



CITY COUNCIL MEETING AGENDA

July 27, 2026

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

This is an in-person meeting at Saugatuck City Hall

102 Butler St, Saugatuck, MI 49453.

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

NOTICE:

Join online by visiting:

<https://us06web.zoom.us/j/2698572603>

Join by phone by dialing:

(312) 626-6799 -or-

(646) 558-8656

Then enter "Meeting ID":

2698572603

Please send questions or comments regarding meeting agenda items prior to meeting to:

rcummins@saugatuckcity.com

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

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Mayor's Comments

5. City Manager Comments

6. Agenda Changes (Additions/Deletions)

7. Guest Speakers

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

9. Consent Agenda: (Roll Call)

A. Approval of City Council Workshop Minutes – July 22, 2026. Pg.3

B. Approval of City Council Closed Session Minutes – July 22, 2026.

C. Special Event – Movie in the Park. Pg.6

D. Reappointments to Boards and Commissions: Pg.12

- Historic District Commission Member: Leah Root with a term ending 8/1/2029
- Historic District Commission Member: John Cannarsa with a term ending 8/1/2029

10. Approval of Accounts Payable: (Roll Call)

A. Accounts payable in the amount of \$720,950.46. Pg.22

11. Unfinished Business

12. New Business: (Roll Call)

A. Proposal for Design Engineering Services for Elizabeth Street Improvements. Pg.24

B. Historic District Signage Design & Quotes. Pg.29

C. Consent Agreement for Sanitary Sewer Service. Pg.36

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13. Staff Reports, Boards, Commissions & Committees:

A. Staff Report:

1. City Manager *Pg.41*

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. Logo and Branding Advisory Committee
12. Parking Improvements Task Force

14. Public Comments

15. Correspondence:

16. Council Comments

17. Adjourn (*Voice Vote*)



CITY COUNCIL WORKSHOP MEETING MINUTES

July 22, 2026

The City Council met for a Workshop Meeting at 4:00 p.m.

City Hall

102 Butler St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Mayor Anderson at 4:04 p.m.

Attendance:

Present: Mayor Anderson and Councilmembers, Dean, Muncey, Peterson.

Absent: Clark, Gardner and Stanton.

Motion by Muncey, second by Dean to excuse councilmember Gardner and Councilmember Stanton. Via voice vote, motion carried 4-0.

Others Present: City Manager Cummins, Attorney Witte, Zoning Director Moore, DPW Director Ondersma and Clerk Wolters.

Agenda Changes:

Motion by Muncey, second by Peterson to move discussion Item 7d short-term rental licensing ordinance amendment and resolution updating penalty fee for late renewal applications, to be discussed at the next workshop meeting on August 5, 2026, due to not enough representation with three councilmembers absent. Via voice vote, motion carried 4-0.

Motion by Dean, second by Muncey to add a consent agreement for sanitary sewer service to 7d. Via voice vote, motion carried 4-0.

Public Comment on Agenda Items Only: None.

Approval of Minutes:

Regular City Council Meeting Minutes – July 13, 2026:

Motion by Peterson, second by Dean to approve the regular city council meeting minutes from July 13, 2026. Via roll call vote, motion carried 4-0.

Guest Speaker: None.

Discussion Items:

Presentation on Oval Beach and Saugatuck Harbor Natural Area Nourishment from Ethan J. Theuerkauf, Ph.D., Department of Geography, Environment, and Spatial Sciences - Michigan State University:

Dr. Ethan Theuerkauf from Michigan State University presented research on sand movement and erosion at Oval Beach, focusing on what happened to the 2024 dredge material and what that means for future nourishment decisions. Using daily satellite imagery, his team showed that the large "lobe" of sand placed on the beach in summer 2024 initially pushed the shoreline lakeward and briefly widened the beach, but within about a year that lobe disappeared from the placement area. The sand appears to have spread alongshore to the north and

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south and, importantly, moved offshore into a system of very dynamic nearshore sand bars. Follow-up field surveys in November 2025 and May 2026, using high-precision GPS on the beach and a sonar-equipped remote boat offshore, documented more than three feet of beach elevation loss in some locations over that period, with much of that eroded material found deposited in the shallow nearshore bars. Overall, the system is “erosion-dominated”: the beach loses sand more efficiently and more often than conditions allow sand to move back from the bars to the shoreline, and recovery (if it occurs) happens slowly over many years. Oval Beach behaves similarly to other relatively natural, unarmored Great Lakes beaches, where sand can still cycle between beach and nearshore; in contrast, armored shorelines tend to lose sand farther offshore and recover less. In response to questions about future Army Corps dredging, Dr. Theuerkauf indicated that, if the goal is to maintain or enhance usable beach width, placing dredged sand directly on or very near the beach gives it the best chance to attach to and nourish the shoreline, while placing it further offshore in 4–8 feet of water is more likely to strand the material in the bar system, reduce its benefit to the beach, and intensify already complex bar dynamics. He has not specifically modeled rip currents yet but noted that changes in bar shape and breaks can be related to rip current formation and said their mapping methods could be used to study that around future nourishment events. The core message was that Oval Beach is a naturally dynamic, erosion-prone system where dredge material placed on the beach can provide short-term and modest broader benefits, but will rapidly redistribute, and deeper-water placement is unlikely to be as effective for beach protection or recreation.

Proposal for Design Engineering Services for Elizabeth Street Improvements:

Director Mark Ondersma outlined a proposed design engineering contract to move the project into the formal design phase for Elizabeth Street. The scope includes installing a new water main, updating sidewalks and surface infrastructure, and extending the sidewalk connection from Allegan Street so it can cross and continue down in front of the school, creating a more continuous and safer pedestrian route. Council Member Scott Dean emphasized longstanding concerns about the T intersection of Elizabeth and Old Allegan, noting poor sight lines for drivers and the lack of a contiguous sidewalk, and confirmed that this route had been evaluated as part of the Safe Routes to School work. Ondersma added that he had previously walked the route with the school superintendent and the engineer to understand safety needs on the ground. In response to Chris Peterson’s question about the trees along Bayview, engineer Jon Moxey said there is no final decision yet and that the proposal includes additional survey work along Bayview so different design options—potentially including tree preservation or removal—can be evaluated and discussed with adjacent property owners during design.

Historic District Sign Proposal & Quotes.:

The Council heard from Zoning Director Grayson Moore about the historic district sign proposal, where he reported that the design remains unchanged but staff had obtained two additional price quotes as previously requested. Despite efforts to find a local fabricator, nearby sign companies would have had to outsource production to national wholesalers, so they did not result in a better option. The comparison showed a significant price difference, with the original vendor, Concept A, still providing the most cost-effective proposal. Council Member Gregory Muncey thanked staff for gathering the extra quotes and highlighted the striking cost gap, and with no objections or suggested design changes, council consensus was to move the item to Monday’s agenda for formal consideration.

Sanitary Sewer Agreement:

On the sanitary sewer service agreement, City Manager Ryan Cummins explained that a property along Blue Star Highway near the Maple/Allegan area intends to build a boutique hotel and is seeking to connect to the Maple Street sanitary sewer. Because the parcel is in the township, the connection requires a consent agreement between the township and the city, similar in structure to the recent fire department sewer agreement but with two key differences: the hotel’s flow will count against the township’s sewer capacity allocation, and no fees are being waived—all connection and construction costs will be paid by the property owner. Cummins noted that the township’s overall allocation is tight but that another project had dropped off, opening capacity, and confirmed with engineers that the existing infrastructure can handle the additional flow.

He also pointed out that coordinating this connection now is timely given that Maple Street is already dug up for work, which avoids having to reopen the roadway later. In response to Chris Peterson's questions, Cummins confirmed that the connection would indeed be at the owner's sole expense and that other nearby properties might request similar arrangements in the future, to be evaluated on a case-by-case basis. The draft agreement will also be placed on Monday's agenda for council action.

Public Comments: Sarah Edwards provided comment.

Closed Session:

Motion by Peterson, second by Muncey move into a closed session pursuant to MCL 15.268(h) to consider material exempt from discussion or disclosure by state or federal statute. Via roll call vote, motion carried 4-0.

The council entered closed session at 4:46 p.m.

Mayor Pro-Tem Clark joined the meeting at 4:51 p.m.

Motion by Peterson, second by Clark to enter back into open session. Via roll call vote, motion carried 5-0.

