



CITY COUNCIL MEETING AGENDA

July 28, 2025

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

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

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

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Mayor's Comments**
- 5. City Manager Comments**
- 6. Agenda Changes (*Additions/Deletions*)**
- 7. Guest Speakers**
- 8. Public Comment on Agenda Items Only (*Limit 3 minutes*)**
- 9. Consent Agenda: (*Roll Call*)**
 - A.** Approval of Workshop Meeting Minutes for July 23, 2025. *Pg.3*
 - B.** Revocable License Agreement for Seating in Right of Way – JW Pizza LLC dba Scooters Café & Pizzeria. *Pg.7*
 - C.** Special Event – 13th Annual Spear Street Block Party. *Pg.13*
 - D.** Special Event Application – Annual Movie in the Park. *Pg.19*
 - E.** Special Event Application – Annual Art in the Park. *Pg.25*
 - F.** Designation of City Manager as Zoning Administrator and Historic District Administrator Effective 8-2-25. *Pg.33*
- 10. Staff Reports, Boards, Commissions & Committees: *Pg.34***
 - A. Staff Reports:**
 1. City Manager
 2. Treasurer
 3. Clerk
 4. Planning and Zoning
 5. Department of Public Works

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.

6. Police
7. Engineer

B. Boards, Commissions & Committees:

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

11. Approval of Accounts Payable: *(Roll Call) Pg.52*

- A. Accounts Payable in the amount of \$469,409.13.

12. Public Hearings

13. Unfinished Business

14. New Business

- A. Spear Street – Streetlight Removal Request. *(Roll Call) Pg.54*
- B. Updated Law Enforcement Services Agreement with Allegan County *(Roll Call) Pg.56*
- C. Historic District Commission Appointment – Helen Baldwin with term expiring 8-1-28. *(Voice Vote) Pg.72*

15. Public Comments

16. Correspondence *Pg.90*

- A. Jim Smit
- B. Jim Sellman
- C. Parking Task Force Notice for Applicants

17. Council Comments

18. Adjourn *(Voice Vote)*



CITY COUNCIL WORKSHOP MEETING MINUTES- *proposed* **July 23, 2025**

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

Call to Order:

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

Attendance:

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

Motion by Gardner, second by Stanton to excuse councilmember Clark. Via voice vote, motion carried 6-0.

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

Agenda Changes: None.

Public Comment on Agenda Items Only:

Karen Sheridan commented on item #6c.
Nancy Kimble commented on item #6c.

Approval of Minutes:

Regular City council Meeting Minutes – July 14, 2025.

Closed Session City Council Meeting Minutes – July 14, 2025.

Motion by Gardner, second by Stanton to approve the regular city council meeting minutes and the closed session city council meeting minutes, both of July 14. Via voice vote, motion carried 6-0.

Discussion Items:

Allegan County Sheriff's Office Law Enforcement Services Agreement and Presentation:

Services Overview:

- 60 uniform personnel
- 9 township contracts
- 4 School Resource Officers (SROs)
- Detective Bureau includes:
 - 4 general case detectives - 1 domestic violence investigator - 1 digital forensics investigator
- Specialty Units:
 - SWAT team (multi-jurisdictional)

- Canine team
- Dive team
- Evidence technicians
- Accident investigators
- Traffic team
- Honor guard
- Crisis negotiator team
- Field training officers

Auxiliary Units:

- Reserves
- Marine patrol
- Animal Control

Call Volume:

- Consistent around 1,200 calls per year

Contract Details:

- Current contract is 75.5% city/25% county split
- Four deputies assigned to Saugatuck
- Coverage using the closest available car concept
- Willing to adjust service levels based on community needs

Council Discussion:

- Council members appreciated deputies' visibility and community engagement
- Praised deputies for being friendly and approachable

Coverage Concerns

- Concerns about 24/7 coverage
- Sheriff's department clarified they don't provide constant on-site coverage
- Confirmed that closest available patrol car will respond to calls
- No major incidents reported when deputies were not immediately available

Marine Patrol

- Discussed funding and staffing challenges
- County committed to maintaining marine patrol budget
- Difficulty finding part-time employees to fill shifts

School Resource Officer

- Discussed potential for future SRO at Saugatuck Public Schools
- Currently using a security director (Brett Ensfield) as an interim solution

Review Slow No Wake Survey Results and Options:

Survey Results:

- 700+ respondents
- Nearly 50/50 split on the issue
- 48% in favor of the entire lake being no wake
- 47% are against making the entire lake no wake
- About 5% of lake users engage in water skiing/tubing
- Over 75% prefer cruising and sightseeing

Council Member Perspectives:

- Not in favor of making the entire lake no wake
- Supports maintaining recreational use
- Interested in exploring alternative solutions
- Concerned about boat wakes near docks
- Increase signage - Noted lack of no wake signage in certain areas
- Explore more navigational aids- Potentially create a high-speed channel in future

Practical Considerations:

- Current lake depth limitations naturally restrict boat activities
- State law requires slow speed within 100 feet of shoreline
- Enforcement challenges exist

Spear Street Update –Streetlight Removal Request:

Background:

- Streetlight has not been in use for 30 years
- Residents requested its removal
- Consumers Energy no longer offers deactivation service
- Removal cost is approximately \$500

Council Member Perspectives:

- Wants to prevent setting a broad precedent - Consider developing a comprehensive streetlight policy
- Interested in exploring dark sky initiatives
- Suggested alternative: installing a cul-de-sac LED light
- Supports this specific removal due to unique circumstances

Proposed Next Steps:

- Add to Monday's agenda
- Explore dark sky initiatives through Parks and Public Works Committee
- Install dead-end signage if light is removed

Public Comments:

Paul Whitfield commented on item #6c.

Correspondence: None.

Council Comments:

Councilmember Muncey:

- Congratulated Scott Herbert on his wedding anniversary
- Promoted "Music in the Park" event - Whiskey Bound would be performing
- He will be blowing bubbles at the event

Councilmember Dean:

- Looking forward to Music in the Park

Councilmember Stanton: None.

Councilmember Gardner:

- Asked everyone to look at the Spear Street light by his home to see the difference with the new shield
- Thanked all of the Allegan County Sheriff department staff for their presentation

Councilmember Peterson:

- Appreciates the Allegan County Sheriff's department service and commitment to this town and thanked them for all their hard work
- She remembers the brutal start of the police separation years ago

Mayor Anderson:

- Thanked all of the Allegan County Sheriff's department staff, especially Sergeant Haas for his ongoing communications and great relationship with City Manager Cummins.

Adjournment:

Motion by Stanton, second by Dean to adjourn the meeting. Upon voice vote, motion carried 6-0. Mayor Anderson adjourned the meeting at 5:30 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Luke Thompson – Director of Planning and Zoning

MEETING DATE: 7/28/2025

SUBJECT: Revocable License Agreement for Seating in Right of Way – 322 Culver St

DESCRIPTION:

Scooters Café and Pizzeria has requested an updated Revocable License Agreement due to a change in ownership. The original agreement, approved on February 29, 2025, authorized the placement of four tables and sixteen chairs on the public sidewalk adjacent to the property. Aside from the change in ownership, no modifications to the original terms are being proposed.

Attached is the updated Revocable License Agreement reflecting the new ownership information.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

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

SAMPLE MOTION:

Motion to approve the Revocable License Agreement for temporary restaurant seating in the public right-of-way for JW Pizza LLC

REVOCABLE LICENSE AGREEMENT
FOR RESTAURANT SEATING IN THE PUBLIC RIGHT OF WAY

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

Recitals

- A. Licensee has leasehold interest in real property located at 322 Culver St, in the City of Saugatuck, further described as PP No. 03-57-300-195-00. A restaurant is operated on the property.
- B. Licensee desires to place 2 tables (of a size to seat two persons), 2 tables (of a size to seat four persons), and 16 chairs on the public sidewalk adjoining the property, to be utilized in conjunction with the restaurant.
- C. The public sidewalk and street are under the control and jurisdiction of the City and the City is amenable to granting a revocable license to Licensee for the purposes described herein, subject to the terms of this Agreement.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is acknowledged by the parties, it is agreed as follows:

Agreement

- 1. The parties affirm that the recitals set forth above are correct, form an integral part of this Agreement and are incorporated by reference.
- 2. The City grants to the Licensee, and the Licensee accepts from the City, a non-exclusive, revocable license to place and utilize the number of tables and chairs set forth above within and on the public sidewalk and street directly adjacent to the Licensee’s property, in the precise location shown on the attached sketch plan, marked as Exhibit A (the “Licensed Premises”) subject to the terms and conditions of this Agreement. Without limiting the foregoing, the placement and use of the seating and tables shall not obstruct or interfere with a five (5) foot wide path on the improved sidewalk, which path shall be continuously maintained for pedestrian travel.
- 3. The Licensee acknowledges and agrees that Licensee has inspected the Licensed Premises and has determined such premises to be in a satisfactory condition and that the Licensee's entry upon and use of the Licensed Premises constitutes acceptance of the Licensed Premises on an "as is" basis. The City makes no representations or warranties as to the condition of the public right-of-way, the suitability of the use of the Licensed Premises proposed by Licensee, or any physical or other condition. The City will have no liability or responsibility for upkeep, maintenance, or any other action with regard to personal property located on the Licensed Premises or the Licensed

Premises as a result of this Agreement. Licensee will comply with all applicable ordinances, laws, and regulations governing the same and will keep personal property placed thereon in neat and clean condition, reasonable wear and tear excepted.

4. This Agreement is subject, without limitation, to the following general restrictions:
 - A. The use of the personal property on the Licensed Premises shall not be conducted in such a way as to become a public nuisance; and Licensee's use of the Licensed Premises shall not interfere with traffic or circulation on any adjoining streets, alleys, sidewalks or public open-space areas.
 - B. The Licensee is responsible for maintaining, in a clean and safe condition, the personal property as well as the Licensed Premises.
 - C. The personal property shall only be located in that area expressly designated on Exhibit A.
5. This Agreement shall not authorize the use or placement of any other personal property within or on the Licensed Premises, including, but not limited, to signage, fencing, trash cans, service stations, or features except those items referenced in Recital B above.
6. The Licensee shall hold the City and its officers, employees, and agents harmless from, and defend and indemnify them against, any and all claims or lawsuits seeking recovery for damage or injury, including death, and against any other legal proceedings instituted against any of them, directly or indirectly, arising from the use or placement of the tables and chairs within and on the public sidewalks or from the City's permitting the Licensee to install and maintain such encroachment, regardless of whether the Licensee or any of its officers, employees, or agents are negligent. The obligations of the Licensee under this paragraph shall survive the termination of this Agreement for a period of three years.
7. The license granted by this Agreement shall expire on November 1, 2030. Notwithstanding the foregoing, the license granted by this Agreement shall be revocable at the will of the City, with or without cause, by the City giving Licensee 15 days written notice of intent to revoke. Upon written notice to Licensee, mailed by regular mail to the Licensee at the property Licensee's address of record (PO Box 153, Saugatuck, MI 49453), Licensee shall forthwith remove the tables, chairs, lighting, planters, and barriers from within the City right-of-way. In the event the license is revoked, neither Licensee nor its successors or assigns shall be entitled to any compensation.
8. Any food service shall conform to applicable local, county, state, and federal laws, regulations, licensing requirements, and standards, subject to any limits imposed in this license.

9. The Licensee shall obtain, continuously maintain for the duration of this Agreement, and provide the City prior to execution of this Agreement, and from time to time thereafter, with proof acceptable to the City Manager of commercial general liability insurance coverage, naming the City as an additional insured party. Such insurance shall have an initial limit of \$1,000,000 per occurrence and \$2,000,000 general aggregate. Said insurance must contain comprehensive coverage to insure against any and all claims arising out of or attributable to the encroachment of the tables and chairs into the Licensed Premises or other public right-of-way, regardless of whether the Licensee or any of its officers, employees, or agents are negligent in any manner. The certificate of insurance must contain an unqualified guarantee that the City will be provided with 30 days prior written notice of cancellation, termination, non-renewal, or material change in coverage of the insurance policy provided. If the Licensee fails to maintain the required insurance in force, the City may, at its option, obtain such insurance at its own expense and bill the costs of the same to the Licensee, which costs the Licensee agrees to promptly pay.
10. In no event shall the City be responsible for loss or damage to improvements or personal property owned by the Licensee or its invitees or employees and located on the Licensed Premises, which are caused by fire, theft, loss, vandalism or other casualty.
11. The failure of either party to enforce any covenant or condition of this Agreement shall not be deemed a waiver thereof or of the right of either party to enforce each and every covenant and condition of this License. No provision of this Agreement shall be deemed to have been waived unless such waiver shall be in writing.
12. Licensee acknowledges and agrees that the City is the owner of the Licensed Premises, that the license granted under this Agreement involves the permission to enter and use property which is a public right of way, that the public's rights are paramount, and that the Licensee's use under this license may not interfere with the public's rights to the reasonable use of the Licensed Premises. Licensee further acknowledges that its use of the Licensed Premises does not constitute any title, claim of right, or other interest in the Licensed Premises.
13. Violations of a term of this Agreement by Licensee shall result in the suspension of Licensee's rights hereunder with 24-hour notice to Licensee.
14. This license is personal with the Licensee and does not run with the land. This license shall not be assigned or transferred in any manner by the Licensee to any other person or business entity. The City, in its sole discretion, may authorize the assignment or transfer of this license to a third party by amendment to this Agreement or by a separate license agreement.

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

CITY OF SAUGATUCK, a municipal
corporation

By: _____

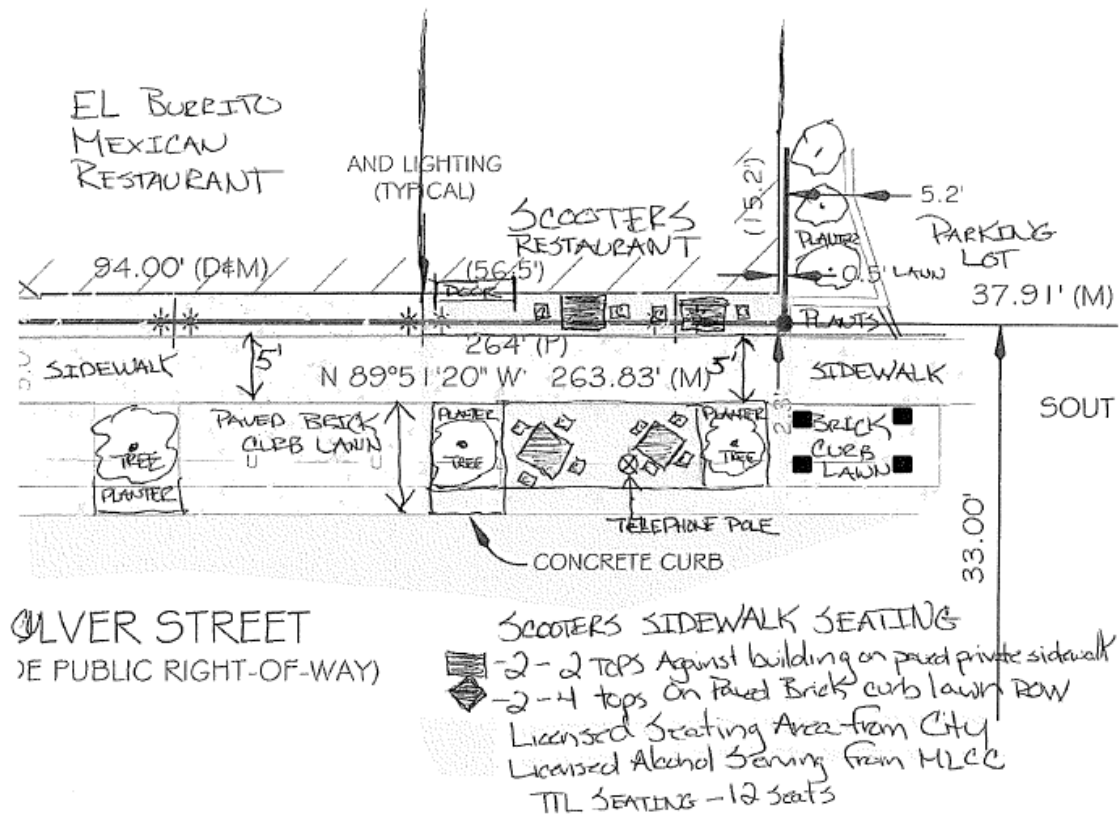
Its: _____

JW PIZZA LLC

By: _____

Its: _____

EXHIBIT A





City Council Agenda Item Report

FROM: MEETING Jamie Wolters
DATE: July 28, 2025
SUBJECT: Annual Special Event-13th Annual Spear St & Friends Block Party

DESCRIPTION:

The Spear St. Block Party Committee submitted a special event application for the 13th Annual Spear St. & Friends Block Party. Fire, Police & DPW have approved the safety measures in place for the event.

