



CITY COUNCIL SPECIAL MEETING AGENDA

December 17, 2025, 4:00 p.m.

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

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Agenda Changes** (*Additions/Deletions*)
- 4. Public Comment on Agenda Items Only** (*Limit 3 minutes*)
- 5. Action Items:** (*Roll Call*)
 - A. Regular City Council Meeting Minutes – December 8, 2025.*Pg.2*
 - B. Closed Session City Council Minutes – December 8, 2025.
 - C. Resolution 251217-A Exercising the City of Saugatuck’s Right of First Refusal to Purchase Wastewater Treatment Plant Capacity from the City of the Village of Douglas.*Pg.7*
- 6. Discussion Items:**
 - A. Request for Letter of Support – Allegan Conservation District MCMP Grant Application.*Pg.26*
 - B. Special Event – Saugatuck Douglas Art Club Art Fairs.*Pg.29*
 - C. Council Feedback on Strategic Planning Meeting for Fiscal Year 2026/2027.*Pg.42*
- 7. Public Comments** (*Limit 3 minutes*)
- 8. Council Comments**
- 9. Adjourn**

NOTICE:

Join online by visiting:

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

Join by phone by dialing:

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

Then enter “Meeting ID”:

2698572603

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

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



CITY COUNCIL REGULAR MEETING- *proposed*
December 8, 2025

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

Call to Order:

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

Attendance:

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

Absent: Stanton.

Motion by Muncey, second by Peterson to excuse councilmember Stanton. Via roll call vote, motion carried 6-0.

Others Present: City Manager Cummins, Attorney Witte, Zoning Director Moore, Superintendent Herbert, DPW Admin/Project Coordinator Gibson and Clerk Wolters.

Mayor's Comments:

Mayor Anderson expressed her appreciation for the recent holiday parade, highlighting the rich traditions and fun elements of the town, and gave thanks to city staff, the Department of Public Works, organizer, the sheriff, fire district, and all involved in organizing and participating in the event. She reflected on how enjoyable it is to live in a community with such traditions, especially during the beautiful winter days.

City Manager Comments:

City Manager Ryan Cummins expressed his gratitude for the holiday parade, echoing the mayor's thanks to all involved, especially the visitors bureau. He provided an update on the initial Maple Street project meeting, confirming it was progressing as planned, with bidding scheduled for mid-December and construction targeted for spring 2026. Ryan also reported on the Mt. Baldhead restroom project, mentioning significant progress on interior work, ongoing delays due to door shipments, and considerations for temporary solutions to keep the facility functional over winter. Additionally, he thanked the Convention Visitors Bureau for their generous \$20,000 donation towards expanding holiday lighting and described the efforts made to ensure the town was decorated in time for the holiday season. He thanked DPW Superintendent Herbert and DPW Admin/Project Coordinator Gibson for their coordination with new electrical work for the lighting to get it on and running on time.

Agenda Changes: None.

Guest Speakers: None.

Public Comment on Agenda Item Only: None.

Consent Agenda:

Approval of City Council Workshop Minutes from December 3, 2025.

Memorandum of Agreement – Fee for Collection of 2026 Summer Taxes.

National Geographic Release Form – Oval Beach.

Motion by Peterson, second by Dean to approve consent agenda item A, B and C as shown. Via roll call vote, motion carried 5-0. Yes- Anderson, Clark, Dean, Gardner, Peterson. Muncey- Abstain.

Staff Reports, Boards, Commissions & Committees:

Reports provided by the City Staff and the following board, commission and committee members.

Fire District Administration:

Dan Fox, representing the fire district administration board, reported on recent fire district activities, including educational outreach on ice safety and address memorization at Douglas Elementary. He shared insights from a major fire up north to a historical hotel, highlighting the importance of equipment like ladder trucks and mutual aid. Fox discussed the growing costs associated with fire district support for special events, noting how expenses differ by event and community and advocating for a clearer policy on cost allocation, particularly for privately organized or high-cost events. He emphasized understanding which event costs are truly incremental and responded to questions about specific event expenses. Fox also acknowledged that statistical reports for November were previously distributed, offering to address any questions on them.

Interurban Board:

Gregory Muncey reported that Interurban continues to work with the Community on Aging (COA) to provide medical rides for people outside its primary service area, with reimbursement from COA at \$37 per hour. He highlighted increased ridership, recent participation in local parades, and ongoing construction for the Interurban building expansion. Muncey also announced that the next Interurban board meeting will likely be held at Douglas City Hall.

Kalamazoo Lake Sewer & Water Authority:

Mayor Pro Tem Clark noted the board held a special meeting last week and made strong progress on establishing bylaws, which are expected to be ready for a vote at Monday's meeting. The hiring committee also provided an update: several candidates are now in the pipeline, and the board will go into closed session Monday to review seven or eight resumes received from Frank Walsh. More information will be available after the regular meeting.

Kalamazoo Lake Harbor Authority:

Councilmember Peterson noted the next meeting is December 9 at 6:00 p.m.

Zoning Board of Appeals: None.

Historic District Commission: None.

Planning Commission:

Councilmember Gardner noted the next meeting is December 18 at 6:30 p.m.

Parks & Public Works Committee: None.

Tri-Community Non-Motorized Trail Study Committee: None.

Water Systems Operations Contract Advisory Committee: None.

Parking Improvements Task Force Committee: None.

Gregory Muncey reported that the parking task force held its initial meeting on October 28, where members discussed project scope, parking issues raised by local businesses and residents, and alternative transportation options. The consultant group Walker developed an online survey to gather community input, which will be reviewed at the next meeting and distributed to the public twice during the study period. Muncey noted that the task force's work is just beginning and invited participation in the next meeting scheduled for December 9 at 3pm.

Approval of Accounts Payable:

Motion by Dean, second by Peterson, to approve the accounts payable in the amount of \$140,141.49. Upon voice vote, motion carried 6-0.

Public Hearing: None.

Unfinished Business: None.

New Business:

Proposal for Planning of Elizabeth Street Improvements.:

Motion by Dean, second by Muncey, to approve the proposal submitted by Fleis & Vandenbrink Engineering to assist with Elizabeth Street Improvement Planning in the amount of \$32,000. Via roll call vote, motion carried 6-0.

Saugatuck Harbor Natural Area - Invasive Species Management, Trail Assessment, and Ecological Evaluation:

Motion by Gardner, second by Clark, to approve the proposal submitted by the Outdoor Discovery Center Network in the amount of \$38,500 for invasive species management, trail assessment, ecological evaluation, and invasive species survey work. Via roll call vote, motion carried 6-0.

