CITY COUNCIL WORKSHOP AGENDA
March 5 2025, 4:00 p.m.
This is an in-person meeting at Saugatuck City Hall, 102 Butler St, Saugatuck, MI 49453.
The meeting will also be available live, virtually on Zoom.

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

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

Then enter "Meeting ID":
2698572603

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

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

1. **Call to Order**
2. **Roll Call**
3. **Agenda Changes** *(Additions/Deletions)*
4. **Guest Speaker**
5. **Public Comment on Agenda Items Only** *(Limit 3 minutes)*
6. **Discussion Items:**
   - **A.** Ordinance No. 250310-A Bed and Breakfast Zoning Text Amendment. ***Pg.2***
   - **B.** Short-Term Rental Implementation and Enforcement Report. ***Pg.8***
   - **C.** Temporary Art Installation at Cook Park. ***Pg.25***
   - **D.** Agreement to Indemnify and Provide Insurance Coverage for July 5 Fireworks and Donate $5,000 toward the Display. ***Pg.41***
   - **E.** No Wake Zone Request for Kalamazoo Lake. ***Pg.47***
   - **F.** Budget Amendments for Fiscal Year 24-25. ***Pg.55***
   - **G.** Letter of Support for Township Department of Natural Resources Trust Fund Grant. ***Pg.76***
   - **H.** Special Event Request – Wick's Park Bar and Grille***. Pg.79***
7. **Public Comments** *(Limit 3 minutes)*
8. **Correspondence**
   - **A.** Alex Weir
   - **B.** Ken Morris
9. **Council Comments**
10. **Adjourn**

City Council Agenda Item Report

FROM: Luke Thompson
Director of Planning and Zoning

DATE: March 5, 2025

RE: B&B Text Amendment

DESCRIPTION:

At the Planning Commission special meeting on December 2, 2024, a zoning text amendment request was received to allow for the incorporation of guest rooms into accessory buildings at the Wickwood Inn property and the newly acquired 120 Mary Street property. The applicant provided a comprehensive overview regarding the intent of the owner and the overall development request.

As noted by the applicant, several zoning changes would be necessary to authorize the use of accessory buildings as guest accommodations, and recommended language was provided. Staff and the City's planning consultant made several revisions to the zoning language provided by the applicant to ensure that future requests for accessory guest buildings on the subject site and on any other sites within the R-4 City Center Transitional Residential (CER) District would be compatible and an appropriate scale and intensity for the neighborhood. These changes addressed concerns noted by the Planning Commission, and they were supported by the applicant.

After months of discussion, the proposed bed and breakfast zoning ordinance amendment to allow habitation of accessory buildings hereby defined as accessory guest buildings for bed and breakfasts within the R-4 City Center Transitional Residential (CER) District was unanimously recommended for approval by the Planning Commission.

Drafted Ordinances and Policy

Based on direction by the Planning Commission, a text amendment was drafted for section 154.005 to revise the definition of bed and breakfast establishment; to amend section 154.022(H)(7) to expand on the habitation options of accessory structures; to amend 154.022(R) to allow bed and breakfast establishments to host guests in accessory guest

buildings in the R-4 City Center Transitional Residential (CER) District if certain conditions are satisfied; to amend 154.025 (B)(4) to allow bed and breakfast establishments as permitted uses when guest rooms are in the principal building; and to amend section 154.025 (C) to allow bed and breakfast establishments with accessory guest buildings as special land uses.

LEGAL REVIEW:

The City Attorney reviewed the draft ordinances, attended the Planning Commission meetings and will be at the City Council meeting to answer any questions.

SAMPLE MOTION:

Motion to approve Ordinance No. 250310-A an ordinance to amend Title XV, chapter 154, of the Code of the City of Saugatuck to amend section 154.005 to revise the definition of bed and breakfast establishment; to amend section 154.022(H)(7) to expand on the habitation options of accessory structures; to amend 154.022(R) to allow bed and breakfast establishments to host guests in accessory guest buildings in the R-4 City Center Transitional Residential (CER) Zoning District if certain conditions are satisfied; to amend 154.025 (B)(4) to allow bed and breakfast establishments as permitted uses when guest rooms are in the principal building; and to amend section 154.025 (C) to allow bed and breakfast establishments with accessory guest buildings as special land uses

CITY COUNCIL
CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

ORDINANCE NO. 250310-A

AN ORDINANCE TO AMEND TITLE XV, CHAPTER 154, OF THE CODE OF THE CITY OF SAUGATUCK TO AMEND SECTION 154.005 TO REVISE THE DEFINITION OF BED AND BREAKFAST ESTABLISHMENT; TO AMEND SECTION 154.022(H)(7) TO EXPAND ON THE HABITATION OPTIONS OF ACCESSORY STRUCTURES; TO AMEND 154.022(R) TO ALLOW BED AND BREAKFAST ESTABLISHMENTS TO HOST GUESTS IN ACCESSORY GUEST BUILDINGS IN THE R-4 CITY CENTER TRANSITIONAL RESIDENTIAL (CER) ZONING DISTRICT IF CERTAIN CONDITIONS ARE SATISFIED; TO AMEND 154.025 (B)(4) TO ALLOW BED AND BREAKFAST ESTABLISHMENTS AS PERMITTED USES WHEN GUEST ROOMS ARE IN THE PRINCIPAL BUILDING; AND TO AMEND SECTION 154.025 (C) TO ALLOW BED AND BREAKFAST ESTABLISHMENTS WITH ACCESSORY GUEST BUILDINGS AS SPECIAL LAND USES

Section 1. Amendment to Zoning Ordinance, Section 154.005. The City of Saugatuck Zoning Ordinance is amended to revise Section 154.005 and the definition of Bed and Breakfast Establishment as follows:

Existing:

BED AND BREAKFAST ESTABLISHMENT. A residential structure occupied by the owner(s) or resident manager, which has sleeping rooms available for rent by transient people on a short-term basis.

Revised (tracked changes shown for reference):

BED AND BREAKFAST ESTABLISHMENT. A residential building occupied by the owner(s) or resident manager, along with associated accessory guest buildings allowable within certain districts, which has sleeping rooms available for rent by transient people on a short-term basis.

Section 2. Amendment to Zoning Ordinance, Section 154.022(H)(7). The City of Saugatuck Zoning Ordinance is amended to revise Section 154.022 (H)(7) as follows:

Existing:

(7) Habitation of accessory structures. No accessory building or structure, including, without limitation, a garage or cellar, whether fixed or portable, may be used or occupied as a dwelling unless permitted in accordance with the provisions of divisions (M) or (W).

Revised (tracked changes shown for reference):

(7) Habitation of accessory structures. No accessory building or structure, including, without limitation, a garage or cellar, whether fixed or portable, may be used or occupied as a dwelling unless permitted in accordance with the provisions of divisions (M), (R), or (W).

Section 3. Amendment to Zoning Ordinance, Section 154.022(R). The City of Saugatuck Zoning Ordinance is amended to revise Section 154.022 (R) to include a new paragraph 10 to read in its entirety as follows *(note: this entire paragraph is new and does not replace existing text):*

(10) An accessory building or buildings on the same lot as a principal building used as a B&B may be used as accessory guest buildings, provided the following requirements are met:

(a) The lot must be in the R-4 City Center Transitional Residential (CER) Zoning District.

(b) Special land use approval shall be required, as described in Sections 154.080-92. The Planning Commission shall also consider the following supplemental special land use standards related to accessory guest buildings:

1. The overall site plan shall not detract from the cohesive appearance and layout of the subject block and surrounding neighborhood.

2. Accessory guest buildings shall be designed to be compatible with the existing built character of the block in which they are located, as well as nearby blocks that are similar in character, including consistency with prevailing building density, mass, bulk, scale, and design.

(c) All requirements of Section 154.022 (R) 1-9 must be met.

(d) There shall be no more than two (2) accessory guest buildings per principal bed and breakfast building.

(e) An individual accessory guest building shall include no more than three (3) guest rooms.

(f) The total number of guest rooms within accessory guest buildings shall not exceed 50% of the total number of guest rooms within the principal building or six (6), whichever number is less.

(g) Any newly constructed accessory guest building must meet all requirements of Section 154.022 (H).

(h) Conversions of Existing Buildings.

1. The conversion of existing buildings that previously served as principal or accessory buildings into accessory guest buildings must meet all requirements of Section 154.022 (H). However, existing buildings that do not currently comply with height, lot coverage, or setback requirements

may be approved by the Planning Commission for conversion to accessory guest buildings if special land use standards are satisfied.

2. Any expansion to a building proposed to be converted to an accessory guest building shall comply with Section 154.022 (H).

3. Conversions that do not alter the footprint or height of the building(s) shall not be considered to be an expansion of a dimensional non-conformity.

(i) Accessory guest buildings shall not be considered Accessory Dwelling Units, as defined in Section 154.005, and shall not be subject to the requirements of Section 155.022 (W).

Section 4. Amendment to Zoning Ordinance, Section 154.025(B)(4). The City of Saugatuck Zoning Ordinance is amended to revise Section 154.025 (B) Permitted uses, paragraph (4), as follows:

Existing:

(4) Bed and breakfasts;

Revised (tracked changes shown for reference):

(4) Bed and breakfasts with guest rooms only in the principal building;

Section 5. Amendment to Zoning Ordinance, Section 154.025(C). The City of Saugatuck Zoning Ordinance is amended to revise Section 154.025 (C) Special Land Uses to include a new subparagraph 4 to read in its entirety as follows *(note: this entire paragraph is new and does not replace existing text)*:

(4) Bed and breakfasts with guest rooms in the principal building and in an accessory guest building or buildings.

Section 6. Repeal. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Section 7. Effective Date. This Ordinance shall take effect seven (7) days after publication of a notice of adoption of this Ordinance, unless referendum procedures are initiated under MCL 125.3402. If referendum procedures are initiated, this Ordinance will take effect in accordance with MCL 125.3402.

YEAS:_____
NAYS: _____

ABSENT/ABSTAIN:_____

ORDINANCE DECLARED ADOPTED.

_____
Lauren Stanton
City of Saugatuck, Mayor

CERTIFICATION

I hereby certify that:

1. The above is a true copy of an ordinance adopted by the City of Saugatuck at a duly scheduled and noticed meeting of the City Council held on _____, _____ 2025, pursuant to the required statutory procedures.

2. A summary of the above ordinance was duly published in the _____ newspaper, a newspaper that circulates within the City of Saugatuck, on _____, 2025.

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

ATTESTED:

_____
Jamie Wolters
City of Saugatuck, Clerk

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager
Luke Thompson, Director of Planning and Zoning

MEETING DATE: March 5, 2025

SUBJECT: Short-Term Rental Implementation and Enforcement Report

DESCRIPTION:

After several months of meetings, the City's Short-Term Rental Task Force submitted a comprehensive report to the Planning Commission and City Council in 2023. Since that time, the Planning Commission and City Council have taken several steps to implement the Task Force recommendations.

Status Report

Attached is a status update on the recommendations, including implementation of the short-term rental enforcement plan.

Implementation

As staff have implemented the new STR regulations, various issues and questions have been raised to the City that the Council may wish to discuss and consider. A full report from legal counsel on transfers, late applications, and appeals is attached.

Lottery

In August, City Council approved a lottery policy for the issuance of available short-term rental licenses. The policy requires notice of available licenses at least annually. In January, staff published notice of 2 available STR licenses in the Peninsula South (R-1) zoning district and 2 licenses available in Peninsula North Riverside (R-1) zoning district. The application period closed on February 27 and no applications were received. No other districts have available licenses.

Enforcement

In 2024, the City had the following code enforcement activity involving short-term rentals. These include complaints via hotline, to City staff, or initiated by contracted code enforcement.

- Total - 26
    - Unregistered rentals, nuisances, parking issues, etc. - 21
        - Staff are working to implement separate tracking by category.
    - Garbage Out Day After – 5
- Citations – 0
    - Staff, code enforcement, and hotline were able to get compliance in addressing violations without issuing citations.

Hotline

The 1-800 hotline went live at the end of October 2024, which was after the main portion of the season was complete. Since going live, the City has received 9 hotline complaints as follows:

- Trash - 2
- Snow Removal - 3
- Unregistered Rental - 1
- Parking – 2
- Wrong Jurisdiction – 1

LEGAL REVIEW:

The City Attorney prepared the attached public report and will be at your meeting for any questions.

SAMPLE MOTION:

N/A. Workshop item only at this time.

March 3, 2025

Via Electronic Mail

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

Dear Manager Cummins,

Re: Public Report Regarding STR Licensing Matters

OVERVIEW

The City has requested our office to provide a public report regarding various issues related to the City's regulations on short-term rentals ("STRs").[1] The City's STR regulations underwent comprehensive changes in the past year. STRs were previously subject to minimal regulation under the Zoning Ordinance, which required a property owner to obtain an STR Certificate, valid for three years, to lawfully operate an STR in the City. In February of 2024, the City adopted a new regulatory scheme for STRs, transitioning to regulating STRs primarily through a police-power licensing ordinance (the "STR Ordinance"), which requires a property owner to acquire an STR License, valid for one year, to operate an STR.

To facilitate the transition from STR Certificates to STR Licenses, the STR Ordinance provided for the "grandfathering" of STR Certificates by allowing persons with STR Certificates to continue operating under the City's old STR regulations until their STR Certificate expired, at which point they would be required to obtain an STR License under the City's new licensing scheme. STR Ordinance, Section 99.59.

The City's STR regulations were again amended in August of 2024 to impose maximum limits on the number of STR Licenses that would be permitted in certain zoning districts. When the number of licenses in a given district exceeds the maximum limit imposed, the City is prohibited from issuing

[1] As a public report, nothing herein should be construed as a waiver of attorney-client privilege.

any additional licenses to properties within that district. However, STR owners with valid STR Licenses and STR Certificates are permitted to continue to operate subject to those approvals, as long as the license/certificate is not revoked or voided.

The maximum limits on STR Licenses have been in place for approximately six months now, and the STR Ordinance has been in place for roughly a year. During this time, various issues and questions have been raised to the City that the Council may wish to discuss and consider addressing.

TRANSFERS

Under both the City's current and previous STR regulations, STR Licenses and Certificates are and always have been non-transferable. The City's previous regulations provided: "A short term rental certificate shall be valid for three seasons (January 1 through December 31) ***unless there is a change of ownership for the subject parcel***," also requiring all STR Certificate holders to "notify the city of any changes to the approved application." In the past, City staff administered these provisions to mean that a change in ownership of the subject parcel renders the STR Certificate void, requiring a subsequent owner to apply for an receive a new STR Certificate before STR operations could continue at that property.

The City's current STR Ordinance defines transfers in detail and provides that any conveyance of interest in an STR License, property that is licensed as an STR, or an entity that holds an STR License constitutes a transfer of interest that will render an STR License void. STR Ordinance, Section 99.63. This limitation works in conjunction with the maximum limit to accelerate the amelioration of STR Licenses in capped zoning districts over time, as license holders may continue to operate indefinitely under the STR License but cannot transfer the license or the subject property to another person or entity.

In processing applications for STR Licenses from individuals who had been issued STR Certificates under the City's old regulations, City staff has encountered instances where the subject parcel had been transferred at some point (in some cases, the transfer was simply between an individual and their LLC), which would render the STR Certificate void. However, while in the past the remedy for an unauthorized transfer was simply to apply for a new STR Certificate, when this occurs in a district that is subject to a maximum limit on STR Licenses, it means that the property owner is now unable to use their property as an STR unless and until the number of STR Licenses in that district falls below the maximum limit, as there is nothing in the City's STR regulations that would allow the City to excuse such a transfer.

If determined to be appropriate and advisable, the Council has the option, but not the obligation, to carve out exceptions for certain types of transfers. This is ultimately a policy decision with competing interests on both sides, which are briefly discussed below.

POSSIBLE REASONS AGAINST MAKING AN EXCEPTION FOR TRANSFERS

On one hand, City's regulations have always clearly prohibited transfers of ownership and required the property owner to inform the City of any changes to their STR application. Moreover, it is generally the responsibility of individuals to know and comply with the law (hence the old maxim "ignorance of the law is no excuse"). If an STR Certificate holder would have notified the City of a transfer of their property prior to the maximum limits taking effect, they could have applied for a new STR Certificate/License and continued using their property for an STR. Only individuals who made an unauthorized transfer of their property without taking the appropriate action under the City's ordinances would be affected by City's transfer prohibitions, which could be considered a problem of their own making.

The City can lawfully revoke approvals when the conditions applicable to such approvals are violated. Moreover, individuals do not have a vested interest in the City's regulations remaining unchanged, so there is no requirement under the law to provide someone with the opportunity to apply for a new STR License after revocation in a district that is now subject to a maximum limit after their previous STR Certificate is revoked.

There are other rental options available even if a property does not have an STR License and is subject to the maximum license limit. One option would be to use the property for long-term rental accommodations. If the property is occupied by the owner, the option to use an accessory dwelling unit ("ADU") as an STR exists even in districts over the maximum license limit, as ADUs are expressly exempt from this limit pursuant to Section 99.55(4) of the City Code.[2]

Additionally, the purpose of the maximum limits on STR Licenses implemented by the City in August was to halt the over-proliferation and unchecked growth of STRs within certain residential districts, and "to achieve such limits through attrition as licenses or certificates expire, are terminated, or are voided within districts that exceed the established limit." STR Ordinance, Section 99.55(F)(1). Taking a rigid stance on unauthorized transfers would further this objective, while carving out various exceptions for STR Certificates/Licenses that would otherwise be lost to attrition will erode this purpose, making it take longer to reach the limits deemed appropriate by Council.

[2] If a property is not owner-occupied and does not have an STR License for the primary dwelling, the ADU cannot be licensed as an STR. See City Code Sections 154.022(W); 154.092(J).

An exception to the general rule regarding transfers would increase the complexity of the STR Ordinance and could also be accompanied by an increased administrative burden in applying that exception, depending on how it is drawn.

Finally, there may be concern in carving out a narrow exception for some and not others. At the end of the day, the Council will have to draw the line somewhere, and it is inevitable that someone will find themselves on the wrong side of that line and perceive unfair or unequal treatment.

POSSIBLE REASONS FOR CARVING OUT AN EXCEPTION FOR TRANSFERS

On the other hand, the City may recognize that not every individual was fully aware of the requirements applicable to STRs within the City, and that the consequences of an unauthorized transfer occurring after August of 2024 are much harsher than before. While in the past an unauthorized transfer would have simply resulted in the inconvenience of needing to apply for a new STR License, now it has the potential to indefinitely terminate the ability to operate an STR for the foreseeable future in districts that are far over the maximum limit.

In practice, City staff responsible for processing STR applications typically do not become aware of property transfers until an application is submitted, and there have been instances where the City discovered a transfer of interest that occurred years ago. Property owners could feel that it is unfair that the City did not warn them or take action earlier (although the City was under no obligation to do so). Moreover, it is possible that a property owner may have undertaken improvements to optimize a dwelling for STR use in anticipation of receiving a new STR License in the years after an unauthorized transfer, which would increase the harshness of voiding their STR Certificate if they are in a capped district.

Additionally, there are certain types of transfers that, while technically a transfer of interest, may not have resulted in a significant change in the way the property was held and managed from a practical perspective (such as the conveyance of property from an individual to that individual's LLC or to a trust). The Council may view excusing these types of transfers as compatible with the general intent of the STR Ordinance to allow continued ownership.

There may be other transfers, such as conveyances to family members, that, while arguably contrary to the intent of the City's maximum limits on STR Licenses, the Council may otherwise find acceptable for policy reasons, such as allowing a generational vacation home to continue to be used as an STR and thus making it financially viable for it to remain in the family.

Thus, the Council may find it equitable, under certain circumstances, to allow individuals to apply for a new STR License notwithstanding that such transfer would otherwise void their STR Certificate/Transfer and that the district in which they are located exceeds the maximum license limit.

CONSIDERATIONS FOR POTENTIAL TRANSFER EXCEPTIONS

If the Council is interested in providing exceptions for certain types of transfers, it should consider the following questions:

- For transfers of property subject to STR Certificates that are now seeking STR Licenses:
    - Are there certain types of transfers that the Council deems more acceptable than others and wishes to allow? Consider the following examples:
        - An individual transfers property to their privately held LLC.
        - An individual transfers property to a trust with their children as beneficiaries.
        - An individual now holds property jointly with their spouse.
        - Property held in a partnership is conveyed to one partner as another divests themselves of their interest in that property.
        - An individual inherits property from a deceased family member.
        - Property is sold to a third party with the understanding that it will continue to be used as an STR.
    - Is there a timeline that the City deems more excusable? For instance, should there be a requirement that the transfer predate the August 2024 maximum limit amendment? The February 2024 STR Ordinance? The formation of the STR task force?
    - Does the applicant need to demonstrate some kind of reliance on receiving an STR License (e.g., did they make improvements to their property to use it as an STR)?
    - Should the City limit this exception to people who own only a single STR, rather than multiple STRs?

