



CITY COUNCIL MEETING AGENDA

August 11, 2025

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

This is an in-person meeting at Saugatuck City Hall, 102 Butler St, Saugatuck, MI 49453.

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

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Mayor's Comments**
- 5. City Manager Comments**
- 6. Agenda Changes (*Additions/Deletions*)**
- 7. Guest Speakers**
- 8. Public Comment on Agenda Items Only (*Limit 3 minutes*)**
- 9. Consent Agenda: (*Roll Call*) Pg.3**
 - A.** Approval of Workshop Meeting Minutes for August 6, 2025.
 - B.** Resolution 250811-A Authorizing the Implementation of a Section 125 Premium Only Plan with Health Savings Account Feature.
 - C.** Resolution 250811-B Resolution Approving the Michigan Natural Resources Trust Fund Agreement Amendment for the Blue Star Non-Motorized Trail.
 - D.** Special Event – Annual Sidewalk Sales.
 - E.** Special Event – Saugatuck Film Festival Signage Request
- 10. Staff Reports, Boards, Commissions & Committees: Pg.24**
 - A. Staff Reports:**
 1. City Manager
 2. Treasurer
 3. Clerk
 4. Planning and Zoning
 5. Department of Public Works
 6. Police

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.

7. Engineer

B. Boards, Commissions & Committees:

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

11. Approval of Accounts Payable: (Roll Call) Pg.33

- A. Accounts Payable in the amount of \$398,901.06.

12. Public Hearings

13. Unfinished Business

14. New Business

- A. Holiday Lighting. (Roll Call) Pg.43

- B. Ordinance No. 250811-A: Amendment to City Code:

An ordinance to amend the City of Saugatuck's Code of Ordinances, Chapter 135, to revise and update the City's regulations of weapons to align with applicable law and to provide an exception for the discharge of firearms within City limits as part of a City-sanctioned deer cull, to protect the public health, safety, and welfare. (Roll Call) Pg.59

15. Public Comments

16. Correspondence Pg.70

- A. Dan Fox
- B. Keith Ferguson
- C. Rakesh Madhava
- D. Barbara Muller
- E. Library Board of Trustees Notice for Applicants

17. Council Comments

18. Adjourn (Voice Vote)



CITY COUNCIL WORKSHOP MEETING MINUTES- *proposed* **August 6, 2025**

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

Call to Order:

The meeting was called to order by Mayor Pro-Tem Stanton at 4:00 p.m.

Attendance:

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

Absent: Mayor Anderson.

Motion by Clark, second by Dean to excuse Mayor Anderson due to her vacation. Via voice vote, motion carried 6-0.

Others Present: City Manager Cummins, Attorney Witte, DPW Superintendent Herbert, Treasurer Bredeweg, DPW Administrative Assistant/Project Coordinator Gibson and Clerk Wolters.

Agenda Changes: None.

Public Comment on Agenda Items Only: None.

Approval of Minutes:

Regular City council Meeting Minutes – July 28, 2025.

Motion by Peterson, second by Gardner to approve the regular city council meeting minutes as submitted for July 28, 2025. Via voice vote, motion carried 6-0.

Discussion Items:

Holiday Lighting:

DPW Superintendent Scott Herbert presented an update on the city's holiday lighting, focusing on the renewal of the contract with Chips Ground Cover. The proposed contract renewal would cost \$23,400 annually for installation, takedown, and storage of commercial-grade lights, with an additional \$2,950 per year for lighting at Wicks Park. Herbert discussed the complexities of expanding holiday lighting to additional city streets, noting that new electrical outlets would be needed. He presented various cost estimates from electrical contractors, with significant differences between quotes. Expanding lighting to all proposed areas could require a \$68,000 investment in the first year, with ongoing annual costs nearly doubling the current budget. Herbert and council members discussed the pros and cons of having Consumers Energy own and maintaining the outlets versus city ownership, with a preference for city control to allow quicker maintenance. The city has budgeted for capital upgrades, which could cover the proposed expansion.

Ordinance No. 250811-A Amendment to City Code - *An ordinance to amend the City of Saugatuck's Code of Ordinances, Chapter 135, to revise and update the City's regulations of weapons to align with applicable law and to provide an exception for the discharge of firearms within City limits as part of a City-sanctioned deer cull, to protect the public health, safety, and welfare.*

The City Council discussed proposed changes to the city ordinance regarding deer hunting, prompted by recommendations from the Tri-Community Wildlife Committee. The main focus was on whether to allow archery hunting within city limits and under what conditions. Council members discussed professional culling as the primary method for deer population control, citing safety and liability concerns with allowing general public archery hunting, especially on small or densely populated parcels

Special Event – Haines Wedding Fireworks Display:

The council discussed a request for a special fireworks display over the Kalamazoo River after a private wedding being held at the Saugatuck Center for the Arts. City Manager Ryan Cummins explained that the application was submitted late, which already posed challenges, but the city's ordinance allows for late applications if good cause is shown. City of Saugatuck staff and safety officials have reviewed the plan and conducted a safety meeting. The City of Douglas, which was involved because the fireworks would be stored there, denied the application due to the missed deadline.

Review of Master Plan Survey Questions:

The council reviewed the draft of the community survey intended to inform the city's upcoming master plan update. Planning Commission Chair Steve Manns explained that the survey was developed over several meetings, drawing on previous surveys and best practices from other communities. The survey includes demographic questions and is organized into sections that align with anticipated chapters of the master plan, such as downtown/economics and community issues. The survey is longer than average, with about 51 questions and an estimated completion time of 30 minutes. The Planning Commission debated the length but decided completeness was important, and they plan to set expectations for participants about the time commitment. The plan is to launch the survey by late August and keep it open through mid-October, with public engagement events scheduled during that period to encourage participation.

Public Comments:

Steve Manns commented on agenda item #6b.

Kevin Tringali commented on recent short-term rental applications he submitted to the city.

Council Comments:

Joe Clark expressed appreciation for the Wildlife Committee's efforts in tackling the complex issue of deer management and thanked the legal team for drafting a sensible ordinance. He highlighted the council's collaborative approach, emphasizing the importance of taking incremental steps, maintaining council responsibility and oversight, and allowing flexibility for future actions regarding deer management.

Gregory Muncey commented that hearing from Steve Manns about larger properties made him more open to the idea of allowing hunting on parcels over three acres, though he reiterated that he does not generally support hunting within the city of Saugatuck. He then shifted to a lighter note, encouraging everyone to "hunt for bargains" at the upcoming sidewalk sale on August 21 and reminded business owners to sign up for the event.

Scott Dean addressed a situation involving his neighbor, Rakesh "Rocky" at 534 St. Joseph, who was mentioned in a letter regarding short-term rental renewal violations. Dean clarified that while he was aware of Rocky's change in personal circumstances last year, he was not aware of the specific issue with certificate delivery. He wanted the council to know about his neighborly relationship and to vouch for Rocky's description of his personal circumstances.

Council Member Russ Gardner praised the Department of Public Works for their work on the Saugatuck sign at the Blue Star Hwy./Holland St. intersection, suggesting it become the permanent sign with upcoming lighting improvements. He highlighted the recent New York Times recognition of Oval Beach and emphasized the importance of making the Oval Beach strategy a yearly priority to maintain its status as a top destination. Gardner also thanked Kevin Tringali for coming to speak about short-term rental renewal issues and expressed hope that the council could find a way to help in that unique situation.

Council Member Chris Peterson echoed the appreciation expressed by others for the council's work on various issues. She remarked on the wide range of topics the council handles—from hunting and weddings to fireworks—and expressed gratitude for the council's ability to work smoothly through complex agendas. Peterson also mentioned her enjoyment in working with Chip's Groundcover again praising their work.

Adjournment:

Motion by Gardner, second by Dean to adjourn the meeting. Upon voice vote, motion carried 6-0. Mayor Pro-Tem Stanton adjourned the meeting at 5:54 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Nicole Bredeweg

MEETING DATE: August 11, 2025

SUBJECT: Resolution No. 250811-A Section 125 Premium Only Plan (PoP) Authorization)

DESCRIPTION:

The City of Saugatuck is implementing a new high-deductible health plan (HDHP) effective August 1, 2025, with the option for employees to contribute to a Health Savings Account (HSA). To ensure employee HSA contributions can be deducted on a pre-tax basis, the City must adopt a Section 125 Premium Only Plan (PoP), in compliance with IRS regulations.

The Premium Only Plan will allow eligible employees to make payroll deductions for their HSA contributions on a pre-tax basis, reducing their taxable income. The plan will be administered by a qualified third party, and no additional cost is anticipated for the City beyond the basic plan setup and annual compliance maintenance (an initial startup fee of \$185 and an annual fee of \$99 each year).

The resolution authorizes the establishment of the PoP effective retroactively to August 1, 2025, aligning with the start of the new benefit plan year. Council approval is requested to authorize implementation and designate the City Manager and Treasurer to execute the necessary documents.

BUDGET ACTION REQUIRED:

No budget action is required at this time. Any associated administrative fees are minimal and should fall within budgeted benefit plan costs.

COMMITTEE/COMMISSION REVIEW:

None.

LEGAL REVIEW:

The attorney's have been contacted but say that it is currently outside of their offered services

SAMPLE MOTION:

Motion to adopt Resolution No. 250811-A, approving the implementation of a Section 125 Premium Only Plan (PoP) for employee pre-tax health savings account contributions, and authorizing the City Manager and Treasurer to execute all related documents.

CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN

RESOLUTION NO. 250811-A

**A RESOLUTION AUTHORIZING THE IMPLEMENTATION OF A SECTION 125
PREMIUM ONLY PLAN WITH HEALTH SAVINGS ACCOUNT (HSA) FEATURE**

Council Member _____, offered the following resolution and moved for its adoption, seconded
by Council Member _____:

RECITALS

WHEREAS, the City of Saugatuck has elected to offer a high-deductible health plan (HDHP) with an associated Health Savings Account (HSA) option for eligible employees beginning August 1, 2025;
and

WHEREAS, in order to permit employees to make HSA contributions via pre-tax payroll deductions, the City must establish a Section 125 Premium Only Plan (POP) that specifically includes HSA contributions as an allowable pre-tax benefit, in compliance with Internal Revenue Code §125 and other applicable IRS regulations;; and

WHEREAS, the City desires to allow employees the ability to reduce their taxable income through participation in the POP, while maintaining compliance with applicable tax law;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Saugatuck City Council hereby approves the establishment of a Section 125 Premium Only Plan with an HSA feature, effective retroactively to August 1, 2025.
2. The City Manager and Treasurer are authorized to execute all necessary agreements and compliance documents required to implement and maintain the Section 125 POP, including provisions that allow for employee pre-tax contributions to Health Savings Accounts.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this _____.

CITY OF SAUGATUCK

BY: _____
Holly Anderson, Mayor

BY: _____
Jamie Wolters, City Clerk

CERTIFICATION

I, Jamie Wolters, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the City Council at a regular meeting held _____, 2025.

Signed: _____

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Ryan Cummins – City Manager

MEETING DATE: August 11, 2025

SUBJECT: Resolution No. 250811-B Approving the Michigan Natural Resources Trust Fund Agreement Amendment for the Blue Star Non-Motorized Trail

DESCRIPTION:

The City's \$300,000 grant from the Michigan Department of Natural Resources for the Blue Star non-motorized trail is set to expire at the end of the month. This resolution approves an amendment to the Trust Fund Development Project Agreement. The amendment extends the project completion deadline from August 31, 2025, to August 31, 2026, due to delays associated with the Michigan Department of Transportation's required tribal coordination, Section 106 review, and National Environmental Protection Act approvals.

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve Resolution No. 250811-B, approving the Michigan Natural Resources Trust Fund Agreement Amendment for the Blue Star Non-Motorized Trail.

**CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN**

RESOLUTION NO. 250811-B

**A RESOLUTION APPROVING THE MICHIGAN NATURAL RESOURCES TRUST
FUND AGREEMENT AMENDMENT FOR THE BLUE STAR NON-MOTORIZED
TRAIL**

Council Member _____, offered the following resolution and moved
for its adoption, seconded by Council Member _____:

RECITALS

WHEREAS, the City Council previously approved Resolution No. 240311-B, approving
the Michigan Natural Resources Trust Fund Development Project Agreement for the Blue Star
Non-Motorized Trail; and

WHEREAS, due to the Michigan Department of Transportation being in the process of
tribal coordination with tribal nations and Section 106 approval and National Environmental
Protection Act finalization delayed pending successful tribal coordination/mitigation,
construction of the Blue Star Non-Motorized Trail will not occur before 8/31/25; and

WHEREAS, the Michigan Department of Natural Resources is willing to amend the
Trust Fund Agreement to extend the date of the project period from 8/31/25 to 8/31/26 to allow
for more time to complete the project.

NOW, THEREFORE, BE IT RESOLVED, that the City of Saugatuck, Michigan, does hereby
accept the terms of the Michigan Natural Resources Trust Fund Agreement Amendment as
received from the Michigan Department of Natural Resources.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this ____ day of _____, 2025

CITY OF SAUGATUCK

BY: _____
Holly Anderson, Mayor

BY: _____

Jamie Wolters, City Clerk

CERTIFICATION

I, Jamie Wolters, the duly appointed clerk of the City of Saugatuck do hereby certify that the above is a true and correct copy of the Resolution relative to the Agreement with the Michigan Department of Natural Resources which Resolution was adopted by the City Council at a regular meeting held _____, 2025.

Signed: _____
Jamie Wolters, City Clerk



MICHIGAN DEPARTMENT OF NATURAL RESOURCES-GRANTS MANAGEMENT

MICHIGAN NATURAL RESOURCES TRUST FUND AGREEMENT AMENDMENT

Organization:	City of Saugatuck
Project Title:	Blue Star Trail - Washington St. to Maple St.
Project Location:	Allegan
Project Number:	TF22-0053
Amendment Number:	1

This is an amendment to the Agreement entered into between the Michigan Department of Natural Resources ("DEPARTMENT") and the City of Saugatuck in the county of Allegan County for the Michigan Natural Resources Trust Fund grant number TF22-0053.

The purpose of this amendment is to:

- extend the end date of the project period from 08/31/2025 to 08/31/2026 to allow for more time to complete the project.

A. The DEPARTMENT and the GRANTEE mutually agree to amend the Agreement as follows:

- The time period allowed for project completion is 08/07/2023 through 08/31/2026, hereinafter referred to as the "project period." Requests by the GRANTEE to extend the project period shall be made in writing before the expiration of the project period. Extensions to the project period are at the discretion of the DEPARTMENT. The project period may be extended only by an amendment to this Agreement.
- Submit a complete request for final reimbursement within 90 days of project completion and no later than 11/30/2026. If the GRANTEE fails to submit a complete final request for reimbursement by 11/30/2026, the DEPARTMENT may audit the project costs and expenses and make final payment based on documentation on file as of that date or may terminate this Agreement and require full repayment of grant funds by the GRANTEE.

