CITY COUNCIL MEETING AGENDA
March 9, 2026

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

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

NOTICE:
Join online by visiting:
https://us02web.zoom.us/j/2698572603

Join by phone by dialing:
(312) 626-6799 -or-
(646) 518-9805

Then enter "Meeting ID":
2698572603

Please send questions or comments regarding meeting agenda items prior to meeting to:
rcummins@saugatuckcity.com

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Mayor's Comments**
5. **City Manager Comments**
6. **Agenda Changes** *(Additions/Deletions)*
7. **Guest Speakers**
   - **A.** Art Coast® Food & Wine Festival – Alec Payleitner. *Pg.3*
8. **Public Comment on Agenda Items Only** *(Limit 3 minutes)*
9. **Consent Agenda:** *(Roll Call)*
   - **A.** Approval of City Council Workshop Minutes from March 4, 2026. *Pg.7*
   - **B.** Resolution 260109-A Opposing Michigan House Bills 5529-5532 and Related Zoning Preemption Legislation. *Pg.12*
   - **C.** Outdoor Discovery Center Proposal for Conservation Services - Mt. Baldhead Invasive Species Management and Dune Revegetation. *Pg.38*
   - **D.** Culver Street Parking Lot Operation Agreement. *Pg.66*
   - **E.** 2026 Boat Slip Management Agreement. *Pg.71*
   - **F.** Special Event Application – Community Car Parade. *Pg.78*
   - **G.** Special Event Application – Music in the Park. *Pg.85*
   - **H.** Special Event Application – Venetian Festival. *Pg.91*
10. **Approval of Accounts Payable**
    - **A.** Accounts payable in the amount of $192,031.76. *(Roll Call)Pg.*

11. Public Hearings

12. Unfinished Business

13. New Business

A. Village Square Courts – Selection of a Concept and Approval of Donation Agreement. *(Roll Call) Pg.106*

B. Public Speech Policy and Palette Sign Display. *(Roll Call) Pg.122*

14. Staff Reports, Boards, Commissions & Committees: *Pg. 130*

A. Staff Report:

1. City Manager
2. Treasurer
3. Clerk
4. Planning & Zoning
5. Department of Public Works
6. Police
7. Engineer

15. Public Comments

16. Closed Session:

A. Motion to move into a closed session pursuant to MCL 15.268(e) to consult with the City Attorney regarding the ongoing lawsuits filed against the City by Dune Ridge, captioned Dune Ridge v. City of Saugatuck (Case No. 22-65713-CK) and Dune Ridge v City of Saugatuck (Case No. 21-64709-CZ) regarding trial or settlement strategy, which if discussed in an open meeting would have a detrimental financial effect.

17. Correspondence: *Pg.149*

A. Nick and Donna Agnew

B. Kevin Tringali & Rakesh Madhava

C. Renee Zita

D. Kam Morris

18. Council Comments

19. Adjourn *(Voice Vote)*

Art Coast® | FOOD & WINE FESTIVAL

November 5–7, 2026

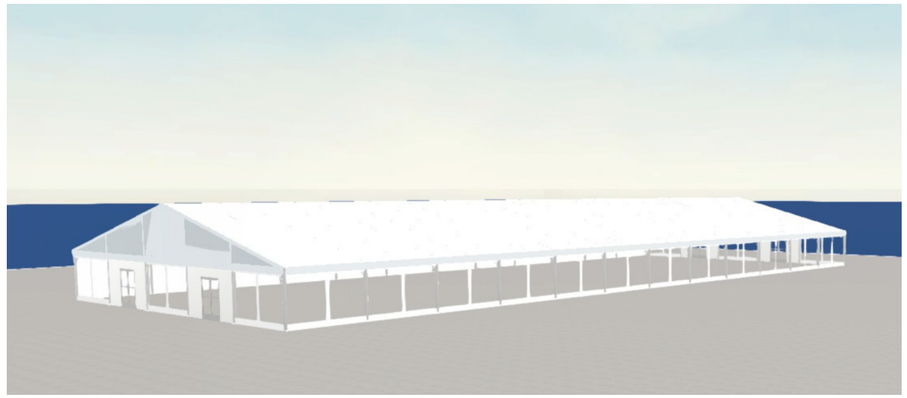
Three Autumn Days.
Three Fall Nights.



Riverside Pavilion

16K square foot heated tent on the Kalamazoo River
48 Water Street (Singapore Yacht Club).









Festival Schedule*

Thursday

Evening
Welcome Luau
Riverside Pavilion

Friday

Afternoon
Hosted
Mini-Sessions
Town

Night
Restaurant
Showcase
Local Talent

Late Night
Club Sugar
Riverside Pavilion

Saturday

Afternoon
Grand Tasting
Riverside Pavilion

Night
Grand
Collaboration
Local Talent

Late Night
S'Mores on
the Beach
Town

*All events are subject to change

Ticket Pricing

Subject to change. Ticket sales begin June 1, 2026.

	Thursday Night **Welcome Luau** *All-inclusive themed dinner at the pavilion*	Friday Night **Restaurant Showcase** *Coursed wine dinner at local restaurants*	Friday Late Night **'Club Sugar'** *Sparkling wine, desserts, DJ, until midnight*	Saturday Afternoon **Grand Tasting** *All-inclusive tasting with dozens of chefs/wineries and celebrity demos*	Saturday Night **Collaboration Dinner** *Coursed dinner featuring multiple local chefs at a special off-site venue*	Saturday Late Night **'S'mores on the Beach'** *Fire pits on Oval Beach and elevated s'more kits (weather permitting)*
VIP Pass $725	■	■	■	■	■	■
Weekend Pass $550	■	■	■	■		
Pavilion Pass $400	■		■	■		

CITY COUNCIL WORKSHOP MEETING MINUTES
March 4, 2026

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

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

Attendance:
Present: Mayor Anderson, Mayor Pro Tem Clark and Councilmembers Dean, Gardner, Muncey, Stanton and Peterson.
Absent: None.
Others Present: City Manager Cummins, Attorney Cunningham, Engineer Moxey, Treasurer Bredeweg, DPW Admin/Project Coordinator Gibson and Clerk Wolters.

Agenda Changes: None.

Public Comment on Agenda Items Only: None.

Approval of Minutes:
Regular City Council Meeting Minutes – February 23, 2026:

Motion by Peterson, second by Dean to approve the minutes of the regular city council meeting from February 23, 2026, as presented. Via roll call vote, motion carried unanimously.

Discussion Items:
Mt. Baldhead Vegetation Restoration Proposal:

DPW Administrative Assistant/Project Coordinator Michelle Gibson presented a proposal regarding vegetation restoration at Mt. Baldhead. She explained that during the City's Strategic planning session, restoration of vegetation at Mt. Baldhead was identified as a priority due to damage caused by a previous herbicide application. The goal of the project is to restore vegetation, address erosion and runoff issues, and protect the dune ecosystem. Gibson noted that a scope of work was developed by the Parks and Public Works (PPW) Committee using information from a report prepared by the Land Conservancy of West Michigan. Several vendors were contacted to submit proposals. Proposals were received from the Outdoor Discovery Center (ODC) and the Kalamazoo Nature Center. Gibson reported that staff recommends selecting the Outdoor Discovery Center as the preferred vendor.

The proposed scope of work includes invasive species management, deer protection through temporary fencing and tree tubes, revegetation of exposed dune areas, informational signage, and supplemental native seeding. The proposal also includes the installation of four temporary fenced restoration areas, each measuring approximately 30 feet by 30 feet, located on the north side of the Mt. Baldhead stairs where herbicide damage and runoff are most visible. The total cost of the ODC proposal is $21,860. By comparison, the Nature Center proposal totaled $33,650 and did not include fencing or signage.

Council discussion included the content and branding of the proposed informational signage. Council generally agreed that the signage should communicate that restoration is in progress and that the area is a sensitive dune habitat that should be avoided by visitors. Coordination with DPW Superintendent Herbert was suggested to ensure the signage design and messaging are consistent with existing Dunes Natural Area signage.

The proposed restoration area is located on the north side of the Mt. Baldhead steps where vegetation loss and runoff have occurred. Gibson explained that the fencing would be temporary and removed once vegetation is successfully established.

Councilmember Gardner asked whether there had been any discussion regarding potential liability or recovering costs from the company responsible for the herbicide application. City Manager Ryan Cummins stated that there are currently no discussions or efforts underway to pursue cost recovery and that, given the amount of time that has passed, it would likely be difficult to recover funds. Councilmember Peterson recalled that at the time the damage occurred, Council chose not to pursue legal action.

Village Square Courts – Selection of a Concept and Approval of Donation Agreement:

Council discussed proposed improvements to the Village Square courts area following the City's receipt of a $150,000 Michigan DNR Passport Grant and a $100,000 private donation designated for upgrades to the basketball, tennis, and pickleball courts and surrounding park features. Engineers developed several design concepts, which were reviewed by the Parks and Public Works (PPW) Committee. PPW recommended Concept 6. Parks and Public Works Committee member Councilmember Stanton presented the committee's recommendation, which included two dedicated pickleball courts, removal of tennis from the park, checkerboard game tables to provide both gaming opportunities and casual picnic seating, additional benches, preservation of mature trees with the addition of new shade trees where possible, a pickleball paddle rack to help manage player rotation, and continued maintenance and enhancement of the rain garden. Stanton explained the rationale for the recommendation, noting that the school district may rehabilitate four tennis courts at the high school, allowing Village Square to focus on pickleball.

Several council members expressed support for maintaining tennis as part of the park through a multi-use court configuration similar to Concept 1 or a variation of it. They suggested maintaining one court lined for both sports with an adjustable net and adding a shuffleboard court. Some members also supported the possible addition of chess or checker tables if budget and space allow, as a compromise with the PPW committee's proposal. Concerns were raised about removing tennis entirely from Village Square, with some noting that while shared striping can occasionally be confusing, many facilities successfully use multi-use courts. Others expressed concern that eliminating tennis from the park would reduce convenient in-town access.

Noise associated with pickleball was also discussed. Possible mitigation strategies discussed included quieter paddles, sound-reducing court surfaces, fencing with sound panels, and potential hours-of-play signage if needed.

Several concepts were discussed during the meeting. Following discussion, general consensus among council members leaned toward Concept 1, which would maintain a shared tennis and pickleball court and include a shuffleboard court while preserving more green space and existing trees. Members acknowledged the thoughtful work completed by the PPW Committee even though the committee's preferred concept did not ultimately gain consensus. Council emphasized the importance of moving the project forward in order to utilize the DNR grant and private donation. Staff will prepare a motion for the next regular Council meeting to formally consider adoption of Concept 1. The project will also require review and approval by the Historic District Commission.

Public Speech Policy and Palette Sign Display Policy:

City Manager Ryan Cummins introduced two related policies for Council consideration: a Public Speech Policy and a Palette Sign Display Policy. Cummins explained that the Public Speech Policy is intended to formally classify City spaces, including digital spaces, into traditional public forums, designated public forums, non-public forums, and government speech spaces. The accompanying Palette Sign Display Policy would designate the City's palette sign as a government speech space and establish clearer procedures for displaying event banners.

City Attorney provided an overview of the legal framework, explaining that classifying the palette sign as government speech places it under a different First Amendment standard than private speech. Courts recognize that government entities must be able to control their own speech—such as content appearing on city websites, official signs, or flags—in order to function effectively. Formalizing this classification through policy aligns with current Supreme Court precedent and helps reduce potential legal risk by preventing a court from later determining that the sign functions as another type of forum with broader private speech rights.

Council also discussed possible operational adjustments, including the amount of time banners remain displayed. Current practice allows banners to be installed up to 15 days prior to an event. Some members suggested reducing this period to approximately seven days in order to reduce scheduling conflicts.

Overall, Council expressed general support for formalizing the City's public speech classifications and designating the palette sign as a government speech space, while acknowledging that the policy may require adjustments over time as practical issues arise. Members recognized that the framework would require Council to make determinations about which banner messages reflect the City's voice, while still allowing events to occur in public spaces through the standard permitting process.

Proposed Housing Bills in Legislature:

City Manager Ryan Cummins provided Council with an overview of several recently introduced housing bills in the Michigan Legislature intended to address housing affordability. Cummins explained that the proposed legislation would standardize or mandate certain zoning provisions statewide, including requirements related to accessory dwelling units (ADUs), minimum setbacks, minimum lot sizes, and minimum dwelling unit sizes. He noted that the primary concern with the bills is that they would preempt local zoning authority by imposing state-level requirements, limiting the ability of communities such as Saugatuck to regulate land use and density according to local conditions.

Cummins reported that the Michigan Municipal League (MML) and the Michigan Association of Planning (MAP) are both engaged in discussions regarding the legislation. MML has expressed concerns about the potential loss of local control and is encouraging communities to share feedback with legislators, while MAP has indicated general support for the intent of the legislation but has

recommended modifications, including clearer language and narrower applicability. Cummins also noted that the City of Saugatuck has already taken proactive steps to address housing issues through existing zoning tools and is currently in the process of updating its master plan and zoning ordinance. Additional concerns raised included the potential impact on local infrastructure capacity, such as water, sewer, and roads, as well as possible conflicts with community character and locally established planning priorities.

Council discussed several options for responding, including taking no action, sending a letter, or adopting a formal resolution. Cummins stated that staff will prepare a draft resolution for Council consideration at the next regular meeting.

Public Comments: None.

Council Comments:
Councilmember Stanton said it was a good discussion on all topics, but especially on the Village Square courts and the Parks & Public Works work there. She acknowledged that the PPW Committee may be disappointed that their preferred concept wasn't chosen, but emphasized that once the new court is built—matching the fresh look of the new playground—people will be pleased.

Councilmember Muncey commented briefly that he thought all of the discussions during the meeting were very good and said he was simply happy to be there and part of the process.

Councilmember Dean reiterated his appreciation for the thorough discussion, particularly around the Village Square courts. He noted that although there were differing opinions and the consensus landed away from the PPW Committee's recommendation, everyone agrees that capturing the DNR grant and donor funds and moving the project forward is what matters. He stressed that, overall, it remains a positive outcome.

Councilmember Gardner agreed it was a good discussion and then raised two forward-looking items. First, he suggested that bathroom upgrades at Village Square be considered in conjunction with the current courts project, because once everything else looks new, the existing bathrooms will stand out if they're not improved. Second, he requested that council return soon, in a workshop, to discuss free Oval Beach passes for residents, noting it's been done before and costs roughly $8,000 per year in foregone revenue, but would be a strong goodwill gesture as taxes rise. He also asked for a future discussion about the city's operating millage and whether a small reduction could help ease residents' tax burden, reflecting concerns he's hearing from the community.

Mayor Pro Tem Clark asked that staff convey to the Parks & Public Works Committee how much the council appreciates their work and recognizes the difficulty of the decision. He described the choice among concepts as a bit of a "beauty contest" but emphasized that there are no winners or losers—the key point is that the city is moving in the right direction with the project.

Councilmember Peterson took a moment to step back and reflect on the overall workload and quality of preparation. She pointed out that, even on a "small" agenda, there is a huge amount of work behind the scenes from staff, attorneys, engineers, and others. She praised how everything comes together smoothly every week and expressed strong appreciation for staff's efforts and the quality of the conversations.

DRAFT

Mayor Holly Anderson built on Peterson's remarks, thanking PPW, staff, engineers, legal counsel, and city committees for their extensive preparation and strong work on all the items—Mt. Baldhead vegetation, Village Square courts, planning and sign policies, and the housing bills. On ideas about millage and Oval Beach passes, she suggested those conversations likely make the most sense during budget season. She then called for a motion to adjourn, which was moved, seconded, and approved.

Adjournment:

Motion by Muncey, second by Garnder to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Anderson adjourned the meeting at 5:04 p.m.

Respectfully Submitted

_____

Jamie Wolters, City Clerk

DRAFT

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: March 9, 2026

SUBJECT: Resolution No. 260309-A Opposing Michigan House Bills 5529-5532 and Related Zoning Preemption Legislation

DESCRIPTION:

Housing affordability is a significant concern across the country. Several bills have been introduced in the Michigan legislature that according to the Michigan Municipal League (MML) would "significantly restrict local authority by preempting local decision-making on key zoning issues, including duplexes, accessory dwelling units (ADUs), minimum setbacks, lot sizes, and dwelling unit sizes." The MML has provided further details in the attached communication, including a call to action to oppose to the legislation.

The Michigan Association of Planning has also released a letter on behalf of its members which is supportive of some of the proposed legislation. A copy is attached.

The City of the Village of Douglas recently shared the attached letter in opposition to the proposed bills.

Recommendation

I recommend that City Council consider a resolution or letter opposing the bills. While I appreciate the goals of the legislation, preempting local zoning decisions with a one size fits all framework is not the best approach, especially when considering infrastructure availability and condition and community character. In Saugatuck, we have been ahead of the curve in that our zoning already contains similar elements that are proposed including:

- Permitting accessory dwelling units on a lot where the principal use is an existing single-family detached dwelling.
- Smaller dwelling unit sizes.
- Exempting our downtown commercial zoning districts, where denser housing can be built, from minimum parking requirements.

While we have opportunities to do more, that is best evaluated through our current master planning efforts and subsequent updates to our zoning ordinance, both of which involve extensive community engagement.

Workship Discussion
At the workshop meeting, Council requested that staff draft a resolution opposing the bills. A draft resolution is attached for consideration.

BUDGET ACTION REQUIRED:
None

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

SAMPLE MOTION:
Motion to approve Resolution No. 260309-A Opposing Michigan House Bills 5529-5532 and Related Zoning Preemption Legislation.

CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN

RESOLUTION NO. 260309-A

A RESOLUTION OPPOSING MICHIGAN HOUSE BILLS 5529–5532 AND RELATED ZONING PREEMPTION LEGISLATION

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

RECITALS

WHEREAS, the Michigan Legislature has introduced House Bills 5529, 5530, 5531, and 5532, along with anticipated companion legislation, that would significantly preempt local zoning authority by imposing statewide requirements related to minimum lot sizes, duplex housing, accessory dwelling units (ADUs), parking requirements, dwelling unit sizes, setback standards, and development review processes; and

WHEREAS, local zoning authority is a critical tool used by municipalities to responsibly plan for growth, coordinate development with infrastructure capacity, protect environmental resources, and preserve community character; and

WHEREAS, statewide zoning mandates risk creating development patterns that conflict with locally adopted master plans, infrastructure capacity, and long-term capital planning, including systems such as water, sewer, stormwater, transportation networks, and emergency services; and

WHEREAS, the City of Saugatuck recognizes the importance of addressing housing availability and affordability and supports thoughtful strategies that expand housing opportunities within Michigan communities; and

WHEREAS, the City has already taken proactive steps to support housing diversity and flexibility through its zoning ordinance, including permitting accessory dwelling units (ADUs), allowing smaller dwelling unit sizes, and encouraging denser housing in appropriate locations such as downtown commercial districts where minimum parking requirements have been reduced; and

WHEREAS, the City is currently undertaking a community-wide Master Plan update that includes extensive public engagement and will guide future housing strategies and zoning updates tailored to the needs of the Saugatuck community; and

WHEREAS, the City believes housing policy should be developed collaboratively between the State and local governments and that one-size-fits-all statewide mandates are not the best approach for addressing the diverse needs of Michigan communities.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of

Saugatuck hereby expresses its opposition to Michigan House Bills 5529, 5530, 5531, and 5532, along with any related legislation that would preempt local zoning authority or impose statewide land use mandates on Michigan municipalities.

BE IT FURTHER RESOLVED, that the City Council urges the Michigan Legislature to work collaboratively with local governments to develop housing solutions that respect local planning authority and the unique needs of Michigan communities.

BE IT FURTHER RESOLVED, that the City Clerk is directed to transmit copies of this resolution to the Governor of Michigan, the City's State Senator and State Representative, the Michigan Municipal League, and other appropriate legislative leadership.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this _____ day of _____, 2026

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 _____, 2026.

Signed: _____
Jamie Wolters, City Clerk

Ryan Cummins

From: Michigan Municipal League <jrigterink@email.mml.org>
Sent: Sunday, February 22, 2026 12:30 PM
To: Ryan Cummins
Subject: Urgent: Local Decision-Making at Risk

You don't often get email from jrigterink@email.mml.org. Learn why this is important

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



We Need Your Signature to Protect Local Decision-Making and Community-Led Housing Solutions

As local leaders, we have a chance to stand united in opposition to zoning preemption legislation that has been introduced in the Michigan House of

Representatives and is currently before the Regulatory Reform Committee. **House Bills 5529 through 5532**, along with related proposed legislation, if enacted, **would strip locally elected officials of their decision-making authority,** dismiss years of community planning work, and amount to a clear override from Lansing on local voices and voter-backed decisions.

We are asking for your immediate help in opposing this proposal.

Click here to read our letter of opposition, add your signature, and join our effort to protect local decision-making. **Local government leaders, both elected and nonelected,** within every Michigan community **are encouraged to submit**.

We need as many signatures as possible in advance of a Tuesday press conference. All local government elected officials and staff are encouraged to join us at this event.

The bill package, championed by Representative Kristian Grant (D-Grand Rapids) and Representative Joe Aragona (R-Clinton Township), would significantly restrict local authority by preempting local decision-making on key zoning issues, including duplexes, accessory dwelling units (ADUs), minimum setbacks, lot sizes, and dwelling unit sizes.

See below for a summary of the bills.

Join us in opposition!

The state legislature must not preempt local decision-making. Citizens and their elected local leaders engaging in vigorous debate on matters that impact them every day is a transparent and participatory process. State preemption lacks that same accountability.

Sign Letter of Opposition

Legislative Bill Package

Introduced:

- **HB 5529 (Grant) Land Division Act Lot Size:** Prohibits local ordinances from requiring a minimum parcel or lot size greater than 1,500 square feet for detached single-family residence where the subdivision is accessible and will be served by public water and sewer
- **HB 5530 (Wortz) Lot Size:** Prohibits a minimum parcel size greater than 1,500 square feet for detached single-family residence where the parcel is accessible and will be served by public water and sewer.
- **HB 5531 (Neeley) Study Requirements:** Allows local units of government to require reasonably necessary studies in reviewing a site plan application. Limits circumstances of when additional information can be required for the same application after initial approval. Creates a 60-day decision shot clock after receipt of a site plan for a local unit of government.
- **HB 5532 (Aragona) Protest Petitions:** Expands the qualifying petition area to 300 ft and sets a 60% signature threshold.

To Be Introduced:

- **Duplex by Right:** Creates a statewide definition of “duplex.” Mandates duplexes are a permitted use in any district where single family residences are allowed and not subject to any procedures different from a single-family residence.
- **Parking Requirements:** Mandates parking requirements at no more than one space per dwelling unit for multifamily residential use of property. Allows mobile homes in any residential zone.
    - ***“Mobile home”*** *means a structure that is transportable in 1 or more sections, built on a chassis, and designed to be used as a dwelling, with or without a permanent foundation, when connected to the required utilities, and includes the plumbing, heating, air-conditioning, and electrical systems contained in the structure.*
- **Accessory Dwelling Units:** Creates a statewide definition of “accessory dwelling unit” (ADU). Mandates ADUs are permitted by right in residential zoning districts and not subject to a public hearing. ADUs are prohibited from density calculations, additional parking requirements, and owner occupancy requirements. Allows mobile homes in any residential zone.
- **Setback Requirements:** Mandates setback requirements at 15 feet or less from the front property line and five feet from the side or rear for dwellings or outbuildings if the local unit of government is located in whole or part within a metropolitan statistical area (MSA) or is located adjacent to a MSA area.
- **Dwelling Size:** Prohibits a minimum area requirement greater than 500 square feet for a dwelling.

Supporters of preemption often point to declining permits, rising home prices, and regulatory costs as justification for statewide mandates. While these pressures are real, they are driven by broader economic forces including the housing crash, rising labor and material costs, high interest rates, and complex market dynamics that go far beyond local zoning. **Sweeping mandates oversimplify the problem and ignore the unique needs and circumstances of Michigan's diverse communities.**

Thank you for taking the time to advocate for your community by voicing your opposition. **Your engagement will lead to our success.** If you have any questions, please do not hesitate to reach out to Jen Rigterink at **jrigterink@mml.org** or John LaMacchia at **jlamacchia@mml.org**.

Join us on social!

Michigan Municipal League, 1675 Green Road, Ann Arbor, MI 48105, USA, 734-662-3246
Unsubscribe Manage preferences

Michigan Association of Planning
A Chapter of the American Planning Association

February 24, 2026

Re: Proposed Bills on Housing Supply and Affordability

To Members of the Michigan Association of Planning:

The Michigan Association of Planning (MAP) is pleased to offer comments on several draft bills currently under consideration to ease housing construction throughout Michigan. We strongly support efforts to facilitate housing production across our state. Thank you for your leadership on these efforts.

About MAP

As a 501(c)(3) membership-based nonprofit professional association and chapter of the American Planning Association (APA), MAP is dedicated to improving planning and zoning practices in Michigan. Our 4,000-plus members include professional planners in the public and private sectors, elected leaders, appointed officials such as, planning commissioners and zoning board of appeals members, and zoning administrators and building officials. We are the "Go-To" source for planning- and zoning-related resources and solutions, and the only organization in Michigan solely focused on these issues. Our Government Relations and Law committees actively work on policy and legislative initiatives, conducting research, drafting bills, and collaborating with legislators to advance policies that foster vital, economically prosperous, equitable, and sustainable communities, which are critical to Michigan's goal of attracting and maintaining a diverse and successful resident and business base.

Our Support for Expanding Housing Supply

These proposed bills address critical aspects of land use and development, directly affecting housing availability and affordability throughout Michigan. Our comments are informed by MAP's board-adopted housing platform, which emphasizes the need for thoughtful regulatory reforms to address Michigan's housing challenges.

Our housing platform advocates for several key strategies to encourage housing construction. One of our strategies—planning for realistic housing needs—was the subject of HB 5557, passed during the 2024 session. We also support allowing more accessory dwelling units (ADUs), encouraging medium-density housing types, from duplexes to

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Ann Arbor, Michigan 48103

p: 734.913.2000
www.planningmi.org

townhomes, promoting mixed-use development of housing in commercial areas, and using incentives to encourage the production of income-restricted affordable housing.

MAP continues to advocate at the local and state levels for zoning reforms to allow more housing and increase transparency and predictability in development. This includes providing technical assistance to local governments and supporting state legislation that encourages housing planning. Two years ago, we launched the MSHDA-funded *Zoning Reform for Housing Supply and Choice Toolkit*. The zoning reforms in our guidebook are helping local governments make changes to expand housing supply. Nevertheless, legislative reforms are needed to facilitate adequate construction of new housing. To date, local zoning reforms have been neither broad nor deep enough to meaningfully address Michigan's housing needs.

The Need for State Legislation – And Flexibility

In addition to supporting local reforms, we support state-level legislation to address Michigan's housing challenges. The widespread and severe undersupply of both market-rate and affordable housing units, as well as a limited variety of housing types (such as attached and multi-family dwellings), stems in part from existing zoning and building laws in some communities that prohibit, limit, or delay the construction of such units. MAP's research, including through the Michigan Zoning Atlas, our development of the *Zoning Reform Toolkit*, and the stories and testimony of our members, suggests that, although some local units in Michigan are proactively reforming their zoning laws to accommodate more housing, many are not, and some are actively opposed to doing so.

Therefore, while we firmly believe in the importance of local control, the breadth and severity of the current housing shortage make it unlikely to be resolved effectively through a patchwork of disparate local regulations that are slowly and inconsistently adopted. Consistent with APA's priorities, MAP supports state legislation that advances housing construction and builds upon planners' expertise in facilitating it. MAP members have deep experience preparing housing plans and drafting, administering, and enforcing zoning regulations. We also support clear and consistent application and enforcement of zoning laws, aligning with planners' ethical obligations to provide accurate information and treat all participants fairly. Furthermore, we support legislation that establishes consistent requirements for communities to allow a broader range of affordable housing types. This approach enables statewide progress while providing opportunities for innovative planning solutions at the local level. The proposed bill package represents a *targeted* incursion on local control, not a complete displacement.

We additionally recognize that streamlining onerous and outdated zoning regulations is but one important element in increasing housing supply and improving affordability. These measures must be buttressed by statewide efforts to address high materials and labor costs, moderate and equalize property tax burdens, and provide incentives to

builders and local governments to aid housing construction. We support any and all efforts, from the MI Home Program proposed by the Michigan Municipal League (MML) to stemming the negative effects of Proposal A, to address our state's housing needs. While each of these measures is necessary, none is independently sufficient to solve our crisis—an "all of the above" approach is needed.

Although we support many of the proposed bills as outlined below, as an overarching matter, ***we suggest offering local governments flexibility to exempt themselves from the duplex, minimum lot size, and setback bills discussed below if they zone sufficient land for by-right construction of medium-density housing, including multi-family residential units at certain dwelling unit density standards.*** Alternatively, we recommend broader changes that would require local governments with water and sewer infrastructure to prepare housing needs plans based on local conditions and zone in accordance with those plans, with state-level oversight. We would be happy to further discuss these ideas at your convenience.

Specific Comments

We have reviewed the following draft bills and offer our comments below.

1. ADUs

This bill would amend Section 102 and add Section 516 to the Michigan Zoning Enabling Act (MZEA), defining ADUs, permitting them by right on properties where residential uses are allowed and single-family dwellings have been established, and establishing regulations for their treatment, including excluding them from dwelling unit density calculations, setback and dimensional requirements relative to the principal dwelling, and exempting them from parking requirements. It also allows for retroactive approval of previously constructed ADUs.

We support this legislation, subject to the following conditions:

- Add a definition of the term "dwelling unit" to avoid any possible confusion about this term. One suggested definition is: "One or more rooms constituting a unit for permanent occupancy, having no more than one primary kitchen together with facilities for sleeping, bathing, and which unit occupies a structure or a portion of a structure used as a single-family dwelling."

- Limit this proposal to cities, villages, and charter townships wholly or partly located within a metropolitan statistical area (MSA), which have public sewer and water systems, and exempt areas in charter townships not served by public water and sewer systems. MAP supports housing construction in a fiscally responsible manner in places where infrastructure and services—including, for example, public water and sanitary sewer service and sufficient transportation infrastructure—are already available to serve such housing. While some Michigan communities have experienced population growth, the state has experienced a decline in population density per housing unit, meaning that existing infrastructure is, in many places, underutilized. Furthermore, we are concerned that allowing ADUs throughout the state will inadvertently lead to "density sprawl," where new housing is constructed in places without adequate infrastructure or services. Importantly, this suggestion would not prevent local governments outside of MSAs or general law townships in MSAs from choosing to permit ADUs.

- In section 516(1)(a), we recommend changing the word "less" to "more," such that small ADUs, rather than larger ones, are permitted by right.

2. Duplexes By Right

We support state legislation allowing middle housing in more areas of the state, but recommend the following changes to this bill:

- Limit this proposal to cities, villages, and charter townships which have public sewer and water systems, wholly or partly located within an MSA, and exempt areas in charter townships not served by public water and sewer systems. MAP supports housing construction in a fiscally responsible manner in places where infrastructure and services—including, for example, water and sanitary sewer service and sufficient transportation infrastructure—are already available to serve such housing. While some Michigan communities have experienced population growth, the state has experienced a decline in population density per housing unit, meaning that existing infrastructure is, in many places, underutilized. Furthermore, we are concerned that allowing multi-unit development throughout the state will inadvertently lead to "density sprawl," where new housing is constructed in places without adequate infrastructure or services.

- Broaden the proposal to allow, or at least strongly encourage, other types of middle housing—including, for example, triplexes, fourplexes, townhouses, and cottage clusters—in single-family districts and elsewhere. Where they have been permitted in other states and cities, duplexes have been slow to materialize, limiting their effectiveness in easing the housing crisis. Builders face significant structural hurdles in producing duplexes due to high transaction costs, low scalability, and insufficient financing options. MAP supports facilitating the construction of financially feasible housing types that are easy to construct, including allowing medium- and higher-density multi-family housing in zoning districts served by public sewer and water, that allow commercial uses and at least four units per residential lot.