- For transfers of STR Licenses:

    - Does the Council want to allow transfers to immediate family members? If so, who does it envision being included as an "immediate family member"?

    - What about transfers to a corporation or a trust if there is not a conveyance to a third party?

    - What about transfers to other members of a corporation or trust (for instance, can one member of a two-member corporation buy out the other without it being a transfer)?

    - What about transfers pursuant to a will or intestate transfers that do not fall into any of these other categories?

    - Should these always be allowable or only for a certain time?

LATE APPLICATIONS

Section 99.58(A) of the STR Ordinance provides the following deadline to submit a renewal application: "The license holder or local agent may apply for a renewed license by submitting the renewal application to the enforcing officer no later than thirty (30) days prior to the date that the license is set to expire." City staff have been proactive in their efforts to appraise STR owners and local agents about the renewal application deadline via mail and email and have also posted this requirement on the City's website, but there have still been untimely applications. The question was raised whether it would be possible and/or advisable to provide some type of grace period for late applications, which I understand was raised in response to an application being received just one day after a previously issued STR Certificate expired.

It would be legally permissible for the Council to revise this application deadline however it sees fit. However, there are likely some valid practical reasons to leave this deadline unchanged.

I understand that this deadline is in place to provide City staff with time to review the application for completeness, and for the Fire District to conduct an inspection of the dwelling before the STR License expires. Reducing this deadline may result in a greater administrative burden to turn applications out in a short timeframe. It may cause STR Licenses to expire before they can be renewed by City staff, which in turn can result in the unlawful of operation of an STR if there are existing reservations and the owner continues to rent without a valid STR License.

As with unauthorized transfers, untimely applications are most often a problem of the applicant's own making. For the most part, the unforeseen delays that seem to result in late applications can typically be avoided if an applicant simply files a week or two in advance, rather than at the last minute.

Finally, if the Council imposes any sort of hard deadline, there will always be an applicant who is just one day later than whatever deadline is established. The line has to be drawn somewhere, and it is ultimately the license holder's responsibility to keep track of when their STR License expires and when it needs to be renewed. This is particularly true in light of the lengths City staff have taken to inform license holders of the applicable submission deadlines.

These drawbacks could be addressed to some extent by a discretionary waiver mechanism that would be applied on a case-by-case basis, such as the following:

> *The City may accept late renewal applications only if: 1) the license holder or local agent demonstrates good cause for the late filing attributable to circumstances outside the license holder's control and not the result of their own inaction or negligence; and 2) the enforcing agent determines in his or her absolute discretion that there will still be adequate time to process renewal application prior to the expiration of the license.*

However, adding a waiver mechanism like this to the STR Ordinance would also be accompanied by drawbacks. This would add more complexity to the STR Ordinance and would impose an administrative burden on City staff to now decide discretionary waiver requests, rather than simply determine whether applications are timely and satisfy the appliable requirements of the City Code. In addition, this could result in appeals or challenges if a waiver is not granted, as inevitably not all waiver requests will be granted. This would put greater pressure on City staff and may put them in the unenviable position of being blamed for a late application being denied if a waiver is not granted.

Another option the City could consider (that was previously discussed back when the STR Ordinance was first adopted) is moving all of the STR Licenses and Certificates to the same timeframe by establishing a universal expiration and renewal dates. For instance, the STR Ordinance could be amended to provide that all STR Licenses expire on December 31 of each year and that renewal applications must be submitted no later than November 1. This approach would give all license holders the same deadlines to work with and make it easier for the City to provide notice that renewal applications are due. However, this would temporarily impose a *considerable* burden on City staff to review all of the applications and on the Fire District to inspect all of the STRs in the City within a condensed timeframe rather than over the course of a year, which was why the Fire District was not in favor of this option the last time it was discussed.

It is possible that this concern could be addressed by requiring renewal applications to be submitted much earlier than currently required (for instance, 90 days before expiration instead of 30 days), and it is also possible that there could be some increased efficiency in scheduling all of the STR inspections within a 90-day period as the Fire District could coordinate inspecting groups of adjacent STRs in a single trip. It is not clear whether this would be administratively feasible or advantageous for the Fire District at this time, but if the Council would like, City staff would be happy to explore the issue further.

APPEALS

Another issue that was raised is whether decisions to void, suspend, or revoke an STR License should be appealable to the ZBA. The City's current process for disciplinary action against STR Licenses is set forth in Section 99.61 of the City Code. Under these regulations, certain violations constitute grounds to void, suspend, or revoke an STR License. If that occurs, the license holder must be provided with a written notice specifying the nature of the violation and setting a date and time for a hearing before the Council. At the hearing, the license holder is provided an opportunity to show cause why the STR License should not be suspended or revoked, after which the Council determines whether to take any action against the license. A first violation results in a 3-month suspension, a second violation within a year of the first results in a 6-month suspension, and a third violation, no matter when it occurs, is grounds for permanent revocation. Pursuant to Section 99.61(C), the Council's decision to suspend or revoke an STR License is final and binding, meaning there are no further appeals that can be taken internally—the only option for further review would be from the courts.

The Council could, if it saw fit, amend the STR Ordinance to provide for an appeal to the ZBA and add an additional layer of administrative review to STR licensing decisions, but there are some considerations that should be taken into account.

All of the provisions regarding the issuance and revocation of STR Licenses are contained in the STR Ordinance, not the Zoning Ordinance. By statute and under the City Code, the ZBA is currently authorized to hear appeals arising from the Zoning Ordinance, but this does not mean the ZBA is prohibited from hearing appeals from other ordinances. In *Square Lake Hills Condo Ass'n v Bloomfield Twp*, 437 Mich 310 (1991), our Supreme Court upheld a police power ordinance regulating boat docking and launching that was administered by a township zoning board of appeals. Thus, there is authority to support a ZBA performing duties outside of the zoning ordinance.
However, just because the ZBA *can* hear appeals from the STR Ordinance does not necessarily mean that it *should*. The ZBA certainly has expertise in deciding appeals related to zoning determinations, but it may not have the same qualifications to hear appeals from licensing enforcement decisions. To effectively act as the final appellate body for the STR Ordinance, the ZBA would need to learn a new set of rules and regulations, and these new appeals would increase

its caseload and possibly interfere with its regular business, such as hearing variance requests or appeals from zoning decisions.

Additionally, the existing process set forth in the STR Ordinance provides a legally sufficient degree of notice and process before an adverse licensing decision can be made. It is not clear what benefit, if any, would be derived from providing an additional layer of appellate review by the ZBA following the Council's decision, as the Council is already acting in a quasi-appellate capacity by determining whether an STR License was rightfully suspended or revoked.

CONCLUSION

The Council has the option, but not any obligation, to amend the STR Ordinance to allow certain types of transfers, to provide flexibility in application deadlines, and to authorize appeals to the ZBA. Whether the Council should take any such action should be informed by the difficulties that have already been encountered in administering the STR Ordinance and the problems that could arise from such amendments in the future. If the Council is inclined to make any such changes, our office and City staff will happily work to implement the same.

Sincerely,



JACOB N. WITTE
SENIOR ASSOCIATE
Direct: 517.381.3201
jwitte@fsbrlaw.com

Category	Recommendation	Status
Noise Noise is a common concern that has been raised since the Task Force began meeting in May of 2023 to discuss short-term rentals. As such, the following recommendations are put forth for consideration.	**Recommendation #1:** Request that City Council review the existing noise ordinance (Section 94.04) to determine if increasing the time of "quiet" hours is appropriate. A partnership with the Allegan County Sheriff's office may be appropriate in review of the noise ordinance.	Completed. Updated noise ordinance approved February 2024.
	Recommendation #2: Request that the Planning Commission encourage City Council to review the ability to create a noise ordinance for residential districts. Such an ordinance may limit the hours of operation for activities as construction, sound amplifiers, radio and musical instruments. This review would seek to enhance the existing city-wide noise ordinance to aid in further protecting residential districts.	The Planning Commission provided recommendations to Council for updates to the noise ordinance, city wide.
Fire Safety The Saugatuck Township Fire District presented recommendations to the Task Force regarding life safety improvements as it pertains to short-term rentals. The following recommendations are provided.	**Recommendation #1:** Request that the Saugatuck Fire Department transition to annual inspections of short-term rental units.	Completed. New STR licensing ordinance was approved February 2024, which requires annual inspection.
	Recommendation #2: Explore reducing the occupancy limits that aligns more with single-family residential dwellings. Such reduced occupancy would entail allowing two (2) persons per bedroom, with a maximum of 12 persons per dwelling.	Completed. New STR licensing ordinance was approved February 2024, which includes occupancy limits.
	Recommendation #3: Encourage collaboration between the City of Saugatuck, the City of the Village of Douglas and Saugatuck Township to ensure rental ordinances, fee structures and programs mirror each other.	Partial progress. Douglas and Saugatuck Township are aware of the City's updated regulations and considering whether they wish to make any changes.

	Recommendation #4: Explore requiring a local agent or management company to be located within 15 road miles of the short-term rental property. Such local agent or management company shall be knowledgeable about the property and accountable for responding to the property 24-hours a day, 7 days a week, 365 days a year	Completed. New STR licensing ordinance was approved February 2024, which includes greater local agent requirements.
	Recommendation #5: Encourage regulating short-term and long-term rentals identically [in a similar manner].	Not implemented.
	Recommendation #6: Require the short-term rental certificate to be posted in a window visible from the public roadway in order to identify the property as having been issued a permit to operate as an STR.	Not implemented. Considered by Planning Commission and City Council. License number is required in advertising.
	Recommendation #7: Encourage the review of assessing monetary fines/fees to property owners who are in violation of the short-term rental ordinance and Saugatuck Township Fire District requirements. Such fines/fees would be tracked in an enforcement database.	Completed. Council approved updated fee schedule in March 2024 which includes fines for violations.
	Recommendation #8: Review the existing Fire District fee structure and recommend amendments where applicable	Completed. The Fire Department evaluated and updated its charges for inspections. The Council approved updated fee schedule in March 2024 that includes inspection charges in the cost of a STR license.
	Recommendation #9: Require documentation from the short-term rental property insurance company identifying and acknowledging the property is insured as a rental dwelling	Completed. New STR licensing ordinance was approved February 2024, which requires this. Proof is required as part of STR license application.

	Recommendation #10: Acknowledge that the short-term rental properties were originally built and issued certificates of occupancy as "single-family dwellings" under the Michigan Residential Code. Renting a single-family dwelling to the public on a transient basis mirrors a commercial or business-like change-of-use that can trigger other requirements	Considered when updating STR regulations.
Trash The Task Force has heard from citizens, residents and community stakeholders regarding a buildup of trash and general refuse that accumulates near short-term rentals. Residents believe short-term rentals are increasing the amount of discarded items above and beyond what is witnessed from non-short-term rental properties. The following items are recommended for consideration	**Recommendation #1:** Encourage the Planning Commission to explore modifying the short-term rental ordinance (Section 154.022.V.) to require all short-term rentals— certified—to have an additional residential dumpster for every four (4) persons of occupancy. Example—if a STR has an occupancy limit of eight (8) persons, two containers shall be required. If an STR has an occupancy limit of 10 persons, three (3) containers would be required	Completed. New STR licensing ordinance was approved February 2024, which requires additional trash receptacles as well as recycling receptacle.
	Recommendation #2: Encourage City Administration to review the existing trash and recycling policies to determine if additional pickups from the waste-hauler are warranted.	Completed. Additional recycling pickup included in the new Republic contract, which was approved in November 2024.
	Recommendation #3: Encourage City Administration to review increasing the recycling pickup from once-a-month to twice-a-month to reduce the buildup of materials on residential properties.	Completed. Additional recycling pickup included in the new Republic contract, which was approved in November 2024.
	Recommendation #4: Encourage City Administration to review the existing recycling policy and determine if additional pickups in the peak tourist months (May to September) are feasible with the waste management company.	Completed. Additional recycling pickup included in the new Republic contract, which was approved in November 2024.

Compliance Officer The Task Force has heard months of public comment and engaged with stakeholders who have expressed the need to have a dedicated code enforcement officer on staff to deal with concerns arising from short-term rentals. The following are offered for consideration	**Recommendation #1:** Encourage the City Administration to explore hiring a dedicated code enforcement/code compliance officer to address short-term rental concerns. Such staff members would be able to respond to resident comments arising from noise, trash, occupancy and other ordinance violations	Completed in summer 2024. Part time code enforcement support is being provided by Horizon Community Planning.
General Modifications The following recommendations are general comments and directions that the Task Force has explored. These recommendations are broad in nature	**Recommendation #1:** Encourage the creation of a short-term rental registration public database in which the property owner and management company (if applicable) contact information is made available. Such contact information can be a general number, but one in which concerned residents can reasonably be expected to reach an agent or representative of the property.	Completed. The information continues to be available via BS&A online and a separate spreadsheet is placed on short-term rental section of the website.
	Recommendation #2: Encourage the creation of a general call-line in which residents may leave nontime-sensitive concerns with city officials regarding short-term rentals.	Completed. New hotline went live end of October 2024.
	Recommendation #3: Encourage the City Administration to review areas within residential districts in which “no parking this	Completed. Council approved resolution for additional no parking areas in May 2024.

and are not specific to any one category.	side of the street" signs could be installed to aid in emergency services access. This could be dedicated north/south roadways and east/west roadways to offer an emergency service pathway.	
	Recommendation #4: Encourage City Administration to review the ability to revoke a certificate for a short-term rental if multiple complaints are validated within a 12-month period. Further, encourage such a review to establish what is classified as a violation and the documentation process to the property owner to inform of the validated violation complaint.	Completed. New STR licensing ordinance was approved February 2024, which has a revocation process. STR enforcement plan also approved by Council in March 2024.
	Recommendation #5: Request that City Administration review the feasibility of requiring short-term rental properties to post their certificate numbers when listing the rental on popular platforms, such as AirBnB and VRBO.	Completed. New STR licensing ordinance was approved February 2024, which requires this. While this information can be included in the narrative, AirBnb is also working on setting up a specific field for this.
	Recommendation #6: Request that City Administration explore hiring a third-party agency to support the City in managing its short-term rental program.	Completed. City has contracted with Granicus to assist in identifying properties renting without a license. Granicus was also contracted for a 1-800 hotline.
Residential Caps	After discussion on the policies outlined above, the Task Force acknowledged that further review and analysis of instituting a cap on the number of rentals may be required. However, for the purpose of the Short-Term Rental Task Force, a consensus from the members was given that no definitive direction on caps was achieved. The Task Force acknowledged the amount of work and level of data analysis that was conducted since May 2023 and that continued discussions pertaining to caps should continue.	Completed. Council approved updates to the STR licensing ordinance in August 2024, which contains 20% caps in R-1 residential zoning districts.

Good Neighbor Guide	A good neighbor guide sets expectations and regulations for those who rent a home within the Saugatuck area. Such a guide helps ensure residents' quiet and peaceful enjoyment of their neighborhoods. The Task Force has discussed the need to adopt a city wide "good neighbor guide." Provisions could include: • Noise considerations • Trash disposal • Parking considerations—off-street versus on-street parking • Owner/Operator of the short-term rental post the occupancy limits as established by the Township Fire Authority	Completed. New STR licensing ordinance was approved February 2024, which requires this. Guide was created, is on our website, and shared with STR owners and agents.
Website	Create and publish a "frequently asked question" as it relates to short-term rentals on the City website.	Completed. Website was updated in Fall 2024 to include this information.

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: March 5, 2025

SUBJECT: Temporary Art Installation at Cook Park

DESCRIPTION:

City Council established increasing collaboration with the Convention and Visitors Bureau (CVB), continuing to support local business, and keeping tourism strong, year-round as desirable priorities for this fiscal year.

The CVB recently entered into an agreement with the Saugatuck Center for the Arts (SCA) to be a project manager for placemaking projects. The CVB is interested in a temporary, interactive art installation at Cook Park from October 2025 – March 2026.

City Council discussed the plans in January and was supportive of the proposed project. The CVB has since identified an artist and received a proposal. CVB Executive Director, Lisa Mize, advised the following:

- The artist has done installations in downtown Grand Rapids and the Gerald R. Ford Airport.
- The proposed installation includes 10 "flowers" that will be on both sides of the sidewalk, which allows people to walk underneath the flowers.
- The flowers will be lit with LED lights for nighttime viewing.
- The installation will be "Instagram worthy" and wonderful photo opportunity.
- The story and press release will focus on what the work symbolizes:
    - "Cook Park lost an iconic landmark willow tree this past year and the park is being reimagined. The artist's work symbolizes growth, transformation, and the connection between people and their environment. The City of Saugatuck will need to decide how to replace the willow tree, but in the meantime, Jeffrey Songco's large-scale, colorful sculptures that are both surreal and accessible, will inspire moments of joy, curiosity, and community connection for all who encounter them."

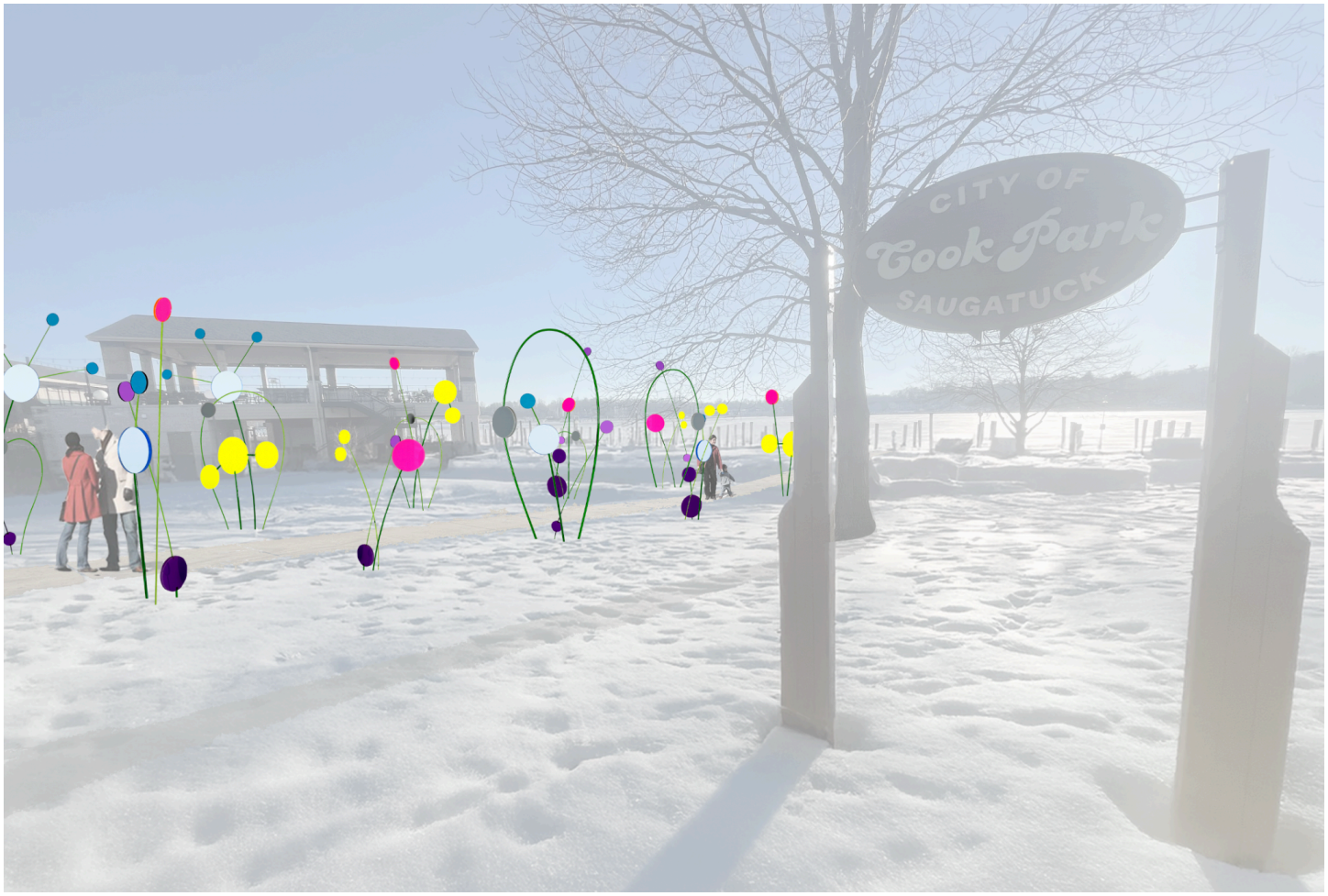
Attached is a copy of the artwork proposal.

