CITY COUNCIL MEETING AGENDA
September 14, 2026

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

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

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:**
   - **A.** Saugatuck High School Superintendent – Mark Neidlinger
8. **Public Comment on Agenda Items Only** *(Limit 3 minutes)*
9. **Consent Agenda:** *(Roll Call)*
   - **A.** Approval of City Council Workshop Minutes – September 9, 2026. ***(Pg. 2)***
   - **B.** Kayak Launcher at Spear Street Launch. ***(Pg. 7)***
   - **C.** Plaque for Palette Sign Bike Rack. ***(Pg. 21)***
   - **D.** Special Event – Havana Club Bike Ride. ***(Pg. 23)***
10. **Approval of Accounts Payable:** *(Roll Call)*
    - **A.** Accounts payable in the amount of $1,401,294.62. ***(Pg. 33)***
11. **Unfinished Business**
12. **New Business:** *(Roll Call)*
    - **A.** Proposal for Deer Cull at Oval Beach. ***(Pg 42)***
    - **B.** Proposed Warming Station at Mize Rose Garden. ***(Pg. 61)***
    - **C.** Proposal for Conservation Services at Saugatuck Harbor Natural Area. ***(Pg. 88)***
    - **D.** Request for AED Placement at Mt. Baldhead Park. ***(Pg. 108)***

NOTICE:
Join online by visiting:
https://us06web.zoom.us/j/2698572603?omn=81761820933

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

Then enter "Meeting ID":
2698572603

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

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

13. Staff Reports, Boards, Commissions & Committees: *(Pg. 119)*

A. Staff Report:

1. City Manager
2. Treasurer
3. Clerk
4. Planning & Zoning
5. Department of Public Works
6. Engineer
7. Police

14. Public Comments

15. Communication:

A. Board Vacancy Notice – Interurban ***(Pg. 139)***

16. Council Comments

17. Adjourn *(Voice Vote)*

CITY COUNCIL WORKSHOP MEETING MINUTES
September 9, 2026
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 Clark, and Councilmembers Dean, Gardner *(arrived at 4:02 p.m.)*, and Stanton.
Absent: Councilmembers Muncey and Peterson

Motion by Stanton, second by Dean, to excuse councilmembers Muncey and Peterson from today's meeting. Via voice vote, motion carried 4-0. Gardner was not present for vote.

Others Present: City Manager Cummins, Attorney Witte, Zoning Director Moore, DPW Director Ondersma and Deputy Clerk Williams.

Agenda Changes:

Motion by Clark, second by Stanton to remove item 7H, Short-Term Rental Licensing Ordinance Amendment and Resolution Updating Penalty Fee and Late Renewal Application, from today's agenda, as it's pretty important that all council members are present while discussing policy. Via voice, motion carried 4-0. Gardner was not present for vote.

Guest Speaker: None.

Public Comment on Agenda Items Only:
Nancy Kimble commented on agenda item 7b.

Approval of Minutes:

Motion by Stanton, second by Muncey to approve the regular city council workshop minutes and the city council closed session minutes from August 24, 2026. Via roll call vote, motion carried 5-0.

Discussion Items:
Proposal for Deer Cull at Oval Beach:
The council held an in-depth discussion on implementing a professional deer cull at Oval Beach to address the region's high deer population and related issues (vegetation damage, ticks, car collisions, and resident complaints). City Manager Cummins outlined prior work by the Tri-Community Wildlife Committee, recent weapons ordinance changes, and consultations with the Michigan Department of Natural Resources (DNR), United States Department of Agriculture, and the Allegan County Sheriff's Office, noting strong indications from the DNR that a substantial reduction is warranted. After exploring other models (using local law enforcement or

sharpshooters), staff recommended contracting with Berg's Animal and Bug Control, represented by Mike Berg, who described his te4am's extensive experience, yearly training and qualification standards, and strict safety protocols (night operations, thermal optics, suppressors, clear backstops, communication procedures, and suspension of shooting if people or pets enter the area). His proposal is an all-inclusive $495 per deer (permitting, baiting, shooting, dressing, processing, and distribution for human consumption, largely via food banks and churches). With the current $30,000 deer management budget, the city would remove up to 60 deer, though the DNR has encouraged applying for a higher number. Council members broadly supported moving forward, but emphasized:

1. The need to treat this as an ongoing management program rather than a one-time fix;
2. Coordination with interested private properties (Shorewood, Dunegrass, Oxbow) and neighboring Douglas to maximize regional impact;
3. Developing metrics and feedback loops (resident reports, crash data, possible thermal flyovers or counts) to gauge effectiveness and adjust future targets;
4. Parallel public education on discouraging feeding deer and using deer-resistant landscaping. Formal action is expected at the next regular council meeting, pending final scheduling and permit steps.

