



CITY COUNCIL MEETING AGENDA

December 22, 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.

NOTICE:

Join online by visiting:

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

Join by phone by dialing:

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

Then enter "Meeting ID":

2698572603

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

rcummins@saugatuckcity.com

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

Please contact Saugatuck City Clerk at 269-857-2603 or

jwolters@saugatuckcity.com for further information.

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Mayor's Comments

5. City Manager Comments

6. Agenda Changes (Additions/Deletions)

7. Guest Speakers

8. Public Comment on Agenda Items Only (Limit 3 minutes)

9. Consent Agenda: (Roll Call)

A. Approval of City Council Special Meeting Minutes from December 18, 2025. *Pg.2.*

B. Proclamation Honoring Lisa Mize for Her Years of Distinguished Service to the Saugatuck-Douglas Area Convention & Visitors Bureau. *Pg.6.*

C. Request for Letter of Support – Allegan Conservation District MCMP Grant Application. *Pg.7.*

10. Staff Reports, Boards, Commissions & Committees:

A. Staff Reports:

1. City Manager

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. Parking Improvements Task Force

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

- A.** Accounts Payable in the amount of \$476,866.89. *Pg. 13.*

12. Public Hearings

13. Unfinished Business

14. New Business

- A.** Special Event – Saugatuck Douglas Art Club Art Fairs. *(Voice Call) Pg. 17.*

15. Public Comments

16. Correspondence

17. Council Comments

18. Adjourn *(Voice Vote)*



CITY COUNCIL SPECIAL MEETING MINUTES - *Proposed*
December 17, 2025

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

Call to Order:

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

Attendance:

Present: Mayor Anderson and Councilmembers Dean, Gardner, Muncey, Peterson and Stanton.

Absent: Mayor Pro-Tem Clark.

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

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

Agenda Changes: None.

Public Comment on Agenda Items Only:

Daniel DeFranco.

Action Items:

Regular City Council Meeting Minutes – December 8, 2025:

Motion by Stanton, second by Muncey to approve the regular city council meeting minutes from December 8, 2025. Via roll call vote, motion carried 6-0.

Closed Session City Council Minutes – December 8, 2025:

Motion by Peterson, second by Gardner to approve the closed session minutes from December 8 As presented. Via roll call vote, motion carried 6-0.

Resolution 251217-A Exercising the City of Saugatuck's Right of First Refusal to Purchase Wastewater Treatment Plant Capacity from the City of the Village of Douglas:

Resolution 251217-A concerns the City of Saugatuck's right of first refusal to purchase additional wastewater treatment plant capacity from the City of the Village of Douglas. The council was asked to vote on whether to exercise that contractual right in the face of a potential sale of unused capacity from Douglas to Saugatuck Township. Council discussed.

Motion by Dean, second by Peterson to approve resolution 251217-A exercising the City of Saugatuck's right of first refusal to purchase wastewater plan capacity from the City of the Village of Douglas. Via roll call vote, motion carried 5-1. Yes-Anderson, Dean, Gardner, Peterson, Stanton. No-Muncey.

Discussion Items:**Request for Letter of Support – Allegan Conservation District MCMP Grant Application:**

City Manager Ryan Cummins introduced a request for a letter of support for the Allegan Conservation District's application to the Michigan Coastal Management Program grant. The goal of the grant is to support forest mortality mitigation and prevention planning relevant to invasive species and ecological health.

Brian Talsma (Allegan Conservation District) explained the project:

The district seeks the participation of local municipalities to allow inventory work on public properties if funded, starting in January 2027. The focus will be on identifying and planning for areas at risk from invasive species and future forest mortality, especially hemlocks (affected by woolly adelgid), red oaks (oak wilt), and American beech (various diseases). The plan is not to request specific permissions or commitments now, but to collaborate on inventory and planning should funding be granted. Treated areas and ongoing maintenance needs were discussed, as well as the importance of planning for long-term mitigation, replacement species, and erosion prevention.

Council members engaged with questions about project sites (e.g., Mount Baldhead, Talmadge Woods), urgency (ongoing spread of invasive species, need for repeated treatments), and historical lack of comprehensive forest management.

Special Event – Saugatuck Douglas Art Club Art Fairs:

The council reviewed a special event request from the Saugatuck-Douglas Art Club for their annual art fairs, which occur twice a year during the weekends of Fourth of July and Venetian. The notable changes to the 2025 planning are: the art fair held on Venetian Weekend would become a two-day event (rather than a single day) and include a full closure of Main Street (from Butler Street to Water Street) for both days and overnight, to facilitate setup, and teardown. Event organizer Annie Hayes explained the need for two days: higher-end artists are more willing to travel for a more substantial event. She confirmed support from the only Main Street business affected. City staff clarified that overnight security would be covered by the event organizer and would use Allegan County reserve deputies. Barricade responsibilities also fall to the organizer. Council members discussed impacts on traffic, parking, and local activity—some expressed initial reservations about extending the closure during busy festival weekends, but supported efforts to enhance the event's quality and the organizer's outreach to local businesses.

