CITY COUNCIL MEETING AGENDA
August 24, 2026
The meeting will start at 6:30 p.m.

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

NOTICE:
Join online by visiting:
https://us06web.zoom.us/j/2698572603?omn=81089471212

Join by phone by dialing:
(312) 626-6799 -or-
(646) 558-8656

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.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Mayor's Comments**
5. **City Manager Comments**
6. **Agenda Changes** *(Additions/Deletions)*
7. **Guest Speakers**
8. **Public Comment on Agenda Items Only** *(Limit 3 minutes)*
9. **Consent Agenda:** *(Roll Call)*
   - **A.** Approval of City Council Workshop Minutes – August 19, 2026. *Pg.3*
   - **B.** Resolution 260824-A Local Governmental Unit Approval for Social District Permit – Sand Bar Saloon, LTD. dba Sand Bar. *Pg.6*
   - **C.** Resolution 260824-B Local Governmental Unit Approval for Social District Permit – Blue Star Partners, LLC dba Panoramic Beverage Company. *Pg.6*
   - **D.** Shoreline Technology Managed Service Provider Agreement. *Pg.9*
   - **E.** Special Event – 14th Annual Spear Street and Friends Block Party. *Pg.17*
   - **F.** Special Event – Saugatuck High School Community Night. *Pg.22*
   - **G.** Right of Way Signage (Pallet Sign Banner) Request – Fall Gallery Stroll. *Pg.27*
   - **H.** Right of Way Signage (Pallet Sign Banner) Request – Lakeshore Harbor Ride. *Pg.30*
   - **I.** Right of Way Signage (Pallet Sign Banner) Request – Saugatuck Film Festival. *Pg.33*
   - **J.** Appointments and Reappointments to Boards and Commissions. *Pg.35*
     - Parks and Public Works Committee Member: Nancy Kimble with a term ending 8-1-28.
     - Parks and Public Works Committee Member: Kelly Roche with a term ending 8-1-28.
     - Parks and Public Works Committee Member: Keith Charak with a term ending 8-1-28.

- Parks and Public Works Committee Member: Judy Thiel with a term ending 8-1-28.
- Parks and Public Works Committee Member: Jennifer Rees with a term ending 8-1-28.

10. **Approval of Accounts Payable:** *(Roll Call)*
    A. Accounts payable in the amount of $1,124,647.52. *Pg.67*

11. **Unfinished Business**

12. **New Business:** *(Roll Call)*
    A. Recommended Branding. *Pg.69*
    B. Right of Way Permit Application - 731 Pleasant Street. *Pg.84*

13. **Staff Reports, Boards, Commissions & Committees:**
    A. **Staff Report:**
        1. City Manager *Pg,104*
    B. **Boards, Commissions & Committees:**
        1. Fire District Administration Board
        2. Interurban Board
        3. Kalamazoo Lake Sewer & Water Authority
        4. Kalamazoo Lake Harbor Authority
        5. Zoning Board of Appeals
        6. Historic District Commission
        7. Planning Commission
        8. Parks & Public Works Committee
        9. Tri-Community Non-Motorized Trail Study Committee
        10. Water System Operations Contract Advisory Committee
        11. Logo and Branding Advisory Committee
        12. Parking Improvements Task Force

14. **Public Comments**

15. **Closed Session**

    Motion to move into a closed session pursuant to MCL 15.268(h) to consider material exempt from discussion or disclosure by state or federal statute.

16. **Correspondence**:

17. **Council Comments**

18. **Adjourn** *(Voice Vote)*

CITY COUNCIL WORKSHOP MEETING MINUTES
August 19, 2026
The City Council met for a Workshop Meeting at 4:00 p.m.
City Hall
102 Butler St., Saugatuck, MI 49453.

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

Attendance:
Present: Mayor Anderson and Councilmembers, Gardner *(arrived at 4:28 p.m.)*, Dean, Peterson, Muncey and Stanton.
Absent: Mayor Pro Tem Clark.
Motion by Peterson, second by Dean to excuse councilmember Clark from today's meeting. Via voice vote, motion carried 5-0.
Others Present: City Manager Cummins, Attorney Witte, Zoning Director Moore, DPW Director Ondersma and Clerk Wolters.

Agenda Changes:
Motion by Muncey, second by Stanton to change discussion item 7b to the next workshop so that all councilmembers are present during the discussion. Via voice, motion carried 5-0.

Public Comment on Agenda Items Only:
Christopher Hauck commented on agenda item 7c.

Approval of Minutes:
Regular City Council Meeting Minutes – August 10, 2026:
Motion by Stanton, second by Muncey to approve the regular city council meeting minutes from August 10, 2026. Via roll call vote, motion carried 5-0.

Guest Speaker: None.

Discussion Items:
Presentation on Recommended Brand Direction:
Tim Straker of the Branding Advisory Committee recommended a new city logo developed with Concept A. The project's goal is to create a modern brand that feels distinctly Saugatuck by being authentic, "artful by nature," and elevated yet approachable. The primary audience is visitors and tourists, with residents as a crucial secondary audience whose pride and perception influence how visitors experience the community. Survey feedback from roughly 322 respondents showed support for either a moderate refresh or a completely new direction, with only limited interest in a subtle evolution of the current logo, and the recommended identity reflects that appetite for change.

DRAFT

Concept A presented a custom, hand-drawn "City of Saugatuck" wordmark. They demonstrated how the logo could appear on official stationery, city vehicles, signage, website, and social media, including color-coding content areas to improve clarity. Council members and committee participants reacted very positively, describing the mark as bold, readable, playful, nostalgic, and reflective of Saugatuck's artsy, slightly quirky character, with some noting a '60s counterculture feel that aligns with the city's identity as an art and diversity-focused community. Several emphasized that, while it stands out, it still fits alongside Saugatuck Township and Douglas branding.
A significant portion of the discussion focused on protecting and controlling the new identity. Because the logo is fully custom, it is considered protectable, and council members raised concerns about unauthorized use or imitation, especially for merchandise. The city attorney's office will explore protection options and coordinate with Concept A and staff on how the logo is shared and marked (e.g., TM or watermark) when posted publicly. Next steps are to place formal approval of the logo on the upcoming Monday council agenda; if approved, Concept A will complete a full set of brand guidelines, and staff and legal counsel will proceed with implementing protection and controlled usage of the new identity.

Right of Way Permit Application - 731 Pleasant Street:
Zoning Director Moore presented a request from 731 Pleasant Street focused on a right-of-way permit request to install retaining walls, hardscaping, a reconfigured driveway, and a new staircase on an extremely steep slope along Pleasant Street. Moore and the engineers concluded there were no engineering objections, noting that the steep grade and limited usable space make this portion of the right-of-way unlikely to be needed for future public improvements. Council Member Chris Peterson, who lives across the street, raised concerns about historical flooding and prior slope failures after a severe rain event, asking how the terraces would be filled and stabilized. The applicant's engineer/contractor (Eric Rosendall, Lake Shore Property Services) explained that the design uses three-quarter by half-inch crushed limestone, geotextile fabric, and footing drains behind the walls to manage water and hydraulic pressure, and that the driveway footprint itself would remain the same with only one new off-street parking space added near the street. Council members then debated precedent, especially in light of anticipated changes on Park Street where some existing encroachments may need to be removed, and the city attorney advised that each right-of-way request can be evaluated on its own merits so long as the record clearly identifies the unique characteristics here (notably the extreme slope and infeasibility of sidewalks or widening on that side). Additional attention was given to drainage and downstream impacts, given other local drainage-related disputes, but staff reiterated that the city engineer's concerns about drainage and historic flooding can be addressed through plan modifications and permit conditions. Property owners and the contractor spoke in public comment, emphasizing their intention to improve drainage by adding proper driveway drains, infiltration areas, and piping to lower areas, and their commitment to a well-engineered, stable solution. Staff and the city manager also stressed that, because this remains city right-of-way, the approval is not permanent in perpetuity: robust conditions will be drafted, and the city will retain authority to make future public improvements if needed.

Public Comments:
Christopher Hauck
Eric Rosendall

Council Comments:
Councilmember Peterson did not have comment.

Councilmember Gardner did not have comment.

Councilmember Dean complimented the branding team on their presentation.

Councilmember Muncey congratulated the property owners on the river for the $1 million grant received form EGLE for removal of the gas tank.

DRAFT

Councilmember Stanton did not have comment.

Mayor Anderson loves the logo from the branding committee, it was great work and creative.

Adjournment:

Motion by Muncey, second by Dean to adjourn the meeting. Upon voice vote, motion unanimously. Mayor Anderson adjourned the meeting at 4:49 p.m.

Respectfully Submitted

_____

Jamie Wolters, City Clerk

DRAFT

City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: August 24, 2026

SUBJECT: Social District Application - Sand Bar Saloon, LTD. dba Sand Bar
- Blue Star Partners, LLC dba Panoramic Beverage Co.

DESCRIPTION:
A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Sand Bar Saloon, LTD. dba Sand Bar located at 141 Butler St. and Blue Star Partners, LLC dba Panoramic Beverage Company located at 118 Hoffman St. have requested approval to be added to the City of Saugatuck Social District. Resolution No.210222-A established the Social District and Common Areas in the City of Saugatuck.

BUDGET ACTION REQUIRED:
N/A

COMMITTEE/COMMISSION REVIEW:
N/A

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Motion to approve/deny Resolution 260824-A adding Sand Bar Saloon, LTD. dba Sand Bar and 260824-B adding Blue Star Partners, LLC dba Panoramic Beverage Company to the City of Saugatuck Social District.

Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll Free: 866-813-0011 • www.michigan.gov/lcc

Business ID: _____

Request ID: _____
(For MLCC use only)

Local Governmental Unit Approval For Social District Permit

Instructions for Governing Body of Local Governmental Unit:

A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered. Resolution No. 260824-A

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

called to order by Mayor Anderson on August 24, 2026 at 6:30 p.m.
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from Sand Bar Saloon, LTD. dba Sand Bar
(name of licensee - if a corporation or limited liability company, please state the company name)

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

Michigan Liquor Control Commission.

If not recommended, state the reason: _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the City of Saugatuck
(name of city, township, or village)
council/board at a Regular meeting held on August 24, 2026
(regular or special) *(date)*

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

Jamie Wolters	_____	_____
Print Name of Clerk	Signature of Clerk	Date

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

Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll Free: 866-813-0011 • www.michigan.gov/lcc

Business ID: _____

Request ID: _____
(For MLCC use only)

Local Governmental Unit Approval For Social District Permit

Instructions for Governing Body of Local Governmental Unit:

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

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

called to order by Mayor Anderson on August 24, 2026 at 6:30 p.m.
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from Blue Star Partners, LLC dba Panoramic Beverage Company
(name of licensee - if a corporation or limited liability company, please state the company name)

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

Michigan Liquor Control Commission.

If not recommended, state the reason: _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the City of Saugatuck
(name of city, township, or village)

council/board at a Regular meeting held on August 24, 2026
(regular or special) *(date)*

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

Jamie Wolters	_____	_____
Print Name of Clerk	Signature of Clerk	Date

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

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: August 24, 2026

SUBJECT: Shoreline Technology Solutions Managed Service Provider Agreement

DESCRIPTION:

The City of Saugatuck was one of Shoreline Technology Solutions (STS) first clients when it began in 1999. The current managed service provider agreement expires at the end of August. STS has proposed the attached updated agreement. Highlights include:

- Two-year agreement.
- Year 1 increase of $5 per user per month for the essential user support plan. Year 2 will see another $5 per user per month increase.
- An increase of $10 per user per month for the advanced security plan.
- Increase of $25 per month for managed firewall and wireless.
- All other costs remain the same.

Based on the current number of users, the net result over current billing is a 4% increase ($955.20) in year 1, and 2.6% increase ($660) in year 2.

BUDGET ACTION REQUIRED:

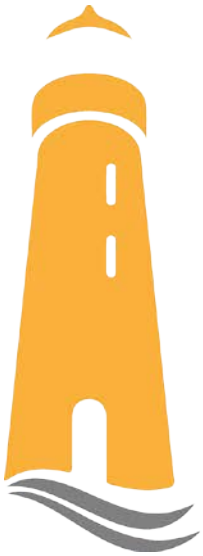
None at this time. Sufficient contractual services are currently appropriated.

LEGAL REVIEW:

N/A at this time.

SAMPLE MOTION:

Motion to approve the managed service provider agreement with Shoreline Technology Solutions.



Shoreline
Technology Solutions (STS)

MANAGED SERVICE PROVIDER AGREEMENT

City of Saugatuck
102 Butler Street
Saugatuck, MI 49453

Contents

CONTENTS 2

INTRODUCTION 3

STATEMENT OF CONFIDENTIALITY 3

TERMS AND CONDITIONS 4

COST 5

APPROVAL OF PROPOSAL 6

Introduction

Shoreline Technology Solutions is a privately held information technology solutions company based in Western Michigan. Since 1999, our staff has provided small and medium size businesses with reliable, professional-class network environments. We are a friendly, accessible network of technology engineers focused on adding value to your business. Our organization consists of a network of certified technicians and partner professionals ready to serve you immediately.

Statement of confidentiality

This document is of a proprietary and confidential nature and all data submitted is provided in reliance upon the recipient's covenant to keep such information confidential and for the exclusive use of its employees, who receive or have access to the proposal, of the confidential nature of this item and to instruct each employee that he/she will not disclose any information concerning this document to others except to the extent that such matter are generally known to, and are available for use by, the public. The recipient of this document agrees that I will not duplicate or permit other to duplicate any material contained hereunder except for its own internal use.

License Agreement

All software provided under this agreement is licensed to, and property of Shoreline Technology Solutions. Upon termination of this agreement, all software licenses will be terminated. Administration of this software, and its respective data will be managed solely by Shoreline Technology Solutions.

Terms and Conditions

1. Each party to this Agreement acknowledges to the other that each will have contact with employees, consultants, independent contractors or employees of independent contractors (herein collectively, "Employees") of the other in connection with ongoing performance pursuant to this Agreement, that such party's Employees will be rendering valuable services, the interruption or termination of which may cause serious disruption and damage to such party. Therefore, each party agrees that it will not solicit, hire, or retain, in any capacity whatsoever, either directly or indirectly, whether as employee, agent, independent contractor employee of independent contractor, an Employee of the other party who performed any service under this Agreement in any capacity whatsoever. The provision of this article shall remain in effect for the term of this Agreement and for a period of two years after the termination of this agreement.

2. The work described will be performed in accordance with applicable Shoreline Technology Solutions specifications, assumptions and terms contained herein. If any of the customers' provided assumptions or applicable specification changes, prices for a specific task may be increased or decreased accordingly and deliverables may be delayed. All additional work required due to changes in assumptions, specifications, or conditions of the site, will only be performed pursuant to a valid change order.

3. It is assumed that the customer will provide ready access to all working areas of the project. Any delays experienced, which prevent the contractor from performing the duties of this contract, will be billed on a T&M basis separate from this proposal.

4. It is understood that Shoreline Technology Solutions will not be held responsible for any loss, damage or delays occasioned by fire, strikes or material stolen after delivery upon premises, lockouts, acts of God or the public enemy, accidents, boycotts, disturbed labor conditions, delayed delivery of materials from seller's suppliers, force majored, inclement weather, floods, freight embargoes, causes incident to national emergencies, war or other causes beyond the reasonable control of the seller, whether of like or different character, or other causes beyond his control.

5. Prices quoted in this contract are based upon the proposal and will be accepted within thirty (30) days and are exclusive of applicable sales tax and shipping costs unless otherwise specified.

