



CITY COUNCIL MEETING AGENDA

July 14, 2025

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

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

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

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Mayor's Comments**
- 5. City Manager Comments**
- 6. Agenda Changes (*Additions/Deletions*)**
- 7. Guest Speakers:**
 - A.** Becky Carten-Crandell – Interurban Transit Authority.
- 8. Public Comment on Agenda Items Only (*Limit 3 minutes*)**
- 9. Consent Agenda: (*Roll Call*) Pg.3**
 - A.** Approval of Workshop Meeting Minutes for July 9, 2025.
 - B.** Approval of Closed Session Minutes for July 9, 2025.
 - C.** Delegation of School Plan Review and Inspection Authority.
 - D.** Revocable License Agreement Regarding Sign in the Right of Way – Brass Anchor.
 - E.** Revocable License Agreement Regarding Sign in the Right of Way – Beach Day.
 - F.** Resolution 250714-A – Resolution by the Saugatuck City Council to Amend the Terms of the City Manager Agreement.
 - G.** Temporary Sign Installation Agreement between City, Township, and Road Commission.
 - H.** Resolution 250714-B - Local Government Unit Approval for Social District Permit – Noble Twist Taphouse.
- 10. Staff Reports, Boards, Commissions & Committees: Pg.34**
 - A. Staff Reports:**
 - 1.** City Manager
 - 2.** Treasurer

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.

3. Clerk
4. Planning and 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. Wildlife Management Committee

11. Approval of Accounts Payable: (Roll Call) Pg.53

- A. Accounts Payable in the amount of \$724,570.94.

12. Public Hearings

13. Unfinished Business

14. New Business

- A. City Hall Interior Renovations – Proposal for Needs Study, Conceptual Design, & Structural Evaluation. (Roll Call) Pg.62
- B. Creation of a Parking Improvements Task Force and Request for Proposals for Consulting Support.(Roll Call) Pg.66

15. Public Comments (Limit 3 minutes)

16. Closed Session:

- A. Motion to move into closed session pursuant to MCL 15.268(d), to consider the purchase or lease of real property. (Roll Call)

17. Correspondence Pg.74

- A. Sherry Tedaldi

18. Council Comments

19. Adjourn (Voice Vote)



CITY COUNCIL WORKSHOP MEETING MINUTES- *proposed* **July 9, 2025**

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

Call to Order:

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

Attendance:

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

Absent: None.

Others Present: City Manager Cummins, Attorney Witte, Treasurer Bredeweg, Clerk Wolters and Engineer Moxey.

Agenda Changes: None.

Public Comment on Agenda Items Only: None.

Approval of Minutes:

Regular City council Meeting Minutes – June 23, 2025.

Closed Session City Council Meeting Minutes – June 23, 2025.

Motion by Peterson, second by Stanton to approve the regular city council meeting minutes as amended adding "Clark" to the second paragraph on page 5 and the closed session city council meeting minutes, both of June 23. Via voice vote, motion carried unanimously.

Discussion Items:

City Hall Interior Renovations – Proposal for Needs Study, Conceptual Design, & Structural Evaluation:

The City Council discussed interior renovations for City Hall, focusing on addressing aging infrastructure and space configuration. City Manager Cummins presented an engineering proposal for \$30,000 that would include conceptual designs for each floor and assessment of structural elements. The goal is to understand potential layout changes and associated costs. John Moxey explained they would conduct an architectural and structural review to ensure proposed changes are feasible. The council views this as a priority for fiscal year 2025-2026, with potential actual renovation work likely occurring in fiscal year 2027. Russ Gardner asked questions about the civil engineering firm's capability to handle space planning, which Moxey clarified would involve their architectural staff.

Creation of a Parking Improvements Task Force and Request for Proposals for Consulting Support:The City Council discussed creating a parking improvements task force to address ongoing parking challenges in Saugatuck. City Manager Cummins outlined key issues including perceived lack of parking spaces, employee parking in prime spots, enforcement of parking regulations, and potential solutions like adding spaces, creating a parking ramp, implementing paid parking, and improving wayfinding signage. The proposed task force would include representatives from the City Council, Planning Commission, local businesses, Convention and Visitors Bureau, and The Interurban. The goal is to conduct a comprehensive parking study over 9-12 months, involving community stakeholders and potentially hiring a consultant to analyze current and future parking needs. Gregory Muncey was nominated to represent the city council, and the group discussed the importance of gathering data from other similar communities and taking a collaborative approach to solving parking challenges.

Potential Donor for Future Saugatuck Wilds Nature Preserve Pavilion:

An anonymous donor offered \$100,000 to construct a pavilion at the Saugatuck Wilds nature preserve after their passing. The proposed pavilion would be 20x40 feet and include benches, picnic tables, and potentially a fireplace. The donor wants the pavilion named after their dog. The City Council discussed the offer positively, with suggestions to involve the Parks and Public Works Committee in scoping the project to determine the specific design and placement, ensuring flexibility and alignment with the park's overall plans.

Temporary Sign Installation Agreement between City, Township, and Road Commission:

The City Council previously discussed a temporary sign installation agreement for the Saugatuck sign at the Holland and Blue Star intersection. City Manager Cummins explained the agreement allows the sign to remain for up to three years, with the city responsible for maintaining the sign and landscaping. The township and road commission want a more formal arrangement, and they're interested in potentially collaborating on a new, joint sign design in the future. The agreement is still pending approval from the township board and road commission. The city sees this as a temporary solution while working towards a more comprehensive signage approach, potentially tied to future wayfinding efforts.

Review of City Council Priorities for Fiscal Year 2025/2026:

The City Council reviewed their fiscal year priorities, noting progress on several initiatives. They discussed potentially removing the expansion of holiday lighting to Water and Griffith Street from the list due to budget constraints. Ryan Cummins suggested keeping the holiday lighting item open, as there might be more cost-effective ways to upgrade electrical infrastructure. The council kept wayfinding on the list, despite potential delays, and mentioned future considerations like the Dark Sky initiative and chicken-keeping regulations. They appreciated the progress made so far and agreed to keep the priorities list flexible, allowing for adjustments as the year progresses. The discussion was seen as a helpful way to track ongoing projects and ensure continued focus on key city objectives.

Closed Session:

Motion by Gardner, supported by Peterson, to move into a closed session pursuant to Pursuant to MCL 15.268 (h), to discuss a confidential written legal opinion regarding a proposed sand mining operation near the old landfill in Saugatuck Township; and Pursuant to MCL 15.268(d), to consider the purchase or lease of real property. Via roll call vote, motion carried unanimously.

The council entered the closed session at 4:58 p.m.

Motion by Muncey, second by Peterson to return to open session. Via roll call vote, motion carried unanimously.

The council entered the open session at 6:04 p.m.

Motion by Muncey, second by Gardner Motion to deny Site Work Solutions, Inc.'s request to reduce the setback of its sand mining operation adjacent to the old landfill property, and to direct City staff to communicate

concerns about that proposed land use to the Saugatuck Township Planning Commission. Via roll call, motion carried unanimously.

Public Comments: None.

Correspondence: None.

Council Comments:

- Councilmember Joe Clark did not have a comment.
- Councilmember Muncey made two key points during council comments. First, he reminded everyone that city parking and property are not places for unauthorized businesses to operate. Second, he mentioned the upcoming Music in the Park event, noting he would be attending and had previously brought bubbles to a previous event. He also expressed hope that everyone had a nice and safe Fourth of July weekend.
- Councilmember Dean commented on the canceled Fourth of July events, expressing sympathy for those affected. He mentioned he would be going to Noble Twist, a new business in town, to see his daughter working there. He then planned to attend the SCA to watch the play "Come From Away". Dean expressed appreciation for the town's amenities and the exciting opportunities available in Saugatuck.
- Mayor Pro-Tem Stanton expressed sadness about the canceled Fourth of July parade. She specifically thanked April Gundy for her extensive work organizing the parade and other events. Stanton praised the Convention and Visitors Bureau (CVB) for their efforts to create family-friendly events, acknowledging the difficulty of having to cancel planned activities due to rain.
- Councilmember Gardner commented on the Fourth of July parade cancellation, sharing that he was present with the city manager, police, and township fire department when the decision was made. He emphasized that the heavy rain led to the cancellation and that other communities also canceled their events. Gardner highlighted the importance of communication during such situations, acknowledging that while people were concerned, they ultimately understood the decision.
- Councilmember Peterson briefly mentioned that she was at the parade and standing on a dump truck's metal floor when lightning started along with a woman holding an umbrella, they decided to get out, which she noted was a wise decision.
- Mayor Anderson mentioned being out of town for the Fourth of July and missing the rain in Saugatuck. She noted she was in Sonoma County, which she described as beautiful, and expressed appreciation for getting away. She characterized the council meeting as having good discussions and led the meeting through its various agenda items.

Adjournment:

Motion by Peterson, second by Dean to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Anderson adjourned the meeting at 6:08 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Luke Thompson, Director of Planning/Zoning

MEETING DATE: July 14, 2025

SUBJECT: Request for Annual Delegation of School Plan Review and Inspection Authority to the City of Saugatuck

DESCRIPTION:

Mark Neidlinger, on behalf of Saugatuck Public Schools, has submitted a request for the City of Saugatuck to assume authority for school plan review and inspection. This delegation would permit the City to perform these duties for a period of one year, in accordance with the provisions set forth in the Michigan Building Code and related state statutes.

The City's contracted building services provider, Michigan Township Services (MTS), has confirmed that all inspectors performing these functions are properly registered and qualified as required by the State of Michigan.

Per statutory requirements, the delegation must be approved by City Council. Attached to this memo is the necessary form for your consideration and approval.

LEGAL REVIEW:

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

SAMPLE MOTIONS:

Motion to **approve** the Request for Annual Delegation of School Plan Review and Inspection Authority to the City of Saugatuck

Motion to **deny** the Request for Annual Delegation of School Plan Review and Inspection Authority to the City of Saugatuck

Request for Annual Delegation of School Plan Review and Inspection Authority to a Local Unit of Government Enforcing Agency
Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
P.O. Box 30254, Lansing, MI 48909
Phone: 517-241-9313 / E-Mail: lara-bcc-buildingtrades@michigan.gov
www.michigan.gov/bcc

Authority: 1937 PA 306 Penalty: Failure to provide information may result in the denial of your request.	LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
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SCHOOL DISTRICT

NAME OF SCHOOL DISTRICT Saugatuck Public Schools			COUNTY Allegan	
ADDRESS 401 Elizabeth Street				
CITY Saugatuck	STATE MI	ZIP CODE 49453	TELEPHONE NUMBER (Include Area Code) (269) 857-1444	FAX NUMBER (Include Area Code)
PRIMARY CONTACT PERSON Mark Neidlinger		TITLE Superintendent	E-MAIL ADDRESS mneidlinger@saugatuckps.com	

Each local government enforcing agency in which facilities of the school district are located must complete this application attesting to the agreement with the information contained in this application. (Attach additional sheets if necessary)

LOCAL UNIT OF GOVERNMENT / CODE ENFORCING AGENCY

NAME OF LOCAL UNIT OF GOVERNMENT City of Saugatuck			COUNTY Allegan	
ADDRESS 102 Butler Street				
CITY Saugatuck	STATE MI	ZIP CODE 49453	TELEPHONE NUMBER (Include Area Code) (269) 857-2603	FAX NUMBER (Include Area Code)
PRIMARY CONTACT PERSON		TITLE	E-MAIL ADDRESS	

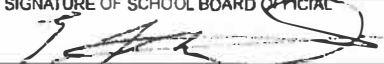
By checking the boxes below you are certifying the following:

- ☒ The governmental subdivision and the enforcing agency are qualified by experience or training to administer and enforce this act and the code and all related acts and rules
- ☒ Pursuant to MCL 388.851(b)(5) this form is to certify that full-time code officials, inspectors and plan reviewers registered under the skilled trades regulation act, 2016 PA 407, MCL339.5101 to 339.6133, will conduct plan reviews and inspections of school buildings.
- ☒ Agency personnel are provided as necessary
- ☒ Administrative services are provided
- ☒ Timely field inspection services will be provided
- ☒ Plan review services are provided

Certification by School District and Elected Government Official - In the sections below, provide the signature of the school board and the elected government official authorized to enforce construction codes in which school facilities are located. **Note:** A local government not authorized to enforce the state construction codes does not qualify for delegation of school plan review and inspection authority.

SIGNATURE AND CERTIFICATION OF SCHOOL BOARD PRESIDENT

I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the parties listed in this application. I further certify adherence to all applicable laws and rules under the delegation of authority.

NAME OF SCHOOL BOARD OFFICIAL (Please Print) Eric Birkholz, Treasurer	NAME OF LOCAL SCHOOL DISTRICT Saugatuck Public Schools
SIGNATURE OF SCHOOL BOARD OFFICIAL 	DATE 4/14/25

SIGNATURE AND CERTIFICATION OF LOCAL UNIT OF GOVERNMENT

I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the parties listed in this application. I further certify adherence to all applicable laws and rules under the delegation of authority.

NAME AND TITLE OF ELECTED GOVERNMENT OFFICIAL (Please Print)	NAME OF LOCAL UNIT OF GOVERNMENT
SIGNATURE OF ELECTED GOVERNMENT OFFICIAL	DATE



City Council Agenda Item Report

FROM: Luke Thompson, Director of Planning and Zoning

MEETING DATE: 07/14/2025

SUBJECT: Brass Anchor – Right of Way Signage Request

DESCRIPTION:

Crista Winteringham of Brass Anchor has submitted an application to install a 18.1” by 18.1” square Projecting Sign above the Entrance for the establishment. There will 11’ of clearance below the sign. The sign will encroach into the City right of way (sidewalk).

The zoning ordinance requires the following:

154.141(L)(2) Any new permanent signs within the public right-of-way shall obtain City Council approval prior to erection. Signs shall not create a traffic vision obstruction, pedestrian traffic obstruction, or prevent the general accepted use of the public right-of-way.

Attached is a Revocable License Agreement that would allow for Brass Anchor LLC to have a projecting sign that encroaches into the City right of way.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

Historic District Commission.

LEGAL REVIEW:

The City Attorney reviewed revocable license agreement language for signs in the public right of way.

SAMPLE MOTION:

Motion to approve the Revocable License Agreement for a sign in the public right-of-way for Brass Anchor.

REVOCABLE LICENSE AGREEMENT
REGARDING SIGN IN THE RIGHT-OF-WAY

THIS AGREEMENT is made this _____ day of _____, 2025, between the CITY OF SAUGATUCK, (hereinafter “**City**”) a Michigan municipal corporation located in Allegan County, Michigan; and Brass Anchor LLC (hereinafter “**Licensee**”).

Recitals

- A. Licensee has leasehold interest in real property located at 134 Butler Culver Street in the City, further described as P.P. No. 03-57-300-175-00 (the “**Property**”).
- B. A public right-of-way owned and controlled by the City crosses the Property as shown on the sketch map attached as Exhibit A and incorporated by reference.
- C. Licensee desires to install an approximately five square foot projecting sign in the City’s right-of-way with at least eight and a half feet of clearance below the sign (the “**Encroachment**”). Licensee seeks a license in order to install the Encroachment.
- D. Licensee will insure and maintain the Encroachment within and immediately adjacent to the public right-of-way for Culver Street as hereinafter described.
- E. The City is amenable to granting a revocable license to Licensee for the installation and maintenance of the Encroachment within the right-of-way for Culver Street, subject to terms of this Agreement.

Agreement

- 1. The City hereby grants to Licensee a revocable license for the Encroachment for the purpose of installing and maintaining the Encroachment in the precise location shown on Exhibit A subject to the terms of this Agreement. The Encroachment shall be as depicted on attached Exhibit A, which is incorporated by reference.
- 2. The Encroachment shall meet all requirements of the City of Saugatuck Code including, without limitation, any historic district requirements.
- 3. Licensee shall maintain the Encroachment in the public right-of-way in good condition at all times, and in compliance with all applicable laws and regulations of the City, County and State of Michigan.
- 4. Licensee shall indemnify and hold harmless the City, and its officers, agents, and employees, from any and all claims, demands, or suits by any person or entity for damages, injuries, or losses in any way connected or arising out of the placement, maintenance, existence or use of the Encroachment. The provisions of this section shall survive any termination of this Agreement.
- 5. Licensee shall obtain and maintain general liability insurance in a form and amount satisfactory to the City for the Encroachment at all times that this Agreement is in effect and the City shall be named as an additional insured on any such policy.

6. The placement of the Encroachment in no way creates any title, claim of right, or other property rights or interest for Licensee in any public right-of-way.
7. The license granted to the Licensee and this Agreement shall not be assigned or otherwise transferred by Licensee to any other person or business entity without the City's prior written approval.
8. The license granted by this Agreement shall be revocable at the will of the City, with or without cause, by the City giving Licensee or its successor thirty (30) days written notice of intent to revoke. Upon written notice to Licensee or its successor, mailed by regular mail to 134 Butler St, Saugatuck, MI 49453, Licensee or its successor shall immediately remove the Encroachment and discontinue placing anything in the City right-of-way. The area where the Encroachment was removed shall be returned to its previous condition by the Licensee at no cost to the City.
9. At the time of execution of this Revocable License Agreement, Licensee shall pay to the City the cost of preparation of this Agreement.

