
Huntington (Wells Fargo)	CD	$	192,000.00	3.80%	12/18/25	09/18/26
Huntington (Ally Bank)	CD	$	230,000.00	3.50%	01/08/26	10/08/26
Huntington (Bank of America)	CD	$	200,000.00	3.60%	11/05/25	11/05/26
First National America	CD	$	230,000.00	3.89%	01/29/21	01/29/27
Grand River	CD	$	118,569.09	3.93%	03/02/26	03/02/27
Huntington CDARS (BOKF)	CDARS	$	109,069.35	3.55%	03/12/26	03/11/27
		$	**1,532,983.65**			
US Treasury Bills	T-Bills	$	240,872.50	3.97%	06/13/25	06/11/26
First Class	PF	$	7,044,467.61	3.74%		
		$	**7,285,340.11**			
Major Streets (202)						
First Class	PF	**$**	**838,583.17**	3.74%		
Local Streets (203)						
First Class	PF	$	2,594,363.96	3.74%		
Grand River	CD	$	115,000.00	3.88%	12/31/25	06/30/26
		$	**2,709,363.96**			
Sewer Fund (496)						
First Class	PF	**$**	**174,702.69**	3.74%		
Water Fund (497)						
First Class	PF	**$**	**438,726.87**	3.74%		
Motor Pool (661)						
First Class	PF	$	467,393.44	3.74%		
First National - Michigan	CD	$	230,000.00	3.87%	12/6/2025	07/06/26
		$	**697,393.44**			
TOTAL		**$**	**13,677,093.89**			

Ryan Cummins

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

From: Shannon
Sent: Tuesday, March 17, 2026 3:20:30 PM
To: Holly Anderson
Cc: Steven Berry ; Molly Markow
Subject: A Quick Ask — Letter of Support for Ox-Bow House

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

Hi Holly,

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

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

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

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

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

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

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

Please feel free to reach out with any questions.

Warm regards,

Shannon

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

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

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

April 13, 2026

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

Dear Senator Slotkin:

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

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

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

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

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

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

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

Sincerely,

Holly Anderson
Mayor
City of Saugatuck

INTERNAL MASTER NARRATIVE

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

1. Project Title

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

2. Project Description — The "What"

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

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

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

Infrastructure & Universal Access

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

Flexible Community Spaces

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

Regional Archive & Study Center

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

Sustainable Historic Preservation

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

3. Project Purpose and Need — The "Why"

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

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

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

Preservation of an Irreplaceable Historic Asset

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

Downtown Stabilization and Year-Round Economic Vitality

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

4. Partnerships and Community Benefit — The "Who"

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

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

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

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

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

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

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

5. Budget and Funding Request

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

State/Federal Funding Request: [Amount]

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

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

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

March 17, 2026

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

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

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

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

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

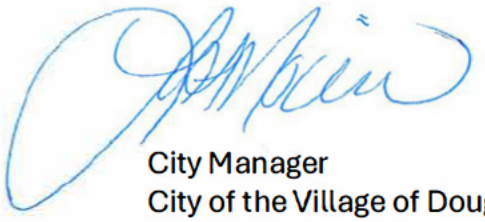
Importantly, the inclusion of ADA improvements and the installation of an elevator are essential components of this project. These upgrades are not simply enhancements—they are necessary to ensure that Ox-Bow House can genuinely serve all members of our

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

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

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

Sincerely,



City Manager
City of the Village of Douglas

Summary of Progress on FY 25/26 Priorities

Summary of Progress on FY 25/26 Council Priorities

Priorities for Operations, Public Health and Safety	Progress	Estimated Completion
Finish new water-sewer agreement	Significant Progress	Expected end of 2026
Update water-sewer infrastructure fees	Partial Progress	Water – Completed June 2025. Further in June 2026. Sewer - 2027
Manage Dune Ridge litigation (potentially multi-year)	Significant Progress	COA/Supreme Court – Completed 2025 Mediation – June 2026 Additional Briefing - Pending
Evaluate and implement solutions to parking issues (multi-year)	Significant Progress	Task Force – Formed August 2026. Completed survey, stakeholder interviews, and several initial evaluations and reports. Solutions – August 2027
Evaluate and implement Wildlife Committee recommendations	Partial Progress	Updated Weapons Ordinance – Completed 2025 Deer Cull – Winter 2027
Negotiate sale or lease of old landfill	No Progress	Not likely to occur
Update Land Use/Tri-Community Master Plan (multi-year)	Significant Progress	Survey and Open House – Completed 2025 New Plan - End of 2026
Improve profits from Oval Beach concessions	Completed/Ongoing	Completed in 2025 New Agreement for Concessions – April 2026
Update zoning districts and signage regulations	Significant Progress	Signs – June 2026 Zoning Districts - 2027
Refresh website	Not yet started	Begin Fall of 2026 / Complete Early 2027
Review and update older policies	Significant Progress	Completed some and ongoing
Develop and implement safety protocols, including for parades	Completed	Completed in 2025

