



CITY COUNCIL MEETING AGENDA

April 27, 2026

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

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

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

NOTICE:

Join online by visiting:

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

Join by phone by dialing:

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

Then enter "Meeting ID":

2698572603

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

rcummins@saugatuckcity.com

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

Please contact Saugatuck City Clerk at 269-857-2603 or jwolters@saugatuckcity.com for further information.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Mayor's Comments**
5. **City Manager Comments**
6. **Agenda Changes (Additions/Deletions)**
7. **Guest Speakers**
8. **Public Comment on Agenda Items Only (Limit 3 minutes)**
9. **Consent Agenda: (Roll Call)**
 - A. Approval of City Council Workshop Minutes – April 22, 2026. **Pg. 3**
 - B. Special Event – Jazz for Justice. **Pg. 6**
 - C. Palette Sign and Right of Way Signage – Saugatuck Douglas Garden Club. **Pg. 15**
 - D. Schedule the Fiscal Year 2026/2027 Budget Hearing for June 8 at 6:30 p.m. **Pg. 20**
10. **Approval of Accounts Payable: (Roll Call)**
 - A. Accounts payable in the amount of \$151,905.39. **Pg. 21**
11. **Public Hearings**
12. **Unfinished Business**
13. **New Business: (Roll Call)**
 - A. Resolution No. 260427-A – A Resolution to Censure Planning Commissioner Christopher Bagierek. **Pg. 23**

14. Staff Reports, Boards, Commissions & Committees:

A. Staff Report:

1. City Manager
2. Police

A. Boards, Commissions & Committees:

1. Fire District Administration Board
2. Interurban Board
3. Kalamazoo Lake Sewer & Water Authority
4. Kalamazoo Lake Harbor Authority
5. Zoning Board of Appeals
6. Historic District Commission
7. Planning Commission
8. Parks & Public Works Committee
9. Tri-Community Non-Motorized Trail Study Committee
10. Water System Operations Contract Advisory Committee
11. Logo and Branding Advisory Committee
12. Parking Improvements Task Force

15. Public Comments

16. Correspondence:

- A. Board Vacancy Notice
- B. Phil Huffman
- C. Bobbie Gaunt

17. Council Comments

18. Adjourn (*Voice Vote*)



CITY COUNCIL WORKSHOP MEETING MINUTES

April 23, 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 and Stanton.

Absent: Muncey and Peterson.

Motion by Gardner, Second by Stanton to excuse Muncey and Peterson from the workshop. Via voice vote, motion carried 5-0.

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

Agenda Changes: None.

Public Comment on Agenda Items Only: None.

Approval of Minutes:

Regular City Council Meeting Minutes – April 13, 2026:

Motion by Stanton, second by Gardner to approve the regular city council meeting minutes from April 13, 2026, as corrected to include Stanton's council comments from that meeting. Via roll call vote, motion carried 5-0.

Proclamation Honoring Scott Herbert:

Motion by Stanton, second by Gardner to approve proclamation honoring Scott Herbert. Via roll call vote, motion carried 5-0.

Mayor Holly Anderson presented a formal proclamation honoring Department of Public Works Superintendent Scott Herbert for his many years of dedicated service to the City of Saugatuck. The proclamation notes that Scott began working for the city in 2007 as a seasonal DPW employee, later becoming a seasonal supervisor and then a full-time equipment operator/maintenance worker in 2014, steadily building extensive knowledge of the city's infrastructure and operations. It recognizes his key role in numerous infrastructure projects, including major street reconstructions, utility repairs, parking lot upgrades, and flood mitigation efforts that improved the city's safety and resilience. The proclamation also highlights his leadership in caring for parks and public spaces, including the Village

Square playground replacement, improvements at Oval Beach, the opening of the Saugatuck Wilds Nature Preserve, and ongoing stewardship of the city's natural and recreational assets. It credits Scott with promoting innovation, safety, and staff development in DPW by introducing new equipment, enhancing safety standards, expanding training, and helping employees obtain CDL licenses and other critical skills. Additionally, it commends his commitment to regional cooperation, working with neighboring communities on mutual aid and shared problem-solving. The City Council, through this proclamation, expresses its sincere gratitude and appreciation for Scott's outstanding service, leadership, and lasting impact on the community, and extends its best wishes as he concludes his service with the city and transitions to a new role with the Kalamazoo Lake Sewer and Water Authority, with confidence that he will continue to positively impact the region.

Guest Speaker: None.

Discussion Items:

Draft of Proposed Fiscal Year 2026-2027 Budget:

City Manager Ryan Cummins presented the proposed FY 2026–27 budget of roughly \$12.2 million in total expenditures against about \$7.5 million in revenues, drawing intentionally on approximately \$4.7 million in accumulated fund balances— including about \$1.6 million from the general fund—to advance priority capital projects rather than to support basic operations. He reported that the general fund balance stands at about \$7.44 million (with \$6.3 million unassigned and a \$1 million policy commitment to parks), well above the council's \$1 million minimum reserve, and noted strong state financial metrics placing Saugatuck 4th of 239 cities for general fund health and 2nd of 240 for net position, with pensions at 113% funded and road debt of about \$1.3 million supported by a 1.4-mill levy. Cummins highlighted that, due largely to Headlee rollbacks, the city's operating millage has declined about 18% since FY 2016–17, with the total city millage (operating, roads, and debt) down more than 2.5 mills (over 16%), meaning that today the city keeps only \$0.32 of each tax dollar from a PRE property and \$0.23 from a non-PRE property. For FY 26–27, another 0.1892-mill Headlee rollback will reduce potential property tax revenue by about \$50,000, though inflation and new construction will still yield an estimated \$100,000 net increase. The budget channels these resources into projects such as the Blue Star Trail segment (about \$1.7 million with \$1.6 million in grants) a \$630,000 general-fund transfer for Maple Street sidewalks, major work on Maple and Elizabeth streets (including water mains and lead service line replacements), \$120,000 in invasive-species control, and ongoing facility, park, sidewalk, and signage improvements, while continuing modest water capital improvement fee increases (an additional \$3/month proposed) and planning a sewer rate study. Cummins concluded that the proposal fully funds council priorities, maintains core services, avoids new debt, and keeps healthy reserves, but underscored the need for long-term financial forecasting and community dialogue about millage levels and sustainable funding for future large infrastructure projects.

Public Comments: None.