Dock Repairs & Maintenance:

Motion by Peterson, second by Clark, to waive competitive bidding due to the unique circumstances in the staff memo and approve the proposal submitted by DK Construction Inc. to repair the shopper dock, transient slips, and Willow Park deck in the amount of \$33,725.00. Via roll call vote, motion carried 6-0.

Logo and Branding Refresh Project - Formation of a Branding Advisory Committee and Request for Proposals:

Motion by Gardner, second by Clark to issue the request for proposals for the logo and branding refresh project, form a Branding Advisory Committee, suspend the Board and Commission Selection Policy for the committee, and appoint Chris Peterson, Lauren Stanton, Ryan Cummins, Tim Straker, and Kristin Armstrong to the committee. Via roll call vote, motion carried 6-0.

Inflation Adjustments to Staff Wage Scale:

Motion by Clark, second by Gardner to approve a 3% inflation adjustment to grades 2-8 of the staff step and wage scale and a 6% adjustment to grade 1, effective for the pay period starting December 27, 2025. Via roll call vote, motion carried 6-0.

Public Comment: None.

Closed Session:

Motion by Peterson, second by Gardner to move into a closed session pursuant to MCL 15.268(e) to consult with legal counsel regarding trial or settlement strategy regarding a complaint to vacate White Alley, captioned Bradley D. Lidgard and Gabrielle E. Lidgard v. City of Saugatuck (Case No. 25-71294-CH), and pursuant to MCL 15.268(h) to discuss a confidential written legal opinion from the City Attorney. Via roll call vote, motion carried 6-0.

Council entered closed session at 7:28 p.m.

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

Council entered open session at 8:34.

Correspondence:

Brian Elmore.

Council Comments:

Councilmember Muncey reflected on the recent parade, describing it as great fun while noting that both participation and the parade route were about half of what he remembered from previous years. He offered a special thanks to April and the Convention and Visitors Bureau (CVB) for their contributions in maintaining the tradition. Gregory also shared a personal anecdote about his recent travels to Key West, humorously addressing the common comparison between Saugatuck and Key West. He asserted that Saugatuck stands out as its own unique community, not simply a "Key West of the Midwest," and expressed gratitude for being back home and part of such a special place.

Councilmember Dean echoed others' positive sentiments about the parade, emphasizing his appreciation for the Department of Public Works (DPW), city staff, fire department, sheriff, and

the CVB for their collective efforts in organizing the event. He remarked on the tremendous time everyone had and acknowledged the hard work that went into executing a successful and enjoyable parade for the community.

Mayor Pro Tem Clark praised everyone for the parade, specifically highlighting the event's strong attendance and the overwhelmingly positive reception it received from first-time visitors. He recounted hearing enthusiastic feedback from and expressed his heartfelt thanks to all who contributed to making the parade an outstanding experience.

Councilmember Gardner also spoke about the parade, mentioning that this year he decided not to march with the snow shovel brigade and instead rode on the DPW parade truck. Gardner recalled giving shout-outs to people along the parade route and emphasized positive feedback he had received from multiple business owners. He noted that these owners especially appreciated the city council's efforts to illuminate Water Street with seasonal lights, highlighting the value of council decisions in supporting and beautifying the business community.

Councilmember Peterson expressed delight in the parade, she was sorry she missed the event.

Adjournment:

Motion by Peterson, second by Gardner to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Anderson adjourned at 8:38 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: December 17, 2025

SUBJECT: Resolution No. 251217-A Exercising the City of Saugatuck's Right of First Refusal to Purchase Wastewater Treatment Plant Capacity from the City of the Village of Douglas

DESCRIPTION:

As discussed at the November 19 workshop, the City of the Village of Douglas provided formal notice of its intent to sell 55,000 gallons per day (gpd) of wastewater treatment plant capacity to Saugatuck Township for \$252,340, triggering the City of Saugatuck's Right of First Refusal (ROFR) under Section 9(e) of the existing sewer operations agreement.

Our engineers at Fleis & VandenBrink (F&V) have advised the City will not need "additional capacity in the reasonably near future". However, F&V has noted the low pricing compared to the cost to construct the same amount of additional capacity.

The communities are also working to update our KLSWA agreement ("agreement") that is proposed to last 40 years and it not being done creates a dilemma. We have an opportunity to purchase additional sewer capacity at a great price now, and we don't know what will be in the final agreement to protect our future interests. During the negotiations we have had, the City has asked for the ROFR language to remain in the updated agreement and to date, this language has not been included. It is important to note that we aren't asking for something new to be added. Just an existing right to remain. The ROFR provisions were intentionally included in the existing agreement following prior litigation between Douglas and the City in 2008, and were adopted by resolution of both governing bodies to protect the long-term capacity needs and financial interests of the communities that constructed and funded the wastewater treatment system.

At that workshop, City Council expressed a preference to not exercise the ROFR if Douglas and Saugatuck Township were willing to commit to retaining the existing ROFR language in our updated water-sewer agreement. Council viewed this as a reasonable compromise that would

protect the City's long-term interests without requiring immediate purchase of additional capacity.

Following that meeting, City staff communicated Council's position to both Douglas and Saugatuck Township. To date, neither Douglas nor Saugatuck Township has committed to preserving the ROFR language in an updated agreement.

As a result, City Council is now required to decide whether to exercise its contractual right to purchase the capacity at the current price or allow the sale to proceed without acquiring the capacity.

Summary of the Attached Resolution

The attached resolution would formally exercise the City's right of first refusal and authorize staff to proceed with the purchase of 55,000 gpd of wastewater treatment capacity from Douglas at the same price and terms offered to the Township.

Key elements of the resolution include:

- Exercising the ROFR within the required timeframe.
- Authorizing the City Manager to provide notice, subject to separate Council approval of payment. Per the existing sewer agreement, the City will have up to 90 days to make payment. If payment is not made, Douglas may proceed with its sale to the Township.
 - Put another way, if Council approves the resolution and later chooses not to make payment, Douglas could simply proceed with its sale to the Township.
- Directing staff to continue negotiations on an updated water-sewer agreement that protects the City's long-term interests.
- Explicitly recognizing Saugatuck Township's capacity needs and authorizing negotiations for Township use of the purchased capacity through a lease, Act 425 agreement, or similar mechanism until such time as the City requires the capacity.