Proposal for Conservation Services at Saugatuck Harbor Natural Area:

The council reviewed a proposal from the Outdoor Discovery Center (ODC) for conservation services at the Saugatuck Harbor Natural Area, focused on restoring habitat and improving trail management. Public Works Director Ondersma explained that ODC's plan would address numerous "rogue" trails that have developed over time, which are damaging dune vegetation and contributing to erosion. The project would formalize a smaller, sustainable network of designated trails, add wayfinding signage (including distances and loop information), and use native plantings and signage to close and heal informal paths – while respecting nearby private property boundaries that have been a recurring concern. Council members, along with Parks and Public Works Chair Kimble, and input from the Land Conservancy of West Michigan, stressed balancing protection of sensitive dunes with preserving the area's natural, unobtrusive character – favoring as few, low-profile signs as necessary. It was also noted that work would be funded from the Saugatuck Harbor Natural Area endowment, consistent with its purpose, and that there is potential to better connect and sign adjacent access routes like the Crow's Nest and Fishtown trails in future wayfinding efforts.

Proposed Warming Station at Mize Rose Garden

City Council heard an update on the proposed Warming Station at the Mize Memorial Rose Garden, a project funded entirely by the Convention and Visitors Bureau (CVB), not the remaining Mize endowment. Presenter Ashley Siebelink from the CVB, explained that the design has already been approved by the Parks and Public Works Committee and the Historic District Commission (with one abstention due to a design conflict) and shared add8itional historical context about the Mize family's gift that created the garden. The station is designed as a low-profile, sculptural feature using vertical stainless-steel elements surrounding a mesh enclosure so users cannot reach directly into the hear source; removable panels will allow DPW to clean out leaves and debris. It will be user-activated via a push-button with a timer, intended mainly for shoulder-season use rather than summer, with details on operating hours and safety control still being finalized in consultation with the fire chief and city staff. Council questions focused on long-term maintenance, operating costs (especially gas usage), and confirmation that the garden's character, name, and existing plantings would remain intact, with only minor additional landscaping around the installation.

Restroom Renovations at Wicks Park and Village Square

The Council discussed options for restroom improvements at Wicks Park and Village Square, focusing mainly on whether to renovate or replace the aging Wicks Park facility. Public Works Director Ondersma, explained that while the existing Wicks building could technically be repaired, its low, flood-prone location, deteriorating structure, outdated electrical layout, and overall condition make renovation less cost-effective than constructing a new elevated, ADA compliant restroom similar in quality to the successful Mount Baldhead facility. Council members generally favored building new to "future proof" the investment, improve accessibility, and ease DPW

maintenance, while recreating the iconic mural on the new structure through a competitive process (possibly exploring modern methods like a high-quality wrap). They also emphasized the ongoing need for restrooms at Wicks Park despite the nearby Village Square bathrooms and briefly discussed future possibilities for a restroom/fish-cleaning facility at Coghlin Park. Staff will work with the city's engineers to refine a proposal and cost estimate that treats Wicks and Village Square as related but separable projects, with detailed options to come back for formal council action.

Engineering Designs for Village Square Improvements

The discussion centered on preliminary engineering designs from Fleis & VandenBrink for Village Square park improvements, supported by a $100,000 donation from the Julie & Kirk Cousins Foundation and a $150,000 DNR Recreation Passport grant. The plan retains a combined tennis/pickleball court with dual striping and an adjustable net, adds a new shuffleboard court, and enlarges the basketball court to high-school regulation size, while integrating rain gardens and native plantings to handle stormwater. Engineers outlined which existing pavement, fencing, and vegetation would be removed, how grading would change (while preserving trees), and where new seating and ADA companion seating and a water bottle filling station at the restroom would be located. Council input focused on limiting full-perimeter fencing to keep the space flexible for art and craft events, ensuring pickleballs are contained via layout and landscaping as much as fencing, maintaining or relocating the dog-waste curb area, and protecting the existing flagpole. Staff will now get feedback from event organizers , fine-tune the layout and fencing, and then move the project to bidding with a target of spring construction.

Request for AED Placement at Mount Baldhead Park

Conversation on the AED placement at Mount Baldhead Park focused on locating a unit where it would best support frequent medical emergencies near the stairs and new restroom. Public Works Director Ondersma recommended mounting the AED cabinet on the side of the new restroom building facing the stairway, noting it can be powered by running conduit up into the soffit without damaging the brick, and that the city's only ongoing cost would be roughly $5 per month in electricity. The unit, supplied and monitored by the Heart Safe initiative, includes communications to alert them if the battery is low or the cabinet overheats. Council member supported the location and asked broader process questions about speeding up approvals for future public-safety installations and adding more AEDs at Wicks Park and Village Square, as well; as eventually placing one at the top of Mount Baldhead in conjunction with future platform design work.

