



## **CITY COUNCIL MEETING AGENDA**

**September 8, 2025**

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

*This is an in-person meeting at Saugatuck City Hall  
102 Butler St, Saugatuck, MI 49453.*

*The meeting will also be available live, virtually on Zoom.*

### **NOTICE:**

Join online by visiting:

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

Join by phone by dialing:

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

Then enter "Meeting ID":

**2698572603**

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

[rcummins@saugatuckcity.com](mailto:rcummins@saugatuckcity.com)

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

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

[jwolters@saugatuckcity.com](mailto:jwolters@saugatuckcity.com) for  
further information.

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Roll Call**

**4. Mayor's Comments**

**5. City Manager Comments**

**6. Agenda Changes (Additions/Deletions)**

**7. Guest Speakers**

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

**9. Consent Agenda: (Roll Call)**

**A.** Approval of City Council Workshop Meeting Minutes for September 3, 2025. *Pg.3*

**B.** Designation and Appointment of Grayson Moore as Zoning Administrator and Historic District Administrator. *Pg.6*

**C.** Special Event – Community Night. *Pg.7*

**D.** Special Event – Vigil for Democracy. *Pg.13*

**10. Staff Reports, Boards, Commissions & Committees: *Pg.19***

**A. Staff Reports:**

**1.** City Manager

**2.** Treasurer

**3.** Clerk

**4.** Department of Public Works

**5.** Police

**6.** Engineer

**B. Boards, Commissions & Committees:**

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

**11. Approval of Accounts Payable: *(Roll Call) Pg.35***

- A. Accounts Payable in the amount of  
\$764,515.22.

**12. Public Hearings**

**13. Unfinished Business**

**14. New Business**

**15. Public Comments**

**16. Correspondence *Pg.44***

- A. Dick Waskin

**17. Council Comments**

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



## **CITY COUNCIL WORKSHOP MEETING MINUTES- *proposed*** **September 3, 2025**

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

### **Call to Order:**

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

### **Attendance:**

Present: Mayor Anderson, Mayor Pro-Tem Stanton and Councilmembers Dean, Gardner, Muncey.

Absent: Clark and Peterson.

*Motion by Stanton, second by Dean to excuse councilmember Clark. Via voice vote, motion carried 5-0.*

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

**Agenda Changes:** None.

**Public Comment on Agenda Items Only:** None.

### **Approval of Minutes:**

Regular city council meeting minutes – August 25, 2025.

Closed session city council meeting minutes – August 25, 2025.

*Motion by Stanton, second by Muncey to approve the minutes from the regular city council meeting and the closed session city council meeting from August 25, 2025. Via voice vote, motion carried 5-0.*

### **Discussion Items:**

#### Introduction of Director of Planning and Zoning – Grayson Moore:

City Manager Ryan Cummins introduced Grayson Moore as the new zoning administrator to the city council.

Ryan explained that Grayson would be formally appointed at the next council meeting and invited him to share about himself. Grayson Moore stated he has a master's degree in urban planning from Wayne State University and previously worked in consulting. He expressed excitement about starting the Master Plan process in Saugatuck and shared that he and his wife enjoy camping and spending time outdoors in the area. Grayson also mentioned his enthusiasm for city planning. Ryan added that Grayson and his wife are moving to the area. Council members welcomed Grayson, asked about his background, and discussed his interests, including his two dogs and his passion for planning.

#### Warnock Drain – At Large Assessment:

The council discussed the Warnock drain at large assessment, which involved a recent project to replace a culvert under Ferry Street and related infrastructure work. The city was assessed 15% of the project cost (\$61,875), but council members were surprised by the assessment due to a notice error—proper notification was not received, preventing the city from participating in the review process. Ryan Cummins explained the assessment process, the options for payment (lump sum or over three years with interest), and the legal framework. They emphasized the importance of due diligence and setting a precedent for proper notification. The council discussed that the drain commissioner re-notice the assessment and allow the city to participate in the review process. The discussion also touched on the potential for minimal additional costs if a new notice is issued and the importance of transparency and timely information for budgeting and decision-making.

Councilmember Peterson joined meeting at 4:25 p.m.

#### Shoulder Season Initiatives/Warming Station:

Lisa Mize, CVB Director, presented a shoulder season initiative idea, which aims to boost activity in Saugatuck during the fall, spring, and winter months. Consultants were brought in to assess the area and recommend ways to attract more visitors outside the busy summer season. One key recommendation was to install warming stations or fire pits in central locations. The Rose Garden was identified as a preferred location for a permanent warming station, with ideas to replace the current fencing with a low brick wall to make the space more inviting and provide additional seating. Other possible locations, such as Wicks Park and Village Park, were also discussed. The majority of funding would come from the Convention and Visitors Bureau (CVB), with potential contributions from the city. Council members expressed the need to respect any restrictions tied to the Rose Garden. Next steps include preparing renderings for multiple locations and presenting the options to the council for input.

**Public Comments:** None.

#### **Council Comments:**

Gregory Muncey hoped everyone had a good holiday weekend and mentioned enjoying the cooler weather. The last "Music in the Park" event would be held that evening, with a backup location at Wicks Park Bar and Grill if the weather was too wet. He thanked Ryan for assisting a local resident with a housing situation. He shared information about the passing of Brett DeMond, a local grocery store owner, and provided details about the upcoming visitation service, acknowledging Brett's contributions to the community and local events.

Scott Dean Expressed gratitude to Ryan for assisting a local resident with a housing situation, noting that community members were appreciative of Ryan's efforts. Thanked volunteers in advance for their work on the upcoming Mount Bald Head Challenge, encouraging participation and volunteering. He will be participating. Sharing his own experience volunteering at the event in the past and looking forward to being involved again, mentioning the fun and unique atmosphere at the event's stations.

Mayor Pro-Tem Stanton shared her excitement for the upcoming Mount Bald Head Challenge, mentioning she will be volunteering at the Red Dock parking lot and highlighting the event's positive atmosphere. Noted that the event provides a boost to local businesses during the shoulder season and mentioning the addition of a band at the after-party in Coughlin Park. Expressed gratitude to the Convention and Visitors Bureau for their long-term vision and to community members who contribute their expertise and ideas to improve the town. Encouraging the community to embrace new ideas, acknowledging that there will be many opinions, but supporting efforts to enhance the town's appeal.

Russ Gardner clarified a rumor that the picnic pavilion at Bald Head is not being torn down and emphasizing its importance to the community. Suggested the city notify the public in case anyone is interested in relocating the building of bathrooms that will be demolished soon. Addressed questions about the legality of buskers (street performers) in town. City Manager Ryan Cummins confirmed that busking is allowed as long as noise ordinances are followed and sidewalks are not blocked. Noted concerns from residents about unauthorized trails being created in city parks (the wilds), emphasizing that private individuals should not make changes to public parkland, and stating that the city is following up on the issue.

Chris Peterson apologized for being late to the meeting and expressing support for the Mt. Bald Head Challenge, noting that while she can't participate as a runner, she appreciates the event. Shared that many residents are excited about the new bathrooms being constructed and expressing her own enthusiasm for the improvement. Stated her fondness for the shoulder season in Saugatuck and reminiscing about the "Taste of Saugatuck" event, expressing hope that it could return in the future.

**Adjournment:**

*Motion by Stanton, second by Dean to adjourn the meeting. Upon voice vote, motion carried 6-0. Mayor Pro-Tem Stanton adjourned the meeting at 5:00 p.m.*

Respectfully Submitted

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Jamie Wolters, City Clerk



## City Council Agenda Item Report

**FROM:** Ryan Cummins, City Manager

**MEETING DATE:** September 8, 2025

**SUBJECT:** Designation and Appointment of Grayson Moore as Zoning Administrator and Historic District Administrator

**DESCRIPTION:**

The City's new Director of Planning and Zoning, Grayson Moore, started on September 2.

I am requesting that City Council designate Mr. Moore as the Zoning Administrator and Historic District Administrator:

**154.170 ENFORCEMENT BY ZONING ADMINISTRATOR.**

This chapter shall be administered by the Zoning Administrator designated and appointed by the City Council.

**BUDGET ACTION:**

None at this time.

**LEGAL REVIEW:**

N/A at this time.

**SAMPLE MOTION:**

Motion to designate and appoint Grayson Moore as the City of Saugatuck Zoning Administrator and Historic District Administrator.



## City Council Agenda Item Report

**FROM: MEETING**                      Jamie Wolters  
**DATE:**                                      September 8, 2025  
**SUBJECT:**                                Saugatuck Public Schools Community Night

**DESCRIPTION:**

Saugatuck Public Schools have submitted a special event application for Community Night to be held on September 19th from 4pm-11pm. A street closure is requested on Elizabeth Street.

**BREAKDOWN OF EVENT:**

Date: September 19, 2025  
Time: 4pm-7pm  
Estimated number of attendees: 200  
Volunteers: 50

**BUDGET ACTION REQUIRED:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to approve the special event application for Community Night organized by Saugatuck Public Schools, contingent on approval from Fire, Police & DPW.

**Council Action**

\_\_\_\_ Approved

\_\_\_\_ Denied

\_\_\_\_ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453  
Phone: 269-857-2603 • Website: [www.saugatuckcity.com](http://www.saugatuckcity.com)

**SPECIAL EVENT & PARADE APPLICATION**

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

**SPONSORING ORGANIZATION INFORMATION**LEGAL BUSINESS NAME: Saugatuck Public SchoolsTELEPHONE: 269-857-2133MAILING ADDRESS: 401 Elizabeth StCONTACT NAME: Liz Wilson

TELEPHONE: \_\_\_\_\_

E-MAIL ADDRESS: ewilson@saugatuckps.com

CELL PHONE: \_\_\_\_\_

**CONTACT PERSON ON DAY OF EVENT**CONTACT NAME: Kim Sharda

TELEPHONE: \_\_\_\_\_

E-MAIL ADDRESS: ksharda@saugatuckps.com

CELL PHONE: \_\_\_\_\_

**EVENT INFORMATION**NAME OF EVENT: Community NightDATE(S) OF EVENT: 09/19/2025PURPOSE OF EVENT: Invitation to all community members & familiesRAIN DATE: n/a

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

EVENT LOCATION: Saugatuck Softball FieldEVENT HOURS: 4-7ESTIMATED NUMBER OF ATTENDEES: 200+ESTIMATED NUMBER OF VOLUNTEERS: 50ESTIMATE DATE / TIME FOR SET-UP: 2:00 \_\_\_\_\_ ☐ A.M. ☐ P.M.ESTIMATE DATE / TIME FOR CLEAN-UP: 6:00 \_\_\_\_\_ ☐ A.M. ☐ P.M.

## EVENT DETAILS

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

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

PROPOSED TIME MUSIC WILL BEGIN: 4:00 END: 6:30

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

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

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

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

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

- ☐ **"YARD" SIGNS** - Number requested: \_\_\_\_ (Maximum size is 2' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- ☐ **BANNER UNDER SAUGATUCK PALETTE SIGN** - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- ☐ **SIGNAGE AT EVENT SITE** - Location(s): \_\_\_\_\_  
Description of signs: \_\_\_\_\_  
(Signs at event site cannot be displayed prior to day of the event and must be removed at the end of the event.)

