



CITY COUNCIL MEETING AGENDA

December 8, 2025

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

This is an in-person meeting at Saugatuck City Hall

102 Butler St, Saugatuck, MI 49453.

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

NOTICE:

Join online by visiting:

<https://us02web.zoom.us/j/2698572603>

Join by phone by dialing:

**(312) 626-6799 -or-
(646) 518-9805**

Then enter "Meeting ID":

2698572603

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

rcummins@saugatuckcity.com

Requests for accommodations or interpretive services must be made 48 hours prior to this meeting.

Please contact Saugatuck City Clerk at 269-857-2603 or

jwolters@saugatuckcity.com for further information.

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Mayor's Comments

5. City Manager Comments

6. Agenda Changes (Additions/Deletions)

7. Guest Speakers

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

9. Consent Agenda: (Roll Call)

A. Approval of City Council Workshop Minutes from November 19, 2025. Pg.3

B. Memorandum of Agreement – Fee for Collection of 2026 Summer Taxes. Pg.6

C. National Geographic Release Form – Oval Beach Pg.8

10. Staff Reports, Boards, Commissions & Committees:

A. Staff Reports: Pg.10

1. City Manager

2. Treasurer

3. Clerk

4. Planning & Zoning

5. Department of Public Works

6. Police

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. Parking Improvements Task Force

11. Approval of Accounts Payable: (Roll Call)

- A. Accounts Payable in the amount of \$140,141.49. *Pg*

12. Public Hearings

13. Unfinished Business

14. New Business

- A. Proposal for Planning of Elizabeth Street Improvements. *(Roll Call) Pg.*
- B. Saugatuck Harbor Natural Area - Invasive Species Management, Trail Assessment, and Ecological Evaluation. *(Roll Call) Pg.*
- C. Dock Repairs & Maintenance. *(Roll Call) Pg.*
- D. Logo and Branding Refresh Project - Formation of a Branding Advisory Committee and Request for Proposals. *(Roll Call) Pg.*
- E. Inflation Adjustments to Staff Wage Scale. *(Roll Call) Pg.*

15. Public Comments

16. Closed Session (Roll Call)

- A. Motion by _____, supported by _____, to move into a closed session pursuant to MCL 15.268(e) to consult with legal counsel regarding trial or settlement strategy regarding a complaint to vacate White Alley, captioned Bradley D. Lidgard and Gabrielle E. Lidgard v. City of Saugatuck (Case No. 25-71294-CH), and pursuant to MCL 15.268(h) to discuss a confidential written legal opinion from the City Attorney.

17. Correspondence Pg.68

- A. Brian Elmore

18. Council Comments

19. Adjourn (Voice Vote)



CITY COUNCIL WORKSHOP MEETING MINUTES - *Proposed*
December 3, 2025

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

Call to Order:

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

Attendance:

Present: Mayor Anderson, Mayor Pro-Tem Clark and Councilmembers Peterson and Stanton. Gardner arrived at 4:03 p.m.

Absent: Dean and Muncey.

Motion by Peterson, Second by Stanton to excuse Dean and Muncey. Via voice vote, motion carried 4-0.

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

Agenda Changes: None.

Public Comment on Agenda Items Only: None.

Action Items:

Regular City Council Meeting Minutes – November 24, 2025:

Motion by Stanton, second by Peterson to approve the regular city council meeting minutes from November 24. Via roll call vote, motion carried 4-0.

Gardner entered meeting.

Discussion Items:

Upcoming Assessing Process Presentation:

The council discussed common questions and concerns raised by the community regarding the property assessment process and its impact on property taxes. Key topics included what triggers property reassessment (such as sales, capping and uncapping, changes in property use like becoming a short-term rental, or structural modifications), how fair market value is determined, and why neighboring properties sometimes have different tax bills. There were also questions about how changes to a property affect assessments, and the process for appealing an assessment if a property owner disagrees with it. To address these questions the assessing team at Assessing Solutions will prepare a presentation for an upcoming meeting.

Proposal for Planning of Elizabeth Street Improvements:

The discussion on the Proposal for Planning of Elizabeth Street Improvements centered on the need for significant infrastructure work. DPW Superintendent Herbert presented the proposal, highlighting road resurfacing, sidewalk and storm sewer repairs, and planning for water main and sanitary sewer replacements, with an estimated project cost of \$1.5 million for design and planning in the current fiscal year and phased work through 2028. He emphasized the complexities involved with sidewalk routing, mature trees, and elevation changes, leading to the recommendation of a more involved, community-driven planning process similar to a previous successful project on Maple Street. Discussion also addressed long-term financial planning, with council members urging the inclusion of financial projections to understand fiscal impacts amid other large city projects. Suggestions included involving school representatives with their input and considering short-term road repairs if needed as the planning and bidding processes unfold.

Saugatuck Harbor Natural Area - Invasive Species Management Trail Assessment, and Ecological Evaluation:

DPW Superintendent Herbert presented the proposal for invasive species management, trail assessment, and ecological evaluation. The Public Works Committee reviewed a management plan previously developed with the Land Conservancy of West Michigan and sought proposals from various contractors. The ODC Network was recommended due to their comprehensive, practical proposal and existing familiarity with the property. Funding for the project is to come from an endowment specific to the property, with \$225,000 in available earnings (the \$866,000 principal is protected). The proposed scope includes invasive species treatment (\$20,000), trail assessment (\$5,000), ecological evaluation (\$10,000), and ongoing surveying through 2027, totaling \$38,500. Committee members discussed the importance of community involvement for real-world feedback on trails and hazards, maintenance needs, and balancing ecological protection with human experience. Suggestions included working with regular trail users and exploring volunteer maintenance to address issues like erosion, signage, and safety hazards. The conversation also covered process transparency, the value of detailed proposals, and ensuring decisions passed the “optic test” regarding fairness and inclusiveness among vendors.

Dock Repairs & Maintenance:

The council discussed recent and ongoing dock repairs and maintenance, primarily focused on addressing damage to the shopper dock at Coghlin Park caused by a boat strike, and normal wear issues affecting docks at Willow Park and municipal transient slips. DPW Superintendent Herbert explained that repairs include straightening and extending dock posts, fixing railings and leveling surfaces, and removing unnecessary floating dock structures. The total budget for related repairs is \$65,000, with approximately \$33,000 proposed for immediate dock work. Discussion considered the efficiency of combining repairs at several locations in one contract to maximize use of equipment and minimize disruptions. There was an idea suggested about converting some boat slips to expand shopper dock capacity.

Mayor Pro Tem Clark left meeting at 4:46 p.m.

Logo and Branding Refresh Project - Formation of a Branding Advisory Committee and Request for Proposals:

City Manager Ryan Cummins presented the need for the city’s logo and overall branding, highlighting the need for a modern, cohesive identity across signage, website, and official materials. To initiate this process, Cummins recommended forming a specialized Branding Advisory Committee made up of city staff, two council members, and local design and arts experts. The committee will work closely with a design firm, which will be selected through a formal Request for Proposals (RFP). Council discussion emphasized a streamlined, expert-driven committee rather than a large group, but acknowledged the value of broad public and school input through community surveys, student engagement, and potentially consulting local residents with branding experience. The RFP will seek a firm to guide the city through research, public feedback, and an iterative design phase involving multiple logo options and revisions. The

committee will ultimately recommend a design to the full council for approval. The branding refresh is budgeted within a \$125,000 allocation for contractual services, with additional funds available for a subsequent phase focused on website redesign after the new branding is completed.

Inflation Adjustments to Staff Wage Scale:

City Manager Cummins presented an annual inflation adjustment to the staff wage scale. He proposed a 3% increase for grades two through eight (covering most city positions) and a 6% increase for grade one (primarily public works staff), based on current inflation rates, regional pay comparisons, and external data from the State of Michigan and federal sources. The goal is to ensure the city remains competitive for both recruitment and retention. The discussion highlighted that, in addition to these adjustments, employees also receive merit-based increases according to performance. The council noted the importance of considering total compensation, including health, retirement, and time-off benefits, when evaluating how competitive the city is as an employer.

Public Comments:

Peter Hanson

Nancy Kimble

Council Comments:

Councilmember Peterson expressed concern about the process surrounding the proposed warming fire pit project. She emphasized that the city council had not formally supported the project, raised questions about its location, design, and code compliance, and stressed the need for thorough council review before moving forward. Peterson was strongly opposed to the city spending funds on the warming pit, describing it as a “want” rather than a priority, and advocated for a transparent process where council reviews all aspects—including budgeting and public safety—before any action is taken. She highlighted the importance of not giving the impression that decisions had already been made and urged that the city focus on true community priorities over optional projects.

Councilmember Russ Gardner echoed Councilmember Peterson’s warming pit comments and emphasized that it should only proceed through proper council process, with clear priorities and budget considerations, and not until all required reviews and information are gathered. He clarified the city’s responsibility regarding mailbox damage in winter—explaining that the city is only responsible for damage caused directly by snowplows, not for boxes damaged by snow piles or due to poor construction.

Councilmember Lauren Stanton shared a lighthearted story about her mailbox being knocked down by snow, clarifying that it was due to the mailbox’s construction rather than city staff. She also expressed excitement for the upcoming Christmas Parade and looked forward to participating in the event, emphasizing its unique and fun atmosphere in the community.

Mayor Holly Anderson echoed the fun around the mailbox anecdote and highlighted her anticipation for the upcoming parade and the city’s branding refresh project, expressing gratitude for the council members’ diverse skills. Anderson commended city staff for their hard work and dedication, thanked everyone for their contributions, and wished all a safe journey home as she called for adjournment.

Adjournment:

Motion by Stanton, second by Peterson to adjourn the meeting. Upon voice vote, motion carried 4-0. Mayor Anderson adjourned the meeting at 5:28 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Nicole Bredeweg

MEETING DATE: December 08, 2025

SUBJECT: Summer Tax Collection

DESCRIPTION:

The attached agreement is between the City of Saugatuck and Saugatuck Public Schools for the collection of the Saugatuck Public Schools and the Ottawa Area Intermediate School District (OAISD) 2026 summer tax levies at a rate of \$2.75 per parcel.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Move to authorize the Mayor and City Clerk to sign and enter into an agreement between the City of Saugatuck, Saugatuck Public Schools, and the OAISD for collection of the 2026 summer tax levies at a rate of \$2.75 per parcel.

**MEMORANDUM OF AGREEMENT
FEE FOR COLLECTION OF 2026 SUMMER TAXES**

WHEREAS, City/Township of **the City of Saugatuck**, has, pursuant to Section 1613 of the School Code of 1976 (MCLA 380.1613 as amended), negotiated and reached an agreement with the school district of **Saugatuck Public Schools** ("Local School District") on behalf of itself and the Ottawa Area Intermediate School District ("Intermediate School District"), for collection of the respective summer tax levies of the Local School District and Intermediate School District:

NOW THEREFORE, the City/Township, the Local School District, and the Intermediate School District understand and agree as follows:

1. The City/Township shall collect the respective **2026 Summer Tax Levies of the Local School District and of the Intermediate School District for an aggregate price of \$ \$ 2.75 Per Parcel**, to be billed to, and paid by, the Local School District, subject to the Local School District's rate of contribution from the Intermediate School District.
2. The above stated **2026 Summer Tax Levies will be collected at 50%** (50% or 100%)
3. The **2026 Summer Taxes** collected by the City/Township for the Local School District and the Intermediate School District **shall be accounted for and delivered to said school districts as follows (select one):**
 - ☒ a. Within the time prescribed by Section 43 of the General Property Tax Act (MCLA 211.43 as amended):
 - ☐ b. If a shorter alternate delivery schedule has been negotiated and agreed upon, then such accounting and delivery shall be as follows:

Signature of City/Township Official

Title

Date

Acceptance by:

Chris Lamer, Chief Financial Officer,
Ottawa Area Intermediate
School District

Thomas G. Heidlinger
Signature of Local School Official

Superintendent
Title

November 24, 2025
Date

Date



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: December 8, 2025

SUBJECT: National Geographic Location Release Form

DESCRIPTION:

AnChi Laster-LeJeune, on behalf of National Geographic, is requesting City approval of the attached release to retroactively approve filming and photography of Oval Beach.

In October, City Council approved a similar release for filming and photography at Mt. Baldhead. During that work, the crew saw “a great sunset at Oval Beach”. National Geographic would like to use the footage but would like City approval.

Key Provisions of the Release Agreement

- Indemnification & Property Condition – National Geographic must indemnify the City against claims arising from its negligence or willful misconduct and return the property in as good a condition as when received.
- Rights to Film and Photography – National Geographic is granted all rights, in perpetuity, to its film and photography created at the site.
- Restrictions on Publicity – The City may not issue press releases or other public statements about the project without National Geographic’s prior written permission.

I recommend that City Council approve the release.

BUDGET ACTION:

None.

LEGAL REVIEW:

Legal has reviewed the release.

SAMPLE MOTION:

Motion to approve the Location Release Agreement between the City of Saugatuck and National Geographic, granting retroactive permission to use Oval Beach for commercial filming and photography associated with the National Geographic and Pure Michigan campaign.

LOCATION RELEASE FORM

I, the undersigned ("Owner"), for good and valuable consideration, the receipt and sufficiency of which is acknowledged, hereby grant National Geographic (National Geographic Partners, LLC, National Geographic Society, or NG Studios, LLC) parents, affiliates, subsidiaries, licensees, agents, representatives, officers, directors, employees, successors and assigns (collectively "NG") permission to enter upon and to use the property, its contents and the appurtenances located at Oval Beach - 690 Perryman St, Saugatuck, MI 49453 (the "Property") for the purposes of photographing and recording certain scenes in connection with a project currently entitled, **NatGeo + Pure Michigan Video Campaign** ("Project"). All physical embodiments of filming, recording and photography on the Property, including the use of the Property's and/or Owner's name, shall hereinafter be known as the "Materials." NG may place all necessary facilities and equipment on the Property and NG agree to remove same after completion of their work and to leave the Property in as good a condition as when received.

NG will use reasonable care to prevent damage to the Property, and will indemnify Owner and all other parties lawfully in possession of the Property, and hold each of them, harmless from any claims and demands of any person or persons, including but not limited to reasonable outside costs of defense, arising out of or based upon personal injuries, death or property damage ("Claims") suffered by such person or persons resulting directly from any act of negligence or willful misconduct on NG's part in connection with the NG's use of the Property, except Claims resulting from the negligence or willful misconduct of Owner, Owner's employees, agents or affiliates, and/or other parties lawfully in possession of the Property.