Council Comments:

Councilmember Gardner focused his remarks on honoring Scott Herbert on the occasion of his departure. He recalled first meeting Scott on Election Day 2020 and immediately being impressed by his demeanor and approach. Gardner highlighted numerous examples of Scott quietly helping residents—such as assisting his aunt and others—without seeking recognition, calling those small acts

of service “hard to replace.” He placed Scott in the long continuity of the city’s DPW leadership, mentioning previous superintendents, and said that when he sees Herbert Street, he will think of Scott and his family’s long record of public service in the community and Allegan County.

Mayor Pro-Tem Clark expressed his deep appreciation for Scott Herbert’s long service to the City of Saugatuck, noting that Scott has done an outstanding job for the community. He emphasized that Scott will be greatly missed by the city, but also remarked that the Kalamazoo Lake Sewer and Water Authority is very fortunate to have him. Clark closed by thanking Scott on behalf of everyone for his tremendous work and contributions to the city.

Councilmember Dean joined in congratulating Scott Herbert on his new role and reiterated that he will be missed by the city and council. Dean encouraged Scott to stay connected with the community and the council even as he moves into his new position. He also briefly referenced the upcoming Memorial Day Parade, noting that the American Legion has been in contact and expressing his anticipation for that event.

Councilmember Stanton said she had already shared many of her thoughts about Scott Herbert at the previous meeting but was glad the council formally recognized him with a proclamation. She praised his service, acknowledged that he is doing what he needs to do for his career, and said she is happy he will remain part of the local community. Stanton also noted that she looks forward to beginning interviews for Scott’s replacement in the coming days, with interviews scheduled for Thursday and Friday.

Mayor Anderson closed the meeting by again thanking Scott Herbert, extending her gratitude “from the bottom of my heart” for everything he has done for the city. She tied her remarks to the upcoming Arbor Day, using it as a lighthearted way to “stretch out” the appreciation being shown to Scott. Anderson said she is excited that Scott will have the chance to learn new things and expressed confidence that he will thrive in his next chapter. She then moved the meeting to adjournment, which was approved by the council.

Adjournment:

Motion by Stanton, second by Clark to adjourn the meeting. Upon voice vote, motion carried 5-0. Mayor Anderson adjourned the meeting at 5:20 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: April 27, 2026

SUBJECT: Special Event-Jazz for Justice

DESCRIPTION:

The All Saints' Episcopal Church has submitted a special event application for Jazz for Justice. See attached application and breakdown of event below. A safety meeting was conducted and Fire, Police and DPW approve.

BREAKDOWN OF EVENT:

Event Date: 6-5-26
Event location: All Saints' Church, corner of Grand/Hoffman Streets
Event Hours: 5:30pm-9:00pm
Set up/Clean up times: 1:00pm & 9:00pm
Estimated number of attendees: 350
Volunteers: 25
Street Closure on Grand Street between Mason & Hoffman
2 food trucks on Mason Street
Live Music
Using SHS parking lot for overflow parking

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny Jazz for Justice to take place on June 5, 2026, organized by All Saints' Episcopal Church.



Council Action

____ Approved

____ Denied

____ Date

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: All Saints Episcopal Church TELEPHONE: 269 857 5201
MAILING ADDRESS: P.O. Box 189, 252 Grand St., Saugatuck, MI 49453
CONTACT NAME: Sally Rietveld TELEPHONE: [REDACTED]
E-MAIL ADDRESS: [REDACTED] CELL PHONE: [REDACTED]

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Sally Rietveld or Debbie Grant TELEPHONE: see above
E-MAIL ADDRESS: see above CELL PHONE: see above

EVENT INFORMATION

NAME OF EVENT: Jazz for Justice DATE(S) OF EVENT: Friday June 5 2026
PURPOSE OF EVENT: Indie Pride month & Support Community Pride
Pride in the Park, Douglas
☒ Non-Profit ☐ For-Profit ☐ City Operated/Sponsored ☐ Co-Sponsored
☐ Marathon/Race ☐ Festival/Fair ☐ Video/Film Production ☐ Other _____
EVENT LOCATION: All Saints Church, Corner of * Grand & Hoffman - Parish lawn EVENT HOURS: 5:30 - 9:00 PM
ESTIMATED NUMBER OF ATTENDEES: 350

ESTIMATED NUMBER OF VOLUNTEERS: 25

ESTIMATE DATE / TIME FOR SET-UP: June 5 1:00 ☐ A.M. ☒ P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: June 5 9:00 ☐ A.M. ☒ P.M.

* close Grand Street between Mason & Hoffman

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: ☒ Yes

☐ No

TYPE OF MUSIC PROPOSED: ☒ Live

☐ Amplification

☐ Recorded

☐ Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: 5:30 p.m.

END: 9:00 p.m.

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) pending

☐ Provide Copy of Michigan Liquor Control License pending

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

Saugatuck Brewing will be on site serving wine & beer, responsibly.

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: 20 (Maximum size is 2' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

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

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

Description of signs: _____

(Signs at event site cannot be displayed prior to day of the event and must be 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 NO

☐ AWNINGS - QUANTITY NO

☐ PORTABLE TOILETS - QUANTITY NO

☒ TENTS - QUANTITY Two small tents on adjacent property

☒ TABLES - QUANTITY 5 including two for the purchase of wine, beer, & ice cream

VENDOR PARKING: Have you made arrangement for vendor parking? ☒ Yes

☐ No

If yes, where do you propose your vendors park? 2-3 food trucks parked on Grand St.

Will the Interurban be utilized? ☐ Yes

☒ No

Time(s) _____

High school parking lot will be utilized for overflow parking

DEPARTMENT OF PUBLIC WORKS

☒ APPROVED

☐ DENIED

approved by DPW

Authorized Personnel Signature

Will this event require the use of any of the following municipal equipment:

☒ Yes

☐ No

☐ TRASH RECEPTACLES – QUANTITY _____

☒ BARRICADES – QUANTITY 2

☒ TRAFFIC CONES – QUANTITY 10

☐ PARKING SIGNS – QUANTITY _____

☐ FENCING

☐ WATER

☐ ELECTRIC

☐ RESTROOM CLEANING

☐ OTHER _____

POLICE DEPARTMENT

☒ APPROVED

☐ DENIED

approved by Sgt. Haas

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? ☐ Yes

☐ No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

☒ APPROVED

☐ DENIED

approved by Chief Janik

Authorized Personnel Signature

STREET CLOSURES: ☒ Yes

☐ No (use attached map to outline proposed closures)

Street closure date/time: 5 June 2026 3:00 ☐ A.M. ☒ P.M.