BOARD AND COMMISSION REVIEW:
The CVB has submitted an application for the Historic District Commission to review.

The Parks and Public Works Committee will also review.

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

SAMPLE MOTION:
Motion to approve the temporary Flower World art installation at Cook Park from October 2025 – March 2026, contingent upon the Convention and Visitors Bureau submitting required insurance, receiving Historic District Commission approval, and receiving final layout approval from staff.



Flower World (Framacitinus)

An Artwork Proposal for the Saugatuck-Douglas Area Convention & Visitors Bureau

By Jeffrey Augustine Songco

Artist Information and Curriculum Vitae

Jeffrey Augustine Songco

www.songco.org
jeffrey@songco.org

Born
1983 New Jersey

Lives & Works
Allendale, Michigan

Education
2011 MFA San Francisco Art Institute
2005 BFA Carnegie Mellon University

Permanent Commissions

2024 **Corewell Health,** *Dancing Through*
Corewell Health, *Facets #4*
2023 **Gerald R. Ford International Airport,** *Facets*

Temporary Commissions

2020 **Downtown Grand Rapids, Inc.,** *Pride Pad*

Selected Solo Exhibitions

2025 **Lamont Gallery** at Phillips Exeter Academy, Exeter, NH, *Society of 23's Conservatory*
2024 **Saugatuck Center for the Arts,** Saugatuck, MI, *Mr. Society of 23*
2021 **Mattress Factory,** Pittsburgh, PA, *Society of 23's Trophy Game Room*
2020 **FLXST Contemporary,** Chicago, IL, *Commercial Break*
2018 **SPRING/BREAK Art Show,** New York, NY, *Selections from Society of 23's Locker Dressing Room*
2012 **Steven Wolf Fine Arts,** San Francisco, CA, *Public Displays of Affection*

Selected Group Exhibitions

2024 **Project for Empty Space,** *BODY FREEDOM FOR EVERY(BODY),* Cross-Country Mobile Exhibition
2023 **South Bend Museum of Art,** South Bend, IN, *Biennial 32*
2020 **Wing Luke Museum of the Asian Pacific American Experience,** Seattle, WA, *Guilty Party: Contradictions of Asian Subjectivity*
Montserrat College of Art, Beverly, MA, *STILL HERE // Screen Art Series*
2019 **FLXST Contemporary,** Chicago, IL, *All We Want to See is Ourselves*
2018 **Harrison @ Rental Gallery,** East Hampton, NY, *Twenty-first Century Occupational Adjustments and Considerations; Episode 2: One Liners*
2017 **Center for Art and Thought,** web-based, *Queer Horizons*
2016 **Urban Institute for Contemporary Arts**, Grand Rapids, MI, *FUTURE TALK*
2014 **Center for Art and Thought,** web-based, *Queer Sites and Sounds*
2013 **Asian Art Museum,** San Francisco, CA, *Proximities 3: Import/Export*
2012 **Kendall College of Art and Design**, Grand Rapids, MI, *Role/Play*

Awards & Residencies

2021 **Artist in Residence,** Mattress Factory
2017 **Installation Category Juried Award,** ArtPrize
Artist Seed Grant presented by the Frey Foundation, ArtPrize
2012 **Nominee, SECA Art Award,** San Francisco Museum of Modern Art

Teaching Positions

2023 **Grand Valley State University,** Allendale, MI, Adjunct

Contributing Writer
Art21 Blog, Bad at Sports, HuffPost, Hyperallergic

Bibliography

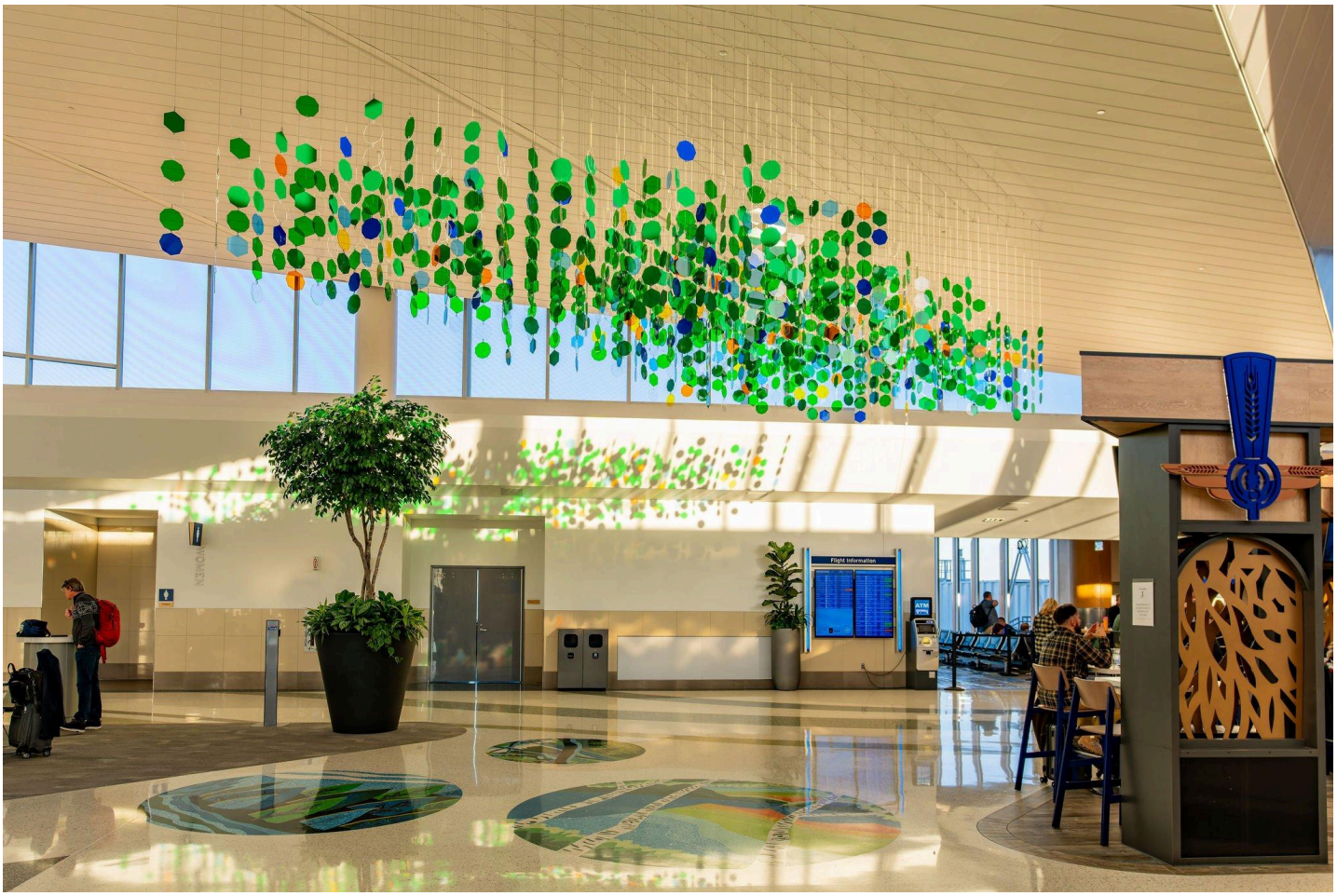
2018 *Jeffrey Augustine Songco Interview,* Asian American Art Oral History Project of DePaul University
2017 *Queering Contemporary Asian American Art,* University of Washington Press

Selected Press
2024 ***Stateside* on Michigan Public Radio,** Stateside: Tuesday, July 30, 2024
Grand Rapids Magazine, Artist explores pageant culture through self-portraiture
2023 ***Gerald R. Ford International Airport,*** Gerald R. Ford Int'l Airport selects artist for Concourse A 2021
BOMB, I Have Had Enough Conversations To Know That Flowers Sell: Jeffrey Augustine Songco Interviewed by Jessica Lanay
Pittsburgh Post-Gazette, 'Society of 23' art exhibit explores greatness, identity at the Mattress Factory
***Forbes*,** In Jeffrey Augustine Songco's America, You Can Be Both A Bro And A Queen
Pittsburgh City Paper, Fictional frat life plays out in Mattress Factory's "Society of 23's Trophy Game Room"
2020 ***Newcity Art,*** Art Top 5: April 2020
2019 ***Sixty Inches from Center,*** 7 Reflections & Suggested Sounds: ALL WE WANT IS TO SEE OURSELVES at FLXST Contemporary
Hyperallergic, The Curdling of American Masculinity in University Frats
2018 ***W Magazine,*** The Most-Instagrammed Art of Armory Week 2018, from Evaporating Clouds to $1.5 Million TV Sets
HuffPost, New York's Scrappiest Art Fair Lives Inside A Corporate High-Rise
Hyperallergic, Spring Break Is an Oasis for Art Fair Haters
ARTnews, A Tour of the 2018 Spring/Break Art Show
The Art Newspaper, New York's March fairs aim to seize market moment
2017 ***The Daily Beast,*** How Betsy DeVos Became an Unexpected Champion of LGBTQ Art
artnet, How the New Queer Asian American Criticism Is Shifting the Way We See Art
2016 ***Detroit Free Press,*** Discovering the sublime, avoiding the ridiculous at ArtPrize
2014 ***San Francisco Arts Quarterly,*** SFAQ Review: "Proximities 3: Import/Export"

Selected Lectures & Panels
2024 **Grand Rapids Public Library,** Grand Rapids, MI
2023 **School of the Art Institute of Chicago, ECPOSI,** Chicago, IL
Bemis Center for Contemporary Arts, Omaha, NE
2021 **University of Michigan, Institute for the Humanities,** Ann Arbor, MI
Archer Gallery, Clark College, Vancouver, WA
2018 **Open Society Foundations,** New York, NY
Asian Art Museum + Pilipinx American Library, San Francisco, CA, *A Politics of Filipinx Diasporic Queer Curation Now*
DePaul University, Chicago, IL
Failure Lab, Grand Rapids, MI
Grand Valley State University, Allendale, MI
2017 **Association for Asian American Studies Conference,** Portland, OR, *Who Cares? Asian American Contemporary Art, Cultures and Queer Communities*
2014 **University of California, Riverside,** Riverside, CA, Queer Sites and Sounds Symposium
2013 **Michigan State University,** Lansing, MI, Midwest Bisexual Lesbian Gay Transgender Ally College Conference, *Queer Art and Theology*

Relatable Work

Facets
2023
Acrylic and metal
10 ft. x 23 ft. x 12 ft.
Permanent Commission
Gerald R. Ford International Airport in Grand Rapids, Michigan







Relatable Work

Dancing Through
2024
Metal
10 ft. x 10 ft. x 10 ft.
Permanent Commission
Corewell Health Sports Performance Center in Grand Rapids, Michigan





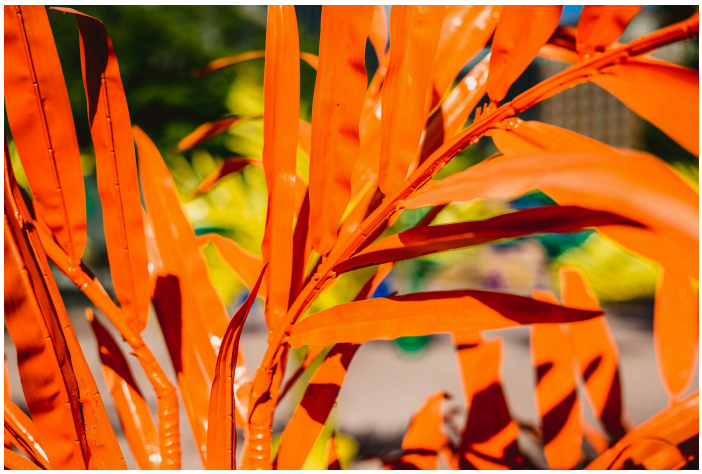


Relatable Work

Tropical Realness
2020
23 artificial palms, paint, sand, wood, concrete
40 ft x 90 ft x 8 ft
Temporary Commission
Monroe Center Social Zone in Grand Rapids, Michigan







Relatable Work

Conservatory Flower Arrangements
2025
Acrylic
Dimensions variable
Sculptural work exhibited at Lamont Gallery at Phillips Exeter Academy







Professional References

Katie Moore
Activation Manager - Downtown Grand Rapids, Inc.
Art Project Manager - Gerald R. Ford International Airport
katiemanatee@gmail.com
260-402-2485

Miranda Kranjiak
Public Arts Committee - Gerald R. Ford International Airport
Former Executive Director - Urban Institute for Contemporary Arts, Grand Rapids
miranda.carol.krajniak@gmail.com
616-706-3857

Pamela Meadows
Gallery Director & Curator - Lamont Gallery at Phillips Exeter Academy
pmeadows@exeter.edu
603-777-3361

Emily Gerlach
Art Consultant - Art Consulting Services GR
emily@artconsultingservicesgr.com
616-325-9330

Written Proposal

Narrative Description

Flower World (Framacitinus) is a series of large-scale powder coated metal sculptures temporarily installed at Cook Park. The colorful abstract shapes represent a landscape of whimsical flowers to bring joy to visitors during the winter months. The outline of each flower 'head' is illuminated with LED strips to enhance the installation's presence at night.

Each sculpture invites viewers to step into a landscape of wonder. The forms depict flowers that might grow in a fantastical garden filled with geometric shapes. Standing as tall as 12 feet, these sculptures are grouped together into small arrangements which are then spaced apart. This composition draws the eye across the landscape to enhance the park's atmosphere with a sense of energy and rhythm, as well as allows visitors to wander around and between the arrangements. LED lightstrips will be surface-mounted along the perimeter of each flower's "head" or "petal" (not the "stems") to highlight the vibrant colors and intricate shapes and create a compelling visual experience both day and night, up close and from afar.

This proposed artwork is a vibrant celebration of nature and movement, blending dreamy imagination with dynamic forms. The artwork is inspired by my small-scale acrylic sculptures that are currently exhibited at Lamont Gallery at Phillips Exeter Academy. As a Filipino-American artist, I like to think of this work as portraits of my own identity — a scene of tropical flowers in full bloom during the cold winter months. The artwork — titled *Flower World (Framacitinus)* — plays with two ideas: "flower world" suggests an out-of-this-world place and "framacitinus" is a fictional term I playfully coined from parts of Latin words to name this flower genus which roughly translates to "Brotherhood Friendship Exotic Alien".

This work symbolizes growth, transformation, and the connection between people and their environment. It is "rooted" in my vision of blending cultural and personal heritage with public engagement through art. By introducing large-scale, colorful sculptures that are both surreal and accessible, I aim to inspire moments of joy, curiosity, and community connection for all who encounter them.

Sculptural Elements and Fabrication

This artwork will be created with the following materials: powder coated steel and LED lights. Much like my Relatable Work sample titled *Dancing Through*, steel will be cut into circles, smoothed, and painted. The circles will be welded to hollow steel rods to create each "flower". Electrical wiring will travel through these rigid steel rods to power the LED lightstrips that are surface-mounted to the perimeter / outside edge of each circle.

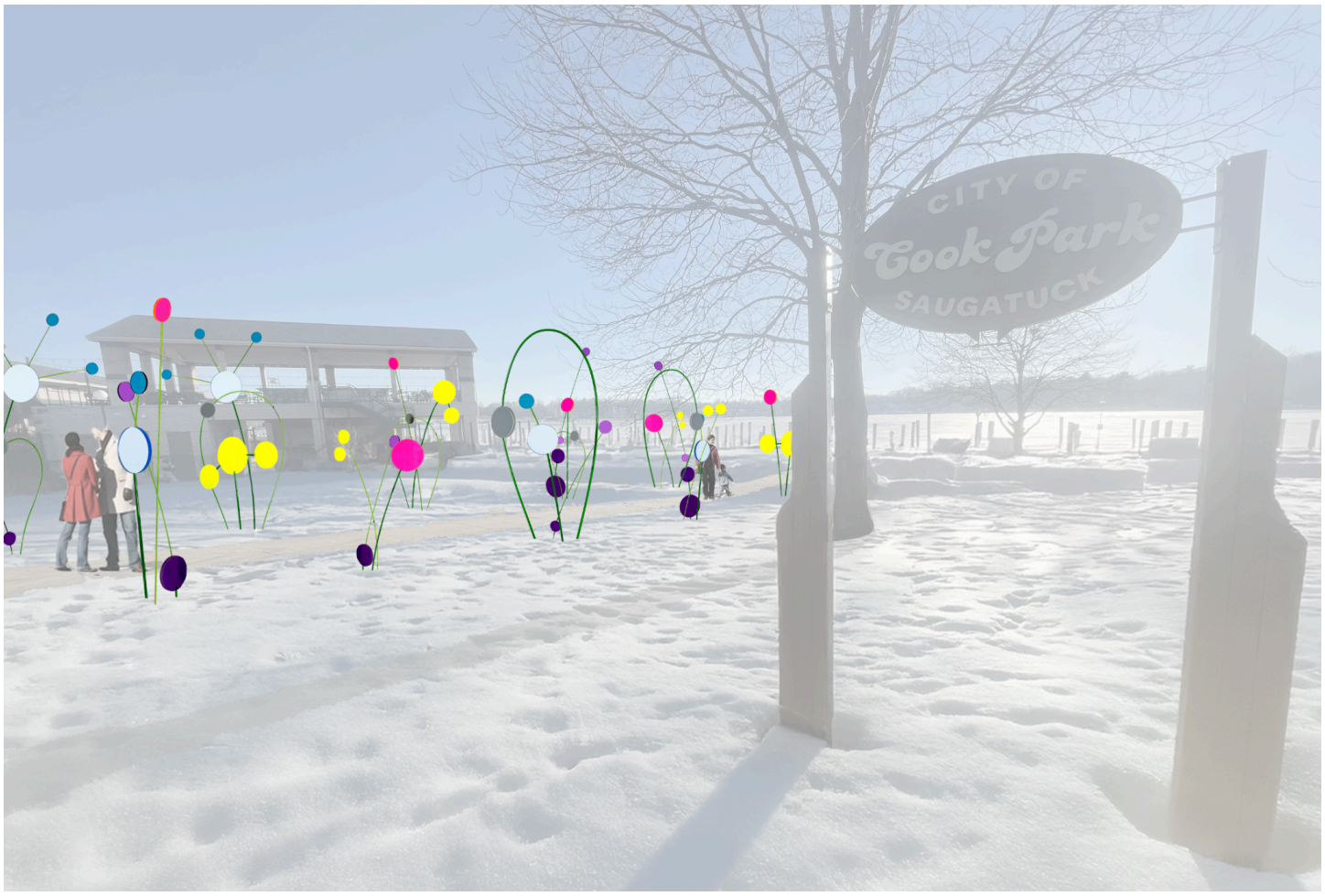
The installation as a whole is designed to withstand physical manipulation from visitors as they may and will touch the sculptures. However, vandalism from graffiti or marker tagging is unavoidable.

This artwork will ultimately be fabricated by a metals fabrication studio in Grand Rapids that I have worked with to create both *Dancing Through* and the supporting structures for *Facets*. The fabricator has an incredible team and works with an additional Grand Rapids-based vendor to powder coat the metal.

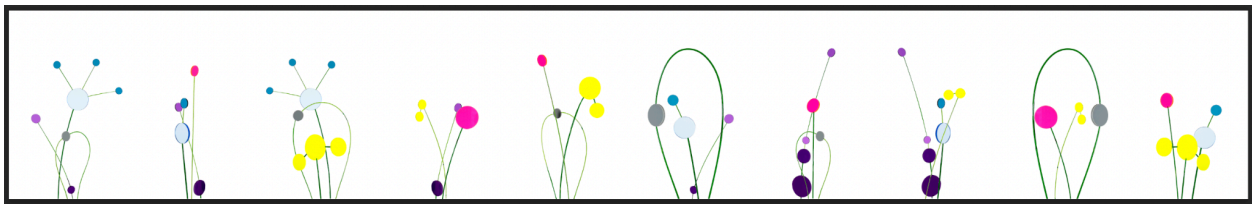
Installation and Removal

This metals fabrication studio team will also execute the installation of the sculptures on or around October 2025 and execute the de-installation of the sculptures on or around April 2026. As a reference, this team also installed the supporting structures for *Facets* at the Gerald R. Ford International Airport with complete expertise and professionalism in compliance with the strict rules and regulations of the airport.

