CITY COUNCIL MEETING AGENDA
February 9, 2026

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

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

NOTICE:
Join online by visiting:
https://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 February 4, 2026. *Pg. 3*
   - **B.** Allegan County 2026 Imagery Partnership Agreement. *Pg. 7*
   - **C.** Right of Way Signage – Saugatuck Center for the Arts Mountain Film Festival. *Pg.12*
   - **D.** Right of Way Signage – Saugatuck Center for the Arts. *Pg.17*
10. **Staff Reports, Boards, Commissions & Committees:** *Pg.19*
    - **A. Staff Reports:**
      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 $531,676.94. *Pg.*

12. Public Hearings

13. Unfinished Business

14. New Business

A. Maple Street and Other Street and Utility Improvements - Bid Award and Proposal for Construction Engineering Services. *(Roll Call) Pg.45*

B. Park Street Planning & Conceptual Design - Proposal for Engineering & Landscape Architecture Services and Michigan Coastal Management Program Grant Agreement. *(Roll Call) Pg.64*

C. Village Square Park - Proposal to Provide Design and Construction Engineering Services and Donor Agreement. *(Roll Call) Pg.90*

D. Proposals for Logo and Branding Refresh Project. *(Roll Call) Pg.103*

E. New Historic District Signage. *(Voice Vote) Pg.116*

F. Ordinance No. 260209-A - Short Term Rental Licensing Ordinance Amendment . *(Roll Call) Pg.123*

G. Goals and Priorities for Fiscal Year 2026/2027. *(Roll Call) Pg.144*

15. Public Comments

16. Correspondence *Pg.144*

A. Brian Serman

17. Council Comments

18. Adjourn *(Voice Vote)*

CITY COUNCIL WORKSHOP MEETING MINUTES- *proposed*
February 4, 2026

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

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

Attendance:
Present: Mayor Anderson, Mayor Pro Tem Clark and Councilmembers Dean, Gardner, Muncey and Peterson.
Absent: Stanton

Motion by Peterson, second by Muncey to excuse Lauren Stanton from the meeting. Via voice vote, motion carried 6-0.

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

Agenda Changes:

Motion by Muncey, second by Dean to add the idea from the Engel family for the fish station to the review of goals and priorities for fiscal year 2026/2027. Via voice vote, motion carried 6-0.

Public Comment on Agenda Items Only: None.

Approval of Minutes:
Regular City Council Meeting Minutes – January 26, 2026:

Motion by Dean, second by Clark to approve the regular city council meeting minutes from January 26, 2026. Via roll call vote, motion carried unanimously.

Discussion Items:
Proposals for Logo and Branding Refresh Project:
City Manager Ryan Cummins and Historic District Commission Chair presented the status of the city's logo and branding refresh, reminding council that they had previously approved forming a Branding Advisory Committee and issuing an RFP. The city received 26 proposals ranging from $7,000 to nearly $100,000, from across West Michigan, the broader state, Midwest, and even internationally. The committee—comprising members including Chair and branding professional Tim Straker, Councilmember Chris Peterson, Lauren Stanton, and City Manager Ryan Cummins—evaluated firms based on meeting the RFP's core requirements, design readiness, understanding of Saugatuck's "sense of place," relevant municipal/regional experience, and cost/value. The committee unanimously recommended Concept A Creative Studio, citing their strong portfolio in both municipal and corporate branding, including the Saugatuck Township and Village of Spring Lake logos, and significant work with the local Convention and

Visitors Bureau, which gives them deep familiarity with the area and should shorten discovery and onboarding. Concept A's fee of $24,500 was viewed as realistic and offering good value—neither at the very low nor very high extremes of the response range. Straker emphasized that Concept A understands how to brand with a sense of place and will approach this as a broader, digital-first branding exercise, not just a logo tweak, building a system that can be used across online communications, vehicles, signs, and notices. In response to questions from council, Cummins clarified that this work fits within the existing $125,000 City Council contractual services line item. Council discussion included whether this would be a complete logo overhaul or a refresh of the existing river-based concept. Straker replied that the process will start with discovery and may lead to evolution or more significant change, but it is fundamentally a branding, not just logo, project. Mayor Anderson noted that the process is intentionally open-ended. The next step is to place the Concept A contract recommendation on the upcoming Monday council agenda for formal action.

Designs for New Historic District Signage:

The council reviewed and discussed the proposed new Historic District signage developed by Concept A. Zoning Director Grayson explained that the Historic District Commission had seen a second round of concepts at its January meeting and unanimously recommended "Round 2, Direction 1" as the preferred design. Historic District Chair Tim Straker described how the commission had asked Concept A to refine the first round to better reference historic architectural elements and improve legibility; the resulting design anchors its decorative "dentil" detail in the historic hardware store building, one of the oldest in town, so the sign has a clear historical "why" behind its look. The recommended package includes two replacement gateway signs at the north and south entrances and a third new sign at the bottom of Allegan Street, recognizing that many people enter the district there. Council members asked detailed questions about materials, size, color, cost, and durability. Concept A and staff reported that the signs would be cast metal mounted on poles, with an estimated cost of about $2,500 per sign, two-sided, using a dark navy background with gold lettering. Production lead time is roughly eight weeks, with installation targeted for spring or early summer, weather permitting. The size is approximately 24" x 36". There were also questions about expected lifespan, finish warranties, and ensuring the signs meet Historic District material standards. Council sentiment was positive.

Review of Bids for Maple Street and other Street and Utility Improvements and Proposal for Construction Engineering Services:

During the Maple Street segment, DPW Superintendent Scott Herbert and engineer Jon Moxey presented the bid results and scope for the 2026 Street Improvements project (centered on Maple). Three bids were received: Milbocker & Sons – $5,365,953.50, Redline Excavating – $4,775,623, and Skippers Excavating – $4,334,036.50. Skippers, from West Olive and already MDOT-prequalified, is the recommended low bidder, and F&V reported good prior experience and comfort with their capacity and qualifications. Moxey said the bids were close to the engineer's estimate plus contingency. Maple Street water main replacement and new/extended services (including lead/galvanized replacements into homes), sanitary sewer spot repairs/lining, stormwater detention near Mason & Maple, culvert end treatments and protection, a 5-ft sidewalk on the west side, resurfacing Mary Street and the DPW driveway, new gate valves along Water Street to better isolate leaks, and long-pending seawall and concrete repair at Coghlin Park, Wicks Park, Spear Street boat launch, and Francis Street end (about $160,000 total). They also noted a requirement that downtown work (Mary Street and related seawall items) be completed before Memorial Day to avoid peak-season disruption, with the rest of Maple running through the main construction season.

City Manager Ryan Cummins then outlined the funding plan, comparing pre-design assumptions to post-bid numbers. Roughly $916k will come from the Water Fund, $96k from the Sewer Fund (likely high, as ~$45k for a potential private sewer extension at 700 N Maple may drop off), about $1.37M from Local Streets, and a little over $1M from the General Fund, including sidewalk and seawall work. The city's MDOT Category B grant is already awarded; a portion is shared with Saugatuck Township under an existing cost-sharing agreement, slightly reducing grant dollars for the city but also lowering the township's contribution. Cummins emphasized that, even with these costs, all major funds remain in acceptable

health. Council questions focused on: cost allocation (city vs township vs private), warranty and responsibility for any failures or property damage (1-year builder's warranty; contractor insurance; pre-construction video documentation). Council reaction was supportive; several members praised the planning, tight estimate-to-bid alignment, and the funding breakdown.

Village Square Park - Proposal to Provide Design and Construction Engineering Services and Donor Agreement:

The Village Square Park discussion centered on the project which is funded by a $100,000 private donation and a newly awarded $150,000 DNR Recreation Passport grant, creating a roughly $260,000 project (with a $10,000 city match) for design, construction, and engineering. The concept showed would: expand the existing basketball court to a regulation-size full court; fully reconstruct the fenced hard court area; convert the current tennis/pickleball configuration into a new layout; add accessible paths, benches, and a drinking fountain outside the restrooms; add rain-garden style landscaping to manage stormwater; and remove the small "half" basketball court to restore some green space. A major focus of council's discussion was how to balance tennis and pickleball: some favored two dedicated pickleball courts, others argued strongly for preserving at least some tennis capacity, possibly via multi-use striping and/or adjustable nets. especially given uncertainty about the school district's long-term plans for its own courts. Council also raised issues about potential encroachment on an uphill neighbor's property, the slope and loss of art-fair vendor space, resurfacing and striping of the adjacent parking lot and its failing manhole cover, and the idea of reintroducing shuffleboard courts where the old half court is being removed, as a low-impact, historically rooted amenity. There was strong support for recognizing former Mayor Mark Beckken in any new design, likely via a plaque near the court. Because of unresolved design questions council asked Fleis & VandenBrink to prepare alternative concepts to bring back to council

Park Street Planning & Conceptual Design - Proposal for Engineering & Landscape Architecture Services:

The Park Street planning discussion focused on restarting a long-standing effort to make Park Street safer and more pedestrian-friendly from Campbell to Mt. Baldhead. City Manager Ryan Cummins explained that Fleis & VandenBrink previously prepared a non-motorized study (updated in 2020) that examined options such as separate sidewalks, widened shoulders, and hybrid solutions, but that more detailed planning is now needed. Jon Moxey described the new work as updating and extending the topographic survey (including from Perryman through Mt. Baldhead), systematically identifying encroachments and physical constraints (especially at Holiday Hill), developing and costing out multiple design options (sidewalk vs shoulder vs hybrid), and conducting robust engagement with stakeholders. Engineer Jon Moxey noted that, unlike Maple, Park Street likely will not require major sewer/water reconstruction, so eventual construction costs, while still significant, should not be "Maple-scale," and that the goal of this planning phase is to give council clear, costed options with documented trade-offs so they can make informed decisions about scope, phasing, and funding.

Ordinance No. 260204-A - Short Term Rental Licensing Ordinance Amendment:

The ordinance discussion was about addressing how short-term rental renewals are handled and creating a one-time amnesty for a small group of owners. Going forward, there will be a single, clear renewal date and a defined application window, so people know exactly when they must apply. Staff and the attorney also added a very narrow "extraordinary circumstances" exception—for things truly beyond an owner's control, not simple forgetfulness—that can be used for late items (like renewals or inspection follow-ups). The one-time amnesty is limited to specific properties recognizing they made a good-faith effort while still keeping the ordinance firm for others. Council was generally supportive, and the redlined ordinance with these changes is going to the next meeting for formal adoption.

Review of Goals and Priorities for Fiscal Year 2026/2027:

In the goals and priorities review, City Manager Ryan Cummins presented a one-page graphic translating the strategic planning session into draft FY priorities, showing which items council had marked "essential" and which were regulatory. He emphasized that staff capacity is already fully committed by large,

in-progress projects (e.g., Maple Street/2026 street improvements, Park Street planning, branding/wayfinding, Village Square, Mt. Baldhead steps), and asked council to treat the list as a fixed envelope—if something new is added, something of comparable weight should come off. Dave and Holly Engle then presented two ideas to keep commercial/charter fishing in Saugatuck after their current lease ends in 2027: (1) a privately funded reconfiguration at Wicks Park, with a donor paying to install two larger docks (accommodating four charter boats) if the city extends water, sewer, and power; and (2) a more ambitious facility at Coghlin Park combining a public fish-cleaning station and new bathrooms, likely funded through state and fisheries grants. Council members expressed strong support for retaining charter fishing but significant concern about staff capacity, fairness to other charter operators, and piecemeal decisions at Wicks that would displace existing slip lottery users. Several emphasized the need to think holistically about the waterfront—transient slips, charter operations, dredging, and economic impact—rather than reacting to a single business' deadline, and suggested folding the issue into the harbor authority's planned economic impact study and the ongoing land-use master plan.

Councilmember Muncey left the meeting 6:37 p.m.

Public Comments:
Nick Agnew
John Janowski

Council Comments:
Councilmember Chris Peterson
Peterson thanked everyone for the discussion, reiterated her appreciation for the depth and quality of the conversations, and said she is looking forward to spring.

Councilmember Russ Gardner
Gardner thanked everyone and indicated he would see them at the next regular meeting on Monday.

Councilmember Joe Clark
Clark also chose to reserve his comments for the Monday meeting.

Councilmember Scott Dean
Dean suggested they wrap up rather than extend discussion further, reinforcing the desire to respect staff time.

Adjournment:
Motion by Gardner, second by Peterson to adjourn the meeting. Upon voice vote, motion carried 6-0. Mayor Anderson adjourned the meeting at 6:54 p.m.

Respectfully Submitted

_____
Jamie Wolters, City Clerk

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: February 9, 2026

SUBJECT: Allegan County 2026 Imagery Partnership Agreement

DESCRIPTION:

Allegan County is seeking continued participation from local units of government in its partnership with EagleView to acquire updated orthographic and oblique aerial imagery, with flights planned for 2026 and 2029. This program follows prior successful acquisitions completed in 2018 and 2023 and shifts to a predictable three-year funding cycle.

The City has participated in previous EagleView imagery partnerships and continues to benefit from access to the imagery and platform.

Use of the Imagery

EagleView imagery and the Connect Explorer platform have been a valuable and effective tool for staff. The imagery is routinely used for assessing, planning, zoning, code enforcement, public works, and public safety functions, improving efficiency and reducing the need for on-site inspections.

Staff recommends approval of the Allegan County Imagery Partnership Agreement.

BUDGET ACTION REQUIRED:

None at this time. The total cost is $1,668, which can be paid in six annual installments of $278 beginning in 2026 and ending in 2032.

LEGAL REVIEW:

The agreement has been sent to legal for review. Legal will be at your meeting if you have any questions.

SAMPLE MOTION:

Motion to approve the Allegan County 2026 Imagery Partnership Agreement .

Allegan County
3283 122nd Avenue
Allegan, Michigan 49010
Tel: (269) 673-0470

Ryan Cummings, City Manager
City of Saugatuck
PO Box 86
Saugatuck, Michigan 49453
Date: January 21, 2026

Greetings,

The County is once again considering contracting with EagleView to collect standard (ortho) and side-view (oblique) aerial imagery of the entire County. This project would be identical to the acquisition done in 2018 and 2023 taking note of the following:

- Rather than acquiring imagery every four or five years (as in the past) and waiting until 2027 or 2028, the County would like to switch to a standard three-year cycle that will capture changes occurring within the County on a timelier basis.
- Given EagleView allows imagery acquisition payments to be spread across three years, this approach will allow for more consistent annual budgeting for both the County and our local partners.
- To reduce costs and overhead, the County is interested in committing to two imagery acquisition flights, the first in 2026 and a second in 2029. With this approach, there will not be any substantial increase from the current annual payment amount for the 2023 imagery.

However, this proposed change in acquisition frequency is contingent upon support from the County's local units of government. Thus, once again, the County is looking to reaffirm partnerships with local units for this proposed 2026-2029 acquisition. This will ensure the County can continue to coordinate county-wide imagery acquisitions and share the imagery with local units of government for their use in assessing, planning and zoning, code inspection, public safety, utility management and facilitating discussions around land-based issues.

Allegan County Equalization has been championing the use of this imagery since the 2018 acquisition and most local assessors now use the imagery on a daily basis. For those that are not familiar with EagleView's online Connect Explorer product used to view the imagery, an overview and specific help videos are available through EagleView's website at https://explorer.eagleview.com/login.php by clicking on "Training Videos". If you would like a listing of your currently registered Connect Explorer users or wish to add additional users, please reach out to infoserv@alleganconty.org.

In terms of payments, the initial invoice would be issued in October of 2026 assuming a successful acquisition and delivery of the imagery and each year thereafter. Each local unit would have the option of paying in six equal installments to spread the cost over all six fiscal years, making two lump sum payments (one in 2026 and one in 2029), or declining to participate in the project. Alternate payment terms may be negotiated if necessary.

Enclosed with this letter is a copy of the "Allegan County 2026 Imagery Partnership Agreement" which establishes the terms and conditions for the partnership between the County and those local units wishing to participate. It is the same agreement that was used in 2013 with updated payment terms to cover the two cycles of imagery acquisition in 2026 and 2029. **Please review, sign, scan and return via email to infoserv@alleganconty.org as soon as possible to ensure the County can finalize its contract with EagleView to acquire imagery in the spring of 2026 and 2029.**

If you have any questions, please feel free to contact Information Services at (269) 673-0470 or by email at infoserv@alleganconty.org Thank you for your partnership in past aerial imagery acquisitions (many going all the way back to 1999) and we look forward to partnering for another successful project!

Sincerely,
Allegan County

ALLEGAN COUNTY 2026 IMAGERY PARTNERSHIP AGREEMENT

This Agreement ("Agreement") is made by and between the **County of Allegan,** 3283 122nd Avenue, Allegan, Michigan 49010 ("County") and the **City of Saugatuck**, hereinafter referred to as a Participating Governmental Unit ("PGU") and sets forth the terms and conditions mutually agreed upon by the parties as follows:

1. Term of Agreement: The term of this Agreement begins upon signature by all parties and remains in effect while the PGU has access to, and/or digital copies of, the oblique or ortho imagery of Allegan County collected by EagleView in 2026 and 2029. This Agreement may be terminated in accordance with Section 6.

2. Payment: To participate, the PGU agrees to pay the County a total of **$1668.00** to contribute funding for EagleView's imagery acquisition and license cost. A payment for one-sixth of the total amount, for **$278.00**

shall be invoiced to the PGU in March of every year starting in 2026 and ending in 2032. The invoiced amount is to be paid within 30 days of receipt.

3. EagleView Connect Explorer Product: The County shall grant access to view the imagery through the web-based EagleView Connect Explorer solution (and any successors) to approved individual users performing services on behalf the PGU. Each individual wishing to access the EagleView imagery shall be required to fill out an access request form and agree to the terms and conditions of an EagleView Online Access License Agreement. Upon approval by the County, the requestor shall be granted a unique login and password allowing them to access the web-based EagleView Connect Explorer solution (and any successors). The County may suspend access for users affiliated with PGU if PGU fails to make timely payments until such payments are received.

5. Ortho Imagery Product. PGUs using GIS software may request copies of the 2026 and 2029 orthoimagery collected by EagleView through Allegan County Information Services. In receiving 2026 and 2029 orthoimagery from the County, PGU shall be granted a perpetual license to use the imagery for any purpose related to official business of the PGU. The PGU agrees that the County is the owner and copyright holder of the 2026 and 2029 ortho imagery. Imagery shall be provided to the PGU "as-is" with no warranties as to the fitness of the imagery for use in any application. The County shall not be liable for any errors in the imagery provided to the PGU.

The PGU is free to distribute the 2026 and 2029 orthoimagery collected by EagleView to its officials, staff and contracted service providers to help carry out official business of the PGU. In addition, officials, staff and other authorized users may distribute and/or copy printed materials showing portions of the aerial imagery and may charge fees for these products. This includes not only maps, reports and other hardcopy documents, but also electronic files such as screen captures and PDF files.

The PGU is prohibited from distributing or selling the imagery in its entirety to third-parties for other than official buisiness of the PGU. Requests for such digital imagery should be directed to Allegan County Informaton Services and will be managed according the County's enhanced access to digital records policy and fee schedule in effect at the time of the request. The obligations of the PGU under this Section will survive any termination of this Agreement.

6. Termination of Agreement. Once signed, this Agreement is binding on the PGU to contribute the specified funding amount shown in Section 2 – Payment, when invoiced by the County. The County reserves the right to terminate this Agreement at any time for any or no reason. In such case, the County shall make best efforts to enable continued viewing of the oblique imagery through the web-based EagleView Connect Explorer solution (and any successors) by the PGU.

7. Indemnification. To the fullest extent permitted by law, the PGU shall protect, defend and indemnify the County and its elected officials, agents, representatives, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including attorney fees, of whatsoever kind and nature, such as, but not limited to, those resulting from injury or death to any persons, including the PGU's own employees, or from loss or damage to any property, including property owned or in the care, custody or control of the County, in connection with or in any way incident to or arising out of the occupancy, use, operations or performance or non-performance of

Allegan County
3283 122nd Avenue
Allegan, Michigan 49010
Tel: (269) 673-0470

services by the County or its agents, representatives and employees, or any subcontractor or its agents, representatives and employees, in connection with this Agreement. The obligations of the PGU under this Section will survive any termination of this Agreement or completion of the County's performance under this Agreement.

8. Choice of Law and Forum. This Agreement shall be governed by and interpreted according to the laws of the State of Michigan. The parties agree that the proper forum and venue for litigation arising out of this Agreement is in Allegan County, Michigan.

10. Entire Agreement. This Agreement contains all the terms and conditions agreed upon by the parties, and no other negotiations, representations, understandings or agreements, written, oral, or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind the parties in any way.

The Parties hereby cause this Agreement to be executed by their duly authorized representatives.

City of Saugatuck

Sign: _____

Name: _____

Title: _____

Date: _____

COUNTY OF ALLEGAN:

Sign: _____

Name: ROBERT J. SARRO

Title: ADMINISTRATOR

Date: _____

City Council Agenda Item Report

FROM: Jamie Wolters

MEETING February 9, 2026

DATE: Right of Way Signage – Mountainfilm On Tour

SUBJECT:

DISCUSSION:

Saugatuck Center for the Arts has applied for a banner to be placed under the Saugatuck palette sign from March 7 through March 21. This is not a special event approval, the SCA used the special event form for the approval of the banner.

The City Council may approve a banner as an exception, as listed in section 150.30(H). The conditions for approval of the exception are as follows:

1. The sign does not create a traffic vision obstruction;
2. The sign does not create a pedestrian traffic obstruction;
3. The sign is compatible with the surroundings and is not uniquely out of character for the community;
4. The sign does not create a situation which could be detrimental to health safety, or welfare; and,
5. The banner shall be displayed for no more than three 14-day periods between January 1 and December 31 of any year.

BUDGET ACTION REQUIRED:
N/A

COMMITTEE/COMMISSION REVIEW:
N/A

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Motion to approve the banner request from the Saugatuck Center for the Arts, for the allowed time frame from March 7, 2026 – March 21, 2026.

Council Action

_____ Approved

_____ Denied

_____ Date

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

SPECIAL EVENT APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Saugatuck Center for the Arts **TELEPHONE:** 269-857-2399

MAILING ADDRESS: 400 Culver Street

CONTACT NAME: Lisa Wylie **TELEPHONE:** 260-341-7167

E-MAIL ADDRESS: lisa@sc4a.org **CELL PHONE:** 260-341-7167

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Lisa Wylie **TELEPHONE:** 269-857-2399

E-MAIL ADDRESS: lisa@sc4a.org **CELL PHONE:** 260-341-7167

EVENT INFORMATION

NAME OF EVENT: Mountainfilm On Tour: Saugatuck **DATE(S) OF EVENT:** March 21, 2026

PURPOSE OF EVENT: Community Film Festival **RAIN DATE:** n/a

☒ Non-Profit ☐ For-Profit ☐ City Operated/Sponsored ☐ Co-Sponsored

☐ Marathon/Race ☒ Festival/Fair ☒ Video/Film Production ☐ Other _____

EVENT LOCATION: Saugatuck Center for the Arts **EVENT HOURS:** 9am - 11pm

ESTIMATED NUMBER OF ATTENDEES: 300

ESTIMATED NUMBER OF VOLUNTEERS: 10

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

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

EVENT DETAILS

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

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

PROPOSED TIME MUSIC WILL BEGIN:_____ **END:**_____

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

☐ *Provide Copy of Health Department Food Service License*

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

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

☐ *Provide Copy of Michigan Liquor Control License*

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

_____

WILL FIREWORKS BE APART OF EVENT: ☐ Yes ☐ No

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

☐ *Provide Copy of Fireworks Permit*

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

☒ **"YARD" SIGNS -** Number requested: 0 (Maximum size is 2' x2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

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

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

Description of signs:_____

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

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

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

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

☐ **PORTABLE TOILETS – QUANTITY**_____

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

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

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

APPLICATION CHECK LIST

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

If document is missing, please explain:_____

The applicant and sponsoring organization understand and agrees to:

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

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

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

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

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

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

Lisa Wylie

Applicant Signature

1/23/26

Date

City Council Agenda Item Report

FROM: Jamie Wolters

MEETING February 9, 2026

DATE: Right of Way Signage – Saugatuck Center for the Arts

SUBJECT:

DISCUSSION:

The Saugatuck Center for the Arts has applied for approval to place temporary signs measuring 18" x 24".

The requested display dates include April 9–April 11; Thursdays prior to Friday markets; Fridays during the market season (May 23 through October 2); and December 3–5.

Proposed Sign Locations:

1. Southwest corner of Butler Street & Culver Street
   Near the bench by the information booth
2. Northeast corner of Water Street & Mason Street
   Drug Store corner
3. In front of the public restrooms
   Next to the bench
4. Northeast corner of Main Street & Water Street
5. Southeast corner of Water Street & Hoffman Street
6. Southwest corner of Blue Star Highway & Lake Street

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve the application for right-of-way signage for the Saugatuck Center for the Arts markets for 2026.

Right of Way Sign Application

RECEIVED
DEC 08 2026
CITY OF SAUGATUCK

APPLICANTS INFORMATION **APPLICATION NUMBER** ____ - _____

Name Susan Poolman / Saugatuck Ctr for the Arts Address / PO Box 400 Culver St

City Saugatuck State MI Zip 49453 Phone (269) 857-2399

E-Mail market@sc4a.org

Signature Susan L. Poolman Date Jan. 8, 2026

SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Type: Number of Yard Signs 12 Number of Banners _

Dates to be displayed SMkt 04/09 - 04/11 HMkt 12/03 - 12/05 FMkt Thurs before Our Fri Mkt Days (Fridays May 23 - Oct 2)

Further Comments:
Signs will be placed as shown in the attached map. Signs will be 18"H x 24" W and will be secured with the Metal stakes typical for yard signs
Spring Market (SMkt) is April 11th
Holiday Market (HMkt) is December 5th
Farmers Market (FMkt) runs May 22nd - October 2nd

PLEASE INCLUDE THE FOLLOWING INFORMATION

Pursuant to Section 150.30, please attach the following supporting documents when applying for sign approval

Y	N	NA	
☑	☐	☐	Dimensions and type of each proposed sign
☑	☐	☐	Map showing the location of each sign
☑	☐	☐	Explanation of how each sign will be attached and secured

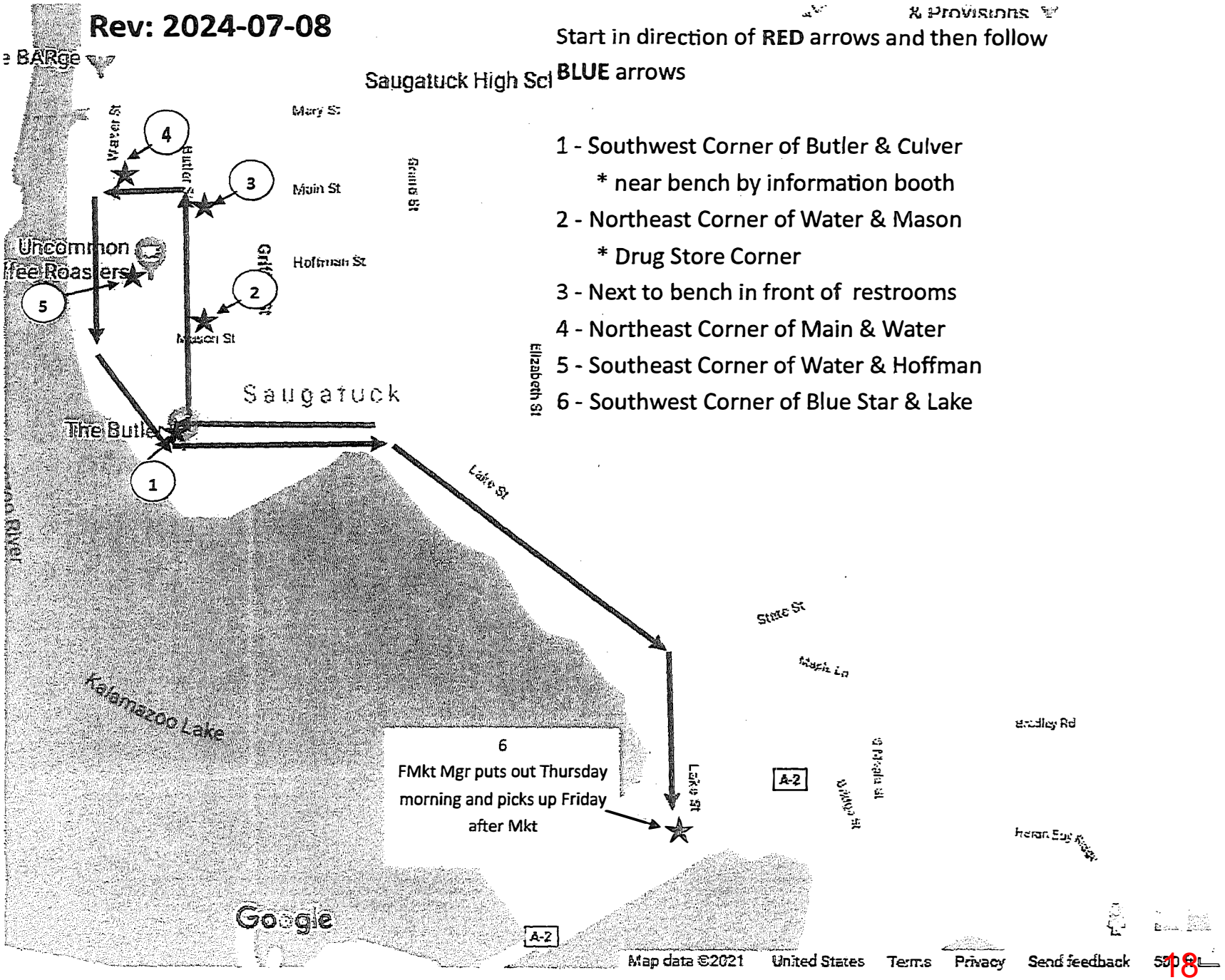
Pursuant to Section 150.30(H), please to the following questions:

☐	☑	☐	Will the signs create a traffic vision obstruction?
☐	☑	☐	Will the signs create a pedestrian traffic obstruction?
☑	☐	☐	Are the signs compatible with the surroundings and is not uniquely out of character for the community? and
☐	☑	☐	Do the signs create a situation which could be detrimental to health, safety, or welfare?

Rev: 2024-07-08

Start in direction of **RED** arrows and then follow **BLUE** arrows

1 - Southwest Corner of Butler & Culver
    * near bench by information booth
2 - Northeast Corner of Water & Mason
    * Drug Store Corner
3 - Next to bench in front of restrooms
4 - Northeast Corner of Main & Water
5 - Southeast Corner of Water & Hoffman
6 - Southwest Corner of Blue Star & Lake



City Manager Report

February 9, 2026

AT&T Update

- I recently spoke with the project manager for the cellular antennae installation in the Mt. Baldhead radome. She advised they haven't been successful with getting the necessary historical approvals. As a result, their leadership team decided they are no longer going to pursue the "macro" project.
- However, she advised they are working to move their project budget to install small cell towers. The project manager has reiterated with the leadership team that small cell coverage should be evaluated for Oval Beach as well as the other parts of town. They are assigned a small cell project manager and they will with connect me once they are in place.
- This is certainly a huge disappointment for both the City and AT&T. We all have a ton of time and resources into pursuing this re-use project. I am grateful that AT&T remains engaged and committed to improving service through small cell options. That has worked well for Verizon, and I am hopeful it will for them too.

Parking Survey

- The parking survey is live! The short survey aims to help us better understand travel and parking experiences in Saugatuck.
- The survey has been covered in the Commercial Record and Holland Sentinel, sent in our e-mail blast and community report, and shared on several social media pages. Paper copies are available at City Hall.
- So far, we have had over 350 responses!
- Any help you can provide in spreading the word would be much appreciated. The survey closes Friday, February 27, 2026.
- Survey Link: https://www.surveymonkey.com/r/SaugatuckParking

Mt. Baldhead Upper Platform and Retaining Walls

- The Mayor, Jon Moxey, and I recently met with the Tribal Nations to review survey results and next steps for replacing the Mt. Baldhead upper platform and repairing or removing retaining walls.
- Based on the feedback we received, design engineering will begin and we believe we will be able to keep much of the same footprint that exists today.
- We are still aiming for construction in either fall 2026 or spring 2027.

This Quirky Michigan Art Village Feels Straight Out Of A Dream

- This article was a good reminder of not just why we do what we do and what we are charged with caring for, but to appreciate it with all senses. If you have a moment, please give it a read: https://everafterinthewoods.com/a-quirky-michigan-art-village-that-feels-straight-out-of-a-dream/?fbclid=IwdGRjcAPniNVleHRuA2FlbQIxMQBzcnRjBmFwcF9pZAo2NjI4NTY4Mzc5AAEe-1rDkHwdNZUHiEvg-HO4JaICPxjrFM3lMJ79aK8lOa0l8HKQYnJIdo5U47c_aem_fF91bN5kAeEEg3OVrAzlDQ

Miscellaneous

- Held Department Head team meeting.
- Prepared for and attended Kalamazoo Lake Harbor Authority meeting.
- Met with KLSWA Interim Administrator.
- Held one on one meeting with Public Works Superintendent.

Blast from the Past

- The following article was in the Commercial Record on 2/5/1970. As the City has recently completed work to establish a waterfront preservation district, is now undertaking an updated master plan that will also examine waterfront needs, and as the Harbor Authority works toward funding the management plan, it's interesting to read about the historical work along the same lines.