The council entered open session at 5:36 p.m.

Council Comments:

Councilmember Peterson thanked Mayor Anderson for her recent comments on the stressed beach town article by WHTC and noted it was very nicely done.

Mayor Pro Tem Clark thanked council for allowing him to be late and apologized for his tardiness.

Councilmember Dean did not have comment.

Councilmember Muncey In his council comments, Gregory Muncey invited the public to attend a community outreach session with Walker Consultants and the parking task force at Music in the Park that evening from 7–9 p.m. He explained that the task force is nearing the end of its work and is preparing parking recommendations for Council, and that information boards will be on display to share concepts and gather feedback. He noted that consultant John Dorsett from Walker will be present (along with his wife) and that musician Don Middlebrook, who helped start Music in the Park roughly 25 years ago, will be performing. Muncey added a lighthearted note that he will be there "blowing bubbles", emphasizing a welcoming, community-oriented atmosphere for the outreach event.

Mayor Anderson noted the meeting was great.

Adjournment:

Motion by Dean, second by Muncey to adjourn the meeting. Upon voice vote, motion unanimously. Mayor Anderson adjourned the meeting at 5:38 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: MEETING Jamie Wolters

DATE: 7-27-26

SUBJECT: Special Event Application- Movie in the Park

DESCRIPTION:

Attached is the special event form for the Annual Movie in the Park sponsored by Mill Pond Reality. Fire, Police and DPW have approved the safety plan.

Date: 8/15/26
Location: Coghlin Park
Event Hours: Dusk - 11pm
Set up: 5pm-11pm
Clean up: 11pm
Estimated Attendees: 150
Estimated Volunteers: 15
Banner Palette Sign: Yes

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve the special event application Movie in the Park sponsored by Mill Pond Reality to be held on August 15, 2026.

**Council Action**

____ Approved

____ Denied

____ Date

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATIONLEGAL BUSINESS NAME: Mill Pond RealtyTELEPHONE: [REDACTED]MAILING ADDRESS: PO Box 1093, Saugatuck, MI 49453CONTACT NAME: Laura Durham or Melanie DurhamTELEPHONE: [REDACTED]E-MAIL ADDRESS: [REDACTED]CELL PHONE: [REDACTED]**CONTACT PERSON ON DAY OF EVENT**CONTACT NAME: Laura Durham or Melanie DurhamTELEPHONE: [REDACTED]E-MAIL ADDRESS: [REDACTED]CELL PHONE: [REDACTED]**EVENT INFORMATION**NAME OF EVENT: Mill Pond Realty Free Movie in the ParkDATE(S) OF EVENT: 8/14/26PURPOSE OF EVENT: Free movie for the community to enjoyRAIN DATE: NA

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

EVENT LOCATION: Coughlink Park, SaugatuckEVENT HOURS: dusk-11pmESTIMATED NUMBER OF ATTENDEES: 150ESTIMATED NUMBER OF VOLUNTEERS: 15ESTIMATE DATE / TIME FOR SET-UP: 8/14/26 5:00 ☐ A.M. ☒ P.M.ESTIMATE DATE / TIME FOR CLEAN-UP: 8/14/26 11:00 ☐ A.M. ☒ P.M.

EVENT DETAILS

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

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

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) ☐ Yes ☒ 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): Corner of Griffittin & Culver - same as years past
Description of signs: Banner at corner of Griffith & Culver on event day - same as years past
(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.

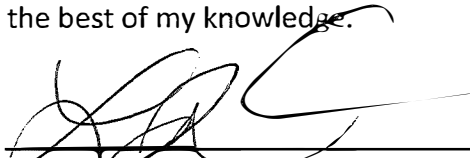
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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.

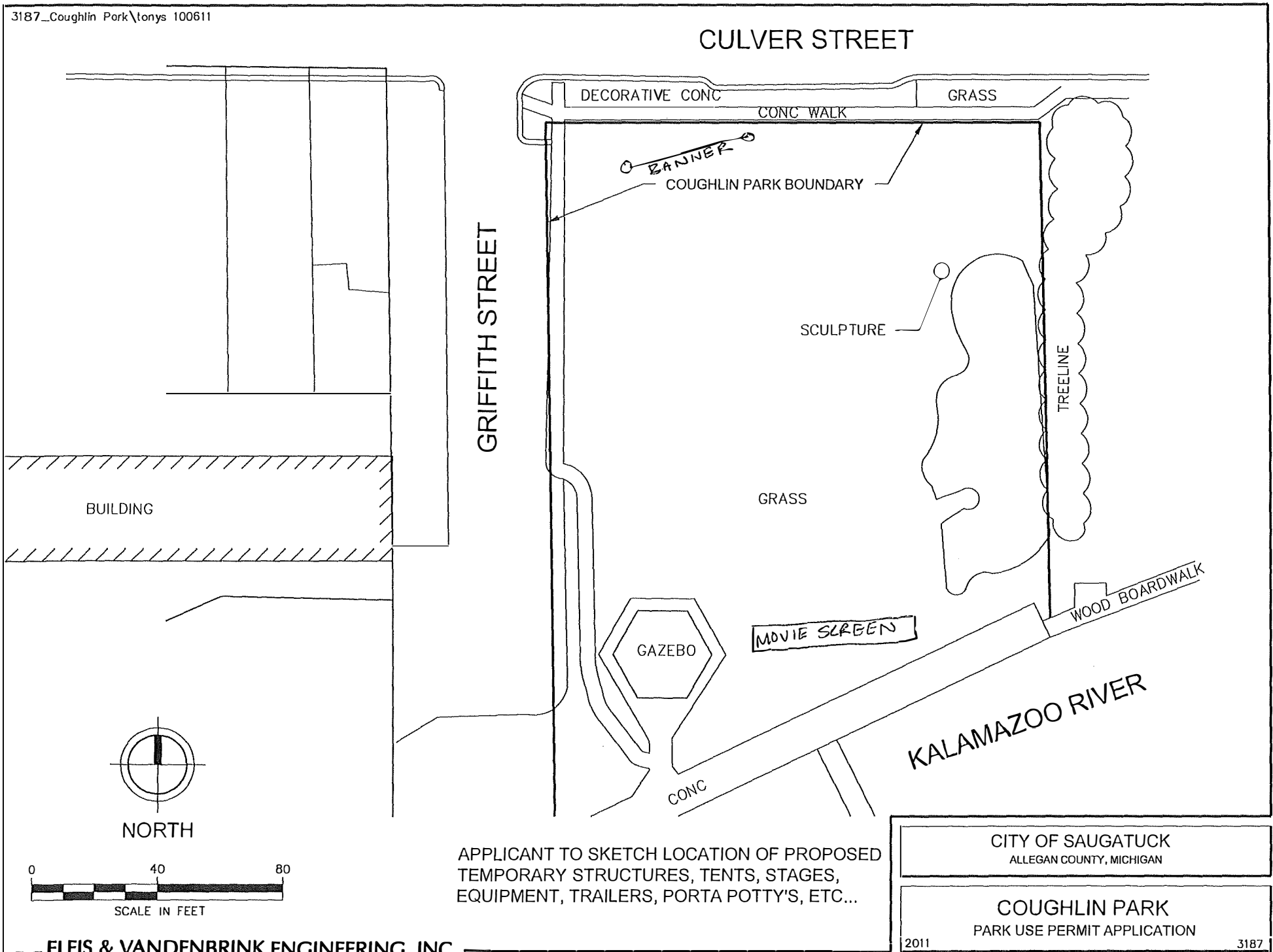
Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

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

05/14/2024
Date





City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: 07/27/2026

SUBJECT: Historic District Commission Appointment

DESCRIPTION:

The City Clerk provided notice that applications are being accepted for the Historic District Commission on July 13th. Two applications were received. Mayor Anderson is recommending that Leah Root and John Cannarsa be appointed to the Historic District Commission.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

Yes

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to appoint Leah Root and John Cannarsa to the Historic District Commission with a term ending 08-01-2029.

July 8, 2026

To City Council & members of the HDC selection committee-

I am writing to express my interest in being reappointed to the Saugatuck Historic District Commission. Preserving historic homes and neighborhoods has long been a passion of mine, and I would be honored to continue serving our community in this role.