In witness whereof, the parties have caused this Agreement to be executed on the date first set forth above.

City of Saugatuck, a Michigan municipal
corporation

By: _____

Its: _____

By: _____

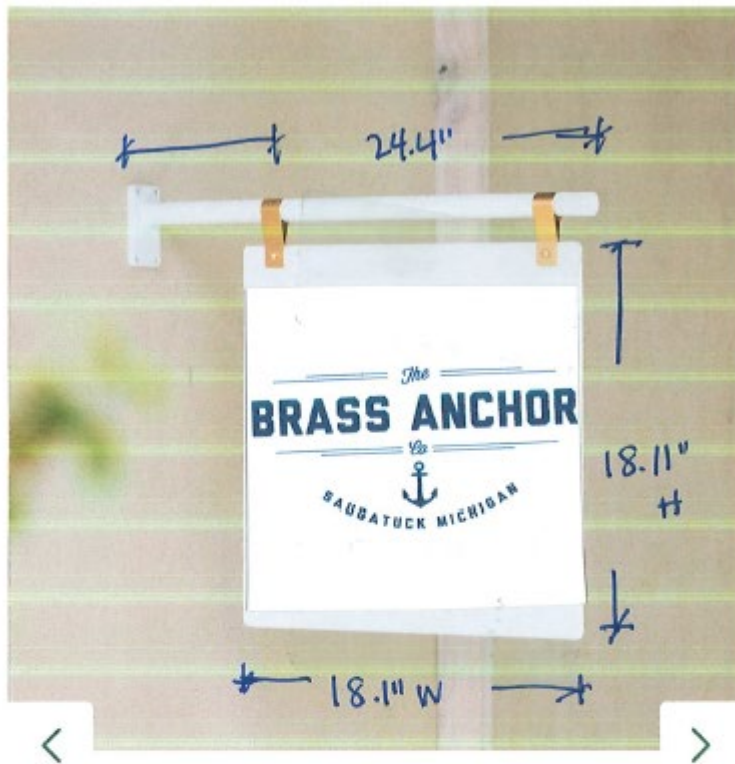
Its: _____

Brass Anchor LLC

By: _____

Its: _____

Exhibit A



Specifications

width = 18.1"

Height - 18.1"

Distance from wall/building 24'4"

material - aluminum



City Council Agenda Item Report

FROM: Luke Thompson, Director of Planning and Zoning

MEETING DATE: 07/14/2025

SUBJECT: Beach Day – Right of Way Signage Request

DESCRIPTION:

Crista Winteringham of Beach Day has submitted an application to install a 4' by 3' square Projecting Sign above the Entrance for the establishment. There will 11' of clearance below the sign. The sign will encroach into the City right of way (sidewalk).

The zoning ordinance requires the following:

154.141(L)(2) Any new permanent signs within the public right-of-way shall obtain City Council approval prior to erection. Signs shall not create a traffic vision obstruction, pedestrian traffic obstruction, or prevent the general accepted use of the public right-of-way.

Attached is a Revocable License Agreement that would allow for Beach Day LLC to have a projecting sign that encroaches into the City right of way.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

Historic District Commission.

LEGAL REVIEW:

The City Attorney reviewed revocable license agreement language for signs in the public right of way.

SAMPLE MOTION:

Motion to approve the Revocable License Agreement for a sign in the public right-of-way for Beach Day.

REVOCABLE LICENSE AGREEMENT
REGARDING SIGN IN THE RIGHT-OF-WAY

THIS AGREEMENT is made this _____ day of _____, 2025, between the CITY OF SAUGATUCK, (hereinafter “**City**”) a Michigan municipal corporation located in Allegan County, Michigan; and Beach Day LLC (hereinafter “**Licensee**”).

Recitals

- A. Licensee has leasehold interest in real property located at 115 Butler Culver Street in the City, further described as P.P. No. 03-57-300-187-50 (the “**Property**”).
- B. A public right-of-way owned and controlled by the City crosses the Property as shown on the sketch map attached as Exhibit A and incorporated by reference.
- C. Licensee desires to install an approximately five square foot projecting sign in the City’s right-of-way with at least eight and a half feet of clearance below the sign (the “**Encroachment**”). Licensee seeks a license in order to install the Encroachment.
- D. Licensee will insure and maintain the Encroachment within and immediately adjacent to the public right-of-way for Culver Street as hereinafter described.
- E. The City is amenable to granting a revocable license to Licensee for the installation and maintenance of the Encroachment within the right-of-way for Culver Street, subject to terms of this Agreement.

Agreement

- 1. The City hereby grants to Licensee a revocable license for the Encroachment for the purpose of installing and maintaining the Encroachment in the precise location shown on Exhibit A subject to the terms of this Agreement. The Encroachment shall be as depicted on attached Exhibit A, which is incorporated by reference.
- 2. The Encroachment shall meet all requirements of the City of Saugatuck Code including, without limitation, any historic district requirements.
- 3. Licensee shall maintain the Encroachment in the public right-of-way in good condition at all times, and in compliance with all applicable laws and regulations of the City, County and State of Michigan.
- 4. Licensee shall indemnify and hold harmless the City, and its officers, agents, and employees, from any and all claims, demands, or suits by any person or entity for damages, injuries, or losses in any way connected or arising out of the placement, maintenance, existence or use of the Encroachment. The provisions of this section shall survive any termination of this Agreement.
- 5. Licensee shall obtain and maintain general liability insurance in a form and amount satisfactory to the City for the Encroachment at all times that this Agreement is in effect and the City shall be named as an additional insured on any such policy.

6. The placement of the Encroachment in no way creates any title, claim of right, or other property rights or interest for Licensee in any public right-of-way.
7. The license granted to the Licensee and this Agreement shall not be assigned or otherwise transferred by Licensee to any other person or business entity without the City's prior written approval.
8. The license granted by this Agreement shall be revocable at the will of the City, with or without cause, by the City giving Licensee or its successor thirty (30) days written notice of intent to revoke. Upon written notice to Licensee or its successor, mailed by regular mail to 115 Butler St, Saugatuck, MI 49453, Licensee or its successor shall immediately remove the Encroachment and discontinue placing anything in the City right-of-way. The area where the Encroachment was removed shall be returned to its previous condition by the Licensee at no cost to the City.
9. At the time of execution of this Revocable License Agreement, Licensee shall pay to the City the cost of preparation of this Agreement.

In witness whereof, the parties have caused this Agreement to be executed on the date first set forth above.

City of Saugatuck, a Michigan municipal
corporation

By: _____

Its: _____

By: _____

Its: _____

Beach Day LLC

By: _____

Its: _____



16' 0"
 16' 0" Building width.



Sign
4'x3'

3'
 4'

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

RESOLUTION NO. 250714-A

**A RESOLUTION BY THE SAUGATUCK CITY COUNCIL TO AMEND
THE TERMS OF THE CITY MANAGER'S EMPLOYMENT
AGREEMENT**

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

RECITALS

WHEREAS, consistent with Section 6.2 of its Charter, the City of Saugatuck employs the City Manager. The terms of the City Manager's employment are set by Charter and an employment agreement approved at the June 10, 2024 City Council meeting;

WHEREAS, the City Council engaged in the first annual performance evaluation of the City Manager pursuant to said agreement and determined to increase the car allowance term to \$6,000 effective July 1, 2025; establish a minimum salary of \$135,000 effective July 1, 2025, \$145,000 effective July 1, 2026, and \$160,000 effective July 1, 2027; and to make certain other housekeeping updates to the agreement to reflect the passage of time.

WHEREAS, the City Manager and City Council, if in agreement, must approve any changes to the employment agreement in writing via approved Resolution, and executed in the same fashion as the agreement.

WHEREAS, the City Manager and City Council have reviewed Exhibit A, which incorporates all such changes.

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Saugatuck, the updated City Manager's employment agreement, included at Exhibit A, is approved.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this ____ day of _____, 2025

CITY OF SAUGATUCK

BY: _____
Holly Anderson, Mayor

BY: _____
Jamie Wolters, City Clerk

CERTIFICATION

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

Signed: _____
Jamie Wolters, City Clerk

CITY MANAGER EMPLOYMENT AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of July, 2025 by and between the City of Saugatuck, State of Michigan, a municipal corporation, (“Employer”), and Ryan Cummins, (“Employee”), (collectively, “Parties”), both of whom understand as follows:

RECITALS

WHEREAS, Employer desires to employ Employee to serve as City Manager of the City of Saugatuck, which employment shall be at the pleasure of its City Council, and

WHEREAS, it is the desire of the Employer to provide certain benefits, establish certain conditions of employment and to set working conditions of Employee.

TERMS AND CONDITIONS

NOW, THEREFORE, for good and valuable consideration as provided in this Agreement, the sufficiency of which is acknowledged, the parties agree as follows:

Section 1: EMPLOYMENT

Subject to the terms of this Agreement, Employer hereby employs Employee as its City Manager for the City of Saugatuck to perform the functions and duties required and permitted by state law including, without limitation, those duties as set forth in the City Charter, the City Code of Ordinances, and such other functions and duties as the City Council shall from time to time assign. Employee shall perform such duties in an efficient and conscientious manner, exercising his discretion, judgment and authority in the best interests of the City and in compliance with all applicable laws, rules, regulations, orders and directives of any officer or agency of competent jurisdiction.

The Employee is an exempt employee and is expected to engage in those hours of work necessary to fulfill the obligations of the City Manager’s position. The Employee does not have set hours of work as the Employee is expected to be available as needed; however, certain exceptions apply, including personal time off when the Employee is not available by phone. During periods in which the Employee anticipates being unreachable by phone, the Employee shall make arrangements to delegate responsibilities and tasks as necessary, and to provide the City with an alternative means of contacting the Employee in the event of an emergency.

It is recognized that the Employee must devote a great deal of time to business of the City outside of the City's customary office hours; accordingly, the Employee’s work schedule is anticipated to vary in accordance with work required to be performed. Employee shall spend sufficient hours on site to perform his duties; however, Employee has discretion over his work schedule so long as his schedule does not interfere with the best interests of the City.

From time to time during his employment, Employee may be appointed by the City Council, by the Mayor, by operation of law or contract or otherwise to various boards, commissions or other bodies as a nonvoting member. Employee agrees that the termination of his employment as City Manager for any reason shall constitute his resignation from and termination of his office or membership on such other boards, commission and bodies that he holds by virtue of his position as City Manager.

Section 2: TERM

A. This Agreement has no set term and shall expire upon either Party exercising its right to terminate as provided elsewhere in this Agreement.

B. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City Council to terminate the service of Employee at any time, subject only to the provisions set forth elsewhere in this Agreement.

C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time from his position with the Employer, subject only to the provisions set forth elsewhere in this Agreement.

D. Employee agrees to remain in the exclusive employment of Employer until termination of this Agreement and neither to accept other employment nor to become employed by any other employer, unless specifically approved by the Council, until the termination of this Agreement, except as otherwise provided in this Agreement.

Section 3: SALARY

The Employer agrees to pay Employee for services rendered pursuant to this Agreement an annual salary as set forth below, payable in installments at the same time as other employees of the Employer are paid. As a salaried, exempt employee, Employee shall not be paid overtime or any other added amounts for time spent outside of regular working hours. The salary shall be no less than the following if, and so long as, the employment continues:

July 1, 2025: \$135,000

July 1, 2026: \$145,000

July 1, 2027: \$160,000

Employee's salary and/or benefits may be modified during the term of the Agreement in such amounts and to such extent as the City Council may determine is beneficial to the City. Salary changes beyond that provided in this section may be implemented by the City Council as part of its review and approval of the annual City budget and the performance evaluation process. The City may only reduce Employee's salary below the salary specified under this Agreement to the extent across-the-board salary reductions are implemented for all City employees. Nothing about these salary provisions modify the Employee's employment relationship with the City.

Section 4: VACATION, SICK AND PERSONAL TIME

Unless in conflict with the terms of this Agreement, Employee shall be entitled to vacation, sick and personal time pursuant to the duly adopted policies applicable to full-time exempt employees of the City of Saugatuck as amended from time to time. Employee shall notify the Mayor, Clerk, and Treasurer of any intent to utilize vacation, sick, or personal time.

Section 5: INSURANCE AND BENEFITS

A. Employer agrees to put into force and make required premium payments for Employee for insurance policies for life insurance, accidental death and dismemberment, disability and health insurance at the same coverage and benefit levels as provided to full-time exempt employees of the City of Saugatuck subject to the terms of applicable insurance policies and the City of Saugatuck's personnel policies as they may be revised or amended. Employee shall be responsible for complying with all eligibility and other terms of any such coverage and shall be responsible for any co-pays, deductibles and such other amounts as are required to be paid by the eligible employee under such policies. If there is a conflict between this Agreement, and the terms set forth by an insurance carrier, the terms of the carrier shall control.

B. Employer will reimburse Employee for documented dental and vision costs incurred by Employee, Employee's spouse, and dependents consistent with the duly adopted policies applicable to full-time exempt employees of the City of Saugatuck as amended from time to time.

C. Employer will make contributions to Employee's retirement plan consistent with the duly adopted policies applicable to full-time exempt employees of the City of Saugatuck as amended from time to time.

D. Employer agrees to match the Employee's contribution to a mutually agreed upon retirement plan in an amount not to exceed 4% of Employee's annual gross salary.

E. Employer will provide Employee job-related personal tools or equipment, such as a computer, cell phone, etc. reasonably necessary to perform Employee's functions and duties. Employee may elect to receive a cell phone reimbursement in lieu of receiving a cell phone; in such case, he shall be eligible for reimbursement consistent with the duly adopted policies applicable to full-time employees of the City of Saugatuck, as amended from time to time. Upon termination for any reason, Employee shall return all such equipment to the Employer no later than Employee's last day of employment.

Section 6: PROFESSIONAL DEVELOPMENT

Employer shall pay the cost of conferences and meetings attended by the Employee for business and professional purposes, including the Michigan Chapter ICMA meetings and activities, Michigan Municipal League functions, and other State and local meetings that the Employee chooses to attend after approval of the City Council.

Section 7: DUES AND SUBSCRIPTIONS

Employer agrees to pay Employee's professional dues as necessary or desirable after consulting with the Council. The City also agrees to pay for books, magazines and subscriptions that the Employee deems necessary and desirable for the performance of his duties after consulting with and receiving approval from the Council. These amounts are to be incorporated into the departmental budget for each fiscal year.

Section 8: GENERAL EXPENSES

The Employer agrees to pay the Employee the sum of Six Thousand Dollars (\$6,000) annually as an automobile allowance payable in twelve (12) equal installments. Employee shall not be provided with a City-owned vehicle. Employee shall be responsible for maintenance and insurance on Employee's vehicle. Employee shall not be compensated for mileage while conducting City business.

Section 9: INDEMNIFICATION

Employer shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in Employee's good faith performance of his duties as City Manager. Employer may compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon. The foregoing shall not apply to matters in which the Employee is charged with the commission of a civil infraction, criminal offense, felony or misdemeanor, or for which the basis of liability is the commission of an intentional tort.

Section 10: BONDING

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

Section 11: PERFORMANCE EVALUATION

A. The City Council may conduct evaluations of the Employee. The City Council may undertake any such review on its own initiative or at the request of the Employee. To the extent permitted by law, Employee may request that an evaluation be conducted in a closed session of the City Council, subject to the City Council's approval. An evaluation shall be in accordance with specific criteria which may be added to or deleted from as the Council may from time to time determine, in consultation with the Employee. Further, the Mayor shall provide the Employee with a written summary statement of the findings of the Council and provide an adequate opportunity for the Employee to discuss his evaluation with the Council.

B. Annually, the City Council and Employee shall define goals and measurable performance objectives that they determine necessary for the proper operation of the City, and in the attainment of the City's policy objectives. The City may further establish a relative priority among those various goals and objectives, and reduce those goals and objectives to

writing. They shall generally be attainable within the time limitations as specified and the annual operating and capital budgets and appropriations provided.

C. In effecting the provisions of this Section, the City Council and the Employee mutually agree to abide by the provisions of the applicable law.

Section 12: SUSPENSION

Employer may suspend the Employee with or without full pay and benefits at the discretion of the City Council at any time during the term of this Agreement, but only if:

1. A five-sevenths (5/7s) majority of the City Council agrees, or
2. A majority of the City Council votes to suspend Employee for just cause; provided, however, that Employee shall have been given written notice setting forth any charges at least five (5) days prior to such meeting by the City Council members bringing such charges.