Kayak Launcher at Spear Street Launch

Discussion on the Kayak Launcher at the Spear Street launch centere3d on accepting a donated unit (via the Rotary Club, with an available platform identified by the Outdoor Discovery Center) and confirming the preferred location. Public Works Director Mark Ondersma explained that, after comparing sites at the City's so-called "shopper docks" and Spear Street, staff and the DNR agreed Spear Street is the better fit because it avoids reducing boat slips that were funded under a prior DNR grant and is easier for DPW to install, maintain, and potentially remove seasonally. Council members noted that the current cement area is already used informally for launching kayaks, that this side of the river complements the trailer launch, and that a future kayak rack or secure storage area would encourage Kalamazoo River Greenway users to come ashore, walk into town, and safely leave their boats while visiting downtown.

Public Comments: None.

Council Comments:

Councilmember Gardner said it was a good council meeting, and he thanked his colleagues for the discussion and for considering what he called his "sometimes out there" ideas, explaining that he asks questions mainly to test assumptions and explore options.

Mayor Pro-Tem Clark and Councilmember Dean did not have comment.

Councilmember Stanton wished good luck to all participants in the upcoming Mount Baldhead Challenge and thanked the many volunteers and city staff from both Saugatuck and Douglas who support the event along the route. She highlighted that the race and its after-party at Coghlin Park are fun community events that also bring business to the area, something local business owners especially appreciate.

Mayor Anderson closed by thanking the Parks and Public Works Committee, Public Works Director Ondersma, and his team for handling a large volume of complex items on the agenda. She also specifically thanked Councilmember Dean and City Manager Cummins for their extensive work on the deer cull proposal, noting it involved a significant amount of effort over many months on an important community issue.

Adjournment:

Motion by Gardner, second by Clark to adjourn the meeting. Upon voice vote, motion carried 5-0. Mayor Anderson adjourned the meeting at 5:44 p.m.

Respectfully Submitted,

_____

Sara Williams, Deputy Clerk

City Council Agenda Item Report

FROM: Mark Ondersma - Director of Public Works

MEETING DATE: September 14, 2026

SUBJECT: Kayak Launcher at Spear Street Launch

DESCRIPTION:
The City has received a request from the Outdoor Discovery Center (ODC) to accept a kayak launcher funded through a grant from the local Rotary Club. ODC has proposed installing the kayak launcher at either the Spear Street Launch or the Shopper Docks near Coghlin Park.

Both locations have previously received improvements through funding from the Michigan Department of Natural Resources (DNR), which requires DNR approval prior to making additional improvements. The City Manager has received approval from Jilanne Egleston with the DNR Parks & Recreation Division for installation of the kayak launcher at the Spear Street Launch.

After evaluating both locations, Department of Public Works (DPW) staff determined that the Spear Street Launch is the preferred site. The location provides easier installation and future removal of the launcher, while also offering convenient access to the water for kayak users.

BUDGET ACTION REQUIRED:
N/A

COMMITTEE/COMMISSION REVIEW:
Parks & Public Works Committee has reviewed and recommended the installation at Spear Street Launch. The Historical District Commission will have to review.

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Motion to approval the installation of the donated kayak launcher at the Spear Street Launch, subject to applicable City requirements and final coordination with the Rotary Club and Historical District Commission approval.

Wave Armor Kayak Launch Proposal

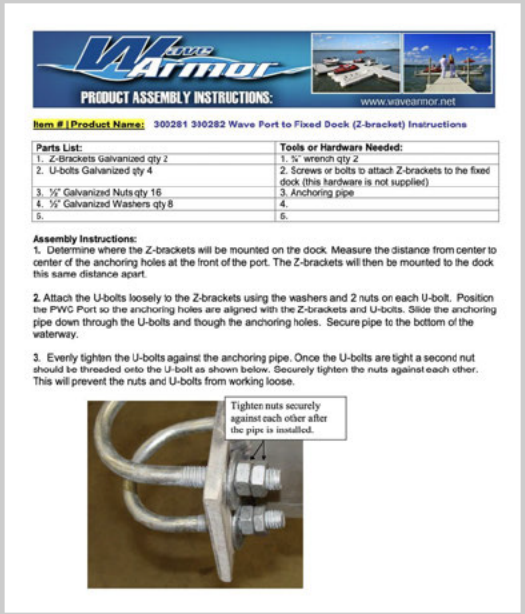


Assembly & Delivery

-Blue Vista Marine Services will fully assemble the kayak launch, and install railings.
-Installation can be done by your crew or ours. Instructions will be given for install if not done by us.
-Estimated Install Time (1-2 hrs)

Fixed Dock Installation

Large metal fixed dock installation using Wave Armor fixed-dock mounting kit with guide poles and brackets. 2 poles with be 3ft into the lake bottom



PRODUCT ASSEMBLY INSTRUCTIONS:

www.wavearmor.net

Item # | Product Name: 300281 300282 Wave Port to Fixed Dock (Z-bracket) Instructions