BREAKDOWN OF EVENT:

Date: August 23, 2025

Time: 5pm-11pm

Estimated number of attendees: 40-50

Volunteers: 4

BUDGET ACTION REQUIRED:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny 13th Annual Spear St & Friends Block Party to take place on August 23, 2025 organized by Spear St. Block Party Committee, contingent on approval from Fire, Police & DPW.

**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: Spear St Block Party Cmte

TELEPHONE: 616-218-6545

MAILING ADDRESS: PO Box 1077, Saugatuck MI 49453

CONTACT NAME: Russ Gardner

TELEPHONE: _____

E-MAIL ADDRESS: russ_gardner@hotmail.com

CELL PHONE: 616-218-6545

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Russ Gardner

TELEPHONE: _____

E-MAIL ADDRESS: russ_gardner@hotmail.com

CELL PHONE: 616-218-6545

EVENT INFORMATION

NAME OF EVENT: 13th Annual Spear St & Friends Block Party

DATE(S) OF EVENT: 8/23/25

PURPOSE OF EVENT: Neighborhood solidarity & enjoyment

RAIN DATE: None

☐ Non-Profit

☐ For-Profit

☐ City Operated/Sponsored

☐ Co-Sponsored

☐ Marathon/Race

☐ Festival/Fair

☐ Video/Film Production

☒ Other Resident sponsored

EVENT LOCATION: Spear St. between Holland & Butler

EVENT HOURS: 5p to 11p

ESTIMATED NUMBER OF ATTENDEES: 40-50

ESTIMATED NUMBER OF VOLUNTEERS: 4

ESTIMATE DATE / TIME FOR SET-UP: 8/23/25

3 ☐ A.M. ☒ P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 8/23/25

11 ☐ 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: 6pm END: 9pm

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: ____ (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): On "Road Closed" signs
Description of signs: Small handmade signs announcing block party
(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** _____ ☐ **TENTS – QUANTITY** _____

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

☐ **PORTABLE TOILETS – QUANTITY** _____

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

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

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

DEPARTMENT OF PUBLIC WORKS☐ APPROVED☐ DENIED_____
*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 ⁸ _____☐ PARKING SIGNS – QUANTITY _____☐ FENCING☐ WATER☐ ELECTRIC☐ RESTROOM CLEANING☐ OTHER _____**POLICE DEPARTMENT**☐ APPROVED☐ DENIED_____
*Authorized Personnel Signature*ADDITIONAL OFFICERS REQUIRED? ☐ Yes ☐ No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT☐ APPROVED☐ DENIED_____
*Authorized Personnel Signature*STREET CLOSURES: ☒ Yes ☐ No (use attached map to outline proposed closures)Street closure date/time: ^{8/23/25} _____☐ A.M. ☒ P.M.Street re-open date/time: ^{8/23/25} _____☐ 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.

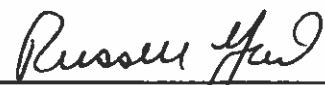
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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.

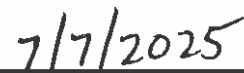
Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

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.

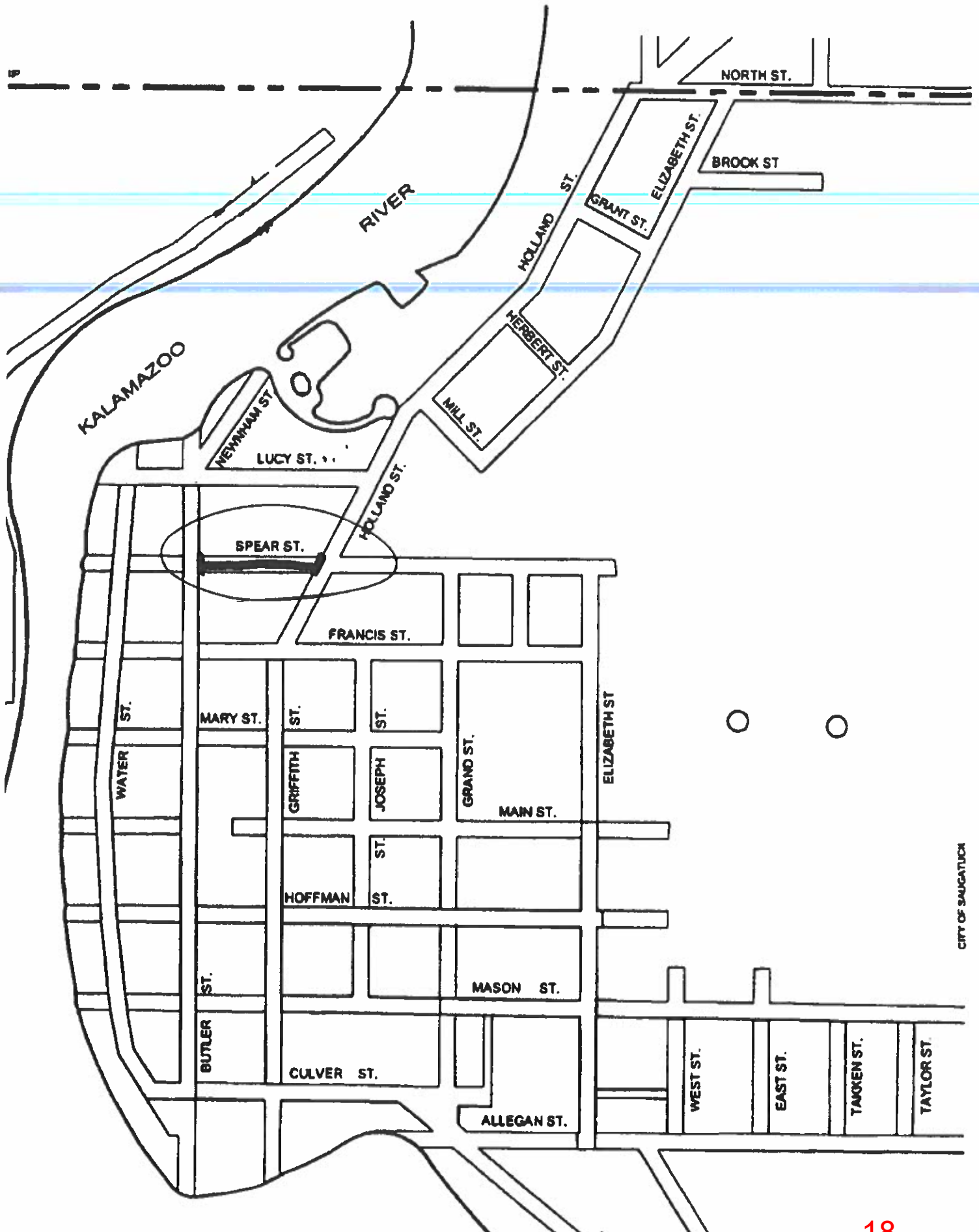


Applicant Signature



Date

Downtown Street / Sidewalk Closure(s)





City Council Agenda Item Report

From: Jamie Wolters
Date: July 28, 2025
Subject: Special Event- Movie in the Park

Description:

Mill Pond Realty is hosting the 8th annual Movie in the Park showing the move “Mamma Mia” to provide a free movie experience for the community to enjoy. Fire, Police and DPW have approved safety plan in place for the event.

Breakdown of Event:

Location: Coghlin Park
Date: 8/8/25
Event Hours: Dusk-11pm
Attendees: 150
Volunteers: 15

Budget Action Required:

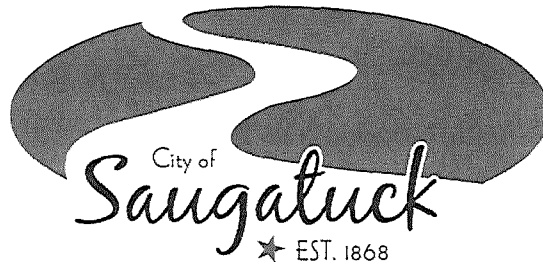
N/A

Legal Review:

N/A

Sample Motion:

Motion to approve/deny Movie in the Park to take place on August 8th, 2025, organized by Mill Pond Realty.

**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 INFORMATIONLEGAL BUSINESS NAME: Mill Pond RealtyTELEPHONE: 269-857-1477MAILING ADDRESS: PO Box 1093, Saugatuck, MI 49453CONTACT NAME: Laura Durham or Melanie DurhamTELEPHONE: 269-857-1477E-MAIL ADDRESS: laura@millpondrealty.comCELL PHONE: 616-836-0113**CONTACT PERSON ON DAY OF EVENT**CONTACT NAME: Laura Durham or Melanie DurhamTELEPHONE: 269-857-1477E-MAIL ADDRESS: laura@millpondrealty.comCELL PHONE: 616-836-0113**EVENT INFORMATION**NAME OF EVENT: Mill Pond Realty Free Movie in the ParkDATE(S) OF EVENT: 08/08/2025PURPOSE OF EVENT: Free movie for the community to enjoyRAIN DATE: NA☐ Non-Profit☐ For-Profit☐ City Operated/Sponsored☐ Co-Sponsored☐ Marathon/Race☐ Festival/Fair☐ Video/Film Production☐ Other EVENT LOCATION: Coughlin Park, SaugatuckEVENT HOURS: dusk - 11pmESTIMATED NUMBER OF ATTENDEES: 150ESTIMATED NUMBER OF VOLUNTEERS: 15ESTIMATE DATE / TIME FOR SET-UP: 08/08/20255:00☐ A.M. ☒ P.M.ESTIMATE DATE / TIME FOR CLEAN-UP: 08/08/202511:00☐ 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: _____ 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 A PART 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' 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): Corner of Griffith & Culver - same as years past.
Description of signs: Banner at corner of Griffith & Culver on event day - same as years past.
(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** _____ ☐ **TENTS – QUANTITY** _____

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

☐ **PORTABLE TOILETS – QUANTITY** _____

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

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

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

DEPARTMENT OF PUBLIC WORKS

☐ APPROVED

☐ DENIED

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

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? ☐ Yes ☒ No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

☐ APPROVED

☐ DENIED

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.

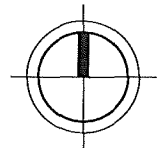
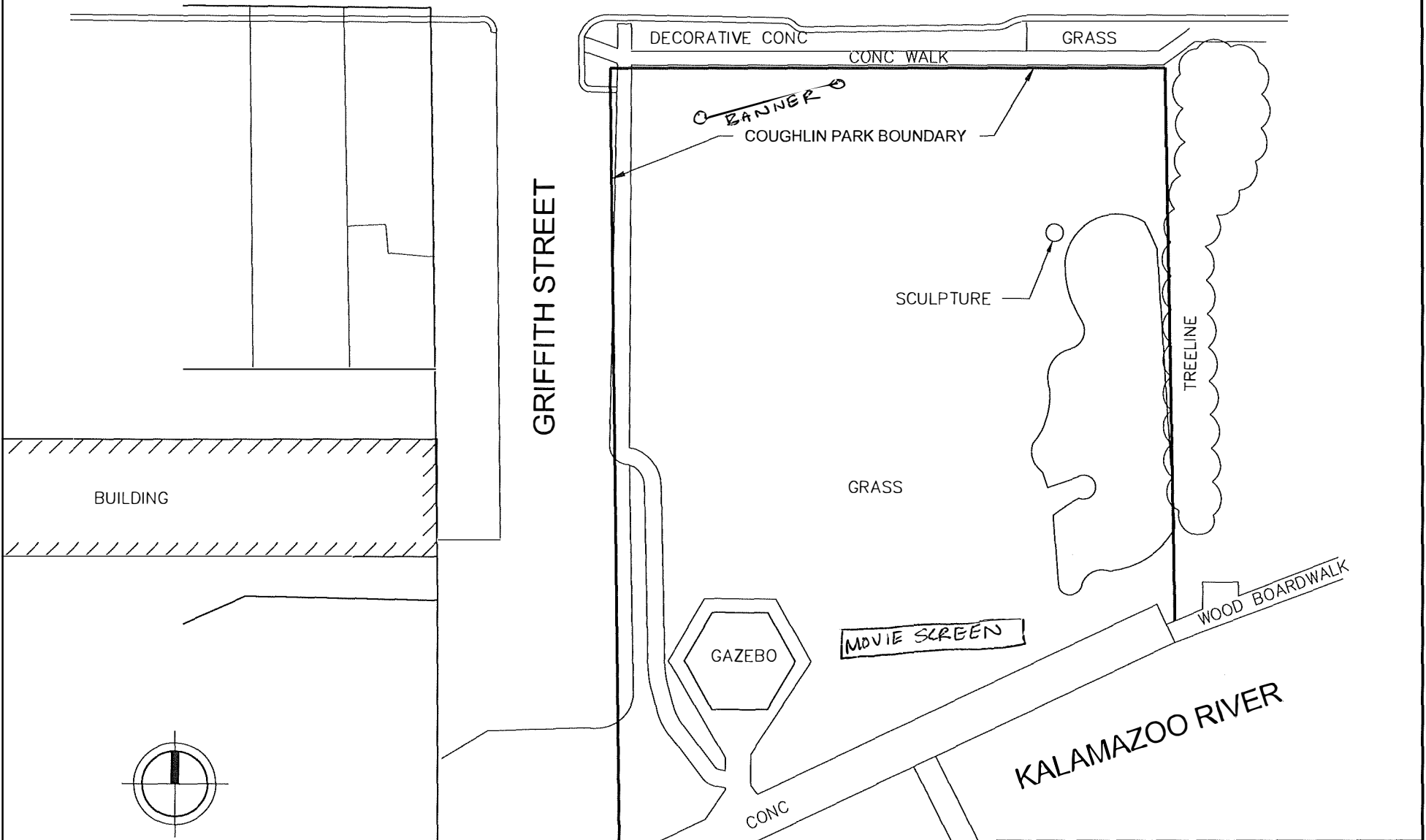

Applicant Signature

February 19, 2025

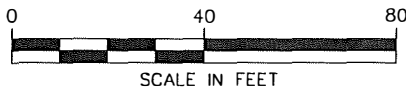
Date

CULVER STREET

GRIFFITH STREET



NORTH



APPLICANT TO SKETCH LOCATION OF PROPOSED
TEMPORARY STRUCTURES, TENTS, STAGES,
EQUIPMENT, TRAILERS, PORTA POTTY'S, ETC...

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

COUGHLIN PARK
PARK USE PERMIT APPLICATION

2011

3187



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: July 28, 2025

SUBJECT: Annual Special Event-Art in the Park Saugatuck

DESCRIPTION:

Art Entrepreneurs is proposing Art in the Park Saugatuck to be held on September 13, 2025. See attached application and breakdown of event below. Fire, Police & DPW have approved the safety plan.

BREAKDOWN OF EVENT:

Name: Art in the Park Saugatuck

Dates: 9/13/25

Hours: 10am-4pm

Location: Wicks Park

Booths: 40

Volunteers: 12

Vendor Parking: Saugatuck High School and local church via Interurban

Music: 11:00am-4:00pm

BUDGET ACTION REQUIRED:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny the Art in the Park Saugatuck to take place on September 13th, 2025, organized by the Artist Entrepreneurs.