This approach preserves the City's ownership and long-term control of a finite infrastructure asset while still allowing regional cooperation and near-term benefits to the Township.

Pros and Cons Summary

Option	Description	Pros	Cons
Exercise ROFR (Approve Resolution)	City purchases 55,000 gpd of capacity from Douglas	• Locks in additional capacity at a low price • Preserves long-term control of a scarce asset	• Requires use of City funds now • The City would own capacity not immediately needed, which, absent a lease, Act 425 agreement, or similar arrangement, could result in the City continuing to carry a proportionally larger share of certain fixed wastewater treatment plant costs.

Option	Description	Pros	Cons
		• Avoids reliance on uncertain future agreement language • Capacity can be leased or shared with Township in interim	○ It is important to note that the City has historically held excess capacity for many years, and this circumstance was historically contemplated in the original sizing, financing, and long-term planning for the wastewater treatment plant.
Do Not Exercise ROFR	City allows Douglas sale to Township to proceed	• No immediate financial payment • Township meets short-term capacity needs	• City permanently loses opportunity to acquire capacity at current price • Future capacity may be significantly more expensive • City relies on future agreement language that is not yet secured

Recommendation

While the City does not need additional wastewater capacity in the reasonably near future, we do not have a commitment from Douglas and the Township to keep a key provision to protect our future interests. The current sewer capacity offer represents a rare and favorable opportunity to protect the City's long-term interests. The drafted resolution is structured to balance:

- Responsible stewardship of a limited and increasingly valuable public infrastructure asset.
- Protection of the City's historic investment and future growth potential.
- Continued regional cooperation that allows the Township to meet its current and foreseeable wastewater service demands.

BUDGET ACTION REQUIRED:

The purchase of the sewer capacity would require a budget amendment and recommended transfer from general fund reserves to cover the cost. The purchase price is \$252,340. The City's FY 24/25 budget anticipated adding \$750,000 to the General Fund (savings), while the audited transfer totaled \$1,186,199. Our audited fund balance is now at \$7,444,857, providing sufficient available fund balance.

A separate Council action within 90 days would be required to authorize the actual payment.

LEGAL REVIEW:

The City Attorney has reviewed and will be at your meeting if you have any questions.

SAMPLE MOTIONS:

Motion to **approve** Resolution No. 251217-A exercising the City of Saugatuck's right of first refusal to purchase wastewater treatment plant capacity from the City of the Village of Douglas.

Motion to direct the City Manager to notify the City of the Village of Douglas that the City of Saugatuck **elects not to exercise** its right of first refusal for the proposed sale of wastewater treatment plant capacity.

**CITY OF SAUGATUCK COUNTY
OF ALLEGAN STATE OF
MICHIGAN**

RESOLUTION NO. 251217-A

**A RESOLUTION EXERCISING THE CITY OF SAUGATUCK’S RIGHT OF FIRST
REFUSAL TO PURCHASE WASTEWATER TREATMENT PLANT CAPACITY FROM
THE CITY OF THE VILLAGE OF DOUGLAS**

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

RECITALS

WHEREAS, the City of the Village of Douglas (“Douglas”) has provided notice of its intent to sell a portion of its designated and allocated wastewater treatment plant capacity to Saugatuck Township in the amount of 55,000 gallons per day, for a total purchase price of \$252,340.00; and

WHEREAS, the City of Saugatuck (“City”) and Douglas are parties to a sewer system operations agreement that includes a right of first refusal (“ROFR”), which provides that if Douglas elects to sell, transfer, or convey any of its designated and allocated wastewater treatment plant capacity to a purchaser other than the City, such capacity must first be offered to the City on the same terms and conditions; and

WHEREAS, Section 9(e) of the current sewer operations agreement grants the City sixty (60) days from receipt of such an offer to deliver a duly authorized written election to purchase the capacity, and ninety (90) days thereafter to tender the purchase price and otherwise complete the transaction; and

WHEREAS, the ROFR provisions were intentionally included in the existing agreement following prior litigation between the communities in 2008, and were adopted by resolution of both governing bodies to protect the long-term capacity needs and financial interests of the communities that constructed and funded the wastewater treatment system; and

WHEREAS, the City, Douglas, and Saugatuck Township are presently engaged in negotiations to update the Kalamazoo Lake Sewer & Water Authority water and sewer agreements, and the absence of an updated agreement preserving the City’s existing ROFR protections creates uncertainty regarding the City’s long-term wastewater capacity interests; and

WHEREAS, during negotiations, the City has requested that the existing ROFR language be retained in any updated agreement to continue established protections tied to the City’s historic investment in the system; and

WHEREAS, despite good-faith discussions, neither Douglas nor Saugatuck Township has committed to retaining the existing ROFR provisions in an updated agreement; and

WHEREAS, the City has been advised by its engineers, Fleis & VandenBrink, that the City does not require additional wastewater treatment capacity in the reasonably near future, but the City Council recognizes that wastewater capacity is a finite and increasingly valuable asset, and that protecting future flexibility and long-term interests remains prudent municipal policy; and

WHEREAS, the City Council further finds that if the City were required to acquire additional wastewater treatment capacity at a future date, the cost would likely be substantially greater than the current purchase price being offered; and

WHEREAS, the City's budget projections for FY 24/25 anticipated \$750,000 being added to the General Fund, and the audited transfer to savings was \$1,186,199, providing sufficient available fund balance to cover the cost of the proposed capacity purchase; and

WHEREAS, at its November 19 workshop, the City Council discussed this matter and expressed its preference to forgo purchasing additional capacity if Douglas and Saugatuck Township committed, by resolution, to retain the existing ROFR provisions in an updated water and sewer agreement, as a reasonable and equitable alternative to immediate acquisition of capacity; and

WHEREAS, such commitments were not forthcoming by the requested deadline, requiring the City Council to act to protect the City's long-term wastewater capacity interests through exercise of its contractual rights; and

WHEREAS, the City Council recognizes Saugatuck Township's current and projected wastewater service needs and desires to remain a cooperative regional partner and good neighbor, and further recognizes that the Township and City would realize near-term benefits from the Township's use of additional wastewater treatment capacity; and

WHEREAS, the City Council finds that the City's acquisition of the capacity does not preclude the Township from utilizing such capacity in the interim, and that mechanisms such as a lease arrangement, Act 425 agreement, or other lawful contractual arrangement may provide a fair and mutually beneficial means for the Township to use the capacity until such time as the City requires it for its own purposes, while preserving the City's long-term ownership and control of the asset;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Saugatuck, Allegan County, Michigan, as follows:

1. Exercise of Right of First Refusal.

The City Council hereby elects to exercise the City's right of first refusal under Section 9(e) of the current sewer operations agreement to purchase 55,000 gallons per day of wastewater treatment plant capacity from the City of the Village of Douglas on the same

terms and conditions offered to Saugatuck Township, at a total purchase price of \$252,340.