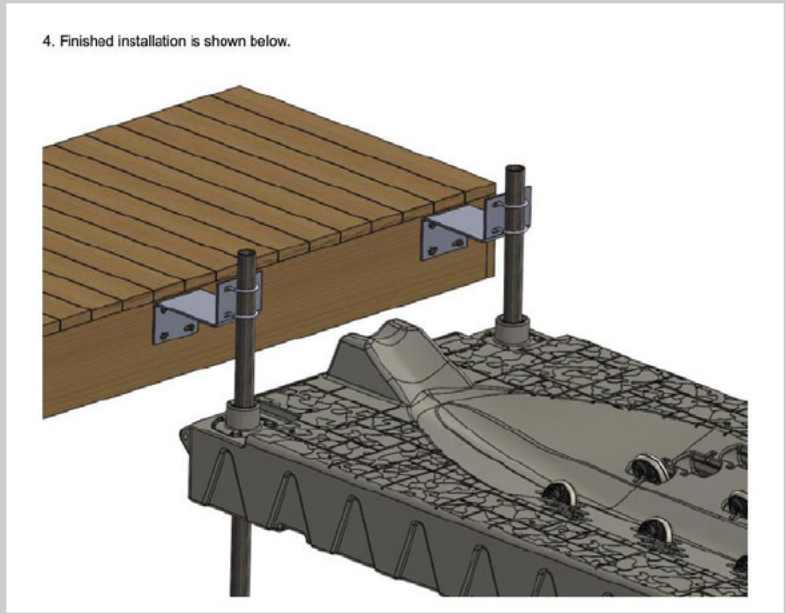
Parts List:	Tools or Hardware Needed:
1. Z-Brackets Galvanized qty 2	1. ¾" wrench qty 2
2. U-bolts Galvanized qty 4	2. Screws or bolts to attach Z-brackets to the fixed dock (this hardware is not supplied)
3. ½" Galvanized Nuts qty 16	3. Anchoring pipe
4. ½" Galvanized Washers qty 8	4.
5.	6.

Assembly Instructions:

1. Determine where the Z-brackets will be mounted on the dock. Measure the distance from center to center of the anchoring holes at the front of the port. The Z-brackets will then be mounted to the dock this same distance apart.

2. Attach the U-bolts loosely to the Z-brackets using the washers and 2 nuts on each U-bolt. Position the PWC Port so the anchoring holes are aligned with the Z-brackets and U-bolts. Slide the anchoring pipe down through the U-bolts and though the anchoring holes. Secure pipe to the bottom of the waterway.

3. Evenly tighten the U-bolts against the anchoring pipe. Once the U-bolts are tight a second nut should be threaded onto the U-bolt as shown below. Securely tighten the nuts against each other. This will prevent the nuts and U-bolts from working loose.



Floating Dock Installation

Large floating dock installation using C-channel adapters, receiver blocks, and knuckle connections.



Wave Armor

PRODUCT ASSEMBLY INSTRUCTIONS:

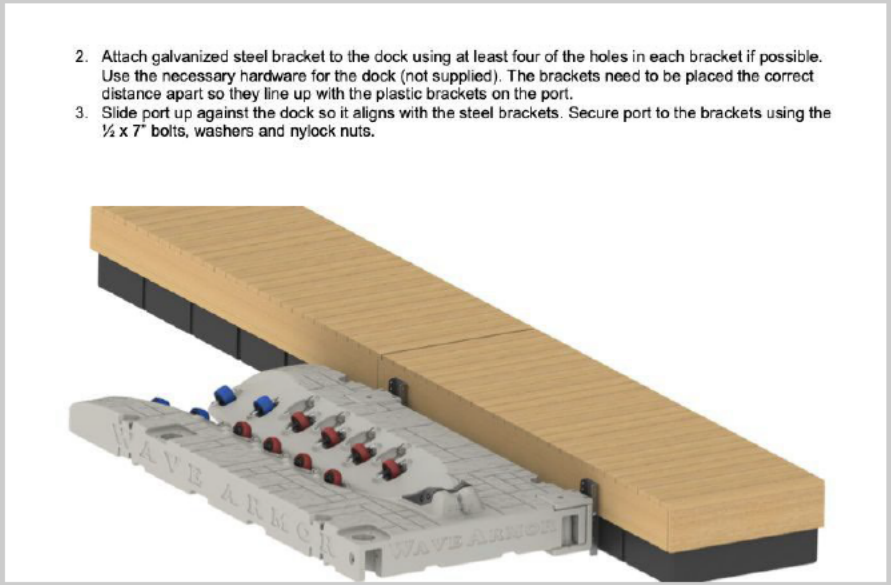
www.vavearmor.com

Item # | Product Name: 302567 Connector Kit Floating Dock to Pro Port Side

Parts List:	Tools Needed:
1. Plastic Bottom Connector qty 2	1. Ratchet and 9/16" socket
2. Plastic Top Connector qty 2	2. ½" wrench and 3/4" socket with ratchet
3. Galvanized Long Steel Bracket qty 2	3.
4. ½ x 7" bolt qty 2, ½" nylock nut qty 2, 1/2" washers qty 4	4.
5. 3/8 x 2" bolt qty 6, 3/8" lock washer qty 6, 3/8" heavy washer qty 6	5.
6.	6.
7.	7.