- Change the term "single-family residence" as used throughout this bill to "single-family dwelling unit" or "dwelling unit" as used throughout the remainder of the MZEA.

3. Dwelling Size Requirements

This bill proposes to amend Section 205d of the Michigan Zoning Enabling Act to prohibit a zoning ordinance from imposing a minimum floor area requirement of greater than 500 square feet for a dwelling. Minimum dwelling size requirements can be a significant barrier to the development of smaller, more affordable housing units, such as studios or one-bedroom apartments, which are critical for diverse housing needs. Limiting these minimums to no more than 500 square feet allows for a wider range of housing types and price points, contributing to housing attainability and addressing the needs of single individuals, young professionals, and seniors. This aligns directly with our platform's focus on increasing housing options.

We support this legislation, subject to the following conditions:

- Limit this proposal to cities, villages, and charter townships wholly or partly located within an MSA, which have public water and sewer systems, and exempt areas in charter townships not served by public water and sewer systems. MAP supports housing construction in a fiscally responsible manner in places where infrastructure and services—including, for example, water and sanitary sewer service and sufficient transportation infrastructure—are already available to serve such housing. While some Michigan communities have experienced population growth, the state has experienced a decline in population density per housing unit, meaning that existing infrastructure is, in many places, underutilized. Furthermore, we are concerned that encouraging small-unit development throughout the state will inadvertently lead to "density sprawl," where new housing is constructed in places without adequate infrastructure or services.

- Change the term "single-family residence" as used throughout this bill to "single-family dwelling unit" or "dwelling unit" as used throughout the remainder of the MZEA.

4. Lot Size Requirements

HB 5530 proposes to amend Section 205d of the MZEA to prohibit a zoning ordinance from imposing a minimum lot or parcel size of more than 1,500 square feet on land zoned for a detached single-family residence if public water and sewer services are available or planned for the subject parcel. A related bill, HB 5529, proposes a corresponding Land Division Act amendment.

Large minimum lot sizes contribute to urban sprawl, increase infrastructure costs, and make housing less affordable by requiring larger land purchases.

We support HB 5530, subject to the following conditions:

- Make this proposal applicable to cities, villages, and charter townships wholly or partly located within a metropolitan statistical area, which have public water and sewer systems, and exempt areas in charter townships not served by public water and sewer systems. MAP supports housing construction in a fiscally responsible manner in places where infrastructure and services—including, for example, water and sanitary sewer service and sufficient transportation infrastructure—are already available to serve such housing. Although we appreciate that the proposal provides for a cap on minimum lot sizes in areas served or proposed to be served by water and sewer—an important infrastructure consideration—we recommend that the proposal apply only in the jurisdictions discussed above. While some Michigan communities have experienced population growth, the state has experienced a decline in population density per housing unit, meaning that existing infrastructure is, in many places, underutilized. Furthermore, we are concerned that allowing dense development throughout the state will inadvertently lead to "density sprawl," where new housing is constructed in places without adequate infrastructure or services.

- Clarify in the bill that the minimum lot size established in the bill will not supersede rules concerning environmental protection.

- Clarify the relationship between the rules proposed in these bills and Section 506 of the MZEA, which requires local units to maintain certain rules regarding open space preservation.

We do not support HB 5529 in its present form. It should be clarified to ensure that subdivided lots may be larger than 1,500 square feet where appropriate, particularly where they are encumbered by environmental conditions.

5. Setback Requirements

This bill proposes to amend Section 205d of the MZEA to preempt setback requirements greater than 25 feet on a dwelling or outbuilding if the local unit of government is located in whole or part within, or adjacent to, an MSA. Based on the proposed language, it appears to apply to all dwellings, not just single-family detached residences.

We are neutral on this proposal. We support state legislation allowing more housing types, smaller lot sizes, reduced parking requirements, and other rules that facilitate housing development. Although we are not aware of any widespread use of onerous setback rules by communities interested in preventing housing construction, the proposed maximum 25-foot setback rule affords communities flexibility in establishing setbacks. Setback rules are an important planning tool used to provide space for public utilities and landscaping, ensure building access and safety, and establish the aesthetic character of neighborhoods. In particular, larger setbacks may be appropriate along major arterial roadways or highways. We note that, even if onerous setback rules are adopted, landowners have recourse through the variance process and judicial review.

6. Parking Minimums

This bill proposes to amend Section 205d of the MZEA to prohibit a zoning ordinance from requiring the provision of more than 1 parking space per dwelling unit for a residential use of property.

We support this legislation. However, we would prefer that it eliminate all vehicle parking requirements for new housing. MAP notes that this bill will not prevent builders from providing vehicle parking as market conditions merit. It is MAP's position that builders and owners of housing are best positioned to determine how much parking to provide.

7. Revise Study Requirements (HB 5531)

This bill proposes to amend Section 501 of the MZEA by limiting when a local unit of government may require additional or revised studies or documents from an applicant for a site plan approval, and clarifying site plan approval criteria.

Increasing certainty for all participants in the planning and development process and avoiding procedural abuses concerning development applications, while ensuring full review and evaluation of relevant information concerning a development proposal and its prospective impact, is consistent with good planning practice.

We support this legislation, subject to the following conditions:

- Not all local governments use a multi-step site plan review process, and the language "initial site plan approval" is thus confusing. We recommend changing the defined term in section 501(6) from "initial site plan approval" to "initial site plan review," with corresponding edits to the definition.

- We suggest including a provision in section 501(5) allowing applicants to extend the 60-day deadline, particularly in the case of large or otherwise complex projects.

8. Petition Process Changes (HB 5532)

This bill proposes to amend Section 403 of the MZEA, modifying protest petition requirements for zoning ordinance amendments, including increased signature thresholds for amendments that increase the authorized number of dwelling units.

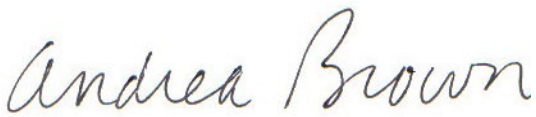
We support this legislation; however, we recommend completely eliminating protest petition rights in Michigan. If protest petition rights are not fully eliminated, we recommend increasing the petitioning threshold for all amendments to local zoning ordinances, rather than just those that increase the authorized number of dwelling units.

Conclusion and Future Work

In conclusion, MAP is encouraged by most of these proposed bills, as they are consistent with MAP's platform and APA's policy positions on housing. Nevertheless, we believe these bills are just a starting point for important policy discussions—involving ***all stakeholders***, from local governments to housing builders and other advocacy organizations—to determine how Michigan can best add needed housing supply and encourage strategic economic growth while respecting individual communities' needs. This type of dialogue and exchange is critically important to the successful passage of any housing-related legislation and its durability in the future. We look forward to working with you and your colleagues, as well as diverse stakeholders, as we continue these efforts.

We appreciate the opportunity to provide these comments and stand ready to assist the Legislature with our expertise as these important bills move forward. Please do not hesitate to contact us for further discussion or clarification.

Sincerely,



Michigan Association of Planning
Andrea Brown, AICP, Executive Director

February 28, 2026
Category: Township Law

New Housing Laws: Through the Lense of Zoning / State Law Preemption

Housing affordability and availability continues to be a major issue for Michigan and the United States. One of the core powers of Michigan municipalities is to provide for land use and zoning regulations that intend to regulate the use of land and structures to meet the needs of Michigan citizens including for "places of residence." MCL 125.3201.

Like other states, the Michigan legislature has recently introduced multiple bills that, if adopted, would preempt certain aspects of local control particularly related to housing. Presumably, these bills try to address problems with housing identified within this E-Letter. This E-Letter summarizes the current state of recently-introduced proposed legislation and gives perspective on existing state preemption of land use related issues. Information shared in this E-Letter may also help generate interest for municipalities to take a broader look at their zoning regulations on housing and to potentially develop local solutions to Michigan's housing problem.

I. The Housing Problem

Overwhelming public polling and sources show that housing is an issue of concern throughout Michigan and the United States. For example, nationally, a *Pew Research Center* survey found that 69% of Americans said they were "very concerned" about the cost of housing. DeSilver, *A look at the state of affordable housing in the U.S.*, Pew Research Center (October 25, 2024), https://www.pewresearch.org/short-reads/2024/10/25/a-look-at-the-state-of-affordable-housing-in-the-us/. The 69% polling figure was an 8% increase from 2023.

Moving to Michigan, the Michigan Housing Data Portal (created by the Michigan Municipal League (MML), Michigan State Housing Development Authority (MSHDA), and Michigan Economic Development Corporation (MEDC), reports the following findings:

1. 50% of Michigan renters and 25% of homeowners pay too much for housing.
2. Michigan permitted 208,000 new homes from 2015 through 2024, but added 397,000 more workers over that period. That calculates to 525 new homes per 1,000 jobs added (national average is 948).
3. 8% of all homes in Michigan were vacant and available to rent or for sale in 2024. The Housing Data Portal reports a "healthy availability rate" being around 5%.

Source: State of Michigan Housing Data Portal (Accessed March 1, 2026), https://mihousingdata.org/?tab=supply

The *Pew Research Center* source above also made some other interesting findings. First, for what it identified as entry level new homes (under 1,400 square feet), 186,000 such homes were built in 2004. Yet, that number was reduced to 87,000 in 2023. Second, of the top ten areas ***in the United States*** where median housing prices have increased the most (from 2019-2024); one of the areas was Big Rapids, Michigan.

There have been a number of reactions to the housing issue. First, local units of government have made changes to their own regulations. See https://fsbrlaw.com/2025/03/27/allowing-accessory-dwelling-units-the-pros-the-cons-and-the-current-trends/ addressing allowing accessory dwelling units to provide additional housing opportunities in a municipality. Second, the legislature has helped incentivize Housing Tax Increment Financing to assist with the economics of locating housing. https://fsbrlaw.com/2025/07/31/brownfield-redevelopment-financing-acts-newest-tool-the-housing-tif/.

Next, various states have enacted legislation overhauling housing regulations, which in some instances has eroded local control. These include states from California to Texas to Montana and have included concepts such as requirements to allow apartment buildings in certain areas as well as duplexes and tiny homes. See M. Nolan Gray, *Red State YIMBYs Lead the Way* (August 25, 2025), https://www.city-journal.org/article/home-prices-texas-montana-republican-yimby#:~:text=Republicans%20in%20Texas%2C%20though%2C%20weren,pro%2Dhousing%20legislation%20this%20year and Christopher, *Gavin Newsom signs law overhauling local zoning to build more housing* (October 10, 2025), https://calmatters.org/housing/2025/10/newsom-signs-massive-california-housing-overhaul/

In fact, in the first half of 2025 alone over 400 bills were introduced in state legislatures that were identified as impacting housing policy. Lydia Lo, Annie Rosenow, Yonah Freemark, *Advancing Pro-Housing Land-Use Policy at the State Level* (July 25, 2025), https://www.urban.org/research/publication/advancing-pro-housing-land-use-policy-state-level.

II. The Proposed New Laws and What Do They Do?

Following the trends above, there have been four bills introduced in the Michigan legislature that, if adopted, would erode local control of certain aspects of housing regulation. There are more bills expected to be introduced. Below is a summary of the bills and what they would do.

A. HB 5529 (Land Division Act Residential Minimum Parcel Size)

1. Introduced: Feb 18, 2026
2. What it does? Amends Section 109(1)(d) of the Land Division Act to not allow a local ordinance to impose a minimum parcel size of more than 1,500 square feet (.03 acres) for a detached single-family residence if the parcel will be served by public water and sewer.
3. Potential Concerns (Other Than Erosion of Local Control)
   - Lot size very small for any detached single family development.
   - Unclear when applicants for land split would be able to determine purpose for split.
   - What if a split is granted, but never developed?
   - Other housing types (e.g., multi-family) may be more appropriate for what could be such small housing.

B. HB 5530 (Michigan Zoning Enabling Act Minimum Parcel Size)

1. Introduced: Feb 18, 2026

2. What it does? Adds a Section 205f to the Michigan Zoning Enabling Act to not allow a zoning ordinance to impose a minimum parcel size of more than 1,500 square feet (.03 acres) for land zoned for a detached single-family residence if the parcel will be served by public water and sewer.
3. Potential Concerns (Other Than Erosion of Local Control)
    - Lot size very small for any detached single family development.
    - The language as drafted may not just impose the prohibition on minimum lot size to single family residential land uses but may impact an entire zoning district that provides for the land use.
    - Other housing types (e.g., multi-family) may be more appropriate for what could be such small housing.

C. HB 5531 (Michigan Zoning Enabling Act Site Plan)

1. Introduced: Feb 18, 2026
2. What it does? Amends Section 501 of the Michigan Zoning Enabling Act to allow studies to review site plan applications, but require making a decision on a site plan within 60 days after receipt of such a plan.
3. Potential Concerns (Other Than Erosion of Local Control)
    - 60 days may not be enough time to review an application. Further, submitted site plans can be incomplete.
    - Many zoning ordinances do not provide for formal site plan review for single family housing.
    - May unintentionally cause needing to decide on special land uses (which are submitted with a site plan) to also be decided within 60 days.
    - Planning Commissions only have to meet four times a year. See MCL 125.3821(1). 60 days to consider a site plan may not be enough time for smaller local units of government to meet on a site plan and consider any public comment at public meetings.

D. HB 5532 (Village and City Protest Petitions)

1. Introduced: Feb 18, 2026
2. What it does? Amends Section 403 of the Michigan Zoning Enabling Act to make protest petitions on zoning ordinance amendments in cities or villages to have a higher signature requirement if related to increasing the authorized number of dwelling units.
3. Potential Concerns (Other Than Erosion of Local Control)
    - May be challenging to determine whether a zoning ordinance amendment increases dwelling units or not.
    - Adds criminal penalties related to petition conduct, which could possibly happen by mistake (e.g., signing a petition twice).

The concept of state law preemption on development issues is not new. The general rule is that municipalities may control and regulate matters of local concern when such powers are conferred by the state. *Deruiter v Twp of Byron*, 505 Mich 130, 140; 949 NW2d 91 (2020). As identified above, the Michigan Zoning Enabling Act allows for the regulation of land use matters.

Nevertheless, the state legislature can remove the ability for locally controlled issues through preemption. One form of this is direct preemption where a local regulation would directly conflict with state regulation (e.g., a zoning ordinance banning accessory dwellings units, but state law providing that they must be able to be sited). *Id.*

Various forms of preemption already exist for certain developments. Below are some examples.

A. Natural Resource Extraction: Municipalities cannot prohibit the mining or valuable natural resources from properties by zoning regulations unless "very serious consequences" would occur. See MCL 125.3205(3).

B. Renewable Energy Land Uses (PA 233 of 2023): State legislation allowing certain utility-scale renewable energy projects to bypass any local zoning review. See https://fsbrlaw.com/2024/01/05/renewable-energy-projects-how-should-your-township-adjust-its-zoning-approach/.

C. Oil and Gas: Counties and townships cannot regulate or control the drilling, completion, or operation of oil or gas wells. See MCL 125.3205(2).

D. Commemorative Signs: Zoning Ordinance cannot regulate or prohibit signs on a building commemorating firefighters, police officers, corrections officers, armed forces members, among others. See MCL 125.3205d.

E. Adult Foster Care Facility Licensing Act / Qualified Residential Treatment Programs: Section 206 of the Michigan Zoning Enabling Act mandates that certain land uses must be treated as residential and permitted in all residential zones (as well as cannot be subject to needing special land use permits). These include, but are not limited to, state licensed residential facilities, certain facilities in the adult foster care licensing act, and certain qualified residential treatment programs land uses.

III. Considerations for Your Municipality and Conclusions

Although not unheard of and perhaps necessary in some instances, state laws eroding how local governments can regulate land use and development is something your municipality should pay close attention to. Your municipality may want to contact its legislators to offer feedback and thoughts on the proposed legislation above and to offer potential thoughts on alternative solutions to the housing problem. One thing to consider is how state mandates may be inappropriately "one size fits all" and not appropriate in every community. They also inhibit local governments serving as "laboratories of democracy" developing innovative solutions on their own.

On a more practical level, municipalities should think about their zoning ordinances / other laws and what may be helpful reforms to help address these issues. Some ideas, if applicable, could include:

1. Reviewing minimum lot sizes, setbacks, lot coverage requirements, and other items that may be dissuading housing development.
2. Potentially removing special land use review for certain land uses like duplexes or multi-family in appropriate land use districts.
3. Consider authorizing accessory dwelling units in appropriate areas.
4. Taking a comprehensive look at the boundaries of a municipality and determining where denser housing options may be appropriate. Then creating potentially new zoning districts to accomplish providing spaces for such land uses.
5. Setting up frameworks to provide Housing TIFs to encourage development.
6. Working with state stakeholders to consider alternative legislative ideas that would not blanket erode local control, but instead provide tools municipalities could use to identify local housing needs and local solutions (e.g., providing a means for land use studies and goals-based master planning).

In conclusion, housing is an opportunity for Michigan municipalities to address in a manner best suited for their constituents. The housing problems are complex and affected by many variables— not just local zoning. However, local zoning reforms may be something to consider. Do not hesitate to contact our firm for any input on current zoning and housing regulations.

Fahey Schultz Burzych Rhodes PLC, Your Township Attorneys, is a Michigan law firm specializing in the representation of Michigan townships. Our lawyers have more than 150 years of experience in township law and have represented more than 150 townships across the state of Michigan. This publication is intended for our clients and friends. This communication highlights specific areas of law and is not legal advice. The reader should consult an attorney to determine how the information applies to any specific situation.

CONTACT

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February 24, 2026

Honorable Joey Andrews
Michigan State Representative
Michigan House of Representatives
P.O. Box 30014
Lansing, MI 48909-7514

Dear Representative/Senator,
On behalf of the City of the Village of Douglas, we are writing to express strong opposition to House Bills 5529–5532 and the anticipated companion legislation that would significantly preempt local zoning authority across the State of Michigan.

While we recognize and share concerns regarding housing availability and affordability, these bills would undermine the ability of locally elected officials to responsibly plan for growth in a manner that reflects the infrastructure capacity, environmental conditions, and community character of our individual municipalities.

Zoning is one of the most direct tools available to local governments to manage the relationship between housing, infrastructure, transportation networks, public safety services, environmental protections, and economic development. Statewide mandates that establish uniform requirements for lot sizes, setbacks, accessory dwelling units, parking standards, and dwelling configurations remove the flexibility needed to ensure that development is aligned with a community's actual service capacity — including water, sewer, stormwater systems, emergency response, and roadway networks.

In communities such as Douglas, which continue to invest heavily in infrastructure improvements and coordinated regional planning efforts, the imposition of one-size-fits-all zoning standards risks creating development patterns that outpace or conflict with local capital planning and long-term land use goals. This disconnect ultimately places additional financial burdens on local taxpayers who must absorb the costs associated with infrastructure expansion or system strain.

Equally concerning is the proposed limitation on site plan review timelines and the restriction on additional information requests during project review. Local governments must retain the ability to ensure that proposed developments meet safety, environmental, and compatibility standards before approvals are granted.

Local decision-making is foundational to accountable governance. Residents rely on their local elected officials to thoughtfully consider development proposals through public processes that allow for meaningful participation and dialogue. Preempting this authority reduces transparency, limits public engagement, and shifts decision-making away from those most directly impacted.

Housing challenges are complex and deserve collaborative solutions developed in partnership with local governments — not mandates that constrain responsible planning efforts already underway at the community level.

We respectfully urge you to oppose this legislation.

Sincerely,

Cathy North
Mayor

Matt Balmer
Councilmember
Douglas Planning Commission, Chair

Cc: Douglas City Council
Lisa Nocerini, City Manager
Sean Homyen, Planning & Zoning Administrator

City Council Agenda Item Report

FROM: Michelle Gibson – Administrative/Project Coordinator
Scott Herbert- Public Works Superintendent

MEETING DATE: March 9, 2026

SUBJECT: Mt. Baldhead Revegetation

DESCRIPTION:

At the 2025 Strategic Planning session, City Council prioritized the revegetation of the Mt. Baldhead slope that had been previously damaged due to herbicide treatment, siting concerns over dune health and erosion. This task was brought back to the Parks & Public Works Committee where a project charter was drafted to outline the scope of work to be completed.

Staff reached out to multiple organizations to solicit proposals for revegetation of Mt. Baldhead. Proposals were received from the Kalamazoo Nature Center and the Outdoor Discovery Center. Additional outreach included Davey Resource Group (a Zoom meeting was scheduled but did not occur; no further communications were received), Black River Habitats (no response following follow-up emails), and MSU Extension (voicemail left; no response to date). Interested vendors were provided with the invasive species control plan prepared by the Land Conservancy of West Michigan and the City's Project Charter. The enclosed proposals represent the complete set of responses received.

Staff and the Parks & Public Works Committee recommend proceeding with the Outdoor Discovery Center's proposal to assist the City with its revegetation goals which includes:

- Invasive species management
- Deer protection
- Revegetation of the exposed dune
- Informational signage
- Supplemental native seeding

Project costs are as follows:
Invasive Species Management: $10,000
Dune Revegetation: $11,860
Total Project Cost: $21,860

BUDGET ACTION REQUIRED:

Project is included in the current budget

COMMITTEE/COMMISSION REVIEW:
N/A

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Move to approve the Outdoor Discovery Center proposal for revegetation of Mt. Baldhead.

PROPOSAL FOR CONSERVATION SERVICES

This proposal was created for:

City of Saugatuck – Mount Baldhead Park
Mt Baldhead Park Trail, Saugatuck, MI 49453

General Background and Scope of Work:

The purpose of this proposal is to restore ecological health at Mount Baldhead through targeted invasive species management and the replanting of native dune vegetation. Previous control efforts done by a separate contractor inadvertently caused mortality to significant canopy cover and reduced dune stabilization, creating openings now dominated by invasive plants. Following a recent survey of the site, our team recommends the following management and replanting plan for 2026:

1. **Invasive Species Management** (see *Appendix A* for map)
    - Several highly invasive species are present that threaten the integrity of the dune habitat, including: garlic mustard, multiflora rose, Asian bittersweet, Japanese barberry, tree-of-heaven, phragmites, and black locust.
    - Our management approach will prioritize **safe and targeted** control methods that avoid unnecessary herbicide use and prevent damage to surrounding vegetation. Hand pulling will be implemented where practical, while cut-stump and hack and squirt treatments will be used to ensure precise and minimal herbicide applications. When foliar applications are necessary, they will be applied selectively and with safeguards to prevent off-target impacts.
    - Includes procurement of all necessary permitting to apply herbicides through EGLE and MDARD.
        - **Note:** Many of the invasive species listed above typically require sustained and repeated management to successfully control. Effective treatment generally requires repeated management efforts over a period of multiple years to achieve meaningful reduction or eradication. Our team will continue to monitor the population annually and will provide updated pricing and management recommendations each year. The allows for adaptive management strategies based on observed changes in site conditions and treatment efficacy year-to-year.

2. **Dune Revegetation**
    - Large areas of exposed soil across the dune north of the stairway currently face high risks of erosion and rapid recolonization by adjacent invasive species. To stabilize these areas, prevent further invasive spread, and enhance both habitat quality and aesthetics, we propose installing a diverse mix of native trees, shrubs, grasses, and forbs in the vacant space.
    - Species selection will highlight erosion control, drought tolerance, and deer resistance, recognizing the heavy browsing pressure present at this site. Plantings will be matched to each micro-site's soil and sunlight conditions to maximize survival rates and ecological value.
        - **Trees**: Sugar Maple (*Acer saccharum*), Tulip Poplar (*Liliodendron tulipifera*), Basswood (*Tilia americana*), White Pine (*Pinus strobus*), Oak (*Quercus spp.)*, Bladdernut (*Staphylea trifolia*), Serviceberry (*Amelanchier spp.)*, etc.
        - **Shrubs**: Witch Hazel (*Hamamelis virginian*a), Sand Cherry (*Prunus pumila*), Ninebark (*Physocarpus opulifolius*), Spicebush (*Lindera benzoin*), Arrowwood Viburnum (*Viburnum dentatum)*, Northern Bush Honeysuckle (*Diervilla Ionicera*), Sweet Fern (*Comptonia peregrina*), etc.
        - **Forbs/graminoids**: Canada Wild Rye (*Elymus canadensis*), Bottlebrush Grass (*Elymus hystrix*), Little Bluestem (*Schizachyrium scoparium*), Beach Grass (*Ammophila breviligulata*), Sand Reed (*Calamovilfa longifolia*), Penn Sedge (*Carex pensylvanica*), Columbine (*Aquilegia canadensis*), Hairy Puccoon (*Lithospermum caroliniense*), Dotted Mint (*Monarda punctata)*, Flowering Spurge (*Euphorbia corollata*), etc.

INITIAL_____

- Approximately **500** native plants will be installed throughout the unit, including, bare-root, 1-3 gallon, and 4" plugs.
    - Protective exclusion measures such as tree tubes and four 900 ft^2 sections of 6'-tall exclusion fencing will be implemented where applicable to prevent herbivory and physical damage to developing plantings (See *Appendix B* for layout).
    - Informational signage will be installed in high-traffic and erosion-prone areas to encourage public awareness, limit off-trail usage, and protect restoration efforts (See *Appendix B* for examples).
        - **"Sensitive Habitat Area – Keep Out"** signs (4"x6") will be placed at key intervals and potential access points throughout the unit as needed.
        - A total of four (4) "**Restoration in Progress**" signs (2'x3') will be placed in key locations to minimize off-trail use and reduce disturbance from hikers.
    - In addition to the live plantings, a custom native seed mix highlighting dune-adapted forbs and graminoids will be seeded following invasive species management efforts to enhance diversity and further stabilize exposed soils.

Project Timeline:

- Invasive species management ongoing during the 2026 growing season
- Live plantings and native seeding will be phased as invasive species treatments allow, from spring through early fall of 2026
- Signage and exclusion fencing will be installed immediately following planting.

Project Budget:

- **Invasive Species Management in 2026** - **$10,000** (billed in June 2026) ☐
- **Dune Revegetation** (500 plants) - **$11,860** (billed in June 2026) ☐

PLEASE CHECK THE APPROPRIATE BOXES ABOVE TO INDICATE ACCEPTED SERVICES

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

Exclusions: This proposal does not account for:

- Installation of exclusion fencing beyond what is outlined in this proposal.
- Production and installation of signage beyond what is outlined in this proposal.
- Installation or management of irrigation features.
- Removal of standing dead plant material following invasive species control measures.
- Replacement of damaged lawn, landscape plants, trees or shrubs as a result of nearby invasive species control measures.
- Replanting of native vegetation following invasive species control measures (unless otherwise stated on the proposal).

***** We are happy to assist with any of the above items upon request through a separate proposal. For custom signage inquiries or quotes, please contact: dylana@outdoordiscovery.org.***

INITIAL_____

Qualifications:
ODC Conservation Services staff are highly qualified conservation professionals.

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

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

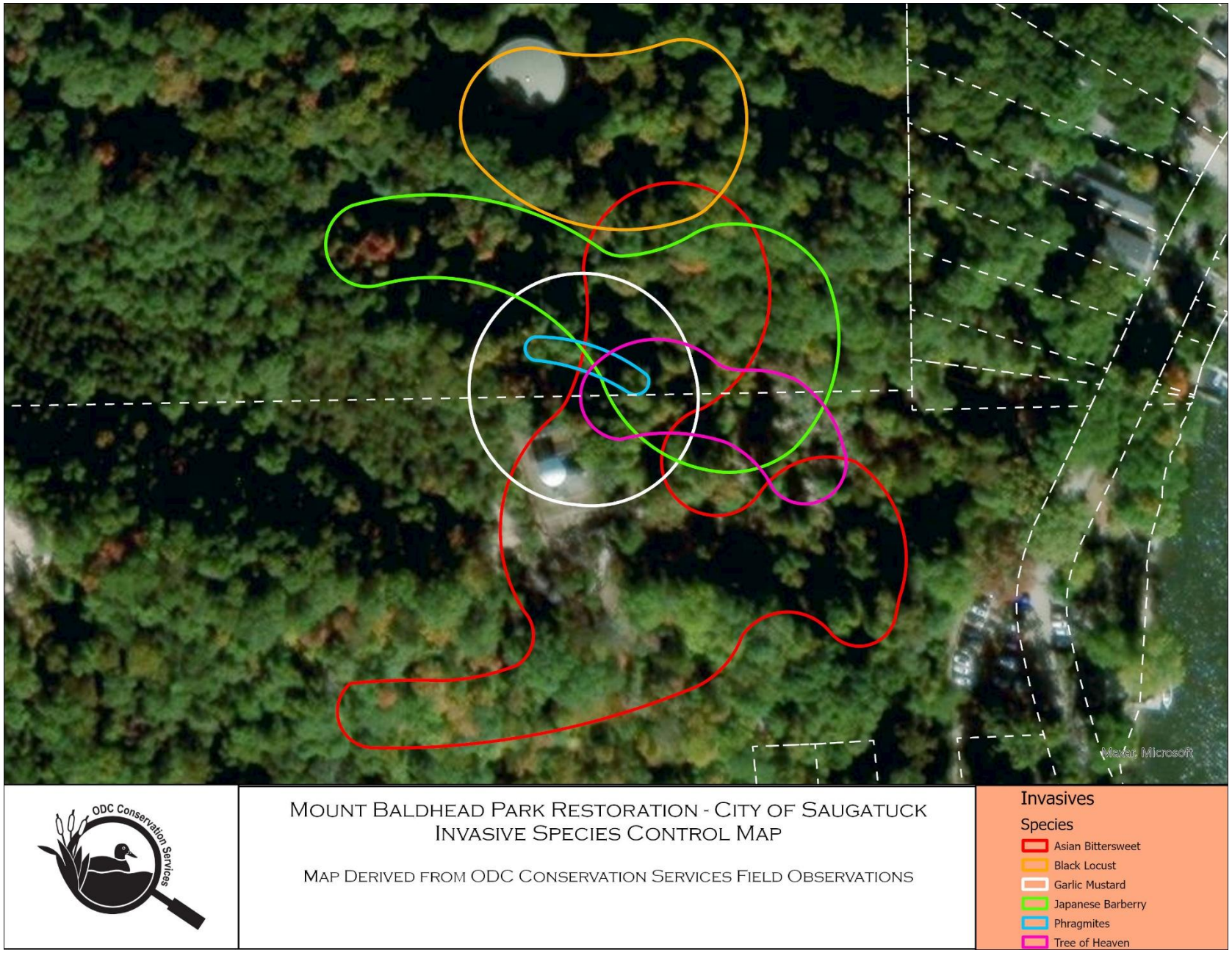
Tanner Bricker, Conservation Services Director
ODC Network
517-398-7800

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

_____ _____
Signature of Authorized Property Owner/Manager Date

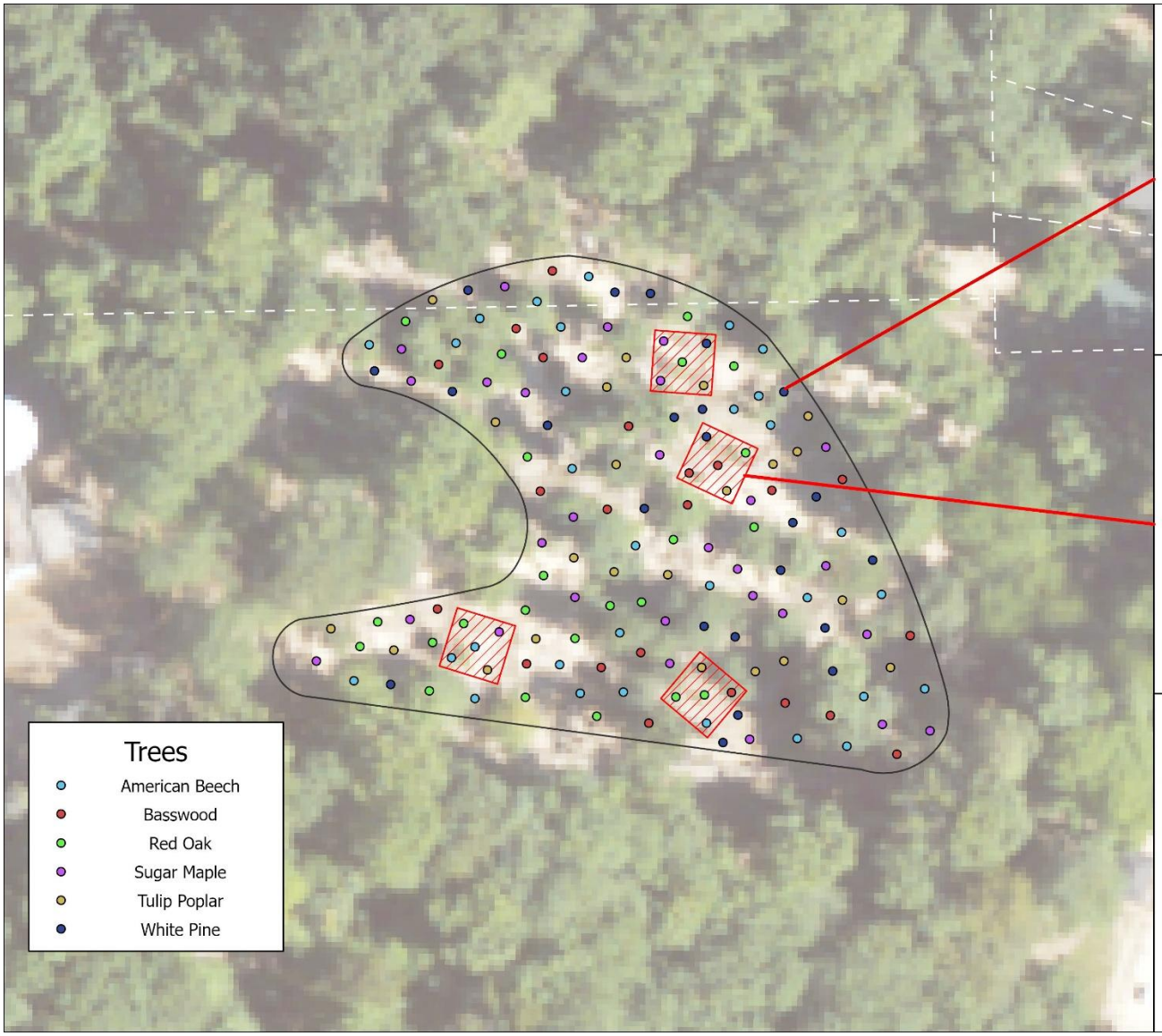
INITIAL_____

Appendix A: Map of Surveyed Invasive Species



INITIAL_____

Appendix B: Replanting Zones and Tree Exclusion Areas



Individual Tree Protections

Trees will receive a 4' tree tube following planting to discourage herbivory of meristems and destruction of periderm. Tubes also increase humidity around young tree to increase survivability.