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

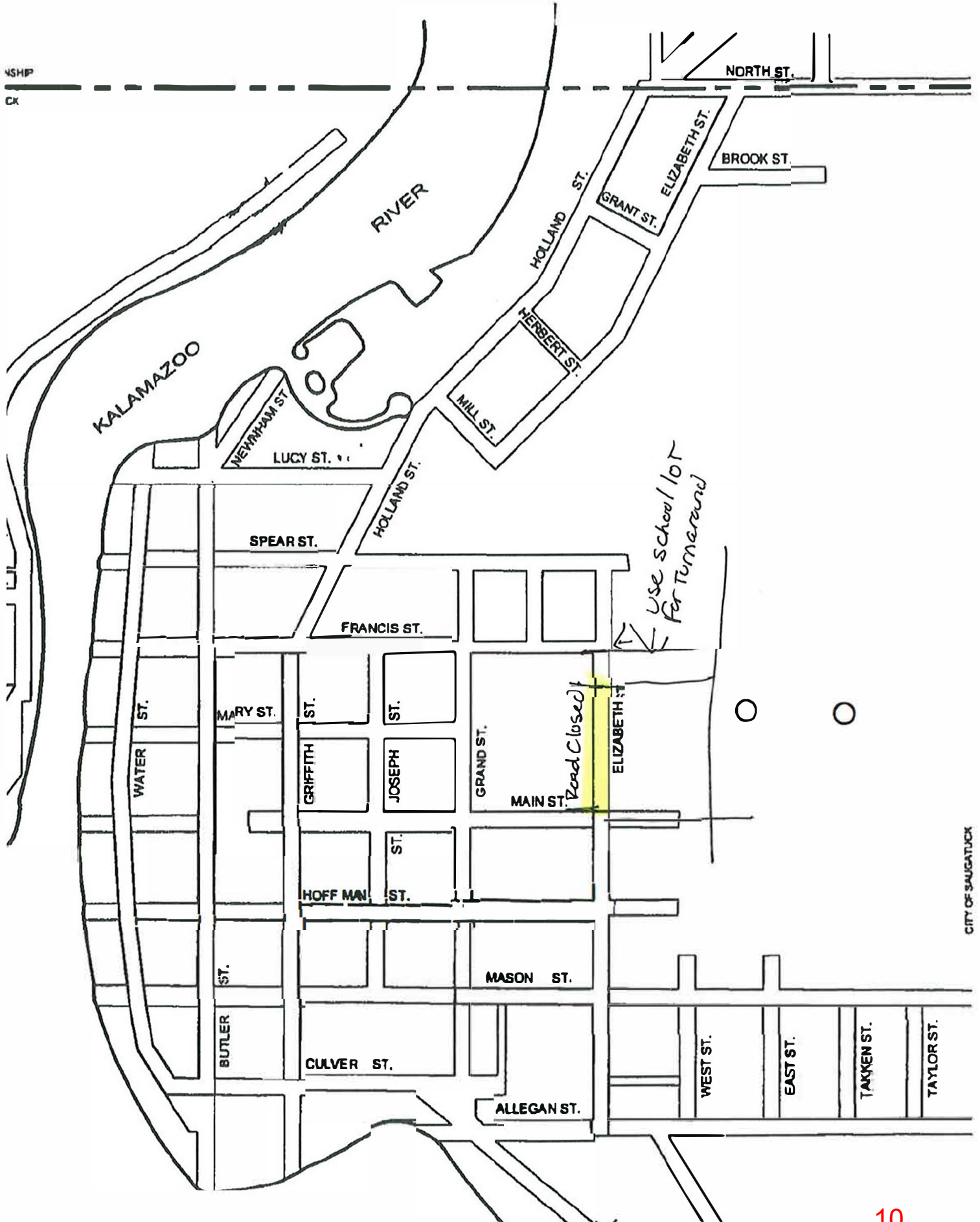
☐ **BOOTHS** – QUANTITY 0 ☐ **TENTS** – QUANTITY 0  
☐ **AWNINGS** – QUANTITY 0 ☐ **TABLES** – QUANTITY 0  
☐ **PORTABLE TOILETS** – QUANTITY 0

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

If yes, where do you propose your vendors park? By the tennis courts

Will the Interurban be utilized? ☒ Yes ☐ No Time(s) 4-7

# Downtown Street / Sidewalk Closure(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: 3:30 7:00 ☐ A.M. ☒ P.M.

Street re-open date/time: 7:00pm ☐ 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)

n/a ☐ Fireworks Permit (if applicable)

n/a ☐ Michigan Liquor Control Commission Special Event License (if applicable)

n/a ☐ Health Department Food Service License (if applicable)

If document is missing, please explain: \_\_\_\_\_

The applicant and sponsoring organization understand and agrees to:

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

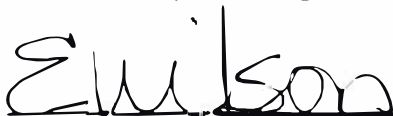
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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

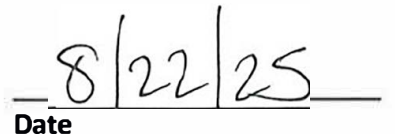
Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

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

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



Applicant Signature

  
Date



## City Council Agenda Item Report

**FROM: MEETING**                      Jamie Wolters  
**DATE:**                                      September 8, 2025  
**SUBJECT:**                                Special Event - Vigil for Democracy

**DESCRIPTION:**

Saugatuck Douglas Area Indivisibles has submitted a special event application to hold an event "Vigil for Democracy" on October 3, 2025 in Wicks Park from 6:30pm - 9:30pm.

**BREAKDOWN OF EVENT:**

Date: October 3, 2025  
Time: 6:30pm-9:30pm  
Estimated number of attendees: 100  
Volunteers: 20

**BUDGET ACTION REQUIRED:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to approve the special event application "Vigil for Democracy" organized by saugatuck Douglas Area Indivisibles, contingent on approval from Fire, Police & DPW.

**Council Action**

\_\_\_\_ Approved

\_\_\_\_ Denied

\_\_\_\_ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453  
Phone: 269-857-2603 • Website: [www.saugatuckcity.com](http://www.saugatuckcity.com)

**SPECIAL EVENT & PARADE APPLICATION**

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

**SPONSORING ORGANIZATION INFORMATION**

LEGAL BUSINESS NAME: Saugatuck Douglas Area Indivisibles TELEPHONE: [REDACTED]

MAILING ADDRESS: [REDACTED]

CONTACT NAME: Jane R Dickie TELEPHONE: [REDACTED]

E-MAIL ADDRESS: [REDACTED]

**CONTACT PERSON ON DAY OF EVENT**

CONTACT NAME: John Wilson

TELEPHONE: Same

E-MAIL ADDRESS: [REDACTED]

CELL PHONE: [REDACTED]

**EVENT INFORMATION**

NAME OF EVENT: Vigil for Democracy

DATE(S) OF EVENT: 10-3-2025  
7-26-2025

PURPOSE OF EVENT: Building Support for Democracy

RAIN DATE: 10-3-2025

- ☒ Non-Profit    ☐ For-Profit    ☐ City Operated/Sponsored    ☐ Co-Sponsored  
☐ Marathon/Race    ☐ Festival/Fair    ☐ Video/Film Production    ☐ Other 6:30-9:30  
including Set up & Take Down

EVENT LOCATION: Wicks Park (primary) Coughlin (alternate) EVENT HOURS: 6:30-9:30

ESTIMATED NUMBER OF ATTENDEES: 100 approximately

ESTIMATED NUMBER OF VOLUNTEERS: approx 20

ESTIMATE DATE / TIME FOR SET-UP: 10-3-2025 6:30-7:30P ☐ A.M. ☒ P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 7-26-25 9:00-9:30P ☐ A.M. ☒ P.M.  
10-3-2025

## EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: ☒ Yes ☐ No  
TYPE OF MUSIC PROPOSED: ☒ Live ☒ Amplification ☐ Recorded ☒ Loudspeakers  
PROPOSED TIME MUSIC WILL BEGIN: 7:30 pm END: 9:00 pm  
FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) ☐ Yes ☒ No  
☐ Provide Copy of Health Department Food Service License

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

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

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

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

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

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

☒ SIGNAGE AT EVENT SITE - <sup>Description:</sup> Location(s): Signs with our Logo - Saugatuck Douglas Area Individuals  
Description of signs: Location at The Wicks Park  
(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 1 small Table  
☐ 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: See above NA - Not Applicable

The applicant and sponsoring organization understand and agrees to:

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

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

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

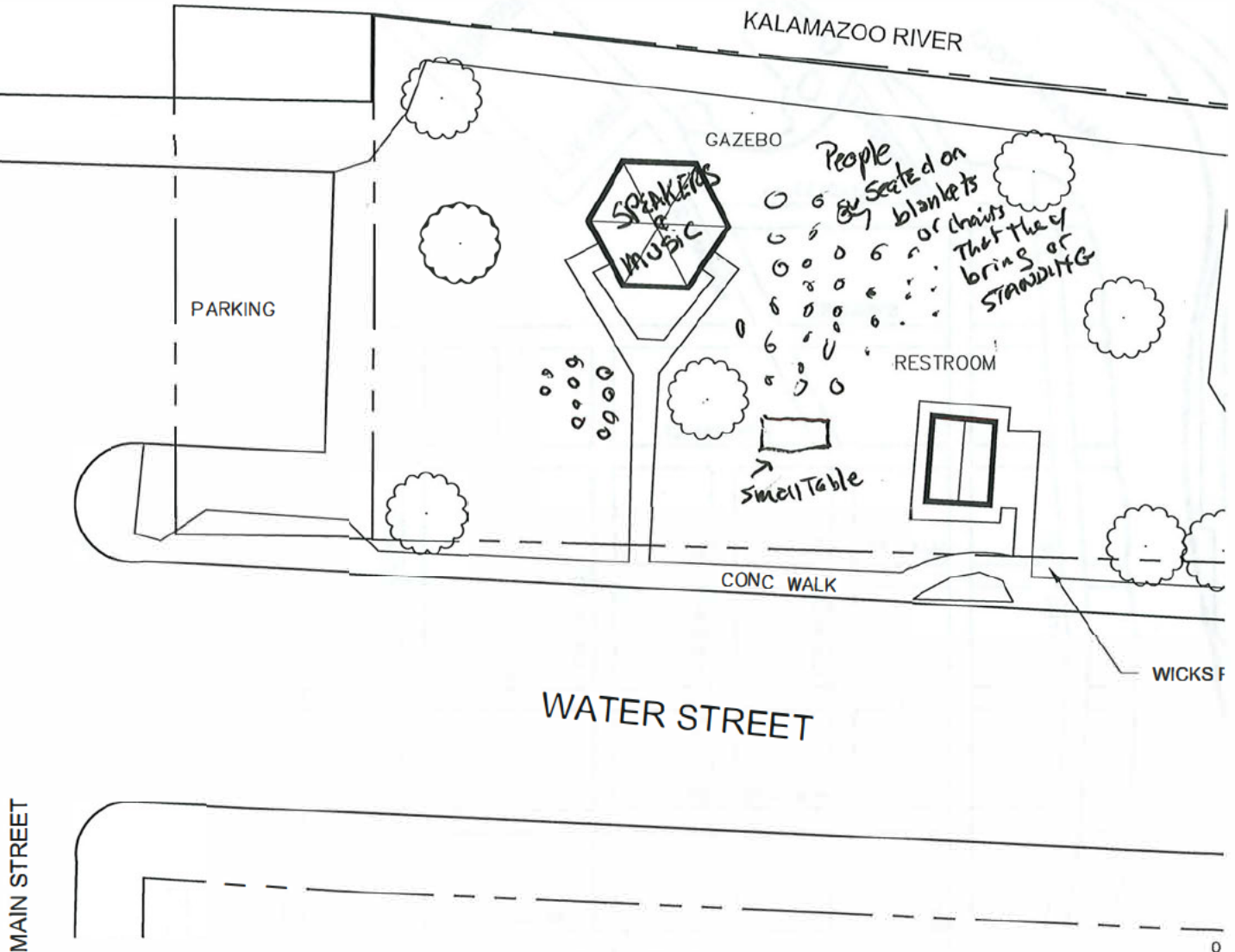
Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

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

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

  
Applicant Signature

8/28/25  
Date



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

FLEIS & VANDENBRINK ENGINEERING, INC.