Owner grants to NG all rights in and to the Materials, including without limitation, the exclusive right, throughout the world, including under copyright, to use and to license others to use, all or any portion of the Materials, in any manner and in any and all media of any kind, now known or hereafter discovered or developed, whether in or in connection with the Project or in ways not related to the Project, throughout the universe, in perpetuity. Without limiting the foregoing, NG may also use the Materials for or in advertising and promotional purposes in connection with the Project or otherwise. All rights in the Materials, including copyright, shall be vested in NG and neither the Owner, nor any tenant, nor other party having an interest in the Property, shall have any claim or right of action (including any claim for injunctive relief and/or money damages, all of which I hereby knowingly waive) against NG or any other party arising out of any use of the Materials by or with the permission of NG. NG is not obligated to use the Materials.

The undersigned acknowledges that NG is photographing and recording such scenes in express reliance upon the foregoing. The undersigned represents and warrants that the undersigned has all rights and authority to enter into this agreement and to grant the rights granted hereunder and indemnifies NG from any breach thereof.

Owner agrees not to issue any press releases or other public statements, or speak to the press about Owner's or NG's involvement in the Project without NG's prior written permission.

This is the entire agreement between Owner and NG. No other authorization is necessary to enable NG to use the Property for the purpose here in contemplated.

AGREED and ACCEPTED:

Signature (Owner)

Date

Name – Please Print

Phone / Fax

Company Name

Title

Address

City, State, Zip, Country



City Manager Report

December 8, 2025

Maple Street

- We had a lengthy meeting this week to go over the plans for the Maple Street project and additional bid items, including Mary Street, water main gate valves for Water Street, and boardwalk concrete and seawall repairs.
- F&V advised we are still on track to receive our EGLE permit and go out to bid in mid-December. We look forward to a bid opening in January/early February.
- The start of construction is still planned for spring and will last into the fall.

Mt. Baldhead Restroom Construction

- Midwest Construction provided the following update:
 - Recently complete:
 - Interior Paint
 - Flooring
 - Next up:
 - Electrical, plumbing and HVAC fixtures. Inspections to follow.
 - Countertops and Accessory install
 - Concrete sidewalk approach
 - Complete Soffit/Fascia/Gutters



Project Workload

- The Council set a big priority list for FY 25/26. The staff team is working on tackling many of the priorities, including some very large and exciting projects. We will talk more about the progress at your January strategic planning meeting, but wanted the Council to get a sense of what projects we are actively working on:

Maple Street – Road, Watermain, Sidewalk, Sewer Repairs, Stormwater	Parking Improvements
Mary Street – Resurfacing and Stormwater	Blue Star Trail
Seawall/Concrete Repairs	Fire Code Update
Public Works Lot and Driveway Resurfacing	Updated Water and Sewer Agreement
Public Works Sewer Lateral Repairs	Duneridge Litigation
Chain Ferry Arbors and Landings	Logo and Branding
Holiday Lighting – Electrical and Expansion	Mt. Baldhead Upper Platform
Sidewalk Replacements	Warming Station
Hoffman and Wicks Part Resurfacing and Line Repainting	Park Street Grant and Engineering Proposal
Elizabeth Street Design	AT&T Cellular
Frontier Fiber Installation	Policy Updates
City Hall Elevator Repairs	Kalamazoo River Greenway
Asset Management and CIP Plans	Village Square Court Donation and Grant
Sculpture Cleaning	Records Scanning
Dock Repairs	City Hall Interior Redesign
Mt. Baldhead Restroom	Website Updates
MT. Baldhead Revegetation	Online Payments Options
SHNA Invasives, Evaluation and Signage	Annual Audit
New Truck and Snowplow Purchase	Updated Master Plan
Oval Beach Concessions RFP	Updated Sign Regulations
Oval Beach Roller Covers	Consolidation of Commercial Zoning Districts
Invasive Species Inventory/Plan	Auction Surplus Trucks and Equipment
Deer Cull	

Warming Stations

- I talked with Lisa Mize this week. She is working on reviewing the feedback from Council, Parks and Public Works Committee, and survey.
- Lisa will be at a future workshop to discuss the plans further.

Strategic Planning for FY 26/27

- I have been digesting the Council's recent feedback for a January strategic planning session. More to come at the next workshop meeting.

Miscellaneous

- Held one on one with Public Works Superintendent.

- Held Department Head team meeting.
- Met with interim KLSWA Administrator.
- Met with Township representatives regarding sewer capacity.
- Attended Safe Routes to School meeting.
- Finalized water/sewer authority feedback and sent to consultant and committee members.

Treasurer Report
December 08, 2025



Tax Administration

- Fielded resident inquiries related to mailing addresses, PREs, deferments, and partial payments.
- Researched returned or undeliverable mail and updated address records accordingly.
- Coordinated address and contact updates with the Assessor's Office to ensure property records reflect current ownership information.
- Continued receiving summer tax payments and started receiving winter tax payments and preparing property tax disbursements to Allegan County, Saugatuck Public Schools, and OAISD. These distributions will continue on each payables through March 1.
- Finished winter tax preparation, printed, and mailed the tax bills.
- Identified a discrepancy in the chargeback distribution from Allegan County. The City had not received the full amount due; the County has been contacted, and the correction is in process.

Accounts Payable

- Coordinated with vendors on payment processing and account updates.
- Received credits from Comcast for a variety of fees. Continuing to work with them on improved pricing.
- Followed up with Republic Services to ensure a service credit will be properly applied to the other account after a delayed cancellation.
- Processed regular payables, including the property tax disbursement batch.

Payroll & Benefits

- Processed two payrolls.
- Coordinated DOT drug/alcohol testing setup for new DPW employees, ensuring they are enrolled in the required testing program prior to starting safety-sensitive duties.

Financial Management / Audit Preparation

- Processed credit card payments for permits.
- Addressed follow-up requests from the auditor

- Completed the October bank reconciliation.
- Began the process of updating the City's bank signatories to reflect current personnel and ensure alignment with required financial controls.

Investments and Banking

- Shifted some more idle balances into MiCLASS to maximize interest returns.

Miscellaneous / Administrative

- Renewed the SAM.gov account.
- Continued coordinating quotes for the City Hall fire alarm and monitoring system upgrade. The initial vendor proposal is ready; I am currently awaiting confirmation from the Fire Department that the specifications meet all required standards before proceeding.
- Completed the seasonal shutdown of the Oval Beach credit card terminal and coordinated with the processor to ensure the account is placed in off-season status.



City Clerk Monthly Report

Records Management

- Submitted all 2025 ordinances to American Legal Publishing for codification.
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Meetings

- Prepared agendas, packets, and minutes for the following:
 - City Council Workshop
 - Two City Council Regular Meetings
 - Historic District Commission Meeting
 - Planning Commission Meeting
 - Parks & Public Works Committee Meeting
 - Attended Department Head Meeting.
 - Participated in CVB 2026 Special Events discussion.
 - Administered oaths of office to Councilmembers.
-

Special Events

- Conducted safety meetings and prepared event recaps for:
 - Tree Lighting Ceremony
 - Christmas Parade
 - Veterans Day Event
 - Received, reviewed, and initiated processing for four 2026 special event applications.
-

Administrative & General

- Continued website updates and creation of new pages; completed review of all links for accuracy and accessibility.
- Researched and ordered an exterior camera for the City Hall mail slot, required for election security.
- Prepared and mailed holiday cards.
- Sent 109 mailers.
- Prepared, stuffed, and mailed tax notices.
- Created and distributed 18 E-News blasts to the community.
- Completed continuing education for election accreditation.
- Managed front counter operations as the primary point of contact for

walk-ins and phone inquiries.

- City Hall staff received a total of 245 calls.
 - City Hall Remodel: Received initial architectural renderings; meeting scheduled for review and discussion.
-



November Planning, Zoning, & Project Report

Planning & Zoning

- Created voting location map for the Clerk's office.
- Provided guidance on event liquor and tent permitting requirements.
- Responded to land split and conservation inquiry.
- Continuous coordination with City Engineer on active and proposed projects.
- Conducted STR compliance checks on new property transfers and galvanized service line updates.
- Documented recommended revisions to Planning Commission, Historic District Commission, and Zoning Board of Appeals Bylaws.
- Coordinated sign ordinance updates and public-facing guidance (digital + field postings).
- Advanced Historic District sign amendments and discussed updated proposal received by consultant.
- Prepared agendas, packets, and materials for Planning Commission, Zoning Board of Appeals, and Historic District Commission meetings.
- Continued Master Plan survey data analysis, demographics research, internal coordination, and mapping work.
- Updated invoice tracking and escrow logs; maintained financial records.
- Researched Fire Department request for 2024 IFC adoption; reviewed implications with staff. Further discussion with City Manager over memo sent.
- Conducted field inspections for code compliance and zoning verification.
- Engaged with residents regarding active projects, zoning inquiries, short term rentals, and enforcement matters.
- Maintained ongoing communication with legal counsel on enforcement strategy.
- Continued enforcement follow-ups and outreach on ongoing violations.
- Issued permits and processed planning/zoning casework as documented in case log.
- Participated in internal staff coordination meetings.
- Met with Fire Department staff to review standards and active cases.

Open Casework

Items Associated with Granicus Short-Term Rental Hotline:

510 Butler	Special Land Use	PC approved with conditions. Need to pursue parcel combination.
102 Butler	Historic / Zoning	Rose Garden warming station. Plans in progress. Presented at PPW meeting and conducting survey.
700 N Maple	Enforcement	Correspondence between resident and legal is ongoing.
665 Spear	Enforcement	Concern raised of current condition of existing drainage system. Engineering to review. Meeting with resident scheduled.
150 Dunegrass	Zoning	Single family residence proposed. Applicant working with Fire Department on access lane.
120 Mary/510 Butler	Enforcement	Mature arborvitae planted as screening. Exceeds height limit for fencing. Met with owner to discuss remedy. Will assign a “date to be removed by” after further discussion.
125 Mason	Short Term Rental	Pending Fire Department inspection approval.
249 Culver #1	Short Term Rental	Pending Fire Department inspection approval.
249 Culver #2	Short Term Rental	Pending Fire Department inspection approval.
60 Griffith	Short Term Rental	Pending Fire Department inspection approval.
125 Elizabeth	Enforcement	Ongoing communication with resident and other applicable departments to come to an agreeable solution.
123 North	Short Term Rental	Pending Fire Department inspection approval.
249 Mason	Zoning	Planning Commission approved with conditions. Pending Fire Department approval.
555 Grand	Short Term Rental	Pending Fire Department inspection approval.

125 Water	Short Term Rental	Pending Fire Department inspection approval.
201 Culver	Short Term Rental	Pending Fire Department inspection approval.
57-850-010-00	Zoning / ZBA	Single family residence with detached ADU. Pursuing variance at December ZBA meeting.
640 Water	PUD	Application submitted to be on the December Planning Commission meeting.
807 Lake #2	Short Term Rental	Pending Fire Department inspection approval.
546 Butler	Historic	Exterior street facing door change to be on the December Historic District Commission meeting.
510 Butler	Special Land Use	Pursuing Special Land Use approval to provide service of alcoholic beverages. Applicant working with staff.
250 Mason	Zoning	Application for a change of use to a Bed & Breakfast Establishment. Renovation of existing building.
254 Francis	Enforcement	Received complaint about renting a STR without a license. Violation letter sent to owner.
405 Park	Zoning	Applicant awaiting permit approval from EGLE.

Closed Casework

840 Lake	Short Term Rental	Renewal processed; Fire inspection failed then cleared; fees paid; license issued
Ottawa Area ISD	Right of Way	Fiber work reviewed; invoice sent; approved with conditions
879 Holland	Short Term Rental	Application complete; Fire approval secured; license issued
1045 Elizabeth	C of O	Inspection requested and approved
720 Park	Zoning	Deck application approved; no expansion
126 Park	Short Term Rental	License expired; non-renewable
842 Lake #1	Short Term Rental	License expired; owner advised on compliance; no current STR activity; future application expected
246 Culver	Right of Way	Temporary lighting permit issued; fees paid
408 Mason	Short Term Rental	Change of ownership; documentation updated; Fire approval; license issued
735 Park	Zoning / Connection	Water/sewer connection review in process for construction project
260 Brook	Enforcement	Operating STR without valid license; notification sent
142 Butler	Zoning / Historic	Site plan under review; engineering and fire cleared; conditions resolved; approved
433 Grand	Connection	Sewer replacement reviewed; materials received; fee paid; permit issued
810 Allegan	Enforcement	STR ownership change triggered enforcement; license revoked
290 Spear	Enforcement	Travel trailer violation processed; notices sent; follow-up confirmed temporary occupancy had been taking place; has been resolved
247 Grand	Zoning	Breezeway enclosure; footprint coverage addressed; engineering cleared; permit issued

515 Park	Short Term Rental	Ownership change; Fire approval; license issued
141 West	Zoning Inquiry	Provided process clarification on alley vacation and legal considerations
202 Butler	Right of Way	Water service replacement; invoice sent; fee paid; permit issued.
449 Water	Enforcement	ROW storage violation; items removed
160 N Maple	Zoning	Water service line replacement reviewed and approved.
610 Lake	Special Land Use	STR for ADU processed; public notice completed; approved at PC.
775 Manchester	Enforcement	Trash left out several days after pick up.
665 Spear	Enforcement	Trash complaint validated; confirmed resolved.


Grayson Moore - Director of Planning & Zoning



Department of Public Works

Below is a summary of notable activities carried out by the Department of Public Works since the last summary provided to City Council at the November 10th regular meeting.

Brush and Leaf Collection:

October through December is considered the peak for fall cleanup by Public Works staff. Several days and hundreds of dump trucks full of material have been hauled out of the City to serve property owners. The final collection was just before Thanksgiving which was great timing this year because snow arrived shortly after. This required Public Works staff to quickly outfit equipment for snow and ice control services.

Christmas Decorations:

In between brush and leaf collection services, Public Works staff worked to install Christmas decorations at Coghlin Park, City Hall, Jones Park, Rose Garden, Village Square, Wicks Park, town entrances, and on utility poles. Although Public Works takes an active role in coordinating the work, the streetscaping lights that are wrapped around trees are installed by Chips Groundcover. DPW will routinely monitor outages and work to keep the lights on as much as possible.

Project Updates:

Holiday Lights – All lights are installed and we're waiting on Consumer's Energy to finish electrical work on 2 poles that were missed during the original round of work. Consumer's Energy states that the work will be completed by the end of the week of 12/1.