**Council Action**

_____ Approved

_____ Denied

_____ Date

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

5-19-2025

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: Artist Entrepreneurs TELEPHONE: 6162923930
MAILING ADDRESS: 2522 Grand Vista Ct Nw, Grand Rapids, MI 49534
CONTACT NAME: Anna Donahue TELEPHONE: 6162923930
E-MAIL ADDRESS: anna@annadonahue.com CELL PHONE: 6162923930

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Anna Donahue TELEPHONE: 6162923930
E-MAIL ADDRESS: anna@annadonahue.com CELL PHONE: 6162923930

EVENT INFORMATION

NAME OF EVENT: Art in the Park Saugatuck DATE(S) OF EVENT: Sept 13, 2025
PURPOSE OF EVENT: Art Festival RAIN DATE: N/A

☒ Non-Profit ☐ For-Profit ☐ City Operated/Sponsored ☐ Co-Sponsored
☐ Marathon/Race ☒ Festival/Fair ☐ Video/Film Production ☐ Other _____

EVENT LOCATION: Wicks Park EVENT HOURS: 10 am - 4 pm

ESTIMATED NUMBER OF ATTENDEES: _____

ESTIMATED NUMBER OF VOLUNTEERS: 12

ESTIMATE DATE / TIME FOR SET-UP: Sept. 13, 2025 7:00 ☒ A.M. ☐ P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: Sept, 13, 2025 5:00 ☐ 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: 11:00 am END: 4:00 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: 16 (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): Gazebo banner and yard signs near sidewalks
Description of signs: We have a banner for the Palette Sign but your online check-off does not work. 16 yard 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 40 ☐ **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? High School lot if available or church lot

Will the Interurban be utilized? ☒ Yes ☐ No Time(s) 7 am- 10 am and 4 pm - 5 pm

DEPARTMENT OF PUBLIC WORKS

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

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

☒ TRASH RECEPTACLES – QUANTITY 6

☐ BARRICADES – QUANTITY 2

☐ TRAFFIC CONES – QUANTITY _____

☒ PARKING SIGNS – QUANTITY 2

☐ FENCING ☐ WATER ☐ ELECTRIC

☒ RESTROOM CLEANING

☐ OTHER _____

POLICE DEPARTMENT

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? ☐ Yes ☒ No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

☐ APPROVED

☐ DENIED

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: Next to Wicks Park

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: _____

We need 6 spaces reserved next to Wicks Park for
officiale and handicapped artists



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

ARTIST ENTREPRENEURS
C/O ANNA DONAHUE
2522 GRAND VISTA CT NW
GRAND RAPIDS, MI 49534

Date:
02/22/2024
Employer ID number:
87-4062217
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
December 31
Public charity status:
509(a)(2)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
February 10, 2024
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053443008164

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Letter 947 (Rev. 2-2020)
Catalog Number 35152P



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/12/2025

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  Justin Vander Iest 6840 Northway Drive NE Ste B2 Rockford MI 493417568	CONTACT NAME: Justin Vander Iest PHONE (A/C, No, Ext): 616-951-7188 E-MAIL: justin.vanderiest.f0ru@statefarm.com ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A : State Farm Fire and Casualty Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F : NAIC # 25143
---	--

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	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR	N	N	92-GP-A711-1	04/01/2025	04/01/2026	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
	GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☒ LOC OTHER:						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB ☐ EXCESS LIAB DED ☐ RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						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)

CERTIFICATE HOLDER**CANCELLATION**

CITY OF SAUGATUCK
102 BUTLER STREET P.O.
BOX 86
SAUGATUCK

MI 49453

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



This form was system-generated on 05/12/2025

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SIDEWALK TO CHAIN FERRY

WATERFRONT SIDEWALK

SIDEWALK

ONSTREET PARKING-----UNLOAD ALONG HERE

27 26 25 24 23 22 21 20

28

29

30

31

32

33

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39

40

RESTROOM

ART IN THE PARK
2024

11

12

13

14

15

16

17

19

18

GAZEBO

SIDEWALK

7

6

5

4

10

9

8

3

2

VIP

WICKS PARK
420 WATER STREET
SAUGATUCK, MI 49453

1

SMALL PARKING LOT

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.

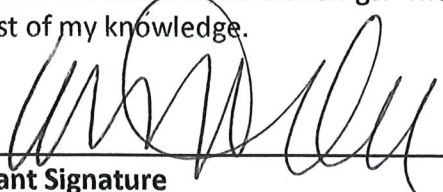
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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.

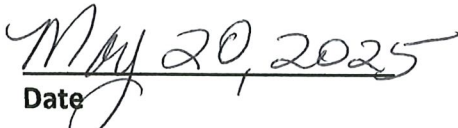
Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

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.



Applicant Signature



Date



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: July 28, 2025

SUBJECT: Designation of City Manager as Zoning Administrator and Historic District Administrator

DESCRIPTION:

The City's Director of Planning and Zoning is leaving on 8-1-25.

Until we fill the position, I am requesting that City Council designate me as the Zoning Administrator and Historic District Administrator:

154.170 ENFORCEMENT BY ZONING ADMINISTRATOR.

This chapter shall be administered by the Zoning Administrator designated and appointed by the City Council.

BUDGET ACTION:

None at this time.

LEGAL REVIEW:

N/A at this time.

SAMPLE MOTION:

Motion to designate and appoint City Manager Ryan Cummins as the City of Saugatuck Zoning Administrator and Historic District Administrator effective 8-2-25.



City Manager Report

July 28, 2025

Temporary Signage at Holland/Blue Star

- This week we received approval from Saugatuck Township to temporarily re-locate the Saugatuck sign along the river to Holland/Blue Star.
- Public Works has submitted Miss Dig requests and plans to install the sign the week of July 28.

Employee Health Insurance

- We are wrapping up enrollment for the new health plans that City Council recently approved.
- Our health insurance agent and Priority Health representative recently met with all staff to go over the changes and options.
- Five staff selected the high-deductible plan with a health savings account. Three staff selected the more traditional option. One staff member opted out.

Pension Funding

- As I reported in late June, the City's pension plans remain well-funded at 113%.
- Market performance and actuarial assumptions could change that funding level. For several years the City has paid extra into our historical pension plan.
- The budget for FY 25/26 anticipates the additional payments continuing. The City Treasurer and I recently met with the Michigan Employee's Retirement System of Michigan to set up a new surplus division for the excess payments. This will provide us with much greater flexibility to apply funds to the historical pension plan or current hybrid plan should there be a need.

Blue Star Trail

- Saugatuck Township, Friends of the Blue Star Trail, C2AE, and I recently met with MDOT to go over responses to the initial tribal feedback we received earlier this year. MDOT was very helpful in answering questions and advised they remain committed to having the project completed.
- The tribe's on-site assessment remains scheduled for August.

Director of Planning and Zoning

- Unfortunately, Luke will be leaving us at the end of the month to return to the City of South Haven.
- We posted the position in several places and received a strong pool of candidates.

- The Mayor, Chairs of the Planning Commission and Zoning Board of Appeals, Vice Chair of the Historic District Commission, and I recently interviewed six candidates.
- A huge thank you to the panel for their time and valuable feedback. I plan to invite 2-3 candidates for another interview. We will also introduce the candidates to staff, tour City Hall, and the community.

Waste Management

- Last year we negotiated an updated agreement with Republic for residential waste management services. At that time, we discussed that as a smaller municipality, we had less purchasing power. City Council was supportive of looking at ways to collaborate with nearby municipalities for future contracts.
- Fennville recently had a grant funded fellow help them evaluate similar options. I recently met with representatives from the Cities of Holland and Fennville and Townships of Laketown and Saugatuck to explore a regional Interlocal Agreement for joint procurement of materials management (waste, recycling, and/or yard waste) services through a single-hauler RFP. The goal is to improve efficiency, lower costs, and increase service quality.
- All attendees were open to continuing to explore this option. Future meetings are being scheduled.

Miscellaneous

- Held Department Head team meeting.
- Attended the Michigan Municipal League (MML) Live with the League update.
- Held one on one meeting with City Clerk.
- Attended Kalamazoo River Greenway discussion with the Outdoor Discovery Center.
- Met with Chain Ferry operator.
- Attended KLSWA special meeting and talked with Saugatuck reps several times.
- Held one on one meeting with City Treasurer.
- Attended Convention and Visitors Bureau Board meeting.
- Attended Senator Slotkin update on the impacts of recent legislation.
- Met with Old Growth Forest Network.
- Met with property owner to discuss new logo idea.
- Volunteered at Venetian Festival.

Blast from the Past

- The following article was in the Commercial Record on July 30, 1964:

VENETIAN FESTIVAL ATTAINS NEW MARKS FOR CROWDS, MORE FEATURES

From the time of the shrieks and screams of the jets in the noon hour until the last sparks of a brilliant outburst of fireworks faded into the night air, Venice came in many forms to Saugatuck as the annual Venetian Festival set some more records for the books.

The afternoon and evening long program was not only much the best yet given, it also had more features and was much better presented. Kalamazoo Lake was the arena of water for the continuous show that pleased a crowd reckoned as larger than last year's 15,000.

The expected influx of young punks did not materialize and untoward incidents were at a minimum. Chief Al Woods and his men were on the alert and ready, and the fine handling of traffic did much to have an orderly — and appreciated — day and evening.

Features are Many

The lake front around Cook Park teemed with activity from beginning to end. Top attractions such as the antique autos, the jets "flyover," the Sligh water skiers, the Racine yachts, the sky divers, the fireworks and the big parade gave a variety of entertainment with color and thrills.

Starting off the day was the finish, from mid-morning into afternoon, of the annual Gold Bowl race of the Racine (Wis.) Yacht Club to Saugatuck — won by Lyle Slaybaugh of the Singapore Club, which was then retired.

First visible event was the parade of the Kalamazoo Antique Auto Restorers, around the "Loop" of the Village then into Cook Park to be on display. Prize winners were picked by the public.

Thrills in the Skies

Then, at 12:45 o'clock, came one of the thrilling sights of the entire day — the "flyover" of the 172nd Tactical Reconnaissance Squadron, Michigan National Guard, which followed Col. Howard Strand across the skies, screaming like banshees. It was a stirring glimpse of an important part of the national defenses.

After 1 o'clock the afternoon program in Kalamazoo Lake and Cook Park kept crowds of spectators interested as events arranged by Miss Mary Newcomb, chairman, of the Saugatuck Yacht Club were put on. It was a great afternoon of fine entertainment, well put together and presented.

There were the pram and lighting races of the Saugatuck Club, a fine and diversified outdoor art show from students of the Summer School of Painting, mouth-to-mouth resuscitation demonstrated by Dep. Sher. Rudy Whitney from Sheriff Whitcomb's office, which drew great crowds; open house at the U.S. Bureau of Fisheries (see separate story); canoe jousting by the Otsego Boy Scouts under Scoutmaster L. Sam Morehouse; the spectacular and thrilling water skiing of the Charles Sligh troupe of nationally known skiers, with championship performers in numbers; the peddle-boat race and the hydroplane demonstrations.

Evening of Spectaculars

Three spectaculars came in order in the evening, with a pleasant bit of musical diversion by the Cross-

Winds orchestra of the Butler Hotel. The sky-diving by the Jungle Inn Sports Sky Diving Club of St. Joseph the divers targeting on Kalamazoo Lake and then being picked up by the U.S. Coast Guard and Auxiliary boats, was a thriller. It was a performance new to many and gave all excitement as they hit their target perfectly.

The fireworks display, put on in the usual efficient manner of Bill Wilson, was a most brilliant and colorful show as the fantastic patterns showered through the skies. It was a well selected program of the pyrotechnics.

The Venetian Parade, formed and headed by Dr. Gordon Striplin, was a well organized procession of handsomely and cleverly decorated boats, from the prams of the Saugatuck Yacht to the big cruisers, which was thoroughly enjoyed by a large crowd all along the way. It can be ranked as the best and finest in all Venetian Festivals so far.

All in all, the 1964 Festival was the best "Big Saturday" of the series and set good marks for the future.

Treasurer Report
July 28, 2025



Tax Administration:

- Fielded resident inquiries (mailing addresses, PREs, deferments, etc.); researched returned/bad addresses; confirmed ACH instructions for recently transferred affidavits; and inquired about partial payment procedures.
- Received tax payments and prepared disbursements.
- Updated paperwork with the County for State approval of our computerized tax database.
- Invoiced Olde Mill for their PILOT amount (after verifying the percentage increase with Peter).
- Invoiced the school district for tax collection services.
- Reviewed Board of Review changes and issued an updated tax bill.

Accounts Payable:

- Renewed the Comcast contract for City Hall.
- Resolved service and billing issues on the DPW Comcast account, including account access, ACH setup, and service restoration.

Payroll:

- Continued developing clearer payroll procedures, including Oval Beach-specific workflows.
- Updated MERS payments to route to the Surplus Division for increased flexibility.
- Submitted Delta Dental enrollment paperwork.

Financial Management / Miscellaneous:

- Collaborated with Ryan and insurance contacts on the health insurance transition—including HSA setup and submission of employee plan choices to Priority Health.
- Built a spreadsheet to calculate pro-rated employer HSA deposits and to provide maximization calculations.
- Completed the first draft of the Water/Sewer Fund split, including allocation of unallocated amounts, interest, and investment transactions; submitted for initial review.
- Received the delayed franchise fee disbursement and requested a status update on the most recent quarter's payment.
- Processed credit card payments (Oval Beach stickers, permits, etc.) and gained access to Concession-side transaction detail
- Began audit preparation: finalized escrow payables reconciliation, completed Water/Sewer fund split work, verified third-party investment confirmation addresses, and processed the fiscal-year-end payroll accrual (June labor paid in July).
- Continued developing SOPs and refining reconciliation processes for Oval Beach receipts.
- Assisted with preparation and submission of the MML Wage & Salary Survey.
- Attended the final Plante Moran training session.
- Developed a reimbursement request process for the Township related to the Maple Street Project.
- Continued setup of the new Water and Sewer Capital Project Funds in BS&A
- Requested pro-rated credit from Net2Phone for July rental charges on returned equipment.



City Clerk Department Report

July 28, 2025

Activity Since July 14:

- Elections:
 - November Ballot City Council Candidates:
 - Holly Anderson
 - Joe Clark
 - Russ Gardner
 - John Mayer
 - Sherry Tedaldi
- Currently have 1 FOIA requests.
- Currently have 1 open boat slip, lottery will be held 7-24-25.
- City Hall has received 109 calls in June and 434 in July thus far.
- Deputy Clerk Williams reported the sales of 439 Oval Beach resident passes thus far and has sold 209 non-resident (*does not include what has been sold at the beach*) passes at City Hall.
- Coordinated and prepared meeting packets and minutes.
- Clerk Meetings:
 - City Council Regular - Wolters
 - Planning Commission - Williams
 - Parks & Public Works - Williams
 - aines Special Event Safety Meeting - Wolters
 - City Council Workshop - Wolters



Planning, Zoning and Project Report

July 28, 2025

Planning and Zoning

- Participated in scheduled internal team meetings.
- Prepped for and attended PC Meeting.
- Created Agenda Packet for Historic District Commission Meeting.
- Created Memo's and License Agreements for City Council.
- Had internal discussions regarding the Master Plan.
- Created Map for Master Plan survey.
- Created map to illustrate parcel sizes throughout city of Saugatuck.
- Ran multiple reports to gather STR compliance data.
- Reviewed proposed Master Plan survey.
- Met with residents regarding residential development.
- Met with residents regarding lot line adjustments.
- Met with commercial developers to discuss land use and HDC requirements.
- Had meeting for proposed Planned Unit Development.
- Removed cones from parking spaces.
- Sent out mailer for Special Land use.
- Created public notice for major waterfront construction.
- Performed multiple on-site visits for MTS.
- Reached out to multiple residents regarding ongoing enforcement action.
- Continued discussion regarding stop work orders.
- Met with City Manager to discuss ongoing projects and case list.
- Created report illustrating how Granicus is used by staff.
- Read multiple Legal determinations.
- Maintained general code enforcement follow-up efforts.
- Issued permits and completed casework as detailed below.