Before moving to Saugatuck, I lived in an 1883 workman's cottage in Chicago that was listed on the National Register of Historic Places. I was actively involved with the Wicker Park Committee for more than ten years, including two years as President and 8 years on the board. I also served on the Wicker Park Preservation and Development Committee, where we worked with community leaders, Preservation Chicago, and elected officials on development, renovation, and preservation matters in one of Chicago's most historic neighborhoods.

Since moving to Saugatuck full-time, my appreciation for our community's history has only grown. My family and I own an 1870s farmhouse on the Hill, and I have made it a priority to become involved in organizations that celebrate and preserve Saugatuck's heritage. I have been a member of the Saugatuck-Douglas History Center and regularly participate in its events and programs. I also serve on the board of the Saugatuck Women's Club, an organization that has helped shape Saugatuck since its earliest days.

During my current term on the Historic District Commission, I have gained a much deeper appreciation for the thoughtful and balanced process involved in preserving Saugatuck's historic character. Reviewing projects, considering the needs of property owners, and applying the Commission's guidelines has reinforced the importance of protecting the architectural and cultural heritage that makes Saugatuck such a unique and desirable place to live and visit. The experience has strengthened my commitment to preservation while helping me better understand how the Commission can support responsible improvements that respect the integrity of our historic districts

I believe Saugatuck's historic character is one of its greatest assets. It deserves thoughtful stewardship that balances preservation with the needs of a vibrant and evolving community. I have enjoyed serving on the Historic District Commission and would welcome the opportunity to continue contributing my experience, perspective, and enthusiasm to its important work.

Thank you for your consideration.

Sincerely,

Leah Root

Leah Root

Saugatuck, MI

Revsight.com

linkedin.com/in/leah-root

Professional Experience

RevSight

Owner/CEO

2020 – Present

Full Service media & marketing firm helping clients drive revenue & build impactful brand partnerships

- Clients include Fortune, Trusted Media Brands, The Guardian, Sensical, Toss & Spin, Pickleball Magazine, Teads, Westminster Kennel Club and more
- Drive millions in revenue every year for traditional media clients and influencer & experiential brands
- Specialties include advertising, media, communications, digital, experiential, marketing
- For more information visit Revsight.com

TIME

VP Sales, Midwest (2018-2020_

Sales Director (2016-2017)

Account Director (2013-2016)

Integrated Sales Manager (2010-2013)

2010 – 2019

Chicago, IL

Driving millions in revenue by building cross platform partnerships around big ideas

- Strategically sell digital, native, social, experiential and print media.
- Manage over \$5M in revenue annually, surpassed sales goal 7 out of 8 years.
- Cultivate and lead day-to-day relationships with client and agency partners which resulted in multiyear partnership deals.
- Sold and executed 2019 TIME 100 partnerships including Cadillac (presenting) and United (supporting). Generated over \$1.3M in media across event, digital, social and print.
- Broke new digital business in 2019 including: Equality Can't Wait, BCBS, and Susan G. Komen.
- Closed 2020 State Farm "United We Rise" partnership for \$1.8M (event, digital, social, PR)
- Proven self-starter through continuous prospecting/planning and growing existing/new business.

Publishing Group of America

Midwest Manager, American Profile, Relish & Spry

2006 - 2010

Chicago, IL

Excelled in revenue generation, and launched two new media brands

- Launched Relish & Spry brands in the Midwest market and closed inaugural advertising packages.

Leah Root

- Developed, sold and executed the “Fruit of the Loom - Emerging Artist Concert Tour” at Walmart retail stores.
- Trained and mentored junior sales staff through the sales process.
- Cultivated and grew top-level accounts including: Walmart, P&G, Kimberly-Clark and McDonald's.
- Broke Shopper brands including SC Johnson and executed their #1 best redeeming coupon at Walmart.

PEOPLE en Español

Sales Manager

2003 - 2006

Chicago, IL

Broke new business, increased sales and launched digital site

- Increased revenue by 67% for my account list in the Midwest territory.
- New business wins included: Kohl's, American Family Insurance, Kleenex, JCPenney and Midol.
- Launched digital site in the Midwest market and secured two launch partners.
- Garnered expertise in the influence and consumer habits of the rapidly growing Hispanic market.

Starcom

Media Associate

2001 - 2003

Chicago, IL

Strategic Media Buyer & Planner for P&G and Delta Airlines

- Created and executed media plans for P&G brands including Cover Girl, Pantene, Olay, Tide and Old Spice that resulted in sales and awareness brand lift.
- Negotiated corporate rates, brand programs, merchandising, advertorial programs, added value and makegoods that resulted in over \$2M in savings.
- Developed P&G planning tools which were used when creating all brand media plans.
- Built strategic media plans for Delta airlines. Planned local and national television, print, outdoor and digital media.
- Analyzed competitive data and developed strategic media plans.
- Provided media insight/support to Delta Market Managers relating to media and sponsorships.

Education

B.S. in Advertising University of Florida

Starcom-Mediavest University, Graduate level Media Training

Internet Advertising Bureau (IAB) Digital Media Certification

Community Involvement

Wicker Park Committee, Membership Director (2018-2024) President (2014, 2015) Secretary (2017, 2013)

Wicker Park Advisory Council Member (2016-2024)

Wicker Park Committee, Preservation & Development Board (2013-2024)

Chicago Media Association, Director of Events (2014, 2015)

Saugatuck Woman's Club (2024)

You've just received a new submission to your [Application for Boards & Commissions](#).

[Mark as Spam](#)

Submitted Information:

Name

Leah Root

Email

[REDACTED]

Home Phone Number

[REDACTED]

Mobile Phone Number

[REDACTED]

Address

[REDACTED]

Saugatuck, Michigan United States 49453

Current Employer

RevSight

Occupation/Position

owner / sales

Business Phone Number

[REDACTED]

Business Reference Name

Tim Schlax

Business Reference Phone Number

[REDACTED]

Business Reference Email

[REDACTED]

Does your employer have any business dealings with the City which might present a conflict of interest

No

If yes, please explain:

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

Serving on a board or commission can be time-consuming. Are you committed to attending all regularly scheduled meetings?

Yes

On which boards and/or commissions would you be willing to serve? .Historic District Commission

1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:

See cover letter!

Digital Signature

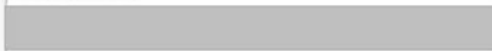
Leah Root

Submitted Files

Cover Letter



Resume



Subject:

FW: New Form Entry: Application for Boards & Commissions

You've just received a new submission to your [Application for Boards & Commissions](#).

[Mark as Spam](#)

Submitted Information:

Name

John Cannarsa

Email

[REDACTED]

Home Phone Number

[REDACTED]

Mobile Phone Number

[REDACTED]

Address

[REDACTED]

Saugatuck, MI United States 49453

Current Employer

Self

Occupation/Position

Designer Firm Owner

Business Phone Number

[REDACTED]

Business Reference Name

Jefrey Bianchi

Business Reference Phone Number

[REDACTED]

Business Reference Email

[REDACTED]

Does your employer have any business dealings with the City which might present a conflict of interest

Yes

If yes, please explain:

There is always a possibility that one of my clients may have an application that could come before the HDC. In those cases, I would make the relationship known, and recuse myself if necessary.

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

Serving on a board or commission can be time-consuming. Are you committed to attending all regularly scheduled meetings?

Yes

On which boards and/or commissions would you be willing to serve? .Historic District Commission

1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:

Licensed Builder. Owner of a Design Firm. Years of experience on HDC. Doing this because I think preserving the remaining historic fabric of Saugatuck is extremely important to the community.

