CITY COUNCIL MEETING AGENDA
October 13, 2026
The meeting will start at 6:30 p.m.

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

NOTICE:
Join online by visiting:
https://us06web.zoom.us/j/2698572603?omn=81861197909

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

Then enter "Meeting ID":
2698572603

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

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Mayor's Comments**
5. **City Manager Comments**
6. **Agenda Changes** *(Additions/Deletions)*
7. **Guest Speakers**
8. **Public Comment on Agenda Items Only** *(Limit 3 minutes)*
9. **Consent Agenda:** *(Roll Call)*
   - **A.** Approval of City Council Regular Meeting Minutes –September 28, 2026. *Pg.3*
   - **B.** Brand Guidelines Prepared by Concept A Creative Studio. *Pg.7*
   - **C.** Special Event – Saugatuck Schools Homecoming Parade. *Pg.39*
10. **Approval of Accounts Payable:** *(Roll Call)*
    - **A.** Accounts payable in the amount of $168,743.09. *Pg.45*
11. **Unfinished Business**
12. **New Business:** *(Roll Call)*
    - **A.** Ordinance No. 261013-A Short Term Rental Licensing Ordinance Amendment and Resolution No. 261013-A Updating Penalty Fee for Late Renewal Applications. *Pg.53*
    - **B.** Proposal to Provide Architectural & Engineering Design, Bidding & Construction Administration Services for Wicks Park Restroom Replacement & Village Square Restroom Renovations. *Pg.63*

13. **Staff Reports, Boards, Commissions & Committees:**
    A. **Staff Report:** *Pg.69*
        1. City Manager
        2. Treasurer
        3. Clerk
        4. Planning & Zoning
        5. Department of Public Works
        6. Engineer
        7. Police
        8. Assessing

14. **Public Comments**

15. **Correspondence**:

16. **Council Comments**

17. **Adjourn** *(Voice Vote)*

CITY COUNCIL REGULAR MEETING
September 28, 2026

The City Council met to have a Regular Council Meeting at City Hall at 6:30 p.m.
102 Butler St., Saugatuck, MI 49453.

Call to Order:
The meeting was called to order by Anderson at 6:30 p.m.

Pledge of Allegiance was recited.

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

Motion by Gardner, second by Stanton, to excuse Councilmember Peterson from tonight's meeting. Via voice vote, motion carried 6-0.

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

Mayor's Comments:
Mayor Anderson praised the city staff's work and the many projects underway. She thanked Councilmember Muncey for the fall decorations, noted that Clerk Wolters and the team were preparing for elections, and said Maple Street's progress and the website RFP were exciting signs of how much the city was accomplishing.

City Manager Comments:
City Manager Cummins said the city is working to identify and replace lead and galvanized service lines by the revised 2037 deadline. The city sent its se4cond annual round of notices to affected property owners, prepared FAQs, and is awaiting a decision on funding that may include a partial grant and a 0% interest loan. He also shared that a business community town hall is planned for October 20th at the Saugatuck Center for the Arts. Elizabeth Street engineering is progressing, with the city awaiting the Bayview condominium owners' input about an easement and nearby trees; Maple Street's base layer is in, and crews are continuing work. Engineers are conducting regular on-site inspections to confirm the work meets specifications, and he encouraged anyone with concerns to reach out to city staff. He also said the parking study report was ready to share once he received its link; the city would send it to council and the community, then hold a workshop in December or January to discuss the recommendations and council's policy direction. Cummins said that he and Planning & Zoning Director Moore would be attending the Michigan Municipal League conference the following week. Since the October agenda items were not urgent, he proposed canceling next Wednesday's workshop. No objections were raised, so the workshop was canceled.

DRAFT

Agenda Changes: None.

Guest Speakers: None.

Public Comment on Agenda Item Only: None.

Consent Agenda:

A. Approval of City Council Workshop Minutes – September 23, 2026.
B. Chip's Groundcover Christmascape Proposal for Water Street and Hoffman Street for 2026 and 2027.
C. Special Event – Family & Pet Halloween Parade and Party.
D. Special Event – Toyota E&D MI.
E. Request for Proposals – Website Redesign and Development.
F. Appointments to Board and Commissions
    - Interurban Board Member: Gregory Muncey with a term ending September 30, 2030.

Motion by Gardner, second by Clark to approve the consent agenda as presented. Via roll call vote, motion carried 6-0.

Approval of Accounts Payable:

Motion by Gardner, second by Dean to approve the accounts payable in the amount of $4,488,754.83. Via roll call, motion carried 6-0.

Public Hearing: None.

Unfinished Business: None.

New Business:

Ordinance No. 260928-A Zoning Ordinance Amendment to Create a New definition for Enhanced Bed and Breakfast and to Regulate Enhanced Bed and Breakfasts:

Planning & Zoning Director Moore explained that the zoning amendment would allow more flexibility for bed-and-breakfast uses on certain parcels in the R4 transitional district, particularly those next to commercially zoned areas.

Motion by Stanton, second by Muncey, to approve Ordinance Number 260928-A Zoning Ordinance Amendment to create a new definition for enhanced bed and breakfast, and to regulate Enhanced Bed and Breakfasts. Via roll call vote, motion carried 6-0.

Staff Reports, Boards, Commissions & Committees:

Monthly department activity reports were provided by the City Manager along with the following board and committees:

Fire District Administration Board:

John Mayer reported that the fire department had been busy, including attending the station groundbreaking and receiving the final installment of a donation to the district. July was its busiest month of the year, though call volume had since returned closer to normal; year-to-date- calls were about 11% below the previous year. The department helped remove the swim buoys and spent about seven hours assisting with the large South Haven fire, where its 27-year-old truck performed well. He added that EMS calls continue to make up most of the department's work.

Interurban Board:

Councilmember Muncey reported that Interurban's August revenue was $91,797, with year-to-date income of about $1.58 million; rising costs and vehicle needs remain budget concerns. Ridership was a bright spot: August

carried 16,686 passengers, and year-to-date ridership was up 18.4% from the previous year. The parking shuttle carried 8,860 riders through August, about 48% more than in 2025. The board approved a 4% employee wage increase, plans to retire two buses and receive two Ford Transit vehicles, and is working to maintain its aging fleet. Muncey said he would ask Becky whether shuttle counts could be broken down by pickup location.

Kalamazoo Lake Sewer & Water Authority:
Mayor Pro-Tem Clark reported that annual lead and copper testing showed results well below Michigan's action thresholds. The Clean Water State Revolving Fund loan closed on August 27, with work expected to begin in the spring. He also said the authority administrator would take over as water system operator on October 1, and the authority board approved moving forward with an easement for the old Allegan sewer line, subject to further legal work.

Kalamazoo Lake Harbor Authority:
City Manager Cummins reminded the council that a join meeting with Douglas and Saugatuck Township about the Kalamazoo Lake Harbor Authority was scheduled for October 6, at 6 p.m. at Douglas City Hall. The meeting will cover the authority's current status and framework and discuss its future direction. He said the meeting notice and packet would be shared, along with a link.

Zoning Board of Appeals:
Planning & Zoning Director Moore reported that the Zoning Board of Appeals approved two variances for a property at 1169 Bridge Street. Because the water in front of the home is marshy and shallow, the owners needed to extend their dock to reach deeper water and carry out construction over a wetland.

Historic District Commission:
Councilmember Dean noted that the Historic District Commission will meet this Thursday at 6 p.m.

Planning Commission:
Councilmember Gardner said the Planning Commission discussed the enhanced bed-and-breakfast proposal and updates to the city's master plan. He encouraged residents to review the master plan material on the city website, noting the discussion had generated strong interest. He said the commission's next meeting is scheduled for October 17.

Parks & Public Works Committee:
Councilmember Stanton reported that the Outdoor Discovery Center was working on fall invasive-species management at Mount Baldhead, and the committee received an ecological evaluation update for the Saugatuck Harbor Natural Area. It unanimously recommended native plantings at the Mason Street dead end and the Coghlin Park ditch, with $10,000 from Rotary and $5,000 from the Friends of Saugatuck Parks pledged toward the work. The committee also discussed clarifying signs about where dogs are and are not allowed in the Harbor Natural Area.

Tri-Community Non-Motorized Trail Study Committee:
Councilmember Dean said that the archeological survey is completed, and they are meeting this week on next steps.

Water System Operations Contract Advisory Committee:
Mayor Pro-Tem Clark said that the committee had reached an agreement on a framework with Douglas and Saugatuck Township. The framework is with the Kalamazoo Lake attorney, who is preparing a master legal document. Laketown still needs to join, and the final contract will come to City Council for approval, with a fuller presentation to follow.

Public Comment: None.

Closed Session:

Motion by Muncey, second by Stanton, pursuant to closed session pursuant to MCL 15.26 (e) to consult with legal counsel regarding the lawsuit filed against the City by Ana Cisco, captioned Ana E. Cisco v City of Saugatuck (Case No. 26-72006-NO) regarding trial or settlement strategy, which if discussed in an open meeting would have a detrimental financial effect. Via roll call vote, motion carried 6-0.

Council entered closed session at 7:06 p.m.

Motion by Stanton, second by Dean, to go back into open session. Via roll call vote, motion carried 6-0.

Council resumed open session at 7:16 p.m.

Correspondence: None.

Council Comments:

Councilmember Gardner said the town had a beautiful weekend, with many people enjoying their time there. He noted that business owners had observed the crowd tends to skew older after schools reopen, joking that it was "blue hair season."

Mayor Pro-Tem Clark and Councilmember Dean offered no comments.

Councilmember Muncey shared plans for fall decorations around town, thanked the volunteers helping set them up, and invited others to join. He also promoted the October 24 fundraiser at the Dunes Resort, which raises money for a special wish for a local child with a terminal illness. He said local businesses and performers support the event, and he would be collecting donations and preparing food.

Councilmember Stanton shared that Habitat for Humanity is developing a new home site in Fennville on donated land. Applicants would need to live or work in the surrounding area, including Saugatuck, Douglas, or Fennville. She noted that Interurban now serves Fennville and said more planning meetings are expected.

Mayor Holly Anderson thanked everyone for their work.

Adjournment:

Motion by Clark, second by Gardner to adjourn the meeting. Upon voice vote, motion carried 6-0. Mayor Anderson adjourned at 7:20 p.m.

Respectfully Submitted

_____

Jamie Wolters, City Clerk

DRAFT

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: October 13, 2026

SUBJECT: Brand Guidelines

DESCRIPTION:

On August 24, City Council approved the recommended City of Saugatuck brand direction and logo as presented by Concept A Creative Studio.

Since that time, Concept A has completed phase 4 of their scope of work:

- Create and share brand guidelines outlining color, typography, usage guides, and application concepts.
- Share templates for communications, presentations, and digital use, such as: Letterhead, Press Release Template, Memo Template, Business cards, Email signature standard, PowerPoint/meeting template, and social media graphics templates.

Staff have reviewed the guidelines and templates and recommends approval.

BUDGET ACTION REQUIRED:

None. Dollars were budgeted for a firm to assist with a logo and branding refresh project.

LEGAL REVIEW:

N/A at this time.

SAMPLE MOTION:

Motion to approve the City of Saugatuck brand guidelines as prepared by Concept A Creative Studio.

Brand Guidelines

Version 1.0
September 2026

Prepared By
Concept A Creative Studio

Overview

Your brand is one of your most valuable assets. Every interaction you have on behalf of the City of Saugatuck is an opportunity to build (or break) your brand. That's why it's important for every interaction to be consistent and compelling—because everything matters.

That's where this guide comes in. Use it to better understand your brand and how it can be best represented in all the things you create.

Brand Pillars & Attributes

01. Authentic at its core

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

02. Artful by nature

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

03. Elevated yet approachable

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

Brand Attributes

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

Getting Started

Dropbox Link **Canva Link**

STEP 1: DOWNLOAD FONTS
Be sure to download the brand font, Figtree. This free Google Font can be downloaded to your computer and added to your font library. Font files have also been included in the Dropbox folder above for your convenience.

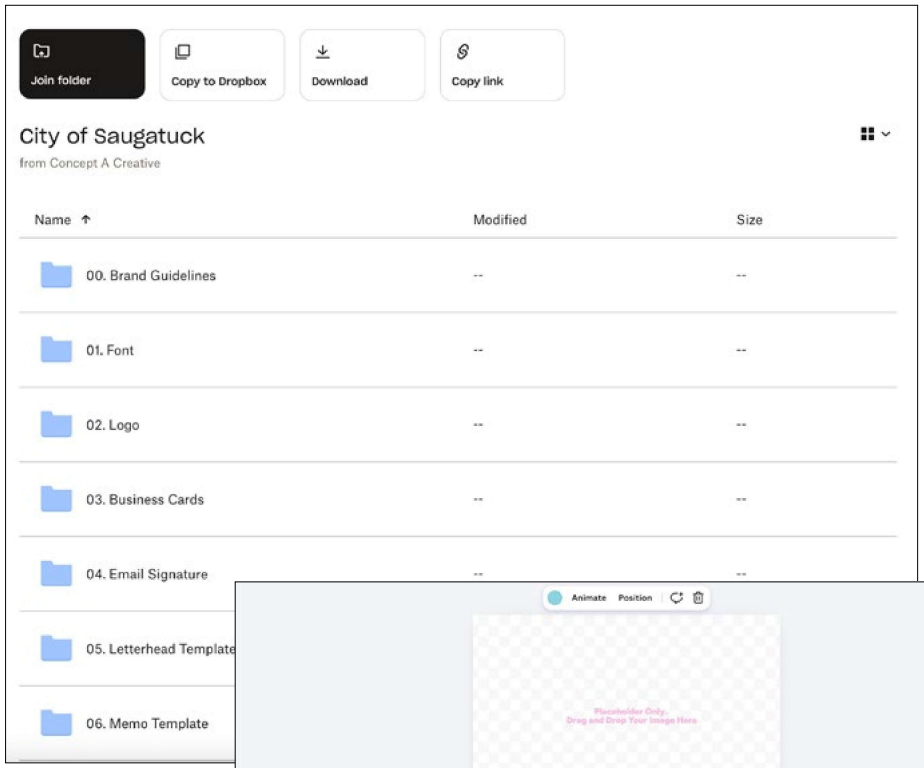
STEP 2: DOWNLOAD LOGOS
Logo files are available in both vector (EPS, AI, SVG) and PNG formats and can be accessed through the Dropbox link above.

STEP 3: DOWNLOAD TEMPLATES
Word and PowerPoint templates are available through the Dropbox link above. We recommend downloading all templates to your computer so the files are always easily accessible.

Social media templates are available in Canva. Use the Canva link above to access, update, and export templates as JPGs.

An email template is available in your Mailchimp account. You can find it under Campaigns > Email Templates > New Branding Template.

Dropbox





Social Templates in Canva

Identity



Logo

Primary: City of Saugatuck
This is the primary logo and should be the default logo used across brand communications and applications whenever possible.

Primary



On Dark Backgrounds



On Light Backgrounds



Logo

Secondary: Saugatuck Wordmark

This simplified version is intended for small-scale applications where the “City of” text may not remain legible, including social media profiles, email signatures, and other limited-space applications.