Open Casework

249 Mason	Change of Use application received. Had discussion with fire department and sent request for more information to applicant. Had meeting with owner regarding proposed deck, agreed that major site plan amendment is necessary. Received site plan review application, Scheduled for June pc meeting. waiting on FD approval for issuance of permit.	PC
405 Park St	Received concerns for a floating dock at 405 Park which has no permits. Reached out to owner for clarification. Owner claims dock placed 4 years prior. No permits issued for dock. Spoke with Legal regarding enforcement action. Issued stop work order as work being done requires Minor site plan amendment. Provided resources to owner. Major construction application received. Not enough notice for July PC meeting. Will need to send notice to newspaper by July 25. Sent to paper.	Enforcement
125 Elizabeth	Sent letter regarding obstruction to City ROW stating options for correction. Received contact from Legal representative of 125 Elizabeth on 05-07-2025 that the owners intend to petition to Vacate white alley, but would first contact the neighboring properties for support. Called representative and left message asking for update on process. received email stating that they are gauging interest of neighbors, asked for estimated timeline. letters from home owner to surrounding home owners will go out this week. Expect incoming request to vacate alley.	ROW
717 Water St 5	STR application received, More info needed. Sent to fire department.	STR
615 Park St	Issued stop work order to site due to deviation from approved plan regarding material of dock. Provided resources for site plan amendment. Emailed contractor with determination that major site plan amendment is required. Discussions continued regarding site, site plan review application submitted which addressed 1 of the 2 identified issues with the site, sent email explaining	Enforcement

	that addressing 1 issue would not lift the stop work order.	
347 Water St	Letter sent to owners regarding driveway vendor. Discussion with Legal regarding vendor. Legal opinion received.	Zoning
700 N Maple	Letter sent regarding use of septic tank and requirement to connect to City Sewer. Emailed owner. Continue to try to contact owner.	Zoning
717 Water St 7	STR application received. More info needed. Reached out to local agent. Sent to Fire Department. Inspection failed, sent reinspection fee.	STR
880 Holland St	Water Connection application received. Sent to engineer. Sent additional requirements back to applicant.	Water Service
241 Culver St	Sent email notifying owner of multiple violations to city code. Met with owner, follow up needed.	Enforcement
145 Grant St	Received plans for full landscaping remodel including patio, retaining walls, firepit. Asked for more detailed plans. HDC approved patio, fire pit and retaining walls.	HDC
234 Spear St	Zoning and Historic district app submitted for addition to SF Res. Scheduled for July HDC. Waiting on HDC info. HDC board shared concerns for massing of proposal, tabled until next meeting. Additional info provided, send invoice.	HDC
450 Park St	Observed fence on property when no permit was granted. Left message for property owner. Spoke to owner who agreed to provide application for retroactive approval of fence. Provided resources. Fence application expected.	Zoning
510 Maple	Answered questions regarding lot line adjustment and noted that accessory structures can not exist prior to primary structures.	Zoning
1045 Elizabeth St	STR Application received, sent to Fire Department.	Zoning
204 Grand St	STR ADU application received. No SLU in place. Sent email explaining that SLU is required to rent an ADU. Continued discussions regarding Renting ADU on property. ADU SLU application received. Will need to send notice to newspaper by July 25. to go before PC on 08-21-2025. sent to paper and mailer done.	SLU

Closed Casework

133 Mason	Applicant notified me of windows that were to be installed on 05-13-2025. Explained that they are in the Historic District and HDC permits as well as Building permits would be required. Sent HDC application and explained processes. Application received, to be presented at 07-10-2025 HDC. Permit issued.	HDC
255 Spear St	Had discussion with resident regarding selling parking spaces in res neighborhoods. Explained it is not approved use. No further action needed.	Zoning
444 Park St	STR application received. More info needed. Sent to fire department. License issued.	STR
888 Holland	Discussion on converting property back to being a B&B.	Zoning
510 South Maple	Discussion on lot split/lot line adjustments.	Zoning
312 Hoffman	Main and ADU STR received. Sent to fire department. License issued.	STR
260 Brook St	Met with representative of property to discuss recently expired STR license.	STR
401 Elizabeth St	Application for Accessory Structure received. Invoice sent. Delegation of review received by School, to go before CC on 07-14-2025. Sent to MTS.	Zoning
250 Mason St	Answered questions regarding potential change of use and additional accessory building on site. Noted that although I have not seen a survey, I would estimate that this parcel is already above allowed lot coverage.	Zoning
102 Butler St	Received application for fiber installation. Sent invoice. Invoice paid, sent to engineer. Engineer had meeting with team. Permit issued.	ROW
143 Park St	Met with Contractor regarding proposed addition to Accessory building.	Zoning
133 Butler St 5	STR application received. More info needed. Info provided, sent to fire department. License issued.	STR
810 Allegan	STR Application received, sent to Fire Department. License issued.	Zoning
237 Spear St	STR Application received. No payment included, email sent. Payment received, sent to fire department. License issued.	STR
129 Griffith St 11	STR application received. Sent to fire department. License issued.	STR
348 Main St	STR Application received, sent to Fire Department. License issued.	Zoning
812 Mason	STR application received, more info needed. Sent to fire department. License issued.	STR
250 Mason St	Spoke to resident, confirmed Zoning and discussed uses allowed.	Zoning
787 Manchester Dr	Fence application received. Permit issued.	Zoning



Department of Public Works

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 7/14/2025:

Special Event Assistance:

Staff have kept busy assisting with the Venetian Festival, fireworks, the Waterfront Invitational Art Fair, and Music in the Park. Much of the DPW's traffic control equipment was deployed which includes parking signs, trash barrels, three-tier barricades, cones, safety fencing, and more. Along with the equipment needs, staff cleaned the restrooms more often, serviced higher volumes of trash, and made several irrigation adjustments to keep town safe, functional, and clean during the festivities.

Administrative/Project Coordinator:

After receiving over 120 applications for the Administrative/Project Coordinator position, staff reviewed the applications and conducted 8 interviews. Of the 8 interviews, 3 were invited back for a second meeting. The second meeting was an opportunity for the candidates to see more of the City's buildings/grounds and meet staff members at City Hall and Public Works. After careful consideration, the Public Works Superintendent offered the job to Michelle Gibson who has accepted the offer. Michelle's start date is Monday August 4th.

Brush and Leaf Collection:

Public Works staff completed the brush and leaf collection for the month of July. Material was collected on Tuesday July 15th at properties on the east side of the Kalamazoo River and Wednesday July 16th at all properties on the west side of the Kalamazoo River.

2025 Service Request Summary:

January	34
February	20
March	54
April	83
May	101
June	74
July	-

Meetings:

- **7/14/2025** – DPW Weekly Goals Meeting
- **7/14/2025** – Frontier Fiber Project Meeting
- **7/15/2025** – Frontier Fiber Project Walkthrough
- **7/16/2025** – Department Head Team Meeting
- **7/17/2025** – Health Insurance Policy Coverage Meeting
- **7/18/2025** – DPW Weekly Goals Follow Up Meeting
- **7/22/2025** – DPW Weekly Goals Meeting
- **7/22/2025** – Parks & Public Works Committee Meeting
- **7/22/2025** – Haines Wedding/Fireworks Safety Meeting
- **7/23/2025** – City Council Workshop Meeting
- **7/25/2025** – DPW Weekly Goals Follow Up Meeting



Sherrif's Report:

Call Date/Time Incident Type

=====	=====
06/30/2025 22:42:11	Suspicious Situation
06/30/2025 14:18:18	911 Welfare - Misdials
06/30/2025 05:58:41	Parking Violation
06/30/2025 04:02:45	Found Property
06/30/2025 00:39:29	Lock-Out
06/29/2025 22:16:30	General Assist
06/29/2025 13:14:13	General Assist
06/29/2025 11:59:00	PDA
06/29/2025 08:46:37	Tree Down
06/29/2025 00:16:23	Alarm
06/28/2025 22:29:58	Disorderly Conduct
06/28/2025 20:43:00	Disorderly Conduct
06/28/2025 20:32:55	Suspicious Situation
06/28/2025 18:37:11	Found Property
06/28/2025 16:15:47	Parking Violation
06/28/2025 16:15:44	Ambulance
06/28/2025 16:15:44	Ambulance
06/28/2025 13:34:50	Parking Violation
06/28/2025 13:09:37	Parking Violation
06/28/2025 12:38:45	Parking Violation
06/28/2025 12:32:30	Parking Violation
06/28/2025 12:08:40	Inspections
06/28/2025 03:45:49	Found Property
06/28/2025 01:42:52	Loud Noise
06/27/2025 22:10:02	General Assist
06/27/2025 15:48:13	Animal-Dog Barking
06/27/2025 13:57:06	Larceny
06/27/2025 13:52:14	On Foot
06/27/2025 11:06:17	Parking Violation

06/27/2025 00:24:33	Animal Call-Other
06/26/2025 23:25:42	General Assist
06/26/2025 23:18:06	General Assist
06/26/2025 22:55:39	General Assist
06/26/2025 15:05:47	911 Welfare - Misdials
06/26/2025 14:15:14	Boat-Marine Patrol
06/26/2025 10:10:38	Obstruct Justice
06/26/2025 03:33:41	General Assist
06/25/2025 19:08:42	Alarm
06/25/2025 15:42:21	Accident All Other
06/25/2025 11:31:33	Parking Violation
06/25/2025 09:52:08	Inspections
06/24/2025 22:20:08	General Assist
06/24/2025 20:56:02	Suspicious Situation
06/24/2025 14:35:33	Parking Violation
06/24/2025 10:45:13	Inspections
06/23/2025 23:08:13	General Assist
06/23/2025 16:01:14	Trespassing
06/23/2025 10:02:21	Parking Violation
06/23/2025 00:04:37	General Assist
06/22/2025 22:22:49	Misc
06/22/2025 22:02:28	General Assist
06/22/2025 20:07:39	Suspicious Situation
06/22/2025 18:49:44	Domestic Assault
06/22/2025 17:15:01	HEAT/COLD EXPOSURE
06/22/2025 16:23:23	Traffic Offense
06/22/2025 16:20:27	Assist Other Agencies
06/22/2025 01:48:13	CSC
06/22/2025 00:37:05	Obstruct Justice
06/21/2025 22:14:35	General Assist
06/21/2025 21:27:37	Assist Other Agencies
06/21/2025 16:53:36	Found Property
06/21/2025 16:44:27	Accident All Other
06/21/2025 16:33:52	Alarm
06/21/2025 15:53:07	Misc
06/21/2025 15:20:48	Misc
06/21/2025 13:26:42	General Assist
06/20/2025 23:24:03	General Assist
06/20/2025 14:10:02	Parking Violation
06/20/2025 13:45:24	Parking Violation
06/20/2025 13:18:15	Boat-Marine Patrol
06/19/2025 22:12:55	General Assist
06/19/2025 22:09:44	Assault
06/19/2025 19:03:15	Parking Violation

06/19/2025 18:56:02	Parking Violation
06/19/2025 13:41:34	Parking Violation
06/19/2025 08:54:03	General Assist
06/19/2025 08:11:24	Animal-Welfare
06/18/2025 23:12:52	General Assist
06/18/2025 09:24:30	Alarm
06/17/2025 23:37:19	General Assist
06/17/2025 23:37:19	General Assist
06/17/2025 23:27:58	General Assist
06/17/2025 23:24:41	General Assist
06/17/2025 11:40:36	Child Abuse/Neglect
06/17/2025 09:40:58	Suspicious Situation
06/17/2025 00:59:49	General Assist
06/17/2025 00:49:06	MDOP-29000
06/17/2025 00:45:44	General Assist
06/16/2025 18:41:27	Accident All Other
06/16/2025 17:46:16	DWLS
06/15/2025 22:27:04	General Assist
06/15/2025 22:23:54	General Assist
06/15/2025 21:54:30	General Assist
06/15/2025 18:32:18	Parking Violation
06/15/2025 18:21:00	Parking Violation
06/15/2025 18:14:22	Parking Violation
06/14/2025 23:43:11	Misc
06/14/2025 23:33:27	Misc
06/14/2025 22:58:42	General Assist
06/14/2025 22:57:33	General Assist
06/14/2025 22:12:23	General Assist
06/14/2025 16:12:14	General Assist
06/14/2025 15:36:19	General Assist
06/14/2025 14:47:56	On Foot
06/14/2025 14:04:18	Found Property
06/14/2025 09:59:59	PSYCHIATRIC
06/13/2025 23:19:00	Loud Noise
06/13/2025 22:32:45	General Assist
06/13/2025 22:29:02	General Assist
06/13/2025 22:11:10	Suspicious Situation
06/13/2025 21:52:06	General Assist
06/13/2025 17:42:12	OWI
06/12/2025 23:52:47	General Assist
06/12/2025 23:30:48	General Assist
06/12/2025 20:34:22	PDA
06/12/2025 01:55:43	Loud Noise
06/12/2025 01:04:23	Loud Noise

06/11/2025 23:59:03	General Assist
06/11/2025 23:41:35	General Assist
06/11/2025 12:33:23	Suspicious Situation
06/10/2025 23:35:58	HEART PROBLEMS
06/10/2025 22:37:23	Loud Noise
06/10/2025 22:32:17	General Assist
06/10/2025 22:28:51	General Assist
06/10/2025 22:11:18	General Assist
06/10/2025 20:35:45	Check Welfare
06/10/2025 19:44:06	911 Welfare - Misdials
06/10/2025 16:14:56	Parking Violation
06/10/2025 16:03:59	Parking Violation
06/09/2025 23:15:02	General Assist
06/09/2025 23:13:11	General Assist
06/09/2025 22:52:42	General Assist
06/09/2025 15:05:20	Accident All Other
06/08/2025 21:45:11	General Assist
06/08/2025 21:14:48	Accident All Other
06/08/2025 00:52:52	General Assist
06/07/2025 23:20:51	General Assist
06/07/2025 22:57:26	General Assist
06/07/2025 18:47:49	Assault
06/07/2025 17:45:38	PRIV PROP IMPOUND
06/07/2025 17:10:42	Misc
06/07/2025 16:43:07	Found Property
06/07/2025 10:42:20	Parade Traffic Control
06/07/2025 02:28:50	Intoxicated Subject
06/07/2025 01:40:40	General Assist
06/07/2025 00:51:45	General Assist
06/06/2025 23:09:26	General Assist
06/06/2025 21:21:12	Accident All Other
06/06/2025 16:21:47	Ordinance Violation
06/06/2025 11:17:56	General Assist
06/06/2025 08:58:22	Conservation
06/06/2025 01:14:29	Loud Noise
06/05/2025 22:00:09	General Assist
06/05/2025 21:42:50	General Assist
06/05/2025 21:40:38	General Assist
06/05/2025 16:22:55	Found Property
06/05/2025 01:26:21	General Assist
06/05/2025 01:23:49	General Assist
06/05/2025 01:10:11	General Assist
06/04/2025 16:59:07	Suspicious Situation
06/04/2025 16:08:03	Road Hazard

06/03/2025 23:45:38	General Assist
06/03/2025 23:23:43	General Assist
06/03/2025 21:43:08	Harassment/Threats
06/03/2025 12:30:34	Trespassing
06/03/2025 12:04:10	Inspections
06/03/2025 01:16:44	Misc
06/02/2025 23:08:46	General Assist
06/02/2025 22:44:12	General Assist
06/02/2025 16:13:01	PDA
06/02/2025 13:44:26	HEMORRHAGE/LAC
06/02/2025 13:38:44	Parking Violation
06/01/2025 22:26:32	General Assist
06/01/2025 22:23:54	General Assist
06/01/2025 22:01:18	General Assist
06/01/2025 15:08:19	Parking Violation
06/01/2025 02:14:48	Road Hazard

Total calls for service 177

Traffic stops – 30

**City of Saugatuck
Status Report of Engineering Activities
July 24, 2025**

General Consultation

- Village Square Court Renovation: The DNR Passport Program application was submitted prior to the April 1 deadline and has been confirmed as administratively complete. Preliminary scoring will be released late summer or early fall, at which time revisions/additions can be made.
- Developed a proposal for inspection of larger culvert crossings and storm sewer outfalls. This work could be completed in phases and areas of concern could be prioritized.
- Pavement Markings: 2025 work is complete. 2026 work will take place in the spring. Current contract is 2025-2027.
- Assisting with review of water and sewer agreements as needed.
- Butler Street Sanitary Sewer: Assisted with diagnosis and resolution of sanitary sewer issues on Butler Street north of Mason Street. The current issue has been resolved. Findings will be incorporated into planning for future reconstruction of Butler Street.
- Assisting with site plan reviews and construction observation for new development and other projects as needed.