2016

PAR



## **City Manager Report**

September 8, 2025

### **Launch of Master Plan Process**

- Exciting news! Please see the attached press release and social media blurbs on the launch of the master plan process.
- We have shared this via our e-mail list and with local media. The Commercial Record had an article in this week's paper. We also have a post on the City's Facebook page. We will continue to share on our channels throughout the month.
- We are working to finalize a postcard mailing and I will be sharing in my regular community report.
- As of September 4, 45 people have taken the survey. I ask for your help in spreading the word and encouraging the community to take the survey and stop by the open house.

### **Update on Warnock Drain Assessment**

- A follow up from your work session and request that the Drain Office re-notice a day of review.
- I talked with the Drain Commissioner today and he advised that he will be providing an updated day of review notice to the City which will allow us the opportunity to participate and state any concerns with the assessment for their consideration. I will be working with our engineers to evaluate further.

### **Safe School Routes Meeting**

- Last week I attended a meeting with the school superintendent, school security, Sheriff's Office, Douglas Police, PTO, and a school board member to discuss safe school routes.
- The group was very happy to hear that City Council approved the construction of a sidewalk along Maple. I reported that work is ongoing to finalize designs and approvals for the remainder of the Blue Star trail which will help student bikers and walkers. The group liked hearing that improvements across the Blue Star Bridge are planned. I also reported to the group that Elizabeth Street is on our capital improvement plan and we have dollars budgeted to begin design engineering this fiscal year. The school asked for input during that process, and I welcomed that.
- The group discussed ideas to bring greater awareness to school zone areas and working to reduce speeds during school hours.

### **Planning/Zoning**

- I have continued to cover the Planning/Zoning duties. On Tuesday, Grayson started and I have been working to get him up to speed on our processes and status of the various cases that are pending. We are currently managing 42 cases, including short-term rentals, various types of permits, and enforcements. We are also handling numerous inquiries.
- In October, you will see a return of the normal planning and zoning report showing open and closed cases and other items Grayson is working on.

### **Funding Options for Additional Fire Station**

- I confirmed with Chief Janik that the Fire District Board has a special meeting scheduled on September at 11a at Saugatuck Township Hall to hear a funding presentation for an additional fire station at 415 Wiley Road.
- Here is a link to the agenda:  
[https://www.saugatuckfire.org/uploads/6/0/2/9/60295155/fb\\_agenda\\_-\\_special\\_-\\_20250909.pdf](https://www.saugatuckfire.org/uploads/6/0/2/9/60295155/fb_agenda_-_special_-_20250909.pdf)

### **Miscellaneous**

- Attended Blue Star trail viewshed survey with tribal nations, Michigan Department of Transportation, C2AE, and Township.
- One on one meeting with City Treasurer.
- Held Department Head team meeting.
- Met with Township Manager.
- Met with DPW staff.
- Prepared for and attended Historic District Commission meeting.

### **Blast from the Past**

- As we kick off updates to the current Master Plan, it's always interesting to review ideas from the past. Closing streets and creating a pedestrian friendly mall downtown? That was among the ideas in the following article that was in the Commercial Record on September 9, 1971:

# The Commercial Record

OUR 104th YEAR

SAUGATUCK, MICHIGAN, SEPTEMBER 9, 1971

10 Cents

NUMBER THIRTY SIX

## Planners Offer Retail, Industrial Area Ideas

Development plans aimed at attracting jobs and retail business to the Saugatuck-Douglas area were presented Aug. 31 to the Regional Planning Commission.

The proposals include a mall for Saugatuck's business district, a divider along Center Street in Douglas with plants and a small pool, and an industrial park built to attract 2,000 persons to the area. The sketch plans are part of a \$5,075 contract with Williams and Works, Inc., of Grand Rapids.

"These things only happen if people want them to happen," said John Paul Jones, planner for Williams and Works. He recommended a capital expenditures program be established in the area to "make it work."

Cost of the Saugatuck business district proposals is estimated at about \$50,000. The Douglas development would cost \$10,000 to \$15,000. Projects like them usually are financed by special assessment to benefited property owners, he said.

The industrial park would cost about \$528,000. It would be developed piece-by-piece, with sales of the first factory sites helping pay for facilities for the next one. A group called the Saugatuck-Douglas Economic Development Corp. has been formed with aims to develop an industrial site.

Planner Dennis F. Elsen of Williams and Works outlined the sketch plans and showed pictures of them to the audience of about 30 persons.

In Saugatuck, he said, the attempt is to isolate a six-block area and keep traffic mostly out of it. A small, accessible mall would be built on Butler Street between Culver and Main.

The builders should "make it as pleasant, green and attractive as they possibly can," he said.

Downtown development both in Saugatuck and Douglas needs proper zoning to coordinate business areas with surrounding areas, he said. Transportation problems must be solved, including ease of access. Parking, either public or private, should be convenient to shops.

The "scale" of business areas should be oriented to the pedestrian, keeping distances short, with benches and rest areas interspersed. Both the Saugatuck and Douglas shopping areas should be tailored to a theme such as a New England village, with all details carefully designed to carry out the theme, Elsen said.

In Saugatuck, parking lots on Butler Street would be replaced with lots behind the stores. Kiosks for specialty shops, fountains and plantings would grace the mall. He noted that Citizens Trust and Savings Bank already has begun the idea with its park where the old bank building was.

Canopies now in front of some stores should be extended so shoppers can keep out of rain and snow going from store to store.

These improvements would cost about \$50,000. They could be financed by special assessment, a share of gross sales, or a front-foot charge.

Jones added "if ever a small community had a chance to improve its downtown, this one does." He recommended that the planning commission get people interested in the idea.

Saugatuck Village President Julius Van Oss asked that the proposal, after study by the Regional Planning Commission, be presented to the village council for action.

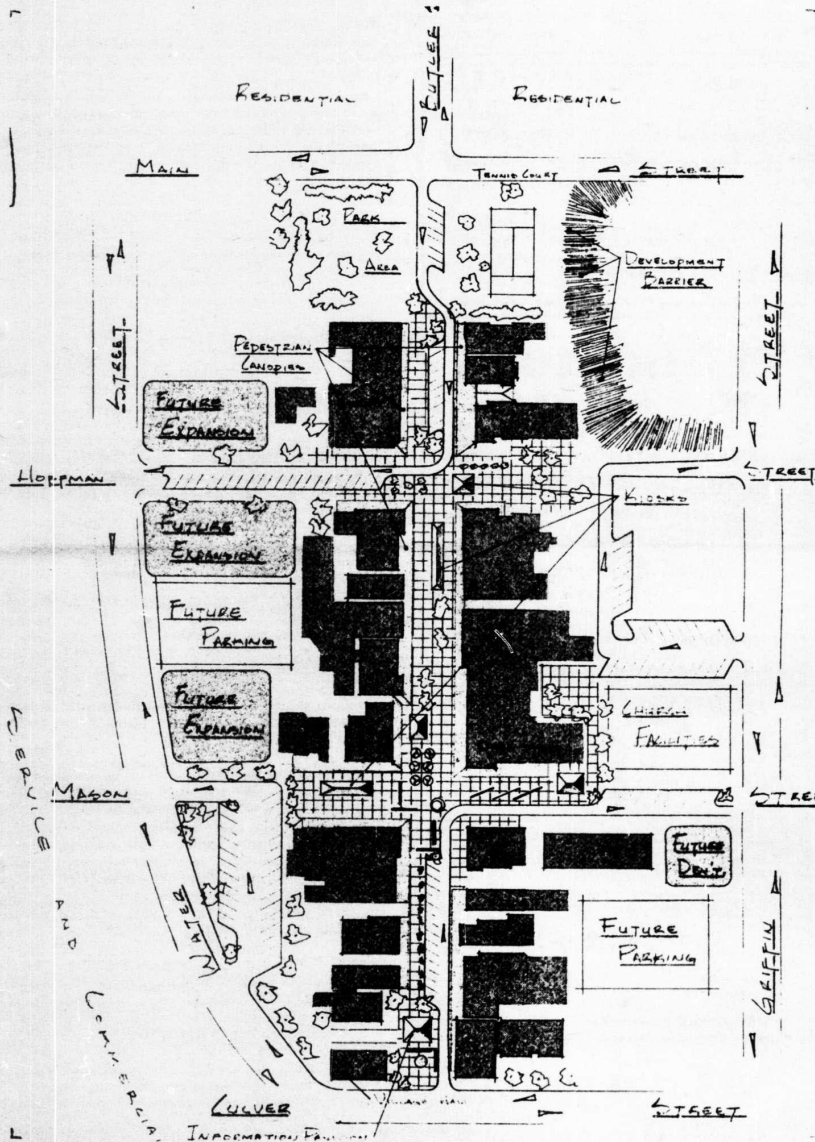
In Douglas, Jones said, the stores "need people to buy such things as hardware and baked goods. They're not going to get 'em with a big black strip of pavement. He urged Douglas to "do something, dramatically and forcefully."

In the proposal, Center Street would be divided by a planted area with a pool. Plazas and meeting areas would be built between stores. Canopies would shelter shoppers. Parking lots would be built behind stores.

Douglas Village President Joel Matteson said there appear to be some things in the plan that could be done immediately without special assessments.

The industrial site chosen by the planning commission for the study was the area east of the Douglas interchange. The site is not zoned industrial, though the economic development corporation has been considering asking for rezoning.

Sewers are due in that area in 1980 to 1990 and no water service is scheduled at this time, so an alternative is to develop the area's own services, Elsen said.



Saugatuck's downtown development plan includes a mall along Butler Street from Culver north to Main. One-way lanes would permit cars to go north from Culver one block and turn east on Mason toward the bank and the Methodist Church. Another one-way lane would carry traffic south from Main for access near the post

office. The central block, from Mason to Hoffman, would be all mall, with kiosks in it for display and little shops. Canopies would shelter people walking from building to building. The parking removed along Butler would be replaced with space behind stores.

Work on the 155-acre site would be done in three phases to spread costs over a number of years. Development would be in tracts of 35 acres, 45 and 75 acres. It costs about \$60 a lineal foot to install the services including industrial roadway, sanitary and storm sewers and water mains. The first phase would cost \$150,000, the second \$240,000 and the third, \$138,000 for a total of \$528,000.

"Seed money" from local investors and loans from the Small Business Administration would get the project started. Thereafter, sales of land for factory sites would

pay for further improvements.

There is a "north site" that was zoned industrial by the Township Board. It lies east of Interstate 196 and west of 63rd Street and runs from Richmond Road to 136th Avenue. Jones said the north site has not been abandoned and that both might be developed concurrently.

The proposals for Saugatuck, Douglas and the industrial site will be assembled together with the other work done by the planning consultants and presented to the Planning Commission.



