CITY COUNCIL MEETING AGENDA
June 9, 2025

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

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Mayor's Comments**
5. **City Manager Comments**
6. **Agenda Changes** *(Additions/Deletions)*
7. **Guest Speakers**
8. **Public Comment on Agenda Items Only** *(Limit 3 minutes)*
9. **Consent Agenda:** *(Roll Call) Pg.3*
   - **A.** Approval of Special Meeting Minutes for June 4, 2025.
   - **B.** Special Event – Venetian Festival.
   - **C.** Special Event – Fourth of July.
   - **D.** Special Event – Music in the Park.
10. **Staff Reports, Boards, Commissions & Committees:** *Pg.27*
    - **A. Staff Reports:**
      1. City Manager
      2. Treasurer
      3. Clerk
      4. Planning and Zoning
      5. Department of Public Works
      6. Police
      7. Engineer

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

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

Then enter "Meeting ID":
2698572603

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

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

B. Boards, Commissions & Committees:

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

11. Approval of Accounts Payable: *(Roll Call) Pg.56*

A. Accounts Payable in the amount of $108,554.49.

12. Public Hearings

13. Unfinished Business

14. New Business

A. Res 250609-A Adopting the General Appropriations Act for Fiscal Year 2025-2026. *(Roll Call) Pg.63*

B. Change in the City's Schedule of Fees - Resolution No. 250609-B & Resolution No. 250609-C. *(Roll Call) Pg.140*

15. Closed Session:

A. City Manager Performance Evaluation:

Motion to move into a closed session pursuant to MCL 15.268(a) to conduct an annual personnel evaluation of the City Manager. (Roll Call)

16. Public Comment *(Limit 3 minutes)*

17. Correspondence: *Pg.178*

A. Kate Cotton

18. Council Comments

19. Adjourn (Voice Vote)

CITY COUNCIL SPECIAL MEETING MINUTES
JUNE 6, 2025

The City Council met for a Special Meeting at 6:00 p.m.
City Hall
102 Butler St., Saugatuck, MI 49453.

Call to Order:
The meeting was called to order by Mayor Anderson at 6:00 p.m.

Attendance:
Present: Mayor Anderson, Mayor Pro-Tem Stanton and Councilmembers Clark, Dean, Gardner, Muncey and Peterson.
Absent: None.
Others Present: City Manager Cummins, Attorney Witte, Clerk Wolters, DPW Superintendent Herbert, Zoning Director Thompson and Treasurer Bredeweg.

Agenda Changes: None.

Public Comment on Agenda Items Only: None.

Approval of Minutes:
Regular City council Meeting Minutes – May 27, 2025:
Motion by Stanton, second by Clark to approve the regular city council meeting minutes from May 27, 2025. Via voice vote, motion carried unanimously.

Public Hearing:
Public Hearing was called to order by Mayor Anderson at 6:03 p.m.
City Manager Cummins presented the budget for fiscal year 2025-2026.
Public comment regarding the proposed FY 2025-2026 Budget:
Supporting comments (audience and letters): None.
Opposing comments (audience and letters): None.
General comment opportunity (Supporting, Opposing, General): None.
Public comment portion was closed by Mayor Anderson at 7:13 p.m.
No council comments.
Public hearing was closed by Mayor Anderson at 7:13p.m.

Discussion Items:

Budget for fiscal year 2025-2026:

Presented and discussed during the public hearing.

Change in the City's Schedule of Fees:

City Manager Cummins proposed the following:

Short term rental fees:

Annual license fee increase from $525 to $540.

Fire department re-inspection fee increase from $150 to $175.

Water infrastructure monthly charge changes:

Meter Size	Meter Equivalent (per KLSWA)	Customers with this Meter Size	Current Water Capital Improvement Charge (per month)	Proposed Water Capital Improvement Charge (per month)
5/8"	1	84.5%	$20	$23
1"	2.5	11.3%	$50	$57.50
1 ½"	5	1.2%	$100	$115
2"	8	1.8%	$160	$184
3"	15	.1%	$300	$345

Public Comments: None.

Correspondence: None.

Council Comments:

- Councilmember Peterson thanked the staff for the Maple Street project meetings, noting they were very efficient and important for residents who will be impacted by the construction. She apologized for previously not following the proper communication protocol with staff, acknowledging that he should not directly contact staff members without going through the city manager.
- Councilmember Gardner apologized for missing the Maple Street project meeting due to a commitment to his daughter. He thanked City Manager Cummins and staff for the budget presentation, calling it one of the better ones he's experienced and praising the hard work and effort. He expressed disappointment that more people didn't attend the public hearing but saw this as a sign that the city is on the right track. He asked about utility work being done in front of Gliks on Butler Street (which Ryan Cummins later explained was exploratory work on a sewer lateral). Mentioned noticing a pneumatic tube on Holland Street for traffic counting.
- Councilmember Stanton Sharing a conversation she had with resident Renee Zita about Mount Bald Head steps and the upper platform. Noting that she and Scott went to inspect the steps. Thanked the Department of Public Works (DPW) for quickly planning repairs to the steps, which were slightly delayed due to storm work. Appreciating that the DPW was already planning to address the repairs that were desperately needed around Mount Bald Head.
- Councilmember Dean thanked the staff for an excellent budget presentation. He discussed the importance of both visible and invisible infrastructure projects. Praised the budget for addressing not just visibly attractive projects like Maple Street, but also critical behind-the-scenes infrastructure needs. Highlighting the potential crisis that can arise from neglecting "out of sight, out of mind" infrastructure

like water and sewer systems.

- Councilmember Muncey thanked the staff for their great job and appreciating the open communication over the past year. He reminded everyone about the upcoming Community Pride parade that is scheduled for this weekend.
- Councilmember Clark applauded the staff for putting together the budget and thoroughly examining what needs to be done. Noting that the budget presentation was reasonable and highlighting the significant capital projects outlined in the multi-year plan.
- Mayor Anderson thanked everyone for their contributions and praising the strong team and budget. She highlighted the Saugatuck Wilds opening, mentioning that Chris, Gregory, and Lauren were there, and expressing appreciation for the donor's generosity. She will attend an upcoming meeting with Lisa Mize about a shoulder season strategy, where they want to explore potential areas of collaboration. Seeking a council member to join her and Ryan in the meeting on either June 11 or 18 at 1pm, preferably someone from Public Works.

Adjournment:

Motion by Muncey, second by Peterson to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Anderson adjourned the meeting at 7:39 p.m.

Respectfully Submitted

_____

Jamie Wolters, City Clerk

City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: June 9, 2025

SUBJECT: Special Event – Venetian Festival at Coghlin Park

The attached Venetian Festival application is to approve the use of Coghlin Park on 7/25/25 for the park party and use of Coghlin Park on 7/26/25 for the start and finish of poker run. A safety meeting has been conducted and has been approved by Fire, Police and DPW. Approval of the fireworks will be presented at a later date after the safety meeting has been conducted.

Venetian Festival:

Date: 7/25/25 & 7/26/2025
Location: Use of Coghlin Park
Time: 7/25/25 4:30pm-11:00pm
7/26/25 11:30am – 1:00pm

BUDGET ACTION REQUIRED:
N/A

COMMITTEE/COMMISSION REVIEW:
N/A

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Motion to **approve/deny** the 2025 Venetian Festival events to take place in Coghlin Park on July 25th & 26th.

Council Action
_____ Approved
_____ Denied
_____ Date

City of Saugatuck ★ EST. 1868

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Rotary Club of Saugatuck/Douglas **TELEPHONE:** (231) 878-8566

MAILING ADDRESS: PO Box 211 Douglas MI 49406

CONTACT NAME: April Gundy **TELEPHONE:** _____

E-MAIL ADDRESS: eventssaugatuck-douglas@gmail.com **CELL PHONE:** (231) 878-8566

CONTACT PERSON ON DAY OF EVENT

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

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

EVENT INFORMATION

NAME OF EVENT: Venetian Festival 2025 **DATE(S) OF EVENT:** July 25 + 26

PURPOSE OF EVENT: Charitable Fundraiser **RAIN DATE:** N/A

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

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

EVENT LOCATION: Coghlin Park **EVENT HOURS:** 7/25 4:30-11:00 7/26 11:30-1:00pm

ESTIMATED NUMBER OF ATTENDEES: 3200

ESTIMATED NUMBER OF VOLUNTEERS: 65

ESTIMATE DATE / TIME FOR SET-UP: 7/24 9:00 ☒ A.M. ☐ P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 7/26 3:00 ☐ A.M. ☒ P.M.

EVENT DETAILS

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

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

PROPOSED TIME MUSIC WILL BEGIN: 7/25@430pm **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: BAR area will be fenced in, ID will be checked at entrance, Security present, bartenders tips trained. License to Follow upon city approval.

WILL FIREWORKS BE APART OF EVENT: ☒ Yes ☐ No

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

☐ *Provide Copy of Fireworks Permit* Working on it.

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

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

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

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

Description of signs: _____

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

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

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

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

☐ **PORTABLE TOILETS – QUANTITY** _____

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

If yes, where do you propose your vendors park? Lower Griffith + west side Culver

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

DEPARTMENT OF PUBLIC WORKS

☐ APPROVED ☐ DENIED _____

Authorized Personnel Signature

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

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

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

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

☐ **OTHER**_____

POLICE DEPARTMENT

☐ APPROVED ☐ DENIED _____

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? ☐ Yes ☐ No

If yes please describe & include times_____

Other (describe):_____

SAUGATUCK TOWNSHIP FIRE DISTRICT

☐ APPROVED ☐ DENIED _____

Authorized Personnel Signature

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

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

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

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

Describe Sidewalk Use:_____

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

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

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

Parking Lot Location:_____

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

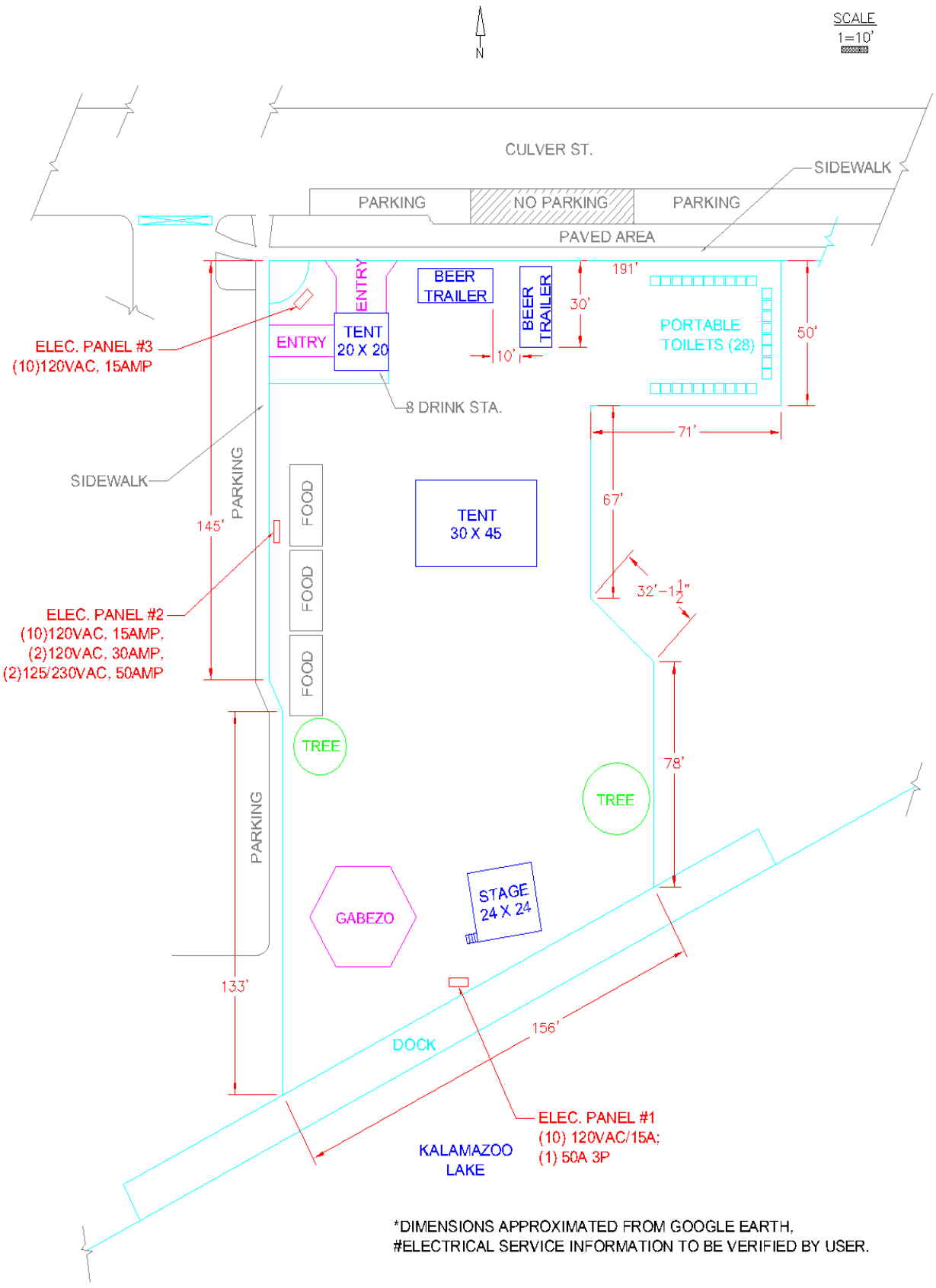
Sidewalk re-open date/time:_____ _____☐ **A.M.** ☐ **P.M.**

What parking arrangements are proposed to accommodate potential attendance:_____

_____

COUGLIN PARK

MAY. 21, 2024



*DIMENSIONS APPROXIMATED FROM GOOGLE EARTH.
#ELECTRICAL SERVICE INFORMATION TO BE VERIFIED BY USER.

APPLICATION CHECK LIST

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

If document is missing, please explain:_____

The applicant and sponsoring organization understand and agrees to:

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

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

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

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

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

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

April Sendy
Applicant Signature

2/17/2025
Date

City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: June 9, 2025

SUBJECT: Special Event – Fourth of July

DESCRIPTION:
The fourth of July festivities for 2025 are a parade, park party and fireworks. Please see breakdown below and attached applications. Safety meetings have been conducted, and events are approved by Fire, Police and DPW.

Parade:
Date: 7/4/25
Time: 11:00am
See attached route map.

Park Party:
Date: 7/4/25
Time: 11:00am – 2:00pm
Music: 12:00pm – 2:00pm
Location: Wicks Park

Fireworks:
Date: 7/5/25, *rain date is 7/6/25*
Time: Dusk
Location: Coghlin Park

BUDGET ACTION REQUIRED:
N/A

COMMITTEE/COMMISSION REVIEW:
N/A

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Motion to **approve/deny** the Fourth of July Parade, Park Party and Fireworks for 2025.

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 Douglas CVB **TELEPHONE:** 269-857-1701

MAILING ADDRESS: 95 Blue Star Hwy MI 49453

CONTACT NAME: April Gundy **TELEPHONE:** 231-878-8506

E-MAIL ADDRESS: eventssaugatuckdouglas@gmail **CELL PHONE:** 231-878-8506

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: April Gundy **TELEPHONE:** 231-878-8506

E-MAIL ADDRESS: _____ **CELL PHONE:** _____

EVENT INFORMATION

NAME OF EVENT: 4th of July Parade **DATE(S) OF EVENT:** 7/4/2025

PURPOSE OF EVENT: Community Enrichment **RAIN DATE:** None

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

EVENT LOCATION: Downtown Saugatuck **EVENT HOURS:** 9:30-12:00

ESTIMATED NUMBER OF ATTENDEES: 200-400

ESTIMATED NUMBER OF VOLUNTEERS: 7/4/2025 - 20 Volunteers

ESTIMATE DATE / TIME FOR SET-UP: 7/4/2025 945 ☑ A.M. ☐ P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 7/4/2025 1200 ☐ 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:

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☒ **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?_____

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

DEPARTMENT OF PUBLIC WORKS

☐ APPROVED ☐ DENIED _____

Authorized Personnel Signature

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

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

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

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

☐ **OTHER**_____

POLICE DEPARTMENT

☐ APPROVED ☐ DENIED _____

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? ☐ Yes ☐ No

If yes please describe & include times_____

Other (describe):_____

SAUGATUCK TOWNSHIP FIRE DISTRICT

☐ APPROVED ☐ DENIED _____

Authorized Personnel Signature

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

Street closure date/time: 7/4/2025 945 ☒ **A.M.** ☐ **P.M.**

Street re-open date/time: 7/4/2025 1200 ☐ **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)

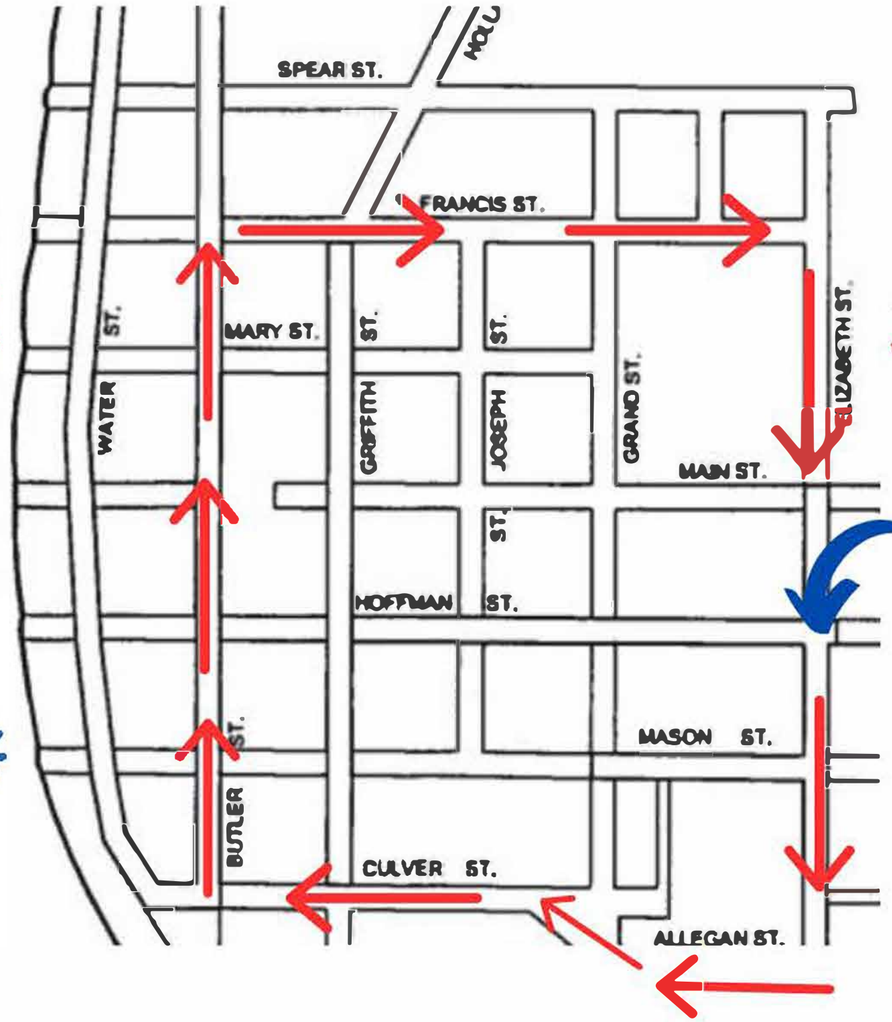
Parking Lot Location:_____

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:_____

Fourth of July Parade Route



Start and Finish

11:00am Start

APPLICATION CHECK LIST

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

If document is missing, please explain:_____

The applicant and sponsoring organization understand and agrees to:

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

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

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

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

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

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

April Dandy
Applicant Signature

3/31/2025
Date

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 Douglas CVB **TELEPHONE:** 269-857-1701

MAILING ADDRESS: PO Box 28 Saugatuck MI 49453

CONTACT NAME: April Gundy **TELEPHONE:** 231-878-85[illegible]

E-MAIL ADDRESS: eventssaugatuckdouglas@gmail.com **CELL PHONE:** 231-878-85[illegible]

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: April Gundy **TELEPHONE:** 231-878-85[illegible]

E-MAIL ADDRESS: _____ **CELL PHONE:** _____

EVENT INFORMATION

NAME OF EVENT: 4th OF July Park Party + Fireworks **DATE(S) OF EVENT:** 7/4 + 7/5/2[illegible]

PURPOSE OF EVENT: Community Enrichment **RAIN DATE:** none (party) 7/6/2[illegible] (Firewo[illegible])

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

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

EVENT LOCATION: Wicks Park **EVENT HOURS:** 11:00-2:00

ESTIMATED NUMBER OF ATTENDEES: 300-400

ESTIMATED NUMBER OF VOLUNTEERS: 20

ESTIMATE DATE / TIME FOR SET-UP: 11:00 7/4 11:00 ☒ A.M. ☐ P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 7/4 2:00 ☐ A.M. ☒ P.M.

Fire works 7/5/2025 DUSK

EVENT DETAILS

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

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

PROPOSED TIME MUSIC WILL BEGIN: 12:00 pm **END:** 2:00 pm

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

☐ *Provide Copy of Health Department Food Service License*

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

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

☐ *Provide Copy of Michigan Liquor Control License*

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

WILL FIREWORKS BE APART OF EVENT: ☒ Yes ☐ No July 5

☑ *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: 1 Palette Sign to include Parade, Party, Fireworks

(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? 5 SPOTS @ lot next to Wicks Park

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

DEPARTMENT OF PUBLIC WORKS

☐ APPROVED ☐ DENIED _____

Authorized Personnel Signature

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

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

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

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

☐ **OTHER**_____

POLICE DEPARTMENT

☐ APPROVED ☐ DENIED _____

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? ☐ Yes ☐ No

If yes please describe & include times_____

Other (describe):_____

SAUGATUCK TOWNSHIP FIRE DISTRICT

☐ APPROVED ☐ DENIED _____

Authorized Personnel Signature

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

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

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

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

Describe Sidewalk Use:_____

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

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

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

Parking Lot Location:_____

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

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

What parking arrangements are proposed to accommodate potential attendance:_____

_____

APPLICATION CHECK LIST

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

If document is missing, please explain:_____

The applicant and sponsoring organization understand and agrees to:

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

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

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

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

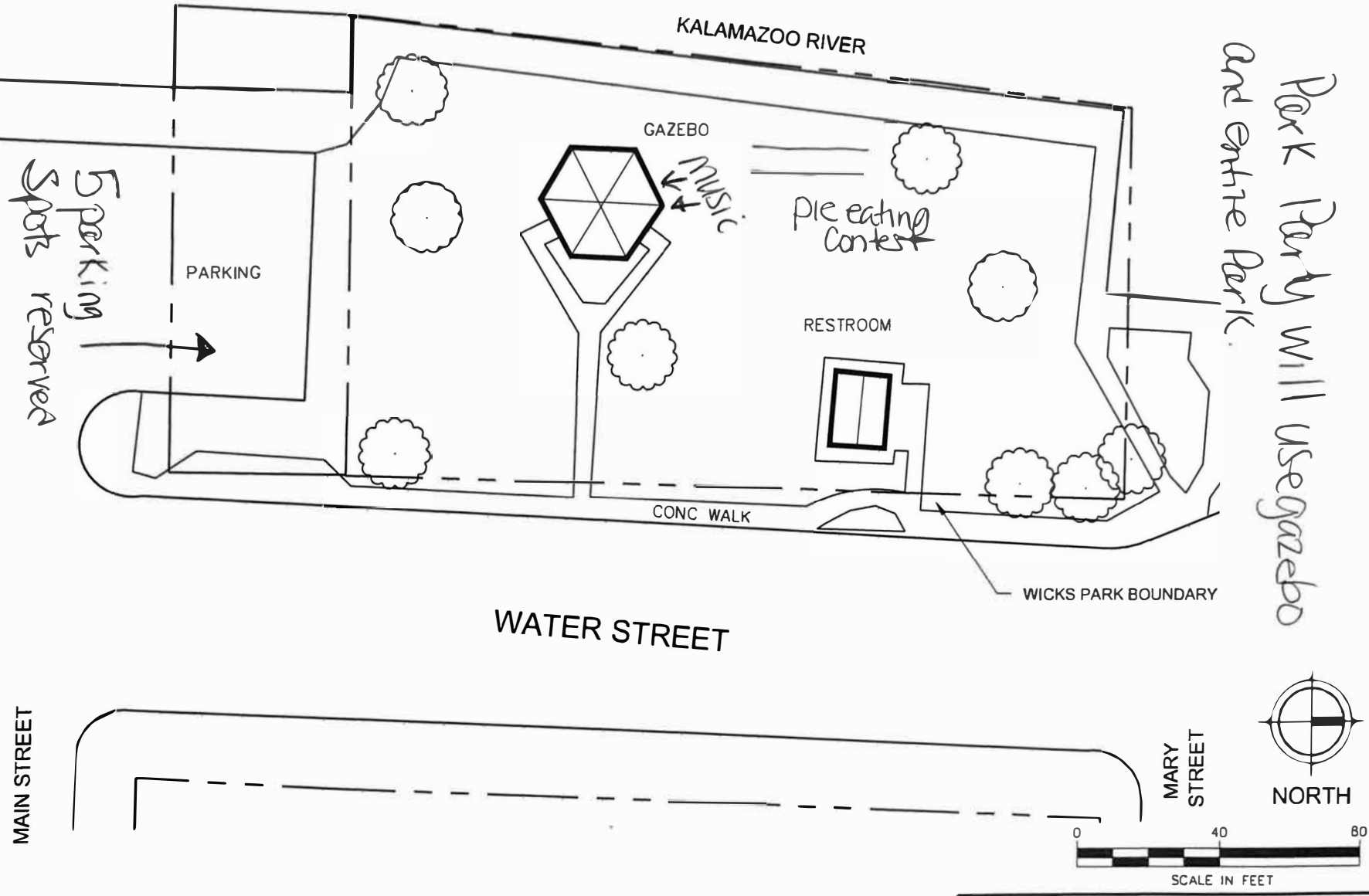
Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury,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

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

April Sendy
Applicant Signature

4/2/2025
Date

3187_Wicks Park\ricks 2/3/2016



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

FLEIS & VANDENBRINK ENGINEERING, INC.

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

WICKS PARK
PARK USE PERMIT APPLICATION
2016 3187

City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: June 9, 2025

SUBJECT: Special Event-Music in the Park

DESCRIPTION:
The proposed 2025 Music in the Park series will be every Wednesday night from 7:00 p.m. – 9:00 p.m. starting on June 18, 2025. The event will be similar to previous years. A safety meeting has been conducted and event is approved by Fire, Police and DPW.

BREAKDOWN OF EVENT:

Name:	Music in the Park
Date:	Every Wednesday, starting Wednesday June 18 - ending September 3.
Time:	7:00 p.m.- 9:00 p.m.
Location:	Wicks Park
Attendees:	250
Volunteers:	3

BUDGET ACTION REQUIRED:
N/A

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Motion to approve/deny the 2025 Music in the Park series starting on June 18th through .

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 Douglas CVB TELEPHONE: (231) 878-8566

MAILING ADDRESS: PO Box 28 Saugatuck MI 49453

CONTACT NAME: APRIL Gundy TELEPHONE: _____

E-MAIL ADDRESS: eventssaugatuckdouglas@gmail CELL PHONE: (231) 878-8566

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: April Gundy TELEPHONE: _____

E-MAIL ADDRESS: eventssaugatuckdouglas@gmail CELL PHONE: (231) 878-8566

EVENT INFORMATION

NAME OF EVENT: Music In The Park DATE(S) OF EVENT: every Wednesday 6/18 - 9/3

PURPOSE OF EVENT: Community enrichment RAIN DATE: NA

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

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

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

ESTIMATED NUMBER OF ATTENDEES: 250

ESTIMATED NUMBER OF VOLUNTEERS: 3

ESTIMATE DATE / TIME FOR SET-UP: every Wednesday 4:30 ☐A.M. ☒P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: _____ 9:30 ☐A.M. ☒P.M.

EVENT DETAILS

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

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

PROPOSED TIME MUSIC WILL BEGIN: 700 PM **END:** 900 PM

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

☐ *Provide Copy of Health Department Food Service License*

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

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

☐ *Provide Copy of Michigan Liquor Control License*

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

_____

WILL FIREWORKS BE APART OF EVENT: ☐ Yes ☒ No

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

☐ *Provide Copy of Fireworks Permit*

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

☒ **"YARD" SIGNS** - Number requested: 8 (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): @ Wicks park each week hung

Description of signs: Wednesday AM - music, announcing BAND + Sponsors.

(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 3 spots reserved @ PARK parking lot.

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

Will the Interurban be utilized? ☐ Yes ☐ No Time(s) 600 - 930 PM

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.

Lori Gundy
Applicant Signature

2/17/2025
Date

City Manager Report

June 9, 2025

Maple Street Open House

- We had a good and steady turnout at the Maple Street open house. It was great to dialogue with property owners in the area and go over the plans. The vast majority of the feedback was positive. Folks are especially excited about the new sidewalk. The engineering team will be reviewing the comments and taking them into account as the design work progresses. Construction is planned for April – November 2026.
- Attached is a copy of the plans that were presented.
- For your constituents who were unable to attend and have questions or comments, they can reach out to Jon Moxey of Fleis & VandenBrink at jmoxey@fveng.com or 616-977-1000.



Frontier Fiber

- Fiber is coming to more of the City this summer! Staff and engineering recently met with Directline Communication who will be managing the project on behalf of Frontier. They will be extending the fiber optic network on the following streets:
    - Campbell Road
    - Manchester Drive

    - Weirich Drive
    - Park Street
    - Vine Street
    - Frederick Street
    - Perryman Street
    - Dunegrass Circle
    - Van Dalson Street
    - Oval Beach
- This project is expected to expand service options at the lakeshore significantly and is just the first phase of a larger project extending to other areas of the City.
- Our engineering consultant, Jon Moxey, advised the following:
    - Work is planned to begin on Monday, June 9, 2025 and run through August. The work will be a combination of directional drilling new underground lines (minimal excavation work required), adding overhead infrastructure on existing poles and setting underground access points. All work is proposed to be complete within the public right of way or utility easements. Work will generally be staged along the road shoulder but there may be times when a lane closure with flaggers or a sidewalk closure will be required. Questions or concerns can be directed to the Directline project manager, Tiffany Manges at (574) 272-9814 x1010 or tmanges@dlci.net

Temporary Signage at Holland/Blue Star

- At the last regular meeting, Council provided direction to temporarily re-locate the Saugatuck sign along the river to Holland/Blue Star. Since the approval, I have been working with the Township Manager and Road Commission to apply for the necessary permits. The Township and Road Commission are also requesting a formal agreement. The proposed agreement would allow the temporary sign to remain for up to three years, which will give us time to work together on a new sign for the intersection. I hope to bring the agreement forth at your next workshop. Assuming all the parties approve and permits are received, we can get the sign installed by end of June or early July.

Administrative/Project Coordinator

- After your approval, we posted the new Administrative/Project Coordinator position to support the Public Works Department. We have received over 80 applicants! We are confident we will find a great fit. I greatly appreciate the Council's approval of more staffing resources.

No Wake Survey and Next Steps

- The no wake survey recently closed and the results were provided to the Harbor Authority and City Council. The Harbor Authority will be reviewing in July. I hope to bring their feedback and survey results to a workshop at the end of July or sometime in August for further discussion and direction.

Ribbon Cutting at Saugatuck Wilds

- Saugatuck Wilds Nature Preserve is now open to the public! There was an excellent turnout at the ribbon cutting ceremony. A big thank you to Mayor Anderson, Mayor Pro Tem Stanton, and Jon Vanderbeek of the Riverwood Council for their thoughtful comments.
- We have received a lot of great feedback on how beautiful the property is and how well the Outdoor Discovery Center did with their work.
- One person said the following on our social media: “We took a walk this morning - it's a slice of heaven!”



Blue Star Trail

- The Township Manager, FOBST representative, C2AE, and I recently met to discuss items that are needed to get to a point where the project goes out for bids.
- MDOT advised the tribe’s on-site assessment is scheduled for August.

Rainbow Sidewalk

- For the second year in a row, the Convention and Visitors Bureau (CVB) team volunteered to refresh the rainbow sidewalk along Culver. DPW purchased the paint and the CVB staff did a great job on the refresh. Thank you CVB!



Miscellaneous

- Met with Treasurer and our insurance agent to discuss health insurance proposal and options for next fiscal year.
- Held Department Head team meeting.
- Attended meeting to plan for next steps for deer management.
- Attended meeting with Township Manager and property owner to discuss sand mining project near old landfill property. More to come at the next workshop meeting.
- Held one on one meeting with DPW Superintendent.
- Held one on one meeting with Director of Planning/Zoning.

Blast from the Past

- Below is a publication that was in the paper on June 13, 1968.
- Community engagement during master planning is a key component and goes back many years. The Planning Commission, staff, and planning consultant are discussing ideas and ways to gather community feedback during the upcoming master plan update.

Citizen Participation in Planning Urged

Broad community representation on the area planning commission was urged last week by Phillip Quade, supervisor of Saugatuck Township.

He urged that Saugatuck, Douglas and Saugatuck Township each name two citizens at large to the planning commission and that each have no more than one board member on the commission.

So far, the Douglas members are Village President Carl Wicks and councilmen Ray Henneman and Morris Mueller. Saugatuck has as a planning committee Councilman James Seymour, chairman, and Councilman Julius Van Oss and President Lynn McCray. The township has not appointed its three commission members.

A long discussion over the makeup of the planning commission ensued at a meeting of representatives from the three governments Wednesday at the Il Forno restaurant.

Also attending the meeting were Robert Barber of Kalamazoo, the attorney who drew up the planning commission resolution recently adopted by the three bodies, Robert Gove of Gove Engineers, Inc., Kalamazoo, and William Ripatte, a consultant in urban planning of the Gove staff and city planner of Kalamazoo. Gove has done engineering work for Douglas and has submitted a proposal to draw up an area master plan. The choice of planning consultants will be up to the planning commission when it gets into operation.

Quade recommended the planning resolution be revised to provide for members from the community and to require staggered terms.

He said an area master plan should not be the product of township and village government members, who are concerned with solving immediate problems, but should be designed to reach long-range goals by people not immersed in current problems. He urged staggered terms so that the government could not remove all the members at once.

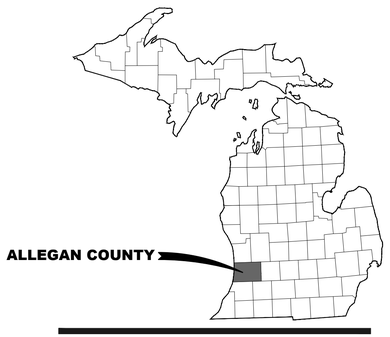
The plan recommended by the commission would be submitted to the governments for adoption. Any action taken under it would be taken by the governments, not by the commission.

Gove said he has found that members of governing bodies make good commission members because they have more background in community problems than other people and they attend meetings and contribute more to planning. He said the professional planners need guidance from the local commission members.

The three governments agreed to consider revisions in the planning resolution providing for one or two members from each community at large, and with staggered terms.

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

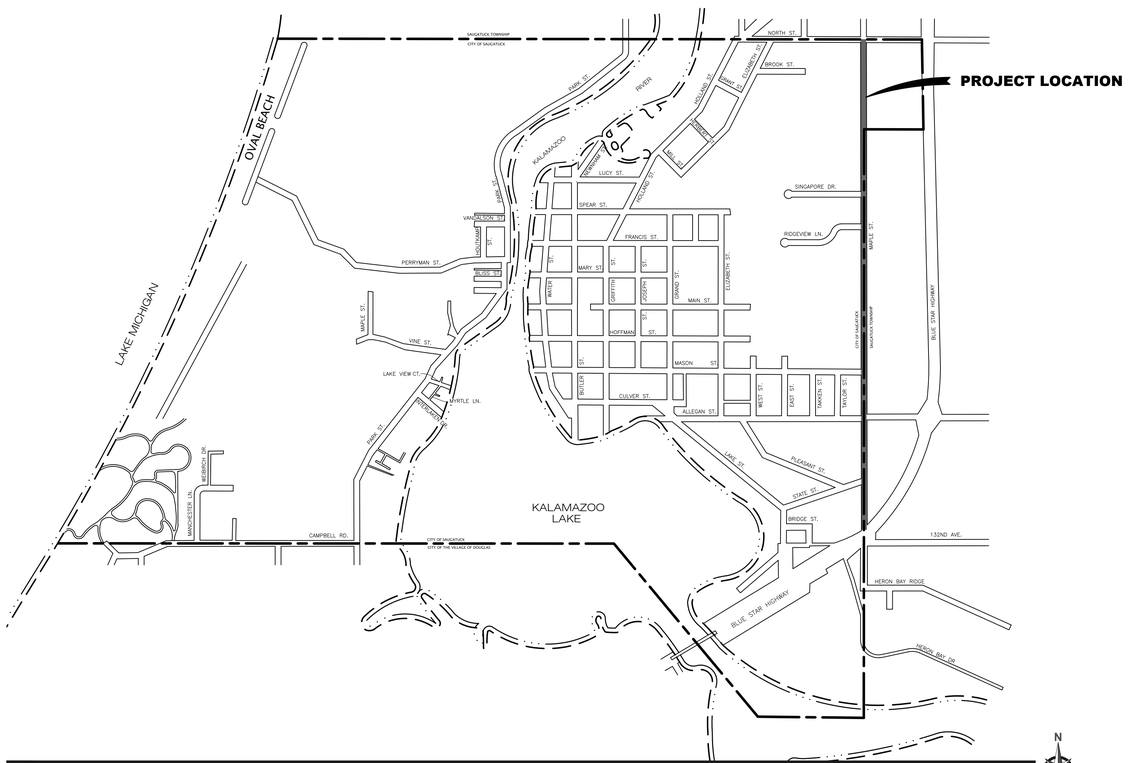
MAPLE STREET IMPROVEMENTS
MAY 2025



VICINITY MAP

INDEX OF DRAWINGS

DESCRIPTION	SHEET NO.
COVER SHEET	G-001
CROSS SECTIONS, NOTES & DETAILS	C1-C2
PLAN AND PROFILES	C3-C8



LOCATION MAP

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

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

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN
MAPLE STREET IMPROVEMENTS

Know what's **below.**
Call before you dig.