EGLE Technical, Managerial and Financial (TMF) Project

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

Mt. Baldhead Projects

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

- Met with area stakeholders to review the survey and proposed concepts. Gathering feedback to incorporate into the design, as well as pre-construction activities to address concerns with the site.

Sea Wall and Concrete Repairs

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

Maple Street Improvements

- Design work is approximately 60% complete and permitting work has begun.
- Depending on timing for permits and final design, we anticipate issuing the project for bids in late 2025 with construction during the 2026 construction season (approximately April to November).

Park Street Improvements – Study Phase

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

City Hall Interior Renovations

- A kickoff meeting/site visit will be scheduled with City staff soon.

07/24/2025 04:55 PM
User: NICOLE
DB: Saugatuck

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
EXP CHECK RUN DATES 06/25/2025 - 07/29/2025
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Page: 1/2

Vendor Name	Description	Amount
1. ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 07/10 - 07/23	134,623.30
2. AQUATIC DOCTORS LAKE MGT INC	MILFOIL TREATMENT	34,385.00
3. BS&A SOFTWARE	SOFTWARE UPDATES & ANNUAL SUPPORT	6,799.00
4. CAPITAL ONE	JUN '25 STATEMENT BALANCE	137.77
5. COMCAST	07/28 - 08/27 INTERNET SERVICE	358.30
6. COMCAST-DPW	07/15 - 08/14 INTERNET-DPW	275.93
7. ERLANDSON CONCRETE LLC	CONCRETE REPAIRS	7,458.75
8. ETNA SUPPLY	DRINKING FOUNTAIN	1,610.00
	FAUCET REPAIR	154.00
	WRENCH	35.50
	TOTAL	1,799.50
9. FAHEY SCHULTZ BURZYCH RHODES	JUN '25 GENERAL LEGAL	2,706.00
	JUN '25 ZONING	9,910.50
	JUN '25 ORDINANCES	70.00
	JUN '25 CITY COUNCIL	2,735.00
	JUN '25 FOIA	4,550.50
	JUN '25 DUNE RIDGE V (ORIGINAL ACTION)	7,240.05
	JUN '25 DUNE RIDGE V (ELECTRICAL)	24.00
	JUN '25 WATER AND SEWER	354.00
	JUN '25 2023 STR LEGAL ISSUES/TASK FORCE	605.00
	JUN '25 EMPLOYMENT	3,407.50
	TOTAL	31,602.55
10. FIRST BANK CARD	05/24 - 06/25 STATEMENT BALANCE	2,036.55
	05/24 - 06/25 STATEMENT BALANCE	903.39
	05/24 - 06/25 STATEMENT BALANCE	476.68
	05/24 - 06/25 STATEMENT BALANCE	3,110.79
	TOTAL	6,527.41
11. FLEIS & VANDENBRINK ENGINEERING INC	05/25 - 06/28 ENGINEERING FEES - MAPLE STREET	40,880.00
	05/25 - 06/28 ENGINEERING FEES - GEN CONSULT	4,354.94
	05/25 - 06/28 ENGINEERING FEES - VILLAGE SQUAR	3,600.00
	TOTAL	48,834.94
12. FRONTIER	05/20 - 06/19 SERVICE	109.44
13. GORDON FOOD SERVICE	OVAL BEACH CONCESSIONS	507.51
	OVAL BEACH CONCESSIONS	1,277.96
	TOTAL	1,785.47
14. INTERNAL SOUND & COMMUNICATIONS	NEW TELEPHONES	1,793.93
15. JOHN DEERE FINANCIAL	06/11 - 07/10 STATEMENT BALANCE	40.50
16. K&R TRUCK SALES INC	ENGINE REPAIR	1,024.05
17. LAKESHORE OUTDOORS LLC		

07/24/2025 04:55 PM
User: NICOLE
DB: Saugatuck

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
EXP CHECK RUN DATES 06/25/2025 - 07/29/2025
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Page: 2/2

Vendor Name	Description	Amount
18. MC CANN INDUSTRIES INC	SCREENED TOPSOIL	132.00
19. MERS	REPAIR - LOADER	3,835.62
20. MICHIGAN ASS OF PLANNING	JUL '25 RETIREMENT	4,499.98
21. MICHIGAN GAS UTILITIES	ADVERTISEMENT	75.00
	05/22 - 06/22 SERVICE - 102 BUTLER	50.02
	05/22 - 06/23 SERVICE - 345 BUTLER	61.03
	05/23 - 06/24 SERVICE - 3338 BLUE STAR	78.12
	TOTAL	189.17
22. MINER SUPPLY CO	DISH SOAP	105.12
23. NET2PHONE INC	JUL '25 PHONE SERVICE	305.23
24. OTTAWA AREA INTERMEDIATE	SCHOOL DIS	
25. PLANTE MORAN	PROPERTY TAXES COLLECTION 07/10 - 07/23	76,181.92
	PROFESSIONAL SERVICES PMGAP UNIV - 2025	1,200.00
	PROFESSIONAL SERVICES PMGAP UNIV - 2025	300.00
	TOTAL	1,500.00
26. REPUBLIC SERVICES	ANNUAL JUNK WEEK	1,790.00
	JUN '25 DISPOSAL AND PICKUP SERVICE - BLUE STA	480.00
	TOTAL	2,270.00
27. SAUGATUCK FIRE	RENTAL HOME INSPECTIONS / REINSPECTIONS	1,400.00
28. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 07/10 - 07/23	98,685.21
29. SAUGATUCK TOWNSHIP	W/S CONTRACT 2024-2025	114.00
30. SEPTIC TANK SYSTEMS CO INC	PORTABLE RESTROOM CLEANING - OVAL BEACH & CULV	560.00
31. SISTERS IN INK	DPW PRINTED/EMBROIDERED CLOTHING	319.13
32. STATE OF MICHIGAN	JUN '25 SALES TAX	1,053.68
33. VALLEY CITY LINEN INC	SHOP TOWELS	215.22
34. ZEIGLER GMC OF HOLLAND	LAMP	412.01
TOTAL - ALL VENDORS		469,409.13
FUND TOTALS:		
Fund 101 - GENERAL FUND		113,574.93
Fund 202 - MAJOR STREETS		146.00
Fund 203 - LOCAL STREETS		20,494.25
Fund 592 - WATER AND SEWER		20,098.00
Fund 661 - MOTOR POOL FUND		5,605.52
Fund 701 - CURRENT TAX FUND		309,490.43



City Council Agenda Item Report

FROM: Scott Herbert – Public Works Superintendent

MEETING DATE: July 28, 2025

SUBJECT: Update – Streetlight Removal Request – Spear Street

DESCRIPTION:

Background:

At the May 12, 2025 City Council meeting, staff presented a request from residents at the east end of upper Spear Street to remove or deactivate a recently reactivated streetlight near the dead-end. After discussion, City Council directed the Department of Public Works to proceed with requesting deactivation of the light through Consumers Energy.

Following Council direction, the Public Works Superintendent submitted a formal deactivation request and has followed up with Consumers Energy multiple times.

Update from Consumers Energy:

Consumers Energy has notified the City of a change in available service options:

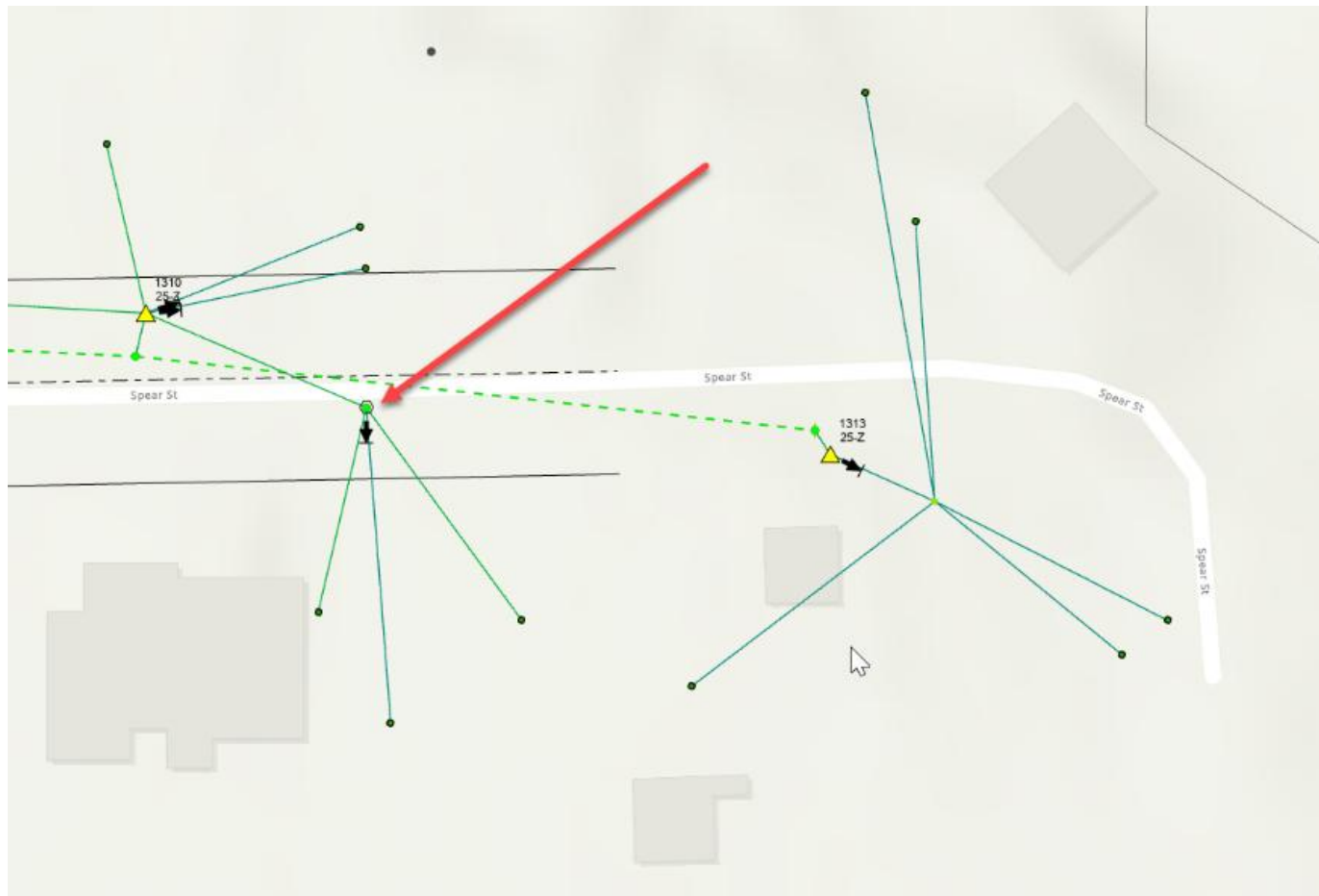
“As of April 4, 2025, and as approved by the Michigan Public Service Commission (MPSC), we no longer offer the temporary shutoff of a streetlight while continuing to bill at a reduced rate. This option was removed from our MPSC-approved rate schedule due to infrequent use. Unfortunately, I was unaware of this change at the time of our earlier discussions.”

Updated Options Moving Forward:

1. **Retain the light in its current, active state** – no action required.
2. **Request full removal of the streetlight** – Consumers Energy has provided a revised cost estimate of **\$500** for complete removal, to be paid by the City, and the current flat fee for streetlights will be reduced by an estimated \$11 per month.

Recommendation:

Staff seeks Council direction on how to proceed considering this new information. Should Council choose to proceed with full removal, staff recommends also pursuing previously discussed signage upgrades to maintain safety near the intersection of Grand Street and Spear Street.



BUDGET ACTION REQUIRED:

Estimated cost to remove the streetlight is \$500.

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to have Consumer's Energy remove the streetlight located near 555 Spear Street Streetlight ID#188348.



City Council Agenda Item Report

FROM: Ryan Cummins - City Manager

MEETING DATE: July 28, 2025

SUBJECT: Allegan County Sheriff's Office Law Enforcement Services Agreement and Presentation

DESCRIPTION:

In 2018, the City started contracting with the Allegan County Sheriff's Office for law enforcement services. The law enforcement services agreement was last updated and approved by the City Council in 2022. Allegan County has submitted the attached letter and updated services agreement for consideration. The changes result in a net increase of \$36,248.92 per year, largely due to recent wage increases for deputies.

The Allegan County Sheriff's Office presented at your workshop meeting and answered questions.

BUDGET ACTION:

It is anticipated that a budget amendment for the increase in expenses will be needed.

LEGAL REVIEW:

Legal has reviewed the updated agreement.

SAMPLE MOTION:

Motion to approve the Allegan County Sheriff's Office Law Enforcement Services Agreement as presented.

June 23, 2025

RE: Updated Schedule A & B and County Law Enforcement Services Agreement

To Whom It May Concern:

Allegan County is pleased to continue to provide enhanced law enforcement services to your jurisdiction on a contractual basis. The County has recently adopted a new cost-share approach. Previously, the local was charged 75% of all costs (Schedule A and B costs) and the County contributed 25%. Many participants found the cost itemization confusing and in the past few years the allocation difficult for grant administration. An analysis of past and current costs demonstrated that some equipment costs were not being included. Overall we found that charging the local unit for all personnel cost and having the County cover all other cost would remain generally aligned with the cost-share and would be much simpler for all parties. We have removed Schedule B. Schedule A now demonstrates the local unit paying 100% of wages and fringes, with the County paying 100% of all additional expenses, i.e. training, deputy liability, equipment, vehicles, supervision, administrative services, and other miscellaneous expenses, consistent with what the County and the Sheriff provide its non-contracted road patrol deputy positions. This will also enable schools with School Resource Offices to maximize grant reimbursement.

The agreements have all been updated to reflect how vehicles are provided and payments occur. The base agreement continues to have consistent language for all municipal participants. School Resource Officer (SRO) agreements have different language and include overtime and holiday pay itemized to meet grant requirements. However, the SRO agreements are consistent for each school. Only schedule A will be customized for participants based on the number of deputies requested.

Additionally, after three and half years of maintaining a level rate limited to an annual 3% increase, it is necessary to update the monthly charge for this service, effective July 1, 2025. As services are billed in arrears, the new rate will first be seen on the invoice that is issued in early August. A new Schedule A is enclosed for your records. Future Schedules shall reflect the County's budgeted cost for contract positions, and 2026 and 2027 shall not exceed an annual 6% increase. Please do not hesitate to contact my office at (269) 686-5235 with specific questions or concerns regarding this Schedule A.

Enclosed for your consideration is the updated Law Enforcement Services Agreement. Please sign and return to administration@allegancounty.org by September 30, 2025. If you should have any contractual language questions, feel free to contact the County Administrator's Office at (269) 673-0239.

On behalf of the County, I thank you for your attention to these items.

Sincerely,



Dan Wedge
Deputy County Administrator of Services

ALLEGAN COUNTY
LAW ENFORCEMENT CONTRACT
Saugatuck
Schedule A - 2025

	Jan - Jun 2025 Annual Cost	Jul - Dec 2025 Annual Cost
Total Wages	57,047.78	75,970.36
	-	-
Total Fringes	28,103.90	31,062.25
	-	-
Uniform/Training Costs	409.77	-
	-	-
Schedule B Costs	12,408.93	-
	-	-
	-	-
Total Annual Cost per Deputy	97,970.38	107,032.61
	-	-
Total Monthly Cost per Deputy	8,164.20	8,919.38
Number of Deputies:	4 32,656.79	35,677.54

Contract #1482-25 - City of Saugatuck

Allegan County Sheriff's Office Law Enforcement Services Agreement

This Agreement ("Agreement") is made by and between City of Saugatuck, P.O. Box 86, Saugatuck, MI 49453, (the "Entity"), the County of Allegan, 3283 – 122nd Avenue, Allegan, MI 49010 (the "County") and the Sheriff of Allegan County, 640 River Road, Allegan, MI 49010 (the "Sheriff") with reference to the following facts and circumstances.