Council Feedback on Strategic Planning Meeting for Fiscal Year 2026/2027:

City Manager Ryan Cummins presented a proposed structure for the upcoming FY 26-27 strategic planning meeting. He recommended maintaining a focus on prioritization, sequencing, and refinement of current city initiatives rather than adding many new priorities, given the stable council membership and existing ongoing projects. Suggestions also included using the Saugatuck Yacht Club as a venue and inviting the longstanding facilitator due to their familiarity with council processes.

The council discussed whether to return to simple resident surveys that were used in past years. Some members saw value in maintaining historical survey data for year-over-year comparison, while others felt there was "survey fatigue" and little need for more feedback, since key priorities have remained consistent and previous surveys yielded sufficient information. Discussion about facilitators ended with consensus on using the same facilitator as previous years. Council members emphasized the need for greater realism about what can be accomplished, improved project management, and clear timelines and expectations. They also acknowledged the value of in-depth review and prioritization rather than team-building, given the council's cohesion. Dates for the January session were canvassed and staff was directed to confirm facilitator and venue availability then communicate the finalized date.

Public Comments:

Daniel DeFranco.

Council Comments:

Councilmember Stanton expressed that she has had conversations with the township manager and reiterated the city's intent to help meet the township's sewer capacity needs. She clarified the focus is on retaining the right of first refusal in the current contract and potentially in future agreements until satisfactory new terms are reached. She emphasized the importance of protecting what the city currently has and conveyed optimism that the issue could be worked out amicably.

Councilmember Dean wished everyone a Merry Christmas. He expressed gratitude for the relationships and dialogue among the tri-community partners and showed optimism that these positive relationships will produce a fair solution on the capacity and right of first refusal issues.

Councilmember Gardner thanked the township representatives for attending and acknowledged the difficult decisions faced by the council. He shared confidence in both the history of relationships built and in the ability of the city, township, and Douglas managers to find a resolution that serves all parties' needs. He maintained confidence in future progress.

Councilmember Peterson echoed Stanton's comments, affirming the council's responsibility first and foremost to Saugatuck. She expressed disappointment at characterizations suggesting exploitation or hostility, emphasizing that the city's goal remains to assist the township while safeguarding city interests.

Mayor Anderson thanked attendees for the open exchange and reaffirming her hope for fairness in serving all three communities. The goal is to continue transparent negotiations that account for each municipality's needs resulting in agreements that serve the common good and expressed confidence that a collaborative solution can be reached in the near future.

Adjournment:

Motion by Stanton, second by Peterson to adjourn the meeting. Upon voice vote, motion carried 6-0. Mayor Anderson adjourned the meeting at 5:21 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk

CITY OF SAUGATUCK

PROCLAMATION 251222-P1, HONORING LISA MIZE FOR HER YEARS OF DISTINGUISHED SERVICE TO THE SAUGATUCK-DOUGLAS AREA CONVENTION & VISITORS BUREAU

WHEREAS, the City of Saugatuck proudly recognizes individuals whose leadership, integrity, and dedication have made a significant and lasting impact on our community; and

WHEREAS, Lisa Mize has served the Saugatuck-Douglas Area Convention & Visitors Bureau (CVB) with exceptional commitment for more than six years, beginning in June 2019 as a part-time Interim Director; and

WHEREAS, Lisa's steady leadership and trusted guidance led to her official appointment as Executive Director in January 2021—a role she has fulfilled with distinction through her planned retirement on December 31, 2025; and

WHEREAS, during her tenure, Lisa successfully navigated the CVB through the unprecedented challenges of the COVID-19 pandemic, ensuring that local businesses had a strong advocate and that the region's tourism brand remained visible, resilient, and unified; and

WHEREAS, under her leadership, the CVB achieved numerous organizational milestones, including:

- Hiring Concept A to redesign and launch two modern, user-friendly destination websites;
- Increasing overall revenue and marketing investment to expand reach and impact;
- Unifying the City of Saugatuck, City of the Village of Douglas, and Saugatuck Township under a single, collaborative tourism voice;
- Producing six themed mini-map guides widely embraced by visitors and businesses;
- Leading a successful 2024 bylaw amendment that strengthened governance and positioned the CVB for future growth;
- Installing a new large-scale destination map on the historic Drug Store wall, highlighting key points of interest across the region;
- Overseeing the creative placemaking initiative that resulted in *Flower World*, an immersive art installation celebrating creativity and community pride;
- Deepening relationships with state tourism officials and increasing the region's statewide visibility;
- Expanding partnerships with businesses across Saugatuck, Douglas, and Fennville, reinforcing the region's identity as the Art Coast of Michigan; and

WHEREAS, throughout her service, Lisa has embodied collaboration, professionalism, and an unwavering belief in the power of community, serving as the public face of the CVB both locally and across the State of Michigan; and

WHEREAS, Lisa's optimism, passion, and dedication have strengthened the foundation of the CVB and shaped a legacy that will benefit residents, visitors, and businesses for generations to come;

NOW, THEREFORE, BE IT PROCLAIMED that the City Council of the City of Saugatuck hereby honors Lisa Mize for her distinguished service, visionary leadership, and tireless commitment to the Art Coast community; and

BE IT FURTHER PROCLAIMED that the City of Saugatuck extends its deepest gratitude to Lisa and wishes her the very best in her well-earned retirement and future endeavors.

IN WITNESS WHEREOF, I, Holly Anderson, Mayor of the City of Saugatuck, do hereby sign this proclamation on this 22nd day of December 2025.

Holly Anderson, Mayor

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: December 22, 2025

SUBJECT: Request for Letter of Support – Allegan Conservation District MCMP Grant Application

DESCRIPTION:

The Allegan Conservation District (ACD) has requested a letter of support for its application to the Michigan Coastal Management Program (MCMP) grant program administered by EGLE. The grant proposal focuses on forest mortality mitigation and prevention planning in Allegan County's coastal areas, including work that could involve municipally owned properties.

Attached is a project brief.

At this stage, the Allegan Conservation District is not requesting a financial match or formal commitment from the City. Instead, they are seeking a general letter of support indicating the City's willingness to engage in discussions and collaborate on the project should grant funding be awarded.

City Council has identified treating invasive species as a priority and the ACD's grant application is a collaborative approach that aligns with that work.

LEGAL REVIEW:

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

SAMPLE MOTION:

Motion to approve the letter of support for the Allegan Conservation District MCMP grant application.



Project Brief

Name: Forest Mortality Mitigation and Prevention Planning in Allegan County

Funding: Michigan Coastal Management Program grant

Duration: January 2027 – January 2028

Need: A number of tree species that are significant coastal forest components are at risk of widespread mortality caused by invasive species. Eastern Hemlock is threatened by Hemlock Woolly Adelgid which is widespread in Allegan County; American Beech is threatened by Beech Leaf Disease and Beech Bark Disease which are present in Michigan, but yet not in Allegan County; and species of the red oak taxonomic group are threatened by Oak Wilt which is present in Allegan County. Land managers must be prepared to address the threats of mass mortality which can be caused by these invasive species, especially in coastal areas susceptible to erosion. This must be done through forest management planning through which managers will determine when to pay for prevention and treatment measures, or when they will instead allow tree mortality and implement mitigation measures to prevent erosion, reduce hazards from falling trees, and maintain habitat.

Summary: Conservation district staff will support the early stages of forest management planning by engaging land managers, collecting the necessary data to inform planning efforts, and connecting managers with forestry professionals to complete management plans. The activities will complete the majority of groundwork necessary to create forest management plans—allowing municipalities to get more accurate cost estimates for planning services and reducing the total time and cost necessary to complete the work.

Tasks:

- Adapt/develop and distribute educational materials covering:
 - tree ID, habitat preference, and importance of target species;
 - disease/pest life cycle and impacts;
 - management practices to prevent invasion, treat pests, and mitigate impacts of tree mortality.
- Develop contractor list for forest planning and treatment services.
- Inventory and map Hemlock, Beech, or red oaks on publicly owned parcels.
- Engage municipalities in initial forest management plan discussions.



December 22, 2025

To whom it may concern:

The City of Saugatuck extends this letter of support for the Allegan Conservation District's project submission to the Michigan Coastal Management Program funding opportunity. The proposal lays the necessary foundation for proactive forest management planning to mitigate the impacts of forest pests which are currently present or likely to become present in the near future. This work is especially necessary in Allegan County's coastal forests which support many unique ecosystems and species, provide critical soil stabilization services, and provide significant economic value through recreational opportunities.

The City of Saugatuck will allow Conservation District staff to complete forest inventory work on our properties. We will support this project by distributing educational materials, and engage in planning discussions utilizing the inventory data.