Chain Ferry Arbors – Diversified Welding and Fabrication is targeting the third week of December for installation.

Sidewalk Replacements – 15/21 are completed. Will finish the remaining spring of 2026.

City Hall Elevator – Work is underway. Seeking an update from McNally Elevator.

Pavement Markings – ACE Parking Lot Striping has completed the work.

Sculpture Cleaning – Complete.

Mt. Baldhead Restrooms – Construction underway and the project is on schedule.

Special Event Assistance:

- **Veteran's Day**
- **Turkey Trot Run**
- **Whootville Christmas Parade**

Meetings:

- **11/10/2025** – DPW Weekly Goals Meeting
- **11/12/2025** – Second Interview – Equipment Operator/Maintenance Worker/Oval Beach Manager
- **11/12/2025** – Department Head Team Meeting
- **11/13/2025** – Elizabeth Street Walkthrough/Design Meeting
- **11/14/2025** – DPW Weekly Goals Follow Up Meeting
- **11/17/2025** – DPW Weekly Goals Meeting

- **11/20/2025** – Special Event Safety Meeting – Tree Lighting/Whootville Christmas Parade
- **11/21/2025** – DPW Weekly Goals Follow Up Meeting
- **11/24/2025** – DPW Weekly Goals Meeting
- **11/25/2025** – Parks & Public Works Committee Meeting
- **11/26/2025** – Department Head Team Meeting
- **11/26/2025** – DPW Weekly Goals Follow Up Meeting
- **12/01/2025** – DPW Weekly Goals Meeting
- **12/02/2025** – One-on-One Meeting – City Manager & Public Works Superintendent
- **12/02/2025** – White Alley Vacancy Meeting
- **12/04/2025** – Maple Street Plan Review
- **12/05/2025** – DPW Weekly Goals Follow Up Meeting

Saugatuck November 2025

Total traffic stops – 37

School contacts - 23

Call Date/Time	Incident Type
=====	=====
11/30/2025 21:48:02	General Assist
11/29/2025 22:18:42	General Assist
11/28/2025 21:50:34	General Assist
11/28/2025 07:57:03	CARDIAC/RESP ARREST
11/28/2025 01:26:53	General Assist
11/27/2025 20:02:58	Misc
11/27/2025 09:47:10	General Assist
11/27/2025 09:31:45	Inspections
11/27/2025 09:29:03	Inspections
11/26/2025 23:39:43	Check Welfare
11/26/2025 23:22:48	General Assist
11/26/2025 17:39:44	Motorist Assist
11/26/2025 16:58:02	Alarm
11/26/2025 09:07:07	Alarm
11/26/2025 01:17:34	Accident All Other
11/26/2025 00:15:20	General Assist
11/25/2025 16:55:02	Check Welfare
11/24/2025 22:08:34	General Assist
11/24/2025 09:56:46	Inspections
11/23/2025 23:18:48	General Assist
11/23/2025 21:26:41	Larceny

11/23/2025 02:15:49	Inspections
11/22/2025 23:36:56	General Assist
11/22/2025 15:29:32	General Assist
11/21/2025 23:27:30	General Assist
11/21/2025 08:52:07	Inspections
11/21/2025 08:48:16	Inspections
11/20/2025 22:41:27	General Assist
11/20/2025 18:44:40	Fraud
11/20/2025 13:30:24	Parking Violation
11/20/2025 13:20:18	Parking Violation
11/19/2025 21:54:34	General Assist
11/18/2025 22:36:49	General Assist
11/17/2025 22:32:20	General Assist
11/17/2025 15:04:04	Assault
11/17/2025 14:30:42	Check Welfare
11/17/2025 10:17:42	Inspections
11/17/2025 10:14:10	Inspections
11/16/2025 22:28:22	General Assist
11/15/2025 22:26:13	General Assist
11/15/2025 18:37:59	No Ops
11/15/2025 17:14:07	Alarm
11/14/2025 23:13:14	General Assist
11/14/2025 14:42:22	Parking Violation
11/14/2025 09:08:34	Inspections
11/14/2025 09:00:35	Inspections
11/14/2025 02:26:57	Inspections
11/14/2025 02:21:41	Inspections
11/14/2025 02:19:02	General Assist
11/13/2025 17:01:06	Parking Violation

11/12/2025 23:02:00	General Assist	11/01/2025 15:03:10	FALLS
11/12/2025 17:41:34	Traffic Offense	11/01/2025 00:33:31	Accident All Other
11/12/2025 01:23:49	General Assist		
11/11/2025 13:33:17	Alarm		
11/11/2025 13:16:15	Fire Alarm		
11/11/2025 08:49:18	General Assist		
11/10/2025 21:41:12	General Assist		
11/10/2025 12:03:19	SICK PERSON		
11/09/2025 23:09:07	General Assist		
11/09/2025 19:10:07	Alarm		
11/09/2025 02:50:21	General Assist		
11/08/2025 15:11:32	A911		
11/08/2025 02:27:21	Inspections		
11/08/2025 02:21:00	Inspections		
11/07/2025 22:37:43	Domestic Assault		
11/07/2025 22:19:10	General Assist		
11/07/2025 19:57:46	General Assist		
11/06/2025 21:52:37	General Assist		
11/06/2025 12:53:17	Fire Alarm		
11/06/2025 00:06:21	General Assist		
11/05/2025 11:46:57	Inspections		
11/05/2025 11:40:04	Inspections		
11/04/2025 18:41:51	A911		
11/03/2025 22:14:37	General Assist		
11/03/2025 10:19:54	Inspections		
11/03/2025 10:16:01	Inspections		
11/02/2025 21:59:08	Disorderly Conduct		
11/02/2025 21:55:00	General Assist		
11/01/2025 20:42:41	Trespassing		

**City of Saugatuck
Status Report of Engineering Activities
December 4, 2025**

General Consultation

- Village Square Court Renovation: Received final scoring – revisions increased us from 140 to 185 points, which may be in the fundable range. Results are expected from DNR at any time.
- 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.
- 2025 Asphalt Improvements: Project is complete.
- Assisting with site plan reviews and construction observation for new development and other projects as needed.

EGLE Technical, Managerial and Financial (TMF) Project

- The project is complete, final documents have been submitted to EGLE and notices have been sent to customers. Assisting staff with answering customer questions.
- Will be working with City staff on a plan to eliminate remaining unknowns and replace lead/galvanized services by the federal and state deadlines (11/1/2037 and 1/1/2041, respectively).

Mt. Baldhead Projects

- AT&T Project Assistance
 - Providing assistance on an as-needed basis.
- Restroom Building Replacement
 - Construction is approaching completion. The building envelope is complete, except for doors. Interior work is anticipated to be completed in December. Final site restoration will be completed in spring 2026.
- Observation Platform Replacement
 - Attended several meetings with area stakeholders and cultural resources specialists to help guide the design.
 - Received report of findings on cultural resources and anticipate meeting again with stakeholders soon.
 - Timeframe for design and construction will depend on the direction for design based on stakeholder input.

Sea Wall and Concrete Repairs

- The bid opening was held on April 30, however none were received.
- The DPW will be obtaining quotes for patching stairs at Hoffman & Griffith. The remaining areas are being incorporated as additional work within the Maple Street contract.

Maple Street Improvements

- EGLE permitting is in the final review phase.
- Incorporated sea wall repairs, resurfacing Mary Street (Water Street to Butler Street) and new valves on Water Street into the bid documents as separate items of work (outside the Maple Street budget).
- Depending on timing for permits and final design, we anticipate issuing the project for bids in yet in December 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

- Prepared a conceptual floor plan that incorporates findings from the needs evaluation for staff comment.

Elizabeth Street Improvements

- Planning phase proposal was reviewed at the December 3 workshop for Council consideration at the December 8 meeting.
- Projected schedule is planning work in early 2026, design in mid-2026, bidding in late 2026 and construction in 2027.

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
EXP CHECK RUN DATES 07/01/2025 - 12/09/2025
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Page: 1/2

Vendor Name	Description	Amount
1. ACE PARKING LOT STRIPING INC	PARKING LOT LAYOUT - WATER / HOFFMAN	850.00
2. ALLEGAN COUNTY SHERIFF	RESERVE DEPUTIES	528.00
	NOV '25 SHERIFF CONTRACT	35,677.54
	TOTAL	36,205.54
3. ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 11/20 - 12/03	4,381.20
4. ASSESSING SOLUTIONS INC	DEC '25 ASSESSING SERVICES	3,024.84
5. COMCAST	11/28 - 12/27 INTERNET SERVICE	318.30
6. COMMERCIAL RECORD	ST VARIANCE AND PUD	210.00
7. CONSUMERS ENERGY	OCT '25 SERVICE	3,592.41
8. DUNESVIEW KWIK SHOP INC	SEP '25 GAS AND DIESEL	1,357.86
	OCT '25 GAS AND DIESEL	2,229.78
	TOTAL	3,587.64
9. EDGEWATER RESOURCES	KLHA INITIATIVE	820.80
10. ERLANDSON CONCRETE LLC	SIDEWALKS	14,450.00
11. FIRST BANK CARD	09/26 - 10/24 STATEMENT BALANCE	207.38
	09/26 - 10/24 STATEMENT BALANCE	46.31
	09/26 - 10/24 STATEMENT BALANCE	779.84
	09/26 - 10/24 STATEMENT BALANCE	1,407.46
	TOTAL	2,440.99
12. FLEIS & VANDENBRINK ENGINEERING INC	07/01 - 09/30 ENGINEERING FEES - EGLE TMF PROJ	7,200.00
13. FRONTIER	11/03 - 12/02 SERVICE	187.60
14. HORIZON COMMUNITY PLANNER	PLANNING SERVICES	1,687.50
15. INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES COLLECTION 12/01 - 12/03	956.31
16. KALAMAZOO LAKE SEWER & WATER	OCT '25 SERVICE	3,104.87
17. MC NALLY ELEVATOR COMPANY INC	ELEVATOR SERVICE	9,194.00
18. METRO WIRELESS	DEC '25 WIFI SERVICE	698.00
19. NEWCOMER PLOW & HITCH	PIGTAIL - PLOW SIDE	77.63
20. OTTAWA AREA INTERMEDIATE	SCHOOL DIS	
	PROPERTY TAXES COLLECTION 11/20 - 12/03	444.07
21. OVERISEL LUMBER COMPANY	NOV '25 STATEMENT BALANCE	338.99
22. POLARITY ELECTRIC INC.	CHRISTMAS LIGHT PROJECT	12,775.00
23. PRIORITY HEALTH	DEC '25 HEALTH INSURANCE COVERAGE	10,456.92
24. RATHCO SAFETY SUPPLY CO	NSSP / TOW AWAY / SIDEWALK	368.98
25. REPUBLIC SERVICES	2025-10 PICKUP SERVICE - BLUE STAR	480.00

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
EXP CHECK RUN DATES 07/01/2025 - 12/09/2025
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Page: 2/2

Vendor Name	Description	Amount
26. RICOH USA INC		
	11/26 - 12/25 COPIER LEASE	127.97
	11/26 - 12/25 COPIER LEASE	35.27
	TOTAL	163.24
27. SAUGATUCK DOUGLAS LIBRARY		
	PROPERTY TAXES COLLECTION 12/01 - 12/03	1,328.43
28. SAUGATUCK FIRE		
	PROPERTY TAXES COLLECTION 12/01 - 12/03	5,780.53
	RENTAL HOME INSPECTIONS / REINSPECTIONS	1,500.00
	TOTAL	7,280.53
29. SAUGATUCK PUBLIC SCHOOLS		
	PROPERTY TAXES COLLECTION 11/20 - 12/03	8,618.98
30. SEPTIC TANK SYSTEMS CO INC		
	PORTABLE REST ROOM - MT BALDHEAD	500.00
31. SHORELINE TECHNOLOGY SOLUTIONS		
	DEC '25 COMPUTER SERVICES	2,074.20
32. UNEMA PLUMBING & EXCAVATING		
	INSTALL COPPER WATER SERVICE (PAY'G 1/2)	2,324.52
TOTAL - ALL VENDORS		140,141.49
FUND TOTALS:		
Fund 101 - GENERAL FUND		110,886.95
Fund 202 - MAJOR STREETS		430.12
Fund 203 - LOCAL STREETS		357.10
Fund 497 - WATER CAPITAL PROJECTS FUND		2,324.52
Fund 661 - MOTOR POOL FUND		4,633.28
Fund 701 - CURRENT TAX FUND		21,509.52

12/05/2025

CHECK REGISTER FOR CITY OF SAUGATUCK
CHECK DATE FROM 11/01/2025 - 11/30/2025

Check Date	Check	Vendor Name	Description	Amount	
Bank GEN GENERAL POOLED CASH					
11/07/2025	DD7680(A)	ARAMENDI, NOAH	PAYROLL	1,566.19	
11/07/2025	DD7681(A)	BREDEWEG, NICOLE	PAYROLL	1,947.33	
11/07/2025	DD7682(A)	BROWN, ANTHONY	PAYROLL	1,255.78	
11/07/2025	DD7683(A)	CUMMINS, RYAN	PAYROLL	2,996.86	
11/07/2025	DD7684(A)	GIBSON, MICHELLE	PAYROLL	1,469.42	
11/07/2025	DD7685(A)	HERBERT, SCOTT	PAYROLL	2,997.95	
11/07/2025	DD7686(A)	KERRIDGE, ADAM	PAYROLL	1,901.65	
11/07/2025	DD7687(A)	LIVINGSTON, JOHN	PAYROLL	995.96	
11/07/2025	DD7688(A)	MACK, ELLIS	PAYROLL	1,373.95	
11/07/2025	DD7689(A)	MITCHELL, JACE	PAYROLL	1,378.56	
11/07/2025	DD7690(A)	MOORE, GRAYSON	PAYROLL	2,997.77	
11/07/2025	DD7691(A)	WILLIAMS, SARA	PAYROLL	1,987.26	
11/07/2025	DD7692(A)	WOLTERS, JAMIE	PAYROLL	2,109.13	
11/07/2025	EFT1987(E)	ALERUS	PAYROLL	3,383.35	
11/07/2025	EFT1988(E)	HEALTH EQUITY	PAYROLL	705.00	
11/07/2025	EFT1989(E)	MERS HYBRID	PAYROLL	2,203.38	
11/07/2025	EFT1990(E)	FEDERAL TAX DEPOSIT	PAYROLL	7,875.71	
11/10/2025	20481	EIHENICKY ROBERT & COOK LYND SAY	2025 Sum Tax Refund 57-016-004-20	1,532.58	V
11/10/2025	20482	EIHENICKY ROBERT & COOK LYND SAY	2025 Sum Tax Refund 57-016-004-10	7,835.58	V
11/10/2025	20483	BRENT HARRIS SCULPTURE	SCULPTURE RESTORATION AND CLEANING	500.00	
11/10/2025	20484	COMMERCIAL RECORD	ELECTION & P&Z	718.00	
11/10/2025	20485	EDGEWATER RESOURCES	KLHA INITIATIVE	1,586.80	
11/10/2025	20486	GIL- ROY'S HARDWARE	SUPPLIES	72.26	
11/10/2025	20487	GREAT LAKES ORNAMENTALS	PARKWAY TREES	180.00	
11/10/2025	20488	OVERISEL LUMBER COMPANY	OCT '25 STATEMENT BALANCE	3,193.13	
11/10/2025	20489	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 10/23 - 11/05	5,685.65	
11/10/2025	20490	WYCON CONSTRUCTION LLC	REIMBURSEMENT - OVERCHARGED FEE	11,500.00	V