B. All other provisions of the Agreement shall be continued in full force and effect.

C. The amendment may be executed separately by the parties and is not effective until both the GRANTEE and the DEPARTMENT have signed it.



D. This amendment modifies an Agreement which was approved by resolution of the GRANTEE'S governing body as evidenced by the resolution attached to the Agreement. It is the sole responsibility of the GRANTEE to determine if its laws, policies, or procedures require approval by its governing body before execution of this amendment by the GRANTEE. By signature of this amendment, the GRANTEE certifies that:

1. Approval of the amendment by its governing body is not required, or
2. The amendment has been approved by resolution (true copy attached) of the

_____, _____ meeting of the _____
(date) (special or regular) (name of approving body)

GRANTEE

SIGNED

WITNESSED

By: _____

By: _____

Title: _____

By: _____

Date: _____

MICHIGAN DEPARTMENT OF NATURAL RESOURCES

SIGNED

WITNESSED

By: _____

By: _____

EFFECTIVE DATE: _____

By: _____



City Council Agenda Item Report

From: Jamie Wolters
Date: August 11, 2025
Subject: Special Event- Sidewalk Sales

Description:

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

Breakdown of Event:

Location: Downtown Butler Street from Culver St. to Main St.
Date: 8/21/25
Event Hours: 9am-5pm
Attendees: 200-400
Volunteers: 4-6

Budget Action Required:

N/A

Legal Review:

N/A

Sample Motion:

Motion to approve/deny the annual Sidewalk Sales event to take place on August 21, 2025, organized by Saugatuck/Douglas CVB.

**Council Action**

_____ Approved

_____ Denied

_____ Date

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATIONLEGAL BUSINESS NAME: Saugatuck Douglas CVBTELEPHONE: 269-857-1701MAILING ADDRESS: 95 Blue Star Hwy. Saugatuck, MI 49453CONTACT NAME: April GundyTELEPHONE: 231-878-8566E-MAIL ADDRESS: eventssaugatuckdouglas@gmail.comCELL PHONE: 231-878-8566**CONTACT PERSON ON DAY OF EVENT**CONTACT NAME: April GundyTELEPHONE: 231-878-8566E-MAIL ADDRESS: eventssaugatuckdouglas@gmail.comCELL PHONE: 231-878-8599**EVENT INFORMATION**NAME OF EVENT: Sidewalk Sales Saugatuck-DouglasDATE(S) OF EVENT: 8-21-25PURPOSE OF EVENT: Business Promotions & EnrichmentRAIN DATE: None

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

EVENT LOCATION: Downtown SaugatuckEVENT HOURS: 9:00am - 5:00pmESTIMATED NUMBER OF ATTENDEES: 200-400ESTIMATED NUMBER OF VOLUNTEERS: 4-6ESTIMATE DATE / TIME FOR SET-UP: 8-21-2025 8:00 ☐ A.M. ☐ P.M.ESTIMATE DATE / TIME FOR CLEAN-UP: 8-21-25 6:00 ☐ A.M. ☐ P.M.

EVENT DETAILS

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

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

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

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

☐ Provide Copy of Health Department Food Service License

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

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

☐ Provide Copy of Michigan Liquor Control License

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

WILL FIREWORKS BE APART OF EVENT: ☐ Yes ☒ No

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

☐ Provide Copy of Fireworks Permit

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

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

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

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

Description of signs: _____

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

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

☐ **BOOTHS – QUANTITY** _____

☐ **TENTS – QUANTITY** _____

☐ **AWNINGS – QUANTITY** _____

☐ **TABLES – QUANTITY** _____

☐ **PORTABLE TOILETS – QUANTITY** _____

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

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

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

DEPARTMENT OF PUBLIC WORKS

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

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

☐ TRASH RECEPTACLES – QUANTITY _____

☐ BARRICADES – QUANTITY _____

☐ TRAFFIC CONES – QUANTITY _____

☐ PARKING SIGNS – QUANTITY _____

☐ FENCING ☐ WATER ☐ ELECTRIC

☐ RESTROOM CLEANING

☐ OTHER _____

POLICE DEPARTMENT

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? ☐ Yes ☐ No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

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

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

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

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

Describe Sidewalk Use: _____

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

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

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

Parking Lot Location: _____

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

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

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

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

If document is missing, please explain: _____

The applicant and sponsoring organization understand and agrees to:

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

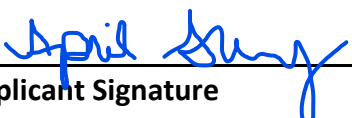
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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

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

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

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



Applicant Signature

05/01/2025

Date



City Council Agenda Item Report

FROM: MEETING Jamie Wolters
DATE: August 11, 2025
SUBJECT: Annual Special Event-Saugatuck Film Fest

DESCRIPTION:

Logan White submitted a special event application for the Saugatuck Film Festival for approval of 10 "yard" signs and a banner under the palette sign. The event takes place inside the Saugatuck Women's Club.

Yard Signs:

(Maximum size is 2' x2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

Banner:

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

BUDGET ACTION REQUIRED:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny Saugatuck Film Festival signage request to have 10 "yard signs" and one banner under the palette sign.



Council Action

_____ Approved

_____ Denied

_____ Date

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Saugatuck Film Fest TELEPHONE: _____
MAILING ADDRESS: 1130 W 27th St Holland, MI 49423
CONTACT NAME: Logan White TELEPHONE: _____
E-MAIL ADDRESS: logan@saugatuckfilmfest.org CELL PHONE: 6168365428

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Logan White TELEPHONE: 6168365428
E-MAIL ADDRESS: logan@saugatuckfilmfest.org CELL PHONE: _____

EVENT INFORMATION

NAME OF EVENT: Saugatuck Film Fest DATE(S) OF EVENT: 9/27/25
PURPOSE OF EVENT: Arts & Culture RAIN DATE: none

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

EVENT LOCATION: Saugatuck Women's Club EVENT HOURS: 12pm-10pm

ESTIMATED NUMBER OF ATTENDEES: 100

ESTIMATED NUMBER OF VOLUNTEERS: 6

ESTIMATE DATE / TIME FOR SET-UP: 9/27 8:00 ☒ A.M. ☐ P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 9/28 10:00 ☒ A.M. ☐ P.M.

EVENT DETAILS

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

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

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

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

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

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

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

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

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

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

☐ **SIGNAGE AT EVENT SITE** - Location(s): _____
Description of signs: _____
(Signs at event site cannot be displayed prior to day of the event and must be removed at the end of the event.)

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

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

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

☐ **PORTABLE TOILETS – QUANTITY** _____

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

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

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

DEPARTMENT OF PUBLIC WORKS

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

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

☐ TRASH RECEPTACLES – QUANTITY _____

☐ BARRICADES – QUANTITY _____

☐ TRAFFIC CONES – QUANTITY _____

☐ PARKING SIGNS – QUANTITY _____

☐ FENCING

☐ WATER

☐ ELECTRIC

☐ RESTROOM CLEANING

☐ OTHER _____

POLICE DEPARTMENT

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? ☐ Yes ☐ No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

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

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

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

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

Describe Sidewalk Use: _____

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

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

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

Parking Lot Location: _____

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

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

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

☒ Completed Application

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

☐ Road/Sidewalk/Parking Lot Closure Map

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

☐ Fireworks Permit (if applicable)

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

☐ Health Department Food Service License (if applicable)

If document is missing, please explain: _____

The applicant and sponsoring organization understand and agrees to:

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

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

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

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

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

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

Logan White
Applicant Signature

7/31/25
Date



City Manager Report

August 11, 2025

Temporary Signage at Holland/Blue Star

- Based on your direction, signage at Holland and Blue Star is back!
- I want to recognize the Public Works team for their quality work. Instead of simply moving the sign to its new location, they took extra time and care to do maintenance and repairs, including filling holes and fresh paint. Grateful for the pride they take in their work!
- A huge thank you to the Township and Road Commission for allowing a sign to return for the next few years. The CVB also reached out noting that they loved seeing signage there.

Blue Star Trail

- The Friends of the Blue Star Trail have a big fundraiser on Monday evening.
- The Department of Natural Resources (DNR) grant coordinator provided the Township and City with instructions on how to submit a grant extension for funds we were awarded. The funds were supposed to be used by the end of this year. I have been working through the extension process and appreciate the DNR's understanding and continued support of the project.
- The tribe's on-site assessment remains scheduled for later this month. An entire day is set aside for this, and the tribe's have invited the Township Manager and I to attend. I look forward to learning from them.

Park Street Grant

- In December, City Council approved the submission of a grant application to the EGLE Water Resources Division in the amount of \$40,000 for planning and conceptual design of improvements to the Park Street Corridor and committed that the local match shall be provided if the project is funded.
- EGLE notified us recently that our application was submitted for federal review and approval and they may reach out with questions.
- While it's not a final approval or decision, it is promising that we are still being considered!

Village Square Grant

- Last week, I met the Department of Natural Resources (DNR) grant coordinator on site at Village Square. We went over our grant application and the grant coordinator was able to see the needs firsthand.
- We hope to hear about initial scoring in the next month or two.

AT&T

- AT&T advised they are still working on proposed revisions to the lease that would include a one-time capital contribution that City Council previously requested. It is promising that AT&T is willing to finalize a lease considering they wanted to hold off until they had more formal Federal Communications Commission (FCC) approvals (which they do not have yet).

Frontier Fiber

- Frontier is continuing to submit permit requests to install fiber in the City.
- I have an e-mail into them to check on the status of fiber installation on the west side of the City.

Director of Planning and Zoning

- Grayson Moore has been selected as the City's new Director of Planning and Zoning. He will officially begin his role on September 2.
- Grayson brings a strong background to the City and a passion for inclusive, community-driven planning. He holds a Master of Urban and Regional Planning from Wayne State University and most recently served as a consulting Planner and GIS Coordinator with the firm Carlisle Wortman Associates. In that role, he collaborated with numerous Michigan communities to support plan reviews, master plans, zoning ordinance updates, GIS mapping, and community engagement efforts. His experience also includes work in zoning enforcement and economic development with the City of Plymouth.
- The interview panel included the Mayor, Chair of the Planning Commission, Chair of the Zoning Board of Appeals, Vice-Chair of the Historic District Commission, and the City Manager.

Planning/Zoning

- Luke worked hard up to the last minute, and I am grateful for his service.
- I am covering his job duties until Grayson starts. I am currently managing 36 cases, including short-term rentals, various types of permits, and enforcements. I am also handling numerous inquiries.

Oval Beach Featured in New York Times!

- Check out the recognition here: <https://tinyurl.com/nhetkayc>

Staff Reports

- As I have evaluated staff workloads and trying to find ways to support staff with everything they have on their plates, we will be making some changes to staff reports to Council. Instead of staff spending time preparing reports for every regular meeting, staff will be providing a report to Council once a month. Their reports will

be in your packet for the first regular meeting of each month and report on activity from the previous month.

- I will still be providing a written City Manager report for every meeting.

Parking Improvements Task Force

- We are still accepting applications for appointment to the Parking Improvements Task Force.
- Applications are due by 5 p.m. on August 15th and can be completed [online](#) or in person at Saugatuck City Hall. We have asked folks to please include which seat they are applying for.

Invasive Species Page

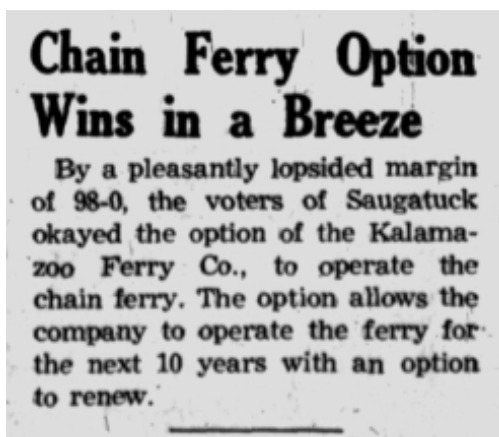
- Preventing and addressing invasive species is vital to protecting our local environment, economy, and quality of life. Invasive plants, insects, and animals can rapidly spread, outcompeting native species, damaging ecosystems, and threatening wildlife. They can also clog waterways, damage infrastructure, reduce property values, and lead to costly long-term management efforts. By identifying and responding to invasive species early, we can limit their spread, reduce impacts, and protect the natural resources and character of our community.
- The Parks and Public Works Committee has provided educational information about invasive species that are being found in our area. The information, including remedies and disposal, can be viewed on our website:
<https://www.saugatuckcity.com/invasive-species.html>

Miscellaneous

- Held Department Head team meeting.
- Held exit interview with Luke.
- Talked with New Buffalo DDA Member about parking.
- Worked with legal and engineering to finalize letter to Township regarding proposed sand mining near old landfill.
- Met with Singapore Room to discuss trash and recycling concerns.
- Attended Wellhead/Groundwater Protection Plan meeting.

Blast from the Past

- A unanimous approval from voters!? The following article was in the Commercial Record on August 5, 1966:



Treasurer Report

August 11, 2025



Tax Administration:

- Fielded resident inquiries related to mailing addresses, PREs, deferments, and partial payments.
- Researched returned or undeliverable mail; updated address records accordingly.
- Verified ACH instructions for properties with recently transferred PRE affidavits.
- Continued receiving summer tax payments and preparing property tax disbursements to Allegan County, Saugatuck Public Schools, and OAISD. These distributions will continue biweekly through March 1.

Accounts Payable:

- Coordinated with vendors on payment processing and account updates.
- Submitted a request to Net2Phone for a prorated credit on July rental charges for returned equipment; awaiting resolution.
- Ongoing communication with Comcast to finalize implementation of the new contract, secure credits for prior overbilling, and resolve related fees.
- Updated vendor files and records to reflect current information.

Payroll:

- Continued refining payroll processes, including Oval Beach-specific workflows and salaried employee handling.
- Modified the HSA contribution tracking spreadsheet to ensure accurate proof of employer/employee contributions.
- The City's HSA program launches with the August 15 payroll. HealthEquity onboarding was completed August 5, and all HDHP-enrolled employees have received forms for payroll deduction. A Section 125 Premium Only Plan (PoP) resolution is pending Council approval.
- Adjusted the payroll system to reflect Council directives and streamline processing.
- Reviewed beneficiary designations for employee retirement accounts and issued update instructions as needed.
- Updated new employee onboarding forms.
- Payroll processing continued on time despite staff illness, with remote work arrangements as needed.