2. Authorization of City Manager.

The City Manager is authorized and directed to provide written notice of the City's election to purchase the capacity and to take all other actions reasonably necessary to complete the purchase within the timeframes set forth in the agreement, subject to subsequent Council authorization of payment.

3. Future Agreement Negotiations.

The City Manager is directed to continue negotiations with Douglas and Saugatuck Township regarding an updated water and sewer agreement and to return to the City Council if future agreement is reached that includes provisions that adequately protect the City's long-term interests.

4. Interim Use of Capacity by Saugatuck Township.

The City Council affirms its understanding of Saugatuck Township's wastewater capacity needs and its intent to act as a cooperative regional partner. The City Manager is authorized to engage in good-faith negotiations with Saugatuck Township regarding a lease, Act 425 agreement, or other lawful arrangement that would allow the Township to utilize all or a portion of the purchased wastewater treatment capacity on an interim basis, subject to terms and conditions that protect the City's long-term capacity interests, financial investment, and future operational needs.

5. Payment

The City Manager shall return to the City Council within ninety (90) days to confirm authorization of the \$252,340 payment required to complete the capacity purchase.

YEAS Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this _____ day of _____, 2025.

CITY OF SAUGATUCK

BY: _____
Holly Anderson, Mayor

BY: _____
Jamie Wolters, City Clerk

CERTIFICATION

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

Signed: _____
Jamie Wolters, City Clerk



TO: Ryan Cummins, City Manager, City of Saugatuck

FROM: Lisa Nocerini, City Manager, City of Douglas

DATE: October 22, 2025

SUBJECT: Notice of Intent to Sell Wastewater Treatment Plant Capacity to Saugatuck Township

The City of Douglas is providing notice to inform the City of Saugatuck of its intent to sell wastewater treatment plant capacity to Saugatuck Township. The purchase agreement was negotiated in good faith and represents a commitment from both communities to cooperate in addressing long-term infrastructure needs and to strengthen regional relationships.

Pursuant to Section 9.e. of the 2012 Sewer Operations Contract, before Douglas may sell its capacity to the Township, it must first offer that capacity—on the same terms—to the City of Saugatuck, which has the right to acquire the capacity. The City of Saugatuck has sixty (60) days from the date of this notice to exercise its right to purchase the capacity.

If the City of Saugatuck does not exercise its right within that timeframe, Douglas may proceed with seeking approval from the Kalamazoo Lake Sewer and Water Authority (KLSWA) to complete the sale of capacity to Saugatuck Township. The terms of the proposed sale are outlined in the attached Purchase Agreement. For context, the Saugatuck Township Proposal for Sewer Capacity Purchase is also attached, which explains the Township's need for additional capacity.

If the City of Saugatuck does not wish to exercise its right of first refusal, the City of Douglas respectfully requests that written confirmation be provided to the KLSWA Commission indicating that the City does not intend to purchase the capacity. This confirmation will fulfill the requirements of the Sewer Operations Contract and allow the KLSWA Commission to consider approval of the sale.

Douglas and the Township both appreciate the City of Saugatuck's consideration and look forward to continuing to build regional cooperation and goodwill between the three municipalities through this process.

Attachments:

1. Purchase Agreement
2. Saugatuck Township Proposal for Sewer Capacity Purchase

September 10, 2025

Douglas City Council and City Manager
City of the Village of Douglas
86 W. Center Street
Douglas, MI 49406

Request to Purchase Wastewater-Treatment Capacity

Dear Mayor and Council Members,

Saugatuck Township greatly values our partnership with the City of the Village of Douglas and appreciates our joint commitment to solving regional challenges.

As the Council may be aware, the Township is rapidly approaching its allotted capacity in the regional Wastewater Treatment Plant (WWTP).

There is sewer infrastructure in the Township sufficient to carry wastewater to the WWTP, although the Township lacks necessary contractual capacity in the plant for treating wastewater. At present, the plant is operating at 47% of its design capacity, leaving substantial treatment space unused.

With the City of Saugatuck essentially built-out, future population growth and economic development will be divided chiefly between Douglas and the Township. Accordingly, the Township seeks to purchase additional treatment capacity to meet immediate capacity needs while delivering long-term financial and operational advantages to Douglas.

The Township respectfully requests to purchase **55,000 gallons per day (gpd)** of Douglas' unused treatment capacity. Consistent with the valuation method jointly adopted by our three communities, we are prepared to remit **\$252,340.00**.¹

Background and Capacity Rationale

The Township's immediate challenge is straightforward: projects already approved or pending will raise our flow to roughly 98,617 gpd within the next 18–24 months. Beyond committed capacity, we project a need for an additional 36,575 gpd for parcels previously reserved capacity that have yet to connect and parcels that will have sewer access upon an extension of the sewer system to serve a new residential development.

¹ Valuation of sewer capacity was calculated by adding the value of KLSWA capital assets (\$5,162,136) with sewer cash reserves (\$2,055,939), subtracting the outstanding debt (\$2,630,090) and dividing by the plant design capacity (1 mgd). Capacity is valued at \$45,879.85 per 10,000 gpd or \$252,340.00 for 55,000 gpd.

Per the existing Tri-Community Sewer Agreement, once a community exceeds 75% of its sewer allocation, a good faith effort must be made to secure additional sewer capacity from a municipality with unused excess capacity.

To stay ahead of that threshold, the Township secured a 14,000 gpd lease from the City of Saugatuck—raising our total capacity to 104,000 gpd—but leasing is a temporary measure.

Douglas currently owns 496,000 gpd of treatment rights, yet the WWTP is running at 47 percent utilization. Transferring 55,000 gpd to the Township would satisfy the Township's immediate capacity needs and provide a modest buffer to accommodate existing properties with reserved capacity while the feasibility of a plant expansion is studied.

After the transfer, Douglas would retain 441,000 gpd, supporting its long-range growth forecasts. To support Douglas in evaluating this request, the Township commissioned an independent Wastewater Capacity Study, which is enclosed with this proposal for Council's review.