Wordmark



On Dark Backgrounds



On Light Backgrounds



Logo

Secondary: Full Logo with Established Date

Use this version for official and formal brand applications where the full logo and established date can be displayed clearly, including business cards, letterhead, memos, and other official City documents.

Full



On Dark Backgrounds



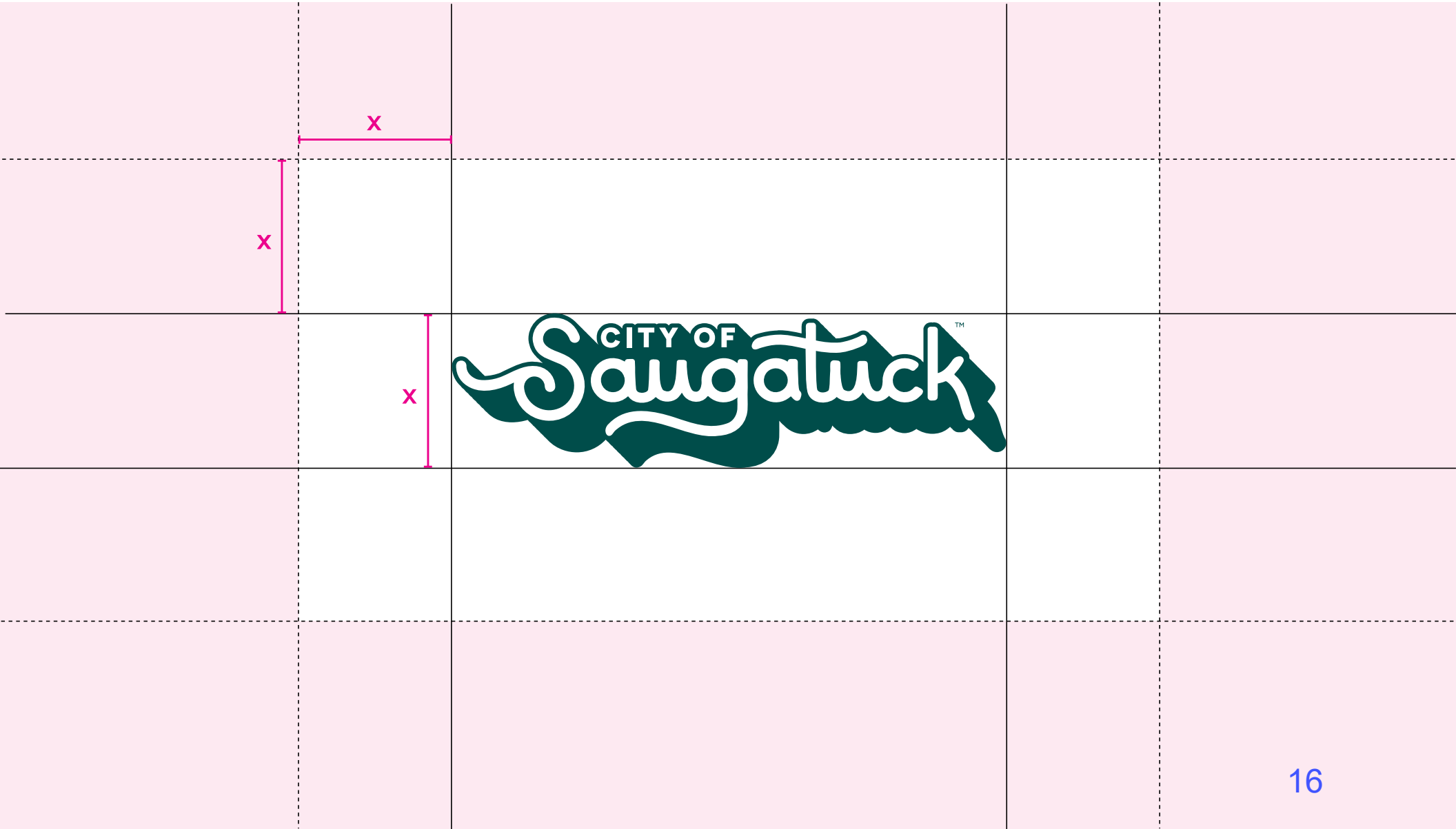
On Light Backgrounds



Logo

Clear Space

The area that surrounds the logo is as important as the logo itself. A space equal to the height of the logo should always be kept as empty space around the mark in order to provide breathing room and eliminate any visual clutter that might compete with legibility.



Logo

Sizing

The minimum size for the full color logo and icon should be sized to the below guidelines. Consider whether the color or black and white coloring will provide the best legibility.

Primary Logo Minimums	Secondary Wordmark Minimums	Secondary Full Logo Minimums
 1.5"	 1"	 1.5"

Color

Primary Colors

The two primary colors are teal and blue. These are the colors that should be used the majority of time: with the logo, on official documents, business cards, presentations, social profile.

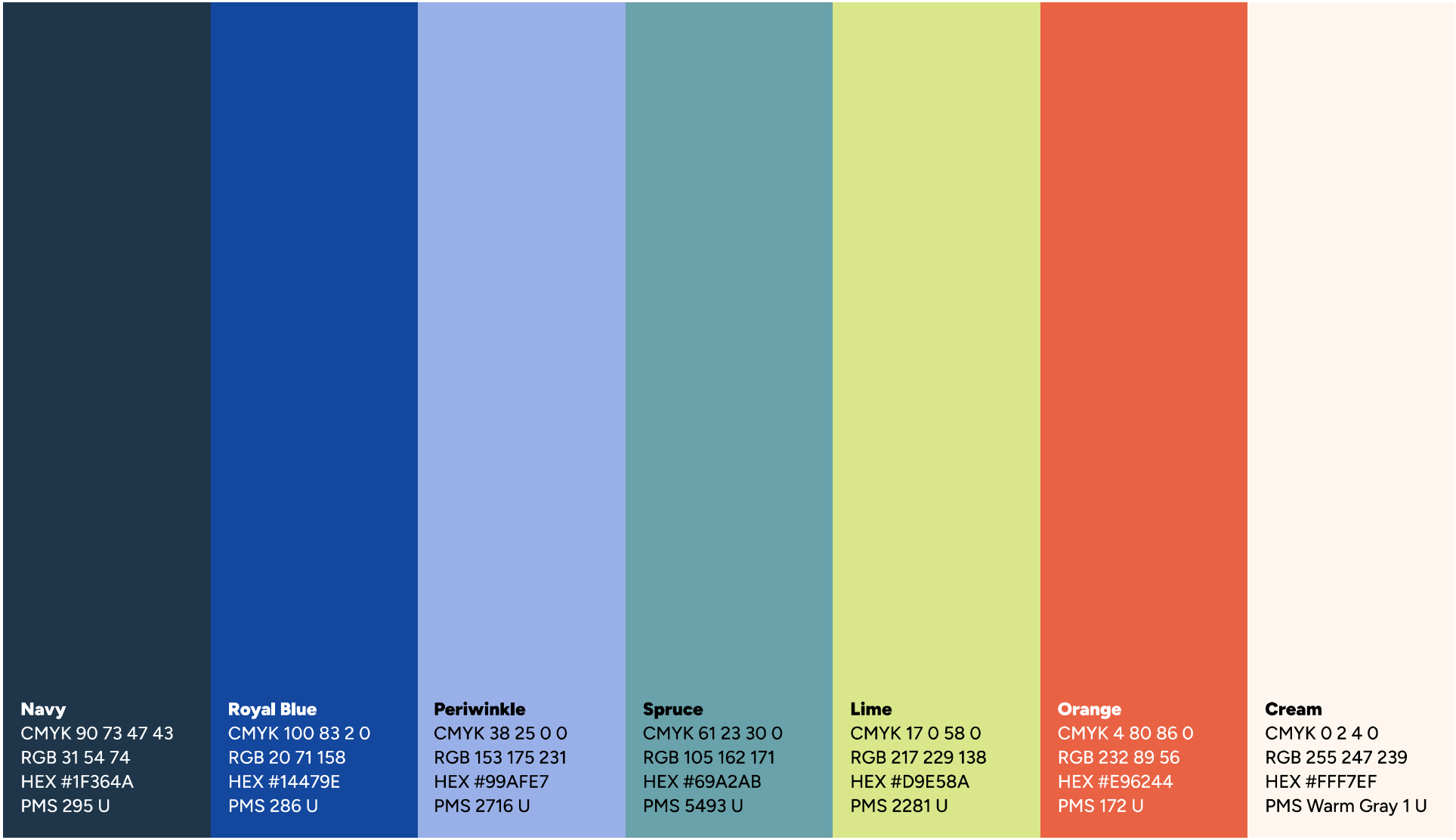
Teal
CMYK 92 49 63 40
RGB 0 77 74
HEX #004d4a
PMS 3165 U

Blue
CMYK 43 0 10 0
RGB 138 212 227
HEX #8ad4e3
PMS 291 U

Color

Secondary Colors

A palette of secondary colors is available to use sparingly for applications like social media posts, and accent colors for the website. These colors can help establish hierarchy or visual cues on social for departments. They should be secondary to the primary colors.



Color

Color Usage

The secondary palette is reserved for accents in charts, graphs, and for differentiating departments on social media. Follow the social templates for color guidelines.



Historic District Commission



Kalamazoo Lake Harbor Authority



Parking Improvements Task Force

Parks & Public Works



Planning Commission



City Council Workshop

Tri-Community Wildlife Committee

Brand Consistency

Keeping The Brand Together

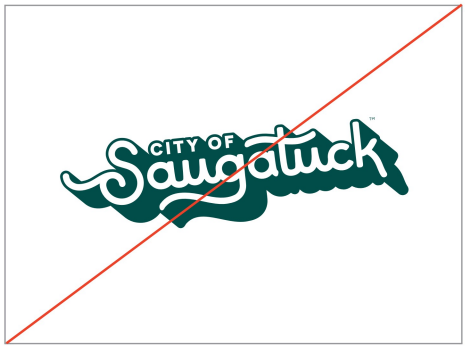
The City of Saugatuck logo should not be adjusted or transformed in any way other than what is approved in these guidelines.



Do not color the logo in any colors besides the provided black and teal variations, even if the color is part of the brand palette.



Avoid adding any special effects to the logo like drop shadows.



Do not tilt or rotate the logo.



Do not stretch or skew the logo.



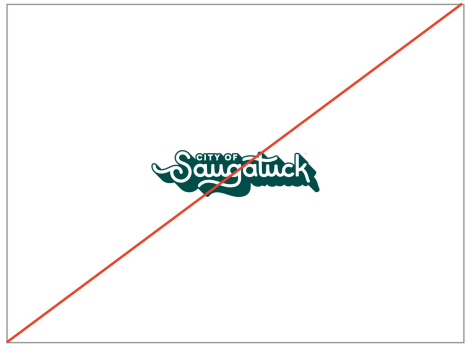
Do not add "City of" to the Saugatuck Wordmark, or create new logos out of the provided versions.



Do not use the full-color logo on background colors that reduce its legibility. Instead, use the provided dark and light background logo versions.



Do not place the logo over distracting backgrounds that reduce legibility.



Do not use the logo smaller than the established minimum sizes.

Typography

Primary Font

The primary font, Figtree, should be used for all headlines and body copy. Figtree is a free font available to everyone for download on Google Fonts.

Brand Font / Figtree

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll
Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv
Ww Xx Yy Zz 1 2 3 4 5 6 7 8 9 0

Aa

Typography

Alternative Font

When the primary font (Figtree) cannot be used, Arial may be used in its place. This is a system font available on every computer. The primary font should always be used whenever possible.

Alternative System Font / Arial

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll
Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv
Ww Xx Yy Zz 1 2 3 4 5 6 7 8 9 0

Aa

Typography

Establishing Hierarchy
Type sizes and weights can help establish hierarchy for print and digital applications as well as help readability. Follow these guidelines when formatting text.

Subheadline
Font: Figtree
Weight: Black
Style: All Caps

FISCAL YEAR 2026–2027

Headline
Font: Figtree
Weight: Black

Proposed Budget Presentation

Large Body Copy
Font: Figtree
Weight: Light

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Body Copy
Font: Figtree
Weight: Medium

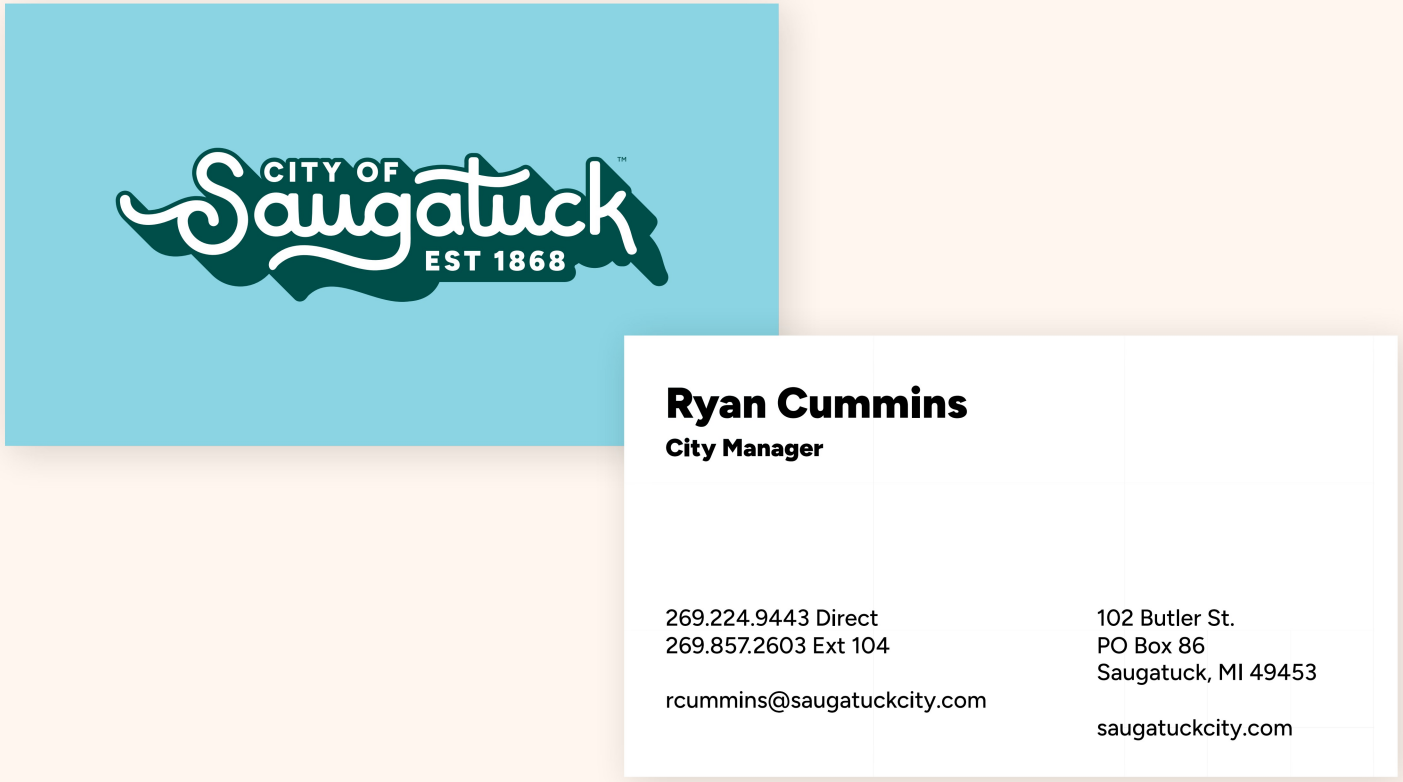
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Application

Application

Business Cards

Download InDesign Template



Application

Letterhead

Download Word Template



Recipient Name
[Company]
[Street Address]
[City, ST, Zip Code]

September 1, 2026

To Recipient Name,

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Sincerely,

Ryan Cummins
City Manager
rcummins@saugatuckcity.com

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

269.857.2603
saugatuckcity.com

Application

Press Release

Download Word Template



FOR IMMEDIATE RELEASE

Saugatuck City Staff and Council Recognize 2025/2026 Accomplishments

Identify Priorities for Coming Fiscal YearLorem ipsum dolor sit amet consectetur adipiscing elit. Quisque faucibus ex sapien pellentesque sem placerat. In id cursus mi pretium tellus duis convallis. Tempus leo eu aenean sed tempor. Pulvinar vivamus fringilla lacus nec metus bibendum egestas. Iaculis massa malesuada lacinia tempor integer posuere. Hendrerit semper vel class aptent taciti sociosqu. Ad torquent per conubia nostra inceptos himenaeos.