12/05/2025

CHECK REGISTER FOR CITY OF SAUGATUCK
CHECK DATE FROM 11/01/2025 - 11/30/2025

Check Date	Check	Vendor Name	Description	Amount
11/10/2025	20491	JOSEPH MILANI	REIMBURSEMENT - OVERCHARGED FEE	11,500.00
11/10/2025	20492	CORE LOGIC	2025 Sum Tax Refund 57-016-004-20	1,532.58
11/10/2025	20493	CORE LOGIC	2025 Sum Tax Refund 57-016-004-10	7,835.58
11/11/2025	6289(A)	ALLEGAN COUNTY SHERIFF	SEP '25 CORRECTIONS SERVICES	243.00
11/11/2025	6290(A)	ALLEGAN COUNTY SHERIFF	OCT '25 SHERIFF CONTRACT	35,677.54
11/11/2025	6291(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 10/23 - 11/05	19,713.06
11/11/2025	6292(A)	BOAT LIFTS UNLIMITED INC	BOUY INSTALLS	935.00
11/11/2025	6293(A)	BOAT LIFTS UNLIMITED INC	BOUY REMOVAL	935.00
11/11/2025	6294(A)	CERTASITE LLC	DPW GARAGE	660.00
11/11/2025	6295(A)	GROUND MANAGEMENT SOLUTIONS	FERTILIZER - VARIOUS PARKS, CITY HALL	1,427.46
11/11/2025	6296(A)	LAKESHORE OUTDOORS LLC	SCREENED TOPSOIL	264.00
11/11/2025	6297(A)	MICHIGAN MUNICIPAL LEAGUE	CDL CONSORTIUM DRIVERS FEE	500.00
11/11/2025	6298(A)	OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES COLLECTION 10/23 - 11/05	11,155.41
11/11/2025	6299(A)	SAUGATUCK FIRE	RENTAL HOME INSPECTIONS	600.00
11/11/2025	6300(A)	SHORELINE TECHNOLOGY SOLUTIONS	NOV '25 COMPUTER SERVICES	2,074.20
11/11/2025	6301(A)	SISTERS IN INK	OVAL BEACH UNIFORM	662.53
11/11/2025	6302(A)	STINGERS PEST CONTROL	PEST CONTROL	65.00
11/11/2025	6303(A)	STREAMLINE DESIGN.COM LLC	ALUMINUM SIGNS	1,837.00
11/11/2025	6304(A)	WONDERLAND TIRE COMPANY	TIRES	951.28
11/11/2025	6312(E)	HUNTINGTON NATIONAL BANK	PURCHASE CD	323,000.00
11/11/2025	6313(E)	KALAMAZOO LAKE SEWER & WATER	SEP '25 SERVICE	5,128.87
11/11/2025	6314(E)	METRO WIRELESS	NOV '25 WIFI SERVICE	698.00
11/11/2025	6315(E)	PRIORITY HEALTH	NOV '25 HEALTH INSURANCE COVERAGE	10,456.92
11/11/2025	6316(E)	REPUBLIC SERVICES	OCT '25 DISPOSAL AND PICKUP SERVICE - BL	24.00
11/11/2025	6317(E)	RICOH USA INC	COPIER USAGE	513.67
11/21/2025	DD7693(A)	ARAMENDI, NOAH	PAYROLL	1,839.89
11/21/2025	DD7694(A)	BALDWIN, HELEN	PAYROLL	139.52
11/21/2025	DD7695(A)	BELLA, VICTOR	PAYROLL	138.91

12/05/2025

CHECK REGISTER FOR CITY OF SAUGATUCK
CHECK DATE FROM 11/01/2025 - 11/30/2025

Check Date	Check	Vendor Name	Description	Amount
11/21/2025	DD7696(A)	BLOSE, LAURENCE	PAYROLL	155.06
11/21/2025	DD7697(A)	BLOSE, SUSAN	PAYROLL	183.24
11/21/2025	DD7698(A)	BREDEWEG, NICOLE	PAYROLL	2,247.32
11/21/2025	DD7699(A)	BROCKINGTON, CATHERINE	PAYROLL	166.06
11/21/2025	DD7700(A)	BROWN, ANTHONY	PAYROLL	1,392.91
11/21/2025	DD7701(A)	CUMMINS, RYAN	PAYROLL	3,392.37
11/21/2025	DD7702(A)	GARCIA, DANIELA	PAYROLL	155.06
11/21/2025	DD7703(A)	GAUNT, BOBBIE	PAYROLL	140.52
11/21/2025	DD7704(A)	GIBSON, MICHELLE	PAYROLL	1,544.41
11/21/2025	DD7705(A)	HANSON, PETER	PAYROLL	140.52
11/21/2025	DD7706(A)	HERBERT, SCOTT	PAYROLL	2,441.01
11/21/2025	DD7707(A)	KERRIDGE, ADAM	PAYROLL	2,381.18
11/21/2025	DD7708(A)	MACK, ELLIS	PAYROLL	1,448.97
11/21/2025	DD7709(A)	MARTIN, DANNY	PAYROLL	279.64
11/21/2025	DD7710(A)	MATTERN, MICHAEL	PAYROLL	140.51
11/21/2025	DD7711(A)	MOORE, GRAYSON	PAYROLL	2,410.21
11/21/2025	DD7712(A)	MUIR, BETSY	PAYROLL	155.06
11/21/2025	DD7713(A)	MUIR, JAMES	PAYROLL	183.26
11/21/2025	DD7714(A)	WILLIAMS, SARA	PAYROLL	2,300.11
11/21/2025	DD7715(A)	WOLTERS, JAMIE	PAYROLL	2,184.14
11/21/2025	EFT1991(E)	ALERUS	PAYROLL	3,407.51
11/21/2025	EFT1992(E)	HEALTH EQUITY	PAYROLL	705.00
11/21/2025	EFT1993(E)	MERS HYBRID	PAYROLL	2,203.38
11/21/2025	EFT1994(E)	FEDERAL TAX DEPOSIT	PAYROLL	8,091.14
11/21/2025	EFT1995(E)	MERS	PAYROLL	5,040.04
11/21/2025	EFT1996(E)	MI DEPT OF TREASURY	PAYROLL	2,537.09
11/24/2025	20494	OCCUPATIONATIONAL HEALTH CENTERS	DOT PHYSICAL - BROWN	136.00
11/24/2025	20495	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 11/06 - 11/19	4,280.42

12/05/2025

CHECK REGISTER FOR CITY OF SAUGATUCK
CHECK DATE FROM 11/01/2025 - 11/30/2025

Check Date	Check	Vendor Name	Description	Amount
11/24/2025	20496	STATE OF MICHIGAN	OVAL WELL	181.71
11/25/2025	6318(A)	ALLEGAN COUNTY SHERIFF	OCT '25 CORRECTIONS SERVICES	541.00
11/25/2025	6319(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 11/06 - 11/19	6,458.09
11/25/2025	6320(A)	ASSESSING SOLUTIONS INC	NOV '25 ASSESSING SERVICES	3,024.84
11/25/2025	6321(A)	COMCAST-DPW	11/15 - 12/14 INTERNET-DPW	407.39
11/25/2025	6322(A)	FAHEY SCHULTZ BURZYCH RHODES	OCT '25 2023 STR LEGAL ISSUES/TASK FORCE	12,487.06
11/25/2025	6323(A)	FLEIS & VANDENBRINK ENGINEERING INC	09/28 - 10/25 ENGINEERING FEES - GEN CON	23,876.44
11/25/2025	6324(A)	HORIZON COMMUNITY PLANNER	PLANNING SERVICES	1,682.30
11/25/2025	6325(A)	KENDALL ELECTRIC INC	PARKS STOCK	338.75
11/25/2025	6326(A)	LANDSCAPE DESIGN SERVICES INC	OCT '25 ROSE GARDEN MAINTENANCE	412.00
11/25/2025	6327(A)	MIDWEST CONSTRUCTION GROUP, INC.	MT BALDHEAD RESTROOM REPLACEMENT	84,856.61
11/25/2025	6328(A)	OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES COLLECTION 11/06 - 11/19	3,654.56
11/25/2025	6329(A)	STANDARD INSURANCE COMPANY	DEC '25 INSURANCE	455.31
11/25/2025	6330(A)	SURVEY LLC	SURVEY WORK	6,867.00
11/25/2025	6331(A)	WALKER CONSULTANTS INC	PARKING STUDY	4,139.85
11/25/2025	6332(E)	CAPITAL ONE	SEP '25 STATEMENT BALANCE	1,198.94
11/25/2025	6333(E)	FRONTIER	09/20 - 10/19 SERVICE - OVAL BEACH	99.53
11/25/2025	6334(E)	MERCHANTS BANCARD NETWORK	OCT '25 CC PROCESSING - PLANNING AND ZON	256.37
11/25/2025	6335(E)	MERCHANTS BANCARD NETWORK	OCT '25 CC PROCESSING - CONCESSION	82.40
11/25/2025	6336(E)	MERS	NOV '25 RETIREMENT	4,499.99
11/25/2025	6337(E)	MICHIGAN GAS UTILITIES	09/24 - 10/21 SERVICE - 3338 BLUE STAR	55.34
11/25/2025	6338(E)	MICHIGAN GAS UTILITIES	09/23 - 10/21 SERVICE - 102 BUTLER	45.90
11/25/2025	6339(E)	MICHIGAN GAS UTILITIES	09/23 - 10/21 SERVICE - 345 BUTLER	55.61
11/25/2025	6340(E)	NET2PHONE INC	NOV '25 PHONE SERVICE	233.24
11/25/2025	6341(E)	VALLEY CITY LINEN INC	SHOP TOWELS	147.59
11/30/2025	6359(E)	CONSUMERS ENERGY	OCT '25 SERVICE	3,592.41
11/30/2025	6360(E)	FIRST BANK CARD	09/26 - 10/24 STATEMENT BALANCE	2,440.99
11/30/2025	6361(E)	REPUBLIC SERVICES	2025-10 PICKUP SERVICE - BLUE STAR	480.00

12/05/2025

CHECK REGISTER FOR CITY OF SAUGATUCK
CHECK DATE FROM 11/01/2025 - 11/30/2025

Check Date	Check	Vendor Name	Description	Amount
11/30/2025	6362(E)	RICOH USA INC	11/26 - 12/25 COPIER LEASE	35.27
11/30/2025	6363(E)	RICOH USA INC	11/26 - 12/25 COPIER LEASE	<u>127.97</u>
Total of 113 Checks:				725,034.27
Less 3 Void Checks:				<u>20,868.16</u>
Total of 110 Disbursements:				704,166.11



City Council Agenda Item Report

FROM: Scott Herbert – Public Works Superintendent

MEETING DATE: December 8, 2025

SUBJECT: Elizabeth Street Improvement Planning

DESCRIPTION:

The City's Capital Improvement Plan (CIP) shows improvements to Elizabeth Street from Allegan Street to Francis Street. These improvements include both street and water utility improvements. The pavement shows advanced deterioration, and the water main is aging out as well.

On November 13th, the City Engineer and Public Works staff conducted a walkthrough of Elizabeth Street to evaluate various components of the project including the addition sidewalk in key areas. Due to the size of the project and potential overall impacts, we concluded that extra planning was necessary to seek input from all interested parties. This extra step proved to be highly valuable as the City delivers on the Maple Street project so a similar approach is recommended for Elizabeth Street.

The following is a summary of what the CIP Table shows for Elizabeth Street:

	FY 25/26	FY 26/27	FY 27/28
Street Improvements	\$60,000	\$350,000	\$350,000
Water Main Replacement	\$60,000	\$300,000	\$300,000

BUDGET ACTION REQUIRED:

Major Street Fund.

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve the proposal submitted by Fleis & Vandenbrink Engineering to assist with Elizabeth Street Improvement Planning in the amount of **\$32,000**.



November 14, 2025

Via Email: scott@saugatuckcity.com

Scott Herbert, Superintendent of Public Works
City of Saugatuck
102 Butler Street
PO Box 86
Saugatuck, MI 49453

RE: Proposal for Planning of Elizabeth Street Improvements

Dear Scott,

As you are aware, the asphalt pavement on Elizabeth Street between Allegan Street and Francis Street (approximately 1,750 feet) is severely deteriorated, and the water main is reaching the end of its useful life. For these reasons and others, the project is a high priority on the City's Capital Improvements Plan (CIP) and we understand the City is ready to move forward with design activities for the improvements. Depending on the final scope of work, the CIP contemplates a total project cost on the order of \$1.5M (2025 dollars) including the following improvements:

- Road resurfacing or reconstruction (scope to be determined)
- Sidewalk repairs and/or extensions (scope to be determined)
- Storm sewer repair or replacement (scope to be determined)
- Water main replacement (including services)
- Sanitary sewer repairs (scope to be determined)

Because of the number of scope items needing to be refined, especially as it relates to sidewalk, we are recommending a planning phase (similar to the process used with Maple Street recently) be completed before proceeding with detailed design. This will provide opportunity to gather public input on the project to help determine the appropriate scope for the project and refine the project budget.

We propose to complete the scope of work identified in our Work Plan at our standard hourly rates plus reimbursable expenses with the following budget:

Task	Budget
Topographic Survey	\$8,800
Soil Borings	\$2,400
Infrastructure Evaluation & Conceptual Design	\$15,000
Meetings	\$5,800
Total Proposed Engineering Budget	\$32,000

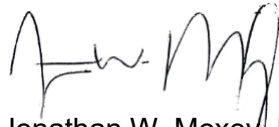
We will provide a Work Plan and Engineering Budget for formal design engineering services once the project scope has been refined.