## FOR IMMEDIATE RELEASE

### The City of Saugatuck Launches Master Planning Process with Opportunities for Public Involvement

**Saugatuck, MI – August 29, 2025** – The City of Saugatuck has officially begun the process of creating a new Master Plan, a long-range document that guides the City’s future growth, preservation, investment, and land use decisions. The new Master Plan will be a city-specific effort, but it will also recognize the spirit of regional planning established in the 2016 Tri-Community Master Plan, which included the City of Saugatuck, Saugatuck Township, and the City of the Village of Douglas. In accordance with state statute, a master plan must be revisited every five years to ensure it reflects the evolving needs and vision of the community.

The planning process is designed to capture and document the ideas of Saugatuck’s residents, businesses, stakeholders, community leaders, and visitors. Public input will play a central role, forming the foundation for the goals and objectives of the Master Plan. As part of the engagement process, the City invites interested parties to participate in the following kick-off opportunities:

#### Community Open House

Date: Tuesday, September 30, 2025

Time: Drop in anytime between 5:00 p.m. and 7:00 p.m.

Location: Saugatuck High School, 401 Elizabeth St, Saugatuck, MI 49453

The open house will feature a series of interactive stations where participants can share their ideas, identify community priorities, and provide location-specific feedback. Activities will include quick-response boards, mapping exercises, and visioning discussions designed to gather meaningful input on topics such as development, mobility, investment priorities, and community character.

#### Community Survey

Interested parties are also encouraged to share their thoughts through a comprehensive online survey involving a wide range of topics:

<https://www.surveymonkey.com/r/saugatuckplan>

The survey will be open until October 6, 2025. If desired, paper copies of the survey can be picked up at City Hall, 102 Butler St, Saugatuck, MI 49453.



The City encourages broad participation to ensure that the updated Master Plan reflects the shared vision of the community and sets a clear course for the future.

#### Contact:

Ryan Cummins, City Manager

(269) 857-2603

[rcummins@saugatuckcity.com](mailto:rcummins@saugatuckcity.com)

## **Social Media Blurbs**

### Option 1.

The City of Saugatuck is creating a new city Master Plan — and your voice matters!

Join us for a Community Open House on Tuesday, Sept. 30, 2025 (drop by anytime 5–7 PM at Saugatuck High School, 401 Elizabeth St, Saugatuck, MI 49453) and help shape the future of our city.

Can't make it or would like an additional opportunity? Share your ideas in the online survey (open until Oct. 6): <https://www.surveymonkey.com/r/saugatuckplan>

Let's work together to build Saugatuck's future!

### Option 2.

The City of Saugatuck is creating a new city Master Plan, and we want your input!

Community Open House

Tuesday, September 30, 2025 | Drop by anytime 5:00 to 7:00 p.m.

Saugatuck High School, 401 Elizabeth Street, Saugatuck, MI 49453

Community Survey

Open through October 6, 2025

<https://www.surveymonkey.com/r/saugatuckplan>

Help shape the future of Saugatuck by sharing your ideas and priorities.

### Option 3.

The City of Saugatuck is creating a new Master Plan and invites your input. Stop by anytime at a Community Open House on Tuesday, September 30, 2025, from 5:00 to 7:00 p.m. at Saugatuck High School, 401 Elizabeth Street, Saugatuck, MI 49453. You can also share your thoughts through the Community Survey, open through October 6, 2025, at <https://www.surveymonkey.com/r/saugatuckplan>.

**Treasurer Report**  
September 08, 2025



**Tax Administration:**

- Fielded resident inquiries related to mailing addresses, PREs, deferments, and partial payments.
- Researched returned or undeliverable mail; updated address records accordingly.
- Verified ACH instructions for properties with recently transferred PRE affidavits.
- Continued receiving summer tax payments and preparing property tax disbursements to Allegan County, Saugatuck Public Schools, and OAISD – including the Olde Mill PILOT and its payouts. These distributions will continue on each payables through March 1.
- Created a procedure to verify cancellation of property tax ACH payments for sellers, and to offer buyers the option to set up ACH
- Issued an eBlast with reminders on the upcoming tax payment deadline, ACH timeline, and online look-up information.

**Accounts Payable:**

- Coordinated with vendors on payment processing and account updates.
- Ongoing communication with Comcast to finalize implementation of the new contract, secure credits for prior overbilling, resolve related fees and inquire about the updated equipment.
- Updated vendor files and records.
- Processed credit card reconciliations, including follow-up on missing receipts and prior fiscal year charges

**Payroll & Benefits:**

- Continued refining payroll processes, including Oval Beach-specific workflows and salaried employee handling.
- The City's HSA program launched with the August 15 payroll. Initial contributions are complete and ongoing processes have been implemented.
- Coordinated with BS&A on new HSA deduction and employer contribution setup.
- Updated new employee onboarding forms.
- Coordinated with Gallagher to obtain an employee onboarding presentation for the City's dental insurance.

**Financial Management / Audit Preparation:**

- Processed credit card payments for Oval Beach stickers, permits, and other City revenue sources; expanded reconciliation with Concession-side detail.
- Continued assembling audit documentation: budget information, Council information, legal matters, cash documentation, receivables, prepaids, and capital assets. Several audit PBC tasks have been completed.
- Addressed auditor guidance questions, including payroll accrual and investment interest handling
- Attended the final PMGAP Audit Prep 2 training webinar.

**Investments and Banking:**

- Coordinated rollover of Macatawa Bank CD into a new CD requiring multiple signatories; troubleshooting access issues for Council signers.

**Miscellaneous / Administrative:**

- Managed beach and parking receipts, including daily reconciliations, credit card disputes, and replacement of damaged card readers.



## City Clerk Monthly Department Report

### September 8, 2025

- Elections:
  - POLLING PLACE CHANGE: The November 4, 2025, Election will be held at the Women's Club, 303 Butler Street.
  - Candidates on the ballot for City Council are:
    - Holly Anderson
    - Joe Clark
    - Russ Gardner
    - John Mayer
    - Sherry Tedaldi
  - Absent voter ballots will be available for issuance to voters on September 25, 2025.
- Deputy Clerk Williams has issued 127 business licenses.
- City Hall received 462 calls in August.
- Oval Beach Passes sold at City Hall: 442 resident and 215 non-resident.
- Currently organizing City Hall paper documents for pickup by the scanning service as part of the digitization project.
- Coordinated and prepared meeting packets and minutes.
  - Clerk Meetings:
    - Wolters
      - City Council Workshop
      - Election Commission
      - Election Equipment Maintenance
      - City Council Regular
      - Department Head
      - Special Event - Havana Club Ride
      - ADA Accessibility Webinar
    - Williams
      - City Council Regular
      - Planning Commission
      - Parks & Public Works Committee
      - ADA Accessibility Webinar



## Department of Public Works

Below is a summary of notable activities carried out by the Department of Public Works since the council meeting held on 8/11/2025:

### **August Brush & Leaf Collection:**

Brush and leaf collection services took place on August 12<sup>th</sup> for properties located on the east side of the Kalamazoo River and on August 13<sup>th</sup> for properties on the west side of the river. This collection was an opportunity for the Public Works staff to try out the new Tink attachment on the front-end loader. The trial run was very successful. Staff picked up 52 brush piles and could load the material from the rear of the dump truck. This allowed staff to limit the moving convoy to a single lane improving traffic flow and safety. The backhoe was not used at all for the collection which saves on tires, emissions, and cost.

### **Oval Beach Season:**

Now that we are past Labor Day, the Oval Beach operation is complete for the 2025 season. Thank you to Linda Bultman and her staff for a successful season. The Oval Beach team did an excellent job of taking in revenue, assisting park visitors, maintaining cleanliness, assisting with emergencies, and much more. Staff will be reviewing the Oval Beach financials in the coming weeks and evaluating operations for next year.

### **New Hire:**

As previously reported, Chad Bouwman had resigned to take another position closer to his home near Kalamazoo. Public Works conducted interviews to fill the vacant Equipment Operator/Maintenance Worker position at Public Works. The position was offered and accepted by Mr. Anthony (AJ) Brown. AJ comes with a great recommendation from Douglas Public Works after working seasonally there for 2 years and has experience working for the Mackinac City Public Works seasonally. AJ's start date is Monday September 8<sup>th</sup>. The Equipment Operator/Maintenance Worker/Oval Beach Manager position remains vacant, but staff is actively seeking to fill the position.

### **Road Resurfacing:**

The City Engineer and Public Works Superintendent conducted a field assessment to evaluate candidate roads for asphalt resurfacing or mill/overlay work. This work is geared towards roads that have decent underground utilities underneath but show signs of advanced deterioration on the asphalt surface. To maintain these roads to a high standard, the top 1 ½" of the asphalt surfaced can be milled off and replaced or overlaid with rolled hot-mix-asphalt (HMA). At this point, the following roads will likely be presented to council for resurfacing consideration:

- **Lucy Street** – 10 x 30 area just east of Butler Street (Fall 2025)
- **Hoffman Street** – west of Water Street (Fall 2025)
- **Wicks Park Parking Lot** (Fall 2025)
- **Mary Street** – Between Water Street and Butler Street (Spring 2026)

Staff will come back to council to council with pricing and a bid award recommendation. The general timeline for this fall would be pushing this out for bid next week for 2-3 weeks, present to council afterwards, then have construction begin mid-October. Asphalt plants typically close mid-November.

#### **Asset Management Champions Program:**

The Public Works Superintendent has begun training offered by the Michigan Infrastructure Council's (MIC) Asset Management (AM) Champions Program. The course runs from August through November and covers the principles of asset management while building a network of professionals, from all over the state, who are infrastructure owners. Upon successful completion of the course, certification is awarded to become one of 600+ Asset Management Champions in the state of Michigan.

#### **Meetings:**

- **8/11/2025** – DPW Weekly Goals Meeting
- **8/12/2025** – One-on-One with City Manager
- **8/12/2025** – MIC AM Champions Program Kickoff Meeting
- **8/15/2025** – Second Interview: Equipment Operator/Maintenance Worker Position
- **8/15/2025** – DPW Weekly Goals Follow Up Meeting
- **8/18/2025** – DPW Weekly Goals Meeting
- **8/18/2025** – Second Interview: Oval Beach Manager/DPW Hybrid Position
- **8/19/2025** – Department Head Team Meeting
- **8/20/2025** – 508 Perryman Street Site Visit
- **8/21/2025** – Kalamazoo Nature Center Site Visit at Mt. Baldhead
- **8/21/2025** – Saugatuck/Douglas Historical Society Site Assessment
- **8/22/2025** – DPW Weekly Goals Follow Up Meeting
- **8/22/2025** – Mt. Baldhead Restroom Kickoff Meeting
- **8/25/2025** – DPW Weekly Goals Meeting
- **8/26/2025** – Parks & Public Works Committee Meeting
- **8/27/2025** – Department Head Team Meeting
- **8/28/2025** – 241 Culver Street Site Visit
- **8/28/2025** – Havana Club Ride Safety Meeting
- **8/29/2025** – DPW Weekly Goals Follow Up Meeting
- **9/02/2025** – DPW Weekly Goals Meeting
- **9/02/2025** – MIC AM Champions Program Learning Pod #1
- **9/04/2025** – Holiday Light Electrical Needs Walkthrough with Chips Groundcover
- **9/05/2025** – DPW Weekly Goals Follow Up Meeting

**Special Event Assistance:**

- **Music in the Park (August 13, 20, 27 and September 3)**
- **Sidewalk Sales**
- **Mt. Baldhead Challenge**