NOT FOR CONSTRUCTION

MAY 2025

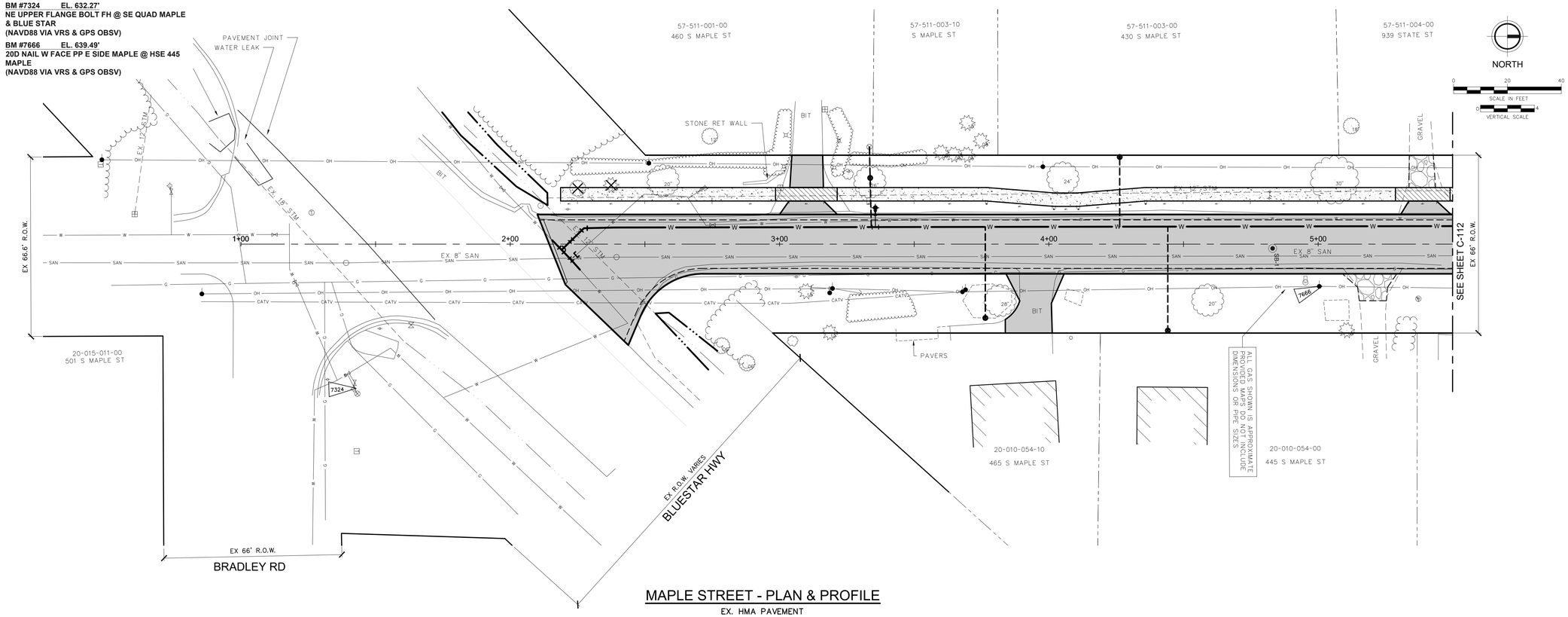
F&V PROJECT NO.
859772

G-001

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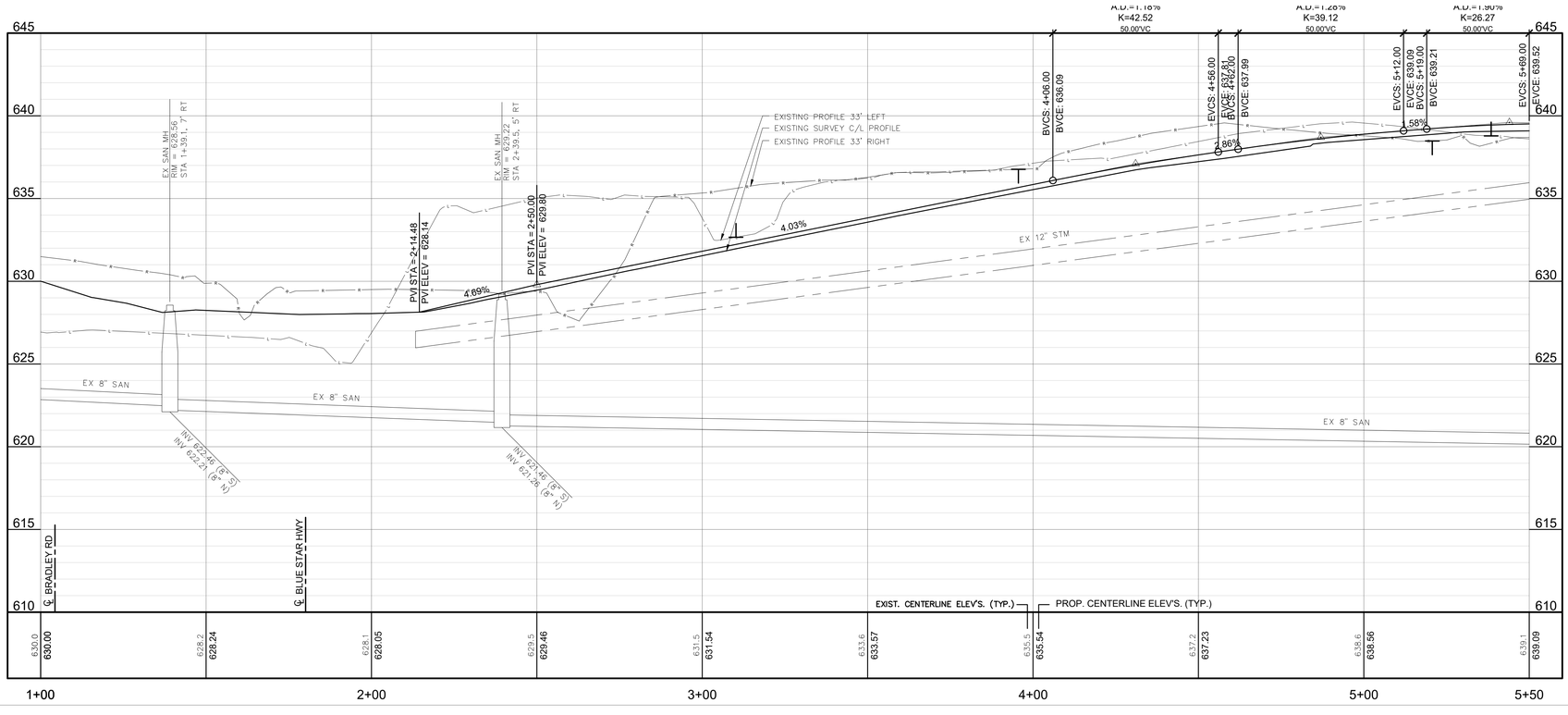
BM #7324 EL. 632.27'
NE UPPER FLANGE BOLT FH @ SE QUAD MAPLE & BLUE STAR
(NAVD88 VIA VRS & GPS OBSV)

BM #7666 EL. 639.49'
20D NAIL W FACE PP E SIDE MAPLE @ HSE 445 MAPLE
(NAVD88 VIA VRS & GPS OBSV)



MAPLE STREET - PLAN & PROFILE

EX. HMA PAVEMENT



FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

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

REVISION:

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN
MAPLE STREET IMPROVEMENTS
PLAN & PROFILE

DESIGN TEAM:	PROJ MNGR: JWM DESIGNED BY: PMT DRAWN BY: RWD CHECK BY:

DRAWING INFORMATION:
859772_C111
051525 petert

NOT FOR CONSTRUCTION

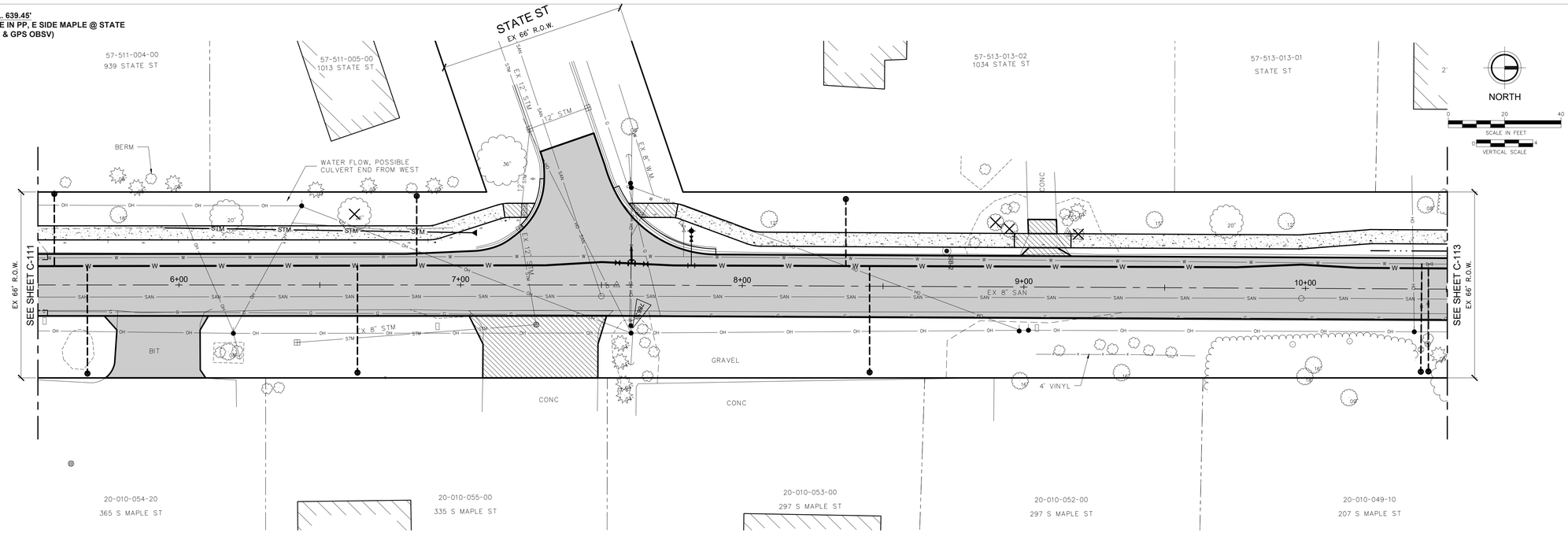
MAY 2025

F&V PROJECT NO.
859772

C-111

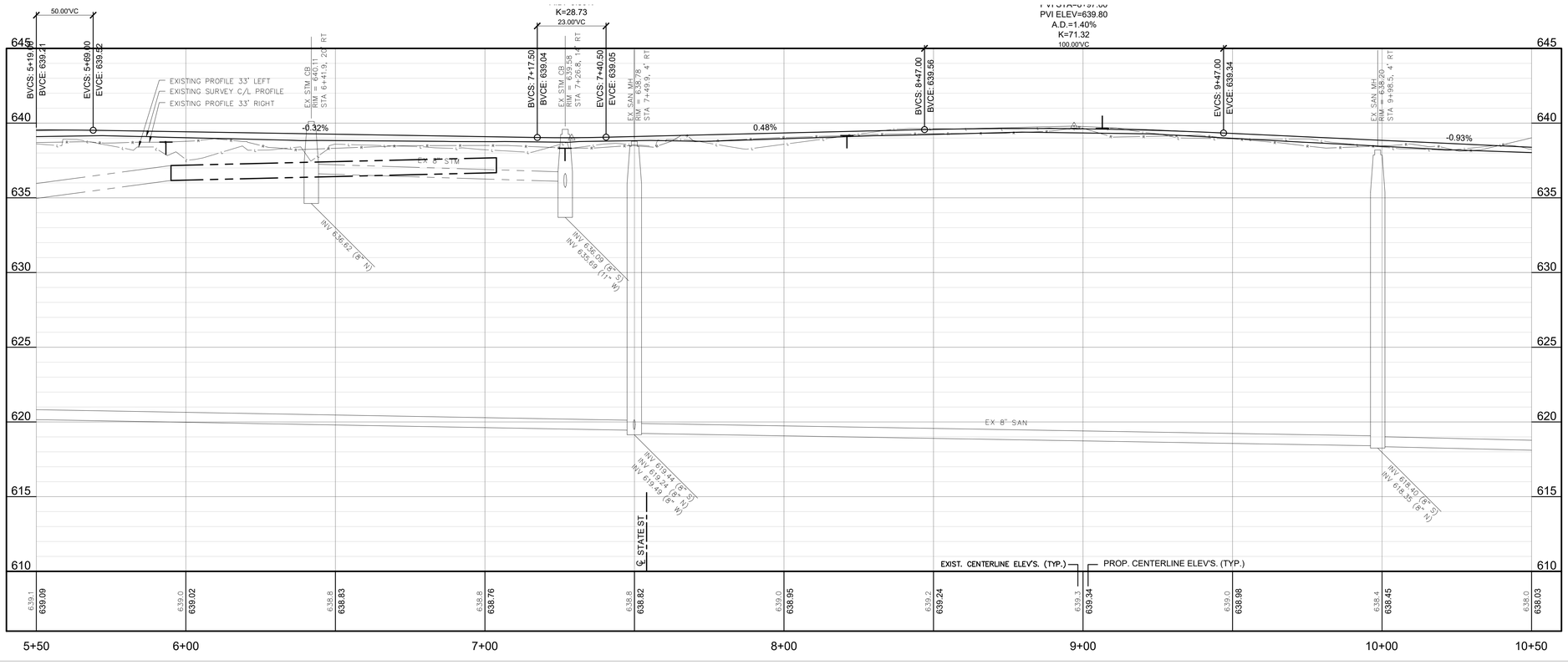
M:\Proj\859001-860000\859772 - Saugatuck Maple Street Design\Civil\Plns\859772_C111.dwg - plotted on 5/27/2025 4:41 PM

BM #7863 EL. 639.45'
BENT BOAT SPIKE IN PP, E SIDE MAPLE @ STATE
(NAVD88 VIA VRS & GPS OBSV)



MAPLE STREET - PLAN & PROFILE

EX. HMA PAVEMENT



FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.
2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005

REVISION:

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN
MAPLE STREET IMPROVEMENTS
PLAN & PROFILE

DESIGN TEAM:	PROJ MNGR: JWM DESIGNED BY: FMT DRAWN BY: RWD CHECK BY:

DRAWING INFORMATION:
859772_C112
051525 petert

NOT FOR CONSTRUCTION

MAY 2025

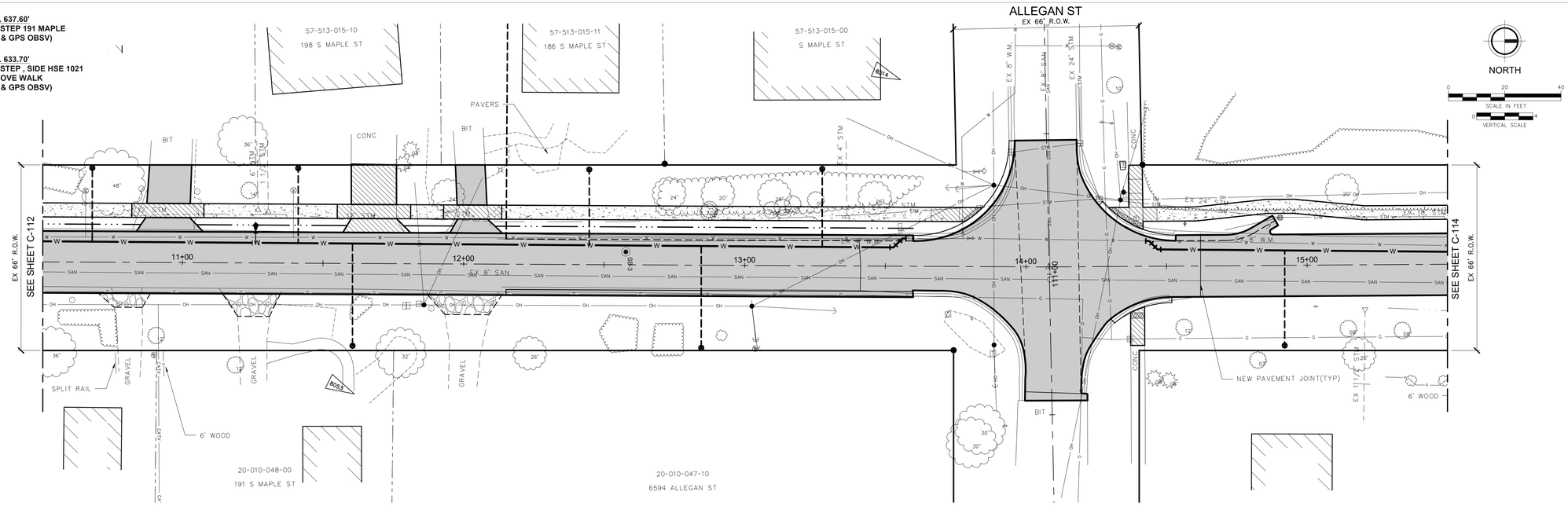
F&V PROJECT NO.
859772

C-112

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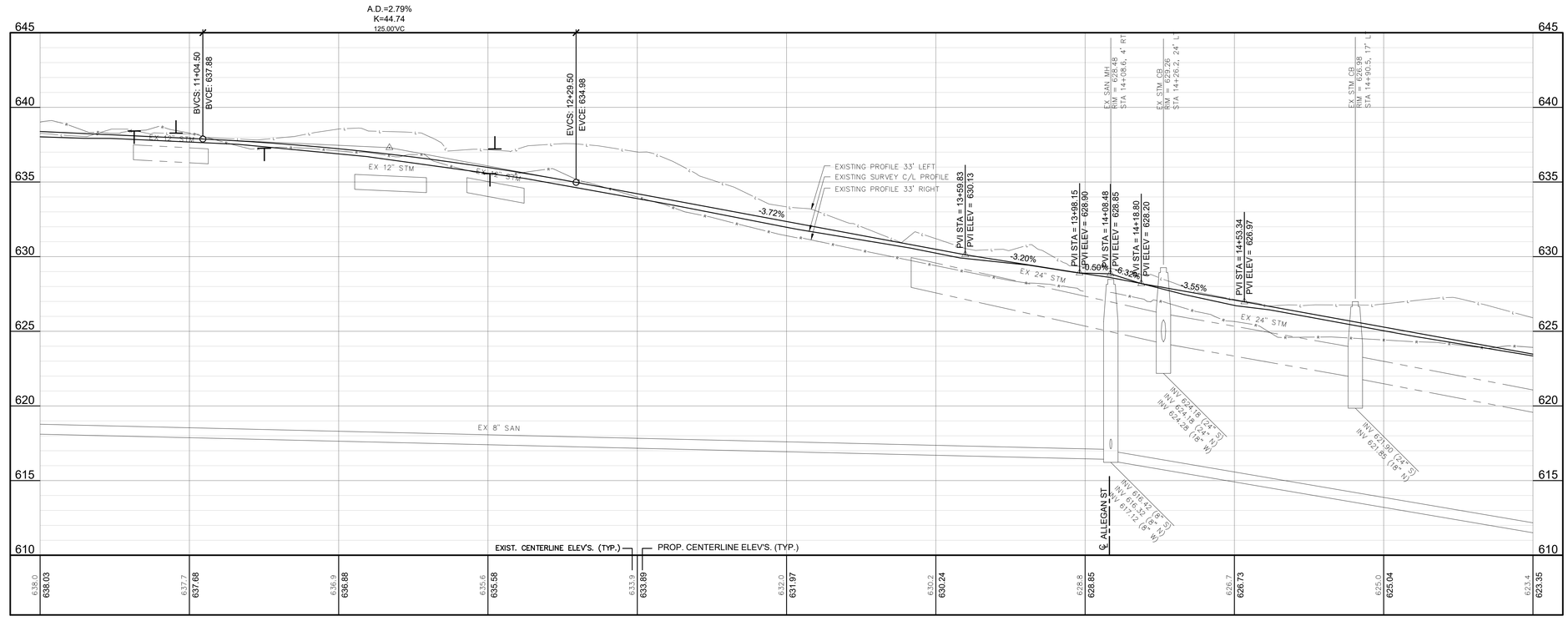
BM #8053 EL. 637.60'
NE COR BOTTOM STEP 191 MAPLE
(NAVD88 VIA VRS & GPS OBSV)

BM #8514 EL. 633.70'
NE COR BOTTOM STEP , SIDE HSE 1021
ALLEGAN, 0.5' ABOVE WALK
(NAVD88 VIA VRS & GPS OBSV)



MAPLE STREET - PLAN & PROFILE

EX. HMA PAVEMENT



FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

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

REVISION:

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN
MAPLE STREET IMPROVEMENTS
PLAN & PROFILE

DESIGN TEAM:	PROJ MNGR: JWM DESIGNED BY: FMT DRAWN BY: RWD CHECK BY:

DRAWING INFORMATION:
859772_C113
051525 petert

NOT FOR CONSTRUCTION

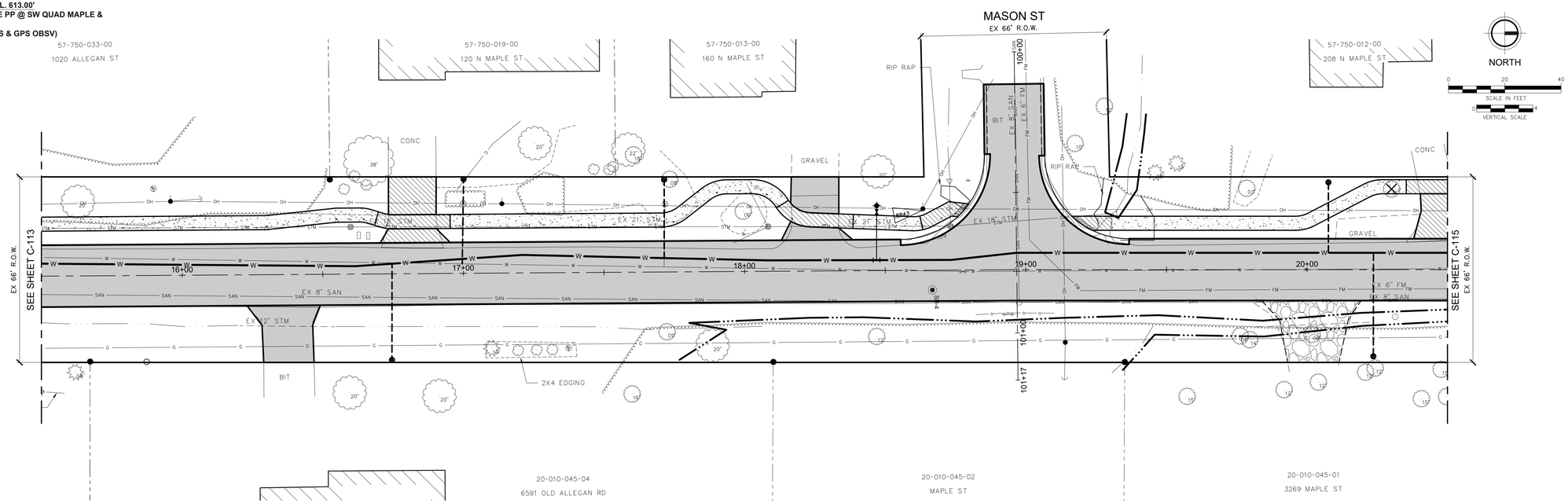
MAY 2025

F&V PROJECT NO.
859772

C-113

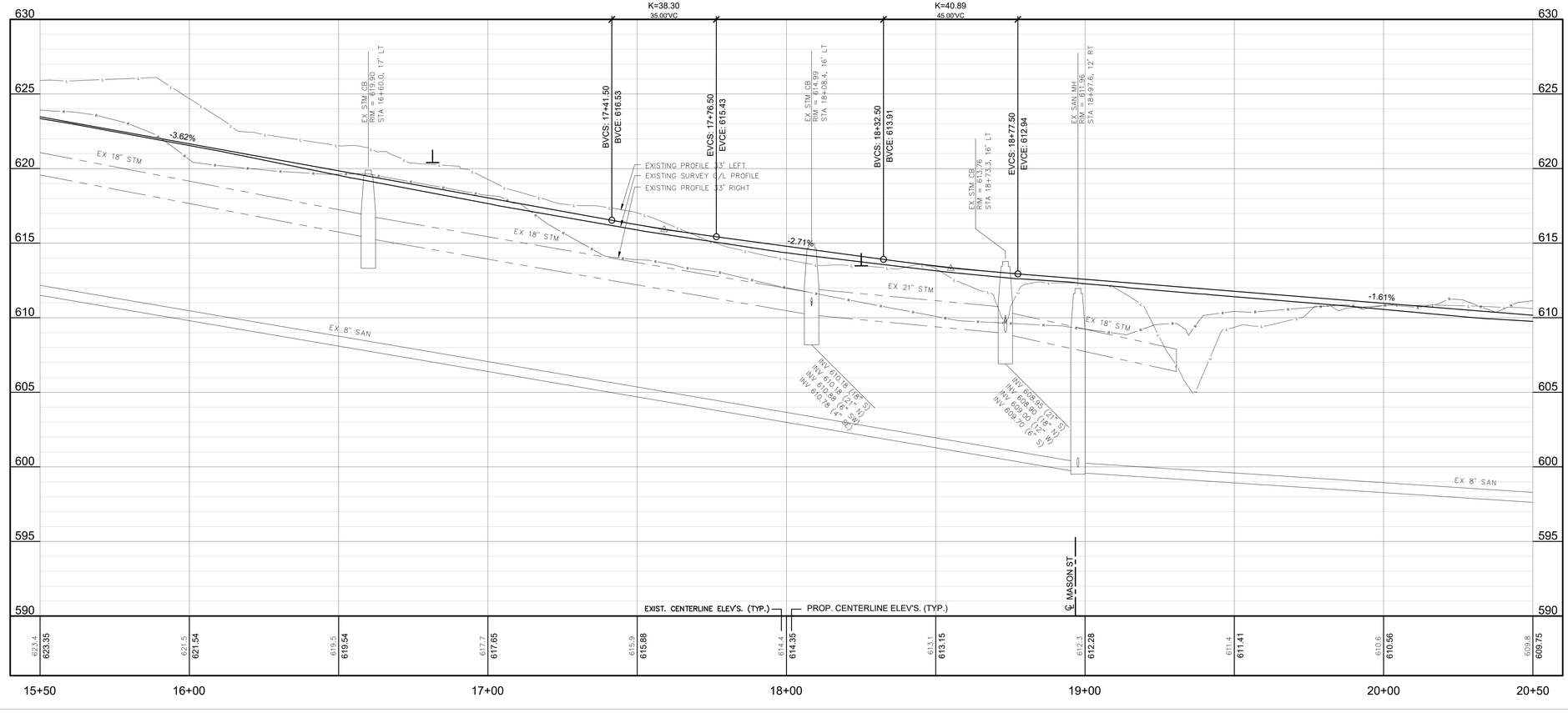
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BM #8843 EL. 613.00'
20D NAIL S FACE PP @ SW QUAD MAPLE & MASON
(NAVD88 VIA VRS & GPS OBSV)



MAPLE STREET - PLAN & PROFILE

EX. HMA PAVEMENT



FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.
2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005

REVISION:

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN
MAPLE STREET IMPROVEMENTS
PLAN & PROFILE

DESIGN TEAM:	PROJ MNGR: JWM DESIGNED BY: PMT DRAWN BY: RWD CHECK BY:

DRAWING INFORMATION:
859772_C114
051525 peterf

NOT FOR CONSTRUCTION

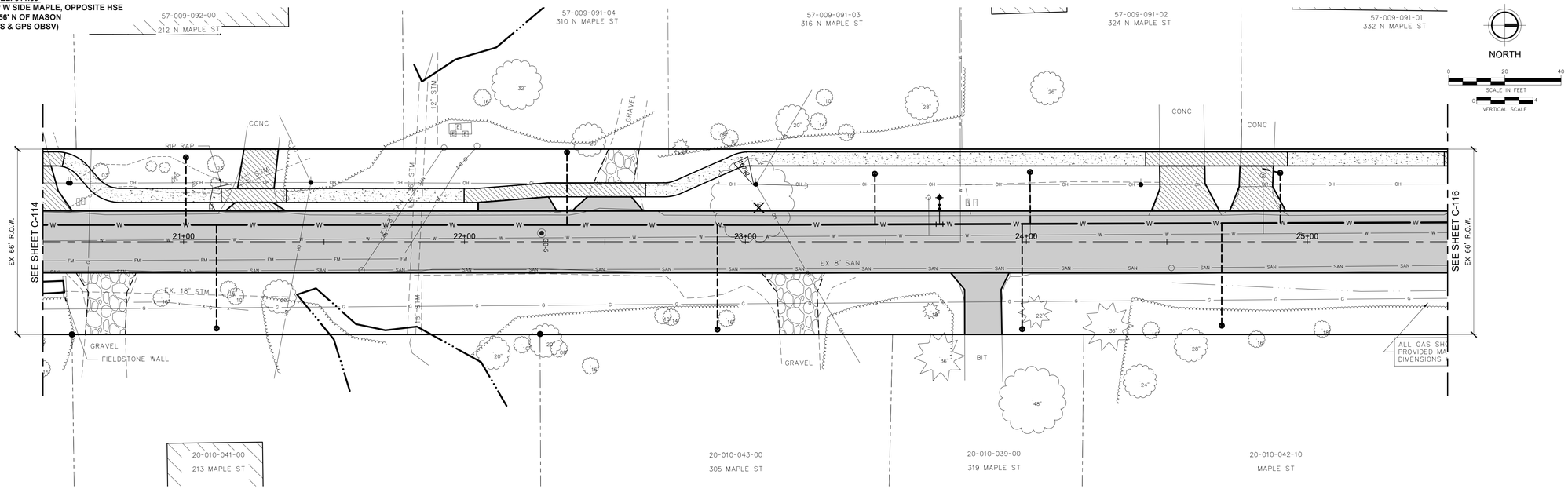
MAY 2025

F&V PROJECT NO.
859772

C-114

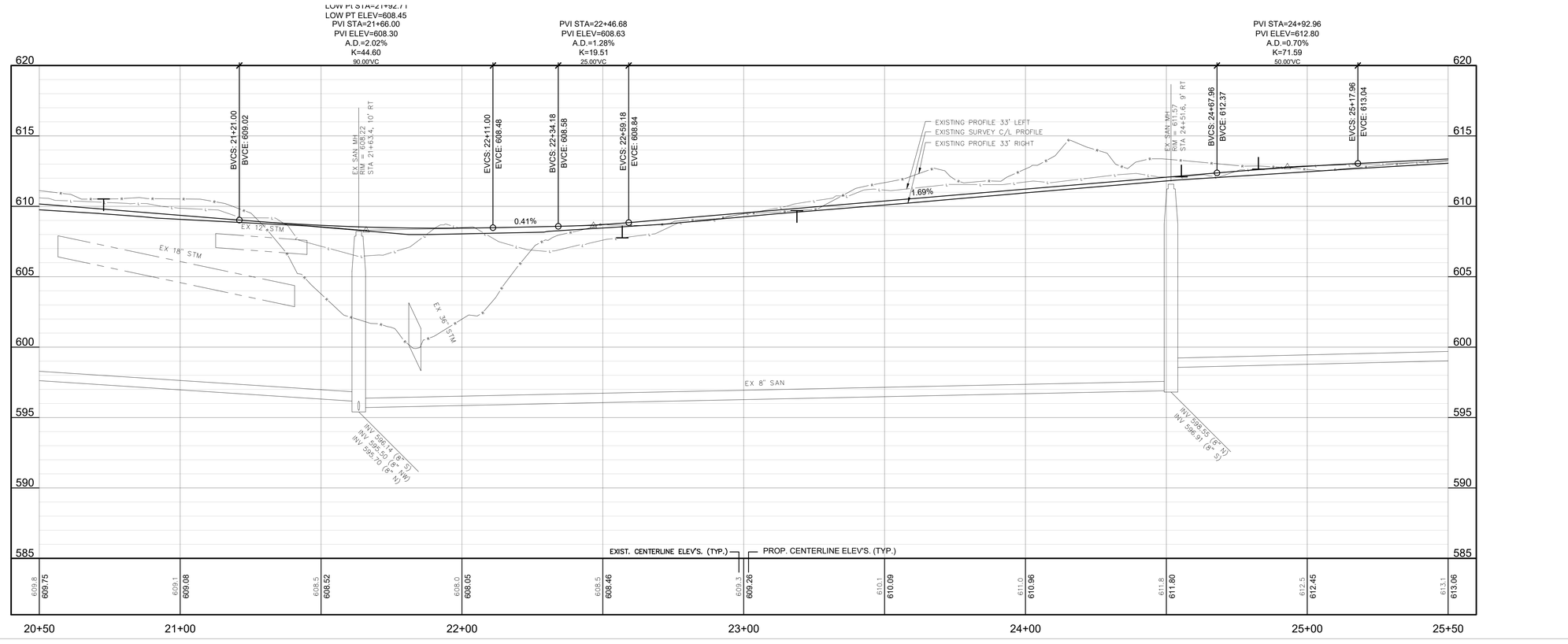
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BM #16792 EL. 611.39'
LAG BOLT IN PP W SIDE MAPLE, OPPOSITE HSE
#305 MAPLE, 4056' N OF MASON
(NAVD88 VIA VRS & GPS OBSV)



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ALLEGAN COUNTY, MICHIGAN
MAPLE STREET IMPROVEMENTS
PLAN & PROFILE

DESIGN TEAM:	PROJ MNGR: JWM DESIGNED BY: FMT DRAWN BY: RWD CHECK BY:

DRAWING INFORMATION:
859772_C115
051525 petert

NOT FOR CONSTRUCTION

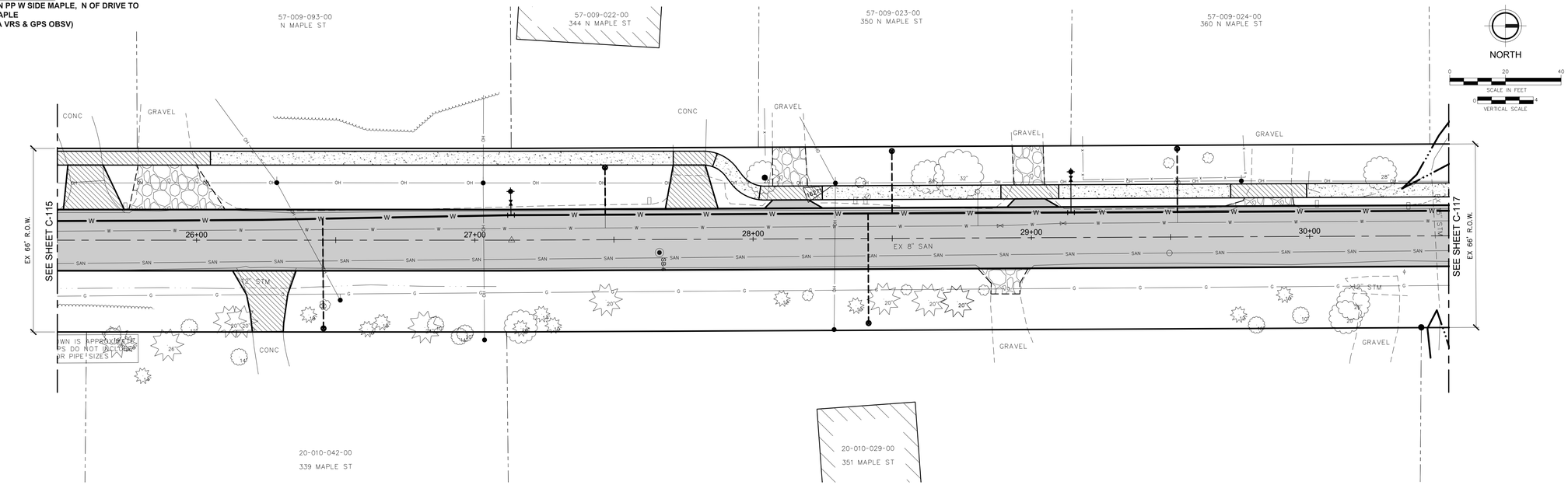
MAY 2025

F&V PROJECT NO.
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C-115

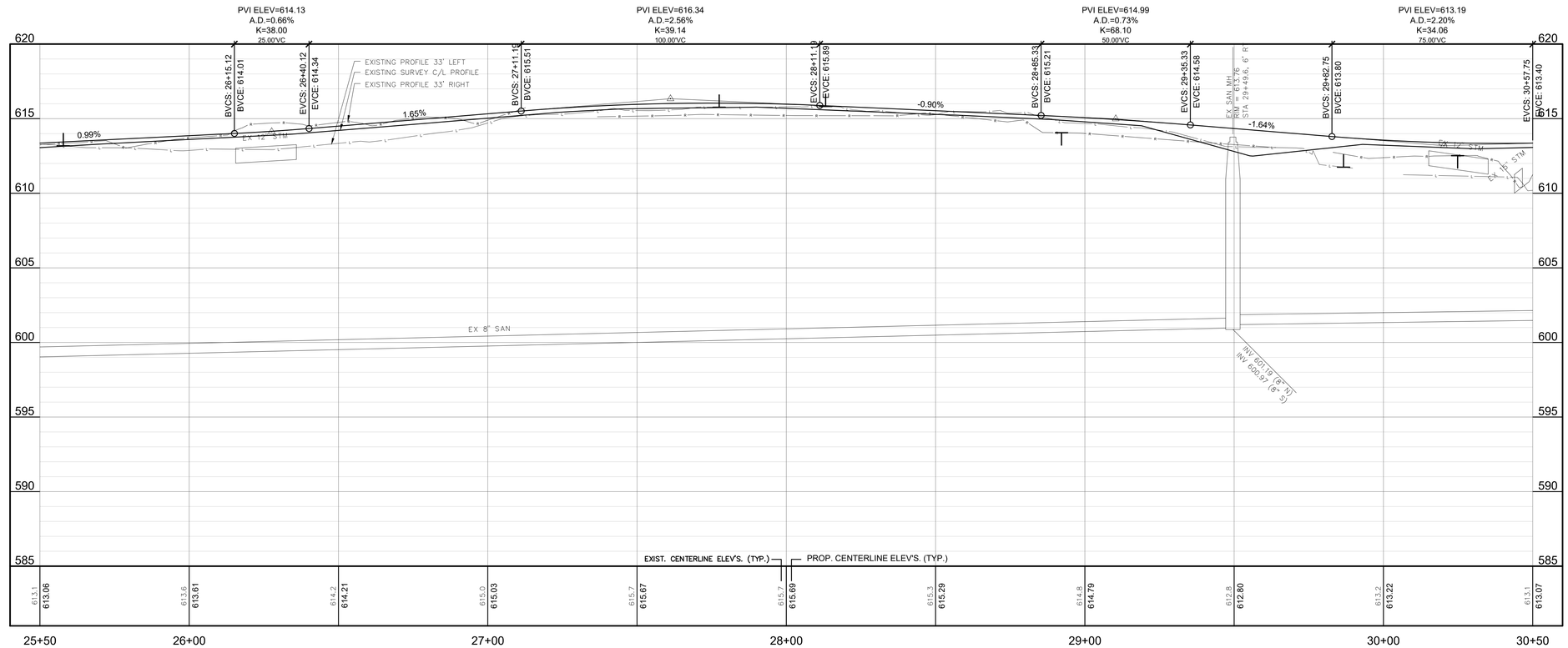
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BM #16271 EL. 616.49'
LAG BOLT IN PP W SIDE MAPLE, N OF DRIVE TO
HSE #350 MAPLE
(NAVD88 VIA VRS & GPS OBSV)