We anticipate collecting survey information in late November or early December, ideally before heavy snow cover complicates the data collection process. We anticipate completing planning work in the first half of 2026 so that formal design can be completed in the second half of 2026 for bidding in late 2026 or early 2027 and construction in summer 2027 while the high school is out of session.

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



Jonathan W. Moxey, PE
Sr. Project Manager, Principal

Cc: Michelle Gibson, Project Coordinator (mgibson@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 _____

WORK PLAN

A. DESIGN ENGINEERING SERVICES

Project Planning Phase

1. Meet with City staff and other stakeholders (KLSWA, STFD, etc.) to review the project background, scope, schedule and budget.
2. Obtain topographic survey of the project area, including the road right-of-way and areas adjacent to the right-of-way to the homes and other buildings to facilitate water service work.
3. Utilize the Miss Dig design ticket system to obtain private utility information for the area and incorporate the information into the survey.
4. Obtain soil borings for the project. We have assumed 5 borings at a depth of 15 feet in our budget.
5. Review Kal Lake Sewer & Water Authority televising of the sanitary sewer and obtain televising of the storm sewer within the project limits. Use the information to finalize the scope of sewer repair or replacement for the project and update the budget accordingly.
6. Complete conceptual layout for the three options below and identify impacts on trees and various site improvements and topography for each:
 - Minimal sidewalk improvements – replacement of ramps to meet ADA requirements.
 - Targeted sidewalk extensions to create a consistent pedestrian route through the corridor.
 - Sidewalk extensions to complete both sides of the street.
7. Prepare pre-design cost estimates based on the information gathered.
8. Meet with City staff to review the conceptual layouts and cost estimates.
9. Coordinate a public information meeting/workshop/open house, to solicit property owner concerns and review the project with residents in the area. Compile feedback received for the City's consideration.
10. Present the planning results at a City Council regular meeting or workshop, as appropriate, to receive direction for formal design engineering.



City Council Agenda Item Report

FROM: Scott Herbert – Public Works Superintendent

MEETING DATE: December 8, 2025

SUBJECT: Saugatuck Harbor Natural Area Management

DESCRIPTION:

Last year, the Land Conservancy of West Michigan developed management recommendations for the Saugatuck Harbor Natural Area (SHNA). The management plan emphasizes invasive species treatments, trail assessments, and monitoring throughout specific portions of the property.

To assist the City of Saugatuck with implementation aspects of the management plan for the SHNA, the Parks & Public Works Committee has reached out to PLM Lake Land & Management Corp., the Kalamazoo Nature Center, and the Outdoor Discovery Center Network (ODC). Both the Kalamazoo Nature Center and ODC submitted detailed proposals; however, given the City's strong working relationship with ODC, along with their pricing and project approach, staff and committee members have focused on refining ODC's proposal for council consideration.

The proposal submitted by the ODC closely matches the areas of focus found within the management recommendation provided by the Land Conservancy of West Michigan. The scope of work recommended include for the property include:

Invasive Species Management – This would be conducted during the growing season in 2026 with a total cost of \$20,000 billed this fiscal year.

Trail Assessment – To be completed spring of 2026 with a total cost of \$5,000 billed this fiscal year.

Ecological Evaluation – Final report will be received fall of 2026 with a cost of \$10,000 billed this fiscal year.

Annual Invasive Species Surveying – Surveyed through the 2027 growing season with a cost of \$3,500 billed next fiscal year.

BUDGET ACTION REQUIRED:

This property has an endowment, and dollars were budgeted for invasive species treatments for this fiscal year.

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve the proposal submitted by the Outdoor Discovery Center Network in the amount of \$38,500 for invasive species management, trail assessment, ecological evaluation, and invasive species survey work.



Management Recommendations for Saugatuck Harbor Natural Area

October 2024

INTRODUCTION

Saugatuck Harbor Natural Area (SHNA) is a 173-acre tract of duneland along the Lake Michigan shoreline, just south of the Kalamazoo River mouth. It was permanently protected in 2009 through a partnership between the Land Conservancy of West Michigan (LCWM) and the City of Saugatuck, which now owns and manages the land. Stewardship of the property is guided by a management plan that was developed around the time of acquisition. The City of Saugatuck is in the process of updating the plan to reflect current conditions and management needs.

In September 2024, LCWM staff visited the property to delineate natural communities, generate a cursory plant species list, conduct an ecological assessment, and identify management needs to assist the City of Saugatuck in updating the plan. This document summarizes those findings, along with management recommendations for each of the four natural communities onsite (open dunes, interdunal wetland, mesic northern forest, and Great Lakes marsh; Figure 1), plus trails and monitoring.

MANAGEMENT RECOMMENDATIONS

Open Dunes

The open dunes are the most extensive community type at SHNA and are in excellent condition overall. Natural processes of sand erosion and deposition have generally been allowed to play out unimpeded, a critical factor for sustaining high-quality dune landscapes. Invasive species – most notably Japanese barberry – present a long-term threat, though their abundance is still quite low. Heavy deer browse is apparent throughout the dunes, potentially limiting biodiversity. Off-trail foot traffic, concentrated in the southwest portion of the property, has led to some trampling of vegetation and excessive erosion, although the overall impact to the dunes is fairly minor at this time.

Management Recommendations

- Remove Japanese barberry, which is concentrated in shaded areas under trees. Small individuals can be hand-pulled. Larger individuals and well-established patches will require foliar herbicide treatments for successful removal. Effective control will likely require multiple years of treatment.
- Periodically monitor for other invasive species and take action if they pose a threat to native ecosystems.
- Continue allowing the natural processes of sand erosion and deposition to continue unimpeded. Avoid planting beach grass, installing sand fences, or taking similar measures to “stabilize” the dunes, except to repair areas of unnatural erosion caused by excessive human activity.

- Consider working with local and regional partners to evaluate options for deer population management.

Great Lakes Marsh

A large Great Lakes marsh occupies the area between the open dunes and Oxbow Lagoon. The marsh is quite diverse, with both inundated zones and upland rises occurring throughout. High Lake Michigan water levels in 2020 and 2021 drowned out many trees, causing a shift to a more herbaceous plant community. The newly opened canopy also likely facilitated the establishment of invasive phragmites. While currently confined to a relatively small area of the marsh, phragmites presents a severe risk to ecosystem integrity since it can expand rapidly and decimate native communities.

Management Recommendations

- Remove phragmites using appropriate foliar herbicide applications. Effective management will likely require multiple years of treatment. This may be the highest management priority on the site, and action should be taken as soon as possible.
- Remove Japanese barberry and black locust that occur on upland rises within the marsh. Black locust should be removed by girdling or drill-and-fill treatments, while Japanese barberry is best treated with foliar herbicide applications.

Interdunal Wetlands

Several interdunal wetlands, a globally rare natural community, occur within the open dunes landscape. These sedge- and rush-dominated communities fluctuate with Lake Michigan water levels. Past and ongoing research studies on the interdunal wetlands at SHNA have improved our understanding of the unique hydrology and biology of these ecosystems. The interdunal wetlands at SHNA are generally in very good ecological condition.

Management Recommendations

- No management is recommended at this time beyond periodically monitoring for invasive species and continuing to allow research on the site.

Mesic Northern Forest

A mesic northern forest with a mature canopy of red oak, sugar maple, hemlock, and white pine occurs in the southeast corner of the site. The ground layer is very sparsely vegetated and there is almost no natural regeneration of canopy trees. This is almost certainly a result of excessive deer browse. Japanese barberry is scattered throughout the forest and is likely to expand without management.

Management Recommendations

- Continue treatments for hemlock woolly adelgid to retain hemlock as an important part of the tree canopy.
- Remove Japanese barberry through appropriate mechanical or chemical treatments. Effective control will likely require multiple years of treatment.
- Consider working with local and regional partners to evaluate options for deer population management.

Trails and User Experience

A network of trails winds through the SHNA property (Figure 2). Some of these are official trails that are marked with signposts in the field and/or are shown on the trail map on the City of Saugatuck website. Some of these official trails are well-marked and well-used, while other trails are faint, difficult to follow, and receive little to no use. User-created social trails also occur throughout the property. These are concentrated in the southern part of the site near the parking lot and Oval Beach. Excessive use of this area has caused some damage to natural features, including vegetation trampling and accelerated erosion.

Management Recommendations

- Use signs and/or natural barriers (e.g., logs or brush piles) to decommission social trails that go through the Deam property and those that traverse highly-erodible areas.
- Consider adopting some well-used social trails in the south part of the property as official trails, assuming they do not lead into private property or cause unacceptable damage to natural features.
- Decommission official trails that are unused and unmaintained.
- Ensure all official trails are clearly marked in the field.
- Update trail maps accordingly on the City of Saugatuck website and elsewhere. Consider installing a trail map sign near the parking lot and/or wayfinding signs throughout the property to help visitors navigate the trail system.

Monitoring

Regular monitoring is important to assess the condition of habitats and infrastructure, track management progress, and identify issues that may require intervention. SHNA should be inspected by knowledgeable personnel at least once per year. This inspection should be oriented towards assessing invasive species populations, evaluating trail use and conditions, and detecting any other management concerns. Generating a brief report after each year's monitoring may be useful for sharing findings and detecting changes over time.

Figure 1. Natural Communities at Saugatuck Harbor Natural Area

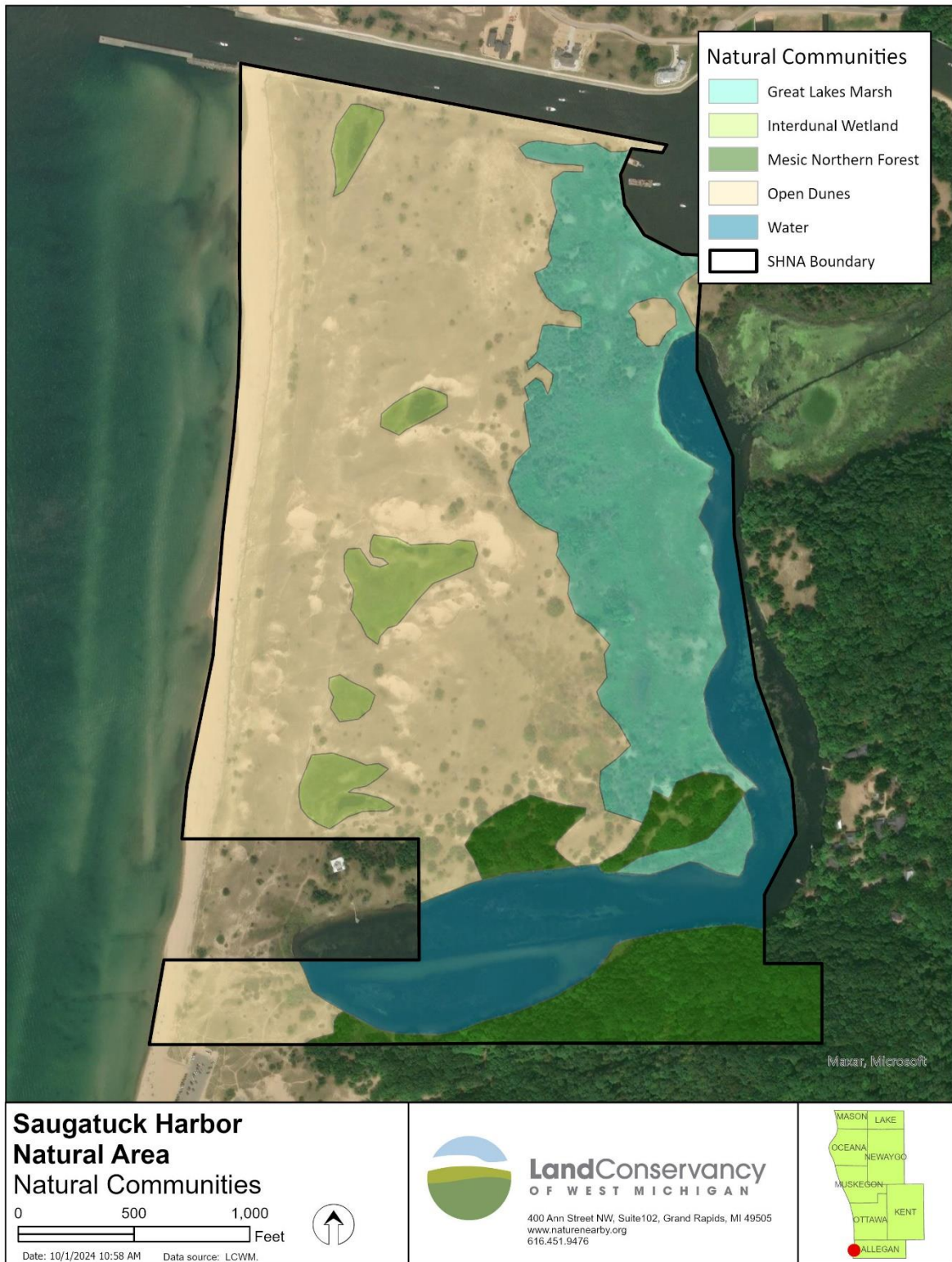
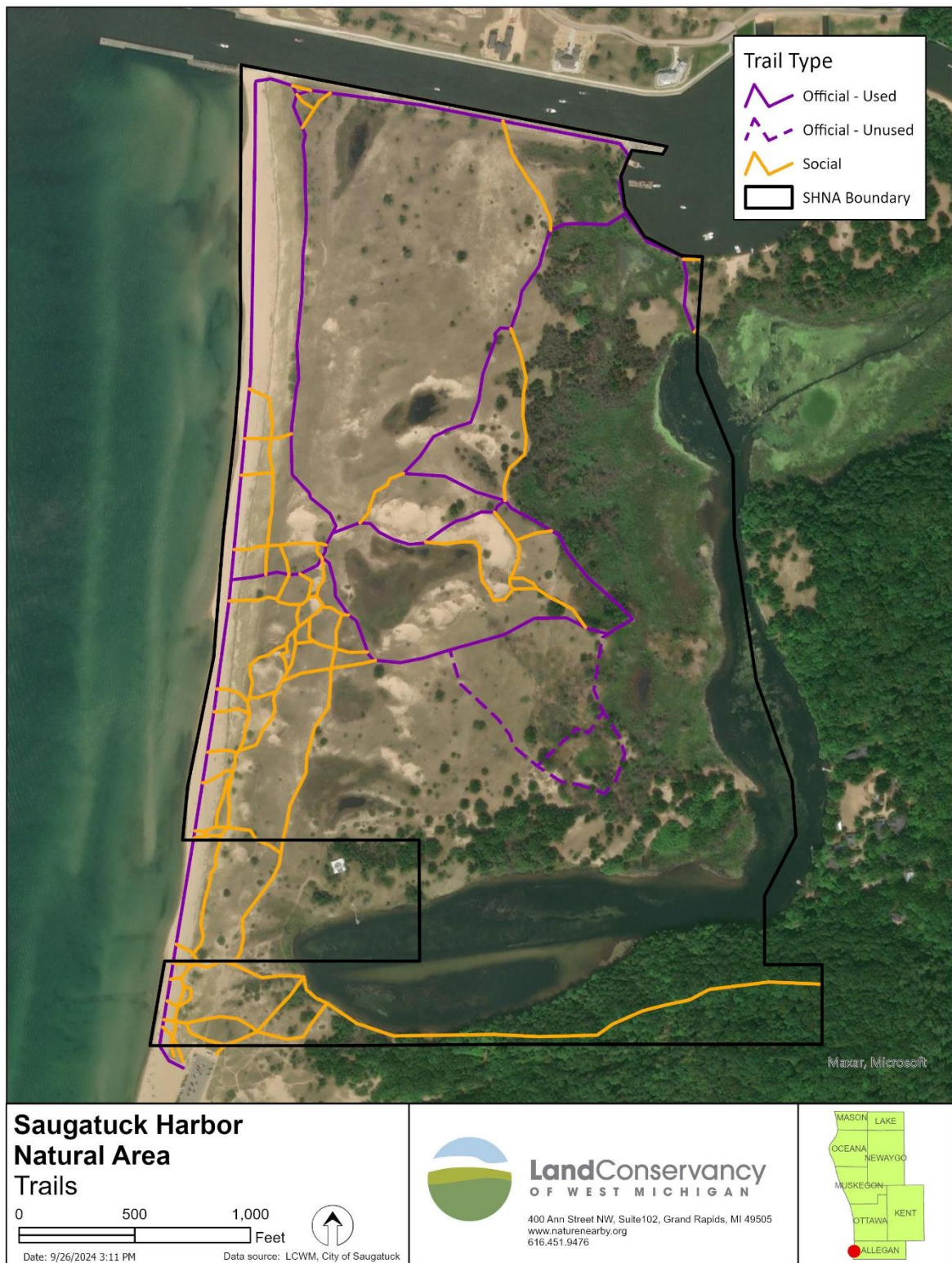