6. Customer will provide necessary space, proper lighting, electrical circuits, or any other environmental requirements needed for Shoreline Technology Solutions to perform work at the customer's location.

7. Prices contained herein are based on Shoreline Technology Solutions performing work between 8:00 AM and 5:00 PM, whenever and wherever possible, Monday through Friday, and January through December. Shoreline Technology Solutions holidays excluded. Also excluded are required network interruptions, cutover periods where specified or when agreed upon.

8. Installation of new hardware during this agreement shall incur labor charges that are not covered by the agreement; some or all of which may be waved at the discretion of Shoreline Technology Solutions.

9. Payment terms of this agreement are Net 30 days.

10. All work will be performed in accordance with the Shoreline Technology Solutions standard practices and any state/local codes in effect at the time of contract signing.

11. Damage to work performed caused by other trades will be repaired or replaced at the client's option, and billed on a T&M order separate from this proposal.

12. Accounts that are past due are subject to service interruption. Shoreline Technology Solutions is not liable for any loss, financial or otherwise, as a result of service interruption due to non-payment.

13. Early termination fees will be one half of the remaining term of contract, in addition to any mailbox fees if Shoreline owns administrative rights to mailbox data.



Product	Cost Per User	Quantity	Subtotal
Essential User Support Plan – Year 1	$60.00	11	$660.00
Advanced Security Plan	$45.00	11	$495.00
Managed WatchGuard Wireless Grid	$200.00	1	$200.00
Managed Server with AV and Remote Monitoring	$190.00	1	$190.00
Datto Alto 3 Cloud Backup	$160.00	1	$160.00
Microsoft 365 Business Standard	$16.80	12	$201.60
Exchange Only Plan 2	$9.60	9	$86.40
Exchange Only Plan 1	$4.80	1	$4.80
Exchange Online Archiving	3.60	10	$36.00
Datto SAAS Cloud Retention email backup	$4.00	12	$48.00
Essential User Support Plan – Year 2	$65.00/user		
		Total Monthly Invoice:	$2081.80

*Support will be scheduled at the first available appointment, the following business day. Minor issues that can be resolved remotely, may be addressed earlier.
*Premium end user support calls will be given a priority over others, normally within 4 hours.

End user support, and premium end user support is limited to maintenance requests. We will maintain the workstation operating system, and any software provided in the MSP plan. Issues caused by third party software, will be billed at normal billable rates.

Cybersecurity breach remediation is not included within this agreement and will be billed at priority rates.

***A two-year commitment is required. Invoices will be sent electronically, on the first Monday of each month.

Plans can be upgraded at any time; downgrade requests will be processed 12 months after the plan was started.

Approval of Proposal

***I, the undersigned, as an authorized representative of City of Saugatuck, have read and accepted the terms and conditions of this proposal and request that Shoreline Technology Solutions provide the above products and services.

Authorized Signature: _____

Title: _____

Date: _____

City Council Agenda Item Report

FROM: MEETING	Jamie Wolters
DATE:	August 24, 2026
SUBJECT:	Annual Special Event-14th Annual Spear St & Friends Block Party

DESCRIPTION:

The Spear Street Block Party Committee has submitted a special event application for the 14th Annual Spear St & Friends Block Party. Fire, Police and DPW have approved safety measures.

BREAKDOWN OF EVENT:

Date: August 29, 2026
Time: 5pm-11pm
Estimated number of attendees: 40-50
Volunteers: 4

BUDGET ACTION REQUIRED:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny 14th Annual Spear St & Friends Block Party to take place on August 29, 2026.

Council Action
_____ Approved
_____ Denied
_____ Date

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Spear St Block Party Cmte **TELEPHONE:** [redacted]

MAILING ADDRESS: PO Box 1077, Saugatuck MI 49453

CONTACT NAME: Russ Gardner **TELEPHONE:** _____

E-MAIL ADDRESS: [redacted] **CELL PHONE:** [redacted]

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Russ Gardner **TELEPHONE:** _____

E-MAIL ADDRESS: [redacted] **CELL PHONE:** [redacted]

EVENT INFORMATION

NAME OF EVENT: 14th Annual Spear St & Friends Block Party **DATE(S) OF EVENT:** 8/29/26

PURPOSE OF EVENT: Neighborhood solidarity & enjoyment **RAIN DATE:** None

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

☐ Marathon/Race ☐ Festival/Fair ☐ Video/Film Production ■ Other Resident sponsored

EVENT LOCATION: Spear St. between Holland & Butler **EVENT HOURS:** 5pm to 11pm

ESTIMATED NUMBER OF ATTENDEES: 40 to 50

ESTIMATED NUMBER OF VOLUNTEERS: 4

ESTIMATE DATE / TIME FOR SET-UP: 8/29/26 3 ☐A.M. ■ P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 8/29/26 11 ☐A.M. ■ P.M.

EVENT DETAILS

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

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

PROPOSED TIME MUSIC WILL BEGIN: 6pm **END:** 9pm

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

☐ *Provide Copy of Health Department Food Service License*

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

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

☐ *Provide Copy of Michigan Liquor Control License*

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

_____

WILL FIREWORKS BE APART OF EVENT: ☐ Yes ■ No

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

☐ *Provide Copy of Fireworks Permit*

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

☐ **"YARD" SIGNS -** Number requested: ___ (Maximum size is 2' 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): On "Road Closed" signs

Description of signs: Small handmade signs announcing the block party

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

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

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

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

☐ **PORTABLE TOILETS – QUANTITY**_____

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

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

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

DEPARTMENT OF PUBLIC WORKS

☐ APPROVED ☐ DENIED _____

Authorized Personnel Signature

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

☐ **TRASH RECEPTACLES – QUANTITY**_____ ■ **BARRICADES – QUANTITY** 2 _____

■ **TRAFFIC CONES – QUANTITY** 8 _____ ☐ **PARKING SIGNS – QUANTITY**_____

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

☐ **OTHER**_____

POLICE DEPARTMENT

☐ APPROVED ☐ DENIED _____

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? ☐ Yes ☐ No

If yes please describe & include times_____

Other (describe):_____

SAUGATUCK TOWNSHIP FIRE DISTRICT

☐ APPROVED ☐ DENIED _____

Authorized Personnel Signature

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

Street closure date/time: 8/29/26 _____ 3 _____ ☐ **A.M.** ■ **P.M.**

Street re-open date/time: 8/29/26 _____ 11 _____ ☐ **A.M.** ■ **P.M.**

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

Describe Sidewalk Use:_____

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

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

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

Parking Lot Location:_____

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

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

What parking arrangements are proposed to accommodate potential attendance:_____

_____

APPLICATION CHECK LIST

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

If document is missing, please explain:_____

The applicant and sponsoring organization understand and agrees to:

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

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

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

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

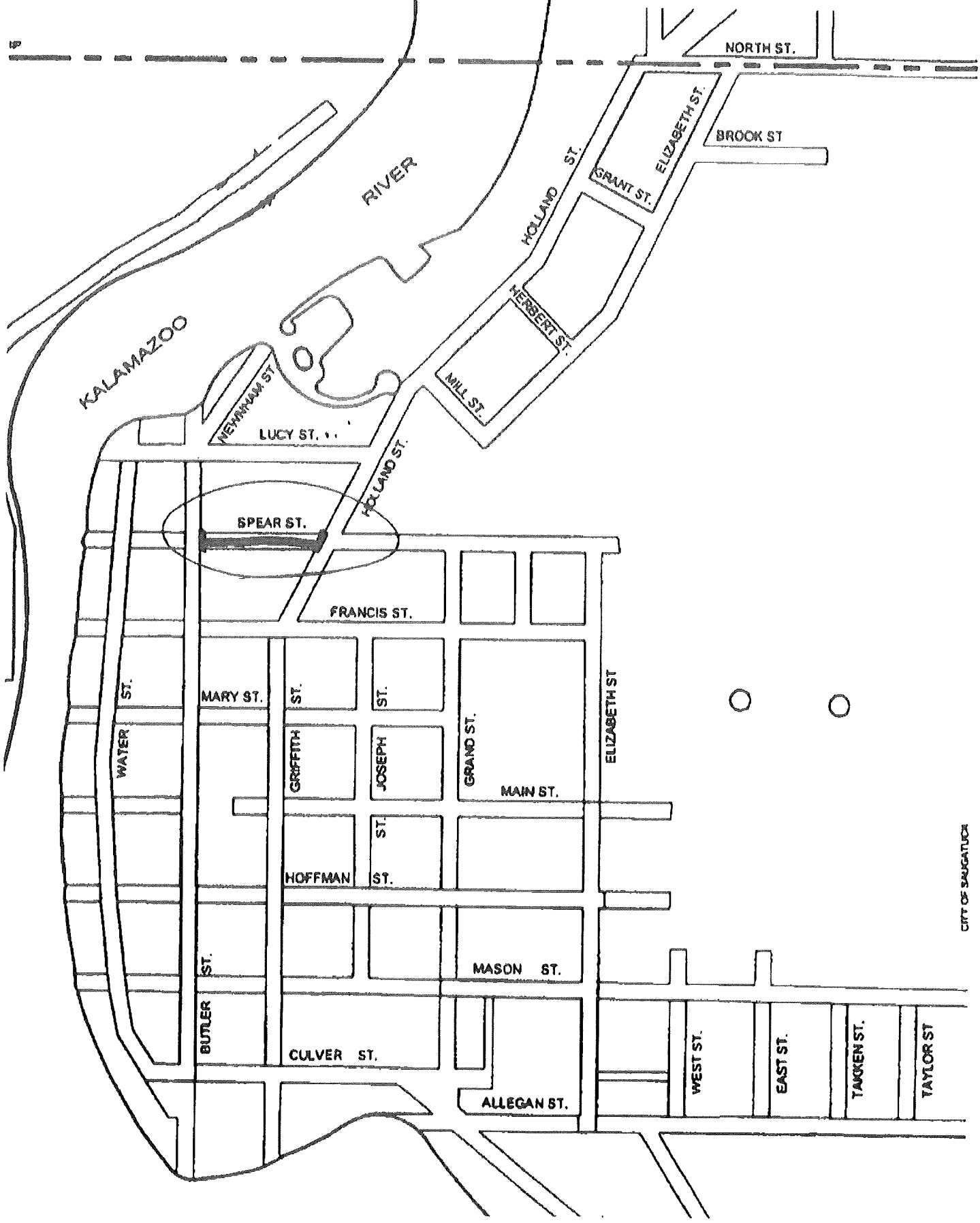
Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury,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

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

Russell Hall
Applicant Signature

8/5/26
Date

Downtown Street / Sidewalk Closure(s)



City Council Agenda Item Report

FROM: MEETING	Jamie Wolters
DATE:	August 24, 2026
SUBJECT:	Saugatuck Public Schools Community Night

DESCRIPTION:

Saugatuck Public Schools have submitted a special event application for Community Night to be held on September 11, 2026 from 5:30pm-7:00pm at the Saugatuck High School softball field. A street closure is requested on Elizabeth Street from Main Street to Francis Street . Fire, Police and DPW have approved safety measures.

BREAKDOWN OF EVENT:

Date: September 11, 2026
Time: 5:30pm-7:00pm
Estimated number of attendees: 200
Volunteers: 20

BUDGET ACTION REQUIRED:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve the special event application for Community Night organized by Saugatuck Public Schools to be held on September 11, 2026.

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: Saugatuck Public Schools **TELEPHONE:** [redacted]

MAILING ADDRESS: 401 Elizabeth St

CONTACT NAME: Liz Wilson **TELEPHONE:**

E-MAIL ADDRESS: [redacted] **CELL PH** [redacted]

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Brett Ensfield **TELEPHONE:**

E-MAIL ADDRESS: [redacted] **CELL PHONE:** [redacted]

EVENT INFORMATION

NAME OF EVENT: Community Night **DATE(S) OF EVENT:** 09/11/2026

PURPOSE OF EVENT: Event to celebrate the community **RAIN DATE:** n/a

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

EVENT LOCATION: Saugatuck High School Softball Field **EVENT HOURS:** 5:30-7:00

ESTIMATED NUMBER OF ATTENDEES: 200

ESTIMATED NUMBER OF VOLUNTEERS: 20

ESTIMATE DATE / TIME FOR SET-UP: 3:00 _____ ☐A.M. ■ P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 7:30 _____ ☐A.M. ■ P.M.

EVENT DETAILS

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

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

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

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

☐ *Provide Copy of Health Department Food Service License*

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

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

☐ *Provide Copy of Michigan Liquor Control License*

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

_____

WILL FIREWORKS BE APART OF EVENT: ☐ Yes ■ No

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

☐ *Provide Copy of Fireworks Permit*

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

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

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

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

Description of signs:_____

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

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

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

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

☐ **PORTABLE TOILETS – QUANTITY**_____

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

If yes, where do you propose your vendors park? Saugatuck High School Parking Lots

Will the Interurban be utilized? ☐ Yes ☐ No Time(s) not sure

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** 6

☐ **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: 9/11 3:30-7:00 _____ ☐ **A.M.** ■ **P.M.**

Street re-open date/time: 9/11 7:00 _____ ☐ **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:_____

Downtown Street / Sidewalk Closure(s)



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: August 24, 2026

SUBJECT: Right of Way Signage Request

DESCRIPTION:
The Saugatuck Douglas Convention Bureau has requested approval to place signage within the public right-of-way on the Saugatuck Palette sign during the following dates: September 27 - October 11. The Palette Sign property will have the capacity of two banners from September September 27 - October 3; however, space will become available from October 4 - 12.

The Fall Gallery Stroll is not included in the approved signs listed in the updated palette sign policy, the Council is required per policy to deem the sign is:

Reflective of the City's character and values, to have traditional, historic, civic, cultural, or charitable importance to the City and/or its residents, and to otherwise be consistent with the public health, safety, and welfare.

Because the proposed installation would occur within City right-of-way and on City-managed infrastructure, authorization from the City is required prior to placement. Under Section (L) of the Sign Ordinance, right-of-way signage requires a permit issued by the Zoning Administrator, who may approve the request administratively or refer the matter to City Council for final determination.

This request has been referred to City Council for consideration and decision of the right-of-way permit as the approving body for use of City-controlled property.

In evaluating whether to authorize the proposed installation, the following criteria in Section L(5) apply:

a. Risk of harm: The potential for the installation to encroach into vehicular or pedestrian areas, or to break, malfunction, or otherwise create hazards;
b. Compatibility and aesthetics: Whether the installation is compatible with the surrounding area and provides an aesthetic benefit to the community;
c. Removal: The ease and cost of removal of the installation;
d. Size: The proposed dimensions, including height and width;
e. Materials: The materials used in the installation; and
f. Staff review: Review, comments, and recommendations from City staff.

BUDGET ACTION REQUIRED:
N/A

COMMITTEE/COMMISSION REVIEW:
N/A

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Move to approve/deny the right of way sign application from the Saugatuck Douglas Convention Bureau for the dates of October 4 - 12 as the sign is reflective of the City's character and values, to have traditional, historic, civic, cultural, or charitable importance to the City and/or its residents, and to otherwise be consistent with the public health, safety, and welfare.