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EX. HMA PAVEMENT



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ALLEGAN COUNTY, MICHIGAN
MAPLE STREET IMPROVEMENTS

PLAN & PROFILE

DESIGN TEAM:	PROJ MNGR: JWM DESIGNED BY: FMT DRAWN BY: RWD CHECK BY:

DRAWING INFORMATION:
859772_C116
051525 petert

NOT FOR CONSTRUCTION

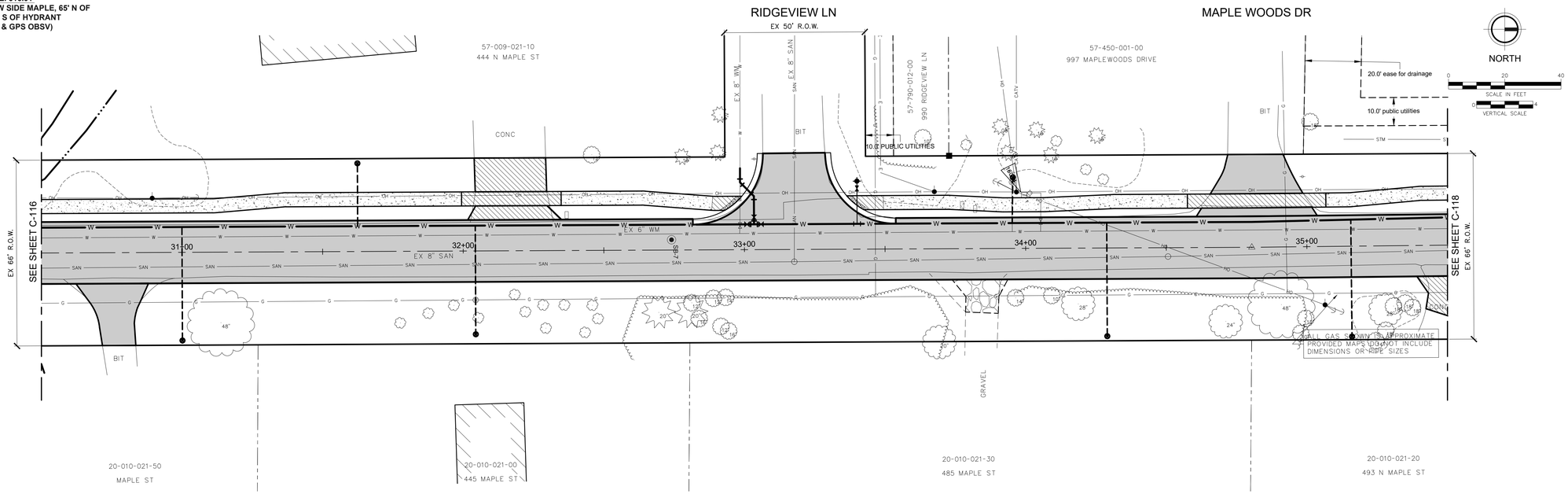
MAY 2025

F&V PROJECT NO.
859772

C-116

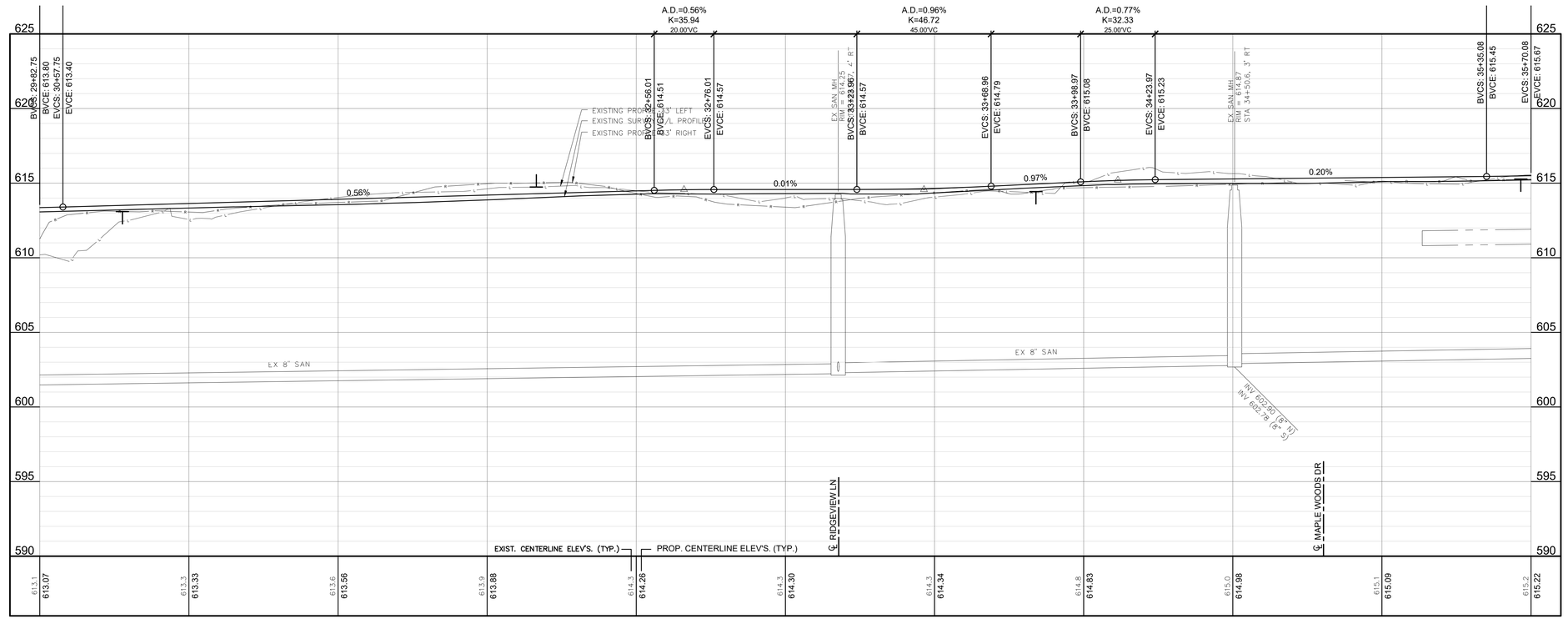
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BM #16044 EL. 616.01'
LAG BOLT IN PP W SIDE MAPLE, 65' N OF
RIDGEVIEW LN, 4' S OF HYDRANT
(NAVD88 VIA VRS & GPS OBSV)



MAPLE STREET - PLAN & PROFILE

EX. HMA PAVEMENT



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ALLEGAN COUNTY, MICHIGAN
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DESIGN TEAM:	PROJ MNGR: JWM DESIGNED BY: FMT DRAWN BY: RWD CHECK BY:

DRAWING INFORMATION:
859772_C117
051525 petert

NOT FOR CONSTRUCTION

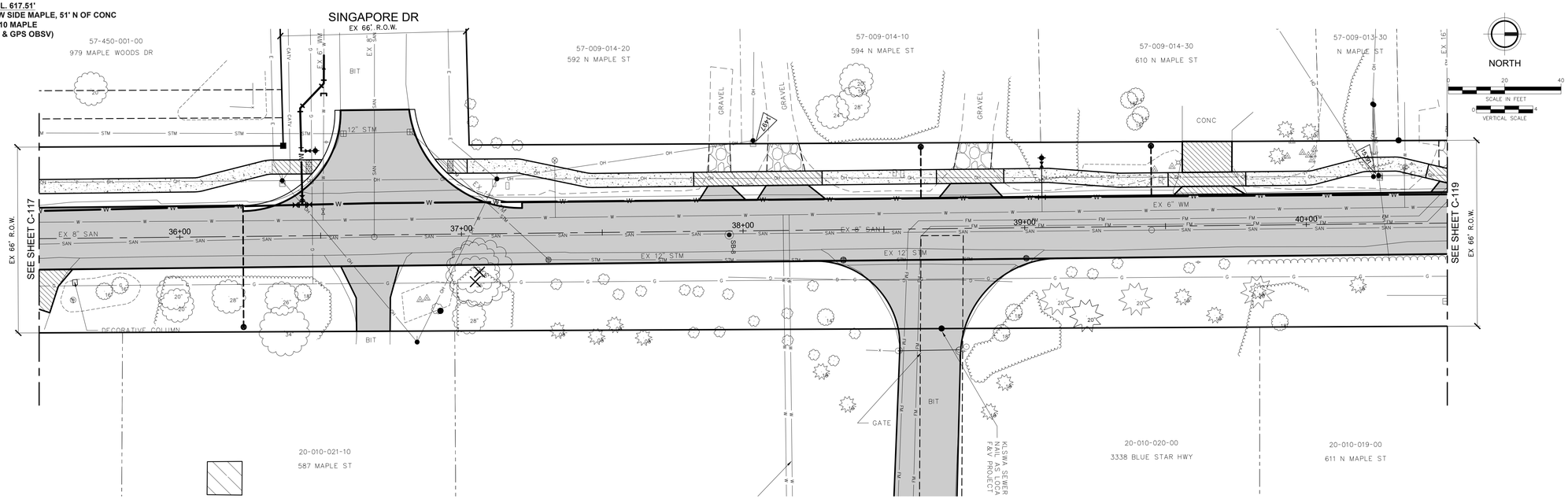
MAY 2025

F&V PROJECT NO.
859772

C-117

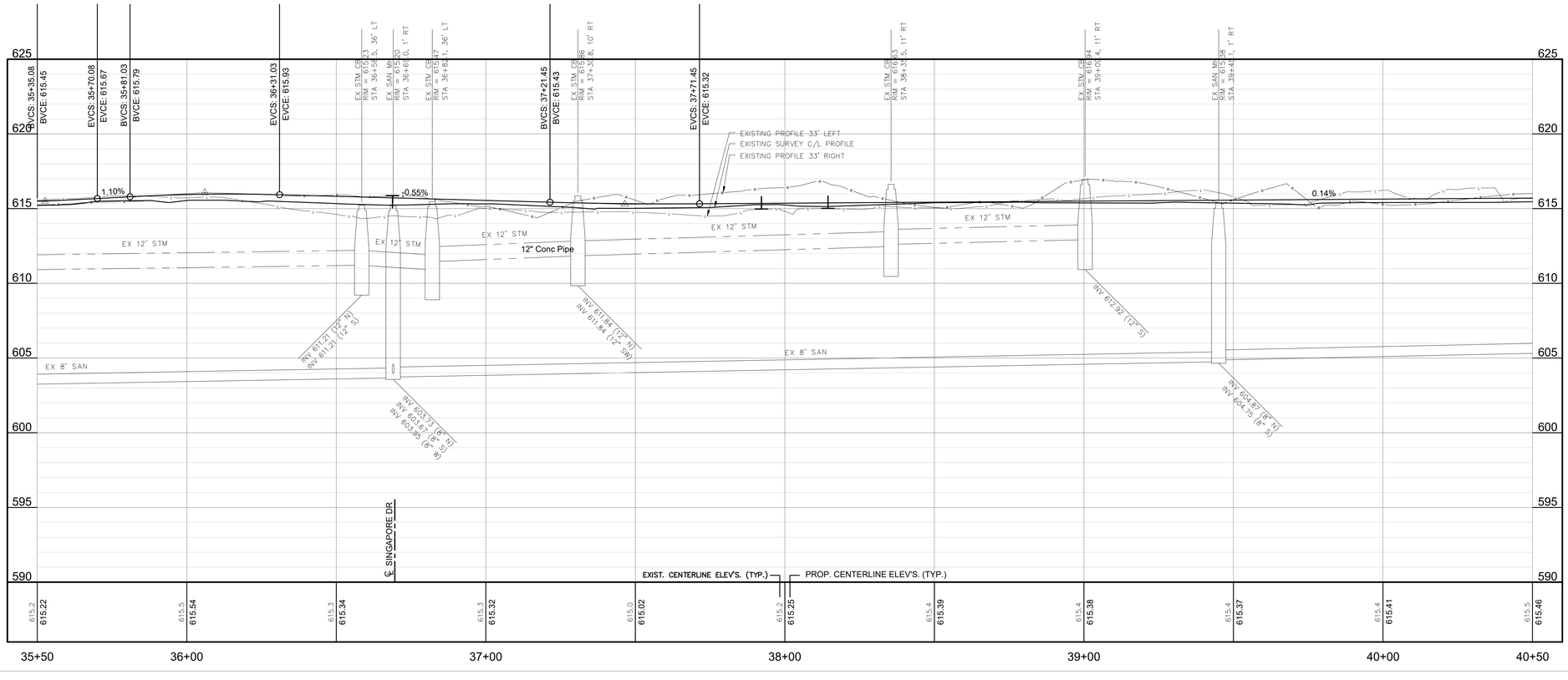
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BM #15391 EL. 617.51'
LAG BOLT IN PP W SIDE MAPLE, 51' N OF CONC
DRIVE TO HSE #610 MAPLE
(NAVD88 VIA VRS & GPS OBSV)



MAPLE STREET - PLAN & PROFILE

EX. HMA PAVEMENT



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ALLEGAN COUNTY, MICHIGAN
MAPLE STREET IMPROVEMENTS
PLAN & PROFILE

DESIGN TEAM:	PROJ MNGR: JWM DESIGNED BY: FMT DRAWN BY: RWD CHECK BY:

DRAWING INFORMATION:
859772_C118
051525 petert

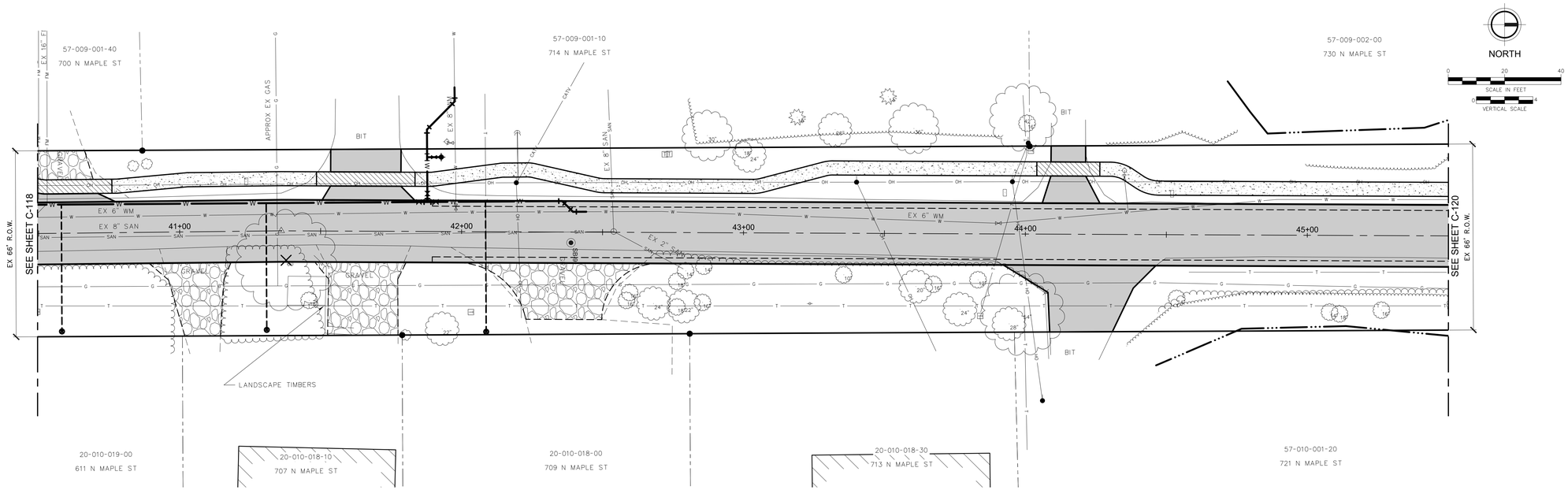
NOT FOR CONSTRUCTION

MAY 2025

F&V PROJECT NO.
859772

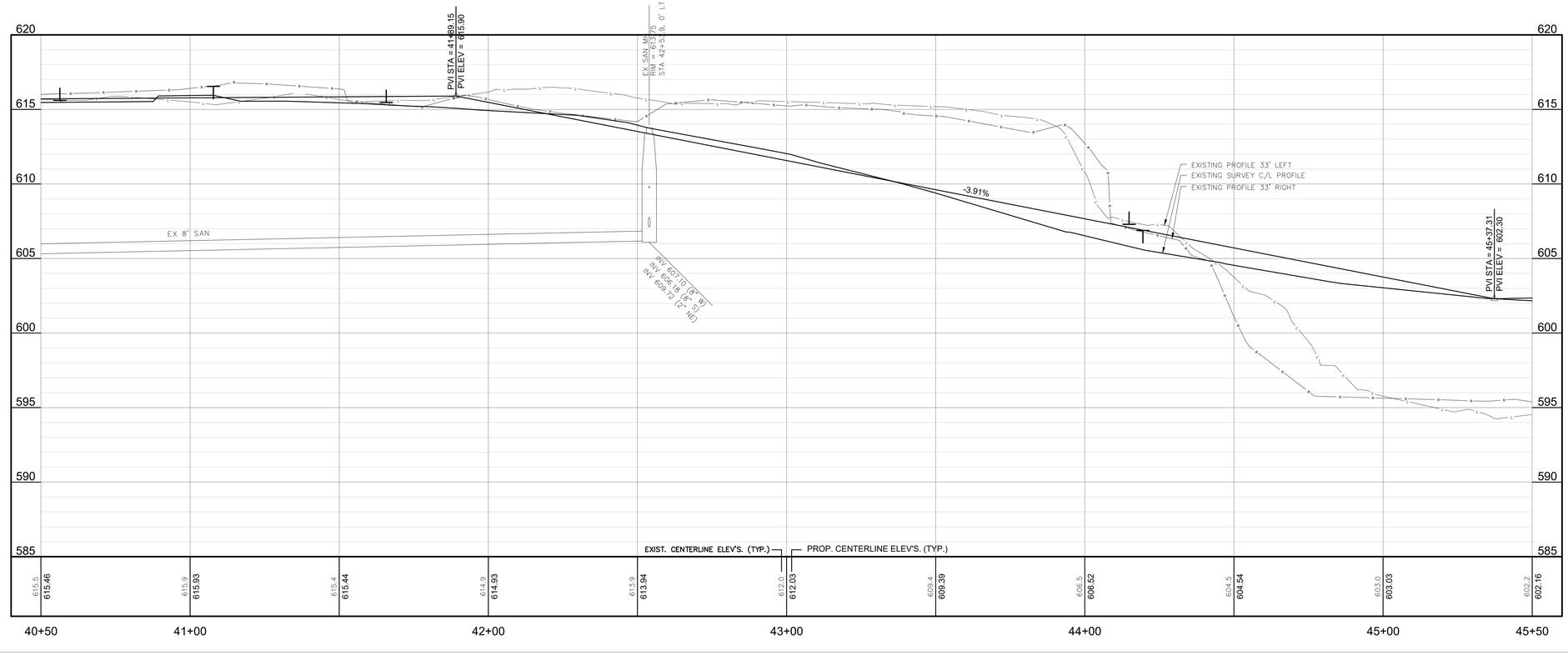
C-118

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MAPLE STREET - PLAN & PROFILE

EX. HMA PAVEMENT



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REVISION:

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ALLEGAN COUNTY, MICHIGAN
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DESIGN TEAM:	PROJ MNGR: JWM DESIGNED BY: FMT DRAWN BY: RWD CHECK BY:

DRAWING INFORMATION:
859772_C119
051525 petert

NOT FOR CONSTRUCTION

MAY 2025

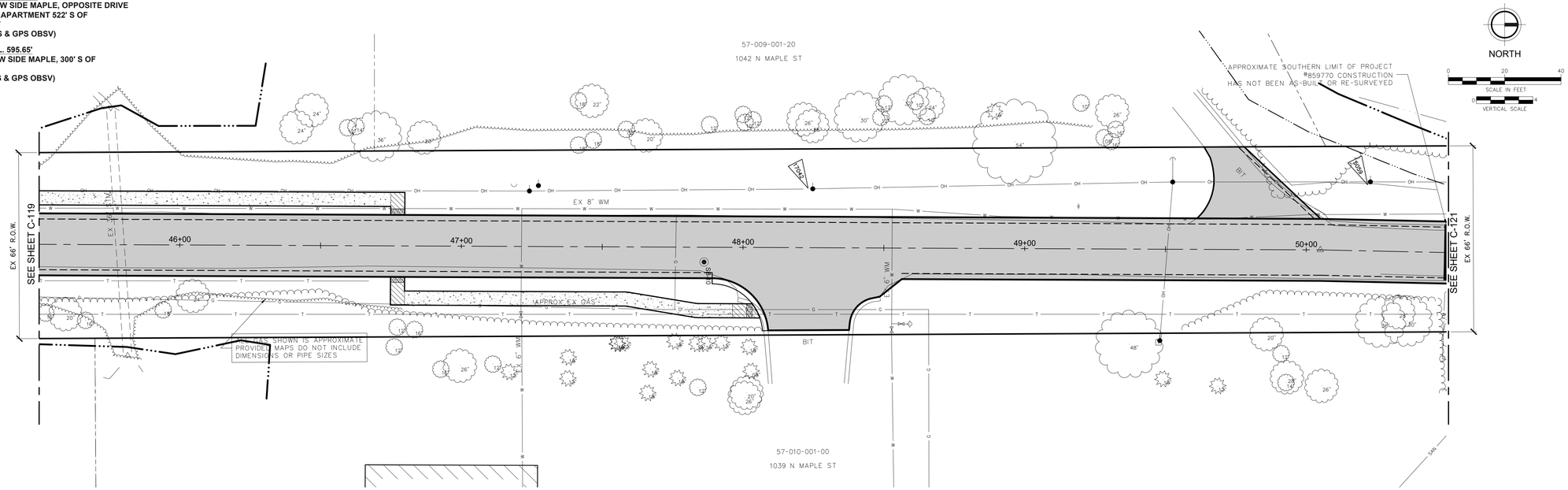
F&V PROJECT NO.
859772

C-119

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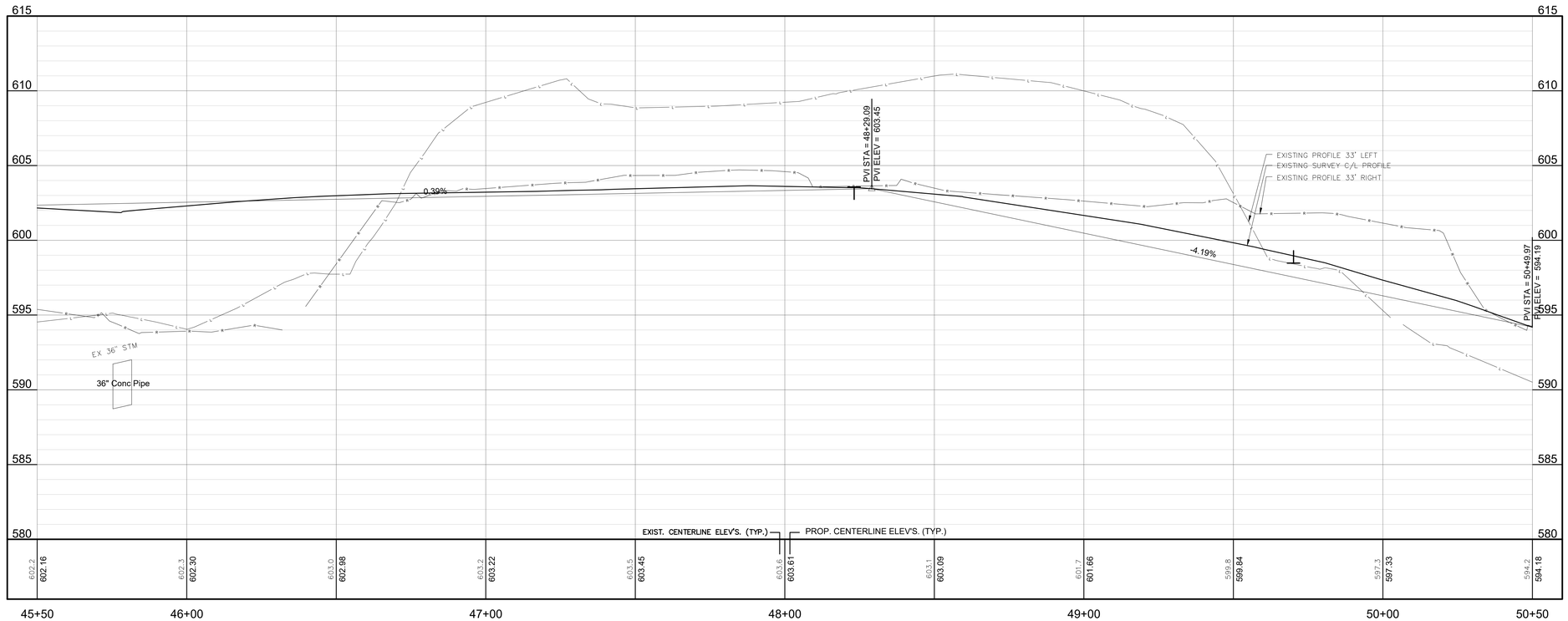
BM #17042 EL. 605.06'
LAG BOLT IN PP W SIDE MAPLE, OPPOSITE DRIVE TO RIDGEWOOD APARTMENT 522' S OF 134TH/NORTH ST
(NAVD88 VIA VRS & GPS OBSV)

BM #5059 EL. 595.65'
NAIL E FACE PP W SIDE MAPLE, 300' S OF 134TH/NORTH ST
(NAVD88 VIA VRS & GPS OBSV)



MAPLE STREET - PLAN & PROFILE

EX. HMA PAVEMENT



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ALLEGAN COUNTY, MICHIGAN
MAPLE STREET IMPROVEMENTS
PLAN & PROFILE

DESIGN TEAM:	PROJ MNGR: JWM DESIGNED BY: FMT DRAWN BY: RWD CHECK BY:

DRAWING INFORMATION:
859772_C120
051525 petert

NOT FOR CONSTRUCTION

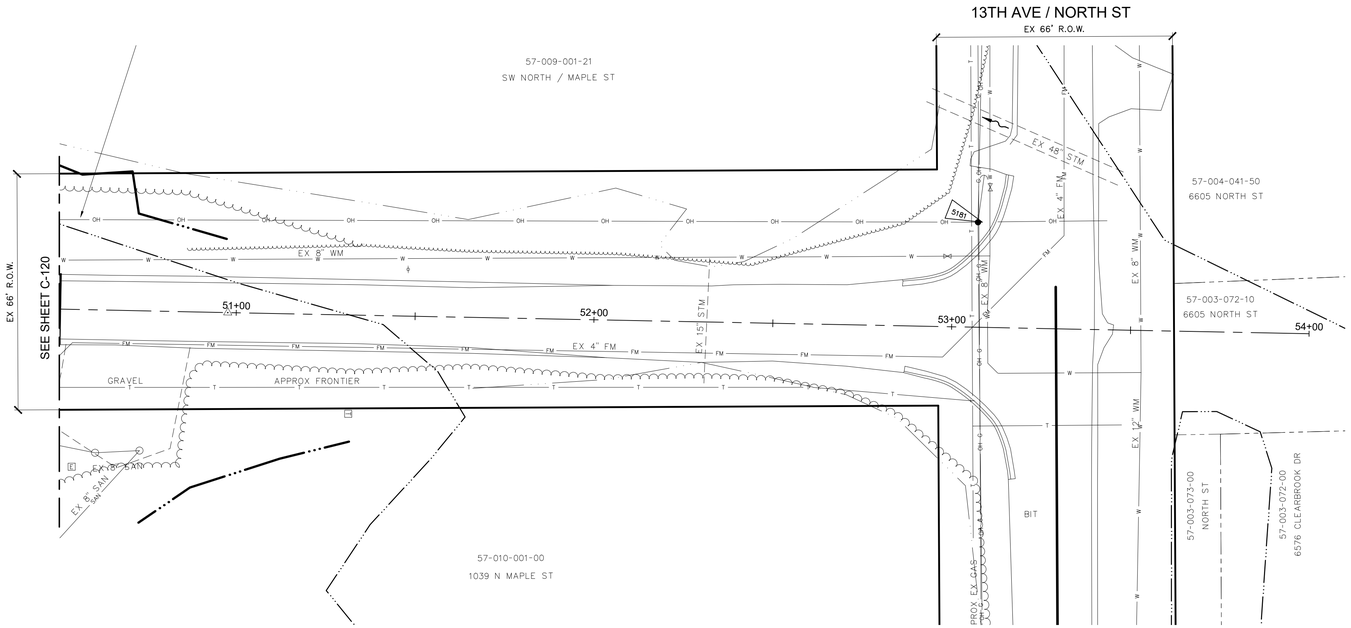
MAY 2025

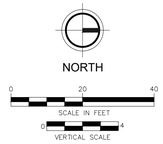
F&V PROJECT NO.
859772

C-120

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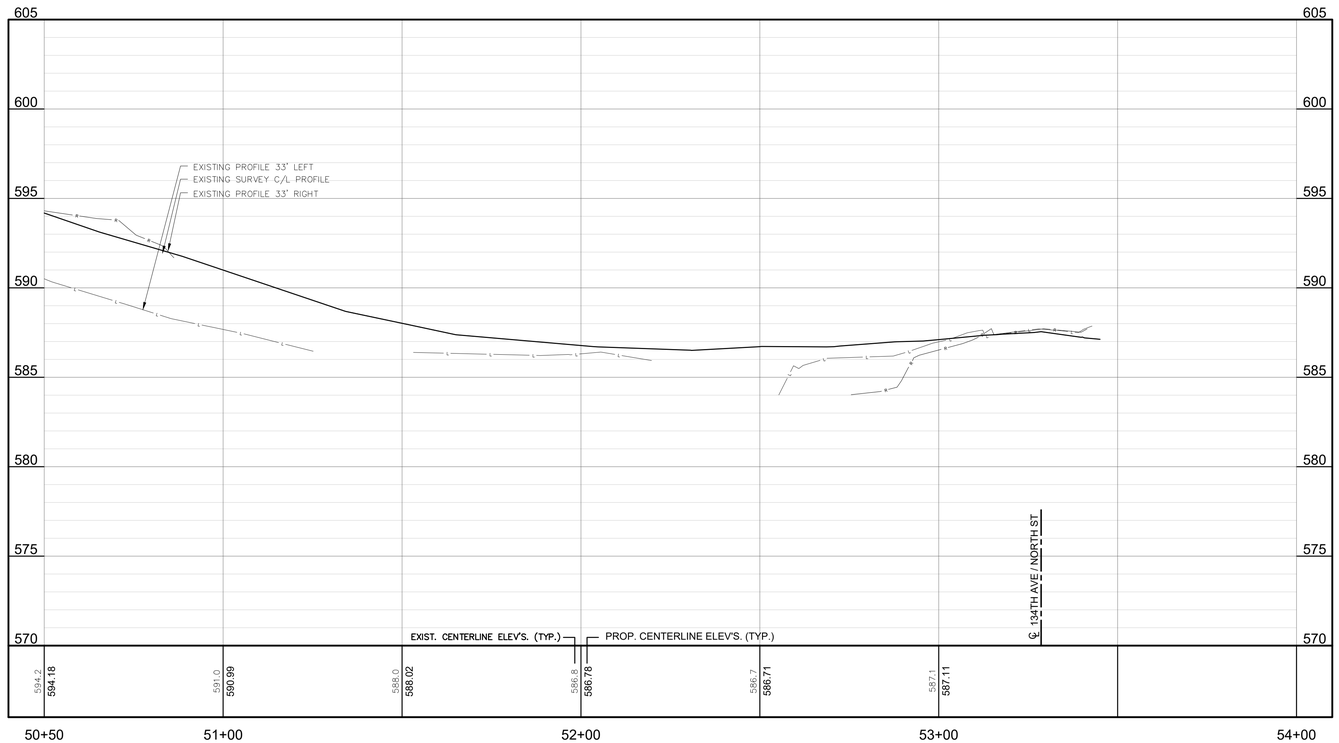
BM #5181 EL. 587.66'
RR SPIKE N FACE PP @ SW QUAD MAPLE &
134TH/NORTH ST
(NAVD88 VIA VRS & GPS OBSV)





MAPLE STREET - PLAN & PROFILE

EX. HMA PAVEMENT



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Grand Rapids, MI 49546
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F: 616.977.1005

REVISION:

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN
MAPLE STREET IMPROVEMENTS
PLAN & PROFILE

DESIGN TEAM:	PROJ MNGR: JWM DESIGNED BY: FMT DRAWN BY: RWD CHECK BY:

DRAWING INFORMATION:
859772_C121
050225 bob.dolweck

NOT FOR CONSTRUCTION

MAY 2025

F&V PROJECT NO.
859772

C-121

M:\Pro\859001-861000\859772 - Saugatuck Maple Street Design\Civil\Plns\859772_C121.dwg - plotted on 5/27/2025 4:56 PM

Treasurer Report
June 09, 2025

Tax:

- Fielded queries on mailing addresses, PRE's, etc
- Reviewed the new L-4022 and worked with Don to verify it's accuracy. Learned a new tweak on the Headlee calc for next year! (Thank you, Don)
- Reported our PILOT to the OAISD
- Working with CoreLogic and Lereta to learn / obtain uploading electronic mortgage requests for tax bills

Payables:

- Continue to convert the vendors from Peter's account information to mine
- Processed a payables run
- Worked with KLSWA on their payment from us.
- Discussed Fleis billing for Maple with both Fleis and Ryan

Miscellaneous:

- Took a variety of credit card payments (Oval Beach stickers, permits, etc)
- Helped with a variety of Oval Beach items, like:
- Working with credit card service provider to get rejected duplicates deposited into our account.
- Still working on getting our most recent franchise fee
- Worked with Ryan on last minute budget updates, reporting, etc
- Continuing to work with Liz on the Culver St parking lot program – still establishing processes, etc.
- Reviewed the property insurance renewal paperwork. Verified a few things.
- Bank reconciliations completely caught up (not May YET)
- VACATION!
- Passed out July – May budget information to employees

Payroll:

- Working to develop processes and procedures to eliminate inefficiencies and potential errors
- Processed the 06/02/25 payroll
- Added a new employees for this payroll (seasonal.
- Worked on processes for Oval Beach
- Assisted former employee with requests
- Updated employee's with cell phone reimbursements, ESTA tweaks, PTO sheets, etc
- Worked through a better way of dealing with defined contribution forfeiture situations.