Renderings: *Flower World*

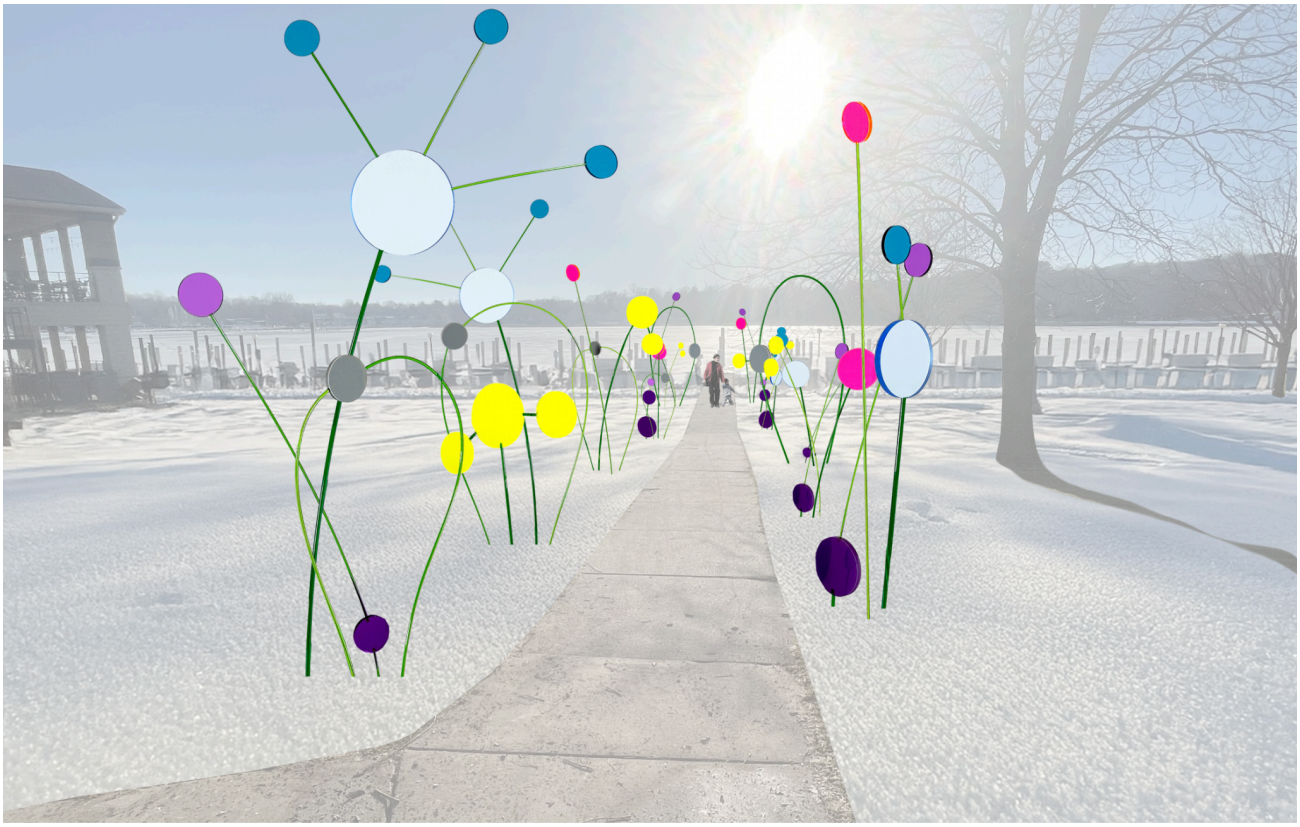


- The rendering above depicts the flowers temporarily installed along the sidewalk bisecting Cook Park.
- 1 group of flowers has 3 flower stems with various colors. Here, there are 10 groups of flowers that are staggered on either side of the sidewalk creating an illusion of a large tunnel which visitors can pass through.
- By keeping the sculptures on both sides of the sidewalk, simple snow removal on the sidewalk during winter months will suffice in allowing visitors to safely access and experience *Flower World*.

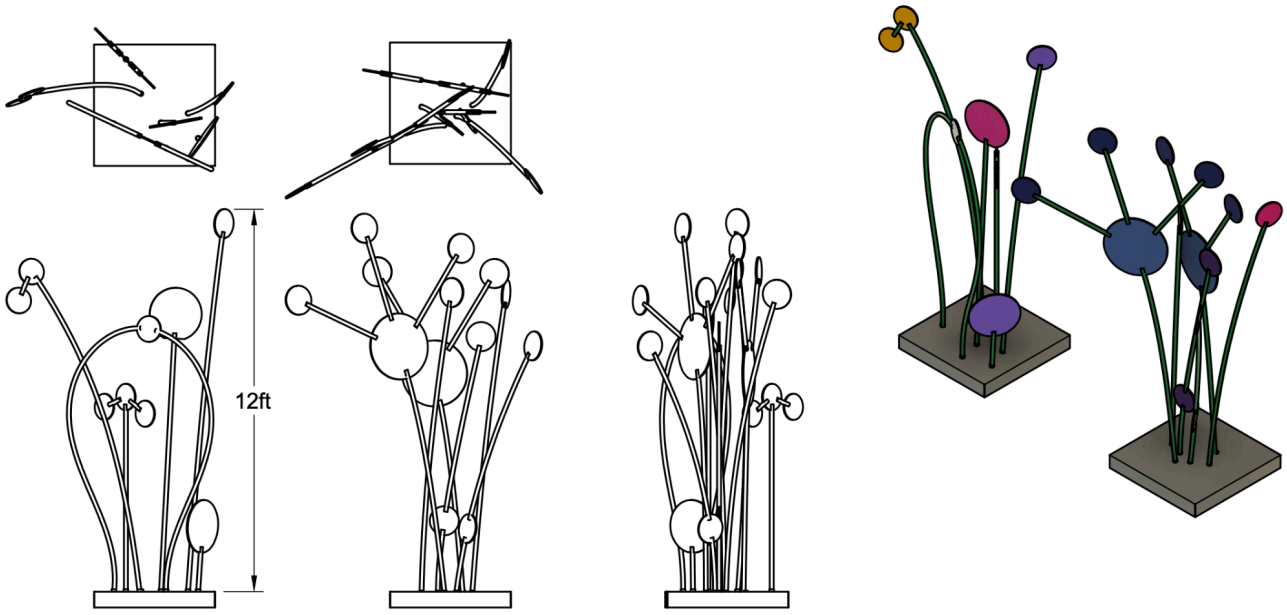


Renderings: *Flower World*

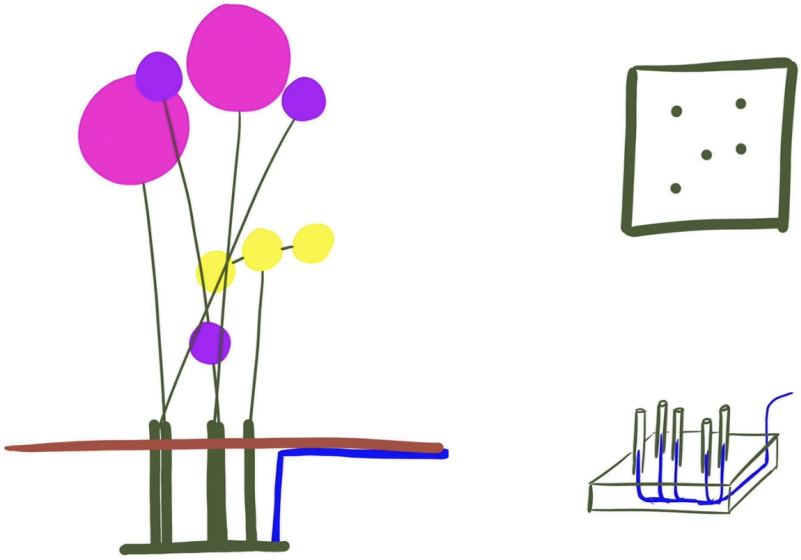




Renderings: *Flower World*

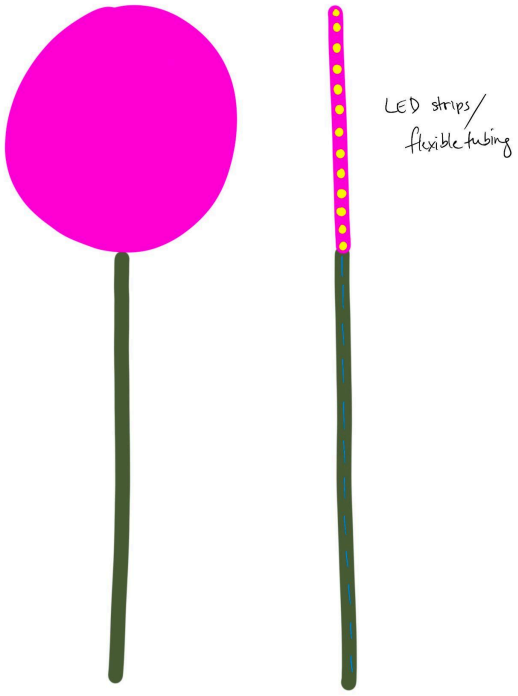


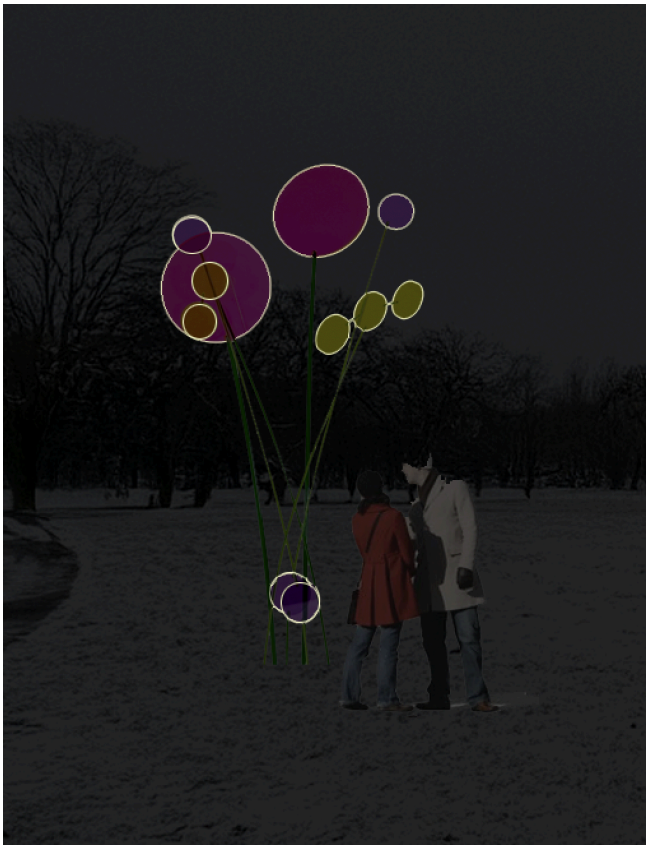
- At its tallest, the sculpture will be 12 feet. Each “stem” is bolted to a metal base that will be buried underground.



- At this early proposal stage of the project, I have considered a solution to temporarily install the sculpture which includes electricity. The base of a “flower arrangement” will be buried underground with enough surface area and soil weight to prevent the sculpture from leaning. The hollow rods will slip into and connect to hollow sleeves welded to the base. An electrical cord will feed into the base and connect to wiring within the hollow rods. The main electrical line (a simple extension cord) can be buried underground to reach the primary power source in the park.
- By using this method, the artwork exists as a temporary installation and no concrete pour is needed.
- An electrician may be requested to bury the main electrical line.

Renderings: *Flower World*





- LED lightstrips will be surface-mounted to the perimeter / outside edge of flower “head” or “petal”. An electrical cord will run through the hollow rod to power the lights. These lights do not shine light on the entire installation but rather create a different visual artwork at night.







- Additional outdoor lighting may be added to the site such as cylindrical lighting posts or staked uplights. Grounded lights may require maintenance after heavy snow accumulation.

Rough Timeline

Date	Description	Duration
March 1	Formalize proposal with SCA and SDACVB	2 months
May 1	Order and fulfill materials	1 month
June 1	Fabricate artwork	2 months
September 15	Prepare site	2 weeks
October 1	Install artwork	1 week
April 2026	De-install artwork	1 week

Rough Budget

Description	Cost
Flower sculptures (materials + labor)	$30,000
Installation (labor)	$2,500
De-installation (labor)	$2,500
Artist's Honorarium	$15,000
Total	**$50,000**

Optional Costs

The following costs are not required but may be considered if SDACVB chooses to invest further in the project. These options include the purchase of the sculptures for permanent display and site updates to enhance the installation's longevity.

Description	Cost
Sculpture purchase	$30,000
Site updates (including concrete pours and updated electrical)	$15,000
Total	**$45,000**

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: March 5, 2025

SUBJECT: Agreement to Indemnify and Provide Insurance Coverage for July 5 Fireworks Display and Donate $5,000 toward the Display

DESCRIPTION:

The Saugatuck Douglas Area Convention & Visitors Bureau (CVB) is organizing an Independence Day fireworks display to take place Saturday, July 5. This year's display is planned to be larger than last year and shot by the same vendor that did the Venetian Festival show.

Similar to last year, the City is asking the CVB and fireworks provider, Great Lakes Fireworks, to sign an agreement to indemnify and provide insurance coverage.

Additionally, the CVB is seeking a $5,000.00 donation from the City as a contribution towards the display. Donations from Douglas, Saugatuck Township, and Fennville are also being requested. The CVB advised the total amount for the fireworks is $15,000.00 and the barge is $4,000.00. The donation would be used to help offset some of these costs.

BUDGET AMENDMENTS:

A $4,000 donation was budgeted for this year. Sufficient dollars are available in the Council's budget under the events/service line item. It is of note that the City also contributes in other ways, including paying for additional porta-potties, trash removal, reserve deputies, and DPW staff time.

LEGAL REVIEW:

Legal prepared the draft agreement language last year and will be at your meeting to answer any questions you may have.

SAMPLE MOTION:

Motion to approve a $5,000 donation to the Saugatuck Douglas Area Convention & Visitors Bureau (CVB) for the July 5 fireworks displays and approve an Agreement to Indemnify and Provide Insurance Coverage for the event.

AGREEMENT TO INDEMNIFY AND PROVIDE INSURANCE COVERAGE

This Agreement to Indemnify and Provide Insurance Coverage ("Agreement") is made this___ day of _____, 2025 by and between the City of Saugatuck ("Saugatuck"); the Saugatuck/Douglas Area Convention & Visitors Bureau ("CVB"), and Great Lakes Fireworks (GLF) (collectively, the "Parties").

RECITALS

WHEREAS, CVB desires to contract with GLF to facilitate a fireworks display on the Kalamazoo River on July 5, 2025, (the "Event");

WHEREAS, Saugatuck desires to accommodate the Event by granting the necessary approvals and contributing towards the cost of the Event;

WHEREAS, given the nature of fireworks displays, Saugatuck possesses an interest and an obligation to ensure that appropriate insurance coverage is provided for the Event and to ensure that Saugatuck will not be liable for any loss or damage caused by or attributable to CVB and GLF's performance of the Event;

WHEREAS, the Parties desire to enter into this Agreement to clarify how insurance coverage for the Event will be provided and to establish indemnification obligations for CVB and GLF.

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

AGREEMENT

1. Cooperation: Saugatuck shall cooperate in good faith with CVB and GLF to review and process the necessary permissions and approvals for the Event.

2. Insurance Obligations: The Parties agree that the insurance for the Event will be provided as follows:

    a. GLF will provide $5,000,000.00 in liability insurance for the Event. GLF shall be the primary insured party under that policy and Saugatuck and CVB shall be named as additional insureds. GLF shall provide Saugatuck and CVB with a certificate of insurance evidencing the same no later than 10 days before the Event, and shall provide Saugatuck and CVB with a copy of such policy upon request.

    b. The CVB will provide $2,000,000.00 in liability insurance for the Event. CVB shall be the primary insured party under that policy and Saugatuck shall be named as additional insured. CVB shall provide Saugatuck with a certificate of insurance evidencing the same no later than 10 days before the Event, and shall provide Saugatuck a copy of such policy upon request.

3. Application of Insurance Coverage: In the event of any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from the 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 the Event, the Parties agree that insurance coverage will be provided first through GLF's liability policy and then through CVB's liability policy.

4. Indemnification: CVB and GLF agree to defend, indemnify, and hold harmless Saugatuck and their respective officials, agents, servants, and employees, from any claim, demand, suit, loss, cost of expense or any damage which may be asserted,

claimed or recovered against or from the 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 the Event, and regardless of which claim, demand, damage, loss, cost, or expense is caused in whole or in part by the negligence of Saugatuck, or by third parties, or by the officials, agents, servants, employees, or factors of any of them. This obligation shall survive termination of this Agreement.

5. No Waiver: No provision of the Agreement is intended, nor shall any provision of this Agreement be construed, as a waiver by Saugatuck of any governmental immunity or any other defense that would be available under state or federal law.
6. Applicable Law: This Agreement shall be interpreted in accordance with the laws of the State of Michigan, and should any disputes, disagreements or legal actions result between the parties under this Agreement, then the law of Michigan shall apply.
7. Amendments: This Agreement may not be amended by the parties unless such amendment is in writing and signed by the parties.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed the day and year first above written.

[*Signature Page to Follow*]

CITY OF SAUGATUCK

By: _____

Its: _____ Dated: _____

By: _____

Its: _____ Dated: _____

SAUGATUCK/DOUGLAS AREA
CONVENTION & VISITORS
BUREAU

By: _____

Its: _____ Dated: _____

GREAT LAKES FIREWORKS

By: _____

Its: _____ Dated: _____

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

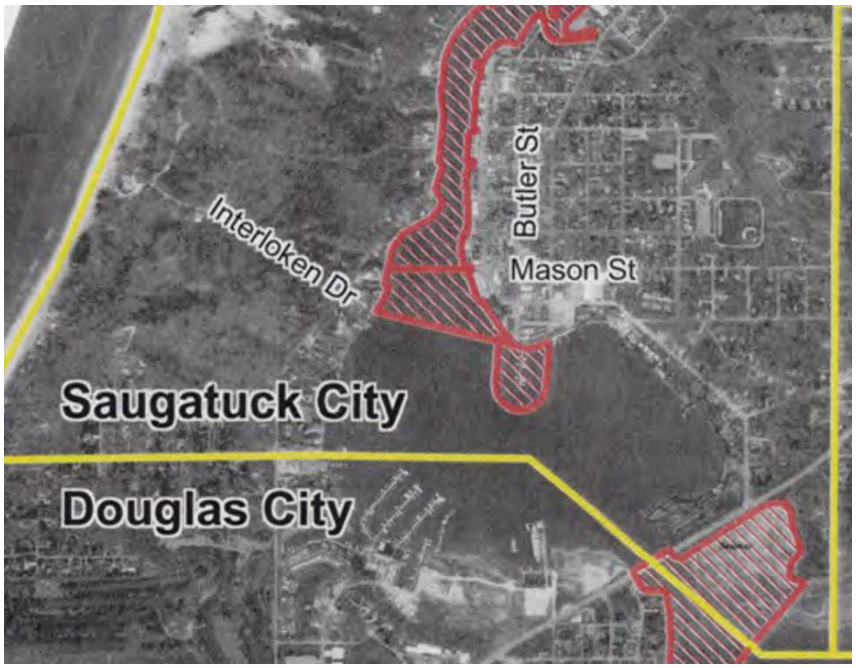
MEETING DATE: March 5, 2025

SUBJECT: No Wake Zone Request for Kalamazoo Lake

DESCRIPTION:

In September, Council discussed that Sergeant Marina submitted the attached request requesting that all of Kalamazoo Lake be no wake.

Here is the current no wake map:



There are several steps involved in creating a no wake zone, which is a local watercraft control. The Department of Natural Resources (DNR) has provided the attached procedures for permanent local watercraft controls.

- If the City Council desires to consider the no wake request from Sergeant Marina, the first step will include drafting a resolution requesting a local watercraft control and hold a public hearing on the resolution.
- After a public hearing, the Council would then make a decision on whether to approve the resolution and send it to the DNR for investigation, preparation of a report, and additional public hearing.
- If the DNR determines there is a need for a local watercraft control, the DNR will propose a local watercraft control ordinance for the City to consider adopting.
- If the DNR determines there is not a need, the City will be notified and provided specific reasons for denial.

It is important to note that the City can only request a no wake zone within our jurisdictional boundaries. I previously advised Sergeant Marina that they must make the same request for portions of the lake that are within the City of the Village of Douglas. They have since done that.