Financial Management / Miscellaneous:

- Received the most recent franchise fee disbursement; no additional payments expected in the immediate term.
- Processed credit card payments for Oval Beach stickers, permits, and other City revenue sources; gained access to Concession-side transaction detail for improved reconciliation.
- Worked with BS&A to tailor the Receivables module to fit Maple Street Project needs.
- Continued setup of new Water and Sewer Capital Project Funds in BS&A.
- Began assembling audit documentation, including Council minutes and financial reconciliations. Minutes are reconciled through July 17, 2025; additional audit prep tasks are underway daily.
- Updated BS&A modules on the office laptop and matched versions on the remote laptop for consistency.
- Submitted MDOT Form 2068 to the State of Michigan.
- Worked with the credit card processor to update organizational records and resolve access discrepancies. Working with the credit card processing company to update their records



City Clerk Department Report

August 11, 2025

Activity Since July 28:

- Elections:
 - November Ballot City Council Candidates:
 - Holly Anderson
 - Joe Clark
 - Russ Gardner
 - John Mayer
 - Sherry Tedaldi
- Currently have 2 FOIA requests.
- Deputy Clerk Williams has issued 118 business licenses.
 - 2024 issued 111
 - 2023 issued 59
- City Hall has received 609 calls in June and 589 in July.
- Deputy Clerk Williams reported the sales of 438 Oval Beach resident passes thus far and has sold 214 non-resident (*does not include what has been sold at the beach*) passes at City Hall.
- Coordinated and prepared meeting packets and minutes.
- Clerk Meetings:
 - City Council Regular - Wolters
 - Department Head Meeting - Wolters
 - Boat Slip Lottery - Williams
 - Sidewalk Sales Safety Meeting - Wolters
 - Planning Commission Workshop - Williams
 - HDC Special Meeting - Williams
 - City Council Workshop - Wolters



Department of Public Works

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 7/28/2025:

Special Event Assistance:

Staff has provided assistance with the following special events over the past couple of weeks:

- **Music in the Park (2)**
- **SCA Markets**
- **Movie Night**

Administrative/Project Coordinator:

After receiving over 120 applications for the Administrative/Project Coordinator position, staff reviewed the applications and conducted 8 interviews. Of the 8 interviews, 3 were invited back for a second meeting. The second meeting was an opportunity for the candidates to see more of the City's buildings/grounds and meet staff members at City Hall and Public Works. After careful consideration, the Public Works Superintendent offered the job to Michelle Gibson who has accepted the offer. Michelle completed her first week August 4-8 and is a very welcomed addition to the Public Works team.

Vacant Positions at Public Works:

Staff has conducted interviews with 7 candidates to fill the Equipment Operator/Maintenance Worker/Oval Beach Manger position and the Equipment Operator/Maintenance Worker position at DPW. With over 50 applications received, 7 interviews were conducted last week. The next step is to reduce the candidate pool and invite finalists back for an informal 2nd interview that will provide a tour of the City, its operations, staff, buildings and grounds.

Road Resurfacing Meeting:

The City Engineer and Public Works Superintendent conducted a field assessment to evaluate candidate roads for asphalt resurfacing or mill/overlay work. This work is geared towards roads that have decent underground utilities underneath but show signs of advanced deterioration on the asphalt surface. To maintain these roads to a high standard, the top 1 ½" of the asphalt surfaced can be milled off and replaced or overlayed with rolled hot-mix-asphalt (HMA). At this point, the following roads will likely be presented to council for resurfacing consideration:

- Lucy Street – 10 x 30 area just east of Butler Street
- Hoffman Street – west of Water Street
- Wicks Park Parking Lot
- Mary Street – Between Water Street and Butler Street

2025 Service Request Summary:

January	34
February	20

March	54
April	83
May	101
June	74
July	TBD
August	TBD

Meetings:

- **7/28/2025** – DPW Weekly Goals Meeting
- **7/30/2025** – Department Head Team Meeting
- **7/31/2025** – Sidewalk Sales Safety Meeting
- **8/01/2025** – DPW Weekly Goals Follow Up Meeting
- **8/04/2025** – DPW Weekly Goals Meeting
- **8/06/2025** – Mill/Overlay Asphalt Resurfacing – DPW Superintendent and City Engineer
- **8/06/2025** – City Workshop Meeting – Holiday Lighting
- **8/08/2025** – DPW Weekly Goals Follow Up Meeting

**City of Saugatuck
Status Report of Engineering Activities
August 7, 2025**

General Consultation

- Village Square Court Renovation: The DNR Passport Program application was submitted prior to the April 1 deadline and has been confirmed as administratively complete. Preliminary scoring will be released late summer or early fall, at which time revisions/additions can be made.
- Developed a proposal for inspection of larger culvert crossings and storm sewer outfalls. This work could be completed in phases and areas of concern could be prioritized.
- Pavement Markings: 2025 work is complete. 2026 work will take place in the spring. Current contract is 2025-2027.
- Assisting with review of water and sewer agreements as needed.
- Met with City staff on August 6 to review resurfacing and related projects for fall 2025 and spring 2026.
- Assisting with site plan reviews and construction observation for new development and other projects as needed.

EGLE Technical, Managerial and Financial (TMF) Project

- The City was awarded \$221,600 in funding from EGLE's Community Technical, Managerial, and Financial (TMF) support for lead service line identification (100% grant).
- Prepared the City's Complete Distribution System Materials Inventory and submitted it to EGLE to meet the October 16 deadline. An updated version will be provided when potholing work is complete.
- Potholing work is complete and the contractor is addressing restoration and other punch list items, as well as final in-home verifications to fully utilize the grant dollars.

Mt. Baldhead Projects

- AT&T Project Assistance
 - Providing assistance on an as-needed basis.
- Restroom Building Replacement
 - Midwest is under contract for construction.
 - Prepared a Change Order to adjust the contract times for fall 2025 construction.
 - Met with area stakeholders several times to review and address concerns heading into construction.
- Observation Platform Replacement
 - Design work is progressing. Additional survey work is complete.
 - The Allegan Conservation District has provided the Vegetation Removal Assurance, which is a report required for the EGLE/USACE Critical Dunes Permitting. The report evaluates impacts on vegetation, native, non-native and invasives, and provides guidance for the design and construction. The report includes guidance for several of the unhealthy, dead or undesirable species to be removed as part of the project and replaced with native/desirable ones.
 - Met with area stakeholders to review the survey and proposed concepts. Gathering feedback to incorporate into the design, as well as pre-construction activities to address concerns with the site.

Sea Wall and Concrete Repairs

- The bid opening was held on April 30, however none were received.
- Planning to incorporate most of these areas of work into the Maple Street project to take advantage of economy of scale savings. Stair patching will be completed separately.

Maple Street Improvements

- Design work is approximately 60% complete and permitting work is in process.
- Depending on timing for permits and final design, we anticipate issuing the project for bids in late 2025 with construction during the 2026 construction season (approximately April to November).

Park Street Improvements – Study Phase

- Park Street between Campbell Road and Mt. Baldhead has no specific non-motorized facility and a number of unique challenges and right-of-way encroachments. The asphalt pavement is deteriorating. A number of development projects have recently been completed or are ongoing along the corridor. A planning phase proposal has been developed to build on prior study work and develop a scope, concept and cost estimate for improvement of the corridor.
- We are awaiting results of our application to EGLE's Michigan Coastal Management Program, which was submitted on December 20, 2024 followed by a council resolution on December 23. If funded, the grant would cover up to 50% of the planning cost and an updated proposal will be prepared to align with the funding. EGLE has reached out several times with follow-up questions/clarifications on the application.

City Hall Interior Renovations

- A kickoff meeting/site visit will be scheduled with City staff soon.

Vendor Name	Description	Amount
1. ACTION INDUSTRIAL SUPPLY CO		
	UNIFORMS & SAFETY EQUIPMENT - HERBERT	214.87
	UNIFORMS & SAFETY EQUIPMENT - ARAMENDI	174.39
	TOTAL	389.26
2. ALLEGAN COUNTY SHERIFF		
	MAY '25 CORRECTIONS SERVICES	255.00
	JUN '25 CORRECTIONS SERVICES	283.00
	RESERVE DEPUTIES	1,568.00
	RESERVE DEPUTIES	2,264.00
	JUL '25 SHERIFF CONTRACT	35,677.54
	TOTAL	40,047.54
3. ALLEGAN COUNTY TREASURER		
	PROPERTY TAXES COLLECTION 07/24 - 08/06	139,412.53
4. AMERICAN BOTTLING COMPANY		
	BOTTLED WATER	1,566.00
5. ASSESSING SOLUTIONS INC		
	AUG '25 ASSESSING SERVICES	3,024.84
6. BILLER PRESS INC		
	PARKING TICKETS	347.73
7. COMMERCIAL RECORD		
	BOARD OF REVIEW / PLANNING	168.00
8. CONSUMERS ENERGY		
	JUN '25 SERVICE	3,929.76
9. DELUXE		
	DEPOSIT TICKETS	203.52
10. E DOWD CRANE SERVICE LLC		
	TREE SERVICE	1,969.00
11. ETNA SUPPLY		
	SHOP HOSE (RETURNED)	(129.00)
12. FAHEY SCHULTZ BURZYCH RHODES		
	JUN '25 WATER AND SEWER	354.00
13. FRONTIER		
	07/03 - 08/02 SERVICE	186.17
14. GIL- ROY'S HARDWARE		
	SUPPLIES	255.10
15. GORDON FOOD SERVICE		
	OVAL BEACH CONCESSIONS	(69.42)
	OVAL BEACH CONCESSIONS	1,710.01
	OVAL BEACH CONCESSIONS	1,836.67
	OVAL BEACH CONCESSIONS	103.10
	OVAL BEACH CONCESSIONS	1,138.23
	TOTAL	4,718.59
16. GREATLAND		
	W2 FORMS	142.35
17. GROUNDS MANAGEMENT SOLUTIONS		
	REPAIRS	297.70
18. IHLE AUTO PARTS		
	JUL '25 MOTOR PURCHASES	43.69
19. JAMES E SMIT		
	WATER SERVICE SHARE	2,452.50
20. KALAMAZOO LAKE SEWER & WATER		
	JUN '25 SERVICE	3,589.65
21. KOSTER PLUMBING INC		
	DRINKING FOUNTAIN INSTALL	600.00
22. MC NALLY ELEVATOR COMPANY INC		
	ELEVATOR SERVICE	592.50
23. METRO WIRELESS		
	AUG '25 WIFI SERVICE	698.00

08/07/2025 12:58 PM
User: NICOLE
DB: Saugatuck

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
EXP CHECK RUN DATES 07/30/2025 - 08/12/2025
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Page: 2/2

Vendor Name	Description	Amount
24. MINER SUPPLY CO		
	DISH SOAP	52.56
	GARBAGE BAGS	263.91
	TOTAL	316.47
25. OTTAWA AREA INTERMEDIATE SCHOOL DIS		
	PROPERTY TAXES COLLECTION 07/24 - 08/06	78,892.01
26. OVERISEL LUMBER COMPANY		
	JUL '25 STATEMENT BALANCE	1,307.27
27. PIVOT POINT PARTNERS LLC		
	ASSESSING SOFTWARE	403.20
28. PURITY CYLINDER GASES INC		
	GAS CYLINDERS	20.38
29. REPUBLIC SERVICES		
	JUL '25 DISPOSAL AND PICKUP SERVICE - BLUE STA	504.00
30. RICOH USA INC		
	07/26 - 08/25 COPIER LEASE	127.97
	06/26 - 07/25 LEASE - STAPLE UNIT	35.27
	07/26 - 08/25 LEASE - STAPLE UNIT	35.27
	COPIER USAGE	461.28
	TOTAL	659.79
31. SAUGATUCK FIRE		
	RENTAL HOME INSPECTIONS	950.00
32. SAUGATUCK PUBLIC SCHOOLS		
	PROPERTY TAXES COLLECTION 07/24 - 08/06	106,927.88
33. SEPTIC TANK SYSTEMS CO INC		
	PORTABLE REST ROOM - OVAL BEACH	1,000.00
34. SHORELINE TECHNOLOGY SOLUTIONS		
	DOMAIN NAME	35.00
	NETWORK LABOR	250.00
	AUG '25 COMPUTER SERVICES	1,984.20
	TOTAL	2,269.20
35. SISTERS IN INK		
	OVAL CONCESSIONS	324.17
36. SPRING BROOK SUPPLY		
	IRRIGATION	84.95
37. STANDARD INSURANCE COMPANY		
	AUG '25 INSURANCE	382.31
TOTAL - ALL VENDORS		398,901.06
FUND TOTALS:		
Fund 101 - GENERAL FUND		70,410.78
Fund 202 - MAJOR STREETS		23.93
Fund 203 - LOCAL STREETS		23.92
Fund 497 - WATER CAPITAL PROJECTS FUND		2,452.50
Fund 661 - MOTOR POOL FUND		757.51
Fund 701 - CURRENT TAX FUND		325,232.42

08/07/2025

CHECK REGISTER FOR CITY OF SAUGATUCK
CHECK DATE FROM 07/01/2025 - 07/31/2025

Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
07/03/2025	20395	BLACQUIERE, BRADYN	PAYROLL	232.15
07/03/2025	20396	BRINK, CHASE	PAYROLL	488.20
07/03/2025	DD7414(A)	ANDERSON, HOLLY	PAYROLL	341.39
07/03/2025	DD7415(A)	ARAMENDI, NOAH	PAYROLL	1,531.59
07/03/2025	DD7416(A)	BAGIEREK, CHRISTOPHER	PAYROLL	52.86
07/03/2025	DD7417(A)	BALDWIN, CRAIG	PAYROLL	83.12
07/03/2025	DD7418(A)	BONT, RICHARD	PAYROLL	26.42
07/03/2025	DD7419(A)	BOSCH, LEXIE	PAYROLL	1,725.42
07/03/2025	DD7420(A)	BOUCK, JAMES	PAYROLL	26.42
07/03/2025	DD7421(A)	BOUWMAN, CHAD	PAYROLL	2,058.73
07/03/2025	DD7422(A)	BREDEWEG, NICOLE	PAYROLL	2,158.45
07/03/2025	DD7423(A)	BULTMAN, LINDA	PAYROLL	2,206.22
07/03/2025	DD7424(A)	CANNARSA, JOHN	PAYROLL	77.49
07/03/2025	DD7425(A)	CHRISTENSON, JUDE	PAYROLL	477.94
07/03/2025	DD7426(A)	CLARK, JOSEPH	PAYROLL	387.64
07/03/2025	DD7427(A)	CRAWFORD, RICHARD	PAYROLL	26.12
07/03/2025	DD7428(A)	CUMMINS, RYAN	PAYROLL	2,815.93
07/03/2025	DD7429(A)	DEAN, SCOTT	PAYROLL	307.35
07/03/2025	DD7430(A)	DEJAEGER, JOHN	PAYROLL	1,163.41
07/03/2025	DD7431(A)	DONAHUE, WILLIAM	PAYROLL	83.11
07/03/2025	DD7432(A)	FLANAGAN, HANNAH	PAYROLL	952.61
07/03/2025	DD7433(A)	GARCIA, MARIELA	PAYROLL	402.84
07/03/2025	DD7434(A)	GARDNER, RUSSELL	PAYROLL	292.74
07/03/2025	DD7435(A)	GAUNT, BOBBIE	PAYROLL	79.29
07/03/2025	DD7436(A)	GRIGG-MARTINEZ, DAYTON	PAYROLL	475.74
07/03/2025	DD7437(A)	HAMLIN, AIDEN	PAYROLL	690.30
07/03/2025	DD7438(A)	HERBERT, SCOTT	PAYROLL	2,322.90