Planners to Start Waterfront Study

The Regional Planning Commission last week embarked on a waterfront study of the Kalamazoo River.

Chairman Bill Shepherd appointed Phillip Quade and Julius Van Oss to head a seven-man committee whose job will be to gather information needed to develop a waterfront plan. The plan would "provide for the best uses of the waterfront while preserving the natural beauties of the area.

One of the first jobs of the committee will be to prepare recommendations for a bulkhead line.

A bulkhead line, which can be established in conjunction with the Department of Natural Resources, would give the local governments control of development shoreward from the line.

A waterfront plan has been mentioned by local government officials, along with water and sewer planning, as one of the most pressing needs of the area.

Control of the water now is exercised by the Corps of Engineers and the Department of Natural Resources. The Corps of Engineers is concerned mainly with maintaining a channel from Lake Michigan to Main street in Saugatuck. The DNR is concerned with preservation of natural resources. Neither is actively concerned with establishing the character or limit of development along the shore.

[illegible] development along the shore.

Quade, in recommending the waterfront study, said the planning commission, organized a year ago, has not done enough "to get others and ourselves involved." He said development is going to proceed quickly along the waterfront areas of the villages and township and the development should have guidelines "or we're going to be in big trouble."

The committee's five members from the public will be named at 7:30 p.m., Tuesday, Feb. 10, in a meeting at Douglas Elementary School.

Their job will be to study the waterfront areas from the east township limits to the piers on Lake Michigan, including Silver Lake. The committee is to work with the township and village boards, the DNR, the Engineers and county and state health departments.

In other action:

--Preliminary maps showing the uses of land in Saugatuck, Douglas and Saugatuck Township were approved by the commission. Mike Waugh of the consulting firm, Clyde E. Williams and Associates, traveled throughout the township recording the land uses on the base maps.

--The commission adopted bylaws.

--Secretary-treasurer Donald Oyler reported that the commission spent $348 in its first year of existence.

The commission took in $3,720 and has a balance of $3,371. The receipts include $1,500 from Douglas and the township but not Saugatuck's contribution, which was voted previously but not yet received by the commission on Jan. 27. The commission has a contract to pay the consulting firm $3,200 on completion of the base map and land use study.

Treasurer Report
February 09, 2026

Tax Administration

- Responded to resident inquiries regarding property taxes and payment status.
- Researched returned or undeliverable mail and updated address records accordingly.
- Coordinated with the Assessor's Office to update address and contact information to reflect current property ownership.
- Continue to receive summer and winter tax payments and preparing property tax disbursements to Allegan County, Saugatuck Public Schools, OAISD, Interurban, Library, and Fire. These distributions will continue on each payables through March 1.

Accounts Payable

- Processed regular payables, including the property tax disbursement batches.
- Reviewed vendor invoices for accuracy and consistency with prior-year charges.
- Processed escrow deposit refunds

Payroll & Benefits

- Processed two payrolls.
- Coordinated a random drug screening.
- Completed 2025 W-2 processing.
- Prepared supplemental reporting, including:
  - A benefits summary for core employees, and
  - An overtime tracking summary to support OBBB reporting requirements.

Financial Management

- Processed credit card payments for permits.
- Completed the December bank reconciliation.
- Replaced fuel cards for the Shell station.
- Requested a credit card for the new Oval Beach Manager. A meeting will be scheduled to review usage expectations, internal controls, and applicable policies once the card arrives.
- Processed street-ends related invoices.

Investments and Banking

- Initiated the transition to a new checking account structure designed to improve interest earnings while maintaining liquidity and account security.
- Began the process of converting Huntington-held certificates of deposit to the CDARS program.
- Initiated a banking relationship with Consumers Credit Union in anticipation of future certificate of deposit investments.
- Partially redeemed a certificate of deposit and reinvested funds in accordance with established cash management practices.

Miscellaneous / Administrative

- Assisted with multiple property damage insurance claims at varying stages.
- Prepared for and participated in the City's annual Strategic Planning session.
- Attended the MMTA Winter Workshop.
- Provided inter-municipal support related to year-end payroll and information reporting processes.
- Renewed three annual service contracts.

City Clerk Monthly Report

Elections

- May 5, 2026:
    - SAUGATUCK PUBLIC SCHOOLS SINKING FUND MILLAGE PROPOSAL: This proposal renews building and site sinking fund millage that expired with the 2025 tax levy and restores millage lost as a result of the reduction required by the Michigan Constitution of 1963.
        - *Shall the limitation on the amount of taxes which may be assessed against all property in Saugatuck Public Schools, Allegan County, Michigan, be increased by and the board of education be authorized to levy not to exceed .5 mill ($0.50 on each $1,000 of taxable valuation) for a period of 3 years, 2026, 2027 and 2028, for sinking fund purposes to be used for the purchase of real estate for sites, for the construction or repair of school buildings, for school security improvements, for the acquisition or upgrading of technology, and for all other purposes authorized by law (.4812 mill of the above is a renewal of millage for building and site sinking fund purposes that expired with the 2025 tax levy and .0188 mill is to restore millage for the same purpose lost as a result of the reduction required by the Michigan Constitution of 1963); the estimate of the revenue the school district will collect if the millage is approved and levied in 2026 is approximately $527,000?*
- August 4, 2026 - Primary.
- November 3, 2026 – General.
- 9-Days of Early Voting, drafted agreement with City of Village of the Douglas and Saugatuck Township to hold tri-community early voting site at the City of the Village of Douglas City Hall.
- Residents can register to vote here: https://www.michigan.gov/sos/elections/voting/register-to-vote#HowToRegister

Records Management

- Received and reviewing 2025 ordinances for review from American Legal Publishing.
- Digitizing city documents project will resume soon.

Meetings

- Prepared agendas, packets, and minutes for the following bodies:
  - One City Council Workshops.
  - Two City Council Regular Meetings.
  - City Council Strategic Planning.
  - Historic District Commission.
  - Planning Commission.
  - Zoning Board of Appeals.
- Participated in:
  - Department Head Staff Meeting.
  - Tri-Community Early Voting Planning.
- Job Shadow Day:
  - Gabi DeWeerd a freshman from Hamilton High School shadowed the clerk's department on January 29th. She gained firsthand exposure to the operations of City Hall. During the day, Gabi observed a variety of clerk responsibilities, including records management, assisting in sending out mailer for zoning, meeting preparation, election-related processes, and customer service interactions with the public.



Special Events

- *Starting special event process for*:
  - No Kings III event date: March 28.
  - Music in the Park event dates: every Wednesday 6-17-26 through 9-2-26.
- *Special event applications received for processing*:
  - Community Pride Parade event date: 6-6-25.
  - Saugatuck Douglas Jazz Weekend event date: 6-14-26.
  - Town Crier Races event date: 6-20-26.
  - Fourth of July event dates: Fireworks on July 3, Parade and Party on July 4.
  - Venetian Festival event date: 7-24-26 and 7-25-26.
  - SCA Farmers & Artisans Market event date: 7-31-26.
  - Art in the Park event date: 9-12-26.
- Special event application process completed:
  - SDAC Art Fairs event dates: July 4 and July 25 & 26.

Administrative & General

- Distributed 253 zoning-related mailers.
- Processed 16 zoning permit payments.
- Processed 6 business license applications.
- Processed 4 FOIA requests, totaling 5.5 staff hours.
- Received 9 Wicks Park boat slip applications.
- Distributed 7 of 18 street end license agreements.
- Created and distributed 20 community E-News blasts.
- City Hall staff handled a total of 481 incoming phone calls.
- City Hall Remodel: Received initial architectural renderings; a meeting will be scheduled with the City Manager and staff for review and discussion.
- Managed front counter operations as the primary point of contact for walk-ins and phone inquiries.

January 2026 Department of Planning & Zoning Report

Monthly Update Overview

- Short Term Rental (STR) administration, compliance, and policy coordination.
- Ongoing development review and interdepartmental coordination.
- Sign ordinance text amendment updates.
- Historic District signage proposal recommended to Council.

Notable Activities & Progress

- Prepared and presented the annual STR report to City Council and issued required annual notifications for available STR licenses in R-1 Districts.
- Continued STR administration, including resident meetings, application guidance, compliance checks related to property transfers, and coordination with Fire Department staff on process improvements.
- Coordinated multiple zoning and policy matters with legal counsel, including STR text amendments, sign ordinance updates, and enforcement strategy.
- Historic District signage proposal recommended to Council for approval.
- Held meetings with a PUD applicant, Historic District Chair, and other residents to continue project discussions.
- Maintained ongoing coordination with the City Engineer and planning consultant on active and proposed development projects.
- Communicated with the planning consultant regarding Master Plan scope and proposal.

Boards, Casework, & Operations

- Prepared agendas, packets, and materials for Planning Commission, Zoning Board of Appeals, Historic District Commission, and City Council meetings; issued meeting cancellations where applicable.
- Issued permits, processed planning and zoning applications, conducted field inspections, and continued enforcement follow-ups on active violations.
- Maintained escrow and invoice tracking, participated in internal staff coordination meetings, and attended professional development training.

Ongoing & Upcoming

- Continued STR compliance monitoring and enforcement.
- Ongoing ordinance updates and Master Plan coordination.

Permits Issued 2026

Permit Type	Number Issued	Year to Date Issued
Zoning	3	3
Historic	2	2
Right of Way	5	5

Open Casework

Items Associated with Granicus Short-Term Rental Hotline:

510 Butler	Special Land Use	PC approved with conditions. Applicant pursuing parcel combination.
102 Butler	Historic / Zoning	Rose Garden warming station. Plans in progress. Presented at PPW meeting and conducting survey. Will reappear before Council.
700 N Maple	Enforcement	Correspondence between resident and legal is ongoing.
510 Butler	Rezoning / Text Amendment	Application for rezoning and text amendment to be on Planning Commission's February 19th meeting.
150 Dunegrass	Zoning	Single family residence proposed. Applicant working with Fire Department on access lane. Awaiting updated plans.
120 Mary/510 Butler	Enforcement	Mature arborvitae planted as screening. Exceeds height limit for fencing. Met with owner to discuss remedy. Fencing will be removed in Spring of 2026.
350 N Maple	Short Term Rental	Application submitted. Additional information requested from the applicant.
291 Sugar Hill	Zoning	Application for a new single family home.
530 S Maple	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
125 Elizabeth	Enforcement	Ongoing communication with resident and other applicable departments to come to an agreeable solution. Easement being pursued.

250 Mason	Zoning	HDC approved exterior renovations. Applicant pursuing variance for parking layout. ROW permit pending.
640 Water	Zoning	PUD application recommended approval with conditions to Council. Tabled at January HDC meeting. Public hearing with Council at February 23rd meeting. Easement under review by legal.
589 Hoffman	Right of Way	Temporary encroachment awaiting for DPW review.
212 N Maple	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
202 Butler	Historic / Zoning	Application approved by HDC & Planning Commission with stipulations. Awaiting Fire Department review approval.
435 Mason	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
589 Hoffman	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
714 Park	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
540 Campbell	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
231 North	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
237 Francis	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
702 Lake	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
324 N Maple	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
329 Water	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.

111 Park	Special Land Use	Application submitted to utilize existing ADU as a short term rental. Planning Commission will review in March.
344 Francis	Short Term Rental	Application submitted.
534 Joseph	Enforcement	Advertisement of short term rental without an active license.
719 Pleasant	Enforcement	Advertisement of short term rental without an active license.

Closed Casework

735 Park	Right of Way	Application received and reviewed by engineering and DPW.
646 Francis	Right of Way	Application received and reviewed by engineering and DPW.
955 Holland	Short Term Rental	Application submitted untimely. License expired on 1/30/26.
565 Weirich	Short Term Rental	Application submitted. Fire Department inspected. License approved.
580 Mason	Short Term Rental	Application submitted untimely. License expired on 10/28/25.
665 Spear	Enforcement	Complaint investigated thoroughly and no current violation found.
997 Maple Woods	Zoning	Deck permit application reviewed and approved.
208 N Maple	Enforcement	Right of way application for gravel in right of way approved.
540 Campbell	Short Term Rental	Application submitted. Fire Department inspected. License approved.
340 Grand	Zoning	Patio addition correspondence.
118 Hoffman	Enforcement	Inspection of complaint and no current violation found.

214 Butler	Right of Way	Application for street cut and boring to install a new service line reviewed by engineering and DPW. Approved.
246 Butler	Historic	Sign application reviewed and approved by Historic District Commission.
324 N Maple	Enforcement	Gravel area located in right of way without permit. Owner does not wish to have it replaced during the Maple St. project and does not need permit.
615 Park	Enforcement	Correspondence between legal and resident. Communication of Planning Commission's stipulations and plans accepted.
297 Sugar Hill	Short Term Rental	Application submitted. Fire Department inspected. License approved.
297 Sugar Hill	Special Land Use	Application to rent an existing ADU as a STR while occupying the primary residence.
400 Culver	Sign in ROW	Application for temporary signage in right of way. On Council agenda. Approved.
649 Lake	Short Term Rental	Application submitted. Fire Department inspected. License approved.

Total Closed in January: 22

Grayson Moore

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 council meeting held on 01/07/2026:

Holiday Decorations:
Most of the Christmas decorations have been taken down throughout the City. The only exception is the large holiday tree located in Coghlin Park. The tree-wrap holiday lights will remain within the downtown streetscaping until early March. The Public Works team is actively maintaining the lights as needed.

Staff Update:
AJ Brown has successfully obtained his CDL Learner's Permit which allows him to operate the dump trucks accompanied by a fully licensed driver. Angela Stasewich has also made significant progress on obtaining her CDL. After reading the manual, she passed the General Knowledge portion of the written test. Once Angela passes the Air Brake portion of the Written Test, she will have her Temporary Learner's Permit.

Vehicle and Equipment Updates:
Council approved the purchase of a new 2026 GMC Sierra 3500 pickup truck for Public Works. Delivery is anticipated in mid to late April. In addition, a new snowplow has been installed on Truck #5, replacing an older plow.

Chain Ferry Arbors:
The Chain Ferry arbors were successfully installed on January 7, 2026. This completes the installation portion of the project. Public Works will complete the remaining work once the weather improves. The scope of that work includes the reinstallation of brackets, hardware, cedar shake shingles, columns, and paint.

Electrical Work:
Electrical work has been completed at the Holland Street and Blue Star Highway sign location.

Surplus Equipment Auction:
Public Works is working with Ranger Bid to catalog, photograph, and set minimum prices on equipment to be sold. The equipment includes a dump truck, front-end loader, 2 salt spreaders, and a trailer.

City Hall Elevator Repairs:
Repairs to the City Hall elevator are ongoing and are expected to be completed by mid-February, pending delivery and installation of the new pump.

Snow/Ice Control & Routine Maintenance:
A significant portion of the past month has been dedicated to routine snowplowing activities and motor pool maintenance.

Meetings:

- **01/05/2026-** DPW Weekly Goals Meeting
- **01/06/2026-** City Manager/Public Works Superintendent Meeting
- **01/07/2026-** LCWM SHNA Signage Meeting
- **01/09/2026-** DPW Weekly Goals Follow Up Meeting
- **01/12/2026-** DPW Weekly Goals Meeting
- **01/13/2026-** Department Head Team Meeting
- **01/14/2026-** Strategic Planning Meeting
- **01/16/2026-** DPW Weekly Goals Follow Up Meeting
- **01/19/2026-** DPW Weekly Goals Meeting
- **01/23/2026-** DPW Weekly Goals Follow Up Meeting
- **01/26/2026-** DPW Weekly Goals Meeting
- **01/27/2026-** Bid Opening- Maple Street Project
- **01/27/2026-** Elizabeth Street Meeting with Saugatuck Public Schools
- **01/28/2026-** Department Head Team Meeting
- **01/30/2026-** DPW Weekly Goals Follow Up Meeting

City of Saugatuck
Status Report of Engineering Activities
February 5, 2026

General Consultation

- 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: 2026 work will take place in the spring. Current contract is 2025-2027.

- Assisting with review of water and sewer agreements 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). Water services are being evaluated with all ongoing projects to help make progress.

Mt. Baldhead Projects

- Restroom Building Replacement
    - Construction is complete except for a few items – doors, drinking fountain, concrete and restoration. 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.
    - Based on feedback received, we are re-starting design work.
    - Construction is targeted for fall 2026 or spring 2027, depending on the timeframe for design, stakeholder engagement and permitting.

Maple Street Improvements

- The bid opening was held January 27 and an award is anticipated at the February 9 council meeting. A preconstruction meeting is anticipated to be held late February or early March.
- 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).
- Construction is anticipated to be completed April – November 2026. We will receive a more detailed schedule once a contract has been awarded.

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.
- The City received funding from EGLE's Michigan Coastal Management Program, which will fund up to 50% of the planning cost.
- We are anticipating authorization to proceed at the February 9 council meeting. Survey work will commence shortly after, followed by a kickoff meeting to review the data and re-engage with the Parks & Public Works Committee, Park Street Study Group and other stakeholders.

City Hall Interior Renovations

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

Elizabeth Street Improvements

- Planning phase services have begun. Topographic survey work is nearly complete.
- Projected schedule is planning work in early 2026, design in mid-2026, bidding in late 2026 and construction in 2027.

Village Square Court Renovation

- The City's application was selected for funding and the grant agreement is being executed.
- We anticipate authorization for design work will be at the February 9 council meeting.
- Survey work has been scheduled. We will assist the City with selecting a final direction for the tennis court/pickleball/shuffleboard area and then begin detailed design.
- We anticipate construction will take place in fall 2026 or spring 2027, depending on the timeframe for design, stakeholder engagement, etc.

Saugatuck January 2026

Total calls – 108

Total traffic stops – 21

Total school contacts – 19

Inspections complaints are property checks

Call Date/Time	Incident Type
01/31/2026 23:26:45	General Assist
01/31/2026 18:17:02	General Assist
01/31/2026 16:32:22	General Assist
01/31/2026 12:56:44	Inspections
01/31/2026 12:52:37	Inspections
01/31/2026 12:48:00	Inspections
01/31/2026 01:59:58	Loud Noise
01/30/2026 22:19:41	General Assist
01/30/2026 18:35:22	General Assist
01/30/2026 01:39:24	General Assist
01/29/2026 13:32:07	CSC
01/28/2026 22:39:41	General Assist
01/28/2026 08:07:09	VCSA
01/28/2026 01:52:17	Health and Safety
01/27/2026 22:30:59	General Assist
01/27/2026 18:13:59	Vehicle in the Ditch
01/27/2026 17:37:27	Suspicious Situation
01/27/2026 03:49:04	Inspections
01/27/2026 03:43:21	Inspections
01/27/2026 03:37:25	Inspections
01/26/2026 22:04:00	General Assist
01/26/2026 13:55:13	Inspections
01/26/2026 13:50:44	Inspections
01/26/2026 13:47:01	Inspections
01/25/2026 22:37:11	General Assist
01/25/2026 08:57:45	Check Welfare
01/24/2026 21:57:32	General Assist
01/24/2026 01:01:39	General Assist
01/23/2026 15:33:38	Alarm
01/23/2026 06:32:38	Alarm
01/23/2026 02:25:39	Inspections
01/23/2026 02:18:37	Inspections
01/23/2026 02:11:16	Inspections
01/22/2026 23:22:14	General Assist
01/22/2026 03:22:49	PDA
01/22/2026 03:16:06	Inspections
01/22/2026 03:10:24	Inspections
01/22/2026 02:32:56	Alarm
01/22/2026 02:31:17	Inspections
01/21/2026 23:45:15	General Assist
01/21/2026 09:54:00	Inspections
01/21/2026 09:48:52	Inspections
01/21/2026 09:45:06	Inspections
01/20/2026 22:18:04	General Assist
01/20/2026 15:07:38	Check Welfare
01/19/2026 22:12:20	General Assist
01/18/2026 23:04:34	General Assist
01/18/2026 14:22:51	Assist Other Agencies
01/18/2026 02:54:19	Inspections
01/18/2026 02:46:48	Inspections

01/18/2026 02:39:55	Inspections
01/18/2026 01:32:53	Suspicious Situation
01/18/2026 00:05:01	General Assist
01/17/2026 09:32:13	Inspections
01/17/2026 09:28:45	Inspections
01/17/2026 09:25:19	Inspections
01/16/2026 15:37:32	PDA
01/16/2026 13:21:16	Inspections
01/16/2026 13:18:19	Inspections
01/16/2026 08:33:50	Open Door
01/16/2026 00:10:24	Ambulance
01/16/2026 00:09:33	General Assist
01/15/2026 19:44:51	Check Welfare
01/15/2026 10:12:46	Inspections
01/15/2026 08:13:55	Inspections
01/14/2026 23:26:06	General Assist
01/13/2026 22:28:54	General Assist
01/13/2026 19:17:56	Animal-Dog Running
01/13/2026 18:28:51	General Assist
01/13/2026 11:10:27	Inspections
01/13/2026 02:26:49	Inspections
01/13/2026 02:20:12	Inspections
01/12/2026 22:04:03	General Assist
01/12/2026 13:30:51	Inspections
01/11/2026 21:47:28	General Assist
01/11/2026 18:50:58	Loud Noise
01/11/2026 14:05:16	General Assist
01/11/2026 13:33:14	General Assist
01/10/2026 23:10:56	General Assist
01/10/2026 22:16:54	BREATHING PROBLEMS
01/09/2026 22:57:08	General Assist
01/09/2026 03:08:46	Inspections
01/09/2026 03:01:58	Inspections
01/09/2026 01:05:19	Animal-Dog Barking
01/08/2026 22:53:57	General Assist
01/08/2026 18:19:25	General Assist
01/08/2026 14:14:18	Inspections
01/08/2026 14:10:41	Inspections
01/08/2026 07:52:14	On Foot
01/08/2026 02:19:11	Inspections
01/08/2026 02:10:53	Inspections
01/08/2026 00:49:39	General Assist
01/07/2026 10:58:35	Check Welfare
01/06/2026 22:19:12	General Assist
01/06/2026 18:38:46	Fraud
01/06/2026 10:43:48	Inspections
01/05/2026 22:37:53	General Assist
01/05/2026 12:05:16	General Assist
01/04/2026 22:06:22	General Assist
01/04/2026 04:00:07	General Assist
01/04/2026 02:18:11	Suspicious Situation
01/03/2026 01:57:39	General Assist
01/02/2026 17:52:27	Found Property
01/02/2026 05:30:56	Intoxicated Subject
01/01/2026 22:03:38	General Assist
01/01/2026 13:24:46	Inspections
01/01/2026 00:38:06	911 Welfare - Misdials
01/01/2026 00:00:49	General Assist

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
EXP CHECK RUN DATES 07/01/2025 - 02/13/2026
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Vendor Name	Description		Amount
1. ALLEGAN COUNTY SHERIFF			
	RESERVE DEPUTIES		304.00
	JAN '26 SHERIFF CONTRACT		37,469.98
		TOTAL	37,773.98
2. ALLEGAN COUNTY TREASURER			
	PROPERTY TAXES COLLECTION 01/22 - 02/04		53,962.18
	CHARGEBACKS - PRE CHANGES		62.69
		TOTAL	54,024.87
3. ASSESSING SOLUTIONS INC			
	FEB '26 ASSESSING SERVICES		3,024.84
4. CARELTON EQUIPMENT			
	CUTTING EDGE KIT		610.76
	LENS, BULBS, HARNESS		118.86
		TOTAL	729.62
5. CERTASITE LLC			
	ANNUAL INSPECTION - CITY HALL		350.41
6. CONSUMERS ENERGY			
	DEC '25 SERVICE		3,957.65
7. DETROIT SALT COMPANY			
	ROCK SALT		3,632.18
	ROCK SALT		3,640.85
		TOTAL	7,273.03
8. EDGEWATER RESOURCES			
	KLHA INITIATIVE		820.80
9. ELECTION SOURCE			
	ELECTION EQUIPMENT INSPECTION		615.00
10. FASTENAL			
	SUPPLIES		143.38
11. FIRST ADVANTAGE INC			
	DRUG TESTING - BROWN		50.93
12. FIRST BANK CARD			
	11/26 - 12/26 STATEMENT BALANCE		4,428.03
	11/26 - 12/26 STATEMENT BALANCE		296.99
	11/26 - 12/26 STATEMENT BALANCE		514.10
	11/26 - 12/26 STATEMENT BALANCE		887.19
		TOTAL	6,126.31
13. FRONTIER			
	01/03 - 02/02 SERVICE		187.27
14. HORIZON COMMUNITY PLANNER			
	PLANNING AND HDC SERVICES		2,695.00
15. INTERURBAN TRANSIT AUTHORITY			
	PROPERTY TAXES COLLECTION 01/22 - 02/04		12,673.05
16. K&R TRUCK SALES INC			
	TIRES		1,709.04
17. KALAMAZOO LAKE SEWER & WATER			
	DEC '25 SERVICE		1,990.15
18. MAC QUEEN			
	STREET SWEEPER		246.82
19. MARILYNN J SEMONICK			
	STRATEGIC PLANNING		3,515.89
20. MERCHANTS BANCARD NETWORK			
	DEC '25 CC PROCESSING - CONCESSION		104.95
21. MERS			
	JAN '26 RETIREMENT		4,499.98
22. METRO WIRELESS			

Vendor Name	Description		Amount
	FEB '26 WIFI SERVICE		698.00
23. MIDWEST CONSTRUCTION GROUP, INC.			
	MT BALDHEAD RESTROOM REPLACEMENT		58,949.90
24. NEWCOMER PLOW & HITCH			
	SNOWPLOW EQUIP AND INSTALL		9,176.01
	PLOW MARKERS		41.46
		TOTAL	9,217.47
25. OTTAWA AREA INTERMEDIATE SCHOOL DIS			
	PROPERTY TAXES COLLECTION 01/22 - 02/04		3,483.84
26. OVERISEL LUMBER COMPANY			
	JAN '26 STATEMENT BALANCE		298.41
27. PLANTE MORAN			
	OCT - DEC '25 PROFESSIONAL SERVICES		950.00
28. PRIORITY HEALTH			
	FEB '26 HEALTH INSURANCE COVERAGE		10,887.16
29. QUALITY DOOR COMPANY INC			
	REPAIRS		276.29
30. RICOH USA INC			
	01/26 - 02/25 COPIER LEASE		127.97
	01/26 - 02/25 COPIER LEASE		35.27
		TOTAL	163.24
31. SAUGATUCK DOUGLAS LIBRARY			
	PROPERTY TAXES COLLECTION 01/22 - 02/04		17,604.02
32. SAUGATUCK FIRE			
	PROPERTY TAXES COLLECTION 01/22 - 02/04		71,266.21
33. SAUGATUCK PUBLIC SCHOOLS			
	PROPERTY TAXES COLLECTION 01/22 - 02/04		208,694.03
34. SHORELINE TECHNOLOGY SOLUTIONS			
	FEB '26 COMPUTER SERVICES		2,074.20
35. STINGERS PEST CONTROL			
	PEST CONTROL - CONCESSIONS		183.30
	PEST CONTROL - DPW		150.40
	MICE CONTROL CITY HALL		150.40
	PEST CONTROL - CITY HALL		183.30
		TOTAL	667.40
36. SUPERIOR ASPHALT INC			
	CRUSHED CONCRETE		320.00
	CRUSHED CONCRETE		320.00
		TOTAL	640.00
37. TRUCK & TRAILER SPECIALTIES			
	CUTTING EDGE		3,293.80
TOTAL - ALL VENDORS			531,676.94

FUND TOTALS:

Fund 101 - GENERAL FUND	138,034.31
Fund 202 - MAJOR STREETS	5,271.25
Fund 203 - LOCAL STREETS	3,732.84
Fund 661 - MOTOR POOL FUND	16,955.21
Fund 701 - CURRENT TAX FUND	367,683.33

Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
01/02/2026	DD7741(A)	ANDERSON, HOLLY	PAYROLL	297.34
01/02/2026	DD7742(A)	ARAMENDI, NOAH	PAYROLL	1,945.57
01/02/2026	DD7743(A)	BAGIEREK, CHRISTOPHER	PAYROLL	79.28
01/02/2026	DD7744(A)	BALDWIN, CRAIG	PAYROLL	83.11
01/02/2026	DD7745(A)	BALDWIN, HELEN	PAYROLL	51.86
01/02/2026	DD7746(A)	BOUCK, JAMES	PAYROLL	26.42
01/02/2026	DD7747(A)	BREDEWEG, NICOLE	PAYROLL	1,971.67
01/02/2026	DD7748(A)	BROWN, ANTHONY	PAYROLL	1,404.71
01/02/2026	DD7749(A)	CANNARSA, JOHN	PAYROLL	51.66
01/02/2026	DD7750(A)	CLARK, JOSEPH	PAYROLL	290.72
01/02/2026	DD7751(A)	CRAWFORD, RICHARD	PAYROLL	26.12
01/02/2026	DD7752(A)	CUMMINS, RYAN	PAYROLL	3,088.06
01/02/2026	DD7753(A)	DEAN, SCOTT	PAYROLL	245.68
01/02/2026	DD7754(A)	GARDNER, RUSSELL	PAYROLL	335.78
01/02/2026	DD7755(A)	GAUNT, BOBBIE	PAYROLL	52.86
01/02/2026	DD7756(A)	GIBSON, MICHELLE	PAYROLL	1,469.41
01/02/2026	DD7757(A)	HERBERT, SCOTT	PAYROLL	2,383.09
01/02/2026	DD7758(A)	KERRIDGE, ADAM	PAYROLL	1,910.10
01/02/2026	DD7759(A)	KUBASIAK, ROBERT	PAYROLL	26.42
01/02/2026	DD7760(A)	LA CHEY, MARK	PAYROLL	51.86
01/02/2026	DD7761(A)	LAMPEN, MEAGAN	PAYROLL	52.86
01/02/2026	DD7762(A)	MACK, ELLIS	PAYROLL	1,607.65
01/02/2026	DD7763(A)	MANNS, STEVEN	PAYROLL	79.28
01/02/2026	DD7764(A)	MARINEAU, AUSTON	PAYROLL	264.30
01/02/2026	DD7765(A)	MARTIN, DANNY	PAYROLL	952.00
01/02/2026	DD7766(A)	MOORE, GRAYSON	PAYROLL	2,346.10
01/02/2026	DD7767(A)	MUNCEY, GREGORY	PAYROLL	220.24

Check Date	Check	Vendor Name	Description	Amount
01/02/2026	DD7768(A)	PETERSON, CHRISTINE	PAYROLL	264.30
01/02/2026	DD7769(A)	RAPHAEL, CHRISTOPHER	PAYROLL	26.42
01/02/2026	DD7770(A)	STANTON-SHARAR, LAUREN	PAYROLL	219.24
01/02/2026	DD7771(A)	STASEWICH, ANGELA	PAYROLL	1,509.14
01/02/2026	DD7772(A)	STRAKER, TIMOTHY	PAYROLL	52.26
01/02/2026	DD7773(A)	WILLIAMS, SARA	PAYROLL	1,761.56
01/02/2026	DD7774(A)	WOLTERS, JAMIE	PAYROLL	2,126.20
01/02/2026	EFT2007(E)	ALERUS	PAYROLL	3,593.69
01/02/2026	EFT2008(E)	HEALTH EQUITY	PAYROLL	18,359.00
01/02/2026	EFT2009(E)	MERS HYBRID	PAYROLL	2,321.99
01/02/2026	EFT2010(E)	FEDERAL TAX DEPOSIT	PAYROLL	8,667.01
01/12/2026	20517	LAKE MICHIGAN CREDIT UNION	2025 Win Tax Refund 57-056-003-00	1,344.80
01/12/2026	20518	CORELOGIC	2025 Win Tax Refund 57-507-056-01	2,126.61
01/12/2026	20519	BERTHIAUME & COMPANY	AUDIT	11,900.00
01/12/2026	20520	COMMERCIAL RECORD	STREET (2) AND ORDINANCE AMENDMENT	273.00
01/12/2026	20521	IHLE AUTO PARTS	DEC '25 MOTOR PURCHASES	410.40
01/12/2026	20522	OVERISEL LUMBER COMPANY	DEC '25 STATEMENT BALANCE	721.53
01/12/2026	20523	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 12/18 - 01/07	542,459.60
01/12/2026	20524	SAUGATUCK YACHT CLUB	ROOM RENTAL - STRATEGIC PLANNING	500.00
01/12/2026	20525	SEPTIC TANK SYSTEMS CO INC	PORTABLE REST ROOM - MT BALDHEAD	250.00
01/13/2026	6392(A)	ALLEGAN COUNTY SHERIFF	DEC '25 SHERIFF CONTRACT	35,677.54
01/13/2026	6393(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 12/18 - 01/07	135,973.35
01/13/2026	6394(A)	ASSESSING SOLUTIONS INC	JAN '26 ASSESSING SERVICES	3,024.84
01/13/2026	6395(A)	CERTASITE LLC	DPW GARAGE - SERVICE CALL / BATTERY	380.70
01/13/2026	6396(A)	COMCAST	12/28 - 01/27 INTERNET SERVICE	201.62
01/13/2026	6397(A)	DETROIT SALT COMPANY	ROCK SALT	7,429.04
01/13/2026	6398(A)	GIVE 'EM A BRAKE	BUMP STOPS	2,435.15
01/13/2026	6399(A)	HOLLAND P.T.	BOBCAT SWIVEL ADAPTER	13.87