Street re-open date/time: 5 June 2026 9:00 ☐ A.M. ☒ P.M.

SIDEWALK CLOSURES: ☒ Yes

☐ No (use attached map to outline proposed closures)

Describe Sidewalk Use: LAWN CHAIRS

Sidewalk closure date/time: 5 June 2026 3:00 ☐ A.M. ☒ P.M.

Sidewalk re-open date/time: 5 June 2026 9:00 ☐ 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) *pending*

☐ Fireworks Permit (if applicable)

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

☐ Health Department Food Service License (if applicable)

If document is missing, please explain: *Insurance & liquor license pending*

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

Date

Downtown Street / Sidewalk Closure(s)





SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



3342 Blue Star Highway
Saugatuck, MI 49453
Phone: 269 857-3000
E-mail: office@saugatuckfire.org

REQUIREMENTS FOR TENT STRUCTURES

Date: June 2024 Location: All Saints' Episcopal Church

Address: 252 Grand Street Municipality: Saugatuck City

Only using two pop-up tents on the Rectory lawn.

Note this is a partial check list of requirements based on the International Fire Code 2015 edition (IFC). If you have further requirements consult with Saugatuck Twp. Fire District.

Check off when complete:

- ☐ A detailed site and floor plan for tents with an occupant load of 50 or more shall be provided with each application for approval. The floor plan shall indicate details the means of egress, seating capacity, arrangement of seating and location of any heating and electrical equipment. (3103.6)
- ☐ Fire apparatus access roads shall be provided. (3103.8.1 / 503)
- ☐ Tents shall not be located within 20 feet of lot lines, buildings, other tents, parked vehicles, or internal combustion engines. Support ropes and guy wires shall be considered as part of the tent. Note: There are exceptions, consult with the Saugatuck Township Fire District. (3103.8.2)
- ☐ An unobstructed fire break passageway or fire road not less than 12 feet wide and free from guy ropes, or other obstructions shall be maintained on all sides of all tents. (3103.8.6)
- ☐ All tents and side curtains shall be composed of flame resistant material in accordance with NFPA 701 and IFC. (3104.2)
- ☐ Tents shall have a permanently affixed label bearing the identification of size and fabric or material type. (3104.3)
- ☐ A copy of the certificate attesting to the flame resistance of the fabric shall be submitted to Saugatuck Township Fire District. (3104.4)
- ☐ Combustible materials shall not be located within any tent structure. (3104.5)
- ☐ Open flame or other devices emitting flame, fire or heat including parked cars shall not be permitted inside or within 20 feet of the tent. (3104.7)



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



_____ Portable fire extinguishers shall be provided at the exits. A minimum rating size of 2A10BC. (3104.12 / 906)

_____ The occupant load shall be stated. (3104.14 / Chapter 10)

_____ Side curtains shall be flame resistant and when used at exit openings shall be of a color that contrasts with the color of the tent. (3103.12.3)

_____ Aisles having a minimum width of not less than 44 inches shall be provided from seating areas and aisles shall progressively increase in width to provide, at all points, not less than 1 foot or aisle width for each 50 persons served by such aisle at that point. (3103.12.5)

_____ A minimum number of means of egress and means of egress widths are as follows:
(3102.12.5.1)

Occupant Load	Min. # of Means of Egress	Min. Width of Egress
10-199	2	72"
200-499	3	72"

_____ Exits shall be clearly marked if the occupant load is 50 or more. (3103.12.6)

_____ Exit signs shall be approved self-luminous type or shall be internally or externally illuminated. (3103.12.6.1)

_____ Means of egress shall be illuminated. (3103.12.7)

_____ Required width of exits, aisles and passageways shall be maintained at all times.
(3103.12.8)

_____ Trained crowd manager/supervisor shall be provided at a ratio of one crowd manager/supervisor for every 250 occupants. (3104.20.2)

_____ "No Smoking" signs shall be posted in conspicuous locations. (3104.6)

_____ Provide STFD with a copy of the "Miss Dig" ticket number and documentation for location and marking of underground utilities where tent will be erected. (102.9)