08/07/2025

CHECK REGISTER FOR CITY OF SAUGATUCK
CHECK DATE FROM 07/01/2025 - 07/31/2025

Check Date	Check	Vendor Name	Description	Amount
07/03/2025	DD7439(A)	KERRIDGE, ADAM	PAYROLL	1,925.82
07/03/2025	DD7440(A)	KUBASIAK, ROBERT	PAYROLL	26.42
07/03/2025	DD7441(A)	LA CHEY, MARK	PAYROLL	78.28
07/03/2025	DD7442(A)	LAMPEN, MEAGAN	PAYROLL	52.86
07/03/2025	DD7443(A)	LIVINGSTON, JOHN	PAYROLL	1,124.42
07/03/2025	DD7444(A)	MACK, ELLIS	PAYROLL	1,391.21
07/03/2025	DD7445(A)	MANNS, STEVEN	PAYROLL	79.28
07/03/2025	DD7446(A)	MARTIN, DANNY	PAYROLL	1,396.83
07/03/2025	DD7447(A)	MEYER, GRIFFIN	PAYROLL	337.79
07/03/2025	DD7448(A)	MITCHELL, CADE	PAYROLL	383.23
07/03/2025	DD7449(A)	MITCHELL, JACE	PAYROLL	765.87
07/03/2025	DD7450(A)	MUNCEY, GREGORY	PAYROLL	264.30
07/03/2025	DD7451(A)	PATERSON, KEITH	PAYROLL	79.29
07/03/2025	DD7452(A)	PETERS, ADDISON	PAYROLL	990.45
07/03/2025	DD7453(A)	PETERS, AVERY	PAYROLL	1,037.26
07/03/2025	DD7454(A)	PETERSON, CHRISTINE	PAYROLL	220.24
07/03/2025	DD7455(A)	PETRIK, JAKOB	PAYROLL	1,113.36
07/03/2025	DD7456(A)	RAPHAEL, CHRISTOPHER	PAYROLL	26.42
07/03/2025	DD7457(A)	SAMUELS, ROBERT	PAYROLL	884.10
07/03/2025	DD7458(A)	SANCHEZ, ADAN	PAYROLL	687.17
07/03/2025	DD7459(A)	STANTON-SHARAR, LAUREN	PAYROLL	263.30
07/03/2025	DD7460(A)	STEZOWSKI, BRAYDEN	PAYROLL	735.60
07/03/2025	DD7461(A)	STEZOWSKI, LOGAN	PAYROLL	991.60
07/03/2025	DD7462(A)	STRAKER, TIMOTHY	PAYROLL	78.39
07/03/2025	DD7463(A)	THOMPSON, LUKE	PAYROLL	2,228.69
07/03/2025	DD7464(A)	VAN HOWE, AINSLEY	PAYROLL	732.47
07/03/2025	DD7465(A)	WILLIAMS, SARA	PAYROLL	1,756.11
07/03/2025	DD7466(A)	WOLTERS, JAMIE	PAYROLL	2,057.07

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Check Date	Check	Vendor Name	Description	Amount
07/03/2025	EFT1946(E)	ALERUS	PAYROLL	2,932.60
07/03/2025	EFT1947(E)	MERS HYBRID	PAYROLL	1,997.54
07/03/2025	EFT1948(E)	FEDERAL TAX DEPOSIT	PAYROLL	12,395.99
07/14/2025	6035(A)	ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT - BOUWMAN	150.39
07/14/2025	6036(A)	ALLEGAN COUNTY SHERIFF	JUN '25 SHERIFF CONTRACT	32,656.80
07/14/2025	6037(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 07/01 - 07/09	104,062.69
07/14/2025	6038(A)	ASSESSING SOLUTIONS INC	JUL '25 ASSESSING SERVICES	3,024.84
07/14/2025	6039(A)	COMCAST	06/28 - 07/27 INTERNET SERVICE	358.30
07/14/2025	6040(A)	COMCAST-DPW	06/15 - 07/14 INTERNET-DPQ	271.93
07/14/2025	6041(A)	MICHIGAN CAT	PARTS	273,292.50
07/14/2025	6042(A)	ETNA SUPPLY	RETURN FLOOR DRAIN	4,104.84
07/14/2025	6043(A)	FLEIS & VANDENBRINK ENGINEERING INC	04/27 - 05/24 ENGINEERING FEES - MAPLE S	29,670.00
07/14/2025	6044(A)	GRANICUS LLC	SHORT TERM RENTALS	19,475.90
07/14/2025	6045(A)	GROUND MANAGEMENT SOLUTIONS	FERTILIZER - VARIOUS PARKS	746.40
07/14/2025	6046(A)	HOLLAND LITHO PRINTING SERVICE	CULVER STREET PASSES	178.42
07/14/2025	6047(A)	HORIZON COMMUNITY PLANNER	PLANNING & HISTORIC DISTRICT	4,770.95
07/14/2025	6048(A)	MAC QUEEN	WATER VALVE	2,059.74
07/14/2025	6049(A)	MML LIABILITY & PROPERTY POOL	LIABILITY & PROPERTY POOL	36,775.00
07/14/2025	6050(A)	MML WORKER COMP	2025 - 2026 WORKER COMP INSURANCE	11,898.00
07/14/2025	6051(A)	OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES COLLECTION 07/01 - 07/09	58,887.94
07/14/2025	6052(A)	POMP'S TIRE SERVICE INC	#6 BACKHOE	1,913.75
07/14/2025	6053(A)	PURITY CYLINDER GASES INC	GAS CYLINDERS	20.00
07/14/2025	6054(A)	SAUGATUCK FIRE	RENTAL HOME INSPECTIONS AND REINSPECTION	1,350.00
07/14/2025	6055(A)	SHORELINE TECHNOLOGY SOLUTIONS	JUL '25 COMPUTER SERVICES	1,965.20
07/14/2025	6056(A)	SISTERS IN INK	OVAL BEACH CONCESSIONS	1,713.19
07/14/2025	6057(A)	STANDARD INSURANCE COMPANY	JUL '25 INSURANCE	421.74
07/14/2025	6058(A)	STREAMLINE DESIGN.COM LLC	SOCIAL DISTRICT SIGNS	1,288.50
07/14/2025	20397	ARROWASTE	DUMPSTER	670.13 V

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Check Date	Check	Vendor Name	Description	Amount
07/14/2025	20398	ARROWASTE	DUMPSTER	549.28 V
07/14/2025	20399	COMMERCIAL RECORD	BOR DISPLAY LEGAL	63.00 V
07/14/2025	20400	IHLE AUTO PARTS	JUN '25 MOTOR PURCHASES	116.86 V
07/14/2025	20401	JONKER'S GARDEN	HANGING BASKETS	112.45 V
07/14/2025	20402	MCKELLIPS PLUMBING INC	OVAL BEACH REPAIR	143.00 V
07/14/2025	20403	MINER SUPPLY CO	SUPPLIES	5,249.96 V
07/14/2025	20404	OVERISEL LUMBER COMPANY	JUN '25 STATEMENT BALANCE	1,336.76 V
07/14/2025	20405	PLUMBER'S PORTABLE TOILET SERVICE	4TH JULY	1,820.00 V
07/14/2025	20406	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 07/01 - 07/09	82,074.87 V
07/14/2025	20407	SEPTIC TANK SYSTEMS CO INC	PORTABLE REST ROOM - OVAL BEACH	2,400.00 V
07/14/2025	20408	WONDERLAND TIRE COMPANY	PARTS	57.43 V
07/14/2025	20409	ARROWASTE	DUMPSTER	670.13
07/14/2025	20410	ARROWASTE	DUMPSTER	549.28
07/14/2025	20411	COMMERCIAL RECORD	BOR DISPLAY LEGAL	63.00
07/14/2025	20412	IHLE AUTO PARTS	JUN '25 MOTOR PURCHASES	116.86
07/14/2025	20413	JONKER'S GARDEN	HANGING BASKETS	112.45
07/14/2025	20414	MCKELLIPS PLUMBING INC	OVAL BEACH REPAIR	143.00
07/14/2025	20415	MINER SUPPLY CO	SUPPLIES	5,249.96
07/14/2025	20416	OVERISEL LUMBER COMPANY	JUN '25 STATEMENT BALANCE	1,336.76
07/14/2025	20417	PLUMBER'S PORTABLE TOILET SERVICE	4TH JULY	1,820.00
07/14/2025	20418	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 07/01 - 07/09	82,074.87
07/14/2025	20419	SEPTIC TANK SYSTEMS CO INC	PORTABLE REST ROOM - OVAL BEACH	2,400.00
07/14/2025	20420	WONDERLAND TIRE COMPANY	PARTS	57.43
07/15/2025	6063(E)	AMERICAN BOTTLING COMPANY	BOTTLED WATER	1,566.00
07/15/2025	6064(E)	GORDON FOOD SERVICE	OVAL BEACH CONCESSIONS	7,364.61
07/15/2025	6065(E)	KALAMAZOO LAKE SEWER & WATER	MAY '25 SERVICE	2,557.49
07/15/2025	6066(E)	MERCHANTS BANCARD NETWORK	JUN '25 CC PROCESSING - ENTRANCE AND OFF	5,201.84
07/15/2025	6067(E)	MERCHANTS BANCARD NETWORK	JUN '25 CC PROCESSING - CONCESSION	615.53

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Check Date	Check	Vendor Name	Description	Amount
07/15/2025	6068(E)	METRO WIRELESS	JUL '25 WIFI SERVICE	698.00
07/15/2025	6069(E)	MI DEPT OF TREASURY -UNCLAIMED PROP	ESCHEAT CHECK	500.00
07/15/2025	6070(E)	PRIORITY HEALTH	JUL '25 HEALTH INSURANCE COVERAGE	11,039.45
07/15/2025	6071(E)	REPUBLIC SERVICES	MAY '25 DISPOSAL AND PICKUP SERVICE - BL	504.00
07/18/2025	20421	BLACQUIERE, BRADYN	PAYROLL	109.24
07/18/2025	DD7467(A)	ARAMENDI, NOAH	PAYROLL	1,641.19
07/18/2025	DD7468(A)	BOSCH, LEXIE	PAYROLL	1,743.93
07/18/2025	DD7469(A)	BOUWMAN, CHAD	PAYROLL	2,149.52
07/18/2025	DD7470(A)	BREDEWEG, NICOLE	PAYROLL	2,233.44
07/18/2025	DD7471(A)	BULTMAN, LINDA	PAYROLL	1,904.31
07/18/2025	DD7472(A)	CHRISTENSON, JUDE	PAYROLL	632.71
07/18/2025	DD7473(A)	CUMMINS, RYAN	PAYROLL	3,326.60
07/18/2025	DD7474(A)	DEJAEGHER, JOHN	PAYROLL	1,163.41
07/18/2025	DD7475(A)	FLANAGAN, HANNAH	PAYROLL	1,000.41
07/18/2025	DD7476(A)	GARCIA, MARIELA	PAYROLL	406.25
07/18/2025	DD7477(A)	GRIGG-MARTINEZ, DAYTON	PAYROLL	285.44
07/18/2025	DD7478(A)	HAMLIN, AIDEN	PAYROLL	772.30
07/18/2025	DD7479(A)	HERBERT, SCOTT	PAYROLL	2,441.01
07/18/2025	DD7480(A)	KERRIDGE, ADAM	PAYROLL	2,380.38
07/18/2025	DD7481(A)	LIVINGSTON, JOHN	PAYROLL	1,177.54
07/18/2025	DD7482(A)	MACK, ELLIS	PAYROLL	1,506.02
07/18/2025	DD7483(A)	MARTIN, DANNY	PAYROLL	1,561.78
07/18/2025	DD7484(A)	MEYER, GRIFFIN	PAYROLL	255.78
07/18/2025	DD7485(A)	MITCHELL, CADE	PAYROLL	426.19
07/18/2025	DD7486(A)	MITCHELL, JACE	PAYROLL	1,221.09
07/18/2025	DD7487(A)	PETERS, ADDISON	PAYROLL	1,190.98
07/18/2025	DD7488(A)	PETERS, AVERY	PAYROLL	1,303.61
07/18/2025	DD7489(A)	PETRIK, JAKOB	PAYROLL	1,113.36