As used in this Agreement, “just cause” shall mean:

1. the conviction or guilty or no contest plea by Employee to a felony;
2. an act of fraud, misappropriation of public funds, embezzlement, theft, or other comparable dishonest conduct in connection with Employee’s job duties or in the course of his employment with the City;
3. an intentional or grossly negligent action or failure to act by Employee in disregard for a lawful directive by the City Council constituting material insubordination;
4. harassment (in violation of federal, state, or local law) by Employee of City personnel, vendors, or citizens;
5. unauthorized and material misuse of City property, equipment, or facilities by Employee;
6. falsification or unauthorized alteration by Employee of City documents or records;
7. improper use of leave time by Employee, including falsification of information to secure such leave time;
8. willful and continued failure to perform substantially the principal aspects of Employee’s job duties, if that failure continues after 14 days’ written notice to him (other than as a result of physical or mental illness or incapacity);
9. conduct by Employee of illegal activity on Employer's premises;
10. a finding of misfeasance or malfeasance of office or duties after a hearing before the City Council.

Section 13: TERMINATION AND SEVERANCE PAY

A. The City Council may terminate Employee’s employment by a five-sevenths (5/7s) majority at any time and for any reason. If that termination is not for just cause as defined in this Agreement, Employer agrees to pay Employee wages and benefits for eight (8) months as severance pay. Each full year of completed service as City Manager since his appointment on

June 10, 2024 and prior to termination without just cause shall entitle the Employee to one (1) additional month of severance pay and benefits.

B. The City Council may terminate Employee's employment by a simple majority vote if the termination is for just cause as defined in this Agreement; provided, however, that Employee shall have been given written notice setting forth any charges at least five (5) days prior to such meeting by the City Council members bringing such charges. If Employee is terminated for just cause, the Employer shall not be obligated to pay any severance to Employee.

C. If the Employer, at any time during the term of this Agreement, reduces the salary or other financial benefits of Employee in a greater percentage than an applicable across-the-board reduction for all employees of Employer, or if Employer refuses, following written notice, to comply with any other Agreement provision financially benefiting Employee, then Employee will be deemed to be terminated at the date of such reduction or such refusal to comply by Employer and Employee shall be entitled to severance pay as described in this Agreement commencing the date of termination.

D. If Employee voluntarily resigns his position with Employer before expiration of the term of his employment, then Employee shall give Employer one (1) months' notice in advance, unless the parties otherwise agree. Failure to give one (1) months' notice shall disqualify Employee from the payout for accrued but unused vacation and personal time provided for in the following Paragraph.

E. Upon his termination or resignation with proper notice, Employee shall be paid for accrued and unused vacation and personal time. Upon his termination or resignation, Employee shall be paid for accrued and unused sick time pursuant to the duly adopted policies and practices applicable to full-time exempt employees of the City of Saugatuck.

Section 14: OTHER TERMS AND CONDITIONS OF EMPLOYMENT

A. The City Council, in consultation with the Employee, shall fix any such terms and conditions of employment as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this agreement, the City Charter or any law.

B. All provisions of the City Charter and policies and regulations and rules of the Employer relating to vacation and sick leave, retirement and pension system contributions, and other fringe benefits and working conditions as they now exist or hereafter may be amended, also shall apply to the Employee as they would to other employees of the Employer.

Section 15: REDUCTION OF BENEFITS

Employer shall not any time during the term of this agreement reduce the salary, compensation or other financial benefits of Employee, except to the degree of such a reduction across the board for all employees or the Employer.

Section 16: HOME OFFICE

It is recognized that some functions of the Employee are a 24-hour per day responsibility. To that end, it is also recognized that the Employee may maintain an office at his place of residence for business purposes. The cost of maintaining that office is the sole responsibility of the Employee and not of the Employer.

Section 17: NOTICES

Notices pursuant to this agreement shall be given by deposit in the custody of the United States Postal Service, postage pre-paid, addressed as follows:

Mayor, City of Saugatuck, 102 Butler St., P.O. Box 86, Saugatuck, MI 49453.
Ryan Cummins, address on file at Saugatuck City Hall.

Alternatively, notices required pursuant to this agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Section 18: GENERAL PROVISIONS

A. The text herein shall constitute the entire agreement between the parties. The parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, it is agreed that no deviation from the terms may be based upon any prior representations or agreements, whether oral or written, between the parties. It is further understood that no amendment or modification of this Agreement shall be binding upon the City unless such amendment is approved by Resolution of the City Council, and the Employee, and until a copy of such Resolution is provided to all the parties to this Agreement, and the modification, amendment or alteration in the terms or conditions is reduced to a written document and executed in the same fashion as this Agreement.

B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Employee.

C. This Agreement shall become effective July 1, 2025 and it shall remain in effect until expiration or termination.

D. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

E. The waiver by either party of a breach of any provision of this Agreement by the other shall not operate or be construed as a waiver of any subsequent breach by that party.

F. The rights and obligations contained in this Agreement are personal in nature and cannot be transferred or assigned by the Employee.

G. This Agreement is the result of negotiations between the Parties, and the rule of construction that a contract is to be construed against its drafters is not applicable to this Agreement.

IN WITNESS WHEREOF, the Employer has caused this agreement to be signed and executed In Its behalf by its Mayor and duly attested by its City Clerk, and the Employee has signed and executed this Agreement, both in duplicate, the day and year first written above.

ATTEST:

EMPLOYER:

Jamie Wolters, Clerk
City of Saugatuck

Holly Anderson, Mayor
City of Saugatuck

EMPLOYEE:

Ryan Cummins



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: July 14, 2025

SUBJECT: Temporary Sign Installation Agreement between City, Township, and Road Commission

DESCRIPTION:

In May, City Council directed me to temporarily re-locate the Saugatuck sign along the river to Holland/Blue Star until new signage is designed and approved.

Since that time, I have been working with Saugatuck Township (Township) and the Allegan County Road Commission (ACRC) to finalize an agreement to temporarily re-locate the sign to the right of way that is under their jurisdiction.

Key terms of the agreement include:

- The Township and ACRC permit the City to install a temporary sign at Holland/Blue Star. The sign is explicitly temporary, not permanent. The temporary sign may remain for no more than three years from installation.
- The City and Township commit to collaborate on a permanent sign design that features both municipalities. If no collaborate sign is installed, the Township may pursue a project independently.
- The City must remove the temporary sign (at its own cost) once the permanent one is installed.
- The City will cover all installation, maintenance, utilities, lighting, and removal costs. The City must keep the sign in good repair and promptly address any safety or maintenance issues.

The Township has agreed to continue to maintain the grass in the area, but if we add additional landscaping, it will be up to the City to maintain. Public Works advised we may need to install some additional lighting.

A copy of the agreement is attached.

LEGAL REVIEW:

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

SAMPLE MOTIONS:

Motion to approve the Temporary Sign Installation Agreement between the City of Saugatuck, Saugatuck Township, and Allegan County Road Commission.

TEMPORARY SIGN INSTALLATION AGREEMENT

THIS TEMPORARY SIGN INSTALLATION AGREEMENT (“Agreement”) is made _____, 2025 (“Effective Date”), between the City of Saugatuck, a Michigan home rule city, 102 Butler Street, Saugatuck, Michigan 49453 (“City”), the Township of Saugatuck, a Michigan general law township, 3461 Blue Star Highway, Saugatuck Michigan 49453 (“Township”), and the Allegan County Road Commission (“ACRC”), 1308 Lincoln Road, Allegan, MI 49010.

RECITALS

WHEREAS, the City previously maintained a sign located in the road right-of-way at the corner of Blue Star Highway and Holland Street within the Township (“Sign Location”), which was damaged beyond repair and removed approximately one year ago;

WHEREAS, the City now desires to install a new temporary sign at the Sign Location with the intent to collaborate with the Township in the future on a permanent sign design that will highlight both municipalities and the historic downtown and Blue Star Corridor; and

WHEREAS, the Township and ACRC are willing to permit the temporary sign installation subject to the terms and conditions set forth herein;

NOW THEREFORE, in exchange for the consideration for the promises and of the mutual undertakings in this Lease, the parties agree as follows:

1. Temporary Sign Installation Permission. The Township and the ACRC hereby grant the City permission to install a temporary sign at the Sign Location, subject to all terms and conditions of this Agreement. The parties acknowledge and agree that this sign is expressly temporary in nature and is not intended as a permanent installation.

2. Future Collaboration Commitment. The City acknowledges and agrees that the parties intend to work together as soon as reasonably possible to design and install a new permanent sign that features both the Township and the City and highlights the historic downtown and Blue Star Corridor, with costs to be shared between the City and the Township as mutually agreed at that time. The City agrees that the temporary sign installed pursuant to this Agreement will be removed at the City’s sole expense upon the installation of such collaborative permanent sign. Upon expiration of this Agreement pursuant to Section 5, if no collaborative permanent sign has been installed, the Township may pursue any sign project or general landscape improvement project at the Sign Location independently, and the City agrees to remove the temporary sign at the City’s sole expense within thirty (30) days of written notice from the Township.

3. City's Financial Responsibilities. The City shall be solely responsible for all costs associated with the temporary sign, including but not limited to:

- a. Design, fabrication, and procurement costs;

- b. Installation costs and related permits;
- c. Ongoing maintenance and repairs, including cleaning, painting, and replacement of any rotten or damaged wood components to ensure the temporary sign remains in good condition;
- d. Utility connections and ongoing utility bills (water, electric, or other services);
- e. Installation and ongoing costs for adequate lighting or external illumination of the temporary sign throughout the duration of this Agreement; and
- f. Removal costs when required under this Agreement.

4. Additional Improvements. Any additional improvements to the Sign Location, including but not limited to additional lighting, landscaping, hardscaping, or other enhancements, shall require:

- a. Prior written approval from the Township; and
- b. All necessary permits as required by applicable law and Township ordinances.

The City acknowledges that Township approval under this section may be withheld in the Township's sole discretion.

5. Duration of Temporary Sign. The temporary sign shall remain in place for no more than three (3) years from the date of installation.

6. Maintenance and Safety. The City shall maintain the temporary sign in good condition and repair at all times. The City shall promptly address any safety concerns or maintenance issues identified by the Township or the ACRC or brought to the City's attention.

7. Term. This Agreement shall remain in effect until the earlier of: (a) removal of the temporary sign upon installation of the collaborative permanent sign referenced in Section 2; or (b) the expiration of the duration set forth in Section 5.

8. Indemnification. The City shall hold the Township and ACRC harmless from, indemnify it for, and defend it against any and all demands, claims, liabilities, obligations, damages, awards, judgments, or other losses or expenses the Township may receive or incur as a result of the installation, maintenance, or presence of the temporary sign authorized by this Agreement. The City shall maintain general liability insurance with coverage of at least \$1,000,000 per occurrence.

9. Restoration Upon Removal. Upon removal of the temporary sign for any reason, the City shall restore the Sign Location to its condition prior to sign installation, including but not limited to removal of all foundations, utilities, and other improvements, and restoration of landscaping and ground surfaces. The Township may waive any restoration requirements that it deems unnecessary in light of the work necessary to install a new permanent sign at the Sign Location.

10. Assignment. Neither party shall have the right to assign its rights, duties, obligations or interests under this Agreement without the prior written consent of the other party, which written

consent will not be unreasonably refused and which will be given or denied with reasons given for the denial within 30 days of a written request therefore.

11. Entire Agreement. This writing constitutes the entire Agreement between the parties to it. No oral or written, prior or contemporaneous agreement shall have any force or effect, nor shall any subsequent agreements have any force or effect unless made in writing and signed by both parties.

12. Governing Law and Venue. This Agreement was made in and shall be interpreted, construed, enforced and performed pursuant to the laws of the State of Michigan. The jurisdiction and venue for any action to enforce this Agreement shall be in Allegan County, Michigan, in accordance with the laws and rules governing the jurisdictional amounts and equity jurisdiction.

13. No Third Party Beneficiaries. No third party, except permitted representatives, successors, and assigns of parties shall be a beneficiary of any provision of this Agreement.

14. No Waiver of Immunity. Nothing in this Agreement shall be construed as a waiver of any governmental immunity by the City, the Township, or the ACRC.

15. Severability. Any provision or portion of any provision of this Agreement which is found to be illegal or void shall be treated as if it had never been a part hereof and shall have no effect whatsoever on the entire Agreement or provisions hereof.

16. Binding Upon Successors. The covenants, representations, understandings, promises and agreements in this Agreement shall be binding upon and inure to the benefit of the parties and their respective permitted representatives, successors and assigns.

17. Authorization. The undersigned representatives of each party warrant and represent that they are properly authorized to enter into this Agreement.

The parties have executed this Agreement as of the date first above written.

CITY OF SAUGATUCK

By: _____

By: _____

TOWNSHIP OF SAUGATUCK

By: _____

By: _____

ALLEGAN COUNTY ROAD
COMMISSION

By: _____

By: _____



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: July 14, 2025

SUBJECT: Social District Application - Noble Twist, LLC dba Noble Twist Taphouse

DESCRIPTION:

A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Noble Twist, LLC dba Noble Twist Taphouse located at 248 Culver Street has applied to participate in the social district.

Resolution No. 250714-B establishing the Social District and Commons Area in the City of Saugatuck and Approving a Social District Plan is attached for reference along with the map of the City of Saugatuck Social District.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION: Motion to **approve/deny** Resolution 250714-B approving Noble Twist, LLC dba Noble Twist Taphouse to the City of Saugatuck social district.



Local Governmental Unit Approval For Social District Permit

Instructions for Governing Body of Local Governmental Unit:

A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered. Resolution 250714-B

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

called to order by Mayor Anderson on July 14, 2025 at 6:30 p.m.
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from Noble Twist, LLC dba Noble Twist Taphouse
(name of licensee - if a corporation or limited liability company, please state the company name)

for a **Social District Permit** is _____ by this body for consideration for approval by the
(recommended/not recommended)

Michigan Liquor Control Commission.

If not recommended, state the reason: _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
council/board at a _____ meeting held on _____
(regular or special) (date) (name of city, township, or village)

I further certify that the licensed premises of the aforementioned licensee are contiguous to the commons area designated by the council/board as part of a social district pursuant to MCL 436.1551.

Print Name of Clerk

Signature of Clerk

Date

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



City Manager Report

July 14, 2025

Quarterly Community Engagement Report

- We have continued our efforts to share information with the community in a variety of places. This has included greater use of Facebook and a regular City Manager report to the community. The Clerk's team has also reorganized and streamlined things on the website. Here are some stats for April – June:
 - Facebook
 - Reach – 49,518
 - Views – 326,726
 - Total Followers: 4,820
 - New Followers: 367
 - Website
 - Unique Visits – 18,844
 - Views – 33,553
 - Top Pages
 - Oval Beach
 - Landing Page
 - Chain Ferry
 - News You Can Use E-mails
 - Delivered Messages – 58,111
 - Opened Messages – 30,665
 - YouTube
 - Video Views - 783

Consumers Energy Update

- After the last power outage, I reached out to Consumers Energy to express our concerns with the impact of the outage and ask for clarification on what happened and ways to avoid the issue in the future.
- The Consumers Energy Community Affairs Area Manager advised the following:
 - “[I]t was caused by a partial failure of a substation. They were able to arrive and transfer the majority of the customers to other substations. About 350 were still out Sunday when they brought in a mobile substation to restore them.
 - I am working with our engineering team to gather their plans for upgrades in this area. I know they have some plans. I got a similar note from Lisa at the City of Douglas and I plan to report to them on the planned upgrades. I will let you know as well.

Mt. Baldhead Restroom and Upper Platform

- The Mayor, our engineer, and I recently met with area tribes to discuss the updated timeline for the restroom replacement and preliminary plans for upper platform replacement.
- The tribes provided helpful feedback and we are working on their recommendations.
- The restroom replacement remains on target for this fall.

AT&T

- I corresponded with AT&T this week and they are waiting on the Federal Communications Commission (FCC) to schedule a meeting with the tribes.
- Initially AT&T was holding off on signing a lease until they obtained the necessary permits and approvals. AT&T advised they are now working on proposed revisions to the lease that would include a one time capital contribution that City Council previously requested.

Blue Star Trail

- I am still working to set up a meeting with MDOT to go over responses to the initial tribal feedback we received earlier this year.
- The tribe's on-site assessment remains scheduled for August.

Administrative/Project Coordinator

- Staff interviewed 8 of the 124 applicants for the new Administrative/Project Coordinator position. The Public Works Superintendent, Public Works Supervisor, City Treasurer and I participated in the interviews. All of the interviews were great, and it was very challenging to select finalists.
- This week, the three finalists are meeting with Scott and staff and touring the City. Scott hopes to make a hiring decision early next week.

Oval Beach Manager / Equipment Operator-Maintenance Worker

- This position is now posted. We have received several applicants.
- Scott is working on evaluating the applicants and will be setting up interviews soon.