Check Date	Check	Vendor Name	Description	Amount
01/13/2026	6400(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES COLLECTION 12/18 - 01/07	35,113.35
01/13/2026	6401(A)	K&R TRUCK SALES INC	HUBCAP	36.98
01/13/2026	6402(A)	LORRIE PASTOOR	CLEANING SERVICES	560.00
01/13/2026	6403(A)	MISS DIG SYSTEM INC	ANNUAL DUES	3,901.66
01/13/2026	6404(A)	NEWCOMER PLOW & HITCH	SAM BLADE - PLOW	29.95
01/13/2026	6405(A)	OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES COLLECTION 12/18 - 01/07	2,015.38
01/13/2026	6406(A)	ELF SHACK	HOLIDAY GARLAND & TREES	2,370.00
01/13/2026	6407(A)	PLUMMER'S ENVIRONMENTAL SERVICES IN	ROLL OFF BOX W/ LINER	780.28
01/13/2026	6408(A)	PURITY CYLINDER GASES INC	VACPAK	155.60
01/13/2026	6409(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES COLLECTION 12/18 - 01/07	48,775.56
01/13/2026	6410(A)	SAUGATUCK FIRE	PROPERTY TAXES COLLECTION 12/18 - 01/07	213,201.69
01/13/2026	6411(A)	SHORELINE TECHNOLOGY SOLUTIONS	JAN '26 COMPUTER SERVICES	2,074.20
01/13/2026	6412(A)	SISTERS IN INK	DPW WARNING DECAL - TRASH RECEPTACLE	235.00
01/13/2026	6413(A)	WALKER CONSULTANTS INC	PARKING STUDY	3,958.75
01/13/2026	6421(E)	KALAMAZOO LAKE SEWER & WATER	NOV '25 SERVICE	2,028.94
01/13/2026	6422(E)	METRO WIRELESS	JAN '26 WIFI SERVICE	698.00
01/13/2026	6423(E)	PRIORITY HEALTH	JAN '26 HEALTH INSURANCE COVERAGE	11,317.40
01/16/2026	DD7775(A)	ARAMENDI, NOAH	PAYROLL	2,084.58
01/16/2026	DD7776(A)	BREDEWEG, NICOLE	PAYROLL	2,022.91
01/16/2026	DD7777(A)	BROWN, ANTHONY	PAYROLL	1,745.07
01/16/2026	DD7778(A)	CUMMINS, RYAN	PAYROLL	3,489.96
01/16/2026	DD7779(A)	GIBSON, MICHELLE	PAYROLL	1,594.20
01/16/2026	DD7780(A)	HERBERT, SCOTT	PAYROLL	2,521.56
01/16/2026	DD7781(A)	HOLLEY, MATTHEW	PAYROLL	26.42
01/16/2026	DD7782(A)	KERRIDGE, ADAM	PAYROLL	2,453.53
01/16/2026	DD7783(A)	MACK, ELLIS	PAYROLL	1,717.03
01/16/2026	DD7784(A)	MARTIN, DANNY	PAYROLL	987.00
01/16/2026	DD7785(A)	MOORE, GRAYSON	PAYROLL	2,486.49

Check Date	Check	Vendor Name	Description	Amount
01/16/2026	DD7786(A)	STASEWICH, ANGELA	PAYROLL	1,647.38
01/16/2026	DD7787(A)	WILLIAMS, SARA	PAYROLL	3,610.95
01/16/2026	DD7788(A)	WOLTERS, JAMIE	PAYROLL	2,254.81
01/16/2026	EFT2011(E)	ALERUS	PAYROLL	3,795.27
01/16/2026	EFT2012(E)	HEALTH EQUITY	PAYROLL	630.00
01/16/2026	EFT2013(E)	MERS HYBRID	PAYROLL	2,389.61
01/16/2026	EFT2014(E)	FEDERAL TAX DEPOSIT	PAYROLL	8,919.46
01/26/2026	20526	CARELTON EQUIPMENT	SNOW PLOW BLAD	151.00
01/26/2026	20527	KCI (KENT COMMUNICATIONS)	ASSESSMENT NOTICE MAILING	694.40
01/26/2026	20528	MMTA	TRAINING	599.00
01/26/2026	20529	POLARITY ELECTRIC INC.	VILLAGE SQUARE GFI REPAIRS	300.00
01/26/2026	20530	RAPID FLUSH	DPW GARAGE LINE INSPECTION	585.00
01/26/2026	20531	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 01/08 - 01/21	143,033.07
01/26/2026	20532	SCHIPPERS CONSTRUCTION	REFUND UNUSED ESCROW	1,223.35
01/26/2026	20533	SEPTIC TANK SYSTEMS CO INC	01/23 - 02/19 PORTABLE REST ROOM - MT BA	250.00
01/27/2026	6424(A)	ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT - ARAMENDI	161.57
01/27/2026	6425(A)	ALLEGAN COUNTY SHERIFF	DEC '25 CORRECTIONS SERVICES	345.00
01/27/2026	6426(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 01/08 - 01/21	39,680.56
01/27/2026	6427(A)	BS&A SOFTWARE	PAYROLL - SOFTWARE UPDATES & ANNUAL SUPP	589.00
01/27/2026	6428(A)	CERTASITE LLC	FIRE EXT ANNUALS	330.72
01/27/2026	6429(A)	COMCAST	01/28- 02/27 INTERNET SERVICE	247.90
01/27/2026	6430(A)	COMCAST-DPW	01/15- 02/14 INTERNET-DPW	276.42
01/27/2026	6431(A)	D.K. CONSTRUCTION, INC.	DOCK REPAIR	16,862.50
01/27/2026	6432(A)	EDGEWATER RESOURCES	KLHA INITIATIVE	1,077.32
01/27/2026	6433(A)	FAHEY SCHULTZ BURZYCH RHODES	DEC '25 WATER AND SEWER	17,167.80
01/27/2026	6434(A)	FLEIS & VANDENBRINK ENGINEERING INC	11/23 - 12/31 ENGINEERING FEES - MAPLE S	37,544.75
01/27/2026	6435(A)	HORIZON COMMUNITY PLANNER	PLANNING SERVICES	1,856.25
01/27/2026	6436(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES COLLECTION 01/08 - 01/21	7,726.16

Check Date	Check	Vendor Name	Description	Amount
01/27/2026	6437(A)	MAC QUEEN	STREET SWEEPER	550.80
01/27/2026	6438(A)	MIDWEST CONSTRUCTION GROUP, INC.	MT BALDHEAD RESTROOM REPLACEMENT	28,848.43
01/27/2026	6439(A)	OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES COLLECTION 01/08 - 01/21	6,012.40
01/27/2026	6440(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES COLLECTION 01/08 - 01/21	10,732.27
01/27/2026	6441(A)	SAUGATUCK FIRE	PROPERTY TAXES COLLECTION 01/08 - 01/21	46,674.70
01/27/2026	6442(A)	SHORELINE TECHNOLOGY SOLUTIONS	ADD SPACE ON SERVER	125.00
01/27/2026	6443(A)	STANDARD INSURANCE COMPANY	FEB '26 INSURANCE	502.47
01/27/2026	6444(A)	TAYLOR TRUE VALUE RENTAL	FLOOR SCRUBBER - VILLIAGE SQUARE	95.50
01/27/2026	6445(E)	CAPITAL ONE	DEC '25 STATEMENT BALANCE	1,121.65
01/27/2026	6446(E)	FRONTIER	11/20 - 12/19 SERVICE - OVAL BEACH	114.64
01/27/2026	6447(E)	JOHN DEERE FINANCIAL	10/11 - 01/10 STATEMENT BALANCE	148.31
01/27/2026	6448(E)	MERCHANTS BANCARD NETWORK	DEC '25 CC PROCESSING - PLANNING AND ZON	336.19
01/27/2026	6449(E)	MICHIGAN GAS UTILITIES	11/21 - 12/23 SERVICE - 102 BUTLER	183.24
01/27/2026	6450(E)	MICHIGAN GAS UTILITIES	10/22 - 11/19 SERVICE - 345 BUTLER	224.55
01/27/2026	6451(E)	MICHIGAN GAS UTILITIES	11/24 - 12/25 SERVICE - 3338 BLUE STAR	592.33
01/27/2026	6452(E)	NET2PHONE INC	JAN '26 PHONE SERVICE	233.01
01/27/2026	6453(E)	REPUBLIC SERVICES	2025-12 PICKUP SERVICE - BLUE STAR	437.10
01/27/2026	6454(E)	VALLEY CITY LINEN INC	SHOP TOWELS	50.00
01/30/2026	DD7789(A)	ARAMENDI, NOAH	PAYROLL	1,745.96
01/30/2026	DD7790(A)	BREDEWEG, NICOLE	PAYROLL	2,078.40
01/30/2026	DD7791(A)	BROWN, ANTHONY	PAYROLL	1,635.98
01/30/2026	DD7792(A)	CUMMINS, RYAN	PAYROLL	3,136.18
01/30/2026	DD7793(A)	GIBSON, MICHELLE	PAYROLL	1,519.18
01/30/2026	DD7794(A)	HERBERT, SCOTT	PAYROLL	2,446.56
01/30/2026	DD7795(A)	ISLJAMOVSKI, DAVID	PAYROLL	44.04
01/30/2026	DD7796(A)	KERRIDGE, ADAM	PAYROLL	2,212.83
01/30/2026	DD7797(A)	MACK, ELLIS	PAYROLL	1,608.41
01/30/2026	DD7798(A)	MARTIN, DANNY	PAYROLL	985.25

Check Date	Check	Vendor Name	Description	Amount
01/30/2026	DD7799(A)	MOORE, GRAYSON	PAYROLL	2,411.47
01/30/2026	DD7800(A)	STASEWICH, ANGELA	PAYROLL	1,572.37
01/30/2026	DD7801(A)	WILLIAMS, SARA	PAYROLL	1,845.40
01/30/2026	DD7802(A)	WOLTERS, JAMIE	PAYROLL	2,179.81
01/30/2026	EFT2015(E)	ALERUS	PAYROLL	3,802.33
01/30/2026	EFT2016(E)	HEALTH EQUITY	PAYROLL	630.00
01/30/2026	EFT2017(E)	MERS HYBRID	PAYROLL	2,389.61
01/30/2026	EFT2018(E)	FEDERAL TAX DEPOSIT	PAYROLL	8,359.48
01/30/2026	EFT2019(E)	MERS	PAYROLL	8,211.21
01/30/2026	EFT2020(E)	MI DEPT OF TREASURY	PAYROLL	4,257.49

Total of 149 Checks:	1,597,722.30
Less 0 Void Checks:	0.00
Total of 149 Disbursements:	1,597,722.30

City Council Agenda Item Report

FROM: Scott Herbert – Public Works Superintendent

MEETING DATE: February 9, 2026

SUBJECT: **2026 Street & Utility Improvements**

DESCRIPTION:

Overview

To deliver on some of the needs identified in the City of Saugatuck's Capital Improvements Plan (CIP), Master Plan Survey, and Strategic Planning goals, Maple Street and other miscellaneous improvements have been a strong area of fucus over the past couple of years. In the spring of 2025, City Council approved the proposal submitted by Fleis & Vandenbrink Engineering to assist with the design and bidding phase of the Maple Street project. The proposal schedule had estimated final design and permitting to be completed late 2025 with bidding in late 2025/early 2026 for construction. The bid opening was on January 27, 2026, in which the City secured 3 bids with the lowest bidder being **Schippers Excavating** out of West Olive, MI. in the amount of **$4,334,036.50**. This cost is to be split between the City of Saugatuck and Saugatuck Township, and the financial breakdown is enclosed.

Scope of Work

The scope of the project consists of the following:

Maple Street Improvements:

- Water main replacement
- Water service extensions/replacements
- Sanitary sewer repairs/adjustments/extensions
- Stormwater detention
- Road rehabilitation
- Culvert repairs
- Concrete sidewalk

Additional Improvements:

- DPW driveway resurfacing
- Mary Street improvements
- Water Street gate valves
- Seawall/Concrete Improvements (Coghlin Park, Wicks Park, Spear Street Boat Launch, and Francis Street-End)

Project Costs

This is a large multi-jurisdictional project with funding from the MDOT (Category B grant), private property owners, Saugatuck Township, and Saugatuck City with a span across 3 fiscal years (FY 2024/25, FY 2025/26, and FY 2026/2027).

	City of Saugatuck	Saugatuck Township
Construction	$3,191,066.50	$1,142,970.00
Engineering Services	$234,600.00	$84,100.00
Total	**$3,425,666.50**	**$1,227,070.00**

Recommendation

City staff and engineering recommend awarding the contract to Schippers Excavating in the amount of $4,334,036.50 for the construction portion of this project and to accept the proposal submitted by Fleis & Vandenbrink Engineering for project oversight and contract closeout in the amount of $318,700.

Included Documents

Recommendation of Award - Enclosed
Bid Summary- Enclosed
Price Breakdown – Enclosed
Bid Tabs – Enclosed
Maple Street Construction Engineering Services – Enclosed
2026 Street and Utility Improvements Agreement - Enclosed

BUDGET ACTION REQUIRED:
Funds for the project were budgeted for this fiscal year, and no budget action is needed at this time. This project will carry over into the Fiscal Year 2026/2027 budget cycle. The City Manager has provided further details at the workshop meeting.

COMMITTEE/COMMISSION REVIEW:
N/A

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Motion to award the 2026 Street and Utility project in the amount of $4,334,036.50 to Schippers Excavating and to approve the proposal submitted by Fleis & Vandenbrink Engineering for construction engineering services – 2026 Street and Utility Improvements in the amount of $318,700.

SECTION 00 52 00

AGREEMENT

This Agreement is by and between **City of Saugatuck** ("Owner") and _____ ("Contractor").

Terms used in this Agreement have the meanings stated in the General Conditions and the Supplementary Conditions.

Owner and Contractor hereby agree as follows:

ARTICLE 1 - WORK

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows: **2026 Street and Utility Improvements**

ARTICLE 2 - THE PROJECT

2.01 Project, of which the Work under the Contract Documents is a part, is generally described as follows: **2026 Street and Utility Improvements**

ARTICLE 3 - ENGINEER

3.01 The Owner has retained Fleis & VandenBrink Engineering, Inc. ("Engineer") to act as Owner's representative, assume all duties and responsibilities of Engineer, and have the rights and authority assigned to Engineer in the Contract.

3.02 The part of the Project that pertains to the Work has been designed by Engineer.

ARTICLE 4 - CONTRACT TIMES

4.01 *Time of the Essence*

A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 *Contract Times: Dates*

A. The Work will not begin before **February 15, 2026** and will be substantially complete on or before November 13, 2026, and completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before **May 27, 2027**.

4.03 *Milestones*

A. Parts of the Work shall be substantially completed on or before the following Milestone(s):
   1. Milestone 1: All work on Water Street, Mary Street, Coghlin Park, Wicks Park, Francis Street, and Spear Street shall be completed on or before **May 22, 2026**.

4.04 *Liquidated Damages*

A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial and other losses if the Work is not completed

and Milestones not achieved within the Contract Times, as duly modified. The parties also recognize the delays, expense, and difficulties involved in proving, in a legal or arbitration proceeding, the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty):

1. *Substantial Completion*: Contractor shall pay Owner $1,000 for each day that expires after the time (as duly adjusted pursuant to the Contract) specified above for Substantial Completion, until the Work is substantially complete.
2. *Completion of Remaining Work*: After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times (as duly adjusted pursuant to the Contract) for completion and readiness for final payment, Contractor shall pay Owner $250 for each day that expires after such time until the Work is completed and ready for final payment.
3. *Milestone 1:* Contractor shall pay Owner $500 for each day that expires after the time (as duly adjusted pursuant to the Contract) specified above for achievement of Milestone 1, until Milestone 1 is achieved, or until the time specified for Substantial Completion is reached, at which time the rate indicated in Paragraph 4.05.A.1 will apply, rather than the Milestone rate.
4. Liquidated damages for failing to timely attain Milestones, Substantial Completion, and final completion are not additive, and will not be imposed concurrently.

B. If Owner recovers liquidated damages for a delay in completion by Contractor, then such liquidated damages are Owner's sole and exclusive remedy for such delay, and Owner is precluded from recovering any other damages, whether actual, direct, excess, or consequential, for such delay, except for special damages (if any) specified in this Agreement.

ARTICLE 5 - CONTRACT PRICE

5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents, the amounts that follow, subject to adjustment under the Contract.

A. For all Unit Price Work, an amount equal to the sum of the extended prices (established for each separately identified item of Unit Price Work by multiplying the unit price times the actual quantity of that item).

Unit Price Work					
Item No.	**Description**	**Unit**	**Estimated Quantity**	**Unit Price**	**Extended Price**
				$	$
				$	$
				$	$
				$	$
				$	$
Total of all Extended Prices for Unit Price Work (subject to final adjustment based on actual quantities)					$

The extended prices for Unit Price Work set forth as of the Effective Date of the Contract are based on estimated quantities. As provided in Paragraph 13.03 of the General Conditions, estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by Engineer.

ARTICLE 6 - PAYMENT PROCEDURES

6.01 *Submittal and Processing of Payments*

A. Contractor shall submit Applications for Payment in accordance with Article 15 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

6.02 *Progress Payments; Retainage*

A. Owner shall make progress payments on the basis of Contractor's Applications for Payment each month during performance of the Work as provided in Paragraph 6.02.A.1 below, provided that such Applications for Payment have been submitted in a timely manner and otherwise meet the requirements of the Contract. All such payments will be measured by the Schedule of Values established as provided in the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no Schedule of Values, as provided elsewhere in the Contract.
   1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Owner may withhold, including but not limited to liquidated damages, in accordance with the Contract.
      a. 90 percent of the value of the Work completed (with the balance being retainage).
         1) If 50 percent or more of the Work has been completed, as determined by Engineer, and if the character and progress of the Work have been satisfactory to Owner and Engineer, then as long as the character and progress of the Work remain satisfactory to Owner and Engineer, there will be no additional retainage; and
         2) Zero percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).

B. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to 100 percent of the Work completed, less such amounts set off by Owner pursuant to Paragraph 15.01.E of the General Conditions, and less 200 percent of Engineer's estimate of the value of Work to be completed or corrected as shown on the punch list of items to be completed or corrected prior to final payment.

6.03 *Final Payment*

A. Upon final completion and acceptance of the Work, Owner shall pay the remainder of the Contract Price in accordance with Paragraph 15.06 of the General Conditions.

6.04 *Consent of Surety*

A. Owner will not make final payment, or return or release retainage at Substantial Completion or any other time, unless Contractor submits written consent of the surety to such payment, return, or release.

6.05 *Interest*

A. All amounts not paid when due will bear interest at the percent per annum rate 2.0% higher than the Prime Rate on the date of bid opening.

ARTICLE 7 - CONTRACT DOCUMENTS

7.01 *Contents*

A. The Contract Documents consist of all of the following:
   1. This Agreement.
   2. Bonds
      a. Performance bond (together with power of attorney).
      b. Payment bond (together with power of attorney).
   3. General Conditions.
   4. Supplementary Conditions.
   5. Specifications as listed in the table of contents of the project manual.
   6. Drawings (not attached but incorporated by reference) consisting of 54 sheets with each sheet bearing the following general title: 2026 Street and Utility Improvements.
   7. Addenda (numbers _____ to _____, inclusive).
   8. Exhibits to this Agreement (enumerated as follows):
      a. Contractor's Bid.
      b. Documentation submitted by Contractor prior to Notice of Award.
   9. The following which may be delivered or issued on or after the Effective Date of the Contract and are not attached hereto:
      a. Notice to Proceed.
      b. Work Change Directives.
      c. Change Orders.

B. The Contract Documents listed in Paragraph 7.01.A are attached to this Agreement (except as expressly noted otherwise above).

C. There are no Contract Documents other than those listed above in this Article 7.

D. The Contract Documents may only be amended, modified, or supplemented as provided in the Contract.

ARTICLE 8 - REPRESENTATIONS, CERTIFICATIONS, AND STIPULATIONS

8.01 *Contractor's Representations*

A. In order to induce Owner to enter into this Contract, Contractor makes the following representations:
   1. Contractor has examined and carefully studied the Contract Documents, including Addenda.
   2. Contractor has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
   3. Contractor is familiar with all Laws and Regulations that may affect cost, progress, and performance of the Work.
   4. Contractor has carefully studied the reports of explorations and tests of subsurface conditions at or adjacent to the Site and the drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, if any, with respect to the Technical Data in such reports and drawings.
   5. Contractor has carefully studied the reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, with respect to Technical Data in such reports and drawings.

6. Contractor has considered the information known to Contractor itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor; and (c) Contractor's safety precautions and programs.
7. Based on the information and observations referred to in the preceding paragraph, Contractor agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
8. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
9. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and of discrepancies between Site conditions and the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
10. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
11. Contractor's entry into this Contract constitutes an incontrovertible representation by Contractor that without exception all prices in the Agreement are premised upon performing and furnishing the Work required by the Contract Documents.

8.02 *Contractor's Certifications*

A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 8.02:
   1. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process or in the Contract execution.
   2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition.
   3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and
   4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

8.03 *Standard General Conditions*

A. Owner stipulates that if the General Conditions that are made a part of this Contract are EJCDC® C 700, Standard General Conditions for the Construction Contract (2018), published by the Engineers Joint Contract Documents Committee, and if Owner is the party that has furnished said General Conditions, then Owner has plainly shown all modifications to the standard wording of such published document to the Contractor, through a process such as highlighting or "track changes" (redline/strikeout), or in the Supplementary Conditions.

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement.

This Agreement will be effective on _____, 20_____ (which is the Effective Date of the Contract).

Owner:	Contractor:
City of Saugatuck *(typed or printed name of organization)*	_____ *(typed or printed name of organization)*
By: _____ *(individual's signature)*	By: _____ *(individual's signature)*
Date: _____ *(date signed)*	Date: _____ *(date signed)*
Name: _____ *(typed or printed)*	Name: _____ *(typed or printed)*
Title: _____ *(typed or printed)*	Title: _____ *(typed or printed)* *(If Contractor is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)*
Attest: _____ *(individual's signature)*	Attest: _____ *(individual's signature)*
Title: _____ *(typed or printed)*	Title: _____ *(typed or printed)*
Address for giving notices:	Address for giving notices:
102 Butler Street	
PO Box 86	
Saugatuck, MI 49453	
Designated Representative:	Designated Representative:
Name: _____ *(typed or printed)*	Name: _____ *(typed or printed)*
Title: _____ *(typed or printed)*	Title: _____ *(typed or printed)*
Address:	Address:
Phone:	Phone:
Email:	Email:
	License No.: _____ *(where applicable)*
	State:

END OF SECTION

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

City of Saugatuck

2026 Street and Utility Project
Project 859772

BID SUMMARY

BID OPENING: Tuesday, January 27, 2022 at 9:00 a.m.

Bidder (listed below from low to high)	Bid Amount	City Cost	Township Cost
1. Schippers Excavating	$4,334,036.50	$3,191,066.50	$1,142,970.00
2. Redline Excavating	$4,775,623.00	$3,576,118.50	$1,199,511.50
3. Milbocker & Sons	$5,365,953.50	$3,815,331.00	$1,550,632.50

2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
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www.fvbng.com

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

City of Saugatuck

2026 Street and Utility Improvements
Bid Tabulations

Job: 859772
Date: 1/29/2026

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	Engineering Estimate		Schippers Excavating		Redline Excavating		Milbocker & Sons	
				BID UNIT PRICE	BID AMOUNT	BID UNIT PRICE	BID AMOUNT	BID UNIT PRICE	BID AMOUNT	BID UNIT PRICE	BID AMOUNT
1	General Conditions, Bonds, and Insurance, Max 5%	LSum	1	$185,000.00	$185,000.00	$200,000.00	$200,000.00	$227,411.00	$227,411.00	$265,000.00	$265,000.00
2	Pre-construction Video Survey	LSum	1	$5,000.00	$5,000.00	$6,500.00	$6,500.00	$3,200.00	$3,200.00	$9,500.00	$9,500.00
3	Dewatering	LSum	1	$50,000.00	$50,000.00	$60,000.00	$60,000.00	$50,861.00	$50,861.00	$200,000.00	$200,000.00
4	Tree Trimming	LSum	1	$10,000.00	$10,000.00	$15,000.00	$15,000.00	$19,773.00	$19,773.00	$15,000.00	$15,000.00
5	Exploratory Digging	Hr	6	$2,500.00	$15,000.00	$300.00	$1,800.00	$835.00	$5,010.00	$700.00	$4,200.00
6	Cash Allowance	Allow	30,000	$1.00	$30,000.00	$1.00	$30,000.00	$1.00	$30,000.00	$1.00	$30,000.00
7	Tree Rem, 6 inch to 18 inch	Ea	20	$400.00	$8,000.00	$450.00	$9,000.00	$474.00	$9,480.00	$400.00	$8,000.00
8	Tree Rem, 19 inch to 36 inch	Ea	4	$1,400.00	$5,600.00	$1,500.00	$6,000.00	$1,329.00	$5,316.00	$1,100.00	$4,400.00
9	Tree Rem, 37 inch or Larger	Ea	5	$2,800.00	$14,000.00	$3,000.00	$15,000.00	$3,086.00	$15,430.00	$2,500.00	$12,500.00
10	Cold Mill HMA Pavement	Syd	865	$5.00	$4,325.00	$12.00	$10,380.00	$11.00	$9,515.00	$7.00	$6,055.00
11	HMA Surface, Rem	Syd	3,500	$6.00	$21,000.00	$4.00	$14,000.00	$11.00	$38,500.00	$6.00	$21,000.00
12	HMA Base Crushing and Shaping	Syd	16,050	$3.00	$48,150.00	$4.50	$72,225.00	$3.00	$48,150.00	$10.00	$160,500.00
13	Concrete Driveway, Rem	Syd	815	$12.00	$9,780.00	$7.00	$5,705.00	$14.00	$11,410.00	$11.00	$8,965.00
14	Sidewalk, Rem	Syd	30	$13.00	$390.00	$12.00	$360.00	$12.00	$360.00	$14.00	$420.00
15	Curb and Gutter, Rem	Ft	250	$12.00	$3,000.00	$8.00	$2,000.00	$13.00	$3,250.00	$13.00	$3,250.00
16	Curb and Gutter, Rem, Modified	Ft	15	$17.00	$255.00	$12.00	$180.00	$21.00	$315.00	$23.00	$345.00
17	Guardrail, Rem	Ft	96	$3.00	$288.00	$8.00	$768.00	$15.00	$1,440.00	$5.00	$480.00
18	Sewer Rem, Less Than 24 inch	Ft	325	$23.00	$7,475.00	$9.00	$2,925.00	$30.00	$9,750.00	$14.00	$4,550.00
19	Dr Structure, Rem	Ea	3	$400.00	$1,200.00	$500.00	$1,500.00	$984.00	$2,952.00	$500.00	$1,500.00
20	Sign, Rem	Ea	11	$25.00	$275.00	$100.00	$1,100.00	$92.00	$1,012.00	$100.00	$1,100.00
21	Gate Box, Rem	Ea	9	$375.00	$3,375.00	$600.00	$5,400.00	$510.00	$4,590.00	$250.00	$2,250.00
22	Subgrade Undercutting, Type II	Cyd	150	$35.00	$5,250.00	$24.00	$3,600.00	$57.00	$8,550.00	$35.00	$5,250.00
23	Trench Undercut and Backfill	Cyd	200	$70.00	$14,000.00	$40.00	$8,000.00	$63.00	$12,600.00	$45.00	$9,000.00
24	Erosion Control, Inlet Protection, Fabric Drop	Ea	21	$140.00	$2,940.00	$160.00	$3,360.00	$99.00	$2,079.00	$90.00	$1,890.00
25	Erosion Control, Silt Fence	Ft	225	$5.00	$1,125.00	$4.00	$900.00	$3.00	$675.00	$4.00	$900.00
26	Leach Basin, 24 inch Dia	Ea	1	$3,000.00	$3,000.00	$5,500.00	$5,500.00	$3,647.00	$3,647.00	$3,200.00	$3,200.00
27	Leach Basin, 48 inch Dia	Ea	6	$3,500.00	$21,000.00	$6,500.00	$39,000.00	$6,115.00	$36,690.00	$4,300.00	$25,800.00
28	Dr Structure, 24 inch Dia	Ea	8	$1,800.00	$14,400.00	$2,800.00	$22,400.00	$2,971.00	$23,768.00	$1,500.00	$12,000.00
29	Dr Structure, 48 inch Dia	Ea	4	$2,500.00	$10,000.00	$3,900.00	$15,600.00	$3,344.00	$13,376.00	$2,300.00	$9,200.00
30	Nyloplast Drainage Basins	Ea	5	$1,000.00	$5,000.00	$4,000.00	$20,000.00	$3,975.00	$19,875.00	$3,500.00	$17,500.00
31	Outlet Control Structure, 72 inch Dia	Ea	1	$8,000.00	$8,000.00	$10,000.00	$10,000.00	$8,220.00	$8,220.00	$20,000.00	$20,000.00
32	Underdrain, 4 inch	Ft	460	$10.00	$4,600.00	$7.00	$3,220.00	$22.00	$10,120.00	$7.00	$3,220.00
33	Underdrain, 8 inch	Ft	2,734	$25.00	$68,350.00	$24.00	$65,616.00	$30.00	$82,020.00	$25.00	$68,350.00
34	Underdrain Outlet, 8 inch	Ea	3	$50.00	$150.00	$300.00	$900.00	$275.00	$825.00	$325.00	$975.00
35	Wye, 8 inch x 6 inch	Ea	1	$600.00	$600.00	$500.00	$500.00	$344.00	$344.00	$750.00	$750.00
36	Strom Sewer, 1-1/2 inch, PE	Ft	10	$30.00	$300.00	$21.00	$210.00	$32.00	$320.00	$40.00	$400.00
37	Storm Sewer, 4 inch, PE	Ft	15	$40.00	$600.00	$30.00	$450.00	$32.00	$480.00	$80.00	$1,200.00
38	Storm Sewer, 6 inch, PE	Ft	5	$50.00	$250.00	$35.00	$175.00	$38.00	$190.00	$85.00	$425.00
39	Storm Sewer, 12 inch, Conc	Ft	113	$80.00	$9,040.00	$80.00	$9,040.00	$91.00	$10,283.00	$140.00	$15,820.00
40	Storm Sewer, 15 inch, PE	Ft	6	$100.00	$600.00	$110.00	$660.00	$78.00	$468.00	$85.00	$510.00
41	Storm Sewer, 24 inch, Conc	Ft	53	$210.00	$11,130.00	$150.00	$7,950.00	$132.00	$6,996.00	$150.00	$7,950.00
42	End Section, 12 inch, Conc	Ea	3	$600.00	$1,800.00	$500.00	$1,500.00	$1,137.00	$3,411.00	$850.00	$2,550.00
43	End Section, 15 inch, Metal	Ea	1	$550.00	$550.00	$600.00	$600.00	$307.00	$307.00	$350.00	$350.00
44	End Section, 24 inch, Conc	Ea	1	$1,200.00	$1,200.00	$2,500.00	$2,500.00	$1,548.00	$1,548.00	$1,300.00	$1,300.00