Digital Signature

John Cannarsa

07/23/2026 02:48 PM
User: NICOLE
DB: Saugatuck

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
POST DATES 07/01/2025 - 07/31/2026
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Page: 1/2

Vendor Name	Description	Amount
1. ALLEGAN COUNTY SHERIFF	JUN '26 CORRECTIONS SERVICES	192.00
2. ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 07/09 - 07/22	201,840.15
3. AQUATIC DOCTORS LAKE MGT INC	MILFOIL TREATMENT	34,385.00
4. BREWER'S CITY DOCK INC.	LIMESTONE	1,860.29
5. BS&A SOFTWARE	SOFTWARE UPDATES & ANNUAL SUPPORT	6,982.00
6. CAPITAL ONE	JUN '26 STATEMENT BALANCE	478.32
7. CERTASITE LLC	DPW GARAGE - SERVICE CALL	322.54
8. COMCAST	06/28 - 07/27 INTERNET SERVICE	237.90
9. ETNA SUPPLY	VILLAGE SQUARE PARTS	97.85
10. FAHEY SCHULTZ BURZYCH RHODES	JUN '26 GENERAL	6,607.00
	JUN '26 ZONING	3,465.00
	JUN '26 CITY COUNCIL	3,733.50
	JUN '26 FOIA	765.00
	JUN '26 MANAGER	140.00
	JUN '26 DUNE RIDGE V (ORIGINAL ACTION)	37,532.50
	JUN '26 WATER AND SEWER	876.50
	JUN '26 EMPLOYMENT	669.00
	TOTAL	53,788.50
11. FLEIS & VANDENBRINK ENGINEERING INC	05/31 - 07/04 ENGINEERING FEES - GEN CONSULT	6,272.99
	05/31 - 06/04 ENGINEERING FEES - CITY HALL INT	5,516.50
	05/31 - 07/04 ENGINEERING FEES - MAPLE STREET	45,930.00
	05/31 - 07/04 ENGINEERING FEES - ELIZABETH ST	208.75
	05/31 - 07/04 ENGINEERING FEES - PARK STREET P	2,951.95
	TOTAL	60,880.19
12. FRONTIER	05/20 - 06/19 SERVICE - OVAL BEACH	174.30
13. GIVE 'EM A BRAKE	TIII BARRICADE	455.00
14. H BARBER & SONS INC	OVAL BEACH	247.50
15. HORIZON COMMUNITY PLANNER	PLANNING AND HDC SERVICES	2,030.00
16. JOHN DEERE FINANCIAL	05/11 - 06/10 JOHN DEERE STATEMENT BALANCE	18.24
	06/11 - 07/10 JOHN DEERE STATEMENT BALANCE	58.05
	TOTAL	76.29
17. KENDALL ELECTRIC INC	LED, PIGGY BACK	187.43
18. LAKESHORE OUTDOORS LLC	SCREENED TOPSOIL - WASHOUT AND STOCK	198.00
19. LANDSCAPE DESIGN SERVICES INC	JUN '26 ROSE GARDEN MAINTENANCE	840.00
20. MERCHANTS BANCARD NETWORK	JUN '26 CC PROCESSING - BEACH GATE	4,828.16
	JUN '26 CC PROCESSING - PLANNING AND ZONING, C	395.22
	TOTAL	5,223.38

Vendor Name	Description	Amount
21. MICHIGAN GAS UTILITIES		
	05/22 - 06/22 SERVICE - 102 BUTLER	47.89
	05/22 - 06/22 SERVICE - 345 BUTLER	60.81
	05/24 - 06/23 SERVICE - 3338 BLUE STAR	50.54
	TOTAL	159.24
22. MINER SUPPLY CO		
	TRASH BAGS	3,239.60
	SUPPLIES	21.72
	TOTAL	3,261.32
23. MML LIABILITY & PROPERTY POOL		
	LIABILITY & PROPERTY POOL	40,467.00
24. NET2PHONE INC		
	JUL '26 PHONE SERVICE	279.71
25. ODC NETWORK		
	SHNA - INVASIVE SPECIES MANAGMENT	20,000.00
26. OTTAWA AREA INTERMEDIATE		
	SCHOOL DIS	
	PROPERTY TAXES COLLECTION 07/09 - 07/22	113,806.88
27. OVERISEL LUMBER COMPANY		
	JUN '26 STATEMENT BALANCE	903.62
28. PLUMBER'S PORTABLE TOILETS LLC		
	06/09 - 07/07 PORTABLE TOILET - CULVER LOT	295.00
	06/09 - 07/07 PORTABLE TOILET - OVAL BEACH	1,265.00
	TOTAL	1,560.00
29. REPUBLIC SERVICES		
	JUN '26 DISPOSAL AND PICKUP SERVICE - BLUE STA	480.00
	ANNUAL JUNK WEEK	960.00
	JUN '26 SERVICE	470.80
	TOTAL	1,910.80
30. SAUGATUCK PUBLIC SCHOOLS		
	PROPERTY TAXES COLLECTION 07/09 - 07/22	162,041.49
31. SHORELINE TECHNOLOGY SOLUTIONS		
	DOMAIN NAME	35.00
32. STANDARD INSURANCE COMPANY		
	AUG '26 INSURANCE	510.37
33. TIME SAVES LIVES LLC		
	TRAINING	174.00
34. TREWORKS, INC		
	TREE FELLING	575.00
35. VALLEY CITY LINEN INC		
	JUN '26 - SHOP TOWELS	85.64
36. VAN DER KOLK PLUMBING LLC		
	CAMERA SEWER AT DPW BUILDING	725.00
37. WALKER CONSULTANTS INC		
	PARKING STUDY	3,958.75
TOTAL - ALL VENDORS		720,950.46
FUND TOTALS:		
Fund 101 - GENERAL FUND		183,724.34
Fund 202 - MAJOR STREETS		1,052.28
Fund 203 - LOCAL STREETS		28,774.95
Fund 496 - SEWER CAPITAL PROJECTS FUND		1,014.00
Fund 497 - WATER CAPITAL PROJECTS FUND		17,301.00
Fund 661 - MOTOR POOL FUND		11,395.37
Fund 701 - CURRENT TAX FUND		477,688.52



City Council Agenda Item Report

FROM: Mark Ondersma, Director of Public Works

MEETING DATE: July 27, 2026

SUBJECT: Elizabeth Street Improvements

DESCRIPTION:

During planning for the Elizabeth Street project, Fleis & VandenBrink presented several scope options. Following the City Council workshop discussion on July 8, 2026, the proposed project includes water main replacement, water service replacements, valves, and hydrants between Hoffman Street and Main Street; water service replacements throughout the corridor as required by Michigan EGLE Lead and Copper Rules; sanitary sewer repairs and replacements; roadway reconstruction and resurfacing; spot curb and gutter replacement; ADA curb ramp upgrades; new sidewalk segments on the west side of Elizabeth Street between Allegan Street and the Bayview Condos, and on the east side of Elizabeth Street adjacent to the Saugatuck School property, extending from the existing sidewalk to either the mid-block crosswalk or Francis Street; and crosswalk safety improvements.

Staff recommend that City Council approve moving forward with the design phase of the Elizabeth Street Improvement Project based on the proposed scope.

BUDGET ACTION REQUIRED:

The Proposed Design Fee will be \$122,700. The current fiscal year budget includes \$595,000 for the proposed Elizabeth Street Improvements project: \$400,000 from the Major Streets Fund, \$150,000 from the Water Fund, and \$45,000 from the Sewer Fund.

COMMITTEE/COMMISSION REVIEW:

The Parks & Public Works Committee will also review the project.

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to Approve Design Engineering Services for Elizabeth Street Improvements from Fleis & VandenBrink in the amount of \$122,700.



July 20, 2026

Via Email: rcummins@saugatuckcity.com

Ryan Cummins, City Manager
City of Saugatuck
120 Butler Street
Saugatuck, MI 49453

RE: Design Engineering Services for Elizabeth Street Improvements

Dear Ryan,

Based on discussion with Saugatuck City Council and staff, we understand that the City desires to move forward with engineering design services for the reconstruction of Elizabeth Street (Allegan Street to Francis Street). During the planning phase of Elizabeth Street, Fleis & VandenBrink offered several options to define the scope of this project. Based on the City Council workshop discussion on July 8, 2026, along with additional conversations with staff during and after the planning process, we have prepared a Work Plan and Proposed Engineering budget for design phase services. We anticipate the following scope of improvements:

- Replace existing water main between Hoffman Street and Main Street with new 8-inch water main, valves and hydrants. Replace existing water services with a new curb stop at or near the right of way line along the water main replacement limits.
- Replace water services along the entire corridor of Elizabeth Street, to be verified and replaced (in-part or in full) based on Michigan Department of Environment, Great Lakes and Energy (EGLE) Lead and Copper Rules.
- Repair sanitary manholes and sanitary mains, where required. The sanitary sewer within the existing alley between Allegan Street and Mason Street will be abandoned.
- Replace the sanitary sewer from Mason Street south to the existing alley between Allegan Street and Mason Street.
- Reconstruct Elizabeth Street within the limits of water main replacement and the sanitary sewer replacement, preserving existing curb and gutter, where practical.
- Remove all existing asphalt between Francis Street and Allegan Street and resurface the road.
- Remove all existing asphalt on Hoffman Street between Elizabeth Street and the High School parking lot and resurface the road.
- Spot remove and replace failing curb and gutter, as necessary for utility improvements, along the corridor.
- Upgrade the existing sidewalk curb ramps to be compliant with the Americans with Disabilities Act (ADA).
- Install a 5-foot concrete sidewalk on the west side of Elizabeth Street between Allegan Street and Bayview Condos, including retaining walls and fencing, where required.