_____ Saugatuck Township Fire District will inspect the tent installation.

Signature of Applicant: _____

Signature of Fire Inspector: _____

Date: _____

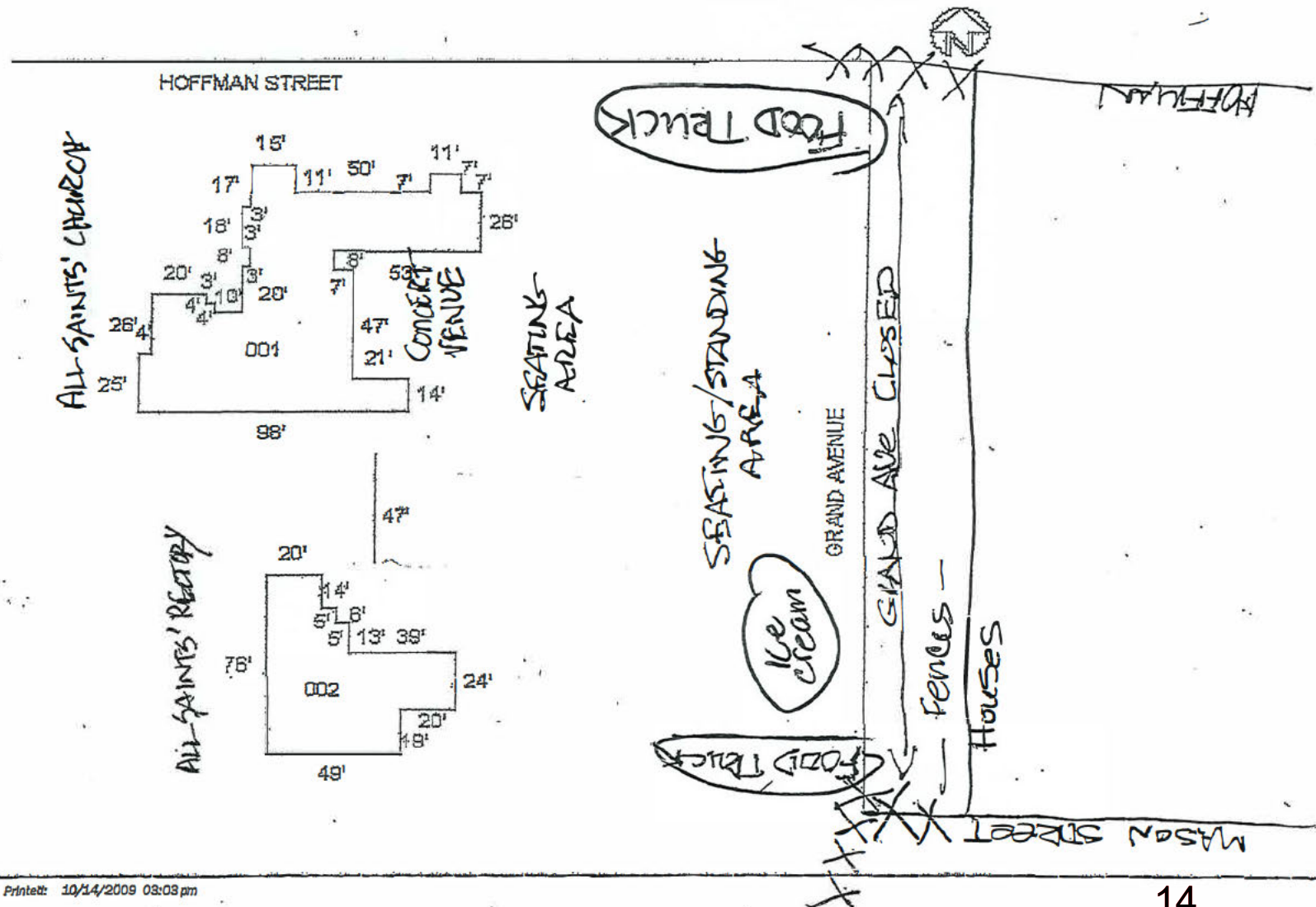
Revised 8/2016-CM

Church Insurance Agency Corporation
New York, New York

America
Appraisal

MEMBER: VFP-12225 ALL SAINTS CHURCH
SITE: 001 ALL SAINTS CHURCH

Site Plat





City Council Agenda Item Report

FROM: Jamie Wolters, City Clerk

MEETING DATE: April 27, 2026

SUBJECT: Temporary Banner Sign

DESCRIPTION:

The Saugatuck Douglas Garden Club is requesting the installation of a banner on the palette sign.

The banner sign meets the temporary sign ordinance requirements:

154.30 (C) (3) The banner shall be displayed for no more than three 14-day periods between January 1 and December 31 of any year;

154.30 (H) allows the City Council to waive any of the requirements the temporary sign regulations subject to the following:

- (1) The sign does not create a traffic vision obstruction;
 - (2) The sign does not create a pedestrian traffic obstruction;
 - (3) The sign is compatible with the surroundings and is not uniquely out of character for the community; and
 - (4) The sign does not create a situation which could be detrimental to health, safety, or welfare.
- .

LEGAL REVIEW:

None.

SAMPLE MOTION:

Motion to approve the temporary banner sign on the palette sign starting on July 10th, 2026.



RECEIVED

APR 21 2026

CITY OF SAUGATUCK
102 BUTLER ST
SAUGATUCK, MI 49453

Right of Way Sign Application

APPLICANTS INFORMATION

APPLICATION NUMBER _____

Name Saugatuck Douglas Garden Club Address / PO Box % Carla Vacco 2183 Lakeshore Dr
City Fennville State MI Zip 49408 Phone [REDACTED]
E-Mail [REDACTED]
Signature Carla J. Vacco Date 4-20-2026

SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Type: Number of Yard Signs 8 Number of Banners 1

Dates to be displayed ~~4-20-2026~~

Further Comments: Banner to be displayed 7-10-2026

PLEASE INCLUDE THE FOLLOWING INFORMATION

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

Y N NA

- ☒ ☐ ☐ Dimensions and type of each proposed sign 18" x 24" + 6' Banner
☐ ☐ ☐ Map showing the location of each sign
☒ ☐ ☐ Explanation of how each sign will be attached and secured metal stakes

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

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

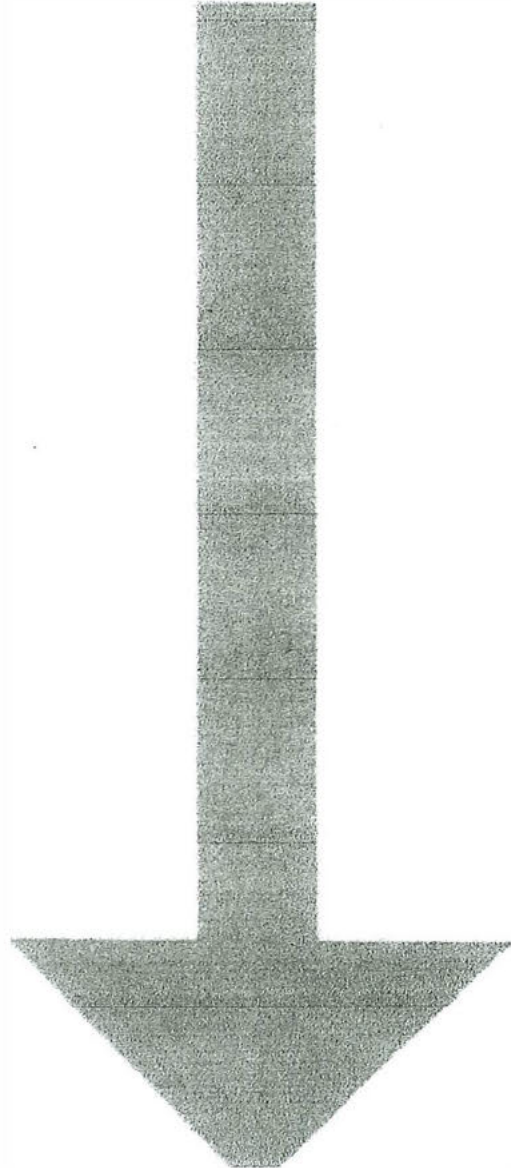
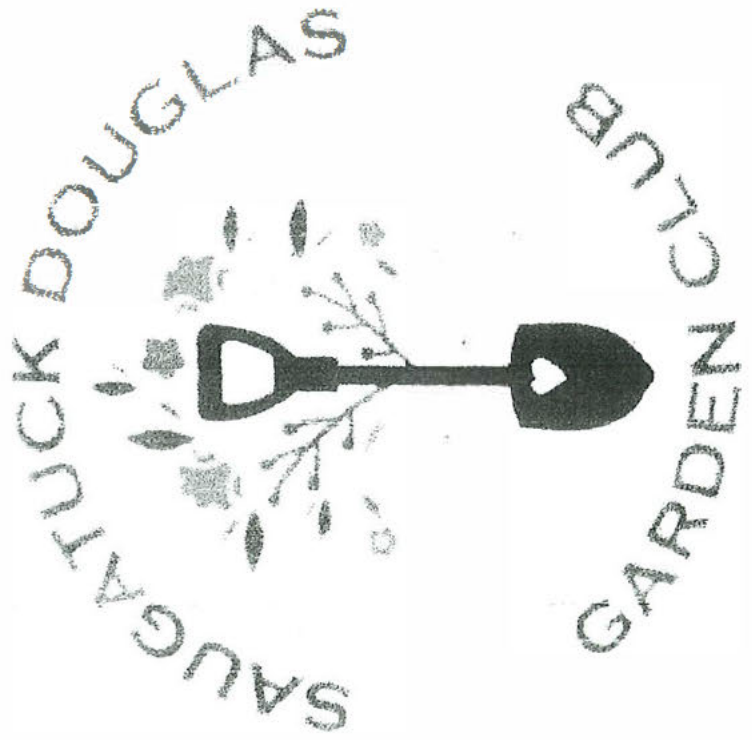