2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
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				Engineering Estimate		Schippers Excavating		Redline Excavating		Milbocker & Sons	
ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	BID UNIT PRICE	BID AMOUNT	BID UNIT PRICE	BID AMOUNT	BID UNIT PRICE	BID AMOUNT	BID UNIT PRICE	BID AMOUNT
45	Rip Rap, Plain	Ton	110	$100.00	$11,000.00	$100.00	$11,000.00	$175.00	$19,250.00	$150.00	$16,500.00
46	Culvert Cleanout	Ft	25	$1,000.00	$25,000.00	$50.00	$1,250.00	$10.00	$250.00	$45.00	$1,125.00
47	Sewer Tap, 1-1/2 inch	Ea	1	$500.00	$500.00	$200.00	$200.00	$286.00	$286.00	$250.00	$250.00
48	Sewer Tap, 4 inch	Ea	1	$600.00	$600.00	$300.00	$300.00	$400.00	$400.00	$250.00	$250.00
49	Sewer Tap, 6 inch	Ea	3	$700.00	$2,100.00	$350.00	$1,050.00	$1,143.00	$3,429.00	$300.00	$900.00
50	Sewer Tap, 12 inch	Ea	1	$1,000.00	$1,000.00	$450.00	$450.00	$1,429.00	$1,429.00	$300.00	$300.00
51	Sewer Tap, 15 inch	Ea	1	$1,800.00	$1,800.00	$500.00	$500.00	$1,714.00	$1,714.00	$350.00	$350.00
52	Sewer Tap, 21 inch	Ea	1	$2,000.00	$2,000.00	$650.00	$650.00	$2,286.00	$2,286.00	$600.00	$600.00
53	Sewer Tap, 8 inch to 24 inch	Ea	1	$2,000.00	$2,000.00	$650.00	$650.00	$2,857.00	$2,857.00	$1,500.00	$1,500.00
54	Dr Structure Tap, 3 inch	Ea	3	$475.00	$1,425.00	$300.00	$900.00	$457.00	$1,371.00	$275.00	$825.00
55	Dr Structure Tap, 12 inch	Ea	3	$800.00	$2,400.00	$450.00	$1,350.00	$1,143.00	$3,429.00	$350.00	$1,050.00
56	Dr Structure, Adj, Case 1	Ea	22	$750.00	$16,500.00	$900.00	$19,800.00	$527.00	$11,594.00	$1,200.00	$26,400.00
57	Dr Structure, Adj, Case 2	Ea	3	$800.00	$2,400.00	$700.00	$2,100.00	$527.00	$1,581.00	$800.00	$2,400.00
58	Dr Structure Cover, Type B	Ea	9	$900.00	$8,100.00	$1,100.00	$9,900.00	$1,129.00	$10,161.00	$1,300.00	$11,700.00
59	Dr Structure Cover, Type C	Ea	2	$1,200.00	$2,400.00	$1,200.00	$2,400.00	$1,520.00	$3,040.00	$1,550.00	$3,100.00
60	Dr Structure Cover, Type D	Ea	5	$850.00	$4,250.00	$1,400.00	$7,000.00	$1,390.00	$6,950.00	$1,450.00	$7,250.00
61	Dr Structure Cover, Type G	Ea	10	$750.00	$7,500.00	$600.00	$6,000.00	$1,094.00	$10,940.00	$850.00	$8,500.00
62	Dr Structure Cover, Type K	Ea	3	$1,000.00	$3,000.00	$1,200.00	$3,600.00	$1,519.00	$4,557.00	$1,150.00	$3,450.00
63	Dr Structure Cover, Type Q	Ea	14	$800.00	$11,200.00	$1,100.00	$15,400.00	$1,265.00	$17,710.00	$1,300.00	$18,200.00
64	Dr Structure, Repair	Ea	11	$1,000.00	$11,000.00	$800.00	$8,800.00	$4,000.00	$44,000.00	$4,750.00	$52,250.00
65	Gate Box, Adj, Case 1	Ea	4	$550.00	$2,200.00	$800.00	$3,200.00	$171.00	$684.00	$350.00	$1,400.00
66	Subbase, CIP	Cyd	3,720	$20.00	$74,400.00	$19.00	$70,680.00	$22.00	$81,840.00	$35.00	$130,200.00
67	Aggregate Base	Ton	5,710	$40.00	$228,400.00	$45.00	$256,950.00	$33.00	$188,430.00	$55.00	$314,050.00
68	Aggregate Base, 6 inch	Syd	1,125	$20.00	$22,500.00	$16.00	$18,000.00	$14.00	$15,750.00	$22.00	$24,750.00
69	Aggregate Surface CSE	Ton	375	$35.00	$13,125.00	$50.00	$18,750.00	$40.00	$15,000.00	$60.00	$22,500.00
70	HMA, 4EL	Ton	2,320	$110.00	$255,200.00	$93.00	$215,760.00	$121.00	$280,720.00	$90.00	$208,800.00
71	HMA, 5EL	Ton	2,475	$110.00	$272,250.00	$95.00	$235,125.00	$111.00	$274,725.00	$92.00	$227,700.00
72	HMA Valley Gutter	Ft	2,815	$2.50	$7,037.50	$2.00	$5,630.00	$2.00	$5,630.00	$1.00	$2,815.00
73	HMA Approach	Ton	345	$200.00	$69,000.00	$250.00	$86,250.00	$260.00	$89,700.00	$130.00	$44,850.00
74	Hand Patching	Ton	70	$250.00	$17,500.00	$280.00	$19,600.00	$279.00	$19,530.00	$175.00	$12,250.00
75	HMA Spillway	Ea	5	$500.00	$2,500.00	$800.00	$4,000.00	$122.00	$610.00	$300.00	$1,500.00
76	Concrete Spillway	Ea	1	$1,000.00	$1,000.00	$9,000.00	$9,000.00	$3,385.00	$3,385.00	$1,200.00	$1,200.00
77	Driveway Nonreinf, Conc, 6 inch	Syd	795	$60.00	$47,700.00	$65.00	$51,675.00	$70.00	$55,650.00	$60.00	$47,700.00
78	Driveway, Nonreinf Conc, Decorative, 6 inch	Syd	50	$150.00	$7,500.00	$200.00	$10,000.00	$157.00	$7,850.00	$100.00	$5,000.00
79	Curb Conc, Det E2	Ft	45	$50.00	$2,250.00	$60.00	$2,700.00	$47.00	$2,115.00	$28.00	$1,260.00
80	Curb and Gutter, Conc, Det F4	Ft	415	$35.00	$14,525.00	$40.00	$16,600.00	$41.00	$17,015.00	$23.00	$9,545.00
81	Curb and Gutter, Conc, Rolled Curb	Ft	145	$40.00	$5,800.00	$40.00	$5,800.00	$41.00	$5,945.00	$23.00	$3,335.00
82	Sidewalk Grading	Ft	4,580	$10.00	$45,800.00	$40.00	$183,200.00	$50.00	$229,000.00	$25.00	$114,500.00
83	Sidewalk, Conc, 4 inch	Sft	17,615	$5.00	$88,075.00	$6.50	$114,497.50	$5.00	$88,075.00	$4.50	$79,267.50
84	Sidewalk, Conc, 6 inch	Sft	5,330	$6.00	$31,980.00	$7.50	$39,975.00	$7.00	$37,310.00	$6.50	$34,645.00
85	Detectable Warning Surface	Ft	100	$50.00	$5,000.00	$120.00	$12,000.00	$95.00	$9,500.00	$75.00	$7,500.00
86	Roadway Trenching	Ft	3,615	$25.00	$90,375.00	$10.00	$36,150.00	$16.00	$57,840.00	$10.00	$36,150.00
87	Utility Structure Adj (By Others)	Ea	1	$500.00	$500.00	$500.00	$500.00	$2,857.00	$2,857.00	$700.00	$700.00
88	Minor Traf Devices	LSum	1	$20,000.00	$20,000.00	$60,000.00	$60,000.00	$12,572.00	$12,572.00	$500,000.00	$500,000.00
89	Traf Regulator Control	LSum	1	$15,000.00	$15,000.00	$10,000.00	$10,000.00	$20,573.00	$20,573.00	$5,000.00	$5,000.00
90	Barricade, Type III, High Intensity, Lighted, Double	Ea	17	$75.00	$1,275.00	$100.00	$1,700.00	$74.00	$1,258.00	$65.00	$1,105.00
91	Barricade, Type III, High Intensity, Lighted, Double	Ea	17	$10.00	$170.00	$5.00	$85.00	$7.00	$119.00	$5.00	$85.00
92	Sign, Type B, Temp, Prismatic, Furn	Sft	400	$4.50	$1,800.00	$4.00	$1,600.00	$3.00	$1,200.00	$3.00	$1,200.00
93	Sign, Type B, Temp, Prismatic, Oper	Sft	400	$1.00	$400.00	$1.00	$400.00	$2.00	$800.00	$1.00	$400.00
94	Sign, Type B, Temp, Prismatic, Spec, Furn	Sft	100	$6.00	$600.00	$8.00	$800.00	$8.00	$800.00	$7.00	$700.00
95	Sign, Type B, Temp, Prismatic, Spec, Oper	Sft	100	$1.00	$100.00	$1.00	$100.00	$2.00	$200.00	$1.00	$100.00
96	Plastic Drum, High Intensity, Furn	Ea	300	$25.00	$7,500.00	$20.00	$6,000.00	$19.00	$5,700.00	$17.00	$5,100.00
97	Plastic Drum, High Intensity, Oper	Ea	300	$1.00	$300.00	$1.00	$300.00	$2.00	$600.00	$1.00	$300.00
98	Pedestrian Type II Barricade, Temp	Ea	28	$75.00	$2,100.00	$120.00	$3,360.00	$114.00	$3,192.00	$100.00	$2,800.00
99	Sign Cover, Type I	Ea	5	$100.00	$500.00	$200.00	$1,000.00	$114.00	$570.00	$100.00	$500.00
100	Salvage and Reinstall Sign	Ea	10	$50.00	$500.00	$200.00	$2,000.00	$57.00	$570.00	$50.00	$500.00

				Engineering Estimate		Schippers Excavating		Redline Excavating		Milbocker & Sons	
ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	BID UNIT PRICE	BID AMOUNT	BID UNIT PRICE	BID AMOUNT	BID UNIT PRICE	BID AMOUNT	BID UNIT PRICE	BID AMOUNT
101	Sign, Type IIIB	Sft	116	$25.00	$2,900.00	$10.00	$1,160.00	$14.00	$1,624.00	$20.00	$2,320.00
102	Post, Steel, 3 lb	Ft	406	$10.00	$4,060.00	$10.00	$4,060.00	$10.00	$4,060.00	$9.00	$3,654.00
103	Pavt Mrkg, Waterborne, 4 inch, White	Ft	9,250	$0.50	$4,625.00	$0.30	$2,775.00	$3.00	$27,750.00	$0.40	$3,700.00
104	Pavt Mrkg, Waterborne, 4 inch, Yellow	Ft	8,350	$0.50	$4,175.00	$0.30	$2,505.00	$3.00	$25,050.00	$0.40	$3,340.00
105	Pavt Mrkg, Waterborne, 24 inch, Stop Bar	Ft	135	$10.00	$1,350.00	$10.00	$1,350.00	$14.00	$1,890.00	$4.00	$540.00
106	Pavt Mrkg, Waterborne, 12 inch, Crosswalk	Ft	410	$6.00	$2,460.00	$5.00	$2,050.00	$7.00	$2,870.00	$1.50	$615.00
107	Mary Street Pavement Markings	LSum	1	$5,000.00	$5,000.00	$5,000.00	$5,000.00	$4,000.00	$4,000.00	$1,000.00	$1,000.00
108	Guardrail, Type MGS-8, 72 inch Post	Ft	241	$14.00	$3,374.00	$30.00	$7,230.00	$35.00	$8,435.00	$27.00	$6,507.00
109	Guardrail, Type MGS-8, 72 inch Post, Curved	Ft	0	$20.00	$0.00	$60.00	$0.00	$45.00	$0.00	$40.00	$0.00
110	Guardrail Departing Terminal, Type MGS	Ea	4	$1,100.00	$4,400.00	$1,300.00	$5,200.00	$1,714.00	$6,856.00	$1,000.00	$4,000.00
111	Guardrail Departing Terminal, Type 2M	Ea	2	$3,300.00	$6,600.00	$3,000.00	$6,000.00	$3,429.00	$6,858.00	$2,600.00	$5,200.00
112	Surface Restoration	Syd	15,000	$6.00	$90,000.00	$6.50	$97,500.00	$15.00	$225,000.00	$5.00	$75,000.00
113	High Velocity Mulch Blanket	Syd	120	$2.00	$240.00	$4.00	$480.00	$3.00	$360.00	$3.50	$420.00
114	Mailbox, Post	Ea	40	$150.00	$6,000.00	$150.00	$6,000.00	$257.00	$10,280.00	$250.00	$10,000.00
115	Water Main, DI, 6 inch	Ft	143	$110.00	$15,730.00	$120.00	$17,160.00	$91.00	$13,013.00	$125.00	$17,875.00
116	Water Main, DI, 8 inch	Ft	4,206	$125.00	$525,750.00	$135.00	$567,810.00	$171.00	$719,226.00	$165.00	$693,990.00
117	Water Main, DI, 12 inch	Ft	25	$150.00	$3,750.00	$200.00	$5,000.00	$257.00	$6,425.00	$225.00	$5,625.00
118	Polyethylene Encasement	Ft	135	$25.00	$3,375.00	$4.00	$540.00	$59.00	$7,965.00	$4.00	$540.00
119	45 Deg Bend, 6 inch	Ea	4	$600.00	$2,400.00	$500.00	$2,000.00	$686.00	$2,744.00	$400.00	$1,600.00
120	45 Deg Bend, 8 inch	Ea	43	$700.00	$30,100.00	$700.00	$30,100.00	$914.00	$39,302.00	$500.00	$21,500.00
121	8 inch x 6 inch Reducer	Ea	3	$650.00	$1,950.00	$580.00	$1,740.00	$457.00	$1,371.00	$450.00	$1,350.00
122	8 inch x 8 inch x 6 inch Tee	Ea	10	$1,000.00	$10,000.00	$900.00	$9,000.00	$1,714.00	$17,140.00	$800.00	$8,000.00
123	8 inch x 8 inch x 8 inch Tee	Ea	8	$1,200.00	$9,600.00	$1,000.00	$8,000.00	$2,057.00	$16,456.00	$875.00	$7,000.00
124	12 inch x 12 inch x 6 inch Tee	Ea	1	$1,500.00	$1,500.00	$1,400.00	$1,400.00	$3,429.00	$3,429.00	$1,350.00	$1,350.00
125	12 inch x 12 inch x 8 inch Tee	Ea	1	$1,600.00	$1,600.00	$1,600.00	$1,600.00	$3,657.00	$3,657.00	$1,400.00	$1,400.00
126	12 inch x 12 inch x 12 inch Tee	Ea	1	$2,000.00	$2,000.00	$2,000.00	$2,000.00	$4,572.00	$4,572.00	$1,700.00	$1,700.00
127	Connect to Ex WM	Ea	16	$5,000.00	$80,000.00	$4,000.00	$64,000.00	$7,429.00	$118,864.00	$2,600.00	$41,600.00
128	Cut & Plug Ex WM	Ea	15	$2,500.00	$37,500.00	$3,000.00	$45,000.00	$3,657.00	$54,855.00	$275.00	$4,125.00
129	Cap, 8 Inch	Ea	2	$650.00	$1,300.00	$1,500.00	$3,000.00	$571.00	$1,142.00	$325.00	$650.00
130	Gate Valve and Box, 6 inch	Ea	11	$2,200.00	$24,200.00	$2,000.00	$22,000.00	$2,857.00	$31,427.00	$1,825.00	$20,075.00
131	Gate Valve and Box, 8 inch	Ea	21	$2,800.00	$58,800.00	$2,500.00	$52,500.00	$3,657.00	$76,797.00	$2,450.00	$51,450.00
132	Gate Valve and Box, 12 inch	Ea	5	$4,800.00	$24,000.00	$4,000.00	$20,000.00	$5,715.00	$28,575.00	$4,100.00	$20,500.00
133	Remove Hydrant	Ea	7	$1,200.00	$8,400.00	$600.00	$4,200.00	$686.00	$4,802.00	$650.00	$4,550.00
134	Hydrant	Ea	11	$5,700.00	$62,700.00	$4,500.00	$49,500.00	$6,286.00	$69,146.00	$4,000.00	$44,000.00
135	Hydrant Extension	Ea	1	$1,500.00	$1,500.00	$800.00	$800.00	$1,372.00	$1,372.00	$800.00	$800.00
136	Corp Stop, 1 inch	Ea	2	$800.00	$1,600.00	$500.00	$1,000.00	$286.00	$572.00	$500.00	$1,000.00
137	Corp Stop, Curb Stop & Box, 1 inch	Ea	47	$1,200.00	$56,400.00	$1,150.00	$54,050.00	$686.00	$32,242.00	$1,300.00	$61,100.00
138	Corp Stop, Curb Stop & Box, 2 inch	Ea	6	$2,500.00	$15,000.00	$2,500.00	$15,000.00	$2,057.00	$12,342.00	$2,300.00	$13,800.00
139	Meter Pit, Rem	Ea	3	$200.00	$600.00	$800.00	$2,400.00	$571.00	$1,713.00	$900.00	$2,700.00
140	Meter Moved Into Basement	Ea	3	$2,500.00	$7,500.00	$3,000.00	$9,000.00	$4,572.00	$13,716.00	$3,500.00	$10,500.00
141	Water Service Connect	Ea	28	$550.00	$15,400.00	$1,000.00	$28,000.00	$914.00	$25,592.00	$250.00	$7,000.00
142	Water Service Building Connect	Ea	21	$2,000.00	$42,000.00	$3,000.00	$63,000.00	$2,857.00	$59,997.00	$2,500.00	$52,500.00
143	Water Service, 1 inch, Open Cut or Augur	Ft	4965	$50.00	$248,250.00	$55.00	$273,075.00	$43.00	$213,495.00	$65.00	$322,725.00
144	Water Service, 2 inch, Open Cut or Augur	Ft	1650	$80.00	$132,000.00	$85.00	$140,250.00	$63.00	$103,950.00	$75.00	$123,750.00
145	Water Service Branch	Ea	4	$250.00	$1,000.00	$1,200.00	$4,800.00	$571.00	$2,284.00	$1,800.00	$7,200.00
146	Sanitary Lateral, Forcemain, HDPE, DD, 3 inch	Ft	1150	$70.00	$80,500.00	$70.00	$80,500.00	$32.00	$36,800.00	$95.00	$109,250.00
147	Sanitary Manhole, 24 inch	Ea	1	$4,000.00	$4,000.00	$6,500.00	$6,500.00	$5,143.00	$5,143.00	$4,200.00	$4,200.00
148	Insertatee, 6 inch	Ea	1	$500.00	$500.00	$1,150.00	$1,150.00	$286.00	$286.00	$4,600.00	$4,600.00
149	Sanitary Lateral, 6 inch	Ft	30	$75.00	$2,250.00	$110.00	$3,300.00	$91.00	$2,730.00	$100.00	$3,000.00
150	Sanitary Lateral Cap, 3 inch	Ea	3	$500.00	$1,500.00	$100.00	$300.00	$143.00	$429.00	$250.00	$750.00
151	Bollard, Remove and Replace	Ea	4	$4,000.00	$16,000.00	$400.00	$1,600.00	$571.00	$2,284.00	$1,600.00	$6,400.00
152	Underground Storage	LSum	1	$120,000.00	$120,000.00	$55,000.00	$55,000.00	$84,579.00	$84,579.00	$200,000.00	$200,000.00
153	Split Rail Wood Fence, 42 inch	Ft	290	$65.00	$18,850.00	$16.00	$4,640.00	$28.00	$8,120.00	$75.00	$21,750.00
154	Segmental Block Retaining Wall	Sft	1335	$100.00	$133,500.00	$60.00	$80,100.00	$77.00	$102,795.00	$100.00	$133,500.00
155	Hold Pole	Ea	2	$1,000.00	$2,000.00	$1,000.00	$2,000.00	$1,714.00	$3,428.00	$5,000.00	$10,000.00
156	Coghlin Park Repairs	LSum	1	$25,000.00	$25,000.00	$30,000.00	$30,000.00	$5,143.00	$5,143.00	$40,000.00	$40,000.00

				Engineering Estimate		Schippers Excavating		Redline Excavating		Milbocker & Sons	
ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	BID UNIT PRICE	BID AMOUNT	BID UNIT PRICE	BID AMOUNT	BID UNIT PRICE	BID AMOUNT	BID UNIT PRICE	BID AMOUNT
157	Wicks Park Repairs	LSum	1	$40,000.00	$40,000.00	$40,000.00	$40,000.00	$7,429.00	$7,429.00	$60,000.00	$60,000.00
158	Francis Street Repairs	LSum	1	$75,000.00	$75,000.00	$65,000.00	$65,000.00	$23,773.00	$23,773.00	$50,000.00	$50,000.00
159	Spear Street Repairs	LSum	1	$60,000.00	$60,000.00	$25,000.00	$25,000.00	$43,432.00	$43,432.00	$60,000.00	$60,000.00
160	Monument Box	Ea	8	$650.00	$5,200.00	$1,000.00	$8,000.00	$286.00	$2,288.00	$800.00	$6,400.00
161	Monument Box, Preservation	Ea	8	$550.00	$4,400.00	$1,500.00	$12,000.00	$229.00	$1,832.00	$1,500.00	$12,000.00
162	Sanitary MH, Top Section Replacement	Ea	1	$2,000.00	$2,000.00	$1,500.00	$1,500.00	$2,857.00	$2,857.00	$2,000.00	$2,000.00
				Total:	**$4,228,824.50**	**Total:**	**$4,334,036.50**	**Total:**	**$4,775,630.00**	**Total:**	**$5,365,963.50**
	Denotes a mathematical error in Contractor's Bid that has been corrected.					**As-Read:**	**$4,322,956.50**	**As-Read:**	$4,775,630.00		
						Difference:	$11,080.00	**Difference:**	$0.00		

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

January 29, 2026

Via Email: rcummins@saugatuckcity.com

Ryan Cummins, City Manager
City of Saugatuck
102 Butler Street
P.O. Box 86
Saugatuck, MI 49453

RE: Proposal for Construction Engineering Services – 2026 Street and Utility Improvements

Dear Ryan:

As you are aware, we received bids for the 2026 Street and Utility Improvements on January 27, 2026 and anticipate the City to make an award at the February 9, 2026 council meeting, moving toward the construction phase of the project. We anticipate construction to begin in 2026 when the frost laws are lifted at the end of March/early April and continue until mid-November 2026.

Based on our understanding of the construction schedule, we have prepared the attached Work Plan and Proposed Engineering Fees for construction engineering services for the project. We have based our fees on a 30-week construction period. If the schedule deviates significantly, either shorter or longer, we propose to adjust the budget proportionally for those tasks affected by the schedule.

We propose to complete the scope of work identified in the attached Work Plan for the following lump sum fees:

Task	Construction Engineering Fees		
	Township	City	Total
Construction Administration	$13,300	$37,000	**$50,300**
Construction Staking	$10,700	$29,900	**$40,600**
On-Site Observation & Testing	$56,100	$156,600	**$212,700**
Off-Site Testing	$700	$1,900	**$2,600**
Contract Closeout	$3,300	$9,200	**$12,500**
Total Proposed Budget	**$84,100**	**$234,600**	**$318,700**

The breakdown for construction engineering services is based on the calculated breakdown of constructions costs (as outlined in the Recommendation of Award dated 1/28/2026), which works out to approximately 26% for the Township and 74% for the City.

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

We are excited for the opportunity to continue our work with you on this project! Authorization to proceed with construction phase services can be given by returning a copy of this proposal signed below as indicated. In the meantime, please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK

Peter Tierney, P.E.
Project Manager

Jonathan W. Moxey, P.E.
Principal

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: Jamie Wolters, City Clerk Date

_____ _____
By: Holly Anderson, City Mayor Date

WORK PLAN

Construction Engineering Services

1. Prepare the Notice of Award after an award is made by the City.

2. Review bonds and insurances provided by the Contractor and assemble contracts for signatures. Distribute executed contracts electronically (PDF).

3. Schedule and attend the pre-construction meeting with the Contractor, City representatives, Township representatives, Kalamazoo Sewer and Water Authority (KLSWA), Saugatuck Township Fire District (STFD), private utility companies and other stakeholders, as appropriate. Prepare and distribute meeting minutes.

4. Perform construction staking for the improvements. We will provide staking for the water main, roadway and sidewalk, responding to contractor requests.

5. Provide project administration and engineering consultation throughout the construction period (30 weeks assumed), including:
   - Schedule and progress meetings once every two (2) with the Contractor and City staff. Prepare and distribute meeting minutes.
   - Review shop drawings and other project submittals.
   - Review Contractor pay applications and, if appropriate, submit a recommendation to the City for approval.
   - Maintain project records.

6. Provide on-site observation and testing during project construction activities. Based on our understanding of the project schedule, we have included 30 weeks of observation at an average of 50 hours per week. The field technician's duties will include:
   - Provide daily record keeping of construction activities.
   - Address complaints filed with the City, if any.
   - Provide on-site density testing of soils, concrete testing and density testing of asphalt paving.

7. Provide and coordinate off-site materials testing as required (e.g., sieve analysis of soils and concrete cylinder breaks). Off-site testing services will be sub-contracted to a qualified independent testing consultant and are included in our budget.

8. Conduct a final review meeting on site with the Contractor, KLSWA, and City staff to review the completed work. Prepare a final punch list of remaining work items. Provide follow-up review to see that the punch list items have been addressed.

9. Prepare record drawings reflecting the as-constructed improvements.

10. Coordinate final payment with release of retainage and contract closeout.

11. Update appropriate GIS records resulting from the project.

Maple Street and other Street and Utility Work - Funding Plan

Pre-Design Funding Plan	
Township Half/Share of Water Main Replacement, Sanitary Repairs, and Rehabilitation of Road Over Watermain	$1,300,000
MDOT Category B Grant - City Road Rehabilitation	$250,000
Water-Sewer Fund	$900,000
Local Streets Fund	$1,220,000
General Fund	$920,000

Post-Bid Funding Plan	
Contribution from Township - Water Main Replacement, Sanitary Repairs, and Rehabilitation of Road Over Watermain (Less 1/6 of MDOT Cat B Grant)	$1,261,403.33
MDOT Category B Grant - Township Portion	$41,666.67
MDOT Category B Grant - City Portion	$208,333.33
Water Fund	$916,010.00
Sewer Fund	$96,000.00
Local Streets Fund	$1,371,751.25
General Fund	$1,004,721.93
720 N Maple Reimbursement	$18,850
Total	$4,918,736.50

Beginning FY 25/26 Fund Balance	**Ending FY 25/26 Fund Balance Based on Budgeted Use of Fund Balance** (Note: Budget includes 60% of Maple Street Pre-Design Estimates, Gate Valve, Seawall Repairs, and Street Resurfacing)
580,813.64	244,313.64
226,660.57	180,160.57
2,564,301.50	2,069,801.50
7,444,857.08	5,871,577.08

Anticipated Budgetary Savings	
Street Resurfacing in FY 25/26 - Local Streets	50,000
Street Resurfacing in FY 25/26 - Major Streets	40,000
Cost of Sidewalk - General Fund	98,000
DPW Parking Lot - General Fund	11,550

Water Revenue Per Year	
Water Infrastructure Fee	350,000
Road Revenue Per Year	
Local Road Millage	415,000
County Road Millage	190,000
Act 51*	190,000

City of Saugatuck
2026 Street Improvements
Subcategory Breakdown

Subcategory	Design Engineering	As-Bid Construction	Construction Engineering	Subcategory Total	Pre-Design Estimate	Comments
Water Main Replacement - City	$ 48,000.00	$ 744,650.00	$ 52,000.00	$ 844,650.00	$ 835,000.00	See note 3 below.
Water Main Replacement - Township	$ 48,000.00	$ 806,575.00	$ 52,000.00	$ 906,575.00	$ 835,000.00	See note 3 below.
Sanitary Sewer Repairs - City	$ 2,000.00	$ -	$ -	$ 2,000.00	$ 60,000.00	See note 1 below.
Sanitary Sewer Repairs - Township	$ 2,000.00	$ -	$ -	$ 2,000.00	$ 60,000.00	See note 1 below.
Crush & Shape Road Rehab - City	$ 60,600.00	$ 968,838.75	$ 67,400.00	$ 1,096,838.75	$ 1,005,000.00	
Crush & Shape Road Rehab - Township	$ 26,000.00	$ 336,395.00	$ 32,100.00	$ 394,495.00	$ 405,000.00	
5-Foot Concrete Sidewalk - City	$ 60,000.00	$ 841,827.75	$ 70,000.00	$ 971,827.75	$ 1,070,000.00	
Underground Stormwater Detention - City	$ 10,000.00	$ 103,200.00	$ 10,000.00	$ 123,200.00	$ 120,000.00	
Culvert Repairs - City	$ 1,400.00	$ 25,100.00	$ 1,600.00	$ 28,100.00	$ 30,000.00	
DPW Parking Lot Paving - City	$ 9,000.00	$ 138,442.50	$ 11,000.00	$ 158,442.50	$ 170,000.00	
Sanitary Service Extensions - City	$ 1,000.00	$ 92,000.00	$ 1,000.00	$ 94,000.00	$ 20,000.00	See note 2 below.
Seawall and Road End Improvements - City	N/A	$ 160,000.00	$ 6,000.00	$ 166,000.00	N/A	
Mary Street Improvements - City	N/A	$ 33,397.50	$ 7,000.00	$ 40,397.50	N/A	
Water Street Gate Valves - City	N/A	$ 74,760.00	$ 6,600.00	$ 81,360.00	N/A	
Water Service Extensions - City	N/A	$ 8,850.00	N/A	$ 8,850.00	N/A	See noted 2 below.
Total	$ 268,000.00	$ 4,334,036.50	$ 316,700.00	$ 4,918,736.50	N/A	

Note 1: Sanitary sewer and manholes were evaluated during design. The chimney condition issues were such that they will be addressed with normal adjustment of castings. The sewer condition is such that repairs are not urgent and can be addressed with lining in the future without impacting the road.

Note 2: Costs for extensions are estimates only to be refined based on actual quantities used during construction.

Note 3: Water service replacement costs assume all unknown services need to be replaced to the home. There are more unknown services on the Township side. All services materials to be confirmed during construction.

FLEIS&VANDENBRINK
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RECOMMENDATION OF AWARD

January 28, 2026

Via Email: rcummins@saugatuckcity.com

Ryan Cummins, City Manager
City of Saugatuck
102 Butler Street, P.O. Box 86
Saugatuck, MI 49453

RE: 2026 Street and Utility Improvements

Dear Ryan:

We have reviewed the bids received on January 27, 2026 for the above referenced project. Three bids were received, and the bid summary is attached.

The low bidder is Schippers Excavating of West Olive, Michigan with a bid amount of $4,334,036.50. We have worked with Schippers Excavating on a number of previous projects and feel they are capable of meeting the project requirements. Schippers is prequalified by the Michigan Department of Transportation in 8 different categories of construction, including those that are applicable to this project. Below is a summary of the as-bid construction costs compared to pre-design and engineer's estimates:

Category	Pre-Design Estimate	Engineer's Estimate	As-Bid
Maple Street & DPW – City	$2,905,000.00	$2,930,409.50	$2,997,669.00
Maple Street - Township	$1,140,000.00	$1,068,415.00	$1,142,970.00
Seawall Improvements (City)	N/A	$200,000.00	$160,000.00
Mary Street Improvements (City)	N/A	$30,000.00	$33,397.50
Total	**N/A**	**$4,228,824.50**	**$4,334,036.50**

City	Township	Total
$3,191,066.50	$1,142,970.00	**$4,334,036.50**

Based on the above information we recommend the City award the 2026 Street and Utility project in the amount of $4,334,036.50 to Schippers Excavating.

Please feel free to call with any questions.

Sincerely,

FLEIS & VANDENBRINK

Peter Tierney, P.E.
Project Manager

Jonathan W. Moxey, P.E.
Principal

Cc: Scott Herbert, DPW Superintendent

Enclosure

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: February 9, 2026

SUBJECT: Park Street Planning & Conceptual Design - Proposal for Engineering & Landscape Architecture Services and Michigan Coastal Management Program Grant Agreement

DESCRIPTION:

Planning for Park Street improvements is a priority for fiscal year 2025/2026.

Prior Studies

In 2005, Fleis & VandenBrink (F&V) prepared a "Non-Motorized Pathway Study" that included Park Street between Campbell Road and Mount Baldhead Park plus a connector to Oval Beach.

In 2020, F&V updated that study and outlined three non-motorized infrastructure options: a separate sidewalk, shoulder widening, and a hybrid sidewalk/shoulder widening option. The 2020 study can be viewed here: https://tinyurl.com/mwuxrft2

Grant Application

In 2024, Fleis & VandenBrink (F&V) prepared a proposal for planning and conceptual design work. To help offset the cost, City Council authorized applying for a grant through the Michigan Department of Environment, Great Lakes, and Energy (EGLE) Coastal Management Program. In November 2025, EGLE notified the City that it has been awarded a $20,000 grant, covering half of the cost. The Coastal Management Program Grant Agreement is attached.

Next Step - Planning and Conceptual Design

F&V has prepared the attached proposal for engineering and landscape architecture services. The proposed work includes:

- Update and complete corridor surveys (roadway, right-of-way, utilities).
- Identify and evaluate right-of-way encroachments.
- Assess existing water, sewer, and stormwater infrastructure.

- Develop conceptual design options for Park Street, including:
    - Non-motorized facilities
    - Safety and traffic-calming improvements
    - Streetscape and landscape enhancements
    - Integration with Mt. Baldhead Park and the Chain Ferry area
- Prepare visual concept plans and preliminary cost estimates.
- Engage committees, stakeholders, and affected property owners.
- Refine concepts based on feedback and present final concepts to City Council for direction.

BUDGET ACTION REQUIRED:
The full expense was budgeted for this fiscal year. A future proposed budget amendment will add the grant award as revenue.

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

SAMPLE MOTION:
Motion to approve the engineering and landscape architecture services proposal from Fleis & VandenBrink for Park Street planning and conceptual design in an amount not to exceed $40,000, and to approve the Michigan Coastal Management Program Grant Agreement.

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

November 21, 2025

Via Email: rcummins@saugatuckcity.com

Ryan Cummins
City of Saugatuck
102 Butler Street
Saugatuck, MI 49453

RE: Park Street Planning & Conceptual Design
Proposal for Engineering & Landscape Architecture Services

Dear Ryan,

Based on our conversation at the March 26, 2024 Parks and Public Works Committee (PPWC) meeting and the pending grant award from the EGLE Michigan Coastal Management Program, we understand City Council will be considering to move forward with planning and conceptual design work on Park Street from Campbell Road through the Mt. Baldhead area. Planning will incorporate a separate non-motorized path or sidewalk, to the extent practical, to improve safety for non-motorized users of the corridor. Consideration will also be given to removal of encroachments in the right-of-way and retaining the character of the corridor, balancing competing goals, where required. The design team will include engineering professionals for the technical aspects of the project and landscape architecture on the project context, landscape, Mt. Baldhead and Chain Ferry area integration, etc. We anticipate this will be a somewhat iterative process as ideas are developed and feedback is received from the PPWC, Park Street Study Group (PSSG) and City Council.

Based on our understanding of the project, we propose the following Scope of Services to assist you:

Scope of Services

Survey Phase

- Review (field check) the topographic survey obtained in late 2020/early 2021 (Campbell to Perryman) to check for changes made within or adjacent to the right of way since that time that could impact planning work. Make updates as required.
- Obtain topographic survey between Perryman Street and the north end of Mt. Baldhead (including the Holiday Hill area), including the following:
    - Research right-of-way information, public land corners (section corners), plats and recorded surveys. We have assumed that City staff will obtain copies of deeds for the parcels within the corridor to assist with locating the right-of-way and parcel lines in the area.