Follow Up from Workshop Meeting
At the September workshop, Council requested that staff reach out to the fire department, sheriff's office, and other marinas in the City to gather initial feedback on the request. The feedback was mixed. The following is a summary of the feedback:

- **Sheriff's Office Marine Unit Administrator, Sgt. Todd Wagner** - He advised there is a historical lack of significant wake-related damage reports, with most complaints being about boat rocking rather than actual property damage. He reviewed boating accident reports from 2024 back to 2004. Only one report of boat damage as it relates to the Kalamazoo Lake and the Slow No-Wake Zone surrounding both Sergeant's Marina and Singapore Yacht Club. He advised there were other incidents, but they related to operator errors and were not related to boat wakes. The existing SNW zone near Sergeant's Marina extends 240 feet in all directions, and an option to extend it to 500 feet could be considered to help mitigate wake energy. He pointed out a few key considerations. The presence of vessel training and sailboat races at Saugatuck Yacht Club, which could be affected by a full-lake SNW designation. The impact on recreational activities such as tubing and skiing, which draw visitors to Saugatuck. Concerns about extending travel time for boaters, potentially increasing violations due to impatience. He noted limited marine enforcement resources, as the county's marine division is funded through a $75,000-$80,000 DNR grant that must cover patrols across the entire county, including Lake Michigan. They can do more enforcement if additional funding were provided by the cities or marinas. He warned that implementing a local watercraft control is much easier than removing one, as such regulations tend to be permanent.

- **DNR Conservation Officer, Carter Woodwyk -** Acknowledged the concerns behind making Kalamazoo Lake a Slow No Wake (SNW) zone but questions how widespread the issue is. Proposed an alternative approach: restricting SNW to vessels over 26 feet, similar to regulations in other nearby waterways. This would allow smaller boats launching from public ramps to reach speed without a prolonged slow crawl. Expressed concerns that a SNW designation could limit boaters from easily navigating the lake for short trips. Highlighted the limited local options for tubing and skiing, suggesting this should be considered. While he acknowledged occasional rough wake conditions, he believes it is not a frequent problem and encouraged broader discussions to account for the interests of all boaters.

- **Fire Chief Janik -** Acknowledged the polarized discussions on making Kalamazoo Lake a No Wake zone and supports revisiting the issue from a safety and risk reduction perspective. The Singapore Yacht Club has long raised concerns about property damage and boater injuries caused by wakes. While injuries have been reported, many boaters do not call 911 for property damage since identifying responsible vessels is difficult. He outlined several factors supporting a No Wake zone, including increased boat traffic, the location of Sergeants Marina resulting in increased wake, rising popularity of kayaks and paddleboards, larger and faster boats, and more rental boat operators.

- **Deputy Fire Chief Mantels –** He acknowledged a few medical calls over 20 years related to falls on vessels due to wakes but no recorded reports of vessel or dock damage. Believes the main issue is a lack of compliance with Slow No Wake (SNW) rules when law enforcement is off duty. Many boaters learn the patrol schedule and ignore SNW rules during the week. Suggested enforcing SNW more consistently, possibly by funding a mid-week marine deputy or an additional patrol boat on busy weekends, could be beneficial. Rental boat operators also contribute to violations due to lack of education. The biggest wake issues come from boats tubing in circles near SNW buoys rather than those crossing the lake at higher speeds. Recommended exploring multiple solutions, including making all of Kalamazoo Lake SNW or prohibiting tubing/water skiing in certain areas.

- **Singapore Yacht Club -** Supports making Kalamazoo Lake a no-wake zone. SYC members have experienced significant issues due to wakes from boats, including damage to vessels, docks, and potential harm to individuals. They described how unexpected rocking can cause injuries and damage to property. SYC acknowledges the need for a public hearing and supports a resolution to the DNR for further review. They also express interest in attending hearings to testify about the safety and damage concerns caused by wakes.

- **Coral Gables Marina –** Does not believe there is a wake problem in the area.

- **Saugatuck Yacht Club –** No response.

- **Doulgas City Manager-** Advised they received a similar request and will be reviewing. Raised concern about ability to enforce the no wake zone.

Next Steps
Staff seeks direction from City Council on how you would like to proceed. Options include:

- Not pursue changes at this time.
- Direct staff to draft a resolution requesting a local watercraft control and hold a public hearing on the resolution. Options for a local watercraft control include:
    - Make the lake within the City no wake
    - Expand the no wake zone around Sergeant Marina
    - Make the areas in the City no wake for vessels over 26 feet
    - Restrict skiing and tubing hours

BOARD/COMMISSION REVIEW:
None at this time.

BUDGET ACTION:
N/A.

LEGAL REVIEW:
N/A at this time.

SAMPLE MOTION:
N/A. Workshop item only at this time.

Sergeant Marina Condominium Assoc.

Ryan Cummins

City of Saugatuck

Mr. Cummins

This letter is to follow up on our recent meeting. This is a formal request from Sergeant Marina to change the Kalamazoo Lake to a all no wake. We are bringing this to the City of Saugatuck as residents and taxpayers.

The wake issues have always been a problem and have increased steadily over the past few years. The constant bombardment from the recreational vehicles skirting the slow no wake area has become extremely dangerous. The potential for personal and property damage is a very real and concerning issue. The size of boats and rates of speed are ever increasing with some topping over 50 miles per hour and greater.

I have has some personal experiences with boats causing 3 foot wake doing circles with tubes for hours on end. Our boat will heal over as much as 25 degrees causing things to fall off counters. Other owners experience the same issues The No Wake one need to be changed for the safety of all.

I have traveled Michigan's coast and harbors with lakes larger than this have wake restrictions to help prevent property and personal accidents. You advised me that you would take our request to the proper city and government entities and this is what we will be counting on.

I appreciate you assistance. Please keep me updated at rk_lange1998@comcast.net and call me at 269-370-7371 with questions.

Thank you,

Rick Lange

Sergeant Marina

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING

GRETCHEN WHITMER
GOVERNOR

DANIEL EICHINGER
DIRECTOR

Procedures for Permanent Local Watercraft Control

Local units of government that believe that a special local watercraft control (LWC) is needed on waters subject to their jurisdiction shall follow the procedures established in MCL 324.80110 through 324.80112. Those procedures are detailed below. Local Watercraft Control is state terminology. When a local unit of government adopts a LWC they may use the term ordinance. The local unit of government initiates the process by submitting a resolution to the Department of Natural Resources (DNR).

The DNR shall investigate the need for special regulations for the use of vessel and other contrivances on the waters of the state to assure compatibility of uses and to protect public safety. Submitting a resolution does not guarantee approval of a LWC.

1) When a local unit of government believes a regulation is needed for the use of vessels on waters within their jurisdiction, they may submit a resolution for a LWC to the DNR Law Enforcement Division (LED).
   a) The resolution shall be approved by a majority of the governing body of the local unit of government following a public hearing on the resolution.
      i) The hearing must be specific on the resolution and not part of their regular meetings.
   b) The resolution and hearing minutes shall be submitted to the DNR LED.

2) Once the request and resolution are received, the DNR will initiate an investigation and inquiry as directed in MCL 324.80110.

3) Upon completion of the investigation and inquiry, the DNR will prepare a preliminary report that includes the findings of the investigation and a preliminary recommendation as to whether special rules are needed for the body of water, and submit a copy of the preliminary report to the local unit of government.

4) The DNR will work with the local unit of government to schedule a public hearing in the vicinity of the body of water to gather public input.
   a) The public hearing will be scheduled and advertised at least 10 days (typically 30 days) prior to the hearing.
   b) The DNR shall provide notice of the public hearing made in a newspaper of general circulation in the area where the water body is located.
   c) It is recommended the local unit of government provide notice of the public hearing through any and all media and advertising platforms they have available.

5) The DNR will facilitate the public hearing.
   a) At the public hearing, interested persons shall be afforded an opportunity to present their views on the preliminary report and the need for special rules, either orally or in writing.
   b) The DNR will accept written comments for 30 days after the date of the public hearing.

6) Within 90 days after the public hearing, if the DNR determines there is a need for a LWC, the DNR will propose a LWC to the local unit of government.
    a) The proposed LWC becomes valid only after the following conditions are met.
        i) The local unit of government adopts the LWC in its entirety at a public meeting.
            A. The wording used in the local unit of government's ordinance shall be identical to the proposed LWC recommended by the DNR.
        ii) The local unit of government notifies the DNR of the adoption.
            A. Notification to the DNR shall include all the following:
                1) A copy of minutes from the public meeting showing the adoption.
                2) Proof of publication in a locally circulated newspaper. The proof of publication must show the date and the name of the newspaper.
                    A. The page directly from the newspaper, or
                    B. A photocopy of the page from the newspaper
    b) The conditions in 6) a) must be completed within 60 days from the date the DNR submits the proposed LWC to the local unit of government.
        i) If the local unit of government fails to notify the DNR within 60 days, the proposed LWC is considered disapproved.

7) If the DNR determines there is not a need for a LWC, the DNR shall notify the local unit of government and provide the specific reasons for the denial.
    a) The local unit of government may appeal to the Director of the DNR.
        A. The Director shall make the final decision.

8) Other responsibilities of the local unit of government.
    a) The boundaries of the area described in the LWC shall be marked with signs and/or with buoys and maintained by the local unit of government.
        i) The local unit of government is responsible for the purchase, placement, maintenance and removal of all signs and buoys.
        ii) All buoys must be placed as provided in a permit (Application for Permit to Place Buoys/Beacons in Michigan Water {PR9203}) issued by the DNR and be in conformance with the State Uniform Waterway Marking System.
        iii) Buoys shall not be placed in a commercial shipping channel.
    b) Any state, county or local law enforcement officer having jurisdiction over the controlled area can enforce the LWC or ordinance.
        i) A LWC or ordinance is only enforceable when clearly and properly marked.
    c) It is recommended the local unit of government post signs at any public launches, marinas and beaches educating boaters of the LWC or ordinance.
    d) It is recommended the local unit of government post information on their website and social media platforms educating boaters of the LWC or ordinance.

9) A LWC or ordinance can only be requested for waters within the jurisdictional boundaries of a local unit of government.

10) If a body of water is within multiple jurisdictions, each local unit of government shall follow this process to request a restriction within their jurisdiction.

11) Local units of government can email their requests to DNR-LED-RecSafety@michigan.gov or mail them to:

    DNR-LED
    P.O. Box 30031
    Lansing, MI 48909
    Attn: Boating Law Administrator

Submitting an application and resolution does not guarantee the approval of a LWC.

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager
Nicole Bredeweg, Treasurer/Finance Officer

MEETING DATE: March 5, 2025

SUBJECT: Budget Amendments for Fiscal Year 24-25

DESCRIPTION:

As the fiscal year progresses, staff is proposing the attached mid-year budget amendments. Highlights include:

- Increase in revenues for Oval Beach, interest earned, and miscellaneous donations and income.
    - Highlights of donated dollars include Oval Beach Wi-fi, Milfoil treatment, and tree planting.
- Increase in expenses for enhanced IT security, support from Plante Moran, restoration of irrigation and stormwater improvements at City Hall, no parking signage for "The Hill", concrete repairs for boardwalk, trash from City parks, Oval Beach Wi-Fi, motor pool repairs, increased insurance expense and a difference in allocation, and DPW wages and equipment for greater number of snow events.
- Decrease in salary expenses for Treasurer, Planning/Zoning and Historic District.
- Reduction of revenue (federal and state grants) and expenditure (contractual services) for the Blue Star Trail project as construction won't begin before the end of the fiscal year.

The increased revenues and expenditures in each fund are offsetting.

LEGAL REVIEW:

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

SAMPLE MOTION:

Motion to approve Resolution No. ____ to amend the budget of the 2024/2025 general appropriations act.

CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN

RESOLUTION NO. 250310-A

A RESOLUTION TO AMEND THE BUDGET OF THE 2024/2025 GENERAL APPROPRIATIONS ACT

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

WHEREAS, in accordance with the Uniform Budgeting and Accounting Act, 1968 PA 2, as amended, the Budget Hearings of Local Governments Act, 1963 PA 43, and Chapter VII of the City Charter, the City Council of the City of Saugatuck established and approved the City's budget for fiscal year commencing July 1, 2024 and ending June 30, 2025; and

WHEREAS, the City Manager has recommended that said budget be amended based on new information now available; and

WHEREAS the Council is authorized by statute to amend the budget throughout the fiscal year as it becomes apparent that a deviation from the original general appropriations act is necessary; and

WHEREAS the Council is authorized to make additional appropriations during the fiscal year.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The City Council of the City of Saugatuck amends the 2024/2025 budget as follows:

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GL #	**DESCRIPTION**	**Increase/(Decrease)**	
	Fund 101 GENERAL FUND		
101-000-403.000	PERSONAL PROPERTY TAXES	750.00	Revenue
101-000-445.000	PENALTIES & INTEREST	6,000.00	Revenue
101-000-528.000	OTHER FEDERAL GRANTS	(1,300,000.00)	Revenue
101-000-579.000	GRANTS RECEIVED	(275,000.00)	Revenue
101-000-607.000	FRANCHISE FEES	(6,000.00)	Revenue
101-000-651.000	OVAL BEACH FEES	40,000.00	Revenue
101-000-653.000	BOAT RAMP FEES	1,600.00	Revenue
101-000-655.000	POLICE & ORDINANCE FEES	1,250.00	Revenue
101-000-665.000	INTEREST EARNED	60,000.00	Revenue
101-000-667.000	STREET END & PROPERTY FEES	(5,000.00)	Revenue
101-000-674.000	MISC DONATIONS & INCOME	61,000.00	Revenue
101-101-908.000	DUES & PUBLICATIONS	100.00	Council
101-101-913.000	INSURANCE	400.00	Council
101-173-801.000	CONTRACTUAL SERVICES	10,000.00	Manager
101-173-802.000	AUDIT	(525.00)	Manager

101-173-860.000	EDUCATIONAL TRAINING	500.00	Manager
101-173-910.000	INSURANCE	260.00	Manager
101-253-702.000	SALARY/WAGES	(12,500.00)	Finance
101-253-801.000	CONTRACTUAL SERVICES	30,000.00	Finance
101-253-860.000	EDUCATIONAL TRAINING	1,000.00	Finance
101-253-913.000	INSURANCE	150.00	Finance
101-265-702.000	SALARY/WAGES	2,000.00	City Hall
101-265-720.000	FRINGE BENEFITS	1,000.00	City Hall
101-265-913.000	INSURANCE	315.00	City Hall
101-265-930.000	REPAIRS & MAINTENANCE	5,000.00	City Hall
101-265-946.000	EQUIPMENT RENTAL	1,500.00	City Hall
101-265-970.000	CAPITAL OUTLAY	7,000.00	City Hall
101-441-799.000	PARKWAY TREES	3,000.00	Public Works
101-441-801.000	CONTRACTUAL SERVICES	(1,550,000.00)	Public Works
101-441-913.000	INSURANCE	1,600.00	Public Works
101-441-960.000	SIGNS	8,000.00	Public Works
101-721-702.000	SALARY/WAGES	(14,500.00)	Planning
101-721-727.000	OFFICE SUPPLIES	1,300.00	Planning
101-721-913.000	INSURANCE	350.00	Planning
101-723-702.000	SALARY	(5,000.00)	HDC
101-730-931.000	WATERWAYS REPAIR	30,000.00	Harbor
101-751-913.000	INSURANCE	900.00	Parks
101-751-928.000	TRASH	10,000.00	Parks
101-756-730.000	SUPPLIES	10,000.00	Oval
101-756-970.000	CAPITAL OUTLAY	25,000.00	Oval
101-758-730.000	SUPPLIES	12,000.00	Concession
GL #	**DESCRIPTION**	**Increase/(Decrease)**	
	Fund 202 MAJOR STREETS		
202-000-665.000	INTEREST	5,000.00	Revenue
202-464-702.000	SALARY/WAGES	5,000.00	Winter
GL #	**DESCRIPTION**	**Increase/(Decrease)**	
	Fund 203 LOCAL STREETS		
203-000-402.000	LOCAL ROAD MILLAGE	1,000.00	Revenue
203-000-665.000	INTEREST	40,000.00	Revenue
203-463-702.000	SALARY/WAGES	5,000.00	Maintenance
203-463-946.000	EQUIPMENT RENTAL	9,500.00	Maintenance

203-464-702.000	SALARY/WAGES	10,000.00	Winter
203-464-720.000	FRINGE BENEFITS	3,000.00	Winter
203-464-946.000	EQUIPMENT RENTAL	5,000.00	Winter
GL #	**DESCRIPTION**	**Increase/(Decrease)**	
	Fund 592 WATER & SEWER		
592-000-665.000	INTEREST	10,000.00	Revenue
592-536-801.000	CONTRACTUAL SERVICES	10,000.00	Water/Sewer
GL #	**DESCRIPTION**	**Increase/(Decrease)**	
	Fund 661 MOTOR POOL		
661-000-665.000	INTEREST	11,000.00	Revenue
661-443-930.000	REPAIRS & MAINTENANCE	11,000.00	Motor Pool

2. The funds appropriated shall be approved pursuant to the authority granted by the Saugatuck City Charter.

3. An appropriation is not a mandate to spend.

4. All resolutions or parts of resolutions in conflict with this Resolution are rescinded.

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

RESOLUTION DECLARED ADOPTED.

Dated: _____

_____
Holly Anderson, Mayor

Dated: _____

_____
Jamie Wolters, City Clerk

CERTIFICATION

I, Jamie Wolters, the City Clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held October 23, 2023, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

Attest:

_____

Jamie Wolters, City Clerk

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK

03/03/25

GL NUMBER	DESCRIPTION	BUDGET AMENDMENT INCREASE (DECREASE)	REASONS
Fund 101 - GENERAL FUND			
101-000-403.000	PERSONAL PROPERTY TAXES	750.00	More revenue collected than expected.
101-000-445.000	PENALTIES & INTEREST	6,000.00	More revenue collected than expected.
101-000-528.000	OTHER FEDERAL GRANTS	(1,300,000.00)	TAP Grant - Blue Star Trail construction date pushed to next FY.
101-000-579.000	GRANTS RECEIVED	(275,000.00)	DNR Trust Fund Grant - Blue Star Trail construction date pushed to next FY. TMF Grant will be higher for lead service lines.
101-000-607.000	FRANCHISE FEES	(6,000.00)	Fire Department no longer paying for City finance services previous Treasurer provided.
101-000-651.000	OVAL BEACH FEES	40,000.00	Pass revenue coming in higher.
101-000-653.000	BOAT RAMP FEES	1,600.00	More revenue collected than expected.
101-000-655.000	POLICE & ORDINANCE FEES	1,250.00	More revenue collected than expected.
101-000-665.000	INTEREST EARNED	60,000.00	Interest on fund balance coming in higher.
101-000-667.000	STREET END & PROPERTY FEES	(5,000.00)	Audit adjustments.
101-000-674.000	MISC DONATIONS & INCOME	61,000.00	Received unexpected donations for Oval Beach Wi-Fi, Milfoil treatment, tree planting grant. Also received Blue Star Trail design reimbursement from Township and Friends of the Blue Star Trail. Refund for sales tax overpayment.
Dept 101 - COUNCIL			
101-101-908.000	DUES & PUBLICATIONS	100.00	Membership costs increased (ProTec)
101-101-913.000	INSURANCE	400.00	Liability insurance increases and allocation changes.
Dept 173 - CITY ADMINISTRATION			
101-173-801.000	CONTRACTUAL SERVICES	10,000.00	Increase in IT costs for security and server.
101-173-802.000	AUDIT	(525.00)	Audit expense was less.
101-173-860.000	EDUCATIONAL TRAINING	500.00	Attending MML and MME conferences.
101-173-910.000	INSURANCE	260.00	Liability insurance increases and allocation changes.

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK 03/03/25			
GL NUMBER	DESCRIPTION	BUDGET AMENDMENT INCREASE (DECREASE)	REASONS
Dept 253 - CITY TREASURER			
101-253-702.000	SALARY/WAGES	(12,500.00)	Current Treasurer salary differs from previous Treasurer.
101-253-801.000	CONTRACTUAL SERVICES	30,000.00	Plante Moran support for audit and Treasurer transition.
101-253-860.000	EDUCATIONAL TRAINING	1,000.00	Plante Moran training, Winter Workshop with Michigan Municipal Treasurer Association, joined Michigan Government Finance Officers Association, and enrollment in Michigan Municipal Treasurer Association three year certification program.
101-253-913.000	INSURANCE	150.00	Liability insurance increases and allocation changes.
Dept 265 - CITY HALL			
101-265-702.000	SALARY/WAGES	2,000.00	Additional expected City Hall work by DPW
101-265-720.000	FRINGE BENEFITS	1,000.00	Additional fringe benefits for DPW time.
101-265-913.000	INSURANCE	315.00	Liability insurance increases and allocation changes.
101-265-930.000	REPAIRS & MAINTENANCE	5,000.00	Irrigation and landscaping restoration following exterior painting, HVAC repairs, emergency exit sign repairs. Possible elevator repairs in the works.
101-265-946.000	EQUIPMENT RENTAL	1,500.00	Motor pool charges for landscaping work.
101-265-970.000	CAPITAL OUTLAY	7,000.00	Irrigation and stormwater installation. Server software upgrade.
Dept 441 - PUBLIC WORKS			
101-441-799.000	PARKWAY TREES	3,000.00	Planted more trees than anticipated with Consumers tree grant. Plan for more tree plantings before end of year.
101-441-801.000	CONTRACTUAL SERVICES	(1,550,000.00)	Blue Star Trail construction date pushed to next FY. Added airport property project (donor revenue received last FY).
101-441-913.000	INSURANCE	1,600.00	Liability insurance increases and allocation changes.
101-441-960.000	SIGNS	8,000.00	No parking signage for Hill, new stop sign, new yield to pedestrian signs.