Figure 2. Trail System at Saugatuck Harbor Natural Area



Site: Saugatuck Harbor Natural Area
 Location: Entire Site
 Survey Date: 9.20.24
 Surveyor(s): J. Heslinga

Comments: Plant list is very incomplete, based on a cursory survey done late in the growing season.

FQA Summary

Species Richness:	93
Native Species Richness:	82

Mean C (natives only):	4.9
Mean C (with adventives):	4.3

FQI (natives only):	44.2
FQI (with adventives):	41.5

Mean W (natives only):	-0.4
Mean W (with adventives):	-0.1

Acronym	Scientific Name	Common Name	C	Status	Origin	W	Phys
acesau	Acer saccharum	sugar maple	5		native	3	tree
agapur	Agalinis purpurea	purple false foxglove	7		native	-3	forb
agrhye	Agrostis hyemalis	ticklegass	4		native	0	grass
alninc	Alnus incana; a. rugosa	speckled alder	5		native	-3	shrub
ammbr	Ammophila breviligulata	marram grass	10		native	5	grass
anamar	Anaphalis margaritacea	pearly everlasting	3		native	5	forb
andvir	Andropogon virginicus	broom-sedge	4		native	3	grass
ascsy	Asclepias syriaca	common milkweed	1		native	5	forb
berthu	Berberis thunbergii	japanese barberry	0		non-native	3	shrub
betpen	Betula pendula	european white birch	0		non-native	3	tree
bidfro	Bidens frondosa	common beggar-ticks	1		native	-3	forb
calcan	Calamagrostis canadensis	blue-joint	3		native	-5	grass
callon	Calamovilfa longifolia	sand reed grass	10		native	5	grass
cxhyst	Carex hystericina	sedge	2		native	-5	sedge
cxstri	Carex stricta	sedge	4		native	-5	sedge
cxviru	Carex viridula	sedge	4		native	-5	sedge
cenmac	Centaurea macrocephala	large-headed knapweed	0		non-native	5	forb
cenery	Centaurea erythraea	forking centaur	0		non-native	0	forb
cepocc	Cephalanthus occidentalis	buttonbush	7		native	-5	shrub
chimar	Chimaphila maculata	spotted wintergreen	8		native	5	shrub
cirarv	Cirsium arvense	canada thistle	0		non-native	3	forb
cirvul	Cirsium vulgare	bull thistle	0		non-native	3	forb
clamar	Cladium mariscoides	twig-rush	10		native	-5	sedge
concan	Conyza canadensis	horseweed	0		native	3	forb
corpas	Corispermum pallasii; c. hyssopifolium	bugseed	3		native	5	forb
coramo	Cornus amomum	silky dogwood	2		native	-3	shrub
cypbip	Cyperus bipartitus; c. rivularis	brook nut sedge	3		native	-3	sedge
cypery	Cyperus erythrorhizos	umbrella sedge	6		native	-5	sedge
diccos	Dichanthelium commonsianum; panicum	panic grass	6		native	3	grass
dirpal	Dirca palustris	leatherwood	8		native	0	shrub
eleell	Eleocharis elliptica	golden-seeded spike rush	6		native	-5	sedge
elycan	Elymus canadensis	canada wild rye	5		native	3	grass
elyhys	Elymus hystrix; hystrix patula	bottlebrush grass	5		native	3	grass
erehie	Erechtites hieraciifolius	fireweed	2		native	3	forb
eupper	Eupatorium perfoliatum	boneset	4		native	-3	forb
eupmac	Euphorbia maculata	spotted spurge	0		native	3	forb
fraame	Fraxinus americana	white ash	5		native	3	tree
galtin	Galium tinctorium	stiff bedstraw	5		native	-5	forb
hamvir	Hamamelis virginiana	witch-hazel	5		native	3	shrub
hudtom	Hudsonia tomentosa	beach-heath	10		native	5	shrub
hypkal	Hypericum kalmianum	kalms st. johns-wort	10		native	-3	shrub
irivir	Iris virginica	southern blue flag	5		native	-5	forb

junbal	Juncus balticus	rush	4		native	-5	forb
junbrp	Juncus brachycephalus	rush	7		native	-5	forb
juncan	Juncus canadensis	canadian rush	6		native	-5	forb
jundud	Juncus dudleyi	dudleys rush	1		native	-3	forb
juneff	Juncus effusus	soft-stemmed rush	3		native	-5	forb
junnod	Juncus nodosus	joint rush	5		native	-5	forb
juntcn	Juncus tenuis	path rush	1		native	0	forb
juncoi	Juniperus communis	common or ground juniper	4		native	3	shrub
junvir	Juniperus virginiana	red-cedar	3		native	3	tree
latjap	Lathyrus japonicus	beach pea	10		native	3	vine
litcar	Lithospermum carolinense	plains puccoon	10		native	5	forb
lobkal	Lobelia kalmii	bog lobelia	10		native	-5	forb
lycame	Lycopus americanus	common water horehound	2		native	-5	forb
lycuni	Lycopus uniflorus	northern bugle weed	2		native	-5	forb
monpun	Monarda punctata	horse mint	4		native	5	forb
nyssyl	Nyssa sylvatica	black-gum	9		native	-3	tree
peramp	Persicaria amphibia; polygonum a.	water smartweed	6		native	-5	forb
perlap	Persicaria lapathifolia; polygonum l.	nodding smartweed	0		native	-3	forb
phrauu	Phragmites australis var. australis	reed	0		non-native	-3	grass
pinban	Pinus banksiana	jack pine	5		native	3	tree
pinstr	Pinus strobus	white pine	3		native	3	tree
pinsyl	Pinus sylvestris	scotch pine	0		non-native	3	tree
poacom	Poa compressa	canada bluegrass	0		non-native	3	grass
polart	Polygonella articulata	jointweed	8		native	5	forb
poncor	Pontederia cordata	pickerel-weed	8		native	-5	forb
popdel	Populus deltoides	cottonwood	1		native	0	tree
poptre	Populus tremuloides	quaking aspen	1		native	0	tree
potans	Potentilla anserina	silverweed	5		native	-3	forb
prupum	Prunus pumila	sand cherry	8		native	5	shrub
pruvir	Prunus virginiana	choke cherry	2		native	3	shrub
ptetri	Ptelea trifoliata	hop-tree	4		native	3	shrub
querub	Quercus rubra	red oak	5		native	3	tree
robpse	Robinia pseudoacacia	black locust	0		non-native	3	tree
rospal	Rosa palustris	swamp rose	5		native	-5	shrub
rubhis	Rubus hispidus	swamp dewberry	4		native	-3	shrub
salluc	Salix lucida	shining willow	3		native	-3	shrub
salmyr	Salix myricoides	blueleaf willow	9		native	-3	shrub
sasalb	Sassafras albidum	sassafras	5		native	3	tree
schsco	Schizachyrium scoparium; andropogon s.	little bluestem	5		native	3	grass
schpun	Schoenoplectus pungens; scirpus america	threesquare	5		native	-5	sedge
scugal	Scutellaria galericulata	marsh skullcap	5		native	-5	forb
solcae	Solidago caesia	bluestem goldenrod	6		native	3	forb
solsim	Solidago simplex	gillmans goldenrod	10		native	3	forb
sonasp	Sonchus asper	prickly sow-thistle	0		non-native	3	forb
spitom	Spiraea tomentosa	steeplebush	5		native	-3	shrub
symdum	Symphyotrichum dumosum; aster d.	bushy aster	7		native	0	forb
thepal	Thelypteris palustris	marsh fern	2		native	-3	fern
tilame	Tilia americana	basswood	5		native	3	tree
tsucan	Tsuga canadensis	hemlock	5		native	3	tree
urtdio	Urtica dioica	stinging nettle	1		native	0	forb
vitrip	Vitis riparia	river-bank grape	3		native	0	vine

PROPOSAL FOR CONSERVATION SERVICES



This proposal was created for:

City of Saugatuck - Saugatuck Harbor Natural Area
Oval Dr, Saugatuck, MI 49453

General Background and Scope of Work:

The purpose of this proposal is to address ecological improvement opportunities on the 173-acre Saugatuck Harbor Natural Area property. The property is facing substantial pressure from several invasive species, as well as unmarked trails causing damage to sensitive plant communities. To protect the sensitive habitats on the site and to ensure long-term ecological health, our team recommends the following plan in 2026 and beyond:

1. Invasive Species Management

- Woody invasive species: Japanese Barberry (*Berberis thunbergii*) and European Privet (*Ligustrum vulgare*) are fast-growing invasive shrubs that displace native plants in the wooded areas of the property.
 - Smaller plants will be handpulled, while larger plants will be carefully treated with targeted foliar applications of *Triclopyr* herbicide in **Summer of 2026**.
- Phragmites (*Phragmites australis*) is a common wetland invasive that forms dense monocultures in wetland habitats; including the sensitive interdunal wetlands on the property.
 - Carefully targeted foliar herbicide applications will be conducted with 2% *Aquaneat* herbicide in **Fall of 2026**.
- Spotted Knapweed (*Centaurea stoebe*) is a highly aggressive forb with allelopathic tendencies that quickly overtakes sandy habitats and displaces native vegetation.
 - Hand pulling will be done in areas where off-target impacts are a concern, while foliar applications will be conducted with foliar applications in **Summer of 2026**.
- Includes procurement of all necessary permitting to apply herbicides through EGLE and MDARD.
 - **Note:** Many of the observed invasive species above generally require repeated management efforts over a period of at least 5-7 years to achieve meaningful reduction or eradication. Our team will continue to monitor the population(s) annually and will provide updated pricing and management recommendations each year. The allows for adaptive management strategies based on observed changes in site conditions and treatment efficacy year-to-year.

2. Trail Assessment

- Conduct general survey of the entire property to outline the ideal footprint for the trail system.
 - Deliverables will include a map of recommended trail routes, trails to be decommissioned, alternative routes to avoid impacting sensitive plant communities, and recommendations for interpretive and/or other non-permanent trail signage.
 - The trail assessment will be conducted in **Spring 2026**, with a concise digital report of our recommendations provided by **June 15, 2026**.
- ODC Network's Interpretation team is available to assist with the detailed design and production of interpretive signage upon request.

3. Ecological Evaluation

- In order to assess the current ecological health of the property, our team will identify each distinct natural community observed on the property and outline the following criteria for each:
 - General ecological site description and inventory of natural features.
 - Description of each natural community including:
 - Landscape context and natural processes.

INITIAL_____

- General inventory and distribution of native plant communities including the canopy, understory, and forb/graminoid layers (including calculation of overall floristic quality index).
- Documentation of high-quality native plant species (with coefficient of conservatism rankings between 6-10).
- Documentation of both observed and potential wildlife including: state threatened (T), endangered (E), and species of special concern (SC).
- Documentation of invasive species, pests, and potential ecological threats.
- Identification of potential ecological restoration and outdoor education opportunities.
- The ecological evaluation process will help create a framework of the natural communities on the property for preservation, restoration, and management to help guide future management and land-use decisions on the property.
 - Target date for field survey: **April-August 2026**
- Following completion of the evaluation, we will create a digital report summarizing the results.
 - Target date for report submission: **September 15, 2026**

4. Annual Invasive Species Survey

- Conduct annual survey to provide early detection of any new invasive species or expansion of existing populations that could threaten the high-quality natural areas on the site.
 - Deliverables will include a concise report with updated maps documenting the location(s) and spread of invasive species, as well as new concerns to look out for.
 - Surveys will be conducted mid-summer to optimize plant identification and reports will be digitally submitted by **August 15, annually**.