Right of Way Sign Application

APPLICANTS INFORMATION **APPLICATION NUMBER ____ - _____**

Name Brittany Obetts Address / PO Box P.O Box 28

City Saugatuck State MI Zip 49406 Phone 2698571701

E-Mail brittany@saugatuck.com

Signature _____ Date 8.11.26

SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Type: Number of Yard Signs _____ Number of Banners _ 1

Dates to be displayed Sept 27-Oct 11

Further Comments: _____

This is to go on the Pallet Sign promoting the Fall Gallery Stroll which will be Oct 10th and 11th



PLEASE INCLUDE THE FOLLOWING INFORMATION

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

Y	N	NA	
☐	☐	☐	Dimensions and type of each proposed sign
☐	☐	☐	Map showing the location of each sign
☐	☐	☐	Explanation of how each sign will be attached and secured

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

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

City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: August 24, 2026

SUBJECT: Right of Way Signage Request

DESCRIPTION:
The Saugatuck Douglas Convention Bureau has requested approval to place signage within the public right-of-way on the Saugatuck Palette sign during the following dates: September 5–19. The Palette Sign property will have the capacity of two banners from September 5-12; however, space will become available from September 13–19.

The Lakeshore Harbor Ride banner is not included in the approved signs listed in the updated palette sign policy, the Council is required per policy to deem the sign is:

Reflective of the City's character and values, to have traditional, historic, civic, cultural, or charitable importance to the City and/or its residents, and to otherwise be consistent with the public health, safety, and welfare.

Because the proposed installation would occur within City right-of-way and on City-managed infrastructure, authorization from the City is required prior to placement. Under Section (L) of the Sign Ordinance, right-of-way signage requires a permit issued by the Zoning Administrator, who may approve the request administratively or refer the matter to City Council for final determination.

This request has been referred to City Council for consideration and decision of the right-of-way permit as the approving body for use of City-controlled property.

In evaluating whether to authorize the proposed installation, the following criteria in Section L(5) apply:

a. Risk of harm: The potential for the installation to encroach into vehicular or pedestrian areas, or to break, malfunction, or otherwise create hazards;
b. Compatibility and aesthetics: Whether the installation is compatible with the surrounding area and provides an aesthetic benefit to the community;
c. Removal: The ease and cost of removal of the installation;
d. Size: The proposed dimensions, including height and width;
e. Materials: The materials used in the installation; and
f. Staff review: Review, comments, and recommendations from City staff.

BUDGET ACTION REQUIRED:
N/A

COMMITTEE/COMMISSION REVIEW:
N/A

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Move to approve/deny the right of way sign application from the Saugatuck Douglas Convention Bureau for the dates of September 13 -19 as the sign is reflective of the City's character and values, to have traditional, historic, civic, cultural, or charitable importance to the City and/or its residents, and to otherwise be consistent with the public health, safety, and welfare.

Right of Way Sign Application

APPLICANTS INFORMATION **APPLICATION NUMBER ____ - _____**

Name Brittany Obetts Address / PO Box P.O Box 28

City Saugatuck State MI Zip 49406 Phone 2698571701

E-Mail brittany@saugatuck.com

Signature _____ Date 8.11.26

SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Type: Number of Yard Signs _____ Number of Banners _ 1

Dates to be displayed Sept 27-Oct 11

Further Comments: _____

This is to go on the Pallet Sign promoting the Fall Gallery Stroll which will be Oct 10th and 11th

Saturday, September 19

Brought to you by Friends of the Blue Star Trail

LHRide.com

PLEASE INCLUDE THE FOLLOWING INFORMATION

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

Y	N	NA	
☐	☐	☐	Dimensions and type of each proposed sign
☐	☐	☐	Map showing the location of each sign
☐	☐	☐	Explanation of how each sign will be attached and secured

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

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

City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: August 24, 2026

SUBJECT: Right of Way Signage Request

DESCRIPTION:
The Saugatuck Film Festival has requested approval to place signage within the public right-of-way on the Saugatuck Palette sign during the following dates: September 20 - October 3 for a special event being held at the Woman's Club and and The American Legion. The Saugatuck Film Festival is included in the updated palette sign policy. The yard signs are approved administratively by the Zoning Director.

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

This request has been referred to City Council for consideration and decision of the right-of-way permit as the approving body for use of City-controlled property.

In evaluating whether to authorize the proposed installation, the following criteria in Section L(5) apply:

a. Risk of harm: The potential for the installation to encroach into vehicular or pedestrian areas, or to break, malfunction, or otherwise create hazards;
b. Compatibility and aesthetics: Whether the installation is compatible with the surrounding area and provides an aesthetic benefit to the community;
c. Removal: The ease and cost of removal of the installation;
d. Size: The proposed dimensions, including height and width;
e. Materials: The materials used in the installation; and
f. Staff review: Review, comments, and recommendations from City staff.

BUDGET ACTION REQUIRED:
N/A

COMMITTEE/COMMISSION REVIEW:
N/A

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Move to approve/deny the right of way sign banner application from the Saugatuck Film Festival for the dates of September 20 - Oct 3.

Right of Way Sign Application

APPLICANTS INFORMATION **APPLICATION NUMBER ____ - _____**

Name Saugatuck Film Frestival / Logan White Address / PO Box 112 Locust St.

City Allegan State MI Zip 49010 Phone 616-836-5428

E-Mail logan@saugatuckfilmfestival.org

Signature Logan White Date 8/20/26

SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Type: Number of Yard Signs 8 Number of Banners 1

Dates to be displayed Sept 20 - Oct 3

Further Comments:

Banner will not be greater than 14' x 4' and yard signs will not be greater than 2' x 2'

1 14x4 banner for pallet sign, prior year example included, 8 yard signs 18x 24, prior year example included

SFF SAUGATUCK FILM FEST

4TH ANNUAL SATURDAY SEPTEMBER 27th WWW.SAUGATUCKFILMFEST.ORG



PLEASE INCLUDE THE FOLLOWING INFORMATION

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

Y	N	NA	
☑	☐	☐	Dimensions and type of each proposed sign
☑	☐	☐	Map showing the location of each sign
☑	☐	☐	Explanation of how each sign will be attached and secured

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

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

City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: August 24, 2026

SUBJECT: PPW Committee Appointments

DESCRIPTION:
Notice was provided to City Council on July 13 that the city is accepting application for the Parks and Public Works Committee. Appointments shall be made by the Mayor subject to the confirmation/approval of the City Council. Copies of the applications are in your meeting packet.

The following have applied for re-appointment:

- Keith Charak
- Nancy Kimble
- Kelly Roche
- Judy Thiel

The following have applied for appointment:

- Paul Edwards
- Jennifer Rees

BUDGET ACTION REQUIRED:
N/A

COMMITTEE/COMMISSION REVIEW:
Yes

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Motion to re-appoint Keith Charak, Nancy Kimble, Kelly Roche, and Judy Thiel, and to appoint Jennifer Rees, to the Parks and Public Works Committee with terms expiring August 1, 2028.

To: Jamie Wolters <Jwolters@saugatuckcity.com>
Subject: New Form Entry: Application for Boards & Commissions

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

You've just received a new submission to your Application for Boards & Commissions.
Mark as Spam

Submitted Information:

Name
keith charak

Email
[redacted]

Home Phone Number
[redacted]

Mobile Phone Number
[redacted]

Address
[redacted]
SAugatuck, MI United States 49453

Current Employer
Self

Occupation/Position
2nd Home monitoring, facilitation of contractors, bird counter during spring and fall migrations.

Business Phone Number

Business Reference Name

Business Reference Phone Number

Business Reference Email

If yes, please explain:

Are you a City of Saugatuck resident?
Yes

Are you a registered City of Saugatuck voter?
Yes

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

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

and Public Works Committee
1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:
Been on the parks board since the beginning.

Digital Signature
Keith Charak



To: Jamie Wolters <Jwolters@saugatuckcity.com>
Subject: New Form Entry: Application for Boards & Commissions

Caution: External (no-reply@weebly.com)
Graymail Details
Shoreli
Not Graymail Spam Phish More... FAQ Protection by INKY

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

You've just received a new submission to your Application for Boards & Commissions.
Mark as Spam

Submitted Information:

Name
Nancy Kimble

Email
[redacted]

Home Phone Number
[redacted]

Mobile Phone Number
[redacted]

Address
[redacted]
Saugatuck, MI United States 49453

Current Employer
Retired

Occupation/Position

Business Phone Number

Business Reference Name

Business Reference Phone Number

Business Reference Email

If yes, please explain:

Are you a City of Saugatuck resident?
Yes

Are you a registered City of Saugatuck voter?
Yes

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

On which boards and/or commissions would you be willing to serve? .Parks and Public Works Committee
1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:
I have been a member of the PPW Committee since its inception and have been chair of the committee since January 2025. There are several ongoing projects that I would like to see to completion so request that I be reappointed to the Committee.

Digital Signature
Nancy Kimble

Jamie Wolters

From: no-reply@weebly.com
Sent: Wednesday, July 29, 2026 11:08 AM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

Caution: External (no-reply@weebly.com)

Graymail Details

Shoreli

Not Graymail Spam Phish More... FAQ Protection by INKY

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

You've just received a new submission to your Application for Boards & Commissions.
Mark as Spam

Submitted Information:

Name
Kelly Roche

Email
[redacted]

Home Phone Number
[redacted]

Mobile Phone Number
[redacted]

Address
[redacted]
Saugatuck, MI United States 49453

Current Employer
self

Occupation/Position
owner

Business Phone Number
[redacted]

Business Reference Name

Business Reference Phone Number

Business Reference Email

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

If yes, please explain:
I worked with ODC Network for the past 1.5 years. I am not currently working there however, I might start back via contract this Fall. If that does occur I will notify the City Manager and Mayor of the change.

Are you a City of Saugatuck resident?
Yes

Are you a registered City of Saugatuck voter?
Yes

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

On which boards and/or commissions would you be willing to serve? .Parks and Public Works Committee
1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:
I have served the PPW since its inception in 2022. During that time I was the Co-chair of the Saugatuck Wilds project as well as Village Square designing and running a community build for the playground. Both have been incredible additions to our city. I have served on the Advisory Board of Saugatuck Recreation since 2019, served SPS schools as lead and creator of their fundraising efforts as well as various Boards. For the last 1.5, I lead the Kalamazoo River Greenway efforts for ODC Network to much success and collaboration for our tri-community, including the first ever river cleaun-up event and the Lower Kalamazoo Water Trail. I also have 20 years of experience in healthcare consulting and sales, with an MBA from University of Illinois -Chicago and certifications as a Master Gardener from MSU Extension and an SEA certification from ISSP. I show up for my community, our schools and my neighbors through my philanthropic efforts. I believe our high quality of life here in Saugatuck is interconnected with our care of our environment and strive to protect, maintain and grow those spaces and experiences for Saugautuck residents and those that visit.

Digital Signature
Kelly Roche

Judy Thiel

Objective

To continue serving the City of Saugatuck as a member of the Parks & Public Works Committee by contributing my experience in project coordination, process improvement, community engagement, and volunteer leadership to support thoughtful stewardship of the city's parks, public spaces, and infrastructure.

Education

Eastern Michigan University
-Bachelor's Degree in Language, Literature and Communications, 1991
-Teaching Certification

Professional Experience

Ford Motor Company (recently retired)
1996 – 2026

Held positions of increasing responsibility over a 30-year career, including:

- Parts Procurement
- Global Material Handling and Logistics
- Prototype Manufacturing Processes & Standards
- Personnel Training and Development

Key Contributions

- Launched global prototype material handling and logistics systems and processes in South America and the UK
- Developed and implemented standardized prototype manufacturing and testing processes.
- Coordinated cross-functional teams to improve systems automation and manufacturing/vehicle testing efficiency and quality.
- Trained employees on manufacturing standards, procedures, audit preparedness and best practices.
- Managed complex projects requiring organization, communication, and collaboration across multiple departments.
- Built strong relationships with diverse stakeholders while solving operational challenges.

Community Leadership & Volunteer Service

City of Saugatuck Parks & Public Works Committee

Committee Member | 2024 – Present

- Participate in discussions and recommendations regarding parks, trails, public spaces and related Council priorities.
- Review projects and initiatives with an emphasis on community benefit, sustainability, and long-term planning.
- Collaborate with fellow committee members and city staff to support thoughtful decision-making.

Volunteer Leadership

- Coordinated numerous volunteer initiatives through Ford Motor Company and within the local community.
- Frequent volunteer in many Saugatuck/Douglas community service projects supporting local organizations and civic engagement.

Professional & Community Affiliations

- Member, Women in Manufacturing
- Member, DarkSky International
    - Active supporter of local dark-sky initiatives promoting responsible outdoor lighting, environmental stewardship, and preservation of the night sky.

Skills

- Project Coordination
- Process Improvement
- Team Collaboration
- Volunteer Leadership
- Public Engagement
- Training & Education
- Organizational Planning
- Written and Verbal Communication

Jamie Wolters

From: no-reply@weebly.com
Sent: Monday, July 13, 2026 10:39 AM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

Caution: External (no-reply@weebly.com)
Graymail Details

Shoreli

Not Graymail Spam Phish More... FAQ Protection by INKY

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

You've just received a new submission to your Application for Boards & Commissions.
Mark as Spam

Submitted Information:

Name
Judy Thiel

Email

Home Phone Number

Mobile Phone Number

Address

Saugatuck, MI United States 49453

Current Employer
Retired

Occupation/Position

Business Phone Number

Business Reference Name

Business Reference Phone Number

Business Reference Email

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

If yes, please explain:
I'm recently retired- however I can provide references from either former employer or local residents

Are you a City of Saugatuck resident?
Yes

Are you a registered City of Saugatuck voter?
Yes

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

On which boards and/or commissions would you be willing to serve? .Parks and Public Works Committee
1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:
I'm submitting my resume for consideration to continue serving on the Parks and Public Works committee (emailed to Jamie)

Thank you

Digital Signature
Judy Thiel

Jamie Wolters

From: no-reply@weebly.com
Sent: Thursday, July 23, 2026 3:24 PM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

Follow Up Flag: Follow up
Flag Status: Flagged

Caution: External (no-reply@weebly.com)

Graymail Details

Shoreli

Not Graymail Spam Phish More... FAQ Protection by INKY

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

You've just received a new submission to your Application for Boards & Commissions.
Mark as Spam

Submitted Information:

Name
Paul Edwards

Email

Home Phone Number

Mobile Phone Number

Address

Saugatuck, MI USA 49453

Current Employer
N/A

Occupation/Position
Retired

Business Phone Number
N/A

Business Reference Name

Business Reference Phone Number

Business Reference Email

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

If yes, please explain:

Are you a City of Saugatuck resident?
Yes

Are you a registered City of Saugatuck voter?
Yes

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

On which boards and/or commissions would you be willing to serve? .Parks and Public Works Committee
1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:
I am a new resident of Saugatuck after vacationing here with my wife for over 10 years. We are both avid nature lovers and actively, hike, run, paddleboard and play pickleball. We love the parks in Saugatuck and admire how the natural spaces have been protected and fostered. One of the first things we did at our new home is plant 10 new tress in our backyard as the previous owner had cleared all of them out. I would love to be part of the team that does such amazing work!