Director of Planning and Zoning

- Unfortunately, Luke will be leaving us at the end of the month to return to the City of South Haven.
- We have the position posted in several places and have already received applicants.
- After establishing a quality pool of applicants, I will be setting up interviews with the Mayor, Chairs of the Planning Commission, Zoning Board of Appeals, Historic District Commission, and myself.

Miscellaneous

- Worked with Treasurer to evaluate health saving account (HSA) options and worked with insurance representatives to schedule and plan for open enrollment meeting with staff.
- Held Department Head team meeting.
- Held one on one meeting with Director of Planning/Zoning.
- Met with Laketown Township Interim Manager/Supervisor.
- Met with Granicus.
- Met with residents to discuss questions and concerns.
- Attended Council/Staff picnic. A huge thank you to City Council for hosting a fantastic lunch!
- Conducted annual performance evaluations of direct reports and reviewed the evaluations of other staff.
- Met with Sheriff's Department to discuss proposed contract updates and services. A presentation to Council is forthcoming.
- Attended Noble Twist Taphouse ribbon cutting.
- Attended meeting with Michigan Employees Retirement System (MERS).
- Attended Harbor Authority meeting.
- Attended Lakeshore Trails stakeholder meeting.
- Attempted to attend the July 4th parade and worked with event organizers and public safety on weather concerns/decision.
- Attended fireworks on July 5th.

Blast from the Past

- A big bummer that the 4th of July parade had to be cancelled due to dangerous weather.
- I checked the Saugatuck-Douglas History Center and found some neat photos from past parades over the years:



Armistice Day – 1918



Centennial Parade - 1963



Old Saugatuck Week Parade - 1955

Treasurer Report

July 14, 2025



Tax Administration:

- Processed and mailed 2025 tax bills
- Fielded resident inquiries (mailing addresses, PREs, etc.) and researched returned/bad addresses
- Completed another tax abatement confirmation (for SPS)
- Worked with Lereta and CoreLogic on mortgage code uploads
- Learned how to import ACH payment information

Accounts Payable:

- Continued converting vendors from Peter's contact info to mine
- Processed a full payables run
- Resolved final billing with Frontier
- Nearly resolved longstanding Comcast billing issues

Payroll:

- Processed the 6/30/25 payroll, including end-of-quarter reporting
- Ordered W-2s early to stay ahead of the year-end crunch
- Worked with IT to implement new part-time payroll rules
- Continued development of clearer payroll procedures (including Oval Beach-specific)

Financial Management / Miscellaneous:

- Rolled over 5 maturing CDs
- Conducted partial bank reconciliation
- Updated BSA modules to current versions
- Met with MERS representative
- Worked with Ryan and insurance contacts on health insurance transitions
- Researching HSA implementation strategies for August 1 launch
- Significant progress made on splitting Water/Sewer fund
- Continued follow-up on missing franchise fee; requested status update again
- Processed credit card payments (Oval Beach stickers, permits, etc.)
- Continued working with Liz on Culver St workflows—finding a good rhythm
- Sat in on DPW Admin interviews
- Began audit prep; reviewing and confirming investment account balances with brokers, balancing the escrow payables account, and the water/sewer split
- Developing SOP's and refining reconciliation processes for Oval Beach receipts



City Clerk Department Report

July 14, 2025

Activity Since June 23:

- Elections:
 - Deadline to submit paperwork to be placed on November ballot for City Council is July 22nd at 4:00 p.m.
 - Please see clerk's department for paperwork or more information.
 - Filing information for candidates running for office can also be found on our website on the Clerk and Election page.
- Currently have 1 FOIA requests.
- Currently have 1 open boat slip, another lottery will be sent out.
- City Hall has received 609 calls in June and 206 in July thus far.
- Deputy Clerk Williams reported the sales of 413 Oval Beach resident passes thus far and has sold 203 non-resident (*does not include what has been sold at the beach*) passes at City Hall.
- Upgraded City Hall and DPW with new phones and now have capability to transfer calls between City Hall and DPW buildings.
- Upgraded the old drinking fountain at City Hall.
- Coordinated and prepared meeting packets and minutes.
- Clerk Meetings:
 - City Council Meeting - Wolters
 - Parks and Public Works Meeting - Williams
 - Mt. Baldhead Challenge Safety Meeting - Wolters
 - Department Head Meeting - Wolters



Planning, Zoning and Project Report

July 14, 2025

Planning and Zoning

- Participated in scheduled internal team meetings.
- Prepped for and PC Meeting.
- Created Agenda Packet for Historic District Commission Meeting.
- Created Memo's and License Agreements for City Council.
- Prepared for Historic District Commission Meeting.
- Had internal discussions regarding the Master Plan.
- Met with Legal regarding Sign Amendments.
- Reviewed proposed Master Plan survey.
- Created Map for City Council.
- Created Map for Planning Commission.
- Met with residents regarding Commercial addition.
- Performed multiple on-site visits for MTS.
- Created STR report for Granicus.
- Attended meeting for Fiber installation in ROW.
- Worked with Clerk to ensure license agreements are signed and up to date.
- Reached out to multiple residents regarding ongoing enforcement action.
- Continued discussion regarding stop work orders.
- Met with City Manager to discuss ongoing projects and case list.
- Spoke to business owners regarding code violations.
- Had discussion with legal representatives of residential condo regarding site plan standards.
- Maintained general code enforcement follow-up efforts.
- Issued permits and completed casework as detailed below.

Open Casework

249 Mason	Change of Use application received. Had discussion with fire department and sent request for more information to applicant. Had meeting with owner regarding proposed deck, agreed that major site plan amendment is necessary. Received site plan review application, Scheduled for June pc meeting. waiting on FD approval for issuance of permit.	PC
405 Park St	Received concerns for a floating dock at 405 Park which has no permits. Reached out to owner for clarification. Owner claims dock placed 4 years prior. No permits issued for dock. Spoke with Legal regarding enforcement action. Issued stop work order as work being done requires Minor site plan amendment. Provided resources to owner. Major construction application received. Not enough notice for July PC meeting. Will need to send notice to newspaper by July 25.	Enforcement
347 Water St	Potential enforcement case noticed. Emailed legal for discussion.	Enforcement
125 Elizabeth	Sent letter regarding obstruction to City ROW stating options for correction. Received contact from Legal representative of 125 Elizabeth on 05-07-2025 that the owners intend to petition to Vacate white alley, but would first contact the neighboring properties for support. Called representative and left message asking for update on process. received email stating that they are gauging interest of neighbors, asked for estimated timeline. letters from home owner to surrounding home owners will go out this week.	ROW
717 Water St 5	STR application received, More info needed. Sent to fire department.	STR
615 Park St	Issued stop work order to site due to deviation from approved plan regarding material of dock. Provided resources for site plan amendment. Emailed contractor with determination that major site plan amendment is required. Discussions continued regarding site, site plan review	Enforcement

	application submitted which addressed 1 of the 2 identified issues with the site, sent email explaining that addressing 1 issue would not lift the stop work order.	
133 Mason	Applicant notified me of windows that were to be installed on 05-13-2025. Explained that they are in the Historic District and HDC permits as well as Building permits would be required. Sent HDC application and explained processes. Application received, to be presented at 07-10-2025 HDC.	HDC
401 Elizabeth St	Application for Accessory Structure received. Invoice sent. Delegation of review received by School, to go before CC on 07-14-2025.	Zoning
347 Water St	Letter sent to owners regarding driveway vendor. Discussion with Legal regarding vendor.	Zoning
700 N Maple	Letter sent regarding use of septic tank and requirement to connect to City Sewer. Emailed owner. follow up by 07-14-25.	Zoning
444 Park St	STR application received. More info needed. Sent to fire department.	STR
717 Water St 7	STR application received. More info needed. Reached out to local agent.	STR
880 Holland St	Water Connection application received. Sent to engineer. Sent additional requirements back to applicant.	Water Service
241 Culver St	Sent email notifying owner of multiple violations to city code. Met with owner, follow up needed.	Enforcement
129 Griffith St 11	STR application received. Sent to fire department.	STR
234 Spear St	Zoning and Historic district app submitted for addition to SF Res. Scheduled for July HDC. Waiting on HDC info.	HDC
102 Butler St	Received application for fiber installation. Sent invoice. Invoice paid, sent to engineer.	ROW
133 Butler St 5	STR application received. More info needed.	STR
237 Spear St	STR Application received. No payment included, email sent. Payment received, sent to fire department.	STR
204 Grand	STR ADU application received. No SLU in place. Sent email explaining that SLU is required to rent an ADU. Continued discussions regarding Renting ADU on property.	STR
312 Hoffman	Main and ADU STR received. Sent to fire department.	STR

450 Park St	Observed fence on property when no permit was granted. Left message for property owner. Spoke to owner who agreed to provide application for retroactive approval of fence. Provided resources.	Zoning
510 Maple	Answered questions regarding lot line adjustment and noted that accessory structures can not	Zoning

Closed Casework

165 Elizabeth St	STR Application received, sent to fire department. License issued.	STR
743 Allegan St	STR Application received, sent to fire department. License issued.	STR
202 Butler St	Application for EODA SLU Received , PC meeting June 19. Check too high. Applicant said keep additional in escrow. Ensure SLU mailer is done by 05-23-2025. Mailer information sent to Clerks office and newspaper. Reviewed location of FDC onsite. Received changes to plan. Discussed changes with Chair of HDC, who is comfortable with administrative update. SLU issued by PC with conditions. Confirmed conditions with applicant and sent license agreement and memo to City Council for review at 06-23-2025 meeting.	EODA
302 Culver St	Reached out to Malu regarding outdoor seating on Griffith St, explained that while they have approval for seating on Culver they do not have approval for seating on Griffith, explained steps to receive approval. No further action at this time.	Enforcement
110 Butler St	Removed cones from Street.	Enforcement
147 Water St	Removed cones from Street.	Enforcement
244 Brook St	Answered questions regarding process for renewing STR license early.	STR
555 Lake St	Received concerns about cones in City ROW, sent email to have cones removed.	Enforcement
247 Grand St	Spoke with resident regarding plans for expansion at rear of property. No further action needed.	Zoning
120 Elizabeth St	answered str questions regarding previous licenses. No further action needed.	STR
295 Park St	Had concerns regarding waterfront construction and had general zoning questions.	Waterfront Construction
545 Spear St	SF residential application received. Sent invoice and asked for survey of property. Applicant provided info regarding plans for storm water mitigation but no survey. Survey provided, Zoning review complete, waiting on Fire department site plan review. Updated applicant on where we are at in the process. Fire department site plan review received. Permit issued.	Zoning
951 Holland St	Potential enforcement case noticed. Left voicemail for owner. Firepit constructed without permits a year and a half ago. Owner was unaware that he needed permits, provided him with applications to apply for retroactive approvals. Fire department confirmed that they have no concerns. Drawings provided not with Survey, need survey. Owner stated that they would	Enforcement

	rather move firepit than get a survey. provided new plan to show more compliant location. Invoice sent. Permit issued.	
790 Lake St	Answered questions relating to STR and previously approved variance for property.	Zoning
247 Grand St	Answered variance request questions in discussion with ZBA chair.	ZBA
712 Lake St	STR application received. More info needed. Had discussion with owner regarding requirements. Info received, sent to fire department. License issued.	STR
612 Lake St	STR Application received. More info needed. Sent to fire department. License issued.	STR
651 Holland	Sent email regarding unattended weeds.	Enforcement
111 Park St	Spoke to resident regarding long term rentals in Pen South.	STR
419 St Joseph St	Responded to resident looking to gather all permits within last few years.	Zoning
309 Grand St	Supplied resident with survey for potential future addition to house.	Zoning
755 Holland	Called and emailed resident explaining that RV was observed in front yard. Asked that it be relocated. No further action at this time.	Enforcement
831 Holland	Called and emailed resident explaining that RV was observed in front yard. Asked that it be relocated. No further action at this time.	Enforcement
1020 Holland St	Application for hot tub received. Invoice sent. Discussion with applicant on timeline for approval. Permit issued.	Zoning
842 Lake St 8	STR Application received. More info needed. Sent to fire department. License issued.	STR
650 Butler St	STR application received. Sent to fire department. License issued.	STR
145 Spear St	STR application received. Sent to fire department. License issued.	STR
602 Francis St	STR application received. Sent to fire department. License issued.	STR
546 Butler St	STR application received. \$525.00 check received, new fee is \$540.00. emailed owner. Paid. Sent to fire department. License issued.	STR
129 Griffith St 8	STR application received. Need further info. License issued.	STR
142 Butler St	Sign application received. Approved by the HDC as part of larger plan. Projecting sign and replacing existing pylon sign requires license agreement and council approval. Created Memo and license agreement for 06-23-2025 CC. Permit issued.	City Council
5 Park St	Fence application received. Permit issued.	Zoning

245 Spear St	STR Application received, sent to fire department. License issued.	STR
226 Butler St	ROW app to Remove portion of sidewalk to determine sewer issue. Attach or repair sewer line depending on discovery. Invoice sent. Payment received, applicant asked about shutting down lane while work occurs, sent standards required to shut down lane. Permit issued.	ROW
560 Mill St	Continued discussions regarding denied ROW Hardscaping request. Followed up on letter sent and asked for timeline regarding continued removal of hardscaping. Representative reached out stating that work has begun and boulders have been removed, currently discussing reading work with landscaping companies. Continue to follow up. Hardscaping continues to be removed from property, no further action at this time.	Enforcement
888 Holland	Answered questions regarding change of use process and parking requirements for B&B's	Zoning
145 Grant St	Received plans for full landscaping remodel including patio, retaining walls, firepit. Asked for more detailed plans. Permits issued.	Zoning
820 Holland St	Application received to install generators in rear yard. Permit issued.	HDC
568 Mason	Emailed Contractor about damaged water line. Sent application to engineer. Asked applicant for more information. Confirmed Drawings are being made. Spoke with developers about issue. Still awaiting complete application and drawings for work completed onsite to address waterline issue. Had further discussions about what happened on site and emailed engineer and KLWSA to determine appropriate action. Recommendations received from Kal Lake and City Engineer, passed on to Contractor. discussion on utility work continues. Invoice for Asphalt work sent to Contractor. Further confirmation still needed, discussion with contractor, engineer, and KLWSA continue. Spoke with contractor for update. discussions continue with Contractor and Kal-Lake. Reached out to contractor to again discuss reimbursement for Kal-Lake. Called Alex for update, left voicemail. Advised MTS that occupancy permits would not be issued while an outstanding balance exists and sidewalk unfinished. Had discussion on timeline for side walk. Sidewalk to be poured week of 05-12-2025. Sidewalk poured. discussions continue between true north and Kal-Lake regarding damaged water line. No further action at this time.	KLWSA
807 Lake St 7	Incomplete STR application received. Sent back to local agent. Received info, asked for further information. Info received, sent to fire department. Closed due to pending sale.	STR

403 Water St	Received notice of proposed change of use. Provided resources. Application expected. No further action at this time.	Zoning
421 Water St	STR Application received. More info needed. Sent to fire department. License issued.	STR
230 Griffith St	Application received, no payment. Sent invoice. Invoice paid, sent to fd. License issued.	STR
673 Lake St	Zoning application received for pool house and pool in rear yard, provided review of project to applicant and advised lot coverage is being exceeded. New survey provided to show lot is larger than first thought. Emailed question regarding storm water mitigation. Engineer confirmed plans are appropriate. Permits issued.	Zoning
842 Lake St 10	STR application received, sent to fire department. License issued.	STR
345 Griffith	STR Application received, sent to fire department. License issued.	STR
347 Park St	STR Application received, more information needed. Info received, sent to fire department. License issued.	STR
450 Spear St	ADU STR application received. Sent to fire department. License issued.	STR
246 Culver	Sign application received. Sent to HDC chair. Administratively approved. Projecting sign requires license agreement and council approval. Created Memo and license agreement for 06-23-2025 CC. Approved.	City Council
94 Interlaken Dr	Minor Waterfront construction permit application received. Plans not compliant, sent back to applicant. No further action at this time.	Waterfront Construction
302 Culver St	Reached out to Malu regarding outdoor seating on Griffith St, explained that while they have approval for seating on Culver they do not have approval for seating on Griffith, explained steps to receive approval. No further action at this time.	Enforcement
243 Spear	Answered zoning questions and historic district questions regarding addition to residential property.	HDC



Department of Public Works

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 6/23/2025:

Performance Evaluations:

The Public Works Superintendent conducted annual performance evaluations for all full-time and part-time staff at DPW. Employees first filled out pre/self-evaluation forms then the Superintendent rated each employee in categories such as customer service, problem solving, communication, quality of work, and other categories. Once evaluation forms were completed, individual meetings were scheduled to review the materials. Finally, the Public Works Superintendent submitted all the materials and recommendations for pay step increases to the City Manager for consideration.