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Grand Rapids, MI 49546
P: 616.977.1000
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- Establish horizontal and vertical control throughout the mapping area. This will be done by first setting horizontal control points throughout the area and then establishing benchmarks for vertical control. Once the control is in place and checked, the actual mapping work can commence.
- Obtain information from private utilities in the project area. Contact Miss Dig to obtain mapping utilizing the design ticket process.
- Incorporate public utility information from existing City and Kalamazoo Lake Sewer & Water Authority (KLSWA) records.
- Perform topographic mapping of the project area, including the public right-of-way plus approximately 10 feet on either side.
- Download the field data to produce the topographic basemap.
- Perform a field review of the topographic basemap.
- Finalize the topographic basemap based on field review comments.

Planning Phase

- Identify right of way encroachments throughout the corridor on the survey. Meet with the PPWC, PSSG and other project stakeholders, as appropriate, to review the encroachments and prioritize them in terms of preservation vs. removal (meeting 1). We anticipate this meeting will include both office review and a walkthrough with appropriate staff, study group and committee members.
- Evaluate public utility needs in the corridor (water main, sanitary sewer, storm sewer) based on available City and KLSWA records.
- Develop conceptual plans for the corridor that incorporate non-motorized facilities, landscape preservation/modification, roadway improvements, utility improvements, Mt. Baldhead Park considerations, Chain Ferry area improvements, traffic calming elements, critical dunes impacts and related project elements.
- Meet with the PPWC, PSSG and other project stakeholders, as appropriate, to review the conceptual plans (meeting 2).
- Make revisions and enhancements to the conceptual plans based on feedback/direction received from the PPWC and PSSG.
- Prepare a conceptual level (budgetary) cost estimate for the project.
- When conceptual plans have advanced to an appropriate stage, attend meetings/workshops with affected property owners, City staff and PPWC/PSSG members to review encroachments, project impacts and other concerns. We have estimated three meetings/workshops to allow opportunity for morning, afternoon and evening attendance around work schedules and other obligations (meetings 3, 4 and 5).
- Meet with the PPWC, PSSG and other project stakeholders, as appropriate, to review the updated conceptual plans and cost estimate (meeting 6).
- Update conceptual plans and cost estimate based on feedback received from the PPWC and PSSG.
- When appropriate, present conceptual plans and cost estimate at a City Council workshop or regular meeting (meeting 7).
- Finalize conceptual plans and cost estimate based on feedback received from City Council.

The conceptual plans will be colorized plan view representations of the various elements of the project overlaid on the survey basemap, along with cross sections to illustrate select points in the corridor. We have included an allowance for professional renderings, if that is desired for communication and outreach following the planning process. We have found renderings to be a more effective tool for communicating the concepts than plans alone. Renderings could be done by F&V staff (like was done for the Mt. Baldhead restroom and observation deck areas) or an outside graphics design firm (like was done for the Blue Star Trail study), depending on the level of rendering work desired. We will discuss options when as the conceptual plans are being

finalized. We anticipate presenting the rendering work (either ours or an outside firm's) at a City Council workshop or regular meeting (meeting 8).

Anticipated Schedule

We anticipate the following schedule for this project:

- Authorization: December 2025
- Survey Phase: January 2026
- Planning Phase: February – July 2025 (approx.). This includes time during the busy summer season, when more property owners are in town, as well as before the busy summer season, when staff and committee members have more time to engage in the process.

The schedule for design, permitting, bidding and construction will be determined based on the results of the planning process, capital improvements planning and direction from City Council.

Engineering Budget

We propose to complete the Scope of Services outlined above at our standard hourly rates plus reimbursable expenses with the following budget:

Phase	Budget
Survey	$ 9,000
Planning	$ 24,000
Renderings (Allowance)	$ 7,000
Total Proposed Budget	**$ 40,000**

We will prepare proposals for design, permitting, bidding and construction phase services at appropriate times, when the project scope and schedule have been determined.

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

Sincerely,

FLEIS & VANDENBRINK

Jonathan W. Moxey, P.E.
Sr. Project Manager, Principal

Don DeVries, P.E.
Principal

Cc: Scott Herbert, Department of Public Works

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

Michigan Coastal Management Program Grant Agreement Between the Michigan Department of Environment, Great Lakes, and Energy and the City of Saugatuck

This Grant Agreement (Agreement) is made between the Michigan Department of Environment, Great Lakes, and Energy (EGLE), Water Resources Division (State), and the City of Saugatuck (Grantee).

The purpose of this Agreement is to provide funding in exchange for work to be performed for the project named below. The State is authorized to provide grant assistance pursuant to the Coastal Zone Management Act of 1972, as amended, P.L. 109-58 (Title 16 of the United States Code [U.S.C.], Sections 1451-1465). Legislative appropriation of funds for grant assistance is set forth in Public Act 22 of 2025. This Agreement is subject to the terms and conditions specified herein.

Project Information:

Project Name: Mt. Baldhead Park Access Improvements and Stabilization

Project #: 2026-306-017

Amount of Grant: $20,000.00 | % of Grant State 50 / % of Grant Federal 50

Amount of Match: $20,000.00 = 50% | PROJECT TOTAL: $40,000.00 (grant plus match)

Start Date (executed by EGLE): 1/1/2026 | End Date: 3/31/2027

Grantee Contact Information:

Name and Title: Ryan Cummins, City Manager

Organization: City of Saugatuck

Address: 102 Butler PO Box 86

City, State, and ZIP: Saugatuck, Michigan 49453

Phone Number: 269-857-2603

Email Address: rcummins@saugatuckcity.com

Federal ID Number (Required for Federal Funding): 38-6007203

Grantee DUNS/UEI Number (Required for Federal Funding): 0801101

SIGMA Vendor Number: CV0048414-001

State Contact Information:

Name and Title: Kelsey Krupp, MCMP Coordinator

Division/Office: Water Resources Division

Address: P.O. Box 30458

City, State, and ZIP: Lansing, Michigan 48909-7958

Phone Number: 616-401-1201

Fax Number: 517-241-9003

Email Address: KruppK1@Michigan.gov

The individuals signing below certify by their signatures that they are authorized to sign this Agreement on behalf of their agencies and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

For the Grantee:

	Ryan Cummins, City Manager	
Signature	Name and Title	Date

For the State:

	Jerrod Sanders, Director, Water Resources Division	
Signature	Name and Title	Date

I. Project Scope

This Agreement and its appendices constitute the entire Agreement between the State and the Grantee and may be modified only by written agreement between the State and the Grantee.

(A) The scope of this project is limited to the activities specified in Appendix A and such activities as are authorized by the State under this Agreement. Any change in project scope requires prior written approval in accordance with Section III, Changes, in this Agreement.

(B) By acceptance of this Agreement, the Grantee commits to complete the project identified in Appendix A within the time period allowed for in this Agreement and in accordance with the terms and conditions of this Agreement.

II. Agreement Period

Upon signature by the State, the Agreement shall be effective from the start date until the end date on page 1 of this Agreement. The State shall have no responsibility to provide funding to the Grantee for project work performed except between the start date and the end date specified on page 1. Expenditures made by the Grantee prior to the start date or after the end date of this Agreement are not eligible for payment under this Agreement.

III. Changes

Any changes to this Agreement other than budget line item revisions less than 10 percent (10%) of the budget line item shall be requested by the Grantee or the State in writing and implemented only upon approval in writing by the State. The State reserves the right to deny requests for changes to this Agreement or to the appendices. No changes can be implemented without approval by the State.

IV. Grantee Deliverables and Reporting Requirements

The Grantee shall submit deliverables and follow reporting requirements specified in Appendix A of this Agreement.

(A) The Grantee must complete and submit quarterly financial and progress reports according to a form and format prescribed by the State and must include supporting documentation of eligible project expenses. These reports shall be due according to the following.

Table 1. Reporting Period and Due Date

Reporting Period	Due Date
January 1 – March 31	April 30
April 1 – June 30	July 31
July 1 – September 30	TBD*
October 1 – December 31	January 31

*Due to the State's year-end closing procedures, there will be an accelerated due date for the report covering July 1 – September 30. Advance notification regarding the due date for the quarter ending September 30 will be sent to the Grantee. If the Grantee is unable to submit a report in early October

for the quarter ending September 30, an estimate of expenditures through September 30 must be submitted to allow the State to complete its accounting for that fiscal year.

The forms provided by the State shall be submitted to the State Contact at the address on page 1 of this Agreement. All required supporting documentation (invoices, proof of payment, etc.) for expenses must be included with the report and submitted by the respective Grantee contact specifying the amount of reimbursement requested for the respective reporting period.

(B) The Grantee shall provide the final quarterly report in a format prescribed by the State and specified in Appendix A. The Grantee shall submit the final quarterly report, including all supporting documentation for expenses, within 30 days from the end date of this Agreement.

(C) The Grantee must provide all work products and deliverables in accordance with Appendix A.

(D) All work products shall acknowledge that the grant was supported in whole or in part by the Michigan Coastal Management Program, EGLE, per the guidelines provided by the program.

(E) If 15 percent (15%) or more of the grant amount is expended in a single quarter, payment requests may be submitted monthly during that quarter.

V. Grantee Responsibilities

(A) The Grantee agrees to abide by all applicable local, state, and federal laws, rules, ordinances, and regulations in the performance of this Agreement.

(B) All local, state, and federal permits, if required, are the responsibility of the Grantee. Award of this Agreement is not a guarantee of permit approval by the State.

(C) The Grantee shall be solely responsible to pay all applicable taxes and fees, if any, that arise from the Grantee's receipt or execution of this Agreement.

(D) The Grantee is responsible for the professional quality, technical accuracy, timely completion, and coordination of all designs, drawings, specifications, reports, and other services submitted to the State under this Agreement. The Grantee shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in drawings, designs, specifications, reports, or other services.

(E) The State's approval of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve the Grantee of responsibility for the technical adequacy of the work. The State's review, approval, acceptance, or payment for any of the services shall not be construed as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

(F) The Grantee acknowledges that it is a crime to knowingly and willingly file false information with the State for the purpose of obtaining this Agreement or any payment under this Agreement, and that any such filing may subject the Grantee, its agents, and/or employees to criminal and civil prosecution and/or termination of this Agreement.

VI. Use of Material

Unless otherwise specified in this Agreement, the Grantee may release information or material developed under this Agreement, provided it is acknowledged that the State funded all or a portion of its development.

The State and federal awarding agency, if applicable, retains a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, and use in whole or in part, and authorize others to do so, any copyrightable material or research data submitted under this Agreement whether or not the material is copyrighted by the Grantee or another person. The Grantee will only submit materials that the State can use in accordance with this paragraph.

VII. Assignability

The Grantee shall not assign this Agreement or assign or delegate any of its duties or obligations under this Agreement to any other party without the prior written consent of the State. The State does not assume responsibility regarding the contractual relationships between the Grantee and any subcontractor.

VIII. Subcontracts

The State reserves the right to deny the use of any consultant, contractor, associate, or other personnel to perform any portion of the project. The Grantee is solely responsible for all contractual activities performed under this Agreement. Further, the State will consider the Grantee to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated Agreement. All subcontractors used by the Grantee in performing the project shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required.

IX. Nondiscrimination

The Grantee shall comply with the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq.*; the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 *et seq.*; and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, or physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position. The Grantee agrees to include in every subcontract entered into for the performance of this Agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Agreement.

X. Unfair Labor Practices

The Grantee shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980 PA 278, as amended, MCL 423.321 *et seq*.

XI. Liability

(A) The Grantee, not the State, is responsible for all liabilities as a result of claims, judgments, or costs arising out of activities to be carried out by the Grantee under this Agreement if the liability is caused by the Grantee or any employee or agent of the Grantee acting within the scope of their employment or agency.

(B) Nothing in this Agreement should be construed as a waiver of any governmental immunity by the Grantee, the State, its agencies, or their employees as provided by statute or court decisions.

XII. Conflict of Interest

No government employee, or member of the legislative, judicial, or executive branches of government, or member of the Grantee's Board of Directors, its employees, partner agencies, or their families shall benefit financially from any part of this Agreement.

XIII. Anti-Lobbying

If all or a portion of this Agreement is funded with federal funds, then in accordance with Title 2 of the Code of Federal Regulations (CFR), Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as appropriate, the Grantee shall comply with 18 U.S.C., Section 1913, Lobbying with Appropriated Moneys, commonly known as the Anti-Lobbying Act, which prohibits the use of all project funds regardless of source, to engage in lobbying the state or federal government or in litigation against the State. Further, the Grantee shall require that the language of this assurance be included in the award documents of all subawards at all tiers.

If all or a portion of this Agreement is funded with state funds, then the Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of Michigan's lobbying statute, Lobbyists, Lobbying Agents, and Lobbying Activities, 1978 PA 472, as amended, specifically MCL 4.415(2), which states "Lobbying means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government for the purpose of influencing legislative or administrative action." The Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of litigation against the State. Further, the Grantee shall require that language of this assurance be included in the award documents of all subawards at all tiers.

XIV. Debarment and Suspension

By signing this Agreement, the Grantee certifies that it has checked the federal debarment and suspension list at www.SAM.gov to verify that its agents and subcontractors:

(1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department.

(2) Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, as defined in 45 CFR, Part 1185, Governmentwide Debarment and Suspension (Nonprocurement); violation of federal or state antitrust statutes or

commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

(3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in subsection (2).

(4) Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.

(5) Will comply with all applicable requirements of all other state or federal laws, executive orders, regulations, and policies governing this program.

Each eligible applicant must obtain a Unique Entity Identifier (UEI) and maintain an active registration with the Federal System for Award Management (SAM) at www.SAM.gov.

XV. Audit and Access to Records

The State reserves the right to conduct a programmatic and financial audit of the project, and the State may withhold payment until the audit is satisfactorily completed. The Grantee will be required to maintain all pertinent records and evidence pertaining to this Agreement, including grant and any required matching funds, in accordance with generally accepted accounting principles and other procedures specified by the State. The State or any of its duly authorized representatives must have access, upon reasonable notice, to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The Grantee will provide proper facilities for such access and inspection. All records must be maintained for a minimum of five years after the final payment has been issued to the Grantee by the State.

XVI. Insurance

(A) The Grantee must maintain insurance or self-insurance that will protect it from claims that may arise from the Grantee's actions under this Agreement.

(B) The Grantee must comply with applicable workers' compensation laws while engaging in activities authorized under this Agreement.

XVII. Other Sources of Funding

The Grantee guarantees that any claims for reimbursement made to the State under this Agreement must not be financed by any source other than the State under the terms of this Agreement. If funding is received through any other source, the Grantee agrees to delete from Grantee's billings, or to immediately refund to the State, the total amount representing such duplication of funding.

XVIII. Compensation

(A) A breakdown of costs allowed under this Agreement is identified in Appendix A. The State will pay the Grantee a total amount not to exceed the amount on page 1 of this Agreement, in accordance with Appendix A, and only for expenses incurred and paid. All other costs necessary to complete the project are the sole responsibility of the Grantee.

(B) Expenses incurred by the Grantee prior to the start date or after the end date of this Agreement are not allowed under this Agreement.

(C) The State will approve payment requests after approval of reports and related documentation as required under this Agreement.

(D) The State reserves the right to request additional information necessary to substantiate payment requests.

(E) Payments under this Agreement may be processed by Electronic Funds Transfer (EFT). The Grantee may register to receive payments by EFT at the SIGMA Vendor Self Service website.

(F) An amount equal to 25 percent (25%) of the grant award will be withheld by the State until the project is completed in accordance with Section XIX, Closeout, and Appendix A in this Agreement.

(G) The Grantee is committed to the match percentage on page 1 of this Agreement, in accordance with Appendix A. The Grantee shall expend all local match committed to the grant by the end date on page 1 of this Agreement.

XIX. Closeout

(A) A determination of project completion, which may include a site inspection and an audit, shall be made by the State after the Grantee has met any match obligations, satisfactorily completed the activities, and provided products and deliverables described in Appendix A.

(B) Upon issuance of final payment from the State, the Grantee releases the State of all claims against the State arising under this Agreement. Unless otherwise provided in this Agreement or by state law, final payment under this Agreement shall not constitute a waiver of the State's claims against the Grantee.

(C) The Grantee shall immediately refund to the State any payments in excess of the costs allowed by this Agreement.

XX. Cancellation

This Agreement may be canceled by the State, upon 30 days' written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the Grantee, or upon mutual agreement by the State and Grantee. The State may honor requests for just and equitable compensation to the Grantee for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the State and the State will no longer be liable to pay the Grantee for any further charges to this Agreement.

XXI. Termination

(A) This Agreement may be terminated by the State as follows.

(1) Upon 30 days' written notice to the Grantee:

a. If the Grantee fails to comply with the terms and conditions of this Agreement, or with the requirements of the authorizing legislation cited on page 1, or the rules promulgated thereunder, or other applicable laws or rules.
b. If the Grantee knowingly and willingly presents false information to the State for the purpose of obtaining this Agreement or any payment under this Agreement.
c. If the State finds that the Grantee, or any of the Grantee's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of the State in an attempt to secure a subcontract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Agreement.
d. If the Grantee or any subcontractor, manufacturer, or supplier of the Grantee appears in the register of persons engaging in unfair labor practices that is compiled by the Michigan Department of Licensing and Regulatory Affairs or its successor.
e. During the 30-day written notice period, the State shall withhold payment for any findings under subparagraphs a. through d., above, and the Grantee will immediately cease charging to this Agreement and stop earning match for the project (if applicable).

(2) Immediately and without further liability to the State if the Grantee, or any agent of the Grantee, or any agent of any subcontract is:

a. Convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract.
b. Convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees.
c. Convicted under state or federal antitrust statutes.
d. Convicted of any other criminal offense that, in the sole discretion of the State, reflects on the Grantee's business integrity.
e. Added to the federal or state suspension and debarment list.

(B) If a grant is terminated, the State reserves the right to require the Grantee to repay all or a portion of funds received under this Agreement.

XXII. Iran Economic Sanctions Act

By signing this Agreement, the Grantee is certifying that it is not an Iran linked business and that its contractors are not Iran linked businesses, as defined in the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.312.

XXIII. Disclosure of Information

All reports and other printed or electronic material prepared by or for the Grantee under this Agreement will not be distributed without the prior written consent of the State except for items disclosed in response to a court order, subpoena, or request under the Freedom of Information Act, 1976 PA 442, as amended.

XXIV. Prevailing Wage

This project is subject to the Davis-Bacon Act of 1931, as amended, 40 U.S.C., Section 276a, *et seq.*, which requires that prevailing wages and fringe benefits be paid to contractors and subcontractors performing on federally funded projects over $2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or works.

XXV. Program General Provisions

(A) All project work products must acknowledge financial assistance of the Michigan Coastal Management Program and the National Oceanic and Atmospheric Administration (NOAA).

(1) This grant acknowledgement will include EGLE and NOAA logos to be provided by the State and the following language: "Financial assistance for this project was provided by the Michigan Coastal Management Program, Water Resources Division, EGLE, with funding through the National Coastal Zone Management Program."

(2) A view disclaimer is required for reports/videos in addition to EGLE and NOAA logos and financial acknowledgment language listed in the above paragraph. The view disclaimer shall include the following language: "The statements, findings, conclusions, and recommendation in this (report/video) are those of the (Grantee) and do not necessarily reflect the views of EGLE and NOAA."

(3) Outreach materials, including but not limited to, press releases, newsletters, newspaper articles, graphic displays, public presentations, Web sites, and other public facing materials, shall include the grant acknowledgement stated in (1), above.

(4) The cover, title page, or other prominent place within, all reports, studies, or other documents, published or distributed electronically or hard copy, and acknowledgement pages of Web sites/pages, that are supported by this award or any subawards shall include the grant acknowledgement stated in (1), above.

(B) Extensions
In accordance with Section III, Changes, in this Agreement, the Grantee shall submit to the State for review and approval written change requests no less than 90 days prior to the end date of this Agreement. The Grantee shall provide justification for the extension and the requested new end date of this Agreement.

(C) Geospatial Data
All geospatial data collected and/or produced for the purposes of this Agreement and put into a GIS layer must be provided, along with associated metadata (requirements described below), to the State on a CD, DVD, or portable hard drive in ESRI's ArcGIS format (shapefile including appropriate projection file or geodatabase).

The Grantee shall provide relevant information (e.g., expected dates of data collection, type of collection, flight lines, etc.) on the collection or production of geospatial data (e.g., information for GIS data layers, acquisition of topographic or bathymetric data, or other remotely sensed data) to the State Contact as early as practicable and before data collection commences.

The Grantee shall ensure the data and the planned acquisition activities are registered in Geospatial Platform at www.GeoData.gov and comply with Office of Management and Budget (OMB) Circular A-16, Coordination of Geographic Information and Related Spatial Data Activities. The Grantee shall document all new geospatial data it collects or produces using the metadata standards developed by the Federal Geospatial Data Committee (FGDC), and make that standardized documentation electronically accessible to NOAA, if requested.

Current FGDC standards can be found at https://www.fgdc.gov/metadata/csdgm/. Metadata that conforms to the proposed North American Profile of the International Organization for Standardization (IOS) 19115, which may be adopted by the FGDC, is also acceptable. To the greatest extent practicable, the Grantee shall also, prior to the conclusion of the award, make the data collected publicly accessible online, except where limited by law, regulation, policy, or security requirements.

In accordance with the NOAA Data Sharing Policy, the Grantee shall ensure the geospatial data and information collected and/or created under this Agreement will be made visible, accessible, and independently to users free of charge or at minimal cost. Information shall be made available in a timely manner and typically no later than two years after the data or information is collected or created except when limited by law, regulation, policy, or by security requirements.

(D) The Grantee shall ensure that any field work conducted for this project, including construction activities, surveys, educational, training, or volunteer programs/activities will be conducted in accordance with appropriate federal, state, and local laws and will follow recognized best practices, take the necessary steps to minimize the risk of spreading terrestrial and aquatic invasive species, and minimize the impact to the human environment during this project. The Grantee's selection of project-appropriate measures is required to take into consideration the type of work being conducted and the specific site situation, including the changes in risk level according to season and weather.

(E) For construction projects, the Grantee agrees to follow the 2010 Americans with Disabilities Act Standards for Accessible Design, or any updated version of these requirements in effect at the time of construction, as described in the Department of Commerce Financial Assistance Standard Terms and Conditions. The Grantee further agrees that any construction project will be properly and efficiently administered, operated, and maintained for the purpose authorized by this Agreement and in accordance with the provisions of the award for its estimated useful life.

(F) The Grantee is responsible for safety in the project, including the safety of project personnel, associates, visitors, and volunteers. In addition, for any Self-Contained Underwater Breathing Apparatus (SCUBA) diving activities in a project, it is the responsibility of the Grantee to ensure that SCUBA divers are certified to a level commensurate with the type and conditions of the diving activity being undertaken. Furthermore, it is the responsibility of the Grantee to ensure that any SCUBA diving activities under this Agreement meet, at a minimum, all applicable federal, state, and local laws and regulations pertaining to the type of SCUBA diving being undertaken.

(G) If the project involves Unoccupied Aircraft Systems (UAS or drone technology), the Grantee is responsible for complying with applicable federal, state, and local laws and have the appropriate permits prior to conducting drone operations.

(H) If the project is a construction project, all related activities shall be located on publicly owned land and open to the general public free of charge. If the property or elements constructed under this

Agreement are leased or sold out of public ownership or are used for purposes other than public use, the Grantee shall reimburse the State for grant funds received for the project.

(I) If the project is a construction project, in accordance with Appendix A of this Agreement, the Grantee shall acquire all federal, state, and local required permits prior to any earth movement can commence on any aspects of the construction project.

(J) If the project is a construction project, a sign provided by the State shall be erected at the project site during construction and permanently installed at the site indicating that the project is being funded under a grant from the Michigan Coastal Management Program and NOAA.

(K) The Grantee shall submit the grant's quarterly progress and financial reporting as specified in Section XVIII, Compensation, in this Agreement, and reimbursements shall be based on costs-incurred and paid within the respective reporting period. The Grantee shall provide the following to the State when submitting quarterly reports:

- A written request submitted by the Grantee Contact to the State by means of an email with a statement of reimbursement request for the respective reporting period.
- Corresponding narrative progress and financial status report as provided by the State.
- PDF copies of supporting documentation that correspond to the reimbursement request and match earned for the respective reporting period.

(L) The Grantee shall submit to the State the final quarterly report no later than 30 days past the end date of this Agreement. The final quarterly report shall include:

- A written request submitted by the Grantee Contact to the State by means of an email with a statement of reimbursement request for the respective reporting period and including statement of final close-out of all tasks, completion and submittal of work products as outlined in Appendix A of this Agreement, and the final reimbursement request.
- Corresponding narrative progress and financial status report as provided by the State.
- PDF copies of supporting documentation that correspond to the final reimbursement request and match earned for the grant close-out.
- The Final Project Narrative, form number EQP9288 (Rev. 08/2023).
- If the project involved construction, submit a set of high-quality color photographs depicting the before and after project construction and include one photograph of the installed project sign at the project site location.

XXVI. Federal Funding Requirements

A maximum of 100 percent (100%) of total disbursements is funded with federal funding. The Catalog of Federal Domestic Assistance (CFDA) title is Coastal Zone Management Administration Awards and the CFDA number is 11.419. The federal grant number is NA25NOSX419C0079, and this grant is funded with federal funds from NOAA. By accepting this Agreement, the Grantee agrees to comply with all applicable federal statutes and regulations in effect with respect to the period during which it receives grant funding. These regulations include, but are not limited to, the following:

(A) Single Audit
Grantees spending $750,000 or more in federal funds in their fiscal year shall have a single audit performed in compliance with 2 CFR, Section 200.501(a). This audit must be performed and submitted to the Federal Audit Clearinghouse at www.Harvester.Census.gov/FACWeb/ within nine (9) months from the end of the Grantee's fiscal year or 30 days after receiving the report from the auditors. It is the responsibility of the Grantee to report the expenditures related to this Agreement on the Grantee's annual Schedule of Expenditures of Federal Awards.

(B) The Grantee will comply with the Hatch Political Activity Act of 1939, as amended, 5 U.S.C., Sections 1501-1508; and the Intergovernmental Personnel Act of 1970, as amended, 42 U.S.C., Section 4728, Transfer of Functions, which states that employees working in programs financed with federal grants may not be a candidate for elective public office in a partisan election, use official authority or influence to affect the result of an election, or influence a state or local officer to provide financial support for a political purpose.

(C) Historic Preservation
Any project directed toward historic preservation will include timely consultation with the State Historic Preservation Office (SHPO), Michigan Department of History, Arts, and Libraries. Agreements will not be awarded before adequate consultation with this agency. No construction or repair work will be performed prior to obtaining clearance from SHPO concerning possible effects to archeological or historic resources.

For projects not primarily aimed at historic preservation, federal and state agencies, principally the State Historic Preservation Officer, may make recommendations pursuant to federal and state requirements for minimizing possible adverse effects on historic and archaeological resources. In consultation with the State Contact, the Grantee for such a project will consider such recommendations and will take steps to avoid or mitigate possible damage as appropriate and feasible.

(D) Availability to Users
Projects developed for public use with assistance from this Agreement shall be open to entry and use by all persons, regardless of race, color, religion, sex, or national origin, who are otherwise eligible. Discrimination on the basis of residence, including preferential reservation or membership systems, is prohibited, except to the extent that differences in admission or other fees may be maintained on the basis of residence where local contributions to the project make such differences reasonable.

(E) Obligation of Grant Funds
Grant funds may not, without advance written approval of the State Contact, be obligated prior to the start date or subsequent to the end date of this Agreement. Obligations outstanding as of the end date shall be liquidated within 45 days. Such obligations must be related to goods or services provided and utilized within the Agreement period, except that reasonable costs associated with the Agreement closeout, e.g., final reports, may be incurred within a short time after the end date.

(F) Bonds
Contractors/subcontractors performing construction work costing $1,000 (one thousand dollars) or more shall furnish, in acceptable form, surety bonds in the amount of 100 percent (100%) of their respective contract sums under this Agreement. These bonds will be security for faithful performance of this Agreement or sub agreements thereunder, and for payment of all persons performing labor

and furnishing material in connection with this Agreement or any subagreements thereunder. The agency receiving a subgrant under this Agreement will secure evidence (e.g., a letter of certification from a reputable bonding company) that its construction contractors/subcontractors have obtained such bonds that will remain in effect for the duration of the project or will otherwise arrange for an equally effective performance bond. The State will not pay any charge for such bonds additional to the face value of this Agreement or any subagreements.

(G) Guarantee
The public/nonprofit agency responsible for this project shall require each construction contractor/ subcontractor to furnish a written guarantee to remedy any defects due to faulty materials or workmanship which appear in the work within one year from the date of final acceptance by the public/nonpublic agency responsible. Construction contractors and subcontractors shall provide such guarantees.

(H) Inspection
Construction contractors and subcontractors shall at all times permit and facilitate inspection of the work by appropriate representatives of the public/nonprofit agency responsible for the project and the State. Agencies responsible for projects shall include this requirement in all construction contracts and subcontracts.

(I) Operation and Maintenance
The subgrantee assures that property developed with assistance from this Agreement will be kept reasonably safe, clean, and sanitary. Structures and improvements (trails, boardwalks, etc.) shall be kept in reasonable repair throughout their estimated lifetime.

(J) Unemployment Claims
The Grantee is liable for any valid unemployment compensation claims. No unemployment compensation claims will be paid from this Agreement. This provision does not prohibit standard allocations to unemployment compensation funds as part of the approved indirect cost/fringe benefit arrangements.

(K) Flood Insurance Requirements
Funds from this Agreement will not be used to assist the construction or acquisition in identified flood hazard areas for which the appropriate governmental unit has failed to comply with flood insurance purchase requirements under Section 102(2) of the Flood Disaster Protection Act of 1973 (P.L. 93-234), approved December 31, 1976.

(L) Required Use of American Iron, Steel, Manufactured Products, and Construction Materials
If applicable and pursuant to the Infrastructure Investment and Jobs Act (IIJA), P.L. 117-58, which includes the Build America, Buy America Act, P. L. 117-58, Sections 70901-52 and OMB M-22-11, recipients of an award of federal financial assistance from the United States Department of Commerce (USDOC) are hereby notified that none of the funds provided under this Agreement may be used for a project for infrastructure unless: (1) all iron and steel used in the project are produced in the United States, which means all manufacturing processes from the initial melting stage through the application of coatings occurred in the United States; (2) all manufactured products used in the project are produced in the United States, which means the manufactured product was manufactured in the United States and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent (55%) of the total cost of all components of the manufactured product, unless another standard for determining the minimum

amount of domestic content of the manufactured product has been established under applicable law or regulation; and (3) all construction materials are manufactured in the United States, which means that all manufacturing processes for the construction material occurred in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project. Waivers: When necessary, recipients may apply for and the USDOC may grant a waiver from these requirements. The USDOC will notify the recipient for information on the process for requesting a waiver from these requirements. When the USDOC has made a determination that one of the following exceptions applies, the awarding official may waive the application of the domestic content procurement preference in any case in which the USDOC determines that: (1) applying the domestic content procurement preference would be inconsistent with the public interest; (2) the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or (3) the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent (25%). A request to waive the application of Page 4 of 8 the domestic content procurement preference must be in writing. The USDOC will provide instructions on the format, contents, and supporting materials required for any waiver request. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the Made in America Office.

There may be instances where an award qualifies, in whole or in part, for an existing waiver described at WhiteHouse.gov/OMB/Management/Made-in-America. Definitions: “Construction materials” includes an article, material, or supply, other than an item of primarily iron or steel; a manufactured product; cement and cementitious materials; aggregates such as stone, sand, or gravel; or aggregate binding agents or additives that is or consists primarily of nonferrous metals; plastic and polymer-based products (including polyvinyl chloride, composite building materials, and polymers used in fiber optic cables); glass (including optic glass); lumber; or drywall. “Domestic content procurement preference’’ means all iron and steel used in the project are produced in the United States; the manufactured products used in the project are produced in the United States; or the construction materials used in the project are produced in the United States. “Infrastructure” includes, at a minimum, the structures, facilities, and equipment for, in the United States, roads, highways, and bridges; public transportation; dams, ports, harbors, and other maritime facilities; intercity passenger and freight railroads; freight and intermodal facilities; airports; water systems, including drinking water and wastewater systems; electrical transmission facilities and systems; utilities; broadband infrastructure; and buildings and real property. Infrastructure includes facilities that generate, transport, and distribute energy. ‘‘Project’’ means the construction, alteration, maintenance, or repair of infrastructure in the United States. -- 1 Excludes cement and cementitious materials, aggregates such as stone, sand, or gravel, or aggregate binding agents or additives [2 IIJA, Section 70917(c)(1)].

(M) Implementation of Domestic Sourcing (Buy American) Requirements
Prior to initiation of any construction that may arise in this award, the recipient is required to inform the NOAA Grants Officer and the Federal Program Officer whether it is using iron, steel,

manufactured products, or construction materials as described in the Specific Award Condition in this award on "Required Use of American Iron, Steel, Manufactured Products, and Construction Materials" (Buy American). In addition, the recipient is required to inform the NOAA Grants Officer and the Federal Program Officer whether those materials are produced or manufactured in the United States, or alternatively, it is requesting one or more waivers, as described in the Buy American condition. The recipient is required to coordinate with NOAA regarding its compliance with this term."