Project Timeline:

- Invasive species management ongoing throughout the 2026 growing season
- Trail assessment conducted in spring of 2026, report submitted by June 15, 2026
- Ecological evaluation conducted between April-August, report submitted by September 15, 2026
- Invasive species survey conducted between May-July 2027, report submitted by August 15, 2027

Project Budget:

- **Invasive Species Management in 2026 - \$20,000** (billed in July 2026) ☐
- **Trail Assessment - \$5,000** (billed in June 2026) ☐
- **Ecological Evaluation - \$10,000** (billed in June 2026) ☐
- **Annual Invasive Species Survey** (starting in 2027) - **\$3,500** (billed in August 2027) ☐

***PLEASE CHECK THE APPROPRIATE BOXES ABOVE TO INDICATE ACCEPTED SERVICES**

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

Exclusions: This proposal does not account for:

- Installation or maintenance of new trail systems.
- Removal of standing dead plant material following invasive species control measures.
- Replacement of damaged lawn, landscape plants, trees or shrubs as a result of nearby invasive species control measures.
- Reseeding of native vegetation following invasive species control measures.

We are happy to provide a quote for ongoing trail maintenance and/or replanting of native vegetation following invasive species control measures per request.

INITIAL_____

Qualifications:

ODC Conservation Services staff are highly qualified conservation professionals.

- ODC Network, and its subsidiaries, is a fully insured 501c3 and carries an extensive liability policy to conduct habitat improvement services in Michigan
- State licensed herbicide applicators with certifications in Forest Pest, Right-of-Way, and Aquatic pesticide application
- Combined 25+ years experience in invasive species management
- Successfully restored over 250 acres of native prairie
- Successfully installed over 25 native gardens and landscape beds
- Manage 2,000+ acres of high quality natural area
- Experienced Michigan flora and fauna identification
- Advanced wetland delineation certification
- Experienced GIS professionals

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



Tanner Bricker, Conservation Services Director
ODC Network
517-398-7800

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

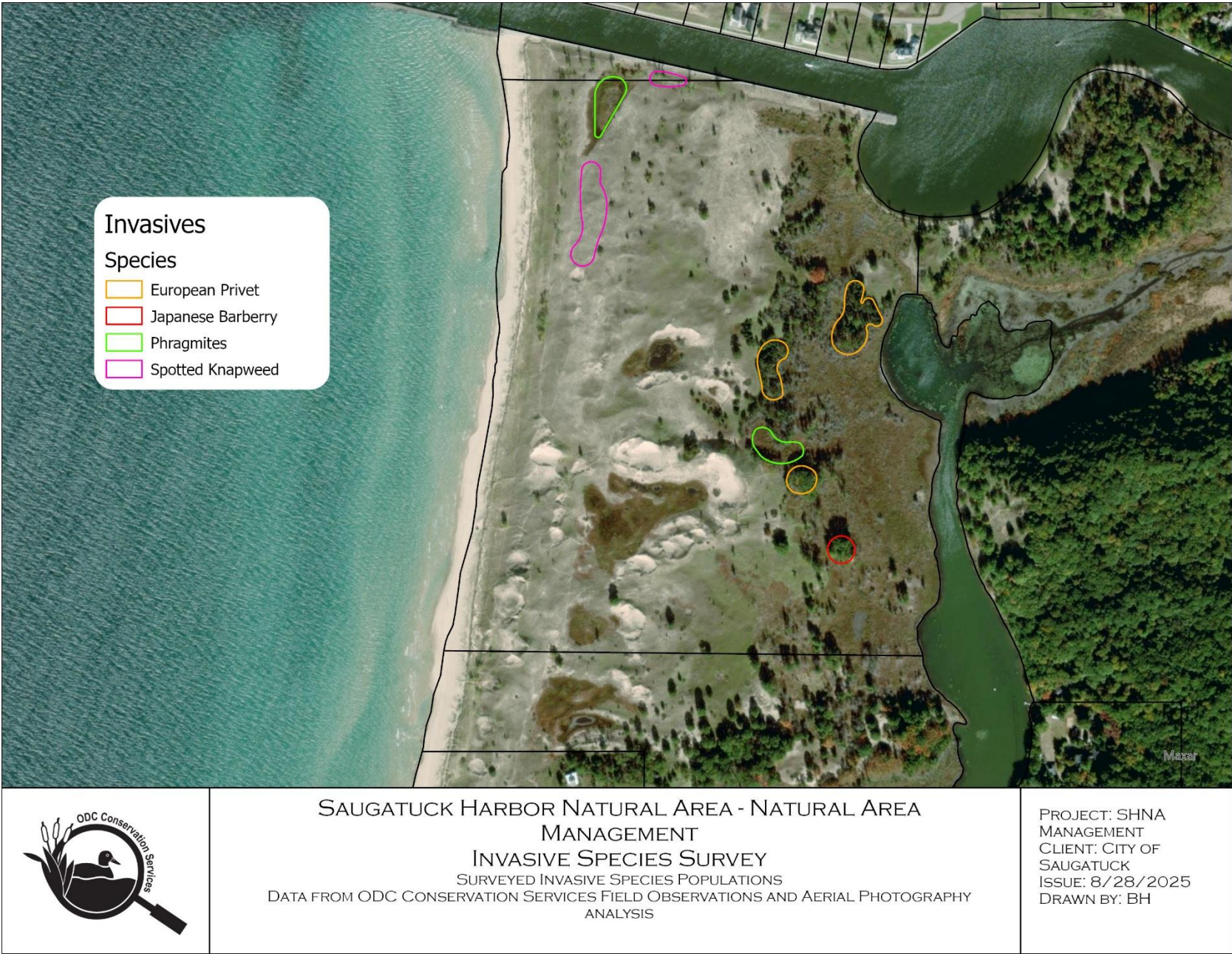
Signature of Authorized Property Owner/Manager

Date



INITIAL _____

Appendix A: Map of Invasive Species Treatment Area(s)



INITIAL_____



Kalamazoo Nature Center
7000 N. Westnedge Avenue
Kalamazoo, MI 49009
Ecological Services
269-978-6872
ecoservices@naturecenter.org

PROJECT WORK PLAN AND ESTIMATE FOR

City of Saugatuck
Scott Herbert
102 Butler St. P.O. 86
Saugatuck MI, 49453
(616)886-8408

Date: 9/2/2025

TOTAL ESTIMATE

\$4,737.50

scott@saugatuckcity.com

Client Name	Project Description	Project #	Estimate good for
City of Saugatuck	Invasive Species Survey + Mapping of SHNA	26001 B	90 days

Day	Description	Qty	Units	Cost	Line Total
	Invasive Species Survey (2 staff/2 days)	16	hours	\$ 165.00	\$ 2,640.00
	Mileage: Truck	220	miles	\$ 2.00	\$ 440.00
	Survey data inventory and reporting time	12	hours	\$ 95.00	\$ 1,140.00
	Mapping time	6	hours	\$ 70.00	\$ 420.00
					\$ -
					\$ -
	Administrative	1.5	hours	\$ 65.00	\$ 97.50

Site Lead: Luke Allison
Site Address: Saugatuck Harbor Natural Area Perryman St. Saugatuck MI
Service Description: 2 survey days of Saugatuck Harbor Natural Area, locating, quantifying, reporting, and mapping of invasive species on property to better understand habitat needs. Reporting and mapping of invasive species and establishing management units will help in prioritizing and understanding future management needs.
Area (acres): 171
of Workers: 2
of Work Days: 2+

Labor	\$ 4,297.50
Mileage	\$ 440.00
Equipment	\$ -
Supplies	\$ -
SUBTOTAL	\$ 4,737.50

GRAND TOTAL	\$ 4,737.50
--------------------	--------------------

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

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

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

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



City Council Agenda Item Report

FROM: Scott Herbert – Public Works Superintendent

MEETING DATE: December 8, 2025

SUBJECT: Dock Repairs & Maintenance

DESCRIPTION:

The City of Saugatuck has several assets along the Kalamazoo River that need repair and/or maintenance. These needs were identified by residents, DK Construction, the Dockmaster at Sergeant Marina, and Public Works staff. The scope of work is outlined across the three locations below:

The Shopper Dock at Coghlin Park – Several residents reported damage to the shopper dock presumably caused by a boat colliding forcefully with the structure this past fall. The force from the impact dislodged the posts at the end of the dock leaving the platform raised up and uneven. While inspecting the structure, it was identified that other posts need extensions so that the dock can move along with changing water levels. The City Treasurer is working on an insurance claim to help recover costs. Total cost is **\$7,825.00**.

Transient Slips at Griffith Street-End – The Dockmaster at Sergeant Marina identified some of the City-owned transient slips need repairs, primarily due to rotted wood. Dock 48/49 needs a new dock pile, dock 50/51 needs 6 new dock pilings and 3 spring pilings, and the work proposed includes the removal of an unsightly floating dock that is no longer in use. Total cost is **\$24,250.00**.

Willow Park Deck – Posts have been pulled up due to freeze/thaw cycles leaving the deck uneven. The work involves removing the railing, driving down the posts, releveling the deck, and reinstalling the railing to make the platform level again. Total cost is **\$1,650.00**.

Due to the specialized nature of marine construction and equipment currently being staged in the Saugatuck harbor, Public Works considers these to be unique circumstances in which the need to subject this project to competitive bidding is exempt.

BUDGET ACTION REQUIRED:

The FY 2024/2025 budget includes \$65,000 for seawall, pilings, and boardwalk repairs.

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to waive competitive bidding due to the unique circumstances in the staff memo and approve the proposal submitted by DK Construction Inc. to repair the shopper dock, transient slips, and Willow Park deck in the amount of **\$33,725.00**.

DK CONSTRUCTION, INC.

DOCKS SEAWALLS PILEDIVING

DREDGING WELDING REPAIRS

346 WEST 15TH STREET HOLLAND, MI 49423

PH-616-494-0970 FAX-616-494-0980

www.DKConstruction.com

DKCons@sbcglobal.net

DATE: October 9, 2025

EMAIL: mgibson@saugatuckcity.com

TO: Michelle Gibson

RE: City of Saugatuck

60 Griffith Street

Saugatuck, MI 49453

Quote

Floating Dock Repair

Furnish crew, equipment and all materials to remove the existing low/submerged five (5) 4" spud pile, weld 5' of additional pipe and re-drive straight to level the existing floating dock. Pipe pile to be driven to match the existing pile heights. Drive down one (1) far Northwest pile that is higher than the rest. Electrical and plumbing not included, if required.

Includes:

- 4" Steel Pipe Extensions – 5' Lengths

FOR THE SUM OF: \$7,825.00

Wood Dock Pile – Slip 48/49

Furnish crew, equipment and all materials to remove and dispose of one (1) wood dock pile. Install one (1) new wood dock pile in the same location. Re-use the existing cross braces, frame and decking.

Includes:

- One (1) Wood Pile – Southeast End Pile
- New ¾" Through Bolts and Hardware

FOR THE SUM OF: \$2,100.00

Wood Dock Pile – Slip 50/51

Furnish crew, equipment and all materials to remove and dispose of six (6) wood dock pile. Install six (6) new wood dock pile in the same location. Re-use the existing cross braces, frame and decking.

Includes:

- Six (6) Wood Pile
- New ¾" Through Bolts and Hardware

FOR THE SUM OF: \$12,600.00

Wood Spring Pile – Slip 51

Furnish crew, equipment and all materials to remove and dispose of three (3) wood spring pile. Install three (3) new wood spring pile in the same location.

Includes:

- Three (3) Wood Pile – East Side

FOR THE SUM OF: \$5,700.00

Existing Floating Dock Removal – Slip 52/53

Furnish crew, equipment and all materials to remove and dispose of the existing old floating dock. Disposal to be done off-site. The existing pile, dock frame and decking to remain in place. Electrical and plumbing not included, if required.

FOR THE SUM OF: \$3,850.00

Willow Park – Fishing Pier Repair

Furnish crew, equipment and all materials to remove the existing railing as needed. Drive down two (2) existing wood pile and level deck frame. Reinstall existing railing.

FOR THE SUM OF: \$1,650.00

TERMS: 1/2 DOWN WITH BALANCE DUE UPON COMPLETION 55

DK CONSTRUCTION, INC.

346 West 15th Street HOLLAND, MI 49423

PH-616-494-0970 FAX -616-494-0980

dkcons@sbcglobal.net

I authorize D.K. Construction, Inc. to act as my agent in obtaining the necessary permits with the Environmental Great Lakes and Energy (EGLE) and the Army Corps of Engineers on my proposed project (*Required information for processing *)

* Property owner name(s) _____

Phone #: _____

Date: _____ * Property owner signature _____

*

Project Address _____ City _____ State _____ Zip _____

*Mailing Address: (if different) _____

Email Address: _____

*Property tax identification #: _____

Please fill out the following information to assist the EGLE in finding your location.

Is there an access road to the project? ____yes ____no ____private ____public

Name of roads at closest main intersection _____ and _____

Directions from main intersection _____

Style of house or building on site ____ranch ____2story ____cape cod ____bi-level ____

cottage ____pole barn ____other (describe) _____

Color _____ Color of adjacent property houses and/or buildings _____

House number _____ Address is visible ____house ____garage ____mailbox ____other

Street name _____ Fire lane _____ Lot number _____

Describe the best and nearest visible landmark to the project site _____

*Please complete the following information for all adjacent property owners.

Property owners name _____ Address _____ City _____ State _____ Zip _____



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: December 8, 2025

SUBJECT: Logo and Branding Refresh Project - Formation of a Branding Advisory Committee and Request for Proposals

DESCRIPTION:

The City's current logo was created in 2007, nearly two decades ago. Today, the City's branding is inconsistent across platforms, including the website, social media, email, and signage. The lack of cohesive and modern branding creates challenges as we look to invest in website upgrades, wayfinding improvements, and upgraded signage.

Brand refreshes have been common in our region. In recent years, the Saugatuck-Douglas Area CVB, City of the Village of Douglas, and Saugatuck Township have each completed their own logo and branding updates, underscoring the importance of refreshing our visual identities.

I recommend that we refresh our logo and branding by forming a Branding Advisory Committee and issuing the attached Request for Proposals (RFP).

Branding Advisory Committee

To guide the project, I recommend forming a Branding Advisory Committee composed of individuals who bring relevant expertise, represent multiple stakeholder groups, and can support the consultant throughout the process.

I have discussed the formation of an advisory committee with the Mayor and obtained her recommendations. Given the nature of the project and the need for members with specialized knowledge, it is recommended that Council suspend the City's Board and Commission Selection Policy and appoint the following individuals:

Ryan Cummins – City Manager

- Represents the City's operational needs, staff considerations, and administrative requirements.

Chris Peterson – City Council Member; Government Experience

- Adds a direct Council voice, brings significant government experience and perspective, and assists in aligning the project with the broader community.