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CONTACT:
Ryan Cummins
City Manager
rcummins@saugatuckcity.com
269 857 2603

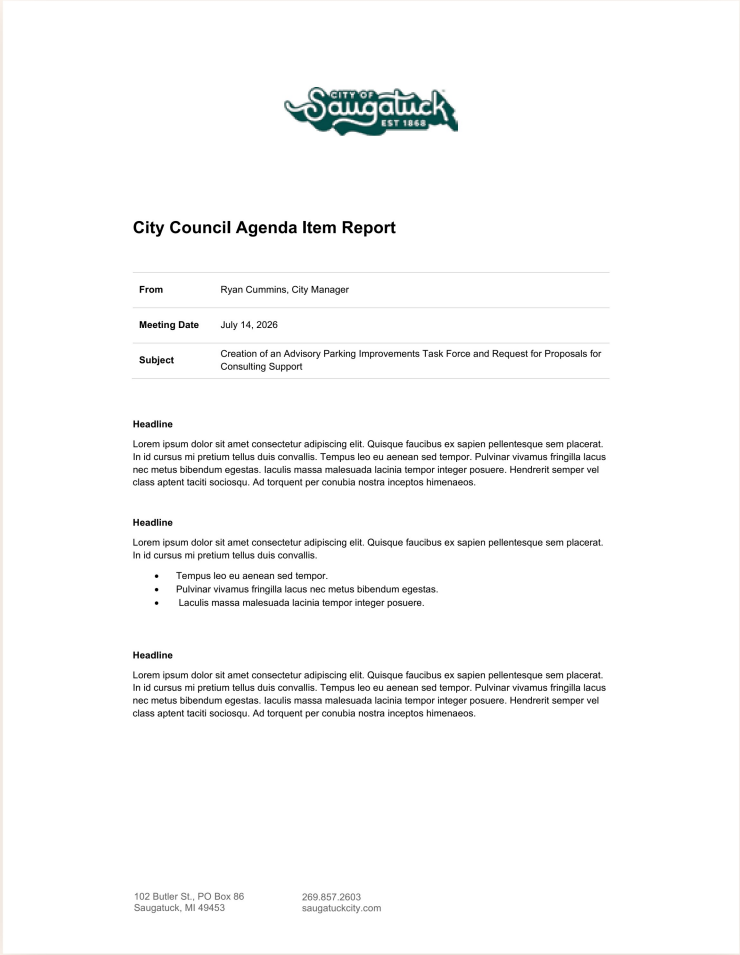
102 Butler St., PO Box 86
Saugatuck, MI 49453

269.857.2603
saugatuckcity.com

Application

Memo Template

Download Word Template



City Council Agenda Item Report

From	Ryan Cummins, City Manager
Meeting Date	July 14, 2026
Subject	Creation of an Advisory Parking Improvements Task Force and Request for Proposals for Consulting Support

Headline

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Headline

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102 Butler St., PO Box 86
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saugatuckcity.com

Application

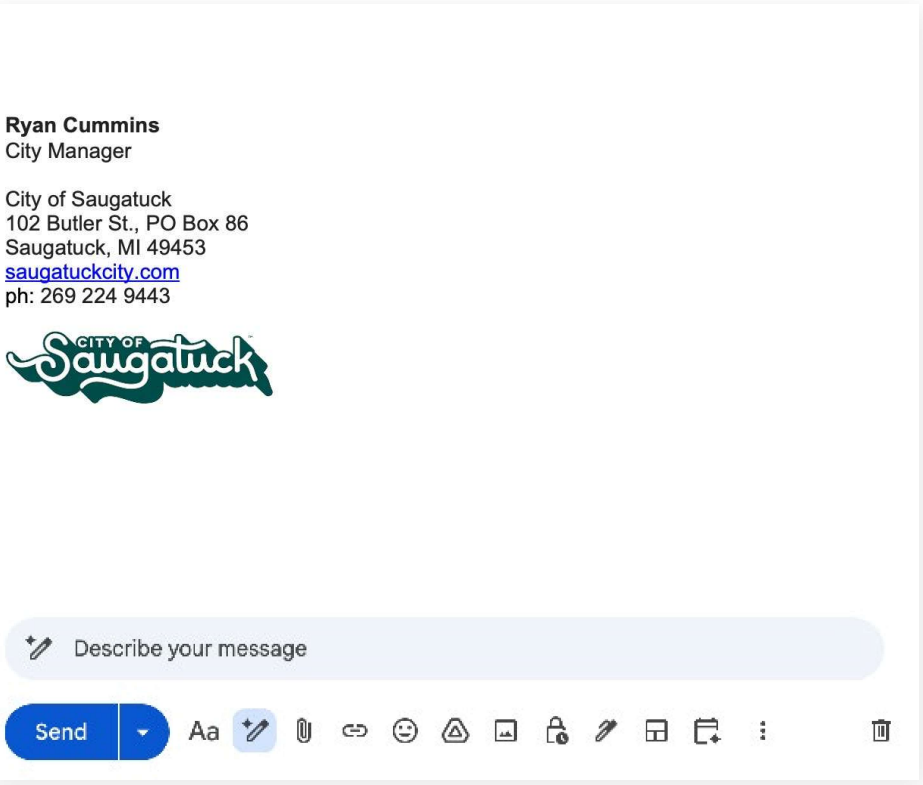
Email Signature

Download Word Template

Type set in Sans Serif, Normal Size. Download the Word Template above to copy and paste into your email provider's Signature settings.

Ryan Cummins
City Manager

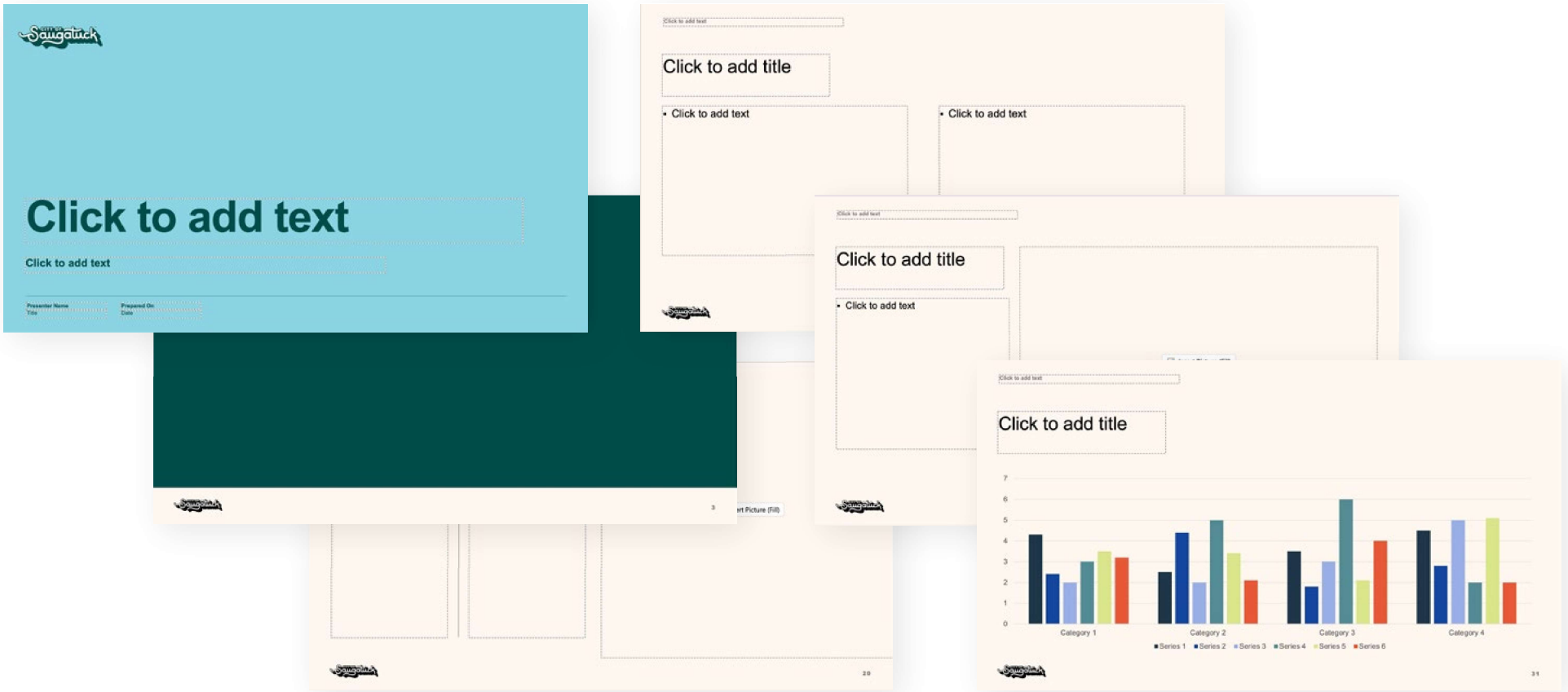
City of Saugatuck
102 Butler St., PO Box 86
Saugatuck, MI 49453
saugatuckcity.com
ph: 269 224 9443



Application

PowerPoint Template

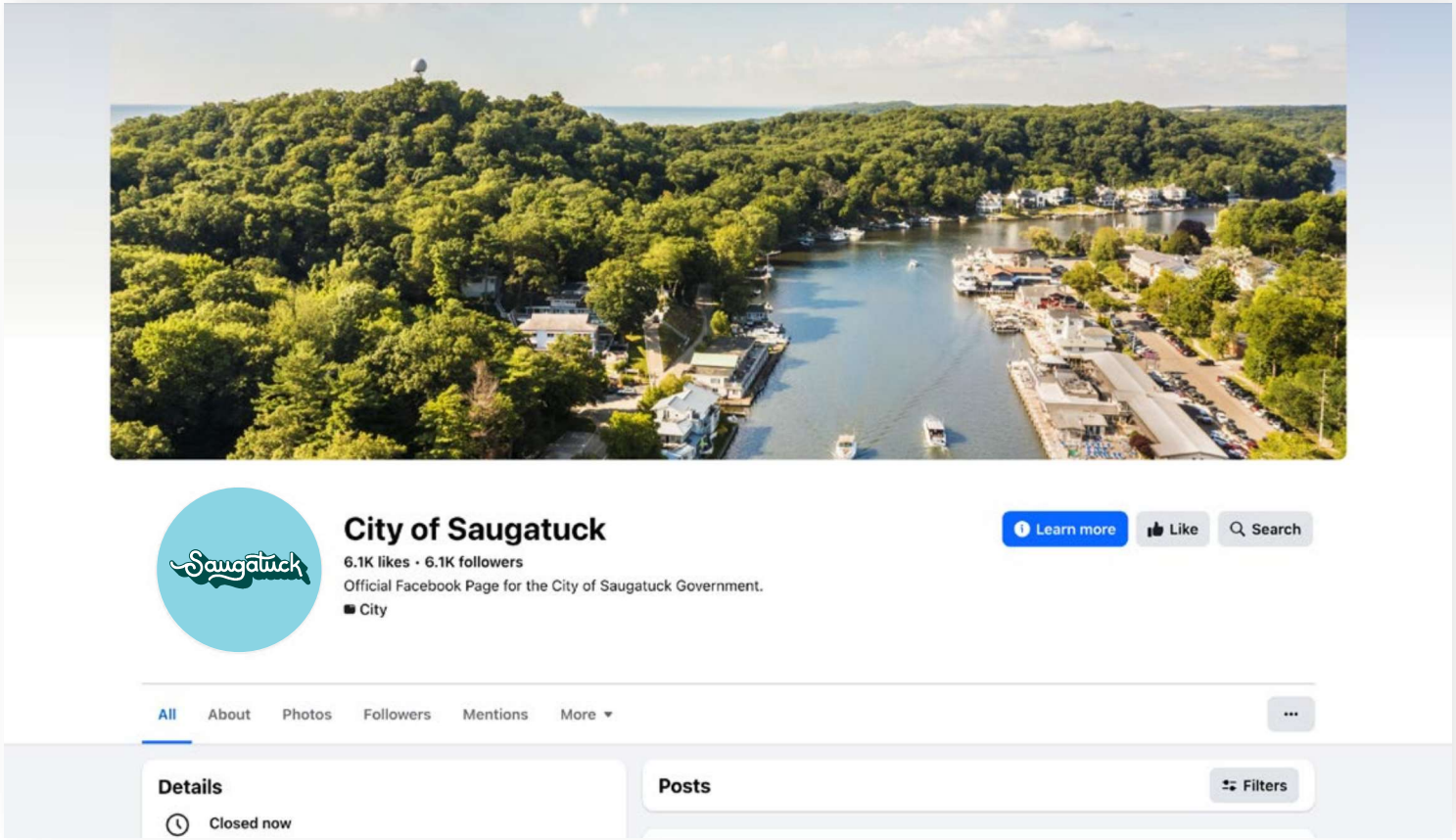
Download PowerPoint Template



Application

Social Profile

Download Profile Image



Application

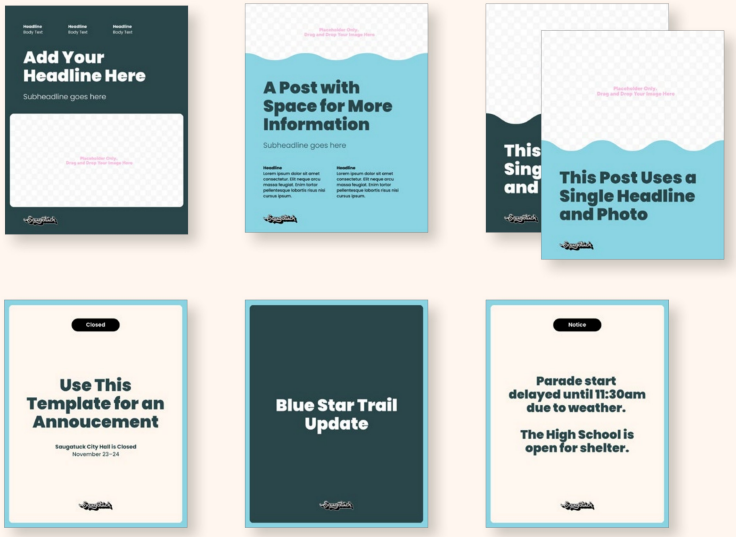
Link to Editable Templates in Canva

Social Templates

Social templates are available on Canva. A set of general post templates have been created using the brand blue and teal colors. Secondary colors are reserved to differentiate between departments. A set of these department templates are also available in Canva.