Digital Signature
Paul Edwards

Submitted Files

Resume

July 20, 2025

To Whom it May Concern:

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

Highlights of Qualifications:

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

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

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

Jennifer Rees

[redacted]

[redacted]

LinkedIn Profile

Statement of Qualifications

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

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

1. Relevant Civic Experience

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

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

2. Local Engagement in Saugatuck

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

3. Professional Experience in Leadership Development

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

Resume (reference LinkedIn)

ABOUT

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

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

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

SHEPPARD MOSCOW

Marketing Business Partner

Jul 2024 - Present

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

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

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

Project Manager

Apr 2013 - Jul 2024

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

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

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

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

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

M3 CAPITAL PARTNERS

Project Assistant

May 2005 - May 2011

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

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

EDS, an HP COMPANY

Project Assistant

Jan 2001 - Dec 2003

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

Business Development

May 1999 - Jan 2001

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

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

MCI SYSTEMHOUSE

Business Development

Aug 1997 - May 1999

Education and Skills

BA Humanities – San Francisco State University

Multiple professional skills:

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

Jamie Wolters

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

Follow Up Flag: Follow up
Flag Status: Flagged

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

You've just received a new submission to your Application for Boards & Commissions.
Mark as Spam

Submitted Information:

Name
Jennifer Rees

Email
[redacted]

Home Phone Number

Mobile Phone Number
[redacted]

Address
[redacted]
Saugatuck, Michigan United States 49453

Current Employer
Sheppard Moscow

Occupation/Position
Marketing Business Partner

Business Phone Number

Business Reference Name
Ally Salisbury

Business Reference Phone Number

Business Reference Email

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

If yes, please explain:

Are you a City of Saugatuck resident?
Yes

Are you a registered City of Saugatuck voter?
Yes

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

On which boards and/or commissions would you be willing to serve? .Historic District Commission
1

On which boards and/or commissions would you be willing to serve? .Library Board
1

On which boards and/or commissions would you be willing to serve? .Parks and Public Works Committee
1

On which boards and/or commissions would you be willing to serve? .Planning Commission
1

On which boards and/or commissions would you be willing to serve? .Zoning Board of Appeals
1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:
I have submitted a cover letter, statement of qualifications and a professional resume, please reference those for my qualifications, expertise and special interests that would make me a valuable candidate for a City board or commission.

Digital Signature

Jennifer Rees

Submitted Files

Cover Letter

[redacted]

Resume

[redacted]

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
POST DATES 07/01/2025 - 08/28/2026
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Vendor Name	Description		Amount
1. ALLEGAN COUNTY SHERIFF			
	JUL '26 SHERIFF CONTRACT		37,469.98
2. ALLEGAN COUNTY TREASURER			
	PROPERTY TAXES COLLECTION 08/05 - 08/20		221,007.33
	CHARGEBACKS		57.52
		TOTAL	221,064.85
3. CAPITAL ONE			
	JUL '26 STATEMENT BALANCE		449.97
4. COMCAST			
	07/28 - 08/27 INTERNET SERVICE		237.90
5. COMMERCIAL RECORD			
	BOARD OF REVIEW		140.00
6. FAHEY SCHULTZ BURZYCH RHODES			
	JUL '26 LIDGARD V CITY OF SAUGATUCK ET AL (25-		427.50
	JUL '26 2023 STR LEGAL ISSUES/TASK FORCE		912.00
	JUL '26 GENERAL		6,739.50
	JUL '26 ZONING		292.50
	JUL '26 CITY COUNCIL		2,223.00
	JUL '26 DUNE RIDGE V (ORIGINAL ACTION)		26,384.00
	JUL '26 EMPLOYMENT		1,079.50
		TOTAL	38,058.00
7. FLEIS & VANDENBRINK ENGINEERING INC			
	07/05 - 08/01 ENGINEERING FEES - MT. BALDHEAD		10,730.00
	07/05 - 08/01 ENGINEERING FEES - GEN CONSULT		2,720.64
		TOTAL	13,450.64
8. FRONTIER			
	06/20 - 07/19 SERVICE - OVAL BEACH		146.41
9. GRAINGER			
	INDEX BUTTON KIT		11.64
10. HORIZON COMMUNITY PLANNER			
	PLANNING SERVICES		2,135.00
11. IHLE AUTO PARTS			
	JUN '26 MOTOR PURCHASES		294.93
12. JOHN DEERE FINANCIAL			
	07/11 - 08/10 JOHN DEERE STATEMENT BALANCE		81.82
13. K&R TRUCK SALES INC			
	REPAIR/MAINTENANCE | #08		2,762.15
	REPAIR/MAINTENANCE | #01		905.14
		TOTAL	3,667.29
14. KENDALL ELECTRIC INC			
	40W 512 COOL WHITE		382.16
15. LANDSCAPE DESIGN SERVICES INC			
	JUL '26 ROSE GARDEN MAINTENANCE		1,050.00
16. LAWN BOYS INC			
	IRRIGATION REPAIR		900.00
17. MERCHANTS BANCARD NETWORK			
	JUL '26 CC PROCESSING - BEACH GATE		3,770.07
	JUL '26 CC PROCESSING - PLANNING AND ZONING, C		573.57
		TOTAL	4,343.64
18. MICHIGAN GAS UTILITIES			
	06/23 - 07/22 SERVICE - 102 BUTLER		44.84
	06/23 - 07/22 SERVICE - 345 BUTLER		54.72
	06/24 - 07/24 SERVICE - 3338 BLUE STAR		48.26
		TOTAL	147.82

Vendor Name	Description	Amount
19. NET2PHONE INC		
	AUG '26 PHONE SERVICE	279.71
20. OTTAWA AREA INTERMEDIATE SCHOOL DIS		
	PROPERTY TAXES COLLECTION 08/05 - 08/20	124,614.30
21. PLUMBER'S PORTABLE TOILETS LLC		
	07/07 - 08/04 PORTABLE TOILET - CULVER LOT	295.00
	07/07 - 08/04 PORTABLE TOILET - OVAL BEACH	1,415.00
	TOTAL	1,710.00
22. POLARITY ELECTRIC INC.		
	GARAGE A/C HOOK-UP	1,450.00
23. PRO-TEMP INC		
	ICE MACHINE REPAIR	295.12
24. RICOH USA INC		
	COPIER USAGE	634.13
25. SAUGATUCK PUBLIC SCHOOLS		
	PROPERTY TAXES COLLECTION 08/05 - 08/20	180,663.76
26. SCHIPPERS EXCAVATING INC		
	2026 SAUGATUCK STREET AND UTILITY IMPROVEMENTS	482,644.85
27. SEPTIC TANK SYSTEMS CO INC		
	PORTABLE REST ROOM - OVAL BEACH	1,000.00
28. STANDARD INSURANCE COMPANY		
	SEP '26 INSURANCE	506.41
29. STANTEC		
	CONSULTATION SERVICES	1,875.00
30. VALLEY CITY LINEN INC		
	JUL '26 - SHOP TOWELS	122.21
31. WALKER CONSULTANTS INC		
	PARKING STUDY	4,146.53
32. WONDERLAND TIRE COMPANY		
	REPAIR	673.45
TOTAL - ALL VENDORS		1,124,647.52

FUND TOTALS:

Fund 101 - GENERAL FUND	110,436.68
Fund 202 - MAJOR STREETS	25.11
Fund 203 - LOCAL STREETS	173,066.42
Fund 497 - WATER CAPITAL PROJECTS FUND	309,920.85
Fund 661 - MOTOR POOL FUND	4,913.07
Fund 701 - CURRENT TAX FUND	526,285.39

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: August 24, 2026

SUBJECT: Recommended Branding

DESCRIPTION:

The City's current logo was created in 2007, nearly two decades ago. Today, the City's branding is inconsistent across platforms, including the website, social media, email, and signage. The lack of cohesive and modern branding creates challenges as we look to invest in website upgrades, wayfinding improvements, and upgraded signage.

Last December, City Council approved forming a Branding Advisory Committee. In February, City Council approved a proposal and creative services agreement from Concept A Creative Studio for the logo and branding refresh project. City Council's current fiscal year priorities include rolling out a new logo and branding.

Recommend Branding Presentation

At the recent workshop meeting, Branding Advisory Committee Chair, Tim Straker, presented the committee's recommendation. The presentation can be viewed here: https://youtu.be/92NRVEf6SPw

A copy of the recommendation is attached.

Trademark

Concept A has included the ™ symbol on the most prominent logo pages and copyright messaging in the footer. Concept A has advised the ™ symbol may be used without a pending or approved federal trademark application to indicate the City's claim of ownership while it pursues formal trademark registration.

Brand Guidelines

If Council approves the new identity, Concept A will complete Phase 4 of the Scope of Work—Brand System—by taking the following steps:

- Create and share brand guidelines outlining color, typography, usage guides, and application concepts.
- Share templates for communications, presentations, and digital use, such as: Letterhead, Press Release Template, Memo Template, Business cards, Email signature standard, PowerPoint/meeting template, and social media graphics templates.
- Prepare a formal assignment of intellectual property rights associated with the final approved identity, giving the City clear and exclusive ownership as it begins to pursue the registration trademark ® and brand-protection process.

BUDGET ACTION REQUIRED:
None at this time. Dollars were budgeted for a firm to assist with a logo and branding refresh project.

LEGAL REVIEW:
N/A at this time.

SAMPLE MOTION:
Motion to approve the recommended City of Saugatuck brand direction and logo as presented by Concept A Creative Studio.

City of Saugatuck
Branding

Council Workshop Review — August 2026

Goals and Objective

The goal of the City of Saugatuck rebranding project is to create a modern identity that reflects the authentic character of the community—capturing its artistic culture, natural beauty, historic charm, and sophistication in a way that feels confident, approachable, and distinctly Saugatuck.

PRIMARY TARGET AUDIENCE

Visitors / Tourists

The City brand should first and foremost communicate who Saugatuck is to those experiencing it from the outside. The goal is to create a strong, immediate impression that reflects the character and quality of the place, reinforcing Saugatuck as a destination worth exploring and returning to.

SECONDARY TARGET AUDIENCES

Residents, Business Community, and Potential Residents / Young Families

The brand will build pride among residents, strengthen alignment across the local business community, and enhance Saugatuck's appeal as a place to live—particularly for younger demographics considering relocation.

© 2026 City of Saugatuck. The City of Saugatuck™ brand identity and associated artwork are owned by the City of Saugatuck.
No license is granted for reproduction, modification, merchandise, or commercial use without prior written authorization from the City. All rights reserved.

Brand Pillars and Attributes

01. Authentic at its core

The brand should feel grounded and genuine, while also reflecting the individuality of the community, where character, nostalgia, and a touch of quirk exist side by side.

02. Artful by nature

The brand should reflect a sense of artistry that feels natural and integrated in the everyday, not applied or decorative.

03. Elevated yet approachable

Saugatuck is defined by a rare “high-low” dynamic, where small-town warmth and charm coexist with a level of refinement that never feels out of reach. The brand should feel distinctive, yet easy to engage with and understand.

Brand Attributes

Authentic
Contemporary
Creative
Approachable
Confident
Fresh
Welcoming
Elevated
Relevant
Full of Character
Quirky

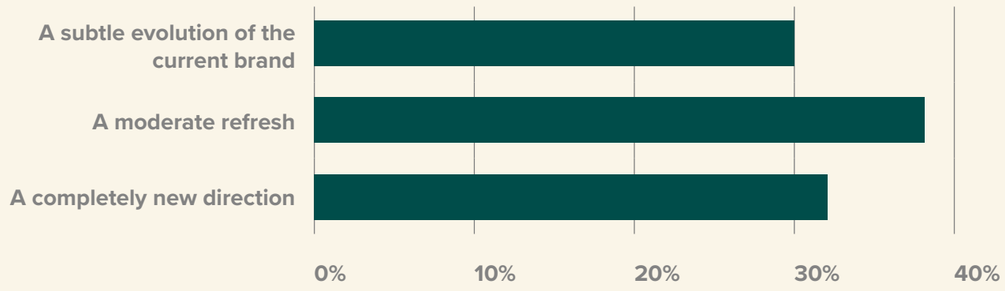
© 2026 City of Saugatuck. The City of Saugatuck™ brand identity and associated artwork are owned by the City of Saugatuck.
No license is granted for reproduction, modification, merchandise, or commercial use without prior written authorization from the City. All rights reserved.

Results From Community Survey

The City of Saugatuck Rebranding Project Community Survey received 322 responses, providing strong participation and a meaningful sample of community perspectives. Survey results showed strong support for a brand refresh that respects Saugatuck's existing character while evolving it in a more contemporary and cohesive direction.

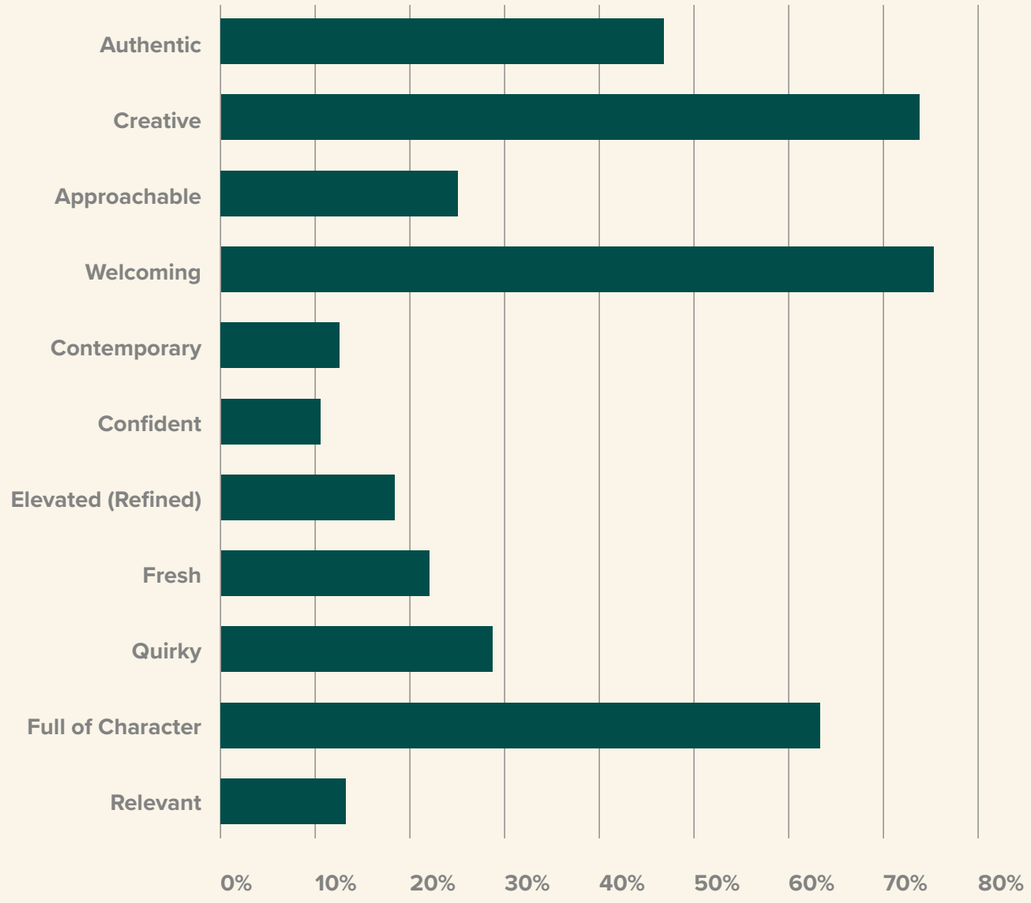
APPETITE FOR CHANGE

Which approach to updating the City's brand feels most appropriate?



BRAND ATTRIBUTES TO CONVEY

Which of the following attributes best describes the City of Saugatuck and should be reflected in the new brand? (Select up to 5)



© 2026 City of Saugatuck. The City of Saugatuck™ brand identity and associated artwork are owned by the City of Saugatuck.
No license is granted for reproduction, modification, merchandise, or commercial use without prior written authorization from the City. All rights reserved.