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Check Date	Check	Vendor Name	Description	Amount
07/18/2025	DD7490(A)	SAMUELS, ROBERT	PAYROLL	1,043.93
07/18/2025	DD7491(A)	SANCHEZ, ADAN	PAYROLL	714.41
07/18/2025	DD7492(A)	STEZOWSKI, BRAYDEN	PAYROLL	747.70
07/18/2025	DD7493(A)	STEZOWSKI, LOGAN	PAYROLL	1,095.10
07/18/2025	DD7494(A)	THOMPSON, LUKE	PAYROLL	2,303.68
07/18/2025	DD7495(A)	VAN HOWE, AINSLEY	PAYROLL	948.98
07/18/2025	DD7496(A)	WILLIAMS, SARA	PAYROLL	1,831.11
07/18/2025	DD7497(A)	WOLTERS, JAMIE	PAYROLL	2,184.14
07/18/2025	EFT1949(E)	ALERUS	PAYROLL	3,111.96
07/18/2025	EFT1950(E)	MERS HYBRID	PAYROLL	2,084.03
07/18/2025	EFT1951(E)	FEDERAL TAX DEPOSIT	PAYROLL	12,691.84
07/18/2025	EFT1952(E)	MERS	PAYROLL	4,611.11
07/18/2025	EFT1953(E)	MI DEPT OF TREASURY	PAYROLL	4,326.06
07/28/2025	6072(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 07/10 - 07/23	134,623.30
07/28/2025	6073(A)	BS&A SOFTWARE	SOFTWARE UPDATES & ANNUAL SUPPORT	6,799.00
07/28/2025	6074(A)	COMCAST	07/28 - 08/27 INTERNET SERVICE	358.30
07/28/2025	6075(A)	COMCAST-DPW	07/15 - 08/14 INTERNET-DPW	275.93
07/28/2025	6076(A)	ETNA SUPPLY	FAUCET REPAIR	1,799.50
07/28/2025	6077(A)	FAHEY SCHULTZ BURZYCH RHODES	JUN '25 EMPLOYMENT	31,248.55
07/28/2025	6078(A)	FLEIS & VANDENBRINK ENGINEERING INC	05/25 - 06/28 ENGINEERING FEES - GEN CON	48,834.94
07/28/2025	6079(A)	INTERNAL SOUND & COMMUNICATIONS	NEW TELEPHONES	1,793.93
07/28/2025	6080(A)	K&R TRUCK SALES INC	ENGINE REPAIR	1,024.05
07/28/2025	6081(A)	LAKESHORE OUTDOORS LLC	SCREENED TOPSOIL	132.00
07/28/2025	6082(A)	MC CANN INDUSTRIES INC	REPAIR - LOADER	3,835.62
07/28/2025	6083(A)	OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES COLLECTION 07/10 - 07/23	76,181.92
07/28/2025	6084(A)	SAUGATUCK FIRE	RENTAL HOME INSPECTIONS / REINSPECTIONS	1,400.00
07/28/2025	6085(A)	SISTERS IN INK	DPW PRINTED/EMBROIDERED CLOTHING	319.13
07/28/2025	20422	AQUATIC DOCTORS LAKE MGT INC	MILFOIL TREATMENT	34,385.00

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Check Date	Check	Vendor Name	Description	Amount
07/28/2025	20423	ERLANDSON CONCRETE LLC	CONCRETE REPAIRS	7,458.75
07/28/2025	20424	MICHIGAN ASS OF PLANNING	ADVERTISEMENT	75.00
07/28/2025	20425	MINER SUPPLY CO	DISH SOAP	105.12
07/28/2025	20426	PLANTE MORAN	PROFESSIONAL SERVICES PMGAP UNIV - 2025	1,500.00
07/28/2025	20427	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 07/10 - 07/23	98,685.21
07/28/2025	20428	SAUGATUCK TOWNSHIP	W/S CONTRACT 2024-2025	114.00
07/28/2025	20429	SEPTIC TANK SYSTEMS CO INC	PORTABLE RESTROOM CLEANING - OVAL BEACH	560.00
07/28/2025	20430	ZEIGLER GMC OF HOLLAND	LAMP	412.01
07/29/2025	6087(E)	CAPITAL ONE	JUN '25 STATEMENT BALANCE	137.77
07/29/2025	6088(E)	FIRST BANK CARD	05/24 - 06/25 STATEMENT BALANCE	6,527.41
07/29/2025	6089(E)	FRONTIER	05/20 - 06/19 SERVICE	109.44
07/29/2025	6090(E)	GORDON FOOD SERVICE	OVAL BEACH CONCESSIONS	1,785.47
07/29/2025	6091(E)	JOHN DEERE FINANCIAL	06/11 - 07/10 STATEMENT BALANCE	40.50
07/29/2025	6092(E)	MERS	JUL '25 RETIREMENT	4,499.98
07/29/2025	6093(E)	MICHIGAN GAS UTILITIES	05/23 - 06/24 SERVICE - 3338 BLUE STAR	78.12
07/29/2025	6094(E)	MICHIGAN GAS UTILITIES	05/22 - 06/23 SERVICE - 345 BUTLER	61.03
07/29/2025	6095(E)	MICHIGAN GAS UTILITIES	05/22 - 06/22 SERVICE - 102 BUTLER	50.02
07/29/2025	6096(E)	NET2PHONE INC	JUL '25 PHONE SERVICE	305.23
07/29/2025	6097(E)	REPUBLIC SERVICES	JUN '25 DISPOSAL AND PICKUP SERVICE - BL	480.00
07/29/2025	6098(E)	STATE OF MICHIGAN	JUN '25 SALES TAX	1,053.68
07/29/2025	6099(E)	VALLEY CITY LINEN INC	SHOP TOWELS	215.22
07/31/2025	6118(E)	CONSUMERS ENERGY	JUN '25 SERVICE	3,929.76
07/31/2025	6119(E)	DELUXE	DEPOSIT TICKETS	203.52
07/31/2025	6120(E)	FRONTIER	07/03 - 08/02 SERVICE	186.17
07/31/2025	6121(E)	RICOH USA INC	07/26 - 08/25 COPIER LEASE	127.97
Total of 192 Checks:				1,412,164.85

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Check Date	Check	Vendor Name	Description	Amount
Less 12 Void Checks:				94,593.74
Total of 180 Disbursements:				1,317,571.11



City Council Agenda Item Report

FROM: Scott Herbert – Public Works Superintendent

MEETING DATE: Monday August 11th, 2025

SUBJECT: Holiday Lighting

DESCRIPTION:

Holiday Lighting Contract Renewal – Chips Groundcover

Contract Term: Three-year renewal for 2025, 2026, and 2027 holiday seasons.

Scope: Installation, service, takedown, and storage of commercial grade 5mm mini lights. Downtown streets include Culver Street from Butler to the SCA, Butler Street from Culver Street to Mary Street, and the trees at Wicks Park.

Contract Amount:

- **Downtown Areas: \$23,400 annually**
- **Wicks Park: \$2,950 annually**

Additional Lighting Areas Proposed:

The following locations may also need additional electrical work to provide power for the expanded holiday lighting. Consumer's Energy has provided a cost estimate of **\$1,500** to install new outlets on utility poles.

- **Griffith Street (14 trees): \$2,150**
- **Water Street (38 trees): \$5,950**
- **Mason Street (30 trees): \$4,450**
- **Hoffman Street (16 trees): \$3,750**
- **Main Street (8 trees): \$2,450**
- **Mary Street (15 trees): \$5,750**

Electrical Options

Consumers Energy was able to provide the following options for future maintenance of the utility pole outlets:

\$317.00 per work location

Consumers Energy will disconnect the outlet from the CE secondary to de-energize it at the pole. The City will handle maintenance or replacement of the outlets, with any replacement outlets requiring prior approval from Consumers Energy. Consumers Energy will then return to reconnect the outlet wiring to the CE secondary distribution. An updated form 160 will be needed to account for these outlets on our poles.

Electrical Contractor Proposals:

- **Polarity Electric: \$385 per pole**
- **RAF Electric: \$2,350 per pole**
- **Haveman Electric: Declined**

\$636.00 per work location

Consumers Energy will disconnect City outlets and install CE-approved outlets on the poles. These outlets will become CE-owned equipment, which can only be serviced by qualified CE line workers, but the City will be able to use them. An updated Form 160 will be required to account for these outlets on our poles.

\$1,500.00 per work location

This is the estimated cost for Consumers Energy to add a new outlet to a wood pole. Before installation, the pole must be analyzed and approved by our Infrastructure Attachment group. An updated Form 160 will be required to account for these outlets on our poles.

Recommendation

- Approve the three-year renewal with Chips Groundcover for existing downtown lighting and Wicks Park.
- Discuss/evaluate holiday lighting expansion options and provide feedback to staff.
- Maintain ownership of the utility pole outlets and allow staff to coordinate necessary repairs and upgrades with Consumer's Energy and Polarity Electric as needed. This ensures timely serviceability and troubleshooting by DPW, Chips Groundcover, electrical contractors, and Consumers Energy.

Summary of Estimated Expenses

Chips Groundcover Contract Renewal & Electrical Needs

	<u>Electrical</u>	<u>Holiday Lights</u>
Downtown Areas	\$7,500 - \$15,000	\$23,400 Annually
Wicks Park	-	\$2,950 Annually
Totals:	\$7,500 - \$15,000	\$26,350 Annually

Additional Areas & Electrical Needs

	<u>Electrical</u>	<u>Holiday Lights</u>
Water Street (Culver to Mary)	\$18,000	\$5,950 Annually
Hoffman Street (Water to Bulter)	\$3,000	\$3,750 Annually
Totals:	\$21,000	\$9,700 Annually

BUDGET ACTION REQUIRED:

Budgeted items for FY 25/26

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTIONS:

1. Motion to approve a three-year contract renewal with Chips Groundcover for holiday lighting with a display similar to previous seasons
2. Motion to approve a three-year contract renewal with Chips Groundcover for holiday lighting with a display similar to previous seasons plus additional lighting added to Water Street from Culver Street to Mary Street and Hoffman Street from Water Street to Butler Street.
3. Motion to approve a three-year contract renewal with Chips Groundcover for holiday lighting with a display similar to previous seasons plus additional lighting added to Water Street from Culver Street to Mary Street, Hoffman Street from Water Street to Butler Street, Griffith Street from Culver Street to Mason Street, Mason Street from Water Street to Griffith Street, Main Street from Water Street to Butler Street, and Mary Street from Water Street to Butler Street.



11931 E Lakewood Blvd • Holland MI 49424 • info@chipsgroundcover.com • Phone - 616.546.9196 • Fax – 616.546.9210

Christmascape Renewal. Prepared For:

Bill To:	City of Saugatuck		Date:	03/07/25
Job Name (if different):	Downtown Areas (2025 additions)	Primary Contact (if commercial):	Ryan Cummins Scott Herbert	
Phone:	269-857-2603	Email:	rcummins@saugatuckcity.com	
Billing Address, City, State, Zip:	102 Butler St. PO Box 86 Saugatuck MI 49453			
Jobsite Address:	See detail below.			

Thank you for your interest in our services! We take pride in the displays we create (we call them “Christmascapes!”) for your enjoyment and we hope to work with you soon.

Please initial at each desired item. Please complete top-portion of reverse side for scheduling

Item #:	CUSTOMER INITIAL	Description:	Annual Price:
Description: Addition of various downtown areas. Annual price; 2025, 2026, 2027 Christmas Season. Pricing valid for 30 days from issuance. Pricing includes installation, service (see terms), takedown, and storage of materials. Pricing does not include the sale of material. Installation method to be consistent to current display (Trees along Butler Ave, Culver St, and other nearby areas). Trunks and select branches to wrapped 10-12 foot height where possible. Strand Spacing approximately 6” apart. Tree canopies to be wrapped where possible, avoiding areas when overhead utility / power lines are present. Tree canopy spacing and number of strands will vary based on canopy size and shape and species of tree. Client responsibility to provide adequate power. Note: Individual tree pricing varies based on tree size, shape and species. Some trees may be skipped due to power unavailable, if too small to hold lights, or other reasons. Pricing reflects estimated tree quantity, and subject to change based on actual quantity. Material to be used: Commercial Grade 5mm minis lights with 6” bulb spacing. Service: To be included within Downtown Area Service (not additional to). Downtown Area Service: Includes up to 30 free service calls per season upon proposal acceptance. Service calls are typically completed within 4 business days of notice of the closest business day, weather and safety depending (Saturday and Sunday calls will be processed Monday). Each additional service call billed at \$85 first hour (minimum). \$85 each additional hour, billed in 15 minute increments. Material needing replacement due to theft, vandalism, or acts of nature may be billed additional. Material to be replaced due to installation error or manufacturer defect will be completed at no additional costs. No Sunday or Holiday call-outs.			
1		Griffith Street from Culver To Mason (Estimated 14 trees)	\$2,150
2		Water Street from Culver to Mary (Estimated 38 trees)	\$5,950
3		Mason St. from Water to Griffin (Estimated 30 trees)	\$4,450
4		Hoffman St. from Water to Butler (Estimated 16 trees)	\$3,750
5		Main St. from Water to Butler (Estimated 8 trees)	\$2,450
6		Mary St. from Water to Butler (Estimated 15 trees)	\$5750



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Christmascape Renewal. Prepared For:

Bill To:	City of Saugatuck			Date:	04/03/25
Job Name (if different):	Downtown Areas		Primary Contact (if commercial):	Ryan Cummins	
Phone:	269-857-2603	Email:	rcummins@saugatuckcity.com		
Billing Address, City, State, Zip:	102 Butler St. PO Box 86 Saugatuck MI 49453				
Jobsite Address:	Various, as described.				

Thank you for your interest in our services! We take pride in the displays we create (we call them “Christmascares!”) for your enjoyment and we hope to work with you soon.

Please initial at each desired item. Please complete top-portion of reverse side for scheduling

Description:	Annual Price:														
Renewal of Christmascape, creating display similar to previous seasons with 3 year agreement. (2025, 2026, 2027 seasons). <table border="1"> <tr> <th>Area</th><th>Number of trees</th></tr> <tr> <td>Culver Street from Griffith to Saugatuck Center for the Arts</td><td>6</td></tr> <tr> <td>Culver Street from Butler to Griffith St</td><td>15</td></tr> <tr> <td>Butler Street from Mason St to Culver</td><td>20</td></tr> <tr> <td>Butler Street from Hoffman St to Mason St</td><td>15</td></tr> <tr> <td>Butler Street from Main St. to Hoffman St</td><td>20</td></tr> <tr> <td>Butler Street from Mary St. to Main St</td><td>9</td></tr> </table> Pricing valid for 30 days from issuance. Pricing includes installation, service (see terms), takedown, and storage of materials. Pricing does not include the sale of material. Trunks and select branches to wrapped 10-12 foot height where possible. Strand Spacing approximately 6” apart. Tree canopies to be wrapped where possible, consistent with previous seasons, avoiding areas when overhead utility / power lines are present. Tree canopy spacing and number of strands will vary based on canopy size and shape and species of tree. Client responsibility to provide adequate power. Note: Individual tree pricing varies based on tree size, shape and species. Some trees may be skipped due to power unavailable, if too small to hold lights, or other reasons. Pricing subject to change based on actual quantity. Material to be used: Commercial Grade 5mm minis lights with 6” bulb spacing. Service: Includes up to 30 free service calls per season upon proposal acceptance, (to be combined into any existing or future contracts with client, not additional to). Service calls are typically completed within 4 business days of notice of the closest business day, weather and safety depending (Saturday and Sunday calls will be processed Monday). Each additional service call billed at \$85 first hour (minimum). \$85 each additional hour, billed in 15 minute increments. Material needing replacement due to theft, vandalism, or acts of nature may be billed additional. Material to be replaced due to installation error or manufacturer defect will be completed at no additional costs. No Sunday or Holiday call-outs.	Area	Number of trees	Culver Street from Griffith to Saugatuck Center for the Arts	6	Culver Street from Butler to Griffith St	15	Butler Street from Mason St to Culver	20	Butler Street from Hoffman St to Mason St	15	Butler Street from Main St. to Hoffman St	20	Butler Street from Mary St. to Main St	9	\$23,400
Area	Number of trees														
Culver Street from Griffith to Saugatuck Center for the Arts	6														
Culver Street from Butler to Griffith St	15														
Butler Street from Mason St to Culver	20														
Butler Street from Hoffman St to Mason St	15														
Butler Street from Main St. to Hoffman St	20														
Butler Street from Mary St. to Main St	9														

Installation target to be started no earlier than August 31. Lights powered on target between October 20 – November 10 (or per City Request). Takedown to be completed target March 15-31 (or per City request)	
---	--

Client Signature: _____

Print: _____

Title: _____

Date: _____

Your (the client) signature, verbal agreement, or agreement via email to this contract acknowledges that you personally guarantee payment for services rendered. The client agrees to pay all costs associated with the collection process, if necessary. Payment may be required prior to beginning work otherwise payment is due 30 days after invoice date. \$25 returned check fee, 24% annual finance charge on past due invoices. Proposals valid for thirty days. Prices based on product availability. Client required to supply adequate electric power prior to installation date. Alterations from plans are to be added or subtracted from the sum quoted in this contract. Chips Groundcover, LLC agrees to carry worker's compensation and general liability insurance, and to pay all taxes on material and labor furnished under this contract as required by federal laws and the laws of the state of Michigan.