This project provides a proactive approach to ensuring the health of our coastal forests, and we encourage the funding of this important work.

Sincerely,

Ryan Cummins
City Manager



City Manager Report

December 19, 2025

Annual Audit

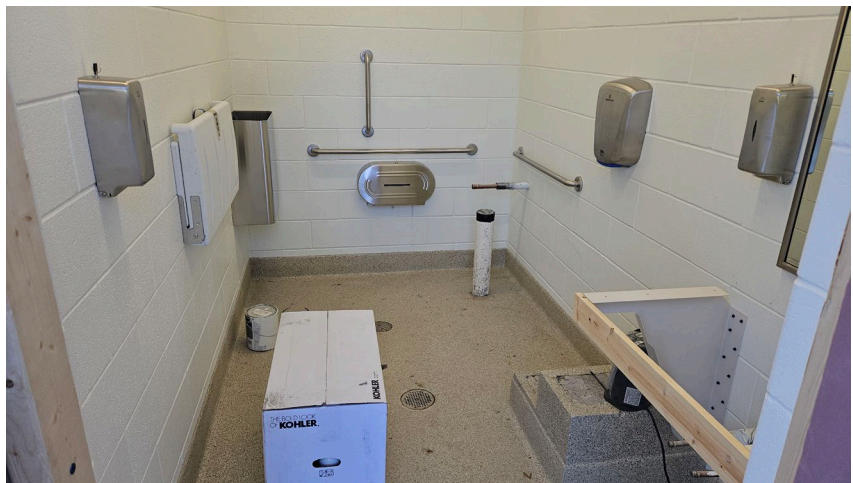
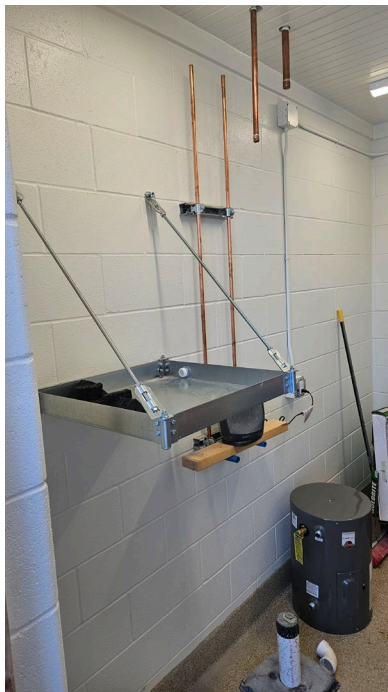
- The annual audit for FY 24/25 was recently completed. The auditors are working on taking the “draft” off the report and I hope to have their signed copy soon. When I receive it, I will send you a copy so you can begin your review. In the meantime, here are some highlights:
 - The City’s net position increased by \$2,306,694.
 - The City continues to report a solid net position, with approximately \$12.8 million reported in cash and investments, approximately \$1.3 million in long-term debt, and no net pension liability.
 - We added significant sums (\$1,854,599 in total of all funds) to our fund balances last year:
 - General Fund financing sources exceeded their financing uses by \$1,186,199 increasing its ending fund balance to \$7,444,857.
 - Major Street Fund increased its ending fund balance by \$131,633 to \$912,302.
 - Local Street Fund, increased its ending fund balance by \$314,628 to \$2,564,302.
 - The Water/Sewer Improvements Fund, increased its ending fund balance by \$219,742 to \$794,256.
 - The Debt Service Fund, increased its ending fund balance by \$2,397 to \$55,767.
- As you know, we are investing some of these savings into several capital improvement projects that are in the works.
- We are working on scheduling the auditor to be at one of your January regular meetings.
- As a reminder, all audits are available on the Michigan Department of Treasury website and can be searched for here: <https://treas-secure.state.mi.us/documentsearch>

Maple Street

- Fleis and VandenBrink advised bids are going out this week. Bid opening is scheduled for January 27. We hope to present the bids to City Council at your February 4 workshop.
- The start of construction is still planned for spring and will last into the fall.

Mt. Baldhead Restroom Construction

- Midwest Construction provided the following update:
 - Complete/To be Complete by the end of Tomorrow (Friday):
 - Bath Accessories
 - Countertop and sink installation
 - Some Plumbing Fixtures
 - Soffit, Fascia, and Gutters Complete
 - Next week:
 - Complete installation of plumbing fixtures and HVAC
 - Plumbing and HVAC Inspection (Tuesday?)
 - Remaining to complete for opening:
 - Remove fence and clean up the site — Likely prior to Door arrival.
 - Door Installation. Still waiting for an arrival date. Expected first or second week of January.
 - Building Inspection to follow.