Note: Canva templates utilize a third, Canva-only brand font (Poppins).

General Social Posts



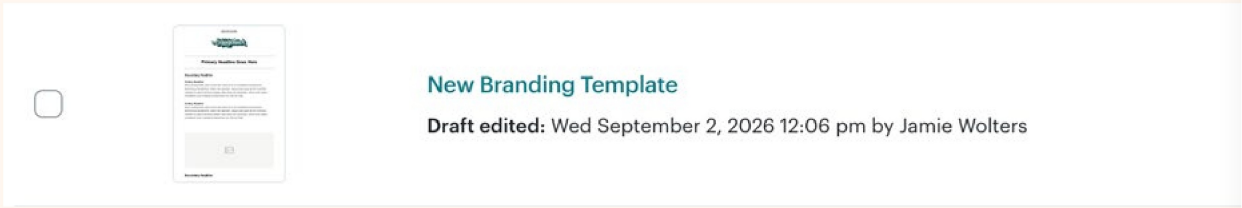
Department Social Posts

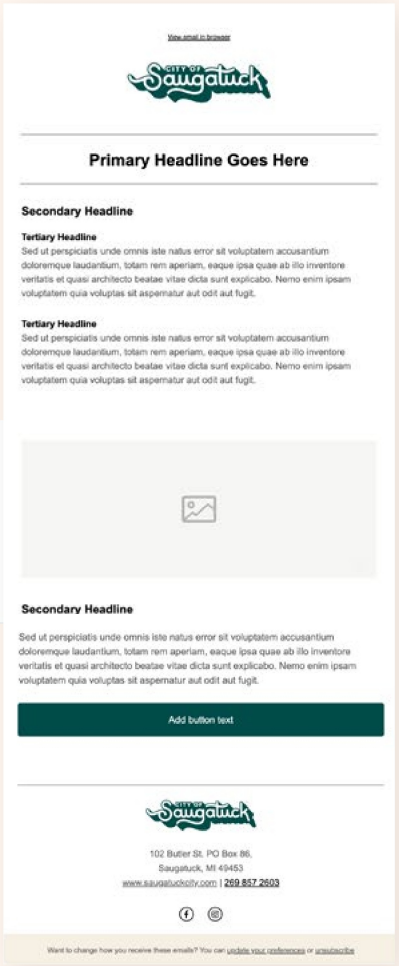


Application

Email Newsletter

Email template is available inside your Mailchimp account.
Go to Campaigns > Email Templates > New Branding Template to access.





Application

Department of Public Works: Truck & Signage Concepts





Application

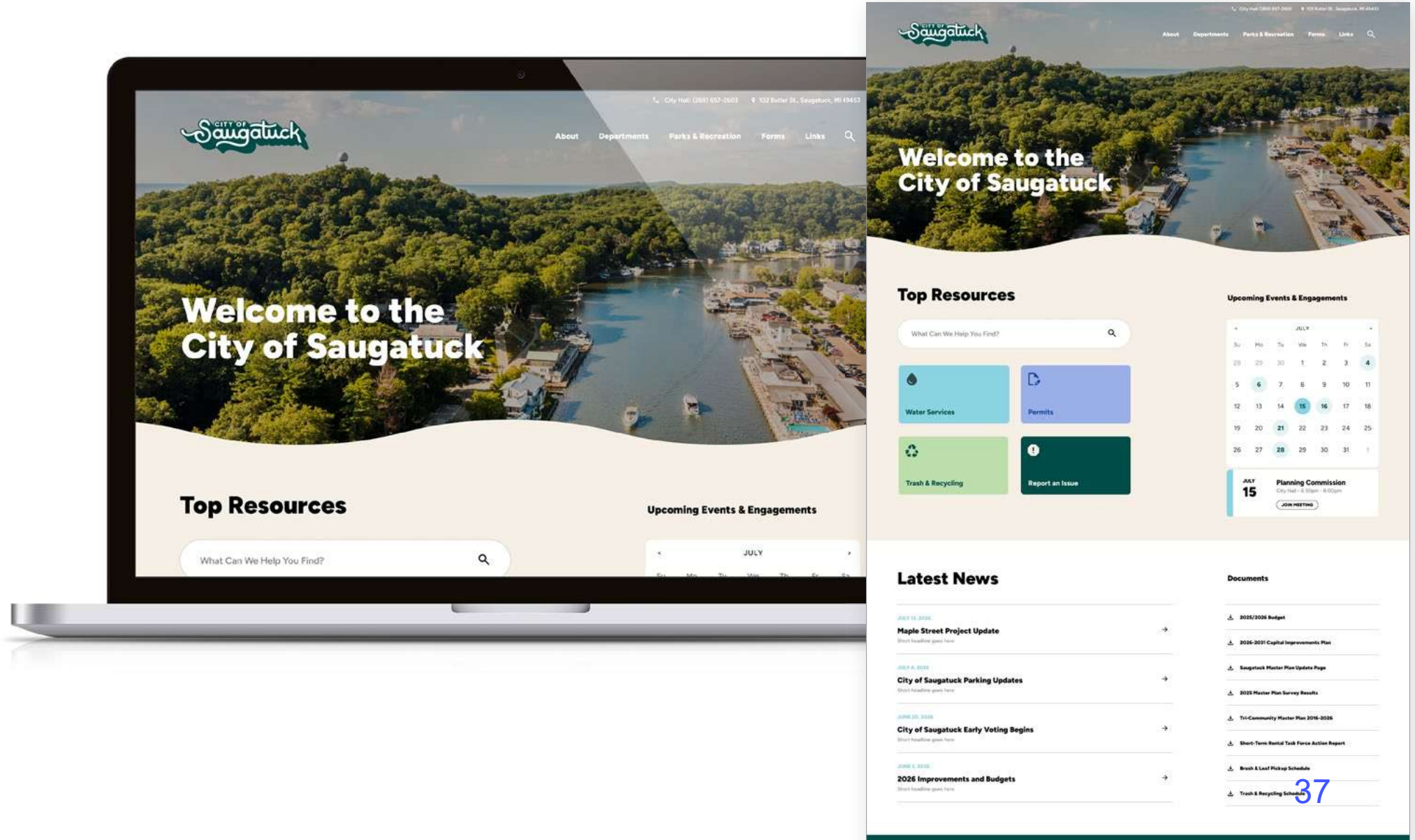
Signage Concepts





Application

Website Concept



City Council Agenda Item Report

From: Jamie Wolters

Date: October 13, 2026

Subject: Special Event- Saugatuck High School Homecoming Parade

Description:
Saugatuck Public Schools has submitted an event application for the homecoming parade. The proposed event will take place on October 16, 2026 please see attached map. The safety meeting has been conducted. The parade will be the shorter parade route and not the large route as in the past.

Breakdown of Event:

Location:	See attached map
Date:	10/16/26
Event Hours:	4:00 p.m. – 5:00 p.m.

Budget Action Required:
N/A

Legal Review:
N/A

Sample Motion:
Motion to approve/deny the homecoming parade to take place on October 16, 2026.

Council Action

_____ Approved

_____ Denied

_____ Date

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Saugatuck High School **TELEPHONE:** 269-857-2133

MAILING ADDRESS: 401 Elizabeth Street

CONTACT NAME: Christina Lewis **TELEPHONE:** _____

E-MAIL ADDRESS: clewis@saugatuckps.com **CELL PHONE:** 616-218-9593

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Christina Lewis **TELEPHONE:** _____

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

EVENT INFORMATION

NAME OF EVENT: Homecoming Parade **DATE(S) OF EVENT:** 10/16/26

PURPOSE OF EVENT: Homecoming **RAIN DATE:** n/a

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

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

EVENT LOCATION: HS to downtown Saugatuck to HS **EVENT HOURS:** 4-5PM

ESTIMATED NUMBER OF ATTENDEES: 200

ESTIMATED NUMBER OF VOLUNTEERS: 20

ESTIMATE DATE / TIME FOR SET-UP: 10/16 3:45 ☐ **A.M.** ■ **P.M.**

ESTIMATE DATE / TIME FOR CLEAN-UP: 10/16 4:45 ☐ **A.M.** ■ **P.M.**

EVENT DETAILS

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

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

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

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

☐ *Provide Copy of Health Department Food Service License*

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

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

☐ *Provide Copy of Michigan Liquor Control License*

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

_____

WILL FIREWORKS BE APART OF EVENT: ☐ Yes ☐ No

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

☐ *Provide Copy of Fireworks Permit*

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

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

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

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

Description of signs:_____

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

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

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

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

☐ **PORTABLE TOILETS – QUANTITY**_____

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

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

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.

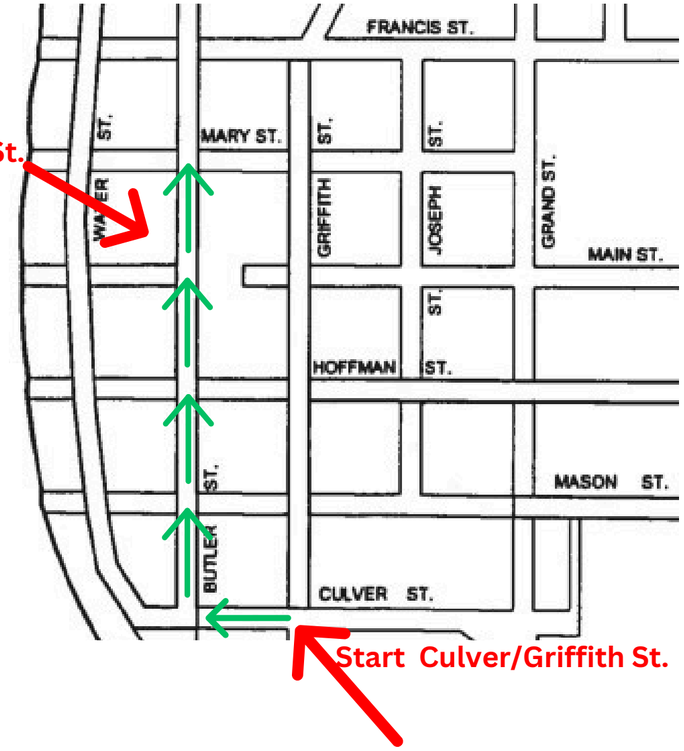
As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

	8/31/2026
Applicant Signature	**Date**

SHS Homecoming Parade

October 16, 2026 *Start 4:00pm*

End Butler/Main St.



Start Culver/Griffith St.

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
EXP CHECK RUN DATES 07/01/2025 - 10/16/2026
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Vendor Name	Description		Amount
1. ACTION INDUSTRIAL SUPPLY CO			
	UNIFORMS & SAFETY EQUIPMENT - MITCHELL		384.97
2. ALLEGAN COUNTY SHERIFF			
	SEP '26 SHERIFF CONTRACT		37,469.98
3. ALLEGAN COUNTY TREASURER			
	PROPERTY TAXES COLLECTION 09/24 - 10/07		31,081.43
	CHARGEBACKS		2,312.68
	2026 AERIAL IMAGERY		278.00
		TOTAL	33,672.11
4. APEX SOFTWARE			
	2026 - 2027 ANNUAL MAINTENANCE RENEWAL		286.00
5. CERTASITE LLC			
	DPW GARAGE		660.00
6. COMCAST-DPW			
	09/15 - 10/14 INTERNET-DPW		266.97
7. CONCEPT A CREATIVE			
	SIGNAGE - 1/3		8,166.66
8. CONSUMERS ENERGY			
	AUG '26 SERVICE		4,641.71
9. FIRST BANK CARD			
	07/25 - 08/25 STATEMENT BALANCE		128.73
	07/25 - 08/25 STATEMENT BALANCE		1,933.61
	07/25 - 08/25 STATEMENT BALANCE		1,812.93
	07/25 - 08/25 STATEMENT BALANCE		362.00
	07/25 - 08/25 STATEMENT BALANCE		2,227.02
		TOTAL	6,464.29
10. FRONTIER			
	09/03 - 10/02 SERVICE		238.24
11. HORIZON COMMUNITY PLANNER			
	PLANNING SERVICES		735.00
12. HUNTINGTON NATIONAL BANK			
	CREDIT CARD PROCESSING FEES		324.06
13. IHLE AUTO PARTS			
	SEP '26 MOTOR PURCHASES		440.42
14. JONKER'S GARDEN			
	HANGING BASKETS		147.55
15. KALAMAZOO LAKE SEWER & WATER			
	AUG '26 SERVICE		6,661.68
16. KEPPEL'S LOCK & SAFE CO.			
	SERVICE CALL AND DUPLICATE KEYS		179.50
17. LORRIE PASTOOR			
	CLEANING SERVICES		560.00
18. MERCHANTS BANCARD NETWORK			
	SEP '26 CC PROCESSING - PLANNING AND ZONING, C		676.20
19. METRO WIRELESS			
	OCT '26 WIFI SERVICE		688.00
	JUL '26 TOP UP SERVICE		35.00
	AUG '26 TOP UP SERVICE		785.00
		TOTAL	1,508.00
20. MMTA			
	DUES		99.00
21. OCCUPATIONATIONAL HEALTH CENTERS			
	DOT PHYSICAL - MITCHELL		208.00
22. OTTAWA AREA INTERMEDIATE SCHOOL DIS			
	PROPERTY TAXES COLLECTION 09/24 - 10/07		17,525.09
23. OVERISEL LUMBER COMPANY			
	SEP '26 STATEMENT BALANCE		452.29
24. PLUMBER'S PORTABLE TOILETS LLC			

Vendor Name	Description		Amount
	09/01 - 09/29 PORTABLE TOILET - CULVER LOT		295.00
	09/01 - 09/29 PORTABLE TOILET - OVAL BEACH		1,015.00
		TOTAL	1,310.00
25. POLARITY ELECTRIC INC.			
	WICKS PARK UNDERGROUND REPAIRS		1,707.00
	WICKS PARK REPAIRS		1,204.00
		TOTAL	2,911.00
26. PRIORITY HEALTH			
	OCT '26 HEALTH INSURANCE COVERAGE		10,153.92
27. REPCOLITE			
	SEP '26 STATEMENT BALANCE - OVAL BEACH		751.48
28. REPUBLIC SERVICES			
	SEP '26 PICKUP SERVICE - BLUE STAR		504.00
29. RICOH USA INC			
	09/26 - 10/25 COPIER LEASE		127.97
	09/26 - 10/25 COPIER LEASE		35.27
		TOTAL	163.24
30. SAUGATUCK FIRE			
	RENTAL HOME INSPECTIONS		1,400.00
31. SAUGATUCK PUBLIC SCHOOLS			
	PROPERTY TAXES COLLECTION 09/24 - 10/07		20,156.86
32. SEPTIC TANK SYSTEMS CO INC			
	PORTABLE REST ROOM - OVAL BEACH		690.00
33. SHORELINE TECHNOLOGY SOLUTIONS			
	OCT '26 COMPUTER SERVICES		2,015.40
	LAPTOP - DEPUTY CLERK		1,750.00
		TOTAL	3,765.40
34. SISTERS IN INK			
	DPW PRINTED/EMBROIDERED CLOTHING		478.51
35. STANTEC			
	CONSULTATION SERVICES		450.00
36. WALKER CONSULTANTS INC			
	PARKING STUDY		3,958.75
37. WYOMING ASPHALT PAVING CO			
	INFRA RED TOP		282.21
TOTAL - ALL VENDORS			168,743.09