**2025 Service Request Summary:**

|                 |            |
|-----------------|------------|
| <b>January</b>  | <b>34</b>  |
| <b>February</b> | <b>20</b>  |
| <b>March</b>    | <b>54</b>  |
| <b>April</b>    | <b>83</b>  |
| <b>May</b>      | <b>101</b> |
| <b>June</b>     | <b>74</b>  |
| <b>July</b>     | <b>46</b>  |
| <b>August</b>   | <b>TBD</b> |



Total calls for July 142

Total Traffic stops - 22

Call Date/Time Incident Type

| Call Date/Time      | Incident Type        |
|---------------------|----------------------|
| 07/31/2025 11:19:13 | Disorderly Conduct   |
| 07/31/2025 10:54:20 | Check Welfare        |
| 07/31/2025 10:27:40 | Found Property       |
| 07/30/2025 22:47:06 | General Assist       |
| 07/30/2025 17:38:59 | Shoplifter           |
| 07/30/2025 16:17:57 | Suspicious Situation |
| 07/29/2025 23:23:19 | General Assist       |
| 07/29/2025 19:31:06 | Parking Violation    |
| 07/29/2025 01:50:18 | Larceny              |
| 07/29/2025 01:13:58 | Assault              |
| 07/28/2025 23:46:34 | General Assist       |
| 07/28/2025 23:11:15 | General Assist       |
| 07/27/2025 12:53:05 | Road Hazard          |
| 07/26/2025 22:53:04 | Found Property       |
| 07/26/2025 19:05:20 | General Assist       |
| 07/26/2025 17:17:11 | Road Hazard          |
| 07/26/2025 16:48:54 | Parking Violation    |
| 07/26/2025 16:48:49 | Shoplifter           |
| 07/26/2025 12:50:49 | Parking Violation    |
| 07/26/2025 11:35:47 | Fraud                |
| 07/26/2025 10:56:04 | Conservation         |
| 07/26/2025 00:55:56 | General Assist       |
| 07/25/2025 23:54:18 | Intoxicated Subject  |
| 07/25/2025 23:37:59 | Found Property       |
| 07/25/2025 23:15:07 | Trespassing          |
| 07/25/2025 22:13:39 | Parking Violation    |
| 07/25/2025 22:05:44 | Trespassing          |

|                     |                        |
|---------------------|------------------------|
| 07/25/2025 00:42:02 | General Assist         |
| 07/24/2025 18:16:02 | Boat-Marine Patrol     |
| 07/24/2025 11:05:00 | Boat-Marine Patrol     |
| 07/24/2025 10:20:43 | 911 Welfare - Misdials |
| 07/23/2025 23:26:02 | General Assist         |
| 07/23/2025 23:07:38 | General Assist         |
| 07/23/2025 18:23:24 | Accident All Other     |
| 07/23/2025 15:56:55 | HEAT/COLD EXPOSURE     |
| 07/23/2025 11:15:21 | FALLS                  |
| 07/22/2025 22:53:45 | General Assist         |
| 07/21/2025 22:29:22 | General Assist         |
| 07/21/2025 01:07:42 | General Assist         |
| 07/20/2025 19:55:54 | Accident All Other     |
| 07/20/2025 13:18:58 | On Foot                |
| 07/19/2025 23:53:00 | General Assist         |
| 07/19/2025 19:01:57 | Parking Violation      |
| 07/19/2025 16:30:12 | Parking Violation      |
| 07/19/2025 16:28:27 | Motorist Assist        |
| 07/19/2025 15:44:45 | Boat-Marine Patrol     |
| 07/19/2025 13:18:25 | Shoplifter             |
| 07/19/2025 12:46:00 | Parking Violation      |
| 07/19/2025 12:40:00 | PRIV PROP IMPOUND      |
| 07/19/2025 12:14:24 | Parking Violation      |
| 07/18/2025 11:13:37 | Ambulance              |
| 07/18/2025 03:01:12 | Missing Person         |
| 07/17/2025 23:54:32 | General Assist         |
| 07/17/2025 16:28:00 | Check Welfare          |
| 07/17/2025 12:37:59 | On Foot                |
| 07/16/2025 22:23:03 | General Assist         |
| 07/16/2025 22:22:37 | Assist Other Agencies  |
| 07/16/2025 20:16:54 | Civil                  |
| 07/16/2025 16:57:19 | Check Welfare          |
| 07/16/2025 09:31:06 | Accident All Other     |
| 07/16/2025 08:31:05 | Accident All Other     |
| 07/16/2025 00:54:40 | General Assist         |
| 07/16/2025 00:18:00 | General Assist         |
| 07/15/2025 11:32:15 | Check Welfare          |
| 07/15/2025 00:04:35 | General Assist         |
| 07/14/2025 23:11:52 | General Assist         |
| 07/14/2025 16:08:20 | Animal-Welfare         |
| 07/14/2025 13:32:56 | Trespassing            |
| 07/13/2025 22:14:42 | General Assist         |
| 07/13/2025 15:39:45 | Suspicious Situation   |
| 07/13/2025 15:38:08 | Loud Noise             |
| 07/13/2025 14:14:57 | Boat-Marine Patrol     |
| 07/13/2025 11:36:48 | Check Welfare          |
| 07/13/2025 02:27:00 | Domestic Assault       |
| 07/12/2025 22:24:50 | General Assist         |

|                     |                        |
|---------------------|------------------------|
| 07/12/2025 12:43:42 | Animal Call-Other      |
| 07/12/2025 08:36:54 | Alarm                  |
| 07/12/2025 01:27:42 | Intoxicated Subject    |
| 07/11/2025 20:53:11 | PDA                    |
| 07/11/2025 14:10:49 | Parking Violation      |
| 07/11/2025 10:57:53 | Found Property         |
| 07/10/2025 23:07:48 | General Assist         |
| 07/10/2025 16:35:55 | Parking Violation      |
| 07/09/2025 23:52:36 | General Assist         |
| 07/09/2025 23:35:57 | General Assist         |
| 07/09/2025 11:46:18 | Death Investigation    |
| 07/09/2025 06:13:44 | Check Welfare          |
| 07/08/2025 22:24:24 | General Assist         |
| 07/08/2025 21:59:21 | PRIV PROP IMPOUND      |
| 07/08/2025 18:04:10 | Suicidal Subject       |
| 07/08/2025 14:01:28 | PRIV PROP IMPOUND      |
| 07/08/2025 09:32:50 | UNCONS/FAINTING        |
| 07/08/2025 09:09:08 | General Assist         |
| 07/07/2025 22:23:07 | General Assist         |
| 07/07/2025 19:39:03 | Misc                   |
| 07/07/2025 12:14:51 | Trespassing            |
| 07/07/2025 11:14:37 | Harassment/Threats     |
| 07/07/2025 02:02:58 | General Assist         |
| 07/07/2025 01:06:44 | Check Welfare          |
| 07/07/2025 01:02:58 | General Assist         |
| 07/06/2025 17:29:46 | General Assist         |
| 07/06/2025 15:47:10 | Animal Call-Other      |
| 07/06/2025 01:57:09 | OWI                    |
| 07/06/2025 00:30:58 | General Assist         |
| 07/05/2025 20:06:24 | Parking Violation      |
| 07/05/2025 16:55:48 | PRIV PROP IMPOUND      |
| 07/05/2025 16:12:41 | Boat-Marine Patrol     |
| 07/05/2025 16:07:09 | Lock-Out               |
| 07/05/2025 01:53:28 | General Assist         |
| 07/04/2025 21:36:04 | Fraud                  |
| 07/04/2025 20:11:29 | General Assist         |
| 07/04/2025 19:25:05 | OWI                    |
| 07/04/2025 18:38:52 | Misc                   |
| 07/04/2025 18:21:46 | Parking Violation      |
| 07/04/2025 17:50:22 | Littering              |
| 07/04/2025 14:08:53 | General Assist         |
| 07/04/2025 12:10:22 | Parking Violation      |
| 07/04/2025 11:49:10 | Parking Violation      |
| 07/04/2025 10:56:18 | Parade Traffic Control |
| 07/04/2025 09:57:46 | Parking Violation      |
| 07/04/2025 09:50:49 | Parking Violation      |
| 07/04/2025 08:29:38 | Inspections            |
| 07/04/2025 02:44:41 | Accident All Other     |

|                     |                       |
|---------------------|-----------------------|
| 07/04/2025 00:51:56 | Suspicious Situation  |
| 07/03/2025 22:19:31 | Larceny               |
| 07/03/2025 09:50:11 | Abandoned Vehicle     |
| 07/03/2025 09:03:08 | Misc                  |
| 07/03/2025 08:38:36 | Animal-Dog Barking    |
| 07/03/2025 00:43:07 | Assist Other Agencies |
| 07/02/2025 22:55:46 | General Assist        |
| 07/02/2025 21:43:50 | Fraud                 |
| 07/02/2025 13:50:44 | Assist Other Agencies |
| 07/01/2025 23:32:56 | General Assist        |
| 07/01/2025 22:42:56 | General Assist        |
| 07/01/2025 22:22:34 | Tree Down             |
| 07/01/2025 20:39:26 | Misc                  |
| 07/01/2025 15:52:16 | Parking Violation     |
| 07/01/2025 15:02:50 | Animal-Bite           |
| 07/01/2025 07:25:46 | Inspections           |
| 07/01/2025 06:20:49 | Alarm                 |
| 07/01/2025 00:59:51 | General Assist        |
| 07/01/2025 00:18:00 | General Assist        |

**City of Saugatuck  
Status Report of Engineering Activities  
September 4, 2025**

General Consultation

- Village Square Court Renovation: The DNR Passport Program application was submitted prior to the April 1 deadline and has been confirmed as administratively complete. Preliminary scoring should be released soon, at which time revisions/additions can be made.
- Developed a proposal for inspection of larger culvert crossings and storm sewer outfalls. This work could be completed in phases and areas of concern could be prioritized.
- Pavement Markings: 2025 work is complete. 2026 work will take place in the spring. Current contract is 2025-2027.
- Assisting with review of water and sewer agreements as needed.
- Finalizing bid package for fall 2025 asphalt paving improvements, which include patching on Lucy Street and resurfacing Main and Hoffman Street ends west of Water Street.
- Assisting with site plan reviews and construction observation for new development and other projects as needed.

EGLE Technical, Managerial and Financial (TMF) Project

- The City was awarded \$221,600 in funding from EGLE's Community Technical, Managerial, and Financial (TMF) support for lead service line identification (100% grant).
- The project is complete and final documents will be submitted to EGLE soon to wrap up the project in the State's 2025 fiscal year.

Mt. Baldhead Projects

- AT&T Project Assistance
  - Providing assistance on an as-needed basis.
- Restroom Building Replacement
  - Construction is scheduled to begin September 15 with substantial completion in December and final completion in spring 2026.
- Observation Platform Replacement
  - Design work is progressing. Additional survey work is complete.
  - The Allegan Conservation District has provided the Vegetation Removal Assurance, which is a report required for the EGLE/USACE Critical Dunes Permitting. The report evaluates impacts on vegetation, native, non-native and invasives, and provides guidance for the design and construction. The report includes guidance for several of the unhealthy, dead or undesirable species to be removed as part of the project and replaced with native/desirable ones.
  - Met with area stakeholders to review the survey and proposed concepts. Gathering feedback to incorporate into the design, as well as pre-construction activities to address concerns with the site.

Sea Wall and Concrete Repairs

- The bid opening was held on April 30, however none were received.
- The DPW will be obtaining quotes for patching stairs at Hoffman & Griffith. The remaining areas are being incorporated as additional work within the Maple Street contract.