Assembly Instructions:

1. Insert bottom connector into the port as shown below. Insert top connector into the same hole and fasten securely with the 3/8 x 2 bolts, lock washers and heavy washers.



2. Attach galvanized steel bracket to the dock using at least four of the holes in each bracket if possible. Use the necessary hardware for the dock (not supplied). The brackets need to be placed the correct distance apart so they line up with the plastic brackets on the port.
3. Slide port up against the dock so it aligns with the steel brackets. Secure port to the brackets using the ½ x 7" bolts, washers and nylock nuts.

Safety Benefits

Stable entry and exit, improved accessibility, slip-resistant surfaces, and safer launching. Accessible by all!



Maintenance & Cleaning

-Clean using a light pressure washer setting, or scrub brush, mild detergent, CLR Calcium/Lime Remover, or all-purpose cleaner.

Dawn Dish Soap is also a great cleaner

Brush and rinse as needed.

Long-Term Ownership

-UV-resistant polyethylene, corrosion-resistant hardware, low maintenance, and long service life.

-Industry leading 8 year warranty on the port.

Why Blue Vista Marine Services

Professional installation, waterfront expertise, ongoing support, and local service.

Michigan’s Largest Wave Armor Dealer

Questions

Parker Lammers, Owner
Blue Vista Marine Services

Kayak Launcher Donation – Speer Street Launch

The City has received a request from the local Rotary Club to donate a kayak launcher for installation at either the Speer Street Launch or the Shopper Docks near Coughlin Park.

Because both locations were previously improved with funding from the Michigan Department of Natural Resources (DNR)the Speer Street Launch in 2008 and the Shopper Docks in 2018—the City would need approval from the DNR prior to proceeding with the installation. The City Manager received DNR approval to install the kayak launcher at the Speer Street Launch.

Department of Public Works staff evaluated both locations and determined that the Speer Street Launch is the preferred location. Installation and future removal of the kayak launcher would be more practical at this site. Additionally, the Speer Street Launch provides convenient access for users, allowing kayaks to be launched without requiring them to be carried a significant distance.

Staff Recommendation:

Staff recommends that the Park and Public Works Committee approve the installation of the donated kayak launcher at the Speer Street Launch, subject to any applicable City requirements and final coordination with the Rotary Club.




WAVE LAUNCH


CITY OF SAUGATUCK
PUBLIC LAUNCH RAMP
$7.00 DAILY LAUNCH FEE
PAY FEE AT STAR OF SAUGATUCK
PRIOR TO LAUNCHING


CITY OF SAUGATUCK
PUBLIC LAUNCH RAMP


WAVE LAUNCH

To:	City of Saugatuck, City Council
From:	Grayson Moore, Director of Planning & Zoning
Meeting Date:	September 14, 2026
RE:	Coghlin Park Bike Rack Plaque Addition

City Commissioners,

At its June 22, 2026 meeting, City Council approved the placement of a pallet-themed bike rack near the southeast corner of Coghlin Park. The Saugatuck-Douglas Area Convention & Visitors Bureau is proposing to add a plaque recognizing the high school students who designed and constructed the pallet-themed bike rack.

The proposed plaque would be mounted on a pole and placed adjacent to, or in front of, the bike racks, as shown in the attached photograph.

Staff recommends that City Council approve the proposed addition of the plaque, subject to final placement being coordinated with City staff to ensure that the plaque and its supporting pole do not interfere with pedestrian circulation, park use, or maintenance activities.

Respectfully submitted,

Grayson Moore

Director of Planning & Zoning


Saugatuck
Douglas
Area Convention and
Visitors Bureau
SAUGATUCK
PUBLIC SCHOOLS
This Bike Rack Was Donated By
Saugatuck/Douglas Area
Convention & Visitors Bureau
In Partnership With
Saugatuck High School
Industrial Arts Students

City Council Agenda Item Report

From: Jamie Wolters

Date: September 14, 2026

Subject: Special Event- Havana Club Ride

Description:
The First Hand Aid has submitted a special event application for the Havana Club Ride to take place to and from Wicks Park. This is the second year for this event. The safety meeting has been completed, safety departments have approved.

Breakdown of Event:
Location: Wicks Park
Date: 9/20/256
Event Hours: 7:30am-3:30pm
Attendees: 40 Riders
Volunteers: 20

Budget Action Required:
N/A

Legal Review:
N/A

Sample Motion:
Motion to approve/deny the yearly Havana Bike Ride to take place on 9-20-26.