Lauren Stanton – Business Owner; City Council Member; Liaison to Parks & Public Works Committee; Previous Media Experience

- Brings perspectives from business, media industry, parks and public works committee, while being another representative from Council.

Tim Straker – City Resident; Chair of the Historic District Commission; Communications & Branding Experience

- Brings professional communications expertise and ensures our historic identity remains represented.

Kristin Armstrong – Executive Director, SCA; Board Member, CVB

- Represents both the arts community and tourism sector, ensuring alignment with regional partners.

Request for Proposals

The attached draft RFP seeks qualified firms to update the City’s logo and develop a comprehensive branding system, including color palettes, typography, templates, signage guidelines, and a full brand standards manual. The project includes community engagement through a short public survey developed by the selected consultant, and multiple review touchpoints with the Branding Advisory Committee.

Key project components include:

- **Discovery & Research**, including analysis of current branding materials, public survey, and insights from Branding Advisory Committee.
- **Logo Design**, including three initial concepts and two rounds of revisions.
- **Full Branding System**, covering colors, typography, templates, signage guidance and brand usage manual .
- **Meetings with Branding Advisory Committee**, to review and refine concepts. Committee will recommend a brand package to City Council.
- **Meetings with City Council**, to review recommended brand package for approval.

BUDGET ACTION REQUIRED:

None at this time. Dollars were budgeted for a firm to assist with a logo and branding refresh project.

LEGAL REVIEW:

N/A at this time.

SAMPLE MOTION:

Motion to issue the request for proposals for the logo and branding refresh project, form a Branding Advisory Committee, suspend the Board and Commission Selection Policy for the committee, and appoint Chris Peterson, Lauren Stanton, Ryan Cummins, Tim Straker, and Kristin Armstrong to the committee.



Request for Proposals

Logo & Branding Refresh Project

Introduction

The City of Saugatuck is seeking qualified firms to develop a refreshed City logo and comprehensive branding system that reflects the community's unique character, natural environment, artistic identity, and historic charm. This work will support the City's communications, signage, printed materials, vehicles, uniforms, and digital presence with a modern, cohesive, and professional brand identity.

The City's existing logo has been in use for many years and we lack branding consistency across platforms. The City intends to maintain familiar elements and community character while modernizing the brand.

This project will involve community input, development of multiple design concepts, and the creation of a full brand guidelines package for long-term implementation.

Project Objectives

- Refresh and modernize the City's logo while honoring core elements that reflect Saugatuck's identity.
- Develop a comprehensive, flexible branding system suitable for all communication and operational needs.
- Engage the community through a short survey designed by the selected firm.
- Incorporate feedback from our Branding Advisory Committee throughout the process.
- Provide staff with clear guidelines, templates, and tools to apply the new brand consistently.

Scope of Work

Discovery & Research

The selected consultant shall:

- Review existing City branding materials, signage, website, communications, and visual assets.

- Meet with the City Manager and key staff to understand brand priorities and operational needs.
- Meet with the City's Branding Advisory Committee to confirm project goals and gather insights into the attributes the refreshed brand should reflect.
- Draft a short public survey to collect community input on brand values, visual preferences, themes, and identity perceptions.
- Revise survey based on feedback from staff and the Branding Advisory Committee.
- Provide graphics or descriptions suitable for posting on the City's website and social media to promote survey participation.
- Analyze and summarize results of the community survey, identifying key themes, visual preferences, values, and identity attributes expressed by respondents.
- Prepare a concise written summary and present findings to City staff and the Branding Advisory Committee to help inform the direction of the logo concepts and overall brand identity.
- Incorporate survey insights into the design rationale for initial and refined branding concepts.

Logo Design & Concept Development

The consultant shall:

- Develop 3 initial logo concepts, each with a brief narrative explaining the design rationale.
- Present concepts to the Branding Advisory Committee.
- Conduct up to two (2) rounds of revisions based on committee and staff feedback.
- Provide a final recommended logo for City Council consideration.
- Develop variations such as:
 - Full-color primary logo
 - One-color version
 - Reverse/white version
 - Horizontal and vertical layouts

Branding System & Identity Guidelines

The consultant will create a unified brand identity package, including:

1. Color System

- Primary and secondary color palettes
- Pantone, CMYK, RGB, and Hex codes

2. Typography

- Recommended fonts for print, digital, signage, and internal documents
- Hierarchy and usage rules

3. Visual Elements

- Graphic elements, patterns, or icons (if applicable)
- Photography style guidelines

4. Applications & Templates

- Letterhead
- Press Release Template
- Memo Template
- Business cards
- Email signature standard
- PowerPoint/meeting template
- Social media graphics templates
- Newsletter templates (including for email)

5. Signage & Operational Guidelines

- General guidance for street signs, facility and parks signage, uniforms, and vehicles to ensure long-term consistency

6. Brand Usage Manual

A comprehensive PDF document including:

- Logo usage rules
- Minimum size and clear space
- Incorrect usage examples
- File organization instructions
- Template and color/typography usage
- Guidance for contractors, designers, and staff

Meetings & Check-Ins

The consultant must be available for the following (virtual or in-person where specified):

- Project kickoff with staff and Branding Advisory Committee
- One meeting with Branding Advisory Committee to review and finalize public survey
- One meeting with Branding Advisory Committee to review initial logo concepts
- One (or two) meetings with Branding Advisory Committee to review revised concepts
- One meeting with Branding Advisory Committee to review the draft brand guidelines
- Two meetings (1 workshop and 1 regular) to present the recommended brand package to City Council

Additional check-ins may occur via email or quick virtual touchpoints as needed.

Deliverables

- Community survey (final version + shareable promotional materials) and written summary of findings
- 3 initial logo concepts
- Final refined logo with all variations

- Full brand guidelines manual (PDF)
- File package including:
 - Vector files (AI, EPS, SVG)
 - High-resolution PNG/JPG
 - Web-optimized assets
- Templates as specified in the scope

Proposal Requirements

Proposals must include:

- 1. Firm Introduction & Qualifications**
 - Overview of firm
 - Experience with municipal or community-based branding
 - Identification of project team
- 2. Relevant Portfolio**
 - Minimum of three (3) comparable branding projects, preferably for cities, towns, or public agencies
- 3. Approach & Methodology**
 - Description of how the firm will engage with the City, community, and Branding Advisory Committee
 - Planned approach to rounds of revisions and collaboration
 - Proposed project schedule
- 4. Cost Proposal**
 - Detailed cost breakdown by task and deliverable
 - Optional elements (if any)
 1. Cost for additional concepts beyond three initial.
 2. Cost for additional revisions beyond two rounds.
 - Hourly rates for team members
- 5. References**
 - Three (3) references from similar projects

Evaluation Criteria

Proposals will be evaluated on:

- Experience in municipal/community branding
- Quality and creativity of previous work
- Understanding of Saugatuck's identity and project goals
- Approach to community engagement and committee collaboration
- Project schedule and ability to meet timelines
- Cost/value
- Quality and clarity of the written proposal

The City reserves the right to interview top firms before selection.

Timeline

A general selection timeline is anticipated as follows:

- RFP issued: December 9, 2025
- Proposals due: January 9, 2026 at 4:00 PM EDT
- Interviews (if needed): January 16, 2026
- Selection/award: January 26, 2026
- Project Kickoff: February 2026

Project timeline will be established with the selected firm.

Cost Structure

The City is requesting that proposers supply a cost structure based on the scope of work outlined in this RFP.

Submission Instructions

Proposals must be received by **January 9, 2026 at 4:00 PM EDT**. Late proposals will not be considered. Proposals should be submitted electronically to the contact person listed below.

City Rights

The City reserves the right to accept or reject any and all proposals, to waive any informalities or irregularities in the proposals received, or to award the contract in any manner deemed to be in the best interest of the City. The City may also negotiate with the most qualified firm(s) prior to award. The City will own all rights, titles, and interests, including all copyrights, to the final logo, brand assets, and all working files.

Questions and Contact Information

All questions regarding this Request for Proposals should be directed in writing via email to:

Ryan Cummins

City Manager

City of Saugatuck

E-mail: rcummins@saugatuckcity.com

Phone: 269-857-2603



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: December 8, 2025

SUBJECT: Inflation Adjustments to Staff Wage Scale

DESCRIPTION:

The City's Employee Compensation Policy requires the City Manager to annually review and evaluate all pay ranges. Highlights of Section 4.0 of the personnel manual include:

- Each job classification has a defined pay range.
- An employee's regular rate of pay is determined by their placement on the wage range.
- Each July, staff are evaluated for merit based step increases. Employees advance through steps (each step is a 3% increase) by demonstrating required performance, while step increases may be withheld for unsatisfactory performance.
- Pay ranges are reviewed annually by the City Manager, taking into account job duties, required education, comparable market rates, cost of living, the City's financial condition, and other relevant factors. Recommendations for adjustments are made based on this review.

Inflation

The Michigan State Tax Commission has set the inflation rate multiplier for next year at 2.7%. This number is based on averaged data from the US Department of Labor, Bureau of Labor Statistics.

The cost-of-living adjustment being provided to Social Security recipients for next year is 2.8%.

Federal Reserve officials have noted that inflation continues to hover near 3%.

Recommendation

- Grade 1

- This is the range for our DPW Maintenance/Equipment Operators. I have evaluated their current pay scale against regional and statewide data. While we offer a better benefit package than most municipal employers (no employee paid health insurance premiums, more paid time off, a pension, and up to 10% toward defined contribution plans), we have some opportunity to be more competitive with our wages, especially considering that each of our team members are trained as heavy equipment operators. After taking into account inflation, benefits package, and wages of others, I recommend a 6% increase to this grade.
- Grades 2-8
 - These grades cover the rest of the full time City positions except the City Manager. I recommend a 3% inflationary adjustment to the pay scales.
- Cost for Increases
 - Based on current wages, the recommended increases will result in a cost of \$16,434.55 for the remainder of the current fiscal year, or \$32,869.10 for a full year.
 - If Council desires a lower adjustment, the costs would be as follows:
 - 3% Increase for All Grades - \$13,310.76 for the remainder of the current fiscal year, or \$26,621.52 for a full year.
 - 2% Increase for All Grades - \$8,111.48 for the remainder of the current fiscal year, or \$16,222.96 a full year.

The attached wage scale reflects the recommended increases.

The hope is that future inflationary adjustments will return to a level that more closely aligns with the Federal Reserve target of 2%.

BUDGET ACTION REQUIRED:

None at this time. Increases were budgeted for this fiscal year.

LEGAL REVIEW:

N/A at this time. Legal will be at your meeting for any questions.

SAMPLE MOTION:

Motion to approve a 3% inflation adjustment to grades 2-8 of the staff step and wage scale and a 6% adjustment to grade 1, effective for the pay period starting December 27, 2025.

**City of Saugatuck
Proposed Salary Structure**

Grade	Position	Salary Steps									
		1	2	3	4	5	6	7	8	9	10
8	DPW Superintendent	\$81,993	\$84,453	\$86,987	\$89,596	\$92,284	\$95,053	\$97,904	\$100,841	\$103,867	\$106,983
7	City Treasurer/Finance Officer	\$74,539	\$76,776	\$79,079	\$81,451	\$83,895	\$86,412	\$89,004	\$91,674	\$94,424	\$97,257
6	Director of Planning/Zoning	\$67,763	\$69,796	\$71,890	\$74,046	\$76,268	\$78,556	\$80,913	\$83,340	\$85,840	\$88,415
5	City Clerk	\$61,603	\$63,451	\$65,354	\$67,315	\$69,334	\$71,414	\$73,557	\$75,764	\$78,037	\$80,378
4	Oval Beach Manager	\$56,003	\$57,683	\$59,413	\$61,195	\$63,031	\$64,922	\$66,870	\$68,876	\$70,942	\$73,071
3	DPW Supervisor Administrative/Project Coordinator	\$50,911	\$52,439	\$54,012	\$55,632	\$57,301	\$59,020	\$60,791	\$62,615	\$64,493	\$66,428
2	Deputy Clerk/Administrative Assistant	\$46,283	\$47,672	\$49,102	\$50,575	\$52,092	\$53,655	\$55,264	\$56,922	\$58,630	\$60,389
1	DPW Maintenance/Equipment Operator	\$43,301	\$44,600	\$45,938	\$47,316	\$48,736	\$50,198	\$51,704	\$53,255	\$54,852	\$56,498

Jamie Wolters

From: Brian E [REDACTED]
Sent: Monday, November 24, 2025 11:14 AM
To: Jamie Wolters; Grayson Moore
Subject: Request for Review of Short-Term Rental Certificate Renewal Policy

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.

Can you please include this correspondence in the next city council meeting packet?

Dear Mr. Moore and City Council Members,

I hope you are doing well. I am writing regarding the renewal of my Short-Term Rental Certificate and a concern I encountered during this year's renewal process that I believe warrants clarification and potential review.

My prior certificate (CSTR-210101) was set to expire in June 2025. To remain fully compliant and avoid any lapse, I submitted my renewal early, in April 2025. However, when my new certificate (CSTR License-250082) was issued, it was set to run from April 2025 through April 2026, rather than beginning at the original expiration date in June. As a result, I effectively lost two months of the certificate period that had already been paid for.

Because the City encourages proactive renewal—particularly ahead of required fire inspections—this structure unintentionally penalizes those who follow the rules. Under the new annual recertification system, homeowners who renew early receive less than 12 months of coverage, despite acting in full compliance with City guidance.

This has an additional impact in Saugatuck, where the short-term rental season effectively runs from Memorial Day through Labor Day. Conducting fire inspections and renewal-related activities during the peak season can be disruptive for both homeowners and the visitors who support our local economy. Encouraging early renewal is beneficial to the City, homeowners, inspectors, and guests alike—but the current system discourages this by reducing certificate time for those who comply early.

I would like to respectfully ask:

Is the shortening of renewal periods an intentional outcome of the current policy, or is it an unintended consequence of the administrative process?

I also kindly request that this matter be considered in an upcoming City Council workshop. Allowing renewed certificates to begin at the original expiration date—regardless of early submission—would create a more equitable system, promote compliance, and minimize unnecessary disruptions during Saugatuck’s busiest tourism months.

Thank you for your attention to this matter. I appreciate the City’s efforts to maintain safe, responsible short-term rentals, and I would be happy to provide any additional context or participate in further discussion if helpful.

Warm regards,
Brian Elmore

[REDACTED]
Saugatuck, MI
[REDACTED]