### Maple Street Improvements

- Working on addressing comments from EGLE on the water system permit.
- Working on incorporating sea wall repairs and resurfacing Mary Street (Water Street to Butler Street) into the bid documents as separate items of work (outside the Maple Street budget).
- Depending on timing for permits and final design, we anticipate issuing the project for bids in late 2025 with construction during the 2026 construction season (approximately April to November).

### Park Street Improvements – Study Phase

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

### City Hall Interior Renovations

- A kickoff meeting/site visit will be scheduled with City staff soon.

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK  
EXP CHECK RUN DATES 04/15/2025 - 09/09/2025  
BOTH JOURNALIZED AND UNJOURNALIZED  
OPEN

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| Vendor Name                      | Description                             | Amount     |
|----------------------------------|-----------------------------------------|------------|
| 1. ALLEGAN COUNTY SHERIFF        |                                         |            |
|                                  | JUL '25 CORRECTIONS SERVICES            | 276.00     |
|                                  | RESERVE DEPUTIES                        | 2,176.00   |
|                                  | RESERVE DEPUTIES                        | 1,240.00   |
|                                  | RESERVE DEPUTIES                        | 1,408.00   |
|                                  | AUG '25 SHERIFF CONTRACT                | 35,677.54  |
|                                  | TOTAL                                   | 40,777.54  |
| 2. ALLEGAN COUNTY TREASURER      |                                         |            |
|                                  | PROPERTY TAXES COLLECTION 08/21 - 09/03 | 305,830.76 |
| 3. ASSESSING SOLUTIONS INC       |                                         |            |
|                                  | SEP '25 ASSESSING SERVICES              | 3,024.84   |
| 4. BASIC                         |                                         |            |
|                                  | SECTION 125 POP FEE - 1ST YEAR          | 185.00     |
|                                  | '25 - '26 SECTION 125 POP FEE           | 99.00      |
|                                  | TOTAL                                   | 284.00     |
| 5. CERTASITE LLC                 |                                         |            |
|                                  | DPW GARAGE                              | 498.40     |
| 6. COMCAST                       |                                         |            |
|                                  | 08/28 - 09/27 INTERNET SERVICE          | 358.30     |
| 7. CONSUMERS ENERGY              |                                         |            |
|                                  | STREETLIGHT REMOVAL                     | 448.00     |
|                                  | JUL '25 SERVICE                         | 4,430.58   |
|                                  | TOTAL                                   | 4,878.58   |
| 8. ETNA SUPPLY                   |                                         |            |
|                                  | SHOP HOSE (RETURNED)                    | (129.00)   |
| 9. FIRST BANK CARD               |                                         |            |
|                                  | 06/26 - 07/25 STATEMENT BALANCE         | 1,305.89   |
|                                  | 06/26 - 07/25 STATEMENT BALANCE         | 578.37     |
|                                  | 06/26 - 07/25 STATEMENT BALANCE         | 959.66     |
|                                  | 06/26 - 07/25 STATEMENT BALANCE         | 369.41     |
|                                  | 06/26 - 07/25 STATEMENT BALANCE         | 836.98     |
|                                  | TOTAL                                   | 4,050.31   |
| 10. FRONTIER                     |                                         |            |
|                                  | 08/03 - 09/02 SERVICE                   | 186.17     |
| 11. GORDON FOOD SERVICE          |                                         |            |
|                                  | OVAL BEACH CONCESSIONS                  | 421.66     |
|                                  | OVAL BEACH CONCESSIONS                  | 135.30     |
|                                  | TOTAL                                   | 556.96     |
| 12. HORIZON COMMUNITY PLANNING   |                                         |            |
|                                  | PLANNING & HDC CONSULTANT               | 4,309.90   |
| 13. KALAMAZOO LAKE SEWER & WATER |                                         |            |
|                                  | JUL '25 SERVICE                         | 4,826.32   |
| 14. LOUIS COREY                  |                                         |            |
|                                  | REFUND PARTIAL PERMIT FEE               | 200.00     |
| 15. MERS                         |                                         |            |
|                                  | AUG '25 RETIREMENT                      | 4,499.98   |
| 16. METRO WIRELESS               |                                         |            |
|                                  | SEP '25 WIFI SERVICE                    | 698.00     |
| 17. OTTAWA AREA INTERMEDIATE     |                                         |            |
|                                  | SCHOOL DIS                              |            |
|                                  | PROPERTY TAXES COLLECTION 08/21 - 09/03 | 173,066.35 |
| 18. OVERISEL LUMBER COMPANY      |                                         |            |
|                                  | AUG '25 STATEMENT BALANCE               | 799.17     |
| 19. PURITY CYLINDER GASES INC    |                                         |            |
|                                  | GAS CYLINDERS                           | 20.38      |
| 20. REPUBLIC SERVICES            |                                         |            |

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OPEN

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| Vendor Name                        | Description                             | Amount     |
|------------------------------------|-----------------------------------------|------------|
|                                    | MAR '25 SERVICE (REFUND)                | (872.44)   |
|                                    | MAY '25 SERVICE (REFUND)                | 79.07      |
|                                    | JUN '25 SERVICE (REFUND)                | 185.00     |
|                                    | JUL '25 SERVICE (REFUND)                | 278.50     |
|                                    | 2025-07 PICKUP SERVICE - BLUE STAR      | 480.00     |
|                                    | AUG '25 SERVICE                         | 465.50     |
|                                    | TOTAL                                   | 615.63     |
| 21. RICOH USA INC                  | 08/26 - 09/25 COPIER LEASE              | 127.97     |
| 22. SAUGATUCK FIRE                 | RENTAL HOME INSPECTIONS                 | 1,400.00   |
| 23. SAUGATUCK PUBLIC SCHOOLS       | PROPERTY TAXES COLLECTION 08/21 - 09/03 | 206,839.54 |
| 24. SEPTIC TANK SYSTEMS CO INC     | PORTABLE REST ROOM - OVAL BEACH         | 1,000.00   |
|                                    | CULVER STREET                           | 325.00     |
|                                    | TOTAL                                   | 1,325.00   |
| 25. SHORELINE TECHNOLOGY SOLUTIONS | LAPTOP - PLANNING/ZONING AND DPW        | 3,100.00   |
|                                    | SEP'25 COMPUTER SERVICES                | 2,074.20   |
|                                    | TOTAL                                   | 5,174.20   |
| 26. STREAMLINE DESIGN.COM LLC      | NO CLIMBING ON TREE                     | 90.00      |
| 27. WYOMING ASPHALT PAVING CO      | ASPHALT                                 | 205.92     |
| TOTAL - ALL VENDORS                |                                         | 764,515.22 |
| <b>FUND TOTALS:</b>                |                                         |            |
| Fund 101 - GENERAL FUND            |                                         | 76,950.62  |
| Fund 202 - MAJOR STREETS           |                                         | 145.00     |
| Fund 203 - LOCAL STREETS           |                                         | 186.92     |
| Fund 661 - MOTOR POOL FUND         |                                         | 1,496.03   |
| Fund 701 - CURRENT TAX FUND        |                                         | 685,736.65 |

09/04/2025

CHECK REGISTER FOR CITY OF SAUGATUCK  
CHECK DATE FROM 08/01/2025 - 08/31/2025

| Check Date                   | Check     | Vendor Name            | Description | Amount   |
|------------------------------|-----------|------------------------|-------------|----------|
| Bank GEN GENERAL POOLED CASH |           |                        |             |          |
| 08/01/2025                   | DD7498(A) | ARAMENDI, NOAH         | PAYROLL     | 1,566.18 |
| 08/01/2025                   | DD7499(A) | BOSCH, LEXIE           | PAYROLL     | 1,439.51 |
| 08/01/2025                   | DD7500(A) | BOUWMAN, CHAD          | PAYROLL     | 940.47   |
| 08/01/2025                   | DD7501(A) | BREDEWEG, NICOLE       | PAYROLL     | 2,158.45 |
| 08/01/2025                   | DD7502(A) | BULTMAN, LINDA         | PAYROLL     | 745.66   |
| 08/01/2025                   | DD7503(A) | CHRISTENSON, JUDE      | PAYROLL     | 626.64   |
| 08/01/2025                   | DD7504(A) | CUMMINS, RYAN          | PAYROLL     | 3,295.65 |
| 08/01/2025                   | DD7505(A) | DEJAEGHER, JOHN        | PAYROLL     | 1,133.45 |
| 08/01/2025                   | DD7506(A) | FLANAGAN, HANNAH       | PAYROLL     | 1,000.43 |
| 08/01/2025                   | DD7507(A) | GARCIA, MARIELA        | PAYROLL     | 717.45   |
| 08/01/2025                   | DD7508(A) | GRIGG-MARTINEZ, DAYTON | PAYROLL     | 428.16   |
| 08/01/2025                   | DD7509(A) | HAMLIN, AIDEN          | PAYROLL     | 748.88   |
| 08/01/2025                   | DD7510(A) | HERBERT, SCOTT         | PAYROLL     | 2,366.00 |
| 08/01/2025                   | DD7511(A) | KERRIDGE, ADAM         | PAYROLL     | 1,901.63 |
| 08/01/2025                   | DD7512(A) | LIVINGSTON, JOHN       | PAYROLL     | 1,097.88 |
| 08/01/2025                   | DD7513(A) | MACK, ELLIS            | PAYROLL     | 1,431.05 |
| 08/01/2025                   | DD7514(A) | MARTIN, DANNY          | PAYROLL     | 1,417.38 |
| 08/01/2025                   | DD7515(A) | MEYER, GRIFFIN         | PAYROLL     | 194.27   |
| 08/01/2025                   | DD7516(A) | MITCHELL, CADE         | PAYROLL     | 546.79   |
| 08/01/2025                   | DD7517(A) | MITCHELL, JACE         | PAYROLL     | 986.65   |
| 08/01/2025                   | DD7518(A) | PETERS, ADDISON        | PAYROLL     | 761.38   |
| 08/01/2025                   | DD7519(A) | PETERS, AVERY          | PAYROLL     | 1,132.15 |
| 08/01/2025                   | DD7520(A) | PETRIK, JAKOB          | PAYROLL     | 1,113.36 |
| 08/01/2025                   | DD7521(A) | SAMUELS, ROBERT        | PAYROLL     | 447.10   |
| 08/01/2025                   | DD7522(A) | SANCHEZ, ADAN          | PAYROLL     | 865.75   |
| 08/01/2025                   | DD7523(A) | STEZOWSKI, BRAYDEN     | PAYROLL     | 399.43   |
| 08/01/2025                   | DD7524(A) | STEZOWSKI, LOGAN       | PAYROLL     | 1,003.78 |