Recommended Brand Direction: Artistic and Creative Personality

The recommended brand direction centers on a custom script wordmark that feels expressive, artistic, and distinctly human. The bold, flowing letterforms bring movement and personality to the identity, while the handcrafted quality reflects Saugatuck's creative spirit. The result is an approachable and welcoming brand that feels full of character and conveys the sense of ease that defines the community.



BRAND ATTRIBUTES REFLECTED IN THE RECOMMENDED DIRECTION

Authentic	**Confident**	**Full of Character**
Approachable	**Fresh**	**Quirky**
Creative	**Welcoming**	

© 2026 City of Saugatuck. The City of Saugatuck™ brand identity and associated artwork are owned by the City of Saugatuck.
No license is granted for reproduction, modification, merchandise, or commercial use without prior written authorization from the City. All rights reserved.

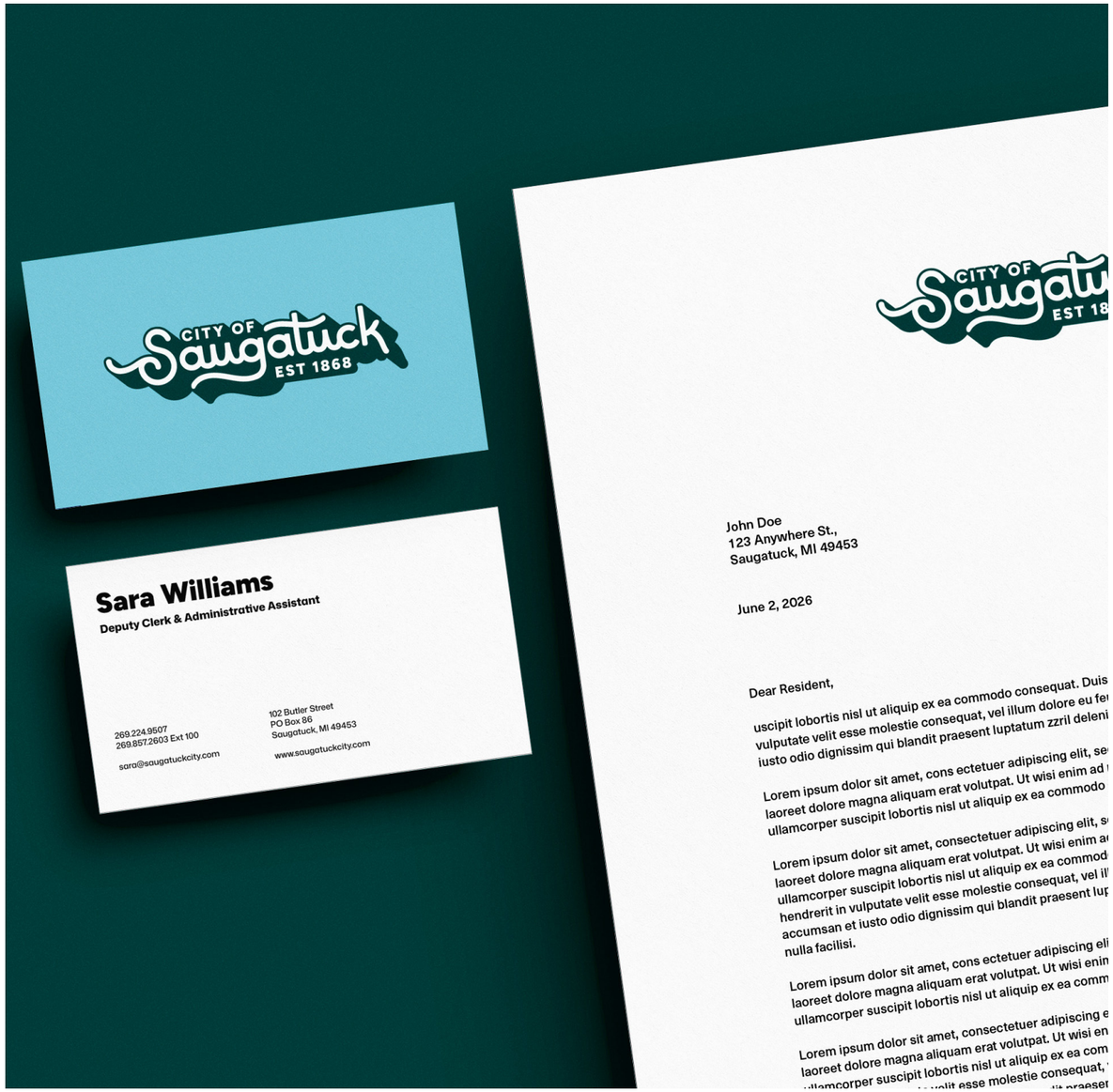
Recommended Brand Direction



© 2026 City of Saugatuck. The City of Saugatuck™ brand identity and associated artwork are owned by the City of Saugatuck.
No license is granted for reproduction, modification, merchandise, or commercial use without prior written authorization from the City. All rights reserved.

Recommended Brand Direction in Application

Stationery and Document Template Concepts





© 2026 City of Saugatuck. The City of Saugatuck™ brand identity and associated artwork are owned by the City of Saugatuck.
No license is granted for reproduction, modification, merchandise, or commercial use without prior written authorization from the City. All rights reserved.

Recommended Brand Direction in Application
Department of Public Works Concepts

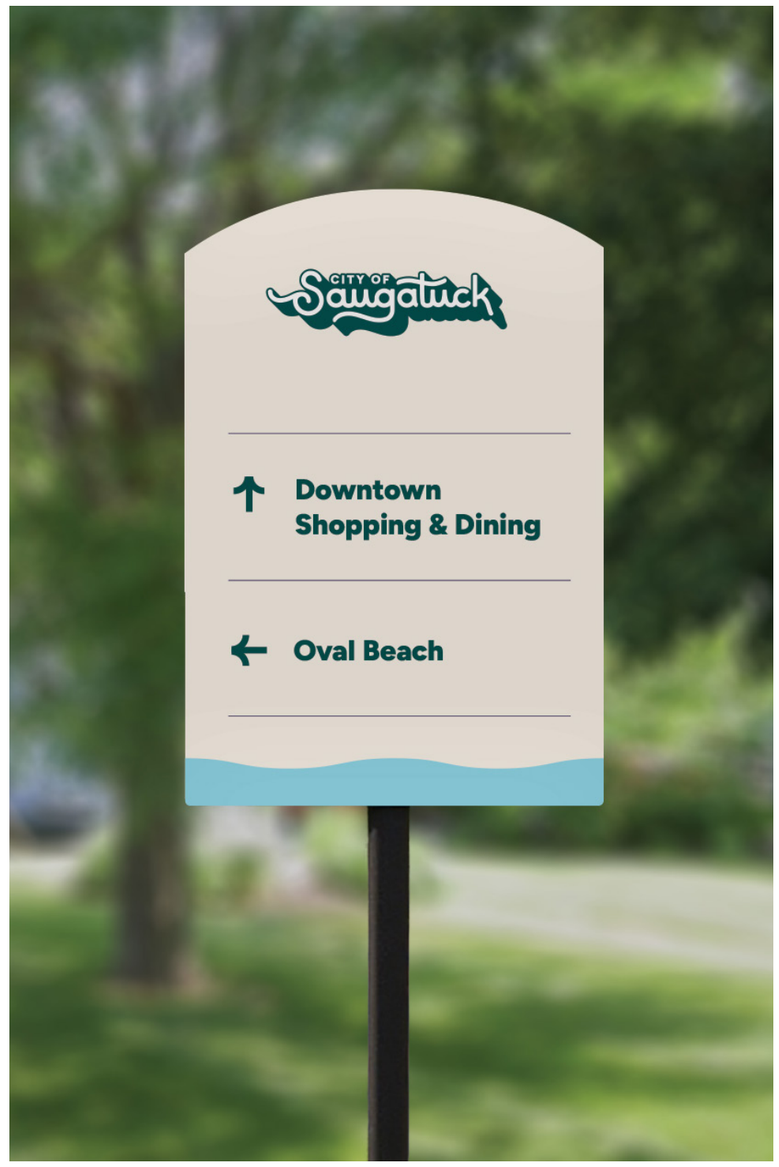




© 2026 City of Saugatuck. The City of Saugatuck™ brand identity and associated artwork are owned by the City of Saugatuck.
No license is granted for reproduction, modification, merchandise, or commercial use without prior written authorization from the City. All rights reserved.

Recommended Brand Direction in Application
Signage Concepts



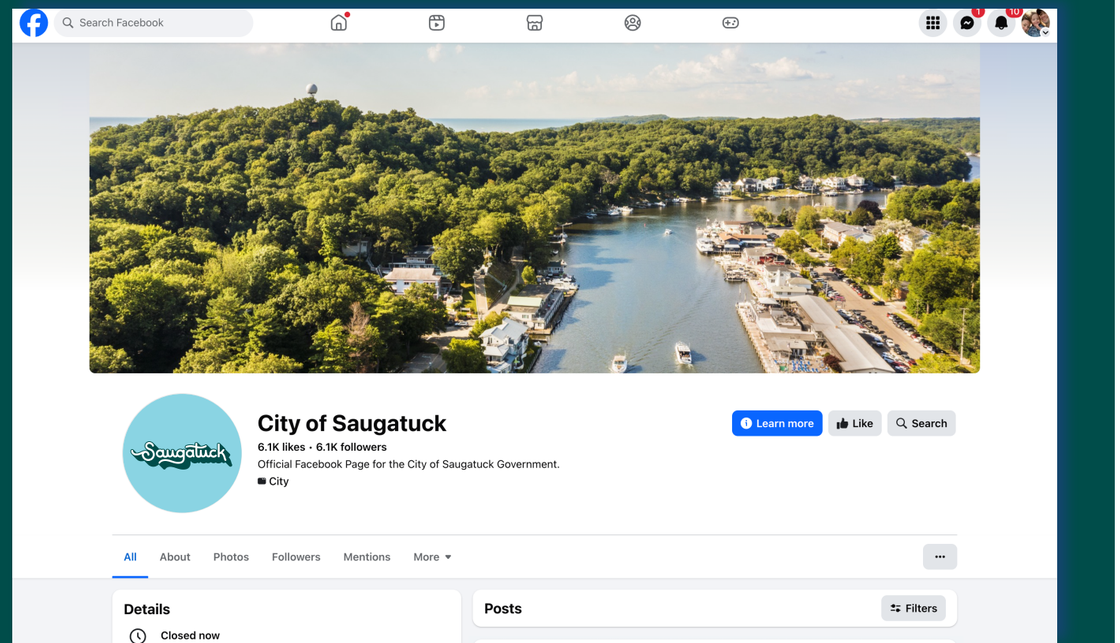


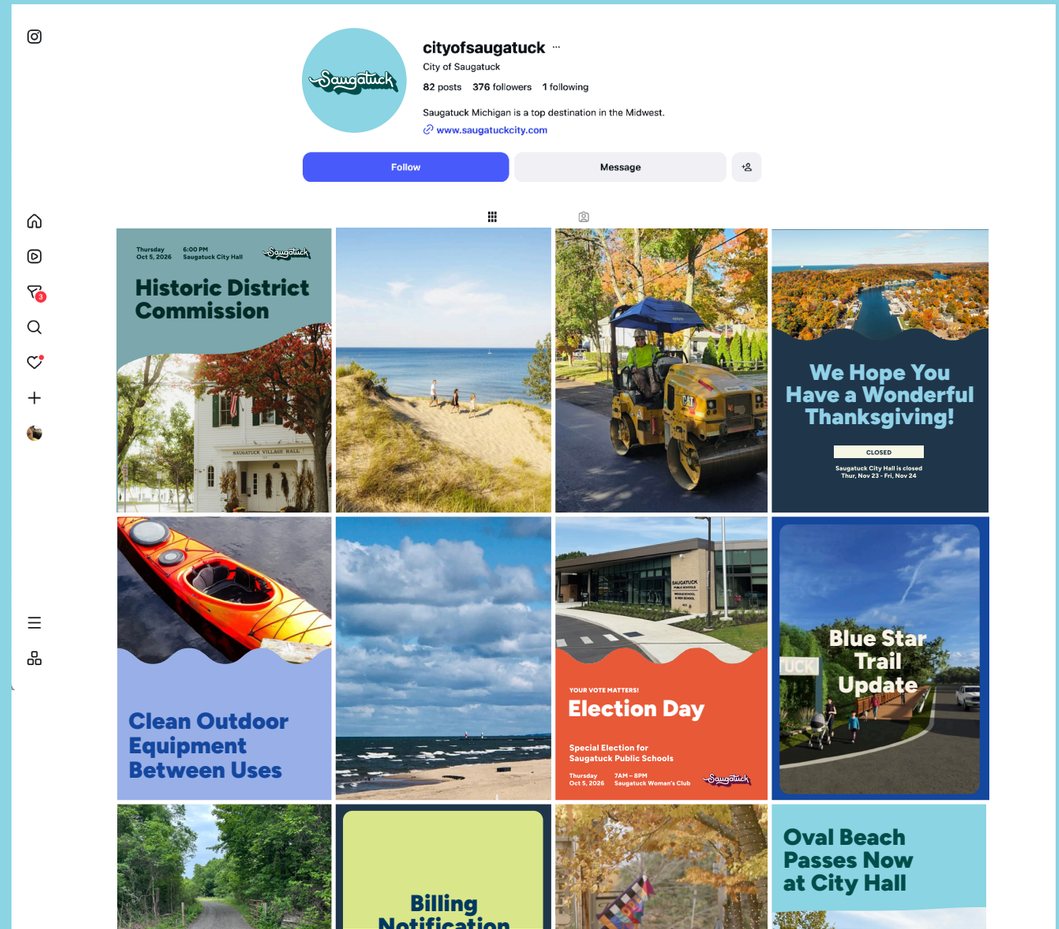
© 2026 City of Saugatuck. The City of Saugatuck™ brand identity and associated artwork are owned by the City of Saugatuck.
No license is granted for reproduction, modification, merchandise, or commercial use without prior written authorization from the City. All rights reserved.