Notes: _____

SERVICE / MATERIAL WARRANTY AND REPLACEMENT: You receive 3 free service calls per season (3 months) upon proposal / renewal acceptance (unless noted otherwise). Service calls are typically completed within 3 days of notice of nearest business day; and are weather and safety dependent. Each additional service call billed at \$85 first hour (minimum). \$85 each additional hour, billed in 15 minute increments. New material covered for 1 season (3 months) under manufacturer's warranty. At re-installation: defective and non-working material may be billed additional, if unable to be fixed by us. Material needing replacement due to theft, vandalism, or acts of nature may be billed additional. Material to be replaced due to installation error or manufacturer defect will be completed at no additional costs. Client is responsible for providing adequate power. No Sunday or Holiday call-outs. No service fee will be assessed for items which are unserviceable due to safety concerns. (Material not supplied by us excluded from service & material warranty policy) **Need Service? Don't hesitate to call- we might be working in your area and might be able to waive service charges.**

STORAGE: Unless noted, you are purchasing material upon initial installation. Type and number of Timers and Extension cords may change annually based on installation method. Prices include 11 months of off-season storage (when installed for seasonal use). Additional storage billed \$8 per month per \$1,000 of job total, \$8/month minimum, billed annually at beginning of storage period. Your material is stored off site and insured during the off-season.

Office Use: Date Rcvd: _____ Date Cnfmd _____ By: _____ WG/WM Complete: Y | N _____

Rqstd PO:

TmrType:

TmrPr:

RqTD:

rv 01/20



11931 E Lakewood Blvd • Holland MI 49424 • info@chipsgroundcover.com • Phone - 616.546.9196 • Fax – 616.546.9210

Christmascap Renewal. Prepared For:

Bill To:	City of Saugatuck	Date:	04-03-25
Job Name (if different):	Wicks Park	Primary Contact (if commercial):	Ryan Cummins
Phone:	269-857-2603	Email:	rcummins@saugatuckcity.com
Billing Address, City, State, Zip:	102 Butler St. PO Box 86 Saugatuck MI 49453		
Jobsite Address:	Wicks Park Area, Saugatuck Mi.		

Thank you for your interest in our services! We take pride in the displays we create (we call them “Christmascapes!”) for your enjoyment and we hope to work with you soon.

Please initial at each desired item. Please complete top-portion of reverse side for scheduling

Description:	Current Year:
Renewal of Christmascap, creating display similar to previous seasons with 3 year agreement. (2025, 2026, 2027 seasons). Tree Lighting: (7) Trees in Wicks Park. on overhead map using 5mm mini style Christmas lights (warm white). Trunk wraps and tree canopies up to approximately 10-12' height, Trunk wraps approx 6" spacing. Canopy wraps approx 12-24" spacing. Pricing valid for 30 days from issuance. Pricing includes installation, service (see terms), takedown, and storage of materials. Pricing does not include the sale of material. Trunks and select branches to wrapped 10-12 foot height where possible. Strand Spacing approximately 6" apart. Tree canopies to be wrapped where possible, consistent with previous seasons, avoiding areas when overhead utility / power lines are present. Tree canopy spacing to be approx 24". Client responsibility to provide adequate power. Note: Individual tree pricing varies based on tree size, shape and species. Some trees may be skipped due to power unavailable, if too small to hold lights, or other reasons. Pricing subject to change based on actual quantity. Material to be used: Commercial Grade 5mm minis lights with 6" bulb spacing. Service: Includes up to 30 free service calls per season upon proposal acceptance, (to be combined inot any existing or future contracts with client, not additional to). Service calls are typically completed within 4 business days of notice of the closest business day, weather and safety depending (Saturday and Sunday calls will be processed Monday). Each additional service call billed at \$85 first hour (minimum). \$85 each additional hour, billed in 15 minute increments. Material needing replacement due to theft, vandalism, or acts of nature may be billed additional. Material to be replaced due to installation error or manufacturer defect will be completed at no additional costs. No Sunday or Holiday call-outs.	\$2950

Client Signature: _____ **Print:** _____ **Title:** _____ **Date:** _____

Your (the client) signature, verbal agreement, or agreement via email to this contract acknowledges that you personally guarantee payment for services rendered. The client agrees to pay all costs associated with the collection process, if necessary. Payment may be required prior to beginning work otherwise payment is due 30 days after invoice date. \$25 returned check fee, 24% annual finance charge on past due invoices. Proposals valid for thirty days. Prices based on product availability. Client required to supply adequate electric power prior to installation date. Alterations from plans are to be added or subtracted from the sum quoted in this contract. Chips

Groundcover, LLC agrees to carry worker’s compensation and general liability insurance, and to pay all taxes on material and labor furnished under this contract as required by federal laws and the laws of the state of Michigan.

Notes: _____

SERVICE / MATERIAL WARRANTY AND REPLACEMENT: You receive 3 free service calls per season (3 months) upon proposal / renewal acceptance (unless noted otherwise). Service calls are typically completed within 3 days of notice of nearest business day; and are weather and safety dependent. Each additional service call billed at \$85 first hour (minimum). \$85 each additional hour, billed in 15 minute increments. New material covered for 1 season (3 months) under manufacturer's warranty. At re-installation: defective and non-working material may be billed additional, if unable to be fixed by us. Material needing replacement due to theft, vandalism, or acts of nature may be billed additional. Material to be replaced due to installation error or manufacturer defect will be completed at no additional costs. Client is responsible for providing adequate power. No Sunday or Holiday call-outs. No service fee will be assessed for items which are unserviceable due to safety concerns. (Material not supplied by us excluded from service & material warranty policy) **Need Service? Don't hesitate to call- we might be working in your area and might be able to waive service charges.**

STORAGE: Unless noted, you are purchasing material upon initial installation. Type and number of Timers and Extension cords may change annually based on installation method. Prices include 11 months of off-season storage (when installed for seasonal use). Additional storage billed \$8 per month per \$1,000 of job total, \$8/month minimum, billed annually at beginning of storage period. Your material is stored off site and insured during the off-season.

Office Use: Date Rcvd: _____ Date Cnfmnd _____ By: _____ WG/WM Complete: Y N _____				
Rqstd PO:	TmrType:	TmrPr:	RqTD:	rv 01/20

Scott Herbert

From: KYLE R. BROTT <KYLE.BROTT@cmsenergy.com>
Sent: Wednesday, June 11, 2025 4:00 PM
To: Scott Herbert
Cc: Derek A. Nofz
Subject: Outlets on Poles - Consumers Energy
Attachments: Decorative Outlet.jfif; Decorative Outlet Wiring Diagram.jfif; Field Checked Outlet Locations_6.6.25.pdf

You don't often get email from kyle.brott@cmsenergy.com. [Learn why this is important](#)

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

Scott,

Following up from our meeting last week on Friday.

When we walked Butler St and then drove Water St, we located 33 wood poles with existing electrical outlets on them (see attached). It was determined previously by a Consumers Energy (CE) service worker on our operations side that these outlets are customer owned.

CE can offer you the following options for future maintenance of those outlets:

\$317.00 per work location

Consumers Energy will disconnect the outlet from the CE secondary to de-energize it at the pole. The City will handle maintenance or replacement of the outlet, with any replacement outlets requiring prior approval from CE. Consumers Energy will then return to reconnect the outlet wiring to the CE secondary distribution. An updated Form 160 will be needed to account for these outlets on our poles.

\$636.00 per work location

Consumers Energy will disconnect City outlets and install CE-approved outlets on the poles. These outlets will become CE-owned equipment, which can only be serviced by qualified CE line workers, but the City will be able to use them. An updated Form 160 will be required to account for these outlets on our poles.

Additional Visual:



\$1,500.00 per work location

This is the estimated cost for Consumers Energy to add a new outlet to a wood pole. Before installation, the pole must be analyzed and approved by our Infrastructure Attachment group. An updated Form 160 will be required to account for these outlets on our poles.

Let me know if you have any questions.

Kyle Brott

Consumers Energy - Streetlight Programs

Cell: 269-370-3665

Streetlight Brochure:

<https://www.consumersenergy.com/-/media/CE/Documents/outage/streetlight-installation-guide.pdf>

POLARITY ELECTRIC, INC.

4922 146th Avenue, Holland, MI 49423
(616) 748-0600 • Fax (616) 748-0650

August 1, 2025

Quote #25806

**City of Saugatuck
102 Butler St
Saugatuck, MI 49453**

Attn: Scott Herbert

Subject: Power Pole Outlet Repairs

Polarity Electric Inc. is pleased to quote labor and material to replace existing outlets and fuse holders with new components.

Quoted Amount Per Pole-----\$385.00

Quote Includes:

- Labor and materials to replace edison style fuse holder with a Square D QO120 weatherproof breaker and enclosure
- Labor and materials to replace existing outlet and box with metallic box and in-use cover.
- Labor and materials to install new WR rated gfci receptacle.

Quote Excludes:

- Repair of utility feed messenger wires
- Permitting Fees (This can be evaluated later to determine necessity and most cost effective path if required)

Please feel free to contact with any questions or concerns.

Thank You,

Brian Lampen



July 30, 2025
City of Saugatuck
102 Butler St.
Saugatuck, MI 49453

R.E.: Downtown Street Power Pole

R.A.F. ELECTRIC INC. IS PLEASE TO OFFER YOU THIS NEW PROPOSAL. THIS PRICE IS BASED UPON INFORMATION RECEIVED FROM YOU. ANY CHANGES OR ADDITIONS MAY REQUIRE ADDITIONAL PRICING.

SCOPE OF WORK:

- DEMO AND REMOVE EXISTING CONDUIT AND WIRING FROM POWER POLE
- PROVIDE AND INSTALL NEW PVC CONDUIT WITH WEATHERHEAD ON EXISTING POWER POLE
- PROVIDE AND INSTALL 20 AMP BREAKER DISCONNECT SWITCH AND GFCI OUTLET BOTH IN WEATHER RATED BOXES. GFCI RECPTACLE TO HAVE METAL IN USE COVER
- BUCKET TRUCK PROVIDED
- ALL WORK TO BE DONE DURING NORMAL BUSINESS HOURS
- THIS PRICING IS PER POLE
- CORDINATE DISCONNECT/RECONNECT OF POWER WITH CONSUMERS ENERGY

Total: \$2,350

M 616-836-4451 O 269-543-3017
6325 134TH Ave. Saugatuck, MI 49453
Rafelectricinc.com bobf@rafelectricinc.com

1 of 4

IF YOU HAVE ANY QUESTIONS RELATED TO THIS PROPOSAL OR WOULD LIKE ADDITIONAL PRICING, PLEASE FEEL FREE TO CONTACT ME AT ANY TIME. WE LOOK FORWARD TO WORKING WITH YOU ON THIS PROJECT AND IN ANY FUTURE PROJECTS AS WELL.

SINCERELY,

ROBERT FIRMISS

M 616-836-4451 O 269-543-3017
6325 134TH Ave. Saugatuck, MI 49453
Rafelectricinc.com bobf@rafelectricinc.com

2 of 4



Contractual Agreement

By signing below, I agree to the scope of work outlined and the terms and conditions below.

Signature:

Written Name/Title:

Date:

Terms and Conditions

1. An instruction to carry out work, whether written or verbal, shall be taken as acceptance of these terms and conditions unless the work is the subject of another written contract, the terms of which supersede these.

2. Definition and basis of pricing

a) An estimate is an approximate price, calculated with reasonable care from available information, which may be given as a range or percentage variation. It constitutes an offer to do the work within the price range. This will be used where an exact price is not required or is impossible to give due to lack of information.

b) A quotation is an offer to do the work specified at the price quoted. Once a quotation or estimate is accepted by the client, it is to be taken as a contract between them.

c) Schedule of work. An estimate or quotation will be calculated from the schedule of work or information supplied by the client. This schedule is the basis of the contract, and clients are advised to check the schedule carefully to ensure that it is what they require.

3. Conditions

a) The price is based on normal working hours, Monday to Friday, unless otherwise stated.

4. Variations

a) Unless otherwise stated in the estimate or quotation all variations in labor and/ or material costs subsequent to the date of the estimate or quotation may be passed on to the client.

b) Variations or additional work required shall be detailed by the client as early as possible. Ideally this will enable a price variation to be prepared and accepted. Instructions for work to proceed, before such acceptance, shall be required in writing and taken to mean acceptance of charges.

c) Should variations be necessary and the client not available, the work will be carried out in the manner RAF Electric considers to best solve the problem. Any such variation will be chargeable to the client unless expressly forbidden by the client in writing.

5. Payment

a) Unless otherwise stated in the estimate or quotation, payment shall be due on receipt of invoice, which shall be submitted on completion of work.

b) Should the period of work be extended, monthly invoices for work done and materials supplied or specially ordered and held will be submitted. Payment of these shall be due on receipt of invoice.

c) Materials supplied shall remain on the property of the company until paid in full

d) If any invoice is not paid when due, RAF Electric, Inc. may charge a finance charge equal to 1.5% per month from the date of the invoice until paid. Should RAF Electric, Inc. initiate any action to force collection of any sums due, the client agrees to pay all costs incurred by RAF Electric, Inc., in collection including reasonable attorney fees.

6. Disputed Invoices and Late Payment

Client shall pay all invoices within 30 days after receipt. If Client disputes an invoice or any part thereof, Client shall, within 10 days after receipt of the invoice, notify RAF Electric of the item disputed, specifying the reason for the dispute. Payment of the disputed amount may be withheld until a resolution with RAF Electric but timely payment must be made of any undisputed portion. Any sums (including amounts paid with respect to a disputed invoice) not paid within the above specified days shall bear interest at the rate of 1.5% per month, or the maximum legal rate, from the due date until paid. If Client does not pay any undisputed items within the above stated time, RAF Electric may suspend operations or terminate this contract.