City Clerk Department Report

June 9, 2025

Activity Since May 27:

- Elections:
  - Deadline to submit paperwork to be placed on November ballot for City Council is July 22nd at 4:00 p.m.
    - Please see clerk's department for paperwork or more information.
    - Filing information for candidates running for office can also be found on our website on the Clerk and Election page.
- Currently have 5 FOIA requests.
- Finalizing 2025 Business License, we have 95 back and sent out reminder to businesses still needing to apply. We've had great response and follow through from our local businesses!! Thank You!
- Deputy Clerk Williams reported the sales of 278 Oval Beach resident passes thus far and has sold 149 non-resident *(does not include what has been sold at the beach)* passes at City Hall.
- 4 notary services in past month.
- Coordinated and prepared meeting packets and minutes.
- Clerk Meetings:
  - City Council Meeting - Wolters
  - Parks & Public Works Meeting - Williams
  - Department Head Meeting - Wolters
  - City Council Special Meeting - Wolters
  - Venetian Safety Meeting - Wolters
  - Fourth of July Safety Meeting - Wolters
  - Music in the Park Safety Meeting - Wolters

Planning, Zoning and Project Report

June 9, 2025

Planning and Zoning

- Participated in scheduled internal team meetings.
- Prepared for and participated in HDC meeting.
- Cancelled ZBA Meeting.
- Created labels and mailer for upcoming SLU request.
- Prepared for and participated in Frontier Fiberoptic Cable installation review.
- Had meetings regarding regulation changes.
- Spoke with legal regarding various topics.
- Spoke with MTS regarding various topics.
- Created a reference map to assist trash enforcement.
- Investigated concerns regarding potential structure in ROW.
- Had meeting with Legal and Planning regarding current stop work order.
- Met with various residents regarding personal projects.
- Met with City Manager to discuss ongoing projects and case list.
- Spoke to business owners regarding code violations occurring on weekends.
- Issued Citations for sidewalk repair.
- Created mailer for minor waterfront construction application.
- Performed onsite visits at the request of MTS.
- Maintained general code enforcement follow-up efforts.
- Issued permits and completed casework as detailed below.

Open Casework

568 Mason	Emailed Contractor about damaged water line. Sent application to engineer. Asked applicant for more information. Confirmed Drawings are being made. Spoke with developers about issue. Still awaiting complete application and drawings for work completed onsite to address waterline issue. Had further discussions about what happened on site and emailed engineer and KLWSA to determine appropriate action. Recommendations received from Kal Lake and City Engineer, passed on to Contractor. discussion on utility work continues. Invoice for Asphalt work sent to Contractor. Further confirmation still needed, discussion with contractor, engineer, and KLWSA continue. Spoke with contractor for update. discussions continue with Contractor and Kal-Lake. Reached out to contractor to again discuss reimbursement for Kal-Lake. Called Alex for update, left voicemail. Advised MTS that occupancy permits would not be issued while an outstanding balance exists and sidewalk unfinished. Had discussion on timeline for side walk. Sidewalk to be poured week of 05-12-2025.	KLWSA
807 Lake St 7	Incomplete STR application received. Sent back to local agent. Received info, asked for further information. Info received, sent to fire department.	STR
249 Mason	Change of Use application received. Had discussion with fire department and sent request for more information to applicant. Had meeting with owner regarding proposed deck, agreed that major site plan amendment is necessary. Received site plan review application, Scheduled for June pc meeting.	PC
405 Park St	Received concerns for a floating dock at 405 Park which has no permits. Reached out to owner for clarification. Owner claims dock placed 4 years prior. No permits issued for dock. Spoke with Legal regarding enforcement action. Issued stop work order as work being done requires Minor site plan amendment. Provided resources to owner.	Enforcement
403 Water St	Received notice of proposed change of use. Provided resources. Application expected.	Zoning
421 Water St	STR Application received. More info needed. Sent to fire department.	STR
347 Water St	Potential enforcement case noticed. Emailed legal for discussion.	Enforcement

125 Elizabeth	Sent letter regarding obstruction to City ROW stating options for correction. Received contact from Legal representative of 125 Elizabeth on 05-07-2025 that the owners intend to petition to Vacate white alley, but would first contact the neighboring properties for support. Called representative and left message asking for update on process. received email stating that they are gauging interest of neighbors, asked for estimated timeline. letters from home owner to surrounding home owners will go out this week.	ROW
717 Water St 5	STR application received, More info needed. Sent to fire department.	STR
842 Lake St 10	STR application received, sent to fire department.	STR
230 Griffith St	Application received, no payment. Sent invoice.	STR
673 Lake St	Zoning application received for pool house and pool in rear yard, provided review of project to applicant and advised lot coverage is being exceeded.	Zoning
345 Griffith	STR Application received, sent to fire department.	STR
245 Spear St	STR Application received, sent to fire department. License issued.	STR
611 Lake St	HDC application received for Sauna in rear yard.	HDC
347 Park St	STR Application received, more information needed. Info received, sent to fire department. License issued.	STR
165 Elizabeth St	STR Application received, sent to fire department. License issued.	STR
743 Allegan St	STR Application received, sent to fire department. License issued.	STR
202 Butler St	Application for EODA SLU Received , PC meeting June 19. Check too high. Applicant said keep additional in escrow. Ensure SLU mailer is done by 05-23-2025. Mailer information sent to Clerks office and newspaper.	EODA
545 Spear St	SF residential application received. Sent invoice and asked for survey of property. Applicant provided info regarding plans for storm water mitigation but no survey. Survey provided, Zoning review complete, waiting on Fire department site plan review. Updated applicant on where we are at in the process.	Zoning
615 Park St	Issued stop work order to site due to deviation from approved plan regarding material of dock. Provided resources for site plan amendment. Emailed contractor with determination that major site plan amendment is required. Discussions continued regarding site, site plan review application submitted which addressed 1 of the 2 identified issues with the site, sent email explaining that addressing 1 issue would not lift the stop work order.	Enforcement
133 Mason	Applicant notified me of windows that were to be installed on 05-13-2025. Explained that they are in the Historic District and HDC permits as well as Building permits would be required. Sent HDC application and explained processes.	HDC

401 Elizabeth St	Application for Accessory Structure received. Invoice sent.	Zoning
1064 Holland St	STR application received. More info needed. Sent to fire department. Reinspection required.	STR
660 Lake St	HDC application to build Garage in rear yard received. Zoning permit also received.	HDC
347 Water St	Letter sent to owners regarding driveway vendor.	Zoning
233 Butler St	Received sign permit application. sent questions to applicant.	Sign
226 Butler St	ROW app to Remove portion of sidewalk to determine sewer issue. Attach or repair sewer line depending on discovery. Invoice sent.	ROW
700 N Maple	Letter sent regarding use of septic tank and requirement to connect to City Sewer.	Zoning
560 Mill St	Continued discussions regarding denied ROW Hardscaping request. Followed up on letter sent and asked for timeline regarding continued removal of hardscaping. Representative reached out stating that work has begun and boulders have been removed, currently discussing reading work with landscaping companies.	Enforcement
951 Holland St	Potential enforcement case noticed. Left voicemail for owner. Firepit constructed without permits a year and a half ago. Owner was unaware that he needed permits, provided him with applications to apply for retroactive approvals.	Enforcement
842 Lake St 8	STR application received. More info needed.	STR
612 Lake St	STR application received. More info needed.	STR
444 Park St	STR application received. More info needed.	STR
717 Water St 7	STR application received. More info needed.	STR
712 Lake St	STR application received. More info needed.	STR
450 Spear St	ADU STR application received. Sent to fire department.	STR
648 Francis St	STR application received. More info needed.	STR

Closed Casework

568 Mason St	Resident asked questions regarding process for fence permits. Provided resources.	Zoning
128 Hoffman St	asked truck blocking road to move out of the ROW.	ROW
142 Butler	Met with contractor regarding signs. Provided resources.	Zoning
254 Francis St	Civil Infraction notice and fine sent regarding failure to repair sidewalk.	Enforcement
220 Culver	Observed clothing rack blocking sidewalk, corrected. Follow up at later date.	Enforcement
807 Lake St #9	STR application received, send to fire department. License issued.	STR
444 N Maple St	Application received, no payment. Sent invoice. Invoice paid. Sent to fire department. License issued.	STR
421 Water St	Received sign permit application. sent questions to applicant. further information provided. Sign Issued.	HDC
449 Water St	Renewal of EODA, 4 spaces for 6 months. Invoice sent, waiting on insurance info. Left voicemail on 04-17-2025 to notify owner that EODA remains unpaid and work may not begin until payment is received, also noted that City Hall is closed 04-18-2025. Reached out stating that city still has not received payment. Applicant stated that the check is in the mail. payment received.	EODA
651 Holland St	Sent email to owner of property regarding overgrown vegetation.	Enforcement
546 Butler	Answered questions regarding HDC standards and provided resources.	HDC
660 Lake St	Admin Approval for Fixing damage caused by tree limb and replacing materials when necessary. damaged areas include Soffit, fascia, roof and rear door.	HDC
100 Park St	ROW permit for Replacement of Service Line. Sent to Engineer, sent invoice to MI gas. Invoice paid, permit issued.	ROW
515 Water St 2	STR Application received, Sent to fire department. No fire department Checklist form. Sent email to owner. Sent to fire department. License issued.	STR
547 Water St 3	STR Application received, Sent to fire department. No fire department Checklist form. Sent email to owner. Sent to fire department. License issued.	STR
533 Water St 5	STR Application received, Sent to fire department. No fire department Checklist form. Sent email to owner. Sent to fire department. License issued.	STR
533 Water St 6	STR Application received, Sent to fire department. No fire department Checklist form. Sent email to owner. Sent to fire department. License issued.	STR
533 Water St 7	STR Application received, Sent to fire department. No fire department Checklist form. Sent email to owner. Sent to fire department. License issued.	STR

842 Lake St 9	STR Application received. More info needed. Info received, local agent outside of allowed radius. App updated, sent to fire department. License issued.	STR
660 Lake St	Answered questions regarding ROW and water connection standards.	ROW
129 Griffith St 10	STR application received. More information needed. Sent to fire department.	STR
550 Dunegrass Circle	Received notice of violation from EGLE. Researched property to ensure process shall be followed, in talks with developer in regards to potential development, will address requirements in regards to EGLE violation when determined. Had discussion with contract planner to determine how to move forward with proposed development. Further research done on SLU and Site Plan approval for 500 and 550 Dunegrass. sent legal questions for appropriate next steps. Reached out to developer with information regarding potential future project and also with plans to resolve EGLE violations. Reps from site will be required to submit vegetation removal plan to the PC. Developer stated that they would be reaching out to an environmental consulting firm to put together information. had discussion with environmental consultants on what needs to be provided to the PC. Received questions from environmental consultants, scheduled call with developer for further discussion. Emailed environmental consultants with expectations for site plan review application. Application received, invoice sent. Scheduled for may PC meeting. Site plan application approved with conditions. Sent email to applicant discussing easement processes and sent site plan to fire department for review. Received Easement documentation, and reviewed EGLE Permits and Engineering sign off. Permit issued.	Enforcement
408 Mason St	STR Application received, sent to fire department. License issued.	STR
865 Holland st	Had meeting with resident regarding converting his non conforming duplex into a SF Res with ADU. Provided resources. No further action needed at this time.	Zoning
1039 N Maple St	had discussion regarding multi unit fence project. Send app and fence regulations. Plans and payment received. Permit issued.	Zoning
97 Park St	Received insurance information for STR. Sent STR application to owner. Application received. Sent to fire department. License issued.	STR
720 Butler St	Answered questions relating to the STR's, and the effect on previously issued certificates.	STR

Department of Public Works

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 5/27/2025:

Opening of the Saugatuck Wilds Nature Preserve (SWNP):
The City of Saugatuck officially opened the Saugatuck Wilds Nature Preserve to the public on May 29th with a ribbon-cutting ceremony. Funded by donations, the project was carried out by the Outdoor Discovery Center (ODC) and included improvements such as an asphalt millings driveway, new signage, and a 20' x 20' overlook deck of Silver Creek.

Oval Beach:
Oval Beach is entering the summer season in great shape as both Oval Beach staff and DPW crews continue to make ongoing maintenance improvements. The recent stretch of cooler air and water temperatures has provided an ideal window for staff to complete key tasks, including clearing sand encroachments, painting trash barrels, deep cleaning, and performing other essential maintenance work. Also, we're thankful for the Saugatuck Township Fire District for assisting Public Works with the installation of 12 new swim buoys that create the swim zone at the beach. These buoys are numbered as a quick location reference in the event of an emergency. The numbers face east toward the beach and west so that they can be seen by boaters.

Maple Street Open Houses:
Flies & Vandenbrink hosted two open houses at City Hall on Tuesday June 3rd. The open houses were a great opportunity for interested residents to review the preliminary design plan that has been drafted. There was a great turnout, and a lot of insightful points were discussed. Residents seem excited to see the City's Investment into Maple Street take shape and with a new pedestrian sidewalk.

Storm Response:
Public Works staff have been continuously working on cleaning up debris from the storm that hit Saugatuck on May 15th. With all the resulting debris now cleaned, there are still trees that were damaged that need to be assessed, and if necessary, removed due to safety concerns. If any of these trees need to be removed, they will be replanted in the Spring of 2026.

Street Painting & Striping:
This was the first time using Advanced Pavement Markings to paint the City's centerlines, parking spaces, stop bars, crosswalks, and curbs. Communication was excellent and the job was well executed in a minimally impactful way to residents, businesses, and pedestrians. This is the first

year of a 3-year contract with Advanced Pavement Markings so we're looking forward to working with them again over the next couple of years and possibly beyond.

Rainbow Sidewalk:
The CVB generously offered to refresh the paint on the rainbow sidewalk located along the south side of the Culver Street lot. This is the second year that the CVB staff has refreshed the paint, and it looks great.

2025 Service Request Summary:

January	**34**
February	**20**
March	**54**
April	**83**
May	**101**

Meetings:

- **5/27/2025 –** DPW Weekly Goals Meeting
- **5/27/2025 –** Parks & Public Works Committee Meeting
- **5/27/2025 –** City Council Meeting
- **5/28/2025 –** Department Head Team Meeting at City Hall
- **5/14/2025 –** Department Head Team Meeting
- **5/16/2025 –** Consumer's Energy Community Storm Update
- **5/16/2025 –** DPW Weekly Goals Meeting - cancelled due to storm response.
- **5/19/2025 –** DPW Weekly Goals Meeting
- **5/21/2025 –** Meeting with PPW Chair
- **5/21/2025 –** Progress Walkthrough at Saugatuck Wilds Nature Preserve
- **5/23/2025 –** DPW Weekly Goals Follow Up Meeting

City of Saugatuck
Status Report of Engineering Activities
June 4, 2025

General Consultation

- 2024 Asphalt Repairs: The project is complete and contract closeout paperwork is in process.

- Village Square Court Renovation: The DNR Passport Program application was submitted prior to the April 1 deadline and has been confirmed as administratively complete. Preliminary scoring will be released late summer or early fall, at which time revisions/additions can be made.

- Developed a proposal for inspection of larger culvert crossings and storm sewer outfalls. This work could be completed in phases and areas of concern could be prioritized.

- 2025 Pavement Markings: Work is complete. Paperwork for payment is in process. Current contract is 2025-2027.

- Assisting with review of water and sewer agreements as needed.

EGLE Technical, Managerial and Financial (TMF) Project

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

Mt. Baldhead Projects

- AT&T Project Assistance
    - Providing assistance on an as-needed basis.
- Restroom Building Replacement
    - The contract with Midwest has been completed.
    - Prepared a Change Order to adjust the contract times for fall 2025 construction, for council's consideration.
- Observation Platform Replacement
    - Design work is progressing. Additional survey work is complete.
    - The Allegan Conservation District has provided the Vegetation Removal Assurance, which is a report required for the EGLE/USACE Critical Dunes Permitting. The report evaluates impacts on vegetation, native, non-native and invasives, and provides guidance for the design and construction. The report includes guidance for several of the unhealthy, dead or undesirable species to be removed as part of the project and replaced with native/desirable ones.

Sea Wall and Concrete Repairs

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

Maple Street Improvements

- Design work is progressing. Initial layout of water main, road and sidewalk is complete.
- An open house was held on June 3 for property owners in the project area and other stakeholders. It was well attended and good feedback was received that will be incorporated into the design.

Park Street Improvements – Study Phase

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

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
EXP CHECK RUN DATES 05/29/2025 - 06/10/2025
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Vendor Name	Description	Amount
1. ALLEGAN COUNTY SHERIFF		
	APR '25 CORRECTIONS SERVICES	279.00
	MAY '25 SHERIFF CONTRACT	32,656.80
	TOTAL	32,935.80
2. ASSESSING SOLUTIONS INC		
	JUN '25 ASSESSING SERVICES	2,934.00
3. BILLS DOZER SERVICE INC		
	OVAL BEACH GRADING	5,000.00
4. COMCAST		
	04/158 - 05/14 INTERNET SERVICE	403.75
	05/15 - 06/14 INTERNET SERVICE	277.75
	TOTAL	681.50
5. COMMERCIAL RECORD		
	DISPLAY LEGALS	217.00
6. CONSUMERS ENERGY		
	APR '25 SERVICE	3,417.46
7. ELECTION SOURCE		
	ELECTION	615.00
8. FLEIS & VANDENBRINK ENGINEERING INC		
	03/30 - 04/26 ENGINEERING FEES - MAPLE STREET	6,795.00
9. FRONTIER		
	05/03 - 06/02 SERVICE	186.49
10. GIL- ROY'S HARDWARE		
	GRASS SEED	179.98
11. GROUNDS MANAGEMENT SOLUTIONS		
	FERTILIZER - VARIOUS PARKS, CITY HALL	714.46
12. KALAMAZOO LAKE SEWER & WATER		
	APR '25 SERVICE	2,712.18
13. LAKESHORE OUTDOORS LLC		
	SCREENED TOPSOIL	209.88
14. MCKELLIPS PLUMBING INC		
	PLUMBING GARAGE AND OVAL TOILETS	1,778.00
15. MERS		
	MAY '25 RETIREMENT	4,500.00
16. METRO WIRELESS		
	JUN '25 WIFI SERVICE	773.00
17. MICHIGAN ASS OF PLANNING		
	ANNUAL MEMBER DUES	75.00
18. MICHIGAN ELECTRO FREEZE INC		
	MAINTENANCE, START UP, TESTING	946.34
19. MICHIGAN MUNICIPAL LEAGUE		
	MML MEMBER DUES	1,146.00
20. MINER SUPPLY CO		
	SUPPLIES	12,448.36
21. ODC NETWORK		
	FORMER AIRPORT PROJECT	8,000.00
22. OVERISEL LUMBER COMPANY		
	MAY '25 STATEMENT BALANCE	1,143.46
23. PRIORITY HEALTH		
	JUN '25 HEALTH INSURANCE COVERAGE	10,068.71
24. PRO-TEMP INC		
	ICE MACHINE	4,525.75
25. PURITY CYLINDER GASES INC		
	GAS CYLINDERS	17.38
26. REPCOLITE		
	MAY '25 STATEMENT BALANCE	822.86
27. RICOH USA INC		
	05/26 - 06/25 LEASE	127.97
28. SAUGATUCK FIRE		
	RENTAL HOME INSPECTIONS	1,050.00

Vendor Name	Description	Amount
29. SHORELINE TECHNOLOGY SOLUTIONS		
	LAPTOP - DPW	1,550.00
	JUN '25 COMPUTER SERVICES	1,840.20
	TOTAL	3,390.20
30. SISTERS IN INK		
	DPW PRINTED/EMBROIDERED CLOTHING	345.06
31. STANDARD INSURANCE COMPANY		
	JUN '25 INSURANCE	419.04
32. ULINE		
	SUPPLIES	177.97
33. WYOMING ASPHALT PAVING CO		
	ASPHALT	200.64
TOTAL - ALL VENDORS		108,554.49

FUND TOTALS:

Fund 101 - GENERAL FUND	100,571.98
Fund 202 - MAJOR STREETS	330.04
Fund 203 - LOCAL STREETS	4,183.65
Fund 592 - WATER AND SEWER	2,667.00
Fund 661 - MOTOR POOL FUND	801.82

Check Date	Check	Vendor Name	Description	Amount	
Bank GEN GENERAL POOLED CASH					
05/09/2025	DD7304(A)	ARAMENDI, NOAH	PAYROLL	1,531.58	
05/09/2025	DD7305(A)	BOUWMAN, CHAD	PAYROLL	1,483.95	
05/09/2025	DD7306(A)	BREDEWEG, NICOLE	PAYROLL	2,435.45	
05/09/2025	DD7307(A)	CUMMINS, RYAN	PAYROLL	2,815.92	
05/09/2025	DD7308(A)	HERBERT, SCOTT	PAYROLL	2,244.19	
05/09/2025	DD7309(A)	KERRIDGE, ADAM	PAYROLL	1,901.27	
05/09/2025	DD7310(A)	MACK, ELLIS	PAYROLL	1,691.21	
05/09/2025	DD7311(A)	MARTIN, DANNY	PAYROLL	923.86	
05/09/2025	DD7312(A)	MORROW, SCOTT	PAYROLL	1,819.59	
05/09/2025	DD7313(A)	THOMPSON, LUKE	PAYROLL	2,228.69	
05/09/2025	DD7314(A)	WILLIAMS, SARA	PAYROLL	1,756.11	
05/09/2025	DD7315(A)	WOLTERS, JAMIE	PAYROLL	2,076.28	
05/09/2025	EFT1928(E)	ALERUS	PAYROLL	3,105.43	
05/09/2025	EFT1929(E)	MERS HYBRID	PAYROLL	2,141.14	V
05/09/2025	EFT1930(E)	FEDERAL TAX DEPOSIT	PAYROLL	7,521.74	
05/09/2025	EFT1931(E)	MERS HYBRID	PAYROLL	2,132.04	
05/12/2025	5938(A)	ACTION INDUSTRIAL SUPPLY CO	PVC PIPE - MORROW	2,250.00	
05/12/2025	5939(A)	ALLEGAN COUNTY SHERIFF	APR '25 SHERIFF CONTRACT	32,656.80	
05/12/2025	5940(A)	ASSESSING SOLUTIONS INC	MAY '25 ASSESSING SERVICES	2,934.00	
05/12/2025	5941(A)	FLEIS & VANDENBRINK ENGINEERING INC	03/30 - 04/26 ENGINEERING FEES - SEA WAL	8,825.02	
05/12/2025	5942(A)	INTERURBAN TRANSIT AUTHORITY	COUNTY DISBURSEMENT - PROPERTY TAXES	6,343.47	
05/12/2025	5943(A)	K&R TRUCK SALES INC	ENGINE REPAIR	420.65	
05/12/2025	5944(A)	MAC QUEEN	STREET SWEEPER	19,997.71	
05/12/2025	5945(A)	MC CANN INDUSTRIES INC	SUPPLIES AND PARTS	37.04	
05/12/2025	5946(A)	SAUGATUCK FIRE	RENTAL HOME INSPECTIONS	1,050.00	
05/12/2025	5947(A)	SAUGATUCK FIRE	COUNTY DISBURSEMENT - PROPERTY TAXES	32,280.71	
05/12/2025	5948(A)	SHORELINE TECHNOLOGY SOLUTIONS	MAY '25 COMPUTER SERVICES	1,840.20	

Check Date	Check	Vendor Name	Description	Amount	
05/12/2025	5949(A)	SISTERS IN INK	OVAL BEACH	1,255.41	
05/12/2025	20337	APRIORI LLC	REFUND UNUSED ESCROW	1,602.50	
05/12/2025	20338	C2AE	APR '25 GENERAL SERVICES 2023-2024	4,128.09	
05/12/2025	20339	COMMERCIAL RECORD	DISPLAY LEGALS	271.00	
05/12/2025	20340	DOUGLAS OR BONNIE LOWE	REFUND UNUSED ESCROW	1,740.00	
05/12/2025	20341	HOLLAND SENTINEL	PUBLIC NOTICE	90.60	
05/12/2025	20342	GIL- ROY'S HARDWARE	LANDSCAPE FABRIC	23.74	
05/12/2025	20343	GREAT LAKES ORNAMENTALS	PARKWAY TREES	1,424.00	
05/12/2025	20344	IHLE AUTO PARTS	MAR '25 MOTOR PURCHASES	56.59	
05/12/2025	20345	MICHIGAN ASS OF PLANNING	ANNUAL MEMBER DUES	75.00	
05/12/2025	20346	ODC NETWORK	FORMER AIRPORT PROJECT	87,000.00	
05/12/2025	20347	OVERISEL LUMBER COMPANY	APR '25 STATEMENT BALANCE	884.33	
05/12/2025	20348	PAUL WHITFIELD	REFUND UNUSED ESCROW	1,675.00	
05/12/2025	20349	PHILIP HUFFMAN	REFUND UNUSED ESCROW	1,870.00	
05/12/2025	20350	RCQ PROPERTIES LLC	REFUND UNUSED ESCROW	1,831.25	
05/12/2025	20351	VAN DER KOLK PLUMBING LLC	WATER SERVICE REPLACEMENT	3,250.00	
05/12/2025	20352	WILHELMINA KOSAL	REFUND UNUSED ESCROW	1,865.00	
05/13/2025	5953(E)	KALAMAZOO LAKE SEWER & WATER	MAR '25 SERVICE	1,753.08	
05/13/2025	5954(E)	MERCHANTS BANCARD NETWORK	APR '25 CC PROCESSING - CONCESSIONS AND	481.35	
05/13/2025	5955(E)	METRO WIRELESS	MAY '25 WIFI SERVICE	773.00	
05/13/2025	5956(E)	RICOH USA INC	COPIER USAGE	238.01	
05/21/2025	20353	PETTY CASH	PAYROLL	5,500.00	V
05/21/2025	20354	PETTY CASH	PAYROLL	5,500.00	V
05/22/2025	20355	PETTY CASH	PAYROLL	5,500.00	
05/23/2025	DD7316(A)	ANDERSON, HOLLY	PAYROLL	155.06	
05/23/2025	DD7317(A)	ARAMENDI, NOAH	PAYROLL	1,676.39	
05/23/2025	DD7318(A)	BALDWIN, HELEN	PAYROLL	134.67	
05/23/2025	DD7319(A)	BELLA, VICTOR	PAYROLL	134.13	

Check Date	Check	Vendor Name	Description	Amount
05/23/2025	DD7320(A)	BLACQUIERE, BRADYN	PAYROLL	27.31
05/23/2025	DD7321(A)	BOSCH, LEXIE	PAYROLL	140.96
05/23/2025	DD7322(A)	BOUWMAN, CHAD	PAYROLL	1,668.89
05/23/2025	DD7323(A)	BREDEWEG, NICOLE	PAYROLL	3,360.14
05/23/2025	DD7324(A)	BRINK, CHASE	PAYROLL	27.31
05/23/2025	DD7325(A)	BROCKINGTON, CATHERINE	PAYROLL	251.97
05/23/2025	DD7326(A)	BULTMAN, LINDA	PAYROLL	272.90
05/23/2025	DD7327(A)	CARRILLO, DONNA	PAYROLL	135.67
05/23/2025	DD7328(A)	CHRISTENSON, JUDE	PAYROLL	27.31
05/23/2025	DD7329(A)	CUMMINS, RYAN	PAYROLL	2,880.94
05/23/2025	DD7330(A)	GARCIA, DANIELA	PAYROLL	145.37
05/23/2025	DD7331(A)	GARCIA, MARIELA	PAYROLL	27.31
05/23/2025	DD7332(A)	GRIGG-MARTINEZ, DAYTON	PAYROLL	79.28
05/23/2025	DD7333(A)	HERBERT, SCOTT	PAYROLL	2,309.21
05/23/2025	DD7334(A)	KERRIDGE, ADAM	PAYROLL	2,373.62
05/23/2025	DD7335(A)	LIVINGSTON, JOHN	PAYROLL	599.08
05/23/2025	DD7336(A)	MACK, ELLIS	PAYROLL	1,603.51
05/23/2025	DD7337(A)	MARTIN, DANNY	PAYROLL	1,380.09
05/23/2025	DD7338(A)	MATTERN, MICHAEL	PAYROLL	135.67
05/23/2025	DD7339(A)	MEYER, GRIFFIN	PAYROLL	16.07
05/23/2025	DD7340(A)	MITCHELL, JACE	PAYROLL	27.31
05/23/2025	DD7341(A)	MUIR, BETSY	PAYROLL	155.06
05/23/2025	DD7342(A)	MUIR, JAMES	PAYROLL	183.24
05/23/2025	DD7343(A)	PETERS, ADDISON	PAYROLL	74.89
05/23/2025	DD7344(A)	PETERS, AVERY	PAYROLL	77.08
05/23/2025	DD7345(A)	PETRIK, JAKOB	PAYROLL	359.44
05/23/2025	DD7346(A)	SAMUELS, ROBERT	PAYROLL	77.08
05/23/2025	DD7347(A)	STEZOWSKI, BRAYDEN	PAYROLL	27.31

Check Date	Check	Vendor Name	Description	Amount	
05/23/2025	DD7348(A)	STEZOWSKI, LOGAN	PAYROLL	70.48	
05/23/2025	DD7349(A)	THOMPSON, LUKE	PAYROLL	2,228.68	
05/23/2025	DD7350(A)	VAN HOWE, AINSLEY	PAYROLL	215.85	
05/23/2025	DD7351(A)	WILLIAMS, SARA	PAYROLL	1,756.11	
05/23/2025	DD7352(A)	WOLTERS, JAMIE	PAYROLL	2,057.07	
05/23/2025	EFT1932(E)	ALERUS	PAYROLL	2,981.36	
05/23/2025	EFT1933(E)	MERS HYBRID	PAYROLL	1,997.09	
05/23/2025	EFT1934(E)	FEDERAL TAX DEPOSIT	PAYROLL	8,036.82	
05/23/2025	EFT1935(E)	MERS	PAYROLL	4,596.44	V
05/23/2025	EFT1936(E)	MERS	PAYROLL	4,523.42	
05/27/2025	5957(A)	ALLEGAN COUNTY TREASURER	TAX PAPER	96.00	
05/27/2025	5958(A)	AMERICAN LEGAL PUBLISHING CORP.	ORDINANCES	550.00	
05/27/2025	5959(A)	FAHEY SCHULTZ BURZYCH RHODES	APR '25 2023 STR LEGAL ISSUES/TASK FORCE	25,243.00	
05/27/2025	5960(A)	HOLLAND LITHO PRINTING SERVICE	CULVER STREET PASSES	1,764.44	
05/27/2025	5961(A)	HORIZON COMMUNITY PLANNER	PLANNING & HISTORIC DISTRICT	1,856.25	
05/27/2025	5962(A)	PRO-TEMP INC	REFRIGERATION AND ICE MACHINE START UP	306.60	
05/27/2025	5963(A)	PURITY CYLINDER GASES INC	CONCESSION	44.95	
05/27/2025	5964(A)	SAUGATUCK FIRE	RENTAL HOME INSPECTIONS	6,075.00	
05/27/2025	5965(A)	STINGERS PEST CONTROL	PEST CONTROL	65.00	
05/27/2025	5966(A)	TIME SAVES LIVES LLC	TRAINING	520.99	
05/27/2025	5967(A)	ULINE	SUPPLIES	79.06	
05/27/2025	20356	ARROWASTE	DUMPSTER	171.00	
05/27/2025	20357	ARROWASTE	DUMPSTER	190.00	
05/27/2025	20358	CHRISTOPHER RAPHAEL	REIMBURSE CLASS FEE	125.00	
05/27/2025	20359	ELIZABETH MCENERY	REFUND PERMIT FEE FOR OTHER MUNICIPALITY	525.00	
05/27/2025	20360	KEVIN PHILLIPS	REFUND UNUSED ESCROW	1,696.25	
05/27/2025	20361	MICHIGAN PAVING & MATERIALS CO	FLEIS & VANDENBRINK - 2024 ASPHALT REPAI	11,937.50	
05/27/2025	20362	PLANTE MORAN	PROFESSIONAL SERVICES THROUGH 04/30	285.00	

Check Date	Check	Vendor Name	Description	Amount
05/27/2025	20363	RATHCO SAFETY SUPPLY CO	HANDICAP EM VAN ACCESSIBLE	90.03
05/27/2025	20364	SAUGATUCK TOWNSHIP	W/S CONTRACT 2024-2025	399.00
05/27/2025	20365	SEPTIC TANK SYSTEMS CO INC	PORTABLE RESTROOM - OVAL BEACH (5/8 - 7/	2,800.00
05/27/2025	20366	ZEIGLER GMC OF HOLLAND	PARTS	323.03
05/28/2025	5968(E)	CAPITAL ONE	APR '25 STATEMENT BALANCE	63.22
05/28/2025	5969(E)	COMCAST	04/28 - 05/27 INTERNET SERVICE	348.30
05/28/2025	5970(E)	FIRST BANK CARD	03/26 - 04/24 STATEMENT BALANCE	1,881.68
05/28/2025	5971(E)	FRONTIER	03/20 - 04/19 SERVICE	99.00
05/28/2025	5972(E)	METRO WIRELESS	MW DREW WRONG AMT, DAYS EARLY	698.00
05/28/2025	5973(E)	MICHIGAN GAS UTILITIES	03/24 - 04/23 SERVICE - 102 BUTLER	98.24
05/28/2025	5974(E)	MICHIGAN GAS UTILITIES	03/24 - 04/23 SERVICE - 345 BUTLER	125.31
05/28/2025	5975(E)	MICHIGAN GAS UTILITIES	03/24 - 04/24 SERVICE - 3338 BLUE STAR	245.58
05/28/2025	5976(E)	NET2PHONE INC	MAY '25 PHONE SERVICE	216.41
05/28/2025	5977(E)	PRIORITY HEALTH	MAY '25 HEALTH INSURANCE COVERAGE	11,994.53
05/28/2025	5978(E)	REPUBLIC SERVICES	MAY '25 DISPOSAL AND PICKUP SERVICE - BL	24.00
05/28/2025	5979(E)	REPUBLIC SERVICES	ANNUAL JUNK WEEK	1,370.00
05/28/2025	5980(E)	VALLEY CITY LINEN INC	SHOP TOWELS	152.34
05/31/2025	5998(E)	CONSUMERS ENERGY	APR '25 SERVICE	3,417.46
05/31/2025	5999(E)	FRONTIER	05/03 - 06/02 SERVICE	186.49
05/31/2025	6000(E)	MERS	MAY '25 RETIREMENT	4,500.00
05/31/2025	6001(E)	RICOH USA INC	05/26 - 06/25 LEASE	127.97

Total of 132 Checks:	404,931.22
Less 4 Void Checks:	17,737.58
Total of 128 Disbursements:	387,193.64



RECOMMENDED
Annual Budget
Fiscal Year
July 1, 2025 – June 30, 2026

CITY OF SAUGATUCK

ANNUAL BUDGET

FOR THE FISCAL YEAR

July 1, 2025 – June 30, 2026

102 Butler Street
PO Box 86
Saugatuck, MI 49453

(269) 857-2603 phone

FOR
Saugatuck City Council

Holly Anderson, Mayor
Lauren Stanton, Mayor Pro Tem
Joe Clark, Council Member
Scott Dean, Council Member
Russ Gardner, Council Member
Gregory Muncey, Council Member
Chris Peterson, Council Member

PREPARED BY
Ryan Cummins, City Manager
Nicole Bredeweg, City Treasurer/Finance Director

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TO: City Council

FROM: Ryan Cummins, City Manager

DATE: June 9, 2025

SUBJECT: Recommended Budget for Fiscal Year 2025/2026

INTRODUCTION:

In accordance with the City Charter, I am pleased to present the recommended budget for the City of Saugatuck for fiscal year 2025-2026. This budget reflects the City Council's and my commitment to responsible fiscal management while ensuring the continued delivery of essential services to our residents and visitors.

BUDGET DEVELOPMENT PROCESS:

The budget presented here is the culmination of a collaborative effort. It considers the City Council's goals and priorities, public feedback, community needs, essential services, and anticipated revenues.

ESTABLISHED GOALS:

- **Operations, Public Health and Safety -** We will maintain a culture of fiscal responsibility and friendly, honest, and transparent government. We will partner with the Fire District and Sheriff's office to ensure we take the right measures to keep our community safe.
- **Infrastructure -** We will focus on maintaining and improving current infrastructure while planning and saving for future needs.
- **Parks and Recreation -** We understand that our natural resources are the foundation of residents' quality of life and our tourism economy and will invest to sustain and enhance them.

BUDGET HIGHLIGHTS:

The attached presentation highlights the proposed budget which involves the following:

- **Maintaining a Low Operating Millage Rate:** The proposed operating millage rate remains much lower than nearly all nearby communities, reflecting our commitment to fiscal responsibility.

- **Healthy Fund Balances:** The proposed budget proposes the use of reserves to fund several capital projects while maintaining adequate reserves for a "rainy day" far above the current policy goal.

- **Strategic Investments:** The budget allocates resources for infrastructure improvements including Mt. Baldhead, Blue Star Trail, street resurfacing, waterfront repairs, and Maple Street (water main, lead service lines, sidewalk, stormwater, and road replacement). The budget also provides for staff wage increases, updated master plan, deer management, invasive species treatment, and rebranding (logo, signage, website). It also invests in planning for future projects including the City Hall interior, Elizabeth Street (watermain and road), and Park Street.

- **Water Infrastructure Fee:** A water infrastructure fee increase is proposed to ensure long-term sustainability of our water system.

PUBLIC HEARING AND BUDGET ADOPTION:

A public hearing on the final budget is required to be held as provided by law and has been scheduled for June 4, 2025. The City Council is required, not later than June 30 of each year, to adopt by resolution a final budget for the ensuing fiscal year and make appropriations.

An appropriation should be viewed as an authorization to spend and not a mandate to spend. An appropriation provides authority, not cash. It indicates that, if the revenue is there, it may be spent in a certain way. The budget, while often viewed as a financial instrument, is first a planning and management tool and second an accounting device.

SAMPLE MOTION:

Motion to approve Resolution No. 250609-A to adopt the general appropriations act for fiscal year 2025-2026.