Administrative/Project Coordinator:

After receiving over 120 applications for the Administrative/Project Coordinator position, staff reviewed the applications and conducted 8 interviews. Of the 8 interviews, 3 were invited back for a second meeting. The second meeting was an opportunity for the candidates to see more of the City buildings/grounds and meet staff members at City Hall and Public Works. Staff expect to send a job offer out this week.

4th of July Weekend:

DPW Staff spent significant time and effort working on and preparing for the 4th of July Weekend festivities. Events included the 4th of July Parade (which was unfortunately cancelled), Party in the Park, the Waterfront Invitational Art Fair, fireworks, and a very busy Oval Beach. Other preparations include ordering extra port-a-potties, setting out extra trash barrels, No Parking signs, traffic control devices, parade participation, providing safety vests, and other miscellaneous services.

DPW Day at Lakeside Learning:

For the 2nd year in a row, the Saugatuck and Douglas DPW's partnered with the Lakeside Learning Center at the Douglas Community Church to bring heavy equipment from both departments for the kids to climb in and check out. Each Public Works Department brought a wide variety of pieces of equipment ranging from large front-end loaders to zero-turn mowers. The hope of the event is to do something special with the kids and possibly generate interest in Public Works from younger generations.

Equipment Operator/Maintenance Worker - Chad Bouwman:

Chad Bouwman has submitted his resignation from the Equipment Operator/Maintenance Worker position at Public Works. Chad has achieved huge growth during his time with the City such as acquiring his Commercial Driver's License, MISS DIG Certification, and experience operating all equipment in the City's fleet. Chad has a clear passion for park maintenance which will be beneficial to him in his new role within the Oshtemo Township Parks Department. His new role is much closer to his home near Kalamazoo. Chad will be difficult to replace and on behalf of the Saugatuck Public Works Department, we wish him the best.

2025 Service Request Summary:

January	34
February	20
March	54
April	83
May	101
June	TBD

Meetings:

- **6/23/2025** – DPW Weekly Goals Meeting
- **6/24/2025** – Parks & Public Works Committee Meeting
- **6/25/2025** – Department Head Team Meeting
- **6/26/2025** – Mt. Baldhead Challenge Safety Meeting
- **6/27/2025** – DPW Weekly Goals Follow Up Meeting
- **6/30/2025** – DPW Weekly Goals Meeting
- **7/03/2025** – DPW Weekly Goals Follow Up Meeting
- **7/07/2025** – DPW Weekly Goals Meeting
- **7/11/2025** – One-on-One with City Manager
- **7/11/2025** – DPW Weekly Goals Follow Up Meeting

**City of Saugatuck
Status Report of Engineering Activities
July 10, 2025**

General Consultation

- Village Square Court Renovation: The DNR Passport Program application was submitted prior to the April 1 deadline and has been confirmed as administratively complete. Preliminary scoring will be released late summer or early fall, at which time revisions/additions can be made.
- Developed a proposal for inspection of larger culvert crossings and storm sewer outfalls. This work could be completed in phases and areas of concern could be prioritized.
- 2025 Pavement Markings: 2025 work is complete. Current contract is 2025-2027.
- Assisting with review of water and sewer agreements as needed.
- Butler Street Sanitary Sewer: Assisted with diagnosis and resolution of sanitary sewer issues on Butler Street north of Mason Street. Findings will be incorporated into planning for future reconstruction of Butler Street.
- Assisting with site plan reviews and construction observation for new development and other projects as needed.

EGLE Technical, Managerial and Financial (TMF) Project

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

Mt. Baldhead Projects

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

Sea Wall and Concrete Repairs

- The bid opening was held on April 30, however none were received.
- We will be regrouping with City staff after the busy summer season on rebidding or other changes to get quotes for the work.

Maple Street Improvements

- Design work continues to progress. We are nearly to a point of applying for permits for the project.
- An open house was held on June 3 for property owners in the project area and other stakeholders. It was well attended, and good feedback was received that has been incorporated into the design, as appropriate. We continue to receive feedback to help refine the preliminary design.
- Depending on timing for permits and final design, we anticipate issuing the project for bids in late 2025 with construction during the 2026 construction season (approximately April to November).

Park Street Improvements – Study Phase

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

City Hall Interior Renovations

- Developed a proposal for a Needs Study, Conceptual Design and Structural Evaluation to be considered at the July 14 council meeting.

Vendor Name	Description	Amount
1. ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT - BOUWMAN	150.39
2. ALLEGAN COUNTY SHERIFF	JUN '25 SHERIFF CONTRACT	32,656.80
3. ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 07/01 - 07/09	104,062.69
4. AMERICAN BOTTLING COMPANY	BOTTLED WATER	1,566.00
5. ARROWASTE	DUMPSTER	549.28
	DUMPSTER	670.13
	TOTAL	1,219.41
6. ASSESSING SOLUTIONS INC	JUL '25 ASSESSING SERVICES	3,024.84
7. COMCAST	06/28 - 07/27 INTERNET SERVICE	358.30
8. COMCAST-DPW	06/15 - 07/14 INTERNET-DPQ	271.93
9. COMMERCIAL RECORD	BOR DISPLAY LEGAL	63.00
10. CONSUMERS ENERGY	MAY '25 SERVICE	3,304.60
11. ETNA SUPPLY	URINAL PARTS	543.00
	URINAL PARTS	1,689.00
	URINAL PARTS	1,027.37
	URINAL PARTS	12.47
	GALV CUTPIPE	95.00
	SHOP HOSE	821.00
	TOTAL	4,187.84
12. FIRST BANK CARD	04/25 - 05/23 STATEMENT BALANCE	1,763.45
	04/25 - 05/23 STATEMENT BALANCE	16.99
	04/25 - 05/23 STATEMENT BALANCE	1,969.55
	04/25 - 05/23 STATEMENT BALANCE	1,421.21
	TOTAL	5,171.20
13. FLEIS & VANDENBRINK ENGINEERING INC	04/27 - 05/24 ENGINEERING FEES - MAPLE STREET	29,670.00
14. FRONTIER	06/03 - 07/02 SERVICE	186.49
15. GORDON FOOD SERVICE	OVAL BEACH CONCESSION	25.84
	OVAL BEACH CONCESSION	948.11
	OVAL BEACH CONCESSIONS	908.72
	OVAL BEACH CONCESSIONS	1,336.11
	OVAL BEACH CONCESSIONS	1,385.11
	OVAL BEACH CONCESSIONS	60.67
	OVAL BEACH CONCESSIONS	2,582.46
	OVAL BEACH CONCESSIONS	117.59
	TOTAL	7,364.61
16. GRANICUS LLC	SHORT TERM RENTALS	19,475.90
17. GROUNDS MANAGEMENT SOLUTIONS	FERTILIZER - VARIOUS PARKS	746.40
18. HOLLAND LITHO PRINTING SERVICE	CULVER STREET PASSES	178.42
19. HORIZON COMMUNITY PLANNER		53

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
EXP CHECK RUN DATES 06/25/2025 - 07/15/2025
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 2/3

Vendor Name	Description	Amount
	PLANNING & HISTORIC DISTRICT	4,770.95
20. IHLE AUTO PARTS		
	JUN '25 MOTOR PURCHASES	116.86
21. JONKER'S GARDEN		
	HANGING BASKETS	112.45
22. KALAMAZOO LAKE SEWER & WATER		
	MAY '25 SERVICE	2,557.49
23. MAC QUEEN		
	PARTS	489.07
	WATER PUMP	1,015.88
	WATER VALVE	554.79
	TOTAL	2,059.74
24. MCKELLIPS PLUMBING INC		
	OVAL BEACH REPAIR	143.00
25. MERCHANTS BANCARD NETWORK		
	JUN '25 CC PROCESSING - ENTRANCE AND OFFICE	5,201.84
	JUN '25 CC PROCESSING - CONCESSION	615.53
	TOTAL	5,817.37
26. METRO WIRELESS		
	JUL '25 WIFI SERVICE	698.00
27. MI DEPT OF TREASURY -UNCLAIMED PROP		
	ESCHEAT CHECK	500.00
28. MICHIGAN CAT		
	PARTS	273,292.50
29. MINER SUPPLY CO		
	GARBAGE BAGS	1,807.36
	SUPPLIES	3,442.60
	TOTAL	5,249.96
30. MML LIABILITY & PROPERTY POOL		
	LIABILITY & PROPERTY POOL	36,775.00
31. MML WORKER COMP		
	2025 - 2026 WORKER COMP INSURANCE	11,898.00
32. OTTAWA AREA INTERMEDIATE SCHOOL DIS		
	PROPERTY TAXES COLLECTION 07/01 - 07/09	58,887.94
33. OVERISEL LUMBER COMPANY		
	JUN '25 STATEMENT BALANCE	1,336.76
34. PLUMBER'S PORTABLE TOILET SERVICE		
	4TH JULY	1,820.00
35. POMP'S TIRE SERVICE INC		
	#6 BACKHOE	1,913.75
36. PRIORITY HEALTH		
	JUL '25 HEALTH INSURANCE COVERAGE	11,039.45
37. PURITY CYLINDER GASES INC		
	GAS CYLINDERS	20.00
38. REPUBLIC SERVICES		
	MAY '25 DISPOSAL AND PICKUP SERVICE - BLUE STA	504.00
39. RICOH USA INC		
	06/26 - 07/25 LEASE	127.97
40. SAUGATUCK FIRE		
	RENTAL HOME INSPECTIONS AND REINSPECTIONS	650.00
	RENTAL HOME INSPECTIONS AND REINSPECTIONS	700.00
	TOTAL	1,350.00
41. SAUGATUCK PUBLIC SCHOOLS		
	PROPERTY TAXES COLLECTION 07/01 - 07/09	82,074.87
42. SEPTIC TANK SYSTEMS CO INC		
	CULVER STREET	325.00
	PORTABLE REST ROOM - OVAL BEACH	1,054.00

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
EXP CHECK RUN DATES 06/25/2025 - 07/15/2025
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 3/3

Vendor Name	Description	Amount
	ADDITIONAL TANK CLEANING - OVAL BEACH	1,000.00
	TOTAL	2,400.00
43. SHORELINE TECHNOLOGY SOLUTIONS	JUL '25 COMPUTER SERVICES	1,965.20
44. SISTERS IN INK	OVAL BEACH	956.67
	OVAL BEACH CONCESSIONS	756.52
	TOTAL	1,713.19
45. STANDARD INSURANCE COMPANY	JUL '25 INSURANCE	421.74
46. STREAMLINE DESIGN.COM LLC	SOCIAL DISTRICT SIGNS	1,288.50
47. WONDERLAND TIRE COMPANY	PARTS	57.43
TOTAL - ALL VENDORS		724,570.94
FUND TOTALS:		
Fund 101 - GENERAL FUND		157,803.23
Fund 202 - MAJOR STREETS		1,694.41
Fund 203 - LOCAL STREETS		17,109.38
Fund 592 - WATER AND SEWER		13,679.00
Fund 661 - MOTOR POOL FUND		289,259.42
Fund 701 - CURRENT TAX FUND		245,025.50

07/10/2025

CHECK REGISTER FOR CITY OF SAUGATUCK
CHECK DATE FROM 06/01/2025 - 06/30/2025

Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
06/05/2025	EFT1937(E)	MI DEPT OF TREASURY	PAYROLL	2,543.46
06/06/2025	20378	COMCAST	04/28 - 05/27 INTERNET SERVICE	348.30 V
06/06/2025	DD7353(A)	ARAMENDI, NOAH	PAYROLL	1,739.21
06/06/2025	DD7354(A)	BLACQUIERE, BRADYN	PAYROLL	191.17
06/06/2025	DD7355(A)	BOSCH, LEXIE	PAYROLL	923.77
06/06/2025	DD7356(A)	BOUWMAN, CHAD	PAYROLL	1,483.93
06/06/2025	DD7357(A)	BREDEWEG, NICOLE	PAYROLL	2,158.45
06/06/2025	DD7358(A)	BRINK, CHASE	PAYROLL	317.48
06/06/2025	DD7359(A)	BULTMAN, LINDA	PAYROLL	1,618.34
06/06/2025	DD7360(A)	CHRISTENSON, JUDE	PAYROLL	650.86
06/06/2025	DD7361(A)	CUMMINS, RYAN	PAYROLL	2,815.93
06/06/2025	DD7362(A)	DEJAEGER, JOHN	PAYROLL	813.82
06/06/2025	DD7363(A)	FLANAGAN, HANNAH	PAYROLL	361.09
06/06/2025	DD7364(A)	GARCIA, MARIELA	PAYROLL	232.14
06/06/2025	DD7365(A)	HAMLIN, AIDEN	PAYROLL	546.79
06/06/2025	DD7366(A)	HERBERT, SCOTT	PAYROLL	2,244.19
06/06/2025	DD7367(A)	KERRIDGE, ADAM	PAYROLL	1,966.72
06/06/2025	DD7368(A)	LIVINGSTON, JOHN	PAYROLL	1,177.54
06/06/2025	DD7369(A)	MACK, ELLIS	PAYROLL	1,440.42
06/06/2025	DD7370(A)	MARTIN, DANNY	PAYROLL	1,442.88
06/06/2025	DD7371(A)	MEYER, GRIFFIN	PAYROLL	279.21
06/06/2025	DD7372(A)	MITCHELL, JACE	PAYROLL	581.25
06/06/2025	DD7373(A)	PETERS, AVERY	PAYROLL	713.73
06/06/2025	DD7374(A)	PETRIK, JAKOB	PAYROLL	1,113.36
06/06/2025	DD7375(A)	SANCHEZ, ADAN	PAYROLL	187.77
06/06/2025	DD7376(A)	STEZOWSKI, BRAYDEN	PAYROLL	334.55
06/06/2025	DD7377(A)	STEZOWSKI, LOGAN	PAYROLL	267.82

07/10/2025

CHECK REGISTER FOR CITY OF SAUGATUCK
CHECK DATE FROM 06/01/2025 - 06/30/2025

Check Date	Check	Vendor Name	Description	Amount
06/06/2025	DD7378(A)	THOMPSON, LUKE	PAYROLL	2,228.68
06/06/2025	DD7379(A)	VAN HOWE, AINSLEY	PAYROLL	582.52
06/06/2025	DD7380(A)	WILLIAMS, SARA	PAYROLL	1,756.11
06/06/2025	DD7381(A)	WOLTERS, JAMIE	PAYROLL	2,079.90
06/06/2025	EFT1938(E)	ALERUS	PAYROLL	2,949.09
06/06/2025	EFT1939(E)	MERS HYBRID	PAYROLL	1,997.52
06/06/2025	EFT1940(E)	FEDERAL TAX DEPOSIT	PAYROLL	9,729.60
06/09/2025	5982(A)	ALLEGAN COUNTY SHERIFF	MAY '25 SHERIFF CONTRACT	32,656.80
06/09/2025	5983(A)	ALLEGAN COUNTY SHERIFF	APR '25 CORRECTIONS SERVICES	279.00
06/09/2025	5984(A)	ASSESSING SOLUTIONS INC	JUN '25 ASSESSING SERVICES	2,934.00
06/09/2025	5985(A)	FLEIS & VANDENBRINK ENGINEERING INC	03/30 - 04/26 ENGINEERING FEES - MAPLE S	6,795.00
06/09/2025	5986(A)	GROUND MANAGEMENT SOLUTIONS	FERTILIZER - VARIOUS PARKS, CITY HALL	714.46
06/09/2025	5987(A)	LAKESHORE OUTDOORS LLC	SCREENED TOPSOIL	209.88
06/09/2025	5988(A)	MICHIGAN ELECTRO FREEZE INC	MAINTENANCE, START UP, TESTING	946.34
06/09/2025	5989(A)	MICHIGAN MUNICIPAL LEAGUE	MML MEMBER DUES	1,146.00
06/09/2025	5990(A)	PRO-TEMP INC	ICE MACHINE	4,525.75
06/09/2025	5991(A)	PURITY CYLINDER GASES INC	GAS CYLINDERS	17.38
06/09/2025	5992(A)	REPCOLITE	MAY '25 STATEMENT BALANCE	822.86
06/09/2025	5993(A)	SAUGATUCK FIRE	RENTAL HOME INSPECTIONS	1,050.00
06/09/2025	5994(A)	SHORELINE TECHNOLOGY SOLUTIONS	JUN '25 COMPUTER SERVICES	3,390.20
06/09/2025	5995(A)	SISTERS IN INK	DPW PRINTED/EMBROIDERED CLOTHING	345.06
06/09/2025	5996(A)	STANDARD INSURANCE COMPANY	JUN '25 INSURANCE	419.04
06/09/2025	5997(A)	ULINE	SUPPLIES	177.97
06/09/2025	20367	BILLS DOZER SERVICE INC	OVAL BEACH GRADING	5,000.00
06/09/2025	20368	COMMERCIAL RECORD	DISPLAY LEGALS	217.00
06/09/2025	20369	ELECTION SOURCE	ELECTION	615.00
06/09/2025	20370	GIL- ROY'S HARDWARE	GRASS SEED	179.98
06/09/2025	20371	KALAMAZOO LAKE SEWER & WATER	APR '25 SERVICE	2,712.18