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK
03/03/25

GL NUMBER	DESCRIPTION	BUDGET AMENDMENT INCREASE (DECREASE)	REASONS
Dept 721 - PLANNING/ZONING			
101-721-702.000	SALARY/WAGES	(14,500.00)	Current position duties and salary differs from previous
101-721-727.000	OFFICE SUPPLIES	1,300.00	Additional mailings for STRs
101-721-913.000	INSURANCE	350.00	Liability insurance increases and allocation changes.
Dept 723 - HISTORIC DISTRICT COMMISSION			
101-723-702.000	SALARY	(5,000.00)	Current position duties and salary differs from previous
Dept 730 - HARBOR			
101-730-931.000	WATERWAYS REPAIR	30,000.00	Concrete repairs to boardwalk.
Dept 751 - PARKS & RECREATION			
101-751-913.000	INSURANCE	900.00	Liability insurance increases and allocation changes.
101-751-928.000	TRASH	10,000.00	Trash cost increases with Republic.
Dept 756 - OVAL BEACH			
101-756-730.000	SUPPLIES	10,000.00	Additional credit card fees, season supplies.
101-756-970.000	CAPITAL OUTLAY	25,000.00	Starlink Wi-Fi and Replacement Radios
Dept 758 - OVAL CONCESSION			
101-758-730.000	SUPPLIES	12,000.00	Sales tax overpayment. Refunded amount in misc. donations revenue.
Fund 202 - MAJOR STREETS			
202-000-665.000	INTEREST	5,000.00	Interest on fund balance coming in higher.
Dept 464 - WINTER MAINTENANCE			
202-464-702.000	SALARY/WAGES	5,000.00	Additional snow events.
Fund 203 - LOCAL STREETS			
203-000-402.000	LOCAL ROAD MILLAGE	1,000.00	Collected more revenue than expected.
203-000-665.000	INTEREST	40,000.00	Interest on fund balance coming in higher.
Dept 463 - ROUTINE MAINTENANCE			
203-463-702.000	SALARY/WAGES	5,000.00	Additional time on street repairs.
203-463-946.000	EQUIPMENT RENTAL	9,500.00	Additional motor pool charges.

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK 03/03/25			
GL NUMBER	DESCRIPTION	BUDGET AMENDMENT INCREASE (DECREASE)	REASONS
Dept 464 - WINTER MAINTENANCE			
203-464-702.000	SALARY/WAGES	10,000.00	Additional snow events.
203-464-720.000	FRINGE BENEFITS	3,000.00	Additional snow events.
203-464-946.000	EQUIPMENT RENTAL	5,000.00	Additional motor pool charges.
Fund 592 - WATER AND SEWER			
592-000-665.000	INTEREST	10,000.00	Interest on fund balance coming in higher.
Dept 536 - WATER AND SEWER SYSTEMS			
592-536-801.000	CONTRACTUAL SERVICES	10,000.00	Consultant costs for water-sewer agreement and local infrastructure rates.
Fund 661 - MOTOR POOL FUND			
661-000-665.000	INTEREST	11,000.00	Interest on fund balance coming in higher.
661-443-930.000	REPAIRS & MAINTENANCE	11,000.00	Upcoming repair on the street sweeper.

02/11/2025 REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK
PERIOD ENDING 02/28/2025
% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	REQUESTED AMENDMENT 02/28/2025 INCREASE (DECREASE)	NEW AMENDED BUDGET
Fund 101 - GENERAL FUND				
Revenues				
Dept 000				
101-000-402.000	REAL PROPERTY TAXES	2,341,500.00		2,341,500.00
101-000-403.000	PERSONAL PROPERTY TAXES	31,500.00	750.00	32,250.00
101-000-445.000	PENALTIES & INTEREST	10,000.00	6,000.00	16,000.00
101-000-447.000	ADMINISTRATION FEE	110,000.00		110,000.00
101-000-478.000	PERMIT FEES	100,000.00		100,000.00
101-000-528.000	OTHER FEDERAL GRANTS	1,300,000.00	(1,300,000.00)	0.00
101-000-574.000	REVENUE SHARING	100,000.00		100,000.00
101-000-577.000	LIQUOR LICENSE FEES	12,000.00		12,000.00
101-000-579.000	GRANTS RECEIVED	475,000.00	(275,000.00)	200,000.00
101-000-607.000	FRANCHISE FEES	42,000.00	(6,000.00)	36,000.00
101-000-614.000	SCHOOL TAX COLLECTION FEE	3,190.00		3,190.00
101-000-615.000	PARKING LOT FEES	28,000.00		28,000.00
101-000-643.000	CHARGES FOR SERVICE	1,000.00		1,000.00
101-000-650.000	CHAIN FERRY FEES	2,000.00		2,000.00
101-000-651.000	OVAL BEACH FEES	525,000.00	40,000.00	565,000.00
101-000-652.000	OVAL CONCESSION	100,000.00		100,000.00
101-000-653.000	BOAT RAMP FEES	1,400.00	1,600.00	3,000.00
101-000-654.000	GAZEBO FEES	1,500.00		1,500.00
101-000-655.000	POLICE & ORDINANCE FEES	1,500.00	1,250.00	2,750.00
101-000-665.000	INTEREST EARNED	100,000.00	60,000.00	160,000.00
101-000-667.000	STREET END & PROPERTY FEES	40,000.00	(5,000.00)	35,000.00
101-000-670.000	BOAT SLIP FEES	28,000.00		28,000.00
101-000-674.000	MISC DONATIONS & INCOME	5,000.00	61,000.00	66,000.00
101-000-682.000	USE TAX & ELECTION FEES	16,000.00		16,000.00
101-000-697.000	TRANSFER FROM FUND BALANCE	465,085.00		465,085.00
101-000-699.000	TRANSFER FROM OTHER FUNDS	0.00		0.00
Total Dept 000		5,839,675.00	(1,415,400.00)	4,424,275.00
TOTAL REVENUES		5,839,675.00	(1,415,400.00)	4,424,275.00

02/11/2025 REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK
PERIOD ENDING 02/28/2025
% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	REQUESTED AMENDMENT 02/28/2025 INCREASE (DECREASE)	NEW AMENDED BUDGET
Expenditures				
Dept 101 - COUNCIL				
101-101-702.000	SALARY	8,600.00		8,600.00
101-101-720.000	FRINGE BENEFITS	800.00		800.00
101-101-801.000	CONTRACTUAL SERVICES	2,100.00		2,100.00
101-101-803.000	LEGAL FEES	250,000.00		250,000.00
101-101-831.000	CEMETERY FEES	6,800.00		6,800.00
101-101-860.000	EDUCATIONAL TRAINING	10,000.00		10,000.00
101-101-882.000	EVENTS/SERVICES	13,000.00		13,000.00
101-101-900.000	PRINTING & PUBLISHING	600.00		600.00
101-101-908.000	DUES & PUBLICATIONS	1,200.00	100.00	1,300.00
101-101-913.000	INSURANCE	2,800.00	400.00	3,200.00
Total Dept 101 - COUNCIL		295,900.00	500.00	296,400.00
Dept 173 - CITY ADMINISTRATION				
101-173-702.000	SALARY/WAGES	120,000.00		120,000.00
101-173-720.000	FRINGE BENEFITS	50,000.00		50,000.00
101-173-727.000	OFFICE SUPPLIES	1,800.00		1,800.00
101-173-801.000	CONTRACTUAL SERVICES	23,000.00	10,000.00	33,000.00
101-173-802.000	AUDIT	11,000.00	(525.00)	10,475.00
101-173-803.000	LEGAL FEES	60,000.00		60,000.00
101-173-850.000	TELEPHONES	2,200.00		2,200.00
101-173-860.000	EDUCATIONAL TRAINING	3,000.00	500.00	3,500.00
101-173-900.000	PRINTING & PUBLISHING	200.00		200.00
101-173-910.000	INSURANCE	2,500.00	260.00	2,760.00
101-173-970.000	CAPITAL OUTLAY	2,000.00		2,000.00
Total Dept 173 - CITY ADMINISTRATION		275,700.00	10,235.00	285,935.00
Dept 215 - CITY CLERK				
101-215-702.000	SALARY/WAGES	133,000.00		133,000.00
101-215-720.000	FRINGE BENEFITS	60,000.00		60,000.00
101-215-727.000	OFFICE SUPPLIES	2,000.00		2,000.00
101-215-801.000	CONTRACTUAL SERVICES	12,850.00		12,850.00
101-215-803.000	LEGAL FEES	7,500.00		7,500.00
101-215-820.000	ELECTIONS	25,000.00		25,000.00
101-215-850.000	TELEPHONES	900.00		900.00
101-215-860.000	EDUCATIONAL TRAINING	3,000.00		3,000.00
101-215-900.000	PRINTING & PUBLISHING	500.00		500.00
101-215-970.000	CAPITAL OUTLAY	2,000.00		2,000.00
Total Dept 215 - CITY CLERK		246,750.00	0.00	246,750.00

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	REQUESTED AMENDMENT 02/28/2025 INCREASE (DECREASE)	NEW AMENDED BUDGET
Dept 253 - CITY TREASURER				
101-253-702.000	SALARY/WAGES	95,000.00	(12,500.00)	82,500.00
101-253-720.000	FRINGE BENEFITS	39,000.00		39,000.00
101-253-727.000	OFFICE SUPPLIES	2,600.00		2,600.00
101-253-801.000	CONTRACTUAL SERVICES	5,800.00	30,000.00	35,800.00
101-253-803.000	LEGAL FEES	1,000.00		1,000.00
101-253-850.000	TELEPHONE	800.00		800.00
101-253-860.000	EDUCATIONAL TRAINING	2,500.00	1,000.00	3,500.00
101-253-900.000	PRINTING & PUBLISHING	500.00		500.00
101-253-913.000	INSURANCE	1,150.00	150.00	1,300.00
101-253-970.000	CAPITAL OUTLAY	2,000.00		2,000.00
Total Dept 253 - CITY TREASURER		150,350.00	18,650.00	169,000.00
Dept 257 - ASSESSING				
101-257-702.000	SALARY	1,800.00		1,800.00
101-257-720.000	FRINGE BENEFITS	180.00		180.00
101-257-727.000	OFFICE SUPPLIES	1,300.00		1,300.00
101-257-801.000	CONTRACTUAL SERVICES	39,750.00		39,750.00
101-257-804.000	BOARD OF REVIEW	300.00		300.00
101-257-807.000	TRIBUNAL CHARGEBACKS	1,500.00		1,500.00
101-257-850.000	TELEPHONES	750.00		750.00
101-257-860.000	EDUCATIONAL TRAINING	1,500.00		1,500.00
101-257-900.000	PRINTING & PUBLISHING	750.00		750.00
101-257-970.000	CAPITAL OUTLAY	2,000.00		2,000.00
Total Dept 257 - ASSESSING		49,830.00	0.00	49,830.00
Dept 265 - CITY HALL				
101-265-702.000	SALARY/WAGES	7,800.00	2,000.00	9,800.00
101-265-720.000	FRINGE BENEFITS	4,000.00	1,000.00	5,000.00
101-265-730.000	SUPPLIES	1,500.00		1,500.00
101-265-801.000	CONTRACTUAL SERVICES	14,000.00		14,000.00
101-265-850.000	TELEPHONE	500.00		500.00
101-265-900.000	PRINTING & PUBLISHING	150.00		150.00
101-265-913.000	INSURANCE	1,500.00	315.00	1,815.00
101-265-920.000	UTILITIES	5,200.00		5,200.00
101-265-930.000	REPAIRS & MAINTENANCE	5,000.00	5,000.00	10,000.00
101-265-946.000	EQUIPMENT RENTAL	1,000.00	1,500.00	2,500.00
101-265-970.000	CAPITAL OUTLAY	2,500.00	7,000.00	9,500.00
Total Dept 265 - CITY HALL		43,150.00	16,815.00	59,965.00

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GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	REQUESTED AMENDMENT 02/28/2025 INCREASE (DECREASE)	NEW AMENDED BUDGET
Dept 301 - SHERIFF				
101-301-702.000	WAGES DEPUTIES	337,000.00		337,000.00
101-301-702.001	OVERTIME	10,000.00		10,000.00
101-301-702.002	RESERVE OFFICERS	11,500.00		11,500.00
101-301-748.000	FUEL & OILS	16,000.00		16,000.00
101-301-801.000	CONTRACTUAL SERVICES	0.00		0.00
101-301-803.000	LEGAL FEES	2,500.00		2,500.00
101-301-882.000	EVENTS/SERVICES	1,000.00		1,000.00
101-301-946.000	EQUIPMENT RENTAL	37,500.00		37,500.00
Total Dept 301 - SHERIFF		415,500.00	0.00	415,500.00
Dept 441 - PUBLIC WORKS				
101-441-702.000	SALARY/WAGES	160,000.00		160,000.00
101-441-720.000	FRINGE BENEFITS	137,000.00		137,000.00
101-441-730.000	SUPPLIES	6,000.00		6,000.00
101-441-740.000	UNIFORMS	3,600.00		3,600.00
101-441-755.000	TOOLS	3,000.00		3,000.00
101-441-799.000	PARKWAY TREES	3,000.00	3,000.00	6,000.00
101-441-801.000	CONTRACTUAL SERVICES	2,186,000.00	(1,550,000.00)	636,000.00
101-441-805.000	HOLIDAY LIGHTING	32,500.00		32,500.00
101-441-860.000	EDUCATIONAL TRAINING	3,500.00		3,500.00
101-441-882.000	EVENTS/SERVICES	500.00		500.00
101-441-900.000	PRINTING & PUBLISHING	500.00		500.00
101-441-913.000	INSURANCE	5,100.00	1,600.00	6,700.00
101-441-920.000	UTILITIES	5,300.00		5,300.00
101-441-926.000	STREET LIGHTS	27,000.00		27,000.00
101-441-930.000	REPAIRS & MAINTENANCE	1,500.00		1,500.00
101-441-932.000	SIDEWALK REPAIRS	20,000.00		20,000.00
101-441-945.000	CAPITAL OUTLAY	0.00		0.00
101-441-946.000	EQUIPMENT RENTAL	107,000.00		107,000.00
101-441-960.000	SIGNS	4,200.00	8,000.00	12,200.00
Total Dept 441 - PUBLIC WORKS		2,705,700.00	(1,537,400.00)	1,168,300.00

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	REQUESTED AMENDMENT 02/28/2025 INCREASE (DECREASE)	NEW AMENDED BUDGET
Dept 540 - CHAIN FERRY				
101-540-702.000	SALARY/WAGES	0.00		0.00
101-540-720.000	FRINGE BENEFITS	0.00		0.00
101-540-730.000	SUPPLIES	0.00		0.00
101-540-740.000	UNIFORMS	0.00		0.00
101-540-801.000	CONTRACTUAL SERVICES	0.00		0.00
101-540-860.000	EDUCATIONAL TRAINING	0.00		0.00
101-540-913.000	INSURANCE	0.00		0.00
101-540-930.000	REPAIRS & MAINTENANCE	0.00		0.00
101-540-946.000	EQUIPMENT RENTAL	0.00		0.00
Total Dept 540 - CHAIN FERRY		0.00	0.00	0.00
Dept 721 - PLANNING/ZONING				
101-721-702.000	SALARY/WAGES	64,500.00	(14,500.00)	50,000.00
101-721-720.000	FRINGE BENEFITS	27,000.00		27,000.00
101-721-727.000	OFFICE SUPPLIES	2,200.00	1,300.00	3,500.00
101-721-801.000	CONTRACTUAL SERVICES	168,000.00		168,000.00
101-721-803.000	LEGAL FEES	65,000.00		65,000.00
101-721-850.000	TELEPHONES	700.00		700.00
101-721-860.000	EDUCATIONAL TRAINING	3,200.00		3,200.00
101-721-900.000	PRINTING & PUBLISHING	3,000.00		3,000.00
101-721-908.000	DUES, FEES & PUBLICATIONS	500.00		500.00
101-721-913.000	INSURANCE	2,200.00	350.00	2,550.00
101-721-970.000	CAPITAL OUTLAY	2,500.00		2,500.00
Total Dept 721 - PLANNING/ZONING		338,800.00	(12,850.00)	325,950.00
Dept 723 - HISTORIC DISTRICT COMMISSION				
101-723-702.000	SALARY	41,870.00	(5,000.00)	36,870.00
101-723-720.000	FRINGE BENEFITS	19,750.00		19,750.00
101-723-727.000	OFFICE SUPPLIES	1,000.00		1,000.00
101-723-801.000	CONTRACTUAL SERVICES	5,000.00		5,000.00
101-723-803.000	LEGAL FEES	1,500.00		1,500.00
101-723-850.000	TELEPHONES	625.00		625.00
101-723-860.000	EDUCATIONAL TRAINING	1,200.00		1,200.00
101-723-900.000	PRINTING & PUBLISHING	300.00		300.00
101-723-908.000	DUES & PUBLICATIONS	250.00		250.00
Total Dept 723 - HISTORIC DISTRICT COMMISSION		71,495.00	(5,000.00)	66,495.00

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	REQUESTED AMENDMENT 02/28/2025 INCREASE (DECREASE)	NEW AMENDED BUDGET
Dept 730 - HARBOR				
101-730-801.000	CONTRACTUAL SERVICES	10,000.00		10,000.00
101-730-803.000	LEGAL FEES	0.00		0.00
101-730-931.000	WATERWAYS REPAIR	10,000.00	30,000.00	40,000.00
Total Dept 730 - HARBOR		20,000.00	30,000.00	50,000.00
Dept 751 - PARKS & RECREATION				
101-751-702.000	SALARY/WAGES	110,000.00		110,000.00
101-751-720.000	FRINGE BENEFITS	47,000.00		47,000.00
101-751-730.000	SUPPLIES	22,000.00		22,000.00
101-751-801.000	CONTRACTAUL SERVICES	45,000.00		45,000.00
101-751-809.000	GRANT PROJECTS	0.00		0.00
101-751-819.000	CHAIN FERRY REPAIRS	20,000.00		20,000.00
101-751-900.000	PRINTING & PUBLISHING	500.00		500.00
101-751-913.000	INSURANCE	2,700.00	900.00	3,600.00
101-751-920.000	UTILITIES	27,500.00		27,500.00
101-751-928.000	TRASH	15,000.00	10,000.00	25,000.00
101-751-930.000	REPAIRS & MAINTENANCE	50,000.00		50,000.00
101-751-946.000	EQUIPMENT RENTAL	50,000.00		50,000.00
101-751-960.000	SIGNS	500.00		500.00
101-751-970.000	CAPITAL OUTLAY	500,000.00		500,000.00
Total Dept 751 - PARKS & RECREATION		890,200.00	10,900.00	901,100.00
Dept 756 - OVAL BEACH				
101-756-702.000	SALARY/WAGES	130,000.00		130,000.00
101-756-720.000	FRINGE BENEFITS	32,500.00		32,500.00
101-756-730.000	SUPPLIES	12,000.00	10,000.00	22,000.00
101-756-801.000	CONTRACTUAL SERVICES	16,000.00		16,000.00
101-756-850.000	TELEPHONE	3,000.00		3,000.00
101-756-860.000	EDUCATIONAL TRAINING	1,000.00		1,000.00
101-756-900.000	PRINTING & PUBLISHING	2,000.00		2,000.00
101-756-913.000	INSURANCE	4,200.00		4,200.00
101-756-920.000	UTILITIES	14,000.00		14,000.00
101-756-930.000	REPAIRS & MAINTENANCE	10,000.00		10,000.00
101-756-946.000	EQUIPMENT RENTAL	25,000.00		25,000.00
101-756-960.000	SIGNS	500.00		500.00
101-756-970.000	CAPITAL OUTLAY	0.00	25,000.00	25,000.00
Total Dept 756 - OVAL BEACH		250,200.00	35,000.00	285,200.00