Council Action
_____ Approved
_____ Denied
_____ Date

City of Saugatuck ★ EST. 1868

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: First Hand Aid TELEPHONE: [redacted]

MAILING ADDRESS: [redacted]

CONTACT NAME: Mara Bohland TELEPHONE: [redacted]

E-MAIL ADDRESS: [redacted] CELL PHONE: [redacted]

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Tyler Lawless TELEPHONE: [redacted]

E-MAIL ADDRESS: [redacted] CELL PHONE: [redacted]

EVENT INFORMATION

NAME OF EVENT: Heroes Ride DATE(S) OF EVENT: 9/20/2026

PURPOSE OF EVENT: Fundraiser RAIN DATE: _____

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

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

EVENT LOCATION: Wicks Coughlin Park EVENT HOURS: 07:30 - 13:30

ESTIMATED NUMBER OF ATTENDEES: 100

ESTIMATED NUMBER OF VOLUNTEERS: 20

ESTIMATE DATE / TIME FOR SET-UP: 9/20/2026 7:00 ☑ A.M. ☐ P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 9/20/26 2:00 ☐ 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: 10:00 AM **END:** 1:30 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: 10 (Maximum size is 2' x2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

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

☑ **SIGNAGE AT EVENT SITE** - Location(s): Ox Bow Park

Description of signs: Two Stop Yield Signs "Havana Club Ride"

(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** 4

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

☐ **PORTABLE TOILETS – QUANTITY**_____

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

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

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

DEPARTMENT OF PUBLIC WORKS

☐ APPROVED ☐ DENIED _____

Authorized Personnel Signature

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

☑ **TRASH RECEPTACLES – QUANTITY** 2 ☐ **BARRICADES – QUANTITY** _____

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

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

☐ **OTHER** _____

POLICE DEPARTMENT

☐ APPROVED ☐ DENIED _____

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? ☐ Yes ☐ No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

☐ APPROVED ☐ DENIED _____

Authorized Personnel Signature

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

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

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

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

Describe Sidewalk Use: _____

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

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

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

Parking Lot Location: _____

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

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

What parking arrangements are proposed to accommodate potential attendance: _____

_____

APPLICATION CHECK LIST

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

If document is missing, please explain:_____

The applicant and sponsoring organization understand and agrees to:

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

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

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

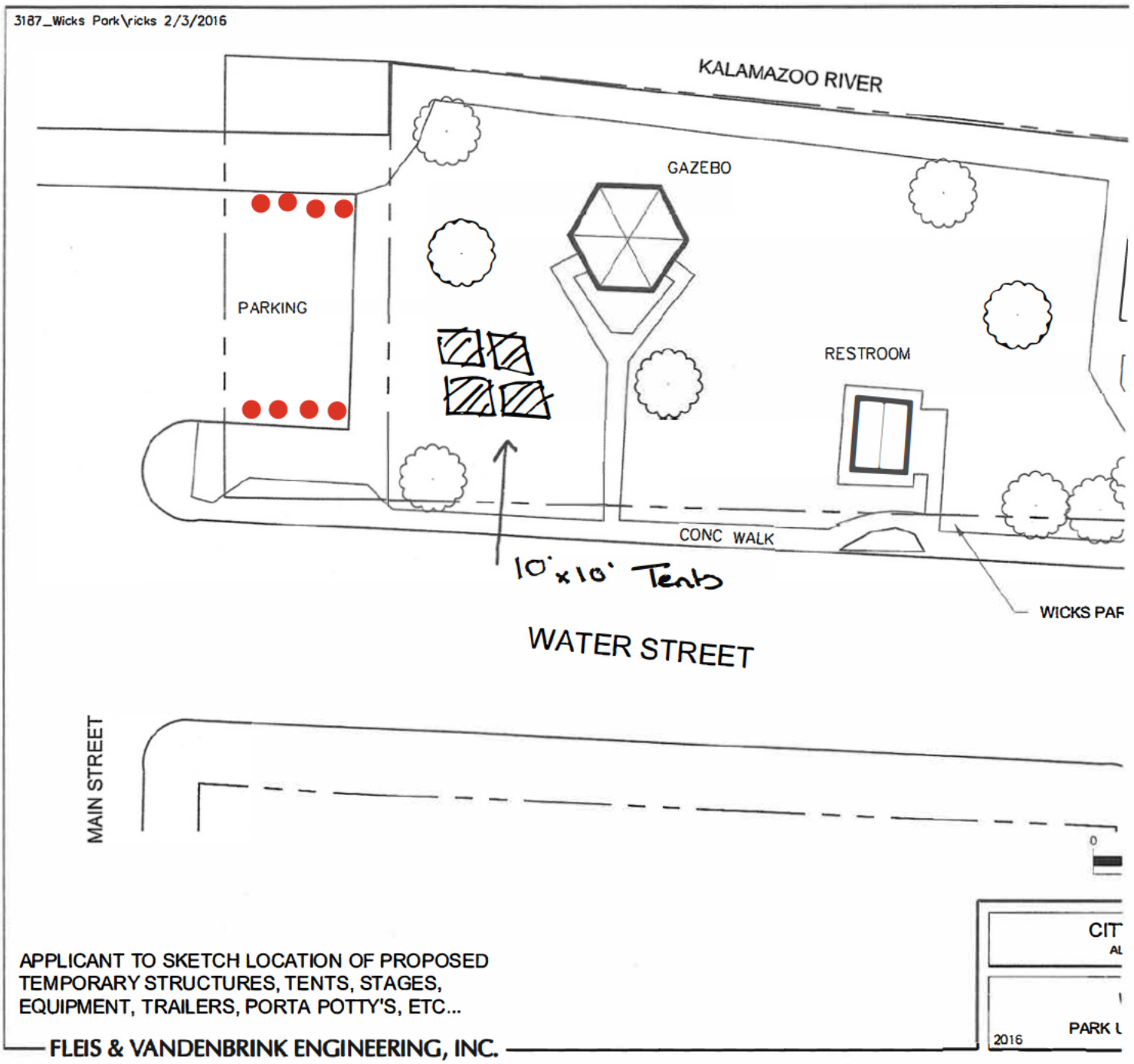
Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