FUND TOTALS:

Fund 101 - GENERAL FUND	97,080.55
Fund 202 - MAJOR STREETS	293.59
Fund 203 - LOCAL STREETS	357.13
Fund 661 - MOTOR POOL FUND	2,248.44
Fund 701 - CURRENT TAX FUND	68,763.38

Check Date	Check	Vendor Name	Description	Amount	
Bank GEN GENERAL POOLED CASH					
09/11/2026	20682	MITCHELL, JACE	PAYROLL	1,009.42	V
09/11/2026	DD8183(A)	ARAMENDI, NOAH	PAYROLL	1,389.68	
09/11/2026	DD8184(A)	BREDEWEG, NICOLE	PAYROLL	1,964.54	
09/11/2026	DD8185(A)	BROWN, ANTHONY	PAYROLL	1,368.89	
09/11/2026	DD8186(A)	CALLAHAN, ANDREW	PAYROLL	493.36	
09/11/2026	DD8187(A)	CHRISTENSON, JUDE	PAYROLL	638.60	
09/11/2026	DD8188(A)	CUMMINS, RYAN	PAYROLL	3,304.47	
09/11/2026	DD8189(A)	DEJAEGHER, JOHN	PAYROLL	1,199.92	
09/11/2026	DD8190(A)	DEYOUNG, CHARLES	PAYROLL	186.78	
09/11/2026	DD8191(A)	FLANAGAN, HANNAH	PAYROLL	177.78	
09/11/2026	DD8192(A)	GIBSON, MICHELLE	PAYROLL	2,014.04	
09/11/2026	DD8193(A)	KAMMENZIND, ALBERT	PAYROLL	1,179.69	
09/11/2026	DD8194(A)	KERRIDGE, ADAM	PAYROLL	2,014.43	
09/11/2026	DD8195(A)	LIVINGSTON, JOHN	PAYROLL	911.83	
09/11/2026	DD8196(A)	LOGSDON, PAIGE	PAYROLL	751.94	
09/11/2026	DD8197(A)	MACK, ELLIS	PAYROLL	1,503.56	
09/11/2026	DD8198(A)	MARTIN, DANNY	PAYROLL	1,516.38	
09/11/2026	DD8199(A)	MATTHEWS, MARIDA	PAYROLL	460.28	
09/11/2026	DD8200(A)	MITCHELL, CADE	PAYROLL	338.30	
09/11/2026	DD8201(A)	MOORE, GRAYSON	PAYROLL	2,206.01	
09/11/2026	DD8202(A)	ONDERSMA, MARK	PAYROLL	2,927.61	
09/11/2026	DD8203(A)	SCHIERBEEK, CHAD	PAYROLL	1,048.13	
09/11/2026	DD8204(A)	STASEWICH, ANGELA	PAYROLL	1,616.41	
09/11/2026	DD8205(A)	STEZOWSKI, BRAYDEN	PAYROLL	414.28	
09/11/2026	DD8206(A)	VAN HOWE, AINSLEY	PAYROLL	659.39	
09/11/2026	DD8207(A)	WILLIAMS, SARA	PAYROLL	2,281.59	
09/11/2026	DD8208(A)	WOLTERS, JAMIE	PAYROLL	2,235.01	

Check Date	Check	Vendor Name	Description	Amount
09/11/2026	DD8209(A)	MITCHELL, JACE	PAYROLL	806.81
09/11/2026	EFT2110(E)	MERS EMPOWER 457	PAYROLL	3,797.48
09/11/2026	EFT2111(E)	HEALTH EQUITY	PAYROLL	655.00
09/11/2026	EFT2112(E)	FEDERAL TAX DEPOSIT	PAYROLL	10,692.27
09/11/2026	EFT2113(E)	EMPOWER DEFINED CONTRIBUTION	PAYROLL	49.60
09/14/2026	20683	ASSOCIATION OF PUBLIC TREASURERS	TREASURER DUES	159.00
09/14/2026	20684	COMMERCIAL RECORD	VARIANCE, PLANNING	336.00
09/14/2026	20685	GFL ENVIRONMENTAL SERVICES USA, LLC	ROLL-OFF BOX	2,193.36
09/14/2026	20686	GRAINGER	SCREW - MOUNT BALDHEAD	362.17
09/14/2026	20687	KEPPEL'S LOCK & SAFE CO.	SERVICE CALL AND DUPLICATE KEYS	120.00
09/14/2026	20688	OVERISEL LUMBER COMPANY	AUG '26 STATEMENT BALANCE	369.99
09/14/2026	20689	PLUMBER'S PORTABLE TOILETS LLC	08/04 - 09/01 PORTABLE TOILET - OVAL BEA	2,110.00
09/14/2026	20690	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 08/21 - 09/04	175,867.00
09/14/2026	20691	SCHEERHORN BUILDERS LLC	REFUND UNUSED ESCROW	3,030.00
09/14/2026	20692	SEPTIC TANK SYSTEMS CO INC	PORTABLE REST ROOM - OVAL BEACH	1,000.00
09/14/2026	20693	WYOMING ASPHALT PAVING CO	INFRA RED TOP	142.14
09/15/2026	6880(E)	COMCAST-DPW	08/15 - 09/14 INTERNET-DPW	266.97
09/15/2026	6881(E)	HUNTINGTON NATIONAL BANK	CREDIT CARD PROCESSING FEES	2,726.73
09/15/2026	6882(E)	KALAMAZOO LAKE SEWER & WATER	JUL '26 SERVICE	5,701.18
09/15/2026	6883(E)	MERCHANTS BANCARD NETWORK	AUG '26 CC PROCESSING - BEACH GATE	82.40
09/15/2026	6884(E)	MERCHANTS BANCARD NETWORK	AUG '26 CC PROCESSING - PLANNING AND ZON	2,230.87
09/15/2026	6885(E)	METRO WIRELESS	SEP '26 WIFI SERVICE	688.00
09/15/2026	6886(E)	PRIORITY HEALTH	SEP '26 HEALTH INSURANCE COVERAGE	12,556.92
09/15/2026	6887(E)	REPUBLIC SERVICES	AUG '26 DISPOSAL AND PICKUP SERVICE - BL	504.00
09/16/2026	6850(A)	ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT - KERRIDGE	175.99
09/16/2026	6851(A)	ALLEGAN COUNTY SHERIFF	RESERVE DEPUTIES	2,056.00
09/16/2026	6852(A)	ALLEGAN COUNTY SHERIFF	JUL '26 CORRECTIONS SERVICES	288.00
09/16/2026	6853(A)	ALLEGAN COUNTY SHERIFF	AUG '26 SHERIFF CONTRACT	37,469.98

Check Date	Check	Vendor Name	Description	Amount
09/16/2026	6854(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 08/21 - 09/04	255,334.14
09/16/2026	6855(A)	ASSESSING SOLUTIONS INC	SEP '26 ASSESSING SERVICES	3,108.33
09/16/2026	6856(A)	CITY OF DOUGLAS	ELECTION SHARE COST	51.33
09/16/2026	6857(A)	FAHEY SCHULTZ BURZYCH RHODES	AUG '26 EMPLOYMENT	21,199.62
09/16/2026	6858(A)	FLEIS & VANDENBRINK ENGINEERING INC	08/02 - 08/29 ENGINEERING FEES - GEN CON	76,718.00
09/16/2026	6859(A)	GROUNDS MANAGEMENT SOLUTIONS	FERTILIZER - VARIOUS PARKS, CITY HALL	1,259.00
09/16/2026	6860(A)	H BARBER & SONS INC	PARTS	527.56
09/16/2026	6861(A)	IHLE SERVICE	202 GMC REPAIR	457.62
09/16/2026	6862(A)	OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES COLLECTION 08/21 - 09/04	143,969.27
09/16/2026	6863(A)	R SMITH & SONS INC	ROAD GRAVEL / SAND	4,510.35
09/16/2026	6864(A)	SAUGATUCK FIRE	RENTAL HOME INSPECTIONS / REINSPECTIONS	3,350.00
09/16/2026	6865(A)	SCHIPPERS EXCAVATING INC	2026 SAUGATUCK STREET AND UTILITY IMPROV	617,308.29
09/16/2026	6866(A)	SHORELINE TECHNOLOGY SOLUTIONS	SEP '26 COMPUTER SERVICES	2,148.20
09/16/2026	6867(A)	SPECTRUM PRINTERS INC	ELECTION MATERIALS - POLL BOOK AND STICK	49.81
09/16/2026	6868(A)	SPRING CITY ELECTRICAL MFG CO	GLOBE ASSEMBLY WITH GASKET (STERNBERG)	681.00
09/16/2026	6869(A)	STREAMLINE DESIGN.COM LLC	SIGNS/VINYL - NO PARKING/FIRE HYDRANT -	55.50
09/16/2026	6870(A)	WALKER CONSULTANTS INC	PARKING STUDY	4,698.67
09/25/2026	20694	DEYOUNG, CHARLES	PAYROLL	56.38
09/25/2026	20695	STEZOWSKI, BRAYDEN	PAYROLL	479.70
09/25/2026	20704	MML UNEMPLOYMENT COMPENSATION GROUP	PAYROLL	49.36
09/25/2026	DD8210(A)	BREDEWEG, NICOLE	PAYROLL	2,039.54
09/25/2026	DD8211(A)	BROWN, ANTHONY	PAYROLL	2,105.66
09/25/2026	DD8212(A)	CALLAHAN, ANDREW	PAYROLL	123.34
09/25/2026	DD8213(A)	CUMMINS, RYAN	PAYROLL	3,699.96
09/25/2026	DD8214(A)	DEJAEGHER, JOHN	PAYROLL	690.76
09/25/2026	DD8215(A)	GIBSON, MICHELLE	PAYROLL	1,623.60
09/25/2026	DD8216(A)	KAMMENZIND, ALBERT	PAYROLL	1,261.87
09/25/2026	DD8217(A)	KERRIDGE, ADAM	PAYROLL	2,505.34

Check Date	Check	Vendor Name	Description	Amount
09/25/2026	DD8218(A)	LIVINGSTON, JOHN	PAYROLL	697.75
09/25/2026	DD8219(A)	LOGSDON, PAIGE	PAYROLL	361.87
09/25/2026	DD8220(A)	MACK, ELLIS	PAYROLL	1,578.56
09/25/2026	DD8221(A)	MARTIN, DANNY	PAYROLL	1,576.04
09/25/2026	DD8222(A)	MATTHEWS, MARIDA	PAYROLL	205.71
09/25/2026	DD8223(A)	MITCHELL, CADE	PAYROLL	486.32
09/25/2026	DD8224(A)	MOORE, GRAYSON	PAYROLL	3,288.84
09/25/2026	DD8225(A)	ONDERSMA, MARK	PAYROLL	3,002.60
09/25/2026	DD8226(A)	SCHIERBEEK, CHAD	PAYROLL	539.40
09/25/2026	DD8227(A)	STASEWICH, ANGELA	PAYROLL	2,105.84
09/25/2026	DD8228(A)	VAN HOWE, AINSLEY	PAYROLL	566.44
09/25/2026	DD8229(A)	WILLIAMS, SARA	PAYROLL	1,920.40
09/25/2026	DD8230(A)	WOLTERS, JAMIE	PAYROLL	2,310.01
09/25/2026	EFT2114(E)	MERS EMPOWER 457	PAYROLL	3,730.65
09/25/2026	EFT2115(E)	EMPOWER DEFINED CONTRIBUTION	PAYROLL	49.60
09/25/2026	EFT2116(E)	HEALTH EQUITY	PAYROLL	655.00
09/25/2026	EFT2117(E)	FEDERAL TAX DEPOSIT	PAYROLL	10,059.65
09/25/2026	EFT2118(E)	MI DEPT OF TREASURY	PAYROLL	3,464.49
09/25/2026	EFT2119(E)	MERS	PAYROLL	5,020.07
09/28/2026	20696	CORELOGIC	2026 SUM TAX REFUND 57-209-046-10 - JBOR	3,282.72
09/28/2026	20697	CORELOGIC	2026 SUM TAX REFUND 57-016-003-00 - DUPL	7,150.89
09/28/2026	20698	IHLE AUTO PARTS	AUG '26 MOTOR PURCHASES	98.59
09/28/2026	20699	IXL MACHINE SHOP INC	ANGLE IRON	100.00
09/28/2026	20700	ODC NETWORK	KALAMAZOO RIVER GREENWAY DONATION	5,000.00
09/28/2026	20701	SAM KIRKEY	GAZEBO DEPOSIT REFUND	500.00
09/28/2026	20702	SAUGATUCK PUBLIC SCHOOLS	PARKING LOT SPLIT	47,814.05
09/28/2026	20703	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 09/05 - 09/23	1,282,827.53
09/29/2026	6898(E)	CAPITAL ONE	AUG '26 STATEMENT BALANCE	469.53

Check Date	Check	Vendor Name	Description	Amount
09/29/2026	6899(E)	COMCAST	08/28 - 09/27 INTERNET SERVICE	237.90
09/29/2026	6900(E)	DELTA DENTAL	SEP '26 DENTAL INSURANCE	393.00
09/29/2026	6901(E)	FRONTIER	07/20 - 08/19 SERVICE - OVAL BEACH	141.13
09/29/2026	6902(E)	MERS	SEP '26 RETIREMENT	2,250.01
09/29/2026	6903(E)	MICHIGAN GAS UTILITIES	07/23 - 08/20 SERVICE - 102 BUTLER	43.69
09/29/2026	6904(E)	MICHIGAN GAS UTILITIES	07/23 - 08/20 SERVICE - 345 BUTLER	52.38
09/29/2026	6905(E)	MICHIGAN GAS UTILITIES	07/25 - 08/23 SERVICE - 3338 BLUE STAR	47.44
09/29/2026	6906(E)	NET2PHONE INC	SEP '26 PHONE SERVICE	304.39
09/29/2026	6907(E)	REPUBLIC SERVICES	AUG '26 SERVICE	1,752.60
09/29/2026	6908(E)	REPUBLIC SERVICES	AUG '26 PICKUP SERVICE - BLUE STAR	480.00
09/29/2026	6909(E)	VALLEY CITY LINEN INC	AUG '26 - SHOP TOWELS	145.85
09/30/2026	6888(A)	ALLEGAN COUNTY SHERIFF	AUG '26 CORRECTIONS SERVICES	192.00
09/30/2026	6889(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 09/05 - 09/23	1,939,043.93
09/30/2026	6890(A)	DUNESVIEW KWIK SHOP INC	AUG '26 GAS AND DIESEL	6,728.71
09/30/2026	6891(A)	FLEIS & VANDENBRINK ENGINEERING INC	08/02 - 08/29 ENGINEERING FEES - ELIZABE	92,284.00
09/30/2026	6892(A)	HORIZON COMMUNITY PLANNER	PLANNING SERVICES	2,730.00
09/30/2026	6893(A)	LANDSCAPE DESIGN SERVICES INC	AUG '26 ROSE GARDEN MAINTENANCE	840.00
09/30/2026	6894(A)	OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES COLLECTION 09/05 - 09/23	1,093,323.22
09/30/2026	6895(A)	SISTERS IN INK	SOCIAL DISTRICT DECALS	61.20
09/30/2026	6896(A)	SPRING BROOK SUPPLY	SHRUB ADAPTER	1.74
09/30/2026	6897(A)	STANDARD INSURANCE COMPANY	OCT '26 INSURANCE	458.33
09/30/2026	6925(E)	CONSUMERS ENERGY	AUG '26 SERVICE	4,641.71
09/30/2026	6926(E)	FIRST BANK CARD	07/25 - 08/25 STATEMENT BALANCE	6,464.29
09/30/2026	6927(E)	FRONTIER	09/03 - 10/02 SERVICE	238.24
09/30/2026	6928(E)	RICOH USA INC	09/26 - 10/25 COPIER LEASE	35.27
09/30/2026	6929(E)	RICOH USA INC	09/26 - 10/25 COPIER LEASE	127.97

Check Date	Check	Vendor Name	Description	Amount
Total of 137 Checks:				5,994,193.93
Less 1 Void Checks:				1,009.42
Total of 136 Disbursements:				5,993,184.51

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: October 13, 2026

SUBJECT: Short Term Rental Licensing Ordinance Amendment and Resolution Updating Penalty Fee for Late Renewal Applications

DESCRIPTION:

At the July 8 workshop, City Council heard a request from the property owner of 534 St. Joseph and his rental agent to consider amending the Short-Term Rental (STR) Ordinance to allow for late renewal applications past the expiration date of a STR license.