Recommended Brand Direction in Application

Social Media Concepts

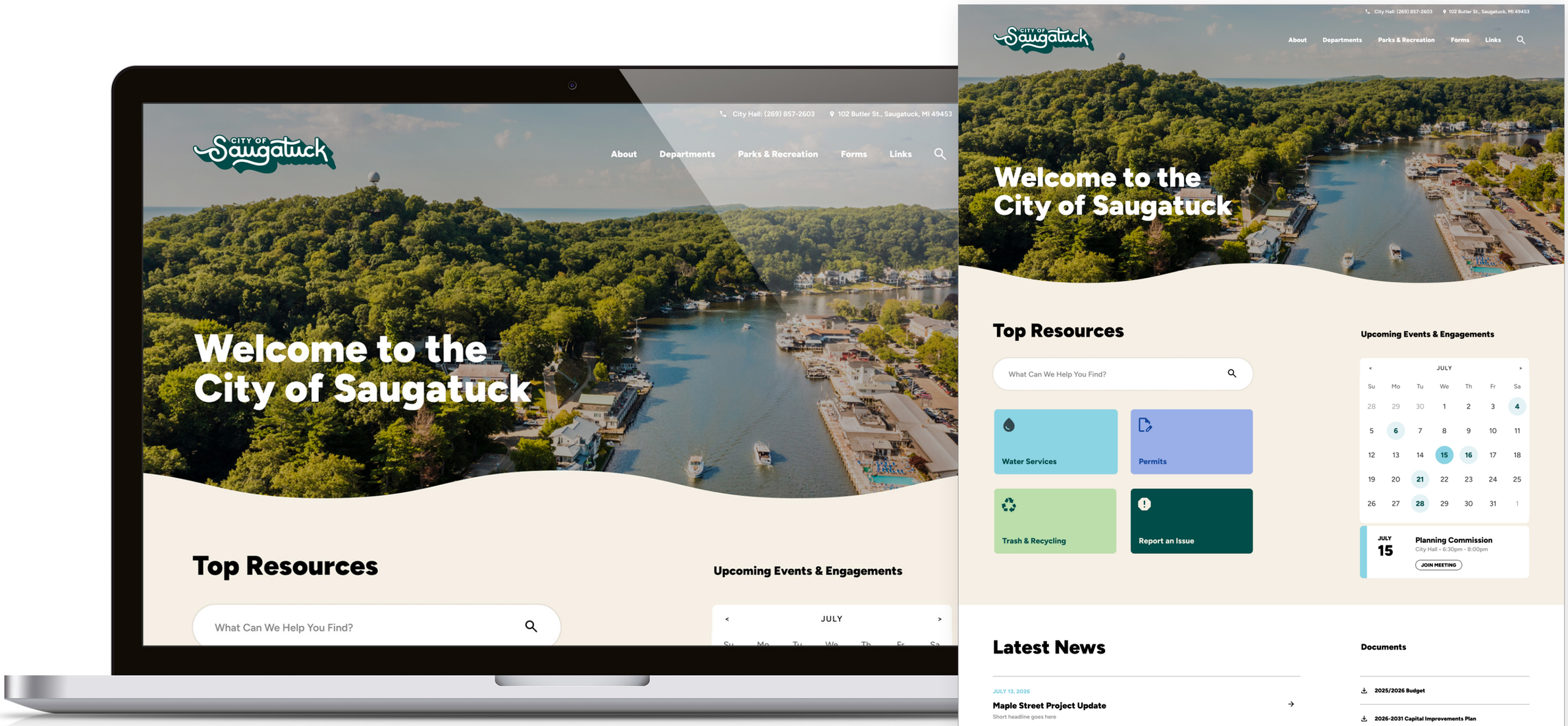




© 2026 City of Saugatuck. The City of Saugatuck™ brand identity and associated artwork are owned by the City of Saugatuck.
No license is granted for reproduction, modification, merchandise, or commercial use without prior written authorization from the City. All rights reserved.

Recommended Brand Direction in Application

Website Concept



© 2026 City of Saugatuck. The City of Saugatuck™ brand identity and associated artwork are owned by the City of Saugatuck.
No license is granted for reproduction, modification, merchandise, or commercial use without prior written authorization from the City. All rights reserved.

Recommended Brand Direction
Logo Variations

Primary



Secondary



Secondary



© 2026 City of Saugatuck. The City of Saugatuck™ brand identity and associated artwork are owned by the City of Saugatuck.
No license is granted for reproduction, modification, merchandise, or commercial use without prior written authorization from the City. All rights reserved.

Recommended Brand Direction
With Area Logos

© 2026 City of Saugatuck. The City of Saugatuck™ brand identity and associated artwork are owned by the City of Saugatuck.
No license is granted for reproduction, modification, merchandise, or commercial use without prior written authorization from the City. All rights reserved.

MEMORANDUM

TO: City Council
City of Saugatuck

FROM: Grayson Moore, Director of Planning/Zoning
David Jirousek, AICP, Consulting Planner

MEETING DATE: August 24, 2026

RE: Right of Way Permit Application, Christopher Hauck & Luis Allen: 731 Pleasant Street

---

REQUEST:
The applicant proposes several improvements within the Pleasant Street right-of-way, including retaining walls, landscaping, hardscaping, driveways, parking, and a staircase. The overall project is intended to replace deteriorated retaining walls, improve outdoor living space, improve the existing driveway, and provide additional off-street parking within the public right-of-way.

BACKGROUND:
The property is located in the R-1 Community Residential Zoning District and contains 8,986 square feet of land area, with approximately 66 feet of frontage along Pleasant Street. Pleasant Street includes curb and gutter drainage, and there are no sidewalks along this segment of the street.

From the edge of pavement along Pleasant Street, the subject property drops steeply by approximately 18 to 20 feet from the public right-of-way to the basement-level walkout. The concrete driveway extends from the edge of Pleasant Street to the first-floor garage, providing a level connection from the street to the garage door, which is supported by a vertical concrete retaining wall.

Historically, the sloped area west of the driveway has contained landscaping, a staircase, water features, boulders, and other improvements. An existing lower-level deck and screened porch are located outside of the public right-of-way.



Figure 1 - Previous Zillow Listing: https://www.zillow.com/homedetails/731-Pleasant-St-Saugatuck-MI-49453/74619522_zpid/?mmlb=g,38



Figure 2 - Previous Zillow Listing: https://www.zillow.com/homedetails/731-Pleasant-St-Saugatuck-MI-49453/74619522_zpid/?mmlb=g,28

The proposed plan includes three levels of retaining walls, two of which are located within the public right-of-way. The upper retaining wall accommodates a new parking pad and a narrow-landscaped area, while the middle retaining wall creates an additional landscaped area. The lower retaining wall is located outside of the public right-of-way and supports a new patio that extends partially into the public right-of-way.

A new parking pad is proposed adjacent to Pleasant Street, where landscaping currently extends to the curb. The existing concrete driveway will also be removed and replaced with a new concrete pavement surface. A trench drain is proposed to accommodate stormwater runoff from the new driveway surface. The existing retaining wall supporting the primary driveway will remain unchanged.

A replacement deck will be located entirely on the subject property. However, a portion of the landing and replacement stairs will extend into the public right-of-way, connecting the lower-level walkout basement to the proposed parking pad adjacent to Pleasant Street.

APPLICABILITY:
Pursuant to §94.34(F), applications for limited residential improvements within the public right-of-way may be referred to the City Council for approval, denial, or approval with conditions.

STAFF REVIEW:
The project represents an overall improvement to the property that will primarily benefit the landowner through the continued and expanded use of land within the City's public right-of-way. The proposed cost of the improvements is significant, at approximately $100,000. However, the improvements are not anticipated to adversely affect the Pleasant Street travel area or drainage system, provided that all comments and requirements of the City Engineer are addressed.

The proposed improvements generally align with existing conditions along this portion of Pleasant Street, where steeply sloping properties have historically utilized portions of the public right-of-way for landscaping, access, and other improvements. The subject property itself has utilized the right-of-way for many years, with landscaping, a water feature, hardscaping, and stairs providing access to the lower level. Although the improvements will primarily be visible to and used by the landowner, the project is anticipated to enhance the property's overall appearance by replacing deteriorated improvements.

While the proposed improvements represent a significant private investment within the City's public right-of-way, the steep slope extending from the Pleasant Street edge of pavement substantially limits the likelihood that this portion of the right-of-way would be needed for future public use. Removal of the improvements, if ever required, would likely be difficult and costly. However, given the physical characteristics of the right-of-way and the historic use of this area, such removal appears unlikely.

The City Engineer indicated that allowing the proposed patio, stairs, landscaping, and parking improvements within the Pleasant Street right-of-way is primarily a policy decision. The proposed improvements do not appear to significantly increase existing encroachments and are not anticipated to interfere with future road or utility improvements. Accordingly, there are no objections from an engineering standpoint.

The Engineer also noted historical drainage issues at the rear of the property and recommended that the proposed underground drainage system include an appropriately sized stone-bedded leach basin and perforated sock tile/French drain, with overflow designed to avoid impacts to adjacent properties or slope erosion. Drainage for the proposed lower patio should also be addressed, potentially through a similar leach basin system.

Provided the City Engineer is satisfied that the improvements will not adversely affect Pleasant Street, public drainage, or utilities, Staff has no significant concerns with the proposed improvements within the right-of-way. The existing landscaping within the right-of-way proposed for removal is attractive; however, the need for additional off-street parking is also recognized. The proposed parking pad will provide space for an additional vehicle to be parked outside of the Pleasant Street travel area, although the parking space itself will remain within the public right-of-way.

Staff finds that the proposal is generally appropriate for consideration under §94.34 and recommends that the City Council determine whether the request satisfies the review criteria of §94.34(H).

COUNCIL CONSIDERATIONS:
Per §94.34(H), residential improvements to the right of way shall be assessed based on the following criteria:

1. The proposed cost of installation;
2. The potential risk of harm associated with such installation, including, but not limited to potential for the installation to encroach on the motorway, break, malfunction, and cause harm to pedestrians and motorists;
3. The ease and cost of removal of the installation;
4. Whether the installation aligns with the surrounding area and provides an aesthetic benefit to the community;
5. Whether the installation pre-exists the passage of this section;
6. The proposed size of the installation, including height and width;
7. The material of the installation (i.e., plant matter, wood, brick, mulch, and plaster); and
8. Review, comment, and recommendations of city staff and departments.

MOTIONS:
The following motions are provided for the City Council's consideration. The Council may approve, approve with additional or modified conditions, or deny the request based upon the review criteria established in §94.34(H).

Motion to approve the request for retaining walls, landscaping, hardscaping, driveways, parking, and staircase within the public right-of-way at 731 Pleasant Street, finding that the proposal is appropriate, with the following conditions, and is consistent with the review criteria of §94.34(H), including that unique circumstances justify the proposed improvements due to the dramatic shift in topography; the addition of one parking space will help alleviate parking pressure in an area where additional parking opportunities are limited; and the proposed improvements will address historical site drainage concerns and positively affect stormwater management on the property.

Approval shall be subject to the following conditions:

1. The City reserves the right to require immediate removal of the installation if it creates public safety concern or if the City determines, in its sole discretion, that the installation is interfering or will interfere with present or planned public improvements or maintenance activities within the right-of-way.

2. All improvements shall be constructed and maintained in accordance with all applicable zoning, engineering, building, stormwater, and other applicable City requirements. Any required plans or details shall be subject to review and approval by the appropriate City staff prior to construction.

3. Drainage shall be reviewed by the City engineer, and construction shall not commence until the City engineer approves the drainage for the installation.

4. Prior to construction, the applicant shall provide evidence of liability insurance in an amount and with coverage acceptable to the City, naming the City as an additional insured. The applicant shall be responsible for any damage, injury, loss, or expense arising from the construction, installation, maintenance, or use of the improvements within the public right-of-way and shall indemnify and hold the City harmless to the extent permitted by law.

5. The property owner shall be responsible for the ongoing maintenance, repair, and upkeep of all approved improvements located within the public right-of-way. If any portion of the improvements are removed or damaged as a result of City work, utility work, or other authorized public improvements, the City shall not be responsible for replacement or restoration unless agreed to in writing by the City.

6. The improvements shall be constructed substantially in accordance with the plans submitted approved by the City. Any material alteration, expansion, or relocation of the improvements within the public right-of-way shall require prior written approval from the City.

7. Approval of the improvements within the public right-of-way does not convey, transfer, or create any ownership interest, easement, permanent right, or other property interest in favor of the property owner.

8. Prior to commencement of construction within the public right-of-way, the applicant shall provide a bond or other financial guarantee acceptable to the City, in an amount determined by the City, sufficient to ensure the proper construction, maintenance, repair, removal, or restoration of the improvements within the right-of-way. The financial guarantee shall remain in effect for the duration required by the City.

Respectfully Submitted,

Grayson Moore

Director of Planning & Zoning

640
630
620
38
28
1'-4"
10'-0"
4'-0"
1'-4"
12'-8"
4'-2"
7'-8"
1'-4"
630
640
38
Upper New Retaining Wall
10'-0"
630
Mid New Retaining Wall
28
Lower New Retaining Wall
620
Main Level Floor
Lower Level Floor
Pleasant Street
New Parking Pad
Slope To New Pad
Remove Existing Retaining
29'-2"
1'-4"
Landscape Area
Upper New Retaining Wall
38
4'-0"
Landscape Area
Remove Existing Wood Stairway
Mid New Retaining Wall
34
1'-4"
30
Landscape Area
Existing Retaining Wall To Remain
New Stair
12'-8"
28
New Lower Patio
628
Property Line
New Trench Drain
Extend Landing
Replace Landing
4'-2"
19'-1 1/4"
Extend Deck
9'-0"
Replace Existing Deck
Lower New Retaining Wall
1'-4"
New Stair
Gable Roof Above
Extend Retaining Wall as required for New Deck Replacement and Reconstruction
Verify Extent of New Concrete Drive
Property Line
Existing Deck Boards to Remain
Property Line
Railing

ROW Permit Fee: $150
Temp ROW Permit Fee: $75
Street Cut/Curb Cut Escrow Deposit: $3000
Installation Bond/Escrow: Superintendent Discretion
ROW Permit – Council Review: $250

City of Saugatuck EST. 1868

RECEIVED
JUL 30 2026
CITY OF SAUGATUCK
102 BUTLER ST
SAUGATUCK, MI 49453

RIGHT OF WAY PERMIT APPLICATION

Applicant Information	
Name: Christopher Hauck/Luis Allen	Business or Organization:
Address: 813 N June St, LA, CA, 90038	Phone: 310-402-3119
E-mail: cdhauck@aol.com, leallen@aol.com	
Contractor: Lakeshore Property Services, LLC	

Project Information	
Request Type (select all that apply):	☐ Street Cut ☐ Curb Cut ☐ Boring ☐ Stormwater Connection ☐ Sidewalk Closure ☐ Sidewalk Removal/Replacement ■ Installation ☐ Temporary Encroachment
Project Location: 731 Pleasant St.	
Description of Work/Project/Installation:	
see attached.	
Cost of Installation: $100,000.00	
Safety Measures: See attached.	
Start Date: Fall 2026	End Date: Spring 2027

Checklist	
Attachments (select all that apply):	☒ Survey, Site Plan and/or Drawing ☒ Traffic Control Plan ☐ Certificate of Insurance naming City of Saugatuck as additional insured**(not included)

**Per Grayson, we can wait on the COI while he gathers more information for this project

Attestation

By signing this application, I understand and agree to all of the following:

- The statements made in this application and submitted plans are true, and if found not to be true, any permit that may be issued may be void.
- To comply with the conditions and regulations provided with any permit that may be issued.
- This application shall be deemed an agreement by the applicant to promptly complete the work permitted, observe all pertinent laws and regulations of the City in connection therewith, repair all damage done to the street surface and installations on, over or within the street, including trees, and protect and save harmless the City from all damages or actions at law that may arise or may be brought on account of injury to persons or property resulting from the work done under the permit or in connection therewith.
- To indemnify and save harmless the City against all damages or actions at law that may arise or be brought by reason of the excavation or structure being under, over, in or upon the street, or being unfastened, out of repair or defective during the ownership or control.
- An issued permit may be revoked by the City Council if there is a failure to abide by the conditions set forth in the permit or maintain the installation. A permit is automatically revoked if the installation causes or inflicts unreasonable harm on persons or property.
- Encroachments and obstructions in the street may be removed and excavations refilled, and the expense of the removal or refilling charged to the abutting landowner when made or permitted by him or her or suffered to remain by him or her otherwise than in accordance with the terms and conditions of the City of Saugatuck Code of Ordinances.
- All applicable sections of the City of Saugatuck Code of Ordinances and all other applicable laws, ordinances and regulations will be complied with.
- This is a permit application (not a permit) and a permit, if issued, does not include any representation or conveyance of rights in any other statute, building code, fire code, deed restriction or other property rights.