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

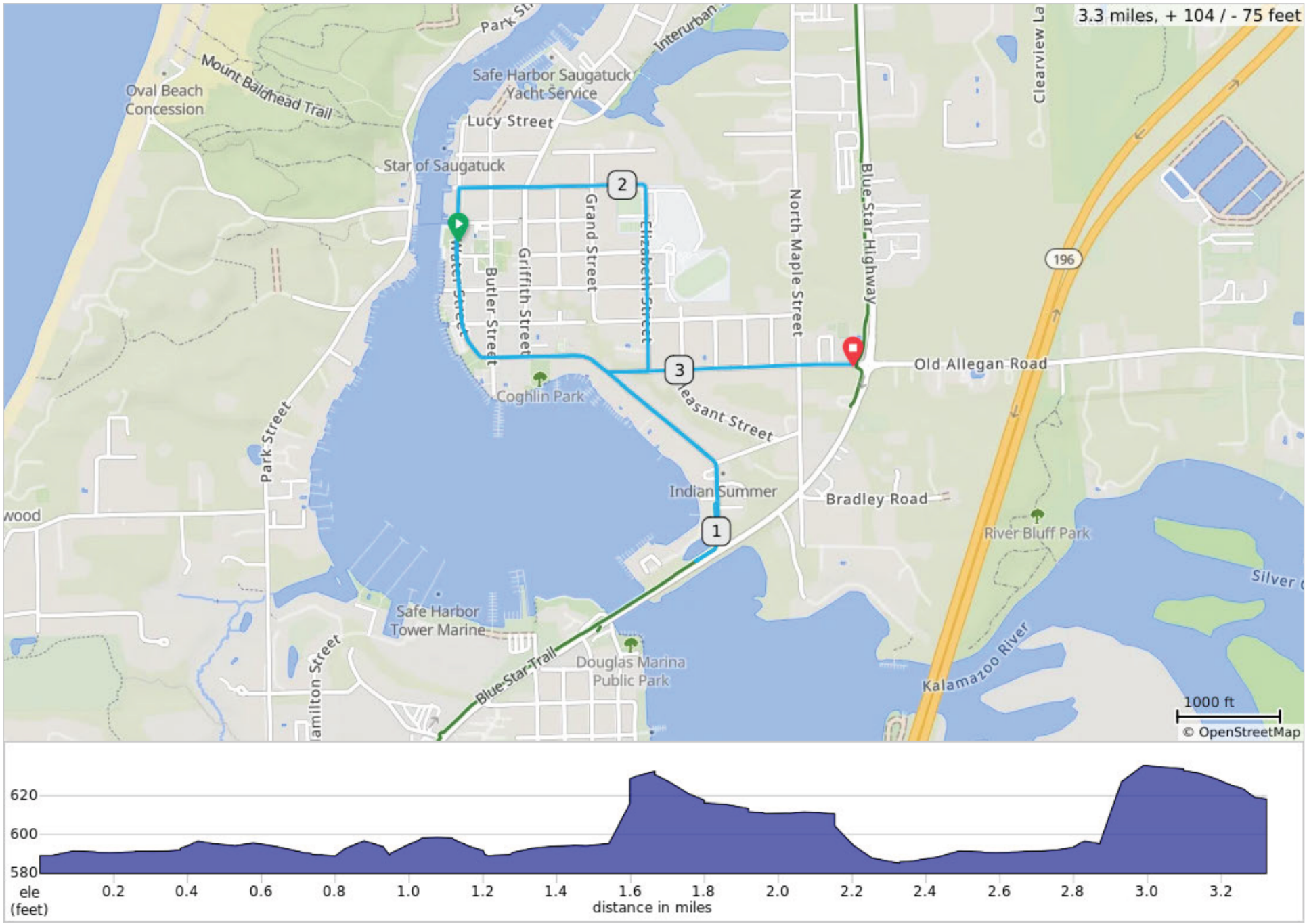
As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