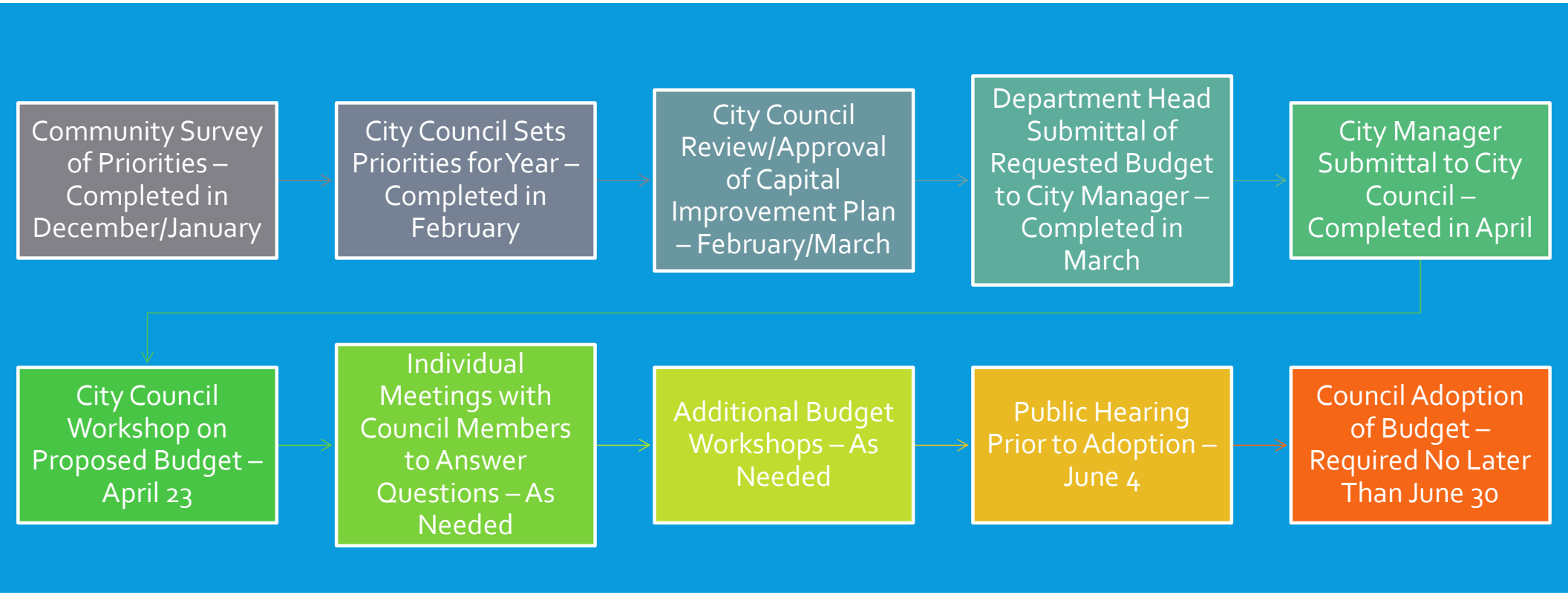
Proposed Budget Presentation

Fiscal Year 2025-2026

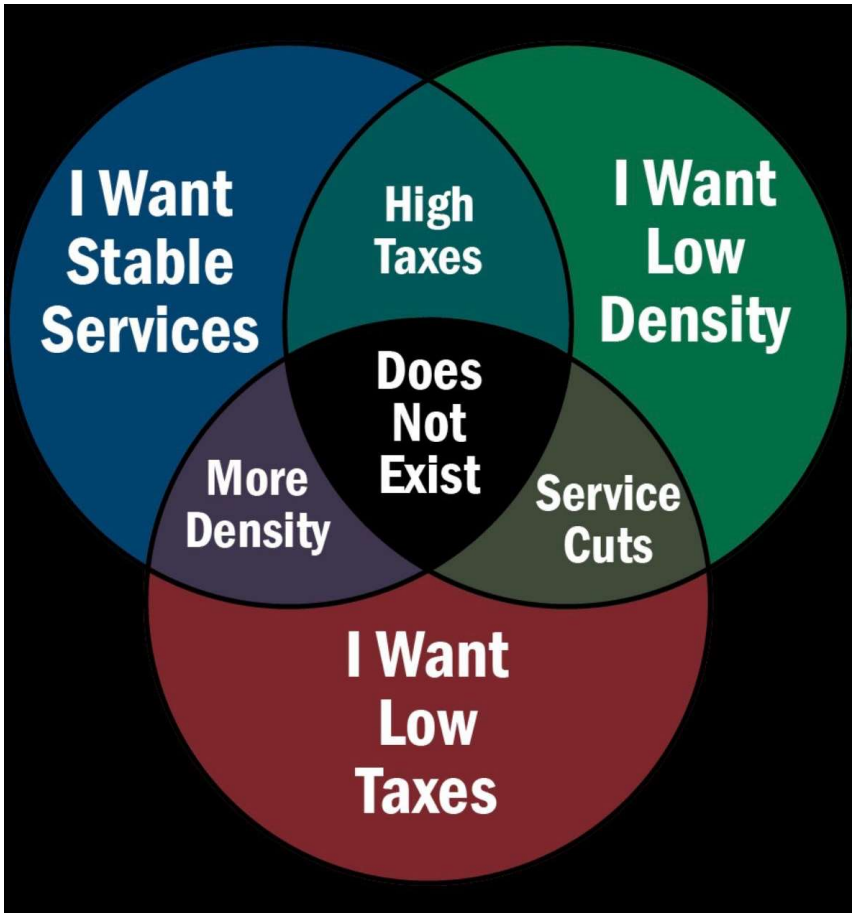
PURPOSE AND DEVELOPMENT

The overriding purpose of the budget can be defined in three key points:

- Allocation of public resources over time and among public operations.
- Accountability to the public for the expenditure of public funds.
- Maintenance of financial stability of the City of Saugatuck.



BUDGET PROCESS


I Want Stable Services
High Taxes
I Want Low Density
Does Not Exist
More Density
Service Cuts
I Want Low Taxes

FISCAL YEAR 2025/2026

CITY OF SAUGATUCK

Vision

Saugatuck is an inclusive waterfront community that welcomes all. City residents enjoy a great quality of life living in one of the country's highest-rated tourist destinations. Saugatuck is a vibrant, inviting community with a talented and dedicated staff, great schools, an active tourist-based economy, stable property values, and sense of history as the community moves into the future. Residents and visitors enjoy a unique, small-town atmosphere, exceptional parks, and access to beautiful natural resources.

Goals and Priorities

Saugatuck City Council sets the goals and priorities that reflect our vision and guide decision-making. The priorities-setting process forms the basis of Council's consensus on the projects that impact City residents, businesses, visitors, and the community as a whole. City Administration uses Council's vision and priorities to direct work activities and allocate staff and financial resources. City Council's priorities are dynamic and will be reviewed and modified as needed to reflect citizen input and changes in the external environment.

Operations, Public Health and Safety

Goal: We will maintain a culture of fiscal responsibility and friendly, honest, and transparent government. We will partner with the Fire District and Sheriff's office to ensure we take the right measures to keep our community safe.

Priorities

- Finish new water-sewer agreement
- Update water-sewer infrastructure fees
- Manage Dune Ridge litigation (potentially multi-year)
- Evaluate and implement solutions to parking issues (multi-year)
- Evaluate and implement Wildlife Committee recommendations
- Negotiate sale or lease of old landfill
- Update Land Use/Tri-Community Master Plan (multi-year)
- Improve profits from Oval Beach concessions
- Update zoning districts and signage regulations
- Refresh website
- Review and update older policies
- Develop and implement safety protocols. including for parades

Infrastructure

Goal: We will focus on maintaining and improving current infrastructure while planning and saving for future needs.

Priorities

- Complete Maple Street design and construction
- Finalize AT&T cellular agreement and installation
- Make repairs to seawall, sidewalks, and stairs
- Inspect culverts
- Plan for Park Street improvements
- Renovate City Hall interior (potentially multi-year)
- Develop more comprehensive Capital Improvement Plan (CIP)
- Evaluate long-term funding options for CIP
- Maintain and resurface roads
- Repair Chain Ferry landing and arbor
- Plan for lead service line replacement
- Begin planning for Elizabeth Street design and construction
- Update signage and wayfinding

Parks and Recreation

Goal: We understand that our natural resources are the foundation of residents' quality of life and our tourism economy and will invest to sustain and enhance them.

Priorities

- Construct Mt. Baldhead bathroom
- Complete Mt. Baldhead platform design; begin construction
- Restore Mt. Baldhead vegetation
- Treat invasive species
- Refresh Village Square Courts (donor funded)
- Continue to advance Blue Star Trail (multi-year)
- Monitor and mitigate low water level impacts
- Evaluate community foundation options to accept citizen donations
- Expand holiday lighting to Water and Griffith streets

www.saugatuckcity.com

CITY AT A GLANCE

Census Population: 865

Square Miles: 1.47

Housing Units: 916

Median Household Income: $113,309

Median Age: 58

Parks: 330 acres

- Oval Beach, Saugatuck Harbor Natural Area, Mt. Baldhead , Coghlin Park, Jones Park, Cook Park, Wicks Park, Willow Park, Peterson Preserve and Village Square Park.

Roads: 11.5 miles.

Water Utilities: 298 curb stop valves, 138 fire hydrants, 302 system valves, and 14.6 miles of main.

Sanitary Sewer Utilities: 17 lift stations, 259 manholes, and 4.8 miles of gravity/force main.

Storm Sewer Utilities: 84 manholes, 68 catch basins, 51 outfalls and 6.7 miles of gravity main.

ORGANIZATION

12 Full Time Staff

- City Manager
- City Treasurer/Finance Officer
- City Clerk
- Deputy City Clerk/Administrative Assistant
- Director of Planning and Zoning
- Department of Public Works Superintendent
- DPW Administrative/Project Coordinator - Pending
- Assistant DPW Supervisor
- DPW Oval Beach Manager/Equipment Operator/Maintenance Worker
- DPW Equipment Operator/Maintenance Workers (3)

4 Seasonal DPW Maintenance Staff

25 Seasonal Oval Beach Staff

Contracted City Attorney

Contracted Sheriff's Deputies

Contracted Engineer

Contracted Planner

Contracted Assessor

WHERE WILL EACH TAX DOLLAR GO?

TAXING ENTITY	TOTAL MILLAGE RATE	
CITY OF SAUGATUCK OPERATING	10.1676	
CITY OF SAUGATUCK ROADS	1.6726	VOTED EXPIRES 2031
CITY OF SAUGATUCK ROAD DEBT	1.4000	VOTED EXPIRES 2028
SCHOOL STATE EDUCATION	6.0000	
SCHOOL OPERATING*	18.000	*Non-Principal Residence Only
SCHOOL DEBT	3.4500	
SCHOOL BLDG/SITE	0.4921	
SCHOOL RECREATION	0.2460	
SCHOOL INTERMEDIATE DISTRICT	6.0962	
ALLEGAN COUNTY OPERATING	5.1619	
ALLEGAN COUNTY MED CARE	0.2426	
ALLEGAN COUNTY CONSERVATION	0.0970	
ALLEGAN COUNTY ROADS	1.0000	
ALLEGAN COUNTY SENIORS	0.4887	
INTERURBAN TRANSIT AUTHORITY	0.4913	
DISTRICT LIBRARY	0.4388	
DISTRICT LIBRARY DEBT	0.2480	
FIRE DISTRICT	2.9000	

Principal Residence Exemption Properties



67% Other Taxing Entities

33% City of Saugatuck

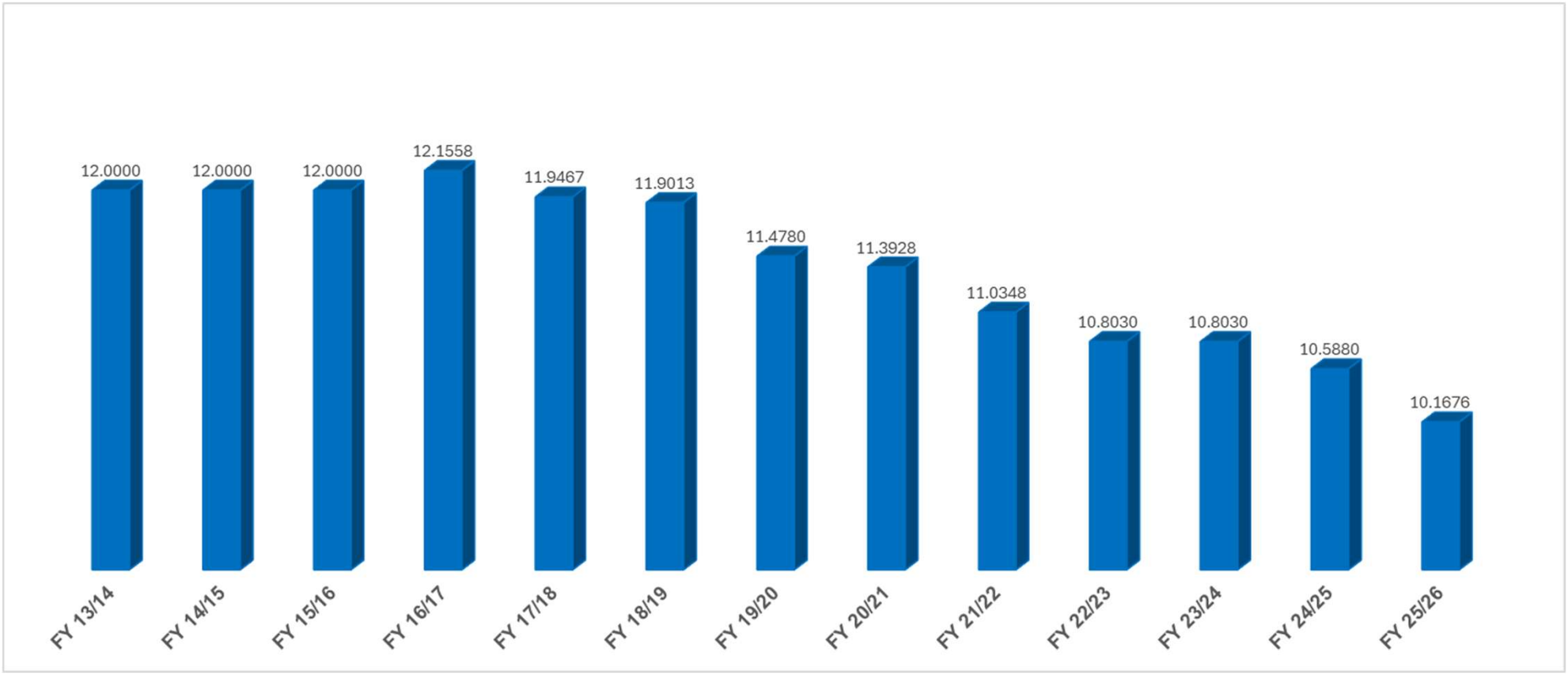
Non-Principal Residence Exemption Properties



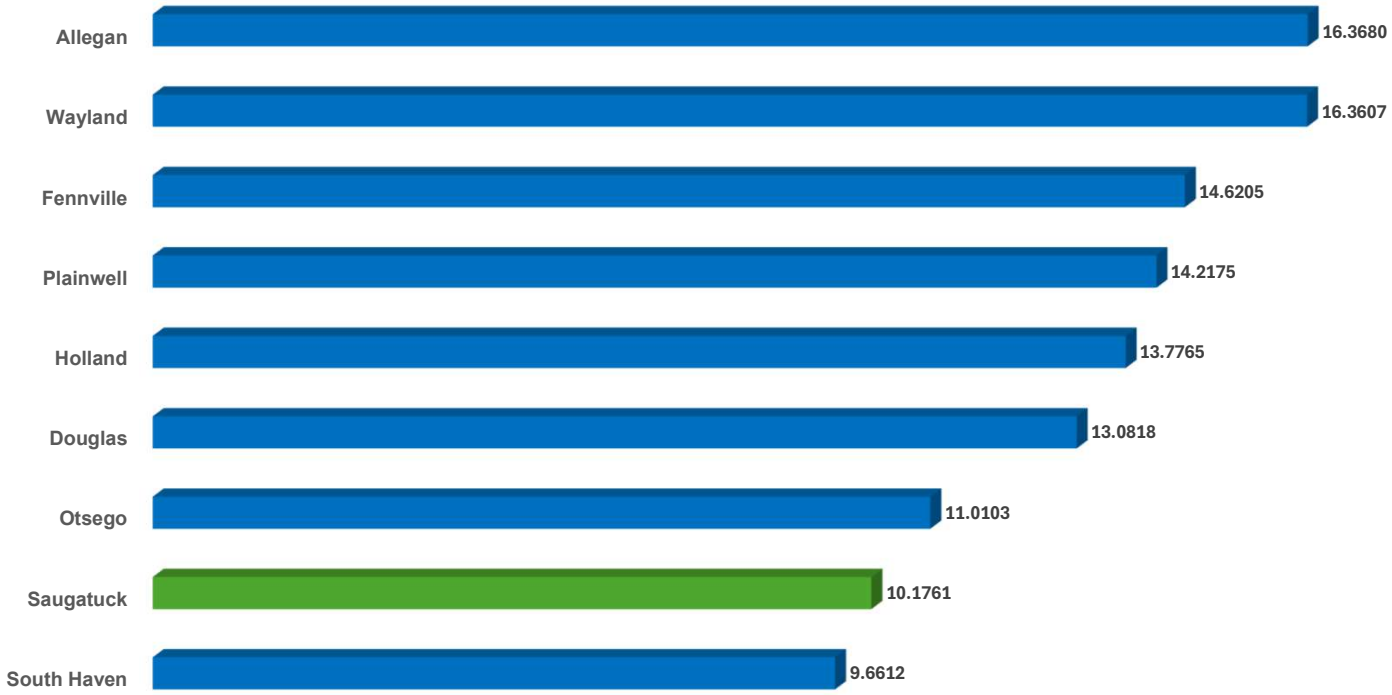
77% Other Taxing Entities

23% City of Saugatuck

OPERATING MILLAGE RATE HISTORY



HOW DOES OUR OPERATING TAX RATE COMPARE TO OTHER AREA CITIES?

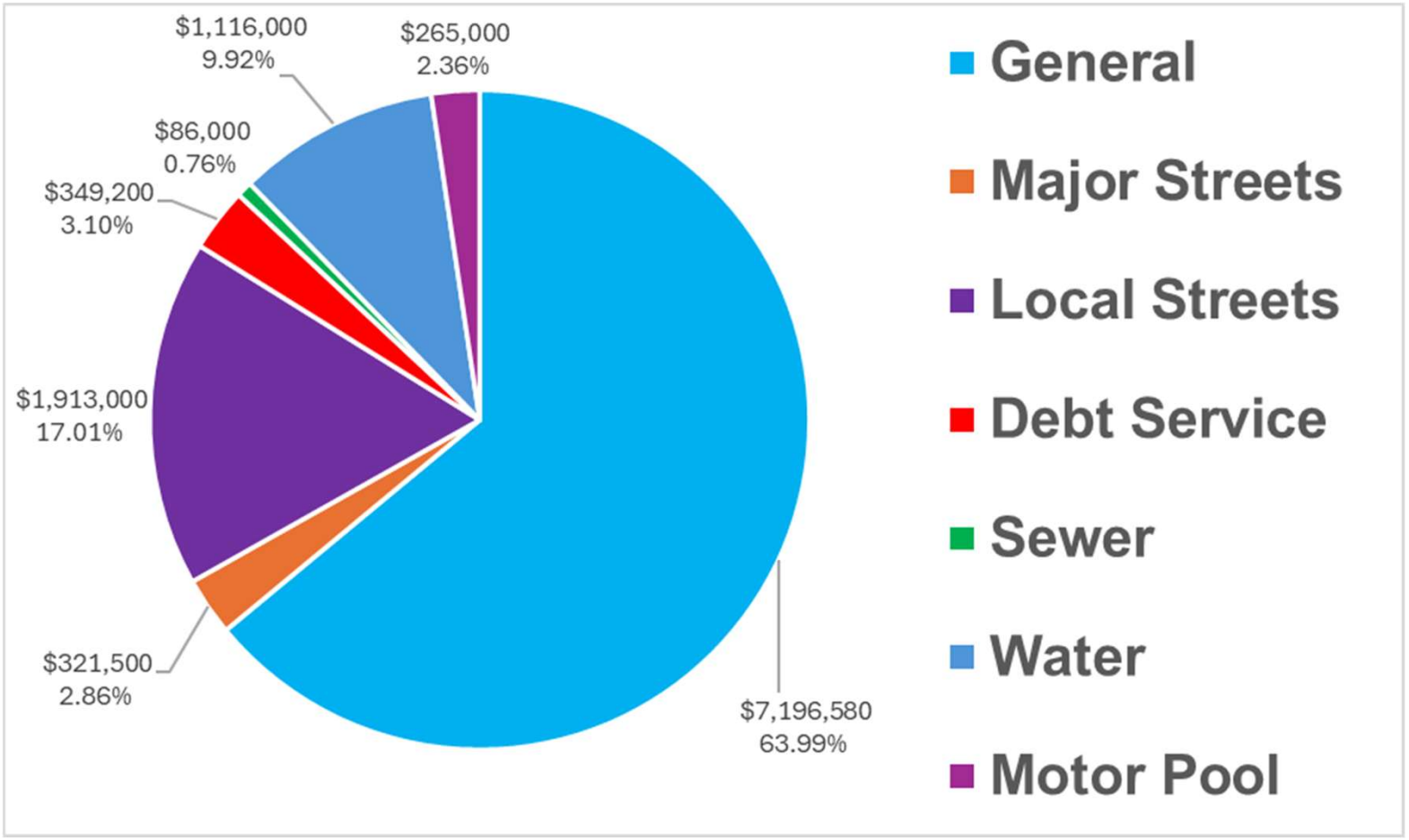


FUNDS

The City of Saugatuck currently has seven separate funds.

101 - GENERAL FUND	Largest Fund Government resources and activities not listed in other funds
202 - MAJOR STREETS	Maintenance and construction of the Major Streets System
203 - LOCAL STREETS	Maintenance and construction of the Local Streets System
301 - DEBT SERVICE	Account for payment of principal and interest on City's debt
596 and 567 – WATER and SEWER	Fees collected for water and sewer and capital improvements to systems.
661 - MOTOR POOL	Maintenance of the Motor Vehicle Fleet

CITY REVENUE BY FUND



GENERAL FUND

The General Fund is the City's general operating fund and accounts for all financial resources of the general government, except for those required to be accounted for in another fund. The general fund is made up of sixteen (16) departments. These departments include:

101 COUNCIL
173 CITY ADMINISTRATION
215 CITY CLERK
253 CITY TREASURER
257 ASSESSING
265 CITY HALL
301 POLICE
441 PUBLIC WORKS
721 PLANNING/ZONING
723 HISTORIC DISTRICT COMMISSION
730 HARBOR
751 PARKS & RECREATION
756 OVAL BEACH
758 OVAL CONCESSION
760 SPEAR BOAT LAUNCH
965 TRANSFERS

Main Budget Message This Year…

- **Maintain, repair, and replace what you have.**
  - Community survey results selected infrastructure as the top priority for the fiscal year.
- **Projects, projects, projects!**

GENERAL FUND BALANCE

City savings/cash reserves.

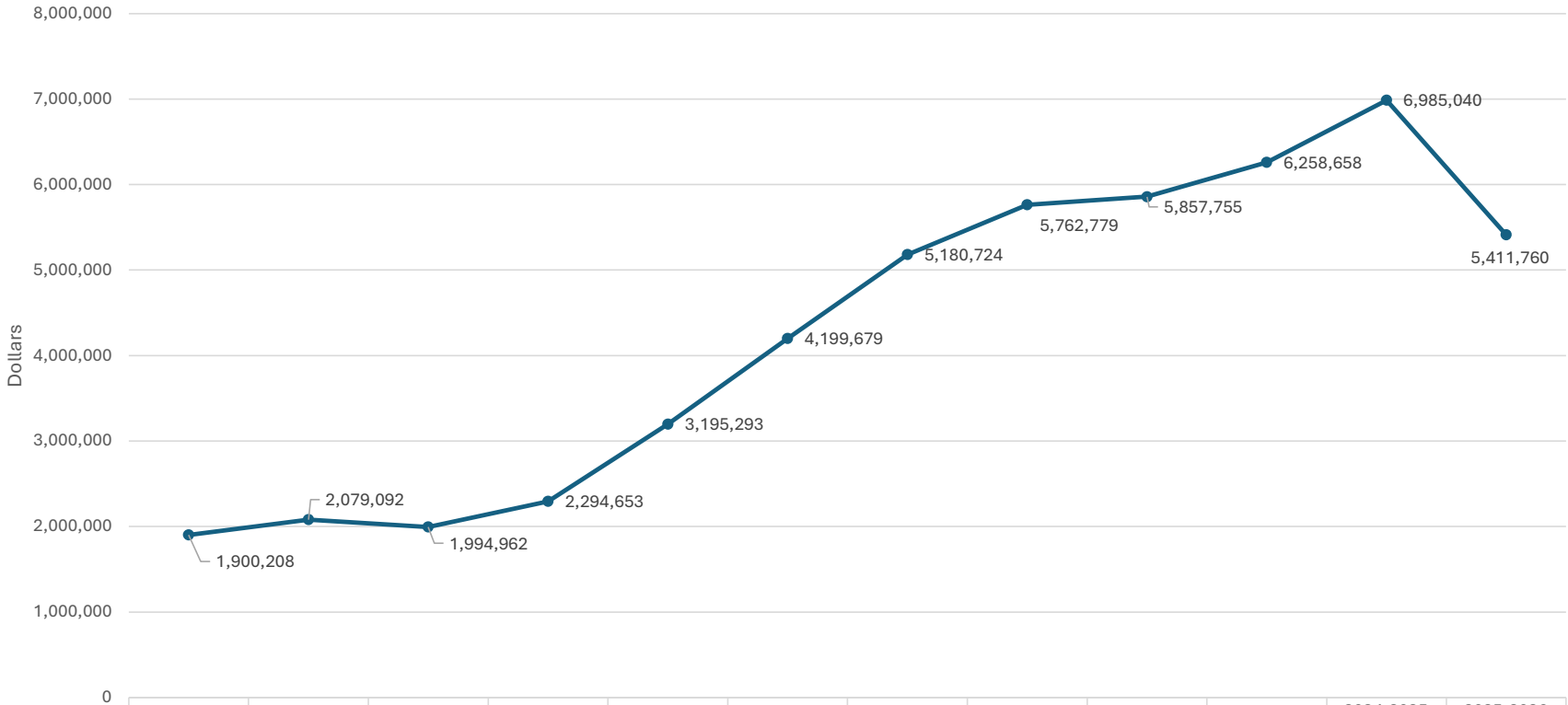
Audited Total End of Last FY: $6,258,658

- Committed
  - Parks - $1,000,000
    - Policy decision. Request may be made to apply Mt. Baldhead expenses against this.
  - Rose Garden - $98,001
  - Spear Street - $26,942
- Unassigned: $ 5,133,815

Very healthy.

- Important to strike the right balance of keeping adequate reserves for a "rainy day" and investing in much needed maintenance and improvement of City infrastructure.
- Current Policy – Keep at least $1,000,000 total in reserves.

General Fund Balance Over Time



	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025 Projected	2025-2026 Est.
General	1,900,208	2,079,092	1,994,962	2,294,653	3,195,293	4,199,679	5,180,724	5,762,779	5,857,755	6,258,658	6,985,040	5,411,760

Recommended Fee Schedule Updates

Short-Term Rentals	• License fee increase from $525 to $540 due to increased Fire Department inspection charge and legal fees to update ordinances. • Re-inspection fee increase from $150 to $175 due to increased Fire Department charge.
Water Infrastructure Fee	• Last year a $20 per Meter Equivalent (MEU) charge was established to fund watermain, lead service line replacement, and other local water needs. • Asset Management Plan recommends $3 increase to $23 per MEU.
Sewer Infrastructure Fee	• Still to be determined. • Rate study approved and will occur after updated water-sewer agreement is finalized.
Water-Sewer Connection/Tap Fees	• Have not been updated since 1996. • New rates still to be determined. • Rate studies approved and will occur after updated water-sewer agreement is finalized.
Credit Card Fee	• Credit card payments for permit fees is costing the City 2-3% in fees. • Staff is evaluating a proposed credit card processing fee for permits. • If tax payments are taken by card in future, a fee will also be recommended.

General Fund Revenue Highlights

Estimated Operating Millage Rate **Reduction** to: 10.1676	• Decrease of .4204 mills (3.97%) due to Headlee Rollback
Real Property Tax Revenue **Increase** of $158,500	• Largely due to 3.1% CPI increase and new construction
Permit Revenue Continues to be **Up** Over Prior Years - $125,000	• Largely due to zoning and historic district fee schedule adjustments in 2023, street dining, and increased fees and renewal frequency for short-term rentals.
Interest Income - $100,000	• Return on cash reserves continues to produce interest income. Interest rate reductions will have an impact.
Oval Beach - $590,000	• Last years increase in daily and seasonal passes has increased revenue.
Federal and Other Grants - $1,600,000	• TAP and DNR Trust Fund for Blue Star Trail
Miscellaneous Donations and Income - $146,000	• Donor support for Village Square courts, Blue Star Trail, and Holiday Lighting
Fund Balance Transfer – $1,573,280	• Use of approximately 22.5% of savings to fund capital improvement projects.

GENERAL FUND APPROPRIATION HIGHLIGHTS

- **Investment in Staff**
  - Salary/Wage increases that will allow for both inflationary adjustment and merit increases
- **Consulting and Contractual Support - $150,000**
  - Logo Redesign, Branding, and Wayfinding/Park Signage Designs
  - Deer Management
  - Parking
  - Telecommunications
  - Website Redesign
- **Further Staffing Support for Department of Public Works - $100,000 (including fringe benefits)**
  - An additional position has been funded but not filled for the last two budgets.
  - Need for additional administrative assistance and project support.
  - Title, details, salary/benefits recently reviewed with City Council and approved.
- **File Scanning - $11,000**
  - Scan historical files so they are digital and searchable.

LEGAL FEES

- **City remains in litigation with Dune Ridge**
  - Large portion of legal fees are budgeted for this purpose
- **Current Fiscal Year Trend Shows Legal Fees Continue to Decrease**
  - Transitioned legal to Zoom versus in person attendance at meetings.
  - Playground litigation was a large cost in legal fees.
- **Uses of Legal Services:**
  - Reviewing contracts and agreements as required by City code.
  - Drafting ordinances.
  - Legal research related to various matters that arise.
  - Updated Water/Sewer Agreements
  - Supporting Enforcement
  - Attendance at meetings
    - Now mostly via Zoom to reduce costs
- **Recommend Funding Legal at Same Levels Next Fiscal Year**
  - City Council - $250,000
  - City Manager - $60,000
  - Planning/Zoning - $65,000
    - Note: Portion of permit, license, and escrow fees covers these legal costs.

PLANNING AND ZONING

- **Short-Term Rental Enforcement and Inspections - $82,000**
  - Granicus 1-800 Hotline and Address ID, Contracted Code Enforcement, Fire Department Inspections
  - Revenue source from STR license fees to cover costs.
- **Master Plan Update - $30,000**
- **Planner and Engineering Contractual Services - $30,000**

GENERAL FUND SUPPORTED PROJECTS

- **Blue Star Trail - $1.65 Million**
  - Construction - TAP and DNR grants covering most of cost
  - Additional Engineering and Assessments Requested from Tribes - $50,000
    - Some revenue to offset expenses from Township and Friends of the Blue Star Trail
- **Traffic Signal at Lake/Blue Star - $230,000**
  - In conjunction with Blue Star Trail installation. Not currently grant funded.
- **Mt. Baldhead Park Improvements - $373,000**
  - Remaining construction costs from restroom replacement, design engineering for upper platform, and vegetation restoration north of stairs.
- **Invasive Species - $100,000**
  - Milfoil and others.
- **City Hall - $30,000**
  - Design, options, and engineering for interior remodel.
- **Village Square Courts - $100,000**
  - Donor funded. Applied for grant for more comprehensive work.

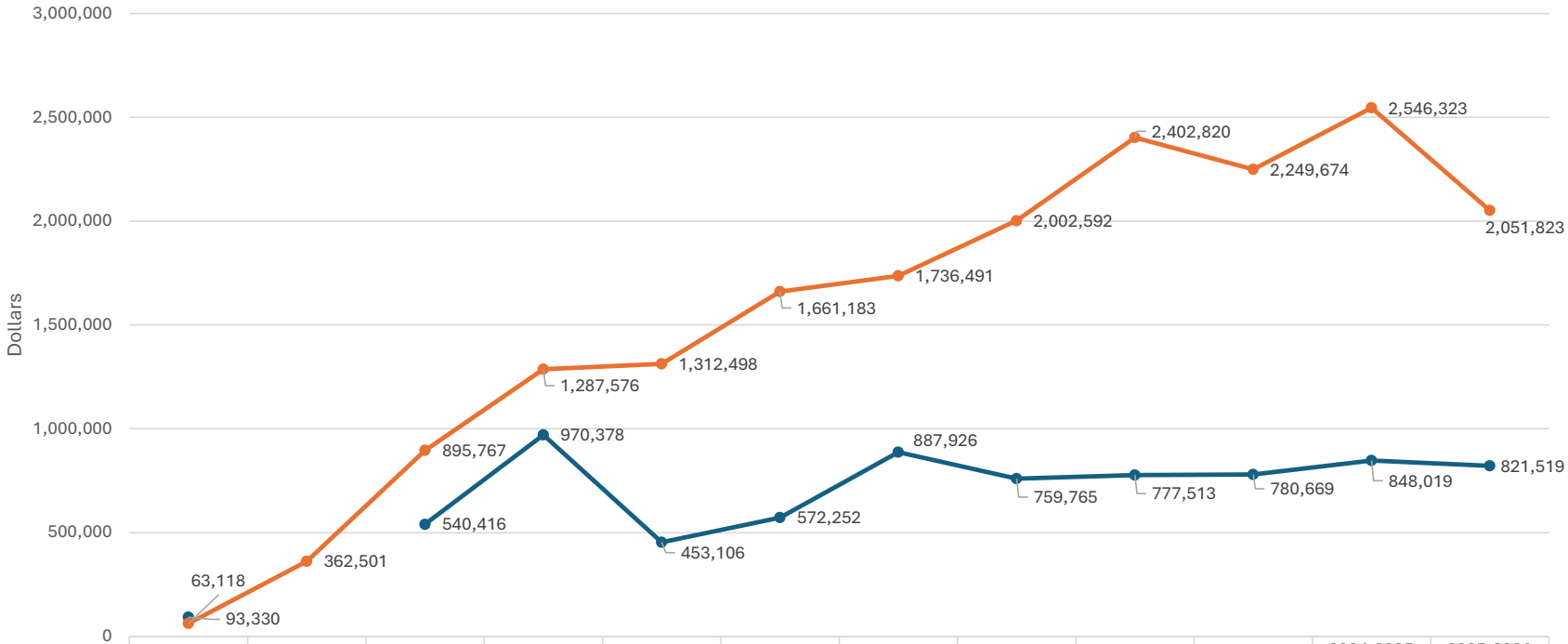
GENERAL FUND SUPPORTED PROJECTS

- **Holiday Lighting - $101,350**
  - Continue Existing Lighting - $26,350
  - Electrical Upgrades to Existing Polls - $75,000
  - Expansion of Lighting Not Budgeted
- **Resurface Public Works Lot - $85,000**
  - Concurrent with Maple Street Project
- **Wayfinding and New Park Signage - $100,000**
- **Culver Street Lot Retaining Wall Replacement - $20,000**
- **Saugatuck Harbor Natural Area Signs and Invasives Treatment - $25,000**
  - Reimbursed from endowment fund.
- **Chain Ferry Landings and Arbors - $120,000**
- **Waterfront Repairs - $65,000**
  - Seawall, concrete boardwalk, and new pilings at transient slips.
- **Maple Street Sidewalk - $450,000**
  - Transfer to local streets fund to cover portion of sidewalk cost.

MAJOR AND LOCAL STREETS

- **Regular Funding Sources**
  - Act 51 – State Gas Tax/Registrations - $190,000
  - County Road Millage - $190,000
  - Local Road Millage - $415,000
    - **Decrease** of voted millage from 1.7418 to 1.6726 (3.97%) due to Headlee Rollback
- **Additional Revenue**
  - Township Cost Share for Maple Street Restoration- $243,000
  - MDOT Category B Grant - $125,000
  - General Fund Transfers - $520,000
    - $450,000 – Maple Street Sidewalk
    - $70,000 for Water-Sewer portion of Elizabeth Street Design Engineering
- **Major Street Current Fund Balance - $780,669**
  - Use of $26,500 for Elizabeth Street design engineering.
- **Local Street Current Fund Balance - $2,249,674**
  - Use of $494,500 for Maple Street project.

Major and Local Street Fund Balances Over Time



	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025 Projected	2025-2026 Est.
Major	93,330		540,416	970,378	453,106	572,252	887,926	759,765	777,513	780,669	848,019	821,519
Local	63,118	362,501	895,767	1,287,576	1,312,498	1,661,183	1,736,491	2,002,592	2,402,820	2,249,674	2,546,323	2,051,823

MAJOR AND LOCAL STREET PROJECTS

- **Maple Street - $1,578,000**
  - Approximately 60% of project expected to occur next fiscal year. Work includes:
    - Road Restoration
    - Stormwater Improvements
    - Concrete Sidewalk
- **Elizabeth Street - $130,000**
  - Design engineering for road, watermain replacement, and sanitary sewer repairs
- **Road Resurfacing - $200,000**
- **Park Street Planning - $40,000**
  - Applied for grant to cover half of the cost.