Applicant Signature:	Date: 7/29/26

ADDITIONAL INFORMATION

Street Cuts
Each street cut shall be at the applicant's expense with no cost to the City of Saugatuck. An escrow deposit for engineer monitoring and inspection costs shall be submitted in accordance with the City fee schedule. The unused remainder of the escrow deposit will be returned. If the deposit does not cover all costs and expenses of the City, the deficit shall be paid by the applicant. One week prior to initiating the work, contact the City's engineering firm (Fleis & Vandenbrink) via the contact information listed below to schedule the necessary inspections for your project.

Jon Moxey
Fleis & Vandenbrink
jmoxey@fveng.com
O: 616.977.1000 | D: 616.588.1925 | C: 616.262.8717

Curb Cuts
Curb cuts may require engineer inspection and monitoring. If monitoring and inspection is required, an escrow deposit will be required. No single curb cut shall exceed 25 feet, nor be less than ten feet at the street line nor less than eight feet at the outside sidewalk line. The minimum distance between any curb cut and a public crosswalk shall be five feet. The minimum distance between curb cuts, except those serving residential property, shall be 25 feet. The maximum number of lineal feet of sidewalk driveway crossings permitted for any lot, parcel of land, business or enterprise shall be 45% of the total abutting street frontage up to and including 200 lineal feet of street frontage plus 20% of the lineal feet of street frontage in excess of 200 feet. The necessary adjustments to utility poles, light standards, fire hydrants, catch basins, street or railway signs, signals or other public improvements or installations shall be accomplished without cost to the City. Driveways over sidewalk lines shall be of concrete at least six inches thick. Driveway aprons between the sidewalk and the street shall be of concrete six inches thick.

Temporary Encroachments
Items such as dumpsters and trailers must be visible to motorists and pedestrians by means of reflectors, cones, and/or barricades. They must be placed so as to not impede access to a fire hydrant or block or impair traffic flow in the street or a motorists' line of sight.

Miss Dig
The permittee must comply with the requirements of PA 53 of 1974, as amended. CALL MISS DIG AT 811 or (800) 482-7171 AT LEAST THREE (3) FULL WORKING DAYS, BUT NOT MORE THAN TWENTY-ONE (21) CALENDAR DAYS, BEFORE YOU START WORK. The permittee assumes all responsibility for damage to or interruption of underground utilities.

Project Narrative

The proposed project consists of the reconstruction and improvement of the existing hillside landscape and site amenities located at 731 Pleasant St.

Existing materials to be removed include deteriorated timber retaining walls, the water feature, timber stairways, landscape plantings, the existing concrete driveway, and the existing wood deck landing.

The proposed improvements include the installation of a new tiered Verti-Block retaining wall system with integrated stairways, as shown on the submitted plans. The retaining walls have been intentionally designed to be recessed into the existing hillside, following the natural topography rather than projecting above it. The new retaining walls will remain below or at existing grade and will not create exposed vertical walls along the roadway. This design minimizes visual impacts from the public right-of-way, preserves roadway sight distance, and reduces the potential hazard associated with vehicles leaving the roadway and striking above-grade retaining structures. Replacing the existing timber walls with a permanent engineered retaining wall system will reduce future maintenance requirements, improve overall slope stability, and minimize the potential for structural deterioration over time.

A new lower-level concrete patio will be constructed within the hillside to create additional usable outdoor living space for the homeowners. Because the patio and retaining walls are integrated into the existing slope, the improvements will have minimal visibility from the roadway.

A landscape buffer consisting of shrubs and ornamental plantings will be installed along the upper portions of the retaining wall system as illustrated on the landscape plan.

The project also proposes one additional off-street parking space located within the existing buffer area between the retaining wall system and the roadway. This improvement is intended to increase on-site parking and will be poured concrete.

The existing concrete driveway will be removed and replaced with new concrete pavement. A trench drain will be installed across the driveway to intercept surface runoff that currently flows toward the residence. Stormwater collected by the trench drain will be conveyed through an underground piping system to a collection basin (crock) located on the southeast portion of the property, where it will be discharged in accordance with the proposed drainage plan.

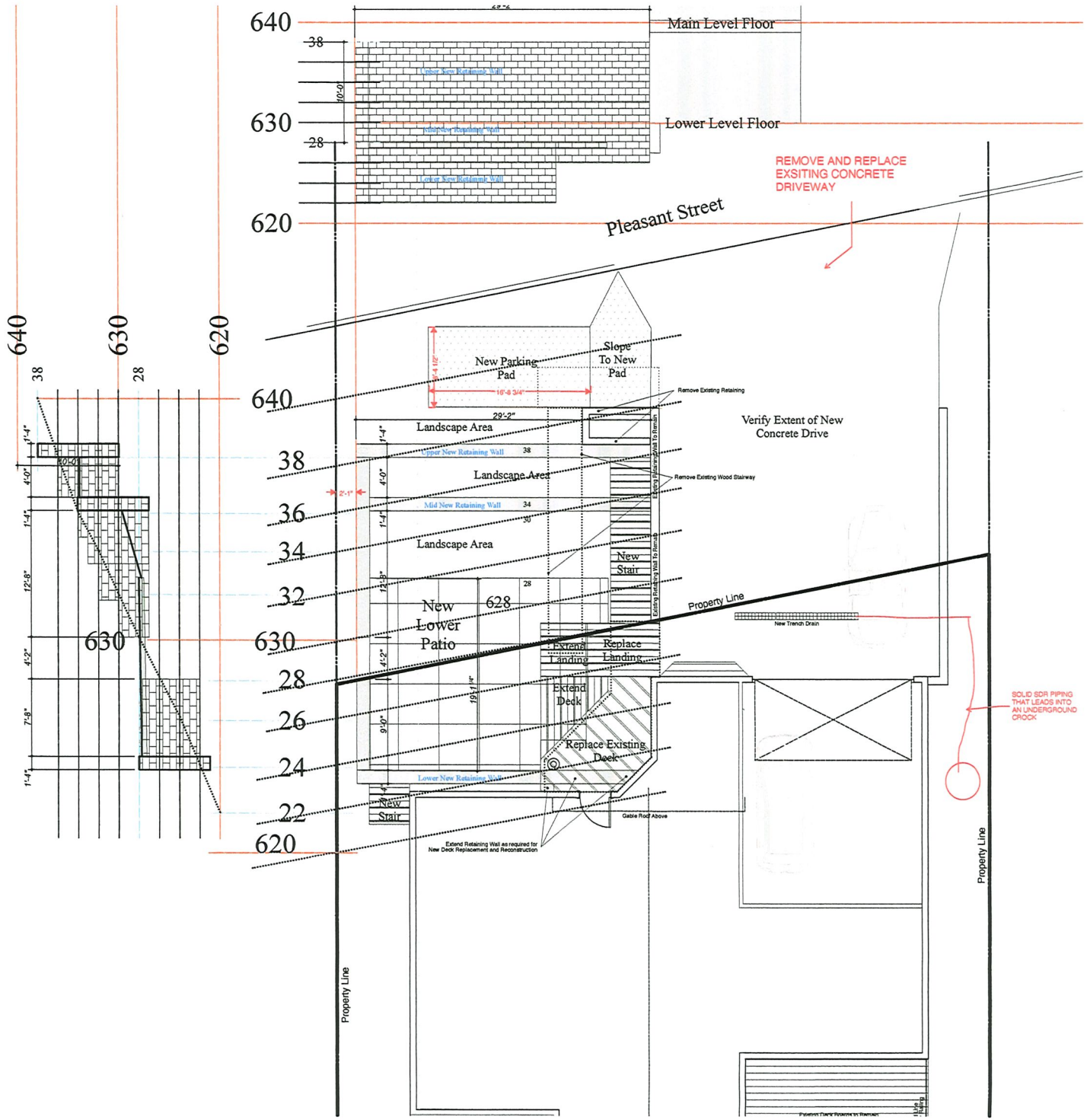
Overall, the project replaces aging and deteriorated materials with a modern retaining wall system, improved access, enhanced drainage, additional outdoor living space, and increased parking while maintaining the natural character of the hillside. The retaining walls and patio are designed to be integrated into the existing terrain to reduce their visual impact from the public right-of-way and to improve both site safety and long-term stability.

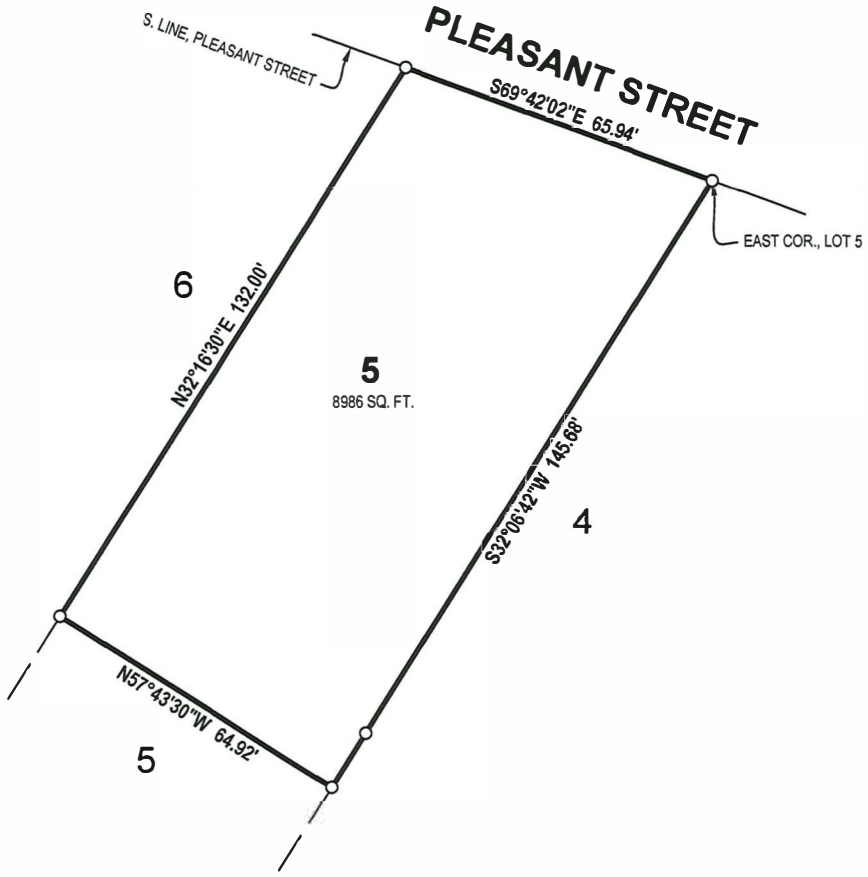
Traffic Control & Safety Plan

All work will be performed with the safety of the public, employees, and motorists as the highest priority. The work area will be clearly identified and protected using orange traffic cones placed around the active work zone adjacent to the roadway.

Crews will keep all equipment, materials, and vehicles within the designated work area whenever possible to minimize impacts to traffic and pedestrians. At least one travel lane will remain open at all times, and access to adjacent properties will be maintained throughout the project.

Employees will wear high-visibility safety apparel while working near the roadway and will remain alert to passing traffic. Cones will be adjusted as work progresses and removed promptly upon completion of the work each day.


640
630
620
Main Level Floor
Lower Level Floor
Upper New Retaining Wall
Mid New Retaining Wall
Lower New Retaining Wall
REMOVE AND REPLACE EXSITING CONCRETE DRIVEWAY
Pleasant Street
New Parking Pad
Slope To New Pad
Remove Existing Retaining
Verify Extent of New Concrete Drive
Landscape Area
Remove Existing Wood Stairway
New Stair
Property Line
New Trench Drain
New Lower Patio
628
Extend Landing
Replace Landing
Extend Deck
Replace Existing Deck
SOLID SDR PIPING THAT LEADS INTO AN UNDERGROUND CROCK
Gable Roof Above
Extend Retaining Wall as required for New Deck Replacement and Reconstruction
Property Line



DESCRIPTION

Land situated in the City of Saugatuck, County of Allegan, State of Michigan.

Part of Lot 5, Block 4 of Morrison and Densmores Addition to Saugatuck in the Southeast 1/4 of Section 9, Town 3 North, Range 16 West, Allegan County, Michigan described as beginning at the most easterly corner of Lot 5 and proceeding thence along the line between Lots 4 and 5, South 32 degrees 06'42" West 145.68 feet; thence North 57 degrees 43' 30" West 64.92 feet; thence along the line between Lots 5 and 6, North 32 degrees 16'30" East 132.00 feet; thence along the South line of Pleasant Street, South 69 degrees 42'02" East 65.94 feet to the point of beginning.

(Warranty Deed recorded in Liber 4867, Page 578, recorded June 29, 2023, Allegan County Register of Deeds Office)

LEGEND

O Iron-Found

STATE OF MICHIGAN
Scott
A
Hendges
License No.
4001047953
LICENSED PROFESSIONAL SURVEYOR

By: Scott A. Hendges

Scott A. Hendges Licensed Professional Surveyor No. 4001047953

SCALE: 1" = 30' 0' 15' 30' NORTH

This survey was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.

Christopher Hauck
813 N June St
Los Angeles, CA 90038

731 Pleasant St

DRAWN BY: NH
REV. BY:
REV.:

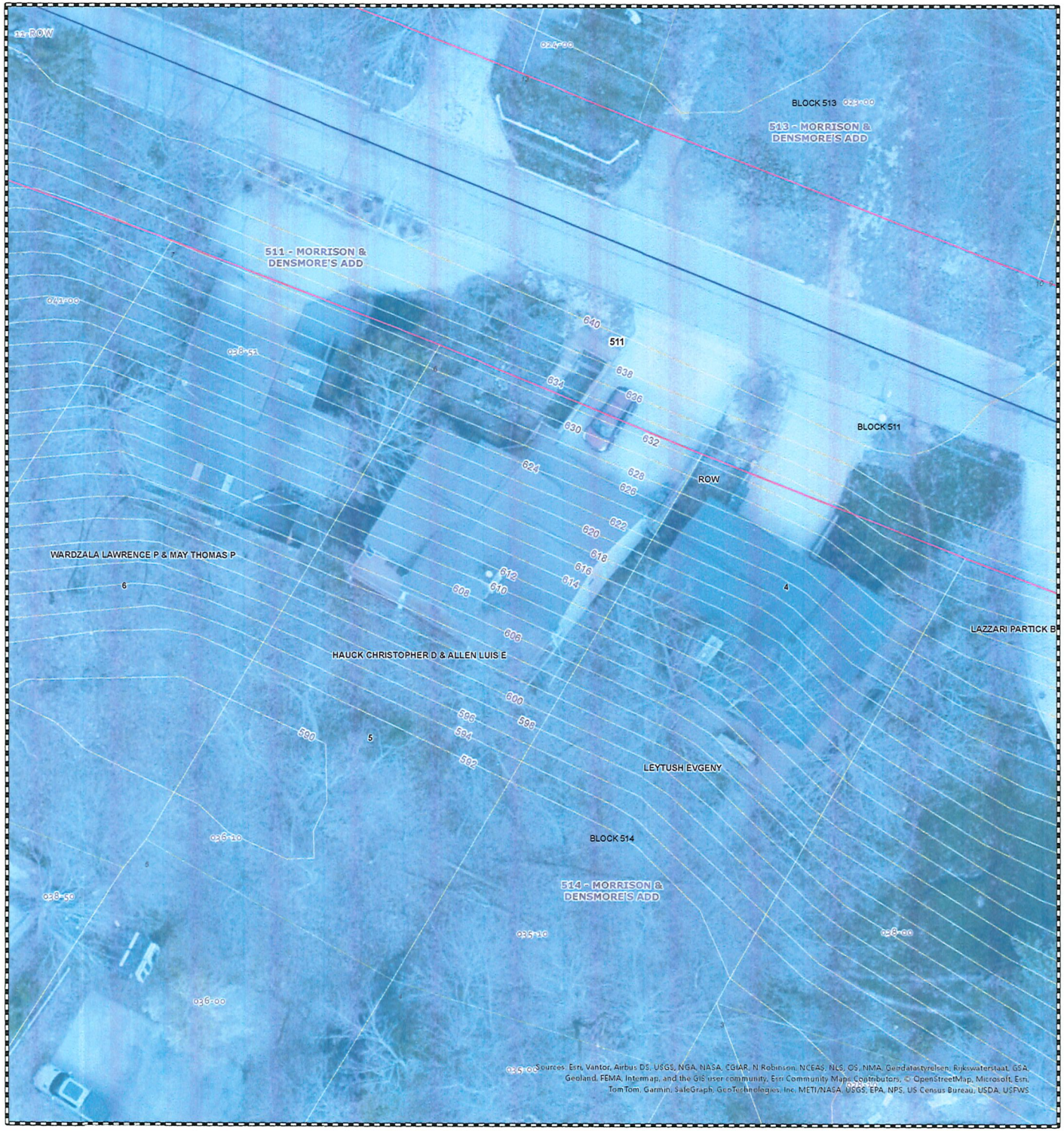
DATE: 11/19/2025
REV. DATE:

PRJ #: 25202051

1 OF 1

NEDERVELD
www.nederveld.com • 800.222.1868
Holland
730 Chicago Dr.
Holland, MI 49423
Phone: 616.393.0449
Grand Rapids • Ann Arbor

© 2025 Nederveld Inc.