The Sheriff is the chief law enforcement officer of the Allegan County Sheriff's Office (the "Sheriff's Office"); and

The Sheriff and the County, through the Sheriff's Office, provide road patrol and general law enforcement services throughout the County, including the entity (outlined in Section 1); and

The Entity wishes to purchase additional road patrol and general law enforcement services from the County and the Sheriff (outlined in Section 4); and

The parties agree as follows:

1. General Agreement

Subject to all the terms and provisions of this Agreement, the Entity, the County and the Sheriff agree that the County and the Sheriff shall, as independent contractors, provide additional road patrol and general law enforcement services (sometimes referred to collectively herein as "law enforcement services") to the Entity.

2. Facilities, Supplies and Equipment

The Entity shall not be obligated to provide supplies or equipment to the County or the Sheriff relative to the additional road patrol and general law enforcement services rendered to the Entity pursuant to this Agreement except any items identified hereafter in the contract.

3. Independent Contractor

In the performance of all work, duties and obligations pursuant to this Agreement, it is mutually understood and agreed that the County and the Sheriff are, and shall at all times be, acting and performing as independent contractors. The Entity shall neither have, nor exercise, any control or direction over the methods by which the County and the Sheriff perform the work outlined in this Agreement.

The law enforcement officers rendering services to the Entity on behalf of the County and Sheriff pursuant to this Agreement shall be employees of the County and the Sheriff and, as such, the County and the Sheriff shall:

- A. Pay, or cause to be paid, all compensation and fringe benefits of such law enforcement officers;
- B. Withhold, or cause to be withheld, all applicable federal, state and local taxes, including without limitations FICA;

- C. Make, or cause to be made, any and all required payments relating to such law enforcement officers, including any unemployment compensation fund payments;
- D. Maintain, or cause to be maintained, worker's compensation fund insurance as required under Michigan law; and
- E. Pay, or cause to be paid, required costs of continuing or additional education or training to maintain law enforcement officer licensing or certification as required by the Michigan Commission on Law Enforcement Standards.

The County and the Sheriff agree that the law enforcement officers rendering services to the Entity on behalf of the County and the Sheriff pursuant to this Agreement are not employees of the Entity, and accordingly are not eligible to participate in any fringe benefit program, receive any sickness or health insurance benefits, or receive any pension or similar benefits accorded employees of the Entity.

4. Personnel

All persons who provide law enforcement services to the Entity on behalf of the County and the Sheriff pursuant to this Agreement shall be and remain at all times duly qualified and shall also be certified in good standing as required by Michigan Law. Further, all such persons shall be knowledgeable of and able to enforce all applicable State and local ordinances.

The Entity is contracting for the number of law enforcement service position(s) specified in Schedule A. Unless the necessary number of positions are contracted for, the contracted service will not provide 24-hours-a-day, seven-days-a-week coverage. Each contracted position shall maintain a normal schedule consistent with the practices of the Sheriff's Office. In general, the normal schedule for law enforcement officers on road patrol is currently a 14-day tour of duty that averages 84 hours. The normal schedule includes, but is not limited to, work time and time on paid time off or other leave, holidays, training, meetings, call-ins and court appearances. The Entity is responsible for payment for the entire normal schedule consistent with the payment section of this Agreement and the County and the Sheriff are not responsible for providing personnel to "backfill" services during times of leave or other non-work hours unless requested by, and at the sole expense of, the Entity consistent with Section 13 of this Agreement.

Contracted law enforcement service position(s) shall be in addition to the road patrol and general law enforcement services already provided by the Sheriff and the County to the Entity pursuant to their discretion under applicable law. However, contracted position(s) shall also be considered a component of the County-wide road patrol and law enforcement services.

The Entity shall work with the Sheriff's designee to determine the appropriate schedule for services and to identify priorities that may exist for the delivery of law enforcement services. Nothing in this Agreement is intended to supersede or limit the Sheriff's constitutional and statutory rights, powers and/or authority.

5. General Calls for Service

The Entity agrees that, commensurate with the County-funded portion of the contracted law enforcement services, the contracted position(s) shall respond to calls for service in the County outside the Entity's geographic area. At any time, if the Sheriff's Office determines that there are no other available law enforcement personnel who can promptly respond to an emergent call, the

Sheriff's Office may direct a law enforcement officer providing law enforcement services pursuant to this Agreement to respond to such calls for service.

6. Indemnification

The Entity agrees to defend, indemnify and hold the County, the Allegan County Sheriff, and their employees, agents and assigns harmless from and against all claims, damages, fines, judgments, penalties, costs, liabilities or losses, including, without limitation, reasonable actual attorney fees, arising out of the acts or omissions (including negligence) of the Entity or its employees, agents, or officers, or arising from or out of the breach by such party of its obligations under this Agreement. Such responsibility shall not be construed as a liability for damage caused by or resulting from the sole negligence of the County, the Sheriff, or its employees, agents, or officers, or arising from or out of the breach by such party of its obligations under this Agreement. Such responsibility shall not be construed as a liability for damage caused by or resulting from the sole negligence of the County, the Sheriff, or its employees.

The County agrees to defend, indemnify and hold the Entity and their employees, agents and assigns harmless from and against all claims, damages, fines, judgments, penalties, costs, liabilities or losses, including, without limitation, reasonable actual attorney fees, arising out of the acts or omissions (including negligence) of the Entity or its employees, agents, or officers, or arising from or out of the breach by such party of its obligations under this Agreement. Such responsibility shall not be construed as a liability for damage caused by or resulting from the sole negligence of the Entity or its employees, agents, or officers, or arising from or out of the breach by such party of its obligations under this Agreement. Such responsibility shall not be construed as a liability for damage caused by or resulting from the sole negligence of the Entity or its employees.

7. Insurance

During the term of this Agreement, the parties shall maintain the insurances as outlined below and provide proof of certificate prior to performance of any services under this Agreement.

- A. Commercial General Liability Insurance: The County and the Entity shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.
- B. Motor Vehicle Liability: The County shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit, Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles. The County of Allegan will provide Motor Vehicle Liability Insurance for all County owned vehicles.
- C. Law Enforcement Liability: The County shall procure and maintain during the life of this contract Law Enforcement Liability Insurance with limits of liability of not less than \$1,000,000 per occurrence.

The Entity may also procure and maintain during the life of this contract Law Enforcement Liability Insurance as the County will not represent the Entity in any dispute. The Entity should seek guidance from its risk provider.

8. Payment

The Entity shall pay 100% of the wages and fringe benefits for each position contracted to render services under this Agreement according to the costs in Schedule A, attached. An updated Schedule A shall be provided to the Entity by October 31 of each year with costs applicable to the next renewal term when said updated Schedule A shall become effective and incorporated into this Agreement. Updated Schedules shall reflect the County's budgeted cost for contracted positions and for 2026 and 2027 shall not exceed an annual 6% increase.

The County shall pay 100% of the cost of training, deputy liability, equipment, vehicles, supervision, administrative services, and other miscellaneous expenses, consistent with what the County and the Sheriff provide its non-contracted road patrol deputy positions.

9. Term

The initial term of this Agreement shall be from July 1, 2025 through December 31, 2025 and, unless terminated in accordance with Section 10 or 11, shall automatically renew on January 1 of each year for successive one-year terms.

10. Termination by Notice or Mutual Agreement

The County, the Sheriff or the Entity, without cause may terminate this Agreement, at any time, upon ninety (90) days prior written notice to the other parties. In addition, this Agreement may be terminated at any time by the parties hereto on mutual agreement.

11. Termination for Cause

This Agreement may be terminated by the County, the Sheriff, or the Entity, upon thirty (30) days prior written notice to the other parties, in the event one or both of the non-terminating parties fail or refuse to perform any of their duties and responsibilities under this Agreement. However, in the event a failure to perform can be remedied within thirty (30) days after such notice is given, such notice shall be null and void if the failure is in fact remedied within such thirty (30) day period.

12. Effect of Termination

Upon termination or expiration of this Agreement, as provided above, the parties hereto shall have no further obligation hereunder except for obligations occurring prior to the effective date of the termination or expiration. Notwithstanding the foregoing, the County, the Sheriff and the Entity shall be obligated to cooperate with each other whenever any claim is filed against any of them with respect to the services rendered pursuant to this Agreement. All equipment belonging to the County shall revert to the County's possession.

13. Miscellaneous

- A. This Agreement and all rights and obligations hereunder shall be non-assignable unless all parties agree in writing to such assignment. This Agreement shall inure to the benefits of and be binding upon the parties hereto and their respective permitted assignees and successors.

- B. All notices and other documents to be served or transmitted hereunder shall be in writing and addressed to the respective parties hereto at the addresses stated on Page 1 of this Agreement or such other address or addresses as shall be specified by the parties hereto from time to time; further, such notices and documents may be served or transmitted in person or by ordinary or certified mail documents properly addressed with sufficient postage.
- C. This Agreement has been executed in the State of Michigan and shall be governed by Michigan Law. The parties agree that the proper forum and venue for litigation arising out of the Agreement is in Allegan County, Michigan.
- D. The waiver by any party hereto of a breach or violation of any provision of this Agreement shall not be waiver of any subsequent breach or violation of the same or any other provision of this Agreement.
- E. If any section or provision of this Agreement is unenforceable for any reason, the unenforceability thereof shall not impair the remainder of this Agreement, executed in multiple counterparts, all of which together shall be deemed to be one contract.
- F. This Agreement shall not be changed, modified or discharged orally, but only in a written document, signed by the parties, against whom enforcement of the change, modification or discharge is sought. Any exhibits now or hereafter attached hereto are incorporated by reference as though fully stated herein.

14. Additional Contracted Hours

The Entity reserves the right to utilize additional contracted hours, as needed and as agreed to by the Entity and the Sheriff. It is agreed that overtime and any other related expenses generated to serve the Entity for special events that occur outside of the normal course of law enforcement activity shall be fully paid for by the Entity. Such additional expenses relating to overtime will be included on the invoice issued by the County during the billing cycle immediately following the accrual of the overtime.

15. Definition

Whenever in this Agreement there is a reference to the employees of the County and / or the Sheriff, such reference shall be deemed to also include all agents and independent contractors thereof.

16. Vehicle

The County hereby agrees to provide a pursuit rated patrol vehicle(s), the suitability of which shall be subject to the approval of the Allegan County Sheriff, for use by the contracted law enforcement officer(s). The County shall provide the standard Sheriff graphics for the vehicle, including local unit identification on the side rear windows.

The number of vehicles provided shall be commensurate with the number of contracted positions and their normal work schedules consistent with the practices of the Sheriff's Office.

Contracted law enforcement officers may only drive County provided vehicles while providing services under this Agreement.

17. Entire Agreement

This Agreement represents the entire understandings and agreements between the parties hereto, and terminates and supersedes any prior agreements the Parties may have had concerning contracted law enforcement personnel and associated vehicles. The Parties hereby cause this Agreement to be executed by their duly authorized representatives.

Entity: _____

Sign: _____

Name: _____

Title: _____

Date: _____

County: _____

Sign: _____

Name: _____

Title: _____

Date: _____

Sheriff: _____

Sign: _____

Name: _____

Title _____

Date: _____

Frank Baker

Allegan County Sheriff

Robert J. Sarro

Allegan County Administrator

Contract #1482-25 - <Insert Entity Name>

Allegan County Sheriff's Office Law Enforcement Services Agreement

This Agreement ("Agreement") is made by and between <Insert Entity Name>, <Insert Entity Address>, (the "Entity"), the County of Allegan, 3283 – 122nd Avenue, Allegan, MI 49010 (the "County") and the Sheriff of Allegan County, 640 River Road, Allegan, MI 49010 (the "Sheriff") with reference to the following facts and circumstances.

The Sheriff is the chief law enforcement officer of the Allegan County Sheriff's Office (the "Sheriff's Office"); and

The Sheriff and the County, through the Sheriff's Office, provide road patrol and general law enforcement services throughout the County, including the entity (outlined in Section 1); and

The Entity wishes to purchase additional road patrol and general law enforcement services from the County and the Sheriff (outlined in Section 4); and

~~The Entity wishes to use a County vehicle for the purpose of providing additional law enforcement services (outlined in Section 16);~~

Commented [VK1]: All contracted positions will use a vehicle provided by the County.

The parties agree as follows:

1. General Agreement

Subject to all the terms and provisions of this Agreement, the Entity, the County and the Sheriff agree that the County and the Sheriff shall, as independent contractors, provide additional road patrol and general law enforcement services (sometimes referred to collectively herein as "law enforcement services") to the Entity.

2. Facilities, Supplies and Equipment

The Entity shall not be obligated to provide supplies or equipment to the County or the Sheriff relative to the additional road patrol and general law enforcement services rendered to the Entity pursuant to this Agreement except any items identified hereafter in the contract.

3. Independent Contractor

In the performance of all work, duties and obligations pursuant to this Agreement, it is mutually understood and agreed that the County and the Sheriff are, and shall at all times be, acting and performing as independent contractors. The Entity shall neither have, nor exercise, any control or direction over the methods by which the County and the Sheriff perform the work outlined in this Agreement.

The law enforcement officers rendering services to the Entity on behalf of the County and Sheriff pursuant to this Agreement shall be employees of the County and the Sheriff and, as such, the County and the Sheriff shall:

- A. Pay, or cause to be paid, all compensation and fringe benefits of such law enforcement officers;

- B. Withhold, or cause to be withheld, all applicable federal, state and local taxes, including without limitations FICA;
- C. Make, or cause to be made, any and all required payments relating to such law enforcement officers, including any unemployment compensation fund payments;
- D. Maintain, or cause to be maintained, worker's compensation fund insurance as required under Michigan law; and
- E. Pay, or cause to be paid, required costs of continuing or additional education or training to maintain law enforcement officer licensing or certification as required by the Michigan Commission on Law Enforcement Standards.

The County and the Sheriff agree that the law enforcement officers rendering services to the Entity on behalf of the County and the Sheriff pursuant to this Agreement are not employees of the Entity, and accordingly are not eligible to participate in any fringe benefit program, receive any sickness or health insurance benefits, or receive any pension or similar benefits accorded employees of the Entity.

4. Personnel

All persons who provide law enforcement services to the Entity on behalf of the County and the Sheriff pursuant to this Agreement shall be and remain at all times duly qualified and shall also be certified in good standing as required by Michigan Law. Further, all such persons shall be knowledgeable of and able to enforce all applicable State and local ordinances.

The Entity is contracting for the number of law enforcement service position(s) specified in Schedule A. Unless the necessary number of positions are contracted for, the contracted service will not provide 24-hours-a-day, seven-days-a-week coverage. Each contracted position shall maintain a normal schedule consistent with the practices of the Sheriff's Office. In general, the normal schedule for law enforcement officers on road patrol is currently a 14-day tour of duty that averages 84 hours. The normal schedule includes, but is not limited to, work time and time on paid time off or other leave, holidays, training, meetings, call-ins and court appearances. The Entity is responsible for payment for the entire normal schedule consistent with the payment section of this Agreement and the County and the Sheriff are not responsible for providing personnel to "backfill" services during times of leave or other non-work hours unless requested by, and at the sole expense of, the Entity consistent with Section 13 of this Agreement.

Contracted law enforcement service position(s), ~~to the extent they are paid for by the Entity and do not include any portion funded by the County,~~ shall be in addition to the road patrol and general law enforcement services already provided by the Sheriff and the County to the Entity pursuant to their discretion under applicable law. ~~The County-funded portion of the~~ However, contracted position(s) shall also be considered a component of the County-wide road patrol and law enforcement services.

The Entity shall work with the Sheriff's designee to determine the appropriate schedule for services and to identify priorities that may exist for the delivery of law enforcement services. Nothing in this Agreement is intended to supersede or limit the Sheriff's constitutional and statutory rights, powers and/or authority.