WATER CAPITAL IMPROVEMENT FUND

- Propose splitting existing water/sewer fund into separate capital improvement funds.
- **Revenue**
  - Water Infrastructure Fee: $275,000
  - Tap Fee: $1,000
  - Interest: $2,500
  - Township Cost Share for Watermain Replacement: $501,000
- **Use of Fund Balance - $336,500**
- **Projects**
  - Maple Street Watermain and Lead Service Replacements - $1,102,000
  - Additional Lead Service Line Replacements - $50,000
  - Water Street Gate Valve - $50,000
  - Water Agreement and Further Rate Study - $14,000

SEWER CAPITAL IMPROVEMENT FUND

- **Revenue**
  - Tap Fee: $1,000
  - Interest: $2,500
  - Township Cost Share for Sewer Repairs: $36,000
- **Use of Fund Balance - $46,500**
- **Projects**
  - Maple Street Sanitary Sewer Repairs- $72,000
  - Sewer Agreement and Rate Study - $14,000

MOTOR POOL

- **Cash and Investments – $826,285**
- **New Equipment**
  - New Pickup Truck - $60,000
  - Snow Plow - $12,000

SUMMARY

- The City has built up healthy savings in its various funds and needs to **invest** in infrastructure needs.
- The proposed budget:
  - Funds nearly all of Council's priorities for fiscal year 2025-2026.
  - Adequately funds City services and operations.
  - **Invests** significantly in existing and new infrastructure.
  - Requires **no debt service** to complete projects.
  - Still **maintains healthy reserves** in the general fund that are far above Council's policy requirement.

CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN

RESOLUTION NO. 250609-A

A RESOLUTION ADOPTING GENERAL APPROPRIATIONS ACT

At a regular meeting of the Saugatuck City Council held on **June 09, 2025** at 6:30 P.M. the following Resolution was offered:

Moved by: _____ and supported by: _____

WHEREAS, pursuant to the Uniform Budgeting and Accounting Act, P.A. 2 of 1968, as amended, (the "Act") local units of government are required to pass a general appropriations act; and

WHEREAS, in accordance with the Act, the City has provided the required notice and hearing; and

WHEREAS, in order to comply with the Act, the City wishes to adopt an appropriations act pursuant to this resolution.

NOW, THEREFORE, IT IS RESOLVED, THAT:

1. Title. This resolution shall be known as the City of Saugatuck General Appropriations Act.

2. Chief Administrative Officer. The City Manager shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act. The Chief Administrative Officer is authorized to make transfers within limits between appropriations

3. Fiscal Officer. The Treasurer (or other designated official) shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

4. Public Hearing on the Budget. Pursuant to the Act, notice of a public hearing on the proposed budget was published in a newspaper of general circulation as required by law, and a public hearing on the proposed budget was held on **June 04, 2025**.

5. Estimated Revenues. Estimated City general fund revenues for fiscal year **2025 – 2026**, including a charter operating millage of **10.1676** mills (inclusive of Headlee rollback), and various miscellaneous revenues shall total **$7,196,580.**

6. Millage Levy. The Saugatuck City Council shall cause to be levied and collect general property taxes on all real and personal property within the City upon the current tax roll in an amount equal to a total of **13.2402** mills, inclusive of Headlee rollback (charter operating **10.1676** mills; extra voted roads **1.6726** mills; 2017 road bond **1.4000** mills).

7. Appropriation is not a Mandate to Spend. Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and

control to ensure that expenditures are within appropriations, and shall not issue any order for expenditures that exceed appropriations.

8. The following budget, with fund revenues and appropriations as set forth below, is hereby approved and adopted for the fiscal year beginning July 1, **2025:**

2025 – 2026 FISCAL YEAR		
		2025 – 2026
		REQUESTED
		BUDGET
ACCOUNT	**DESCRIPTION**	
Fund 101 - GENERAL FUND		
ESTIMATED REVENUES		
101-000-402.000	REAL PROPERTY TAXES	2,500,000
101-000-403.000	PERSONAL PROPERTY TAXES	32,000
101-000-445.000	PENALTIES & INTEREST	10,000
101-000-447.000	ADMINISTRATION FEE	115,000
101-000-478.000	PERMIT FEES	125,000
101-000-528.000	FEDERAL GRANTS	1,300,000
101-000-574.000	REVENUE SHARING	100,000
101-000-577.000	LIQUOR LICENSE FEES	12,000
101-000-579.000	GRANTS RECEIVED	300,000
101-000-607.000	FRANCHISE FEES	36,000
101-000-614.000	SCHOOL TAX COLLECTION FEE	3,300
101-000-615.000	PARKING LOT FEES	28,000
101-000-643.000	CHARGES FOR SERVICES	1,200
101-000-650.000	CHAIN FERRY FEES	3,800
101-000-651.000	OVAL BEACH FEES	590,000
101-000-652.000	OVAL CONCESSION	100,000
101-000-653.000	BOAT RAMP FEES	2,000
101-000-654.000	GAZEBO FEES	1,500
101-000-655.000	POLICE & ORDINANCE FEES	1,500
101-000-665.000	INTEREST EARNED	100,000
101-000-667.000	ST END & PROPERTY FEES	47,000
101-000-670.000	BOAT SLIP FEES	28,000
101-000-674.000	MISC DONATIONS & INCOME	171,000
101-000-682.000	ELECTION FEES & USE TAX	16,000
101-000-697.000	TRANSFER FROM RESERVES	1,573,280
	TOTAL ESTIMATED REVENUES	7,196,580
APPROPIATIONS		
Dept 101-COUNCIL		435,100
Dept 173-CITY ADMINISTRATION		276,100

Dept 215-CITY CLERK		268,900
Dept 253-CITY TREASURER		154,000
Dept 257-ASSESSING		51,230
Dept 265-CITY HALL		92,850
Dept 301-POLICE		421,500
Dept 441-PUBLIC WORKS		2,987,300
Dept 721-PLANNING/ZONING		315,900
Dept 723-HISTORIC DISTRICT COMMISSION		55,300
Dept 730-HARBOR		75,000
Dept 751-PARKS & RECREATION		727,100
Dept 751 OVAL BEACH		704,700
Dept 758-OVAL CONCESSION		109,350
Dept 760-SPEAR BOAT LAUNCH		2,250
Dept 965 – TRANSFERS		520,000
	TOTAL APPROPRIATIONS	7,196,580
NET OF REVENUES/APPROPRIATIONS - FUND 101		0
Fund 202 - MAJOR STREETS		
ESTIMATED REVENUES		
202-000-538.000	COUNTY ROAD MILLAGE	95,000
202-000-546.000	ACT 51 FEES	120,000
202-000-665.000	INTEREST	10,000
202-000-697.000	TRANSFER FROM FUND BAL	26,500
202-000-699.000	TRANSFER FROM LOCAL STS AND GENERAL FUND	70,000
	TOTAL ESTIMATED REVENUES	321,500
APPROPRIATIONS		
Dept 463-ROUTINE MAINTENANCE		272,000
Dept 464-WINTER MAINTENANCE		49,500
	TOTAL APPROPRIATIONS	321,500
NET OF REVENUES/APPROPRIATIONS - FUND 202		0
Fund 203 - LOCAL STREETS		
ESTIMATED REVENUES		
203-000-402.000	LOCAL ROAD MILLAGE	415,000
203-000-445.000	PENALTIES & INT ON TAXES	500
203-000-538.000	COUNTY ROAD MILLAGE	95,000
203-000-539.001	STATE GRANT – MAPLE ST	125,000
203-000-546.000	ACT 51 FEES	70,000
203-000-581.000	CONTRIB FROM LOCAL UNITS	243,000
203-000-665.000	INTEREST	20,000
203-000-697.000	FUND BALANCE	494,500

203-000-699.000	DUE FROM OTHER FUNDS	450,000
	TOTAL ESTIMATED REVENUES	1,913,000
APPROPRIATIONS		
Dept 463-ROUTINE MAINTENANCE		1,867,500
Dept 464-WINTER MAINTENANCE		45,500
	TOTAL APPROPRIATIONS	1,913,000
NET OF REVENUES/APPROPRIATIONS - FUND 203		0
Fund 301 - DEBT SERVICE		
ESTIMATED REVENUES		
301-000-402.000	DEBT MILLAGE	349,000
301-000-445.000	PENALTIES & INT ON TAXES	200
	TOTAL ESTIMATED REVENUES	349,200
APPROPRIATIONS		
Dept 301-ROAD BOND 2009		332,710
	TOTAL APPROPRIATIONS	332,710
NET OF REVENUES/APPROPRIATIONS - FUND 301		16,490
Fund 496 - SEWER		
ESTIMATED REVENUES		
496-000-581.000	CONTRIB FROM LOCAL UNITS	36,000
496-000-611.000	SEWER FEES	1,000
496-000-665.000	INTEREST EARNED	2,500
496-000-697.000	TRANSFER FROM FUND BAL	46,500
	TOTAL ESTIMATED REVENUES	86,000
APPROPRIATIONS		
Dept 536- WATER AND/OR SEWER SYSTEMS		86,000
	TOTAL APPROPRIATIONS	86,000
NET OF REVENUES/APPROPRIATIONS - FUND 496		0
Fund 497 - WATER		
ESTIMATED REVENUES		
497-000-581.000	CONTRIB FROM LOCAL UNITS	501,000
497-000-610.000	WATER FEES	1,000
497-000-610.005	WATER INFRASTRUCTURE FEE	275,000
497-000-665.000	INTEREST EARNED	2,500
497-000-697.000	TRANSFER FROM FUND BAL	336,500
	TOTAL ESTIMATED REVENUES	1,116,000
APPROPRIATIONS		
Dept 536-WATER AND/OR SEWER SYSTEMS		1,116,000
	TOTAL APPROPRIATIONS	1,116,000
NET OF REVENUES/APPROPRIATIONS - FUND 496		0

Fund 661 - MOTOR POOL FUND		
ESTIMATED REVENUES		
661-000-664.000	MOTOR POOL REVENUE	240,000
661-000-665.000	INTEREST	10,000
661-000-673.000	SALE OF FIXED ASSETS	5,000
661-000-697.000	TRANSFER FROM F/B	10,000
	TOTAL ESTIMATED REVENUES	265,000
APPROPRIATIONS		
Dept 443-MOTOR POOL		265,000
	TOTAL APPROPRIATIONS	265,000
NET OF REVENUES/APPROPRIATIONS - FUND 661		0

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this 09th day of June, 2025.

Signed: _____
Holly Anderson, Mayor

_____
Jamie Wolters, City Clerk

CERTIFICATION

I, Jamie Wolters, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held **June 09, 2025**, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

Attest:

_____
Jamie Wolters City Clerk

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 101 GENERAL FUND

Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
101-000-402.000	REAL PROPERTY TAXES	2,244,870	2,341,500	2,371,983	2,371,983	2,500,000
101-000-403.000	PERSONAL PROPERTY TAXES	31,967	32,250	32,261	32,471	32,000
101-000-445.000	PENALTIES & INTEREST	12,661	16,000	16,253	16,303	10,000
101-000-447.000	ADMINISTRATION FEE	110,287	110,000	118,326	118,328	115,000
101-000-478.000	PERMIT FEES	134,612	100,000	132,097	133,000	125,000
101-000-528.000 *	OTHER FEDERAL GRANTS					1,300,000
101-000-574.000	REVENUE SHARING	106,827	100,000	70,777	88,132	100,000
101-000-577.000	LIQUOR LICENSE FEES	18,481	12,000	7,905	8,000	12,000
101-000-579.000 *	GRANTS RECEIVED	3,975	200,000	160,346	160,346	300,000
101-000-607.000	FRANCHISE FEES	45,114	36,000	20,603	30,117	36,000
101-000-614.000	SCHOOL TAX COLLECTION FEE	3,190	3,190	3,223	3,223	3,300
101-000-615.000	PARKING LOT FEES	28,512	28,000	15,685	29,685	28,000
101-000-643.000	CHARGES FOR SERVICE	2,730	1,000	1,950	2,000	1,200
101-000-650.000	CHAIN FERRY FEES	3,932	2,000	4,208	4,208	3,800
101-000-651.000	OVAL BEACH FEES	647,045	565,000	571,416	650,000	590,000
101-000-652.000	OVAL CONCESSION	78,406	100,000	87,835	100,000	100,000
101-000-653.000	BOAT RAMP FEES	1,379	3,000	3,054	3,074	2,000
101-000-654.000	GAZEBO FEES	2,500	1,500	(1,000)	(1,000)	1,500
101-000-655.000	POLICE & ORDINANCE FEES	1,804	2,750	3,119	3,360	1,500
101-000-665.000	INTEREST EARNED	340,497	160,000	213,131	238,133	100,000
101-000-667.000	STREET END & PROPERTY FEES	44,098	35,000	42,778	42,778	47,000
101-000-670.000	BOAT SLIP FEES	27,931	28,000	26,401	26,401	28,000
101-000-674.000 *	MISC DONATIONS & INCOME	192,496	66,000	70,904	71,000	171,000
101-000-682.000	USE TAX & ELECTION FEES	16,553	16,000	11,078	16,778	16,000
101-000-697.000	TRANSFER FROM FUND BALANCE		465,085			1,573,280
Totals for dept 000 -		4,099,867	4,424,275	3,984,333	4,148,320	7,196,580

* NOTES TO BUDGET: DEPARTMENT 000

528.000	OTHER FEDERAL GRANTS	
	FOOTNOTE AMOUNTS:	1,300,000
	TAP GRANT BLUE STAR TRAIL	
579.000	GRANTS RECEIVED	
	FOOTNOTE AMOUNTS:	300,000
	MI TRUST FUND BLUE STAR	
674.000	MISC DONATIONS & INCOME	
	FOOTNOTE AMOUNTS:	100,000
	VILLAGE SQUARE COURTS	
	FOOTNOTE AMOUNTS:	6,000
	HOLIDAY LIGHTING	
	FOOTNOTE AMOUNTS:	40,000
	BLUE STAR TRAIL	
	FOOTNOTE AMOUNTS:	25,000
	FN SHNA ENDOWMENT	
	ACCOUNT '674.000' TOTAL	171,000
	DEPT '000' TOTAL	1,771,000

TOTAL ESTIMATED REVENUES		4,099,867	4,424,275	3,984,333	4,148,320	7,196,580

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 101 GENERAL FUND
Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 101 - COUNCIL						
101-101-702.000	SALARY	8,150	8,600	6,213	8,449	8,600
101-101-720.000	FRINGE BENEFITS	673	800	519	727	800
101-101-801.000 *	CONTRACTUAL SERVICES	9,532	2,100	964	988	139,300
101-101-803.000	LEGAL FEES	227,676	250,000	113,269	158,842	250,000
101-101-831.000	CEMETERY FEES	6,000	6,800	6,000	6,000	6,800
101-101-860.000	EDUCATIONAL TRAINING	4,298	10,000	4,662	4,662	7,500
101-101-882.000 *	EVENTS/SERVICES	37,414	13,000	9,945	9,945	15,000
101-101-900.000	PRINTING & PUBLISHING	300	600	178	178	2,500
101-101-908.000	DUES & PUBLICATIONS	1,059	1,300	1,220	1,220	1,300
101-101-913.000	INSURANCE	2,700	3,200	3,184	3,184	3,300
Totals for dept 101 - COUNCIL		297,802	296,400	146,154	194,195	435,100

* NOTES TO BUDGET: DEPARTMENT 101 COUNCIL

801.000	CONTRACTUAL SERVICES	
	FOOTNOTE AMOUNTS:	50,000
	LOGO REDESIGN, WAYFINDING, PARK SIGNAGE DESIGNS	
	FOOTNOTE AMOUNTS:	25,000
	DEER MANAGEMENT	
	FOOTNOTE AMOUNTS:	25,000
	PARKING CONSULTANT	
	FOOTNOTE AMOUNTS:	25,000
	TELECOMMUNICATIONS CONSULTANT	
	ACCOUNT '801.000' TOTAL	125,000

882.000	EVENTS/SERVICES	
	FOOTNOTE AMOUNTS:	1,000
	4TH OF JULY INTERURBAN	
	FOOTNOTE AMOUNTS:	5,000
	FIREWORKS 4TH OF JULY	
	FOOTNOTE AMOUNTS:	200
	ART CLUB	
	FOOTNOTE AMOUNTS:	1,500
	GARDEN CLUB FLOWERS	
	FOOTNOTE AMOUNTS:	2,300
	OTHERS	
	FOOTNOTE AMOUNTS:	4,000
	FIREWORKS TOILETS	
	ACCOUNT '882.000' TOTAL	14,000
	DEPT '101' TOTAL	139,000

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 101 GENERAL FUND

Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 173 - CITY ADMINISTRATION						
101-173-702.000	SALARY/WAGES	204,155	120,000	104,385	113,461	122,000
101-173-720.000	FRINGE BENEFITS	48,161	50,000	45,001	46,770	56,000
101-173-727.000	OFFICE SUPPLIES	1,790	1,800	948	1,206	1,800
101-173-801.000	CONTRACTUAL SERVICES	25,408	33,000	23,925	25,224	13,500
101-173-802.000	AUDIT	10,475	10,475	10,475	10,475	12,000
101-173-803.000	LEGAL FEES	64,839	60,000	52,327	53,000	60,000
101-173-850.000	TELEPHONES	2,493	2,200	1,463	1,749	2,200
101-173-860.000	EDUCATIONAL TRAINING	3,480	3,500	2,187	3,546	3,500
101-173-900.000	PRINTING & PUBLISHING	824	200	171	771	200
101-173-910.000	INSURANCE	2,350	2,760	2,760	2,760	2,900
101-173-970.000	CAPITAL OUTLAY		2,000			2,000
Totals for dept 173 - CITY ADMINISTRATION		363,975	285,935	243,642	258,962	276,100

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 101 GENERAL FUND
Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 215 - CITY CLERK						
101-215-702.000	SALARY/WAGES	126,500	133,000	114,669	127,925	140,000
101-215-720.000	FRINGE BENEFITS	59,188	60,000	55,615	55,934	68,000
101-215-727.000	OFFICE SUPPLIES	1,622	2,000	2,484	2,500	2,000
101-215-801.000 *	CONTRACTUAL SERVICES	3,542	12,850	1,652	1,697	41,000
101-215-803.000	LEGAL FEES	11,828	7,500	3,049	3,138	7,500
101-215-820.000	ELECTIONS	24,163	25,000	20,856	21,000	4,000
101-215-850.000	TELEPHONES	1,076	900	1,047	1,070	900
101-215-860.000	EDUCATIONAL TRAINING	3,084	3,000	3,286	3,300	3,000
101-215-900.000	PRINTING & PUBLISHING	393	500	231	361	500
101-215-970.000	CAPITAL OUTLAY	530	2,000	1,450	1,450	2,000
Totals for dept 215 - CITY CLERK		231,926	246,750	204,339	218,375	268,900

* NOTES TO BUDGET: DEPARTMENT 215 CITY CLERK

801.000	CONTRACTUAL SERVICES	
	FOOTNOTE AMOUNTS:	25,000
	WEBSITE REDESIGN	
	FOOTNOTE AMOUNTS:	11,000
	RECORDS SCANNING	
	ACCOUNT '801.000' TOTAL	36,000
	DEPT '215' TOTAL	36,000

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 101 GENERAL FUND

Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 253 - CITY TREASURER						
101-253-702.000	SALARY/WAGES	106,885	82,500	64,912	71,178	86,500
101-253-720.000	FRINGE BENEFITS	43,997	39,000	38,452	39,000	44,000
101-253-727.000	OFFICE SUPPLIES	2,469	2,600	3,772	3,700	2,600
101-253-801.000	CONTRACTUAL SERVICES	4,675	35,800	32,199	33,000	12,200
101-253-803.000	LEGAL FEES		1,000	537	1,137	1,000
101-253-850.000	TELEPHONE	730	800	748	800	800
101-253-860.000	EDUCATIONAL TRAINING	1,699	3,500	3,227	3,626	3,000
101-253-900.000	PRINTING & PUBLISHING	154	500	207	507	500
101-253-913.000	INSURANCE	1,100	1,300	1,296	1,296	1,400
101-253-970.000	CAPITAL OUTLAY		2,000			2,000
Totals for dept 253 - CITY TREASURER		161,709	169,000	145,350	154,244	154,000

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 101 GENERAL FUND

Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 257 - ASSESSING						
101-257-702.000	SALARY	1,550	1,800	2,000	2,000	1,800
101-257-720.000	FRINGE BENEFITS	119	180	153	153	180
101-257-727.000	OFFICE SUPPLIES	1,194	1,300	1,388	2,000	1,300
101-257-801.000	CONTRACTUAL SERVICES	36,779	39,750	34,857	37,798	41,000
101-257-804.000	BOARD OF REVIEW	214	300	189	189	300
101-257-807.000	TRIBUNAL CHARGEBACKS	550	1,500	2,297	2,297	1,500
101-257-850.000	TELEPHONES	721	750	748	826	900
101-257-860.000	EDUCATIONAL TRAINING	175	1,500			1,500
101-257-900.000	PRINTING & PUBLISHING	654	750	105	105	750
101-257-970.000	CAPITAL OUTLAY		2,000			2,000
Totals for dept 257 - ASSESSING		41,956	49,830	41,737	45,368	51,230

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 101 GENERAL FUND

Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 265 - CITY HALL						
101-265-702.000	SALARY/WAGES	9,044	9,800	7,610	9,540	10,500
101-265-720.000	FRINGE BENEFITS	4,156	5,000	5,374	6,286	5,000
101-265-730.000	SUPPLIES	1,465	1,500	1,608	2,096	2,000
101-265-801.000	CONTRACTUAL SERVICES	9,958	14,000	3,395	5,718	11,500
101-265-850.000	TELEPHONE	317	500	297	373	500
101-265-900.000	PRINTING & PUBLISHING		150	8	8	150
101-265-913.000	INSURANCE	1,400	1,815	1,812	1,812	2,000
101-265-920.000	UTILITIES	4,100	5,200	4,778	5,589	5,200
101-265-930.000	REPAIRS & MAINTENANCE	2,693	10,000	6,978	8,928	7,500
101-265-946.000	EQUIPMENT RENTAL	3,243	2,500	2,863	3,603	3,500
101-265-970.000 *	CAPITAL OUTLAY	19,735	9,500	7,968	7,968	45,000
Totals for dept 265 - CITY HALL		56,111	59,965	42,691	51,921	92,850

* NOTES TO BUDGET: DEPARTMENT 265 CITY HALL

970.000	CAPITAL OUTLAY	
	FOOTNOTE AMOUNTS:	30,000
	CITY HALL INTERIOR DESIGN ENGINEERING	
	DEPT '265' TOTAL	30,000

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 101 GENERAL FUND

Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 301 - SHERIFF						
101-301-702.000	WAGES DEPUTIES	328,055	337,000	280,221	308,741	350,000
101-301-702.001	OVERTIME		10,000			2,500
101-301-702.002	RESERVE OFFICERS	6,676	11,500	5,920	9,920	12,000
101-301-748.000	FUEL & OILS	13,636	16,000	11,363	14,387	16,000
101-301-803.000	LEGAL FEES	384	2,500	528	1,178	2,500
101-301-882.000	EVENTS/SERVICES		1,000			1,000
101-301-946.000	EQUIPMENT RENTAL	36,000	37,500	30,000	36,750	37,500
Totals for dept 301 - SHERIFF		384,751	415,500	328,032	370,976	421,500

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 101 GENERAL FUND
Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 441 - PUBLIC WORKS						
101-441-702.000	SALARY/WAGES	147,530	160,000	146,853	186,647	226,000
101-441-720.000	FRINGE BENEFITS	127,555	137,000	116,373	146,960	170,000
101-441-730.000 *	SUPPLIES	3,400	6,000	9,308	11,740	11,000
101-441-740.000	UNIFORMS	3,150	3,600	2,640	3,576	3,600
101-441-755.000	TOOLS	1,940	3,000	658	1,380	3,000
101-441-799.000	PARKWAY TREES	995	6,000	3,261	3,713	6,000
101-441-801.000 *	CONTRACTUAL SERVICES	283,129	636,000	416,880	440,316	300,000
101-441-805.000 *	HOLIDAY LIGHTING	31,689	32,500	31,324	31,324	35,000
101-441-860.000	EDUCATIONAL TRAINING	651	3,500	3,305	4,215	3,500
101-441-882.000	EVENTS/SERVICES		500			500
101-441-900.000	PRINTING & PUBLISHING		500	318	400	500
101-441-913.000	INSURANCE	4,900	6,700	6,624	6,624	6,700
101-441-920.000	UTILITIES	5,213	5,300	4,856	5,257	6,000
101-441-926.000	STREET LIGHTS	26,026	27,000	23,454	28,034	27,000
101-441-930.000	REPAIRS & MAINTENANCE	863	1,500	2,237	2,583	1,500
101-441-932.000	SIDEWALK REPAIRS	4,525	20,000	3,859	9,059	20,000
101-441-945.000 *	CAPITAL OUTLAY	6,514				1,975,000
101-441-946.000	EQUIPMENT RENTAL	109,211	107,000	101,089	114,390	107,000
101-441-960.000 *	SIGNS	3,388	12,200	9,971	31,971	85,000
Totals for dept 441 - PUBLIC WORKS		760,679	1,168,300	883,010	1,028,189	2,987,300

* NOTES TO BUDGET: DEPARTMENT 441 PUBLIC WORKS

730.000	SUPPLIES	
	FOOTNOTE AMOUNTS:	5,000
	BOLLARDS AROUND DPW	
801.000	CONTRACTUAL SERVICES	
	FOOTNOTE AMOUNTS:	50,000
	BLUE STAR TRAIL ENGINEERING AND ASSESSMENTS	
	FOOTNOTE AMOUNTS:	100,000
	INVASIVE SPECIES	
	FOOTNOTE AMOUNTS:	18,000
	TREE MAINTENANCE	
	FOOTNOTE AMOUNTS:	5,000
	DEBT CREW	
	FOOTNOTE AMOUNTS:	10,000
	STREET SWEEPING CLEANING	
	FOOTNOTE AMOUNTS:	4,000
	MISS DIG MEMBERSHIP	
	FOOTNOTE AMOUNTS:	30,000
	GENERAL ENGINEERING SERVICES	
	FOOTNOTE AMOUNTS:	15,000
	LOW WATER IMPACT	
	FOOTNOTE AMOUNTS:	15,000
	HOLIDAY LIGHTING POLE UPGRADES ENGINEERING	
	FOOTNOTE AMOUNTS:	3,000
	RAINBOW CROSSWALKS	
	FOOTNOTE AMOUNTS:	20,000
	CULVER ST PARKING LOT RETAINING WALL REPLACEMENT	
	FOOTNOTE AMOUNTS:	12,000
	CATCH BASIN CLEANING	

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 101 GENERAL FUND
Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 441 - PUBLIC WORKS						
	ACCOUNT '801.000' TOTAL					282,000
805.000	HOLIDAY LIGHTING					
	FOOTNOTE AMOUNTS:					26,350
	CHIPS CONTRACT					
945.000	CAPITAL OUTLAY					
	FOOTNOTE AMOUNTS:					1,600,000
	BLUE STAR TRAIL					
	FOOTNOTE AMOUNTS:					230,000
	LAKE/BLUE STAR TRAFFIC SIGNAL					
	FOOTNOTE AMOUNTS:					85,000
	DPW LOT RESURFACING					
	FOOTNOTE AMOUNTS:					60,000
	UPGRADE ELECTRICAL POLES FOR HOLIDAY LIGHTING					
	ACCOUNT '945.000' TOTAL					1,975,000
960.000	SIGNS					
	FOOTNOTE AMOUNTS:					5,000
	RADAR SPEED SIGN					
	FOOTNOTE AMOUNTS:					70,000
	WAYFINDING SIGNAGE					
	ACCOUNT '960.000' TOTAL					75,000
	DEPT '441' TOTAL					2,363,350

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 101 GENERAL FUND

Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 721 - PLANNING/ZONING						
101-721-702.000	SALARY/WAGES	57,227	50,000	34,690	38,108	48,000
101-721-720.000	FRINGE BENEFITS	17,926	27,000	20,352	22,386	30,000
101-721-727.000	OFFICE SUPPLIES	2,771	3,500	4,463	4,590	3,700
101-721-801.000 *	CONTRACTUAL SERVICES	62,684	168,000	76,854	107,224	156,500
101-721-803.000	LEGAL FEES	76,936	65,000	38,845	44,790	65,000
101-721-850.000	TELEPHONES	709	700	739	765	700
101-721-860.000	EDUCATIONAL TRAINING	1,625	3,200	837	900	3,200
101-721-900.000	PRINTING & PUBLISHING	3,201	3,000	2,098	2,712	3,000
101-721-908.000	DUES, FEES & PUBLICATIONS	259	500	63	63	500
101-721-913.000	INSURANCE	2,150	2,550	2,531	2,531	2,800
101-721-970.000	CAPITAL OUTLAY		2,500	699	699	2,500
Totals for dept 721 - PLANNING/ZONING		225,488	325,950	182,171	224,768	315,900

* NOTES TO BUDGET: DEPARTMENT 721 PLANNING/ZONING

801.000	CONTRACTUAL SERVICES	
	FOOTNOTE AMOUNTS:	19,500
	GRANICUS STR ADDRESS ID AND 1-800 HOTLINE	
	FOOTNOTE AMOUNTS:	30,000
	MASTER PLAN/ZONING UPDATES	
	FOOTNOTE AMOUNTS:	25,000
	HORIZON - CODE ENFORCEMENT	
	FOOTNOTE AMOUNTS:	25,000
	HORIZON - PLANNING AND ZONING	
	FOOTNOTE AMOUNTS:	5,000
	ENGINEERING REVIEWS	
	FOOTNOTE AMOUNTS:	40,000
	FIRE DEPARTMENT INSPECTIONS STR	
	FOOTNOTE AMOUNTS:	12,000
	COMPUTER SERVICES AND COPIER AND MISCELLANEOUS	
	ACCOUNT '801.000' TOTAL	156,500
	DEPT '721' TOTAL	156,500

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 101 GENERAL FUND
Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 723 - HISTORIC DISTRICT COMMISSION						
101-723-702.000	SALARY	37,531	36,870	23,027	25,305	31,500
101-723-720.000	FRINGE BENEFITS	11,978	19,750	6,303	6,909	13,000
101-723-727.000	OFFICE SUPPLIES	775	1,000	15	275	1,000
101-723-801.000	CONTRACTUAL SERVICES	8,702	5,000	2,882	2,963	5,700
101-723-803.000	LEGAL FEES	570	1,500			1,500
101-723-850.000	TELEPHONES	707	625	739	804	850
101-723-860.000	EDUCATIONAL TRAINING	797	1,200			1,200
101-723-900.000	PRINTING & PUBLISHING	130	300			300
101-723-908.000	DUES & PUBLICATIONS		250	155	200	250
Totals for dept 723 - HISTORIC DISTRICT COMMISSION		61,190	66,495	33,121	36,456	55,300

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 730 - HARBOR						
101-730-801.000	CONTRACTUAL SERVICES	1,605	10,000	12,068	13,876	10,000
101-730-931.000 *	WATERWAYS REPAIR		40,000			65,000
Totals for dept 730 - HARBOR		1,605	50,000	12,068	13,876	75,000

* NOTES TO BUDGET: DEPARTMENT 730 HARBOR

931.000 WATERWAYS REPAIR

FOOTNOTE AMOUNTS: 65,000
SEAWALL, PILINGS, AND BOARDWALK REPAIRS
DEPT '730' TOTAL 65,000

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 101 GENERAL FUND

Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 751 - PARKS & RECREATION						
101-751-702.000	SALARY/WAGES	102,993	110,000	58,068	80,838	117,500
101-751-720.000	FRINGE BENEFITS	43,872	47,000	30,380	43,351	63,000
101-751-730.000	SUPPLIES	37,508	22,000	7,189	13,876	27,000
101-751-801.000 *	CONTRACTUAL SERVICES	49,944	45,000	16,707	49,202	125,000
101-751-819.000 *	CHAIN FERRY REPAIRS	1,107	20,000	1,340	6,540	20,000
101-751-900.000	PRINTING & PUBLISHING	50	500			500
101-751-913.000	INSURANCE	2,575	3,600	3,553	3,553	3,600
101-751-920.000	UTILITIES	32,507	27,500	21,985	27,734	30,500
101-751-928.000	TRASH	18,787	25,000	14,409	19,609	20,000
101-751-930.000	REPAIRS & MAINTENANCE	23,780	50,000	16,110	16,689	50,000
101-751-946.000	EQUIPMENT RENTAL	69,849	50,000	37,094	39,475	60,000
101-751-960.000 *	SIGNS	90	500			30,000
101-751-970.000 *	CAPITAL OUTLAY	356,604	500,000	36,257	38,267	180,000
Totals for dept 751 - PARKS & RECREATION		739,666	901,100	243,092	339,134	727,100

* NOTES TO BUDGET: DEPARTMENT 751 PARKS & RECREATION

801.000	CONTRACTUAL SERVICES	
	FOOTNOTE AMOUNTS:	20,000
	CHAIN FERRY LANDING ENGINEERING	
	FOOTNOTE AMOUNTS:	50,000
	VILLAGE SQUARE RESTROOM RE-SIDING	
	FOOTNOTE AMOUNTS:	12,000
	ROSE GARDEN MAINTENANCE	
	ACCOUNT '801.000' TOTAL	82,000
819.000	CHAIN FERRY REPAIRS	
	FOOTNOTE AMOUNTS:	20,000
	ARBOR REPLACEMENT	
960.000	SIGNS	
	FOOTNOTE AMOUNTS:	30,000
	WAYFINDING SIGNAGE	
970.000	CAPITAL OUTLAY	
	FOOTNOTE AMOUNTS:	80,000
	CHAIN FERRY LANDING	
	FOOTNOTE AMOUNTS:	100,000
	VILLAGE SQUARE COURT IMPROVEMENTS	
	ACCOUNT '970.000' TOTAL	180,000
	DEPT '751' TOTAL	312,000

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 101 GENERAL FUND

Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 756 - OVAL BEACH						
101-756-702.000	SALARY/WAGES	142,558	130,000	98,065	150,000	152,000
101-756-720.000	FRINGE BENEFITS	25,537	32,500	26,720	35,000	40,000
101-756-730.000	SUPPLIES	14,992	22,000	18,572	29,208	22,000
101-756-801.000 *	CONTRACTUAL SERVICES	18,414	16,000	13,927	50,582	91,000
101-756-850.000	TELEPHONE	3,215	3,000	3,260	4,740	3,500
101-756-860.000	EDUCATIONAL TRAINING	1,925	1,000	521	1,000	1,200
101-756-900.000	PRINTING & PUBLISHING	2,074	2,000	2,453	1,969	2,000
101-756-913.000	INSURANCE	2,798	4,200	3,336	3,336	3,500
101-756-920.000	UTILITIES	13,613	14,000	7,908	14,839	14,000
101-756-930.000	REPAIRS & MAINTENANCE	6,451	10,000	3,945	5,055	10,000
101-756-946.000	EQUIPMENT RENTAL	41,719	25,000	24,071	41,121	37,000
101-756-960.000	SIGNS		500	430	618	500
101-756-970.000 *	CAPITAL OUTLAY	8,037	25,000	22,802	22,802	328,000
Totals for dept 756 - OVAL BEACH		281,333	285,200	226,010	360,270	704,700

* NOTES TO BUDGET: DEPARTMENT 756 OVAL BEACH

801.000	CONTRACTUAL SERVICES	
	FOOTNOTE AMOUNTS:	25,000
	MOUNT BALDHEAD PLATFORM DESIGN ENGINEERING	
	FOOTNOTE AMOUNTS:	20,000
	MOUNT BALDHEAD VEGETATION RESTORATION	
	FOOTNOTE AMOUNTS:	25,000
	FN SHNA SIGNS & INVASIVE SPECIES	
	ACCOUNT '801.000' TOTAL	70,000
970.000	CAPITAL OUTLAY	
	FOOTNOTE AMOUNTS:	328,000
	MOUNT BALDHEAD RESTROOMS	
	DEPT '756' TOTAL	398,000

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 101 GENERAL FUND
Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 758 - OVAL CONCESSION						
101-758-702.000	SALARY	39,441	35,000	25,898	50,589	45,000
101-758-720.000	FRINGE BENEFITS	3,217	5,000	1,981	4,736	5,000
101-758-730.000	SUPPLIES	38,963	50,000	39,384	66,527	50,000
101-758-801.000	CONTRACTUAL SERVICES	4,086	2,500	2,404	4,875	5,000
101-758-850.000	TELEPHONES	85	500			500
101-758-860.000	EDUCATIONAL TRAINING		500	235	235	500
101-758-920.000	UTILITIES		850			850
101-758-930.000	REPAIRS & MAINTENANCE	260	500	90	368	500
101-758-960.000	SIGNS		500			500
101-758-970.000	CAPITAL OUTLAY		1,500			1,500
Totals for dept 758 - OVAL CONCESSION		86,052	96,850	69,992	127,330	109,350

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 101 GENERAL FUND

Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 760 - SPEAR BOAT LAUNCH						
101-760-801.000	CONTRACTUAL SERVICES		1,000			2,000
101-760-900.000	PRINTING & PUBLISHING		250	310	375	250
Totals for dept 760 - SPEAR BOAT LAUNCH			1,250	310	375	2,250

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 101 GENERAL FUND
Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 965 - TRANSFERS						
101-965-998.202	TRANSFER TO MAJOR STREETS					70,000
101-965-998.203	TRANSFER TO LOCAL STREETS					450,000
Totals for dept 965 - TRANSFERS						520,000
TOTAL APPROPRIATIONS		3,694,243	4,418,525	2,801,719	3,424,439	7,196,580
NET OF REVENUES/APPROPRIATIONS - FUND 101		405,624	5,750	1,182,614	723,881	
	BEGINNING FUND BALANCE	5,741,862	6,261,159	6,261,159	6,261,159	6,985,040
	FUND BALANCE ADJUSTMENTS	113,667				
	ENDING FUND BALANCE	6,261,153	6,266,909	7,443,773	6,985,040	6,985,040