07/10/2025

CHECK REGISTER FOR CITY OF SAUGATUCK
CHECK DATE FROM 06/01/2025 - 06/30/2025

Check Date	Check	Vendor Name	Description	Amount
06/09/2025	20372	MCKELLIPS PLUMBING INC	PLUMBING GARAGE AND OVAL TOILETS	1,778.00
06/09/2025	20373	MICHIGAN ASS OF PLANNING	ANNUAL MEMBER DUES	75.00
06/09/2025	20374	MINER SUPPLY CO	SUPPLIES	12,448.36
06/09/2025	20375	ODC NETWORK	FORMER AIRPORT PROJECT	8,000.00
06/09/2025	20376	OVERISEL LUMBER COMPANY	MAY '25 STATEMENT BALANCE	1,143.46
06/09/2025	20377	WYOMING ASPHALT PAVING CO	ASPHALT	200.64
06/10/2025	6002(E)	COMCAST	05/15 - 06/14 INTERNET SERVICE	681.50 V
06/10/2025	6003(E)	METRO WIRELESS	JUN '25 WIFI SERVICE	773.00
06/10/2025	6004(E)	PRIORITY HEALTH	JUN '25 HEALTH INSURANCE COVERAGE	10,068.71
06/12/2025	20379	DANNY SHARP	PAYROLL	353.00
06/20/2025	20380	MML UNEMPLOYMENT COMPENSATION GROUP	PAYROLL	13.01
06/20/2025	DD7382(A)	ARAMENDI, NOAH	PAYROLL	1,606.59
06/20/2025	DD7383(A)	BLACQUIERE, BRADYN	PAYROLL	560.08
06/20/2025	DD7384(A)	BOSCH, LEXIE	PAYROLL	540.99
06/20/2025	DD7385(A)	BOUWMAN, CHAD	PAYROLL	1,756.94
06/20/2025	DD7386(A)	BREDEWEG, NICOLE	PAYROLL	2,233.44
06/20/2025	DD7387(A)	BRINK, CHASE	PAYROLL	699.29
06/20/2025	DD7388(A)	BULTMAN, LINDA	PAYROLL	1,782.87
06/20/2025	DD7389(A)	CHRISTENSON, JUDE	PAYROLL	614.54
06/20/2025	DD7390(A)	CUMMINS, RYAN	PAYROLL	2,890.92
06/20/2025	DD7391(A)	DEJAEGHER, JOHN	PAYROLL	1,133.44
06/20/2025	DD7392(A)	FLANAGAN, HANNAH	PAYROLL	792.66
06/20/2025	DD7393(A)	GARCIA, MARIELA	PAYROLL	198.01
06/20/2025	DD7394(A)	GRIGG-MARTINEZ, DAYTON	PAYROLL	309.24
06/20/2025	DD7395(A)	HAMLIN, AIDEN	PAYROLL	511.65
06/20/2025	DD7396(A)	HERBERT, SCOTT	PAYROLL	2,319.20
06/20/2025	DD7397(A)	KERRIDGE, ADAM	PAYROLL	2,380.03
06/20/2025	DD7398(A)	LIVINGSTON, JOHN	PAYROLL	1,064.69

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CHECK REGISTER FOR CITY OF SAUGATUCK
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Check Date	Check	Vendor Name	Description	Amount
06/20/2025	DD7399(A)	MACK, ELLIS	PAYROLL	1,466.20
06/20/2025	DD7400(A)	MARTIN, DANNY	PAYROLL	1,367.53
06/20/2025	DD7401(A)	MEYER, GRIFFIN	PAYROLL	337.78
06/20/2025	DD7402(A)	MITCHELL, JACE	PAYROLL	904.09
06/20/2025	DD7403(A)	PETERS, ADDISON	PAYROLL	408.12
06/20/2025	DD7404(A)	PETERS, AVERY	PAYROLL	960.70
06/20/2025	DD7405(A)	PETRIK, JAKOB	PAYROLL	1,113.36
06/20/2025	DD7406(A)	SAMUELS, ROBERT	PAYROLL	559.99
06/20/2025	DD7407(A)	SANCHEZ, ADAN	PAYROLL	614.54
06/20/2025	DD7408(A)	STEZOWSKI, BRAYDEN	PAYROLL	426.74
06/20/2025	DD7409(A)	STEZOWSKI, LOGAN	PAYROLL	663.75
06/20/2025	DD7410(A)	THOMPSON, LUKE	PAYROLL	2,303.68
06/20/2025	DD7411(A)	VAN HOWE, AINSLEY	PAYROLL	1,009.87
06/20/2025	DD7412(A)	WILLIAMS, SARA	PAYROLL	1,831.11
06/20/2025	DD7413(A)	WOLTERS, JAMIE	PAYROLL	2,132.09
06/20/2025	EFT1941(E)	ALERUS	PAYROLL	2,934.98
06/20/2025	EFT1942(E)	MERS HYBRID	PAYROLL	1,997.54
06/20/2025	EFT1943(E)	FEDERAL TAX DEPOSIT	PAYROLL	10,779.58
06/20/2025	EFT1944(E)	MERS	PAYROLL	4,401.38
06/20/2025	EFT1945(E)	MI DEPT OF TREASURY	PAYROLL	3,557.41
06/23/2025	6005(A)	ADVANCED PAVEMENT MARKING LLC	2025-2027 PAVEMENT MARKINGS	29,218.82
06/23/2025	6006(A)	ALLEGAN COUNTY SHERIFF	RESERVE DEPUTIES	1,332.00
06/23/2025	6007(A)	COMCAST	05/28 - 06/27 INTERNET SERVICE	388.30
06/23/2025	6008(A)	COMCAST-DPW	05/15 - 06/14 INTERNET-DPQ	681.50
06/23/2025	6009(A)	DUNESVIEW KWIK SHOP INC	MAY '25 GAS AND DIESEL	5,147.79
06/23/2025	6010(A)	ETNA SUPPLY	FLOOR DRAIN	137.00
06/23/2025	6011(A)	FAHEY SCHULTZ BURZYCH RHODES	MAY '25 EMPLOYMENT	14,947.30
06/23/2025	6012(A)	FLEIS & VANDENBRINK ENGINEERING INC	04/27 - 05/24 ENGINEERING FEES - EGLE TM	10,379.44

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CHECK REGISTER FOR CITY OF SAUGATUCK
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Check Date	Check	Vendor Name	Description	Amount
06/23/2025	6013(A)	H BARBER & SONS INC	OVAL BEACH	82.10
06/23/2025	6014(A)	HOLLAND P.T.	PICK UP PARTS	79.29
06/23/2025	6015(A)	HORIZON COMMUNITY PLANNER	PLANNING & HISTORIC DISTRICT	2,425.15
06/23/2025	6016(A)	LORRIE PASTOOR	CLEANING SERVICES	420.00
06/23/2025	6017(A)	MC CANN INDUSTRIES INC	REPAIR - LOADER	1,369.82
06/23/2025	6018(A)	PLUMMER'S ENVIRONMENTAL SERVICES IN	ROLL OFF BOX W/ LINER	1,635.85
06/23/2025	6019(A)	SAUGATUCK FIRE	RENTAL HOME INSPECTIONS / REINSPECTIONS	1,700.00
06/23/2025	6020(A)	TRUCK & TRAILER SPECIALTIES	WORK LIGHTS	89.02
06/23/2025	6034(A)	COMCAST	04/28 - 05/27 INTERNET SERVICE	348.30
06/23/2025	20381	AQUATIC DOCTORS LAKE MGT INC	MILFOIL TREATMENT	35,185.00
06/23/2025	20382	ARROWASTE	DUMPSTER	190.00
06/23/2025	20383	COMPTON INC.	11/16 - 06/06 TMF WATER SERVICE MATERIAL	33,700.75
06/23/2025	20384	IHLE AUTO PARTS	MAY '25 MOTOR PURCHASES	69.90
06/23/2025	20385	KEPPEL'S LOCK & SAFE CO.	REPAIRS	585.68
06/23/2025	20386	KOOPS WELL DRILLING INC	OVAL BEACH	400.00
06/23/2025	20387	MINER SUPPLY CO	SUPPLIES	2,783.40
06/23/2025	20388	PETTY CASH	OVAL EXTRA CHANGE-MAKING SUPPLY	1,500.00
06/23/2025	20389	PROTEC	MEMBERSHIP DUES	141.00
06/23/2025	20390	VAN TILL'S GREENHOUSE	CITY HALL	1,320.19
06/23/2025	20391	PETTY CASH		1,000.00 V
06/23/2025	20392	PETTY CASH	REPLENISH TILL MONEY DEPOSITED IN ERROR	1,000.00
06/24/2025	6021(E)	CAPITAL ONE	MAY '25 STATEMENT BALANCE	46.62
06/24/2025	6022(E)	FRONTIER	04/20 - 05/19 SERVICE	99.19
06/24/2025	6023(E)	GORDON FOOD SERVICE	OVAL BEACH CONCESSION	5,481.95
06/24/2025	6024(E)	JOHN DEERE FINANCIAL	05/11 - 06/10 STATEMENT BALANCE	2,012.74
06/24/2025	6025(E)	MERCHANTS BANCARD NETWORK	MAY '25 CC PROCESSING - ENTRANCE AND OFF	1,369.03
06/24/2025	6026(E)	MERCHANTS BANCARD NETWORK	MAY '25 CC PROCESSING - CONCESSION	92.44
06/24/2025	6027(E)	MERS	JUN '25 RETIREMENT	4,499.98

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CHECK REGISTER FOR CITY OF SAUGATUCK
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Check Date	Check	Vendor Name	Description	Amount
06/24/2025	6028(E)	MICHIGAN GAS UTILITIES	04/24 - 05/21 SERVICE - 102 BUTLER	55.70
06/24/2025	6029(E)	MICHIGAN GAS UTILITIES	04/24 - 05/21 SERVICE - 345 BUTLER	51.08
06/24/2025	6030(E)	MICHIGAN GAS UTILITIES	04/25 - 05/22 SERVICE - 3338 BLUE STAR	104.14
06/24/2025	6031(E)	NET2PHONE INC	JUN '25 PHONE SERVICE	236.30
06/24/2025	6032(E)	STATE OF MICHIGAN	MAY '25 SALES TAX	72.51
06/24/2025	6033(E)	VALLEY CITY LINEN INC	SHOP TOWELS	127.28
06/30/2025	6059(E)	CONSUMERS ENERGY	MAY '25 SERVICE	3,304.60
06/30/2025	6060(E)	FIRST BANK CARD	04/25 - 05/23 STATEMENT BALANCE	5,171.20
06/30/2025	6061(E)	FRONTIER	06/03 - 07/02 SERVICE	186.49
06/30/2025	6062(E)	RICOH USA INC	06/26 - 07/25 LEASE	127.97
Total of 149 Checks:				382,968.02
Less 3 Void Checks:				2,029.80
Total of 146 Disbursements:				380,938.22



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: July 14, 2025

SUBJECT: City Hall Interior Renovations – Proposal for Needs Study, Conceptual Design, & Structural Evaluation

DESCRIPTION:

City Hall is in need of interior renovations. The bathrooms are aging, the carpet is worn, and the configuration of the existing space has presented challenges. For the last few years, renovations of the City Hall interior has been a City Council priority but we have not made much progress. City Council made renovating the City Hall interior a priority again for fiscal year 2025/2026.

As part of the budgeting process, staff sought a proposal from our contractual engineers to study space needs, evaluate the structure and options, and develop conceptual designs. Fleis & VandenBrink has prepared the attached proposal.

BUDGET ACTION REQUIRED:

None at this time. The estimated expenses were included in the budget.

LEGAL REVIEW:

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

SAMPLE MOTION:

Motion to approve the proposal from Fleis and VandenBrink for a needs study, conceptual design, and structural evaluation for City Hall interior renovations.

March 7, 2025

Via Email: jwolters@saugatuckcity.com

Jamie Wolters, City Clerk
City of Saugatuck
102 Butler Street
Saugatuck, MI 49453

**RE: City Hall Interior Renovations – Proposal for Needs Study,
Conceptual Design, & Structural Evaluation**

Dear Jamie,

Having recently renovated the City Hall's exterior, we understand the City is now looking to renovate the building's interior to better meet the needs of staff and public. To assist the City with this effort F&V's architecture professionals will work with City staff to identify their needs and prepare a brief program of the needed space. The program will be used to develop conceptual floor plans for the proposed renovation. A pre-design estimate of probable project cost/budget will then be prepared based on approved conceptual floor plans.

Additionally, it is anticipated that the building may need alterations to its structure to accommodate the new layout. F&V's structural engineering professionals will investigate the existing conditions to determine the loading bearing walls, post, and beams and evaluate the impact of space use changes on the structural systems of the building. This information will be used to determine what load bearing elements may be moved/alterd, and which ones the plan needs to work around.

With the exterior improvements to the City Hall being only a few years old, we do not anticipate that this round of renovations will affect the building's exterior – planning will not consider alterations of doors, windows and other layout changes that would alter the building exterior.

The purpose of this phase is establishing the scope of the proposed renovations, proposed floor plans, and probable cost. This information may be used by the City to decide whether or not to proceed with the project, and determine scope(s) of funding.

SCOPE OF SERVICES

NEEDS STUDY AND CONCEPTUAL DESIGN

- Facilitate a kick-off meeting at the City Hall to:
 - Walk through the City Hall with staff to become familiar with the building and identify areas of concern and routine operations.
 - Acquire drawings/documents of existing conditions and previous alterations, to the extent that records exist. These documents will be scanned by F&V before being returned to the City.
 - Discuss the City's needs for the renovated facility with City staff.
 - Number of offices or workstations, meeting rooms, storage.

- Location relationships of individuals' workstations to service counter(s) and each other.
- Public areas needs and preferred locations.
- General & specific security needs.
 - Discuss the available funding method(s) and how that may budget & scope.
- Develop a space needs program based on information gathered in the kick-off meeting and common design standards. This program will be presented to the designated City representative(s) to confirm that the program addresses the City's concerns. The program will be revised based on representative(s) review.
- Prepare two conceptual plans for each floor plan based on the space needs program.
- Meet with designated City staff to review & discuss the proposed concepts with the intent to select one that can be used as the basis of design for future refinement.
- Contact the Historic District Commission to determine whether any of the proposed renovations will fall under their jurisdiction and provide them with any necessary information as it becomes available.
- Revise the selected conceptual plans per review comments, coordinating with the structural evaluation for plan and structural alterations.
- Prepare a preliminary Probability of Project Costs estimate/budget based on the revised conceptual plans and program.
- The program, refined conceptual plans, and preliminary probability of cost budget will be presented to the City representative(s) for final review.
- Based on final review comments, a final package of the space need program, conceptual design floor plan, and Probability of Project Cost estimate/budget will be presented at a Council Workshop meeting or regular City Council meeting, as appropriate.

STRUCTURAL EVALUATION

- Review available historical drawings and documents of the existing City Hall, to the extent that they exist.
- Review proposed conceptual floor plans.
- Perform initial site visit to verify information provided by historical drawings and to obtain missing (or additional) information, as necessary, potentially including:
 - Field measurements/dimensions
 - Verify existing framing sizes
 - Verify existing loading
 - Review existing connections
- Identify existing structural systems affected by proposed renovation plans.
- Perform preliminary design of headers, posts, blocking, and framing connections as necessary to modify existing load-bearing walls and structural framing as necessary to support the proposed interior renovation and incorporate anticipated costs into the overall budgetary estimate.

Should the City decide to proceed with the renovation work, F&V will prepare a separate proposal for formal design and prepare bidding, permitting, and construction documents along with construction phase architectural/engineering services.

BUDGET

We propose to complete the Scope of Services identified above at our standard hourly rates plus reimbursable expenses in accordance with an estimated budget of **\$30,000**. If additional site visits, meetings, etc. are desired during the course of the project, we recommend a budget of \$800-\$1,200 per site visit/meeting, depending on the duration, attendee(s) and the level of follow-up required.

We are prepared to begin upon authorization. Authorization to proceed with the work can be given by returning a copy of this proposal signed below as indicated. We look forward to continuing our work with you on this proposed renovation to the City Hall. Please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK



David A. Gibbs, RA
Architect



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

Cc: Scott Herbert, Superintendent of Public Works

WORK AUTHORIZATION

Fleis & VandenBrink Engineering, Inc. is hereby authorized to perform Professional Services for the **City Hall Interior Renovations – Needs Study, Conceptual Design, & Structural Evaluation** for the City of Saugatuck as detailed in this letter, under our existing Professional Services Agreement (PSA) dated November 13, 2018.