Making Best Use of an Under-Utilized Plant

The WWTP can treat 1 million gpd and is currently operating at 47% of that capacity. Making unused capacity available to the Township has strong advantages for Douglas:

- **Add new user-equivalents.** Every new Township account broadens the revenue base and eases future rate pressure on Douglas residents.
- **Provide funding to establish sewer project fund.** The \$252,340.00 payment for acquisition can be used to establish a Douglas Sewer Capital Fund devoted to main replacements and long-term system planning, protecting the General Fund from utility costs.
- **Shift future liabilities fairly.** By increasing its ownership stake, the Township will assume a proportionally larger share of any major repair or expansion costs, thereby reducing Douglas' fiscal exposure.
- **Preserve a unified, sewer-served growth pattern.** Granting capacity keeps development in the Township on public sewer; without it, new projects would default to community-septic systems, eroding KLSWA revenue and leaving Douglas residents to shoulder rising plant costs alone.

We believe this proposal puts existing infrastructure to work, lowers long-term costs for Douglas residents, and supports balanced regional growth. Thank you once again for your partnership and for considering this request. We strongly believe that we can solve even the most challenging of issues facing our communities with a collaborative, regional approach. I would be pleased to answer any questions or to meet with Council at its convenience.



Sincerely,

Daniel DeFranco

Daniel DeFranco
Township Manager

AGREEMENT FOR PURCHASE OF TREATMENT PLANT CAPACITY

This Agreement is made as of the ____ day of _____, 2025, between Saugatuck Township, a Michigan municipal corporation with a principal address of 3461 Blue Star Hwy, P.O. Box 100, Saugatuck, MI 49453 (the "Township") and the City of the Village of Douglas, a Michigan municipal corporation with a principal address of 86 W. Center Street, P.O. Box 757, Douglas, MI 49406-0757 (the "City").

RECITALS

A. The Township and the City are parties to a Sewer System Operations Contract, dated July 1, 2012 (the "System Contract"), which provides for the joint operation of municipal sewer systems in the area by the Kalamazoo Lake Sewer and Water Authority (the "Authority").

B. Under the System Contract, the City has an allocated capacity of 0.496 million gallons per day ("MGD") in the Wastewater Treatment Plant operated by the Authority.

C. The Township desires to purchase additional treatment capacity from the City to meet the wastewater treatment needs within the Township.

D. The City is willing to sell a portion of its designated and allocated capacity to the Township on the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. Capacity Transfer. Subject to the terms and conditions of this Agreement, the City hereby agrees to sell, transfer, and convey to the Township, and the Township agrees to purchase from the City, fifty-five thousandths of a million gallons per day (0.055 MGD) of the City's designated and allocated capacity in the Wastewater Treatment Plant (the "Transferred Capacity"). In consideration for the Transferred Capacity, the Township shall pay to the City the sum of Two Hundred Fifty-Two Thousand Three Hundred Forty Dollars (\$252,340.00) (the "Purchase Price").

2. Payment Terms. The Purchase Price shall be paid by the Township to the City in full within thirty (30) days after the effective date of this Agreement. Payment shall be made by certified check or wire transfer to an account designated by the City.

3. Authority Approval and Documentation. This Agreement and the transfer of the Transferred Capacity is subject to approval by the Authority as required under the System Contract and any amendments or novation. The parties shall cooperate to obtain all necessary documentation from the Authority to effectuate the transfer of the Transferred Capacity, including any amendments to the System Contract, novation or other Authority records.

4. Effective Date. This Agreement shall become effective upon execution by both parties and execution by the Chair of the Authority's Board, which execution by the Chair signifies the Authority's approval of the transfer of the Transferred Capacity.

5. Post-Transfer Rights and Obligations. Upon completion of the transfer, the Township shall have all rights with respect to the Transferred Capacity as provided in the System Contract and any amendment or novation, including the right to have wastewater originating within the Township's service district treated at the Wastewater Treatment Plant up to the amount of the Transferred Capacity. The Township shall assume all liabilities and obligations with respect to the Transferred Capacity as determined under the System Contract, including any amendment or novation, and Michigan law.

6. Miscellaneous.

- A. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.
- B. Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior negotiations, representations, or agreements relating thereto.
- C. Amendment. This Agreement may be amended only by a written instrument signed by both parties.
- D. Severability. If any provision of this Agreement is held to be invalid or unenforceable, the remainder of this Agreement shall remain in full force and effect.
- E. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.
- F. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.
- G. Commitment to Cooperation. The Township and the City recognize the importance of working in good faith and in cooperation with each other and with neighboring communities. This collaborative approach will help address long-term water and infrastructure needs, strengthen regional relationships, and provide a constructive framework for any future discussions, negotiations, or agreements concerning shared systems and resources.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

SAUGATUCK TOWNSHIP

CITY OF THE VILLAGE OF DOUGLAS

Abby Bigford, Supervisor

, Mayor

, Clerk

, Clerk

AUTHORITY APPROVAL

, Board Chair

November 18, 2025

Mayor Anderson and Members of the Saugatuck City Council
City of Saugatuck
102 Bulter Street, Saugatuck, MI

Re: Waiver of Right of First Refusal – Proposed Sale of 55,000 GPD Treatment Capacity

Dear Mayor Anderson and Council Members,

Thank you for your thoughtful consideration of waiving the City of Saugatuck's Right of First Refusal to allow the City of the Village of Douglas to sell 55,000 gallons per day (gpd) of wastewater treatment capacity to Saugatuck Township. We appreciate the time and careful review the City continues to dedicate to matters that support the long-term success of our region.

The Kalamazoo Lake Sewer & Water Authority (KLSWA) Wastewater Treatment Plant (WWTP) is a shared regional utility resource supported by the City of Saugatuck, the City of the Village of Douglas, and Saugatuck Township. Under the existing intergovernmental agreement, each community holds an allocated share of treatment capacity:

Community	Allocated Capacity (GPD)
------------------	---------------------------------

City of Saugatuck	364,000 gpd
-------------------	-------------

City of Douglas	496,000 gpd
-----------------	-------------

Saugatuck Township	90,000 gpd
--------------------	------------

The WWTP is designed to treat 1.0 million gallons per day yet currently operates at just 47% utilization. While more than half of the plant's treatment capacity sits unused, the cost to operate, maintain, and eventually replace the plant is paid entirely by current users, including the 857 City of Saugatuck ratepayers. With system users effectively subsidizing the cost associated with the 53% unused capacity, bringing additional customers onto the system is one of the most effective ways to reduce long-term financial burden on existing ratepayers and prepare responsibly for the costly repairs and eventual replacement needs that will arise as the plant—constructed in the 1970s—continues to age.