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 202 MAJOR STREETS
Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
202-000-538.000	COUNTY ROAD MILLAGE	103,575	95,000	117,695	117,695	95,000
202-000-546.000	ACT 51 FEES	122,200	120,000	95,267	105,897	120,000
202-000-665.000	INTEREST	29,815	10,000	14,987	15,196	10,000
202-000-697.000	TRANSFER FROM FUND BALANCE					26,500
202-000-699.000	DUE FROM LS & GF		100,000			70,000
Totals for dept 000 -		255,590	325,000	227,949	238,788	321,500
TOTAL ESTIMATED REVENUES		255,590	325,000	227,949	238,788	321,500

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 202 MAJOR STREETS
Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 463 - ROUTINE MAINTENANCE						
202-463-702.000	SALARY/WAGES	18,631	22,000	19,700	23,708	23,000
202-463-720.000	FRINGE BENEFITS	8,505	10,250	9,350	12,040	13,000
202-463-727.000	SUPPLIES	2,334	3,500	1,931	2,103	4,500
202-463-801.000 *	CONTRACTUAL SERVICES	170,587	216,250	1,991	53,991	200,000
202-463-930.000	REPAIRS & MAINTENANCE	820	3,500	317	1,227	3,500
202-463-946.000	EQUIPMENT RENTAL	24,356	22,000	27,591	33,366	28,000
Totals for dept 463 - ROUTINE MAINTENANCE		225,233	277,500	60,880	126,435	272,000

* NOTES TO BUDGET: DEPARTMENT 463 ROUTINE MAINTENANCE

801.000	CONTRACTUAL SERVICES	
	FOOTNOTE AMOUNTS:	130,000
	ENGINEERING FOR ELIZABETH STREET IMPROVEMENTS	
	FOOTNOTE AMOUNTS:	40,000
	ROAD RESURFACING	
	FOOTNOTE AMOUNTS:	5,000
	BLUE STAR BRIDGE MAINTENANCE	
	FOOTNOTE AMOUNTS:	15,000
	PAVEMENT MARKINGS	
	ACCOUNT '801.000' TOTAL	190,000
	DEPT '463' TOTAL	190,000

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 202 MAJOR STREETS
Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 464 - WINTER MAINTENANCE						
202-464-702.000	SALARY/WAGES	8,682	15,000	13,732	13,775	15,000
202-464-720.000	FRINGE BENEFITS	4,452	6,000	5,095	5,100	6,000
202-464-727.000	SUPPLIES	5,200	14,500	12,039	12,039	14,500
202-464-946.000	EQUIPMENTAL RENTAL	8,867	12,000	14,037	14,090	14,000
Totals for dept 464 - WINTER MAINTENANCE		27,201	47,500	44,903	45,004	49,500
TOTAL APPROPRIATIONS		252,434	325,000	105,783	171,439	321,500
NET OF REVENUES/APPROPRIATIONS - FUND 202		3,156		122,166	67,349	
	BEGINNING FUND BALANCE	777,513	780,670	780,670	780,670	848,019
	ENDING FUND BALANCE	780,669	780,670	902,836	848,019	848,019

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 203 LOCAL STREETS
Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
203-000-402.000	LOCAL ROAD MILLAGE	374,152	389,000	395,101	395,101	415,000
203-000-445.000	PENALTIES & INT ON TAXES	633	500	810	810	500
203-000-538.000	COUNTY ROAD MILLAGE	103,575	95,000	117,695	117,695	95,000
203-000-539.001 *	STATE GRANT - MAPLE ST					125,000
203-000-546.000	ACT 51 FEES	70,047	70,000	53,171	58,607	70,000
203-000-581.000 *	CONTRIBUTIONS FROM LOCAL UNITS					243,000
203-000-665.000	INTEREST	97,923	55,000	81,496	97,305	20,000
203-000-672.000	SPECIAL ASSESSMENTS	25,524		183	183	
203-000-697.000	FUND BALANCE					494,500
203-000-699.000 *	DUE FROM OTHER FUNDS					450,000
Totals for dept 000 -		671,854	609,500	648,456	669,701	1,913,000

* NOTES TO BUDGET: DEPARTMENT 000

539.001	STATE GRANT - MAPLE ST	
	FOOTNOTE AMOUNTS:	125,000
	MDOT CATEGORY B GRANT	
581.000	CONTRIBUTIONS FROM LOCAL UNITS	
	FOOTNOTE AMOUNTS:	243,000
	SAUGATUCK TWP - MAPLE ST	
699.000	DUE FROM OTHER FUNDS	
	FOOTNOTE AMOUNTS:	450,000
	MAPLE PROJECT - SIDEWALK	
	DEPT '000' TOTAL	818,000

TOTAL ESTIMATED REVENUES		671,854	609,500	648,456	669,701	1,913,000

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 203 LOCAL STREETS
Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 463 - ROUTINE MAINTENANCE						
203-463-702.000	SALARY/WAGES	15,370	22,500	21,717	23,733	21,000
203-463-720.000	FRINGE BENEFITS	7,384	9,000	8,334	9,652	9,000
203-463-727.000	SUPPLIES	2,938	2,500	2,666	3,458	4,000
203-463-801.000 *	CONTRACTUAL SERVICES	763,147	384,000	212,120	257,807	225,000
203-463-930.000	REPAIRS & MAINTENANCE	529	1,500	602	992	1,500
203-463-946.000	EQUIPMENT RENTAL	15,154	29,000	27,289	32,784	29,000
203-463-970.000 *	CAPITAL OUTLAY					1,578,000
Totals for dept 463 - ROUTINE MAINTENANCE		804,522	448,500	272,728	328,426	1,867,500

* NOTES TO BUDGET: DEPARTMENT 463 ROUTINE MAINTENANCE

801.000	CONTRACTUAL SERVICES	
	FOOTNOTE AMOUNTS:	15,000
	PAVEMENT MARKINGS	
	FOOTNOTE AMOUNTS:	40,000
	PARK ST PLANNING, CAMPBELL RD TO MT BALDHEAD PARK	
	FOOTNOTE AMOUNTS:	160,000
	ROAD RESURFACING	
	FOOTNOTE AMOUNTS:	10,000
	GRAVEL ROAD MAINTENANCE	
	ACCOUNT '801.000' TOTAL	225,000
970.000	CAPITAL OUTLAY	
	FOOTNOTE AMOUNTS:	1,578,000
	MAPLE ST PROJECT - ROAD RESTORATION, STORMWATER IMP, SIDEWALK	
	DEPT '463' TOTAL	1,803,000

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 203 LOCAL STREETS
Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 464 - WINTER MAINTENANCE						
203-464-702.000	SALARY/WAGES	8,020	20,000	14,548	15,000	15,000
203-464-720.000	FRINGE BENEFITS	5,316	10,000	6,787	6,800	8,000
203-464-727.000	SUPPLIES	2,213	10,000	8,054	8,054	10,000
203-464-946.000	EQUIPMENT RENTAL	4,930	12,500	14,751	14,772	12,500
Totals for dept 464 - WINTER MAINTENANCE		20,479	52,500	44,140	44,626	45,500

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 203 LOCAL STREETS
Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 965 - TRANSFERS						
203-965-998.202	TRANSFER TO MAJOR STREETS		100,000			
Totals for dept 965 - TRANSFERS			100,000			
TOTAL APPROPRIATIONS		825,001	601,000	316,868	373,052	1,913,000
NET OF REVENUES/APPROPRIATIONS - FUND 203		(153,147)	8,500	331,588	296,649	
	BEGINNING FUND BALANCE	2,402,821	2,249,674	2,249,674	2,249,674	2,546,323
	ENDING FUND BALANCE	2,249,674	2,258,174	2,581,262	2,546,323	2,546,323

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 301 DEBT SERVICE
Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
301-000-402.000	DEBT MILLAGE	295,321	317,039	318,160	318,160	349,000
301-000-445.000	PENALTIES & INT ON TAXES	499	200	651	651	200
301-000-665.000	INTEREST	599		215		
Totals for dept 000 -		296,419	317,239	319,026	318,811	349,200
TOTAL ESTIMATED REVENUES		296,419	317,239	319,026	318,811	349,200

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 301 DEBT SERVICE
Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 592 - ROAD BOND 2009						
301-592-804.000	AGENT FEE		500			500
301-592-991.000	DEBT PRINCIPAL	265,000	286,000	286,000	286,000	307,000
301-592-995.000	DEBT INTEREST	35,185	30,739	30,629	30,700	25,210
Totals for dept 592 - ROAD BOND 2009		300,185	317,239	316,629	316,700	332,710
TOTAL APPROPRIATIONS		300,185	317,239	316,629	316,700	332,710
NET OF REVENUES/APPROPRIATIONS - FUND 301		(3,766)		2,397	2,111	16,490
	BEGINNING FUND BALANCE	57,136	53,370	53,370	53,370	55,481
	ENDING FUND BALANCE	53,370	53,370	55,767	55,481	71,971

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 496 SEWER CAPITAL PROJECTS FUND
Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
496-000-581.000	CONTRIBUTIONS FROM LOCAL UNITS					36,000
496-000-611.000	SEWER FEES					1,000
496-000-665.000	INTEREST EARNED					2,500
496-000-697.000	TRANSFER FROM FUND BALANCE					46,500
Totals for dept 000 -						86,000
TOTAL ESTIMATED REVENUES						86,000

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 536 - WATER AND/OR SEWER SYSTEMS						
496-536-801.000 *	CONTRACTUAL SERVICES					14,000
496-536-970.000 *	CAPITAL OUTLAY					72,000
Totals for dept 536 - WATER AND/OR SEWER SYSTEMS						86,000

* NOTES TO BUDGET: DEPARTMENT 536 WATER AND/OR SEWER SYSTEMS

801.000	CONTRACTUAL SERVICES					
	FOOTNOTE AMOUNTS:					14,000
	SEWER AGREEMENT AND RATE STUDY					
970.000	CAPITAL OUTLAY					
	FOOTNOTE AMOUNTS:					72,000
	MAPLE STREET - SANITARY SEWER REPAIRS					
	DEPT '536' TOTAL					86,000
TOTAL APPROPRIATIONS						86,000

NET OF REVENUES/APPROPRIATIONS - FUND 496

BEGINNING FUND BALANCE
ENDING FUND BALANCE

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 497 WATER CAPITAL PROJECTS FUND
Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
497-000-581.000	CONTRIBUTIONS FROM LOCAL UNITS					501,000
497-000-610.000	WATER FEES					1,000
497-000-610.005	WATER INFRASTRUCTURE FEE					275,000
497-000-665.000	INTEREST EARNED					2,500
497-000-697.000	TRANSFER FROM FUND BALANCE					336,500
Totals for dept 000 -						1,116,000
TOTAL ESTIMATED REVENUES						1,116,000

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 497 WATER CAPITAL PROJECTS FUND
Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 536 - WATER AND/OR SEWER SYSTEMS						
497-536-801.000 *	CONTRACTUAL SERVICES					14,000
497-536-970.000 *	CAPITAL OUTLAY					1,102,000
Totals for dept 536 - WATER AND/OR SEWER SYSTEMS						1,116,000

* NOTES TO BUDGET: DEPARTMENT 536 WATER AND/OR SEWER SYSTEMS

801.000	CONTRACTUAL SERVICES	
	FOOTNOTE AMOUNTS:	14,000
	WATER AGREEMENT AND RATE STUDY	
970.000	CAPITAL OUTLAY	
	FOOTNOTE AMOUNTS:	50,000
	LEAD SERVICE LINE REPLACEMENTS	
	FOOTNOTE AMOUNTS:	50,000
	WATER ST GATE VALVE	
	FOOTNOTE AMOUNTS:	1,002,000
	MAPLE STREET - WATERMAIN REPLACEMENT	
	ACCOUNT '970.000' TOTAL	1,102,000
	DEPT '536' TOTAL	1,116,000

TOTAL APPROPRIATIONS	1,116,000
NET OF REVENUES/APPROPRIATIONS - FUND 497	
BEGINNING FUND BALANCE	
ENDING FUND BALANCE	

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 592 WATER AND SEWER
Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
592-000-610.000	WATER TAP FEES	13,800	1,000	3,150	3,150	
592-000-610.005	WATER INFRASTRUCTURE		150,000	171,716	243,585	
592-000-611.000	SEWER TAP FEES	24,142	1,000	4,450	4,450	
592-000-665.000	INTEREST	19,886	13,000	16,504	18,543	
Totals for dept 000 -		57,828	165,000	195,820	269,728	
TOTAL ESTIMATED REVENUES		57,828	165,000	195,820	269,728	

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 592 WATER AND SEWER
Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 536 - WATER AND/OR SEWER SYSTEMS						
592-536-801.000	CONTRACTUAL SERVICES	4,934	15,000	6,750	6,750	
592-536-970.000	CAPITAL OUTLAY		150,000			
Totals for dept 536 - WATER AND/OR SEWER SYSTEMS		4,934	165,000	6,750	6,750	
TOTAL APPROPRIATIONS		4,934	165,000	6,750	6,750	
NET OF REVENUES/APPROPRIATIONS - FUND 592		52,894		189,070	262,978	
	BEGINNING FUND BALANCE	521,621	574,514	574,514	574,514	837,492
	ENDING FUND BALANCE	574,515	574,514	763,584	837,492	837,492

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 661 MOTOR POOL FUND
Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
661-000-664.000	MOTOR POOL REVENUE	277,329	240,000	248,510	281,972	240,000
661-000-665.000	INTEREST	35,840	21,000	29,709	32,971	10,000
661-000-673.000	SALE OF FIXED ASSETS	7,605				5,000
661-000-697.000	TRANSFER FROM FUND BALANCE		508,500			10,000
Totals for dept 000 -		320,774	769,500	278,219	314,943	265,000
TOTAL ESTIMATED REVENUES		320,774	769,500	278,219	314,943	265,000

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 661 MOTOR POOL FUND
Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 443 - MOTOR POOL						
661-443-702.000	SALARY/WAGES	29,575	41,000	20,576	29,987	41,000
661-443-720.000	FRINGE BENEFITS	11,988	16,000	10,314	14,063	17,000
661-443-727.000	SUPPLIES	9,919	7,500	6,329	8,084	8,500
661-443-748.000	FUEL & OILS	29,917	35,000	20,656	29,631	35,000
661-443-750.000	TIRES & BATTERIES	1,679	10,000	3,748	5,990	10,000
661-443-755.000	SMALL TOOLS	2,471	2,500	1,515	2,135	2,500
661-443-801.000	CONTRACTUAL SERVICES	3,712	5,000	2,414	3,714	5,000
661-443-850.000	TELEPHONES	5,473	6,000	6,036	7,186	6,000
661-443-913.000	INSURANCE	10,869	11,500	9,742	9,742	10,000
661-443-920.000	UTILITIES	7,326	9,000	6,612	7,849	9,000
661-443-930.000	REPAIRS & MAINTENANCE	41,600	46,000	53,694	55,225	46,000
661-443-968.000	DEPRECIATION	89,232				
661-443-970.000 *	CAPITAL OUTLAY	7,108	580,000	14,060	14,060	75,000
Totals for dept 443 - MOTOR POOL		250,869	769,500	155,696	187,666	265,000

* NOTES TO BUDGET: DEPARTMENT 443 MOTOR POOL

970.000	CAPITAL OUTLAY	
	FOOTNOTE AMOUNTS:	60,000
	NEW PICKUP TRUCK	
	FOOTNOTE AMOUNTS:	12,000
	BOSS SNOW PLOW	
	ACCOUNT '970.000' TOTAL	72,000
	DEPT '443' TOTAL	72,000

TOTAL APPROPRIATIONS		250,869	769,500	155,696	187,666	265,000
NET OF REVENUES/APPROPRIATIONS - FUND 661		69,905		122,523	127,277	
	BEGINNING FUND BALANCE	1,229,313	1,299,216	1,299,216	1,299,216	1,426,493
	ENDING FUND BALANCE	1,299,218	1,299,216	1,421,739	1,426,493	1,426,493

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 701 CURRENT TAX FUND
Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
701-000-665.000	INTEREST	(46)				
Totals for dept 000 -		(46)				
TOTAL ESTIMATED REVENUES		(46)				
NET OF REVENUES/APPROPRIATIONS - FUND 701		(46)				
	BEGINNING FUND BALANCE	46				
	ENDING FUND BALANCE					
ESTIMATED REVENUES - ALL FUNDS		5,702,286	6,610,514	5,653,803	5,960,291	11,247,280
APPROPRIATIONS - ALL FUNDS		5,327,666	6,596,264	3,703,445	4,480,046	11,230,790
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		374,620	14,250	1,950,358	1,480,245	16,490
BEGINNING FUND BALANCE - ALL FUNDS		10,730,311	11,218,602	11,218,602	11,218,602	12,698,847
FUND BALANCE ADJUSTMENTS - ALL FUNDS		113,667				
ENDING FUND BALANCE - ALL FUNDS		11,218,598	11,232,852	13,168,960	12,698,847	12,715,337

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: June 9, 2025

SUBJECT: Fee Schedule Increases

DESCRIPTION:

Staff is recommending updates to the fee schedule as follows.

Capital Improvement Charge

In April 2021, the City agreed in a corrective action plan submitted to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to submit a Drinking Water Asset Management Plan (AMP) and associated Capital Improvement Plan (CIP) for the water system assets located within our jurisdiction.

In September 2023, the City completed the AMP and CIP and City Council approved the submittal of the attached plan to EGLE.

A major component of the AMP was a recommendation from consultant, Andy Campbell (formerly Baker Tilly, now Bendzinski & Co.), to implement a water capital improvement charge to provide adequate cash flow to help fund necessary future improvements to water mains and lead service lines. The cost of the future improvements is over $10,000,000.

Last year, City Council adopted the recommendation to establish a water infrastructure charge of $20 per month per meter equivalent unit (MEU). A MEU is a water customer with a 5/8" meter size. For those with larger meter sizes, they pay a higher proportion based on their meter size.

The current fee is generating $24,726.67/month, or $296,720.04 a year. This is lower than the AMP projections of $331,680. A recent discovery showed some accounts are being charged for less MEUs than they should be. KLSWA advised this is being corrected for future bills. This should bring revenue closer to the AMP estimate.

The AMP recommends a $3 per month increase for FY 25/26 which was estimated to bring in an additional $49,752 in revenue. The following chart summarizes the proposed charge and percentage of customers impacted:

Meter Size	Meter Equivalent (per KLSWA)	Customers with this Meter Size	Current Water Capital Improvement Charge (per month)	Proposed Water Capital Improvement Charge (per month)
5/8”	1	84.5%	$20	$23
1”	2.5	11.3%	$50	$57.50
1 ½”	5	1.2%	$100	$115
2”	8	1.8%	$160	$184
3”	15	.1%	$300	$345

Short-Term Rental Fees

Last year, City Council established fees to cover the costs of short-term rental licenses and re-inspections. The Fire Department is raising the cost of short-term rental inspections and re-inspections by $25. After evaluating staff time, inspection and enforcement costs and legal fees associated with short-term rentals, I am recommending the following:

- Annual license fee increase from $525 to $540
- Re-inspection fee increase from $150 to $175.

LEGAL REVIEW:

The City Attorney previously reviewed these types of charges and fees. The City Attorney will be at your meeting for any questions.

SAMPLE MOTION:

Motion to approve Resolution No. 250609-B approving a change in the City’s schedule of fees to increase the water capital improvement charge and approve Resolution No. 250609-C approving a change in the City’s schedule of fees to increase the short-term rental license and reinspection fees.

CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN

RESOLUTION NO. 250609-B

A RESOLUTION APPROVING A CHANGE IN THE CITY'S SCHEDULE OF FEES

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

WHEREAS, the City of Saugatuck amended its Code of Ordinances to authorize the assessment of a water capital improvement charge, billable monthly to all users of the water system, to finance necessary capital improvements of City-owned water system assets; and

WHEREAS, the Code of Ordinances provides that the City Council shall establish the amount of the water improvement charge by resolution and include the same in the City's Schedule of Fees; and

WHEREAS, based on the City's water system asset management plan, water system capital improvement plan and other matters of record presented to it, the City Council previously established a water capital improvement charge at a rate of $20 per meter equivalent unit per month; and

WHEREAS, City's water system asset management plan, water system capital improvement plan, and other matters of record presented to it, call for annual increases of $3 per meter equivalent per month.

NOW, THEREFORE, IT IS RESOLVED THAT:

1. The City Council hereby approves a change in the City's adopted Schedule of Fees to update the "Water Capital Improvement Charge", effective July 1, 2025:

WATER CAPITAL IMPROVEMENT CHARGE			
Meter Size	Meter Equivalent Unit	Current Capital Improvement Charge	New Capital Improvement Charge
5/8"	1	$20/mo	$23/mo
1"	2.5	$50/mo	$57.50/mo
1½"	5	$100/mo	$115/mo
2"	8	$160/mo	$184/mo
3"	15	$300/mo	$345/mo

2. The City Manager and City Clerk are authorized to take all actions necessary to effectuate the terms of the Resolution including, without limitation, modifying the City's adopted Schedule of Fees maintained at City Hall.

3. All resolutions and parts of resolutions that conflict with the provisions of this Resolution are hereby rescinded; provided, however, that the remainder of the City's Schedule of Fees shall remain in full force and effect.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this ____ day of _____, 2025.

Signed: _____
Holly Anderson, Mayor

_____
Jamie Wolters, City Clerk

CERTIFICATION

I, Jamie Wolters, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held _____, 2025, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

_____
Jamie Wolters, City Clerk

CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN

RESOLUTION NO.250609-C

A RESOLUTION APPROVING A CHANGE IN THE CITY'S SCHEDULE OF FEES

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

WHEREAS, the City of Saugatuck, acting through the City Council, is authorized by various ordinances and state law to set fees for the provision of permits, etc.; and

WHEREAS, the City Council adopts and establishes such fees from time to time by resolution; and

WHEREAS, based on matters of record presented to it, the City Council is of the opinion that certain City-imposed fees and charges need to be approved and incorporated into the City's Schedule of Fees.

NOW, THEREFORE, IT IS RESOLVED THAT:

1. The City Council hereby approves a change in the City's adopted Scheduled of Fees as follows:

Business Licenses	Current Fee	New Fee
Short-Term Rental	$525/annually	$540/annually
Short-Term Rental Reinspection Fee	$150	$175

2. The City Manager and City Clerk are authorized to take all actions necessary to effectuate the terms of the Resolution including, without limitation, modifying the City's adopted Schedule of Fees maintained at City Hall.

3. All resolutions and parts of resolutions that conflict with the provisions of this Resolution are rescinded.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this _____ day of _____, 2025

CITY OF SAUGATUCK

BY: _____
Holly Anderson, Mayor

BY:_____
Jamie Wolters, City Clerk

CERTIFICATION

I, Jamie Wolters, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the City Council at a regular meeting held _____, 2025.

Signed: _____
Jamie Wolters, City Clerk

Baker Tilly Municipal Advisors, LLC
2852 Eyde Pkwy, Suite 150
East Lansing, MI 48823
(517) 321-0110
bakertilly.com

September 21, 2023

City of Saugatuck
102 Butler St.
PO Box 86
Saugatuck, MI 49453

Re: City of Saugatuck (Michigan) Water Asset Management Plan

Dear City of Saugatuck:

The attached schedules (listed below) present unaudited and limited information for the purpose of discussion and consideration in the preliminary planning stage of a rate study by the appropriate officers, officials and advisors of the City of Saugatuck. The use of these schedules should be restricted to this purpose, for internal use only, as the information is subject to future revision and final report.

Page	
1	Comparative Statement of Net Position
2	Comparative Statement of Revenues, Expenses, and Changes in Net Position
3	Comparative Detail of Operating Expenses
4	Schedule of Estimated Capital Improvements – Scenario One
5	Cash Flow Analysis – Scenario One
6	Schedule of Estimated Capital Improvements – Scenario Two
7	Cash Flow Analysis – Scenario Two

We would appreciate your questions or comments on this information and would provide additional information upon request.

Sincerely,

BAKER TILLY MUNICIPAL ADVISORS, LLC

Andy Campbell, CPA, Director

CITY OF SAUGATUCK (MICHIGAN) WATER FUND

COMPARATIVE STATEMENT OF NET POSITION

	As Of		
	6/30/2020	**6/30/2021**	**6/30/2022**
	(----------Per Audit----------)		
Assets			
Cash and cash equivalents	$464,503	$381,884	$318,985
Investments	193,702	168,885	169,296
Total Assets	$658,205	$550,769	$488,281
Liabilities			
Accounts payable	$127,735	-	-
Fund Balances			
Public Works	530,470	$550,769	$488,281
Total Liabilities and Fund Balances	$658,205	$550,769	$488,281

CITY OF SAUGATUCK (MICHIGAN) WATER FUND

COMPARATIVE STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

	Fiscal Year Ended		
	6/30/2020	6/30/2021	6/30/2022
	(----------Per Audit----------)		
Operating Revenues			
Charges for services	$8,450	$19,810	$29,650
Interest and rents	15,468	1,489	306
Total operating revenues	23,918	21,299	29,956
Operating Expenses			
Public Works	41,566	1,000	92,444
Net operating income (loss)	(17,648)	20,299	(62,488)
Fund balance, beginning of year	548,118	530,470	550,769
Fund balance, end of year	$530,470	$550,769	$488,281

CITY OF SAUGATUCK (MICHIGAN) WATER FUND

COMPARATIVE DETAIL OF OPERATING EXPENSES

		Fiscal Year Ended				
		6/30/2022	6/30/2023	6/30/2024	Test Year	Multiplier
		(----------Per Client----------)				
Expenditures						
801.000	Contractual Services	$92,444	-	$5,000	-	3.0%
	Salaries, Wages, & Benefits	-	-	-	$10,000	3.0%
	Total Water Operating Expenses	$92,444	-	$5,000	$10,000	

CITY OF SAUGATUCK (MICHIGAN) WATER FUND

SCHEDULE OF ESTIMATED CAPITAL IMPROVEMENTS - SCENARIO ONE

Project Name/Description	2023/24	2024/25	2025/26	2026/27
Complete Distribution System Materials Inventory	$150,000			
Lead Service Line Replacement - Systemwide	500,000	$5,000,000		
Wellhouse #5 Improvements	20,000	200,000		
Install Permanent Generator for Wells #4 & #5	10,000	100,000		
Maple Street Water Service Separation (720/ Olde Mill)		30,000		
Maple Street Water Main Replacement - Blue Star to S of North	115,000	1,150,000		
Elizabeth Street Water Main Replacement - Allegan to Main	35,000	350,000		
Lucy Street Water Main Replacement - Water to Butler	15,000	150,000		
Hoffman Street Water Main Replacement - Griffith to Grand	20,000	200,000		
Butler Street Water Main Replacement - Culver to Lucy	100,000	1,000,000		
Grand Street Water Main Replacement - Mason to Hoffman & Francis to St. Joseph	20,000	200,000		
Water Main Replacement/Looping in Well Field, Maple to High School	35,000	350,000		
River Crossing Water Main Replacement - Park to Water	85,000	850,000		
Bridge Street Water Main Extension				$600,000
Total Estimated Capital Improvements:	$1,105,000	$9,580,000	-	$600,000
Cash Funded:	$150,000	$30,000	-	-
Bond Funded:	-	10,505,000 [1]	-	$600,000 [2]

[1] Includes 2023/24 & 2024/25 capital improvements.
[2] Includes 2026/27 capital improvements.

CITY OF SAUGATUCK (MICHIGAN) WATER FUND

CASH FLOW ANALYSIS - SCENARIO ONE

		2023/24									
		July - Dec.	Jan. - June	Increases Per Year	2024/25	2025/26	2026/27	2027/28	Increases Per Year	2028/29	2029/30
Assumptions											
Meter Equivalent Units (MEU) Billed		1,382	1,382		1,382	1,382	1,382	1,382		1,382	1,382
MEU Charge (monthly)		$0.00	$23.00	$3.00	$26.00	$29.00	$32.00	$35.00	$1.00	$36.00	$37.00
Typical homeowner's monthly bill											
Charges from City		-	*$23.00*		*$26.00*	*$29.00*	*$32.00*	*$35.00*		*$36.00*	*$37.00*
Charges from KLSWA		*$25.40*	*25.40*		*26.16*	*26.95*	*27.76*	*28.59*		*29.45*	*30.33*
Typical homeowner's monthly bill (assumes 4,500 gallons/month)		*$25.40*	*$48.40*		*$52.16*	*$55.95*	*$59.76*	*$63.59*		*$65.45*	*$67.33*
Revenue											
MEU Charge		-	$190,716		$431,184	$480,936	$530,688	$580,440		$597,024	$613,608
Miscellaneous		$3,000	-		3,000	3,000	3,000	3,000		3,000	3,000
Total Revenues		3,000	190,716		434,184	483,936	533,688	583,440		600,024	616,608
Less: Total Operating Expenditures		(5,000)	-		(10,300)	(10,609)	(10,927)	(11,255)		(11,593)	(11,941)
Net Operating Revenue		(2,000)	190,716		423,884	473,327	522,761	572,185		588,431	604,667
Less: Estimated Cash-Funded Capital Improvements		(150,000)	-		(30,000)	-	-	-		-	-
Estimated Debt Service #1 2024/25 State Revolving Fund Bonds [1]		-	-		(100,000)	(430,000)	(430,000)	(430,000)		(430,000)	(430,000)
Estimated Debt Service #2 2026/27 Open Market Bonds [2]		-	-		-	-	(15,000)	(80,000)		(80,000)	(80,000)
Net Cash Flow		($152,000)	$190,716		$293,884	$43,327	$77,761	$62,185		$78,431	$94,667
Cash & Investments	*$260,957*	*$108,957*	*$299,673*		*$593,557*	*$636,884*	*$714,644*	*$776,829*		*$855,260*	*$949,928*

[1] Estimated debt service payments based on $9,454,500 30-year state revolving fund bond issue at an estimated interest rate. Total project assumed to be $10,505,000 with $1,050,500 grant.
[2] Estimated debt service payments based on $600,000 10-year open market bond issue at an estimated interest rate.

CITY OF SAUGATUCK (MICHIGAN) WATER FUND

SCHEDULE OF ESTIMATED CAPITAL IMPROVEMENTS - SCENARIO TWO

Project Name/Description	2023/24	2024/25	2025/26	2026/27	
Complete Distribution System Materials Inventory	$150,000				
Lead Service Line Replacement - Systemwide	100,000	$200,000	$200,000	$5,000,000	
Wellhouse #5 Improvements				220,000	
Install Permanent Generator for Wells #4 & #5				110,000	
Maple Street Water Service Separation (720/ Olde Mill)			30,000		
Maple Street Water Main Replacement - Blue Star to S of North				1,265,000	
Elizabeth Street Water Main Replacement - Allegan to Main				385,000	
Lucy Street Water Main Replacement - Water to Butler				165,000	
Hoffman Street Water Main Replacement - Griffith to Grand				220,000	
Butler Street Water Main Replacement - Culver to Lucy				1,100,000	
Grand Street Water Main Replacement - Mason to Hoffman & Francis to St. Joseph				220,000	
Water Main Replacement/Looping in Well Field, Maple to High School				385,000	
River Crossing Water Main Replacement - Park to Water				935,000	
Bridge Street Water Main Extension				600,000	
Total Estimated Capital Improvements:	$250,000	$200,000	$230,000	$10,605,000	
Cash Funded:	$250,000	$200,000	$230,000	-	
Bond Funded:	-	-	-	$10,605,000	[1]

[1] Includes 2026/27capital improvements.

CITY OF SAUGATUCK (MICHIGAN) WATER FUND

CASH FLOW ANALYSIS - SCENARIO TWO

		2023/24								
		July - Dec.	Jan. - June	Increases Per Year	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Assumptions										
Meter Equivalent Units (MEU) Billed		1,382	1,382		1,382	1,382	1,382	1,382	1,382	1,382
MEU Charge (monthly)		$0.00	$20.00	$3.00	$23.00	$26.00	$29.00	$32.00	$35.00	$38.00
Typical homeowner's monthly bill										
Charges from City		-	*$20.00*		*$23.00*	*$26.00*	*$29.00*	*$32.00*	*$35.00*	*$38.00*
Charges from KLSWA		*$25.40*	*25.40*		*26.16*	*26.95*	*27.76*	*28.59*	*29.45*	*30.33*
Typical homeowner's monthly bill (assumes 4,500 gallons/month)		*$25.40*	*$45.40*		*$49.16*	*$52.95*	*$56.76*	*$60.59*	*$64.45*	*$68.33*
Revenue										
MEU Charge		-	$165,840		$381,432	$431,184	$480,936	$530,688	$580,440	$630,192
Miscellaneous		$3,000	-		3,000	3,000	3,000	3,000	3,000	3,000
Total Revenues		3,000	165,840		384,432	434,184	483,936	533,688	583,440	633,192
Less: Total Operating Expenditures		(5,000)	-		(10,300)	(10,609)	(10,927)	(11,255)	(11,593)	(11,941)
Net Operating Revenue		(2,000)	165,840		374,132	423,575	473,009	522,433	571,847	621,251
Less: Estimated Cash-Funded Capital Improvements		-	(250,000)		(200,000)	(230,000)	-	-	-	-
Estimated Debt Service #1 2026/27 State Revolving Fund Bonds [1]		-	-		-	-	(160,000)	(540,000)	(540,000)	(540,000)
Net Cash Flow		($2,000)	($84,160)		$174,132	$193,575	$313,009	($17,567)	$31,847	$81,251
Cash & Investments	*$260,957*	*$258,957*	*$174,797*		*$348,929*	*$542,504*	*$855,512*	*$837,945*	*$869,792*	*$951,044*

[1] Estimated debt service payments based on $10,605,000 30-year state revolving fund bond issue at an estimated interest rate.

CITY OF SAUGATUCK

ALLEGAN COUNTY, MI

DRINKING WATER
ASSET MANAGEMENT PLAN

September 2023
Project No. 862350

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

ASSET MANAGEMENT TEAM

Utility Information

Utility Name:	Saugatuck Water Utility System
Street Address:	102 Butler St
City:	Saugatuck
Zip Code:	49453
Phone Number:	(269) 857-2603
WSSN:	03525
Number of Connections:	907

Personnel

City of Saugatuck

Contact Person:	Scott Herbert
Title:	Superintendent, Department of Public Works
Email:	scott@saugatuckcity.com
Team Member:	Ryan Heise
Title:	City Manager
Email:	ryan@saugatuckcity.com

Kalamazoo Lake Sewer & Water Authority

Contact Person:	Daryl VanDyke
Title:	Manager, Kalamazoo Lake Sewer & Water Authority
Email:	daryl@klswa.com

Fleis & VandenBrink

Contact Person:	Jon Moxey, PE
Title:	Client Manager
Email:	jmoxey@fveng.com
Team Member:	Elaine Venema, PE
Title:	Project Manager
Email:	evenema@fveng.com
Team Member:	Peter Drogosh, PE
Title:	Project Engineer
Email:	pdrogosh@fveng.com

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Appendix C: Capital Improvements Plan

Appendix D: Water System Budget

Appendix E: Billing Rate Structure

I. Background

A. Service Area

The City of Saugatuck (City) is located in western Allegan County on Lake Michigan and has an area of 1.77 square miles. Saugatuck is located 11 miles southwest of the City of Holland and 18 miles north of the City of South Haven. As of the 2020 U.S. Census, Saugatuck has a permanent population of 865, though the City and other surrounding municipalities see a large increase in seasonal population during the summer months. According to the City's 2019 Parks & Recreation Plan, a seasonal influx of cottage owners, visitors, and boaters is estimated to virtually double the region's population.

The City of Saugatuck, the City of the Village of Douglas, and Saugatuck Township are Constituent Municipalities of the Kalamazoo Lake Sewer & Water Authority (KLSWA). KLSWA provides sanitary sewer and water service within the three Constituent Municipalities, as well as within Laketown Township. Laketown Township receives service through various contractual arrangements, but is not a Constituent Municipality of KLSWA under Act 233 and KLSWA's Articles of Incorporation.

B. Purpose

In a letter dated January 11, 2021 addressed to KLSWA and the managers of the Constituent Municipalities, the Michigan Department of Environment, Great Lakes, and Energy (EGLE) outlined deficiencies identified in a Partial Sanitary Survey of the KLSWA water system. The following is an excerpt from the letter:

> EGLE's evaluation of KLSWA has revealed issues with ownership accountability, defined authority between owners and managers/operators, and fiscal management and revenue sourcing.
>
> EGLE understands that KLSWA operates and maintains the water supply facilities, and the individual units of government have retained ownership of the water supply facilities within their jurisdictional boundaries. Therefore, the owner of the water supply facilities is not maintaining their own facilities; KLSWA is serving as a contract operator with additional authority to make operation and maintenance decisions and repairs. This agreement only establishes authority for daily operations and maintenance of facilities, and does not include a structure for capital improvements, long term asset management, authority for cross connection inspections, or other items necessary for the long term management of a water supply.

In a Corrective Action Plan dated April 27, 2021 addressed to EGLE, KLSWA and the managers of the Constituent Municipalities elected to develop, adopt, and implement a new water service agreement between KLSWA and the Constituent Municipalities. Additionally, each Constituent Municipality would prepare and submit an Asset Management Plan (AMP) and associated Capital Improvements Plan (CIP) for the water system assets located within their jurisdictional boundary.

The purpose of this report is to provide the City of Saugatuck with an AMP and associated CIP for the water system assets located within its jurisdictional boundary, to comply with EGLE and the Michigan Safe Drinking Water Act (Act 399 of 1976). Rule 1606 of Act 399 (R 325.11606) states that a community water supply that serves more than 1,000 people shall implement an asset management program (as defined in R 325.10102).