2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005
www.fveng.com

- Install a 5-foot concrete sidewalk on the east side of Elizabeth Street in front of Saugatuck School property from the existing sidewalk to either the mid-block crosswalk or to Francis Street (specific limits to be confirmed during design).
- Upgrade crosswalks with appropriate safety measures along the corridor.

Topographic survey for work on Elizabeth Street was completed as part of the project planning phase. We anticipate additional survey along Bayview condos, Hoffman Street, and the Saugatuck School property. Based on our understanding of the project requirements, we propose completing the scope of work identified in the attached Work Plan for the following lump sum fees:

Task	Design Engineering Fees
Topographic Survey & Mapping	\$4,200
Preliminary Design	\$57,000
Final Design & Permitting	\$57,600
Bidding Assistance	\$3,900
Total Proposed Design Fee	\$122,700

We have attached a combined cost estimate for the project that incorporates the various elements with the same anticipated breakdown. We anticipate the following schedule:

- Authorization of design phase services: August 2026
- Topo survey: August 2026
- Preliminary design: August – September 2026
- Final design and permitting: October – December 2026
- Bidding: Late 2026 or early 2027
- Construction: Summer 2027 (specific timeframe to be determined)

We will provide a proposal for construction phase services once the timeframe for construction has been determined.

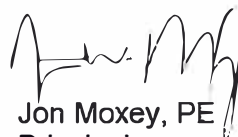
Authorization to proceed with the work can be given by returning a copy of this proposal, signed below as indicated. In the meantime, please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK



Peter Tierney, PE
Project Manager



Jon Moxey, PE
Principal

Cc: Mark Ondersma, Department of Public Works (mondersma@saugatuckcity.com)

WORK AUTHORIZATION

Fleis & VandenBrink is hereby authorized to proceed with the Scope of Services presented in this proposal in accordance with the existing Professional Services Agreement for General Consultation dated November 13, 2018.

By _____

Date _____

ELIZABETH STREET WORK PLAN

Design Engineering Services

Topographic Survey & Mapping

1. Research right of way information, public land corners (section corners), plats and recorded surveys for additional survey needed at Hoffman Street.
2. Obtain information from private utilities along Hoffman Street. Contact Miss Dig to obtain mapping utilizing the design ticket process. Incorporate the information into the basemap.
3. Perform topographic mapping of along Bayview Condos, Hoffman Street from Elizabeth Street to the High School Parking lot, and along the school property.
4. Download the field data to add the topographic survey to the existing basemap.

Preliminary Design Phase

1. Utilize topographic survey for design of water main, sanitary sewer, sanitary sewer repairs, roadway improvements, sidewalk construction, and retaining walls.
2. Complete preliminary design and prepare preliminary plans. We anticipate the plans to consist of the following:
 - a. Title sheet.
 - b. Maintaining traffic details
 - c. Typical construction cross sections and details
 - d. Plan and profile sheets
 - e. Sidewalk grading sheets
 - f. Permanent signing and pavement marking plan
3. Based on the scope of the improvements, we have assumed that the grading limits will be within the existing right-of-way, except for the sidewalk work along Bayview Condominiums. We will aid in the discussion between Bayview Condominiums and the City. If necessary, we will draw the proposed easement along Bayview Condominiums' property. This proposal does not include preparing the easement agreement legal documents, which we anticipate will be completed by the City Attorney.
4. Prepare the preliminary construction cost estimate.
5. Draft technical specifications of proposed elements to include in bid package.
6. Evaluate the impact of proposed improvements on private utilities such as gas, electric, telephone and cable TV. Send copies of preliminary plans to utility companies for review and coordination of possible utility relocations required for the project.
7. Submit the preliminary bid package to City staff for review. Meet with City staff to review the bid package.
8. Prepare and submit the EGLE Part 41 sanitary sewer permit and EGLE Part 399 water system construction permit applications for the project.
9. Attend a public workshop/open house for property owners along the corridor and other stakeholders, as appropriate. Review general concerns at the meeting and follow up on specific concerns.

Final Design & Permitting

1. Complete final design and prepare final construction drawings and specifications. Incorporate comments from City staff, permit agencies, and other stakeholders.
2. Coordinate final utility relocation issues, if any, in conjunction with the final plan preparation.
3. Prepare updated estimate of probable construction cost and specifications.
4. Submit final drawings, specifications, bid items and cost estimate to City Staff.

Bidding Assistance

1. Prepare and submit the advertisement for bids. Contact potential bidders directly and place the advertisement with plan rooms and trade organizations.
2. Assemble bidding documents and distribute electronic (PDF) copies to plan rooms. Bid documents will also be available for review on our website.
3. Issue electronic bid documents to prospective bidders.
4. Answer bidder questions and provide supplemental information, if necessary.
5. Conduct a public bid opening to be held at City Hall.
6. Tabulate and review the bids received, evaluate references and provide a Recommendation of Award to the City.



To: City of Saugatuck, City Council
From: Grayson Moore, Director of Planning &
Meeting Date: Zoning July 27, 2026
RE: Historic District Sign Proposal & Quotes

City Commissioners,

At its January 9, 2026 meeting, the Historic District Commission reviewed a second round of historic district sign concepts prepared by Concept A Creative Studio. Following discussion of the proposal and the accompanying quote at your February 9, 2026 meeting, the following motion was made:

Motion by Gardner, second by Muncey to table this proposal until they have more due diligence completed on sign costs as well as possible Michigan vendors. Upon roll call vote, motion carried 6-0

In response to the Commission's direction, staff contacted two additional Michigan sign companies: Streamline Design and Holland Custom Signs, both located in Holland, Michigan. After discussing the project specifications with each company, both ultimately consulted their respective national wholesale suppliers to develop pricing for comparable cast aluminum signs.

Based on the proposals received, the submittal to Concept A Creative Studio from Lake Shore Industries remains the most cost-effective option. Concept A quoted \$2,349.60 per sign, including the sign and post, for a total project cost of \$7,048.80 for three (3) signs. The next lowest proposal, submitted by Holland Custom Signs, was \$4,300 per sign, with a total project cost of \$14,168.

Suggested Motions:

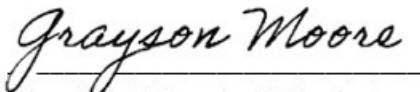
Option 1 – Concept A Creative Studio

Motion to approve the design submitted by Concept A Creative Studio and the quote from Lake Shore Industries for the fabrication of three (3) single-faced cast aluminum signs with raised lettering and borders, each measuring 24" x 36" and mounted on 8-foot posts, in the total amount of \$7,048.80.

Option 2 – Holland Custom Signs

Motion to approve the quote submitted by Holland Custom Signs for the fabrication and installation of three (3) single-faced cast aluminum historic district signs, each measuring 36" x 24" x .25" with raised lettering and border to be mounted on 8-foot round posts, in the total amount of \$14,168.00.

Respectfully submitted,



Director of Planning & Zoning

Scott Herbert

From: [REDACTED]
Sent: Thursday, March 19, 2026 9:53 AM
To: Scott Herbert
Subject: RE: Historical Signs

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.

Hey Scott,

The quote you got already is much lower than the "wholesale supplier" we work with. They want about \$8K per sign!!!! 🤔

Thanks,
Rich Davis



From: [REDACTED]
Sent: Tuesday, March 17, 2026 2:04 PM
To: [REDACTED]
Subject: Historical Signs

Hi Rich and Dar,

Could you guys help us out with getting us a quote to make 3 historical signs for us? The two attachments should give you a general idea of what we're looking for. Let me know if you think this is something that you could help us with and provide a quote.