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CHECK REGISTER FOR CITY OF SAUGATUCK  
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| Check Date | Check      | Vendor Name                  | Description                             | Amount     |
|------------|------------|------------------------------|-----------------------------------------|------------|
| 08/01/2025 | DD7525(A)  | THOMPSON, LUKE               | PAYROLL                                 | 2,228.68   |
| 08/01/2025 | DD7526(A)  | VAN HOWE, AINSLEY            | PAYROLL                                 | 1,169.67   |
| 08/01/2025 | DD7527(A)  | WILLIAMS, SARA               | PAYROLL                                 | 1,496.90   |
| 08/01/2025 | DD7528(A)  | WOLTERS, JAMIE               | PAYROLL                                 | 2,726.12   |
| 08/01/2025 | EFT1954(E) | ALERUS                       | PAYROLL                                 | 3,012.38   |
| 08/01/2025 | EFT1955(E) | MERS HYBRID                  | PAYROLL                                 | 2,018.75   |
| 08/01/2025 | EFT1956(E) | FEDERAL TAX DEPOSIT          | PAYROLL                                 | 11,264.25  |
| 08/11/2025 | 20431      | BILLER PRESS INC             | PARKING TICKETS                         | 347.73     |
| 08/11/2025 | 20432      | COMMERCIAL RECORD            | BOARD OF REVIEW / PLANNING              | 168.00     |
| 08/11/2025 | 20433      | GIL- ROY'S HARDWARE          | SUPPLIES                                | 255.10     |
| 08/11/2025 | 20434      | GREATLAND                    | W2 FORMS                                | 142.35     |
| 08/11/2025 | 20435      | IHLE AUTO PARTS              | JUL '25 MOTOR PURCHASES                 | 43.69      |
| 08/11/2025 | 20436      | JAMES E SMIT                 | WATER SERVICE SHARE                     | 2,452.50   |
| 08/11/2025 | 20437      | KOSTER PLUMBING INC          | DRINKING FOUNTAIN INSTALL               | 600.00     |
| 08/11/2025 | 20438      | MINER SUPPLY CO              | DISH SOAP                               | 316.47     |
| 08/11/2025 | 20439      | OVERISEL LUMBER COMPANY      | JUL '25 STATEMENT BALANCE               | 1,307.27   |
| 08/11/2025 | 20440      | SAUGATUCK PUBLIC SCHOOLS     | PROPERTY TAXES COLLECTION 07/24 - 08/06 | 106,927.88 |
| 08/11/2025 | 20441      | SEPTIC TANK SYSTEMS CO INC   | PORTABLE REST ROOM - OVAL BEACH         | 1,000.00   |
| 08/11/2025 | 20442      | SPRING BROOK SUPPLY          | IRRIGATION                              | 84.95      |
| 08/12/2025 | 6100(A)    | ACTION INDUSTRIAL SUPPLY CO  | UNIFORMS & SAFETY EQUIPMENT - ARAMENDI  | 389.26     |
| 08/12/2025 | 6101(A)    | ALLEGAN COUNTY SHERIFF       | RESERVE DEPUTIES                        | 3,832.00   |
| 08/12/2025 | 6102(A)    | ALLEGAN COUNTY SHERIFF       | MAY '25 CORRECTIONS SERVICES            | 255.00     |
| 08/12/2025 | 6103(A)    | ALLEGAN COUNTY SHERIFF       | JUN '25 CORRECTIONS SERVICES            | 283.00     |
| 08/12/2025 | 6104(A)    | ALLEGAN COUNTY SHERIFF       | JUL '25 SHERIFF CONTRACT                | 35,677.54  |
| 08/12/2025 | 6105(A)    | ALLEGAN COUNTY TREASURER     | PROPERTY TAXES COLLECTION 07/24 - 08/06 | 139,412.53 |
| 08/12/2025 | 6106(A)    | ASSESSING SOLUTIONS INC      | AUG '25 ASSESSING SERVICES              | 3,024.84   |
| 08/12/2025 | 6107(A)    | E DOWD CRANE SERVICE LLC     | TREE SERVICE                            | 1,969.00   |
| 08/12/2025 | 6108(A)    | FAHEY SCHULTZ BURZYCH RHODES | JUN '25 WATER AND SEWER                 | 354.00     |

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| Check Date | Check     | Vendor Name                         | Description                              | Amount    |
|------------|-----------|-------------------------------------|------------------------------------------|-----------|
| 08/12/2025 | 6109(A)   | GROUNDS MANAGEMENT SOLUTIONS        | REPAIRS                                  | 297.70    |
| 08/12/2025 | 6110(A)   | MC NALLY ELEVATOR COMPANY INC       | ELEVATOR SERVICE                         | 592.50    |
| 08/12/2025 | 6111(A)   | OTTAWA AREA INTERMEDIATE SCHOOL DIS | PROPERTY TAXES COLLECTION 07/24 - 08/06  | 78,892.01 |
| 08/12/2025 | 6112(A)   | PIVOT POINT PARTNERS LLC            | ASSESSING SOFTWARE                       | 403.20    |
| 08/12/2025 | 6113(A)   | PURITY CYLINDER GASES INC           | GAS CYLINDERS                            | 20.38     |
| 08/12/2025 | 6114(A)   | SAUGATUCK FIRE                      | RENTAL HOME INSPECTIONS                  | 950.00    |
| 08/12/2025 | 6115(A)   | SHORELINE TECHNOLOGY SOLUTIONS      | AUG '25 COMPUTER SERVICES                | 2,269.20  |
| 08/12/2025 | 6116(A)   | SISTERS IN INK                      | OVAL CONCESSIONS                         | 324.17    |
| 08/12/2025 | 6117(A)   | STANDARD INSURANCE COMPANY          | AUG '25 INSURANCE                        | 382.31    |
| 08/12/2025 | 6122(E)   | AMERICAN BOTTLING COMPANY           | BOTTLED WATER                            | 1,566.00  |
| 08/12/2025 | 6123(E)   | GORDON FOOD SERVICE                 | OVAL BEACH CONCESSIONS                   | 4,718.59  |
| 08/12/2025 | 6124(E)   | KALAMAZOO LAKE SEWER & WATER        | JUN '25 SERVICE                          | 3,589.65  |
| 08/12/2025 | 6125(E)   | METRO WIRELESS                      | AUG '25 WIFI SERVICE                     | 698.00    |
| 08/12/2025 | 6126(E)   | REPUBLIC SERVICES                   | JUL '25 DISPOSAL AND PICKUP SERVICE - BL | 504.00    |
| 08/12/2025 | 6127(E)   | RICOH USA INC                       | 06/26 - 07/25 LEASE - STAPLE UNIT        | 70.54     |
| 08/12/2025 | 6128(E)   | RICOH USA INC                       | COPIER USAGE                             | 461.28    |
| 08/15/2025 | DD7529(A) | ARAMENDI, NOAH                      | PAYROLL                                  | 1,641.20  |
| 08/15/2025 | DD7530(A) | BOSCH, LEXIE                        | PAYROLL                                  | 1,296.02  |
| 08/15/2025 | DD7531(A) | BREDEWEG, NICOLE                    | PAYROLL                                  | 2,001.13  |
| 08/15/2025 | DD7532(A) | BULTMAN, LINDA                      | PAYROLL                                  | 1,512.55  |
| 08/15/2025 | DD7533(A) | CHRISTENSON, JUDE                   | PAYROLL                                  | 656.92    |
| 08/15/2025 | DD7534(A) | CUMMINS, RYAN                       | PAYROLL                                  | 3,374.01  |
| 08/15/2025 | DD7535(A) | DEJAEGHER, JOHN                     | PAYROLL                                  | 1,133.44  |
| 08/15/2025 | DD7536(A) | FLANAGAN, HANNAH                    | PAYROLL                                  | 1,000.41  |
| 08/15/2025 | DD7537(A) | GARCIA, MARIELA                     | PAYROLL                                  | 547.96    |
| 08/15/2025 | DD7538(A) | GIBSON, MICHELLE                    | PAYROLL                                  | 709.04    |
| 08/15/2025 | DD7539(A) | GRIGG-MARTINEZ, DAYTON              | PAYROLL                                  | 285.44    |
| 08/15/2025 | DD7540(A) | HAMLIN, AIDEN                       | PAYROLL                                  | 743.02    |

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| Check Date | Check      | Vendor Name                 | Description                             | Amount     |
|------------|------------|-----------------------------|-----------------------------------------|------------|
| 08/15/2025 | DD7541(A)  | HERBERT, SCOTT              | PAYROLL                                 | 2,441.01   |
| 08/15/2025 | DD7542(A)  | KERRIDGE, ADAM              | PAYROLL                                 | 2,386.84   |
| 08/15/2025 | DD7543(A)  | LIVINGSTON, JOHN            | PAYROLL                                 | 449.31     |
| 08/15/2025 | DD7544(A)  | MACK, ELLIS                 | PAYROLL                                 | 1,506.02   |
| 08/15/2025 | DD7545(A)  | MARTIN, DANNY               | PAYROLL                                 | 1,189.84   |
| 08/15/2025 | DD7546(A)  | MEYER, GRIFFIN              | PAYROLL                                 | 161.44     |
| 08/15/2025 | DD7547(A)  | MITCHELL, CADE              | PAYROLL                                 | 540.94     |
| 08/15/2025 | DD7548(A)  | MITCHELL, JACE              | PAYROLL                                 | 835.48     |
| 08/15/2025 | DD7549(A)  | PETERS, ADDISON             | PAYROLL                                 | 1,058.37   |
| 08/15/2025 | DD7550(A)  | PETERS, AVERY               | PAYROLL                                 | 1,303.60   |
| 08/15/2025 | DD7551(A)  | PETRIK, JAKOB               | PAYROLL                                 | 1,113.36   |
| 08/15/2025 | DD7552(A)  | SAMUELS, ROBERT             | PAYROLL                                 | 782.07     |
| 08/15/2025 | DD7553(A)  | SANCHEZ, ADAN               | PAYROLL                                 | 768.90     |
| 08/15/2025 | DD7554(A)  | STEZOWSKI, BRAYDEN          | PAYROLL                                 | 765.86     |
| 08/15/2025 | DD7555(A)  | STEZOWSKI, LOGAN            | PAYROLL                                 | 915.50     |
| 08/15/2025 | DD7556(A)  | THOMPSON, LUKE              | PAYROLL                                 | 1,178.66   |
| 08/15/2025 | DD7557(A)  | VAN HOWE, AINSLEY           | PAYROLL                                 | 582.52     |
| 08/15/2025 | DD7558(A)  | WILLIAMS, SARA              | PAYROLL                                 | 1,678.81   |
| 08/15/2025 | DD7559(A)  | WOLTERS, JAMIE              | PAYROLL                                 | 2,184.14   |
| 08/15/2025 | EFT1957(E) | ALERUS                      | PAYROLL                                 | 2,931.70   |
| 08/15/2025 | EFT1958(E) | HEALTH EQUITY               | PAYROLL                                 | 4,178.15   |
| 08/15/2025 | EFT1959(E) | MERS HYBRID                 | PAYROLL                                 | 1,927.10   |
| 08/15/2025 | EFT1960(E) | FEDERAL TAX DEPOSIT         | PAYROLL                                 | 11,141.35  |
| 08/25/2025 | 20443      | SAUGATUCK PUBLIC SCHOOLS    | PROPERTY TAXES COLLECTION 08/07 - 08/20 | 98,006.16  |
| 08/25/2025 | 20444      | SEPTIC TANK SYSTEMS CO INC  | PORTABLE REST ROOM - OVAL BEACH         | 1,400.00   |
| 08/26/2025 | 6129(A)    | ACTION INDUSTRIAL SUPPLY CO | UNIFORMS - GIBSON                       | 18.53      |
| 08/26/2025 | 6130(A)    | ALLEGAN COUNTY TREASURER    | CHARGEBACKS - PRE CHANGES               | 26.07      |
| 08/26/2025 | 6131(A)    | ALLEGAN COUNTY TREASURER    | PROPERTY TAXES COLLECTION 08/07 - 08/20 | 117,883.26 |