From: Merijeau Webb remax.merijeau@gmail.com @
Subject: From Merijeau
Date: March 31, 2022 at 3:09 PM
To: Janet Ryskamp jjryskamp@yahoo.com



Sent from my iPhone

GARDENS





City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: April 27, 2026

SUBJECT: Set Fiscal Year 2026/2027 Budget Public Hearing

DESCRIPTION:

The proposed budget for 2026/2027 was presented at the April 22 workshop meeting.

Presentation Video: https://youtu.be/_BQbLST6_o?si=2iplO0PMOd8CxeUn&t=582

Presentation Slides and Budget Detail: <https://tinyurl.com/yczekvk5>

Staff is requesting that Council set a public hearing for the budget at your first regular meeting in June.

LEGAL REVIEW:

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

SAMPLE MOTIONS:

Motion to schedule the fiscal year 2026/2027 budget hearing for June 8 at 6:30p.

Vendor Name	Description	Amount
1. ALLEGAN COUNTY SHERIFF	MAR '26 CORRECTIONS SERVICES	187.00
2. BS&A SOFTWARE	ANNUAL FEE - DELINQ PERS PROP & TAX SYSTEM	1,253.00
3. C2AE	FEB '26 SERVICES - BST DESIGN	9,738.82
4. COMCAST	02/28- 03/27 INTERNET SERVICE	(6.76)
	03/28- 04/27 INTERNET SERVICE	237.90
	TOTAL	231.14
5. CONVENTION AND VISITORS BUREAU	FIREWORKS CONTRIBUTION	5,000.00
6. D.K. CONSTRUCTION, INC.	DOCK REPAIR	16,862.50
7. DON JOLLY	BOARD OF REVIEW DINNER	314.47
8. E DOWD CRANE SERVICE LLC	TREE SERVICE	1,785.00
9. FLEIS & VANDENBRINK ENGINEERING INC	06/01 - 04/04 ENGINEERING FEES - GEN CONSULT	5,502.39
10. GFL ENVIRONMENTAL	ROLL-OFF BOX FOR STREET-SWEEPING DEBRIS	816.60
11. IHLE AUTO PARTS	MAR '26 MOTOR PURCHASES	568.99
12. KEPPEL'S LOCK & SAFE CO.	REPAIRS - OVAL BEACH	165.00
13. LANDSCAPE DESIGN SERVICES INC	MAR '26 ROSE GARDEN MAINTENANCE	2,110.00
14. MAC QUEEN	STREET SWEEPER	571.35
15. MACATAWA BANK	SERIES 2017 BOND PAYMENTS	11,146.50
16. MACATAWA PLUMBING INC	INSTALL NEW WATER SERVICE	2,595.00
17. MIDWEST CONSTRUCTION GROUP, INC.	MT BALDHEAD RESTROOM REPLACEMENT	17,953.73
18. PENS.COM	LOGO PENS	295.45
19. PETTY CASH	OVAL BEACH PASS OFFICE CASH	100.00
20. SAUGATUCK DOUGLAS GARDEN CLUB	DOWNTOWN FLOWERS	1,700.00
21. SAUGATUCK FIRE	RENTAL HOME INSPECTIONS	10,600.00
22. SAUGATUCK TOWNSHIP	CEMETARY MAINT.	6,000.00
23. SEPTIC TANK SYSTEMS CO INC	03/21 - 04/17 PORTABLE REST ROOM - MT BALDHEAD	250.00
24. SISTERS IN INK	OVAL BEACH UNIFORM	381.76
25. STANDARD INSURANCE COMPANY	MAY '26 INSURANCE	458.69
26. TODD WENZEL GMC	2026 GMC SIERRA PICKUP TRUCK - REPLACE #2	55,318.00
TOTAL - ALL VENDORS		151,905.39
FUND TOTALS:		
Fund 101 - GENERAL FUND		81,556.03
Fund 202 - MAJOR STREETS		24.70
Fund 203 - LOCAL STREETS		100.12
Fund 301 - DEBT SERVICE		11,145.50

04/23/2026 02:15 PM
User: NICOLE
DB: Saugatuck

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
EXP CHECK RUN DATES 07/01/2025 - 05/01/2026
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Page: 2/2

Vendor Name	Description	Amount
Fund 497 - WATER CAPITAL PROJECTS FUND		2,595.00
Fund 661 - MOTOR POOL FUND		56,483.04

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

RESOLUTION NO. 260427-A

**A RESOLUTION TO CENSURE PLANNING COMMISSIONER CHRISTOPHER
BAGIEREK**

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

RECITALS

WHEREAS, on March 23, 2026, the Saugatuck City Council adopted a motion requesting the resignation of Planning Commissioner Christopher Bagierek within thirty (30) days, and indicating that failure to do so would result in consideration of censure and removal from the position of Vice Chairman; and