Deer Exclusion Zones



30'x30' areas will be fenced off to prevent deer and anthropogenic disturbance while the plant community develops. Exclusion areas are strategically placed in sparsely vegetated areas prone to erosion.

Signage Options



Custom Sign Printing Available upon request

INITIAL_____

Mount Baldhead Revegetation Project Charter

Goal: Revegetate Mount Baldhead with native trees and forbs.

Objectives

- Remove invasive species
- Ensure minimal dune erosion
- Install replacement plants with the highest possible survival chances.

Participants
Saugatuck Staff – Scott Herbert and Michelle Gibson
Lead PPW Committee Member - Nancy Kimble
External Resources –Allegan Conservation District (ACD)
Potential Vendors – Outdoor Discovery Center and Kalamazoo Nature Center
Saugatuck City Council – All current Council members

Background
A significant population of the invasive plant, Asian bittersweet, was identified on the eastern slope of Mount Baldhead in 2012. In 2013, to eradicate bittersweet, targeted herbicide was applied. Unfortunately, the herbicide did not perform as anticipated, and nearly all plant species in the application area died. New plants were subsequently installed but the survival rate of the new plantings was low. As a result, the plants are relatively sparse in this area and many of those are invasive plants. There are also erosion concerns.

Scott Herbert contacted the Allegan Conservation District (ACD), and their staff surveyed the site to determine the presence of invasive species. A report was prepared that identified the invasive species currently inhabiting the site. The next step is to remove the invasives and replace them with appropriate natives. ACD staff are not available for invasives removal and new plantings. Instead, their report will be provided to vendors that are able to treat the invasives, recommend new plants, and perform the installation.

Scott was able to locate historical records that documented the trees that existed previously but that did not survive the herbicide application. This report will be provided to all identified vendors.

Approach

- Identify qualified vendors that can remove invasive species
- Provide vendors with historical records and ACD report on current invasive species
- Receive proposals from vendors for invasive plant removal and installation of appropriate native plants
- Evaluate proposals for cost effectiveness and risk mitigation (drought conditions, deer browse and human traffic)
- PPW Committee will select proposal with greatest success chance and recommend to City Council

Project Exclusions
Other areas of Mount Baldhead are excluded from this project.

Project Risks and Mitigation:
Risks: The most significant risk is poor survival rate of plantings
Mitigation: Carefully evaluate each proposal to ensure each known risk is minimized. Monitor conditions of plants for the first 2-3 years after installation and adjust mitigation measures as appropriate.

Target End Date: 12/31/2026
Charter Date: 12/12/2025
Charter Prepared by: Nancy Kimble

Tree Removal, Replacement, and Erosion Control Plan

Mt. Baldhead

Allegan County, Michigan

10/7/2013

Prepared For:

Land Conservancy
OF WEST MICHIGAN

400 Ann St. NW, Suite 102
Grand Rapids, MI 49504

Prepared by:

Cardno JFNew
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West Olive, Michigan 49460
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WEST MICHIGAN TREE SERVICES
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Grand Rapids, MI 49505
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Tree Removal, Replacement, and Erosion Control Plan
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Table 2: Tree Removal
Table 3: Proposed Tree Replacement
Table 4: Proposed Shrubs for Erosion Control
Table 5: Proposed Seed Mix for Disturbed Areas

INTRODUCTION

At the request of The Land Conservancy of West Michigan, Cardno JFNew and West Michigan Tree Services have been contracted to write a remediation plan for Mount Baldhead Park in Saugatuck, Michigan. The purpose of the remediation plan is to design a successful strategy to recreate the native habitat that was lost due to tree losses that occurred as a result of Oriental bittersweet control treatments..

To control a growing infestation of Oriental bittersweet on Mount Baldhead, the City of Saugatuck gave permission to the Land Conservancy of West Michigan to administer applications of herbicides for Oriental bittersweet control. These herbicide applications occurred in 2010 and 2011.

Oriental bittersweet (*Celastrus orbiculatus)* is an exotic, invasive vine that can destroy native habitats. The vine overruns trees, woody-plants, and ground covers. Oriental Bittersweet can become so pervasive the vines block sunlight to the foliage of desirable trees and native plants.

This remediation plan is intended to address the removal and replacement of impacted trees, as well as any soil erosion that may have occurred as a result of said impacts.

2.0 MT. BALDHEAD IMPACTS

Tree Impacts

Tree impacts were limited to the northeast side of Mount Baldhead and the perimeter of the parking area at the base of the hill. The area inspected extends from the top of the hill to the base of the hill, and from the path on the northeast side of the hill southward to approximately thirty feet south of the stairway.

The majority of the herbicide damage was limited to deciduous trees (there are very few conifer trees on Mount Baldhead). The size of the trees did not appear to have any influence on the extent of herbicide injury. Tree species, however, did have an influence. Sugar maples, red oaks and American basswoods were acutely affected. The mulberry trees and locusts incurred less damage. There is a grove of trees, approximately fifty feet in diameter, located three quarters of the way up the slope that suffered no damage.

Of the 191 trees inspected, 148 trees are dead or suffered more than fifty percent crown loss and have little to no chance of survival (Table 1). Forty three trees were not affected or suffered less than fifty percent crown loss.

Maple, oak and basswood comprised two-thirds of the trees examined. The remaining species consisted of ash, wild cherry, American elm, American beech, sassafras, locust, mulberry, walnut, tulip poplar, and Ailanthus.

Three of the trees examined died due to being overrun by the Oriental Bittersweet vines and a few trees (not listed in the inventory) were dead prior to 2010. Most of the damage we encountered was caused by the herbicide applications. Unless otherwise noted on the tree inventory, trees listed as being dead have perished due to the bittersweet treatments.

Table 1. Dead, or >50% Crown Loss Trees

	Sugar Maple	White Oak	Red Oak	Ash	Basswood	Sassafras	Cherry	Elm	Tulip	Black Locust	Tree of Heaven	Walnut	Beech	Mulberry
By North Home														
By South Parking Lot				1	1									
By South Home			1											
North of Path			2											
3/4 Up the Center of the Hill														
Mount Baldhead	55	8	22	2	33	5	2	1	3	1	1	1	1	1
South Side of Stairs	`		4		3									
Totals	55	8	29	3	37	5	2	1	3	1	1	1	1	1

Site Erosion

The loss of tree canopy has had several effects on the understory of the ecosystem. These effects include an increased amount of sunlight that has allowed the establishment of an herbaceous understory not likely present prior to the tree impacts. Dominant species in the understory include garlic mustard (*Alliaria petiolata*), bedstraw (*Galium aparine*), soapwort (*Saponaria officinalis*), and Oriental bittersweet (*Celastrus orbiculatus).* These opportunistic species establish in recently disturbed areas, such as those present at the impacted portion of Mt. Baldhead. One positive side effect is the new vegetative cover is helping to stabilize the soil..

When comparing the trees south of the staircase to the trees north of the staircase, there is a noticeable absence of vegetative diversity on the north side. The more native ecosystem south of the stairs has layers of herbaceous shrubs and tree cover, while the north side vegetation is limited to primarily the afore mentioned herbaceous cover. The north side will become more stable if these vegetative layers can be re-established.

The soil on the north side has few signs of active erosion. The vegetation and detritus that are present are minimizing erosion. However, small amounts of soil movement/erosion s are evident. The erosion is primarily superficial and limited to comparatively small (10-20 square foot) areas. No new erosional rills or gullies were observed. What erosional activity has occurred is primarily where there is a lack of detritus or herbaceous vegetation, or where public use has created disturbances.

There is a walking path on the north side of Mt. Baldhead. Although not related to invasive species treatments, this path creates potential instability because vegetation is unable to become established. With the loss of tree canopy cover, this path has a greater potential to erode if public use continues to inhibit the ability for vegetation to become established.

As a critical dune, Mt. Baldhead has been historically subject to movement. This is particularly evident where a wood retaining wall was installed at the toe of the slope to impede soil movement. Soil movement/erosion has historically been minimized by the presence of vegetation and detritus throughout the dune, as is evident in pre-disturbance photos and an evaluation of the non-impacted south side of Mt. Baldhead. Long-term stability of the impacted north side of the dune will depend on the presence of vegetation and detritus in some form. Recommendations for increasing stability are provided below.

3.0 TREE REMOVAL AND REPLACEMENT

Tree removal and tree replacement are required to address the 148 trees that suffered mortality. In order to maximize the unique social, cultural, and environmental benefits provided by Mt. Baldhead, tree removal and tree replacement measures must account for public safety, soil stability, and the ecology of the dune ecosystem.

Tree Removal

There are currently 148 trees (Figure 2) on Mt. Baldhead that have been identified as dead or dying as a result of invasive species treatments. For public safety and soil stability reasons, each of these 148 trees must be addressed in a manner that will protect the public safety and enhance resident ecological community.

Of the 148 dead or dying trees, 42 trees (Figure 3) have been identified as hazard trees. A hazard tree is defined as any dead and/or damaged tree caused by the application(s)

of non-selective herbicides, where limbs and/or the whole tree has the potential to fall and reach park visitors using the stairway, foot paths, private homes, and/or the parking lot or pavilion area. For public safety reasons, all hazard trees should be removed and the wood and brush scattered throughout the site, as described below.

In addition to the 42 hazard trees, an additional 45 trees should be removed to reduce potential soil erosion that could be caused by wind throw and to encourage the re-establishment of the native ecological community.

Scattering tree trunks and crowns throughout the site will re-introduce detritus to the system, provide microbial habitat and also serve to stabilize the soil. The remaining dead trees should be left standing in place for wildlife habitat.

Tree Removal Methodology

Removal of dead or dying trees shall be treated in one of two ways. They will either be left standing in place or they will be cut and scattered in appropriate locations for the reasons described above. Trees will be cut by the safest and most practical means necessary. Stumps will be cut flush to grade. Wood and brush will be spread throughout bare or open areas so as not to form “heaps” or piles. Tree crowns will be cut small enough to lay on the hill so that no portion extends more than four feet vertically from the ground surface. All cut material will be placed on the hillside in a manner that mimics natural detritus and minimizes erosion—cut material will not be placed in a manner that exacerbates erosion in any way.

Tree Replacement

To replace the 148 impacted trees, a combination of potted and bare-root trees should be installed. The 148 impacted trees should be replaced at a 1:1 ratio with potted stock, while additional bare-root stock will be installed at a 2:1 ratio. This would bring the total proposed tree replacement to a 3:1 ratio.

The unique ecology of Mt. Baldhead suggests that an emphasis be placed on selecting native tree species from local tree sources. This will best insure a re-establishment of the pre-application native conditions. However, not all of the impacted species are commercially available from local (Michigan-grown) genotypes. The recommended tree replacements have been narrowed based on commercially available local genotype species available from Michigan sources.

Oriental bittersweet continues to inhabit portions of Mt. Baldhead. As this plant will inhibit the establishment of native trees, it will need to be addressed.

Table 3. Proposed Tree Replacement

Botanical Name	Common Name	Qty (3-5 gallon potted)	Qty (bare-root)
Acer saccharum	Sugar Maple	55	110
Juglans nigra	Black Walnut	2	4
Liriodendron tulipfera	Tulip	1	2
Quercus alba	White Oak	5	10
Quercus rubra	Red Oak	30	60
Tilia americana	Basswood	37	74
Tsuga canadensis	Canadian hemlock	18	36

4.0 EROSION CONTROL MEASURES

Natural dune stability primarily results from the presence of vegetation and detritus. Therefore, mitigating future erosion on Mt. Baldhead will require the re-introduction of the recommended trees as well as vegetation and detritus to the dunes slope.

Woody shrubs are a critical vegetative layer for dunes stability. The shrub layer has not yet shown signs of re-growth. Therefore, re-introducing a shrub layer will more quickly stabilize the slope and minimize future erosion. Proposed shrub species are provided in Table 4. Quantities have been determined by assuming that approximately 50% of the 1.73 acre area will be planted with shrubs spaced 10' on-center.

In addition to the shrubs, a native seed mix (Table 5) should be installed in any disturbed areas. Seed should be installed by hand-spreading and covered with straw mulch.

Table 4. Proposed Shrubs for Erosion Control

Botanical Name	Common Name	Qty (bare-root)
Cornus florida	Flowering Dogwood	75
Hamamelis virginiana	Witch hazel	75
Lindera benzoin	Spicebush	75
Sassafras albidium	Sassafras	75
Viburnum acerifolium	Maple-leaved Vibrunum	75

Table 5. Proposed Seed Mix for Disturbed Areas

Botanical Name	Common Name	Oz/acre
Allium cernuum	Nodding wild onion	2
Anemone cylindrica	Thimbleweed	1
Aquilegia canadensis	Wild columbine	1
Aster lateriflorus	Side-flowering aster	2
Aster sagittifolius	Arrow-leaved aster	2
Avena sativa	Seed oats	640
Bromus pubescens	Woodland brome	2
Elymus canadensis	Canada wild rye	16
Elymus hystrix	Bottlebrush grass	32
Geranium maculatum	Wild geranium	1
Helianthus divaricatus	Woodland sunflower	2
Lolium multiflorum	Annual rye	5
Monarda punctata	Horse mint	2
Schizachyrium scoparium	Little bluestem grass	8
Solidago caesia	Blue-stemmed goldenrod	1
	Total PLS Ounces	**701.00**
	Total PLS Pounds	**43.81**

5.0 CONCLUSIONS

A multi-tiered approach is needed to address the impacts to Mt. Baldhead. Removing the recommended trees and scattering the cut material on the slope will provide detritus and slow erosion. Replanting the site with the recommended trees and shrubs will re-establish the native vegetation that was lost due to the herbicide applications.

Table 2. Tree Removal

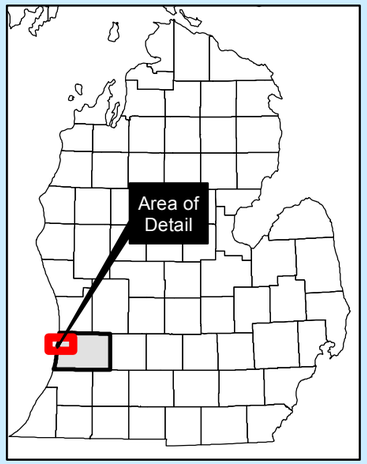
DBH	SPECIES	CONDITION	ID#
8.3	Basswood	Dead	1
10	Basswood	Dead	2
6.4	Basswood (clump)	Dead	3
7.9	Basswood (clump)	Dead	3
7.1	Basswood (clump)	Dead	4
14	Basswood (clump)	Dead	4
16.2	Maple	Dead	5
11.3	Maple	Dead	6
11.8	Maple (clump)	Dead	7
12.3	Maple (clump)	Dead	7
12.4	Maple (clump)	Dead	8
18.4	Maple (clump)	Dead	8
8.7	Maple	Dead	9
19.9	Maple	Dead	10
6.9	Maple	Dead	11
23.2	Basswood	Dead	12
14.6	Basswood	Dead	13
10.7	Basswood	Dead	14
8.5	Basswood	Dead	15
12	Maple	50% Dead	16
18.8	Basswood	Dead	17
23.8	Maple	Unaffected	18
20.1	Cherry	Dead	19
10	Basswood	Dead	20
7.9	Maple	Mainly unaffected – previously blown out top	21
7.5	Ash	Dead – No evidence of EAB	22
12.1	Maple	90% dead – Part was previously dead	23
8.2	Ironwood	Unaffected	24
7.7	Ash	Dead – No evidence of EAB	25
13.2	Elm	Dead	26
7.6	Maple	Unaffected	27
23	Beech	50% from herbicide – previously blown out top	28
17.1	Maple	90% Dead	29
19.7	Maple	75% Dead	30
13.5	Maple	Dead	31
21	Cherry	Dead	32
14.7	Maple	75% Dead	33
16	Oak	Dead	34
7.2	Maple	40% Dead	35
8.7	Maple	60% Dead	36
8.6	Maple	Dead	37
16.1	Maple	30% Dead	38
9.5	Elm	Unaffected	39
13.2	Maple	Dead	40
14.8	Maple	Dead	41
10.1	Maple	Dead	42
9.9	Oak	Dead	43
6.8	Maple	95% Dead	44
9	Maple	10% Dead	45
17.4	Oak	Dead	46
8.7	Maple	Dead	47
13.6	Maple	Dead	48
15.6	Maple	Dead	49
14.7	Maple	Dead	50
12.9	Maple	Dead – Lots of vines	51
21.7	Oak	Dead	52
6.8	Oak	Dead	53
10.4	Basswood	Dead – Lots of vines	54
6.3	Maple	10% Dead	55

DBH	SPECIES	CONDITION	ID#
23.7	Maple	Dead	56
8.1	Maple	Dead	57
8.9	Maple	Dead	58
13.6	Oak	Dead	59
15.9	Maple	Dead	60
6.6	Maple	Dead	61
15.4	Oak	Dead	62
16.3	Oak	Dead	63
24.8	Maple	Dead	64
12.3	Maple	Dead	65
12.1	Maple	Dead	66
18	Basswood	Dead	67
12.7	Basswood	Dead	68
18.5	Basswood	Dead	69
8.1	Basswood	Dead	70
15	Black Locust	90% Canopy loss	70
4	Red Oak	Dead	71
9	Red Oak	Dead	71
9	Sugar Maple	Dead	72
17	Red Oak	Dead	73
16	Sugar Maple	Dead	74
18	Sugar Maple	Dead	75
12	Sugar Maple	Dead	76
9	Beech	Unaffected	77
22	Beech	Unaffected	78
12	Sugar Maple	Dead	79
8	Sugar Maple	Dead	80
24	Basswood	Dead	81
20	Sugar Maple	Dead	82
16	Sugar Maple	Unaffected	83
15	Sugar Maple	Dead	84
12	Sugar Maple	Dead	85
13	Sugar Maple	Dead	86
18	Basswood	Dead	87
16	Sugar Maple	10% Crown loss	88
18	Red Oak	Dead	89
16	Red Oak	Dead	90
15	Sugar Maple	Dead	91
19	Red Oak	Dead	92
11	Sugar Maple	Dead	93
13	Sugar Maple	Dead	94
26	Red Oak	Dead	95
11	Red Oak	Dead	96
17	Red Oak	Dead	97
6	Sugar Maple	Dead	98
11	Red Oak	Dead	99
17	Red Oak	Dead	100
16	Red Oak	Dead	101
7	Maple	Dead	102
14.3	Sugar Maple	20% Canopy Loss	111
24.8	White Oak	15% Canopy Loss	112
14.9	Ash	Dead	131
10.5	Basswood	Dead	132
10.5	Red Oak	Dead	133
8.3	Basswood	Dead	140
15.3	Basswood	Dead	141
20.9	Oak	Dead – Lots of vines	142
5.6	Basswood	Dead	143
7.6	Basswood	Dead	143

DBH	SPECIES	CONDITION	ID#
8.5	Sassafras	Dead	144
9	Sassafras	Dead	145
10.4	Sassafras	Dead	146
6.9	Maple	90% Dead	147
16.2	Basswood	Dead	148
26	Basswood	Dead	148
12.5	Maple	85% Dead	149
11.1	Basswood	Dead	150
11.9	Basswood	Dead	150
6.4	Basswood	Dead	151
8.5	Basswood	Dead	151
13.6	Basswood	Dead	151
6.2	Sassafras	Dead	152
5.2	Mulberry	Unaffected	153
5.4	Mulberry	Unaffected	153
6.9	Mulberry	Unaffected	153
28.3	Oak	Dead	154
7.2	Tree of Heaver	Dead	155
25.2	Maple	Dead	156
13	Oak	Dead	157
8.2	Maple	Dead	158
21.3	Oak	Dead	159
11.6	Tree of Heaver	10% Dead	160
6.5	Maple	Unaffected	161
14.2	Maple	Dead	162
16.3	Sassafras	Dead	163
29	Walnut	50% Dead	164
5.1	Locust	Tip die back	201
7	Locust	Tip die back	201
9.5	Locust	Tip die back	201
13.3	Scotch Pine	Unaffected	202
21.3	Tulip	Dead	203
9.9	Red Oak	Dying	204
21	Tulip	Dead	205
6.3	Locust	Slight tip die-back	206
22	Tulip	25% crown loss	207
7.3	Sugar Maple	Healthy	208
17.2	Red Oak	Dying	209
7.6	Sugar Maple	Dead	210
6	Sugar Maple	Unaffected – Healthy	211
15.3	Tulip	Dead	212
13.3	Red Oak	Dead	213
18.8	Red Oak	Dead	214
6.3	Basswood	Dead	215
16.2	Red Oak	Dying – 80% crown loss	216
15.6	Sugar Maple	Viable – 10% loss	217
13.9	Basswood	Dead	218
18.5	Beech	Dead	219
18.1	Basswood	Dead	220
15.6	Red Oak	Dead	221
16.2	Red Oak	80% crown loss	222
11.7	Red Oak	50% crown loss	223
23.9	Red Oak	80% crown loss	224
10.8	Sugar Maple	Unaffected	225
7.3	Sugar Maple	Unaffected	226
8.3	Sugar Maple	15% Canopy Loss	227
11.7	Red Oak	Dead from vines	228
16.2	Red Oak	Dead	229
9.2	Red Oak	Dead from vines	230
15.2	Mulberry	Dead from vines	231
17.5	Sugar Maple	80% crown loss	232
12.4	Basswood	Dead	233
9.2	Basswood	Dead	234
6.2	Basswood	???	235
7.6	Basswood	???	235
10.2	Basswood	20% Canopy Loss	235
19.7	Basswood	Dead	235

	<50% Canopy or unaffected
	Hazard tree--remove and scatter on site
	Non-hazard dead tree, remove and scatter on site
	Non-hazard dead tree, leave standing in place

FIGURES



Approximate Site Location

N
W E
S

Section: 09
Township: 03 N
Range: 16 W
Project No. 1210007.01

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Figure 1 - Site Location Map

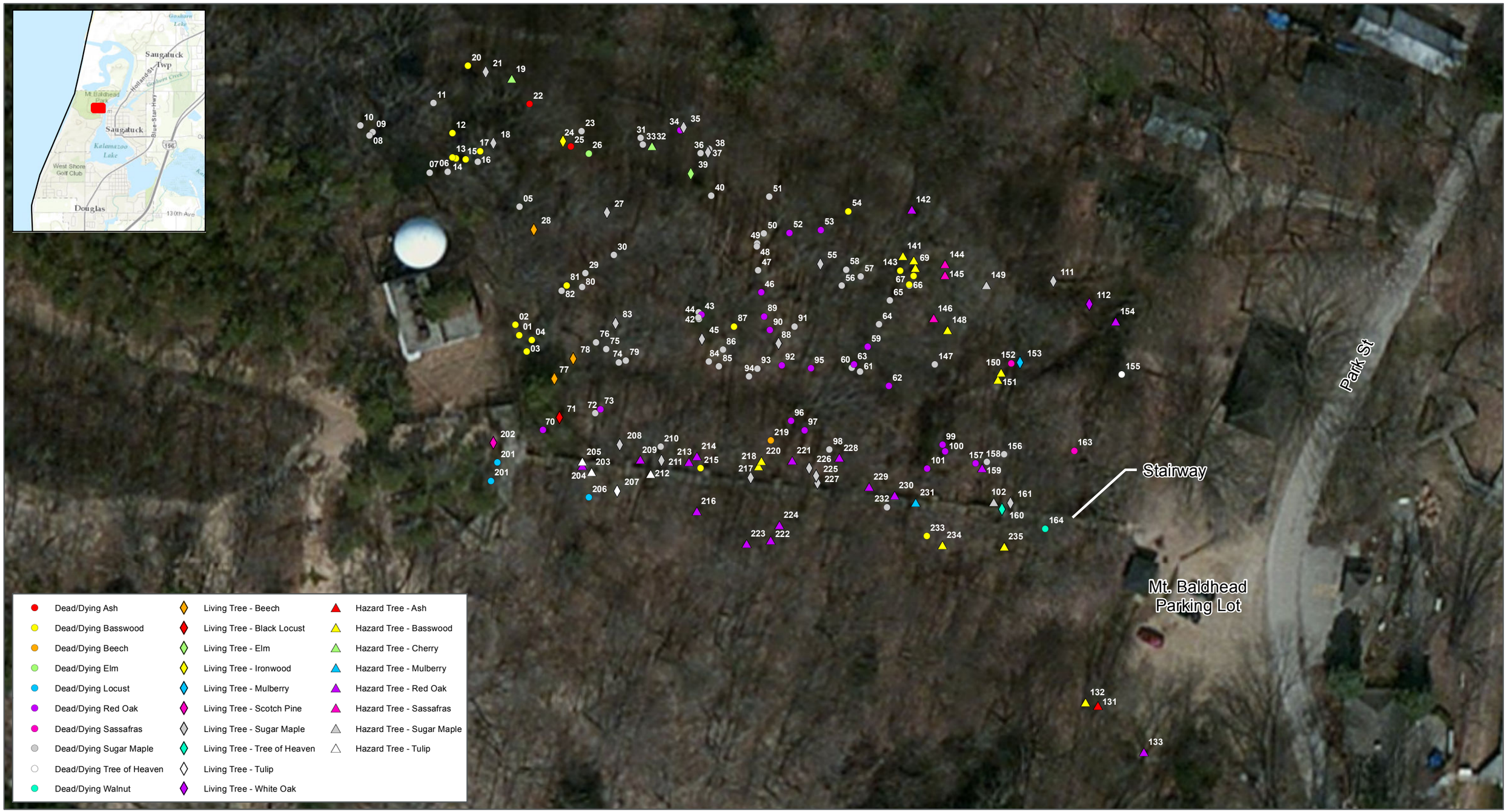
Mt. Baldhead Site
Land Conservancy of West Michigan
Allegan County, Michigan

0 0.5 1 Miles
0 0.5 1 1.5 Kilometers

Cardno JFNew
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www.cardnojfnew.com

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Analyst: erin.ferrante-cook



N W E S

Section: 09
Township: 03 N
Range: 16 W
Project No. 1210007.01

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Figure 2 - Tree Locations

Mt. Baldhead Site
Land Conservancy of West Michigan
Allegan County, Michigan

0 25 50 Feet
0 15 Meters

Cardno JFNew
11181 Marwill Avenue, West Olive, MI 49460 USA
Phone (+1) 616-847-1680 Fax (+1) 616-847-9970
www.cardnojfnew.com

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GIS Analyst: erin.ferrante-cook



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Section: 09
Township: 03 N
Range: 16 W
Project No. 1210007.01

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Figure 3 - Hazard Tree Locations
Mt. Baldhead Site
Land Conservancy of West Michigan
Allegan County, Michigan

0 25 50 Feet
0 15 Meters

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11181 Marwill Avenue, West Olive, MI 49460 USA
Phone (+1) 616-847-1680 Fax (+1) 616-847-9970
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Analyst: erin.ferrante-cook



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Section: 09
Township: 03 N
Range: 16 W
Project No. 1210007.01

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Figure 4 - Tree Removal Plan

Mt. Baldhead Site
Land Conservancy of West Michigan
Allegan County, Michigan

0 25 50 Feet
0 15 Meters

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Section: 09
Township: 03 N
Range: 16 W
Project No. 1210007.01

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Figure 4a - Tree Removal Plan

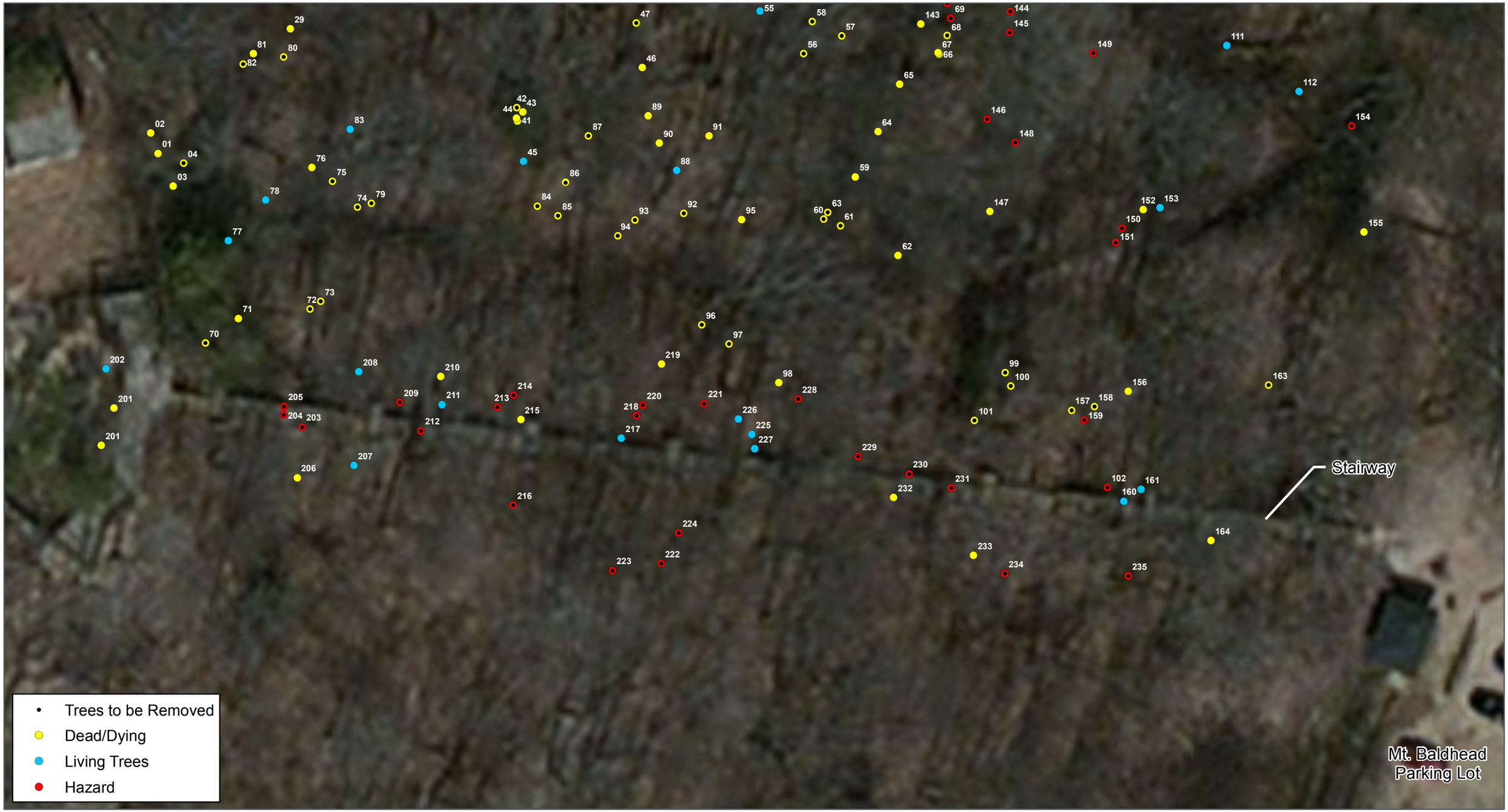
Mt. Baldhead Site
Land Conservancy of West Michigan
Allegan County, Michigan

0 12.5 25 Feet
0 4 8 Meters

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Analyst: erin.ferrante-cook



N
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Section: 09
Township: 03 N
Range: 16 W
Project No. 1210007.01

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Figure 4b - Tree Removal Plan

Mt. Baldhead Site
Land Conservancy of West Michigan
Allegan County, Michigan

0 12.5 25 Feet
0 4 8 Meters

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GIS Analyst: erin.ferrante-cook

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

PROJECT WORK PLAN AND ESTIMATE FOR

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

Date: 9/2/2025

TOTAL ESTIMATE	$10,107.00

Client Name	Project Description	Project #	Estimate good for
City of Saugatuck	Invasive Species Management at Mt. Baldhead Backdune	26001 A	90 days

Day	Description	Qty	Units	Cost	Line Total
	Herbicide and Equipment	3	days	$ 60.00	$ 180.00
	Labor: Project Lead	25.5	hours	$ 75.00	$ 1,912.50
	Labor: Supporting Crew of 4	102	hours	$ 65.00	$ 6,630.00
	Mileage: Truck + Trailer	306	miles	$ 2.00	$ 612.00
	Project Management (3hr/day)	9.00	hours	$ 75.00	$ 675.00
	Administrative (1.5hr/mth)	1.5	hours	$ 65.00	$ 97.50

Site Lead: Luke Allison/Kyle Martin
Site Address: Mt. Baldhead - 769 Park Street Saugatuck, MI 49453
Service Description: 3 days of invasive species management on the east facing back dune habitat of Mt. Baldy. KNC staff will perform foliar treatment of smaller invasive species such as Jap. Barberry. For larger species such as Tree of Heaven, Privet, and Bittersweet stem injection techniques will be utilized to minimize any off target impacts and soil drift.
Area (acres): 3.25
of Workers: 5
of Work Days: 3

Labor	$ 9,315.00
Mileage	$ 612.00
Equipment	$ 180.00
Supplies	$ -
SUBTOTAL	**$ 10,107.00**

GRAND TOTAL	$ 10,107.00

This is an estimate, actual invoices will be based on specific costs and quantities of materials purchased and actual labor time spent on the project.
View Full Terms and Conditions in the Client Agreement. The Project must be accepted by signing the Client Agreement before work can begin.