Strategic Planning

- Thank you for the strategic planning session feedback at your workshop meeting.
- I reached out to facilitator, Marilynn Semonick, and we also checked with the Saugatuck Yacht Club. Marilynn has confirmed and the SYC advised they are quite open in January. We are planning on the session being on January 14.

KLSWA Administrator Interviews

- On December 18, I attended the KLSWA special meeting where they interviewed two candidates for the open administrator position.
- I will let Chair Clark report on the outcome, but wanted to recognize how great of a job the KLSWA board did with the interviews. Walsh Municipal Services brought great candidates and the board had really good questions.

Happy Holidays

- A huge thank you for your time, dedication, and thoughtful leadership this year. I really appreciate your support and the trust you place in staff as we work to serve the City and the community.
- Wishing you and your families a safe, restful, and happy holiday season. Best wishes for a great New Year!

Miscellaneous

- Attended holiday parade.
- Attended Parking Improvements Task Force meeting and followed up with consultant.
- Held Department Head team meeting.
- Talked with Township Manager regarding sewer capacity.
- Attended CVB Director retirement party.
- Met with Sheriff's Office to discuss deer cull options.
- Held one on one with City Treasurer/Finance Officer.
- Held one on one with City Clerk.
- Attended initial part of CVB Board meeting.
- Attended staff holiday lunch.

Vendor Name	Description	Amount
1. ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT - STASEWICH	560.56
2. ALLEGAN COUNTY CLERK	ELECTION EXPENSES - NOV '25	976.28
3. ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 12/04 - 12/17	41,787.36
4. ALLEGAN COUNTY TREASURERS' ASSOC	ANNUAL DUES	10.00
5. BUIST ELECTRIC INC	COUNCIL CHAMBERS MICROPHONE PLUG REPAIRS	591.75
6. CAPITAL ONE	NOV '25 STATEMENT BALANCE	91.74
7. CARELTON EQUIPMENT	SUPPLIES	160.74
8. CHIPS GROUNDCOVER LLC	CHRISTMASCAPE - NEW SECTION	12,290.00
	CHRISTMASCAPE RENEWAL	2,950.00
	CHRISTMASCAPE RENEWAL	23,400.00
	TOTAL	38,640.00
9. COMCAST-DPW	12/15 - 01/14 INTERNET-DPW	276.46
10. FAHEY SCHULTZ BURZYCH RHODES	NOV '25 GENERAL	7,711.50
	NOV '25 ZONING	2,466.00
	NOV '25 CITY COUNCIL	2,832.50
	NOV '25 MANAGER	88.50
	NOV '25 DUNE RIDGE V (ORIGINAL ACTION)	1,844.56
	NOV '25 DUNE RIDGE V (ZBA APPEAL)	147.50
	NOV '25 DUNE RIDGE V (ELECTRICAL)	48.00
	NOV '25 WATER AND SEWER	1,140.00
	TOTAL	16,278.56
11. FLEIS & VANDENBRINK ENGINEERING INC	10/26 - 11/22 ENGINEERING FEES - GEN CONSULT	7,005.50
	10/26 - 11/22 ENGINEERING FEES - MT. BALDHEAD	2,240.00
	10/26 - 11/22 ENGINEERING FEES - MAPLE STREET	19,050.00
	TOTAL	28,295.50
12. FRONTIER	10/20 - 11/19 SERVICE - OVAL BEACH	112.64
13. GUPTA GLORIA C	2025 Win Tax Refund 57-502-016-00	546.73
14. IHLE AUTO PARTS	NOV '25 MOTOR PURCHASES	16.49
15. INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES COLLECTION 12/04 - 12/17	10,762.20
16. MERS	DEC '25 RETIREMENT	4,500.00
17. MICHIGAN GAS UTILITIES	10/22 - 11/19 SERVICE - 345 BUTLER	123.26
	10/22 - 11/20 SERVICE - 102 BUTLER	96.08
	TOTAL	219.34
18. MIDWEST CONSTRUCTION GROUP, INC.	MT BALDHEAD RESTROOM REPLACEMENT	51,073.31
19. MINER SUPPLY CO	GLOVES	98.98
20. NET2PHONE INC	DEC '25 PHONE SERVICE	233.24
21. NEWCOMER PLOW & HITCH		13

12/18/2025 03:45 PM
User: NICOLE
DB: Saugatuck

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
EXP CHECK RUN DATES 07/01/2025 - 12/23/2025
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Page: 2/2