By _____

Date _____



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: July 14, 2025

SUBJECT: Creation of an Advisory Parking Improvements Task Force and Request for Proposals for Consulting Support

DESCRIPTION:

City Council established evaluating and implementing solutions to parking issues as a multi-year priority for fiscal year 2025-2026. This has been a topic of conversation for several years and included concerns with a perceived shortage of parking spaces, restaurant and retail employees occupying prime spaces, and lack of enforcement. A variety of options and ideas have come up over time including finding ways to add additional spaces, building a parking ramp, implementing paid parking, payments in lieu of parking, changes to zoning and other regulations, improving enforcement, and adding additional transit and wayfinding.

Parking Improvements Task Force

Staff recommends that City Council consider forming an advisory Parking Improvements Task Force to study the issues and advise on recommendations. The City Charter allows for advisory committees:

SECTION 4.28 ADVISORY COMMITTEES OR BOARDS.

The mayor, with the advice and consent of the city council may, from time to time, appoint such committees or boards as are deemed appropriate to advise and consult with them, and with appropriate departments, regarding any municipal activity. Such committees or boards shall be advisory, serve temporarily and without compensation unless otherwise provided by the city council.

The Task Force should include a variety of stakeholders. Staff suggests the following be a part of the Task Force:

- City Council Member – 1
- Planning Commission Member – 1

- City Resident (non-business owner) – 1
- Restaurant Owner – 1
- Retail Business Owner – 1
- Convention and Visitors Bureau Representative – 1
- Interurban Representative – 1

Consulting Support

To support the work of the Task Force, staff recommends engaging consulting support to:

- Help identify and define the problems and concerns.
 - This may include incorporating opportunities for community feedback through surveys, open houses, or other public forums.
- Conduct a full inventory and mapping of public and private parking locations and spaces east of the river.
 - An inventory of parking outside the City may also be necessary.
- Conduct a parking needs analysis.
 - This would take into account seasonal fluctuations and ADA accessibility.
- Evaluate various options, ways, and costs to improve parking including:
 - Creating additional parking spaces.
 - This could include restriping, reconfiguration of existing streets, acquiring additional property, and/or constructing a ramp.
 - Additional transit, wayfinding, and non-motorized infrastructure.
 - Paid parking in certain areas.
 - This could include costs to implement and enforce, recommended fee structure, and revenue projections.
 - Changes to existing regulations.
 - Enforcement of existing or additional regulations.

Staff has prepared the attached Request for Proposals (RFP) to attempt to find a consultant who can handle the variety of work. Certain items may be more specialized and involve subconsultants or separate RFPs depending on how the work of the Task Force progresses.

Timeline

Establishing the Task Force and selecting a consultant will take approximately 2 to 3 months.

Once established, staff anticipates that the work of the Task Force and consultant will occur over a 9 to 12 month period.

BUDGET ACTION REQUIRED:

None at this time. Consulting support for parking was included in the budget for FY 25/26.

LEGAL REVIEW:

Legal will be at your meeting for any questions.

SAMPLE MOTION:

Motion to create an advisory Parking Improvements Task Force as outlined in the staff memo and issue a request for proposals for consulting services for a parking study and solutions as presented.



Request for Proposals

Consulting Services for Parking Study and Solutions

Purpose

The City of Saugatuck, Michigan (the “City”), is soliciting proposals from qualified consulting firms to provide comprehensive consulting services to address long-standing parking availability concerns within the City. Evaluating and implementing solutions to parking issues has been established as a priority by the City Council. The selected consultant will work in close collaboration with the newly formed Parking Improvements Task Force to study the issues, analyze potential solutions, and advise on recommendations.

Background

Parking has been a significant topic of discussion in Saugatuck for several years, with ongoing concerns including:

- A perceived shortage of available parking spaces, particularly during peak seasons.
- Restaurant and retail employees occupying prime parking spaces, limiting availability for customers and visitors.
- Challenges with the enforcement of existing parking regulations.

Over time, a variety of options and ideas have emerged, such as:

- Adding additional parking spaces (e.g., restriping, reconfiguration, property acquisition, parking ramp construction).
- Implementing paid parking systems.
- Exploring payments in lieu of parking.
- Changes to zoning and other relevant regulations.
- Improving enforcement strategies.
- Enhancing public transit options and wayfinding signage.

To facilitate a thorough and collaborative approach to these issues, the City Council will be forming an advisory Parking Improvements Task Force. This Task Force, established under City Charter, will comprise a diverse group of stakeholders, including City Council Members, Planning Commission Members, City Residents, Business Owners (Restaurant and Retail), a

Convention and Visitors Bureau Representative, and a representative of Saugatuck's low-cost mass transit service, the Interurban. The consultant's work will directly support this Task Force.

Scope of Work

The selected consulting firm will be responsible for providing expert analysis, data collection, and strategic recommendations to the City of Saugatuck and the Parking Improvements Task Force. The scope of work includes, but is not limited to, the following key tasks:

Project Coordination and Problem Identification:

- Attend, support, and present at Task Force meetings (approximately 9-12 over the project period).
- Coordinate with City staff on project deliverables and timelines.
- Assist the Task Force in identifying and clearly defining the core parking problems and concerns.
- Facilitate opportunities for broad community feedback through various public forums, which may include surveys, open houses, workshops, or other appropriate public engagement methods.

Parking Inventory and Mapping:

- Conduct a comprehensive inventory and detailed mapping of all public and private parking locations and spaces located east of the Kalamazoo River within the City.
- Assess the necessity and, if required, conduct an inventory of parking facilities located outside the immediate City limits that impact Saugatuck's parking dynamics.

Parking Needs Analysis:

- Perform a thorough parking needs analysis, taking into account:
 - Seasonal fluctuations in demand (e.g., summer tourism vs. off-season).
 - Current and projected parking demands.
 - ADA accessibility requirements and opportunities for improvement.

Evaluation of Options and Costs:

- Evaluate a comprehensive range of options, methods, and associated costs to improve parking, including but not limited to:
 - **Creating Additional Parking Spaces:**
 - Analysis of restriping and reconfiguration of existing streets and parking lots.
 - Identification and evaluation of potential properties for acquisition to add new spaces.
 - Feasibility and cost analysis for the construction of a parking ramp.
 - **Additional Transit, Wayfinding, and Non-Motorized Infrastructure:**

- Assessment of existing transit services and recommendations for expansion or modification.
- Development of improved wayfinding strategies and signage for parking and attractions.
- Recommendations for enhancing non-motorized transportation infrastructure (e.g., bike paths, pedestrian walkways) to reduce parking demand.
- **Paid Parking Implementation:**
 - Analysis of the feasibility and impact of implementing paid parking in specific areas.
 - Detailed cost projections for implementation (e.g., kiosks, meters, technology, staffing) and ongoing enforcement.
 - Development of recommended fee structures and revenue projections.
- **Changes to Existing Regulations:**
 - Review of current zoning ordinances, parking requirements, and other relevant regulations.
 - Recommendations for amendments to regulations to better manage parking supply and demand.
- **Enforcement of Regulations:**
 - Evaluation of current parking enforcement practices.
 - Recommendations for improving the efficiency and effectiveness of enforcement for existing or new regulations.

Deliverables

The selected consultant will be expected to provide, at a minimum, the following deliverables:

- Detailed problem definition and community feedback summary report.
- Comprehensive parking inventory and mapping.
 - All spatial data (e.g., parking inventory and maps) must be provided in GIS-compatible formats (e.g., shapefile, GeoJSON, or ESRI file geodatabase).
- Parking needs analysis report, including seasonal and ADA considerations.
- Feasibility and cost analyses for various parking improvement options.
- Recommendations for paid parking implementation, fee structures, and revenue projections.
- Proposed regulatory changes and enforcement strategies.
- Draft and final report summarizing all findings, analyses, and actionable recommendations for the City.
- Presentations to the Task Force and City Council at key project milestones.
 - Final reports and presentations must be provided in both editable (e.g., Word, PowerPoint) and print-ready (e.g., PDF) formats.

Project Timeline

- RFP Release: July 15, 2025
- Proposal Deadline: Proposals must be received by August 18, 2025 at 5:00 PM EDT.
- Interviews and Follow Up Questions (if necessary): Within 1-2 weeks of deadline
- Selection and Contract Award: Approximately 8-10 weeks from RFP release
- Project Duration: Following contract execution, the City anticipates that the work of the Task Force and the selected consultant will occur over a period of approximately nine (9) to twelve (12) months following consultant selection.

Proposal Requirements

Proposals should be clear, concise, and provide sufficient detail to allow the City to evaluate the firm's qualifications, approach, and understanding of the project. At a minimum, proposals must include:

- **Executive Summary:** A brief overview of the firm's understanding of the project and proposed approach.
- **Firm Qualifications and Experience:**
 - Overview of the firm, including relevant experience in parking studies, urban planning, transportation consulting, civil engineering and community engagement for municipalities.
 - Resumes of key personnel who will be assigned to the project, highlighting their relevant experience.
- **Project Understanding and Approach:**
 - A detailed methodology outlining how the firm intends to address each component of the Scope of Work.
 - A proposed work plan and timeline, including major milestones and deliverables.
 - Description of how the firm will engage with and support the Parking Improvements Task Force.
 - Description of proposed community engagement methods.
- **Proposed Team Structure:**
 - Identification of the project manager and key team members, including any proposed sub-consultants for specialized tasks.
 - Description of roles and responsibilities for each team member.
- **Fee Proposal:**
 - A detailed breakdown of all costs associated with the proposed services, including professional fees, expenses, and any other anticipated charges.

- Clearly indicate the proposed fee structure (e.g., fixed fee, hourly rates with a not-to-exceed cap).
- **References:**
 - At least three (3) professional references from previous clients for similar projects, including contact names, titles, organizations, and phone numbers/email addresses.

Submission Details

Proposals must be received by **August 18 at 5:00 PM EDT**. Late proposals will not be considered. Proposals should be submitted electronically to the contact person listed below.

Evaluation Criteria

Proposals will be evaluated based on:

- Demonstrated understanding of project goals.
- Relevant experience and qualifications.
- Quality and clarity of proposed approach.
- Capacity to attend and support Task Force meetings.
- Cost-effectiveness.

City Rights

The City reserves the right to accept or reject any and all proposals, to waive any informalities or irregularities in the proposals received, or to award the contract in any manner deemed to be in the best interest of the City. The City may also negotiate with the most qualified firm(s) prior to award.

Questions and Contact Information

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

Ryan Cummins

City Manager

City of Saugatuck

E-mail: rcummins@saugatuckcity.com

Phone: 269-857-2603

Possible Ethics Violation by Council Member Scott Dean

Dear Mayor Anderson,

I am writing to formally address a matter of significant concern, specifically relating to a potential ethics violation by a current member of the city council.

On June 28, 2025, I was given a copy of a letter dated June 16, 2025 from the Michigan Department of State which alleges that Council Member Scott Dean (and current council member Lauren Stanton and former council member Helen Baldwin) coordinated with EPIC on campaign materials for their 2024 re-election campaign.

According to the letter (attached to this email), the State of Michigan reviewed EPIC's campaign finance filings, and the records show that the candidates **"...were the only contributors to EPIC when they registered as an IEC. Similarly, they were the only three candidates that EPIC supported through advertisements, fliers, and yard signs. Given that the candidates were the only contributors and beneficiaries of EPIC's campaign activities it is highly likely that the candidates coordinated with EPIC in violation of Section 24b. Based on the above, the Department concludes that the evidence is sufficient to determine that there may be reason to believe that a violation of the Michigan Campaign Finance Act has occurred."**

This behavior appears to conflict with Part A, sections 2 and 4(i) of the City of Saugatuck's POLICY ON ETHICAL STANDARDS OF CONDUCT which establishes ethical guidelines for our city's officials as follows:

- "2. This policy is not designed to address general performance concerns or questions. Rather, it is focused on the expectation that our City officials and employees shall act with fairness, integrity, impartiality, professionalism, and **obedience to the law, as they carry out their City responsibilities and service to public interest**", and
- 4.(i) **We may not engage in other types of conduct in violation of the standards of this Policy."**

This incident raises serious questions about the integrity and accountability of Council Member Dean and could undermine public trust.

I believe it is crucial for the integrity of our city's governance that this matter is investigated thoroughly and transparently. I urge you to take the necessary steps as outlined in the city's policy (attached to this email) to ensure that the actions of Council Member Dean are reviewed in accordance with our ethical standards and appropriate measures are taken.

Please do not hesitate to contact me if you need any further details or clarification regarding this issue. Thank you for your prompt attention to this important matter.

Sincerely,



Sherry Tedaldi

6608 North St., Saugatuck MI 49453



STATE OF MICHIGAN
JOCELYN BENSON, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

June 16, 2025

EPIC
Attn Garnet Lewis
P.O. Box 611
Saugatuck, MI 49453

Re: *Trester v. EPIC*
Campaign Finance Complaint No. 24-269

Dear EPIC:

The Department of State (Department) has finished investigating the campaign finance complaint filed against you by Ken Trester alleging that you violated the Michigan Campaign Finance Act (MCFA or Act). This letter concerns the disposition of that complaint.

The complaint alleged that EPIC failed to register as a committee under Section 24 of MCFA. Ken Trester included in his complaint advertisements, campaign flyers, and yard signs urging individuals to "re-elect Stanton, Baldwin, and Dean."

Garnet Lewis responded on behalf of EPIC to the complaint. In the response, Lewis claimed that it was an oversight that EPIC didn't submit a Statement of Organization to register as a committee. EPIC has since submitted a Statement of Organization to register as an "Independent Expenditure Committee" and paid the late filing fee for each past due statement totaling \$1,000. The committee has since requested to dissolve their committee.

Ken Trester has provided a rebuttal statement. In that statement, Trester has requested the Department to not allow EPIC to dissolve their committee. Additionally, Trester raises new concerns over EPIC's political involvement of other campaigns and EPIC's status as a non-profit organization.

With regards to the additional allegations raised in Trester's rebuttal statement the Department is limited to investigating the original complaint. The allegations of EPIC's involvement in city council races will not be considered in this determination. Similarly, the Department does not have the authority to investigate a company's non-profit status because that is not filed with our Department and will not be considered.

Under MCFA, persons coordinating through contributions or expenditures for purposes of influencing an election are required to register as a committee. MCL 169.224. Section 24 of the MCFA requires committees to file a statement of organization with the proper filing official within 10 days after the committee is formed. MCL 169.224(1). Section 24 details specific requirements for all statements of organization that must be filed. See MCL 169.224(2)-(3).

EPIC registered with the Department as an Independent Expenditure Committee (IEC). Section 24b of the MCFA prohibits an independent expenditure committee from making a contribution to a candidate committee. MCL 169.224b. Violation of the section by an individual is a felony punishable by imprisonment for not more than 3 years or a fine of not more than \$5,000, or both. If the person is not an individual, violation is punishable by a fine of not more than \$20,000 or a fine of not more than triple the amount of the improper contribution or expenditure, whichever is greater. *Id.* Section 24c describes the penalty under section 24b or 54 of the Act for defeating the independent nature of an independent expenditure. MCL 169.224c.

IEC's may make "independent" expenditures in support of specific candidates, but they cannot coordinate with candidates on campaign materials. A review of EPIC's campaign finance filings indicates that Stanton, Baldwin, and Dean were the only contributors to EPIC when they registered as an IEC. Similarly, they were the only three candidates that EPIC supported through advertisements, fliers, and yard signs. Given that the candidates were the only contributors and beneficiaries of EPIC's campaign activities it is highly likely that the candidates coordinated with EPIC in violation of Section 24b.

Based on the above, the Department concludes that the evidence is sufficient to determine that there may be reason to believe that a violation of the Act has occurred. Upon making this determination, the Act requires the Department to "endeavor to correct the violation or prevent a further violation by using informal methods [.]", and if the Department is unable to correct or prevent additional violations, it must ask the Attorney General to prosecute if a crime has been committed. MCL 169.215(10)(a). The objective of an informal resolution is "to correct the violation or prevent a further violation [.]" *Id.*

Please be advised that if the Department is unable to resolve this informally, it is required by MCL 169.215(10)-(11) to refer to the Department of Attorney General with a request that her office prosecute for the criminal penalties and/or conduct an administrative hearing to enforce the civil penalties. If the Department conducts an administrative hearing, MCL 169.215(11) authorizes the Secretary of State to seek a civil fine of triple the amount outlined plus up to \$1,000.00 for each violation of the Act.

Please contact the undersigned at BOERegulatory@Michigan.gov by **Friday, October 24th 2025** to discuss a resolution to matter.

Sincerely,

A handwritten signature in black ink that reads "James Biehl". The signature is written in a cursive, slightly slanted style.