7. Time of Completion

M 616-836-4451 O 269-543-3017
6325 134TH Ave. Saugatuck, MI 49453
Rafelectricinc.com bobf@rafelectricinc.com

3 of 4

RAF Electric, Inc., shall endeavor to carry out the work in accordance with the dates specified on the estimate or quotation, or if no dates are specified, within a reasonable period. However, RAF Electric, Inc. cannot be held responsible for any losses, damage or increase in cost due to delays beyond its control.

Scott Herbert

From: Tim Speelman <tims@havemanelectric.com>
Sent: Friday, August 1, 2025 9:11 AM
To: Scott Herbert
Subject: RE: City of Saugatuck Utility Pole Outlets

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 Scott,

Haveman Electric has some safety concerns with installing new receptacle assemblies on the Consumers Energy Poles. We do not have the necessary training and equipment to work that close to the consumers energy wires and would not be able to install the receptacle assemblies at the height required. We therefore will not be able to help you with this project.

Tim Speelman
Haveman Electric

From: Scott Herbert <scott@saugatuckcity.com>
Sent: Wednesday, July 30, 2025 8:27 AM
To: Tim Speelman <tims@havemanelectric.com>
Subject: City of Saugatuck Utility Pole Outlets

Hi Tim,

Thank you for taking my call yesterday. The attached two photos are a couple examples of the outlets that we'd like replaced. My cell phone number is (616) 886-8408.

Looking forward to hearing back from you.

Thanks again,

Scott Herbert
Public Works Superintendent
City of Saugatuck
(269) 857-2603

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<https://www.saugatuckcity.com/enews-sign-up.html>



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: August 11, 2025

SUBJECT: Ordinance No. 250811-A: Amendment to Chapter 135 of City Code

DESCRIPTION:

In late 2024, City Council agreed to partner with the City of the Village of Douglas and Saugatuck Township to create a Tri-Community Wildlife Management Committee with a sunset date of December 31, 2025.

The committee held several meetings and recommended that each municipality adopt the attached resolution. City Council approved the resolution on April 14.

During the committee's work, staff and legal counsel flagged the need to update our existing ordinance. Based on feedback from the Saugatuck City committee members and staff, legal has prepared proposed amendments. Legal advised the following:

Chapter 135 currently prohibits the discharge of any firearms or archery equipment within City limits except with a permit from the City Council, which an exception only for law enforcement officers acting pursuant to their official duties. The proposed amendment to Chapter 135 would revise the City's regulations on weapons to: 1) better facilitate lawful deer hunting in accordance with state regulations, in hopes of mitigating the City's current deer overpopulation issues; 2) align with current state and federal law on the topic of weapon regulation as there have been notable developments in this area in recent years; 3) remove the permitting process that historically has not been utilized by the City; and 4) remove regulations that may be ambiguous or simply better regulated on a state or federal level.

Under the new regulations, the discharge of firearms is still prohibited within City limits, with exceptions law enforcement officers discharging their duties and now for deer culls that have received approval from the City, the Allegan County Sheriff's Department, and

other applicable local and state agencies. As the City has been exploring the possibility of employing a cull to reduce the deer population, this new exception would allow that to occur, provided the requisite approvals have been obtained.

Updates to Archery Regulations

At the June workshop meeting, the consensus of the City Council was that there was not a desire to allow archery hunting citywide, but there may be interest in allowing archery hunting in areas where the parcel size is larger, such as Dunegrass.

Legal updated the drafted ordinance to prohibit discharge of archery equipment unless the area is specifically designated by resolution of the City Council. The use of any archery equipment must comply with applicable state laws, rules, and regulations. This would include a requirement for anyone using archery equipment to hunt to obtain a hunting license from the DNR, which in turn entails taking a hunter safety class. This revision would allow interested people to hunt in designated areas during hunting season in accordance with the rules and regulations established by the DNR. Also of note, anyone using archery equipment in a reckless fashion or in such a way as to harm or endanger people or property would be subject to applicable state law sanctions.

Designating Areas by Resolution

As Dunegrass was listed as an example, staff evaluated parcel sizes in that area. The smallest parcel is .4 acres and the largest is 5.03 acres. The average parcel is 1.96 acres.

Staff prepared the attached map of the City showing parcels that have at least one or more acres of land.

Staff checked with the Department of Natural Resources Wildlife Biologist, Don Poppe, for any recommendations on minimum parcel size. He advised the following:

I consulted with our deer specialist, and it doesn't sound like the minimum parcel size concept is widely used.

There are so many unique situations as far as trying to make sure one parcel versus another is more safe or sufficient. It is difficult to define.

As a review, **safety** is the responsibility of the hunter. There is little evidence to indicate bowhunters are dangerous to other people, they are at much higher risk of hurting themselves through an unfortunate accident. Certainly, hunting around people, a hunter should be hyper conscious of safety and image.

Whether a parcel is **sufficient** in my opinion revolves around whether there are deer to hunt, preferably in a somewhat discreet setting, and can the hunter have reasonable confidence that they can legally retrieve the deer. That last one can have so many

variables beyond parcel size, but relies on the hunter having permission to retrieve the deer wherever it can be reasonably expected to expire, which with a good shot should be less than 100yds, but could be in the 200 yd range as well.

Sgt. Haas with the Sheriff's Office had similar feedback.

Ottawa County has established rules and regulations for hunting in their parks. Their regulations prohibit hunting within 450 feet of occupied buildings and require hunters to maintain a 30 yard distance from property lines.

Workshop Consensus

At the recent workshop meeting, staff sought further Council direction on:

- Is there a minimum parcel size you wish to establish for archery hunting of deer?
 - If a parcel doesn't meet the minimum size, would you allow hunters to obtain permission of multiple private property owners to meet the minimum area requirement, so long as the properties were contiguous?
- Are you willing to allow hunting of deer on public lands or only private?
- Is there a minimum distance from occupied buildings or property lines that you would like to establish for archery hunting?

The consensus was that Council is not interested in establishing areas for archery hunting at this time. The draft ordinance language retains the option for Council to do so in the future by resolution, should it choose to designate an area or approve a specific request. Until such a resolution is adopted, archery hunting within the City will be prohibited.

LEGAL REVIEW:

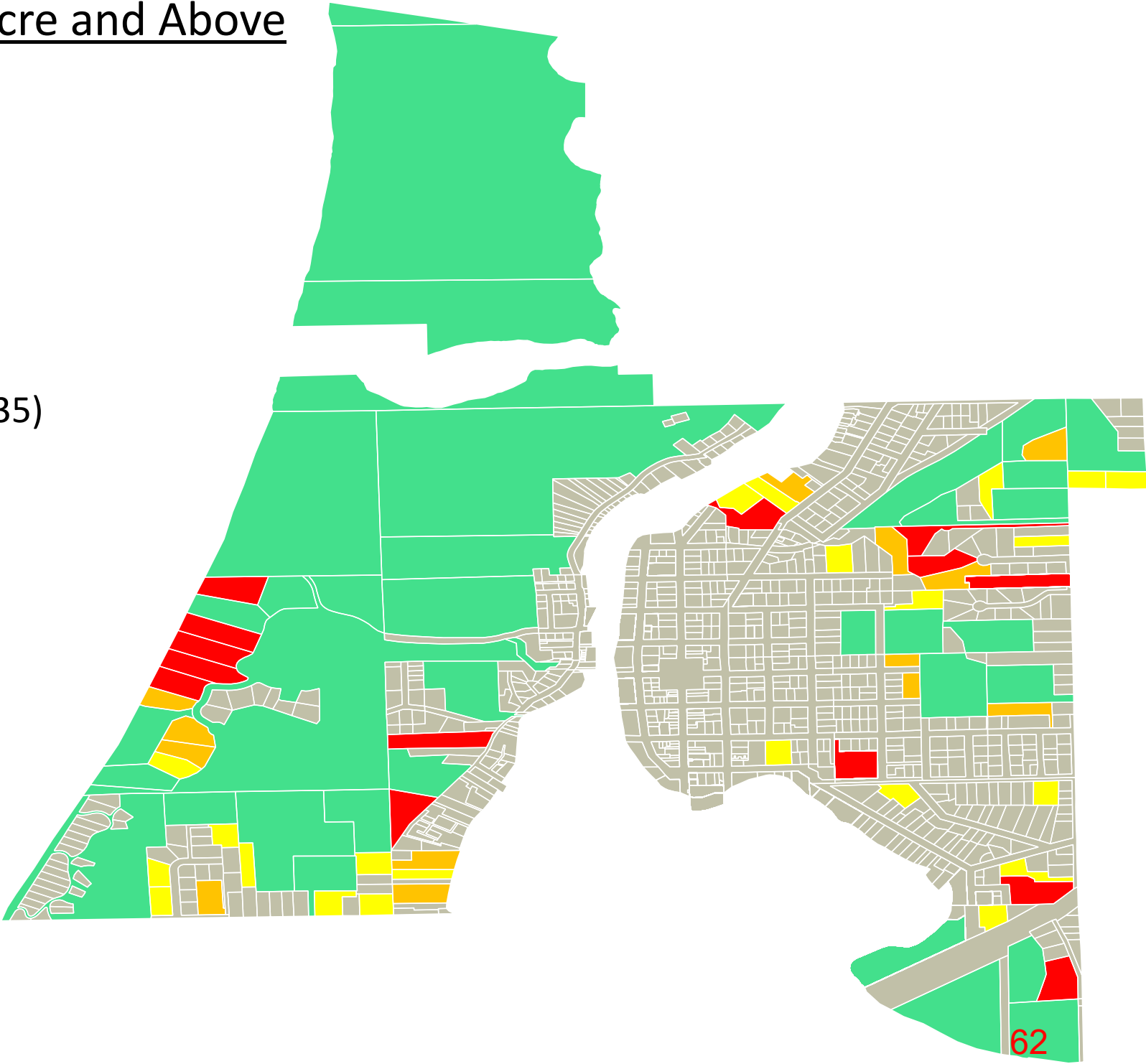
Legal prepared the proposed amendments and provided a legal opinion which has been shared with City Council.

SAMPLE MOTION:

Motion to approve Ordinance No. 250811-A to amend Chapter 135 of the City Code.

Parcels by Size: 1 Acre and Above

- 1.0 - 1.5 Acres (22)
- 1.5 - 2.0 Acres (13)
- 2.0 - 3.0 Acres (14)
- 3.0 Acres or more (35)



CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

AMENDMENT TO CITY CODE

ORDINANCE NO.250811-A

At a meeting of the City Council of the City of Saugatuck, Allegan County, Michigan, held at the City of Saugatuck Hall on _____, 2025 at _____ p.m., City Council Member _____ moved to adopt the following ordinance, which motion was seconded by City Council Member _____.

An ordinance to amend the City of Saugatuck's Code of Ordinances, Chapter 135, to revise and update the City's regulations of weapons to align with applicable law and to provide an exception for the discharge of firearms within City limits as part of a City-sanctioned deer cull, to protect the public health, safety, and welfare.

CITY OF SAUGATUCK, ALLEGAN COUNTY, ORDAINS:

SECTION 1. AMENDMENT TO CITY CODE OF ORDINANCES, CHAPTER 135, SECTION 135.01: City of Saugatuck Code of Ordinances, Chapter 135, Section 135.01, shall be amended to read as follows:

§ 135.01 WEAPONS

(A) No person shall fire or discharge a firearm within the limits of the City, except for the following:

- (1) A police officer or other peace officer in the discharge of his or her duty; and
- (2) Individuals participating in a deer cull approved by the City, the Allegan County Sheriff's Department, and any other applicable local or state agencies or authorities.

(B) No person shall discharge a bow, crossbow, or archery equipment within the limits of the City except in the areas specifically designated by resolution of the City Council. In such areas, the use of bows, crossbows, or archery equipment shall comply with any applicable state laws, rules, and regulations.

SECTION 2. AMENDMENT TO CITY CODE OF ORDINANCES, CHAPTER 135, SECTION 135.02: City of Saugatuck Code of Ordinances, Chapter 135, Section 135.02, shall be deleted in its entirety.

SECTION 3. SEVERABILITY: Should a court of competent jurisdiction find any provision, clause, or portion of this ordinance amendment to be invalid or unconstitutional, the balance or remainder of this ordinance amendment shall remain valid and in full force and effect and shall be

deemed “severable” from the portion, clause, or provision deemed to be invalid or unconstitutional by the court.

SECTION 4. REPEAL: All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SECTION 4. EFFECTIVE DATE: This Ordinance shall become effective immediately upon the date of this Ordinance’s publication as required by law.

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN: _____

ORDINANCE DECLARED ADOPTED.

Holly Anderson
City of Saugatuck, Mayor

CERTIFICATION

I hereby certify that:

1. The above is a true copy of an ordinance adopted by the City of Saugatuck at a duly scheduled and noticed meeting of the City Council held on _____, _____ 2025, pursuant to the required statutory procedures.
2. A summary of the above ordinance was duly published in the _____ newspaper, a newspaper that circulates within the City of Saugatuck, on _____, 2025.
3. Within 1 week after such publication, I recorded the above ordinance in a book of ordinances kept by me for that purpose, including the date of passage of the ordinance, the names of the members of the City Council voting, and how each member voted.
4. I filed an attested copy of the above ordinance with the Allegan County Clerk on _____, 2025.

ATTESTED:

Jamie Wolters
City of Saugatuck, Clerk

**CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN**

NOTICE OF ADOPTION

AMENDMENT TO CITY CODE

ORDINANCE NO. ____

Please take notice that on _____, 2025, the City Council of City of Saugatuck adopted Ordinance No. ____, which, among other things, amends the City of Saugatuck's Code of Ordinances, Chapter 135, to revise and update the City's regulations of weapons to align with applicable law and to provide an exception for the discharge of firearms within City limits as part of a City-sanctioned deer cull. Copies of the ordinance may be obtained from Jamie Wolters, City of Saugatuck Clerk, at 102 Butler Street, P.O. Box 86, Saugatuck, Michigan 49453 during regular business hours.

The Ordinance Amendment has the following sections, which are summarized below: Section 1: Amendment to City Code Chapter 135, Section 135.01; Section 2: Amendment to City Code Chapter 135, Section 135.02; Section 3: Severability; Section 4: Repeal; and Section 5: Effective Date.