Summary of Progress on FY 25/26 Council Priorities

Priorities for Infrastructure	Progress	Estimated Completion
Complete Maple Street design and construction	Significant Progress	Design – Completed in 2025 Construction – Fall 2026
Finalize AT&T cellular agreement and installation	Partial Progress	Mt. Baldhead Project – Cancelled by AT&T Small Cell – 2027
Make repairs to seawall, sidewalks, and stairs	Significant Progress	Seawall – Spring 2026 Sidewalk and Stairs – 2025. Further in Spring 2026
Inspect culverts	Significant Progress	Maple Street – Completed Fall 2025
Plan for Park Street improvements	Partial Progress	Grant – Awarded in 2025 Kickoff – Summer 2026 Report – End of 2026
Renovate City Hall interior	Partial Progress	Plans – End of 2026
Develop more comprehensive Capital Improvement Plan (CIP)	Significant Progress	CIP Updates –Completed February 2026 Further Updates – February 2026 and ongoing
Evaluate long-term funding options for CIP	Partial Progress	July 2026
Maintain and resurface roads	Significant Progress	Completed Some Work Fall 2025. Further in Spring 2026
Repair Chain Ferry landing and arbor	Significant Progress	Spring 2026
Plan for lead service line replacement	Partial Progress	Inventory – Completed 2025 Replacement Plans – 2026
Begin planning for Elizabeth Street design and construction	Partial Progress	Conceptual Plans – June 2026 Designs/Bids – End of 2026
Update signage and wayfinding	Partial Progress	Logo/Branding – August 2026 Designs – End of 2026

Summary of Progress on FY 25/26 Council Priorities

Priorities for Parks and Recreation	Progress	Estimated Completion
Construct Mt. Baldhead bathroom	Nearly Complete	April 2026
Complete Mt. Baldhead platform design; begin construction	Partial Progress	Design – End of 2026 Construction – Spring 2027
Restore Mt. Baldhead vegetation	Significant Progress	Approved Plan – March 2026 Restoration (Phased) – Spring, Summer and Fall 2026
Treat invasive species	Significant Progress	Milfoil – Completed 2025. Further in summer 2026 SHNA – Summer and Fall 2026 City Wide Evaluation (Phased) – End of 2026
Refresh Village Square Courts (donor funded)	Significant Progress	Concepts – Completed in 2025 Grant – Awarded in 2025 Design – Summer 2026 Construction – Fall 2026 or Spring 2027
Continue to advance Blue Star Trail (multi-year)	Significant Progress	Tribal Walk Through – Completed 2025 Grant Extensions – Completed 2025 Further Assessments/Final Design – End of 2026 Construction – Hoping Spring 2027
Monitor and mitigate low water level impacts	Partial Progress	Further Harbor Authority Work – Throughout 2026
Evaluate community foundation options to accept citizen donations	Not yet started	TBD
Expand holiday lighting to Water and Griffith streets	Completed	Water Street and Hoffman Street – Completed in 2025 Griffith – Not approved by Council

What's Ahead Next Quarter

- **Significant work is ahead. Over the next quarter, several priorities will take considerable staff time and resources:**
  - Maple Street Construction
  - Elizabeth Street Planning
  - Park Street Planning
  - Parking Improvements Task Force
  - Logo and Branding
  - Blue Star Trail
  - Invasive Species
  - Master Plan
  - Funding Options for Future Capital Needs
  - Water-Sewer Agreement
  - Duneridge Litigation
- **FY 26/27 Priorities (attached)**
  - Kickoff July 1
  - Draft Budget Presentation – April 22 Workshop
  - Budget Public Hearing and Approval – June



Fiscal Year 26/27

Vision

Saugatuck is an inclusive waterfront community that welcomes all. City residents enjoy a **great quality of life** living in one of the country's highest-rated tourist destinations.

Saugatuck is a **vibrant, inviting community** with a talented and dedicated staff, great schools, an active tourist-based economy, stable property values, and sense of **history** as the community moves into the future.

Residents and visitors enjoy a **unique, small-town** atmosphere, exceptional parks, and access to **beautiful natural resources.**

Operations, Public Health & Safety

Goal: We will maintain a culture of fiscal responsibility and friendly, honest, and transparent government. We will partner with the Fire District and Sheriff's office to ensure we take the right measures to keep our community safe.

Priorities

- Evaluate Parking Improvements Task Force recommendations and implement solutions *(essential)*
- Update website, including the addition of online payments. *(essential, regulatory)*
- Finish update to Land Use Master Plan, including non-motorized (pathways, biking) plan (reg.)
- Roll out new logo and branding
- Finish new water-sewer agreement and as necessary, update water-sewer infrastructure fees *(regulatory)*
- Manage Dune Ridge litigation
- Implement deer cull
- Begin full zoning code update
- Install outdoor AED stations
- Conduct Town Halls: One with businesses and another on taxes

Infrastructure

Goal: We will focus on maintaining and improving current infrastructure while planning and saving for future needs

Priorities

- Complete Maple Street construction *(essential)*
- Complete Elizabeth Street design; begin construction (essential)
- Complete feasibility and plan for Park Street improvements; begin design *(essential)*
- Renovate City Hall interior
- Make further sidewalk repairs
- Maintain and resurface roads
- Finalize plan for lead service line replacement *(regulatory)*
- Update signage and wayfinding
- Evaluate long-term funding options for CIP/AMP
- Encourage AT&T cellular antenna installation and other telecommunication improvements from private sector

Parks & Recreation

Goal: We understand that our natural resources are the foundation of residents' quality of life and our tourism economy and will invest to sustain and enhance them.

Priorities

- Monitor and mitigate low water level impacts *(essential)*
- Complete Mt. Baldhead platform and retaining wall design; begin construction
- Refresh Village Square Courts
- Continue to advance Blue Star Trail
- Restore Mt. Baldhead vegetation
- Continue invasive species treatment
- Begin planning for replacement of Mt. Baldhead stairs and river deck
- Upgrade restroom interiors at Village Square and Wicks Park