Saugatuck Township is nearing its allocated limit and requires additional capacity to serve approved development and properties that have previously contributed financially to the system but have not yet connected. The Township requires the full 55,000 gpd to meet these needs, and the quantity proposed for transfer represents what the City of the Village of Douglas can make available without affecting its long-range development projections.

Under the Tri-Community Sewer Agreement, when a municipality approaches 75% of its allocation, it may request additional capacity from a partner community with unused allocation. Saugatuck Township has followed this process in good faith over several years of study and discussion with the City of Douglas and remains committed to working collaboratively with both communities to support responsible growth and the long-term stability of the regional system.

The purchase price for the 55,000 gpd is based on the depreciated value of the wastewater treatment plant and total system assets, consistent with the methodology recommended by our municipal engineer and an

independent financial advisor. The memo submitted to Douglas explaining this calculation is included for reference.

We are sincerely grateful to the City of Saugatuck for its leadership in leasing 14,000 gpd of capacity to assist in meeting short-term needs while broader solutions were evaluated.

The proposed transfer, together with the existing lease, would enable between 225 and 246 additional users to join the regional system, strengthening the financial foundation of the WWTP and benefiting all three communities.

Supporting this transaction would:

- Bring additional users onto the system to share costs and reduce rate pressure
- Support responsible, planned growth in the Township
- Sustain a unified regional system rather than encouraging fragmented alternatives
- Make best use of existing infrastructure before expending resources on expansion

While most technical discussions around this transaction occurred between Saugatuck Township and the City of the Village of Douglas, we appreciate the important role the City of Saugatuck holds through its Right of First Refusal. The City has a meaningful opportunity to support a regional approach to utility planning that strengthens shared infrastructure and benefits residents across all three communities. Your careful consideration reflects the cooperation and thoughtful stewardship that have long characterized the Tri-Community.

We appreciate your thoughtful deliberation and continued partnership in managing regional infrastructure.

Respectfully,



Daniel DeFranco
Township Manager
Saugatuck Township

August 25, 2025

Douglas City Council and City Manager
City of the Village of Douglas
86 W. Center Street
Douglas, MI 49406

Request to Purchase Wastewater-Treatment Capacity

Dear Mayor and Council Members,

Saugatuck Township greatly values our partnership with the City of the Village of Douglas and appreciates our joint commitment to solving regional challenges.

As the Council may be aware, the Township is rapidly approaching its allotted capacity in the regional Wastewater Treatment Plant (WWTP).

There is sewer infrastructure in the Township sufficient to carry wastewater to the WWTP, although the Township lacks necessary contractual capacity in the plant for treating wastewater. At present, the plant is operating at 47% of its design capacity, leaving substantial treatment space unused.

With the City of Saugatuck essentially built-out, future population growth and economic development will be divided chiefly between Douglas and the Township. Accordingly, the Township seeks to purchase additional treatment capacity to meet immediate capacity needs while delivering long-term financial and operational advantages to Douglas.

The Township respectfully requests to purchase **55,000 gallons per day (gpd)** of Douglas' unused treatment capacity. Consistent with the valuation method jointly adopted by our three communities, we are prepared to remit **\$252,340.00**.¹

Background and Capacity Rationale

The Township's immediate challenge is straightforward: projects already approved or pending will raise our flow to roughly 98,617 gpd within the next 18–24 months. Beyond committed capacity, we project a need for an additional 36,575 gpd for parcels previously reserved capacity that have yet to connect and parcels that will have sewer access upon an extension of the sewer system to serve a new residential development.

¹ Valuation of sewer capacity was calculated by adding the value of KLSWA capital assets (\$5,162,136) with sewer cash reserves (\$2,055,939), subtracting the outstanding debt (\$2,630,090) and dividing by the plant design capacity (1 mgd). Capacity is valued at \$45,879.85 per 10,000 gpd or \$252,340.00 for 55,000 gpd.

Per the existing Tri-Community Sewer Agreement, once a community exceeds 75% of its sewer allocation, a good faith effort must be made to secure additional sewer capacity from a municipality with unused excess capacity.

To stay ahead of that threshold, the Township secured a 14,000 gpd lease from the City of Saugatuck—raising our total capacity to 104,000 gpd—but leasing is a temporary measure.

Douglas currently owns 496,000 gpd of treatment rights, yet the WWTP is running at 47 percent utilization. Transferring 55,000 gpd to the Township would satisfy the Township’s immediate capacity needs and provide a modest buffer to accommodate existing properties with reserved capacity while the feasibility of a plant expansion is studied.

After the transfer, Douglas would retain 441,000 gpd, supporting its long-range growth forecasts. To support Douglas in evaluating this request, the Township commissioned an independent Wastewater Capacity Study, which is enclosed with this proposal for Council’s review.

Making Best Use of an Under-Utilized Plant

The WWTP can treat 1 million gpd and is currently operating at 47% of that capacity. Making unused capacity available to the Township has strong advantages for Douglas:

- **Add new user-equivalents.** Every new Township account broadens the revenue base and eases future rate pressure on Douglas residents.
- **Provide funding to establish sewer project fund.** The \$252,340.00 payment for acquisition can be used to establish a Douglas Sewer Capital Fund devoted to main replacements and long-term system planning, protecting the General Fund from utility costs.
- **Shift future liabilities fairly.** By increasing its ownership stake, the Township will assume a proportionally larger share of any major repair or expansion costs, thereby reducing Douglas’ fiscal exposure.
- **Preserve a unified, sewer-served growth pattern.** Granting capacity keeps development in the Township on public sewer; without it, new projects would default to community-septic systems, eroding KLSWA revenue and leaving Douglas residents to shoulder rising plant costs alone.

We believe this proposal puts existing infrastructure to work, lowers long-term costs for Douglas residents, and supports balanced regional growth. Thank you once again for your partnership and for considering this request. We strongly believe that we can solve even the most challenging of issues facing our communities with a collaborative, regional approach. I would be pleased to answer any questions or to meet with Council at its convenience.

Sincerely,

Daniel DeFranco

Daniel DeFranco
Township Manager



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: December 17, 2025

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

DESCRIPTION:

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

Attached is a project brief.