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	REQUESTED AMENDMENT 02/28/2025 INCREASE (DECREASE)	NEW AMENDED BUDGET
Dept 758 - OVAL CONCESSION				
101-758-702.000	SALARY	35,000.00		35,000.00
101-758-720.000	FRINGE BENEFITS	5,000.00		5,000.00
101-758-730.000	SUPPLIES	38,000.00	12,000.00	50,000.00
101-758-801.000	CONTRACTUAL SERVICES	2,500.00		2,500.00
101-758-850.000	TELEPHONES	500.00		500.00
101-758-860.000	EDUCATIONAL TRAINING	500.00		500.00
101-758-920.000	UTILITIES	850.00		850.00
101-758-930.000	REPAIRS & MAINTENANCE	500.00		500.00
101-758-960.000	SIGNS	500.00		500.00
101-758-970.000	CAPITAL OUTLAY	1,500.00		1,500.00
Total Dept 758 - OVAL CONCESSION		84,850.00	12,000.00	96,850.00
Dept 760 - SPEAR BOAT LAUNCH				
101-760-801.000	CONTRACTUAL SERVICES	1,000.00		1,000.00
101-760-900.000	PRINTING & PUBLISHING	250.00		250.00
Total Dept 760 - SPEAR BOAT LAUNCH		1,250.00	0.00	1,250.00
Dept 965 - TRANSFERS				
101-965-998.202	TRANSFER TO MAJOR STREETS	0.00		0.00
101-965-998.203	TRANSFER TO LOCAL STREETS	0.00		0.00
101-965-998.390	TRANSFER TO FUND BALANCE	0.00		0.00
Total Dept 965 - TRANSFERS		0.00	0.00	0.00
TOTAL EXPENDITURES		5,839,675.00	(1,421,150.00)	4,418,525.00
Fund 101 - GENERAL FUND:				
TOTAL REVENUES		5,839,675.00	(1,415,400.00)	4,424,275.00
TOTAL EXPENDITURES		5,839,675.00	(1,421,150.00)	4,418,525.00
NET OF REVENUES & EXPENDITURES		0.00	5,750.00	5,750.00
BEG. FUND BALANCE		6,261,158.85		
END FUND BALANCE		6,261,158.85		
Fund 202 - MAJOR STREETS				

02/11/2025 REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK

PERIOD ENDING 02/28/2025

% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	REQUESTED AMENDMENT 02/28/2025 INCREASE (DECREASE)	NEW AMENDED BUDGET
Revenues				
Dept 000				
202-000-538.000	COUNTY ROAD MILLAGE	95,000.00		95,000.00
202-000-546.000	ACT 51 FEES	120,000.00		120,000.00
202-000-665.000	INTEREST	5,000.00	5,000.00	10,000.00
202-000-697.000	TRANSFER FROM FUND BALANCE	0.00		0.00
202-000-699.000	DUE FROM LS & GF	100,000.00		100,000.00
Total Dept 000		320,000.00	5,000.00	325,000.00
TOTAL REVENUES		320,000.00	5,000.00	325,000.00
Expenditures				
Dept 463 - ROUTINE MAINTENANCE				
202-463-702.000	SALARY/WAGES	22,000.00		22,000.00
202-463-720.000	FRINGE BENEFITS	10,250.00		10,250.00
202-463-727.000	SUPPLIES	3,500.00		3,500.00
202-463-801.000	CONTRACTUAL SERVICES	216,250.00		216,250.00
202-463-930.000	REPAIRS & MAINTENANCE	3,500.00		3,500.00
202-463-946.000	EQUIPMENT RENTAL	22,000.00		22,000.00
Total Dept 463 - ROUTINE MAINTENANCE		277,500.00	0.00	277,500.00
Dept 464 - WINTER MAINTENANCE				
202-464-702.000	SALARY/WAGES	10,000.00	5,000.00	15,000.00
202-464-720.000	FRINGE BENEFITS	6,000.00		6,000.00
202-464-727.000	SUPPLIES	14,500.00		14,500.00
202-464-946.000	EQUIPMENTAL RENTAL	12,000.00		12,000.00
Total Dept 464 - WINTER MAINTENANCE		42,500.00	5,000.00	47,500.00
TOTAL EXPENDITURES		320,000.00	5,000.00	325,000.00
Fund 202 - MAJOR STREETS:				
TOTAL REVENUES		320,000.00	5,000.00	325,000.00
TOTAL EXPENDITURES		320,000.00	5,000.00	325,000.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00
BEG. FUND BALANCE		780,669.52		
END FUND BALANCE		780,669.52		
Fund 203 - LOCAL STREETS				

02/11/2025 REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK
PERIOD ENDING 02/28/2025
% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	REQUESTED AMENDMENT 02/28/2025 INCREASE (DECREASE)	NEW AMENDED BUDGET
Revenues				
Dept 000				
203-000-402.000	LOCAL ROAD MILLAGE	388,000.00	1,000.00	389,000.00
203-000-445.000	PENALTIES & INT ON TAXES	500.00		500.00
203-000-538.000	COUNTY ROAD MILLAGE	95,000.00		95,000.00
203-000-546.000	ACT 51 FEES	70,000.00		70,000.00
203-000-665.000	INTEREST	15,000.00	40,000.00	55,000.00
203-000-672.000	SPECIAL ASSESSMENTS	0.00		0.00
203-000-697.000	FUND BALANCE	0.00		0.00
203-000-699.000	DUE FROM GENERAL FUND	0.00		0.00
Total Dept 000		568,500.00	41,000.00	609,500.00
TOTAL REVENUES		568,500.00	41,000.00	609,500.00
Expenditures				
Dept 463 - ROUTINE MAINTENANCE				
203-463-702.000	SALARY/WAGES	17,500.00	5,000.00	22,500.00
203-463-720.000	FRINGE BENEFITS	9,000.00		9,000.00
203-463-727.000	SUPPLIES	2,500.00		2,500.00
203-463-801.000	CONTRACTUAL SERVICES	384,000.00		384,000.00
203-463-930.000	REPAIRS & MAINTENANCE	1,500.00		1,500.00
203-463-946.000	EQUIPMENT RENTAL	19,500.00	9,500.00	29,000.00
Total Dept 463 - ROUTINE MAINTENANCE		434,000.00	14,500.00	448,500.00
Dept 464 - WINTER MAINTENANCE				
203-464-702.000	SALARY/WAGES	10,000.00	10,000.00	20,000.00
203-464-720.000	FRINGE BENEFITS	7,000.00	3,000.00	10,000.00
203-464-727.000	SUPPLIES	10,000.00		10,000.00
203-464-946.000	EQUIPMENT RENTAL	7,500.00	5,000.00	12,500.00
Total Dept 464 - WINTER MAINTENANCE		34,500.00	18,000.00	52,500.00
Dept 965 - TRANSFERS				
203-965-998.202	TRANSFER TO MAJOR STREETS	100,000.00		100,000.00
203-965-998.390	TRANSFER TO FUND BALANCE	0.00		0.00
Total Dept 965 - TRANSFERS		100,000.00	0.00	100,000.00
TOTAL EXPENDITURES		568,500.00	32,500.00	601,000.00

02/11/2025 REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK
PERIOD ENDING 02/28/2025
% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	REQUESTED AMENDMENT 02/28/2025 INCREASE (DECREASE)	NEW AMENDED BUDGET
Fund 203 - LOCAL STREETS:				
TOTAL REVENUES		568,500.00	41,000.00	609,500.00
TOTAL EXPENDITURES		568,500.00	32,500.00	601,000.00
NET OF REVENUES & EXPENDITURES		0.00	8,500.00	8,500.00
BEG. FUND BALANCE		2,249,673.95		
END FUND BALANCE		2,249,673.95		
Fund 592 - WATER AND SEWER				
Revenues				
Dept 000				
592-000-610.000	WATER TAP FEES	1,000.00		1,000.00
592-000-610.005	WATER INFRA STRUCTURE	150,000.00		150,000.00
592-000-611.000	SEWER TAP FEES	1,000.00		1,000.00
592-000-665.000	INTEREST	3,000.00	10,000.00	13,000.00
592-000-699.000	TRANSFER FUND BALANCE	0.00		0.00
Total Dept 000		155,000.00	10,000.00	165,000.00
TOTAL REVENUES		155,000.00	10,000.00	165,000.00
Expenditures				
Dept 536 - WATER AND SEWER SYSTEMS				
592-536-801.000	CONTRACTUAL SERVICES	5,000.00	10,000.00	15,000.00
592-536-970.000	CAPITAL OUTLAY	150,000.00		150,000.00
Total Dept 536 - WATER AND SEWER SYSTEMS		155,000.00	10,000.00	165,000.00
TOTAL EXPENDITURES		155,000.00	10,000.00	165,000.00
Fund 592 - WATER AND SEWER:				
TOTAL REVENUES		155,000.00	10,000.00	165,000.00
TOTAL EXPENDITURES		155,000.00	10,000.00	165,000.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00
BEG. FUND BALANCE		574,514.33		
END FUND BALANCE		574,514.33		
Fund 661 - MOTOR POOL FUND				

02/11/2025 REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK
PERIOD ENDING 02/28/2025
% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	REQUESTED AMENDMENT 02/28/2025 INCREASE (DECREASE)	NEW AMENDED BUDGET
Revenues				
Dept 000				
661-000-579.000	GRANTS RECEIVED	0.00		0.00
661-000-664.000	MOTOR POOL REVENUE	240,000.00		240,000.00
661-000-665.000	INTEREST	10,000.00	11,000.00	21,000.00
661-000-673.000	SALE OF FIXED ASSETS	0.00		0.00
661-000-697.000	TRANSFER FROM FUND BALANCE	508,500.00		508,500.00
Total Dept 000		758,500.00	11,000.00	769,500.00
TOTAL REVENUES		758,500.00	11,000.00	769,500.00
Expenditures				
Dept 443 - MOTOR POOL				
661-443-702.000	SALARY/WAGES	41,000.00		41,000.00
661-443-720.000	FRINGE BENEFITS	16,000.00		16,000.00
661-443-727.000	SUPPLIES	7,500.00		7,500.00
661-443-748.000	FUEL & OILS	35,000.00		35,000.00
661-443-750.000	TIRES & BATTERIES	10,000.00		10,000.00
661-443-755.000	SMALL TOOLS	2,500.00		2,500.00
661-443-801.000	CONTRACTUAL SERVICES	5,000.00		5,000.00
661-443-850.000	TELEPHONES	6,000.00		6,000.00
661-443-913.000	INSURANCE	11,500.00		11,500.00
661-443-920.000	UTILITIES	9,000.00		9,000.00
661-443-930.000	REPAIRS & MAINTENANCE	35,000.00	11,000.00	46,000.00
661-443-968.000	DEPRECIATION	0.00		0.00
661-443-970.000	CAPITAL OUTLAY	580,000.00		580,000.00
Total Dept 443 - MOTOR POOL		758,500.00	11,000.00	769,500.00
TOTAL EXPENDITURES		758,500.00	11,000.00	769,500.00
Fund 661 - MOTOR POOL FUND:				
TOTAL REVENUES		758,500.00	11,000.00	769,500.00
TOTAL EXPENDITURES		758,500.00	11,000.00	769,500.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00
BEG. FUND BALANCE		1,299,216.12		
END FUND BALANCE		1,299,216.12		

02/11/2025 REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK

PERIOD ENDING 02/28/2025

% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	REQUESTED AMENDMENT 02/28/2025 INCREASE (DECREASE)	NEW AMENDED BUDGET
TOTAL REVENUES - ALL FUNDS		7,958,914.00	(1,348,400.00)	6,610,514.00
TOTAL EXPENDITURES - ALL FUNDS		7,958,914.00	(1,362,650.00)	6,596,264.00
NET OF REVENUES & EXPENDITURES		0.00	14,250.00	14,250.00
BEG. FUND BALANCE - ALL FUNDS		11,218,602.33		
END FUND BALANCE - ALL FUNDS		11,218,602.33		

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: March 5, 2025

SUBJECT: Letter of Support for Township Department of Natural Resources Trust Fund Grant

DESCRIPTION:

Saugatuck Township has submitted a request for a letter of support for their application to the Michigan Natural Resource Trust Fund program to fund the acquisition of a 119-acre property on the Kalamazoo River.

The intention is to develop the property as a community park and nature preserve with kayak launch, fishing pier, trails, habitat restoration, and more.

Attached is a draft letter for consideration.

BUDGET ACTION:

None at this time.

LEGAL REVIEW:

Legal will be at your meeting for any questions.

SAMPLE MOTION:

Motion to approve a letter of support for Saugatuck Township's application to the Michigan Natural Resource Trust Fund program to fund the acquisition of a 119-acre property on the Kalamazoo River.

March 10, 2025

Dear Michigan Natural Resources Trust Fund Board,

The City of Saugatuck is writing to express our strong support for Saugatuck Township's application for a Michigan Natural Resources Trust Fund (MNRTF) grant to acquire a 119-acre property with frontage on the Kalamazoo River for use as a future township park. This acquisition presents an exceptional opportunity to enhance recreational access, preserve valuable natural habitat, and provide much-needed community amenities.

Saugatuck Township is a regional partner of the City of Saugatuck. Recently, the communities completed a joint 5-Year Parks and Recreation Plan that, among other things, prioritizes the preservation of high-quality environments and expansion of green spaces.

The proposed park property consists of woodlands, extensive river frontage, and coastal marsh areas. These natural features offer potential for the development of scenic trails, non-motorized boat access, fishing pier, wildlife observation areas, and habitat restoration initiatives.

The property's location directly across from an existing park and adjacent to DNR owned land presents an opportunity to create a contiguous network of public land on both sides of the river. This would enhance conservation efforts, expand recreational access, and further the community's vision of safeguarding its natural assets for future generations.

The property also features a large, clear and level area ideal for athletic fields—something the Saugatuck-Douglas community currently needs. The addition of such facilities would offer residents, particularly youth and families, opportunities for outdoor recreation, fitness, and organized sports.

The acquisition of natural land for preservation and outdoor recreation along the Kalamazoo River aligns with both local and regional planning documents, including the 5-Year Parks and Recreation Plan, the Strategic Plan for Land Conservation and Public Access Expansion, and the Lower Kalamazoo Greenway Plan.

I strongly urge the Michigan Natural Resources Trust Fund Board to support Saugatuck Township's grant application for the acquisition of this property.

Thank you for your time and consideration.

Sincerely,

Holly Anderson
Mayor
City of Saugatuck

City Council Agenda Item Report

FROM: MEETING Jamie Wolters

DATE: 3-5-25

SUBJECT: Special Event – Wicks Park Bar & Grille

DESCRIPTION:
A special event safety planning meeting was held via zoom on March 3, 2025, with Fire, Police and DPW. A recap of the discussion is as follows:

- **Tent Rental from Taylor Rental:**
  - The requested tent would be installed on Friday, March 14, 2025, and the applicant would need contact the Saugatuck Township Fire Department to schedule an inspection.
  - The tent will be removed on Monday, March 17, 2025.

- **Barricades Needed:**
  - **Concrete:** Six (6) concrete barricades around the tent, with two (2) positioned on the north, west, and east sides on Friday, March 14, 2025, and removed Monday, March 17, 2025.
  - **Three-Tier:** Two (2) three-tier barricades around the tent, with two (2) positioned on the north, west, and east sides on Friday, March 14, 2025, and removed Monday, March 17, 2025, will be placed on the west and east sides of the tent.

- **Event Monitoring:** The Applicant will provide a minimum of three (3) employees to oversee tent activity to ensure attendee safety and well-being.

- **Insurance Requirements:** No later than **five (5) business days prior to the Event**, the Applicant shall provide the City Clerk with a valid Certificate of Insurance for the Event with a minimum coverage of **$1,000,000 per occurrence**. The certificate must name the **City of Saugatuck as an additional insured**. Failure to provide the required Certificate of Insurance will result in cancellation of the Event.

- **Post-Event Cleanup:** The Applicant agrees to restore the event area to its original condition on **Monday, March 17, 2025**.

LEGAL REVIEW: None.

SAMPLE MOTION: Workshop Discussion.

Council Action

_____ Approved

_____ Denied

_____ Date

City of Saugatuck ★ EST. 1868

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Boat House Acq - Wicks Park Bar & Grille TELEPHONE: 269-857-2888

MAILING ADDRESS: PO BOx 58 Saugatuck, MI 49453

CONTACT NAME: Christine Murphy Pierce TELEPHONE: 239-272-4296

E-MAIL ADDRESS: christine@wickspark.com CELL PHONE: _____

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Christine Murphy Pierce TELEPHONE: 239-272-4296

E-MAIL ADDRESS: christine@wickspark.com CELL PHONE: _____

EVENT INFORMATION

NAME OF EVENT: St. Patricks Day 3/15/2025 - Overflow for Tent DATE(S) OF EVENT: 3/15/2025

PURPOSE OF EVENT: Annual Pub Crawl - Over Flow for attendance RAIN DATE: NONE - weather depending

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

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

EVENT LOCATION: Mary Street EVENT HOURS: 11:00 - 9:00PM

ESTIMATED NUMBER OF ATTENDEES: last year there was 350 sign up for the pub crawl - it start and ends at Wicks Park Bar & Grille

ESTIMATED NUMBER OF VOLUNTEERS: In the tent there will be 3 volunteers

ESTIMATE DATE / TIME FOR SET-UP: Friday 3/14/2025 - Taylor Rental Noon ☐A.M. ☐P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: Monday 3/17/2025 8:00AM ☐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:_____

Wicks is in the Social District -

WILL FIREWORKS BE APART OF EVENT: ☐ Yes ■ No

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

☐ *Provide Copy of Fireworks Permit*

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

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

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

☐ **SIGNAGE AT EVENT SITE** - Location(s): NONE

Description of signs:_____

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

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

☐ **BOOTHS – QUANTITY** 0 ☐ **TENTS – QUANTITY** 1

☐ **AWNINGS – QUANTITY** 0 ☐ **TABLES – QUANTITY** 3

☐ **PORTABLE TOILETS – QUANTITY** 0

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: Need to Discuss _____ ☐ A.M. ☐ P.M.