Jamie Wolters
City of Saugatuck, Clerk
(269) 857-2603
JWolters@saugatuckcity.com

Publication Date: _____, 2025

**CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN**

RESOLUTION NO. 250414-A

**A RESOLUTION FORMALLY RECOGNIZING THE RECOMMENDATIONS OF THE
TRI-COMMUNITY WILDLIFE COMMITTEE**

Council Member Stanton, offered the following resolution and moved for its adoption, seconded by Council Member Muncey:

RECITALS

WHEREAS, the Tri-Community Wildlife Committee consists of representatives from the City of the Village of Douglas, the City of Saugatuck, and Saugatuck Township; and

WHEREAS, based on observations and community surveys, the Tri-Community Wildlife Committee has determined that there is a substantial overpopulation of deer within all three communities; and

WHEREAS, the Tri-Community Wildlife Committee recommends that the City of the Village of Douglas, the City of Saugatuck, and Saugatuck Township issue permits and facilitate controlled deer hunts using "Licensed Nuisance Wildlife Control Operators" (sharpshooters) authorized by the Michigan Department of Natural Resources (MDNR); and

WHEREAS, such hunts should take place with the permission of private landowners, including Homeowner Associations (HOAs), within their jurisdictions, with all associated costs and liabilities borne by the landowner(s) and/or HOA until the Tri-Community Wildlife Committee determines that the deer population has been brought under control; and

WHEREAS, the Tri-Community Wildlife Committee further recommends that each municipality facilitate and direct controlled deer hunts on publicly owned lands within their jurisdiction, subject to budgetary constraints, using Licensed Nuisance Wildlife Control Operators (sharpshooters) authorized by the MDNR until the Committee determines the deer population is under control; and

WHEREAS, to further manage the deer population, the Tri-Community Wildlife Committee recommends that the City of the Village of Douglas, the City of Saugatuck, and Saugatuck Township revise their existing ordinances to permit the discharge of archery equipment without a special permit, thereby allowing bow hunting of deer during the fall hunting season in accordance with all applicable State of Michigan hunting regulations; and

WHEREAS, while these controlled hunts may provide temporary relief for landowners facing immediate issues, they are not a long-term solution to the deer overpopulation problem; and

WHEREAS, to monitor the effectiveness of population control measures, the Tri-Community Wildlife Committee has authorized an annual deer population census each March using drone technology to establish a baseline for future assessments; and

WHEREAS, through extensive research, the Tri-Community Wildlife Committee has determined that neither deer contraception nor relocation programs are currently viable due to cost and logistical constraints.

THEREFORE, BE IT RESOLVED, that the City of the Village of Douglas, the City of Saugatuck, and Saugatuck Township formally recognize the recommendations of the Tri-Community Wildlife Committee and commit to working collaboratively to implement appropriate measures to manage the deer population, including but not limited to controlled hunts, ordinance revisions, and continued monitoring efforts; and

BE IT FURTHER RESOLVED that each municipality will endeavor to take the necessary steps to enact policies, allocate resources where feasible, and engage with relevant stakeholders to ensure the success of deer population management efforts in the best interest of public safety, ecological balance, and community well-being.

YEAS: Council Members: Anderson, Dean, Gardner, Muncey, Stanton.

NAYS: Council Members: None.

ABSTAIN: Council Members: None.

ABSENT: Council Members: Clark, Peterson.

ADOPTED this 14th day of April, 2025

CITY OF SAUGATUCK

BY: _____

Holly Anderson, Mayor

BY: _____

Jamie Wolters, City Clerk

CERTIFICATION

I, Jamie Wolters, the duly appointed clerk of the City of Saugatuck do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a regular meeting held April 14, 2025.

Signed: 

Jamie Wolters, City Clerk

Jamie Wolters

From: Daniel Fox <danielwfox101@gmail.com>
Sent: Tuesday, July 29, 2025 2:29 PM
To: Jamie Wolters
Subject: Could you add this to "communications" for the next Council meeting?

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

I meant to get it to you sooner, sorry.

LETTERS TO THE EDITOR

Rethink Interurban fleet

To the editor,
At almost every Saugatuck City Council meeting I attend, I learn something new. This week the learning was about the area's on-demand, taxpayer-supported local transportation resource, our much-loved Interurban.

I learned that the price of the new buses the Interurban buys has gone up ... way up. According to Interurban Executive Director Becky Carten-Crandell, their buses now cost \$165,000 apiece. Yikes! That's Porsche money.

Unfortunately, price increases are a fact of life, it seems. And in this instance, an Interurban bus has seats for 20 or so riders, un-

like any Porsche.

But that got me to thinking. And I started asking friends: How often do you see Interurban buses traveling along with more than two folks on board (not counting the driver)? Certainly, the larger number of seats on the bus is needed sometimes — for rides from free parking sites into town, or on holidays, or even for some of the trips made to and from schools. But most of those sorts of busy times are well known and easily planned for. So, while 20+ seat, \$165,000 buses are necessary sometimes, wouldn't adding 4-passenger family sedans to the fleet make sense for most of the

on-demand Interurban runs? Just think of the savings!

These days, a new mid-size family sedan costs on average \$33,000. Heck, the Interurban could buy roughly five of them for the price of one bus! And if per-mile operating costs for fuel, insurance, and maintenance are proportionately less for these cars versus the buses, there'd be some big money saved there, too. A mixed fleet of large-capacity buses and midsize cars just might be a very good idea.

Next time you see an Interurban bus, count the number of passengers.

Dan Fox
Saugatuck

Dan

Jamie Wolters

From: Jamie Wolters
Sent: Wednesday, August 6, 2025 2:34 PM
To: Jamie Wolters
Subject: FW: Parking Garage & Study

From: Keith Ferguson <keith.david.ferguson@gmail.com>
Sent: Sunday, August 3, 2025 3:56 PM
To: Ryan Cummins <rcummins@saugatuckcity.com>
Cc: Holly Anderson <Holly@saugatuckcity.com>; Lauren Stanton <lstanton@saugatuckcity.com>; Joe Clark <jclark@saugatuckcity.com>; Russ Gardner <Russ@saugatuckcity.com>; Gregory Muncey <Gregory@saugatuckcity.com>; Chris Peterson <cpeterson@saugatuckcity.com>; Scott Dean <sdean@saugatuckcity.com>
Subject: Parking Garage & Study

[Some people who received this message don't often get email from keith.david.ferguson@gmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

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Hi Ryan and Respected City CounselMembers,

I wasn't able to attend the workshops due to work and a minor family surgery on 7/23/2025. I wish I could have.

This morning I was listening to Greg Muncey's radio show with Christine Peterson and the parking garage study was mention. It triggered some past memories and ideas that I wanted to pass along to the city.

My husband and I lived in the Santa Monica, CA area for a while. They have a walking only promenade on their 3rd street, which is closed to automobiles.

They built a multi level parking garage with one way only in-and- out access. It worked great! As the area grew the only issue I saw was making sure cars were able to exit the parking garage without backing up into the garage structure itself. A traffic light was installed at the garage exit to give that controlled access.

I wanted to mention it. It was an innovate plan then. It might be something the city should understand as a brainstorming idea on how another tourist city blended a parking garage in with a pedestrian only street. The 3rd street promenade is an amazing walk with art, live individual music performers, and a wide variety of food and outdoor dining.

This was many years ago, and a valuable part of that cities controlled expansion.

Feel free to ask me more or learn about it. I'm attaching that cities web site info. They might have information to look at there.

Not related to that city, but years ago I went to a business seminar with a gentlemen who represented a parking garage company builder. Their company would build a parking garage, staff it, and maintain it at their expense. The catch? The company fronted all cost, as long as the revenue collected went to the garage structure's owner.

In this day and age, I'm sure I'm sort of negotiation could be reached on when the city would take full ownership and collect the revenue themselves, or a share percentage.

Just food for thought as our growing little town expands.

Thank you,
Keith D. Ferguson
895 Holland Street
Saugatuck, MI 49453
269.455.0031
Keith.david.ferguson@gmail.com



SANTA MONICA PARKING INFORMATION

Santa Monica is a very pedestrian-friendly destination and visitors are encouraged to go **car-free** (check out other **transportation** methods), but if you find yourself in need of parking information, here are some tips for Santa Monica parking at the beach, downtown and at metered parking spaces.

For a map of public parking in Santa Monica, take a look at the **Official Santa Monica Visitors Map** or visit the **City of Santa Monica's website**. Please remember to always keep your valuables out of sight by taking them with you or securing them in your vehicle's trunk.

Hi! I'm your travel assistant.
Can I help you book your next trip?

BEACH

We use cookies on this site to enhance your experience. By continuing to use the site, you agree to our cookie policy. [More information](#)

Got It

santamonica.com



Jamie Wolters

From: Ryan Cummins
Sent: Monday, August 4, 2025 5:07 PM
To: Chris Peterson; Gregory Muncey; Holly Anderson; Joe Clark; Lauren Stanton; Russ Gardner; Scott Dean
Cc: Jacob Witte; Jamie Wolters
Subject: FW: 534 St. Joseph

Hi Mayor and City Council,

Please see the correspondence below.

Thank you,

Ryan Cummins

City Manager

City of Saugatuck
102 Butler St
PO Box 86
Saugatuck, MI 49453
Ph: (269) 857-2603

From: Rakesh Madhava <rakesh.madhava@gmail.com>
Sent: Monday, August 4, 2025 5:00 PM
To: Ryan Cummins <rcummins@saugatuckcity.com>
Cc: Kevin Tringali <kevin@bellavitavacationrentals.com>; Kevin Tringali <info@bellavitavacationrentals.com>
Subject: Re: 534 St. Joseph

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Ryan, thanks for returning my call. I appreciate the time.

If you would please provide the following information to the City Council it would be greatly appreciated.

To the Saugatuck City Council:

I am the owner of 534 St. Joseph Street in Saugatuck, Michigan. The house was purchased in 2007 and I have enjoyed becoming part of the community during that time. Approximately 9 years ago, circumstances changed and it made sense to rent the house on a part time basis. I have been working with Kevin Tringali at Bella Vita Vacations who assisted in managing the property, including relevant licenses and inspections.

This past year, as a result of the new STR ordinance, an STR license was issued for 534 St. Joseph in both my name and that of Jennifer A. Pope, who had been a co-owner of the house until our divorce effective in May of 2024.

The license was issued through July 5, 2025. As the result of a clerical error, we believed the license was issued on a January to January basis and not on a July to July basis.

When issued, the email with the STR license attached was sent on Fri, Jul 5, 2024, 5:45 PM:

from: **Ryan Cummins** <rcummins@saugatuckcity.com>
to: "jennifer@theballroom.com"
<jennifer@theballroom.com>,
Bella Vita Vacation Rentals
<info@bellavitavacationrentals.com>

As a result I did not receive a copy of the license. As Jennifer Pope and I were divorced of that date, she was no longer an owner of the property. The divorce was finalized in May of 2024 and there were a lot of changes in paperwork going on at the time regarding the change of ownership in the house, which I was happy to undertake frankly because I wanted to keep the house.

Additionally, the license went to Bella Vita's general email box and not directly to Mr. Tringali.

In January, Bella Vita and Mr. Tringali began the process of ensuring all licenses were in place and requested a copy of the license which they received. However, they believed the license was issued on an annual basis from January to January.

I apologize for the oversight, it was not intentional -- again we believed the license was issued on a January to January calendar basis and I didn't get a copy of the original license in either July or January. Mr. Tringali and I are in regular communication and neither he nor I were aware that the license application was required to be submitted 30 days before the July expiration date, were not aware the license has expired, and were not aware we had a 5 day grace period to submit the renewal.

That said, given that this is the first year of the new ordinance, we are formally asking for the license for 534 to be reissued, per the regular application process with necessary inspections included. We have submitted the application with all necessary documentation.

As to whether this requires a formal change to the ordinance or can be done by the Council on a one-off basis is clearly at your discretion. And I would formally request that the license be renewed by whatever mechanism necessary.

Please let me know if you would like me to speak further to any of these facts at an upcoming meeting and I will gladly make myself available.

Submitted respectfully,

Rakesh Madhava

July 26, 2025

Barbara W. Muller
436 Main Street (P.O. Box 847)
Saugatuck, MI 49453

Greetings: Parking Task Force,

I read Holly Anderson's remarks in the recent Commercial Record and because of the location of my residence became concerned about the outcome of your work.

I live, (and have for a very long time) at 436 Main Street, which is exactly half way between the high school and the path that goes downtown. It's a lovely location and I treasure my friends that live all around me. Parking in the summer time, such as today on Venetian Weekend, however, can be most challenging.

In years past, with parking on both sides of the street some problems included:

- Days when I was unable to return to my house because the cars were so close That I could not pass between them. That meant I, too, had to look for a place to park and walk home from several blocks away with groceries or other items..
- People park on the lawn, thus killing the grass in front of my house AND on my Empty (open) lot which is next to the house.
- One year, I found a family spread around a blanket, having a picnic on my side lot. (I encouraged them to stay, but wouldn't want that to occur every day.)
- A few times people have parked into the edge of my driveway, making it hard or impossible to back out.
- Getting out of my driveway can be difficult if people are parking on the other side of the street.

THEREFORE:

I strongly recommend that you do not allow parking on both sides of the street.

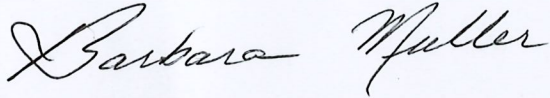
I wish that it were possible to build a parking garage, or to establish more parking lots that would enable the city to collect a parking fee. The merchants need shoppers and customers. They certainly have them today.

If you have any questions that a resident on the heart of the hill could answer, please don't hesitate to call me at 510-599-0722 (cell phone). I shall be out of town a couple of

times during your task force meeting dates. That is the reason I was unable to volunteer.

I wish you good luck with your work and thank you for your service..

Cordially,

A handwritten signature in cursive script that reads "Barbara W. Muller". The signature is written in dark ink and is positioned above the printed name.

Barbara W. Muller



NOTICE

The CITY OF SAUGATUCK is accepting applications for appointments to the following Boards/Commissions: Saugatuck-Douglas District Library Board of Trustees.

About the Board

Library Trustees are appointed to the governing Library Board, and the terms are four years.

The board is authorized to:

- Adopt bylaws and rules for the board's governance.
- Maintain control over the building and grounds of the library.
- Control the expenditure of all funds credited to the library fund.
- Appoint, supervise, evaluate, discipline or remove a director.
- Approve the annual library budget.
- Adopt policies, rules and regulations regarding use of the library.

Board meetings are regularly scheduled for the 3rd Wednesday of every month at 7:00 p.m. at the Library.

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

Online application: <https://www.saugatuckcity.com/application-for-boards--commissions.html>

Jamie Wolters

Saugatuck City Clerk

Dated: August 11, 2025