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

Proceeds from our client services ensure the sustainability of KNC's longstanding bird observatory, programs that engage the community in wildlife research, and the

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PROJECT WORK PLAN AND ESTIMATE FOR

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

Date: 9/2/2025

TOTAL ESTIMATE	$23,514.50

Client Name	Project Description	Project #	Estimate good for
City of Saugatuck	Revegetation of Mt. Baldhead Backdune	26001 C	90 days

Day	Description	Qty	Units	Cost	Line Total
	Equipment: Planting tools	3	days	$ 60.00	$ 180.00
	Labor: Project Lead	28.5	hours	$ 75.00	$ 2,137.50
	Labor: Supporting Crew of 5	142.5	hours	$ 65.00	$ 9,262.50
	Mileage: Truck + Trailer	306	miles	$ 2.00	$ 612.00
	Supplies: Dune grass sprigs	20000	sprigs	$ 0.35	$ 7,000.00
	Supplies: Bare root trees/shrubs + tree guards	150	seedlings	$ 8.00	$ 1,200.00
	Supplies: Custom backdune seed - Native Connections	31	lbs	$ 1,400.00	$ 1,400.00
	Supply Pickup/handling & transport			$ 500.00	$ 500.00
	Project Management	15.00	hours	$ 75.00	$ 1,125.00
	Administrative	1.5	hours	$ 65.00	$ 97.50

Site Lead: Luke Allison
Site Address: Mt. Baldhead - 769 Park Street, Saugatuck MI, 49453
Service Description: KNC staff to purchase, transport, and plant dunegrass, bare root seedlings, and seed to revegetate the backdune face of Mt. Baldhead.
Area (acres): 1.5
of Workers: 6
of Work Days: 3

Labor	$ 13,122.50
Mileage	$ 612.00
Equipment	$ 180.00
Supplies	$ 9,600.00
SUBTOTAL	**$ 23,514.50**

GRAND TOTAL	**$ 23,514.50**

This is an estimate, actual invoices will be based on specific costs and quantities of materials purchased and actual labor time spent on the project.
View Full Terms and Conditions in the Client Agreement. The Project must be accepted by signing the Client Agreement before work can begin.

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

Proceeds from our client services ensure the sustainability of KNC's longstanding bird observatory, programs that engage the community in wildlife research, and the

KNC-Mt Baldy, Saugatuck-SMW-2025
Dune Seed Mix Summary
8/28/2025

Graminoids - Scientific Name	Common Name	PLS Oz/A	Total PLS Oz	Seeds per sq. ft.	% by weight	% by native seeds	C-Value	Wetland Code	Conserv. Status	Hydrology: Dry	Dry-mesic	Mesic	Wet-mesic	Wet	Emergent	Shade Tolerance: Full Sun	Part	Shade	Soil Type: Clay	Loam	Sand	Muck	Legume	Height (ft)	Color
Calamovilfa longifolia	Sand Reed Grass	4.00	8.000	0.83	4.35%	1.34%	10	UPL	-	X	-	-	-	-	-	X	-	-	-	-	S	-	-	3-6'	g
Elymus canadensis	Canada Wild Rye	32.00	64.000	3.82	34.78%	6.19%	5	FACU	-	X	X	X	-	-	-	X	X	-	C	L	S	-	-	5'	g
Elymus hystrix	Bottlebrush Grass	12.00	24.000	2.09	13.04%	3.39%	5	FACU	-	X	X	X	-	-	-	-	X	X	-	L	S	-	-	3'	g
Koeleria cristata (K. macrantha, pyramidata)	June Grass	4.00	8.000	18.37	4.35%	29.77%	9	UPL	-	X	X	-	-	-	-	X	X	-	-	L	S	-	-	2'	g
Panicum virgatum	Switchgrass	4.00	8.000	1.29	4.35%	2.08%	4	FAC	-	X	X	X	X	-	-	X	-	-	C	L	S	M	-	4'	g
Schizachyrium scoparium	Little Bluestem	8.00	16.000	2.75	8.70%	4.46%	5	FACU	-	X	X	X	-	-	-	X	-	-	-	L	S	-	-	3-4'	g
	Grasses Oz per Acre	**64.00**		**Grasses sds/sq ft**	**Total**	**Total**																			
	Grasses Lbs per Acre	**4.00**		**29.15**	**69.57%**	**47.24%**																			
Herbaceous Forbs - Scientific Name																									
Anemone cylindrica	Thimbleweed	2.00	4.000	1.19	2.17%	1.93%	6	UPL	-	X	X	X	-	-	-	X	X	-	-	L	S	-	-	2'	wht
Anemone virginiana	Tall Thimbleweed	2.00	4.000	1.29	2.17%	2.08%	3	FACU	-	X	X	X	-	-	-	X	X	X	-	L	S	-	-	3'	wht
Aquilegia canadensis	Wild Columbine	3.00	6.000	2.62	3.26%	4.24%	5	FACU	-	X	X	X	-	-	-	X	X	X	-	L	S	-	-	2'	red
Asclepias syriaca	Common Milkweed	4.00	8.000	0.37	4.35%	0.60%	1	UPL	-	X	X	X	X	-	-	X	X	-	C	L	S	M	-	3'	pur
Coreopsis lanceolata	Lance-leaf Coreopsis	8.00	16.000	3.67	8.70%	5.95%	8	FACU	-	X	X	-	-	-	-	X	-	-	-	L	S	-	-	2'	yel
Monarda punctata	Horsemint	2.00	4.000	4.13	2.17%	6.70%	4	UPL	-	X	-	-	-	-	-	X	-	-	-	-	S	-	-	2'	pur
Oenothera biennis	Common Evening Primrose	6.00	12.000	12.40	6.52%	20.09%	2	FACU	-	X	X	X	X	-	-	X	X	-	C	L	S	M	-	6'	yel
Solidago nemoralis	Old-field Goldenrod	1.00	2.000	6.89	1.09%	11.16%	2	UPL	-	X	X	-	-	-	-	X	-	-	-	L	S	-	-	2'	yel
	Forbs Oz per Acre	**28.00**		**Forbs sds/sq ft**	**Total**	**Total**																			
	Forbs Lbs per Acre	**1.75**		**32.55**	**30.43%**	**52.76%**																			
Woody Shrubs, Vines - Scientific Name																									
	Woodies Oz per Acre	**0.00**		**Woodies sds/sq ft**	**Total**	**Total**																			
	Woodies Lbs per Acre	**0.00**		**0.00**	**0.00%**	**0.00%**																			

Annuals, Temp Nurse Crop, etc.	Common Name	Bulk Oz/A	Bulk LBs	Temp Seeds per sq. ft.
Avena sativa	Seed Oats	400.00	50.000	9.18
	Temp Oz per Acre	**400.00**		**Temp sds/sq ft**
	Temp Lbs per Acre	**25.00**		**9.18**

Total PLS Lbs/Acre 'Natives'	5.75
Total Lbs/Acre 'ALL'	30.75

Total Acres	2.00
Total PLS Lbs 'Natives'	11.50
Total PLS Lbs 'ALL'	61.50

# of Native Grass Species	6
# of Native Forb Species	8
# of Native Woody Species	0
# of Temp Species	1

Mix 'Natives'	weight (lbs)	seeds/sq ft	Avg C
Total per acre	**5.75**	**61.70**	4.93
% Forbs	30.43%	52.76%	**FQI**
% Woodies	0.00%	0.00%	18.44
% Grasses	69.57%	47.24%	

Mix 'ALL'	weight (lbs)	seeds/sq ft
Total per acre	**30.75**	**70.88**
% Forb Spp	5.69%	45.93%
% Woodies	0.00%	0.00%
% Grass Spp	13.01%	41.12%
% Temp Spp	81.30%	12.96%

NOTE: Species availability not guaranteed. Substitutions may be required. All species to be adjusted to 100% PLS (Pure Live Seed) as noted.

NOTE:

Native Connections
3815 N Westnedge Ave
Kalamazoo, MI 49004
www.nativeconnections.net

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: March 9, 2026

SUBJECT: Culver Street Parking Lot Operation Agreement

DESCRIPTION:

The agreement with Saugatuck Public Schools to operate the Culver Street lot is due for renewal.

Highlights of the agreement include:

- **Term:** The agreement covers Memorial Day weekend through Labor Day (May 22 – September 7, 2026) with potential extensions for specific events.
- **School District Responsibilities:**
  - Operate and manage the parking lot during designated times.
  - Issue parking passes, collect fees (up to $15 per vehicle), and manage traffic within the lot.
  - Deposit all collected fees daily into a designated City account.
  - Provide liability insurance naming the City as additional insured.
- **Hours of Service:**
  - Regular hours: Friday (5PM-9PM), Saturday (9AM-9PM), Sunday (10AM-5PM).
  - Extended hours for City-sponsored events (Memorial Day, 4th of July, Venetian Festival, Labor Day) with specific dates and times outlined in the agreement.
  - Bonus days for Saugatuck Center for the Arts events.
- **City Responsibilities:**
  - Provide parking permit stickers.
- **Compensation:** School District receives 50% of the collected fees and City retains 50%.
  - The City Treasurer advised the following gross revenue was received the last three seasons:
    - 23 $66,055
    - 24 $56,921

- 25 $81,214.50
    - Last year, the fee was increased from $10 to $15.

LEGAL REVIEW:

The City Attorney previously reviewed the agreement language. The language remains the same except for date changes and price increase the previous year. The City Attorney will be at your meeting for any questions.

SAMPLE MOTION:

Motion to approve the 2026 Culver Street Parking Lot Operation Agreement.

CULVER STREET PARKING LOT OPERATION AGREEMENT

The CITY OF SAUGATUCK, a Michigan home rule city (the "City") and the SAUGATUCK SCHOOL DISTRICT, a Michigan Public School District (the "School District") agree as follows:

1. School District shall operate and manage the City-owned parking lot adjacent to the Saugatuck Center for the Arts located on Culver Street (the "Culver Street Parking Lot") from Memorial Day 2026 through Labor Day 2026 (hereinafter, the 'Term"), as well as such other dates approved in advance by the City Council, subject to the terms and conditions of this Agreement.

2. School District shall be responsible to issue a parking pass, collect a parking fee (not to exceed $15 per vehicle) for each vehicle seeking to park in the Culver Street Parking Lot, manage traffic within the Culver Street Parking Lot and provide labor to perform these functions. School District shall provide such services for the year 2026, between Memorial Day and Labor Day, at the following times (the "Regular Hours of Service"):

Friday	5PM-9PM
Saturday	9AM-9PM
Sunday	10AM-5PM

The Regular Hours of Service shall be modified or extended as noted below to cover the following specific City- sponsored activities:

Memorial Day Activities	
• May 22	5PM-10PM
• May 23	9AM-10PM
• May 24	10AM-5PM
• May 25	10AM-5PM
4th of July Activities	
• July 2	5PM-9PM
• July 3 (Fireworks)	2PM-10PM
• July 4	10AM-9PM
• July 5	10AM-5PM
Venetian Festival Activities	
• July 24	4PM-10PM
• July 25	9AM-10PM
• July 26	10AM-5PM
Labor Day Activities	
• September 4	5PM-9PM
• September 5	9AM-9PM
• September 6	10AM-9PM
• September 7	10AM-5PM

Subject to the School District being able to cover additional dates, the Regular Hours of Service shall also be extended as noted below to cover the following bonus days for Saugatuck Center for the Arts events:

June 20, 21, 23, 24, 25 & 30	5PM-8PM

July 1, 2, 7, 8 & 9	5PM-8PM
August 11, 12, 13, 18, 19, 20, 25, 26 & 27	5PM-8PM

In the event of a conflict between the Regular Hours of Service and the times noted above for the City-sponsored activities, the times identified for the City-sponsored activities shall control.

The parties may mutually agree to modify the foregoing times of service. School District agrees that no fees shall be charged to residents of the City Saugatuck who display an Oval Beach season pass/sticker marked with "P" at the time of their use of the Culver Street Parking Lot. School District shall deposit 100 percent (100%) of all fees collected into a designated City account on a daily basis.

3. School District shall at all times be an independent contractor to the City pursuant to this Agreement and shall furnish any labor, equipment, materials, and signage required for its operation of the Culver Street Parking Lot. The City will, however, provide the parking ticket/stickers referenced above.

4. School District agrees that the City shall have the right, in its sole discretion, to terminate this Agreement at any time and without notice. Upon the expiration of the Term or such earlier date as provided for in this Agreement, School District shall immediately return to the City all unsold parking tickets/stickers. Within fourteen (14) days of such date, the City shall disburse to School District any compensation due to the School District up to the date of termination and School District shall have no further claim against the City. The City reserves the right to conduct a review of School District's operation of the Culver Street Parking Lot to ensure that there is no discrepancy between the number of parking passes/tickets issued (and also those that are returned to the City) and the fees collected and deposited into the City's account, and to ensure that users of the Culver Street Parking Lot have been properly charged for such use. In the event of any discrepancy, the City may offset the amount of such discrepancy against the amount to be disbursed to School District.

5. School District shall receive as compensation for its provision of services hereunder fifty percent (50%) of the fees collected from the operation of the Culver Street Parking Lot as authorized herein. City shall remit such payment(s) to School District in a manner, and at such times, reasonably agreed to by the parties.

6. School District will hold the City (including for purposes of this paragraph, its officers and employees) harmless from, indemnify it for and defend it (with legal counsel reasonably acceptable to the City) against any liability for damages, injury or other casualty and costs or expenses, including reasonable attorneys' fees, caused by or arising from any act or use or negligence by or of the School District or any of its agents, servants, visitors, volunteers, licensees or employees occurring during the term of this Agreement. Nothing in this agreement shall be construed as a waiver on behalf of the City of any governmental immunity, or any defense it would be entitled to under state or federal law.

7. School District shall maintain general liability insurance in amounts reasonably satisfactory to the City, unless School District supplements lower amounts with umbrella liability coverage, protecting School District and the City against any liability to third persons arising out of the performance of or failure to perform this Agreement. All policies shall name the City, including its officers and employees, as an additional insured. School District shall provide the City with copies of policies and/or certificates of insurance showing that such coverage is in place within 30 days of the execution of this Agreement.

8. This Agreement shall not be assigned, in part or in whole, without the prior written consent of the City in the City's sole and absolute discretion.

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

Executed this ____ day of _____, 2026.

CITY OF SAUGATUCK

Date_____ By_____
Holly Anderson
Its Mayor

Date_____ By_____
Jamie Wolters
Its City Clerk

OPERATOR

Date_____ By_____

Date_____ And By_____

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: March 9, 2026

SUBJECT: Griffith Street End Boat Slip Management Agreement

DESCRIPTION:

The agreement with Sergeant Marina to manage the Griffith Street end transient slips is due for renewal.

Highlights of the agreement include:

- **Term:** March 1, 2026 through October 31, 2026.
- **Operator Responsibilities:**
  - Oversee boat slip rentals, including scheduling, waiting lists, and collecting fees.
  - Provide basic amenities (water, electricity) and access to marina facilities (restrooms, showers, parking).
  - Maintain an on-site dockmaster.
  - Set rental fees (at least as high as other similar marinas on the lake) and collect them upfront.
  - Comply with all laws and permits related to the boat slips.
- **Operator Compensation:** Keeps 60% of the rental fees, remits 40% of the fees to the City by November 1st with supporting documentation.
  - The City Treasurer advised the following net revenue was received the last three seasons:
    - 23 $ 9,931
    - 24 $ 8,900.72
    - 25 $10,166.63
- **City Responsibilities:**
  - Maintain general liability and property insurance for the boat slips.

LEGAL REVIEW:

The City Attorney reviewed the agreement. Except for date changes and clearer definition of rental fees, the agreement remains the same.

SAMPLE MOTION:
Motion to approve the 2026 Griffith Street End Boat Slip Management Agreement

2026 BOAT SLIP MANAGEMENT AGREEMENT

The CITY OF SAUGATUCK, a Michigan home rule city with offices located at 102 Butler Street, Saugatuck, Michigan 49453 ("**City**") and Sergeant Marina, a Michigan Corporation located at 31 Butler Street, Saugatuck, Michigan 49453 ("**Operator**," collectively, the "**Parties**"), enter into this 2026 Boat Slip Management Agreement ("**Agreement**").

RECITALS

1. The City owns four (4) boat slips on Kalamazoo Lake ("**City Slips**"), as depicted in the attached Exhibit "A."

2. The City desires to make available to the general public the City Slips for transient dockage.

3. Operator owns and operates a marina adjacent to the City Slips ("**Operator Property**").

4. Operator is willing to oversee the rental of the City Slips and to provide certain services in connection with such rentals as more fully set forth in this Agreement.

AGREEMENT

The Parties agree as follows:

1. Term. The term of this Agreement shall extend from March 1, 2026 through October 31, 2026, unless sooner terminated as provided in this Agreement.

2. Operator Obligations. Operator shall, at its sole cost and expense, oversee the rental of the City Slips and provide ancillary services to customers renting those slips. Operator's obligations shall include:

   2.1. Scheduling the rental of the City Slips for transient dockage by the general public (including but not limited to slip assignment, maintenance of a waiting list, and other activities incidental to the rental of boat slips including the completion of any rental agreements utilized by Operator);

   2.2. Providing potable water and electrical service to each of the City Slips;

   2.3. Providing access for persons renting the City Slips to the bathroom and shower facilities located on the Operator Property;

   2.4. Providing parking for persons renting the City Slips to the vehicle parking areas located on the Operator Property;

2.5. Providing an on-site dock master for the City Slips; and

2.6. Assessing and collecting fees for rental and use of the City Slips ("**Rental Fees**," as defined in Section 3), with the Rental Fees to be determined by Operator but in no event less than those fees of other marinas located on Kalamazoo Lake that offer similar transient dockage. Operator agrees that it shall require customers to prepay all Rental Fees, which payments shall be evidenced by receipts or such other documents as the City may reasonably request.

The Parties agree that Operator's obligations shall not include maintenance, repair or replacement of the City Slips except to the extent such maintenance, repair or replacement is necessitated by the acts of Operator or any person acting at the direction or request of Operator. Operator agrees to promptly notify the City of any damage to, or condition of, the City Slips which may need repair or replacement. The City may perform any such repair or replacement of the City Slips in its sole discretion and shall have no liability to Operator for failing to perform such repair or replacement. The Operator shall perform its obligations in compliance with all federal, state and local laws, as well as any permits issued withrespect to the City Slips.

3. Operator Compensation. In consideration of its obligations, Operator shall be entitled to retain 60% of all of the Rental Fees assessed, and shall remit to the City 40% of the Rental Fees assessed. For purposes of this Agreement, "Rental Fees" shall mean the total gross amount charged to customers for the rental and use of the City Slips, without deduction for credit card processing fees, merchant fees, chargebacks, or other transaction costs incurred by Operator. All credit card processing fees or other payment transaction fees incurred in connection with the collection of Rental Fees shall be the sole responsibility of Operator and shall not reduce the gross amount of Rental Fees assessed for purposes of calculating the City's 40% share. Payment of the City's portion shall be accompanied by all documents the City may reasonably request to verify the calculation of Rental Fees and the City's portion thereof, including without limitation all rental agreements and receipts. The amount to be paid to the City, and all supporting documentation, shall be delivered to the City on or before November 1, 2026. Any Rental Fees due to the City that are not paid by November 1, 2026, shall bear interest at the rate of five percent (5%) per annum until paid by Operator. In addition, should the City be required to take any action to recover unpaid Rental Fees, Operator shall be required to reimburse the City for all its costs of collection, including attorney fees and court costs. Additionally, the City may request at any time during the term of this Agreement that Operator provide to the City reports and other documents evidencing the rental activities with respect to the City Slips, including the amount of Rental Fees assessed and collected to date.

4. Taxes/Expenses. Operator shall pay all taxes attributable to the rental of City Slips and Operator's provision of services hereunder. Operator shall provide and pay for all operational supplies, as well as all utilities and water service for the City Slips.

5. Relationship of the Parties. Operator shall act as an independent contractor and shall furnish

the labor and all equipment and materials required in connection with the performance of its obligations under this Agreement. Nothing herein shall be deemed to grant to Operator any legal or equitable interest in the City Slips.

6. Termination. The City shall have the right to cancel this Agreement with 30 days' prior written notice to Operator if Operator substantially or materially breaches this Agreement or Operator endangers the public health or safety with regard to the City Slips. Upon the termination by the City of this Agreement, Operator shall remit to the City 40% of all Rental Fees assessed through the date of such termination, and provide the City with all supporting documentation, within five days following such termination.

7. Indemnity. Operator agrees to hold the City (including for purposes of this paragraph, its officers and employees) harmless from, indemnify it for and defend it (with legal counsel reasonably acceptable to the City) against any liability for damages, injury or other casualty and costs or expenses, including reasonable attorneys' fees, caused or arising from any act or omission by Operator or any of its agents, servants, visitors, licensees or employees with respect to the City Slips. Nothing in this Agreement shall be construed as a waiver on behalf of the City of any governmental immunity, or any defense it would be entitled to under state or federal law.

8. Insurance. The City shall maintain general liability insurance with respect to the City Slips, as well as property insurance with respect to any damage or destruction of the City Slips. Operator shall be responsible for maintaining general liability insurance with respect to the performance of its obligations hereunder and with respect to the services it will provide pursuant to this Agreement. Additionally, Operator shall maintain automobile insurance in such amounts as the City may reasonably request. All insurance Operator is required to maintain hereunder shall name the City as an additional insured, and Operator shall provide the City with proof of such insurance before renting any City Slips.

9. No Assignment. This Agreement shall not be assigned, in part or in whole, without the prior written consent of the City in the City's sole and absolute discretion.

10. Third-Party Beneficiary. No person shall be deemed to be a third-party beneficiary of this Agreement.

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

Executed this _____ day of _____,2026.

[*Signature page to follow*]

CITY OF SAUGATUCK

By_____
Holly Anderson
Its Mayor

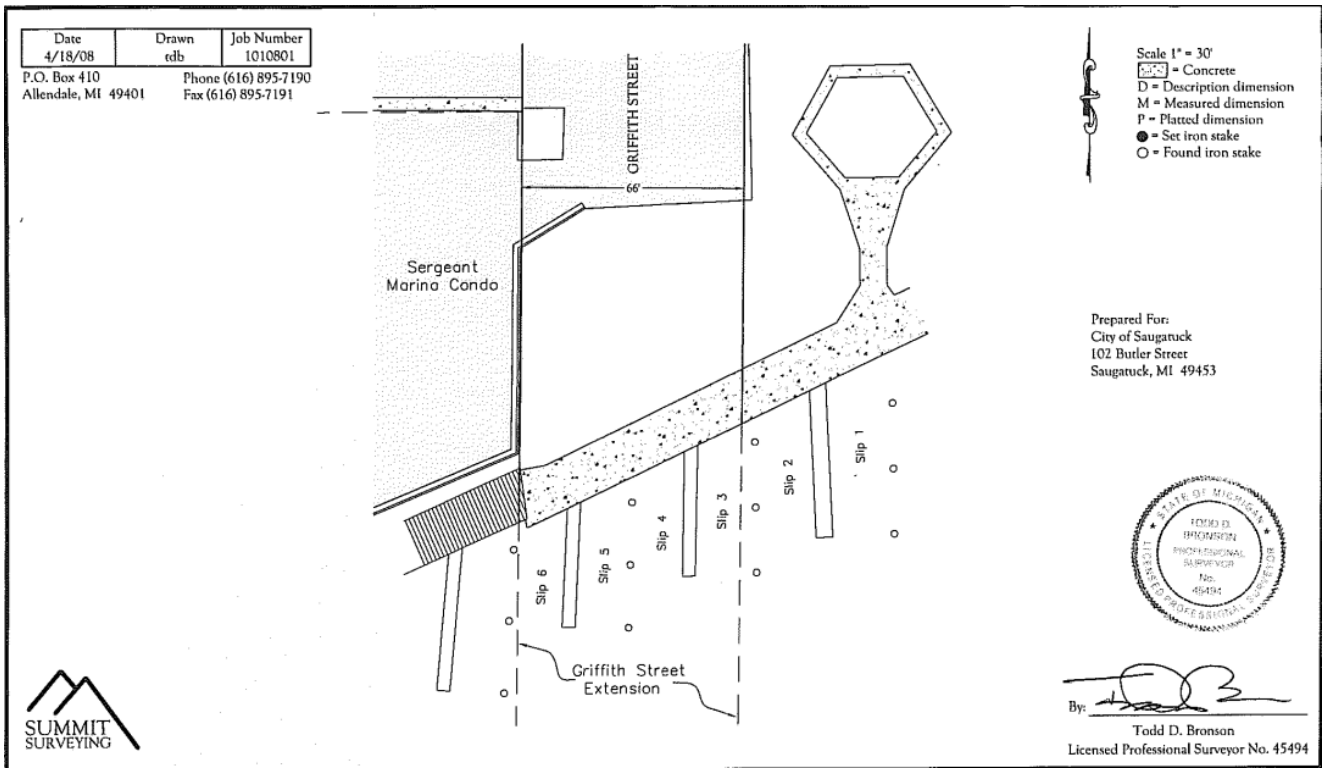
And by_____
Jamie Wolters
Its City Clerk

OPERATOR

By _____

_____
Its_____

Exhibit "A"


Date
4/18/08
Drawn
tdb
Job Number
1010801
P.O. Box 410
Allendale, MI 49401
Phone (616) 895-7190
Fax (616) 895-7191
GRIFFITH STREET
66'
Sergeant
Marina Condo
Slip 1
Slip 2
Slip 3
Slip 4
Slip 5
Slip 6
Griffith Street
Extension
Scale 1" = 30'
= Concrete
D = Description dimension
M = Measured dimension
P = Platted dimension
= Set iron stake
= Found iron stake
Prepared For:
City of Saugatuck
102 Butler Street
Saugatuck, MI 49453
STATE OF MICHIGAN
TODD D. BRONSON
PROFESSIONAL SURVEYOR
No. 45494
LICENSED PROFESSIONAL SURVEYOR
SUMMIT
SURVEYING
By:
Todd D. Bronson
Licensed Professional Surveyor No. 45494

City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: March 9, 2026

SUBJECT: Special Event-Community Pride Car Parade

DESCRIPTION:

The proposed Annual Community Pride Car Parade is scheduled to take place on June 6, 2026. Please find the attached event application and a breakdown of the event for your review.

A Sheriff's Deputy will lead the parade. There are no service requests from the Fire Department or the Department of Public Works (DPW) associated with this event.

The event application has been reviewed and approved by the Fire Department, Police Department, and DPW.

BREAKDOWN OF EVENT:

Date: June 6, 2026
Time: 10:30am - 11:30am
Car Parade Route: 80 cars to travel from Saugatuck High School through downtown via Butler Street and existing town to Blue Star Highway.

SAMPLE MOTION:

Motion to approve/deny the Community Pride Car Parade to take place on June 6, 2026.