Draft Amendment

The consensus of Council on July 8 was for staff and legal counsel to draft an ordinance amendment that would allow for late renewal applications up to 30 days past expiration of a license. The City Attorney has drafted the attached amendment to the City's Short-Term Rental Ordinance. The amendment:

- Changes the existing 5-day grace period (which runs from the date the renewal application is due) to a 60-day grace period. As renewals are due 30 days before expiration, a 60-day grace period gets us to a deadline of 30 days after expiration, which is noted in the amendment for clarity.
- Adds language clarifying that this amendment will apply retroactively and enable the City to process and approve late renewal applications that were submitted within the grace period, and removes the language we added the last time to subsection 99.58(B)(a) as it is now meaningless.

After review and discussion at the September 23 workshop, Council agreed by consensus to hold a vote on the amendment at a regular meeting that all seven members attend, without sending it back to a workshop.

Penalty Fee for Late Applications

The current penalty fee for a late renewal application submitted during the existing five-day grace period is $525. Some Council Members have expressed an interest in imposing more substantial penalties for missed renewal deadlines, particularly given the ordinance's requirement that STR properties be inspected annually to help protect the health, safety, and welfare of occupants and the public.

Because the current penalty is equivalent to approximately $100 per day the application is late, staff recommends replacing the flat $525 penalty with a fee of $100 for each calendar day the application is late. This approach aligns with the proposed ordinance amendment by scaling the penalty based on the length of the delay while maintaining a comparable daily penalty rate. In addition, establishing the penalty on a per-day basis helps ensure that it remains a meaningful deterrent to noncompliance and encourages timely renewal applications in accordance with the ordinance.

Caution Against Continuous Amendments

As Council considers this amendment, staff recommends also considering the broader policy implications of making repeated amendments to the late renewal provisions of the STR Ordinance.

The STR Ordinance was developed following a task force process, public input, studies, and public hearings, and includes detailed legislative findings supporting the regulation of short-term rentals. Among other things, the ordinance recognizes that short-term rentals are commercial in nature, that the proliferation of short-term rentals can adversely affect residential neighborhoods, and that the R-1 districts are particularly susceptible to those impacts. To address these concerns, the ordinance establishes a maximum number of STR licenses within the R-1 districts and states that these limits are intended to be achieved prospectively through attrition as licenses expire, are terminated, or become void.

The City has previously amended the ordinance to provide additional opportunities for late renewal applications, including extending filing deadlines and authorizing administrative approval of delayed filings in limited extraordinary circumstances. While Council may determine that additional flexibility is appropriate, repeated amendments that create new exceptions to renewal requirements may lessen the effectiveness of the licensing framework and the ordinance's long-term policy objectives.

Additionally, frequent amendments to the ordinance can create confusion for property owners, rental agents, and the public regarding the applicable requirements and deadlines. A regulatory framework that is amended repeatedly can make compliance more difficult, reduce the predictability of enforcement, and create expectations that future deadlines or requirements may likewise be modified. Stable and consistently applied regulations promote fairness, transparency, and public confidence in the City's administration of the ordinance.

More broadly, ordinance amendments are generally most effective when they are adopted to advance policy objectives that apply consistently across similarly situated properties, rather than to address the circumstances of a particular property or applicant. As Council evaluates this proposed amendment, it may wish to consider whether the change represents a long-term policy direction for the City or a response to an individual circumstance, and whether this change will fully resolve the underlying issues that have prompted the recent string of amendments to the ordinance's renewal requirements.

LEGAL REVIEW:

Legal prepared the ordinance amendment and will be at your meeting for any questions.

SAMPLE MOTION:

Motion to approve Ordinance No. 261013-A Short Term Rental Licensing Ordinance Amendment, and Resolution No. 261013-A, approving a change in the City's schedule of fees to update the penalty fee for late renewal applications.

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

SHORT-TERM RENTAL LICENSING ORDINANCE AMENDMENT

ORDINANCE NO.261013-A

At a meeting of the City Council of the City of Saugatuck, Allegan County, Michigan, held at the City of Saugatuck Hall on _____, 2026 at _____ p.m., City Council Member _____moved to adopt the following ordinance, which motion was seconded by City Council Member _____.

An ordinance to amend the City of Saugatuck's Short-Term Rental Licensing Ordinance, Ordinance No. 240229-B, as amended, to update provisions regarding the renewal of STR licenses to provide a grace period in which the renewal applications may be submitted after expiration, to provide some flexibility to license holders in the event that pertinent deadlines are missed while ensuring that STRs are still regularly inspected and approved, in order to protect the public health, safety, and welfare.

CITY OF SAUGATUCK, ALLEGAN COUNTY, ORDAINS:

SECTION 1. AMENDMENT TO ORDINANCE NO. 240299-B, SECTION 99.58: City of Saugatuck Ordinance No. 240229-B, Section 99.58, shall be amended to read as follows:

§99.58 DURATION OF LICENSE; RENEWAL.

(A) Except as otherwise provided herein, a license issued under this chapter shall remain in effect for a period of one (1) year from the date it was issued unless it is suspended or revoked by the City.

(B) The license holder or local agent may apply for a renewed license by submitting a renewal application to the enforcing officer no sooner than sixty (60) days prior and no later than thirty (30) days prior to the date that the license is set to expire, along with the license renewal fee established by the City's fee schedule. Renewal applications may be submitted no later than sixty (60) calendar days after this deadline (meaning up to thirty (30) calendar days after the day the license expires), subject to a late fee established by resolution of the City Council. This grace period shall apply retroactively to late renewal applications that have been submitted to the City within the allotted grace period and shall allow the processing and approval of the same. Renewal applications submitted after this sixty (60) calendar day grace period by any amount of time shall be deemed untimely and shall not be processed by the City, and the short-term rental license shall be deemed expired.

DRAFT

(C) All information submitted with the prior application(s) shall be deemed submitted with the application for renewal, except that each year a new completed and signed fire safety checklist must be submitted, a new fire inspection must be conducted, and an approved fire inspection certification must be issued before a license can be renewed. In addition, short-term rentals owned by corporate entities or trusts must submit updated documentation each year showing that the interest, composition, membership, or ownership in said corporation or trust has not changed so as to constitute a transfer as defined in this chapter. Aside from the renewed fire safety checklist, fire inspection, and updated ownership documentation, the license holder or local agent shall only be required to submit new information with the application for renewal when that application information has changed since the last application was filed with the City.

(D) A renewed license for a short-term rental shall be issued when all of the standards and regulations of this chapter are met. Once issued, a renewed license for a short-term rental shall take effect on the same day as the expiration of the prior license, such that a short-term rental license will retain the same expiration date from year-to-year.

(E) If the short-term rental premises does not meet all the requirements of this chapter at the time of renewal, the City shall promptly notify the license holder. The license holder shall have thirty (30) calendar days from the date the notice of a deficiency was sent to cure any deficiencies. If the license holder cannot demonstrate full compliance with this chapter at the end of the cure period, the short-term rental license will not be renewed and will be deemed expired.

SECTION 2. SEVERABILITY: Should a court of competent jurisdiction find any provision, clause, or portion of this ordinance amendment to be invalid or unconstitutional, the balance or remainder of this ordinance amendment shall remain valid and in full force and effect and shall be deemed "severable" from the portion, clause, or provision deemed to be invalid or unconstitutional by the court.

SECTION 3. REPEAL: All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SECTION 4. EFFECTIVE DATE: This Ordinance shall become effective immediately upon the date of this Ordinance's publication as required by law.

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN: _____

ORDINANCE DECLARED ADOPTED.

DRAFT

_____
Holly Anderson
City of Saugatuck, Mayor

_____
Jamie Wolters
City of Saugatuck, City Clerk

DRAFT

CERTIFICATION

I hereby certify that:

1. The above is a true copy of an ordinance adopted by the City of Saugatuck at a duly scheduled and noticed meeting of the City Council held on _____, _____ 2026, pursuant to the required statutory procedures.

2. A summary of the above ordinance was duly published in the _____ newspaper, a newspaper that circulates within the City of Saugatuck, on _____, 2026.

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

4. I filed an attested copy of the above ordinance with the Allegan County Clerk on _____, 2026.

ATTESTED:

_____
Jamie Wolters
City of Saugatuck, Clerk

DRAFT

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

NOTICE OF ADOPTION

SHORT-TERM RENTAL LICENSING ORDINANCE AMENDMENT

ORDINANCE NO. ___

Please take notice that on _____, 2026, the City Council of City of Saugatuck adopted Ordinance No. ___, which, among other things, amends the City of Saugatuck's Short-Term Rental Licensing Ordinance, Ordinance No. 240229-B, to update provisions regarding the renewal of STR licenses to provide a grace period in which the renewal applications may be submitted after expiration. Copies of the ordinance may be obtained from Jamie Wolters, City of Saugatuck Clerk, at 102 Butler Street, P.O. Box 86, Saugatuck, Michigan 49453, during regular business hours.

The Amendment to Ordinance No. 240299-B has the following sections, which are summarized below: Section 1: Amendment Section 99.58; Section 2: Severability; Section 3: Repeal; and Section 4: Effective Date.

Jamie Wolters
City of Saugatuck, Clerk
(269) 857-2603
JWolters@saugatuckcity.com

Publication Date: _____, 2026

DRAFT

CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN

RESOLUTION NO. 261013-A

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, licenses, 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 Schedule of Fees as follows:

Business Licenses	Current Fee	New Fee
Short-Term Rental – Late Application Penalty Fee	$525	$100 for each calendar day the application is late.

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 _____, 2026

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 _____, 2026.

Signed: _____
Jamie Wolters, City Clerk

City Council Agenda Item Report

FROM: Mark Ondersma - Director of Public Works

MEETING DATE: October 13, 2026

SUBJECT: Village Square Restroom Renovations & Wicks Park Restroom Replacement.

DESCRIPTION:

City staff have been working on improvements to the public restroom facilities at Village Square and Wicks Park. The City Council has identified these improvements as a priority for Fiscal Year 2026/2027. The project will replace the existing restroom building at Wicks Park and renovate the existing restroom facility at Village Square.

At Wicks Park, the existing restroom building will be replaced with a new facility generally following the layout of the recently constructed Mt. Baldhead restroom, including two unisex stalls and a storage/mechanical room. Improvements will include raising the building elevation to address periodic flooding, constructing a new gable-end roof, replacing the adjacent sidewalk, accommodating recreation of the existing mural, investigating and replacing the existing water service as needed, and relocating/re-feeding the irrigation system. ADA improvements and maintenance of the Wicks Park restroom are also identified as priorities in the Parks and Recreation Master Plan.

At Village Square**,** improvements will include siding and roof replacement as well as improvements to the entrance gates. Interior renovations will include new doors, restroom fixtures and furnishings, lighting and exhaust fans, improved ventilation and dehumidification, epoxy flooring, and interior painting. Existing sensor-operated toilet and urinal flush valves will be replaced with manual flush valves to improve reliability and reduce maintenance.

The Design Phase will include surveying the Wicks Park site, incorporating the existing Village Square survey, preparing site plans and preliminary construction documents, coordinating design reviews with City staff and stakeholders, and ensuring the proposed improvements comply with applicable building codes.

Staff recommend that City Council approve moving forward with the design phase of the Village Square Restrooms & Wicks Park Restroom Replacement.

BUDGET ACTION REQUIRED:

Funding for the Design Phase of the interior restroom improvements at Village Square and Wicks Park replacement is included in the current fiscal year budget in the amount of $160,000.

COMMITTEE/COMMISSION REVIEW:

Parks & Public Works Committee has reviewed & recommended the replacement of the Wicks Park Restroom & the improvements to the Village Square Restrooms.

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to Approve Architectural & Engineering Design, Bidding & Construction Administration Services for Wicks Park Restroom Replacement & Village Square Restroom Renovations from Fleis & VandenBrink in the amount of $72,800.

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

September 21, 2026

Via Email: rcummins@saugatuckcity.com

Ryan Cummins, City Manager
City of Saugatuck
102 Butler Street
Saugatuck, MI 49453

RE: Proposal to Provide Architectural & Engineering Design, Bidding & Construction Administration Services for Wicks Park Restroom Replacement & Village Square Restroom Renovations

Dear Ryan:

We understand the City is planning to replace the existing restroom building at Wicks Park and renovate the existing restroom building at Wicks Park and Village Square. We have reviewed both buildings with City staff and developed the following scope of replacement and renovation work.

Wicks Park

- The new building will have a similar layout as the new restroom building at Mt. Baldhead, including two unisex stalls and a storage/mechanical room. Project specifics will include the following:
  - The floor elevation will be raised to prevent periodic flooding, eliminating the timber landscape wall around the perimeter.
  - The roof layout will be gable end type construction to match the look of the existing building.
  - Concrete sidewalk will be replaced to accommodate the new grade.
  - The exterior wall construction will be designed to accommodate re-creation of the existing mural. The City will contract for the artwork separately from construction. We will work with the selected artist to provide a "canvas" that meets their needs.
  - The existing water service enters the building above grade and is 2" galvanized pipe that needs to be replaced to comply with EGLE's Lead and Copper Rules. The service line will be further investigated during construction and replaced either to the curb stop or all the way to the main, depending on the findings and will be placed at a standard bury depth for frost protection, which will require replacement of some of the concrete flooring in the building.
  - Irrigation piping will be re-fed from the new building with controller relocated to the mechanical room.