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

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

LEGAL REVIEW:

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

SAMPLE MOTION:

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



Project Brief

Name: Forest Mortality Mitigation and Prevention Planning in Allegan County

Funding: Michigan Coastal Management Program grant

Duration: January 2027 – January 2028

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

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

Tasks:

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



December 22, 2025

To whom it may concern:

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

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

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

Sincerely,

Ryan Cummins
City Manager



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: December 17, 2025

SUBJECT: Special Event-SDAC Art Fairs

DESCRIPTION:

The Saugatuck Douglas Art Club (SDAC) is requesting approval to host the SDAC Art Fairs on July 4, 2025, and July 25–26, 2025, in Village Square Park. The July 25–26 Art Fair represents a new request to expand the event to two days, whereas it has historically been held as a single-day event.

City staff, Police, and the event organizer met on December 11 to review event logistics, public safety considerations, and operational needs. The organizer anticipates approximately 2,000 attendees and will utilize approximately 75 volunteers to support event operations. The event will consist solely of artist booths; no food vendors, concessions, alcohol, or amplified music are proposed.

Street closure requests include a single-lane closure on Butler Street during morning set-up and evening clean-up on all event dates, consistent with prior years. In addition, the organizer is requesting a full closure of Main Street from Butler Street to Water Street beginning at 7:00 AM on July 25 through 7:00 PM on July 26. The organizer has coordinated with the adjacent business owner regarding the proposed street closure, who has approved the closure and offered the use of their private parking lot as additional booth space. Overnight security for the July 25–26 event will be provided through the Allegan County Sheriff's Office Reserve program at the organizer's expense and billed through the city.

A detailed event application and operational breakdown are attached for Council review.

EVENT DETAILS

Event Name:	Waterfront Invitational Fine Art & Craft Fair
Dates:	July 4, 2025; July 25–26, 2025
Event Hours:	9:00 AM – 5:00 PM
Set-Up / Clean-Up:	7:00–9:00 AM / 5:00–7:00 PM
Location:	Village Square Park
Vendor Parking:	Christian Reformed Church via Interurban.

BUDGET ACTION REQUIRED

None.

COMMITTEE / COMMISSION REVIEW

City Council discussion.

LEGAL REVIEW

Not required.

SAMPLE MOTION

Discussion only.

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

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Saugatuck Douglas Art Club

TELEPHONE: [REDACTED]

MAILING ADDRESS: [REDACTED]

CONTACT NAME: Annie Hayes

TELEPHONE: [REDACTED]

E-MAIL ADDRESS: [REDACTED]

CELL PHONE: [REDACTED]

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Annie Hayes

TELEPHONE: [REDACTED]

E-MAIL ADDRESS: [REDACTED]

CELL PHONE: [REDACTED]

EVENT INFORMATION

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

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

PURPOSE OF EVENT: Art Fair

RAIN DATE: N/A

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

EVENT LOCATION: Village Square, Main Street

EVENT HOURS: 9am-5pm

ESTIMATED NUMBER OF ATTENDEES: 2000

ESTIMATED NUMBER OF VOLUNTEERS: 75

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

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

EVENT DETAILS

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

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

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

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

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

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

WILL FIREWORKS BE 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** 140

☒ **TENTS – QUANTITY** 140

☐ **AWNINGS – QUANTITY** _____

☒ **TABLES – QUANTITY** unk (vendor tables)

☐ **PORTABLE TOILETS – QUANTITY** _____

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

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

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

DEPARTMENT OF PUBLIC WORKS

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

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

☐ TRASH RECEPTACLES – QUANTITY _____

☒ BARRICADES – QUANTITY 2? TBD

☒ TRAFFIC CONES – QUANTITY _____

☐ PARKING SIGNS – QUANTITY _____

☐ FENCING

☐ WATER

☐ ELECTRIC

☐ RESTROOM CLEANING

☒ OTHER The club has signs for vendor set up

POLICE DEPARTMENT

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? ☐ Yes ☐ No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

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

Street closure date/time: 7/24 _____ ☐ A.M. ☐ P.M.

Street re-open date/time: 7/26 _____ ☐ A.M. ☐ P.M.

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

Describe Sidewalk Use: _____

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

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

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

Parking Lot Location: _____

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

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

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

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

If document is missing, please explain: _____

The applicant and sponsoring organization understand and agrees to:

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

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

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

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

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

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


Applicant Signature

11/20/2025

Date



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

FLEIS & VANDENBRINK ENGINEERING, INC.

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

VILLAGE SQUARE PARK
PARK USE PERMIT APPLICATION

2011

3187

Downtown Street / Sidewalk Closure(s)



CITY OF SAUGATUCK

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

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Saugatuck Douglas Art Club

TELEPHONE: [REDACTED]

MAILING ADDRESS: [REDACTED]

CONTACT NAME: Annie Hayes

TELEPHONE: [REDACTED]

E-MAIL ADDRESS: [REDACTED]

CELL PHONE: [REDACTED]

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Annie Hayes

TELEPHONE: [REDACTED]

E-MAIL ADDRESS: [REDACTED]

CELL PHONE: [REDACTED]

EVENT INFORMATION

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

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

PURPOSE OF EVENT: Art Fair

RAIN DATE: N/A

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

EVENT LOCATION: Village Square, Main Street

EVENT HOURS: 9am-5pm

ESTIMATED NUMBER OF ATTENDEES: 2000

ESTIMATED NUMBER OF VOLUNTEERS: 75

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

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

EVENT DETAILS

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

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

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

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

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

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

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

VENDOR PARKING: Have you made arrangement for vendor parking? ☐ Yes ☐ No
If yes, where do you propose your vendors park? Christian Reform Church, BlueStar/Allegan
Will the Interurban be utilized? ☐ Yes ☐ No Time(s) 7a-10a, 7/25 & 5p-7p 7/26

DEPARTMENT OF PUBLIC WORKS

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

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

☐ TRASH RECEPTACLES – QUANTITY _____

☒ BARRICADES – QUANTITY 2? TBD

☒ TRAFFIC CONES – QUANTITY _____

☐ PARKING SIGNS – QUANTITY _____

☐ FENCING

☐ WATER

☐ ELECTRIC

☐ RESTROOM CLEANING

☒ OTHER The club has signs for vendor set up

POLICE DEPARTMENT

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? ☐ Yes ☐ No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