Vendor Name	Description	Amount
	DEFLECTOR KIT FOR SNOW PLOW	299.95
22. OCCUPATIONATIONAL HEALTH CENTERS		
	DOT PHYSICAL - MACK	136.00
	DOT PHYSICAL - STASEWICH	201.00
	TOTAL	337.00
23. OTTAWA AREA INTERMEDIATE SCHOOL DIS		
	PROPERTY TAXES COLLECTION 12/04 - 12/17	743.45
24. REPUBLIC SERVICES		
	NOV '25 DISPOSAL AND PICKUP SERVICE - BLUE STA	24.00
25. SAUGATUCK DOUGLAS LIBRARY		
	PROPERTY TAXES COLLECTION 12/04 - 12/17	14,949.67
26. SAUGATUCK FIRE		
	PROPERTY TAXES COLLECTION 12/04 - 12/17	64,860.73
27. SAUGATUCK PUBLIC SCHOOLS		
	PROPERTY TAXES COLLECTION 12/04 - 12/17	186,312.76
28. SCOTT'S LANDSCAPE MANAGEMENT INC		
	TRUCKING BRUSH & LEAVES	5,740.00
29. STANDARD INSURANCE COMPANY		
	JAN '26 INSURANCE	541.65
30. STATE OF MICHIGAN		
	ELEVATOR LICENSE RENEWAL	293.55
	MI DEAL CONTRACT	180.00
	TOTAL	473.55
31. VALLEY CITY LINEN INC		
	SHOP TOWELS	50.00
32. WALKER CONSULTANTS INC		
	PARKING STUDY	4,750.50
33. WYCON CONSTRUCTION LLC		
	REFUND UNUSED ESCROW	2,551.75
TOTAL - ALL VENDORS		476,866.89
FUND TOTALS:		
Fund 101 - GENERAL FUND		135,130.59
Fund 202 - MAJOR STREETS		24.70
Fund 203 - LOCAL STREETS		12,472.55
Fund 496 - SEWER CAPITAL PROJECTS FUND		609.00
Fund 497 - WATER CAPITAL PROJECTS FUND		8,482.00
Fund 661 - MOTOR POOL FUND		731.88
Fund 701 - CURRENT TAX FUND		319,416.17



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: December 22, 2025

SUBJECT: Special Event-SDAC Art Fairs

DESCRIPTION:

The Saugatuck Douglas Art Club is requesting approval to hold Art Fairs in Village Square Park on July 4, 2026, and July 25–26, 2026, with the July 25–26 event proposed as a new two-day expansion. City staff, Police, and the organizer met on December 11 to review logistics and public safety. The event is expected to draw approximately 2,000 attendees and will feature artist booths only, with no food, alcohol, or amplified music.

Proposed street closures include a single-lane closure on Butler Street during set-up and clean-up on all event dates, and a full closure of Main Street from Butler to Water Street from 7:00 AM July 25 to 7:00 PM July 26. The adjacent business owner has approved the closure and offered private parking for additional booth space. Overnight security for the July 25–26 event will be provided by the Allegan County Sheriff's Office Reserve program at the organizer's expense. Street barricade blocks will be at the organizer's expense for Main St. closure.

EVENT DETAILS

Event Name:	Waterfront Invitational Fine Art & Craft Fair
Dates:	July 4, 2026; July 25–26, 2026
Event Hours:	9:00 AM – 5:00 PM
Set-Up / Clean-Up:	7:00–9:00 AM / 5:00–7:00 PM
Location:	Village Square Park
Vendor Parking:	Christian Reformed Church via Interurban.

BUDGET ACTION REQUIRED

None.

COMMITTEE / COMMISSION REVIEW

None.

LEGAL REVIEW

None.

SAMPLE MOTION

Motion to approve both July 4th and July 25th/26th 2026 Waterfront Invitational Fine Art & Craft Fairs.

**Council Action**☐ Approved☐ Denied☐ Date

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Saugatuck Douglas Art Club

TELEPHONE: [REDACTED]

MAILING ADDRESS: [REDACTED]

CONTACT NAME: Annie Hayes

TELEPHONE: [REDACTED]

E-MAIL ADDRESS: [REDACTED]

CELL PHONE: [REDACTED]

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Annie Hayes

TELEPHONE: [REDACTED]

E-MAIL ADDRESS: [REDACTED]

CELL PHONE: [REDACTED]

EVENT INFORMATION

NAME OF EVENT: SDAC Art Fair, Waterfront Invitational

DATE(S) OF EVENT: 7/4/2026

PURPOSE OF EVENT: Art Fair

RAIN DATE: N/A

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

EVENT LOCATION: Village Square

EVENT HOURS: 9am-5pm

ESTIMATED NUMBER OF ATTENDEES: 2000

ESTIMATED NUMBER OF VOLUNTEERS: 75

ESTIMATE DATE / TIME FOR SET-UP: 7/4/2026

7 ☒ A.M. ☒ P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 7/4/2026

5 ☐ A.M. ☒ P.M.