RECEIVED

JAN 2 9 2026

CITY OF SAUGATUCK
102 BUTLER ST
SAUGATUCK, MI 49453

City of Saugatuck
EST. 1868

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

Council Action

_____ Approved

_____ Denied

_____ Date

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Community Pride MI **TELEPHONE:** 630-388-9730

MAILING ADDRESS: PO Box 437, Douglas MI 49406

CONTACT NAME: Michael Wright **TELEPHONE:** 630-388-9730

E-MAIL ADDRESS: mdwright1985@gmail.com **CELL PHONE:** 630-388-9730

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Michael Wright **TELEPHONE:** 630-388-9730

E-MAIL ADDRESS: mdwright1985@gmail.com **CELL PHONE:** 630-388-9730

EVENT INFORMATION

NAME OF EVENT: Community Pride Parade **DATE(S) OF EVENT:** 6/6/26

PURPOSE OF EVENT: Kickoff of Saturday Pride events **RAIN DATE:** NONE

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

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

EVENT LOCATION: Parade from Saugatuck HS to Douglas **EVENT HOURS:** 10:30a - 11:30a

ESTIMATED NUMBER OF ATTENDEES: 80 CARS

ESTIMATED NUMBER OF VOLUNTEERS: 10

ESTIMATE DATE / TIME FOR SET-UP: 10:30a 11:00a ☒ A.M. ☐ P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 11:30a 12:00p ☐ A.M. ☒ P.M.

EVENT DETAILS

WE WILL HAVE A COMMENTATOR WITH A MICROPHONE ON EITHER BUTLER OR CULVER STREET

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

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

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

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

☐ *Provide Copy of Health Department Food Service License*

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

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

☐ *Provide Copy of Michigan Liquor Control License*

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

_____

WILL FIREWORKS BE APART OF EVENT: ☐ Yes ☒ No

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

☐ *Provide Copy of Fireworks Permit*

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

☒ **"YARD" SIGNS -** Number requested: 12 (Maximum size is 2' x2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

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

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

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

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

N/A

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

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

☐ **PORTABLE TOILETS – QUANTITY**_____

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

N/A

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

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

DEPARTMENT OF PUBLIC WORKS

☑ APPROVED ☐ DENIED

Approved 2-6-26

Authorized Personnel Signature

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

☐ **TRASH RECEPTACLES – QUANTITY**_____ ☐ **BARRICADES – QUANTITY**_____

☐ **TRAFFIC CONES – QUANTITY** _____ ☐ **PARKING SIGNS – QUANTITY**_____

☐ **FENCING** ☐ **WATER** ☐ **ELECTRIC** ☐ **RESTROOM CLEANING**

☐ **OTHER**_____

POLICE DEPARTMENT

☑ APPROVED ☐ DENIED

Approved 2-13-26

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? ☑ Yes ☐ No

If yes please describe & include times Sheriff to drive as lead car in parade.

Other (describe):_____

SAUGATUCK TOWNSHIP FIRE DISTRICT

☑ APPROVED ☐ DENIED

Approved 2-7-26

Authorized Personnel Signature

Volunteers will work at street intersections along parade route to block traffic

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

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

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

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

Describe Sidewalk Use:_____

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

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

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

Parking Lot Location:_____

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

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

What parking arrangements are proposed to accommodate potential attendance:_____

APPLICATION CHECK LIST

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

If document is missing, please explain:_____

The applicant and sponsoring organization understand and agrees to:

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

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

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

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

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

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

M D W80

Applicant Signature

1/29/2026

Date

Saugatuck/Douglas Area Map



RULES DURING THE PRIDE PARADE:

1. TURN ON HAZZARD LIGHTS.
2. DO NOT STOP FOR LIGHTS OR STOP SIGNS, STAY TOGETHER AND KEEP MOVING.
3. DO NOT THROW ANYTHING FROM THE VEHICLE, BY CITY ORDER.
4. DO NOT GET OUT OF THE VEHICLE.
5. PARADE ROUTE ENDS AT BEERY FIELD.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 04/21/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Saugatuck Harbor Insurance Agency 102 S. Blue Star Hwy, Ste. 118 PO Box 730 Douglas MI 49406	CONTACT NAME: Keaton Boerema PHONE (A/C, No, Ext): (269) 857-1751 FAX (A/C, No): (269) 857-1838 E-MAIL ADDRESS: keatonb@shinsurance.com
INSURED Community Pride Mi Po Box 437 Douglas MI 49406	INSURER(S) AFFORDING COVERAGE / NAIC # INSURER A : Michigan Millers Ins. Co. 14508 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** CL2542105943 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:	Y		C0550174	06/01/2026	06/01/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ Excluded $ 1,000,000 $ 2,000,000 $ 2,000,000
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Saugatuck is endorsed as an additional linsured regarding Car Parade on June 6, 2026 sponsored by Community Pride MI.

CERTIFICATE HOLDER

The City of Saugatuck
102 Butler St
Saugatuck MI 49453

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: March 9, 2026

SUBJECT: Special Event-Music in The Park

DESCRIPTION:

The proposed Music in the Park event is scheduled to take place every Wednesday from June 17, 2026, through September 2, 2026. Please find the attached event application and a detailed breakdown of the event for your review.

The event application has been reviewed and approved by the Fire Department, Police Department, and DPW.

BREAKDOWN OF EVENT:

Date:	Every Wednesday from 6-17-26 through 9-2-26.
Time:	7:00pm - 9:00pm
Est Attendees:	250
Location:	Wicks Park
Signage:	Banner on Wicks Park Gazebo Wednesdays from 6:30 a.m. - 9:30 p.m. 6 yard signs 22X18, see attached map

SAMPLE MOTION:

Motion to approve/deny the Music in The Park to take place on 6-17-26 through 9-2-26.

Council Action
_____ Approved
_____ Denied
_____ Date

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Saugatuck CVB **TELEPHONE:** 231-878-8566

MAILING ADDRESS: PO Box 28 Saugatuck MI 49453

CONTACT NAME: April Gundy **TELEPHONE:** 231-878-8566

E-MAIL ADDRESS: eventssaugatuckdouglas@gmail.com **CELL PHONE:** _____

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: April Gundy **TELEPHONE:** 231-878-8566

E-MAIL ADDRESS: eventssaugatuckdouglas@gmail.com **CELL PHONE:** _____

EVENT INFORMATION

NAME OF EVENT: Music In The Park **DATE(S) OF EVENT:** Wednesdays 6/17-9/2/26

PURPOSE OF EVENT: Community enrichment **RAIN DATE:** —

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

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

EVENT LOCATION: Wicks Park Gazebo **EVENT HOURS:** 7:00-9:00 PM

ESTIMATED NUMBER OF ATTENDEES: 250

ESTIMATED NUMBER OF VOLUNTEERS: 2

ESTIMATE DATE / TIME FOR SET-UP: Same day 5:00 ☐ A.M. ☑ P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: Day of 9:30 ☐ A.M. ☑ P.M.

EVENT DETAILS

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

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

PROPOSED TIME MUSIC WILL BEGIN: 7:00 PM **END:** 9:00 PM

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

☐ *Provide Copy of Health Department Food Service License*

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

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

☐ *Provide Copy of Michigan Liquor Control License*

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

_____

WILL FIREWORKS BE APART OF EVENT: ☐ Yes ☑ No

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

☐ *Provide Copy of Fireworks Permit*

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

☑ **"YARD" SIGNS** - Number requested: 6 (Maximum size is 2' x2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

NO ☐ **BANNER UNDER SAUGATUCK PALETTE SIGN** - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

☑ **SIGNAGE AT EVENT SITE** - Location(s): Banner will be hung weekly Wednesday AM on the Gazebo. from 6:30 Am - 9:30 PM

Description of signs: _____

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

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

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

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

☐ **PORTABLE TOILETS – QUANTITY**_____

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

If yes, where do you propose your vendors park? In lot next to Wicks Park

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

DEPARTMENT OF PUBLIC WORKS

☑ APPROVED ☐ DENIED *Approved 2-6-26*

Authorized Personnel Signature

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

☑ **TRASH RECEPTACLES – QUANTITY** 2 extra ☐ **BARRICADES – QUANTITY** _____

☐ **TRAFFIC CONES – QUANTITY** _____ ☐ **PARKING SIGNS – QUANTITY** _____

☐ **FENCING** ☐ **WATER** ☐ **ELECTRIC** ☐ **RESTROOM CLEANING**

☐ **OTHER** 4 reserved NO PARKING Spots each Wednesday in lot next to Park.

POLICE DEPARTMENT

☑ APPROVED ☐ DENIED *Approved 2-13-26*

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? ☐ Yes ☐ No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

☑ APPROVED ☐ DENIED *Approved 2-7-26*

Authorized Personnel Signature

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

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

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

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

Describe Sidewalk Use: _____

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

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

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

Parking Lot Location: _____

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

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

What parking arrangements are proposed to accommodate potential attendance: _____

_____

APPLICATION CHECK LIST

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

If document is missing, please explain:_____

The applicant and sponsoring organization understand and agrees to:

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

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

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

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

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

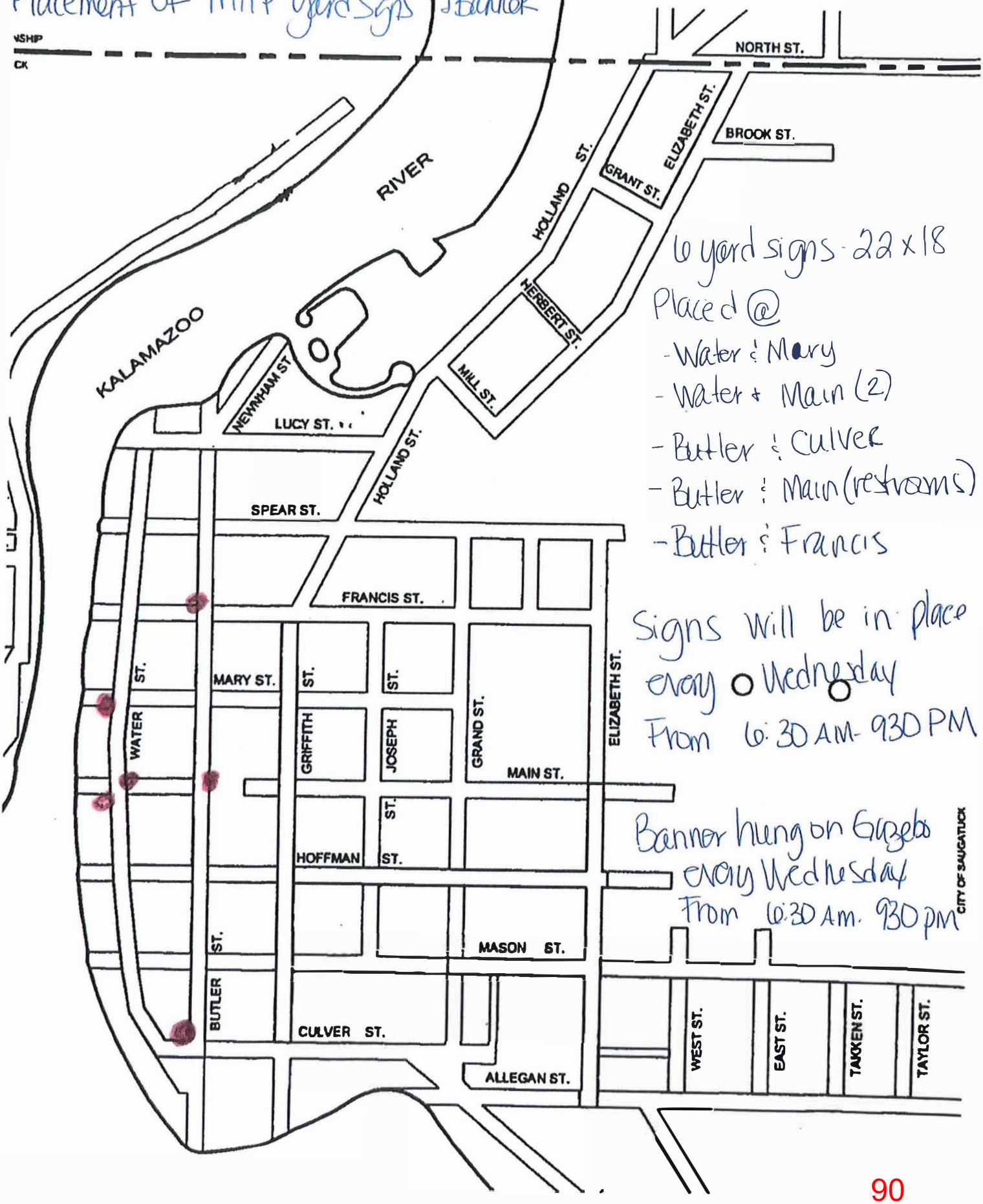
As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

April Sturdy
Applicant Signature

1-6-2026
Date

2026 Downtown Street / Sidewalk Closure(s)

Placement of MTP yard Signs + Banner



6 yard signs - 22 x 18

Placed @

- Water & Mary
- Water & Main (2)
- Butler & Culver
- Butler & Main (restrooms)
- Butler & Francis

Signs will be in place every ○ Wednesday ○ From 6:30 AM - 930 PM

Banner hung on Gazebo every Wednesday From 6:30 AM - 930 PM

City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: March 9, 2026

SUBJECT: Special Event – Venetian Festival

The attached Venetian Festival application requests approval for the use of Coghlin Park on July 24, 2026, for the park party, and on July 25, 2026, for a live band in the gazebo prior to the fireworks.

A safety meeting has been conducted, and the event has been reviewed and approved by the Fire Department, Police Department, and Department of Public Works (DPW).

Approval of the fireworks display will be presented to Council at a later date following the completion of the required fireworks safety meeting.

Venetian Festival:

Date: 7-24-26 & 7-25-26
Location: Coghlin Park
Time: 7-24-26 4:30pm-11:00pm
7-25-26 11:30am – 1:00pm

SAMPLE MOTION:

Motion to approve/deny the 2026 Venetian Festival events to take place in Coghlin Park on July 24th & 25th.

Council Action
_____ Approved
_____ Denied
_____ Date

City of Saugatuck ★ EST. 1868

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Rotary Club of Saugatuck-Douglas **TELEPHONE:** 248-245-4210

MAILING ADDRESS: P.O. Box 211 Douglas MI 49406

CONTACT NAME: Helen Baldwin **TELEPHONE:** —

E-MAIL ADDRESS: hbaldwin0925@gmail.com **CELL PHONE:** 248-245-4210

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Helen Baldwin **TELEPHONE:** —

E-MAIL ADDRESS: hbaldwin0925@gmail.com **CELL PHONE:** 248-245-4210

EVENT INFORMATION

NAME OF EVENT: Venetian Festival 2026 **DATE(S) OF EVENT:** July 24+25

PURPOSE OF EVENT: Charitable Fundraiser **RAIN DATE:** n/a

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

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

EVENT LOCATION: Fri + Sat Coghlin Park, Sat. Fireworks Wicks Park **EVENT HOURS:** 7/24 4:30-11pm 7/25 11:30-1pm

ESTIMATED NUMBER OF ATTENDEES: 3200

ESTIMATED NUMBER OF VOLUNTEERS: 65

ESTIMATE DATE / TIME FOR SET-UP: 7/23 9:00 ☒ A.M. ☐ P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 7/25 3:00 ☐ A.M. ☒ P.M.

EVENT DETAILS

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

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

PROPOSED TIME MUSIC WILL BEGIN: Fri. 6pm Sat (Wides) 7pm **END:** Fri 11pm Sat 9:30pm

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

☐ *Provide Copy of Health Department Food Service License* no food trucks pizza supplied as delivered.

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

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

☐ *Provide Copy of Michigan Liquor Control License*

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: bar area fenced in & ID checked at entrance (must be 21 to enter) security present, bartenders TIPS trained liquor license will be provided pending city approval

WILL FIREWORKS BE APART OF EVENT: ☒ Yes ☐ No

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

☐ *Provide Copy of Fireworks Permit*

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

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

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

☒ **SIGNAGE AT EVENT SITE -** Location(s): entrance to Coggin Park

Description of signs:_____

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

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

☐ **BOOTHS – QUANTITY**_____ ☐ **TENTS – QUANTITY** 3

☐ **AWNINGS – QUANTITY**_____ ☐ **TABLES – QUANTITY** 35 high tops

☐ **PORTABLE TOILETS – QUANTITY**_____

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

If yes, where do you propose your vendors park? lower Griffith & west side of Culver

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

DEPARTMENT OF PUBLIC WORKS

☑ APPROVED ☐ DENIED *Approved 2-26-26*

Authorized Personnel Signature

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

☐ **TRASH RECEPTACLES – QUANTITY** 10 ☒ **BARRICADES – QUANTITY** TBD pending safety mtg

☐ **TRAFFIC CONES – QUANTITY** _____ ☒ **PARKING SIGNS – QUANTITY** _____

☒ **FENCING** ☐ **WATER** ☒ **ELECTRIC** ☐ **RESTROOM CLEANING**

☐ **OTHER** _____

POLICE DEPARTMENT

☑ APPROVED ☐ DENIED *Approved 2-26-26*

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? ☒ Yes ☐ No

If yes please describe & include times will have private security but Allegan Sheriff has a ~~presence~~ presence

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

☑ APPROVED ☐ DENIED *Approved 2-26-26*

Authorized Personnel Signature

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

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

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

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

Describe Sidewalk Use: _____

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

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

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

Parking Lot Location: _____

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

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

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

☒ **Completed Application**

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

☒ **Road/Sidewalk/Parking Lot Closure Map**

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

☐ **Fireworks Permit (if applicable)**

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

☐ **Health Department Food Service License (if applicable)**

If document is missing, please explain: please advise on add'l docs for fireworks (See supp. insurance attached)

The applicant and sponsoring organization understand and agrees to:

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

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

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

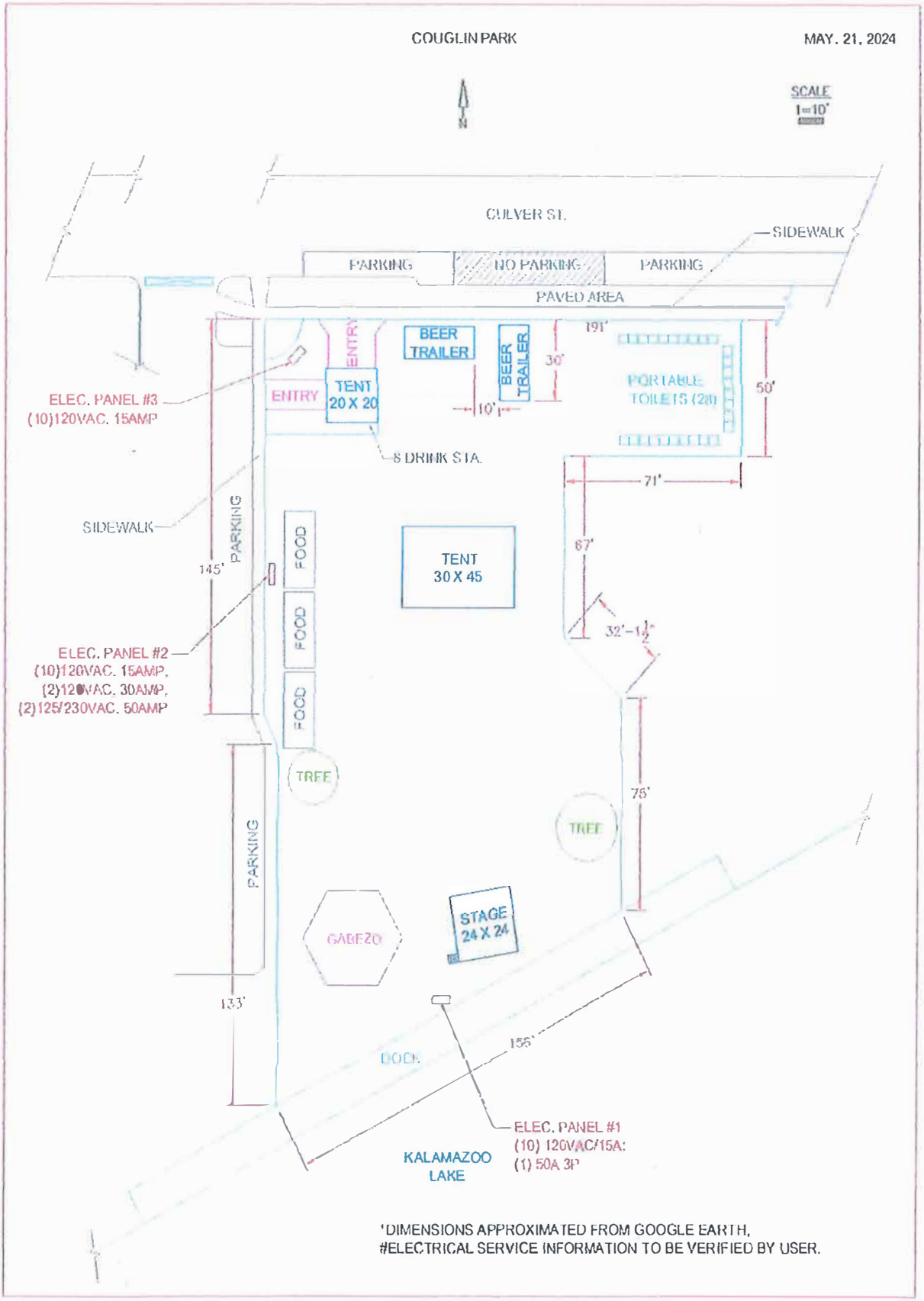
Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

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

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

Applicant Signature

Jan 29, 2026
Date


COUGLIN PARK
MAY. 21, 2024
SCALE
1=10'
N
CULVER ST.
SIDEWALK
PARKING
NO PARKING
PARKING
PAVED AREA
ENTRY
BEER TRAILER
BEER TRAILER
191'
30'
ENTRY
TENT 20 X 20
10'
PORTABLE TOILETS (20)
50'
ELEC. PANEL #3
(10)120VAC. 15AMP
8 DRINK STA.
71'
SIDEWALK
PARKING
145'
FOOD
FOOD
FOOD
TENT 30 X 45
67'
32'-1½"
ELEC. PANEL #2
(10)120VAC. 15AMP,
(2)120VAC. 30AMP,
(2)125/230VAC. 50AMP
TREE
TREE
75'
PARKING
GABEZO
STAGE 24 X 24
133'
DOCK
155'
ELEC. PANEL #1
(10) 120VAC/15A;
(1) 50A 3P
KALAMAZOO LAKE
'DIMENSIONS APPROXIMATED FROM GOOGLE EARTH,
#ELECTRICAL SERVICE INFORMATION TO BE VERIFIED BY USER.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hylant Group Inc. 811 Madison Ave. Toledo, OH 43604	CONTACT NAME: Sara Humphries / Macy Gorrell PHONE (A/C, No, Ext): (419) 259-2710 FAX (A/C, No): (419) 255-7557 E-MAIL ADDRESS: Rotary@hylant.com
INSURED All Active U.S. Rotary Clubs & Districts ATTN: Risk Management Dept. 1560 Sherman Avenue Evanston, IL 60201	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Westchester Surplus Lines Ins — 10172 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 2,000,000
	CLAIMS-MADE X OCCUR	X		G73578917 004	7/1/2025	7/1/2026	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 500,000
	X Liquor Liability						MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 4,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 4,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 2,000,000
	ANY AUTO	X		G73578917 004	7/1/2025	7/1/2026	BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) N / A						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate Holder is included as an additional insured where required by written contract or permit subject to the terms and conditions of the general liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

CERTIFICATE HOLDER

City of Saugatuck
P.O. Box 86
Saugatuck MI 49453

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Judy K. Wilson

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Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
02/10/2026	6455(A)	ALLEGAN COUNTY SHERIFF	RESERVE DEPUTIES	304.00
02/10/2026	6456(A)	ALLEGAN COUNTY SHERIFF	JAN '26 SHERIFF CONTRACT	37,469.98
02/10/2026	6457(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 01/22 - 02/04	53,962.18
02/10/2026	6458(A)	ALLEGAN COUNTY TREASURER	CHARGEBACKS - PRE CHANGES	62.69
02/10/2026	6459(A)	ASSESSING SOLUTIONS INC	FEB '26 ASSESSING SERVICES	3,024.84
02/10/2026	6460(A)	CERTASITE LLC	ANNUAL INSPECTION - CITY HALL	350.41
02/10/2026	6461(A)	DETROIT SALT COMPANY	ROCK SALT	7,273.03
02/10/2026	6462(A)	EDGEWATER RESOURCES	KLHA INITIATIVE	820.80
02/10/2026	6463(A)	ELECTION SOURCE	ELECTION EQUIPMENT INSPECTION	615.00
02/10/2026	6464(A)	FASTENAL	SUPPLIES	143.38
02/10/2026	6465(A)	FIRST ADVANTAGE INC	DRUG TESTING - BROWN	50.93
02/10/2026	6466(A)	HORIZON COMMUNITY PLANNER	PLANNING AND HDC SERVICES	2,695.00
02/10/2026	6467(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES COLLECTION 01/22 - 02/04	12,673.05
02/10/2026	6468(A)	K&R TRUCK SALES INC	TIRES	1,709.04
02/10/2026	6469(A)	MAC QUEEN	STREET SWEEPER	246.82
02/10/2026	6470(A)	MIDWEST CONSTRUCTION GROUP, INC.	MT BALDHEAD RESTROOM REPLACEMENT	58,949.90
02/10/2026	6471(A)	NEWCOMER PLOW & HITCH	PLOW MARKERS	9,217.47
02/10/2026	6472(A)	OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES COLLECTION 01/22 - 02/04	3,483.84
02/10/2026	6473(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES COLLECTION 01/22 - 02/04	17,604.02
02/10/2026	6474(A)	SAUGATUCK FIRE	PROPERTY TAXES COLLECTION 01/22 - 02/04	71,266.21
02/10/2026	6475(A)	SHORELINE TECHNOLOGY SOLUTIONS	FEB '26 COMPUTER SERVICES	2,074.20
02/10/2026	6476(A)	STINGERS PEST CONTROL	PEST CONTROL - CITY HALL	667.40
02/10/2026	6477(A)	TRUCK & TRAILER SPECIALTIES	CUTTING EDGE	3,293.80
02/10/2026	6478(E)	CONSUMERS ENERGY	DEC '25 SERVICE	3,957.65
02/10/2026	6479(E)	FIRST BANK CARD	11/26 - 12/26 STATEMENT BALANCE	6,126.31
02/10/2026	6480(E)	FRONTIER	01/03 - 02/02 SERVICE	187.27
02/10/2026	6481(E)	MERS	JAN '26 RETIREMENT	4,499.98

Check Date	Check	Vendor Name	Description	Amount
02/10/2026	6482(E)	RICOH USA INC	01/26 - 02/25 COPIER LEASE	35.27
02/10/2026	6483(E)	RICOH USA INC	01/26 - 02/25 COPIER LEASE	127.97
02/10/2026	6484(E)	KALAMAZOO LAKE SEWER & WATER	DEC '25 SERVICE	1,990.15
02/10/2026	6485(E)	MERCHANTS BANCARD NETWORK	DEC '25 CC PROCESSING - CONCESSION	104.95
02/10/2026	6486(E)	METRO WIRELESS	FEB '26 WIFI SERVICE	698.00
02/10/2026	6487(E)	PRIORITY HEALTH	FEB '26 HEALTH INSURANCE COVERAGE	10,887.16
02/11/2026	20538	CARELTON EQUIPMENT	LENS, BULBS, HARNESS	729.62
02/11/2026	20539	MARILYNN J SEMONICK	STRATEGIC PLANNING	3,515.89
02/11/2026	20540	OVERISEL LUMBER COMPANY	JAN '26 STATEMENT BALANCE	298.41
02/11/2026	20541	PLANTE MORAN	OCT - DEC '25 PROFESSIONAL SERVICES	950.00
02/11/2026	20542	QUALITY DOOR COMPANY INC	REPAIRS	276.29
02/11/2026	20543	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 01/22 - 02/04	208,694.03
02/11/2026	20544	SUPERIOR ASPHALT INC	CRUSHED CONCRETE	640.00
02/13/2026	DD7803(A)	ARAMENDI, NOAH	PAYROLL	1,940.36
02/13/2026	DD7804(A)	BREDEWEG, NICOLE	PAYROLL	1,947.91
02/13/2026	DD7805(A)	BROWN, ANTHONY	PAYROLL	1,518.98
02/13/2026	DD7806(A)	CUMMINS, RYAN	PAYROLL	3,094.47
02/13/2026	DD7807(A)	GIBSON, MICHELLE	PAYROLL	1,519.19
02/13/2026	DD7808(A)	HERBERT, SCOTT	PAYROLL	2,446.57
02/13/2026	DD7809(A)	KERRIDGE, ADAM	PAYROLL	2,028.70
02/13/2026	DD7810(A)	MACK, ELLIS	PAYROLL	1,460.56
02/13/2026	DD7811(A)	MARTIN, DANNY	PAYROLL	941.50
02/13/2026	DD7812(A)	MOORE, GRAYSON	PAYROLL	2,411.48
02/13/2026	DD7813(A)	STASEWICH, ANGELA	PAYROLL	925.79
02/13/2026	DD7814(A)	WILLIAMS, SARA	PAYROLL	1,845.40
02/13/2026	DD7815(A)	WOLTERS, JAMIE	PAYROLL	2,179.81
02/13/2026	EFT2021(E)	ALERUS	PAYROLL	3,702.93
02/13/2026	EFT2022(E)	HEALTH EQUITY	PAYROLL	630.00

Check Date	Check	Vendor Name	Description	Amount
02/13/2026	EFT2023(E)	MERS HYBRID	PAYROLL	2,335.81
02/13/2026	EFT2024(E)	FEDERAL TAX DEPOSIT	PAYROLL	8,001.77
02/23/2026	20545	AMK HOLDINGS LLC	REFUND BOND FOR DECOMMISSIONED WELL	4,000.00
02/23/2026	20546	COMMERCIAL RECORD	STR LICENSES, PDU	343.00
02/23/2026	20547	DIVERSIFIED WELDING & FAB LLC	REPLICATE AND REBUILD CHAIN FERRY ARBORS	17,000.00
02/23/2026	20548	DTR SIGN COMPANY	PALLET SIGN NEON	642.50
02/23/2026	20549	IHLE AUTO PARTS	JAN '26 MOTOR PURCHASES	532.41
02/23/2026	20550	LINDA SCHOENROCK	REFUND PERMIT FEE	1,000.00
02/23/2026	20551	MICHIGAN STATE UNIVERSITY	WEBINAR - LAND DIVISION ACT	25.00
02/23/2026	20552	RB MARINE SERVICES	CHRISTMAS TREE SHRINK WRAP	540.00
02/23/2026	20553	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 02/05 - 02/19	751,715.05
02/23/2026	20554	STAR OF SAUGATUCK LLC	SPEAR LAUNCH HALF	755.50
02/23/2026	20555	VAN DER KOLK PLUMBING LLC	WATER SERVICE REPLACEMENT - 630 PLEASANT	4,200.00
02/24/2026	6488(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 02/05 - 02/19	173,049.41
02/24/2026	6489(A)	COMCAST-DPW	02/15- 03/14 INTERNET-DPW	276.42
02/24/2026	6490(A)	D & L TRUCK & TRAILER LLC	BRASS FITTING	1,445.97
02/24/2026	6491(A)	FAHEY SCHULTZ BURZYCH RHODES	JAN '26 2023 STR LEGAL ISSUES/TASK FORCE	9,988.36
02/24/2026	6492(A)	FLEIS & VANDENBRINK ENGINEERING INC	01/01 - 01/31 ENGINEERING FEES - GEN CON	1,145.00
02/24/2026	6493(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES COLLECTION 02/05 - 02/19	44,978.89
02/24/2026	6494(A)	KENDALL ELECTRIC INC	GARAGE STOCK	150.82
02/24/2026	6495(A)	OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES COLLECTION 02/05 - 02/19	1,946.98
02/24/2026	6496(A)	POMP'S TIRE SERVICE INC	TRUCK 13 REPAIRS AND SERVICE	629.58
02/24/2026	6497(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES COLLECTION 02/05 - 02/19	62,479.75
02/24/2026	6498(A)	SAUGATUCK FIRE	RENTAL HOME INSPECTIONS	2,400.00
02/24/2026	6499(A)	SAUGATUCK FIRE	PROPERTY TAXES COLLECTION 02/05 - 02/19	270,290.88
02/24/2026	6500(A)	STANDARD INSURANCE COMPANY	MAR '26 INSURANCE	502.47
02/24/2026	6501(A)	ULINE	MOUNT BALDHEAD RESTROOM	531.57
02/24/2026	6502(A)	WALKER CONSULTANTS INC	PARKING STUDY	15,043.25