(N) Executive Order 14173: Ending Illegal Discrimination and Restoring Merit-based Opportunity. This award term implements Executive Order 14173, 90 FR 8633 (Jan.21, 2025), Ending Illegal Discrimination and Restoring Merit-based Opportunity. By accepting this USDOC financial assistance award, the recipient: (1) agrees that compliance in all respects with all applicable federal and antidiscrimination laws is material to the government payment decisions for purposes of Section 3729(b)(4) of 31U.S.C.; and (2) certifies to the State that it does not operate any programs promoting diversity, equity, and inclusion that violate any applicable federal antidiscrimination laws.

EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its programs or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations.

People with disabilities may request this material in an alternate format by emailing EGLE- Accessibility@Michigan.gov or calling 800-662-9278.

This form and its contents are subject to the Freedom of Information Act and may be released to the public.

Appendix A: Project-Specific Requirements

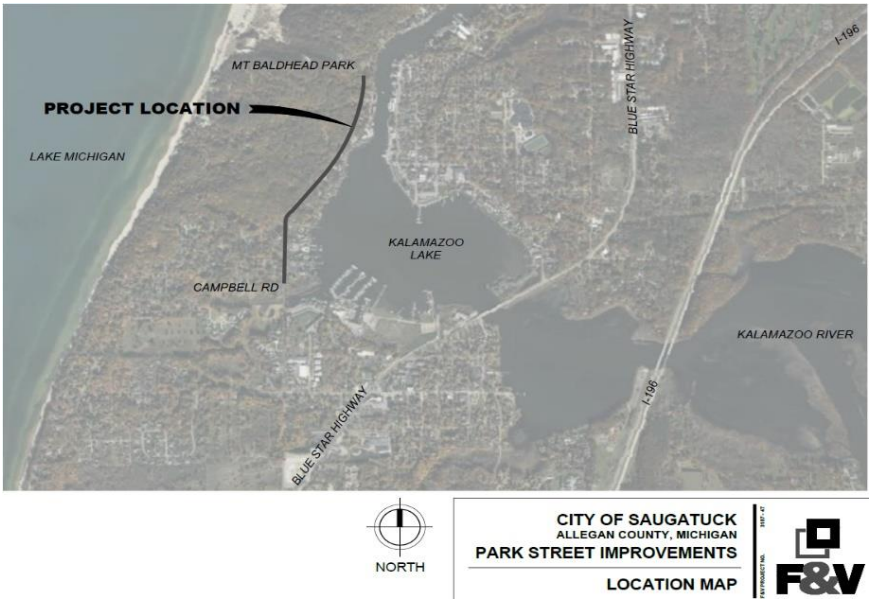
Project Description:

The City of Saugatuck is experiencing challenges related to public safety, environmental preservation, and accessibility in the Park Street and Mount Baldhead area. The area is a popular coastal destination during the peak summer months. However, conflicts frequently arise between pedestrians and vehicle traffic on Park Street due to the lack of sidewalks and the road's narrow, winding layout which includes several locations with poor sight distance. The area is also exposed to the impacts of coastal flooding hazards such as stormwater runoff, flooding, and erosion.

To address those challenges, the City of Saugatuck will develop conceptual plans to make roadway improvements, including the additional of non-motorized facilities path to improve public safety and promote access to Oval Beach, Mount Baldhead, and other unique coastal destinations while also protecting Critical Dune Areas. The project area includes Park Street corridor from Campbell Road to Mount Baldhead Park. The project will include an investigation into feasible methods to improve the stormwater system along Park Street to prevent further erosion of the natural landscape outside of the roadway. The project will also identify improvements that can be made to protect the natural dunes and vegetation within the coastal area. A detailed survey will be completed within the project area to identify topographic features, utilities, and rights of way utilizing on the ground survey methods. The project team will solicit input from stakeholders and the public to get a clear understanding of the priorities for the project. The project team will use the survey data and outreach input to develop conceptual plans for the road corridor. The conceptual plans will be presented to working groups from the City Council and Public Works, then refined based on input from the meetings. The updated concepts will be shared with the public through a series of design workshops. The workshops are intended to gather feedback for further revisions of the conceptual plans in an effort to meet the needs of all users.

The final project outcome will be conceptual plans for roadway improvements with accompanying cost estimates.

Project Map:



Project Outdoor Activities:

The project outdoor activities will include the collection of survey data for the preparation of base mapping. The city's contractors, Fleis and VandenBrink, will conduct survey activities within the Park Street right of way and within ten feet on either side of the right of way limits. Industry Standard survey equipment will be used to take measurements within the project area. These include a robotic total station and a Global Positioning System (GPS) receiver. The engineering team and project partners are expected to visit the site multiple times throughout the planning process to better familiarize themselves with the unique challenges and environmental considerations of the project site. The site will be accessed via public roadways, and no vehicles will leave the paved road surface. There is no critical habitat for endangered or threatened species within the project area.

Fleis and VandenBrink will make all survey measurements in a sensitive manner that does not disturb the environment in any way. All measurements and equipment will be set up on the soil surface and will not cause earth disturbance. A "leave no trace" approach will be used while working. All staff will check their clothing and equipment for any contact with invasive vegetation and seeds before leaving the project area and use decontamination methods if necessary.

Project Tasks and Schedule:

Tasks	Q1 Jan-Mar 2026	Q2 Apr-Jun 2026	Q3 Jul-Sept 2026	Q4 Oct-Dec 2026	Q5 Jan-Mar 2027	Work Products/ Performance Metrics
1. Create Project Team and conduct quarterly meetings to monitor progress.	X	X	X	X	X	
2. Complete site inventories and survey work.	X	X	X			
3. Request EGLE pre-application meeting.		X				
4.. Finalize Design Plan in accordance with regulatory criteria. Submit to State Contact.		X	X			Design Plan.
5. Conduct Design Workshops with the community.			X	X		
6. Finalize conceptual plans and cost estimates for the project.				X	X	
7. Submit Quarterly Reports to State Contact within 30 days from end of quarter.	X	X	X	X	X	

Detailed Budget Narrative:

Contractual: $40,000 to Fleis and VandenBrink Engineering for professional services.

Project Budget:

See attached Project Budget Form

MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY
WATER RESOURCES DIVISION
COASTAL MANAGEMENT PROGRAM
PROJECT BUDGET

Organization Name: City of Saugatuck
Project Name: Access Improvements and Coastal Stabilization at Park St. and Mt. Baldhead Park
Project Number: 2026-306-017

Staffing

Name and Title of Staff	Hours	Rate	Grant Amount	Local Match Amount	Total
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
Staffing Subtotal			**$ -**	**$ -**	**$ -**

Fringe Benefits

Fringe	Rate	Grant Amount	Local Match Amount	Total
	0%	$ -	$ -	$ -
	0%	$ -	$ -	$ -
	0%	$ -	$ -	$ -
	0%	$ -	$ -	$ -
	0%	$ -	$ -	$ -
	0%	$ -	$ -	$ -
	0%	$ -	$ -	$ -
	0%	$ -	$ -	$ -
	0%	$ -	$ -	$ -
	0%	$ -	$ -	$ -
Fringe Benefits Subtotal		**$ -**	**$ -**	**$ -**
Staffing and Fringe Benefits Subtotal		**$ -**	**$ -**	**$ -**

Contractual Services

Name of Contractor	Hours or Units	Rate or Total	Grant Amount	Local Match Amount	Total
Fleis and VandenBrink Engineering	1.00	$ 40,000.00	$ 20,000.00	$ 20,000.00	$ 40,000.00
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
Contractual Services Subtotal			**$ 20,000.00**	**$ 20,000.00**	**$ 40,000.00**

Supplies and Materials

Itemized Supplies and Materials	Quantity	Cost	Grant Amount	Local Match Amount	Total
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
Supplies and Materials Subtotal			**$ -**	**$ -**	**$ -**

Equipment (Any Item Over $5,000)

Itemized Equipment	Quantity	Cost	Grant Amount	Local Match Amount	Total
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
Equipment Subtotal			**$ -**	**$ -**	**$ -**

Travel

Mileage	Miles	Rate	Grant Amount	Local Match Amount	Total
		$ -	$ -	$ -	$ -
Lodging	**Nights**	**Rate**	**Grant Amount**	**Local Match Amount**	**Total**
		$ -	$ -	$ -	$ -
Meals	**Quantity**	**Rate**	**Grant Amount**	**Local Match Amount**	**Total**
		$ -	$ -	$ -	$ -
Other Travel (Tolls, Parking, Etc.)	**Quantity**	**Rate**	**Grant Amount**	**Local Match Amount**	**Total**
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
Travel Subtotal			**$ -**	**$ -**	**$ -**

Other

Description	Quantity	Cost	Grant Amount	Local Match Amount	Total
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
Other Subtotal			**$ -**	**$ -**	**$ -**

Project Subtotal

	Grant Amount	Local Match Amount	Total
Project Subtotal	**$ 20,000.00**	**$ 20,000.00**	**$ 40,000.00**

Indirect

Indirect Approach	No Indirect Expenses Requested
Rate	**0.00%**

Indirect Subtotal	$ -	$ -	$ -
What expense categories are included in the indirect calculation (e.g. salary and fringe, travel)?			

Grant and Match Budget

	Grant Amount	Local Match Amount	Total
Grant and Match Total	**$ 20,000.00**	**$ 20,000.00**	**$ 40,000.00**
Project Percentage Split	50%	50%	

Sources of Match

Organization	Dollar Value Committed		
	In Kind	Cash	Total
City of Saugatuck	$ -	$ 20,000.00	$ 20,000.00
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
Subtotal	$ -	$ 20,000.00	
Total Match Must Equal Local Match Amount in Budget Sheet Above			**$ 20,000.00**

People with disabilities may request this material in an alternate format by emailing EGLE-Accessibility@Michigan.gov or calling 800-662-9278.

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This form and its contents are subject to the Freedom of Information Act and may be released to the public.

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: February 9, 2026

SUBJECT: Village Square Park - Proposal to Provide Design and Construction Engineering Services

DESCRIPTION:

Refreshing the Village Square Courts is a priority for the current fiscal year. Resurfacing the tennis and basketball courts and development of new use areas are listed projects in the Tri-Community Parks and Recreation Master Plan.

A donor has come forward and offered to pay $100,000 toward a court refresh project. In early 2025, City Council reviewed conceptual designs and approved applying for a $150,000 Department of Natural Resources (DNR) Recreation Passport Grant, including a $10,000 City match, to support the project. The DNR has since notified the City, via the attached letter, that our application was approved for the full requested funding. A formal grant agreement is forthcoming.

The donor's representative has confirmed the donor still wishes to donate 100K. A draft donor agreement is attached.

Fleis and VandenBrink has prepared the attached proposal to provide design and construction engineering services for the project.

As a reminder, the project includes the following:

- Resurfacing the full basketball court, expansion to standard dimensions, and side concrete extension.
- Removal of the existing half basketball court and replacing with green space.
- Adding benches to both courts.
- New sidewalk connections to make the courts universally accessible.

- Improving the landscaping with rain gardens.
- Adding a wall mounted fountain for drinking and bottle filling.

Workshop Meeting Review and Updated Concepts
At the workshop meeting, Council reviewed an updated concept incorporating the following changes based on feedback we have received:

- The existing tennis court replaced with two pickleball courts and fencing.
- The basketball court color palette reflects more subtle colors (green and a crimson accent), both with toned down hues to match the existing play structures and also avoid visual clash.
- A basketball hoop option with commercial durability.

The existing tennis/pickleball court area received a lot of discussion. Based on that, F&V has prepared some additional concepts for Council review. F&V highlighted the following:

- The four-court pickleball version (option III), will be possible if we remove four existing trees, and reorient one of the courts east-west.
- We generally prefer the north-south orientation over the east-west, because of sunlight interference in late afternoons.
- Options II, III, & V required more concrete to provide sidewalk access based on different layouts than options I & IV (option I may also require more if the optional shuffleboard court is reinstated).
- Text added to all concepts (below legend) noting available tennis courts at the high school.
- The rain garden's footprint is considerably reduced to preserve room for flexible event organization on west side of the courts.
- Adjustable tennis/pickleball court net added to the product list.
- Label added noting consideration of an all-new concrete surface, if needed, and budget permitting.
- Shuffleboard court, in standard size, was reinstated as optional in all applicable options.

Next Steps
Staff proposes the following next steps:

- Approval of the engineering proposal so F&V can complete their survey work and begin design of the basketball court area.
- Council provide further feedback on the concepts during the regular meeting.
- Staff will present the concepts and Council feedback to the Parks and Public Works Committee on February 24. PPW will be asked for their recommendation.

- Council will review the PPW recommendation on March 4, with a request for a decision on a concept and donor agreement approval on March 9.

BUDGET ACTION REQUIRED:
None at this time. Sufficient dollars were budgeted to begin design engineering. A budget amendment will be upcoming to reflect the grant as revenue and fuller project scope as expenses.

LEGAL REVIEW:
The City Attorney prepared the donor agreement and will be at your meeting if you have any questions.

SAMPLE MOTION:
Motion to approve the Fleis and VandenBrink Proposal to provide Design and Construction Engineering Services for Village Square Park Improvements Project in the amount of $35,000.

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

January 9, 2026

Via email: rcummins@saugatuckcity.com

Ryan Cummins, City Manager
City of Saugatuck
102 Butler Street
PO Box 86
Saugatuck, MI 49453

RE: Proposal to provide Design and Construction Engineering Services for Village Square Park Improvements Project – Grant No. RP25-0073

Dear Ryan:

Congratulations once again on obtaining a Michigan Department of Natural Resources (MDNR) Passport grant to upgrade Village Square Park with ADA walkways, basketball/tennis court improvements, site furniture, and landscaping. Based on F&V's preparation of the grant application, we are familiar with the City's desired goals and objectives. The project budget for the Michigan Natural Resources Passport Grant Program award is $260,000.00 including engineering fees.

SCOPE OF SERVICES

We propose to provide the following for the design and construction engineering for Village Square Park Improvements Project:



A. FINAL DESIGN ENGINEERING DOCUMENTS

We will utilize input gathered from meetings with City staff to incorporate into the final engineering plans for the project area and continue to refine the preliminary cost estimates. These will be presented at a final review session with City staff and shall include:

1. Preparation of topographical survey in AutoCAD format. The survey will be prepared with 1-foot contour interval and set appropriate benchmark controls.
2. Complete final design and preparation of final construction drawings including layout plan, grading plan, details, landscape plan, and specifications in accordance with City review comments.
3. Prepare preliminary specifications, list of bid items and final quantities.
4. Prepare updated estimate of probable construction cost and bid quantities.
5. Meet with the City Staff to review final plans and specifications.
6. Submit plans and specifications for department and MDNR reviews in MiGrants system.
7. Provide electronic copy of plans and specifications to City Staff.

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

B. Bidding, Construction Engineering & and Observation

1. Submit advertisement to appropriate regional offices of the Builders Exchange.
2. Prepare and distribute addenda to plan holders of record, if necessary.
3. Distribute bidding documents to trade organizations, suppliers, and potential bidders, when requested. Maintain a record of plan holders.
4. Attend bid opening, prepare tabulation and forward to the City for review prior to F&V making recommendations for award of bid to the MDNR for approval.
5. Upon award, prepare contract documents and submit to the MDNR, Contractor and City for final signatures.
6. Schedule and attend the pre-construction meeting with the contractor, City, and utility companies. Prepare and distribute meeting minutes.
7. Schedule and preside at 4 on-site progress meetings over a projected 8-week construction period with the contractor and City representatives.
8. Prepare and distribute meeting minutes.
9. Review contractor pay applications and provide recommendation to the City for payment.
10. Prepare contract change orders, if necessary, and provide to the City for approval.
11. Provide record keeping of construction activities based on site visit observations as part of the four on-site progress meetings and 4 additional site visits.
12. Prepare a final punch list of remaining work items. Sign final project completion and payment application for MDNR approval.

Professional Fee

Our services will be provided on a lump sum basis as outlined below:

Task	Description	Professional Fee
A	Final Design Engineering Documents	$24,900
B	Bidding, Construction Engineering and Observation	$10,100
	Total Proposed Fee	**$35,000**

The final schedule for the work above will be determined with discussions with the City once the grant agreement with the MDNR is approved. If this proposal is acceptable to you, your authorization can be granted by signing the letter below and returning a copy to F&V. If there are any questions, please call us at 616.977.1000.

Sincerely,

FLEIS & VANDENBRINK

Jon Moxey, PE
Principal

Rick Stout, LLA LEED AP
Landscape Architect

Authorization to Proceed:

These professional services are authorized as additional services under our existing General Consulting Services Agreement dated November 13, 2018 and are based on the work scope outlined above.

_____ _____
City of Saugatuck Date
Authorizing Signature

_____
Printed Name

DONATION AGREEMENT

This Donation Agreement ("Agreement") is entered into this ____ day of _____, 2026, by and between the City of Saugatuck, a Michigan Home Rule City ("City"), and the Joyful Generosity Fund, a Michigan Nonprofit Corporation ("Donor").

RECITALS

WHEREAS, Donor has expressed interest in contributing funds to the City to be put towards the improvement of the City's Village Square Park;

WHEREAS, Michigan law authorizes municipalities, like the City, to receive and enjoy gifts and donations for public parks and other public purposes (MCL 123.905);

WHEREAS, the City desires to accept the charitable contribution from Donor;

WHEREAS, the City has also applied for and received approval for a Recreation Passport grant from the Michigan Department of Natural Resources for improvements to the Village Square Park ("Grant Funds");

WHEREAS, this Agreement is intended to govern the contribution and use of donated funds from Donor to be used along with Grant Funds to finance improvements to the City's Village Square Park as set forth in greater detail below;

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

1. **Donation**. Within thirty (30) days following the execution of this Agreement, Donor shall make a donation to the City of Saugatuck of One Hundred Thousand Dollars and 0/100 ($100,000.00), payable by check, cash, or wire transfer, subject to the conditions set forth herein (the "Donation").

2. **Use of Donated Funds**.

    a. The Donation shall be used by the City only for the improvement of the Village Square Park as set forth in the conceptual plan attached as **Exhibit A** (the "Permitted Purpose"), which shall include the following work: a) Basketball court resurfacing, expansion to standard dimensions, and side concrete extension; b) Tennis court resurfacing, expansion to standard dimensions, pickleball striping, side concrete extension, and adding a new safety fence; and c) Adding benches to both courts. The parties acknowledge and agree that the conceptual plan attached hereto is a concept only, and that non-material deviations from this plan are both acceptable and anticipated.

b. Except for the requirement that the Donation be used only for the Permitted Purpose as set forth herein, Donor acknowledges and agrees that the City's use of the Donation is subject to no other restrictions or conditions, and that Donor does not expect and has not been promised anything else in return from the City.

c. Donor acknowledges that the Donation shall be applied to the Permitted Purpose in conjunction with Grant Funds and the City's own funds, and that the City makes no representation or warranty that any particular improvements encompassed by the Permitted Purpose will be paid for by any particular funds.

d. If the Donation is not applied to the Permitted Purpose within three (3) years of the effective date of this Agreement, Donor may, in writing, request return of the Donation, and the City shall comply with such request no later than thirty (30) days after receiving notice of the same.

3. **Notices**. All notices, requires, demands, and other communications under this Agreement shall be in writing and shall be addressed as follows:

To the City: Ryan Cummins, City Manager
City of Saugatuck
102 Butler St,
Saugatuck, MI 49453

To Donor: _____
_____
_____
_____
_____

4. **Miscellaneous**.

a. Each signatory to this Agreement represents that they have the authority to enter into this Agreement and to bind their respective party.

b. This Agreement is written pursuant to the laws of the State of Michigan and was made in Allegan County, Michigan. This is the entire agreement between the parties regarding its subject matter. There are no contemporaneous agreements. It may not be modified or amended except in writing, signed by both parties. More than one copy of this Agreement may be signed, but all constitute but one agreement.

c. No person shall be deemed to be a third-party beneficiary of this Agreement.

d. The terms of this Agreement shall be binding upon and inure to the benefit of the parties and their successors and assigns.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date first set forth above.

CITY OF SAUGATUCK

By_____
Holly Anderson
Mayor

And by_____
Jamie Wolters
City Clerk

JOYFUL GENEROSITY FUND

By _____

Its _____

WALL-MOUNT DRINKING FOUNTAIN OPTIONS







BASEKTBALL HOOP OPTION

COMMERCIAL DURABILITY
ADJUSTABLE HEIGHT + RIM HEIGHT GAUGE
UNBREAKABLE POLYCARBON BACKBOARD
72-INCH BACKBOARD + 56-INCH SAFETY AREA
DIRECT GOAL MOUNT & HANGING TOLERANCE
6"x6" MAIN POLE SYSTEM + OPTIONAL PAD











PLANTING PALETTE



MICHIGAN HOLLY HEDGE (NATIVE)



HAMELN GRASS



CONEFLOWER



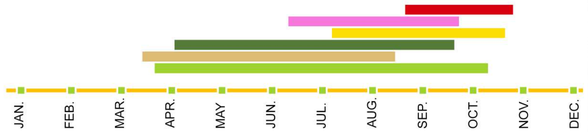
RUDBECKIA



VERSACOURT TILES
(ALTERNATIVE FOR BASKETBALL COURT)



Adjustable Net System
(Anthem Sports, for Tennis & Pickleball Court)

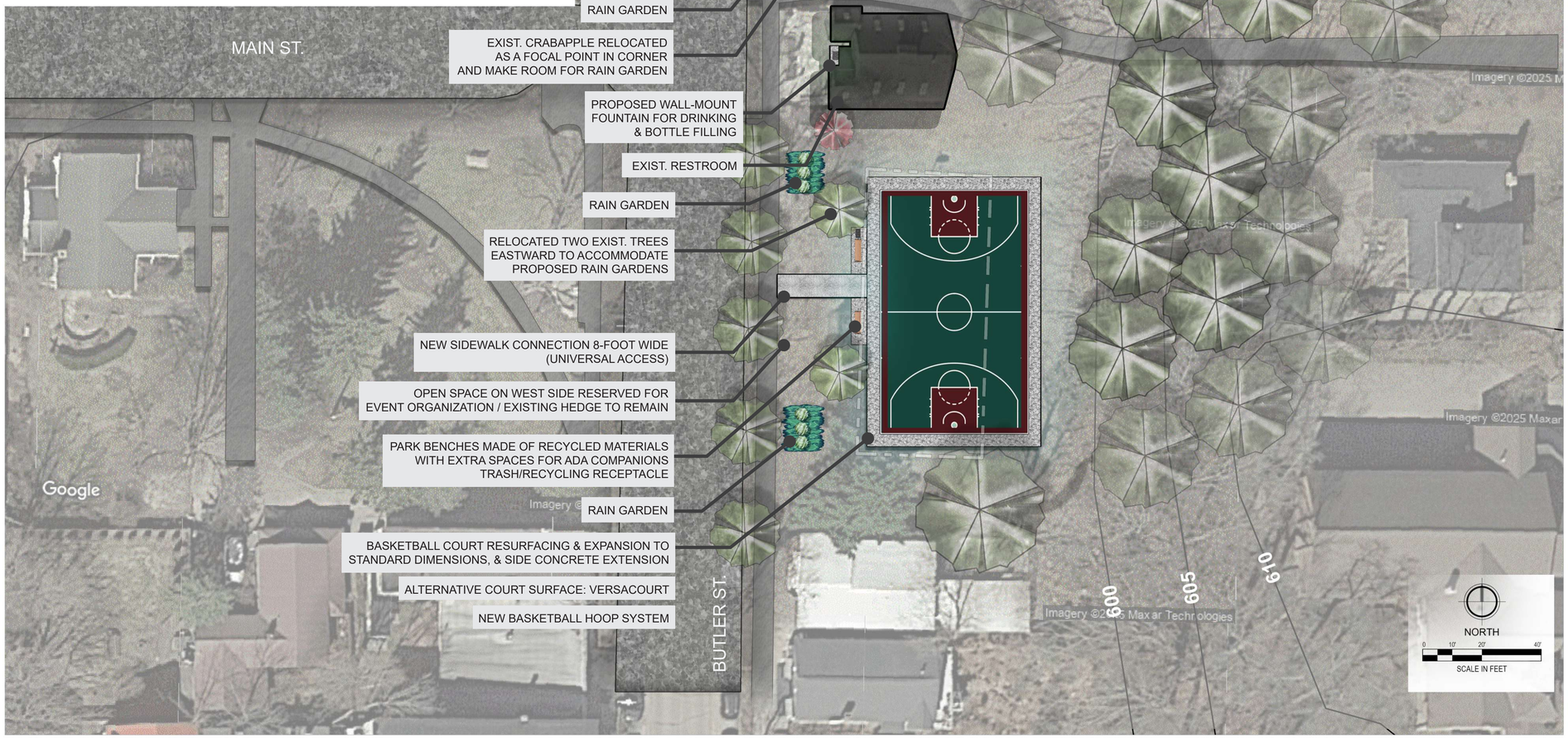


SEASONAL INTEREST CHART

LEGEND

- PROPOSED SPORT COURT RESURFACING & EXPANSION TO STANDARD SIZE
- PROPOSED SPORT COURT STANDARD FENCE
- PROPOSED SPORT COURT PERIPHERAL EXTENSION
- PROPOSED SIDEWALK CONCRETE
- PROPOSED BENCH & RECEPTACLE, TYP.
- PROPOSED RAIN GARDEN W/ MICHIGAN HOLLY HEDGE
- PROPOSED WALL-MOUNT DRINKING FOUNTAIN
- PROPOSED PARKING LOT STRIPING + ADA SPOTS & SIGNS
- EXISTING SIDEWALK CONCRETE
- EXISTING HMA
- EXISTING RESTROOM
- EXISTING CANOPY TREE
- EXISTING ORNAMENTAL TREE
- EXISTING COURTS FOOTPRINT

ADDITIONAL TENNIS COURTS
AVAILABLE AT THE LOCAL
HIGH SCHOOL



EXIST. TREE IN POOR CONDITION TO BE REMOVED

OPEN AREAS WEST OF COURTS TO BE UTILIZED FOR EVENTS

PARKING RESTRIPING WITH TWO ADA SPOTS & ADA SIGNS

PARK BENCHES MADE OF RECYCLED MATERIALS WITH EXTRA SPACES FOR ADA COMPANIONS TRASH/RECYCLING RECEPTACLE

NEW SIDEWALK CONNECTION & SAFETY FENCE WITH ADA GATE

EXISTING TENNIS COURT FOOT PRINT TO BE UTILIZED FOR A DOUBLE COURT TENNIS & PICKLEBALL COMBINED W/ ADJUSTABLE NET REMOVAL & ALL NEW CONCRETE TO BE STUDIED

RAIN GARDEN

REMOVE EXIST. BASKETBALL NET AND GOAL AND HMA AREA AND UTILIZE FOR STANDARD SIZE SHUFFLEBOARD COURT

RE-GRADE AND RESTRORE THE LAWN ON SOUTH & EAST CORNERS OF TENNIS COURT TO ACHIEVE A MORE GENTLE SLOPE

NEW SIDEWALK CONNECTION 8-FOOT WIDE (UNIVERSAL ACCESS)

RAIN GARDEN

EXIST. CRABAPPLE RELOCATED AS A FOCAL POINT IN CORNER AND MAKE ROOM FOR RAIN GARDEN

PROPOSED WALL-MOUNT FOUNTAIN FOR DRINKING & BOTTLE FILLING

EXIST. RESTROOM

RAIN GARDEN

RELOCATED TWO EXIST. TREES EASTWARD TO ACCOMMODATE PROPOSED RAIN GARDENS

NEW SIDEWALK CONNECTION 8-FOOT WIDE (UNIVERSAL ACCESS)

OPEN SPACE ON WEST SIDE RESERVED FOR EVENT ORGANIZATION / EXISTING HEDGE TO REMAIN

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NEW BASKETBALL HOOP SYSTEM

FLEIS&VANDENBRINK
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CITY OF SAUGTATUCK
ALLEGAN, MI
VILLAGE SQUARE PARK IMPROVEMENTS
CONCEPT I

DESIGN TEAM | PROJ MNGR: RJG | DESIGNED BY: RJG | DRAWN BY: AEG | CHECKED BY: JWM

NOT FOR CONSTRUCTION

F&V PROJECT NO.
871340

C-101

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WALL-MOUNT DRINKING FOUNTAIN OPTIONS







BASEKTBALL HOOP OPTION

COMMERCIAL DURABILITY
ADJUSTABLE HEIGHT + RIM HEIGHT GAUGE
UNBREAKABLE POLYCARBON BACKBOARD
72-INCH BACKBOARD + 56-INCH SAFETY AREA
DIRECT GOAL MOUNT & HANGING TOLERANCE
6"x6" MAIN POLE SYSTEM + OPTIONAL PAD




Smooth Operating Right Angle Crank


Easy to Read Rim Height Indicator

EZ Swing'n Base Installation Position

EZ Swing'n Base Ready For Play


Optional Backboard Padding


Optional Crank Lock (BALDCRHT)

PLANTING PALETTE





MICHIGAN HOLLY HEDGE (NATIVE)



HAMELN GRASS



CONEFLOWER



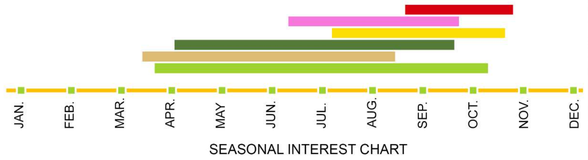
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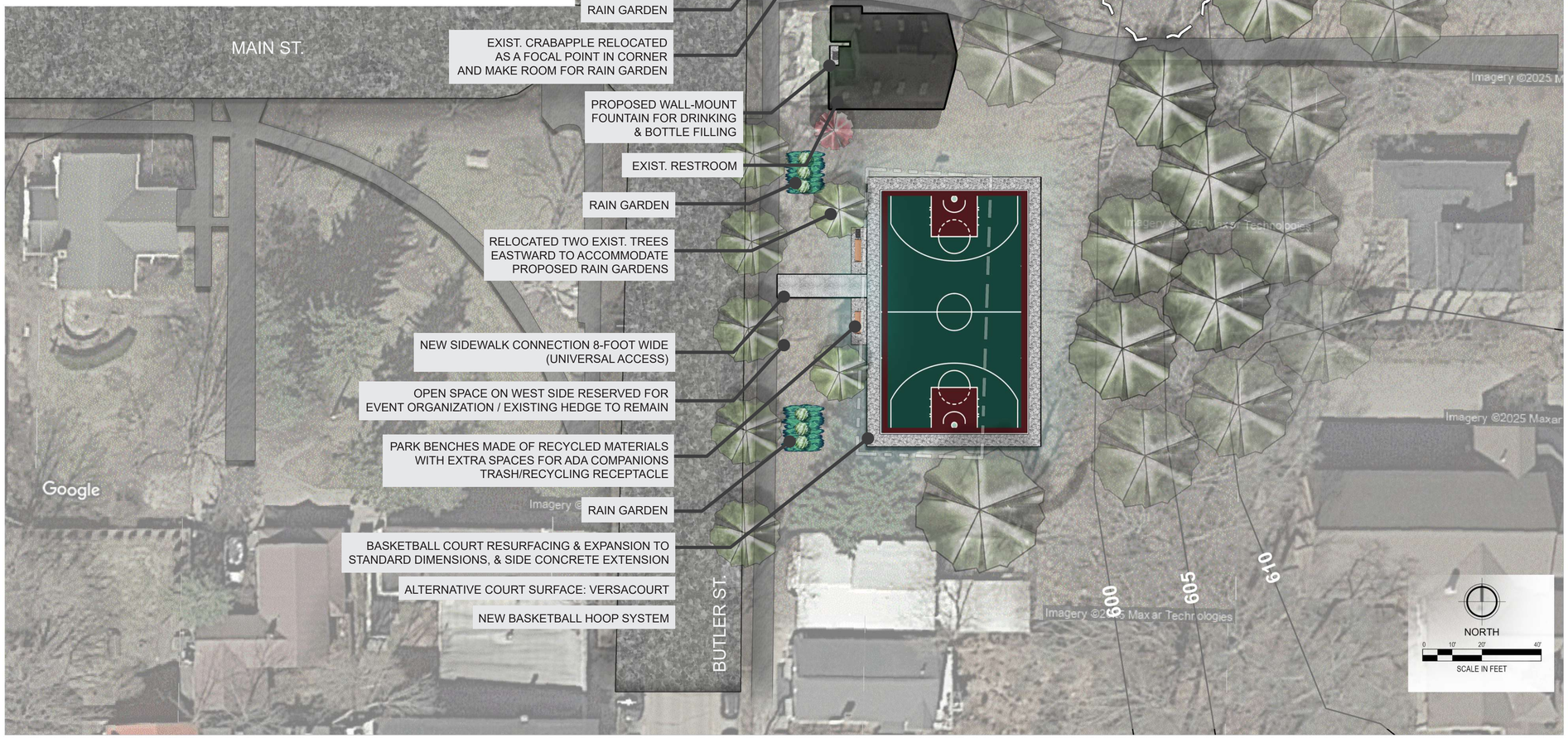


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REMOVE EXIST. BASKETBALL NET AND GOAL AND HMA AREA TO MAKE ROOM FOR ADDITIONAL DOUBLE COURT

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P: 616.977.1000
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CITY OF SAUGATUCK
ALLEGAN, MI