WHEREAS, on April 14, 2026, Commissioner Bagierek notified the City via email that he accepted censure and voluntarily stepped down from the position of Vice Chairman effective immediately; and

WHEREAS, Commissioner Bagierek has served on the Saugatuck Planning Commission since December 12, 2022; and

WHEREAS, Commissioner Bagierek owns property located at 610 Lake Street containing a principal dwelling and an accessory dwelling unit (“ADU”); and

WHEREAS, City records and third-party documentation indicate that Commissioner Bagierek’s property has been utilized as a short-term rental since at least October 2017; and

WHEREAS, the City issued an enforcement notice in December 2021 for operation of an unlicensed short-term rental, after which Commissioner Bagierek obtained an STR certificate in June 2022; and

WHEREAS, at all relevant times, the City’s Zoning Ordinance required special land use approval from the Planning Commission to rent an ADU separately from a principal dwelling and prohibited renting out individual rooms within a dwelling; and

WHEREAS, evidence reviewed by the City Council indicates that the ADU on the property was rented separately from the principal dwelling for a period of years without the required special land use approval; and

WHEREAS, during his tenure on the Planning Commission, Commissioner Bagierek deliberated and voted on multiple special land use applications and ordinance amendments relating to ADUs and short-term rentals, including applications substantially similar to his own property and circumstances; and

WHEREAS, Commissioner Bagierek did not disclose to the Planning Commission his rental of an ADU in a manner inconsistent with the Zoning Ordinance while participating in those deliberations; and

WHEREAS, Commissioner Bagierek also participated in discussions and votes on recommended zoning ordinance amendments affecting ADUs, including amendments necessary to allow certain nonconforming ADUs to be rented, which had the potential to, and ultimately did, directly benefit his property by rendering it eligible to be rented under the zoning ordinance; and

WHEREAS, under Michigan law (MCL 125.3815(9)), a Planning Commission member must disclose potential conflicts of interest prior to voting, and failure to do so constitutes malfeasance in office; and

WHEREAS, the City of Saugatuck Ethics Policy requires appointed officials to disclose conflicts of interest and refrain from voting on matters in which such conflicts exist; and

WHEREAS, the City Council finds that, regardless of intent or understanding, Commissioner Bagierek's conduct created at minimum the appearance of a conflict of interest; and

WHEREAS, under Section 4.5 of the City Charter, every appointed official in the City of Saugatuck, before assuming the duties of office, takes an oath of office to faithfully fulfill the duties of their office; and

WHEREAS, appointed City officials are held to a high standard of conduct and are expected to represent City in a positive light and to set an example for the public; and

WHEREAS, when City officials fail to follow regulations of general applicability, especially regulations that they are entrusted to administer and apply to others, it can undermine the public trust and damage the prestige of the City of Saugatuck; and

WHEREAS, the City Council further finds that Commissioner Bagierek's failure to comply with the same zoning requirements enforced by the Commission is inconsistent with the standards expected of the role; and

WHEREAS, the City Council finds that Commissioner Bagierek's actions represented a lack of diligence, effort, and good judgment that reflects poorly on the City of Saugatuck and its Planning Commission; and

WHEREAS, the City Council recognizes Commissioner Bagierek's willingness to accept censure and step down from a leadership position;

NOW, THEREFORE, BE IT RESOLVED, that the Saugatuck City Council hereby formally censures Planning Commissioner Christopher Bagierek for failure to disclose a potential conflict of interest and for conduct inconsistent with the City's Ethics Policy and inconsistent with the standards expected of City Planning Commissioners.

BE IT FURTHER RESOLVED, that the City Council acknowledges his resignation

from the role of Vice Chairman of the Planning Commission.

BE IT FURTHER RESOLVED, that this censure shall be entered into the official record of the City and maintained as part of the public record.

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



City Manager Report

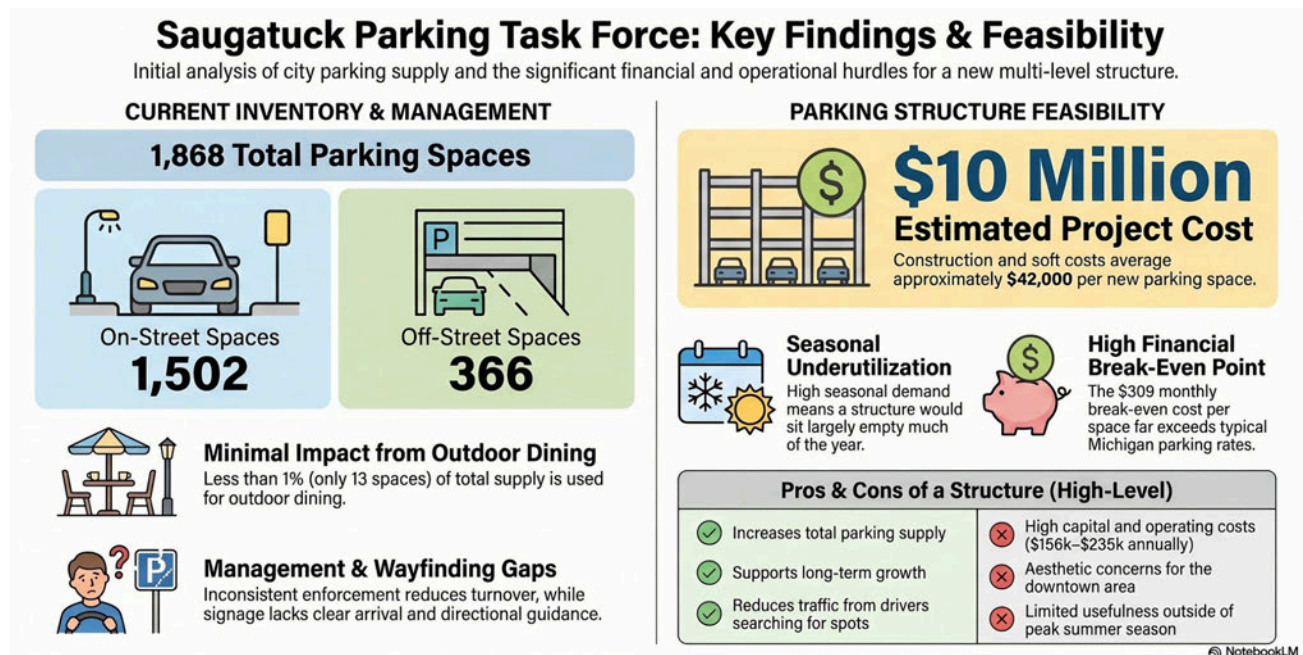
April 27, 2026

Logo and Branding Survey

- The logo and branding survey has gone out on Facebook and through e-mail. Folks can also obtain printed copies at City Hall.
- So far, we have received 245 responses!
- The survey closes on May 4, 2026.
- Survey link: https://www.surveymonkey.com/r/CityofSaugatuck_Rebranding