Check Date	Check	Vendor Name	Description	Amount
02/24/2026	6503(A)	ZEIGLER GMC OF HOLLAND	PARTS	62.40
02/24/2026	6504(E)	CAPITAL ONE	JAN '26 STATEMENT BALANCE	1,541.19
02/24/2026	6505(E)	FRONTIER	12/20 - 01/19 SERVICE - OVAL BEACH	114.64
02/24/2026	6506(E)	MERCHANTS BANCARD NETWORK	JAN '26 CC PROCESSING - PLANNING AND ZON	297.79
02/24/2026	6507(E)	MICHIGAN GAS UTILITIES	12/24 - 01/26 SERVICE - 102 BUTLER	229.48
02/24/2026	6508(E)	MICHIGAN GAS UTILITIES	12/23 - 01/25 SERVICE - 345 BUTLER	240.24
02/24/2026	6509(E)	MICHIGAN GAS UTILITIES	12/26 - 01/26 SERVICE - 3338 BLUE STAR	666.63
02/24/2026	6510(E)	NET2PHONE INC	FEB '26 PHONE SERVICE	233.01
02/24/2026	6511(E)	RICOH USA INC	COPIER USAGE	391.25
02/24/2026	6512(E)	VALLEY CITY LINEN INC	SHOP TOWELS	88.72
02/24/2026	6513(E)	WEST MICHIGAN CDL INC.	CDL CLASS B TRAINING - BROWN	3,000.00
02/27/2026	DD7816(A)	ARAMENDI, NOAH	PAYROLL	1,863.06
02/27/2026	DD7817(A)	BREDEWEG, NICOLE	PAYROLL	2,022.91
02/27/2026	DD7818(A)	BROWN, ANTHONY	PAYROLL	1,557.88
02/27/2026	DD7819(A)	CUMMINS, RYAN	PAYROLL	3,489.96
02/27/2026	DD7820(A)	GIBSON, MICHELLE	PAYROLL	1,594.18
02/27/2026	DD7821(A)	HERBERT, SCOTT	PAYROLL	2,521.57
02/27/2026	DD7822(A)	KERRIDGE, ADAM	PAYROLL	2,453.54
02/27/2026	DD7823(A)	MACK, ELLIS	PAYROLL	1,535.55
02/27/2026	DD7824(A)	MARTIN, DANNY	PAYROLL	798.40
02/27/2026	DD7825(A)	MOORE, GRAYSON	PAYROLL	2,486.48
02/27/2026	DD7826(A)	STASEWICH, ANGELA	PAYROLL	1,647.38
02/27/2026	DD7827(A)	WILLIAMS, SARA	PAYROLL	1,920.40
02/27/2026	DD7828(A)	WOLTERS, JAMIE	PAYROLL	2,254.81
02/27/2026	EFT2025(E)	HEALTH EQUITY	PAYROLL	630.00
02/27/2026	EFT2026(E)	FEDERAL TAX DEPOSIT	PAYROLL	8,443.67
02/27/2026	EFT2027(E)	MERS	PAYROLL	5,450.97
02/27/2026	EFT2028(E)	MI DEPT OF TREASURY	PAYROLL	2,639.16

Check Date	Check	Vendor Name	Description	Amount
02/28/2026	6535(E)	CONSUMERS ENERGY	JAN '26 SERVICE	4,290.56
02/28/2026	6536(E)	FIRST BANK CARD	12/27 - 01/27 STATEMENT BALANCE	3,759.99
02/28/2026	6537(E)	REPUBLIC SERVICES	JAN '26 DISPOSAL AND PICKUP SERVICE - BL	24.00

Total of 114 Checks:	1,994,470.80
Less 1 Void Checks:	104.95
Total of 113 Disbursements:	1,994,365.85

Vendor Name	Description		Amount
1. ALLEGAN COUNTY CLERK ASSOCIATION			
	DUES		30.00
2. ALLEGAN COUNTY SHERIFF			
	JAN '25 CORRECTIONS SERVICES		186.00
3. ALLEGAN COUNTY TREASURER			
	PROPERTY TAXES COLLECTION 02/20 - 03/02		9,670.62
4. AMERICAN LEGAL PUBLISHING CORP.			
	2026 S-16 SUPPLEMENT PAGES		1,801.00
	ORDINANCES		240.00
		TOTAL	2,041.00
5. ASSESSING SOLUTIONS INC			
	MAR '26 ASSESSING SERVICES		3,024.84
6. CARELTON EQUIPMENT			
	CAP, GASKET, HYDRAULIC FLUID		415.48
7. COMMERCIAL RECORD			
	BOARD OF REVIEW / PLANNING		686.00
8. CONCEPT A CREATIVE			
	SIGNAGE DESIGN		880.00
	SIGNAGE - 1/3		8,166.67
		TOTAL	9,046.67
9. CONSUMERS ENERGY			
	JAN '26 SERVICE		4,290.56
10. CUSTOM CARPENTRY			
	REFUND UNUSED ESCROW		1,662.50
11. DETROIT SALT COMPANY			
	ROCK SALT		3,614.18
12. FASTENAL			
	SUPPLIES - BACK HOE		53.15
13. FIRST ADVANTAGE INC			
	DRUG TESTING - STASEWICH		50.93
14. FIRST BANK CARD			
	12/27 - 01/27 STATEMENT BALANCE		460.24
	12/27 - 01/27 STATEMENT BALANCE		497.59
	12/27 - 01/27 STATEMENT BALANCE		413.41
	12/27 - 01/27 STATEMENT BALANCE		2,388.75
		TOTAL	3,759.99
15. FLEIS & VANDENBRINK ENGINEERING INC			
	01/01 - 01/31 ENGINEERING FEES - ELIZABETH ST		11,742.25
16. FRONTIER			
	02/03 - 03/02 SERVICE		187.27
17. HOLLAND EQUIPMENT SERVICES			
	REPAIRS - #16		3,064.57
18. INTERURBAN TRANSIT AUTHORITY			
	PROPERTY TAXES COLLECTION 02/20 - 03/02		2,485.19
19. K&R TRUCK SALES INC			
	TIRES		1,420.00
	REPAIR/MAINTENANCE\ #10		1,232.27
	REPAIR/MAINTENANCE - DUMP TRUCKS		195.12
	REPAIR/MAINTENANCE - DUMP TRUCKS		97.10
		TOTAL	2,944.49
20. KCI (KENT COMMUNICATIONS)			
	ASSESSMENT NOTICE MAILING - FINAL		596.23
21. KENDALL ELECTRIC INC			
	FLOURESCENT TUBE LIGHT		208.88
22. MAC QUEEN			
	STREET SWEEPER		432.46
23. MC CANN INDUSTRIES INC			

Vendor Name	Description		Amount
	SUPPLIES AND PARTS		154.73
	EDGES		290.00
		TOTAL	444.73
24. MCKELLIPS PLUMBING INC			
	PLUMBING BUTLER TOILETS		1,710.00
25. MERS			
	FEB '26 RETIREMENT		4,499.98
26. METRO WIRELESS			
	MAR '26 WIFI SERVICE		698.00
27. MICHIGAN CAT			
	FILTER & ELEMENT		97.24
28. MIDWEST CONSTRUCTION GROUP, INC.			
	MT BALDHEAD RESTROOM REPLACEMENT		35,242.40
29. OTTAWA AREA INTERMEDIATE SCHOOL DIS			
	PROPERTY TAXES COLLECTION 02/20 - 03/02		183.66
30. OVERISEL LUMBER COMPANY			
	FEB '26 STATEMENT BALANCE		360.22
31. POLARITY ELECTRIC INC.			
	CITY HALL CAMERA POWER		550.00
	SANDBAR POWER POLE REPLACEMENT		785.00
		TOTAL	1,335.00
32. PRIORITY HEALTH			
	MAR '26 HEALTH INSURANCE COVERAGE		10,887.16
33. REPUBLIC SERVICES			
	JAN '26 DISPOSAL AND PICKUP SERVICE - BLUE STA		24.00
34. RICOH USA INC			
	02/26 - 03/25 COPIER LEASE		127.97
	02/26 - 03/25 COPIER LEASE		35.27
		TOTAL	163.24
35. SAUGATUCK DOUGLAS LIBRARY			
	PROPERTY TAXES COLLECTION 02/20 - 03/02		3,452.15
36. SAUGATUCK FIRE			
	PROPERTY TAXES COLLECTION 02/20 - 03/02		15,004.65
	RENTAL HOME INSPECTIONS		4,800.00
		TOTAL	19,804.65
37. SAUGATUCK PUBLIC SCHOOLS			
	PROPERTY TAXES COLLECTION 02/20 - 03/02		45,790.35
38. SAUGATUCK WOMAN'S CLUB			
	ELECTION - MAY		125.00
	ELECTION - AUGUST		375.00
	ELECTION - NOVEMBER		375.00
		TOTAL	875.00
39. SHORELINE TECHNOLOGY SOLUTIONS			
	MAR '26 COMPUTER SERVICES		2,074.20
40. SOUTHSIDE BODY & FABRICATION INC			
	REPAIR TRUCK 9		640.00
41. SUPERIOR ASPHALT INC			
	CRUSHED CONCRETE		320.00
42. TECHNO-COAT			
	PAINT PARTS		80.00
43. ULINE			
	BREAKROOM CHAIR		156.52
44. WEST MICHIGAN CDL INC.			
	CDL CLASS B TRAINING - STASEWICH		3,000.00

Vendor Name / Description	Amount
TOTAL - ALL VENDORS	192,031.76
FUND TOTALS:	
Fund 101 - GENERAL FUND	90,468.20
Fund 202 - MAJOR STREETS	14,365.57
Fund 203 - LOCAL STREETS	1,832.50
Fund 661 - MOTOR POOL FUND	8,778.87
Fund 701 - CURRENT TAX FUND	76,586.62

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: March 9, 2026

SUBJECT: Village Square Park – Selection of a Concept and Approval of Donor Agreement

DESCRIPTION:

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

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

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

As a reminder, the project includes the following:

- Resurfacing the full basketball court, expansion to standard dimensions, and side concrete extension.
- Removal of the existing half basketball court and replacing with green space.
- Adding benches to both courts.
- New sidewalk connections to make the courts universally accessible.
- Improving the landscaping with rain gardens.
- Adding a wall mounted fountain for drinking and bottle filling.

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

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

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

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

Regular Meeting Direction
At the regular meeting on February 9, Council:

- Approved the engineering proposal so F&V can complete their survey work and begin design of the basketball court area.
- Provided further feedback on the concepts but were advised the Parks and Public Works Committee would review in February and be asked for their recommendation.

Parks and Public Works Committee (PPW) Recommendation
The PPW committee reviewed the various concepts and recommended a new option which is labeled Concept VI. This option includes the following modifications:

- Existing tennis/pickleball court to be utilized for two new pickleball courts with north-south orientation.
    - Standard fence around and in between courts, including two paddle rack center for group games and tournament organization.
- Adding ADA-accessible chess/picnic tables under pergola structure or with add-on shade (both optional).
- New trees for additional shade (optional).

Further feedback is attached from the Chair of the PPW committee.

Nest Steps
Council is asked to work towards making a final decision on a concept and approval of the donation agreement.

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

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

SAMPLE MOTION:
Motion to approve Concept ___ and the related Donation Agreement for Village Square Park, and to authorize the City Manager to obtain all required permits and approvals, including Historic District Commission approval.

Ryan Cummins

From: nancy.kimble@gmail.com
Sent: Tuesday, February 24, 2026 5:33 PM
To: Holly Anderson; Ryan Cummins
Subject: Village Courts - Concept #4 vs #5

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

Hi Holly and Ryan,

As you know, the PPW Committee was asked to review the Village Square conceptual designs prepared by our city engineer. At our meeting today, the Committee voted unanimously to recommend Concept #4, 2 pickleball courts. Our motion also included numerous suggestions for additional changes to Concept #4 which Michelle Gibson documented and will be providing to you. However, I did want to explain our overall preference for the two-pickleball courts option over Concept #5, a single pickleball and single tennis court. While #5 seems like a good compromise at first glance, when I started visualizing it, it just didn't feel right. So, we did do some internet research and reached out to residents who are avid tennis players. Here are our thoughts:

1. Pickleball is noisy due to the nature of the equipment when compared to tennis. Tennis requires concentration with tennis players preferring a relatively quiet atmosphere
2. Pickleball (PB) games turn over in 15-20 minutes; tennis games can last an hour or more. PB game turnover can be disruptive to an adjacent tennis court
3. Depending on the type of fencing separating the two, pickleballs frequently bounce onto the tennis court
4. Pickleball is popular and there are frequently other players waiting their turn – more people just "hanging around," likely socializing, and being noisy
5. Tennis players prefer higher fencing to reduce the distance balls travel outside the court; a high fence encircling the tennis court would be unsightly. Pickleball requires shorter fencing.
6. Due to the popularity of pickleball, two pickleball courts will likely be utilized significantly more than one pickleball and one tennis court

The committee was also skeptical that a shuffleboard would be heavily utilized and favored instead adding game tables that could be used for checkers and chess. These would also provide additional seating. Our other comments were included in the motion that was passed so I'll not list them here – just wanted to share some insights for our preference for Concept #4 over #5.

We do want the community to support tennis and are hopeful that the school courts can be renovated soon. While the school does not have a tennis team, they do use the courts during PE. Also, the Boys and Girls Clubs have utilized the courts in addition to residents and visitors.

Nancy

DONATION AGREEMENT

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

RECITALS

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

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

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

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

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

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

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

2. **Use of Donated Funds**.

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

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

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

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

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

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

To Donor: _____
_____
_____
_____
_____

4. **Miscellaneous**.

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

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

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

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

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

CITY OF SAUGATUCK

By_____
Holly Anderson
Mayor

And by_____
Jamie Wolters
City Clerk

JOYFUL GENEROSITY FUND

By _____

Its _____

Ryan Cummins

From: noreply-migrants@michigan.gov
Sent: Tuesday, December 9, 2025 1:50 PM
To: Ryan Cummins
Subject: Application Outcome for RP25-0073 - Village Square Park Improvements

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

City of Saugatuck,
RP25-0073
Village Square Park Improvements

Congratulations! On behalf of Department of Natural Resources (DNR) Director Scott Bowen, this letter is to inform you that the application noted above was among those approved to receive a Recreation Passport (RP) local development grant in the amount of $150,000.00.

A formal grant offer will be made in the form of a project agreement (PA). Until then, the following steps can be done before you enter into a PA with the DNR Grants Management Section. **If for any reason your PA is not approved or fully executed, your community will be liable for any expenses incurred.**

1. Begin preparing your legal description and boundary map
2. Finalize any easements or other land rights if all or a portion of the project area is not owned by your community
3. Retain the services (internal staff or consultant) of a prime professional
4. Make sure local matching funds are in place
5. Beginning in January, you may incur costs associated with the preparation of plans, specification, and bid documents for your project

Please refer to the project procedures booklet throughout the grant administration process. Even if you have received a RP grant in recent years, you should read this booklet carefully since it provides updated information on project procedures. Review the "Develop Project Procedures" booklet available on our website: www.Michigan.gov/DNR-Grants. Under “Recreation” click on “Recreation Passport Grant Program”. Under “Forms and Information for Grantees” click on the development project procedures booklet.

If you have any questions regarding your project or the RP program, please contact your grant coordinator.

Sincerely,
Grants Management

WALL-MOUNT DRINKING FOUNTAIN OPTIONS







BASEKTBALL HOOP OPTION

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




Smooth Operating Right Angle Crank


Easy to Read Rim Height Indicator


Optional Backboard Padding


Optional Crank Lock (BALCONY)

EZ Swing'n Base Installation Position

EZ Swing'n Base Ready For Play

PLANTING PALETTE





MICHIGAN HOLLY HEDGE (NATIVE)



HAMELN GRASS



CONEFLOWER



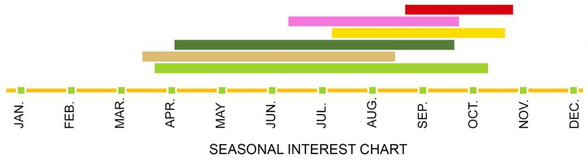
RUDBECKIA



VERSACOURT TILES
(ALTERNATIVE FOR BASKETBALL COURT)



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

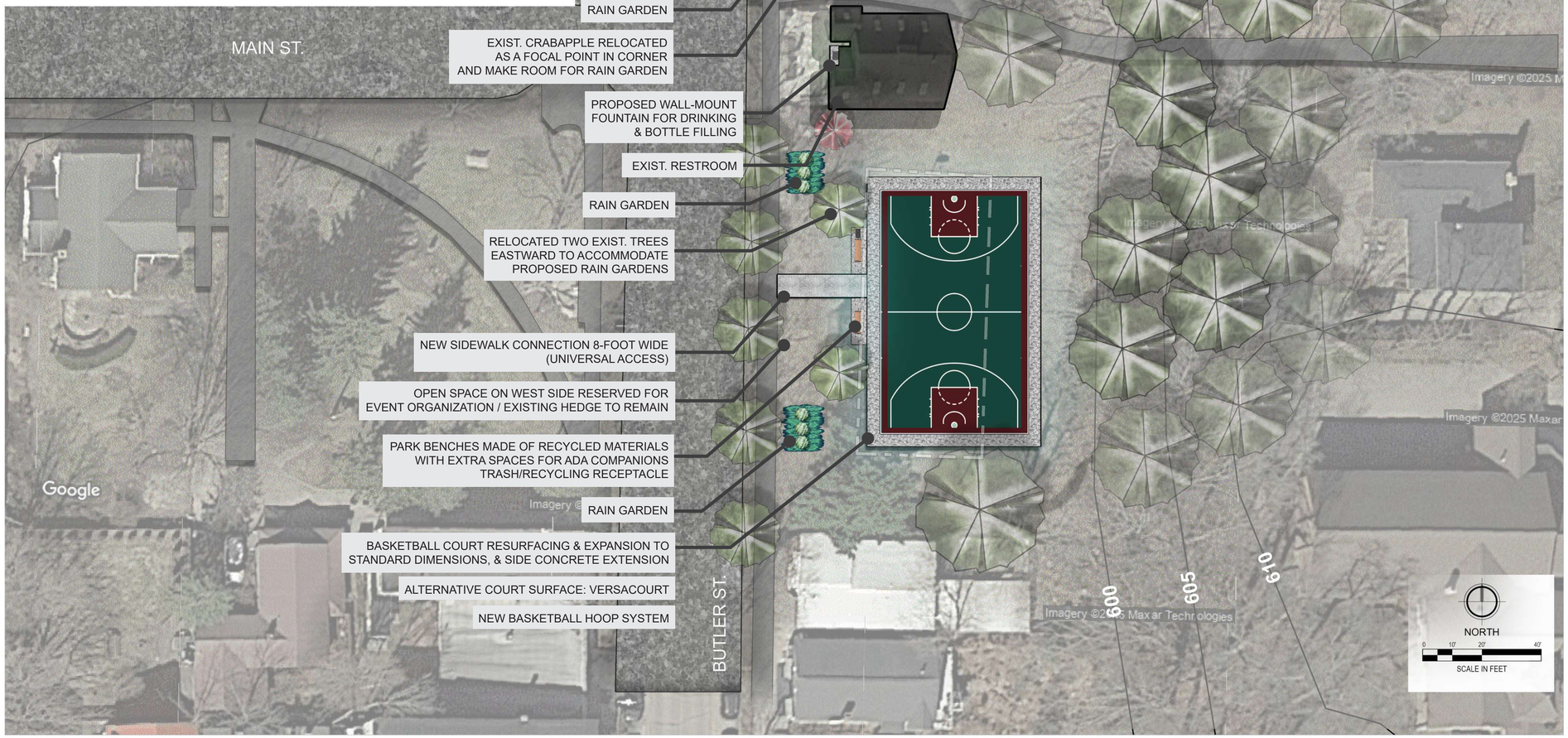


SEASONAL INTEREST CHART

LEGEND

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

ADDITIONAL TENNIS COURTS
AVAILABLE AT THE LOCAL
HIGH SCHOOL



EXIST. TREE IN POOR CONDITION TO BE REMOVED

OPEN AREAS WEST OF COURTS TO BE UTILIZED FOR EVENTS

PARKING RESTRIPING WITH TWO ADA SPOTS & ADA SIGNS

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

NEW SIDEWALK CONNECTION & SAFETY FENCE WITH ADA GATE

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

RAIN GARDEN

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

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

NEW SIDEWALK CONNECTION 8-FOOT WIDE (UNIVERSAL ACCESS)

RAIN GARDEN

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

PROPOSED WALL-MOUNT FOUNTAIN FOR DRINKING & BOTTLE FILLING

EXIST. RESTROOM

RAIN GARDEN

RELOCATED TWO EXIST. TREES EASTWARD TO ACCOMMODATE PROPOSED RAIN GARDENS

NEW SIDEWALK CONNECTION 8-FOOT WIDE (UNIVERSAL ACCESS)

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

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

RAIN GARDEN

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

ALTERNATIVE COURT SURFACE: VERSACOURT

NEW BASKETBALL HOOP SYSTEM

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005

CITY OF SAUGTATUCK
ALLEGAN, MI

VILLAGE SQUARE PARK IMPROVEMENTS

CONCEPT I

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

NOT FOR CONSTRUCTION

F&V PROJECT NO.
871340

C-101

C:\Users\AMAN~1.GOL\AppData\Local\Temp\AcPublish_8264\871340 CONCEPT I.dwg Monday, March 17, 2025 at 9:23am aman.gokhan

WALL-MOUNT DRINKING FOUNTAIN OPTIONS







BASEKTBALL HOOP OPTION

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











PLANTING PALETTE





MICHIGAN HOLLY HEDGE (NATIVE)



HAMELN GRASS



CONEFLOWER



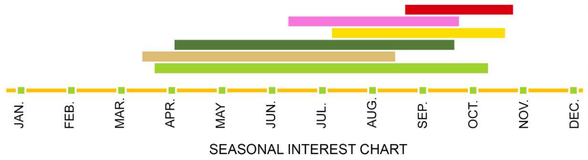
RUDBECKIA



VERSACOURT TILES
(ALTERNATIVE FOR BASKETBALL COURT)



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

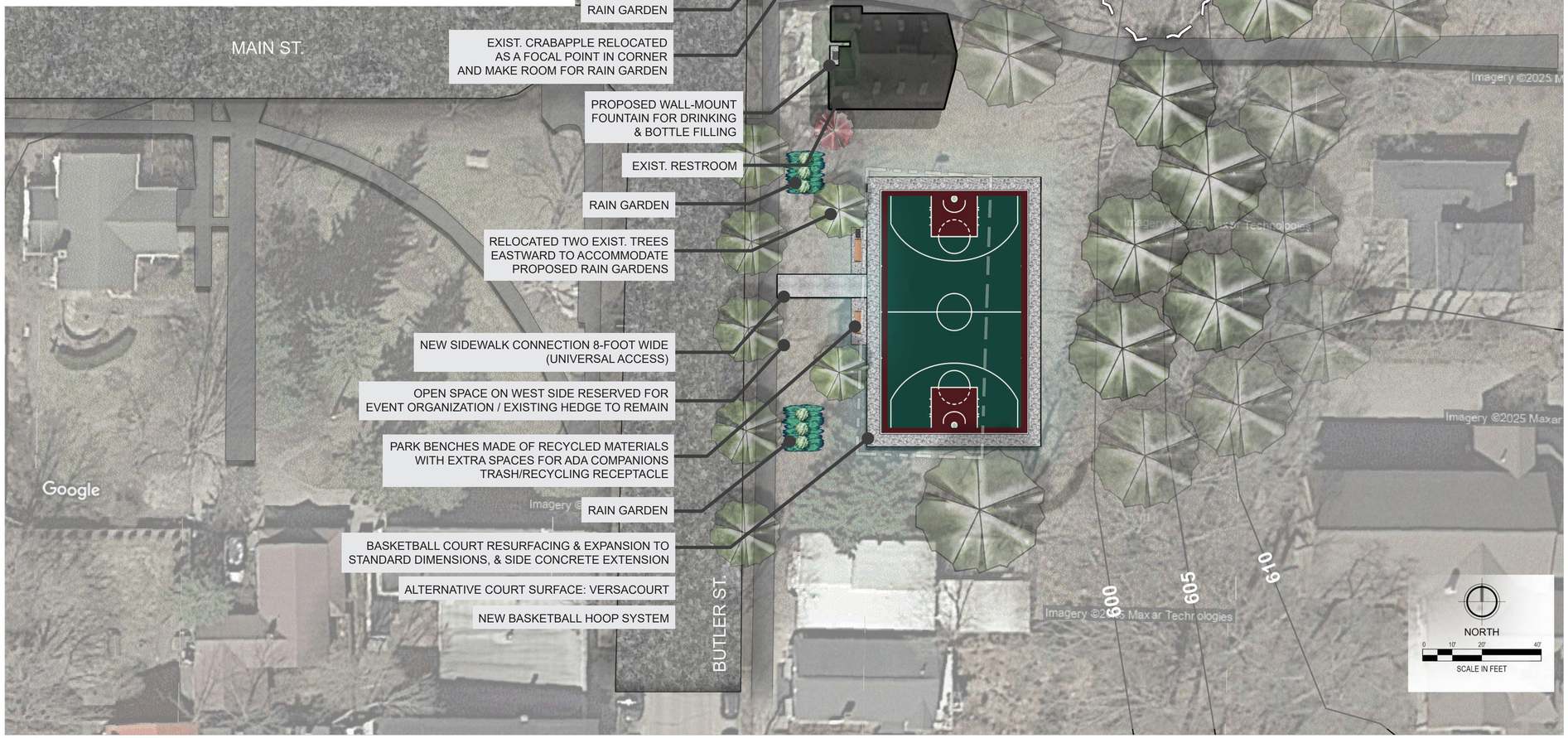


SEASONAL INTEREST CHART

LEGEND

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

ADDITIONAL TENNIS COURTS
AVAILABLE AT THE LOCAL
HIGH SCHOOL



NEW SIDEWALK CONNECTION & SAFETY FENCE WITH ADA GATE

EXIST. TREE IN POOR CONDITION TO BE REMOVED

OPEN AREAS WEST OF COURTS TO BE UTILIZED FOR EVENTS

PARKING RESTRIPING WITH TWO ADA SPOTS & ADA SIGNS

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

NEW SIDEWALK CONNECTION & SAFETY FENCE WITH ADA GATE

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

RAIN GARDEN

TWO DOUBLE PURPOSE TENNIS/PICKLEBALL COURTS

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

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

NEW SIDEWALK CONNECTION 8-FOOT WIDE (UNIVERSAL ACCESS)

RAIN GARDEN

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

PROPOSED WALL-MOUNT FOUNTAIN FOR DRINKING & BOTTLE FILLING

EXIST. RESTROOM

RAIN GARDEN

RELOCATED TWO EXIST. TREES EASTWARD TO ACCOMMODATE PROPOSED RAIN GARDENS

NEW SIDEWALK CONNECTION 8-FOOT WIDE (UNIVERSAL ACCESS)

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

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

RAIN GARDEN

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

ALTERNATIVE COURT SURFACE: VERSACOURT

NEW BASKETBALL HOOP SYSTEM

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

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Grand Rapids, MI 49546
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F: 616.977.1005

CITY OF SAUGATUCK
ALLEGAN, MI

VILLAGE SQUARE PARK IMPROVEMENTS

CONCEPT II

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

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F&V PROJECT NO.
871340

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WALL-MOUNT DRINKING FOUNTAIN OPTIONS







BASEKTBALL HOOP OPTION

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











PLANTING PALETTE



MICHIGAN HOLLY HEDGE (NATIVE)



HAMELN GRASS



CONEFLOWER



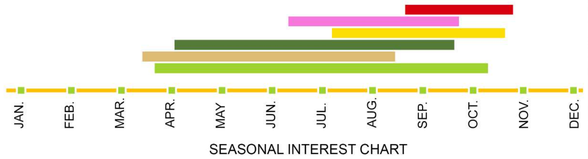
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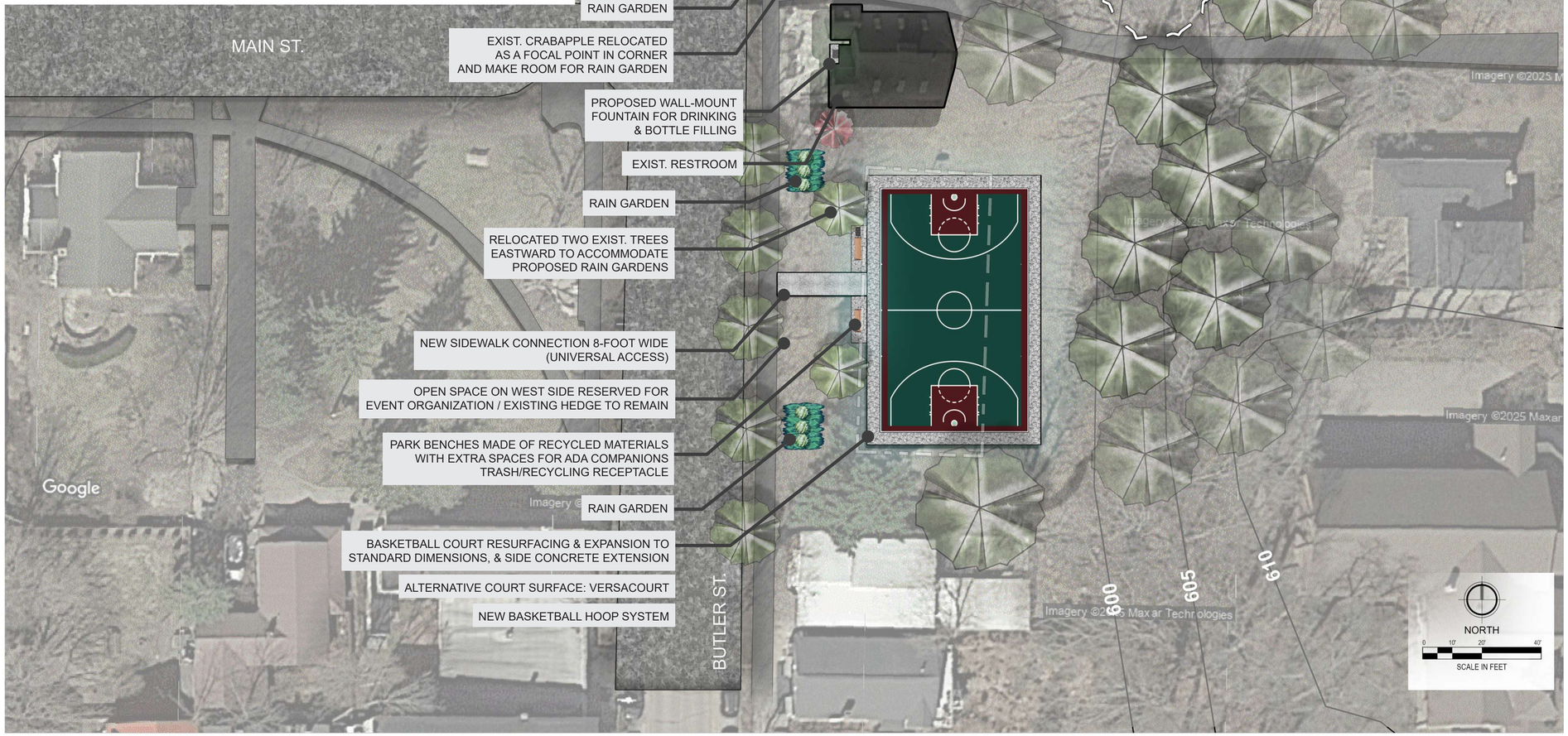