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

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

Describe Sidewalk Use:_____

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

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

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

Parking Lot Location:_____

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

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

What parking arrangements are proposed to accommodate potential attendance:_____

_____

APPLICATION CHECK LIST

- [x] Completed Application
- [x] Event Map (includes detailed event layout for vendors, booths, porta potties, etc.)
- [x] Road/Sidewalk/Parking Lot Closure Map
- [x] Certificate of Insurance (listing the City of Saugatuck as additionally insured) ON FILE
- [ ] ~~Fireworks Permit (if applicable)~~
- [x] Michigan Liquor Control Commission Special Event License (if applicable) ON FILE
- [ ] ~~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** 2/10/2025

* all depending on weather

SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township

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

Attached Tent INFO

REQUIREMENTS FOR TENT STRUCTURES

Date: 3/15/2025 Location: MARY STREET / Water St. CORNER

Address: 449 Water / Mary St. Municipality: Saugatuck

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

Check off when complete:

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

SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township

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

✓ The occupant load shall be stated. (3104.14 / Chapter 10) 100 people

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

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

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

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

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

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

✓ Means of egress shall be illuminated. (3103.12.7)

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

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

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

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

____ Saugatuck Township Fire District will inspect the tent installation.

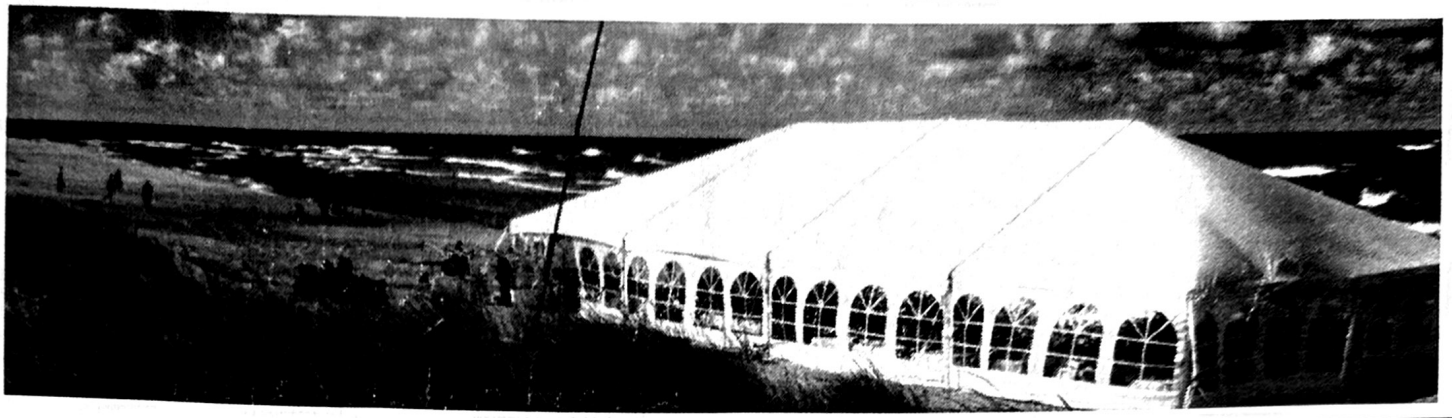
Signature of Applicant: _____

Signature of Fire Inspector: _____

Date: _____

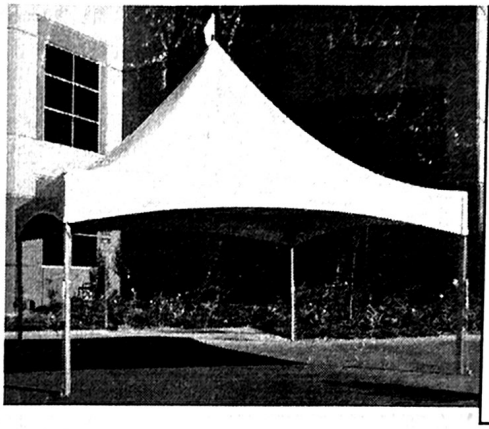
Revised 8/2016-CM

Frame Tents



Frame Tent Pricing

10 x 10 White Tent = $150.00
10 x 20 White Tent = $250.00
15 x 15 White Tent = $250.00
20 x 20 White Tent = $400.00
20 x 30 White Tent = $550.00
20 x 40 White Tent = $750.00

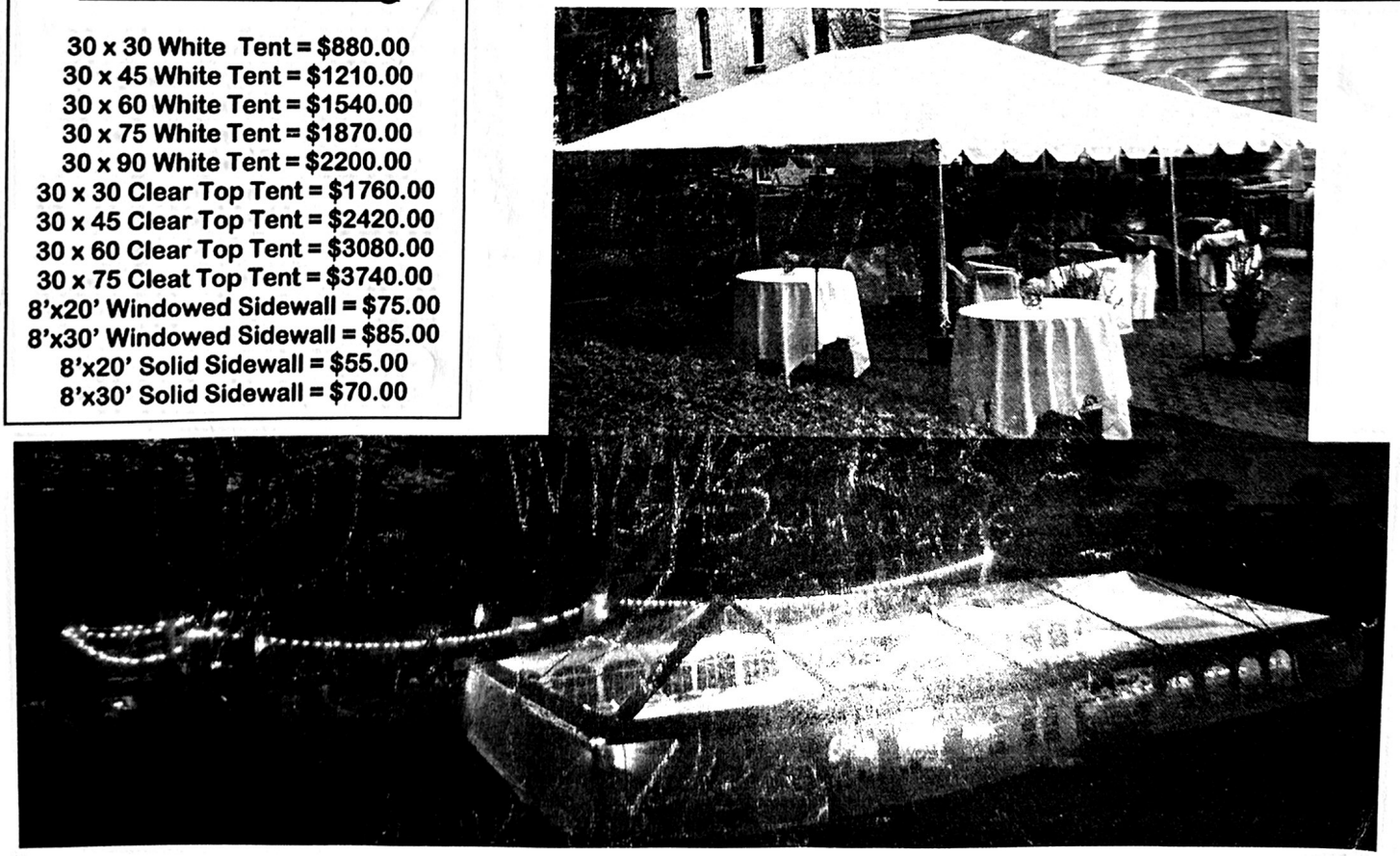


40' Wide JumboTrac Frame Tent Pricing

40 x 40 White Tent = $1600.00
40 x 60 White Tent = $2040.00
40 x 80 White Tent = $2480.00
40 x 95 White Tent = $2920.00
40 x 110 White Tent = $3360.00
40 x 125 White Tent = $3800.00
15' or 20' Window Tent Sidewall =$90.00
15' or 20' Solid WHT Sidewall = $90.00

30' Wide JumboTrac Lite Frame Tent Pricing

30 x 30 White Tent = $880.00
30 x 45 White Tent = $1210.00
30 x 60 White Tent = $1540.00
30 x 75 White Tent = $1870.00
30 x 90 White Tent = $2200.00
30 x 30 Clear Top Tent = $1760.00
30 x 45 Clear Top Tent = $2420.00
30 x 60 Clear Top Tent = $3080.00
30 x 75 Cleat Top Tent = $3740.00
8'x20' Windowed Sidewall = $75.00
8'x30' Windowed Sidewall = $85.00
8'x20' Solid Sidewall = $55.00
8'x30' Solid Sidewall = $70.00

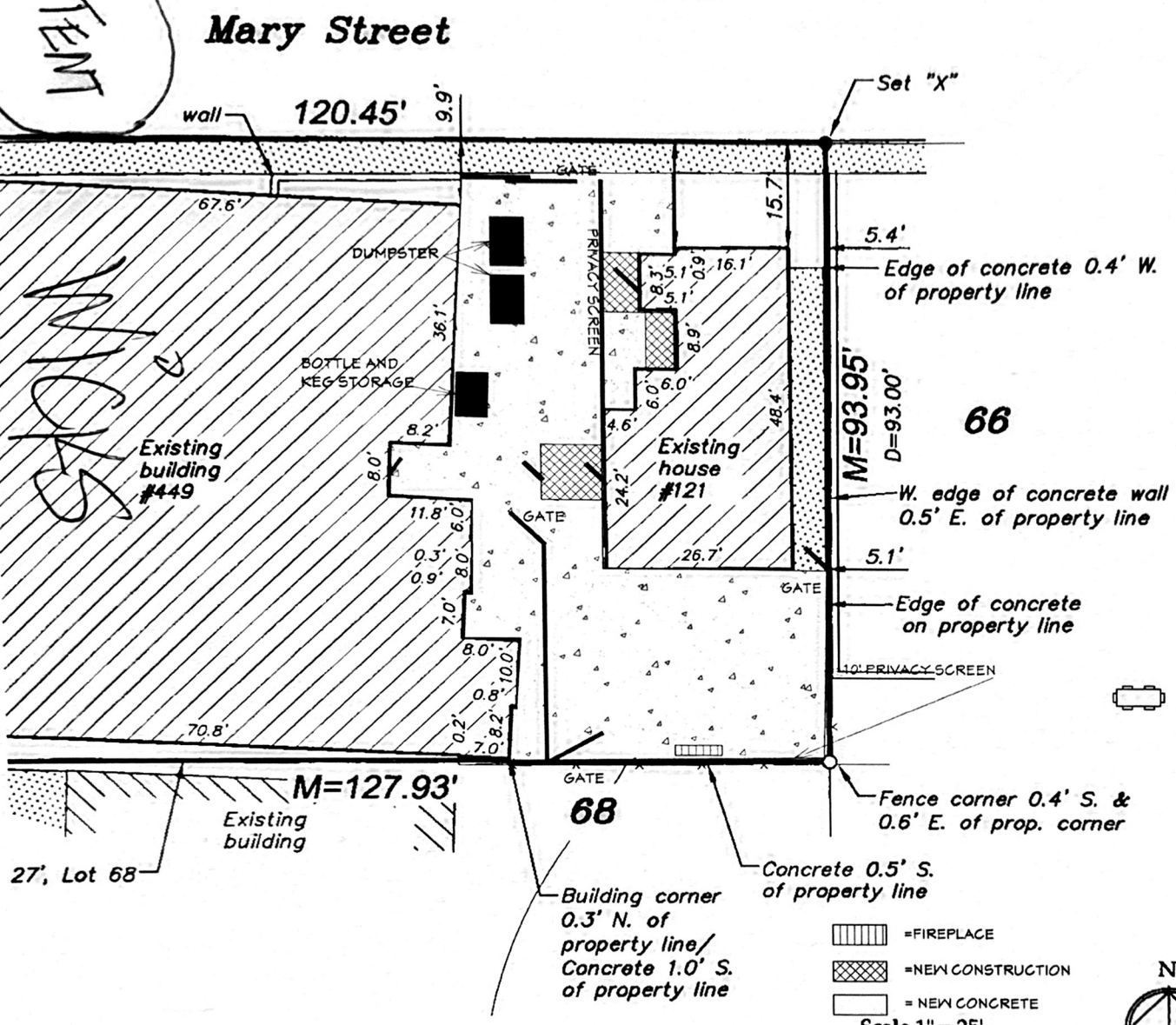


Frame tents and Clear top frame tents are supported by an aluminum frame. While no guy lines or stakes are required for support; they are needed to make sure the tent is anchored in place from potential winds, but far fewer are used than for a pole tent. If staking cannot be an option concrete weights will be required to secure the tent. Weights rent for an additional $30-35 per weight. Another benefit to a frame style tent is that there are no supporting center poles inside the tent allowing more creative use of the available space. We are happy to provide a CAD layout for you of your tent with the items you are thinking about putting under it (tables, chairs, dancefloor, etc) to make sure you have the best possible fit for your event. We also provide site checks at no cost to ensure that your space is big enough to accommodate the tent you want. Please call to set up a site check with us! 616-392-8539. For all tent set ups, it is important that you call MISS DIG several days prior to our arrival 1-800-MISSDIG

ELIZABETH ST.
MAIN ST.
GRAND ST.
MASON ST.
ALLEGAN ST.
FRANCIS ST.
ST.
JOSEPH
ST.
ST.
HOFFMAN
CULVER ST.
SPEAR ST.
ST.
GRIFFITH
MARY ST.
ST.
BUTLER
ST.
WATER
TENT
Wicks

Half of Mary St.
Barricades
Barrels
Barrels
Traffic Reflectors
TENT
15 x 15
Barrels
Barricades from City
MARY STREET
Sidewalk
The Cottage
ALLEY Behind Wicks
WICKS
Water St.

TENT



D = Description dimension
M = Measured dimension
P = Platted Dimension
● = Set Iron Stake
O = Found Iron Stake
—x— = Fence Line
□ = Set wood stake

PREPARED FOR: Shoreline Realty – Douglas
Dan Shanahan
202 Center Street
P.O. Box 997
Douglas, MI 49406

RE: 449 Water Street

The following described premises is situated in Saugatuck, County of Allegan and State of Mic.

Lot 67 and the North 27 feet of Lot 68, Plat Kalamazoo, now City of Saugatuck, according t thereof as recorded in Liber 111 of Deeds, Pag Allegan County Records.

(Warranty Deed Liber 2309, Page 888)

STATE OF MICHIGAN
SCOTT A. HENDGES
PROFESSIONAL SURVEYOR
NO. 47953
LICENSED PROFESSIONAL SURVEYOR

By: Scott A. Hendges

Scott A. Hendges Licensed Professional Surveyor N

: examined the premises herein described, that the improvements are located entirely thereon as roach except as shown hereon.

: legal description shown above. The description should be compared with the Abstract of Title or nents and exceptions.

NEDERVELD

GRAND RAPIDS
4079 Park East Court
Grand Rapids, MI 49546
PHONE: (616) 575-5190

HOLLAND
347 Hoover Boulevard
Holland, MI 49423
PHONE: (616) 393-0449

www. nederveld.com

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rev.:

project no.: 08200474


WRONG WAY
ROAD CLOSED
TO
THRU TRAFFIC


ROAD CLOSED
TO
THRU TRAFFIC


Welcome
See Host
FOR



Hello Luke and Ryan,

I wanted to send over a few comments on the current situation regarding my renewal application for Short Term Rental License CSTR-210102 for the property located at 150 Taylor Street in advance of the workshop scheduled for March 5.

My wife and I fell in love with the Saugatuck area years ago when we would go there to meet my sister who lives in Western Michigan. After many visits we decided we wanted to buy a vacation home there to visit whenever we could find the time. In late 2021 we purchased our home at 150 Taylor Street and have enjoyed numerous holidays and extended stays in Saugatuck. Our newborn son was baptized in Saugatuck last April. We feel a strong connection to the community, even if it is our second home.

However, we do depend on some income from renting the house out when we are not there. I also feel that is a better use of the home then having it sit empty for weeks at a time between our visits. We have been license holders since early 2022 and have always sought to be responsible STR operators and respectful of our neighbors with whom we have a good relationship. If we lose our license and do not have the ability to rent the home out part-time, we would not be able to continue to make the mortgage and tax payments and would likely lose our home. I am sure there are others who are in my same situation; and I would assume the City would want to avoid the upheaval this could cause to multiple property owners all at once.

I understand there has been an effort from some in the community to push short-term rentals out of Saugatuck. While I personally disagree with many of the arguments made, I respect the newly published regulations and have worked hard to stay informed on the changes and ensure we would be able to keep our license under the new STR guidelines, especially with the cap levels that have been established. To now be denied a renewal of my license for an event that occurred more than 2 years ago seems not in the spirit of the law to grandfather in those responsible STR license holders.

From a legal standpoint, it is the City's interpretation that an individual property owner deeding their property to a single member LLC, of which the property owner is the sole member, can be retroactively considered a "change of ownership" under the Ordinance, allowing the City to then claim my license as void. I am not convinced a court would agree with the City's interpretation. There are multiple analogous instances under MI law which clearly indicate such a transfer does not constitute a "change of ownership."

- MCL 125.525(4) – A transfer to an LLC is not considered a transfer of ownership under Michigan's Housing Law if the transferring owner is the same as the LLC's member(s) and both the transferring party and the recipient are under common control
- MCL 211.27a – Transfers between entities under common control are exempt from an uncapping of property taxes under Michigan's General Property Tax Act. The Transfer of Ownership Guidelines issued by the Tax Commission dictate that initial transfers by individuals of a fee simple interest in a property, made to an LLC, are considered to be transfers between commonly controlled entities and not transfers of ownership, if the

ownership interests and extent of control which the individual(s) have in the entity are identical to the ownership interest and extent of control which the individual(s) had in the property prior to the initial transfer

- MCL 207.526 – A transfer between any LLC and its member is not a taxable transfer under Michigan's Real Estate Transfer Tax Act if the ownership interests in the LLC are held by the same person(s) and in the same proportion as in the LLC prior to the transfer.

In this instance, I transferred my property to an LLC of which I am the only member. This was not a transfer to an LLC with other passive investors who have no connection to Saugatuck and who are detached from the ownership, maintenance, and operation of the property. I remained solely responsible for ensuring compliance with all ordinances, and I would have had to answer for any violations the City needed to take action on.

Also, Ordinance Section 154.022.V.2.f requires notice for change of mailing address, contact information, or rental agency, but in my case none of that information changed so I don't see that there was any notice of change to the approved application required. Even after deeding the property to my LLC, I remained fully contactable and fully accountable regarding any ordinance violations. Most importantly, I am still the owner of the property as the sole managing member of Blue Star Homestead LLC.

I would also note that the attached Certificate Details, found on the City website and maintained by the City, indicate the Property Owner/Certificate Holder is Blue Star Homestead LLC. Given this, it would seem the City was fully aware I had deeded the property to my LLC. Had I known this would create an issue, I would have immediately provided updated information regarding the transfer if the City had raised a concern in 2022.

I hope that you would consider these circumstances and allow for the processing of my renewal application as soon as possible. If there is any information you would like me to provide regarding my LLC, I would be happy to do so.

Regards,

Alex Weir
150 Taylor Street
Saugatuck, MI 49453

Certificate Details: CSTR-210102

Property Address: 150 TAYLOR ST, SAUGATUCK, MI 49453 | Parcel: 57-750-008-00

Property Owner: BLUE STAR HOMESTEAD LLC

Summary Information

> 0 Inspection(s) Found

Amount Due

Certificate - Short-Term Rental Total **$0.00**

Certificate Information

Number	CSTR-210102	**Status**	Certified
Type	Short-Term Rental		
Description	*No Data to Display*		
Bldg/Ref #	*No Data to Display*	**Buildings**	0
Complex	*No Data to Display*	**Billing Class**	*No Data to Display*
Since	03/30/2017	**Expires**	03/10/2025
Issued	03/10/2022		
Inspector	Fire Dept	**Group**	*No Data to Display*
Stipulations	*No Data to Display*		

Inspection Information

Inspection Type	Inspector	Status	Scheduled Date	Completed Date	Result	
No records to display.						

Fees & Payments

Date	Action	Qty	Description	Billed	Paid
5/3/2022	Invoice Item	1.00	Inspection: Rental Reinspection (Invoice Number: 00001138)	$100.00	
12/20/2021	Invoice Item	1.00	Rental Fee: Rental Registration (Invoice Number: 00001020)	$250.00	
6/16/2022	Transaction		Transaction Number: 00001000		$100.00
12/21/2021	Transaction		Transaction Number: 00000861		$250.00

Certificate Holder Information

Address	WEIR ALEX 348 W HURON ST A CHICAGO, IL 60654		
Phone	*No Data to Display*	**Fax**	*No Data to Display*
Mobile	*No Data to Display*	**Other Phone**	*No Data to Display*

Responsible Party Information

Address	WEIR ALEX 348 W HURON ST A CHICAGO, IL 60654		
Phone	(913) 638 7996	**Fax**	*No Data to Display*
Mobile	*No Data to Display*	**Other Phone**	*No Data to Display*

Certificate Agent Information

Address	WEIR ALEX 348 W HURON ST A CHICAGO, IL 60654		
Phone	*No Data to Display*	**Fax**	*No Data to Display*
Mobile	*No Data to Display*	**Other Phone**	*No Data to Display*

Miscellaneous Fields

Max Occupants	12

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Jamie Wolters

From:
Sent: Tuesday, February 25, 2025 11:39 AM
To: Jamie Wolters
Subject: Village square courts

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 Jamie,
>
> I read a recent city council report. It had an estimate for redoing the basketball and tennis courts. One of the line items on the estimate was for 530 or 540 feet of 4 foot fencing around the courts. In my humble opinion I don't think they are needed and we could possibly save some money by not installing them.
>
> Since 1978 I lived just around the corner on Griffith St. Coming down the Main Street side walk there is a nice open view. I often walk across either court when going to the post office or downtown. During the summer months I often notice people loitering around the area, enjoying the open space, maybe picnicking under the tree line watching freind's play pickle ball, or just relaxing. Art shows often use these spaces also, limiting access with fencing would just seem to crowd an already busy spot and bog down the flow of people. Parades also bring down a lot of people again fencing would just seem to chop the area up.
>
> Can't say that I have ever seen a full on basketball game, lots of pick up game 6 or 7 people, usually less, often just half court. Nobody ever really watching the game, a couple of benches wound probably surface, not sure bleachers are needed, again they might even detract from the natural beauty of the tree line as it works it way up the hill side, is there really a need for more built infrastructure (probably aluminum, not very historic) that would probably not see much use.
>
> Just my point of view from walking through there the past 46 years.
>
> If you can share this note with city council as a communication and possibly the park committee it would be appreciated.
>
> Respectful
>
> Kam
> 446 Griffith
>
>