N
W E
S

1:282

This map was compiled for tax administration purposes only. It does not represent a legal property survey.

Map Printed: 7/27/2026

Gaps
Overlaps
Waterbody

0 0 0 0.01 mi

Engineering Supply
prints@engineeringsupply.com
c/o MikaDo

640
630
620
38
28
640
38
36
34
32
630
28
26
24
22
620
640
630
620
38
28
12'-8"
4'-2"
6'-0"
1'-4"
4'-0"
1'-4"
1'-4"
Main Level Floor
Lower Level Floor
Upper Kew Retaining Wall
Middle Kew Retaining Wall
Lower Kew Retaining Wall
Pleasant Street
New Parking Pad
Slope To New Pad
Remove Existing Retaining
29'-2"
Landscape Area
Upper New Retaining Wall
38
Landscape Area
Remove Existing Wood Stairway
Mid New Retaining Wall
34
30
Landscape Area
New Stair
Landscape Area
Existing Retaining Wall To Remain
Existing Retaining Wall To Remain
28
628
New Lower Patio
Replace Landing
Property Line
New Trench Drain
Verify Extent of New Concrete Drive
16'-0"
New Entry Deck
Lower New Retaining Wall
Gable Roof Above
Property Line
Property Line

Pleasant Street

Slope To New Pad

New Parking Pad

Remove Existing Retaining

Verify Extent of New Concrete Drive

3'-8"

1'-4"

Landscape Area

3'-8"

Landscape Area

Remove Existing Wood Stairway

Existing Retaining Wall To Remain

Landscape Area

1'-4"

Landscape Area

New Stair

16'-10"

New Lower Patio

Property Line

New Trench Drain

Replace Landing

16'-0"

6'-4"

New Entry Deck

Gable Roof Above

Property Line

Property Line

Existing Deck Boards to Remain
** Sand all existing boards, and restain / seal.

Dot-Dashed Line Indicates New Railing

Existing Deck Boards to Remain
** Sand all existing boards, and restain / seal.

Dot-Dashed Line Indicates New Railing

Existing Deck Boards to Remain
** Sand all existing boards, and restain / seal.

Dot-Dashed Line Indicates New Railing

Columns to Remain in the Same Location
** Remove existing FYPON covers and 'reskin' as shown in elevation detail

Columns to Remain in the Same Location
** Remove existing FYPON covers and 'reskin' as shown in elevation detail

Verti-Block Wall Sketcher

Job Name	
Company/Person	
Address	
City State, Zip	
Telephone	

Summary:

Retaining:		2 & 3 Sided:	
Full blocks	100	2 & 3 sided blocks	22
Half blocks	13	6" cap	35
Half-step blks	5	Free stand. columns	2
Half half blks	0		
Square Feet	872	Square Feet	184

Retaining Wall Blocks	118		
Freestanding Wall Blocks	24		
Steps & Caps	35	Total Square feet	1056
Total Blocks	177		

Project Notes:

4 - SMALL WEDGES

Retaining Series Legend

36" BLOCK SERIES

36"	36" Std Block	44	48"V	48" VERTICAL	4	48"	48" MIDDLE	15
TBlk	Top Block	6	60"	MIDDLE	13	48H	48" HALF BLOCK	4
HB	Half Block	4	RCTB	R. Corner Top Block	5	TN	TINY KNOB	8
HTB	Half Top Block	1	LCTB	L. Corner Top Block	1	HTN	TN HALF	2
						VTNL	VERT TNL	4
						HV	HALF VERTICAL	2

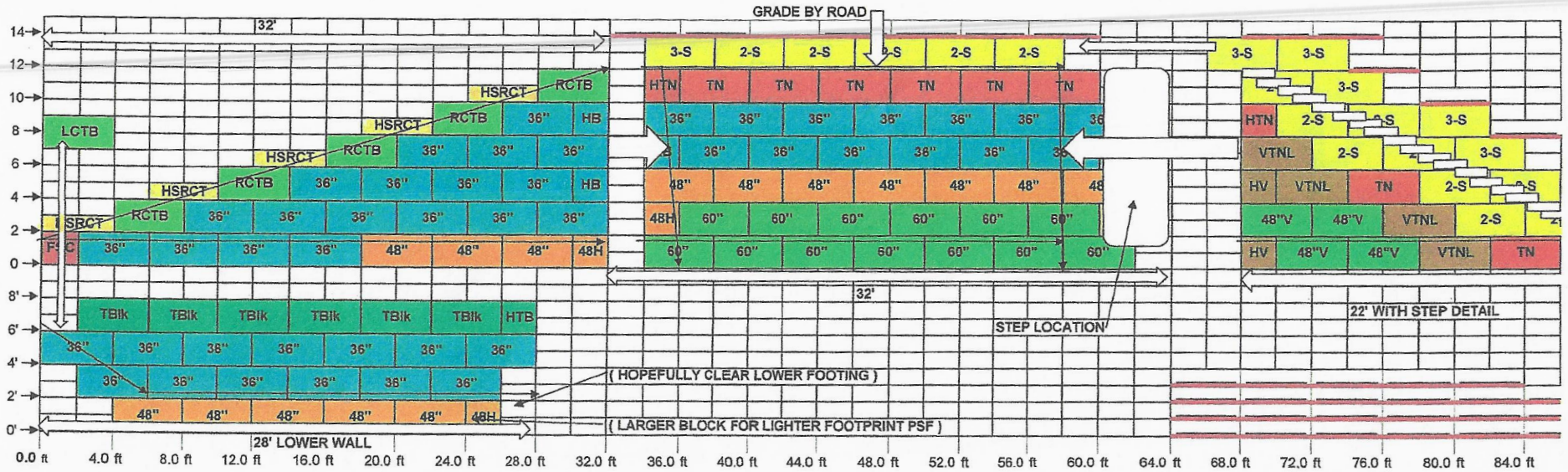
MASS EXTENDER SERIES

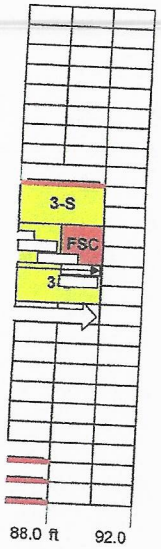
HALF-STEP SERIES

HS	Standard HS Block	0
HSTB	HS Top Block	0
HH	HS Half Block	0
HHT	HS Half Top Block	0
HSRC	HS Right Corner Blk	0
HSLC	HS Left Corner Blk	0
HSRCT	HS R. Corner Top Blk	5
HSLCT	HS L. Corner Top Blk	0

2 & 3 Sided Block Series

2-S	2-Sided Block	14
3-S	3-Sided Block	8
FSC	Free Standing Column	2
	6" Smooth Cap	35


GRADE BY ROAD
32'
LCTB
HSRCT
RCTB
HB
TBlk
HTB
HTN
TN
VTNL
HV
48"V
2-S
3-S
48H
STEP LOCATION
32'
22' WITH STEP DETAIL
(HOPEFULLY CLEAR LOWER FOOTING)
(LARGER BLOCK FOR LIGHTER FOOTPRINT PSF)
28' LOWER WALL
14
12
10
8
6
4
2
0
8'
6'
4'
2'
0'
0.0 ft
4.0 ft
8.0 ft
12.0 ft
16.0 ft
20.0 ft
24.0 ft
28.0 ft
32.0 ft
36.0 ft
40.0 ft
44.0 ft
48.0 ft
52.0 ft
56.0 ft
60.0 ft
64.0 ft
68.0 ft
72.0 ft
76.0 ft
80.0 ft
84.0 ft


3-S
FSC
3
88.0 ft
92.0

City Manager Report

August 24, 2026

Deer Management

- City Council has prioritized addressing deer overpopulation for FY 2026/2027, building on recommendations from the Tri-Community Wildlife Committee.
- The City has updated its firearms ordinance to allow for a City-sponsored deer cull and staff have had several meetings to identify options and review logistics. This has included meetings with the Allegan County Sheriff's Office, Michigan Department of Natural Resources (DNR), United States Department of Agriculture (USDA) and a private culling firm.
- Both the USDA and private firm offer potential cull options, with the private firm potentially available as soon as this winter.
- I hope to have a proposal ready for City Council consideration at a September workshop.

Maple Street Construction Update

- Water main installation has been completed. North end tie ins will occur soon.
- Water service installation for the remaining residents on the northern end of Maple Street should be completed soon.
- Installation of additional sanitary sewer laterals has started.
- Installation of a concrete sidewalk on the west side of Maple Street and curbs at intersections have begun.
- Crushing the east lane is scheduled for September.
- Work on the Public Works lot is expected to begin in September.
- Paving is still anticipated to take place in October.
- Downtown Water Valve Work
    - At your last regular meeting, I reported that we were working on narrowing dates in October for the water valve work. As you know, this work is to provide additional valving along Water Street so that, in the case of a water main break and shutdown (like the one a few years ago), it will limit those that are impacted. As a reminder, this work will occur over two days, include a 2-4 hour water shutdown each day, followed by a boil water notice. Based on feedback received to date, we are trying to avoid events such as Halloween, Gallery Stroll, and Indigenous Peoples' Day. Work will be completed early in the week so boil water advisories can be lifted in time for the weekend. Unfortunately, there is no perfect day or time and we can't avoid all impacts.

    - We checked the CVB events calendar and also reached out to them for a recommendation. Their recommendation was for the work to occur on October 19 and 20. The Public Works team is working on providing notice of the planned work on those dates. As you know, the work is dependent on the weather and subject to change. If we have weather issues our last realistic opportunity following the planned dates will be October 24 and 25.
- A reminder that if your constituents have questions, please have them contact the following:
    - Public Works - Michelle Gibson, Project Coordinator - (269) 224-9504
    - Fleis & VandenBrink Engineering
        - Jon Moxey, P.E., Project Manager – (616) 588-1925
        - Peter Tierney, P.E., Project Manager – (616) 914-8621

Park Street Planning

- A reminder of the upcoming open house!
- We continue the process of planning improvements on Park Street between Campbell Road and Mount Baldhead Park. The improvements currently being evaluated include:
    - Installing a pedestrian facility (sidewalk, widened shoulder, etc.)
    - Road resurfacing
    - Water service replacement as needed to comply with the Environment, Great Lakes, and Energy's (EGLE) Lead and Copper Rule (some to inside the home/building)
    - Sanitary sewer improvements
    - Drainage and stormwater management improvements
- Fleis & VandenBrink (F&V), has obtained topographic survey information for the corridor and is beginning to evaluate the various elements listed above.
- The City is seeking public input to help guide the planning and design processes. **An open house will be held on:**
    - **September 1st from 4PM - 7PM**
    - **Location: Mount Baldhead Park (Weather backup location: City Hall, 102 Butler Street, Saugatuck, MI 49453)**
- F&V staff will have displays with the survey and other information to be able to review any concerns and get input on the future of Park Street.

Parking Improvements Task Force

- The last Parking Improvements Task Force meeting will be held on Tuesday, August 25, at 3:00 p.m. The agenda includes:
    - Downtown Employee Parking Plan
    - City of Saugatuck Parking Study: Executive Summary and Action Plan
    - Plan Ownership and Implementation
- The group is expected to present its recommendations to City Council in late September.

- All of the Parking Improvements Task Force reports, presentations, meeting packets, and other study materials are available on the City's website: https://www.saugatuckcity.com/parking-improvements-task-force.html

Open Public Works Equipment Operator-Maintenance Worker Position

- Noah Aramendi has accepted a position with the Holland Department of Public Works.
- The open Public Works Equipment Operator-Maintenance Worker position is posted. If you know anyone who may be interested, please encourage them to learn more and apply here: https://www.saugatuckcity.com/employment.html

Miscellaneous

- **Blue Star Trail** – Archeological survey work began this week.
- **Mt. Baldhead Upper Platform –** Preliminary design work is complete and a plan review meeting with staff was held August 10. A meeting is scheduled with the tribal nations. Construction is likely in spring 2027.
- **Kalamazoo Lake Sewer Water Authority (KLSWA) -** KLSWA now has a Facebook page. Follow them here for the latest updates: https://www.facebook.com/KLSWA
- **Meetings**
    - Held one on one meeting with Director of Planning and Zoning
    - Held one on one meeting with Director of Public Works
    - Held Department Head team meeting
    - Attended Blue Star Highway Roundtable
    - Held one on one meeting with City Treasurer/Finance Officer
    - Met with Shoreline Technology
    - Attended Elizabeth Street design and Maple Street construction meeting
    - Held one on one meeting with City Clerk
    - Prepared for and attended Kalamazoo Lake Harbor Authority meeting
    - Met with Director of Public Works and Oval Beach Manager
    - Attended Convention and Visitors Bureau Board Meeting
        - The CVB provided the Chili Cookoff with a $1,000 cash sponsorship and $500 in kind marketing.
    - Met or talked with various residents.

Civic Engagement

- I shared the following in my community report and thought Council may also be interested.
- Keith Kindred is a retired Michigan teacher who taught at the high school and college levels for over 33 years. He recently wrote an opinion piece for the *Holland Sentinel* titled "Democracy is a skill we may be forgetting". Some of his comments resonated with me:
    - University of Michigan surveys show resident engagement declining over the past decade. Local officials increasingly report relying on the same small

group of volunteers, struggling to recruit future leaders, and watching public trust weaken.

- Instead of regularly interacting with the people who live nearby, many of us spend more time with algorithms that sort us by outrage instead of geography.
- We exchange neighbors for followers. We trade local concerns for national controversies.
- When the only public square many of us experience exists on a screen, we have fewer opportunities to solve ordinary problems with the people who live down the street.
- That helps explain why discussions about culverts, sewer bonds or school budgets can suddenly feel like debates over national politics. We are asking people to use localized civic skills they have fewer chances to develop.
- Rebuilding that habit doesn't require everyone to run for township supervisor or school board. It starts with something much smaller.
- Attend one planning commission meeting. Volunteer for a community organization. Spend more time in places where neighbors still meet one another as neighbors instead of political opponents.