SEASONAL INTEREST CHART

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- EXISTING ORNAMENTAL TREE
- EXISTING COURTS FOOTPRINT

ADDITIONAL TENNIS COURTS AVAILABLE AT THE LOCAL HIGH SCHOOL



RAIN GARDEN

NEW SIDEWALK CONNECTION 8-FOOT WIDE (UNIVERSAL ACCESS)

RAIN GARDEN

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

PROPOSED WALL-MOUNT FOUNTAIN FOR DRINKING & BOTTLE FILLING

EXIST. RESTROOM

RAIN GARDEN

RELOCATED TWO EXIST. TREES EASTWARD TO ACCOMMODATE PROPOSED RAIN GARDENS

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

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

RAIN GARDEN

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

ALTERNATIVE COURT SURFACE: VERSACOURT

NEW BASKETBALL HOOP SYSTEM

NEW SIDEWALK CONNECTION & SAFETY FENCE WITH ADA GATE

EXIST. TREE IN POOR CONDITION TO BE REMOVED

OPEN AREAS WEST OF COURTS TO BE UTILIZED FOR EVENTS

PARKING RESTRIPING WITH TWO ADA SPOTS & ADA SIGNS

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

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

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

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

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

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

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

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F&V PROJECT NO.
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WALL-MOUNT DRINKING FOUNTAIN OPTIONS







BASEKTBALL HOOP OPTION

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











PLANTING PALETTE





MICHIGAN HOLLY HEDGE (NATIVE)



HAMELN GRASS



CONEFLOWER



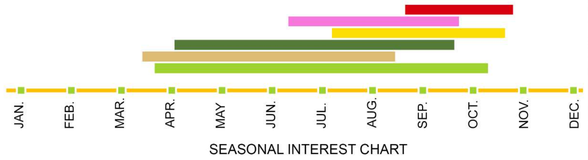
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Adjustable Net System
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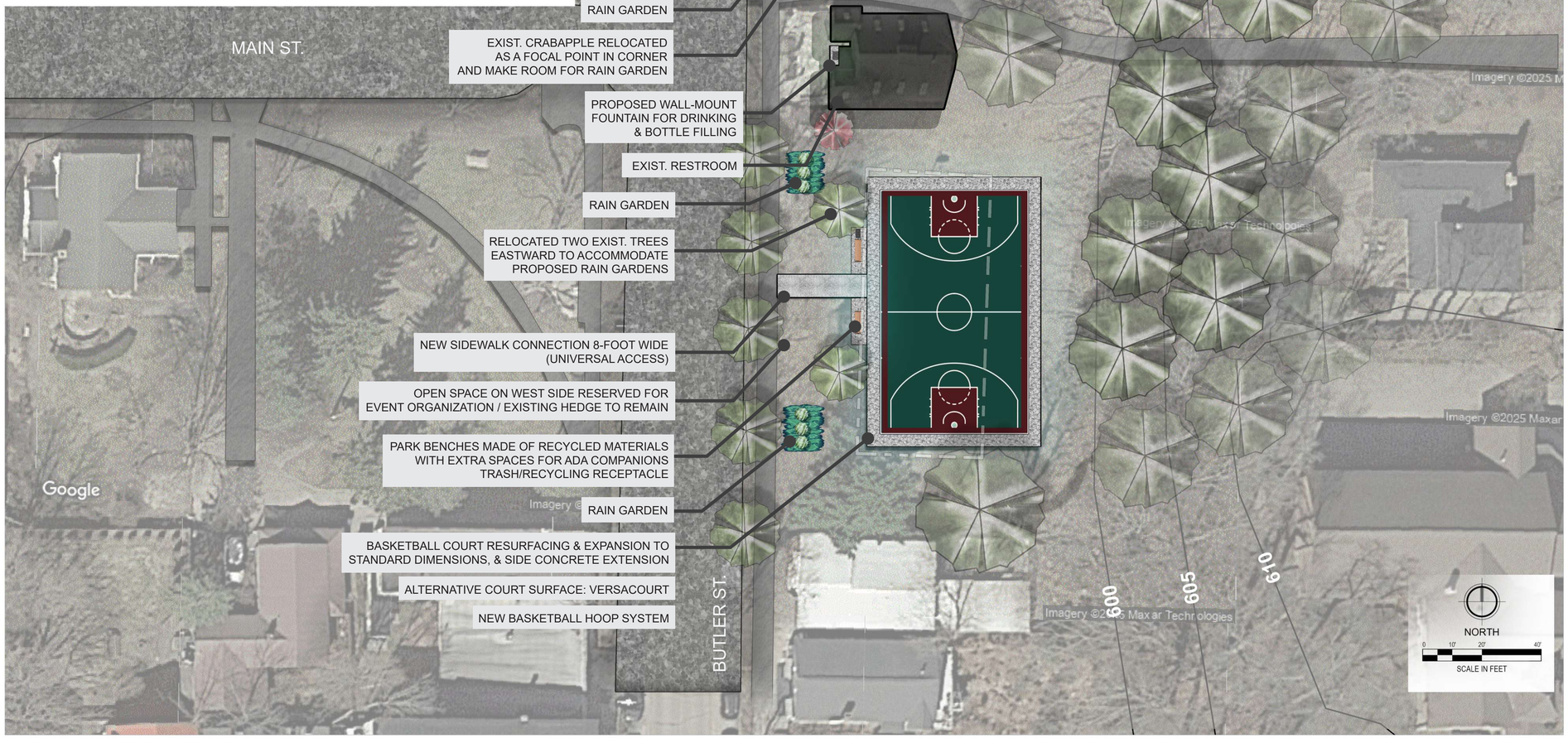


SEASONAL INTEREST CHART

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- PROPOSED SPORT COURT RESURFACING & EXPANSION TO STANDARD SIZE
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- EXISTING COURTS FOOTPRINT

ADDITIONAL TENNIS COURTS AVAILABLE AT THE LOCAL HIGH SCHOOL



RAIN GARDEN

NEW SIDEWALK CONNECTION 8-FOOT WIDE (UNIVERSAL ACCESS)

RAIN GARDEN

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

PROPOSED WALL-MOUNT FOUNTAIN FOR DRINKING & BOTTLE FILLING

EXIST. RESTROOM

RAIN GARDEN

RELOCATED TWO EXIST. TREES EASTWARD TO ACCOMMODATE PROPOSED RAIN GARDENS

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RAIN GARDEN

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

ALTERNATIVE COURT SURFACE: VERSACOURT

NEW BASKETBALL HOOP SYSTEM

NEW SIDEWALK CONNECTION & SAFETY FENCE WITH ADA GATE

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OPEN AREAS WEST OF COURTS TO BE UTILIZED FOR EVENTS

PARKING RESTRIPING WITH TWO ADA SPOTS & ADA SIGNS

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

(OPTIONAL) NEW SHUFFLEBOARD COURT

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

REMOVE EXIST. BASKETBALL NET AND GOAL AND HMA AREA

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

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

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

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F&V PROJECT NO.
871340

C-101

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WALL-MOUNT DRINKING FOUNTAIN OPTIONS







BASEKTBALL HOOP OPTION

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











PLANTING PALETTE



MICHIGAN HOLLY HEDGE (NATIVE)



HAMELN GRASS



CONEFLOWER



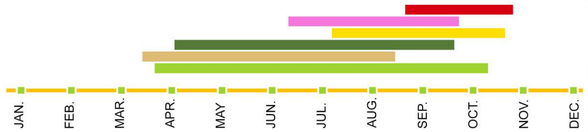
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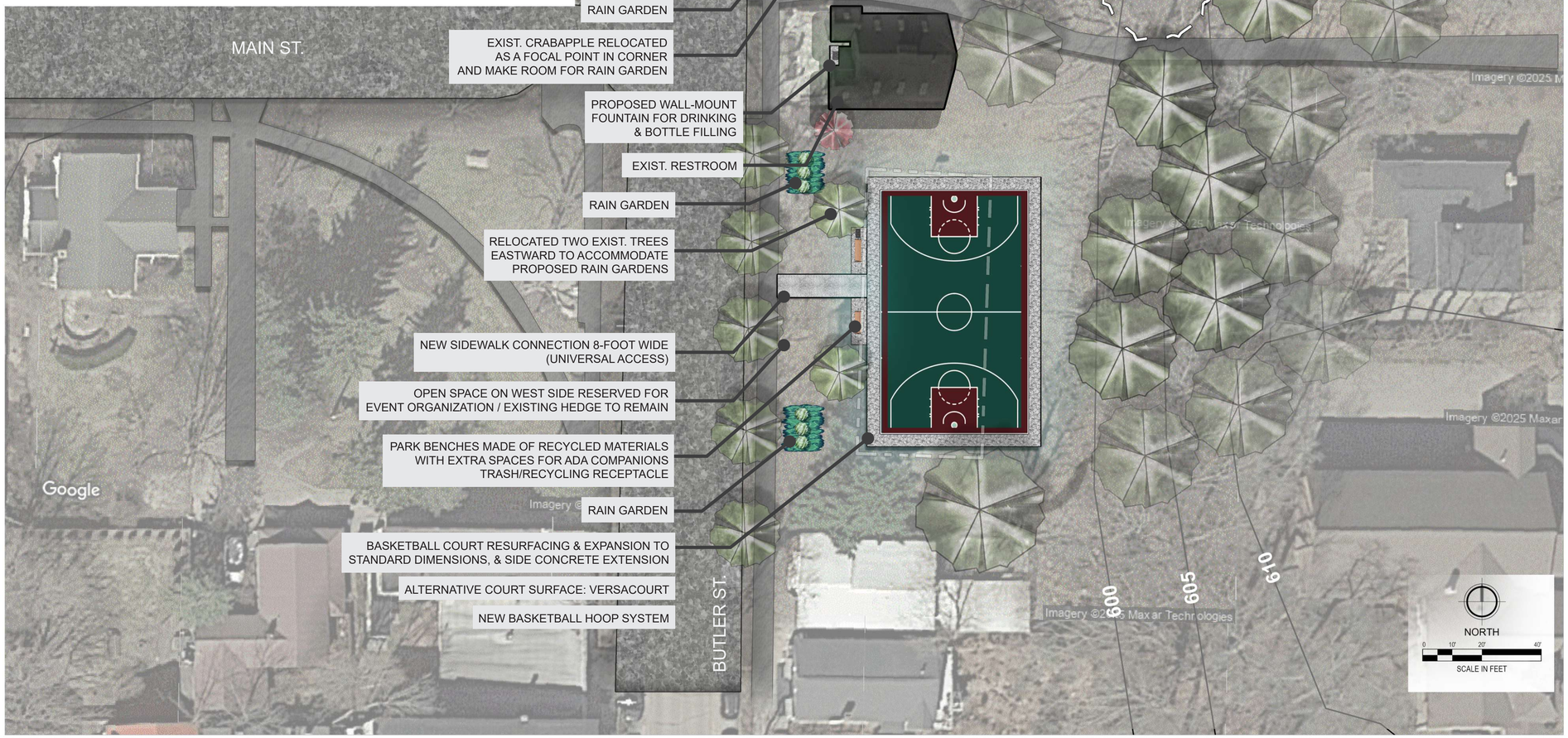


SEASONAL INTEREST CHART

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- EXISTING COURTS FOOTPRINT

ADDITIONAL TENNIS COURTS AVAILABLE AT THE LOCAL HIGH SCHOOL



RAIN GARDEN

NEW SIDEWALK CONNECTION 8-FOOT WIDE (UNIVERSAL ACCESS)

RAIN GARDEN

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

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

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RAIN GARDEN

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

ALTERNATIVE COURT SURFACE: VERSACOURT

NEW BASKETBALL HOOP SYSTEM

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NEW SIDEWALK CONNECTION & SAFETY FENCE WITH ADA GATE

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

NEW PICKLEBALL AND SHUFFLEBOARD COURTS

REMOVE EXIST. BASKETBALL NET AND GOAL AND HMA AREA, UTILIZE FOR PICKLEBALL & SHUFFLEBOARD COURTS

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

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

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

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871340

C-101

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WALL-MOUNT DRINKING FOUNTAIN OPTIONS







BASEKTBALL HOOP OPTION

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




Smooth Operating Right Angle Crank


Easy to Read Fan Height Indicator


Optional Backboard Padding


Optional Crank Lock (BKLOCKHT)

E2 Swing-A-Basketball Pointer

E2 Swing-A-Net Hang-Up Peg

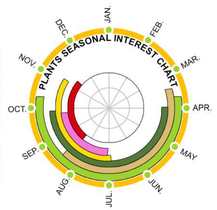
PLANTING PALETTE



MICHIGAN HOLLY HEDGE
(NATIVE)



HAMELN GRASS



SPORT COURTRS ACCESSORIES



ADJUSTABLE NET
(Anthem Sports, for Pickleball Courts)



PADDLE CENTER
(By OnCourt/OffCourt, for Pickleball Courts)



CONEFLOWER



RUDBECKIA

CHESS TABLE OPTIONS



DEPORTES URBANOS (SPAIN)
(GALVANIZED STEEL & THERMOPLASTIC)



KENNETH LYNCH (US-BASED)
(GALVANIZED STEEL + CONCRETE)



MOBIPARK (SPAIN)
(WOOD/PLASTIC COMPOSIT MATERIAL)

CANOPY STRUCTURES (OPTIONAL)



PREFAB ARCADIA GAZEBO, 24'x12'
(Cedar wood, 29-gauge steel roof, built-in electrical & USB outlets)



PREFAB LOUVERED PERGOLA, 20'x10'
(Galvanized steel, adjustable roof, built-in electric & USB outlets)





ADD-ON SHADE ATTACHMENT OPTIONS
(Cost effective, polyethylene canopy, steel frame, city logo/donor recognition option)

LEGEND

- PROPOSED SPORT COURT RESURFACING & EXPANSION TO STANDARD SIZE
- PROPOSED SPORT COURT STANDARD FENCE
- PROPOSED SPORT COURT PERIPHERAL EXTENSION
- PROPOSED SIDEWALK CONCRETE
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CITY OF SAUGTATUCK
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VILLAGE SQUARE PARK IMPROVEMENTS
CONCEPT VI

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

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C-101

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City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: March 9, 2026

SUBJECT: Public Speech Policy and Palette Sign Display Policy

DESCRIPTION:

Updating signage regulations is a Council priority for FY 25/26. As part of that work, two new policies are recommended.

Public Speech Policy

The proposed Public Speech Policy establishes a clear, constitutionally grounded framework for expressive activity on property owned, leased, or operated by the City. The policy is designed to ensure First Amendment compliance while preserving the City's ability to control and define its own governmental messaging.

Key components include:

- Classification of City property into four legally recognized categories:
  - Traditional Public Forums
  - Designated Public Forums
  - Nonpublic Forums
  - Government-Speech Spaces
- Clarification that all City property not expressly opened for public expression is reserved for government speech.
- Authority for Council to prospectively change the status of a forum by resolution.
- Administration and enforcement responsibility assigned to the City Manager, with delegation authority as needed.
- Requirement that any expressive activity comply with established City procedures, permits, and application processes.

Palette Sign Display Policy

The proposed Palette Sign Display Policy specifically addresses the Saugatuck Palette Sign located at Lake Street and Blue Star Memorial Highway.

Key provisions include:

- Government Speech Designation:
  - Displays on the Palette Sign are considered speech of the City and are not a public forum for private expression.
- City Priority & Council Approval:
  - The City maintains priority for governmental messages.
  - All banner displays require City Council approval.
- Permitted Events:
  - The policy lists specific longstanding civic, cultural, and community events eligible for banner consideration, with flexibility for Council to approve additional events consistent with the City's character and values.
- Complete applications must be submitted:
  - No earlier than 270 days before the event
  - No later than 60 days before the event
- Display Limits:
  - One banner per event (14' x 4')
  - Maximum of two banners on the property at any one time
    - After governmental messages, first come, first serve based on complete application deadlines.
  - One banner may be on the Palette Sign; one may be ground-mounted
  - Display limited to 15 days prior to event; removed within 24 hours after
- Administrative Discretion:
  - The City Manager (or designee) retains sole discretion over banner placement, relocation, modification, or cancellation to serve governmental messaging priorities or public interests.

LEGAL REVIEW:

Legal reviewed and their opinion was shared with the City Council.

SAMPLE MOTION:

Motion to approve the Public Speech Policy and Palette Sign Display Policy as presented.

CITY OF SAUGATUCK PUBLIC SPEECH POLICY

1. PURPOSE AND SCOPE

The purpose of this policy is to establish clear, constitutionally compliant standards for expressive activity on all property owned, leased, or operated by the City of Saugatuck, including both physical spaces and City-managed digital platforms. These standards ensure that the City maintains appropriate control over its governmental messaging while providing transparent, objective, and legally sound rules for private expression in the limited locations intentionally opened for that purpose. This policy applies to all City property and communication assets—such as buildings, parks, signage, flagpoles, websites, social media accounts, digital notification systems, printed newsletters, and any other physical or digital platform or resource the City owns or manages.

2. ADMINISTRATION

The City Manager is responsible for administering and enforcing this policy. The City Manager may delegate specific duties to City staff as needed, provided all actions are carried out under the City Manager's direction and oversight.

3. DESIGNATION OF CITY PROPERTY

To ensure the orderly and consistent management of City property, all areas where expressive activity may occur are classified into one of four categories: traditional public forums, designated public forums, nonpublic forums, or government-speech spaces.

3.1. *Traditional Public Forums*

A traditional public forum is a public space, such as a street, sidewalk, or park, that has historically been open to expressive activity by members of the public. These areas are recognized as places where individuals may engage in protected speech. The City may regulate speech in these areas only through neutral rules addressing the time, place, or manner of expression, such as regulations necessary to protect public safety, prevent obstruction, limit excessive noise, or ensure the orderly use of public spaces. These regulations must be applied without regard to the content or viewpoint of the expression. This policy does not impose additional regulation on expressive activity within traditional public forums.

3.2. *Designated Public Forums*

A designated public forum is a location that the City intentionally opens for general expressive activity by members of the public. These spaces exist only when the City makes a deliberate decision to allow private expression in a specific area. The City may, by resolution, establish designated public forums and regulate those areas through neutral rules governing the time, place, or manner of expression, including operational considerations such as scheduling, safety, maintenance, installation requirements, and the

physical limitations of the space. These regulations must be applied without regard to the content or viewpoint of the expression.

3.3. *Nonpublic Forums*

A nonpublic forum is a space owned or controlled by the City that is not open for general expressive activity but may be used for limited types of private expression consistent with the specific purpose of that space. The City may, by resolution, establish nonpublic forums and regulate those areas through criteria and procedures that reflect the intended use of the space, including limitations on who may use the forum, what types of messages may be displayed, and how long messages may remain in place, provided that no regulation is based on the viewpoint of the expression.

3.4. *Government Speech*

All City property not expressly designated as a traditional public forum, designated public forum, or nonpublic forum is reserved exclusively for government speech. Government speech may also occur within traditional public forums, designated public forums, and nonpublic forums without altering the forum's status or opening it to private expression. In all government-speech uses, the City conveys its own messages—including for example but not limited to artwork, installations, exhibits, performances, and other forms of City expression—and maintains meaningful editorial control over content, selection, and presentation. Private expression is not permitted in government-speech spaces, and any display, flag, signage, artwork, installation, exhibit, performance, digital content, or communication presented as government speech is understood as the City's message.

4. FORUM STATUS CHANGE

The City may, by resolution, prospectively close any designated public forum and reclassify it as a nonpublic forum or as government-speech space, effective on a date certain, for neutral reasons related to the property's intended function and operational needs.

5. USE OF CITY PROPERTY

Any person seeking to engage in expressive activity on City property must do so in accordance with all application procedures, forms, permits, and submission requirements established by the City, whether currently in effect or adopted in the future. Individuals and organizations are responsible for complying with all relevant processes governing the use of City spaces, including any procedural, operational, or administrative requirements the City has determined necessary for the safe, orderly, and consistent use of its property. Approval to use City property is contingent upon full adherence to these procedures, and no private expression may occur in areas requiring such approval unless all applicable requirements have been satisfied.

Policy/Procedure: Saugatuck Palette Sign Display Policy

Date Adopted or Implemented:

Revision Date:

Resolution Number (if applicable):

CITY OF SAUGATUCK

Purpose: The Saugatuck Palette Sign ("Palette Sign") is located at the northeast corner of the Lake Street and Blue Star Memorial Highway intersection in the City of Saugatuck. This policy establishes the scope, guidelines and procedures of displays on the Palette Sign in the City of Saugatuck consistent with the status of displays on Palette Sign being government speech.

A. Authority:

The Saugatuck City Manager shall be responsible for the implementation of this policy.

B. Displays on the Palette Sign are Government Speech:

1. Palette Sign displays are considered speech by the City, i.e., government speech.

2. Palette Sign displays are reserved for and are used exclusively as expressions by the City of the government's own speech. Specifically, the City intends for the Palette Sign displays to be a transmission of its own messages, primarily messages that are designed to inform the public of public events of a civic nature that are consistent with the City's character and values.

3. The Palette Sign is not intended to serve as a forum for free expression by the public. Except as expressly set forth in this Policy or other applicable City regulations, displays on the Palette Sign or the City property on which the Palette Sign is located are prohibited.

C. Display Consideration and Limitations:

1. All Palette Sign displays shall be approved by the City Council.

2. The City will maintain first priority to use the Palette Sign for its own governmental messages. Organizers or sponsors of the events listed in section D may request to display a banner on the Palette Sign by submitting a Special Event & Parade Application to the City Clerk's Office.

3. Following the City in priority, applications for Palette Sign displays will be considered based on a first-come, first-served basis, based on the date the City receives a complete application. Applications shall be submitted no earlier than two hundred seventy (270) days prior to the scheduled event date and no later than sixty (60) days prior to the scheduled event date to be considered.

4. Palette Sign displays are limited to one (1) banner per event that must not exceed a measurement of fourteen feet wide by four feet tall (14' x 4'). No more than two (2) banners may be displayed at any time on the Palette Sign property, regardless of event type or sponsor. Only one (1) banner may be displayed on the Palette Sign, and only one (1) banner may be placed at a ground-level location nearby.

5. The City Manager or their designee shall retain sole discretion over the placement and location of all approved banners, including whether a banner is displayed on the Palette Sign or placed at a ground-level location. Approval of a banner does not guarantee placement on the Palette Sign, and no applicant shall have any right to a specific location. In addition, the City Manager or their designee reserves the right to modify, shorten, relocate, or cancel any approved banner display if necessary to serve governmental messaging priorities, public safety, or other public interests.

6. A Palette Sign display may be displayed no more than fifteen (15) days before the corresponding event. The banner must be removed within twenty-four (24) hours after said event.

D. Permitted Displays:

The City may use the Palette Sign to display governmental messages that are consistent with and reflect the City's character and values, as determined by the City Council. In recognition of the value of providing notice to the public of upcoming and ongoing events, the Palette Sign may be used by organizers or sponsors of events to display 14' x 4' banners in connection with the following special events following approval by the City Council:

1. Art in the Park Saugatuck

2. Cow Hill Yacht Club Chili Cook-Off

3. Saugatuck Whootville Christmas Parade

4. Care-A-Van Car Parade, Saugatuck and Douglas

5. 4th of July Parade in Saugatuck
6. PRIDE Jazz for Justice Concert
7. Saugatuck Memorial Day Parade
8. Movie in the Park
9. Mt. Baldhead Challenge
10. Music in the Park
11. Erin Go Bark People and Pet Parade
12. Saugatuck Film Fest
13. The Market at Saugatuck Center for the Arts
14. Saugatuck Douglas Art Club Art Fair
15. Saugatuck High School Homecoming Parade
16. Saugatuck Sidewalk Sales
17. Spear Street Block Party
18. Town Crier Races
19. Saugatuck Tree Lighting Ceremony
20. Turkey Trot Fun Run
21. Annual Ugly Sweater Pub Crawl
22. Saugatuck Venetian Festival
23. Saugatuck-Douglas Veterans Day Celebration

24. Other public events deemed by the City Council to be reflective of the City's character and values, to have traditional, historic, civic, cultural, or charitable importance to the City and/or its residents, and to otherwise be consistent with the public health, safety, and welfare.

E. Amendments:

The City Council may authorize changes and/or adjustments to this Policy from time to time by majority vote.

City Manager Report

March 9, 2026

Maple Street and Other Infrastructure Improvements

- The preconstruction meeting with Schippers Excavating has been rescheduled to mid-March.
- The Township requested a different cost share for a few items (general conditions, pre-construction video survey, and traffic control). Our engineering team is evaluating that.
- Schippers is planning for an early to mid-April start on the repairs around town and late-April to early May start on Maple Street. They have been working on a detailed schedule, and we hope to learn more at the preconstruction meeting.

Blue Star Trail

- I reported in October that the tribal nations would like phase 1 archeological survey work due to known contributing resources to the traditional cultural property.
- With the specifications from MDOT, our engineers at C2AE prepared a request for proposals for the work. Proposals are due by March 20.
- I plan to review the proposals with the Township and Friends of the Blue Star Trail, work out a cost share, and present a recommendation to Council in April.
- This work will take some time to complete and as a result, construction won't occur in FY 25/26. We are working on budget amendments that reflect this change. I also have a meeting scheduled to discuss costs incurred to coordinate with the tribal nations and prepare the RFP. Those invoices and proposed cost share should be forthcoming, along with an updated proposal for construction engineering.

Plastic Pellet Spill Cleanup

- I have been in contact with EGLE about the plastic pellet spill off I-196 and into the Kalamazoo River.
- Last week, EGLE issued a press release about the cleanup which can be viewed here: https://www.michigan.gov/egle/newsroom/press-releases/2026/02/26/i-196-plastic-pellet-spill-cleanup-allegan-county
- EGLE has subsequently advised that because of legacy sediment contamination, "removal of pellets on the riverbed should not be attempted by volunteer organizations or citizen groups. If observed, please notify EGLE at 517-331-0122 of location and extent of pellets observed."
- EGLE is providing weekly updates to the managers of the tri-community as well as the tribal nations. I am grateful that EGLE is staying on top of this and working to

make sure the responsible party cleans things up properly. I will keep you updated as we learn more.

Kalamazoo River Greenway Outreach Campaign – Invasive Species

- As part of the Outdoor Discover Center's (ODC) funding to support the Kalamazoo River Greenway partners, they have been preparing various educational materials.
- The next set of education materials relates to invasive species. The ODC is working to prepare a press release, and we will be sharing various graphics and captions on our social media.

Best Small Town Arts Scene

- Great news! We were selected again as a best small town arts scene. This year we ranked number 5. Here is the description from USA Today:
    - On the shore of Lake Michigan, Saugatuck beckons art lovers to tour its many local galleries, attend annual art festivals, and check out the public art. Some of the more notable public installations include the "Smile! You're in Saugatuck" mural on Water Street, the "Family of Man IV" sculpture in Coghlin Park, and the "Girl With Puppet" statue in Village Square Park. Just across the river in nearby Douglas, visitors will find even more to explore throughout the Art Coast of Michigan.
- See the full list here: https://10best.usatoday.com/awards/best-small-town-arts-scene/

Miscellaneous

- Worked on various items including information for parking consultant, updated capital improvement plans, budget amendments, and short-term rentals.
- Attended Michigan Coastal Management Program grantee training.
- Attended safe routes to school meeting.
- Attended meeting to learn about a speed and traffic count product.
- Attended tri-community wildlife management committee meeting.
- Holding meetings with each department head to review their budget requests.

February 2026 Department of Planning & Zoning Report

Monthly Update Overview

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

Notable Activities & Progress

- STR Ordinance amendment adopted by Council on February 9, 2026. Summary notice was created. Notice posted to City webpage and Facebook page. Notice sent to current STR owner and operators via email. General email blast distributed through the Clerk's email notification list to individuals who have opted in to receive City updates. Notice posted physically in City Hall.
- Continued STR administration, including resident meetings, application guidance, compliance checks related to property transfers, and coordination with Granicus on system abilities.
- Coordinated multiple zoning and policy matters with legal counsel, including STR enforcement cases and enforcement strategy.
- Historic District signage proposal recommended to Council for approval. Awaiting additional quotes for price comparison.
- Public Hearing Notices prepared and sent for four (4) separate cases to be reviewed by Council, Planning, or ZBA.
- Maintained ongoing coordination with the City Engineer and planning consultant on active and proposed development projects.
- Communicated with the planning consultant regarding Master Plan scope and proposal.

Boards, Casework, & Operations

- Prepared agendas, packets, and materials for Planning Commission, Zoning Board of Appeals, Historic District Commission, and City Council meetings; issued meeting cancellations where applicable.

- Issued permits, processed planning and zoning applications, short term rental applications, conducted field inspections, and continued enforcement follow-ups on active violations.
- Maintained escrow and invoice tracking, participated in internal staff coordination meetings, and reviewed recently proposed State ordinance language.

Ongoing & Upcoming

- Continued STR compliance monitoring and enforcement.
- Ongoing ordinance updates and Master Plan coordination.
- Updating & creating new permit applications where applicable.
- Notification & coordination with business owners regarding expanded outdoor dining for the upcoming season.

Permits Issued 2026

Permit Type	Number Issued in Feb	Year to Date Issued
Zoning	3	6
Historic	2	4
Right of Way	2	7
Special Land Use	0	1
Total	**7**	**18**

Short Term Rental License's 2026

Zoning District	Number Issued in Feb	Year to Date Issued
Blue Star (LI-1)	-	-
City Center (C-1)	1	1
City Center Transitional Residential (R-4)	1	1
Community Residential (R-1)	19	19
Conservation Recreation & Camp (CRC)	-	-
Cultural/Community	-	-
Lake Street (R-2)	1	2
Maple Street (R-1)	2	2
Neighborhood Marine (NHM)	-	-
Peninsula North (Duneside – R-1)	-	-
Peninsula North (Riverside – R-1)	-	-
Peninsula South (R-1)	1	1
Peninsula West (R-1)	3	5
Resort (C-4)	1	1
Downtown Waterfront Preservation (C-2)	-	-
Water Street East (C-2)	2	2
Water Street North (C-1)	-	-
Water Street South (C-2)	-	-
Multi-Family Residential (R-3)	-	-
Total	**31**	**34**

Enforcement Cases – February 2026

Type	Number of Complaints in Feb	Status
Nuisance	1	Closed
Short Term Rental	2	Closed
Right of Way	1	Closed

Open Casework

Items Associated with Granicus Short-Term Rental Hotline/System:

In addition to those specifically noted throughout this report, all Short Term Rental properties are logged, updated, & maintained within the Granicus software.

510 Butler	Special Land Use	PC approved with conditions. Applicant pursuing parcel combination.
102 Butler	Historic / Zoning	Rose Garden warming station. Plans in progress. Presented at PPW meeting and conducting survey. Will reappear before Council.
700 N Maple	Enforcement	Correspondence between resident and legal is ongoing.
510 Butler	Rezoning / Text Amendment	Application for rezoning and text amendment to be on Planning Commission's March 19th meeting.
150 Dunegrass	Zoning	Single family residence proposed. Applicant working with Fire Department on access lane. Awaiting updated plans.
120 Mary/510 Butler	Enforcement	Mature arborvitae planted as screening. Exceeds height limit for fencing. Met with owner to discuss remedy. Fencing will be removed in Spring of 2026.
421 Water	Short Term Rental	Application submitted. Additional information requested from the applicant.
291 Sugar Hill	Zoning	Application for a new single family home. Under review.
149 Griffith	Short Term Rental	Application submitted. Additional information requested from the applicant.
842 Lake #1	Short Term Rental	Application submitted. Additional information requested from the applicant.
125 Elizabeth	Enforcement	Ongoing communication with resident and other applicable departments to come to an agreeable solution. Easement being pursued.
250 Mason	Zoning	HDC approved exterior renovations. Applicant pursuing variance for parking layout. ROW permit pending. Applicant working with Engineer.