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

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Parking Lot Location: _____

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

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

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

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

If document is missing, please explain: _____

The applicant and sponsoring organization understand and agrees to:

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

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

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

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

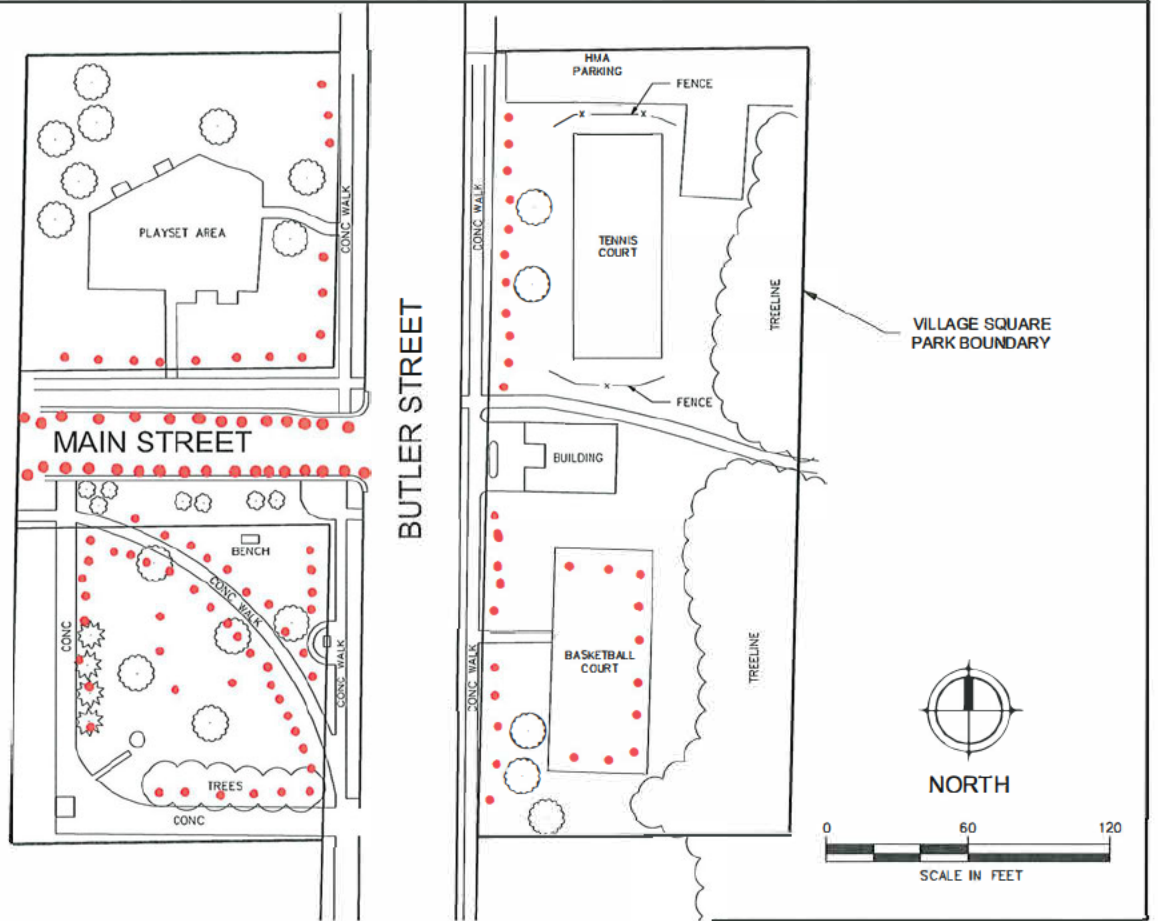
Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury,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

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


Applicant Signature

11/20/2025

Date



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

FLEIS & VANDENBRINK ENGINEERING, INC.

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

VILLAGE SQUARE PARK
PARK USE PERMIT APPLICATION

2011

3187

Downtown Street / Sidewalk Closure(s)





City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: December 17, 2025

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

DESCRIPTION:

For the last several years, City Council has held a strategic planning meeting to identify goals and priorities for the upcoming fiscal year. This has involved conducting a resident survey before the meeting, review of progress on prior year priorities, and a facilitator helping the Council establish and rank priorities.

Attached is the FY 25/26 report and priorities.

How to approach strategic planning for FY 26/27 was discussed at the November 19 workshop. The minutes summarize the discussion well:

The council discussed preparations for the upcoming strategic planning process for fiscal 2026- 2027. Council members debated whether to retain the same facilitator from previous years or bring in a new facilitator to provide a fresh perspective. There was discussion about conducting another community survey, noting the upcoming parking survey and possible “survey fatigue”. The Master Plan survey was extensive and had provided ample data. A substantial part of the conversation focused on the structure of the strategic plan—specifically, how to define and use strategic “pillars” or goal categories to guide and prioritize city projects. Some advocated keeping the current system for consistency and because staff is already working on all existing priorities; others suggested re-examining or refreshing the city’s framework, adding pillars like economic/community development (such as a DDA), and more clearly prioritizing existing and future projects.

The discussion concluded with the understanding that I would give the session some more thought and return with a recommendation. I recommend the following:

- Ask Marilyn Semonick to Facilitate Another Session
 - With no new Council Members and continuity in the Mayor's role, there is less need for team-building than in prior years. Marilyn is familiar with the current Council and the multi-year discussions that shaped the City's existing priorities, many of which will carry forward into the next fiscal year. Given the number of large, ongoing capital and policy initiatives and limited capacity to add new items, retaining Marilyn provides continuity and supports a FY 26/27 strategic planning session focused on refinement, sequencing, and prioritization rather than expansion.
- Request to use the Saugatuck Yacht Club space again.
- Proposed Agenda Items
 - Introductions and TBD Focus Question
 - Learning Opportunities
 - What Training and Guest Speakers Does Council Desire?
 - What We've Done
 - 2025 Successes and Progress Towards Current Priorities – City Manager and Department Head Presentations
 - What We've Heard
 - Review of Master Plan Survey Results
 - Review of Strategic Framework
 - Current Vision and Goal/Pillar Areas
 - Discuss Proposed Changes or Refinements
 - Carryover Priorities for FY 26/27
 - Identification of Additional FY 26/27 Priorities
 - Rank FY 26/27 Priorities
 - Next Steps and Closing

I am seeking feedback on my recommendation and Council's availability in January for the session.

LEGAL REVIEW:

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

SAMPLE MOTION:

N/A. Workshop item.