VILLAGE SQUARE PARK IMPROVEMENTS

CONCEPT II

DESIGN TEAM	PROJ MNGR: RJG DESIGNED BY: RJG DRAWN BY: AEG
	CHECKED BY: JWM

NOT FOR CONSTRUCTION

F&V PROJECT NO.
871340

C-101

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PLANTING PALETTE



MICHIGAN HOLLY HEDGE (NATIVE)



HAMELN GRASS



CONEFLOWER



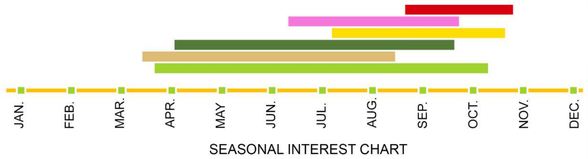
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VERSACOURT TILES
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Adjustable Net System
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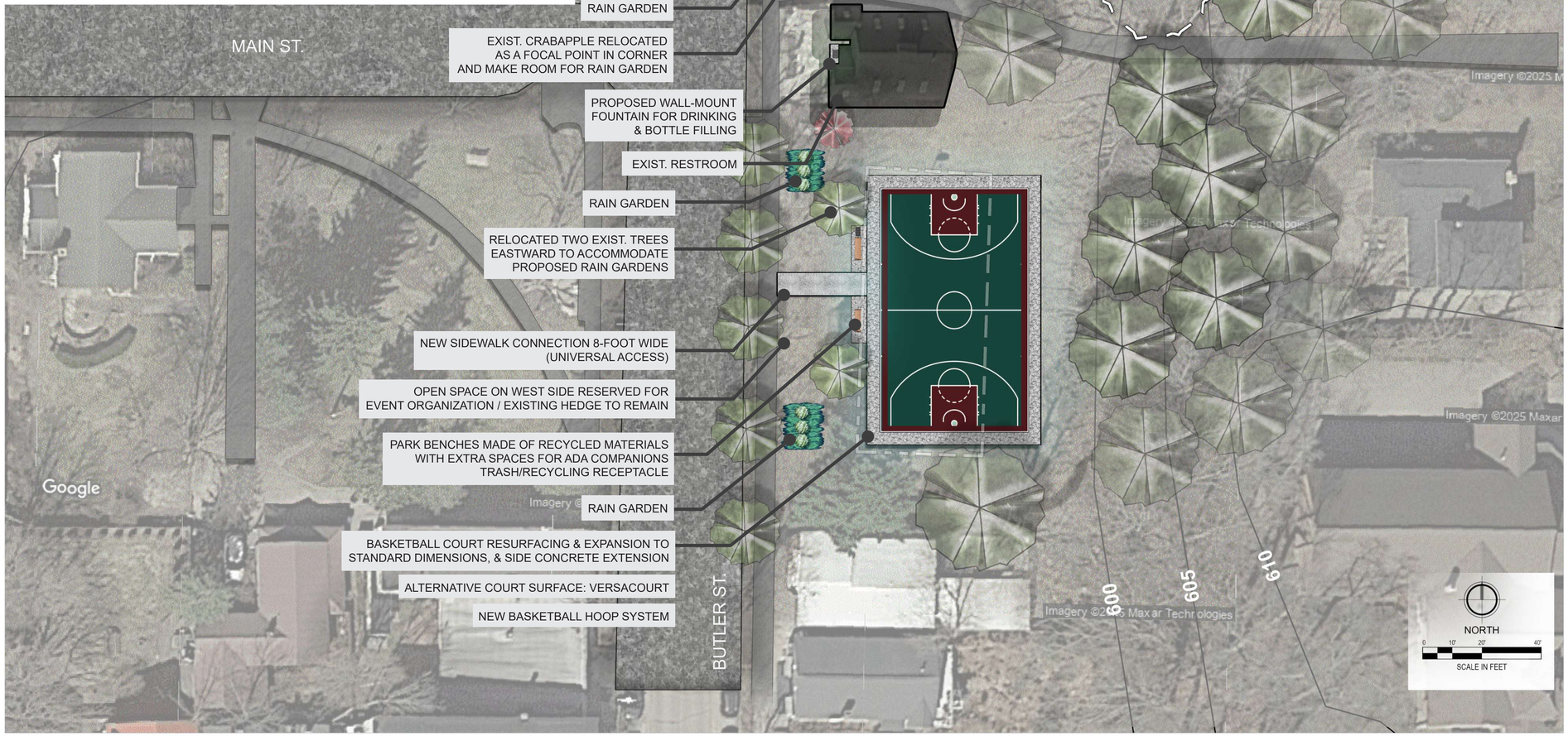


SEASONAL INTEREST CHART

LEGEND

- PROPOSED SPORT COURT RESURFACING & EXPANSION TO STANDARD SIZE
- PROPOSED SPORT COURT STANDARD FENCE
- PROPOSED SPORT COURT PERIPHERAL EXTENSION
- PROPOSED SIDEWALK CONCRETE
- PROPOSED BENCH & RECEPTACLE, TYP.
- PROPOSED RAIN GARDEN W/ MICHIGAN HOLLY HEDGE
- PROPOSED WALL-MOUNT DRINKING FOUNTAIN
- PROPOSED PARKING LOT STRIPING + ADA SPOTS & SIGNS
- EXISTING SIDEWALK CONCRETE
- EXISTING HMA
- EXISTING RESTROOM
- EXISTING CANOPY TREE
- EXISTING ORNAMENTAL TREE
- EXISTING COURTS FOOTPRINT

ADDITIONAL TENNIS COURTS AVAILABLE AT THE LOCAL HIGH SCHOOL



NEW SIDEWALK CONNECTION & SAFETY FENCE WITH ADA GATE

EXIST. TREE IN POOR CONDITION TO BE REMOVED

OPEN AREAS WEST OF COURTS TO BE UTILIZED FOR EVENTS

PARKING RESTRIPING WITH TWO ADA SPOTS & ADA SIGNS

PARK BENCHES MADE OF RECYCLED MATERIALS WITH EXTRA SPACES FOR ADA COMPANIONS TRASH/RECYCLING RECEPTACLE

FOUR NEW PICKLEBALL COURTS
ONE COURT W/ EAS-WEST ORIENTATION

EXISTING TENNIS COURT FOOT PRINT
TO BE UTILIZED FOR NEW PICKLEBALL COURTS
REMOVAL & ALL NEW CONCRETE TO BE STUDIED

RAIN GARDEN

REMOVE EXIST. BASKETBALL NET AND GOAL AND HMA AREA TO MAKE ROOM FOR ADDITIONAL PICKLEBALL COURTS

REMOVE FOUR TREES AND RE-GRADE AND RESTRORE THE LAWN ON SOUTH & EAST CORNERS OF TENNIS COURT TO PROVIDE THE BASE FOR NEW COURTS AND ALSO ACHIEVE A MORE GENTLE SLOPE

NEW SIDEWALK CONNECTION 8-FOOT WIDE (UNIVERSAL ACCESS)

RAIN GARDEN

EXIST. CRABAPPLE RELOCATED AS A FOCAL POINT IN CORNER AND MAKE ROOM FOR RAIN GARDEN

PROPOSED WALL-MOUNT FOUNTAIN FOR DRINKING & BOTTLE FILLING

EXIST. RESTROOM

RAIN GARDEN

RELOCATED TWO EXIST. TREES EASTWARD TO ACCOMMODATE PROPOSED RAIN GARDENS

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BASKETBALL COURT RESURFACING & EXPANSION TO STANDARD DIMENSIONS, & SIDE CONCRETE EXTENSION

ALTERNATIVE COURT SURFACE: VERSACOURT

NEW BASKETBALL HOOP SYSTEM

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.
2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005

CITY OF SAUGATUCK
ALLEGAN, MI
VILLAGE SQUARE PARK IMPROVEMENTS
CONCEPT III

DESIGN TEAM | PROJ MNGR: RJG | DESIGNED BY: RJG | DRAWN BY: AEG | CHECKED BY: JWM

NOT FOR CONSTRUCTION

F&V PROJECT NO. 871340

C-101

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WALL-MOUNT DRINKING FOUNTAIN OPTIONS







BASEKTBALL HOOP OPTION

COMMERCIAL DURABILITY
ADJUSTABLE HEIGHT + RIM HEIGHT GAUGE
UNBREAKABLE POLYCARBON BACKBOARD
72-INCH BACKBOARD + 56-INCH SAFETY AREA
DIRECT GOAL MOUNT & HANGING TOLERANCE
6"x6" MAIN POLE SYSTEM + OPTIONAL PAD











PLANTING PALETTE



MICHIGAN HOLLY HEDGE (NATIVE)



HAMELN GRASS



CONEFLOWER



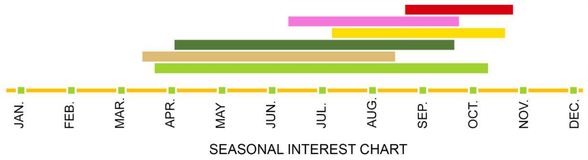
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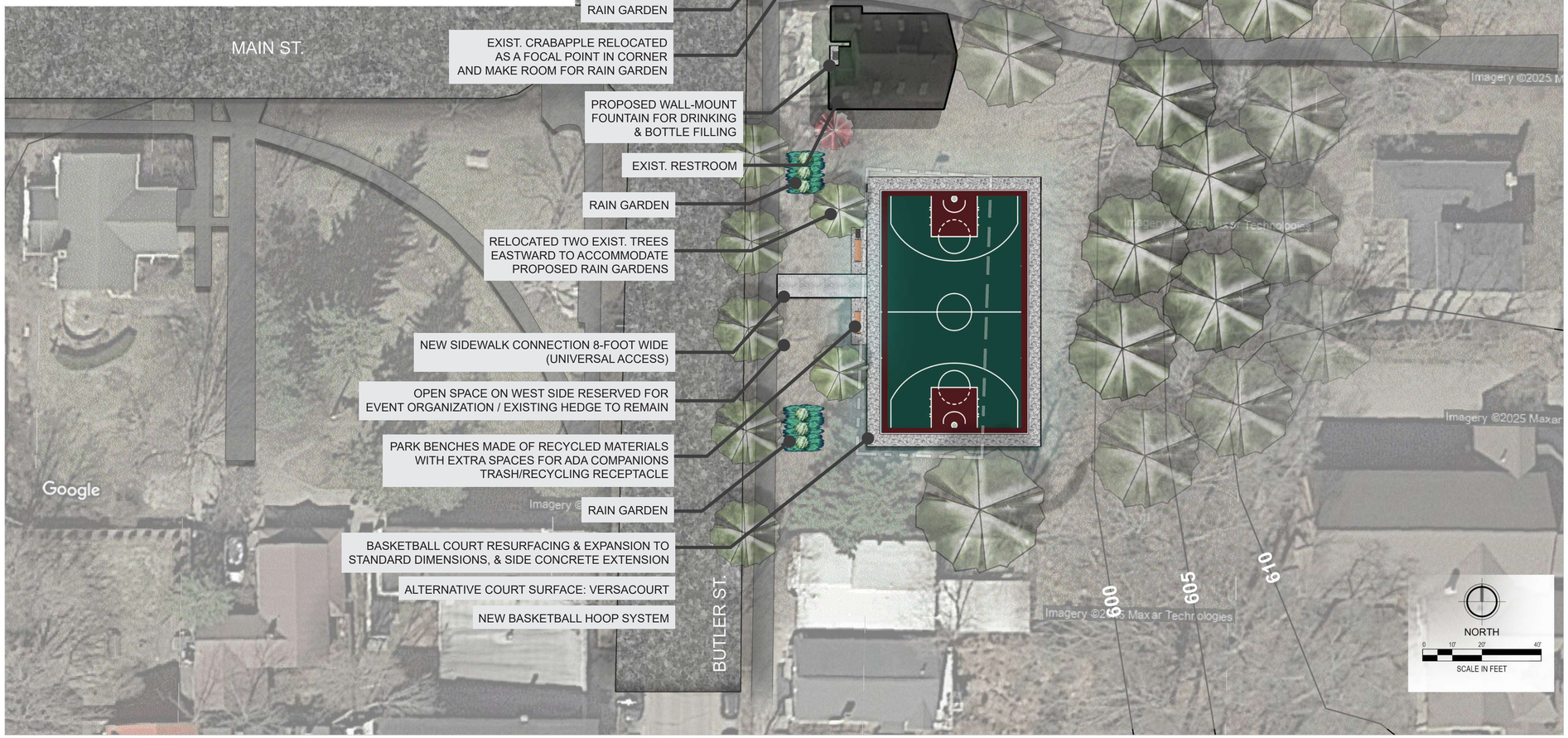


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(OPTIONAL) NEW SHUFFLEBOARD COURT

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CITY OF SAUGATUCK
ALLEGAN, MI
VILLAGE SQUARE PARK IMPROVEMENTS
CONCEPT IV

DESIGN TEAM | PROJ MNGR: RJG | DESIGNED BY: RJG | DRAWN BY: AEG | CHECKED BY: JWM

NOT FOR CONSTRUCTION

F&V PROJECT NO.
871340

C-101

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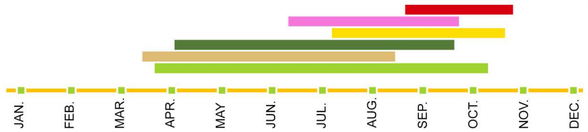
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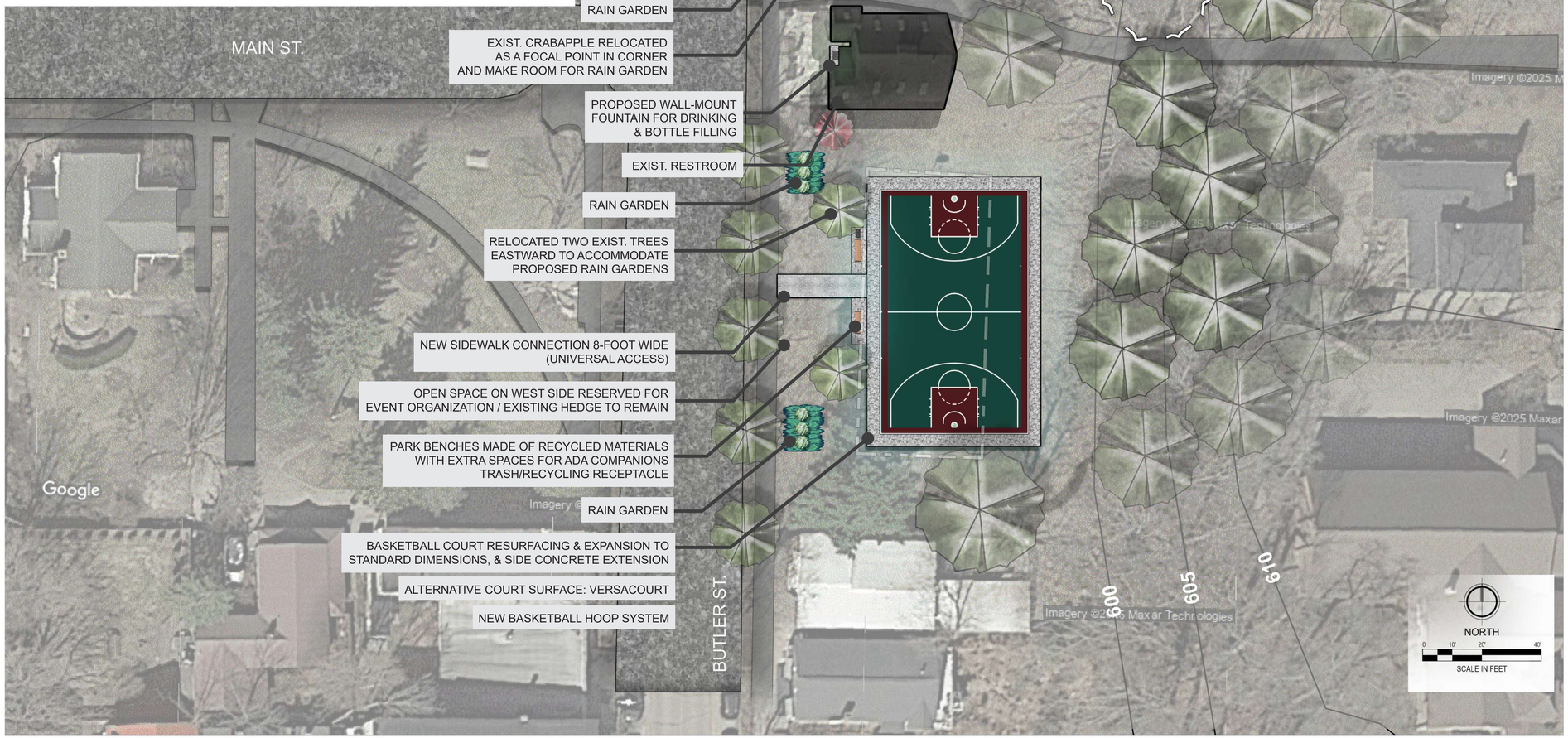


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C-101

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City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: February 9, 2026

SUBJECT: Proposals for Logo and Branding Refresh Project

DESCRIPTION:

In December, City Council approved the issuance of a request for proposals (RFP) for the logo and branding refresh project and forming a Branding Advisory Committee.

We reviewed 26 proposals from agencies responding to the RFP. Firms responded from West Michigan, Greater Michigan, the Midwest, and even International. Responses ranged in cost from $7K to nearly $100K, all against the same scope and requirements provided by the city. The committee gathered to review submissions and arrive at a recommendation.

The Criteria

We reviewed proposals against the following criteria.

1 -- Evaluating Core Requirements

- Did the agency address the core asks from the RFP?
- Does scope of work/process outlined to deliver against the RFP feel appropriate?
- Does the cost for the work/process outlined feel responsible and appropriate?

2 -- Evaluating Design Readiness

- Does the proposal look, feel, and sound like what the agency will deliver?
- Do case studies provided provide a sense of strategy-based design?
- Does the agency's design POV feel clear, compelling, relatable, and timeless?

3 -- Evaluating Understanding of Saugatuck

- Does the agency understand our sense of place, and in particular the power of OUR place?
- Does the agency understand the relationship hierarchy between Saugatuck -> West Michigan --> Michigan --> Midwest?
- Is the choice defendable, and why?

Recommendation

After reviewing all proposals, the committee recommends hiring Concept A Creative Studio for the following reasons:

- Experience with both municipal and corporate branding
- Experience with other West Michigan local and regional municipalities
- Experience with Saugatuck-Douglas CVB, including campaigns with proven results
- With knowledge of the city and the area, onboarding will be easier and more productive
- Cost wasn't the lowest or the highest, but seemed most realistic

Because of the size of the files, all proposals can be viewed here: https://drive.google.com/drive/folders/1nHxplgeOcdlABACnb0xijQv-1_re7q2m?usp=sharing

Next Steps

City Council should review all proposals and may either concur with the recommendation or select a different proposal. Once a firm is selected, the committee will set up a kickoff meeting and provide frequent updates to City Council.

BUDGET ACTION REQUIRED:

None at this time. Sufficient 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 approve the proposal and creative services agreement from Concept A Creative Studio for the logo and branding refresh project in the amount of $24,500.

Concept A
Creative Studio

CREATIVE SERVICES AGREEMENT

This Creative Services Agreement ("Agreement") is entered into between Concept A Creative Studio ("Studio"), located at 114 W. Savidge, Spring Lake, MI 49456, and the City of Saugatuck ("Client"). This Agreement is intended to outline a clear, professional, and collaborative framework for services related to the City of Saugatuck Logo and Branding Refresh project.

Scope of Services
Studio will provide branding and design services as outlined in the approved proposal titled "Concept A – Saugatuck Logo and Branding Refresh Proposal," dated January 9, 2026 (the "Proposal"). The Proposal is incorporated by reference and serves as the Scope of Work for this Agreement.

Timeline
The project is anticipated to begin in February 2026 and conclude around July 2026, assuming timely feedback and coordination by all parties. Adjustments to the schedule may be made by mutual agreement.

Fees and Payment Schedule
The total project fee is $24,500. Payments will be made in three equal installments as follows:

- $8,166.67 —due upon project kickoff
- $8,166.67 —due following the first round concept presentation
- $8,166.66 — due upon final delivery of all project assets

Invoices are payable within thirty (30) days of receipt.

Ownership and Rights
Upon receipt of full and final payment, Client will own all final creative work, deliverables, and associated files produced under this Agreement. Studio will provide all relevant file formats and brand guidelines necessary for future use. Studio retains the right to display the work in its portfolio and promotional materials.

Revisions
The Scope of Work includes up to two (2) rounds of revisions during the refinement phase, as outlined in the Proposal. Additional revisions or requests outside the Scope of Work may require a written change order and may result in additional fees.

Termination
Either party may terminate this Agreement with thirty (30) days written notice. In the event of termination, Client agrees to pay for all work completed and expenses incurred through the effective date of termination.

Independent Contractor
Studio is an independent contractor and is not an employee of the Client. Studio is responsible for all taxes, insurance, and business expenses related to the services provided.

Confidentiality
Both parties agree to keep confidential any non-public information shared during the course of this engagement, unless disclosure is required by law.

Governing Law
This Agreement shall be governed by and interpreted in accordance with the laws of the State of Michigan.

Acceptance
This Agreement may be executed electronically and in counterparts. By signing below, both parties agree to the terms outlined above.

CLIENT: City of Saugatuck

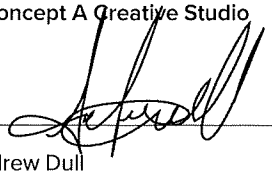
Signature: _____

Name:

Title:

Date:

STUDIO: Concept A Creative Studio

Signature: 

Name: Andrew Dull

Title: Owner + Principal Designer

Date: 02.02.2026

To:	City of Saugatuck, City Council
From:	Grayson Moore, Director of Planning & Zoning
Meeting Date:	February 9, 2026
RE:	Historic District Sign Proposal

City Commissioners,

At its January 9, 2026 meeting, the Historic District Commission reviewed a second round of sign concept proposals prepared by Concept A Creative Studio.

The Commission evaluated revised concepts for the Historic District signage that incorporated feedback from the previous meeting. Two new design directions were presented: one featuring a checkered pattern inspired by the historic Butler Pantry Building, and another incorporating a subtle decorative flourish. The Commissions' preferred concept effectively balanced readability with historic character, utilizing a taller serif typeface and architectural patterns reflective of local history.

Following discussion, all Commissioners expressed strong support for the first design direction, citing its clarity, visual strength, and meaningful connection to the community. As a result, the Historic District Commission formally recommended Round 2, Direction 1 for the Historic District signage in the City of Saugatuck. A sample motion has been provided below.

Motion to approve the recommended proposal, Round 2, Direction 1, as prepared by Concept A Creative Studio, for three (3) single-faced cast aluminum signs, each measuring 24 inches by 36 inches, mounted on 8-foot posts, as detailed in the specifications sheet included in the meeting packet dated February 9, 2026.

Respectfully submitted,

Grayson Moore

Director of Planning & Zoning

Saugatuck Historic District Signage
Round 2 Concepts

Brand Essence

Should communicate the boundaries of the district and reason for celebrating it.

Fresh

Celebratory

Timeless

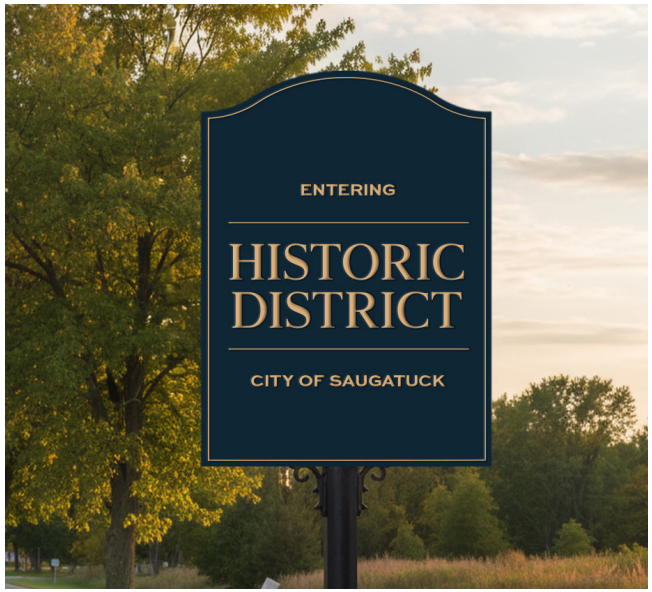
Sense of Pride

Round 1 Review

Current Sign



1 – Classic



2 – Charming



3 – Illustrative



Round 1 Feedback

01. The font in Option 1 is highly readable but feels too modern. Option 2 has a charming, historic feel, but readability suffers.

Takeaway: Explore a new font that balances clarity with a traditional aesthetic.

02. The weight of the illustrations in Option 3 at the bottom of the sign works well, but the illustrations feel overly branded and the icons too busy for this application.

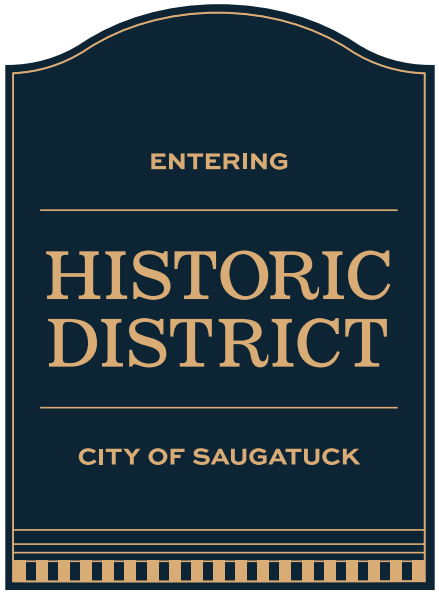
Takeaway: Find an alternative way to add personality and visual interest—something subtle and ownable to the Saugatuck area—without making it feel branded.



Round 2 - Direction 1

Inspired by the cornice of the Butler Pantry building—Saugatuck's oldest existing retail building—we added a pattern along the bottom of the sign to draw the eye and create a subtle connection to the area's historic architecture. We also updated the font to a taller serif, improving readability while maintaining a traditional look and feel.





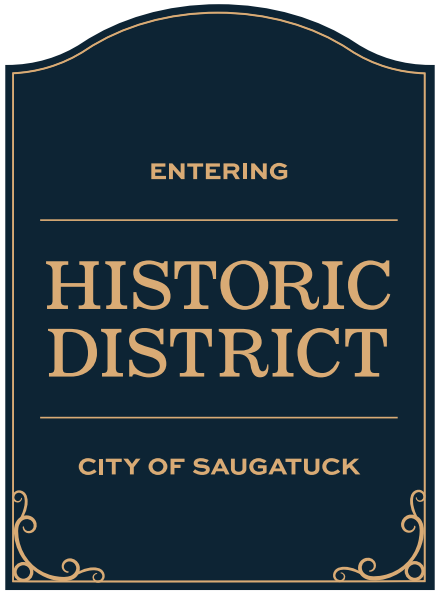




Round 2 - Direction 2

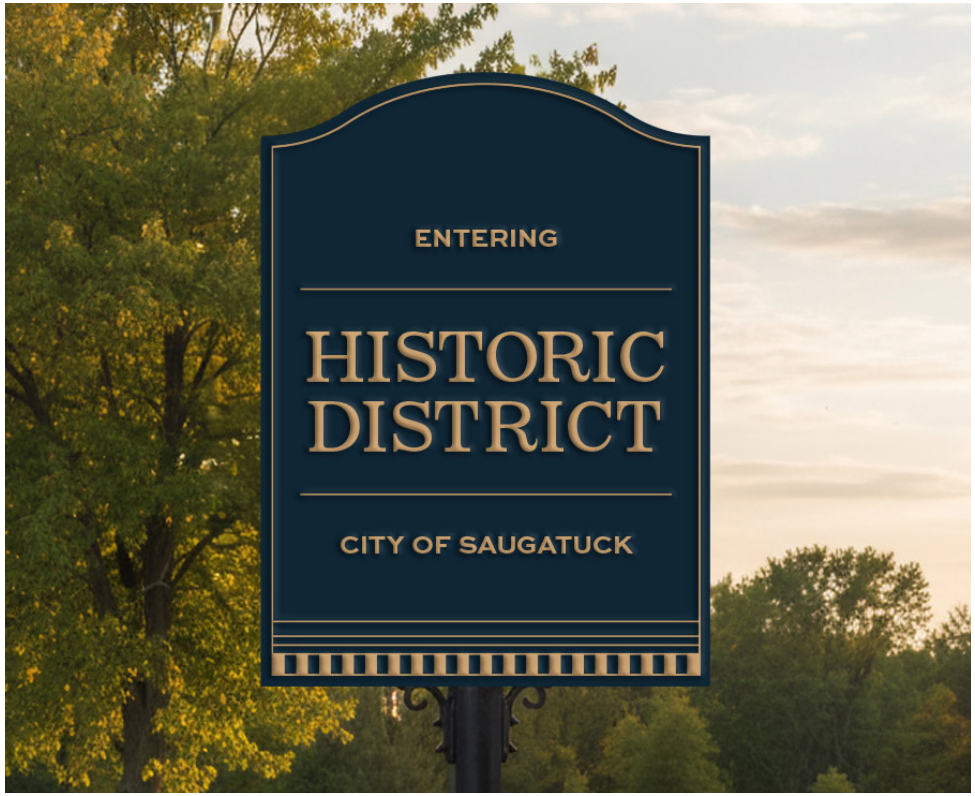
Inspired by the flourishes found on local signs and architecture, this direction reflects the details that define the town's character and charm. Subtle corner detailing adds a refined decorative touch without overwhelming the sign.





Round 2 Directions

Round 2 –Direction 1



Round 2 – Direction 2



Comparing Fonts

Round 1 Font



Round 2 Font



Saugatuck Historic District Signage Spec Sheet

SIZE

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

QUANTITY

2–3

FABRICATION

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

8' x 2.5" diameter painted round post provided

COLOR

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

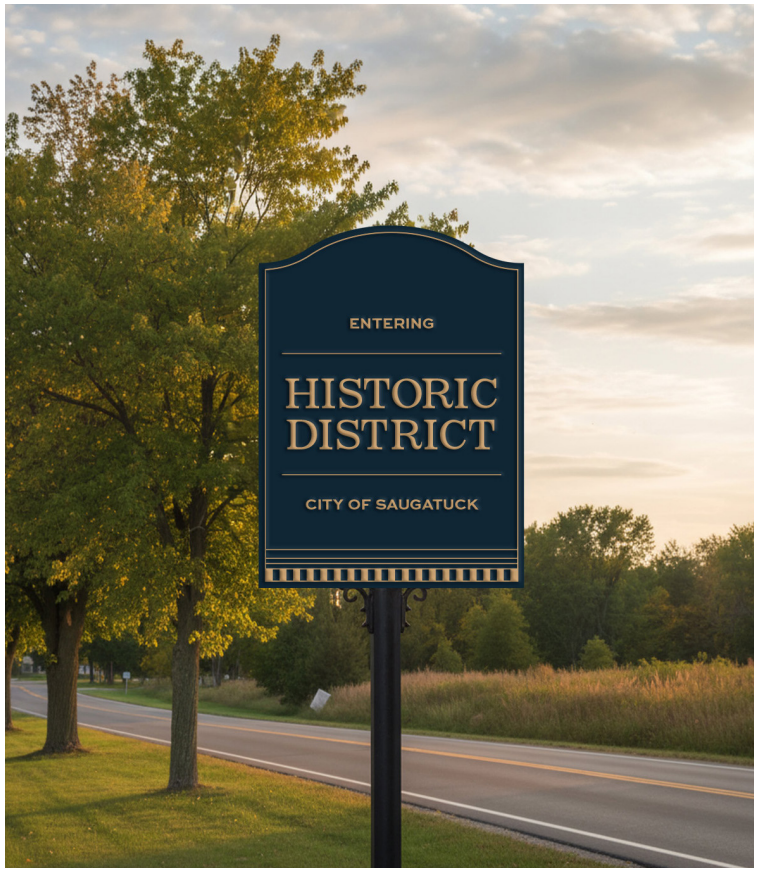
Black painted post

PRODUCTION / QUOTE

Lake Shore Industries
Erie, Pennsylvania
bjackson@lsisigns.com

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

Turnaround: 8 weeks from final approval



Mockup



Example provided by Lake Shore Industries

To:	City of Saugatuck, City Council
From:	Grayson Moore, Director of Planning & Zoning
Meeting Date:	February , 2026
RE:	Short Term Rental Ordinance Amendment

City Council Members,

At your January 12, 2026 meeting, staff presented the 2025 Short Term Rental Report. Council provided guidance for staff along with legal counsel to prepare amendments to the Short Term Rental Ordinance to address concerns raised by both staff and the public. The attached draft ordinance proposes the following amendments:

- **Fixed License Renewal Date:** All short term rental licenses will now take effect on the same date as the expiration of the prior license, establishing a consistent renewal cycle.

- **Application Window:** Renewal applications may be submitted no earlier than sixty (60) days and no later than thirty (30) days prior to the license expiration date.

- **One-Time Amnesty:** A one-time amnesty is provided for license holders meeting all of the following criteria:

    - The short term rental license expired between April 24, 2025, and the effective date of the proposed ordinance.
    - The license holder submitted a renewal application after the original renewal deadline but before the license expired.
    - The renewal application otherwise complied with all applicable City Code requirements.

- **Amnesty Application Period:** Applications under this amnesty must be submitted within five (5) calendar days of the ordinance's effective date.