Thank you,

Scott Herbert
Public Works Superintendent
City of Saugatuck

Want City of Saugatuck news?

Holland Custom Signs**Estimate & Purchase Contract**

4047 56TH Street
Holland, mi 49423
United States
Phone: 6165664783



Sales Rep	Job #	Date
	1936	2026-07-08

Bill To:	Job Location:
Saugatuck City 102 Butler Street PO Box 86 Saugatuck, MI 49453 United States	

Quantity	Description	Unit Cost	Cost
1	Signage Estimate For a quantity of 3 signs (\$4,300 each)- 36" x 24" x .25" Cast Aluminum Sign, Single Sided with raised lettering and border, painted 2 colors, mounting post 8' round post with Ogee 2" blade post cap. Does not include permitting but these services can be added. MISSDIG required to mark installation locations prior to HCS install. 3 36" x 24" x .25" Aluminum cast sign with raised lettering and border. Custom painted 2 colors with a mounting post; 8' round post with Ogee style 2" post cap 1 Installation Materials 8 hr Team Installation	\$14,168	\$14,168

THIS AGREEMENT IS ACCEPTED AND APPROVED BY:

Saugatuck City

Holland Custom Signs

Sign: _____

Sign: _____

Print: _____

Print: _____

Date: _____

Date: _____

Contract Totals:	
Subtotal	\$14,168
Total Tax	\$783.36
Total Contract	\$14,951.36
Required Deposit	\$7,475.68
Final Balance	\$7,475.68

Surface Preparation & Cleaning Policy for Vehicle Applications:

Customer is responsible for ensuring that the vehicle is clean and free of salt, dirt, grease, wax, and debris prior to installation. We recommend washing thoroughly with soap and water before arrival. Our team will perform a final alcohol wipe on the application surfaces prior to installation. If the vehicle is not properly cleaned, additional labor will be required and billed at a rate of \$150 per hour (one-hour minimum).

Payment & Terms: Please make all checks payable to: *Holland Custom Signs*. Cash or check is our preferred method of payment. A charge of 4% will be added if a credit card is used. This proposal may be withdrawn if not accepted within 30 days. By signing, the Customer signee accepts *Holland Custom Signs'* proposal for the Job, approves the visual proof, and agrees to all terms of this purchase contract.

Permits & Approvals: Holland Custom Signs (HCS) may, at its discretion, assist in obtaining permits for the project. However, unless specifically stated in writing within this contract, the cost, responsibility, and procurement of permits are not included. It is the Customer's sole responsibility to ensure that all necessary permissions and approvals from property owners, landlords, municipalities, or other governing bodies are secured prior to installation or removal. HCS assumes no liability for disputes, delays, or costs resulting from a lack of such permissions or permits.

Liability & Responsibility: HCS is not responsible for any damage to buildings, structures, walls, or surrounding property that may occur during the removal or installation of signage, including but not limited to holes, cracks, paint damage, or other incidental alterations. Repair, patching, or restoration of such damage is not included in this agreement unless specifically stated in the signed contract. By signing, Customer acknowledges and accepts these terms and releases HCS from any responsibility for building or property repair outside the scope of the contracted work.

If the Customer chooses to install any signage, hardware, or related items themselves, HCS is not liable for any negligence, damage, injury, or substandard results arising from the Customer's installation. Products installed by the Customer are not eligible for refund, replacement, or warranty coverage and may only be remade or replaced through a new order. Any existing warranty, whether expressed or implied, may be voided if installation is performed by anyone other than HCS or if improper techniques, tools, or materials are used during installation.



**Underwriters
Laboratories Inc.**

Holland Custom Signs meets
UL Safety Requirements for lit signs.

© This design is the exclusive property of Holland Custom Signs and cannot be reproduced in whole or in part without their consent. We will endeavor to closely match colors, but cannot guarantee exact matches due to varying compatibility of materials and paints.

Job No.:	Date:
36" x 24"	7.8.26
Sign Dimensions:	Estimate:
36" x 24"	SEE QUOTE
Comments:	
* Single sided Cast Aluminum sign .25" thick * 8' Round Post for post cap Mount w/ Ogee Blade 2" * QTY 3	

Customer:
Grayson Moore
Company:
City Of Saugatuck
Address:
102 Butler St
City:
Saugatuck, MI
Phone:
gmoore@saugatuckcity.com

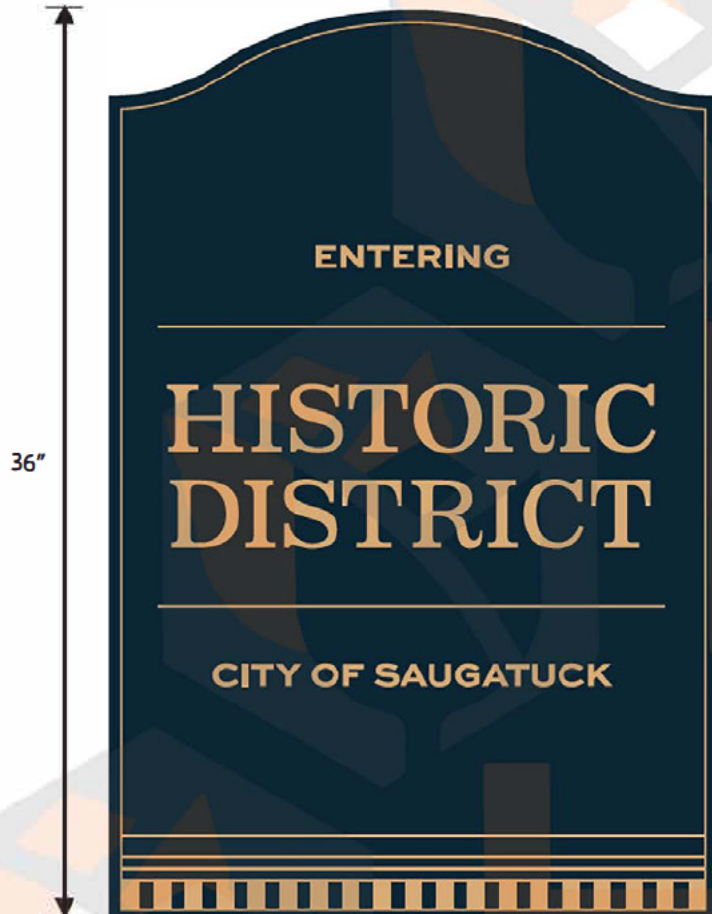


Jacob Rozema-President
Jessica Hulst - Design Manager
graphics@hollandcustomsigns.com

I have read the terms and conditions supplied by
Holland Custom Signs and APPROVE of the design.
SIGNATURE _____

Landlord Approval if necessary _____

24"



36"

Quantity: 3



FINISH: Painted
THICKNESS: .25"



RECESSED COLOR: Navy (SW 9178)
RECESSED TEXTURE: Sand

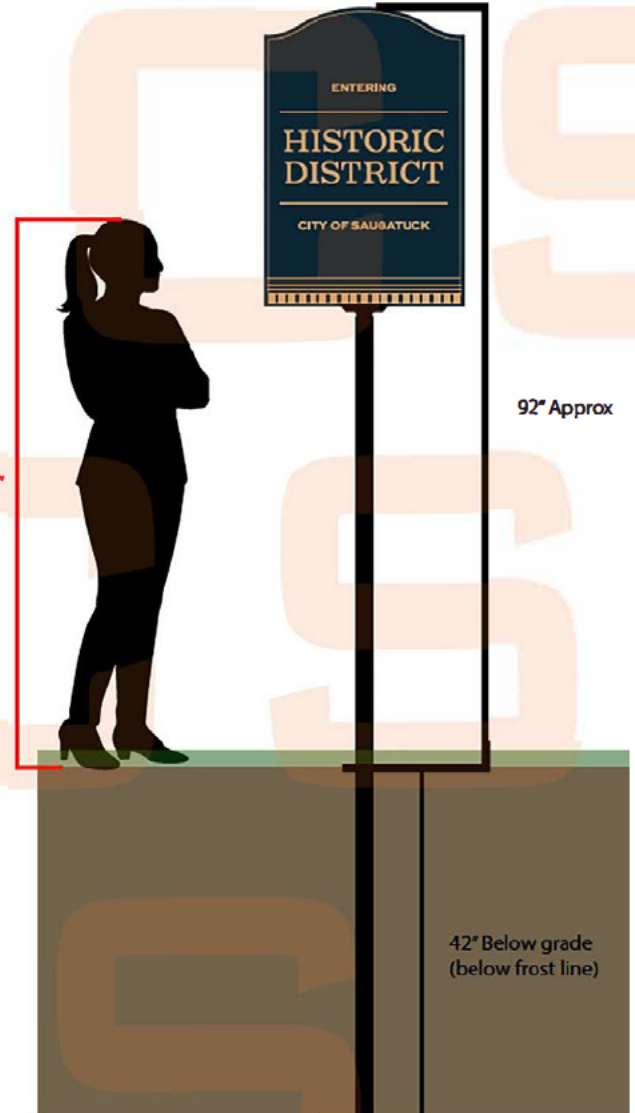


RAISED COLOR: Gold (SW 2813)