Parking Update: What We're Learning So Far

- As you know, the Parking Improvements Task Force has been hard at work studying parking. Here are a few quick takeaways that were recently shared in my community report and on social media:
 - We have 1,868 public parking spaces citywide
 - 1,502 on-street | 366 off-street
 - Less than 1% of spaces are used for outdoor dining
 - What about a parking structure?
 - Estimated cost: \$7M–\$10M+
 - Would likely be underused outside peak season
 - Not expected to pay for itself over time
 - Opportunities we're exploring:
 - Better signage and wayfinding
 - Easier-to-understand parking info
 - Improved online resources
 - Enhanced shuttle options
 - We've also heard concerns about inconsistent enforcement, which can lead to overstays and fewer available spaces when you need them most.
 - This is just the beginning—more work is ahead as we look for practical, cost-effective solutions that work for residents, businesses, and visitors.
 - Stay tuned for updates as the study continues until August 2026!
 - Further details: <https://www.saugatuckcity.com/parking-improvements-task-force.html>



Director of Public Works Position

- An update on the status of filling the open Director of Public Works position. We have 59 applicants, including out-of-state candidates.
- I recently narrowed the pool and invited seven candidates for interviews on April 23 and 24. The interview panel includes myself, Mayor Pro Tem/KLHA Vice-Chair Clark, Council Member/PPW Committee Liaison Stanton, and DPW Supervisor Adam Kerridge.
- We anticipate selecting 2–3 finalists for a second round, which will include a one-on-one interview with me, a tour of the City, and an informal meet-and-greet with additional City staff.
- Scott has worked closely with Adam and Michelle on a transition plan. Both have demonstrated strong leadership and a commitment to keeping Public Works operations and priorities running smoothly. I will be meeting with Scott for a final update on the transition plan and will continue working closely with Adam and Michelle until the position is filled.

Memorial Day Parade

- The American Legion has asked for help in providing the necessary resources for a safe parade.
- In addition to resources from police, fire and the City, additional volunteers are needed to help block intersections.
- April Gundy has generously offered to help seek additional volunteers. **Please e-mail** eventssaugatuckdouglas@gmail.com if you can help!

Mt. Baldhead Restrooms

- The new restrooms at Mt. Baldhead are now open!

- Engineering and public works advised they had a good walkthrough and had just one punch list item.
- We are holding the last \$5,000 in retainage to be released when the punch list item is addressed and the grass comes in, which shouldn't be too far off with the rain and warmer temps now.

Plastic Pellet Spill Cleanup

- EGLE continues to provide weekly updates to the managers of the tri-community as well as the tribal nations. Here is a quick summary from the latest update:
 - EGLE recently received a clean-up progress update/summary from the responsible party and is currently reviewing its contents. In the response, it is indicated that remediation at the crash site has been completed and that the I-196 roadway remediation efforts are on-going. The progress report estimates that approximately 28,000 lbs of nurdles have been recovered as part of remediation activities to date.
 - EGLE is coordinating with MDOT and the responsible party for a site visit to confirm remediation is complete at the crash site and evaluate clean-up activities and site conditions along the I-196 roadway. This is expected to occur in the next few weeks.

Miscellaneous

- Attended Election Commission meeting.
- Held one on one with Director of Planning and Zoning.
- Met with Fire Department, Engineering, and Township to review water and sewer options.
- Held Department Head team meeting.
- Attended Park House ribbon cutting and open house.
- Held one on one with City Treasurer/Finance Officer.
- Attended Convention and Visitors Bureau Board meeting.
- Attend Election Public Accuracy Test.

Total calls – 60

School contacts - 23

Traffic stops - 53

Average response time – 14 min

No high priority calls this month led to a higher response time this month.

Call Date/Time	Incident Type
=====	
03/31/2026 21:46:07	General Assist
03/30/2026 22:12:29	General Assist
03/29/2026 23:05:24	General Assist
03/29/2026 20:01:04	Suspicious Situation
03/29/2026 19:39:20	Parking Violation
03/29/2026 15:25:41	Assist Other Agencies
03/28/2026 22:23:07	General Assist
03/28/2026 17:52:43	DWLS
03/27/2026 22:36:38	General Assist
03/25/2026 22:40:37	General Assist
03/25/2026 15:35:00	Assault
03/24/2026 22:10:02	General Assist
03/24/2026 18:05:56	Parking Violation
03/23/2026 16:58:57	CSC
03/23/2026 13:37:44	General Assist
03/22/2026 23:00:39	General Assist
03/22/2026 02:18:40	Assault
03/22/2026 00:42:27	General Assist
03/21/2026 16:15:51	Assist Other Agencies
03/20/2026 23:49:18	General Assist

03/20/2026 17:16:09	Civil
03/20/2026 11:33:00	General Assist
03/20/2026 10:16:09	FALLS
03/19/2026 22:01:16	General Assist
03/19/2026 18:21:02	Suspicious Situation
03/18/2026 22:02:55	General Assist
03/18/2026 10:00:44	Open Door
03/17/2026 22:10:43	General Assist
03/17/2026 18:49:38	Assault
03/17/2026 11:51:34	General Assist
03/16/2026 21:57:57	General Assist
03/16/2026 11:31:42	Alarm
03/16/2026 11:18:49	Fire Alarm
03/15/2026 20:02:22	General Assist
03/14/2026 23:01:37	General Assist
03/13/2026 22:41:00	General Assist
03/12/2026 22:00:59	General Assist
03/12/2026 01:12:44	General Assist
03/10/2026 22:02:15	General Assist
03/10/2026 14:52:07	Parking Violation
03/09/2026 22:12:35	General Assist
03/08/2026 22:14:17	General Assist
03/08/2026 01:37:10	Disorderly Conduct
03/07/2026 22:49:41	Obstruct Justice
03/07/2026 22:10:12	General Assist
03/07/2026 19:08:04	DWLS
03/06/2026 22:31:37	General Assist
03/06/2026 18:17:56	General Assist
03/06/2026 12:08:58	General Assist