640 Water	Zoning	PUD application recommended approval with conditions to Council. Returning to March HDC meeting. Public hearing with PC at March 19th meeting. Public hearing with Council at March 23rd meeting. Easement under review by legal.
186 S Maple	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
405 Park	Zoning	Pool renovation permit submitted. Additional information requested from applicant.
450 Park	Enforcement	Legal drafted notice to send to residents requesting alley vacation. Additional items will be needed to continue.
790 Simonson	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
540 Mason	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
128 Elizabeth	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
409 Lake	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
413 Lake	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
651 Holland	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
220 Brook	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
1010 Holland	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
715 Pleasant	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
1035 Holland	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
419 Lake	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
731 Butler	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
635 Holland	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
807 Lake #5	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
515 Water #4	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.

295 Park	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
336 Park	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
340 Park (Main)	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
340 Park (ADU)	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
350 N Maple	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
446 Culver	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
143 Van Dalson	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
150 Taylor	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
997 Singapore	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
3365 Palmer	Sewer Connection	Application submitted to connect to City sewer. Engineer reviewing.
320 Water	Minor Waterfront Construction	Application submitted. Consulting Planner reviewing.
322 Culver	Special Land Use	Expanded outdoor dining application submitted.
111 Park	Short Term Rental	Application submitted during available R-1 licenses window. Will be reviewed when window is closed.

Closed Casework

Saugatuck Townhomes	Enforcement	Improper disposal of snow. Resolved.
890 Simonson	Enforcement	Received notice of hardscaping in ROW. No Violation.
888 Holland	Historic / Zoning	Application submitted and reviewed for parking area improvements. FD approved alterations.
202 Butler	Historic / Zoning	Application received and reviewed for kitchen addition. HDC & PC approved.
296/248 Hoffman	Zoning / HDC	Little free library application. Administratively approved.

615 Park	Zoning / Enforcement	Zoning Administrator opinion issued and sent to legal representative.
589 Hoffman	Right of Way	Temporary encroachment application. Approved.
297 Sugar Hill	Short Term Rental	SLU application approved to rent ADU. License application received and approved.
562 Weirich	Short Term Rental	Application submitted. Fire Department inspected. License approved.
433 Mary	Short Term Rental	Application submitted. Fire Department inspected. License approved.
132 Mason	Short Term Rental	Application submitted. Fire Department inspected. License approved.
133 Main	Short Term Rental	Application submitted. Fire Department inspected. License approved.
549 Hoffman	Short Term Rental	Application submitted. Fire Department inspected. License approved.
954 Elizabeth	Short Term Rental	Application submitted. Fire Department inspected. License approved.
128 Elizabeth	Short Term Rental	Application submitted. Fire Department inspected. License approved.
324 N Maple	Short Term Rental	Application submitted. Fire Department inspected. License approved.
435 Mason	Short Term Rental	Application submitted. Fire Department inspected. License approved.
221 Elizabeth	Short Term Rental	Application submitted. Fire Department inspected. License approved.
526 Butler	Short Term Rental	Application submitted. Fire Department inspected. License approved.
819 Bridge	Short Term Rental	Application submitted. Fire Department inspected. License approved.
231 Grand	Short Term Rental	Application submitted. Fire Department inspected. License approved.
822 Allegan	Short Term Rental	Application submitted. Fire Department inspected. License approved.
719 Pleasant	Short Term Rental	Application submitted. Fire Department inspected. License approved.
515 St Joseph	Short Term Rental	Application submitted. Fire Department inspected. License approved.
530 S Maple	Short Term Rental	Application submitted. Fire Department inspected. License approved.
304 Lucy	Short Term Rental	Application submitted. Fire Department inspected. License approved.
1021 Holland	Short Term Rental	Application submitted. Fire Department inspected. License approved.
662 Spear	Short Term Rental	Application submitted. Fire Department inspected. License approved.
821 Allegan	Short Term Rental	Application submitted. Fire Department inspected. License approved.
955 Holland	Short Term Rental	Application submitted. Fire Department inspected. License approved.
344 Francis	Short Term Rental	Application submitted. Fire Department inspected. License approved.
589 Hoffman	Short Term Rental	Application submitted. Fire Department inspected. License approved.

714 Park	Short Term Rental	Application submitted. Fire Department inspected. License approved.
540 Campbell	Short Term Rental	Application submitted. Fire Department inspected. License approved.
231 North	Short Term Rental	Application submitted. Fire Department inspected. License approved.
329 Water	Short Term Rental	Application submitted. Fire Department inspected. License approved.
212 N Maple	Short Term Rental	Application submitted. Fire Department inspected. License approved.
237 Francis	Short Term Rental	Application submitted. Fire Department inspected. License approved.
534 St Joseph	STR Enforcement	Failure to display required short-term rental license number in advertising, including online listings. Removed. Fees paid.
719 Pleasant	STR Enforcement	Failure to display required short-term rental license number in advertising, including online listings. Removed. Fees paid.

Total Closed in February: 42



Treasurer Report
March 09, 2026

Tax Administration

- Responded to resident inquiries regarding property taxes and payment status.
- Researched returned or undeliverable mail and updated address records accordingly.
- Coordinated with the Assessor's Office to update address and contact information to reflect current property ownership.
- Resolved final NSF payments, all of which were made good before the end of the month.
- Received the remaining summer and winter tax payments and began preparing property tax disbursements to Allegan County, Saugatuck Public Schools, OAISD, Interurban, Library, and Fire. These distributions are now complete until July.
- Sent reminder emails regarding the February 17 tax due date and the February 13 ACH withdrawal date.

Accounts Payable

- Processed regular payables, including the property tax disbursement batches.
- Processed escrow refunds and one bonding refund

Payroll & Benefits

- Processed two payrolls.
- Coordinated drug screening reporting related to CDL training sign-ups.
- Received a couple of W2's returned due to incorrect addresses and updated the records accordingly. Also processed requested paystub reprints and a W-2 reprint for employees.

Financial Management

- Processed credit card payments for permits.
- Completed the January bank reconciliation and began the February reconciliation process.
- Processing boat slip-related invoices as payments are received.
- Prepared the first draft of the mid-year budget amendment for internal review.

Investments and Banking

- Initiated the transition to a new checking account structure designed to improve interest earnings while maintaining liquidity and account security.
- Began the first CD-to-CDARS transition
- Initiated the purchase of new CDs with Consumers Credit Union.
- Processed a couple of CD rollovers as accounts reached maturity.

Miscellaneous / Administrative

- Continue reviewing utility bills for reasonableness.
- Collaborated with the Planning Department on escrow tracking updates.
- Executed an annual agreement
- Retired an older DPW laptop from service and coordinated its removal from the IT management plan
- Updated BS&A modules

City Clerk Monthly Report

Elections

- May 5, 2026:
    - SAUGATUCK PUBLIC SCHOOLS SINKING FUND MILLAGE PROPOSAL:
      This proposal renews building and site sinking fund millage that expired with the 2025 tax levy and restores millage lost as a result of the reduction required by the Michigan Constitution of 1963.
        - *Shall the limitation on the amount of taxes which may be assessed against all property in Saugatuck Public Schools, Allegan County, Michigan, be increased by and the board of education be authorized to levy not to exceed .5 mill ($0.50 on each $1,000 of taxable valuation) for a period of 3 years, 2026, 2027 and 2028, for sinking fund purposes to be used for the purchase of real estate for sites, for the construction or repair of school buildings, for school security improvements, for the acquisition or upgrading of technology, and for all other purposes authorized by law (.4812 mill of the above is a renewal of millage for building and site sinking fund purposes that expired with the 2025 tax levy and .0188 mill is to restore millage for the same purpose lost as a result of the reduction required by the Michigan Constitution of 1963); the estimate of the revenue the school district will collect if the millage is approved and levied in 2026 is approximately $527,000?*
    - Thursday March 26, Absent voter ballots must be available for issuance to voters. Mich. Const. Art II Sec 4
- August 4, 2026 - Primary
- November 3, 2026 – General
- 9-Days of Early Voting, drafted agreement with City of Village of the Douglas and Saugatuck Township to hold Tri-Community early voting site at the City of the Village of Douglas City Hall.
- Residents can register to vote here: https://www.michigan.gov/sos/elections/voting/register-to-vote#HowToRegister

Records Management

- 2026 Ordinances have been published and are available online: https://codelibrary.amlegal.com/codes/saugatuck/latest/overview
- Digitizing city documents project will resume soon.

Meetings

- Prepared agendas, packets, and minutes for the following bodies:
  - Two City Council Workshops
  - Two City Council Regular
  - Parks and Public Works
  - Boat Slip Lottery
  - Town Crier Safety Planning
  - Farmer Market SCA Safety Planning
  - Art in the Park Safety Planning
  - Venetian Festival Safety Planning
  - No Kings III Safety Planning
  - City Hall Remodel
- Participated in:
  - Allegan County Clerks Association
  - West Michigan Clerks Association
  - Election Lunch and Learn Training
  - Department Head Staff Meeting
  - Parking Improvements Task Force

Special Events

- *Special event applications received for processing*:
  - "Pop In" Museum Opening Party event date: 5-20-26
  - Saugatuck Douglas Jazz Weekend event date: 6-14-26.
  - Town Crier Races event date: 6-20-26.
  - Fourth of July event dates: Fireworks on 7-3-26, Parade and Party on 7-4-26.
  - Sidewalk Sales event date: 8-13-26
  - Art Coast Food & Wine Festival event dates: 11-5-26 through 11-7-26
- *Special event applications ready for Council review:*
  - Community Car Parade event date: 6-6-26.
  - Music in the Park event dates: Wednesdays between 6-17-26 – 9-2-26.
  - Venetian Festival event dates: 7-24-26 and 7-25-26.

- *Special events process completed*:
    - No Kings III event date: 3-28-26.
    - SDAC Art Fairs event dates: July 4 and July 25 & 26.
    - Saugatuck Farmers Market – The Market at SCA event date: 7-31-26.
    - Art in the Park event date: 9-12-26.

Administrative & General

- Distributed 403 zoning-related mailers.
- Distributed 834 notices to all voters alerting the temporary polling place change for all 2026 elections.
- Processed 33 zoning permit payments.
- Issued 43 business license applications, 5 new businesses thus far.
- Processed 2 FOIA requests.
- Received 14 Wicks Park boat slip applications, 6 applicants forfeited their slips. We have 2 slips available for an additional lottery to be announced at a later date.
- Distributed all 18 of the 18 street end license agreements, and 5 are fully executed.
- Created and distributed 22 community E-News blasts.
- City Hall staff handled a total of 670 incoming phone calls.
- City Hall Remodel: The Department Heads and City Manager met with the architect and engineer to go over additional options and requests. An updated rendering should be coming soon.
- Managed front counter operations as the primary point of contact for walk-ins and phone inquiries.

Department of Public Works

Below is a summary of notable activities carried out by the Department of Public Works since the council meeting held on 02/09/2026:

Holiday Decorations:
Chips Groundcover has started uninstalling the tree-wrap lights along the streetscape downtown along Butler Street, Culver Street, Water Street, and Hoffman Street. This completes the first year of the holiday light expansion along Water Street and Hoffman Street.

Staff Update:
AJ Brown has successfully completed his Commercial Driver's License training which consisted of a 3-day course in Grand Rapids through West Michigan CDL. He now possesses a CDL Class B with an air brake endorsement which allows him to operate the City's dump trucks. Also, Angela Stasewich successfully completed her ServSafe training which positions her to better oversee the Oval Beach Concession Stand operation.

Tree Work:
In collaboration with Ed Dowd's Crane Service and Public Works staff, 6 high risk trees have been removed from the City's ROW. With the trees gone, the stumps can be grinded before new trees are planted sometime in April.

Asphalt Patching:
As winter loosens its grip on southwest Michigan, we're now entering "pothole season" due to the freeze/thaw cycles and precipitation. In response to this, the DPW staff has done several rounds of hot patching using the Falcon 4-ton hot box. Staff will continue to provide this service as the season progresses.

Motor Pool Maintenance:
A significant amount of time has been spent performing routine maintenance on the motor pool fleet. Most of the work consisted of changing fluids, filters, and greasing. Salt has been neutralized and plows have been removed now that the weather forecast is calling for relatively warmer temperatures.

Winter Grime:
Before the snow melted significantly, no parking signs were installed along the streets within the business district so that Public Works staff could remove snow that had accumulated along the curbs. This helps people get up onto the sidewalk easier after they park their cars. Time has been spent cleaning sod, wet leaves, gravel, and other unsightly debris that have been hidden underneath the snow. We'll continue to do more detail work like this within our parks and streetscaping.

City Hall Elevator Repairs:
McNally Elevator has been working on the City Hall Elevator. The unit is awaiting inspection before it can be returned to use.

Total calls – 69

Total traffic stops – 20

Total school contacts – 29

Average response time to calls – 6 min

Assist to Douglas PD – 4

Douglas PD assist to Saugatuck City - 2

Call Date/Time	Incident Type
02/28/2026 13:17:16	Road Hazard
02/28/2026 10:59:33	Parking Violation
02/28/2026 00:15:19	General Assist
02/24/2026 22:49:18	General Assist
02/24/2026 18:18:44	General Assist
02/23/2026 22:07:53	General Assist
02/23/2026 05:40:22	Parking Violation
02/23/2026 05:30:59	Parking Violation
02/22/2026 21:48:24	General Assist
02/22/2026 00:32:54	General Assist
02/21/2026 20:12:12	General Assist
02/20/2026 22:04:59	General Assist
02/20/2026 06:23:37	General Assist
02/19/2026 22:16:51	General Assist
02/19/2026 18:52:17	General Assist
02/19/2026 13:15:48	Trespassing
02/18/2026 22:11:48	General Assist
02/18/2026 12:40:25	Trespassing
02/17/2026 23:40:45	General Assist
02/17/2026 21:35:29	General Assist
02/17/2026 15:40:54	General Assist
02/16/2026 22:42:16	General Assist
02/16/2026 13:14:20	FALLS
02/15/2026 23:12:47	General Assist
02/14/2026 18:53:48	Road Hazard
02/14/2026 00:37:11	Loud Noise
02/13/2026 22:44:30	Civil
02/13/2026 22:00:16	General Assist
02/13/2026 18:30:12	General Assist
02/12/2026 22:50:07	General Assist
02/11/2026 22:07:18	General Assist
02/10/2026 22:11:18	General Assist
02/10/2026 02:15:37	Open Door
02/09/2026 22:38:01	General Assist
02/08/2026 22:04:43	General Assist
02/08/2026 10:15:14	Check Welfare
02/07/2026 22:04:53	General Assist
02/07/2026 14:48:21	Health and Safety
02/07/2026 11:55:05	Death Investigation
02/06/2026 22:21:07	General Assist
02/05/2026 21:59:27	General Assist
02/05/2026 11:46:19	PDA
02/05/2026 09:15:37	Harassment/Threats
02/05/2026 06:15:47	General Assist
02/05/2026 02:30:38	Inspections
02/05/2026 02:23:17	Inspections
02/05/2026 02:16:43	Inspections
02/04/2026 22:51:40	Misc

02/04/2026 19:30:51	General Assist
02/04/2026 18:27:04	Check Welfare
02/04/2026 15:28:49	Inspections
02/04/2026 13:29:31	Found Property
02/04/2026 00:17:51	General Assist
02/03/2026 18:38:22	FALLS
02/03/2026 08:20:00	Misc
02/02/2026 22:30:07	General Assist
02/02/2026 01:42:49	Inspections
02/02/2026 01:40:16	Inspections
02/02/2026 01:40:07	Inspections
02/02/2026 01:29:40	General Assist
02/01/2026 17:09:28	General Assist
02/01/2026 15:32:15	General Assist
02/01/2026 11:49:43	Inspections
02/01/2026 11:42:58	Inspections
02/01/2026 11:38:04	Inspections
02/01/2026 02:54:44	Road Hazard
02/01/2026 02:28:53	Inspections
02/01/2026 02:21:15	Inspections
02/01/2026 02:14:48	Inspections

City of Saugatuck
Status Report of Engineering Activities
March 4, 2026

General Consultation

- Developed a proposal for inspection of larger culvert crossings and storm sewer outfalls. This work could be completed in phases and areas of concern could be prioritized.
- Pavement Markings: 2026 work will take place in the spring. Current contract is 2025-2027.
- Assisting with review of water and sewer agreements as needed.
- Updated the City Capital Improvement Plan to assist with prioritizing projects.

EGLE Technical, Managerial and Financial (TMF) Project

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

Mt. Baldhead Projects

- Restroom Building Replacement
  - Drinking fountain has been installed and remaining concrete is scheduled for March 5. Final site restoration will be completed in spring 2026.
  - A final walkthrough will be conducted with City staff and the contractor once construction is complete.
- Observation Platform Replacement
  - Preliminary design work is underway.
  - Construction is targeted for fall 2026 or spring 2027, depending on the timeframe for design, stakeholder engagement and permitting.

Maple Street Improvements

- The construction contract has been executed with Schippers Excavating and the Notice to Proceed has been issued.
- The preconstruction meeting is scheduled for March 13.
- Construction is anticipated to be completed April – November 2026. We will receive a more detailed schedule at the preconstruction meeting.

Parking Study

- Incorporated City comments in GIS mapping for available parking.
- Parking surveys/counts are tentatively scheduled for May and July.

Park Street Improvements – Study Phase

- The City received funding from EGLE's Michigan Coastal Management Program, which will fund up to 50% of the planning cost.
- Survey work is underway. Once mapping is complete we will schedule a kickoff meeting to review the data and re-engage with the Parks & Public Works Committee, Park Street Study Group and other stakeholders.

City Hall Interior Renovations

- Met with City staff to review initial floor plan concepts and working on updates based on direction received.

Elizabeth Street Improvements

- Met with representatives from Saugatuck Public Schools to gather SPS input on the project in general and sidewalk improvements in particular.
- Topographic survey work is complete. Soil borings are scheduled for mid-March.
- Projected schedule is planning work in early 2026, design in mid-2026, bidding in late 2026 and construction in 2027.

Village Square Court Renovation

- Prepared several concepts based on input from council and PPW.
- Survey work is in process. Soil borings are scheduled for mid-March.
- We anticipate construction will take place in fall 2026 or spring 2027, depending on the timeframe for design, stakeholder engagement, etc.

Jamie Wolters

From: Ryan Cummins
Sent: Wednesday, February 25, 2026 9:43 AM
To: Jamie Wolters
Subject: FW: Urgent: Request for Immediate Reconsideration of STR Permit Status

Council correspondence.

From: nick agnew <nickagnew@live.com>
Sent: Thursday, February 19, 2026 4:33 PM
To: Holly Anderson <Holly@saugatuckcity.com>; Scott Dean <sdean@saugatuckcity.com>; Lauren Stanton <lstanton@saugatuckcity.com>; Gregory Muncey <Gregory@saugatuckcity.com>; Russ Gardner <Russ@saugatuckcity.com>; Chris Peterson <cpeterson@saugatuckcity.com>
Cc: Grayson Moore <gmoore@saugatuckcity.com>; Ryan Cummins <rcummins@saugatuckcity.com>
Subject: Re: Urgent: Request for Immediate Reconsideration of STR Permit Status

Some people who received this message don't often get email from nickagnew@live.com. Learn why this is important

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

Dear Mayor Anderson and Members of Council,

We are writing to follow up on our email below, dated, **Friday, February13th, 2026** regarding reconsideration of our short-term rental permit.

Given the upcoming reservations affected and the immediate financial and community impact, we respectfully request confirmation that our request is under review and an estimated timeline for response.

We would also appreciate clarification as to whether this matter will be placed on an upcoming Council agenda, or if additional information is needed from us at this time.

We remain ready to comply immediately with any requirements and are eager to resolve this matter constructively.

Thank you for your attention. We look forward to your prompt reply.

Sincerely,
Nick and Donna Agnew

From: nick agnew <nickagnew@live.com>
Sent: Friday, February 13, 2026 5:55 PM
To: holly@saugatuckcity.com <holly@saugatuckcity.com>; sdean@saugatuckcity.com <sdean@saugatuckcity.com>; lstanton@saugatuckcity.com <lstanton@saugatuckcity.com>; gregory@saugatuckcity.com <gregory@saugatuckcity.com>; russ@saugatuckcity.com <russ@saugatuckcity.com>; cpeterson@saugatuckcity.com <cpeterson@saugatuckcity.com>
Cc: Grayson Moore <gmoore@saugatuckcity.com>; rcummins@saugatuckcity.com <rcummins@saugatuckcity.com>
Subject: Urgent: Request for Immediate Reconsideration of STR Permit Status

Dear Mayor Anderson and Members of the Saugatuck City Council,

We respectfully submit this letter to formally request reconsideration and reinstatement of our short-term rental permit based on lack of notice, reasonable reliance on longstanding City practice, and serious concerns regarding equal and consistent application of the revised ordinance.

For over twenty years, we have been responsible property owners in Saugatuck, and for the past decade we have operated our homes as licensed short-term rentals without violation. To our knowledge, we have never been cited for noncompliance. We have consistently acted in good faith, followed established procedures, and worked collaboratively with City officials to ensure compliance.

Historically, our permit operated under a three-year renewal framework in which we were affirmatively notified when action was required. We reasonably relied on that consistent municipal practice. Most recently, in 2024, our property was inspected and approved following review with Captain/Chief Fire Inspector Chris Bernhardy. At that time, we were working with Luke Thompson and had no indication that the renewal process or notification procedure would materially change.

We were never notified that Mr. Thompson had departed, that his responsibilities had transitioned to Grayson Moore. **We received no mailed notice, no direct email, and no formal communication advising that affirmative action was required to maintain our permit.**

The first notice of any issue came indirectly through a text message sent to a member of our cleaning team—listed only as an emergency contact—stating that our property was “not in compliance.” We immediately contacted City Manager Ryan Cummins and Mr. Moore. Only then did we learn that our permit had expired and that we were deemed ineligible under the revised rules.

We understand that 11 other short-term rental operators, including local property management companies, also missed the new deadline and were in violation of the revised rules. We further understand that concessions were granted to nine of those operators who were within 30 days of the deadline. However, two of us—ourselves included—are being treated differently solely because we were allegedly beyond that 30-day period.

We respectfully question the basis for this distinction.

If notice was not properly received, and if similarly situated operators were granted relief despite missing the same deadline, we fail to understand why relief cannot be extended uniformly to all 11. The refusal to make comparable concessions to the remaining two applicants appears arbitrary, inconsistent, and constitutes disparate treatment. The ordinance should be applied in a uniform and even-handed manner. Selective enforcement or rigid application without consideration of notice and reliance raises significant fairness and due process concerns.

The consequences to us are substantial and immediate. We currently have 36 confirmed reservations that we are now forced to consider canceling. This will subject us to financial penalties and likely result in the loss of our Premier Host status. More significantly, it will disrupt dozens of families' planned vacations—many of whom are repeat guests. Each of those guests intended to patronize Saugatuck's restaurants, shops, and local businesses, which we actively and consistently promote. The economic ripple effect extends beyond our household and directly impacts the broader community.

We have also made repeated efforts to engage constructively in this process. We have attended meetings both in person and via Zoom. During a recent council meeting, Mayor Holly Anderson indicated that City staff would follow up with us. No one did. Only after repeated calls from both of us to Mr. Moore and Mr. Cummins were we able to obtain further clarification. From our perspective, our efforts to participate meaningfully in the process have not been met with consistent communication.

Our operating history demonstrates responsible stewardship:

- We carefully screen guests and decline any suspect renters.
- We prohibit events, weddings, graduation parties, and large gatherings.
- We communicate strict expectations regarding respect for neighbors and the community.
- We maintain and update our properties to align with neighborhood character.

We acted in reliance on longstanding City practice. We maintained full compliance for a decade. We were approved as recently as 2024. We were not afforded direct notice of material procedural changes. And despite other operators receiving accommodations for missing the same deadline, we are being denied similar consideration.

Under principles of reasonable reliance, fundamental fairness, equal protection, and consistent application of municipal regulations, we respectfully request that the Council exercise its discretion to:

1. Reinstate our short-term rental permit;

2. Extend to us the same accommodation afforded to the other operators who missed the deadline; or

3. Provide a reasonable administrative remedy that prevents disproportionate and irreparable harm.

We make this request in good faith and with the sincere desire to resolve this matter collaboratively and without further escalation.

However, given the significant financial, reputational, and community impacts at stake, we must also ensure that our rights are preserved. We respectfully request a formal written response outlining the legal and factual basis for the distinction being made between our application and those of the other operators who were granted relief.

We remain fully prepared to comply immediately with any current requirements and to continue operating in a manner that reflects positively on the City of Saugatuck and its residents.

We respectfully ask for prompt reconsideration and a timely response.

Nick and Donna Agnew

580 Mason Street

Saugatuck MI

312-718-3600

February 25, 2025

Dear Members of City Council,

I am writing to respectfully request reconsideration of the recent denial of our short-term rental license and our exclusion from the Council's amnesty provisions.

To summarize the circumstances surrounding our application: our filing was inadvertently misclassified, and as a result we had no indication that it had been submitted incorrectly or that any action was required on our part. We did not receive communication from the City until more than a month after the applicable deadline had passed, leaving us with no meaningful opportunity to correct the issue or bring the filing into compliance within the prescribed timeframe.

Compounding this situation, the homeowner was in the midst of a divorce at the time correspondence was being issued. Due to that process, important notices were not received or reviewed, further contributing to our lack of awareness that any problem existed with the application status. These were not circumstances of neglect or willful noncompliance, but rather an unfortunate convergence of administrative and personal challenges.

Additionally, we attended and followed Council discussions regarding the ordinance changes and the related amnesty provisions. At a recent meeting, it was clearly conveyed that all nine properties impacted during the transition period would be afforded amnesty consideration. Based on that understanding, we were surprised and disappointed to learn that amnesty was ultimately granted to only five properties, with ours among those excluded.

We respectfully ask the Council to consider the following:

- Our noncompliance resulted from administrative misfiling and delayed notification, not intentional disregard of requirements.
- We were deprived of a timely opportunity to remedy the issue.
- Personal circumstances affecting receipt of correspondence were significant and unavoidable.
- Public statements indicated broader relief than what was ultimately applied, and we relied on those representations in good faith.

We remain committed to operating responsibly and in accordance with all local regulations. We therefore respectfully request that the Council review our case, clarify the criteria applied in determining amnesty eligibility, and consider granting reconsideration or equitable relief consistent with the intent of the amnesty provisions.

Thank you for your time, consideration, and service to our community. We would welcome the opportunity to provide any additional documentation or to appear before Council if helpful.

Sincerely;

Kevin Tringali: Bella Vita Vacation Rentals

Rakesh Madhava: 534 St. Joseph

Jamie Wolters

From: Ryan Cummins
Sent: Wednesday, February 25, 2026 10:10 AM
To: Jamie Wolters
Subject: FW: Request for Interim and Long-Term Repair Plan for Park Street Near Mt. Baldy

Council correspondence.

From: Renee Zita <reneeizita@gmail.com>
Sent: Wednesday, February 25, 2026 10:04 AM
To: Ryan Cummins <rcummins@saugatuckcity.com>; Scott Herbert <scott@saugatuckcity.com>; Holly Anderson <Holly@saugatuckcity.com>; Joe Clark <jclark@saugatuckcity.com>; Lauren Stanton <lstanton@saugatuckcity.com>; Russ Gardner <Russ@saugatuckcity.com>; Scott Dean <sdean@saugatuckcity.com>; Gregory Muncey <Gregory@saugatuckcity.com>; Chris Peterson <cpeterson@saugatuckcity.com>
Subject: Request for Interim and Long-Term Repair Plan for Park Street Near Mt. Baldy

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Dear Members of the City Council, City Manager, and Public Works Director,

I am writing again as a resident of Park Street near Mt. Baldy regarding the serious condition of our roadway at the Mt Baldy Park.

I have spoken directly with the City Manager and understand that a larger reconstruction project for this area is on the City's agenda, but that it may be two years out. While I appreciate that the City recognizes the need for improvement, waiting two more years without meaningful intervention poses continued safety risks and ongoing damage to the surrounding homes and automobiles traveling in and through the Park area.

This stretch of Park Street serves as the primary access to Mt. Baldy, one of Saugatuck's most visited attractions. During the spring, summer and fall months, thousands of visitors travel this road to climb the 303 steps and enjoy the view of Lake Michigan. The pavement has deteriorated significantly, creating hazards for vehicles, cyclists, pedestrians, and residents. Temporary pothole patching has not held up under the volume of traffic and seasonal wear.

If a full reconstruction must wait, I respectfully request that the City consider implementing a temporary but more substantial solution in the interim — such as milling and asphalt overlay or another short-term resurfacing approach. A temporary milling and overlay would greatly improve safety, reduce vehicle damage, and reflect the level of care our community expects, while long-term plans are being quoted, engineered, and finalized.

The residents along this stretch — roughly 25 homes — pay substantial property taxes and take pride in maintaining our properties. We simply ask that the roadway serving both our homes and one of the City's most visible park be made safe and presentable.

I respectfully request:
• Clarification on the anticipated timeline for the full reconstruction project
• Consideration of a temporary milling and asphalt overlay solution
• A review of whether this section can be prioritized due to its heavy seasonal traffic and public visibility

We all value Saugatuck's charm and reputation. Addressing this issue, even temporarily, would demonstrate responsiveness to both residents and the many visitors who experience this area each year.

Thank you for your continued attention. I would welcome the opportunity to discuss this further or attend a council meeting to speak on behalf of the neighborhood.

Sincerely,
Renee Zita
Park Street Resident
Saugatuck, Michigan

TO: Saugatuck City Hall Clerk and Saugatuck Parks and Public Works

FROM: Kam Morris 446 Griffith St

RE: Village Square plans for revamping tennis court

DATE: February 28th 2026

Dear City Hall Personnel and Parks and Public Works Committee

I have watched with interest all of the changes to the town square over the years.

Restrooms in the middle of Main Street, more recently the removal of all the rhododendrons and most all of the other plantings from the south west quadrant, quite barren now in comparison to the past, but probably a lot less costly to maintain. Then the remodeled playground structure, all very nice, except possibly for the banging musical devices that can often be heard at the house even above the joyous carefree laughing of the children having fun.

Probably 20 or so years back, we started being woken up early in the am by the steady thwack, thwack, thwack, of pickle ball matches. It took awhile to figure out it wasn't Ron doing some project down at the Hardware store, but some new sport! It gets to the point where you have to shut windows and turn on the AC, which seems to defeat the whole purpose of trying to keep a historic tree shaded house as eco-friendly as possible. Possibly instead of going with Councils thoughts of Concept 5 and covering up more green space with a larger expanse of two concrete surfaces, and with the eventuality of the tennis court turning into a second pickle ball court, it only takes some stipes on the ground, consider me biased but the thought of doubling the incessant thwack, thwack, thwack of pickle ball is not something to look forward to, my recommendation would be for Concept 1.

Back when I was in High School, Saugatuck supported a tennis team, we had a few weeks of tennis in the spring during gym class also. I might be mistaken but I think they may now teach pickle ball in gym class but no longer tennis? If council is looking for more pickle ball courts, maybe transition a few of the tennis courts, as possibly they are not getting as much use as in the past? The park is in the Historic District and as we are a Tree City in long standing, minimizing concrete surfaces always seems to be a plus, I would even go so far as to suggest not adding the proposed aprons around either the tennis/pickle ball court or the basketball court. Additionally, in one of the earlier proposals it included a materials list, one of the items being 400 plus feet of chain link fence to surround the courts, I have heard the fencing option has been removed and hope that is the case.

Sincerely,

Kam Morris