MOUNTING: Post Cap (Ogee 2")

66"



92" Approx

42" Below grade
(below frost line)

Watermarked for security; HCS logo will be removed before completing your design

4047 56th Street - Holland, MI 49423 - 616.566.4783 - www.HollandCustomSigns.com

To place an order 50% deposit is required. Make checks payable to Holland Custom Signs and drop off or mail payment to address above. If paying by credit card, a 4% service fee will be added prior to running your card. Estimates are provided based on standard installation and construction conditions, if circumstances dictate external influence beyond standard conditions, extra costs may be implied. Permit fees and acquisition (if required) are not included in cost and will be an additional charge unless otherwise stated.

PLEASE CHECK this document carefully for errors or omissions. Proofread and verify that all text is spelled correctly. If any part of this proof requires changes, please contact your salesperson. No changes can be made once sent into production.

NOTE: The colors depicted in this drawing are only representations of the actual colors. Final color samples can be provided upon request. It is the responsibility of the customer to proofread and verify all text is spelled correctly.

PROOF

Saugatuck Historic District Signage Spec Sheet

SIZE

24" x 36" sign with 8' x 2.5" diameter round post

QUANTITY

2-3

FABRICATION

Single face cast aluminum sign with raised lettering/border and 2.5" mounting hub.

8' x 2.5" diameter painted round post provided

COLOR

Ability to match paint colors, our suggestions:
Navy = Sherwin Williams 9178 (In the Navy)
Gold = Sherwin Williams 2813 (Downing Straw)

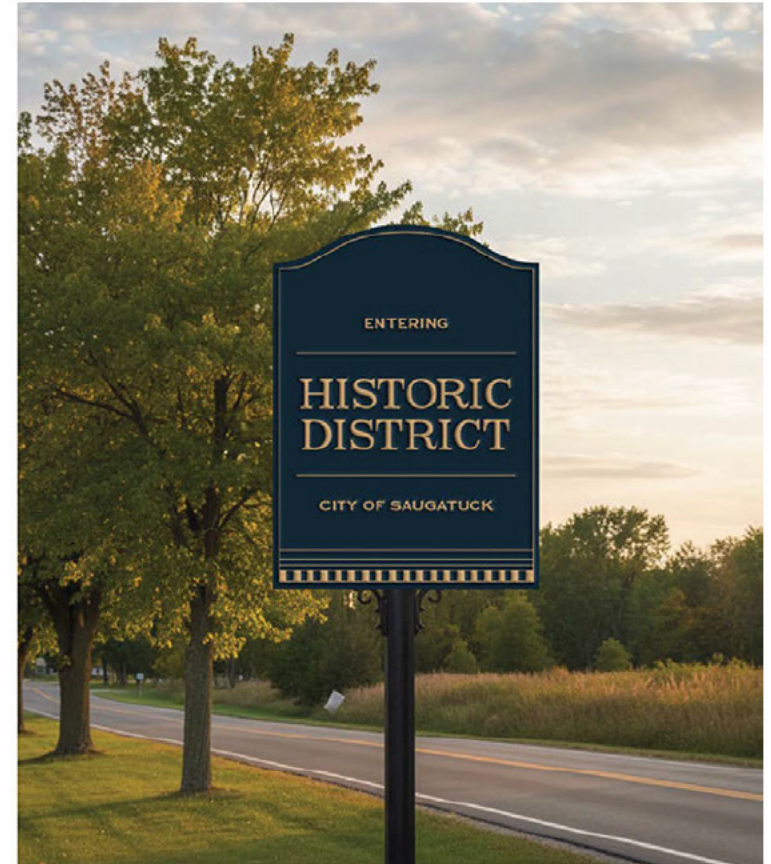
Black painted post

PRODUCTION / QUOTE

Lake Shore Industries
Erie, Pennsylvania
bjackson@lsisigns.com

\$2,030.40 / sign
\$319.20 / post
(Not including shipping)

Turnaround: 8 weeks from final approval



Mockup



Example provided by Lake Shore Industries



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: July 27, 2026

SUBJECT: Consent Agreement for Sanitary Sewer Service – Parcel Number:
20-010-029-10

DESCRIPTION:

Parcel 20-010-029-10 is a vacant parcel located along Blue Star Highway in Saugatuck Township. The property owner intends to construct a boutique hotel, and sanitary sewer service is not available along Blue Star Highway. As a result, Saugatuck Township has submitted a proposed consent agreement for the property to connect to the city's sanitary sewer main on Maple Street.

The 2012 Sewer Operations Agreement requires a consent agreement for this type of connection:

7.d. Property located in Saugatuck Township and subject to sewer connection pursuant to subparagraph (c) above shall be limited to properties one residential lot deep (typically 120 feet maximum). To the extent properties with depths greater than one residential lot of large acreage tracts are proposed to be connected pursuant to subparagraph (c), then such connection shall be permitted only after Saugatuck Township and the Installing Municipality negotiate a written consent agreement.

The City's contractual engineer has reviewed and advised he has no concerns with the additional flow on the downstream sewer main or lift station.

Parcel Location:



Summary of Consent Agreement

- 30-year initial term with provisions for mutual renewal/extension.
- Sewer flows from the property will be counted against Saugatuck Township's allocated sewer treatment capacity.
- Connection is contingent upon the property owner acquiring all necessary easements across intervening properties.
- The property owner must pay all applicable out-of-district connection fees as well as City rate and debt service charges.

Staff recommends approval.

BUDGET ACTION:

None at this time.

LEGAL REVIEW:

Legal has reviewed and will be at your meeting for any questions.

SAMPLE MOTION:

Motion to approve the Consent Agreement for Sanitary Sewer Service between the City of Saugatuck and Saugatuck Township to provide sanitary sewer service to Parcel 20-010-029-10 via the Maple Street sewer main.

CONSENT AGREEMENT FOR SANITARY SEWER SERVICE

This Consent Agreement for Sanitary Sewer Service ("Agreement") is made this ____ day of _____, 2026 (the "Effective Date"), between the City of Saugatuck (the "City") and Saugatuck Township (the "Township"). The City and the Township are sometimes referred to in this Agreement individually as a "Party" and collectively as the "Parties."

RECITALS

A. The City and the Township are parties to the July 1, 2012, Sewer System Operations Contract (the "Sewer System Operations Contract"), which governs the use of the Kalamazoo Lake Sewer and Water Authority ("Authority") wastewater treatment system (the "Authority System") and allocates capacity in the Authority System among the City, the Township, and the other constituent municipalities;

B. The Sewer System Operations Contract provides that certain connections by Township property owners to the City's sewer main may be permitted only upon a consent agreement between the City and the Township;

C. The real property located within the Township at Blue Star Highway, Saugatuck, Michigan, identified as Parcel Number 20-010-029-10 (the "Property"), is owned by Stephen Voss (the "Developer"), who intends to construct and operate a hotel upon the Property and to connect the Property to the Authority System via the City's sanitary sewer system located in the Maple Street right-of-way;

D. The Property is not adjacent to the City's Maple Street right-of-way, so that connection will require the crossing of intervening property and the acquisition of easements over that property, and will require a consent agreement between the City and the Township under the Sewer System Operations Contract;

E. The Township and the City wish to enter into this Agreement to permit the connection of the Property to the City's Maple Street sewer main.

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

1. **Grant of Consent.** Subject to the terms and conditions of this Agreement, the Township grants to the City the nonexclusive consent, permission, right, and authority to provide sanitary sewer service to the Property from the City's Maple Street sewer main.