Village Square

- Exterior Improvements
  - F&V recently worked with City staff to obtain quotes for siding improvements, but the costs were above the amount in the budget. This scope of work will be

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

incorporated into the bid package and coordinated with the installation of a new drinking fountain included in the Village Square court renovation project.
    - City staff also recently obtained quotes for re-shingling the roof. Coordinating roof improvements with siding is desirable for flashing and other details. This work will be included in the bid package.
    - Metal gates at the entrance will be removed or paint touched up, depending on City preference.
- Interior Improvements
    - Entry doors will be replaced, as well as the doors between the restrooms and the center storage/utility area.
    - Interior vestibule doors (between the vestibules and the restroom areas) will be removed.
    - Interior furnishings (hand driers, sinks, mirrors, partitions, toilets, urinals, air fresheners, etc.) will be replaced. We understand the current "no touch" toilets have frequent sensor issues, and the "no-flush" urinals frequently require filter replacement at approximately $50 per urinal, plus labor. We will utilize manual flush valves for both toilets and urinals, similar to what was installed recently at Mt. Baldhead.
    - Replace lights and fans. Improve ventilation/dehumidification.
    - Replace current tile flooring with epoxy.
    - Repaint the interior (white).

Based on our understanding of the project scope, we have developed the following Scope of Services to assist the City with this project.

SCOPE OF SERVICES

Design Phase

- Obtain topographic survey of the Wicks Park restroom building and surrounding site features to serve as a base for design of site improvements. Incorporate topographic survey recently obtained for the Village Square court renovation project.
- Prepare a basic site plan for each building, illustrating exterior improvements.
- Prepare preliminary plans and specifications for the project.
- Meet with City staff, KLSWA and other stakeholders, as appropriate, to review the plans and specifications. Incorporate comments received.
- Review proposed work with the local code official to review the design for code compliance.

Bidding Phase

- Prepare and submit the advertisement for bids. Contact potential bidders directly and place the advertisement with plan rooms.
- Assemble bidding documents and distribute electronic (PDF) copies to plan rooms. Bid documents will also be available for review on our website.
- Issue electronic bid documents to prospective bidders.
- Answer bidder questions and provide supplemental information, if necessary.
- Conduct a public bid opening to be held at City Hall.
- Tabulate and review the bids received, evaluate references and provide a Recommendation of Award to the City.
- Assist the contractor with preparing building permit applications, including mechanical, electrical, and plumbing. Cost for the permit to be paid by the selected contractor.

Construction Phase

- After an award is made by the City, review bonds and insurance certificates provided by the successful bidder for conformance with the specifications. Prepare construction

contracts for City signature. After contracts have been executed, prepare the Notice to Proceed.

- Schedule and attend a pre-construction meeting with the City, Contractor and utility companies, as appropriate. Prepare and distribute meeting minutes.
- Provide project administration and engineering during the construction period. Tasks will include:
  - Review Contractor pay applications and, if appropriate, submit a recommendation to the City for payment.
  - Prepare contract change orders, as necessary, and submit recommendations to the City for approval.
  - Maintain project records.
- Provide as-needed on-site observation and testing during project construction activities. We have included approximately 60 hours of field time in our fees. The field technician's duties will include:
  - Perform on-site materials testing, as needed.
  - Review work progress to date for conformance with the bid documents.
  - Address complaints filed with the City, if any.
- Conduct a final walk-through meeting on site with the Contractor and City staff to review the work. Prepare a final punch list of remaining work items. Provide follow-up review to see that the punch list items have been completed.
- Coordinate final payment with release of retainage and contract closeout.

ANTICIPATED SCHEDULE

We anticipate the following schedule for this project:

- Authorization: October 2026
- Survey: October – November 2026
- Design: November 2026 – April 2027
- Bidding: May – June 2027
- Pre-Construction Activities: Summer 2027
- Construction: Fall 2027 – Spring 2028 (completion prior to Memorial Day)

ENGINEERING BUDGET

We propose to complete the Scope of Services outlined above for the following lump sum fees:

Phase	Task	Fee
Design	Bid Package	$ 45,100
Bidding	Bidding Assistance	$ 2,800
Construction	Construction Engineering/Administration	$ 11,900
	On-Site Observation & Testing	$ 9,800
	Contract Closeout	$ 3,200
Total Proposed Fee		**$ 72,800**

Authorization to proceed with the work can be given by returning a copy of this proposal, signed below as indicated. In the meantime, please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK

Dave Gibbs, RA
Project Manager

Jonathan W. Moxey, P.E.
Principal

Cc: Mark Ondersma, Superintendent of Public Works
Michelle Gibson, Project Coordinator

WORK AUTHORIZATION

Fleis & VandenBrink is hereby authorized to proceed with the Scope of Services presented in this proposal in accordance with the existing Professional Services Agreement for General Consultation dated November 13, 2018.

_____ _____

By Date

City Manager Report

October 13, 2026

Maple Street Construction

- The end of major work is in sight!
- Base paving for the DPW lot started October 5.
- October 8-9: The final asphalt topcoat is scheduled, weather permitting.
- Week of October 12:
    - Final restoration work, including remaining site cleanup, topsoil restoration, and seeding
    - Fence and guardrail installation
    - Construction work signs will begin to be removed, and permanent road signs will begin to be installed
- October 19 and 20: Water valve work is scheduled downtown on Water Street. Affected residents and businesses should have received a separate notice regarding this work.
- A reminder that if your constituents have questions, please have them contact the following: Public Works - Michelle Gibson, Project Coordinator - (269) 224-9504

City Guide for Deputies

- Staff recently developed a City of Saugatuck orientation and reference guide for Sheriff's Office deputies assigned to the City.
- The guide provides deputies with information on common City ordinance issues and complaints, including parking, speeding, noise, short-term rentals, and other common enforcement matters.
- It also provides practical information on City operations and expectations, including parks, Oval Beach, special events, water/sewer emergencies, and appropriate City contacts.
- The goal is to provide deputies, particularly those newly assigned to Saugatuck, with a useful reference to help familiarize them with City operations, common issues, and who to contact when questions arise.
- Sheriff's Office leadership has been very complimentary of the guide and its usefulness as a resource for deputies serving the City.

Parking Study Report

- I recently sent out communications to the community via email and social media summarizing the findings of the parking study. Local papers covered the report as well. Community members were encouraged to review the full report and accompanying presentation slides to better understand the findings, recommendations, and considerations for moving forward.

    - Full Parking Study Report: https://www.saugatuckcity.com/uploads/1/3/3/9/133977444/parking_study_and_solutions_report_092326_reduced.pdf
    - Parking Study Summary Slides: https://tinyurl.com/2byatdr7
- I anticipate the recommendations returning to a City Council workshop in December 2026 or January 2027 for Council to discuss the findings and confirm its policy direction.

Quarterly Community Engagement Report

- We have continued our efforts to share information with the community in a variety of places.
- Here are stats for July - September:

Facebook	
	July - September
Viewers	47,952
Views	254,613
Total Followers	6,779
Net Follows	494

City Website	
	July - September
Unique Visits	28,650
Views	44,650
Top Pages	1. Oval Beach 2. Mt. Baldhead Park 3. Chain Ferry

News You Can Use E-mails	
	July - September
Delivered Messages	52,563
Opened Messages	12,155

YouTube	
	July - September
Meeting Video	1,437

Views	

Michigan Municipal League (MML) Conference

- I am attending the MML's annual conference this week. It's always great to network with other local government officials from around the state, learn new things, and re-energize for the important work we do.
- In my next report I will report on the sessions that I attended.

Miscellaneous

- **Business Town Hall Reminder** - The town hall is scheduled for Tuesday, October 20, from 11:00 a.m. to 1:00 p.m. at the Saugatuck Center for the Arts.
- **Meetings**
    - Attended Maple Street construction meeting.
    - Attended Blue Star Trail meetings.
    - Assisted with fall decorations set up. Thank you to Council Member Muncey for coordinating everything!
    - Held a Department Head team meeting.
    - Met with Deputy Fellows, who is our newest contracted deputy. She is replacing Deputy Garcia on day shift and Deputy Garcia is taking over for Deputy Kaminski on nights. Deputy Castro and Deputy Marklevitz remain on the same shifts.
    - Attended business town hall planning meeting.
    - Held one on one meeting with Director of Public Works.
    - Prepared for and attended joint meeting to discuss Kalamazoo Lake Harbor.

Treasurer Report
October 13, 2026

Tax Administration

- Processed summer tax disbursements/inquiries. Issued delinquent tax notices.

Accounts Payable

- Completed regular payables cycles and reviewed service billing against agreements.

Payroll & Benefits

- Completed payroll and quarterly reporting; administered employee benefits and retirement plans.
- Refined retirement forfeiture procedures and standardized benefit proration calculations.

Financial Management

- Completed August reconciliation/reporting and continued year-end/audit work.
- Completed authorized year-end transfers of $75,000 to Local Streets and $30,000 to Major Streets.
- Reviewed outstanding receivables and invoice access controls.

Investments and Banking

- Rolled over two CDs and invested excess funds to improve earnings.

Projects, Assets, and Insurance

- Continued Maple Street funding and Elizabeth Street cost-allocation work.
- Reconciled Culver Street parking revenue and prepared the school's share for approval.
- Revised Oval Beach revenue controls and began sales reconciliation.

- Followed up on grant reporting and reimbursement requirements.

Miscellaneous / Administrative

- Renewed SAM.gov registration; activation confirmed through October 5, 2027.
- Updated financial procedures and supporting documentation.

City Clerk Monthly Report

Elections

- November 3, 2026 – General
  - Sample Ballot
  - Absentee Ballots were mailed out to voters.
  - Preliminary testing is completed on Election Day and Early Voting equipment.
  - Early voting site at the City of the Village of Douglas City Hall.
  - Election Day site at The Woman's Club.
  - Residents can register to vote here: https://www.michigan.gov/sos/elections/voting/register-to-vote#HowToRegister

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Meetings

- Prepared agendas, packets, and minutes for the following bodies:
  - Two City Council Workshops
  - Two City Council Regular
  - Two Planning Commission
  - Parks and Public Works Committee
- Participated in:
  - Maple Street Construction Update
  - Department Head Meeting
  - Monthly City Manager One on One

Special Events

- *Special event applications received for processing*:
  - Lights-Out at Oval Beach: event date: 11-8-26
  - Homecoming Parade event date: 10-16-26.
    - Safety meeting conducted and ready for approval.

    - The Cottage Anniversary Party event date: 11-7-26.
        - Safety meeting conducted and ready for next workshop.
    - Veterans Day Ceremony event date: 11-11-26.
    - Holiday Lighting event date: 11-27-26.
    - Whootville Parade event date: 12-5-26.
- *Upcoming Special events process completed*:
    - Family & Pet Halloween Party: 10/31/26.
    - Art Coast Food & Wine Festival event dates: 11-5-26 through 11-7-26.

Administrative & General

- Processed 10 zoning permit payments.
- Processed payments for treasurer:
    - Parking Tickets – 2
    - Building Permits – 6
    - Tax Payments – 184
- 6 FOIAs received.
- Created and distributed 20 community E-News blasts.
- City Staff handled a total of 734 incoming phone calls.
- City Hall Remodel: Second round of renderings have been received; staff have a scheduled meeting to review internally.
- Website RFP has had 23 responses so far.
- Managed front counter operations.

September 2026 Department of Planning & Zoning Report

Monthly Update Overview

- Daily review and coordination of planning, zoning, development, and property-related matters, including application review, research, interpretation of City requirements, and responses to resident, applicant, and business inquiries.
- Coordination with the City Engineer, planning consultant, legal counsel, and other City departments to resolve active development and zoning issues, clarify departmental processes, and ensure consistent application of City requirements.
- Substantial enforcement activity, including investigation and follow-up on active zoning and property-related violations, compliance discussions, and coordination with legal counsel and other departments as appropriate.
- Coordination and review related to site sewer connections and associated development requirements.
- Continued development of the Comprehensive Plan, including drafting and compiling supporting data and materials for upcoming chapters.
- Continued planning and preparation for an upcoming business-oriented Town Hall meeting.

Action & Progress

- Continued STR administration, including resident and applicant meetings, application guidance, compliance checks related to property transfers, enforcement matters, and coordination with Granicus.
- Coordinated multiple zoning, enforcement, and policy matters with legal counsel, including active enforcement cases, site sewer connection requirements, and interpretation and application of zoning regulations.
- Maintained ongoing coordination with the City Engineer, planning consultant, and internal departments regarding active applications, proposed development, infrastructure considerations, and related review issues.
- Repeated research and review of zoning, land use, development, and procedural questions in response to applications, inquiries, and active City matters.
- Continued drafting and compilation of data for the Comprehensive Plan, with additional draft chapters anticipated for Planning Commission review.

Boards, Casework, & Operations

- Prepared agendas, packets, staff materials, and recommendations for Planning Commission, Zoning Board of Appeals, Historic District Commission, and City Council meetings; issued meeting cancellations where applicable.
- Reviewed and processed planning and zoning applications, short-term rental applications, permits, and related requests; conducted field inspections and maintained follow-up on active and continued enforcement matters.
- Responded to and researched a wide range of resident, applicant, business, and interdepartmental inquiries regarding zoning requirements, development procedures, permits, property use, and City processes.
- Participated in ongoing internal staff coordination meetings and worked with other departments to clarify processes, coordinate responses, and address issues affecting development and property owners.
- Updated escrow and invoice tracking as needed.

Ongoing & Upcoming

- Several Comprehensive Plan draft chapters to be presented during September PC meeting.
- Continued STR compliance monitoring and enforcement.
- Gradually updating & creating new permit applications where applicable.
- Planning & preparation for a town hall meeting.

Short Term Rental License's 2026

Zoning District	# Issued in August	Year to Date Issued	Cap
Blue Star (LI-1)	-	-	-
City Center (C-1)	1	16	-
City Center Transitional Residential (R-4)	1	14	-
Community Residential (R-1)	6	93	67
Conservation Recreation & Camp (CRC)	-	-	-
Cultural/Community	-	-	-
Lake Street (R-2)	-	14	-
Maple Street (R-1)	-	7	7
Neighborhood Marine (NHM)	-	-	-
Peninsula North (Duneside – R-1)	-	2	3
Peninsula North (Riverside – R-1)	-	-	2
Peninsula South (R-1)	-	10	11
Peninsula West (R-1)	-	13	10
Resort (C-4)	1	13	-
Downtown Waterfront Preservation (C-2)	-	-	-

Water Street East (C-2)	-	17	-
Water Street North (C-1)	-	5	-
Water Street South (C-2)	-	-	-
Multi-Family Residential (R-3)	1	6	-
Total	**10**	**212**	

Permits Issued 2026

Permit Type	Number Issued in Septemb	Year to Date Issued
Zoning	7	54
Historic	11	36
Right of Way	3	27
Special Land Use	0	3
Total	**21**	**120**

Planning Department Calls in September

Total Calls	Incoming	Outgoing
308	202	106

Granicus Hotline Calls Update – August 2026

Type	Number of Calls
Trash	0
Occupancy Limits	0
Noise	1
Other	1
Total Calls All Time	70

Closed Casework

Type	Number of Open Cases
Short Term Rental	10
Enforcement	2
Zoning	7
Right of Way	3
Historic	11
Water/Sewer	4
Special Land Use / PUD	-
Total	**37**

Open Casework

Type	Number of Closed Cases
Short Term Rental	18
Enforcement	5
Zoning	9
Right of Way	3
Historic	4
Water/Sewer	1
Special Land Use / PUD	1
Total Cases Closed in June	**41**

Respectfully submitted,



Department of Public Works Monthly Report

Below is a summary of notable activities carried out by the Department of Public Works during the month of September.