Commented [VK2]: No change to intent or effect. Language modified to reflect new cost sharing arrangement whereby the County is no longer paying for a portion of the contracted position's swages & benefits and is instead paying for all vehicle and other costs related to supporting each contracted position.

5. General Calls for Service

The Entity agrees that, commensurate with the County-funded portion of the contracted ~~positions(s)~~ law enforcement services, the contracted position(s) shall respond to calls for service in the County outside the Entity's geographic area. At any time, if the Sheriff's Office determines that there are no other available law enforcement personnel who can promptly respond to an emergent call, the Sheriff's Office may direct a law enforcement officer providing law enforcement services pursuant to this Agreement to respond to such calls for service.

Commented [VK3]: Same as above.

6. Indemnification

The Entity agrees to defend, indemnify and hold the County, the Allegan County Sheriff, and their employees, agents and assigns harmless from and against all claims, damages, fines, judgments, penalties, costs, liabilities or losses, including, without limitation, reasonable actual attorney fees, arising out of the acts or omissions (including negligence) of the Entity or its employees, agents, or officers, or arising from or out of the breach by such party of its obligations under this Agreement. Such responsibility shall not be construed as a liability for damage caused by or resulting from the sole negligence of the County, the Sheriff, or its employees, agents, or officers, or arising from or out of the breach by such party of its obligations under this Agreement. Such responsibility shall not be construed as a liability for damage caused by or resulting from the sole negligence of the County, the Sheriff, or its employees.

The County agrees to defend, indemnify and hold the Entity and their employees, agents and assigns harmless from and against all claims, damages, fines, judgments, penalties, costs, liabilities or losses, including, without limitation, reasonable actual attorney fees, arising out of the acts or omissions (including negligence) of the Entity or its employees, agents, or officers, or arising from or out of the breach by such party of its obligations under this Agreement. Such responsibility shall not be construed as a liability for damage caused by or resulting from the sole negligence of the Entity or its employees, agents, or officers, or arising from or out of the breach by such party of its obligations under this Agreement. Such responsibility shall not be construed as a liability for damage caused by or resulting from the sole negligence of the Entity or its employees.

7. Insurance

During the term of this Agreement, the parties shall maintain the insurances as outlined below and provide proof of certificate prior to performance of any services under this Agreement.

- A. **Commercial General Liability Insurance:** The County and the Entity shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.
- B. **Motor Vehicle Liability:** The County shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages,

with limits of liability of not less than \$1,000,000 per occurrence combined single limit, Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles. The County of Allegan will provide Motor Vehicle Liability Insurance for all County owned vehicles.

- C. **Law Enforcement Liability:** The County shall procure and maintain during the life of this contract Law Enforcement Liability Insurance with limits of liability of not less than \$1,000,000 per occurrence.

The Entity may also procure and maintain during the life of this contract Law Enforcement Liability Insurance as the County will not represent the Entity in any dispute. The Entity should seek guidance from its risk provider.

8. Payment

~~Payment for services rendered under this Agreement shall be governed by Schedule A & B. The Entity shall pay 100% of the wages and fringe benefits for each position contracted to render services under this Agreement according to the costs in Schedule A, attached. An updated Schedule A shall be provided to the Entity by October 31 of each year with costs applicable to the next renewal term when said updated Schedule A shall become effective and incorporated into this Agreement. Updated Schedules shall reflect the County's budgeted cost for contracted positions and for 2026 and 2027 shall not exceed an annual 6% increase.~~

- ~~— which shall be updated and provided to the Entity by October 31 of each year;~~
- ~~— which may be amended following the initial term;~~
- ~~— any change in Schedule A & B after 12/31/2024 shall be provided;~~
- ~~— which includes an annual 3% escalator that is subject to adjustment with advance notice after 12/31/2024.~~

~~The County shall pay 100% of the cost of training, deputy liability, equipment, vehicles, supervision, administrative services, and other miscellaneous expenses, consistent with what the County and the Sheriff provide its non-contracted road patrol deputy positions.~~

9. Term

The initial term of this Agreement shall be July 1, 2025 through December 31, 2025 and, unless terminated in accordance with Section 10 or 11, shall automatically renew each year for successive one-year terms.

10. Termination by Notice or Mutual Agreement

The County, the Sheriff or the Entity, without cause may terminate this Agreement, at any time, upon ninety (90) days prior written notice to the other parties. In addition, this Agreement may be terminated at any time by the parties hereto on mutual agreement.

11. Termination for Cause

This Agreement may be terminated by the County, the Sheriff, or the Entity, upon thirty (30) days prior written notice to the other parties, in the event one or both of the non-terminating parties fail or refuse to perform any of their duties and responsibilities under this Agreement. However, in the event a failure to perform can be remedied within thirty (30) days after such

Commented [VK4]: Language modified to reflect new cost sharing arrangement whereby the County is no longer paying for a portion of the contracted position's swages & benefits and is instead paying for all vehicle and other costs related to supporting each contracted position.

Commented [VK5]: New initial term.

notice is given, such notice shall be null and void if the failure is in fact remedied within such thirty (30) day period.

12. Effect of Termination

Upon termination or expiration of this Agreement, as provided above, the parties hereto shall have no further obligation hereunder except for obligations occurring prior to the effective date of the termination or expiration. Notwithstanding the foregoing, the County, the Sheriff and the Entity shall be obligated to cooperate with each other whenever any claim is filed against any of them with respect to the services rendered pursuant to this Agreement. All equipment belonging to the County shall revert to the County's possession.

13. Miscellaneous

- A. This Agreement and all rights and obligations hereunder shall be non-assignable unless all parties agree in writing to such assignment. This Agreement shall inure to the benefits of and be binding upon the parties hereto and their respective permitted assignees and successors.
- B. All notices and other documents to be served or transmitted hereunder shall be in writing and addressed to the respective parties hereto at the addresses stated on Page 1 of this Agreement or such other address or addresses as shall be specified by the parties hereto from time to time; further, such notices and documents may be served or transmitted in person or by ordinary or certified mail documents properly addressed with sufficient postage.
- C. This Agreement has been executed in the State of Michigan and shall be governed by Michigan Law. The parties agree that the proper forum and venue for litigation arising out of the Agreement is in Allegan County, Michigan.
- D. The waiver by any party hereto of a breach or violation of any provision of this Agreement shall not be waiver of any subsequent breach or violation of the same or any other provision of this Agreement.
- E. If any section or provision of this Agreement is unenforceable for any reason, the unenforceability thereof shall not impair the remainder of this Agreement, executed in multiple counterparts, all of which together shall be deemed to be one contract.
- F. This Agreement shall not be changed, modified or discharged orally, but only in a written document, signed by the parties, against whom enforcement of the change, modification or discharge is sought. Any exhibits now or hereafter attached hereto are incorporated by reference as though fully stated herein.

14. Additional Contracted Hours

The Entity reserves the right to utilize additional contracted hours, as needed and as agreed to by the Entity and the Sheriff. It is agreed that overtime and any other related expenses generated to serve the Entity for special events that occur outside of the normal course of law enforcement activity shall be fully paid for by the Entity. Such additional expenses relating to overtime will be included on the invoice issued by the County during the billing cycle immediately following the accrual of the overtime.

15. Definition

Whenever in this Agreement there is a reference to the employees of the County and / or the Sheriff, such reference shall be deemed to also include all agents and independent contractors thereof.

16. Vehicle

~~The County hereby agrees to provide a pursuit rated patrol sedan, the suitability of which shall be subject to the approval of the Allegan County Sheriff, for use by the contracted law enforcement officer. The Entity shall provide the logos and labels for the vehicle.~~

~~The Entity is contracting for the number of law enforcement service vehicle(s) specified in Schedule B. Unless the necessary number of vehicles are contracted for, the contracted service will not provide 24 hours a day, seven days a week coverage. Each contracted vehicle shall maintain a normal schedule consistent with the practices of the Sheriff's Office.~~

~~Contracted law enforcement service vehicle(s), to the extent they are paid for by the Entity and do not include any portion funded by the County, shall be in addition to the road patrol and general law enforcement services already provided by the Sheriff and the County to the Entity pursuant to their discretion under applicable law. The County funded portion of the contracted vehicle(s) shall be considered a component of the County wide road patrol and law enforcement services.~~

~~The County hereby agrees to provide a pursuit rated patrol vehicle(s), the suitability of which shall be subject to the approval of the Allegan County Sheriff, for use by the contracted law enforcement officer(s). The County shall provide the standard Sheriff graphics for the vehicle, including local unit identification on the side rear windows.~~

~~The number of vehicles provided shall be commensurate with the number of contracted positions and their normal work schedules consistent with the practices of the Sheriff's Office.~~

~~Contracted law enforcement officers may only drive County provided vehicles while providing services under this Agreement.~~

17. Entire Agreement

This Agreement represents the entire understandings and agreements between the parties hereto, ~~and terminates and supersedes any prior agreements the Parties may have had concerning contracted law enforcement personnel and associated vehicles.~~ The Parties hereby cause this Agreement to be executed by their duly authorized representatives.

Commented [VK6]: Original language in this Section deleted in its entirety and replaced with updated language reflecting new arrangement whereby County will provide all vehicles for contracted positions.

Commented [VK7]: Language added to rescind all previous agreements concerning contracted local law enforcement services that may be in effect.

Entity:

Sign: _____

Name: _____

Title: _____

Date: _____

Sheriff:

Sign: _____

Name: _____

Title: _____

Date: _____

Frank Baker

Allegan County Sheriff

County:

Sign: _____

Name: Robert J. Sarro

Title: Allegan County Administrator

Date: _____



City Council Agenda Item Report

FROM: Luke Thompson Director of Planning and Zoning

MEETING DATE: 07/23/2025

SUBJECT: Historic District Commission Appointment

DESCRIPTION:

The City Clerk provided notice that applications are being accepted for the Historic District Commission. Applicant met with Director of Planning and Zoning Luke Thompson, Historic District Commission Chair Tim Straker and Mayor Anderson. After deliberation it is unanimously recommended that Helen Baldwin be appointed to the Historic District Commission.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

Historic District Commission Chair Tim Straker was provided with a copy of the applications and interview questions, participated in the interviews, and provided his recommendations to Mayor Anderson.

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to appoint Helen Baldwin to the Historic District Commission with a term ending 08-01-2028.

Jamie Wolters

From: no-reply@weebly.com
Sent: Monday, June 16, 2025 6:07 PM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

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.

You've just received a new submission to your [Application for Boards & Commissions](#).
[Mark as Spam](#)

Submitted Information:

Name
Helen Baldwin

Email
[Redacted]

Home Phone Number
[Redacted]

Mobile Phone Number
[Redacted]

Address
[Redacted]
Saugatuck, Michigan United States 49453

Current Employer

Retired

Occupation/Position

CPA

Business Phone Number

Business Reference Name

Business Reference Phone Number

Business Reference Email

Does your employer have any business dealings with the City which might present a conflict of interest

No

If yes, please explain:

n/a

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

Serving on a board or commission can be time-consuming. Are you committed to attending all regularly scheduled meetings?

Yes

On which boards and/or commissions would you be willing to serve? .Historic District Commission

1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:

former mayor pro-tem of Saugatuck

former chair of Parks and Public Works Committee of Saugatuck

former member of Board of Review for city of Pleasant Ridge, MI

I applied and interviewed for the HDC earlier this year. Please see application and interview notes on file.

Digital Signature

Helen Baldwin

July 20, 2025

To Whom it May Concern:

I am submitting my interest in serving on a city board or committee. I am passionate about supporting the community around me and contributing to a joyful, connected city—one that celebrates its people and natural resources. I bring a strong combination of civic involvement, leadership experience, and professional expertise in communication, collaboration, and strategic thinking.

Highlights of Qualifications:

- **Civic Leadership:** Former board member of the Commercial Park Advisory Board in Chicago, where I helped secure a \$300K donation for park improvements, led community events, and supported inclusive programming.
- **Local Engagement:** Active in the Saugatuck community through volunteer work with the school system and as a cast and board member of the annual *Christmas Carol* production.
- **Professional Experience:** Marketing Business Partner at Sheppard Moscow, an international leadership development consultancy. I bring experience in program management, business development, and storytelling—shaped by deep exposure to leadership development practices such as vertical development, influencing, and team effectiveness. This work has given me a unique lens on how individuals and organizations grow.
- **Collaborative Mindset:** Known for building strong relationships, navigating complex projects, and bringing people together around shared goals.

In support of my application I have submitted 2 additional pieces of information: 1) statement of qualifications, and 2) professional resume.

I am excited about the opportunity to contribute my energy, experience, and perspective to the city's ongoing work, thank you for the consideration.



Jennifer Rees



[LinkedIn Profile](#)

Statement of Qualifications

I've always been drawn to opportunities that allow me to contribute meaningfully to the communities I'm part of—whether through volunteer work, creative collaboration, or civic leadership. In all of my endeavors, I bring forward the experience I've gained from my professional life, which includes a strong background in business development, project management, and marketing.

Below are three areas I believe make me a strong candidate for consideration:

1. Relevant Civic Experience

Before moving to Saugatuck full-time, I served on the **Commercial Park Advisory Board** in Chicago's West Town neighborhood. During my tenure, I held the roles of Secretary and Treasurer—at one point, both simultaneously. Highlights from that time include:

- **Securing a \$300K Donation:** As a Board we worked with Fifield, a developer, the City of Chicago, and the local Alderman over the course of more than a year to secure a \$300,000 donation for park and fieldhouse upgrades, as well as improved pathway access. This complex effort involved navigating competing interests and priorities, and it was a testament to the leadership, collaboration, and persistence of our Board that we were able to secure the funds.
- **New Playground:** As a member of the Board we worked with the City, Park District and the playground equipment manufacturer to establish a new, accessible playground – upgrading to safer ground material, more accessible and modern play structures. This involved creating awareness in the community and seeking their input and fund raising. This helped me to be aware of different perspectives and viewpoints, and the work needed to bring people together in support of a cause.
- **Hosting the Midnight Circus:** Our Board successfully brought this citywide fundraising event to our park—an honor that required strong project and resource management, coordination with city departments and volunteers, and a commitment to creating a joyful, inclusive experience for the community.
- **Community Events and Programs:** We organized an annual Halloween parade and party, providing costumes and a safe, welcoming space for children and families. We also supported initiatives like reading hour and a pollinator garden—efforts that helped build a more connected and vibrant neighborhood.

2. Local Engagement in Saugatuck

Since moving to Saugatuck, I've continued to stay involved in community life. I've volunteered through the local school system and have been an active participant in the beloved **Christmas Carol** production—as both a cast member and a board member. Most recently, our board formalized a partnership with **Christian Neighbors**. As has been the practice all proceeds from the play are donated to support local needs. The formation of the board creates the scaffolding for a proper legacy so it can persist in vision to delight and aid the community. This is another example of how I seek out opportunities to contribute meaningfully and sustainably to the place I call home.

3. Professional Experience in Leadership Development

I currently work at **Sheppard Moscow**, an international leadership development consultancy. I've program managed and aided in design of large-scale leadership development programs for global clients such as the World Bank Group, Ford, Lear, Ericsson, Bayer and Vodafone. I currently serve as the **Marketing Business Partner**, helping shape how our firm communicates its work and values. Whether managing projects, developing content, or collaborating with teams, I bring a strategic, people-centered approach to everything I do—always with an eye toward clarity, impact, and connection.

Resume (reference LinkedIn)

ABOUT

Over the years, working with teams and clients across marketing, program management, and business development, I've developed a way of making complex work feel seamless, strategic, and human—always brought to life with energy, passion, and determination.

As a program manager at Sheppard Moscow, I worked on flagship leadership development programs for global financial institutions. I worked closely with clients and delivery teams to scope projects, manage multiple moving parts, and ensure smooth, high-quality delivery—crafting premium experiences that reflect our brand. Whether developing communications, producing high-impact materials, or integrating digital tools, I've always approached the work with a partner mindset—keeping the whole system in view and the client at the center.

Now, as a Marketing Business Partner, I bring that same lens to shaping how Sheppard Moscow shows up in the world. I collaborate with colleagues and our partners to translate our collective expertise into marketing that's clear, compelling, and storyful.