EVENT DETAILS

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

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

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) ☐ Yes ☒ No
☐ Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT: ☐ Yes ☒ No
☐ Provide Copy of Liquor Liability Insurance (listing the City as additionally insured)
☐ Provide Copy of Michigan Liquor Control License

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

WILL FIREWORKS BE A PART OF EVENT: ☐ Yes ☒ No
☐ Provide Copy of Liability Insurance (listing the City as additionally insured)
☐ Provide Copy of Fireworks Permit

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

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

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

☐ **SIGNAGE AT EVENT SITE** - Location(s): _____
Description of signs: _____
(Signs at event site cannot be displayed prior to day of the event and must be removed at the end of the event.)

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

☒ **BOOTHS – QUANTITY** 89 ☒ **TENTS – QUANTITY** 89
☐ **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? Christian Reform Church, BlueStar/Allegan
Will the Interurban be utilized? ☒ Yes ☐ No Time(s) 7a-10a, 7/4 & 5p-7p 7/4

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) N/A
- ☐ Michigan Liquor Control Commission Special Event License (if applicable) N/A
- ☐ Health Department Food Service License (if applicable) N/A

If document is missing, please explain: _____

The applicant and sponsoring organization understand and agrees to:

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

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

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

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

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

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


Applicant Signature

11/17/2025

Date



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

FLEIS & VANDENBRINK ENGINEERING, INC.

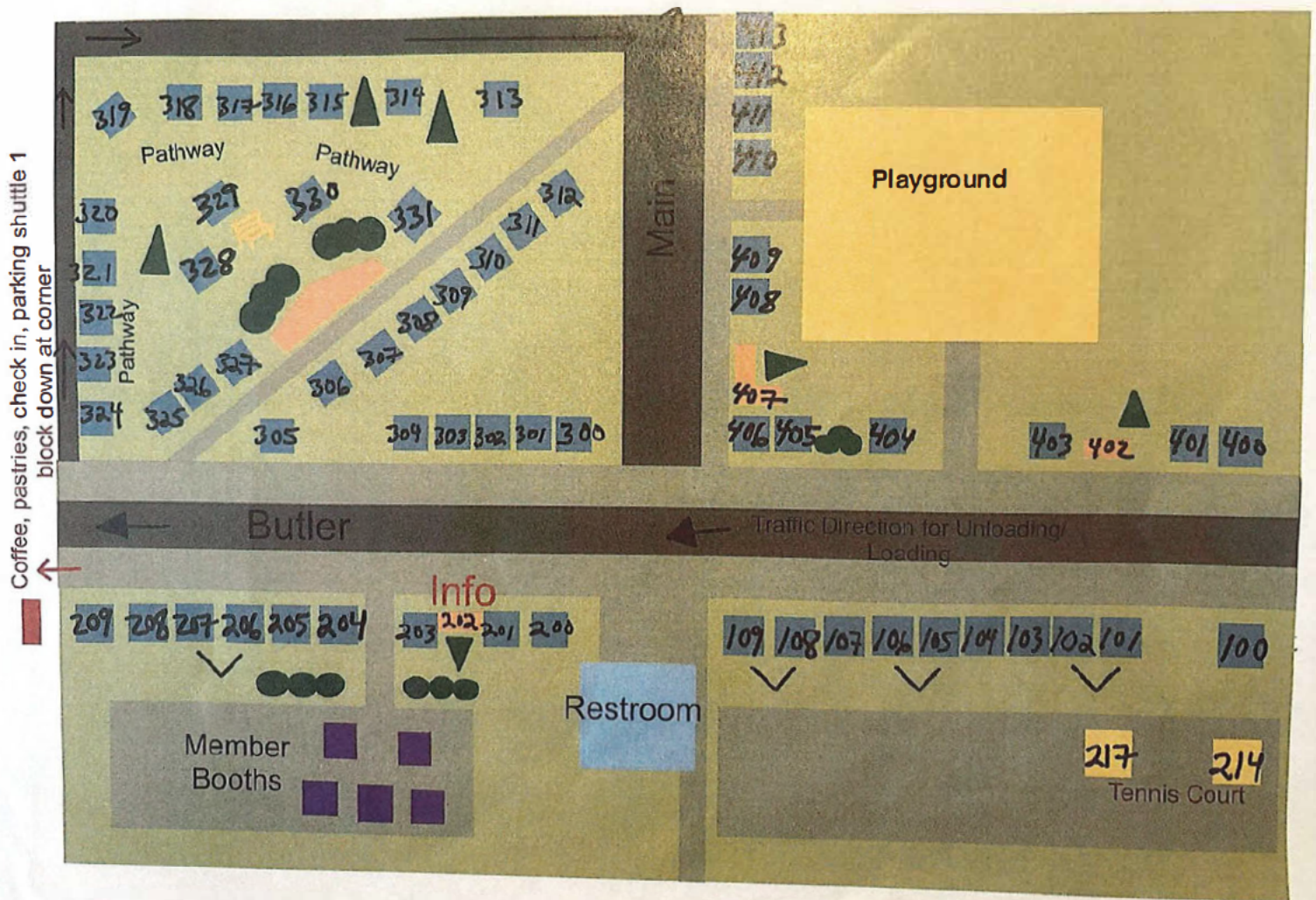
CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