09/04/2025

CHECK REGISTER FOR CITY OF SAUGATUCK  
CHECK DATE FROM 08/01/2025 - 08/31/2025

| Check Date | Check     | Vendor Name                         | Description                              | Amount    |
|------------|-----------|-------------------------------------|------------------------------------------|-----------|
| 08/26/2025 | 6132(A)   | COMCAST-DPW                         | 08/15 - 09/14 INTERNET-DPW               | 673.18    |
| 08/26/2025 | 6133(A)   | MICHIGAN CAT                        | FILTER & LUBE                            | 55.05     |
| 08/26/2025 | 6134(A)   | FAHEY SCHULTZ BURZYCH RHODES        | JUL '25 EMPLOYMENT                       | 28,085.06 |
| 08/26/2025 | 6135(A)   | FLEIS & VANDENBRINK ENGINEERING INC | 06/29 - 07/25 ENGINEERING FEES - GEN CON | 56,522.22 |
| 08/26/2025 | 6136(A)   | INTERURBAN TRANSIT AUTHORITY        | PROPERTY TAXES COLLECTION - PILOT        | 214.63    |
| 08/26/2025 | 6137(A)   | LANDSCAPE DESIGN SERVICES INC       | ROSE GARDEN MAINTENANCE                  | 4,384.00  |
| 08/26/2025 | 6138(A)   | OTTAWA AREA INTERMEDIATE SCHOOL DIS | PROPERTY TAXES COLLECTION 08/07 - 08/20  | 66,174.87 |
| 08/26/2025 | 6139(A)   | PURITY CYLINDER GASES INC           | ARGON/CO2                                | 63.15     |
| 08/26/2025 | 6140(A)   | SAUGATUCK DOUGLAS LIBRARY           | PROPERTY TAXES COLLECTION - PILOT        | 228.40    |
| 08/26/2025 | 6141(A)   | SAUGATUCK FIRE                      | RENTAL HOME INSPECTIONS / REINSPECTIONS  | 750.00    |
| 08/26/2025 | 6142(A)   | SAUGATUCK FIRE                      | PROPERTY TAXES COLLECTION - PILOT        | 512.18    |
| 08/26/2025 | 6143(A)   | SHORELINE TECHNOLOGY SOLUTIONS      | LAPTOP - DPW                             | 699.00    |
| 08/26/2025 | 6144(A)   | SISTERS IN INK                      | BANNER                                   | 271.00    |
| 08/26/2025 | 6145(A)   | STANDARD INSURANCE COMPANY          | SEP '25 INSURANCE                        | 455.73    |
| 08/26/2025 | 6146(A)   | STINGERS PEST CONTROL               | PEST CONTROL                             | 65.00     |
| 08/26/2025 | 6148(E)   | CAPITAL ONE                         | JUL '25 STATEMENT BALANCE                | 435.83    |
| 08/26/2025 | 6149(E)   | FRONTIER                            | 06/20 - 07/19 SERVICE                    | 100.08    |
| 08/26/2025 | 6150(E)   | GORDON FOOD SERVICE                 | OVAL BEACH CONCESSIONS                   | 2,195.47  |
| 08/26/2025 | 6151(E)   | JOHN DEERE FINANCIAL                | 07/11 - 08/10 STATEMENT BALANCE          | 729.99    |
| 08/26/2025 | 6152(E)   | MERCHANTS BANCARD NETWORK           | JUL '25 CC PROCESSING - CONCESSION       | 1,432.52  |
| 08/26/2025 | 6153(E)   | MERCHANTS BANCARD NETWORK           | JUL '25 CC PROCESSING - ENTRANCE AND OFF | 5,863.81  |
| 08/26/2025 | 6154(E)   | MICHIGAN GAS UTILITIES              | 06/23 - 07/24 SERVICE - 102 BUTLER       | 42.58     |
| 08/26/2025 | 6155(E)   | MICHIGAN GAS UTILITIES              | 06/24 - 07/24 SERVICE - 345 BUTLER       | 54.45     |
| 08/26/2025 | 6156(E)   | MICHIGAN GAS UTILITIES              | 06/25 - 07/27 SERVICE - 3338 BLUE STAR   | 46.10     |
| 08/26/2025 | 6157(E)   | NET2PHONE INC                       | AUG '25 PHONE SERVICE                    | 114.29    |
| 08/26/2025 | 6158(E)   | STATE OF MICHIGAN                   | JUL '25 SALES TAX                        | 2,612.89  |
| 08/26/2025 | 6159(E)   | VALLEY CITY LINEN INC               | SHOP TOWELS                              | 215.41    |
| 08/29/2025 | DD7560(A) | ARAMENDI, NOAH                      | PAYROLL                                  | 1,566.19  |

09/04/2025

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| Check Date | Check     | Vendor Name            | Description | Amount   |
|------------|-----------|------------------------|-------------|----------|
| 08/29/2025 | DD7561(A) | BOSCH, LEXIE           | PAYROLL     | 625.64   |
| 08/29/2025 | DD7562(A) | BREDEWEG, NICOLE       | PAYROLL     | 1,971.42 |
| 08/29/2025 | DD7563(A) | BULTMAN, LINDA         | PAYROLL     | 1,157.15 |
| 08/29/2025 | DD7564(A) | CHRISTENSON, JUDE      | PAYROLL     | 650.86   |
| 08/29/2025 | DD7565(A) | CUMMINS, RYAN          | PAYROLL     | 3,015.22 |
| 08/29/2025 | DD7566(A) | DEJAEGHER, JOHN        | PAYROLL     | 1,133.44 |
| 08/29/2025 | DD7567(A) | FLANAGAN, HANNAH       | PAYROLL     | 904.65   |
| 08/29/2025 | DD7568(A) | GARCIA, MARIELA        | PAYROLL     | 436.98   |
| 08/29/2025 | DD7569(A) | GIBSON, MICHELLE       | PAYROLL     | 1,475.15 |
| 08/29/2025 | DD7570(A) | GRIGG-MARTINEZ, DAYTON | PAYROLL     | 563.78   |
| 08/29/2025 | DD7571(A) | HAMLIN, AIDEN          | PAYROLL     | 211.44   |
| 08/29/2025 | DD7572(A) | HERBERT, SCOTT         | PAYROLL     | 2,366.01 |
| 08/29/2025 | DD7573(A) | KERRIDGE, ADAM         | PAYROLL     | 1,901.65 |
| 08/29/2025 | DD7574(A) | LIVINGSTON, JOHN       | PAYROLL     | 838.70   |
| 08/29/2025 | DD7575(A) | MACK, ELLIS            | PAYROLL     | 1,373.96 |
| 08/29/2025 | DD7576(A) | MARTIN, DANNY          | PAYROLL     | 1,489.59 |
| 08/29/2025 | DD7577(A) | MEYER, GRIFFIN         | PAYROLL     | 302.64   |
| 08/29/2025 | DD7578(A) | MITCHELL, CADE         | PAYROLL     | 602.43   |
| 08/29/2025 | DD7579(A) | MITCHELL, JACE         | PAYROLL     | 765.86   |
| 08/29/2025 | DD7580(A) | PETERS, ADDISON        | PAYROLL     | 1,048.67 |
| 08/29/2025 | DD7581(A) | PETERS, AVERY          | PAYROLL     | 990.65   |
| 08/29/2025 | DD7582(A) | PETRIK, JAKOB          | PAYROLL     | 1,038.97 |
| 08/29/2025 | DD7583(A) | SAMUELS, ROBERT        | PAYROLL     | 331.47   |
| 08/29/2025 | DD7584(A) | SANCHEZ, ADAN          | PAYROLL     | 218.48   |
| 08/29/2025 | DD7585(A) | STEZOWSKI, BRAYDEN     | PAYROLL     | 235.56   |
| 08/29/2025 | DD7586(A) | STEZOWSKI, LOGAN       | PAYROLL     | 882.00   |
| 08/29/2025 | DD7587(A) | VAN HOWE, AINSLEY      | PAYROLL     | 626.26   |
| 08/29/2025 | DD7588(A) | WILLIAMS, SARA         | PAYROLL     | 1,756.11 |

09/04/2025

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| Check Date                  | Check      | Vendor Name         | Description                        | Amount     |
|-----------------------------|------------|---------------------|------------------------------------|------------|
| 08/29/2025                  | DD7589(A)  | WOLTERS, JAMIE      | PAYROLL                            | 2,109.13   |
| 08/29/2025                  | EFT1961(E) | ALERUS              | PAYROLL                            | 3,012.15   |
| 08/29/2025                  | EFT1962(E) | HEALTH EQUITY       | PAYROLL                            | 705.00     |
| 08/29/2025                  | EFT1963(E) | MERS HYBRID         | PAYROLL                            | 1,925.00   |
| 08/29/2025                  | EFT1964(E) | FEDERAL TAX DEPOSIT | PAYROLL                            | 9,799.61   |
| 08/29/2025                  | EFT1965(E) | MI DEPT OF TREASURY | PAYROLL                            | 5,457.14   |
| 08/29/2025                  | EFT1966(E) | MERS                | PAYROLL                            | 6,073.77   |
| 08/31/2025                  | 6176(E)    | BASIC               | 25 - '26 SECTION 125 POP FEE       | 99.00      |
| 08/31/2025                  | 6177(E)    | BASIC               | SECTION 125 POP FEE - 1ST YEAR     | 185.00     |
| 08/31/2025                  | 6178(E)    | CONSUMERS ENERGY    | JUL '25 SERVICE                    | 4,430.58   |
| 08/31/2025                  | 6179(E)    | FIRST BANK CARD     | 06/26 - 07/25 STATEMENT BALANCE    | 4,050.31   |
| 08/31/2025                  | 6180(E)    | FRONTIER            | 08/03 - 09/02 SERVICE              | 186.17     |
| 08/31/2025                  | 6181(E)    | REPUBLIC SERVICES   | MAR '25 SERVICE (REFUND)           | 135.63     |
| 08/31/2025                  | 6182(E)    | REPUBLIC SERVICES   | 2025-07 PICKUP SERVICE - BLUE STAR | 480.00     |
| 08/31/2025                  | 6183(E)    | RICOH USA INC       | 08/26 - 09/25 COPIER LEASE         | 127.97     |
| Total of 182 Checks:        |            |                     |                                    | 965,475.33 |
| Less 0 Void Checks:         |            |                     |                                    | 0.00       |
| Total of 182 Disbursements: |            |                     |                                    | 965,475.33 |

**Jamie Wolters**

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**From:** no-reply@weebly.com  
**Sent:** Monday, August 25, 2025 11:45 AM  
**To:** Jamie Wolters  
**Subject:** New Form Entry: Website Contact Us Form

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

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**Submitted Information:**

**Name**  
Dick Waskin

**Email**  
[Redacted]

**Address**  
[Redacted]  
Saugatuck, MI United States 49453

**Comment**  
Saugatuck City Council

I recently reviewed the Minutes from the last Council meeting and noted the discussion regarding whether the Kalamazoo Lake Harbor Authority remains necessary. I would like to emphasize that the Authority continues to serve an essential purpose.

We have engaged Greg Weykamp of Edgewater Resources to help identify available grant opportunities and state and federal funding sources for dredging and maintaining the Harbor. This work goes directly to the original mission of the Authority and underscores why its role remains vital.

While the Harbor is currently navigable, history has shown that water levels inevitably decline. When they do, navigation will become even more difficult than in the past, as silt continues to accumulate daily.

The Harbor is Saugatuck's most valuable asset. Failing to plan for its future would be extremely short-sighted. Unfortunately, our community has already missed opportunities for funding in the past. A focused and sustained effort must be made to identify upcoming funding sources and to pursue them aggressively.

Sincerely,  
Dick Waskin, Chairperson  
Kalamazo Lake Harbor Authority