SHEPPARD MOSCOW

Marketing Business Partner

Jul 2024 - Present

As the Marketing Business Partner at Sheppard Moscow, I work at the intersection of brand, business development, and client experience—translating our firm's expertise into marketing that's as thoughtful and premium as the work we deliver.

I partner across the Sheppard Moscow business engine to educate, enable, and embed our brand into every layer of how we operate—from foundational systems and proposal frameworks to elegant, repeatable assets that empower our collective. I also collaborate with client teams to bring our story of impact and partnership to market—through strategic content, digital presence, and more storyful means.

I'm at my best when asked to be creative and innovative in service of crafting assets that reflect our USP—accessible, compelling narratives that embody who we are and the experience clients can expect when partnering with us.

Project Manager

Apr 2013 - Jul 2024

As a core member of the Operations team, I focused on client program management and digital initiatives. For over 11 years, I served as the lead program manager for multiple flagship leadership development programs with a North America-based International Financial Institution. I bring a broad and deep background in business development and project management—seeing initiatives through from discovery to delivery. My work included:

- Partnering with client leads to scope projects aligned with financial models, building detailed project plans, managing critical paths, anticipating blockers, and innovating where possible to enhance client outcomes
- Creating and producing premium proposal and delivery materials—leveraging existing assets and ensuring new content was shared across the wider team.
- Co-developing and executing participant communications plans, ensuring every touchpoint reflected our premium brand and supported a seamless, human-centered learning experience. This included integrating the Sheppard Moscow learning app as a key part of our delivery.
- Maintaining warm, collaborative relationships with clients and internal teams—communicating consistently across financial milestones, logistics, and delivery planning, always with a partner mindset.

I work to keep the whole system in view—applying strong commercial acumen and well-honed program management skills to ensure our work is impactful, supportive, and memorable for our clients. As a core member of the Operations team, I focused on client program management and digital initiatives. For over 11 years, I served as the lead program manager for multiple flagship leadership development programs with a North America-based International Financial Institution. I

bring a broad and deep background in business development and project management—seeing initiatives through from discovery to delivery. My work included:

- Partnering with client leads to scope projects aligned with financial models, building detailed project plans, managing critical paths, anticipating blockers, and innovating where possible to enhance client outcomes.
- Creating and producing premium proposal and delivery materials—leveraging existing assets and ensuring new content was shared across the wider team.
- Co-developing and executing participant communications plans, ensuring every touchpoint reflected our premium brand and supported a seamless, human-centered learning experience. This included integrating the Sheppard Moscow learning app as a key part of our delivery.
- Maintaining warm, collaborative relationships with clients and internal teams—communicating consistently across financial milestones, logistics, and delivery planning, always with a partner mindset. I work to keep the whole system in view—applying strong commercial acumen and well-honed program management skills to ensure our work is impactful, supportive, and memorable for our clients.

M3 CAPITAL PARTNERS

Project Assistant

May 2005 - May 2011

Managed and maintained all aspects of internal and external email communications (including calendar events) for multiple Principals; including responding as the person, or on their behalf. Established a system for compliance email archiving required on a daily basis. Coordinated all aspects of domestic and international travel which included multi-party property and investor “road shows”. Obtained business visas and monitored passport validity. Managed air ticket issues (refunds, exchanges) and actively worked to control air / hotel costs. Capitalized on travel planned for conferences by working to establish multiple meetings with clients within those cities. Prepared all reporting required for expense reimbursements on a monthly basis, reconciling both corporate

AMEX and cash expenses. Proactively stayed ahead of this administrative duty in order to avoid fees / penalties. Worked with other team members to edit and publish enterprise-wide quarterly capital market update reports for distribution to over 1,000 clients and investors. Continually updated contacts in the company's Salesforce database and within Principals' individual Outlook folders. Created and managed on-going list of action items for Principals including: prioritizing call lists, providing near term deliverables, evaluating potential conferences and coordinating future travel. Performed research on property sectors and investors; then compiled a weekly news "clipping" portfolio for Principals. Established and maintained an electronic "deal close" file in adherence to FINRA compliance standards. Arranged all meetings in-office or off-site and created corresponding presentation materials. Managed and maintained all aspects of internal and external email communications (including calendar events) for multiple Principals; including responding as the person, or on their behalf. Established a system for compliance email archiving required on a daily basis. Coordinated all aspects of domestic and international travel which included multi-party property and investor "road shows". Obtained business visas and monitored passport validity. Managed air ticket issues (refunds, exchanges) and actively worked to control air / hotel costs. Capitalized on travel planned for conferences by working to establish multiple meetings with clients within those cities. Prepared all reporting required for expense reimbursements on a monthly basis, reconciling both corporate AMEX and cash expenses.

Proactively stayed ahead of this administrative duty in order to avoid fees / penalties. Worked with other team members to edit and publish enterprise-wide quarterly capital market update reports for distribution to over 1,000 clients and investors. Continually updated contacts in the company's Salesforce database and within Principals' individual Outlook folders. Created and managed on-going list of action items for Principals including: prioritizing call lists, providing near term deliverables, evaluating potential conferences and coordinating future travel. Performed research on property sectors and investors; then compiled a weekly news "clipping" portfolio for Principals. Established and maintained an electronic "deal close" file in adherence to FINRA compliance standards. Arranged all meetings in-office or off-site and created corresponding presentation materials.

EDS, an HP COMPANY

Project Assistant

Jan 2001 - Dec 2003

Provided executive and sales support to the Midwest & Northeast Regional President for Solutions Consulting. Conducted business development specifically for Regional President including competitive and industry research, and prepared subsequent presentation materials. Worked within Salesforce.com to establish weekly regional procedures to report sales and operating figures and deal closing dates; this resulted in more accurate and reliable sales, operating, and new deal numbers which were reported to corporate management. Corresponded, on President's behalf, via email to both internal staff and external clients. Planned and coordinated all regional meetings with management staff. Managed all travel logistics and produced subsequent business expense reports. Provided executive and sales support to the Midwest & Northeast Regional President for Solutions Consulting. Conducted business development specifically for Regional President including competitive and industry research, and prepared subsequent presentation materials. Worked within Salesforce.com to establish weekly regional procedures to report sales and operating figures and deal closing dates; this resulted in more accurate and reliable sales, operating, and new deal numbers which were reported to corporate management. Corresponded, on President's behalf, via email to both internal staff and external clients. Planned and coordinated all regional meetings with management staff. Managed all travel logistics and produced subsequent business expense reports.

Business Development

May 1999 - Jan 2001

Managed internal sales process and supported sales team in the creation of end-to-end business solutions from conception to delivery. Engaged in multiple sales of \$10M - awarded to the President's Club for 2000 sales achievements. Conducted marketing, intelligence and competitive research and analysis for sales team; contributed in the development of sales strategies by identifying critical business factors. Engaged in prospect qualification and development, including viability of incoming RFIs and RFPs. Further, managed proposal development, including; defining deal scope and functioning as a liaison for the development of the solutions architecture, along

with managing internal “check points” and management reviews, also identified appropriate internal resources to support sales, and created the internal cost model to guide the effort.

MCI SYSTEMHOUSE

Business Development

Aug 1997 - May 1999

Education and Skills

BA Humanities – San Francisco State University

Multiple professional skills:

- Microsoft Office Suite: Word, Excel, PowerPoint, Outlook, Teams
- AI: CoPilot, Gemini and ChatGPT
- Google Workspace: Docs, Sheets, Drive)
- Adobe: Rush
- Collaborative tools and videoconferencing: Microsoft Teams, Zoom, Trello, Monday.com, Miro
- Active Campaign
- Salesforce,
- WordPress
- Google Analytics
- SurveyMonkey, Qualtrics
- Cvent

Jamie Wolters

From: no-reply@weebly.com
Sent: Friday, June 20, 2025 4:01 PM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

Follow Up Flag: Follow up
Flag Status: Flagged

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.

You've just received a new submission to your [Application for Boards & Commissions](#).
[Mark as Spam](#)

Submitted Information:

Name
Jennifer Rees

Email
[REDACTED]

Home Phone Number

Mobile Phone Number

[REDACTED]

Address

[REDACTED]

Saugatuck, Michigan United States 49453

Current Employer

Sheppard Moscow

Occupation/Position

Marketing Business Partner

Business Phone Number

Business Reference Name

Ally Salisbury

Business Reference Phone Number

Business Reference Email

Does your employer have any business dealings with the City which might present a conflict of interest
No

If yes, please explain:

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

Serving on a board or commission can be time-consuming. Are you committed to attending all regularly scheduled meetings?

Yes

On which boards and/or commissions would you be willing to serve? .Historic District Commission

1

On which boards and/or commissions would you be willing to serve? .Library Board

1

On which boards and/or commissions would you be willing to serve? .Parks and Public Works Committee

1

On which boards and/or commissions would you be willing to serve? .Planning Commission

1

On which boards and/or commissions would you be willing to serve? .Zoning Board of Appeals

1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:

I have submitted a cover letter, statement of qualifications and a professional resume, please reference those for my qualifications, expertise and special interests that would make me a valuable candidate for a City board or commission.

Digital Signature

Jennifer Rees

Submitted Files

Cover Letter



Resume



Jamie Wolters

From: Jamie Wolters
Sent: Friday, July 18, 2025 11:12 AM
To: Jamie Wolters
Subject: FW: 145 Grant water service
Attachments: Inv_16906_from_Van_Der_Kolk_Plumbing_LLC_3236.pdf

From: Jim Smit [REDACTED]
Sent: Thursday, July 17, 2025 7:44 AM
To: Ryan Cummins <rcummins@saugatuckcity.com>
Cc: [REDACTED]
Subject: 145 Grant water service

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 Ryan,

Subject: Request to City Council Members

Dear City Council Members,

I'm reaching out with a request regarding the installation of my new water service, which was recently completed as part of Michigan's Clean Water Initiative—an effort spurred by the Flint Water Crisis response. I'd deeply appreciate if the City of Saugatuck would consider covering the full cost of this installation.

As a resident of one of Saugatuck's designated historic districts, my home faces added complexity when it comes to renovations and public utility updates. The application process for improvements is far more rigorous, and the associated fees can be substantially higher than what residents outside the district typically experience. These requirements are essential for preserving the architectural character of the area, and I wholeheartedly respect that—but they do pose extra financial and logistical burdens.

From what I understand, the state has issued grants to help municipalities fund these kinds of water service replacements, particularly in cases like mine, where aging water service poses risks to health and safety. I recognize that each city allocates these resources differently, but I'm hopeful Saugatuck might find a way to make use of available funding—or adjust budget priorities—to help offset the expense of this necessary work. Ultimately, this project aligns with the broader goal of protecting public health and ensuring safe water for everyone in the community. Offering financial support to residents, especially those navigating the added challenges of historic preservation, would reflect the city's ongoing commitment to its people, and build trust and goodwill in a very tangible way.

Thank you for your time, and for all you do to make Saugatuck a wonderful place to live.



JIM SMIT

DIRECTOR OF CONSTRUCTION

MIKE SCHAAP BUILDERS, INC

12969 greenly street // holland, mi

o:616.399.9925 // m:616.836.1576

NOTICE: This communication may contain confidential information intended for the named recipient(s) only. If you received this by mistake, please destroy it and notify us of the error. Thank you.

Van Der Kolk Plumbing LLC

P.O. Box 298
Zeeland, MI 49464

Invoice

Date	Invoice #
7/16/2025	16906

Bill To
Jim Smit 145 Grant St. Saugatuck, MI 49453

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Water service replacement as per quote and new outdoor faucet. 10% discount if paying cash	5,450.00	5,450.00
It's been a pleasure working with you. 616-218-2482 tim@vanderkolkplumbing.com		Total	\$5,450.00
6162182482 tim@vanderkolkplumbing.com		92	

Jamie Wolters

From: Ryan Cummins
Sent: Wednesday, July 23, 2025 2:11 PM
To: Jamie Wolters
Subject: FW: Council Workshop of 7-23-2025

From: Jim Sellman [REDACTED]
Sent: Wednesday, July 23, 2025 2:10 PM
To: Ryan Cummins <rcummins@saugatuckcity.com>
Cc: Holly Anderson <Holly@saugatuckcity.com>; Lauren Stanton <lstanton@saugatuckcity.com>; Joe Clark <jclark@saugatuckcity.com>; Russ Gardner <Russ@saugatuckcity.com>; Gregory Muncey <Gregory@saugatuckcity.com>; cpeterson@saugatuckciy.com; Scott Dean <sdean@saugatuckcity.com>
Subject: Council Workshop of 7-23-2025

Some people who received this message don't often get email from jplusdlove@gmail.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.

Good Afternoon Ryan, Mayor Anderson, and Saugatuck City Council Members,

I am unable to attend the City Council Workshop this afternoon, 7-23-2025. I would like this letter to become part of the record of this meeting.

The agenda item of Streetlight Removal Request - Spear Street is what I am going to reference. I attended the workshop at the beginning of May this year when this item was discussed and I along with a number of my neighbors, voiced our concerns. The main concern was that we do not want the streetlight to be operational. That was my sentiment then and it remains so now. Apparently just deactivating the light is no longer an option according to Consumers Energy. This is out of our control as residents, however the removal of the light is an option. I would like to advocate that we come up with a means to fund the \$500 cost for the removal of the light.

Until recently, the light has been non-functional for my entire tenure on Spear Street. That is going on 30 years. My understanding from Consumers is that the City pays a monthly fee for each streetlight. If that is the case, the City has paid on a light for at least 360 months that was not operational. No one reported the light because all of the residents at the east end of upper Spear enjoyed the light provided by the moon, the stars, and the occasional porch light. Now the light brightens the interior of my home and that of my neighbors as well. Not to mention the environmental impacts of the bright light on plants and wildlife too. I would hope that while revisiting this issue the consensus would be to have the light removed.

Regarding the pedestrian walkway easement that runs through the west side of my property, I see no reason at all that there should be any signage or lighting referencing said walkway. The easement was adopted by the City in November 1993 and has been in existence since that time with no illumination nor signage. There are very few sidewalks on the hill and pedestrians use the streets for walking. No signage exists anywhere to indicate pedestrians in the streets including by the school. I would hope that the City would not choose to spend tax payer money to add signage that serves no purpose indicating there is the potential for pedestrians (particularly in a location where there are few).

Thank you very much for your attention to this matter.

Jim Sellman

[REDACTED]

Saugatuck

[REDACTED]

The CITY OF SAUGATUCK is accepting applications for appointment to the **Parking Improvements Task Force**:

The Saugatuck City Council has identified parking as a multi-year strategic priority for fiscal years 2025–2026. In response, the City is forming an advisory Parking Improvements Task Force to evaluate and recommend solutions to parking demands in the community.

The purpose of the Parking Improvements Task Force is to identify and prioritize current parking-related concerns, issues, opportunities, and objectives held by residents, business and property owners, public safety officials, schools, and other community stakeholders. The Task Force will gather data and insights related to parking, including but not limited to: current and historical data on parking usage, availability, enforcement practices, turnover rates, seasonal impacts, and employee parking patterns.

To support the Parking Improvements Task Force, a consultant will be hired to assist in identifying key issues, gathering community input, and conducting a comprehensive parking inventory east of the river (and possibly beyond). The consultant will also perform a parking needs analysis and assist the Task Force in evaluating options for improvement.

The process of forming the Task Force and selecting a consultant is expected to take 2–3 months. Once established, the Task Force and consultant will work over an estimated 9–12 month period to develop actionable recommendations to deliver to the City Council. The meetings will be scheduled at least once a month and the anticipated time will be in the late afternoon.

The makeup of the Parking Improvements Task Force will represent different stakeholders within the community including:

1. One member from City Council (1);
2. One member from the Planning Commission (1);
3. One member who is a city resident (non-business owner) (1);
4. One member who is a restaurant owner (1);
5. One member who is a retail business owner (1);
6. One Convention and Visitors Bureau Representative (1);
7. One Interurban Representative (1);

Applications are due by 5 p.m. on August 15th and can be completed [online](#) or in person at Saugatuck City Hall. Please include which seat you are applying for.

Jamie Wolters
City Clerk
Dated: 7/25/28