Staff Updates:

- The DPW team had a busy and productive month in September, completing 58 work tasks in addition to our regular day-to-day responsibilities. These ongoing duties include brush and leaf pickup, trash and restroom cleaning, street sweeping, and maintaining approximately 15 different locations through our weekly mowing operations. The team also assisted with the setup and preparation for two community events during the month. One of the events was the Mt. Baldhead Challenge, which requires considerable preparation and coordination by the DPW staff each year. The team's work in advance of and during the event helps ensure the facilities and surrounding areas are ready for participants and visitors. This month, we filled our open position by welcoming Jace Mitchell to the DPW team. Jace has fit in and has been a great addition to our staff. You may recognize him, as he has worked seasonally with the Beach and DPW over the past few years. We're happy to have him officially join the team.

- Most of our seasonal and part-time DPW staff have finished for the year. We still have a few employees working weekends for the next few weeks to help keep up with restroom cleaning and trash pickup. The remaining seasonal staff have also been busy with fall cleanup, including removing flowers from City properties and trimming back landscaping in preparation for the upcoming winter season.

- Oval Beach staff wrapped up their season following Labor Day weekend. The holiday weekend was especially busy, with the parking lot filling up early each day. Angela, our Oval Beach Manager, and her entire team did a great job throughout the season. Their hard work and dedication helped make it another successful season at the beach. We appreciate everything they did this year and are already looking forward to next season.

DPW Work:

- **Tree Trimming:** Tree trimming continues to be a focus this fall. The crew is working to remove dead limbs and trim or remove branches that are growing too close to businesses and other areas where they may become a concern.

- **Parks:** With the much-needed rain we received in September, mowing has remained a constant need. However, the additional rain allowed us to reduce the amount of watering needed in the parks each day, and we were even able to shut some irrigation systems off completely.

- **Streets:** Street sweeping increased toward the end of September and will continue well into the fall. With the trees beginning to drop leaves and acorns, the crew will continue working to keep the streets clean throughout the season.

Oval Beach:

- With Oval Beach now closed for the season, the team has been focusing on removing some of the trash cans and picnic tables and getting the beach ready for the offseason. Angela has also been busy painting the restrooms in preparation for next season.

Project Updates:

- **Maple Street:** Maple Street is finally starting to look like a road again. It has been a busy September for Skippers Excavating. The asphalt base coat has been placed, and the final concrete sidewalks and approaches are being completed. Final paving is expected to be completed by the second week of October.

- **DPW Parking Lot:** The DPW parking lot was removed, and concrete pads have been installed along the fence to provide additional storage space. A base layer of asphalt has been placed, with the final asphalt coat expected to be completed in early October.

- **AED Installation:** With the AED location at Mt. Baldhead approved, communication has begun with HEARTSafe, and installation is expected to be completed in October.

- **Kayak Launcher:** The kayak launcher approved for installation at Spear Street has been ordered. Installation is expected to take place in early spring.

- **Holiday Lighting:** If you haven't noticed the lights going up around town. Chips Ground Cover has started wrapping our trees in lights for the season.

- **Mt. Baldhead Invasives and Vegetation Restoration:** Invasive species management continues at Mt. Baldhead, with crews focusing on removing woody invasives, especially tree-of-heaven. Native seed mix and plugs are scheduled for installation next week, followed by shrubs and exclusion fencing later this fall to support habitat restoration.

- **Sidewalk Repairs & Installation:** Sidewalk removal has begun on Lake Street. Crews will then focus on other locations with sidewalk lips of 2 inches or more throughout the month.

- **Tree Evaluations:** We had an arborist evaluate the trees along Elizabeth Street in preparation for the future road project. While he was here, we also discussed several other trees throughout the city that may need attention.

Other Ongoing Projects:

- Upgrade restroom interiors at Village Square and Wicks Park.
- SHNA Invasives, Evaluation and Signage.
- Asset Management and CIP Plans.
- Village Square Courts
- Elizabeth Street Planning and Design
- Mt. Baldhead Radome Assessment.

City of Saugatuck
Status Report of Engineering Activities
October 8, 2026

General Consultation

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

- Pavement Markings: 2026 work is complete. Current contract is 2025-2027.

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

Lead Service Line Replacement

- EGLE has released its final Intended Use Plan for the Drinking Water Revolving Fund. The City's lead service line replacement project was funded. The total project budget to address known lead/galvanized service lines (approximately 135) is $1,690,000. As part of the project, we will be attempting to remove additional unknowns. The City's funding package will include 10% principal forgiveness (effectively a grant) and the remainder subsidized loan (0% for 30 years).
- Will be working with City staff on a plan to eliminate remaining unknowns and replace lead/galvanized services by the federal and state deadlines (11/1/2037 and 1/1/2041, respectively). Water services are being evaluated with all ongoing projects to continue making progress.

Mt. Baldhead Observation Platform Replacement

- Reviewed preliminary design with City staff and stakeholder group. Made revisions based on comments received.
- The Soil Erosion and Sedimentation Control permit application has been submitted to Allegan County. Once received, the EGLE Critical Dunes permit application will be submitted.
- Bidding is anticipated in late 2026 with construction in spring 2027.

Maple Street Improvements

- Underground utility work is complete.
- Sidewalk construction is nearly complete.
- Base course asphalt paving is complete.
- Turf restoration work is ongoing.
- Installation of valves on Water Street is tentatively scheduled for October 19-20.
- Construction is anticipated to be completed November 2026.

Parking Study

- The study was presented at the September 23 workshop.
- Meeting with staff soon to review various findings and ideas to begin implementation.

Park Street Improvements – Study Phase

- The City received funding from EGLE's Michigan Coastal Management Program, which is funding 50% of the planning cost.
- We are compiling feedback received from the September 1 workshop and subsequent communications.
- We are assembling the report to present at a future council workshop.

City Hall Interior Renovations

- City staff is reviewing current concepts.

Elizabeth Street Improvements

- Design work is nearly complete and permit applications have been submitted.
- Projected schedule is bidding in late 2026 or early 2027 and construction in 2027.

Village Square Court Renovation

- Presented to council at the September 9 workshop and finalizing bid documents based on input received.
- Projected schedule is bidding in late 2026 or early 2027 and construction in spring 2027.

Wicks Park and Village Square Restroom Interior Renovations

- Discussed updated project scope at the September 9 council workshop.
- Updated the design phase proposal based on input/direction received.

Saugatuck September 2026

Total incidents – 128

Total traffic stops – 49

School contacts – 19

Average response times – 10.4 minutes

Deputy Fellows began working in the city on October 5th. She will be working 5am-5pm. Deputy Garcia will now be working 5pm-5am on the night shift in place of Deputy Kaminski.



Call Date/Time	Incident Type
09/30/2026 17:43:13	General Assist
09/30/2026 13:52:36	Found Property
09/29/2026 22:05:15	General Assist
09/29/2026 20:39:29	Found Property
09/28/2026 21:57:46	General Assist
09/28/2026 11:03:45	Larceny
09/28/2026 01:59:43	General Assist
09/28/2026 01:44:32	General Assist
09/26/2026 22:42:01	General Assist
09/26/2026 22:24:54	General Assist
09/26/2026 18:09:14	Check Welfare
09/26/2026 17:07:51	Suspicious Situation
09/25/2026 21:57:11	General Assist
09/25/2026 21:05:36	General Assist
09/25/2026 17:05:31	Misc
09/24/2026 23:23:02	Loud Noise
09/24/2026 21:54:55	General Assist
09/24/2026 16:04:45	Loud Noise
09/24/2026 15:55:45	Harassment/Threats
09/24/2026 01:35:41	General Assist
09/23/2026 17:27:34	BASH
09/22/2026 22:30:54	General Assist
09/22/2026 22:12:33	General Assist
09/22/2026 00:25:10	General Assist
09/21/2026 22:12:33	General Assist
09/21/2026 15:29:42	Animal-Dog Running
09/21/2026 12:34:32	Assist Other Agencies
09/21/2026 01:01:13	Check Welfare
09/20/2026 22:53:29	General Assist
09/20/2026 00:50:52	Suspicious Situation
09/19/2026 22:10:31	General Assist
09/19/2026 13:09:00	Alarm
09/19/2026 10:29:59	Parking Violation
09/18/2026 22:58:46	Found Property

09/18/2026 21:09:33	Suspicious Situation
09/18/2026 10:54:11	Accident All Other
09/18/2026 01:28:28	Suspicious Situation
09/17/2026 23:35:57	Check Welfare
09/17/2026 22:18:23	General Assist
09/17/2026 22:04:41	General Assist
09/17/2026 20:08:25	Obstruct Justice
09/17/2026 18:03:06	Obstruct Justice
09/17/2026 12:23:52	Conservation
09/16/2026 22:22:41	General Assist
09/16/2026 22:02:02	General Assist
09/16/2026 21:17:16	Alarm
09/16/2026 18:48:50	Harassment/Threats
09/16/2026 11:28:40	Civil
09/16/2026 07:00:58	Loud Noise
09/15/2026 22:18:54	General Assist
09/15/2026 16:08:41	Assist Other Agencies
09/15/2026 11:15:01	Check Welfare
09/15/2026 10:31:13	Larceny
09/14/2026 22:35:14	Alarm
09/14/2026 09:08:36	Alarm
09/14/2026 08:17:35	Suspicious Situation
09/13/2026 23:45:54	General Assist
09/13/2026 22:37:39	General Assist
09/13/2026 14:38:33	Suspicious Situation
09/13/2026 12:12:15	Health and Safety
09/13/2026 01:17:39	General Assist
09/12/2026 23:48:25	General Assist
09/12/2026 23:21:32	General Assist
09/12/2026 22:25:46	Suspicious Situation
09/12/2026 19:22:52	Open Container
09/12/2026 15:17:50	Parking Violation
09/12/2026 11:34:51	General Assist
09/12/2026 11:21:35	General Assist
09/12/2026 06:23:12	Parking Violation
09/12/2026 02:26:34	Civil
09/11/2026 23:46:43	General Assist
09/11/2026 23:24:24	General Assist
09/11/2026 20:09:24	MDOP-29000
09/11/2026 19:38:33	Parking Violation
09/11/2026 18:24:37	General Assist
09/11/2026 11:35:47	Found Property
09/10/2026 22:54:56	Suspicious Situation
09/10/2026 22:54:04	General Assist
09/10/2026 19:46:08	General Assist
09/10/2026 13:54:34	Accident All Other
09/10/2026 09:55:38	Alarm
09/10/2026 08:11:41	General Assist
09/10/2026 00:57:49	General Assist
09/09/2026 18:25:24	Misc
09/09/2026 15:46:22	General Assist
09/09/2026 13:56:47	Check Welfare
09/09/2026 13:12:37	Suspicious Situation
09/08/2026 23:24:06	Suspicious Situation
09/08/2026 22:53:11	General Assist
09/08/2026 22:39:16	General Assist
09/08/2026 15:59:56	General Assist
09/08/2026 15:07:14	Found Property

09/08/2026 13:40:27	UNCONS/FAINTING
09/08/2026 01:32:33	General Assist
09/08/2026 01:20:04	General Assist
09/07/2026 18:17:58	General Assist
09/07/2026 17:23:37	Assist Other Agencies
09/07/2026 11:42:35	Abandoned Vehicle
09/07/2026 11:41:45	Shoplifter
09/07/2026 08:46:12	PRIV PROP IMPOUND
09/07/2026 07:59:49	Found Property
09/07/2026 00:49:28	Intoxicated Subject
09/06/2026 22:29:38	General Assist
09/06/2026 17:28:47	Parking Violation
09/06/2026 12:16:52	Abandoned Vehicle
09/06/2026 10:53:04	Found Property
09/05/2026 22:00:54	General Assist
09/05/2026 20:42:51	Parking Violation
09/05/2026 20:20:15	Disorderly Conduct
09/05/2026 16:53:24	Parking Violation
09/05/2026 11:43:47	Tree Down
09/05/2026 01:02:52	OWI
09/05/2026 00:22:38	Assault
09/04/2026 23:51:22	OWI
09/04/2026 22:52:17	General Assist
09/04/2026 22:45:56	OWI
09/04/2026 16:26:06	Found Property
09/04/2026 13:28:47	Odor Investigation
09/04/2026 13:28:24	Animal-Welfare
09/03/2026 22:57:39	General Assist
09/03/2026 22:40:59	General Assist
09/03/2026 09:42:26	Found Property
09/02/2026 23:21:02	Found Property
09/02/2026 22:18:30	General Assist
09/02/2026 22:00:57	General Assist
09/01/2026 22:12:47	General Assist
09/01/2026 18:12:26	Intoxicated Subject

CITY OF SAUGATUCK

Assessor's Report

Work Completed Since July / 2027 Roll Preparation

Since July, the Assessor's Office has continued its annual property review program while preparing the 2027 assessment roll. The following summarizes the primary work completed and currently underway.

20% Property Review and Record Maintenance

252 parcels were identified for the annual 20% property review. Field inspections and record-card verification have focused on maintaining accurate property characteristics and identifying changes that should be reflected in the assessment record.

2027 Sales and Appraisal Study Preparation

The office has worked with Allegan County to confirm and verify sales used in the appraisal and sales studies supporting the 2027 assessment roll. This work provides the foundation for reviewing market trends and determining appropriate valuation adjustments.

Taxpayer Valuation Assistance

Ongoing conversations with property owners have addressed assessment records, property characteristics, valuation questions, and other assessment-related concerns. These reviews also provide an opportunity to correct or clarify property information before the 2027 roll is finalized.

2027 Roll Verification

Preparation of the 2027 roll includes verification of tax warrants and review of disabled veteran exemptions to ensure applicable exemptions and assessment records are properly carried forward.

Board of Review Activity

The July Board of Review considered 3 actions, compared with 25 matters at the March Board of Review. The difference reflects the limited statutory correction functions of the July Board compared with the valuation appeal activity generally handled in March.

December Permit Audit Preparation

The office is currently preparing parcels associated with building permits for December field visits using Pivot Point. These permit audits will verify new construction, additions, remodeling, and other property changes for inclusion in the 2027 assessment roll as appropriate.

Next Phase - Land Values and ECF Analysis

Following completion and entry of the 20% property reviews, the office will move into the next phase of 2027 roll preparation, including review of land values and calculation of Economic Condition Factors (ECFs) using current market data.

Don Jollay
Deputy Assessor
City of Saugatuck