The intent of asset management is to ensure the long-term sustainability of the water utility by helping the utility manager make informed decisions on when it is most appropriate to repair, replace, or rehabilitate particular assets and by developing a long-term funding strategy. This report is intended to be the master plan for guiding the City on the overall water system improvements needed to ensure its ability to perpetually deliver the required level of service.

II. Asset Inventory

Saugatuck's publicly owned water system assets consist of two groundwater production wells, approximately 13 miles of water main, and a concrete ground storage reservoir; the City shares equal ownership of the reservoir with the City of the Village of Douglas. A map of the system is provided as Figure 1 in Appendix A.

Well #4 is rated for a capacity of 500 gpm, Well #5 is rated for 300 gpm, and together they produce between 51 and 64 million gallons of water annually. Water treatment at the wells consists of injection of chlorine for disinfection and polyphosphate for iron sequestration. The wells are housed in two separate buildings.

Water mains range from 4" to 16" in diameter and are composed of cast iron, ductile iron, and HDPE. The oldest water mains pre-date 1927, and were constructed as part of the original distribution system. Throughout the system, there are 134 fire hydrants with valves and approximately 162 water main isolation valves.

The storage reservoir has a capacity of 1,000,000 gallons and is the only storage available for Saugatuck, as well as the greater KLSWA water system.

The water asset inventory is presented in Appendix B and provides asset descriptions, year installed, location, manufacturer (where applicable), replacement cost, useful life, and criticality assessment. All information in the asset inventory is based on construction record drawings and other data received from the City and KLSWA. Not all assets had record drawings available, so their construction dates are either unknown or approximated based on record drawings from adjacent projects. There is currently a Geographic Information System (GIS) in place for refining the inventory as assets are replaced and further documented.

III. Criticality Assessment

The criticality of each water system asset is based on a combination of its Probability of Failure and its Consequence of Failure. Determining each asset's criticality allows the City to manage its risk and aids in determining where to spend operation and maintenance dollars and plan capital expenditures.

When determining an asset's Probability of Failure, the following factors are considered: asset age, physical condition of asset, failure history, historical knowledge, experiences with that type of asset in general, maintenance records, and knowledge regarding how that type of asset is likely to fail. The table below details the Probability of Failure rating system. These ratings have been applied to each asset listed in the asset inventory in Appendix B.

Probability of Failure		
Rating	**Probability**	**Description**
5	Imminent	Will occur several times in the life of an item
4	Probable	Likely to occur several times in the life of an item
3	Occasional	Likely to occur sometime in the life of an item
2	Remote	Unlikely, but possible to occur in the life of an item
1	Improbable	So unlikely, it can be assumed occurrence may not be experienced

When determining an asset's Consequence of Failure, the following factors are considered: cost of repair; social cost associated with the loss of the asset; repair/replacement costs related to collateral damage caused by the failure; legal costs related to additional damage caused by the failure; environmental costs created by the failure; loss of business revenue to the community; and any other associated costs or asset losses. The Consequence of Failure can be high if any one of these costs is significant or the accumulation of several costs occur with a failure. Other considerations when determining an asset's Consequence of Failure may include the following:

- Can the system continue to produce an acceptable quantity and quality of water if asset fails?
- Is there redundancy for the asset built into the system?
- Are replacements / replacement parts on hand to replace/repair the asset on site?
- How long does it take to obtain parts or have service completed?

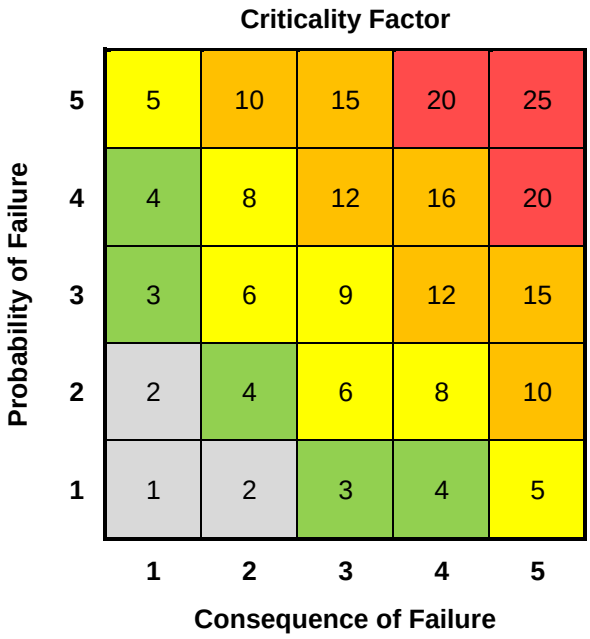
The table below details the Consequence of Failure rating system. These ratings have been applied to each asset listed in the asset inventory in Appendix B.

Consequence of Failure		
Rating	**Consequence**	**Description**
5	Catastrophic disruption	Massive system failure, severe health effects and death, persistent and extensive damage
4	Major disruption	Major effect, major loss of system capacity, major health effects, major costs, important LOS compromised
3	Moderate disruption	Moderate effect, moderate loss of system capacity, moderate health effects, moderate costs, important LOS still achieved
2	Minor disruption	Minor effect, minor loss of system capacity, minor health effects, minor costs
1	Insignificant disruption	Slight effect, slight loss of system capacity, slight health effects

Assessing an asset's criticality requires an examination of its Probability of Failure and its Consequence of Failure as discussed above. The assets that have the greatest probability of failure and the greatest consequences associated with the failure will be the assets that are the most critical and, therefore, present the greatest business risk to the City. An analysis of each asset reveals which assets have the highest criticality factors and, therefore, which assets require the most attention either for repair or replacement. The following formula is used to determine an asset's criticality:

Criticality Factor = Probably of Failure × Consequence of Failure

The matrix below presents the various possible criticality factors, which are color coded based on their associated business risk. These factors have been applied to each asset listed in the asset inventory in Appendix B.



Assets with higher criticality factors and associated business risk should be more closely monitored and scheduled for rehabilitation or replacement. The table below provides recommended inspection and rehabilitation strategies based on an asset's business risk.

Business Risk Management		
Criticality Factor	**Business Risk**	**Strategies for Asset Rehabilitation or Replacement**
17 - 25	Very High	Inspect immediately and replace in 1-2 years
10 - 16	High	Inspect immediately and develop short- to medium-term rehabilitation plan
5 - 9	Medium	Inspect immediately and develop long-term rehabilitation plan
3 - 4	Low	Develop short-term inspection strategy and long-term rehabilitation plan
1 - 2	Very Low	Develop medium- to long-term inspection strategy and long-term rehabilitation plan

IV. Level of Service Goals

The City of Saugatuck's mission, as it relates to the water system, is to provide the community with continuous, safe drinking water and adequate fire protection that meets or exceeds Federal and State requirements by maintaining and improving the water system through the most cost-effective means without sacrificing quality.

The Asset Management Team (F&V and City staff) reviewed the City's Level of Service (LOS) goals to ensure they aligned with the City's standards and capabilities; the goals are detailed in the table below. The goals will be reviewed on an annual basis to determine if the City was successful in achieving the goals and what steps can be taken to improve the City's performance.

LOS Determinant	Define the Goal	How the Goal is Achieved
Safe Drinking Water	Meet all Federal and State water quality regulations	Monitor water quality: monthly for bacteria, annually for partial chemical, and triennially for metals.
Health & Safety	Provide a safe and injury-free workplace	Conduct regular safety meetings. Incur no MIOSHA safety violations.
Security	Secure all water installations from tampering	Maintain well-lit, fenced and/or locked facilities with proper signage.
Operator Certification	Retain certified personnel to operate and maintain the system	Employ at least 1 operator in charge and 1 backup operator. Operators must maintain a minimum of D-2 and S-2 licenses.
Customer Complaints	Provide excellent customer service	Investigate all customer complaints within 2 business days of report. Report results of the complaint to customer verbally, via the phone, in person, or in writing. Follow up on all complaints to ensure customer satisfaction.
Regulatory Changes	Be aware of regulatory changes and comply with changes as they occur	Attend industry conferences and training sessions to stay informed of changes and requirements. Request annual meeting with local EGLE representative to ensure compliance.
Response Time	Provide excellent customer service	Respond to customer emergencies within 2 hours. Provide customers with written notice 24 hours in advance of any planned interruption in service.
Financial	Maintain funds to address unexpected breakdowns and major expenses	Evaluate water rates every 5 years and adjust the rates/budget accordingly. Seek external funding for major projects as they present themselves. Maintain an operating reserve of 10%.
Water Supply	Maintain all well-related equipment	Have wells and pumps professionally inspected annually, then complete recommended maintenance items. Regularly test and perform maintenance on backup power generators. Maintain well houses in adequate condition.
Water Quality	Provide high-quality, good-tasting drinking water	Maintain water treatment equipment. Flush water mains at least once annually.
Water Storage	Maintain storage tank for longer lifespan	Have the storage tank professionally inspected every 5 years, then complete recommended maintenance items.
Water Distribution	Maintain water mains, hydrants, and valves to ensure good working order	Flush all hydrants at least once annually. Exercise all primary valves on a 4-year rotation. Maintain system pressure above 35 psi, but strive for 60-80 psi under normal conditions. Monitor water losses annually and maintain below 10%.
Administrative	Ensure accurate billing	Review discrepancies and correct in a timely fashion.
Rules & Regulations	Monitor and enforce	Update and review rules annually - cross connections, site sampling plan, required lab analysis, consumer confidence report, safety program.

V. Capital Improvements Plan

A Capital Improvements Plan (CIP) was developed for the City of Saugatuck based on the Water System Reliability Study (WSRS) completed for KLSWA in February 2021 by Fleis & VandenBrink. Some items have been refined as better information has become available since then. The CIP is summarized below and a complete table of capital improvements, including anticipated costs and dates of completion, is presented in Appendix C. A map of the proposed improvements is provided as Figure 2 in Appendix A.

A. Water Supply

According to the WSRS, the system's water supply capacity is sufficient to meet projected water demands. The City's well pumps were last inspected in November 2019 by Peerless Midwest and were found to be operating at their rated capacities. No improvements to the well pumps are recommended at this time.

Well 5 is housed in a building that is constructed of sheet metal, which is in fair to poor condition. The wellhouse should be replaced with an appropriate block/brick building to provide better protection and security for Well 5. Additionally, the underground electric line that serves Wells 4 and 5 is not well protected and needs to be replaced with additional protection against potential damage or tampering. It is also recommended that the City install a permanent generator to power Wells 4 and 5 in the event of a power outage.

B. Water Storage

The storage tank was last inspected in October 2019 by Dixon Engineering and was found to be in good overall condition. No improvements to the tank are recommended at this time.

C. Water Distribution

EGLE requires all water supplies to submit a complete Distribution System Materials Inventory (DSMI) by January 1, 2025. The DSMI involves physically verifying the material of a uniformly random, statistically sound number (20%) of service lines of unknown material. Due to the prevalence of known lead service lines throughout Saugatuck's system, it is recommended that the City verify at least 50% of its 229 service lines of unknown material, which equates to 115 service line verifications. Once lead service lines throughout the system are confidently located, they must all be replaced by January 1, 2041.

Distribution system improvements are recommended to improve available fire flows and overall system reliability. These improvements should be considered and implemented by City officials as deemed necessary and as funding allows. The City should plan on replacing any water mains smaller than 6 inches as road improvements are conducted in the service area. These pipes should be replaced with minimum 8-inch pipes.

Anticipated project costs are meant to be rough estimates for budgeting purposes only. Unit prices were assumed at $385 per foot of 8" water main, $410 per foot of 12" water main, and $1,000 per foot of 16" water main (directional drill river crossing). Unit prices were based on recent contractor bid prices from similar projects designed by Fleis & VandenBrink. The unit price of water main includes the cost of appurtenances (hydrants, valves, fittings, etc.) and surface restoration, assuming a worst case scenario of the water main being installed along the centerline of the roadway, requiring two lanes of road pavement restoration.

D. Funding Sources

Four possible sources of funding have been identified for The City of Saugatuck to complete the capital improvement projects if desired. A brief description of each follows:

Drinking Water State Revolving Fund

This is a preferred alternative. It is a low interest loan program sponsored by EGLE. The current interest rate is 1.875% for 20-year loans (or 30- to 40-year loans for overburdened applicants), and 2.125% for 30-year loans. Some communities may be eligible for principal forgiveness based on their overburdened status.

The program is competitive, and projects are scored on a point system that ranks them on a priority list. Not all submitted projects are funded, so it is important to maximize points on the application. Requirements include a fairly extensive project plan, but most expenses, including the project plan, are eligible activities that can be rolled into the loan. In order for a community to be competitive, they should have an active Source Water Protection Program. Applications are submitted by June 1st of every year.

Special Assessment Bonds

Special assessments levied under PA 188 of 1954 are one of the most common ways to finance infrastructure improvements. The City may levy special assessments against properties that receive special benefits from a public improvement. Property owners have petition rights that must be satisfied before the special assessment can go forward.

Special assessments typically can be repaid in installments with interest. The bonds may not exceed the amount of the special assessment roll and may be secured secondarily by a pledge of the City's full faith and credit.

Revenue Bonds

Revenue bonds are authorized by PA 94 of 1933. They authorize the City to borrow money and issue bonds. They are paid from user fees generated by the operation of the improvements.

Revenue bonds are subject to the right of referendum. Petitions for a public vote can be filed by registered City voters during a 45-day referendum period. Voter approval is not required if the referendum period expires without petitions being filed.

Contract Bonds

Contract bonds are authorized by several state laws. They authorize the City to enter into an agreement with the County or a public authority in order to have the County or authority issue bonds on behalf of the City.

The City may want to consider a contract bond as the County may be able to borrow at a more favorable rate than the City if they are willing to pledge its taxing power as secondary security for repayment of the bonds. Also contract bonds may be paid back by a number of sources including specials assessments, connection fees, and user fees.

VI. Revenue Structure & Rate Methodology

Saugatuck's financial advisor incorporated the CIP into the City's water system budget and determined the adjustments to the billing rate structure that will be required to generate sufficient revenue for implementing the CIP. The City has provided its water system budget in Appendix D and its current rate structure in Appendix E.

APPENDIX A:
FIGURES

CITY OF SAUGATUCK

CITY OF DOUGLAS

1.0 MG GROUND STORAGE TANK

CITY OF SAUGATUCK WELLS
WELL #4 504 GPM
WELL #5 296 GPM
WELL #7 680 GPM

CITY OF DOUGLAS WELLS
1. WEST ST.
2. EAST ST.
3. TAKKEN ST.
4. TAYLOR ST.

KALAMAZOO LAKE

NEWNHAM ST.
OVAL DR.
VAN DALSON ST.
PERRYMAN ST.
BLISS ST.
VINE ST.
INTERLAKEN DR.
PARK STREET
SHOREWOOD DR.
MANCHESTER LN.
WEIRICH DR.
BAYVIEW
HILLCREST RD.
CAMPBELL RD.
MCVEA DR.
GOLFVIEW DR.
LAKESHORE DR.
WOOD LN.
SHORE WOODS
WESTSHORE ST.
HAMILTON ST.
HARBOR CT.
HARBORVIEW DR.
OUTLOOK DR.
ST. PETERS DR.
LAWN AVE.
CHESTNUT ST.
WATER ST.
WALL ST.
LUCY ST.
SPEAR ST.
ST. JOSEPH ST.
WATER ST.
FRANCIS ST.
MARY ST.
MAIN ST.
HOFFMAN ST.
MASON ST.
CULVER ST.
ALLEGAN ST.
PLEASANT ST.
STATE ST.
LAKE ST
BRADLEY RD.
HERON BAY RIDGE
HERON BAY DR.
BRIDGE ST.
HOLLAND ST.
GRANT ST.
MILL ST.
BROOK ST.
ELIZABETH ST.
NORTH ST.
HERBERT ST.
SIMONSON DR.
GRAND ST.
ELIZABETH ST.
BUTLER ST.
GRIFFITH ST.
MAPLE ST.
66TH ST.
SINGAPORE TRAILS DR.
134TH LANE
GASLIGHT
STAR HIGHWAY
BLUE
OLD
I-
31

LEGEND
4" WATER MAIN
6" WATER MAIN
8" WATER MAIN
10" WATER MAIN
12" WATER MAIN
16" WATER MAIN
FIRE HYDRANT

NORTH

F&V PROJECT NO. 862350

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN
WATER ASSET MANAGEMENT PLAN

FIGURE 1:
EXISTING WATER SYSTEM

CITY OF SAUGATUCK

CITY OF DOUGLAS

1.0 MG GROUND STORAGE TANK

WELLHOUSE #5 IMPROVEMENTS

CITY OF SAUGATUCK WELLS
WELL #4 504 GPM
WELL #5 296 GPM
WELL #7 680 GPM

CITY OF DOUGLAS WELLS

16" 8" 8" 8" 8" 8" 8" 8" 8" 12"

NEWNHAM ST.
OVAL DR.
LUCY ST.
SPEAR ST.
ST. JOSEPH ST.
FRANCIS ST.
VAN DALSON ST.
PERRYMAN ST.
BLISS ST.
VINE ST.
WATER ST.
MARY ST.
MAIN ST.
HOFFMAN ST.
MASON ST.
CULVER ST.
ALLEGAN ST.
BUTLER ST.
GRIFFITH ST.
GRAND ST.
ELIZABETH ST.
1. WEST ST.
2. EAST ST.
3. TAKKEN ST.
4. TAYLOR ST.
1 2 3 4
HOLLAND ST.
MILL ST.
GRANT ST.
BROOK ST.
ELIZABETH ST.
HERBERT ST.
SIMONSON DR.
NORTH ST.
MAPLE ST.
66TH ST.
134TH LANE
GASLIGHT
SINGAPORE TRAILS DR.
BLUE STAR HIGHWAY
OLD
I-196
31
INTERLAKEN DR.
PARK STREET
SHOREWOOD DR.
MANCHESTER LN.
WEIRICH DR.
BAYVIEW
HILLCREST RD.
CAMPBELL RD.
KALAMAZOO LAKE
LAKE ST
PLEASANT ST.
STATE ST.
BRADLEY RD.
BRIDGE ST.
HERON BAY RIDGE
HERON BAY DR.
MCVEA DR.
GOLFVIEW DR.
LAKESHORE DR.
HAMILTON ST.
HARBOR CT.
WESTSHORE ST.
ST PETERS DR.
HARBORVIEW DR.
OUTLOOK DR.
LAWN AVE.
CHESTNUT ST.
WATER ST.
WALL ST.
WOOD LN.
SHORE WOODS

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN
WATER ASSET MANAGEMENT PLAN

FIGURE 2:
PROPOSED IMPROVEMENTS

F&V PROJECT NO. 862350

LEGEND
PROPOSED WATER MAIN REPLACEMENT

NORTH

APPENDIX B:
ASSET INVENTORY

Source Assets												
Source Assets	Year Installed (Year Overhauled)	Location	Latitude	Longitude	Manufacturer/Model	Replacement Cost	Estimated Useful Life in Years	Remaining Useful Life in Years	Percent of Useful Life Remaining	Probability of Failure	Consequence of Failure	Criticality Factor
Well #4 (12" diameter; 205' deep)	1966	Well #4	42.658722	-86.195667		$ 150,000	90	33	37%	1	2	2
Well #5 (12" diameter; 157' deep)	1974	Well #5	42.658500	-86.194611		$ 150,000	90	41	46%	1	2	2
Well #4 Wellhouse	1966	Well #4	42.658722	-86.195667		$ 150,000	90	33	37%	1	1	1
Well #5 Wellhouse	1974	Well #5	42.658500	-86.194611		$ 150,000	90	41	46%	4	1	4
Well #4 Pump (Rated 500 gpm @ 258 ft TDH)	1966 (2006)	Well #4	42.658722	-86.195667	Peerless	$ 12,000	20	3	15%	3	2	6
Well #5 Pump (Rated 300 gpm @ 261 ft TDH)	1974 (2008)	Well #5	42.658500	-86.194611	Peerless	$ 10,000	20	5	25%	3	2	6

Treatment Assets											
Treatment Assets	Year Installed	Location	Latitude	Longitude	Manufacturer/Model	Replacement Cost	Estimated Useful Life in Years	Remaining Useful Life in Years	Percent of Useful Life Remaining	Probability of Failure	Consequence of Failure	Criticality Factor
Chemical feed pump - chlorine	2015	Well #4	42.658722	-86.195667	Grundfos DDC 6-10	$ 2,000	15	7	47%	2	4	8
Chemical feed pump - chlorine	2015	Well #5	42.658500	-86.194611	Grundfos DDC 6-10	$ 2,000	15	7	47%	2	4	8
Chemical feed pump - phosphate	2015	Well #4	42.658722	-86.195667	Grundfos DDC 6-10	$ 2,000	15	7	47%	2	4	8
Chemical feed pump - phosphate	2015	Well #5	42.658500	-86.194611	Grundfos DDC 6-10	$ 2,000	15	7	47%	2	4	8

Storage Assets												
Storage Assets	Year Installed	Location	Material	Capacity (gal)	Manufacturer	Replacement Cost	Estimated Useful Life in Years	Remaining Useful Life in Years	Percent of Useful Life Remaining	Probability of Failure	Consequence of Failure	Criticality Factor
Ground storage tank (shared ownership w/ Douglas)	1984	Park St	concrete	1,000,000	Natgun	$ 3,000,000	90	51	57%	2	4	8

Distribution Assets												
Distribution Assets	Year Installed	Material	Diameter (in)	Total Length (ft)	Manufacturer	Replacement Cost	Estimated Useful Life in Years	Remaining Useful Life in Years	Percent of Useful Life Remaining	Probability of Failure	Consequence of Failure	Criticality Factor
Water Mains	Unknown	Ductile Iron	6	385		$ 108,000	110	Unknown	Unknown	2	1	**2**
Replacement Cost*:	Unknown	Ductile Iron	8	1,038		$ 291,000	110	Unknown	Unknown	2	2	**4**
8" @ $280 per foot	Unknown	Ductile Iron	10	344		$ 104,000	110	Unknown	Unknown	2	2	**4**
12" @ $300 per foot	Pre-1927	Cast Iron	4	2,355		$ 660,000	125	Unknown	Unknown	5	1	**5**
16" @ $320 per foot	Pre-1927	Cast Iron	6	1,791		$ 502,000	125	Unknown	Unknown	5	1	**5**
	Post-1927	Cast Iron	4	198		$ 56,000	125	Unknown	Unknown	4	1	**4**
*Assumes all water main less than 8" will	Pre-1979	Cast Iron	4	1,102		$ 309,000	125	Unknown	Unknown	3	1	**3**
be replaced with 8" water main	Pre-1979	Cast Iron	6	4,274		$ 1,197,000	125	Unknown	Unknown	3	1	**3**
*Assumes all 10" water main will be replaced	Post-1979	Ductile Iron	6	1,140		$ 320,000	110	Unknown	Unknown	2	1	**2**
with 12" water main	Pre-1983	Ductile Iron	6	228		$ 64,000	110	Unknown	Unknown	2	1	**2**
	Pre-1983	Ductile Iron	8	1,245		$ 349,000	110	Unknown	Unknown	2	2	**4**
	Post-1984	Ductile Iron	6	303		$ 85,000	110	Unknown	Unknown	2	1	**2**
	Pre-2000	Ductile Iron	6	327		$ 92,000	110	Unknown	Unknown	2	1	**2**
	Pre-2000	Ductile Iron	8	618		$ 174,000	110	Unknown	Unknown	2	2	**4**
	Pre-2005	Ductile Iron	8	784		$ 220,000	110	Unknown	Unknown	1	2	**2**
	Pre-2010	Ductile Iron	8	260		$ 73,000	110	Unknown	Unknown	1	2	**2**
	1966	Cast Iron	6	1,119		$ 314,000	125	68	54%	3	1	**3**
	1979	Ductile Iron	6	104		$ 30,000	110	66	60%	2	1	**2**
	1979	Ductile Iron	10	5,099		$ 1,530,000	110	66	60%	2	2	**4**
	1980	Ductile Iron	6	1,033		$ 290,000	110	67	61%	2	1	**2**
	1980	Ductile Iron	8	1,509		$ 423,000	110	67	61%	2	2	**4**
	1984	Ductile Iron	6	455		$ 128,000	110	71	65%	2	1	**2**
	1984	Ductile Iron	8	566		$ 159,000	110	71	65%	2	2	**4**
	1984	Ductile Iron	12	8,186		$ 2,456,000	110	71	65%	2	3	**6**
	1984	Ductile Iron	16	1,324		$ 424,000	110	71	65%	2	3	**6**
	1987	Ductile Iron	6	3,248		$ 910,000	110	74	67%	2	1	**2**
	1988	Ductile Iron	6	878		$ 246,000	110	75	68%	2	1	**2**
	1988	Ductile Iron	8	736		$ 207,000	110	75	68%	2	2	**4**
	1989	Ductile Iron	6	18		$ 6,000	110	76	69%	2	1	**2**
	1989	Ductile Iron	8	966		$ 271,000	110	76	69%	2	2	**4**
	1992	Ductile Iron	8	489		$ 137,000	110	79	72%	2	2	**4**
	1994	Ductile Iron	6	412		$ 116,000	110	81	74%	2	1	**2**
	1994	Ductile Iron	8	456		$ 128,000	110	81	74%	2	2	**4**
	1996	Ductile Iron	6	753		$ 211,000	110	83	75%	2	1	**2**
	1996	Ductile Iron	8	1,689		$ 473,000	110	83	75%	2	2	**4**
	2000	Ductile Iron	6	85		$ 24,000	110	87	79%	2	1	**2**
	2000	Ductile Iron	8	3,520		$ 986,000	110	87	79%	2	2	**4**
	2003	Ductile Iron	8	651		$ 183,000	110	90	82%	1	2	**2**
	2005	Ductile Iron	8	1,211		$ 340,000	110	92	84%	1	2	**2**
	2007	Ductile Iron	8	730		$ 205,000	110	94	85%	1	2	**2**
	2008	Ductile Iron	8	59		$ 17,000	110	95	86%	1	2	**2**
	2008	Ductile Iron	12	1,063		$ 319,000	110	95	86%	1	3	**3**
	2009	Ductile Iron	6	30		$ 9,000	110	96	87%	1	1	**1**
	2009	Ductile Iron	8	1,456		$ 408,000	110	96	87%	1	2	**2**
	2010	Ductile Iron	6	296		$ 83,000	110	97	88%	1	1	**1**
	2010	Ductile Iron	8	2,980		$ 835,000	110	97	88%	1	2	**2**
	2010	Ductile Iron	12	2,652		$ 796,000	110	97	88%	1	3	**3**
	2010	HDPE	8	916		$ 257,000	55	42	76%	2	2	**4**
	2011	Ductile Iron	6	74		$ 21,000	110	98	89%	1	1	**1**
	2014	Ductile Iron	6	31		$ 9,000	110	101	92%	1	1	**1**
	2014	Ductile Iron	8	513		$ 144,000	110	101	92%	1	2	**2**
	2015	Ductile Iron	6	175		$ 49,000	110	102	93%	1	1	**1**
	2015	HDPE	8	4,540		$ 1,272,000	55	47	85%	1	2	**2**
	2015	HDPE	10	1,238		$ 372,000	55	47	85%	1	2	**2**
	2018	Ductile Iron	8	394		$ 111,000	110	105	95%	1	2	**2**
	2022	Ductile Iron	6	32		$ 9,000	110	109	99%	1	1	**1**
	2022	Ductile Iron	8	1,072		$ 301,000	110	109	99%	1	2	**2**

Distribution Assets												
Distribution Assets	Year Installed	Material	Diameter (in)	Quantity	Manufacturer	Replacement Cost	Estimated Useful Life in Years	Remaining Useful Life in Years	Percent of Useful Life Remaining	Probability of Failure	Consequence of Failure	Criticality Factor
Hydrants	Unknown			4		$ 12,000	90	Unknown	Unknown	2	2	**4**
Replacement Cost: $3,000 each	Pre-1927			6		$ 18,000	90	Unknown	Unknown	3	2	**6**
	Pre-1979			7		$ 21,000	90	Unknown	Unknown	3	2	**6**
	Post-1979			2		$ 6,000	90	Unknown	Unknown	3	2	**6**
	Pre-1983			2		$ 6,000	90	Unknown	Unknown	3	2	**6**
	Post-1984			1		$ 3,000	90	Unknown	Unknown	2	2	**4**
	Pre-2005			2		$ 6,000	90	Unknown	Unknown	1	2	**2**
	Pre-2010			1		$ 3,000	90	Unknown	Unknown	1	2	**2**
	1979			7		$ 21,000	90	46	51%	3	2	**6**
	1980			5		$ 15,000	90	47	52%	3	2	**6**
	1984			23		$ 69,000	90	51	57%	3	2	**6**
	1987			2		$ 6,000	90	54	60%	2	2	**4**
	1988			7		$ 21,000	90	55	61%	2	2	**4**
	1989			2		$ 6,000	90	56	62%	2	2	**4**
	1994			2		$ 6,000	90	61	68%	2	2	**4**
	1996			7		$ 21,000	90	63	70%	2	2	**4**
	2000			9		$ 27,000	90	67	74%	2	2	**4**
	2003			1		$ 3,000	90	70	78%	2	2	**4**
	2005			2		$ 6,000	90	72	80%	1	2	**2**
	2007			1		$ 3,000	90	74	82%	1	2	**2**
	2008			1		$ 3,000	90	75	83%	1	2	**2**
	2009			4		$ 12,000	90	76	84%	1	2	**2**
	2010			14		$ 42,000	90	77	86%	1	2	**2**
	2011			1		$ 3,000	90	78	87%	1	2	**2**
	2014			3		$ 9,000	90	81	90%	1	2	**2**
	2015			15		$ 45,000	90	82	91%	1	2	**2**
	2022			3		$ 9,000	90	89	99%	1	2	**2**

Distribution Assets												
Distribution Assets	Year Installed	Material	Diameter (in)	Quantity	Manufacturer	Replacement Cost	Estimated Useful Life in Years	Remaining Useful Life in Years	Percent of Useful Life Remaining	Probability of Failure	Consequence of Failure	Criticality Factor
Valves	Unknown		8	3		$ 6,000	70	Unknown	Unknown	2	2	**4**
Replacement Cost*:	Pre-1927		4	1		$ 2,000	70	Unknown	Unknown	3	2	**6**
8" @ $2,000 each	Pre-1927		6	1		$ 2,000	70	Unknown	Unknown	3	2	**6**
12" @ $3,000 each	Pre-1979		4	3		$ 6,000	70	Unknown	Unknown	3	2	**6**
	Pre-1979		6	4		$ 8,000	70	Unknown	Unknown	3	2	**6**
*Assumes all valves less than 8" will be	Post-1979		6	2		$ 4,000	70	Unknown	Unknown	3	2	**6**
replaced with 8" valves	Pre-1983		6	1		$ 2,000	70	Unknown	Unknown	3	2	**6**
*Assumes all 10" valves will be replaced with	Pre-1983		8	3		$ 6,000	70	Unknown	Unknown	3	2	**6**
12" valves	Post-1984		6	1		$ 2,000	70	Unknown	Unknown	2	2	**4**
	Pre-2000		6	1		$ 2,000	70	Unknown	Unknown	2	2	**4**
	Pre-2000		8	2		$ 4,000	70	Unknown	Unknown	2	2	**4**
	Pre-2005		8	1		$ 2,000	70	Unknown	Unknown	2	2	**4**
	Pre-2010		8	2		$ 4,000	70	Unknown	Unknown	2	2	**4**
	1966		6	3		$ 6,000	70	13	19%	5	2	**10**
	1979		10	8		$ 24,000	70	26	37%	4	2	**8**
	1980		6	4		$ 8,000	70	27	39%	4	2	**8**
	1980		8	4		$ 8,000	70	27	39%	4	2	**8**
	1984		8	8		$ 16,000	70	31	44%	3	2	**6**
	1984		12	9		$ 27,000	70	31	44%	3	2	**6**
	1984		16	4		$ 12,000	70	31	44%	3	2	**6**
	1987		6	10		$ 20,000	70	34	49%	3	2	**6**
	1988		6	2		$ 4,000	70	35	50%	3	2	**6**
	1988		8	1		$ 2,000	70	35	50%	3	2	**6**
	1989		8	4		$ 8,000	70	36	51%	3	2	**6**
	1992		8	1		$ 2,000	70	39	56%	3	2	**6**
	1994		6	2		$ 4,000	70	41	59%	3	2	**6**
	1994		8	1		$ 2,000	70	41	59%	3	2	**6**
	1996		6	1		$ 2,000	70	43	61%	2	2	**4**
	1996		8	5		$ 10,000	70	43	61%	2	2	**4**
	2000		8	9		$ 18,000	70	47	67%	2	2	**4**
	2003		8	5		$ 10,000	70	50	71%	2	2	**4**
	2005		8	5		$ 10,000	70	52	74%	2	2	**4**
	2007		8	3		$ 6,000	70	54	77%	2	2	**4**
	2008		12	1		$ 3,000	70	55	79%	2	2	**4**
	2009		8	5		$ 10,000	70	56	80%	1	2	**2**
	2010		6	2		$ 4,000	70	57	81%	1	2	**2**
	2010		8	18		$ 36,000	70	57	81%	1	2	**2**
	2010		12	5		$ 15,000	70	57	81%	1	2	**2**
	2011		6	1		$ 2,000	70	58	83%	1	2	**2**
	2014		8	2		$ 4,000	70	61	87%	1	2	**2**
	2015		8	10		$ 20,000	70	62	89%	1	2	**2**
	2015		10	2		$ 6,000	70	62	89%	1	2	**2**
	2018		8	1		$ 2,000	70	65	93%	1	2	**2**
	2022		8	1		$ 2,000	70	69	99%	1	2	**2**

APPENDIX C:
CAPITAL IMPROVEMENTS PLAN

City of Saugatuck
Water System Capital Improvements Plan 2024-2028

Project	Anticipated Funding Source(s)	Anticipated Project Cost By Year					Total	Notes
		2024	2025	2026	2027	2028		
Water System								
Complete Distribution System Materials Inventory	Local/General	$ 150,000					$ 150,000	Due to State January 1, 2025
Lead Service Line Replacement - Systemwide	Potentially EGLE/DWSRF	$ 500,000	$ 5,000,000				$ 5,500,000	Locations and final count TBD. Contingent on EGLE funding.
Wellhouse #5 Improvements	Potentially EGLE/DWSRF	$ 20,000	$ 200,000				$ 220,000	Contingent on EGLE funding.
Install Permanent Generator for Wells #4 & #5	Potentially EGLE/DWSRF	$ 10,000	$ 100,000				$ 110,000	Contingent on EGLE funding.
Maple Street Water Service Separation (720/Olde Mill)	Local/General		$ 30,000				$ 30,000	Concurrent with Maple St WM replacement
Maple Street Water Main Replacement - Blue Star to S of North Street	Potentially EGLE/DWSRF	$ 115,000	$ 1,150,000				$ 1,265,000	Contingent on EGLE funding.
Elizabeth Street Water Main Replacement - Allegan to Main	Potentially EGLE/DWSRF	$ 35,000	$ 350,000				$ 385,000	Contingent on EGLE funding.
Lucy Street Water Main Replacement - Water to Butler	Potentially EGLE/DWSRF	$ 15,000	$ 150,000				$ 165,000	Contingent on EGLE funding.
Hoffman Street Water Main Replacement - Griffith to Grand	Potentially EGLE/DWSRF	$ 20,000	$ 200,000				$ 220,000	Contingent on EGLE funding.
Butler Street Water Main Replacement - Culver to Lucy	Potentially EGLE/DWSRF	$ 100,000	$ 1,000,000				$ 1,100,000	Contingent on EGLE funding.
Grand Street Water Main Replacement - Mason to Hoffman & Francis to St. Joseph	Potentially EGLE/DWSRF	$ 20,000	$ 200,000				$ 220,000	Contingent on EGLE funding.
Well Field Loop Water Main Replacement - Maple to High School	Potentially EGLE/DWSRF	$ 35,000	$ 350,000				$ 385,000	Contingent on EGLE funding.
River Crossing Water Main Replacement - Park to Water	Potentially EGLE/DWSRF	$ 85,000	$ 850,000				$ 935,000	Contingent on EGLE funding.
Bridge Street Water Main Extension	Local/General				$ 600,000		$ 600,000	
	Subtotal Water System	**$ 1,105,000**	**$ 9,580,000**	**$ -**	**$ 600,000**	**$ -**	**$ 11,285,000**	

Note: Projects shaded blue/gray denote those that would be partially funded by EGLE and are thus contingent on EGLE funding.

APPENDIX D:
WATER SYSTEM BUDGET

APPENDIX E:
BILLING RATE STRUCTURE

2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005
www.fveng.com

Jamie Wolters

From: no-reply@weebly.com
Sent: Saturday, May 31, 2025 9:04 PM
To: Jamie Wolters
Subject: New Form Entry: Website Communication for Council

Follow Up Flag: Follow up
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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 Website Communication for Council.
Mark as Spam

Submitted Information:

Name
Kate Cotton

Email

Address

Saugatuck, Michigan United States 49453

Are you a resident of the City of Saugatuck?
Yes

Please share your comments

Dear City Council, My name is Kate Cotton. I am 11 years old. The reason I am emailing you is because I think we should be able to have chickens. I have 6 reasons for thinking this.

1. My family has a very big backyard and we have room for chickens.
2. Having chickens would be helpful for parents with younger children to teach them responsibility.
3. . Douglas allows chickens.
4. My school raises chicks and is looking for people to take them home.
5. I know you are going to email me about the noise, so I have a proposal; you could make a rule: no roosters
6. People could have healthy breakfasts because their chickens are laying eggs.

Those are all the reasons I think we should be allowed to have chickens.

Sincerely, Kate Cotton