- **Amnesty Fee:** Applicants submitting under the amnesty provision will be subject to a late fee ($525) previously determined by the Council.

- **Enforcement Discretion:** The enforcing officer may excuse compliance with deadlines if a license holder can demonstrate that the untimely submission was caused by extraordinary circumstances beyond their control, such as natural disasters, public health emergencies, documented medical issues, or military service or deployment, but not by the license holder's or agent's own action, inaction, or negligence, or other reasonably foreseeable circumstances.

These amendments are intended to simplify the licensing process, provide flexibility for license holders affected by timing issues, and maintain compliance with City Code requirements.

Respectfully submitted,

Grayson Moore

Director of Planning & Zoning

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

SHORT-TERM RENTAL LICENSING ORDINANCE AMENDMENT

ORDINANCE NO. 260209-A_____

At a meeting of the City Council of the City of Saugatuck, Allegan County, Michigan, held at the City of Saugatuck Hall on _____, 2026 at _____ p.m., City Council Member _____moved to adopt the following ordinance, which motion was seconded by City Council Member _____.

An ordinance to amend the City of Saugatuck's Short-Term Rental Licensing Ordinance, Ordinance No. 240229-B, as amended, to update provisions regarding the renewal of STR Licenses to provide a fixed renewal date for issued licenses, to establish an application window in which renewal applications can be submitted, to provide an exception for waivers based on extraordinary circumstances, and, in recognition of some apparent confusion surrounding annual renewal deadlines under previous Ordinance language, to provide a narrow exception for licenses that lapsed due to a failure to timely submit a renewal application to reapply for a license if certain criteria are met, to protect the public health, safety, and welfare.

CITY OF SAUGATUCK, ALLEGAN COUNTY, ORDAINS:

SECTION 1. AMENDMENT TO ORDINANCE NO. 240299-B, SECTION 99.58: City of Saugatuck Ordinance No. 240229-B, Section 99.58, shall be amended to read as follows:

§99.58 DURATION OF LICENSE; RENEWAL.

(A) Except as otherwise provided herein, a license issued under this chapter shall remain in effect for a period of one (1) year from the date it was issued unless it is suspended or revoked by the City.

(B) The license holder or local agent may apply for a renewed license by submitting a renewal application to the enforcing officer no sooner than sixty (60) days prior and no later than thirty (30) days prior to the date that the license is set to expire, along with the license renewal fee established by the City's fee schedule. Renewal applications may be submitted no later than five (5) calendar days after this deadline, subject to a late fee established by resolution of the City Council. Renewal applications submitted after this five (5) calendar day grace period by any amount of time shall be deemed untimely and shall not be processed by the City, and the short-term rental license shall be deemed expired.

a. Notwithstanding anything in this chapter to the contrary, an application for a short-term rental license may be submitted by an owner who previously held

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a short-term rental license if the following applies: 1) the short-term rental license at issue expired between April 24, 2025, and the effective date of this Ordinance; and 2) the license holder submitted a renewal application to the City after the renewal deadline but before the license expired; and 3) the untimely renewal application otherwise satisfied all applicable requirements of the City Code. In such circumstances, the license holder may apply for a short-term license no later than five (5) calendar days after the effective date of this Ordinance. Such applications may be processed and a short-term rental license issued (effective on the date of issuance), subject to the payment of the late fee set forth herein and satisfaction of all other requirements of the City Code.

(C) All information submitted with the prior application(s) shall be deemed submitted with the application for renewal, except that each year a new completed and signed fire safety checklist must be submitted, a new fire inspection must be conducted, and an approved fire inspection certification must be issued before a license can be renewed. In addition, short-term rentals owned by corporate entities or trusts must submit updated documentation each year showing that the interest, composition, membership, or ownership in said corporation or trust has not changed so as to constitute a transfer as defined in this chapter. Aside from the renewed fire safety checklist, fire inspection, and updated ownership documentation, the license holder or local agent shall only be required to submit new information with the application for renewal when that application information has changed since the last application was filed with the City.

(D) A renewed license for a short-term rental shall be issued when all of the standards and regulations of this chapter are met. Once issued, a renewed license for a short-term rental shall take effect on the same day as the expiration of the prior license, such that a short-term rental license will retain the same expiration date from year-to-year.

(E) If the short-term rental premises does not meet all the requirements of this chapter at the time of renewal, the City shall promptly notify the license holder. The license holder shall have thirty (30) calendar days from the date the notice of a deficiency was sent to cure any deficiencies. If the license holder cannot demonstrate full compliance with this chapter at the end of the cure period, the short-term rental license will not be renewed and will be deemed expired.

SECTION 2. AMENDMENT TO ORDINANCE NO. 240299-B, Section 99.64: City of Saugatuck Ordinance No. 240229-B, Section 99.64, shall be amended to read as follows:

§99.64 ADMINISTRATION AND INTERPRETATION.

(A) The enforcing officer shall have the authority to administer and interpret this chapter.

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This shall include, but shall not be limited to, developing, and enacting administrative policies and procedures pertaining to short-term rental licenses and interpreting or construing provisions of this chapter so as to give effect to the City Council's intent underlying the enactment of this chapter.

(B) The enforcing officer shall also have the authority to excuse compliance with the deadlines set forth in this chapter (but no other requirements of this chapter) if a license holder provides the enforcing officer with satisfactory proof that an untimely submission was caused by extraordinary circumstances beyond the license holder's control. For the purposes of this subsection, "extraordinary circumstances" may include such circumstances as acts of God including flood, fire, endemic, pandemic, war, or civil unrest; a documented medical condition that renders the license holder unable to submit a timely application; or military service or deployment. "Extraordinary circumstances" shall not include any circumstances attributable to the license holder or local agent's own actions, inaction, negligence, or neglect; any alleged failure of the City to provide notice; or any other reasonably foreseeable circumstances. The enforcing officer's determination of whether extraordinary circumstances exist shall be final.

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

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

SECTION 5. EFFECTIVE DATE: This Ordinance shall become effective immediately upon the date of this Ordinance's publication as required by law.

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN: _____

ORDINANCE DECLARED ADOPTED.

_____
Holly Anderson
City of Saugatuck, Mayor

DRAFT

CERTIFICATION

I hereby certify that:

1. The above is a true copy of an ordinance adopted by the City of Saugatuck at a duly scheduled and noticed meeting of the City Council held on _____, _____ 2026, pursuant to the required statutory procedures.

2. A summary of the above ordinance was duly published in the _____ newspaper, a newspaper that circulates within the City of Saugatuck, on _____, 2026.

3. Within 1 week after such publication, I recorded the above ordinance in a book of ordinances kept by me for that purpose, including the date of passage of the ordinance, the names of the members of the City Council voting, and how each member voted.

4. I filed an attested copy of the above ordinance with the Allegan County Clerk on _____, 2026.

ATTESTED:

_____

Jamie Wolters
City of Saugatuck, Clerk

DRAFT

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

NOTICE OF ADOPTION

SHORT-TERM RENTAL LICENSING ORDINANCE AMENDMENT

ORDINANCE NO. 260209-A___

Please take notice that on _____, 2026, the City Council of City of Saugatuck adopted Ordinance No. ___, which, among other things, amends the City of Saugatuck's Short-Term Rental Licensing Ordinance, Ordinance No. 240229-B, to update provisions regarding the renewal of STR Licenses to provide a fixed renewal date for issued licenses, to establish an application window in which renewal applications can be submitted, to provide an exception for waivers based on extraordinary circumstances, and, in recognition of some apparent confusion surrounding annual renewal deadlines under previous Ordinance language, to provide a narrow exception for licenses that lapsed due to a failure to timely submit a renewal application to reapply for a license if certain criteria are met. Copies of the ordinance may be obtained from Jamie Wolters, City of Saugatuck Clerk, at 102 Butler Street, P.O. Box 86, Saugatuck, Michigan 49453, during regular business hours.

The Amendment to Ordinance No. 240299-B has the following sections, which are summarized below: Section 1: Amendment Section 99.58; Section 2: Amendment to Section 99.64; Section 3: Severability; Section 4: Repeal; and Section 5: Effective Date.

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

Publication Date: _____, 2026

DRAFT

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: February 4, 2026

SUBJECT: Review of Goals and Priorities for Fiscal Year 2026/2027

DESCRIPTION:

On January 14, City Council and staff worked with a facilitator to review progress on this fiscal year's priorities, master plan survey results, and discuss priorities for next fiscal year. Attached are the following:

- Graphic of the draft goals and priorities for fiscal year 2026/2027
- Report from the facilitator
- Copy of the presentation of progress on this year's priorities

The master plan survey results can be viewed here: https://www.saugatuckcity.com/uploads/1/3/3/9/133977444/saugatuck_master_plan_survey_results_2025.pdf

Staff is asking Council to further discuss, finalize, and approve the goals and priorities for next year.

LEGAL REVIEW:

Legal will be at your meeting if you have any questions.

SAMPLE MOTION:

Motion to approve the goals and priorities for fiscal year 2026/2027.



Fiscal Year 26/27

Vision

Saugatuck is an inclusive waterfront community that welcomes all. City residents enjoy a **great quality of life** living in one of the country's highest-rated tourist destinations.

Saugatuck is a **vibrant, inviting community** with a talented and dedicated staff, great schools, an active tourist-based economy, stable property values, and sense of **history** as the community moves into the future.

Residents and visitors enjoy a **unique, small-town** atmosphere, exceptional parks, and access to **beautiful natural resources.**

Operations, Public Health & Safety

Goal: We will maintain a culture of fiscal responsibility and friendly, honest, and transparent government. We will partner with the Fire District and Sheriff's office to ensure we take the right measures to keep our community safe.

Priorities

- Evaluate Parking Improvements Task Force recommendations and implement solutions *(essential)*
- Update website, including the addition of online payments. *(essential, regulatory)*
- Finish update to Land Use Master Plan, including non-motorized (pathways, biking) plan (reg.)
- Roll out new logo and branding
- Finish new water-sewer agreement and as necessary, update water-sewer infrastructure fees *(regulatory)*
- Manage Dune Ridge litigation
- Implement deer cull
- Begin full zoning code update
- Install outdoor AED stations
- Conduct Town Halls: One with businesses and another on taxes

Infrastructure

Goal: We will focus on maintaining and improving current infrastructure while planning and saving for future needs

Priorities

- Complete Maple Street construction *(essential)*
- Complete Elizabeth Street design; begin construction (essential)
- Complete feasibility and plan for Park Street improvements; begin design *(essential)*
- Renovate City Hall interior
- Make further sidewalk repairs
- Maintain and resurface roads
- Finalize plan for lead service line replacement *(regulatory)*
- Update signage and wayfinding
- Evaluate long-term funding options for CIP/AMP
- Encourage AT&T cellular antenna installation and other telecommunication improvements from private sector

Parks & Recreation

Goal: We understand that our natural resources are the foundation of residents' quality of life and our tourism economy and will invest to sustain and enhance them.

Priorities

- Monitor and mitigate low water level impacts *(essential)*
- Complete Mt. Baldhead platform and retaining wall design; begin construction
- Refresh Village Square Courts
- Continue to advance Blue Star Trail
- Restore Mt. Baldhead vegetation
- Continue invasive species treatment
- Begin planning for replacement of Mt. Baldhead stairs and river deck
- Upgrade restroom interiors at Village Square and Wicks Park

City Council/Leadership Team Planning Work Session
January 14, 2026
Leadership Team Annual Planning Work Session
Report of Generated Ideas

Overview of Planning Process

The Leadership Team of The City of Saugatuck: The City Council, The Mayor, City Manager, and Senior Staff of the City of Saugatuck conducted their annual workshop to revisit current Goal Areas for relevancy, review progress made on initiatives set in 2025, and prioritize projects for fiscal years 2026/2027.

OBJECTIVES

- Review of 2025 Agreed Upon Governing Behaviors/ Team Performance
- Identify learning opportunities for 2026
- Status Report of Progress of Priorities in Pillar Areas Set in 2025
- Review Master Plan Survey Results
- Review of the Strategic Framework: Current Vision and Goal/Pillar Areas
- Discuss of Proposed Refinements
- Identify any Additional FY26/27 Priorities & Prioritize Projects for Upcoming Year
- Next Steps

REVIEW OF TEAM PROGRESS MADE ON AGREED UPON BEHAVIORS in 2025

Since our last planning session, January 2025 what are you doing well or have improved?

- More empathetic (Roy as an example)
- Increased our support for each other and the team
- An intentional increase in our ability and willingness to see both sides of an issue
- Easy to approach; safe
- Effective communications – 262 ENEWS blast and increase aves 10 yrs
- Perspective; curiosity
- Part of the solution rather than the problem
- Active listening – evident in the STR changes
- Increased productivity
- More discussion in Council
- Increased respectful debate/active listening
- Turn & Burn: Getting results, increasing productivity
- Transparency
- Better communication (public)
- Increased collaboration
- Less non-verbal negative messages / more respectful
- Increase in supportiveness

Where can we still improve?

- Collaboration
- Collaboration (tri-community:)
  - Dredging
  - Waste water
  - Master Plan
- Delegate in way that effectively build the team
- Still have room for improvement in active listening
- Organizational distress

NOTE: Conversations about continuous improvement included:

- Remind each other to "stay in your lane" when needed
- Remember to not abuse staff time
- Remember that ONE Council member DOES NOT direct City Manager or staff

When asked "What would increased collaboration look like?" responses were:

- Increased productivity: "Turn and Burn" when it comes to getting results
- More understanding residents: Our residents see both sides of an issue when we do
- Steps in becoming an even more functioning leadership team
- Addresses organizational distress: How can I support the city manager & staff to implement the abundance of priorities?
- Can help us be intentional about not adding additional stress to those already under enormous pressure
- We could do a better job of communicating and collaborating with the community occasionally with town halls or Q & A meetings on topics such as STR

The true measure of a team is that it accomplishes the results it set out to achieve.
~ Patrick Lencioni

COUNCIL FY26: WHAT TRAINING, GUEST SPEAKERS, OR COMMUNITY SESSION WOULD BE BENEFICIAL?

- Stakeholder Meetings / Town Halls / Meeting with Business & STR Leaders
- Annual or semi-annual Tri-community joint sessions - Managers & Council members
- Create a centralized Knowledge Base
  - Website: Tutorials / Videos / Capitol Improvement Plan on website / Q & A on taxes
  - You Tube
- Headley Amendment, Property Taxes, Millage rates
- Elizabeth & Park Street community sessions

NOTE: There were conversations about economic development and the business community. Although there is a desire to engage the business community in economic development efforts, the business community has not initiated any movement in the area. Perhaps the CVB is satisfying their needs? Learning more about what the business community wants can be included in our 2026 learning. Consider a work session to discuss.

HIGHEST PRIORITIES: INDIVIDUAL #1 PRIORITY for the NEXT 12-18 MONTHS

Each participant shared their individual #1 priority for the team focus in 2025/26:

- Website (3)
- Master Plan
- Efficiency and Effectiveness
- Park Street
- General Safety (bike/pedestrian/vehicle hot spot risks
- Dredge (Address low water level impacts)
- Practice Servant Leadership

NOTE: Conversations surfaced items to capture and not forget:

- Website:
  - Ensure it is intuitive and easy to navigate
  - Include explanation about where tax dollars actually go ("Put meat on the bones")
  - Include information about how priorities are selected (ie. roads, sidewalks, upgrades, etc, sometimes projects move based on funding, grants, donations, etc.)
  - Investigate the cost of beneficial tutorials to be provided on website
- Address any struggles with Council, Commission processes
- Requests for detailed information and timelines for projects have been made by Council members. Please remember: Municipal governments typically do not have a department with the responsibility to provide such information. What daily tasks will not be met when efforts and resources required for such data are reallocated? Do we have the resources to hire to satisfy the desire for such information and would that hire be value-added?
- Remember to be realistic about what can be done in any project given available resources

Citizen Survey: Mayor Anderson

City Manager Cummins and Mayor Anderson shared results of citizen survey. Congratulations on high scores and positive feedback from the survey participants.

Conversation followed regarding citizen survey:

- It was surprising that improving walkability was not noted by citizens
- The power outage had a significant impact on tourist experiences, business, and residents, with a "trinkle down" effect. Therefore, when redoing Butler Street, consider burying the lines; make the infrastructure as resilient as possible to benefit the community
- We need to continue to lean forward on infrastructure, a priority noted in the survey (roads, sidewalks, paths)
- The economic impact of the low water level extends beyond the community of Saugatuck (a tri-county issue). We will need solid data when working with neighboring governments since they may not be identifying the economic impact on their communities
- We will need to continue to stand strong and communicate the need for improvements and grant funding available while progressing with the street

improvement with trip hazards
- Discuss what we can do when we do not own the property, yet improvements are needed (such as trip hazards)
    - Upcoming assessment management plan can be a guide

Where is the survey telling us we can improve the most?

- Code enforcement, street maintenance, administration
- People still wanting to see more progress with STRs
- Want to see improvements with bathrooms in parks, trees and more benches

NOTE: In 2025, unlike many Councils in Michigan municipalities, the City of Saugatuck Council has done a stellar job of maintaining respectful, productive, non-partisan language with no grandstanding at meetings. Municipalities across Michigan have stopped televising their Council meetings because they have become disrespectful and nonproductive, increasing dysfunction with and in the community.

BLUEPRINT FOR ANNUAL PLANNING

To facilitate smooth and productive annual planning, the leadership team returned to their Key Goal Areas - "buckets" or natural categories – where progress is required year-after-year to achieve progress in direction set by the Council. The categories were reviewed and discussion about edits or refinements of the Key Prioritization Areas.

There was a suggestion to create "sub-categories" in the Key Prioritization Areas. Following Albert Einstein's suggestion: *Genius is making the complicated simple*, and a check-in with the Staff about what works best for them to implement, the team selected to keep the document clean, clear, and concise and remain with the current Key Prioritization Areas.

Before each participant voted on their highest priorities among the list of priorities, we reviewed what to keep in mind:

THINK:

MUST
SMART: Clear ROI by taking on this project
NICE, yet deferrable

Priority 1: Essential
Urgent, high-priority projects that should be done if at all possible. These include projects that are required to complete a major public improvement; projects that would address an emergency or remedy a dangerous condition to public health, welfare and safety; projects that would provide facilities for a critically needed community program; projects that needed to correct an inequitable distribution of public improvements in the past; and projects vital to the economic stability of the City. A special effort is made to find sufficient funding for all the projects in this group.

Priority 2: Desirable
High-priority projects that should be done as funding becomes available. These include projects that would benefit the community, and projects whose validity of planning and validity of timing have been established and are appropriate for a progressive community to pursue.

Priority 3: Acceptable
Worthwhile projects to be considered if funding is available. These are projects that are adequately planned, but not absolutely required, and should be deferred to a subsequent year if budget reductions are necessary.

Priority 4: Deferrable
Lower-priority projects which are desirable but not essential and can be postponed without detriment to preset services.

For each and every NICE that might be deferred, there may be solid reasons why each was SMART rather than NICE, such as, a donation has already been accepted, significant progress has already been made and is in motion toward completion, or the project requires minimal resources.

PRIORITIES IN KEY RESULT AREAS

VOTES: (#) = Number of Votes C=Council / S=Staff

Operations **Public Health & Safety**	**Infrastructure**	**Parks & Recreation**
Update Website, including online payments (7) 3 C / 4 S	Renovate City Hall Interior (5) 2C / 3S	Monitor & mitigate low water level impacts (5) 4C / 1 S
Evaluate Parking Improvements Task Force Recommendations & Implement Solutions (6) 3C / 3S	Complete Maple Street Construction (4) 4C	Compete Mt Baldhead platform & retaining wall design; begin construction (3) 2C / 1S
Finish Update to Land Use Master Plan (5) 1C / 4S	Complete Elizabeth Street Design: Begin Construction (4) 4C	Village Square courts refresh construction (2) 2S
Roll out new logo & branding (3) 2C / 1S	Complete feasibility plan for Park Street Improvements: Begin Design (4) 3C / 1S	Restore Mt Baldhead vegetation (1) 1S
Finish new water-sewer agreement & as necessary update water-sewer infrastructure fees (2) 2C	Evaluate long-term funding options for CIP/AMP (3) 3S	Continue invasive species treatment
Deer Cull (2) 1C / 1S	Make further sidewalk repairs (2) 2C	Continue to advance Blue Star Trail
Manage Dune Ridge Litigation	Finalize plans for lead service line replacement (2) 2S	
	AT&T Cellular antenna installation & encourage telecommunications improvements from the private sector (1) 1C	
	Maintain & resurface roads (1) 1C	
	Update signage & wayfinding	
ADDITIONAL PRIORITIES TO CONSIDER		
Begin full zoning code update	Business Community: Learning 2026: Work session, including November Stakeholder Meeting (2) 2C	Interior restroom upgrades at Village Square & Wicks (6) 2C / 4 S
Outdoor AED Stations		Begin planning for Mt Baldhead stair replacement & river deck (3) 1C / 2 S

WORK/STUDY SESSON SUGGESTIONS MADE IN PLANNING SESSION

- Economic Development
  - Learn more about what the business community desires & how to engage them
  - Stakeholder Meeting (perhaps in November). "We're deeply aware of the value of our business community and, a result of our strategy session this year . . ."
  - What are we currently doing for you that helps & you want us to continue?
  - What do you need/expect from the Council to enrich your efforts?
  - Suggested topic: Discuss what we want to become: A mom & pop business community or a more corporate set of businesses, owned by conglomerates?
- Discuss a plan to address "hot spots"
  - Identify & prioritize locations shared by pedestrians, bicyclists, and vehicles
  - Revisit speed limits in hot spots; review signage effectiveness
  - Identify master plan inserts regarding results of work session discussions and later decisions, connecting pathways in the safest ways possible
- Continue work to improve telecommunication bandwidth

NEXT STEPS

City Manager, Cummins and Mayor Anderson will review the report of generated ideas to ensure accurate inclusion of items noted from the work session. Once reviewed, the report will be sent to Council members and Staff. After review and approval, the City Staff will align Council priorities to annual budget and report back to the Council.

Once again, I commend your service to your exceptional City and your investment of time and energy in planning and prioritizing. And, I applaud your commitment to creating and sustaining a high-functioning leadership team and intentionally creating a culture of respect, civility, and collaboration – a legacy that will live beyond your years.

It is a complete pleasure to assist you in your commitment to efficiently, effectively, and productively serve your community.

Respectfully, Marilynn Semonick

Summary of Progress on FY 25/26 Priorities and Additional 2025 Accomplishments


Smile! you're in
@todrawattention










Welcome to
Saugatuck Wilds
Nature Preserve
Saugatuck Wilds Nature Preserve is part of the Kalamazoo River Greenway. A greenway is a corridor of parks and natural areas that protects water quality, creates connected habitats for wildlife, and provides diverse recreational opportunities for people.
Part of the Kalamazoo Watershed
Legend
You Are Here


SAUGATUCK
MI




Tree City
USA
20 YEARS
Arbor Day Foundation
Tree City
USA
Arbor Day Foundation


MEN
WOMEN
PARK
CLOSES
10 PM


NOBLE TWIST
TAPHOUSE
AVENUE
CHAMP'S ELYSEES
248


Scooters
Cafe
& Pizzeria
STOP
4-WAY


Area Information
Welcome to
Art Coast
Explore Our Area
We're so glad you're here! Whether you're
the great outdoors, appreciate art in all
enjoy browsing shops and boutiques, or
in incredible food and drinks, there's so
Grab a guide below and start your adven
Coca-Cola
BEVERAGES
INSIDE


PAK'S
BACKYARD








CAUTION
EROSION CONTROL
BARBED WIRE
HAS BEEN INSTALLED
PLEASE STAY
ON
STAIRS & TRAILS


PUBLIC WORKS
FIRST RESPONDER
Tostitos

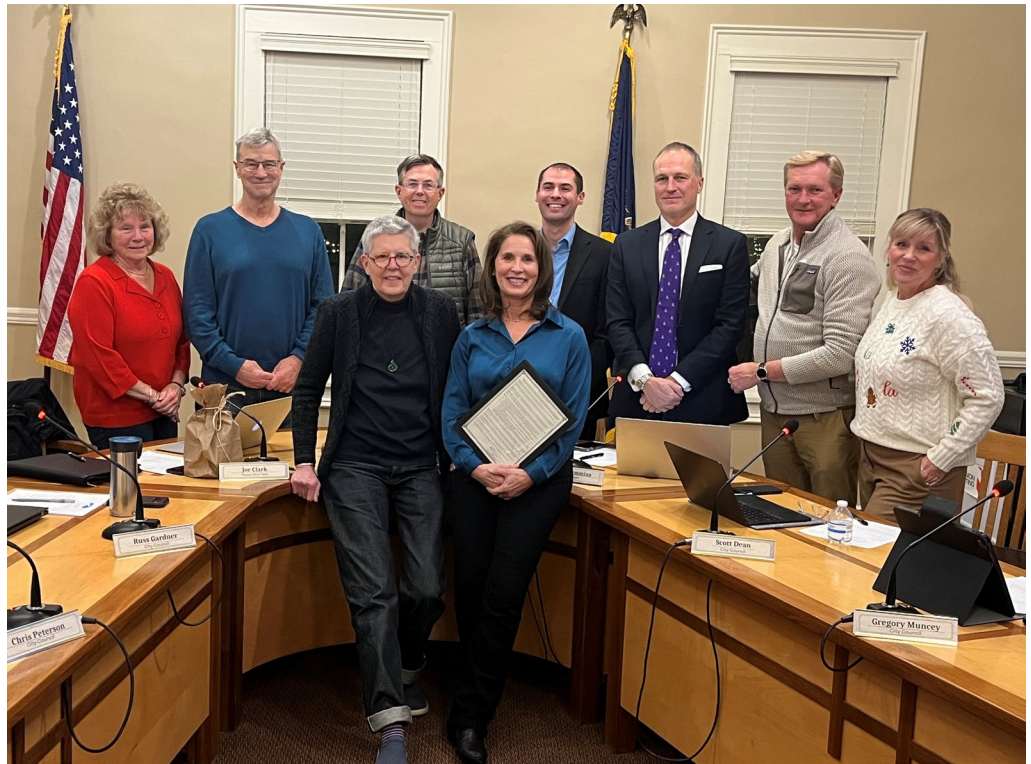











Joe Clark
Russ Gardner
Scott Dean
Chris Peterson
Gregory Muncey


Saugatuck Douglas
DATE 11-24-2025
PAY TO THE ORDER OF City of Saugatuck $ 20,200
Twenty thousand two hundred
DOLLARS
FOR Holiday Lights



Summary of Progress on FY 25/26 Council Priorities

Priorities for Operations, Public Health and Safety	Progress	Estimated Completion
Finish new water-sewer agreement	Significant Progress	Expected end of 2026
Update water-sewer infrastructure fees	Partial Progress	Water – Completed June 2025. Further in 2026 Sewer - 2027
Manage Dune Ridge litigation (potentially multi-year)	Significant Progress	COA/Supreme Court – Completed 2025 Hope to resolve in 2026
Evaluate and implement solutions to parking issues (multi-year)	Partial Progress	Task Force – August 2026 Solutions – 2027
Evaluate and implement Wildlife Committee recommendations	Partial Progress	Updated Weapons Ordinance – Completed 2025 Deer Cull – Winter 2027
Negotiate sale or lease of old landfill	No Progress	Not likely to occur
Update Land Use/Tri-Community Master Plan (multi-year)	Significant Progress	Survey and Open House – Completed 2025 New Plan - End of 2026
Improve profits from Oval Beach concessions	Completed/Ongoing	Completed in 2025 RFP – Spring 2026
Update zoning districts and signage regulations	Significant Progress	Signs – First Half of 2026 Zoning Districts - 2027
Refresh website	Not yet started	End of 2026
Review and update older policies	Significant Progress	Completed some and ongoing
Develop and implement safety protocols. including for parades	Completed	Completed in 2025

Summary of Progress on FY 25/26 Council Priorities

Priorities for Infrastructure	Progress	Estimated Completion
Complete Maple Street design and construction	Significant Progress	Design – Completed in 2025 Construction – Fall 2026
Finalize AT&T cellular agreement and installation	Partial Progress	Agreement – Spring 2026 Installation – Hope for 2026
Make repairs to seawall, sidewalks, and stairs	Significant Progress	Seawall – Spring 2026 Sidewalk and Stairs – 2025. Further in 2026
Inspect culverts	Significant Progress	Maple Street – Completed Fall 2025
Plan for Park Street improvements	Partial Progress	Grant – Awarded in 2025 Planning – End of 2026
Renovate City Hall interior	Partial Progress	Plans – End of 2026
Develop more comprehensive Capital Improvement Plan (CIP)	Partial Progress	CIP Updates – 2025 Further Updates – February 2026 and ongoing
Evaluate long-term funding options for CIP	Partial Progress	End of 2026
Maintain and resurface roads	Significant Progress	Completed Some Work Fall 2025. Further in Spring 2026
Repair Chain Ferry landing and arbor	Significant Progress	Winter 2026
Plan for lead service line replacement	Partial Progress	Inventory – Completed 2025 Replacement Plans – 2026
Begin planning for Elizabeth Street design and construction	Partial Progress	Conceptual Plans – Spring 2026 Designs/Bids – End of 2026
Update signage and wayfinding	Partial Progress	Logo/Branding – July 2026 Designs – End of 2026

Summary of Progress on FY 25/26 Council Priorities

Priorities for Parks and Recreation	Progress	Estimated Completion
Construct Mt. Baldhead bathroom	Significant Progress	Spring 2026
Complete Mt. Baldhead platform design; begin construction	Partial Progress	Design – End of 2026 Construction – Spring 2027
Restore Mt. Baldhead vegetation	Partial Progress	Plan – February 2026 Restoration – Fall 2026
Treat invasive species	Significant Progress	Milfoil – Completed 2025. Further in summer 2026 SHNA – Summer and Fall 2026
Refresh Village Square Courts (donor funded)	Significant Progress	Concepts – Completed in 2025 Grant – Awarded in 2025 Design – Spring 2026 Construction – Fall 2026
Continue to advance Blue Star Trail (multi-year)	Significant Progress	Tribal Walk Through – Completed 2025 Grant Extensions – Completed 2025 Further Assessments/Final Design – End of 2026 Construction – Hoping Spring 2027
Monitor and mitigate low water level impacts	Partial Progress	Further Harbor Authority Work – Throughout 2026
Evaluate community foundation options to accept citizen donations	Not yet started	June 2026
Expand holiday lighting to Water and Griffith streets	Completed	Water Street – Completed in 2025 Griffith – Not approved by Council

Additional Accomplishments in 2025

In addition to the accomplishments covered in the department head presentations, here are some more:

- Improved Communication - Regular community reports from City Manager, Increased Facebook posts, Surveys (slow no wake, wildlife, master plan)
- Personnel Manual Updates including New Earned Sick Time Act Requirements, AI, Social Media, Remote/Hybrid Work, Disability Accommodations
- Formed Logo and Branding Refresh Committee and Issued RFP
- Formalized Park Rules
- Clean Audit and Added Significant Sums to Fund Balances
- Conducted Annual Reviews and Merit Increases
- Updated Staff Wage Scales
- Updated Health Insurance Offerings to Save Costs and Offer Employees More Options
- Updated Purchasing Policy Ordinance
- Worked with CVB on Temporary Placemaking Installation at Cook Park
- Supported History Center with Additional Historic Markers
- Updated Ethics Policy
- Navigated an Area Wide Natural Gas Outage for Several Days
- Built Positive Working Relationship with Tribal Nations
- Extended Law Enforcement Agreement with Allegan County Sheriff's Office
- Phone Improvements - Connected City Hall and DPW Phone Systems, Promoting Direct Lines
- Added Invasive Species and Deer Resistance Planting Education from PPW to Website
- Joined Area Partners in Investing in the Kalamazoo River Greenway plan.

Honoring Staff's Professional Development

Jamie – Completed Year Three of Michigan Association of Municipal Clerks Institute and Earned the Michigan Professional Municipal Clerk Designation.

Sara – Completed Year Two (of Three) of Michigan Association of Municipal Clerks Institute which will lead to Michigan Professional Municipal Clerk Designation. Attended Bureau of Elections Updates Training.

Scott – Completed Michigan Infrastructure Council Asset Management Champion Program.

Grayson – Completed the following trainings: Floodplains 101, Historic Preservation 101, inland lakes, and site plan reviews. Attended Michigan Association of Planning Conference.

Nikki – Completed Plante Moran Government Accounting Professionals University Program. Completed Year One (of Three) of Michigan Municipal Treasures Association Basic Institute which will lead to Michigan Certified Professional Treasurer (MiCPT) certification.

Angela and AJ – Beginning CDL training.

Ryan – Attended Michigan Municipal Executives Winter Institute, Michigan Municipal League Annual Convention, and Michigan Municipal League Capitol Conference.

Outlook

Concern over data centers targeting Saugatuck and Saugatuck township

From: Brian Serman <>
Sent: Thursday, February 5, 2026 2:15 PM
To: Ryan Cummins <rcummins@saugatuckcity.com>
Subject: Concern over data centers targeting Saugatuck and Saugatuck township

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Dear Ryan, I'm very concerned with the approaching threat of data centers in our area, please use the link below to inform the city council of future aims that may be considered by data centers and their threat to our environment here in Saugatuck and Saugatuck township.

https://youtu.be/Yf4BhQfPKHg?si=Xtww2mjGHRX0nui2

Yahoo Mail: Search, Organize, Conquer