03/05/2026 23:04:40	General Assist
03/05/2026 07:50:30	On Foot
03/04/2026 22:42:44	General Assist
03/04/2026 11:07:44	Check Welfare
03/04/2026 02:36:40	General Assist
03/03/2026 15:01:47	Check Welfare
03/03/2026 07:22:46	Unknown Accident
03/02/2026 22:14:30	General Assist
03/02/2026 19:20:36	Suspicious Situation
03/01/2026 18:42:07	Misc
03/01/2026 00:03:56	General Assist



NOTICE

The City of Saugatuck is accepting applications for appointments to the following boards and commissions:

Planning Commission

The Planning Commission is a seven-member body empowered by the City Council to establish procedures, standards, and administrative rules for site development plan review and approval. Its powers and duties are defined by Act No. 285 of the Public Acts of the State of Michigan, as amended.

Meetings are held at Saugatuck City Hall, 102 Butler Street, at 7:00 p.m. on the third Thursday of each month, unless otherwise noted.

Zoning Board of Appeals

The Zoning Board of Appeals consists of five members and two alternates. The board reviews and decides on applications for variances or relief from specific provisions of the zoning ordinance. It also provides a forum for residents to appeal interpretations of the City's zoning regulations.

Meetings are held at Saugatuck City Hall, 102 Butler Street, at 7:00 p.m. on the second Thursday of each month, unless otherwise noted.

Fire District Administration Board

The Saugatuck Township Fire District is governed by a seven-member Fire Administrative Board, with members appointed for six-year terms. The governing bodies of Saugatuck Township, the City of the Village of Douglas, and the City of Saugatuck shall each appoint two members to the Board. A vacancy on the Board shall be filled by the original appointing governing body for the remainder of the unexpired term.

Meetings are held at Saugatuck Township Fire District, 3342 Blue Star Highway, Saugatuck, MI 49453 at 4:00 p.m. on the 3rd Monday of each Month.

Residents of the City of Saugatuck who are interested in serving are encouraged to contact City

Hall at jwolters@saugatuckcity.com for more information or to request a paper application. Online applications can be found on Saugatuckcity.com located in forms. Application deadline is May 12th by 5 p.m.

Jamie Wolters
Saugatuck City Clerk
Dated: April 27, 2026



Outlook

FW: City park link to school website

From Ryan Cummins <rcummins@saugatuckcity.com>**Date** Mon 4/13/2026 12:20 PM**To** Jamie Wolters <jwolters@saugatuckcity.com>[Report This Email](#)

Council correspondence.

From: Phil Huffman [REDACTED]**Sent:** Friday, April 10, 2026 12:32 PM**To:** Holly Anderson <Holly@saugatuckcity.com>; Joe Clark <jclark@saugatuckcity.com>;
Istanton@sugatuckcity.com <Istanton@sugatuckcity.com>; Russ Gardner <Russ@saugatuckcity.com>; Scott Dean
<sdean@saugatuckcity.com>; Gregory Muncney <Gregory@saugatuckcity.com>; Chris Peterson
<cpeterson@saugatuckcity.com>**Subject:** City park link to school website

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.

Saugatuck City Council:

I would like the city to begin promoting our schools to vacationers in our parks. A QR code with a direct link to a dedicated school page would give visiting parents the opportunity to learn about our great schools while they are enjoying our parks.

The website could emphasise low class size, unique classes offered, high graduation rate, recent graduate success stories, extracurricular opportunities, sports, and whatever else prospective residents with children may want to know. And lots of photos of our beautiful campuses, dedicated teachers and smart kids!

Hopefully this will bring more year-round residents to our town and grow our in-district student ranks.

This is an extremely cost effective way to reach a very valuable target market.

Please feel free to contact me if you have any questions. As long as your questions don't contain any math problems!

Cheers,

Philip Huffman

306 Mary St.
Saugatuck, MI 49453



17 April 2026

Saugatuck City Council – Attention: Holly Anderson, Mayor
Saugatuck Planning Commission – Attention: Steven Manns, Chair
Saugatuck, MI 49453

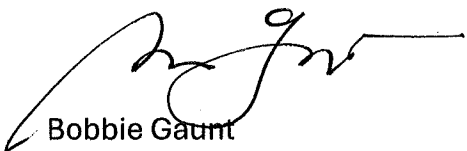
Mayor Anderson, Chair Manns, and members of City Council and the Planning Commission:

It is with disappointment and sadness that I submit my resignation as a Planning Commissioner effective Friday, April 17, 2026. My decision lies in how the City Council, with the support of the Chair of Planning, chose to act on the matter of Commissioner Bagierek's multi-year violations of the City's Short Term Rental (STR) licensing and Special Land Use (SLU) approval requirements once the violations were known.

In spite of evidence that Commissioner Bagierek (also Vice Chair of Planning) violated City STR Licensing and Special Land Use approval requirements over a number of years as well as failed to disclose a conflict of interest, which is a violation of the City's Ethics Policy as well as the Michigan Planning Enabling Act and grounds for removal from office, the City Council referred the matter to the Planning Commission as a "learning and improvement opportunity". The Planning Commission rejected that premise and returned the matter to the City Council where it belongs.

When the matter was placed on the agenda for the City Council meeting of March 23 and discussed, of the six members of Council at the meeting, three concluded that Mr. Bagierek's actions warranted his resignation or removal from the Planning Commission, but three members disagreed so the motion failed. After further discussion, four members voted to censure Mr. Bagierek and ask for his resignation as Vice Chair. Inexplicably, two members disagreed that Mr. Bagierek's record required any redress.

When citizens join the Planning Commission, we take an oath to uphold the City Charter, and thereby the City's ordinances – I don't consider this promise to be conditional or variable. I also understand mistakes can be made, and grace should always be considered. At the same time, as officials, I believe we should hold ourselves and be held to a higher standard. I don't know how to live in a world where this particular set of facts occurring over a number of years justifies my continued trust in leadership, and it is for that reason that I am resigning.



Bobbie Gaunt