2. **Easements as Condition of Connection.** The Parties acknowledge that the Property is not adjacent to the City's Maple Street right-of-way and that connection will require the crossing of one or more parcels of intervening property. The consent granted in Section 1, and the City's obligation to provide sanitary sewer service to the Property, are expressly conditioned upon the acquisition, at no expense to the City or the Township, of all easements and other property rights necessary to construct, operate, and maintain the sewer connection lines across such intervening property, together with all other permits and approvals required by law. Neither the City nor the Township shall have any obligation to acquire, or to exercise any power to acquire, any such easement or property right.

3. **Connection Responsibilities.** The sewer connection lines located within the Township shall be owned by the owner of the Property, and the owner of the Property shall be responsible for constructing, operating, repairing, replacing, and maintaining all parts of said sewer connection lines and any extension thereof, at the owner's sole expense, and for paying all applicable out-of-district connection fees and all City rate and debt service charges for sanitary sewer service to the Property. The City's responsibility shall be limited to inspecting and approving the connection to its sewer main and providing sanitary sewer service to the Property after a lawful connection is made, subject to any applicable rules and regulations.

4. **Use of Capacity.** The Property's use of capacity in the Authority System shall be counted toward the Township's allocated capacity under the Sewer System Operations Contract throughout the duration of this Agreement.

5. Connections. This Agreement shall not be construed to allow any other Township property owners to connect to the City's sanitary sewer system. Such connections may only be permitted as provided in the Sewer System Operations Contract or an applicable successor document.
6. Term of Agreement. The term of this Agreement shall be thirty (30) years from the Effective Date and thereafter may be renewed or extended for such term, or terms, as may be agreed upon by the City and the Township.
7. Termination. This Agreement may be terminated only as follows:
 - a. This Agreement shall automatically terminate if the Property is not connected to the City's Maple Street sewer main within thirty-six (36) months from the Effective Date.
 - b. The City and the Township may terminate this Agreement by mutual written agreement, subject to the terms of such agreement.
8. Liability. Except to the extent that the City is the proximate cause, the City shall not be held liable or accountable for any bursting, leakage, breakage, damage, or accident of any kind that may occur to the sewer connection lines within the Township, or for any damages of any kind or nature, including, but not limited to, injury to persons or damage to property, resulting from or alleged to result from such bursting, leakage, breakage, damage, or accident that may occur to said connection lines.
9. Miscellaneous.
 - a. Governing Law. The validity of this Agreement is governed by Michigan law. Any action concerning this Agreement shall be brought in Allegan County, Michigan.
 - b. Amendments. This Agreement may only be amended by the mutual written consent of the City and the Township.
 - c. Assignment. Neither Party shall, without the prior written consent of the other Party, assign, transfer, or convey its interest or any part thereof under this Agreement. This Agreement shall be binding upon and inure to the benefit of the Parties and their successors and assigns.
 - d. Waiver; Severability. The waiver by either Party of a breach of this Agreement is not a waiver of any other breach. If any provision of this Agreement is declared by a court of competent jurisdiction to be unenforceable, that declaration does not impair the validity of the remainder of this Agreement, which shall remain in full force and effect.
 - e. Entire Agreement; Construction. This Agreement contains the entire agreement between the Parties, and all prior negotiations and agreements are merged into it. This Agreement shall be deemed mutually drafted and shall not be construed against either Party. The paragraph headings are for convenience only and shall not be used to construe or interpret this Agreement.
 - f. Counterparts. This Agreement may be executed by facsimile or in counterparts, and all counterparts together shall constitute one integrated agreement and be deemed an original document.

The parties have signed this Agreement as of the dates stated below.

[Signatures on Next Page]

CITY OF SAUGATUCK

Dated: _____, 2026

By: _____

Holly Anderson, Mayor

Dated: _____, 2026

By: _____
Jamie Wolters, City Clerk

SAUGATUCK TOWNSHIP

Dated: _____, 2026

By: _____
Abby Bigford, Supervisor

Dated: _____, 2026

By: _____
Cindy Osman, Township Clerk



City Manager Report

July 27, 2026

Maple Street Construction Update

- All water services from Blue Star Highway (BSH) to Allegan are completed.
- Compton has started water services from Allegan Street to Well House. Should be completed next week.
- The north side of Allegan water main tie-in was completed last week.
- The BSH tie-in is anticipated for Monday or Tuesday next week.
- Storm sewer completed on west side of the road from BSH to State Street.
- Underground storage at Mason Street was installed.
- Sidewalks are being rough graded after storm sewer is installed. Concrete is tentatively scheduled for late next week for sidewalk from BSH to Allegan Street.
- A reminder that if your constituents have questions, please have them contact the following:
 - Public Works - Michelle Gibson, Project Coordinator - (269) 224-9504
 - Fleis & VandenBrink Engineering
 - Jon Moxey, P.E., Project Manager – (616) 588-1925
 - Peter Tierney, P.E., Project Manager – (616) 914-8621

Parking Improvements Task Force

- The Task Force has two meetings left. The next meeting is scheduled for July 29. Topics will include:
 - Parking Occupancy Field Work and Mapping – results from the week of July 13 data collection
 - July 22 Music in the Park Debrief
 - Elizabeth and Water Street Analyses for Opportunities for Parking-Space Gains
 - City Policy Regarding Restaurant Use of On-Street Parking
 - Walker Report Executive Summary Draft
 - Process for Communicating Study Results to Council
 - Remaining Task Force meeting dates – Tuesday, August 25
- All of the consultant reports can be found on the City website:
<https://www.saugatuckcity.com/parking-improvements-task-force.html>

Logo and Branding Committee

- The logo and branding committee met again to review the second round of design iterations.

- Concept A is working on further refinements and developing a presentation for Council.
- We are planning on the committee recommendation being presented at an August workshop meeting.

Lead Service Lines

- The City has 203 known lead, 198 galvanized previously connected to lead, and 229 unknown material service lines.
- Through the Maple Street and Elizabeth Street projects, several lead and galvanized service lines are being replaced.
- We have been evaluating additional funding to replace the remaining eligible service lines and have applied for \$1,690,000 through the Drinking Water State Revolving Fund (DWSRF) Lead Service Line Replacement Program. Based on the initial scoring, the City was just outside the current funding range. However, we have been talking with EGLE about additional points we are eligible for that we hope will place us in the fundable range. If awarded, 10% of the funding would be provided as a grant, with the remaining 90% available as a 0% interest loan
- We expect to receive a final funding determination in September.

Deer Cull

- I have previously talked with Meridian Township, Sheriff's Office, Department of Natural Resources and the United States Department of Agriculture about cull options and logistics.
- The City of Grand Haven recently conducted a cull and had positive feedback about a private contractor they used.
- I recently met with the private contractor to discuss options. I plan to share my notes with the City of the Village of Douglas to see if they wish to partner on this.
- I will be working to get a formal proposal and plan from the contractor and review at a future workshop.

Comprehensive (Master) Planning

- The Planning Commission recently reviewed and had a robust discussion on three draft chapters of the comprehensive plan.
- If you would like to follow along, the drafts can be viewed in their last packet: https://www.saugatuckcity.com/uploads/1/3/3/9/133977444/pc_packet_7.16.26.pdf

Environmental Grant

- The Michigan Department of Environment, Great Lakes, and Energy (EGLE) has awarded a \$1 million Brownfield Redevelopment Grant to Allegan County for the 640 Water Street project.

- It's great to see all levels of government and developers working together to properly clean up legacy contamination, create jobs, and repurpose a waterfront property.
- A formal press release from EGLE is forthcoming.

Miscellaneous

- Attended Election Commission meeting.
- Held one on one with Director of Planning/Zoning.
- Attended public accuracy testing for election equipment.
- Held department head team meeting.
- Held one on one with City Treasurer/Finance Officer.
- Attended Convention and Visitors Bureau Board meeting.
- Attended Maple Street construction meeting.
- Held one on one with City Clerk.
- Held one on one with Director of Public Works.
- Prepared for and attended Harbor Authority meeting.
- Attended grant meeting with EGLE, County, and 640 Water Street.
- Attended Music in the Park to help represent Parking Improvements Task Force.
- Met with Bendzinski to discuss financial analysis projects.

Maple Street Construction Photos