James Biehl, Regulatory Attorney
Regulatory Division
Bureau of Elections
Michigan Department of State

C: Ken Trester

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

POLICY ON ETHICAL STANDARDS OF CONDUCT

PART A - ETHICAL STANDARDS

1. The citizens of Saugatuck have entrusted our elected and appointed officials and employees with the good stewardship of their local government. In return, as we carry out our City responsibilities, we pledge to conduct ourselves so as always to justify and merit that trust.
2. This policy is not designed to address general performance concerns or questions. Rather, it is focused on the expectation that our City officials and employees shall act with fairness, integrity, impartiality, professionalism, and obedience to the law, as they carry out their City responsibilities and service to public interest.
3. We expect the highest ethical conduct as a matter of course, not merely because there are laws or rules mandating it. All citizens of the City are entitled to high ethical conduct in their local government, and Council members, appointed officials and City employees shall always act to honor that expectation.
4. Some examples of the high standards of ethical conduct we require of all elected and appointed officials and City employees are the following:
 - (a) Our primary role as an elected or appointed official or employee is to serve the public interests.
 - (b) We may not use our official positions to gain an advantage or preference that we would not otherwise be entitled to.
 - (c) We may not solicit or accept a gift of value offered or given for the purpose of influencing a vote, decision or other City action.
 - (d) We may not disclose public records or information that we receive in confidence in the performance of our City duties, except when authorized to do so and in compliance with the law.
 - (e) We may not vote upon or take other action with respect to a matter as to which we have a conflict of interest, as defined and determined by law. Council members and appointed officials shall disclose such conflicts, and act accordingly, in the manner required by law.
 - (f) We may not use City property for personal purposes except as authorized for such use on an incidental or emergency basis under current City policies or established practice.
 - (g) We may not use confidential City information or records for the purpose of personal financial advantage, whether in a business transaction or to enable others to profit or gain competitive advantage.

(h) We may not accept or engage in public service or private employment that is in conflict with our official duties as a Council member, appointed official or City employee.

(i) We may not engage in other types of conduct in violation of the standards of this Policy.

5. This Policy is not intended to limit the normal and proper activities associated with the legislative responsibilities of Council members, the official duties of appointed officials, or the job requirements of City employees. Rather, the Policy is adopted for the purpose of improving the governance of the City by emphasizing our long-standing commitment to high ethical standards by officials and employees, and determining the types of conduct that would not be consistent with those standards.

6. This Policy will be circulated to all employees, Council members, and appointed officials on an annual basis. Each shall complete an acknowledgement, attesting to knowledge and understanding of the content of this Policy.

PART B - REPORTING AND RESOLVING ETHICAL COMPLAINTS

1. While our officials and employees have always been prompt to correct actions which may fall short of the high ethical standards that the City expects, it is nevertheless important that there be procedures to raise concerns or take further action regarding conduct they believe to be in violation of this Policy. This Policy identifies those basic procedures and Council may, in its discretion, adopt additional procedures for administering this Policy.

2. Certainly, officials, the Manager, and employees may also self-report and confer with the Mayor, and/or Manager to assess appropriate next steps and/or resolutions.

3. We encourage persons who believe that a failure of ethical conduct has occurred, or may occur, to bring the basis for that belief to the attention of the appropriate person as follows:

(a) For complaints about an elected or an appointed official (other than the Mayor), notify the Mayor, who will confer with the City Manager and City Attorney to determine appropriate next steps and/or resolutions, if any.

(b) For complaints about the Mayor, notify the Mayor Pro-Tem and/or City Attorney, who will confer with one another and the City Manager to determine appropriate next steps and/or resolutions, if any.

(c) For complaints about the Manager, notify the Mayor, who will confer with the City Attorney to determine appropriate next steps and/or resolutions, if any.

(d) For complaints about employees, notify the Manager, who will confer with the City Attorney to determine appropriate next steps and/or resolutions, if any.

In the ensuing exchange of views, correspondence or other contact, we believe that most such situations can be satisfactorily explained or resolved. With support from the Mayor or Manager, (or in the

February 10, 2025

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case of a complaint against the Mayor, the Mayor Pro-Tem) an advisory opinion may be sought from the City Attorney .

4. As to ethical concerns that may not be resolved by contact with the official or the appropriate person identified by this Policy, or in cases where a citizen may prefer not to contact the person involved, we believe that the matter may best be considered outside of City government. The City Council is a legislative body and is not vested with judicial powers. As officials chosen by political process, Council members should generally avoid serving in effect as judges of their own or other officials' conduct, except in cases where they are vested with that responsibility by law.

We encourage citizens who have concerns about serious unethical conduct to utilize procedures already available under Michigan law. There are several possible actions that citizens could take:

(a) *Reporting an Alleged Violation to a Supervisor or the Council.* Under the Public Officials and Employees Ethical Conduct Act, Act 196 of 1973 ("Act 196"), a City official or employee may report an alleged ethical violation to a supervisory person or to the Council; an employee reporting such an alleged violation is protected by the Act from dismissal or other reprisal.

(b) *Commencing a Lawsuit in the Circuit Court.* A citizen of the City may bring a civil action in the circuit court, alleging a violation of Act 196, and may request injunctive relief, actual damages or both, within the time limitation stated in the Act. If the court renders a judgment in favor of the complainant, the court has authority to award the complainant all or part of the costs of the civil action, including reasonable attorney fees.

(c) *Reporting an Alleged Violation to the County Prosecutor.* A public official, including a Council member, appointed official or City employee, who violates Act 317 of 1968, the Public Servants' Conflict of Interest Act, is guilty of a misdemeanor under that Act. Accordingly, citizens who believe that such a violation has occurred are encouraged to bring the matter to the attention of the County Prosecuting Attorney, who has authority to prosecute misdemeanors and other criminal offenses.

(d) *Requesting the County Prosecutor to Commence a Lawsuit.* In the case of a violation of Act 566 of 1978, the Incompatibility of Public Offices Act, the County Prosecuting Attorney has authority under that Act to commence an action in the circuit court against the alleged violator, for injunctive relief or other appropriate remedy in the discretion of the circuit court. Accordingly, citizens who believe that a violation of the Act has occurred are encouraged to bring the matter to the attention of the County Prosecuting Attorney and request that the attorney take such action as may be warranted in the circumstances.

PART C

The Council may, from time to time, amend or supplement this policy.

The City Manager is directed to arrange for appropriate publicity concerning this policy, in order that the elected and appointed officials, employees, and citizens of the City may be more fully aware of the

February 10, 2025

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high ethical standards required in the course of City governance and the procedures available to individuals who believe that ethical violations have occurred.

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Possible Ethics Violation by Council Member Lauren Stanton

Dear Mayor Anderson,

I am writing to formally address a matter of significant concern, specifically relating to a potential ethics violation by a current member of the city council.

On June 28, 2025, I was given a copy of a letter dated June 16, 2025 from the Michigan Department of State which alleges that Council Member Lauren Stanton (and council member Scott Dean and former council member Helen Baldwin) coordinated with EPIC on campaign materials for their 2024 re-election campaign.

According to the letter (attached to this email), the State of Michigan reviewed EPIC's campaign finance filings, and the records show that the candidates ***"...were the only contributors to EPIC when they registered as an IEC. Similarly, they were the only three candidates that EPIC supported through advertisements, fliers, and yard signs. Given that the candidates were the only contributors and beneficiaries of EPIC's campaign activities it is highly likely that the candidates coordinated with EPIC in violation of Section 24b. Based on the above, the Department concludes that the evidence is sufficient to determine that there may be reason to believe that a violation of the Michigan Campaign Finance Act has occurred."***

This behavior appears to conflict with Part A, sections 2 and 4(i) of the City of Saugatuck's POLICY ON ETHICAL STANDARDS OF CONDUCT which establishes ethical guidelines for our city's officials as follows:

- *"2. This policy is not designed to address general performance concerns or questions. Rather, it is focused on the expectation that our City officials and employees shall act with fairness, integrity, impartiality, professionalism, and **obedience to the law, as they carry out their City responsibilities and service to public interest**", and*
- *4.(i) **We may not engage in other types of conduct in violation of the standards of this Policy.**"*

This incident raises serious questions about the integrity and accountability of Council Member Stanton and could undermine public trust.

I believe it is crucial for the integrity of our city's governance that this matter is investigated thoroughly and transparently. I urge you to take the necessary steps as outlined in the city's policy (attached to this email) to ensure that the actions of Council Member Stanton are reviewed in accordance with our ethical standards and appropriate measures are taken.

Please do not hesitate to contact me if you need any further details or clarification regarding this issue. Thank you for your prompt attention to this important matter.

Sincerely,



Sherry Tedaldi

6608 North St., Saugatuck MI 49453



STATE OF MICHIGAN
JOCELYN BENSON, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

June 16, 2025

EPIC
Attn Garnet Lewis
P.O. Box 611
Saugatuck, MI 49453

Re: *Trester v. EPIC*
Campaign Finance Complaint No. 24-269

Dear EPIC:

The Department of State (Department) has finished investigating the campaign finance complaint filed against you by Ken Trester alleging that you violated the Michigan Campaign Finance Act (MCFA or Act). This letter concerns the disposition of that complaint.

The complaint alleged that EPIC failed to register as a committee under Section 24 of MCFA. Ken Trester included in his complaint advertisements, campaign flyers, and yard signs urging individuals to "re-elect Stanton, Baldwin, and Dean."

Garnet Lewis responded on behalf of EPIC to the complaint. In the response, Lewis claimed that it was an oversight that EPIC didn't submit a Statement of Organization to register as a committee. EPIC has since submitted a Statement of Organization to register as an "Independent Expenditure Committee" and paid the late filing fee for each past due statement totaling \$1,000. The committee has since requested to dissolve their committee.

Ken Trester has provided a rebuttal statement. In that statement, Trester has requested the Department to not allow EPIC to dissolve their committee. Additionally, Trester raises new concerns over EPIC's political involvement of other campaigns and EPIC's status as a non-profit organization.

With regards to the additional allegations raised in Trester's rebuttal statement the Department is limited to investigating the original complaint. The allegations of EPIC's involvement in city council races will not be considered in this determination. Similarly, the Department does not have the authority to investigate a company's non-profit status because that is not filed with our Department and will not be considered.

Under MCFA, persons coordinating through contributions or expenditures for purposes of influencing an election are required to register as a committee. MCL 169.224. Section 24 of the MCFA requires committees to file a statement of organization with the proper filing official within 10 days after the committee is formed. MCL 169.224(1). Section 24 details specific requirements for all statements of organization that must be filed. See MCL 169.224(2)-(3).

EPIC registered with the Department as an Independent Expenditure Committee (IEC). Section 24b of the MCFA prohibits an independent expenditure committee from making a contribution to a candidate committee. MCL 169.224b. Violation of the section by an individual is a felony punishable by imprisonment for not more than 3 years or a fine of not more than \$5,000, or both. If the person is not an individual, violation is punishable by a fine of not more than \$20,000 or a fine of not more than triple the amount of the improper contribution or expenditure, whichever is greater. *Id.* Section 24c describes the penalty under section 24b or 54 of the Act for defeating the independent nature of an independent expenditure. MCL 169.224c.

IEC's may make "independent" expenditures in support of specific candidates, but they cannot coordinate with candidates on campaign materials. A review of EPIC's campaign finance filings indicates that Stanton, Baldwin, and Dean were the only contributors to EPIC when they registered as an IEC. Similarly, they were the only three candidates that EPIC supported through advertisements, fliers, and yard signs. Given that the candidates were the only contributors and beneficiaries of EPIC's campaign activities it is highly likely that the candidates coordinated with EPIC in violation of Section 24b.

Based on the above, the Department concludes that the evidence is sufficient to determine that there may be reason to believe that a violation of the Act has occurred. Upon making this determination, the Act requires the Department to "endeavor to correct the violation or prevent a further violation by using informal methods [,]" , and if the Department is unable to correct or prevent additional violations, it must ask the Attorney General to prosecute if a crime has been committed. MCL 169.215(10)(a). The objective of an informal resolution is "to correct the violation or prevent a further violation [,]" *Id.*

Please be advised that if the Department is unable to resolve this informally, it is required by MCL 169.215(10)-(11) to refer to the Department of Attorney General with a request that her office prosecute for the criminal penalties and/or conduct an administrative hearing to enforce the civil penalties. If the Department conducts an administrative hearing, MCL 169.215(11) authorizes the Secretary of State to seek a civil fine of triple the amount outlined plus up to \$1,000.00 for each violation of the Act.

Please contact the undersigned at BOERegulatory@Michigan.gov by **Friday, October 24th 2025** to discuss a resolution to matter.

Sincerely,



James Biehl, Regulatory Attorney
Regulatory Division
Bureau of Elections
Michigan Department of State

C: Ken Trester

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

POLICY ON ETHICAL STANDARDS OF CONDUCT

PART A - ETHICAL STANDARDS

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 - (d) We may not disclose public records or information that we receive in confidence in the performance of our City duties, except when authorized to do so and in compliance with the law.
 - (e) We may not vote upon or take other action with respect to a matter as to which we have a conflict of interest, as defined and determined by law. Council members and appointed officials shall disclose such conflicts, and act accordingly, in the manner required by law.
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(h) We may not accept or engage in public service or private employment that is in conflict with our official duties as a Council member, appointed official or City employee.

(i) We may not engage in other types of conduct in violation of the standards of this Policy.

5. This Policy is not intended to limit the normal and proper activities associated with the legislative responsibilities of Council members, the official duties of appointed officials, or the job requirements of City employees. Rather, the Policy is adopted for the purpose of improving the governance of the City by emphasizing our long-standing commitment to high ethical standards by officials and employees, and determining the types of conduct that would not be consistent with those standards.

6. This Policy will be circulated to all employees, Council members, and appointed officials on an annual basis. Each shall complete an acknowledgement, attesting to knowledge and understanding of the content of this Policy.

PART B - REPORTING AND RESOLVING ETHICAL COMPLAINTS

1. While our officials and employees have always been prompt to correct actions which may fall short of the high ethical standards that the City expects, it is nevertheless important that there be procedures to raise concerns or take further action regarding conduct they believe to be in violation of this Policy. This Policy identifies those basic procedures and Council may, in its discretion, adopt additional procedures for administering this Policy.

2. Certainly, officials, the Manager, and employees may also self-report and confer with the Mayor, and/or Manager to assess appropriate next steps and/or resolutions.

3. We encourage persons who believe that a failure of ethical conduct has occurred, or may occur, to bring the basis for that belief to the attention of the appropriate person as follows:

(a) For complaints about an elected or an appointed official (other than the Mayor), notify the Mayor, who will confer with the City Manager and City Attorney to determine appropriate next steps and/or resolutions, if any.

(b) For complaints about the Mayor, notify the Mayor Pro-Tem and/or City Attorney, who will confer with one another and the City Manager to determine appropriate next steps and/or resolutions, if any.

(c) For complaints about the Manager, notify the Mayor, who will confer with the City Attorney to determine appropriate next steps and/or resolutions, if any.

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In the ensuing exchange of views, correspondence or other contact, we believe that most such situations can be satisfactorily explained or resolved. With support from the Mayor or Manager, (or in the

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case of a complaint against the Mayor, the Mayor Pro-Tem) an advisory opinion may be sought from the City Attorney .

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We encourage citizens who have concerns about serious unethical conduct to utilize procedures already available under Michigan law. There are several possible actions that citizens could take:

(a) *Reporting an Alleged Violation to a Supervisor or the Council.* Under the Public Officials and Employees Ethical Conduct Act, Act 196 of 1973 ("Act 196"), a City official or employee may report an alleged ethical violation to a supervisory person or to the Council; an employee reporting such an alleged violation is protected by the Act from dismissal or other reprisal.

(b) *Commencing a Lawsuit in the Circuit Court.* A citizen of the City may bring a civil action in the circuit court, alleging a violation of Act 196, and may request injunctive relief, actual damages or both, within the time limitation stated in the Act. If the court renders a judgment in favor of the complainant, the court has authority to award the complainant all or part of the costs of the civil action, including reasonable attorney fees.

(c) *Reporting an Alleged Violation to the County Prosecutor.* A public official, including a Council member, appointed official or City employee, who violates Act 317 of 1968, the Public Servants' Conflict of Interest Act, is guilty of a misdemeanor under that Act. Accordingly, citizens who believe that such a violation has occurred are encouraged to bring the matter to the attention of the County Prosecuting Attorney, who has authority to prosecute misdemeanors and other criminal offenses.

(d) *Requesting the County Prosecutor to Commence a Lawsuit.* In the case of a violation of Act 566 of 1978, the Incompatibility of Public Offices Act, the County Prosecuting Attorney has authority under that Act to commence an action in the circuit court against the alleged violator, for injunctive relief or other appropriate remedy in the discretion of the circuit court. Accordingly, citizens who believe that a violation of the Act has occurred are encouraged to bring the matter to the attention of the County Prosecuting Attorney and request that the attorney take such action as may be warranted in the circumstances.

PART C

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The City Manager is directed to arrange for appropriate publicity concerning this policy, in order that the elected and appointed officials, employees, and citizens of the City may be more fully aware of the

February 10, 2025

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