VILLAGE SQUARE PARK
PARK USE PERMIT APPLICATION

2011

3187

Waterfront Fine Art Fair



**Council Action**☐ Approved☐ Denied☐ Date

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Saugatuck Douglas Art Club

TELEPHONE: [REDACTED]

MAILING ADDRESS: [REDACTED]

CONTACT NAME: Annie Hayes

TELEPHONE: [REDACTED]

E-MAIL ADDRESS: [REDACTED]

CELL PHONE: [REDACTED]

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Annie Hayes

TELEPHONE: [REDACTED]

E-MAIL ADDRESS: [REDACTED]

CELL PHONE: [REDACTED]

EVENT INFORMATION

NAME OF EVENT: SDAC Art Fair, Saugatuck Art Festival (former)

DATE(S) OF EVENT: 7/25 & 26/2026

PURPOSE OF EVENT: Art Fair

RAIN DATE: N/A

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

EVENT LOCATION: Village Square, Main Street

EVENT HOURS: 9am-5pm

ESTIMATED NUMBER OF ATTENDEES: 2000

ESTIMATED NUMBER OF VOLUNTEERS: 75

ESTIMATE DATE / TIME FOR SET-UP: 7/24/2026 5 ☐ A.M. ☒ P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 7/26/2026 5 ☐ A.M. ☒ P.M.

EVENT DETAILS

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

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

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) ☐ Yes ☒ No
☐ Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT: ☐ Yes ☒ No
☐ Provide Copy of Liquor Liability Insurance (listing the City as additionally insured)
☐ Provide Copy of Michigan Liquor Control License

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

WILL FIREWORKS BE APART OF EVENT: ☐ Yes ☒ No
☐ Provide Copy of Liability Insurance (listing the City as additionally insured)
☐ Provide Copy of Fireworks Permit

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

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

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

☐ **SIGNAGE AT EVENT SITE** - Location(s): _____
Description of signs: _____
(Signs at event site cannot be displayed prior to day of the event and must be removed at the end of the event.)

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

☒ **BOOTHS – QUANTITY** 140 ☒ **TENTS – QUANTITY** 140
☐ **AWNINGS – QUANTITY** _____ ☒ **TABLES – QUANTITY** unk (vendor tables)
☐ **PORTABLE TOILETS – QUANTITY** _____

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

If yes, where do you propose your vendors park? Christian Reform Church, BlueStar/Allegan

Will the Interurban be utilized? ☒ Yes ☐ No Time(s) 7a-10a, 7/25 & 5p-7p 7/26

DEPARTMENT OF PUBLIC WORKS

☒ APPROVED

☐ DENIED

Authorized Personnel Signature

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

☐ TRASH RECEPTACLES – QUANTITY _____

☒ BARRICADES – QUANTITY 2? TBD

☒ TRAFFIC CONES – QUANTITY _____

☐ PARKING SIGNS – QUANTITY _____

☐ FENCING

☐ WATER

☐ ELECTRIC

☐ RESTROOM CLEANING

☒ OTHER The club has signs for vendor set up

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: 7/24 _____ ☐ A.M. ☐ P.M.

Street re-open date/time: 7/26 _____ ☐ 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) *N/A*
- ☐ Michigan Liquor Control Commission Special Event License (if applicable) *N/A*
- ☐ Health Department Food Service License (if applicable) *N/A*

If document is missing, please explain: _____

The applicant and sponsoring organization understand and agrees to:

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

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

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

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

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

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


Applicant Signature

11/20/2025

Date



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

VILLAGE SQUARE PARK
PARK USE PERMIT APPLICATION

2011

3187

Downtown Street / Sidewalk Closure(s)