_____ 7/12/2026

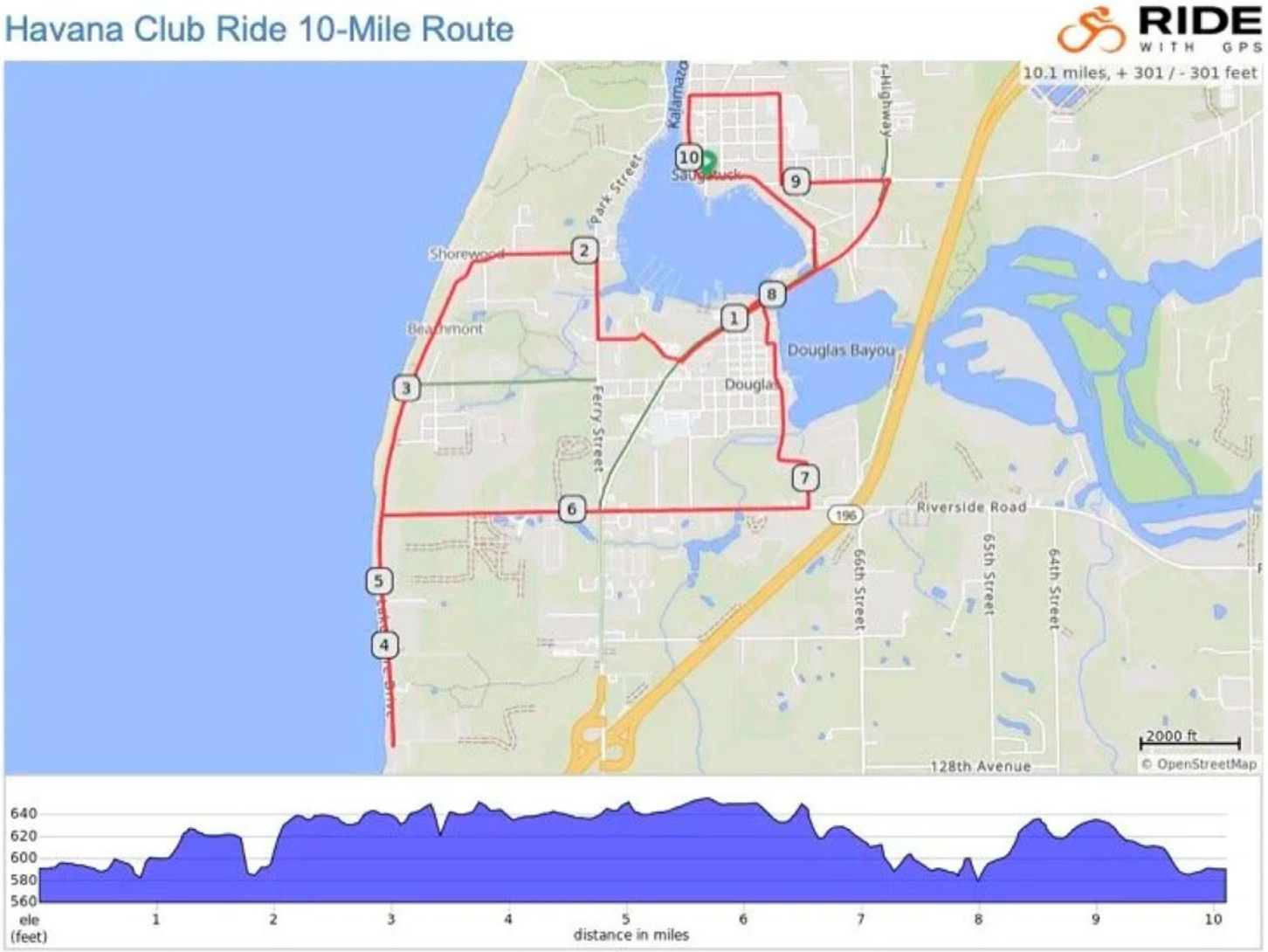
Applicant Signature **Date**


3187_Wicks Park\ricks 2/3/2016
KALAMAZOO RIVER
GAZEBO
PARKING
RESTROOM
CONC WALK
10'x10' Tents
WICKS PAR
WATER STREET
MAIN STREET
APPLICANT TO SKETCH LOCATION OF PROPOSED
TEMPORARY STRUCTURES, TENTS, STAGES,
EQUIPMENT, TRAILERS, PORTA POTTY'S, ETC...
FLEIS & VANDENBRINK ENGINEERING, INC.
2016

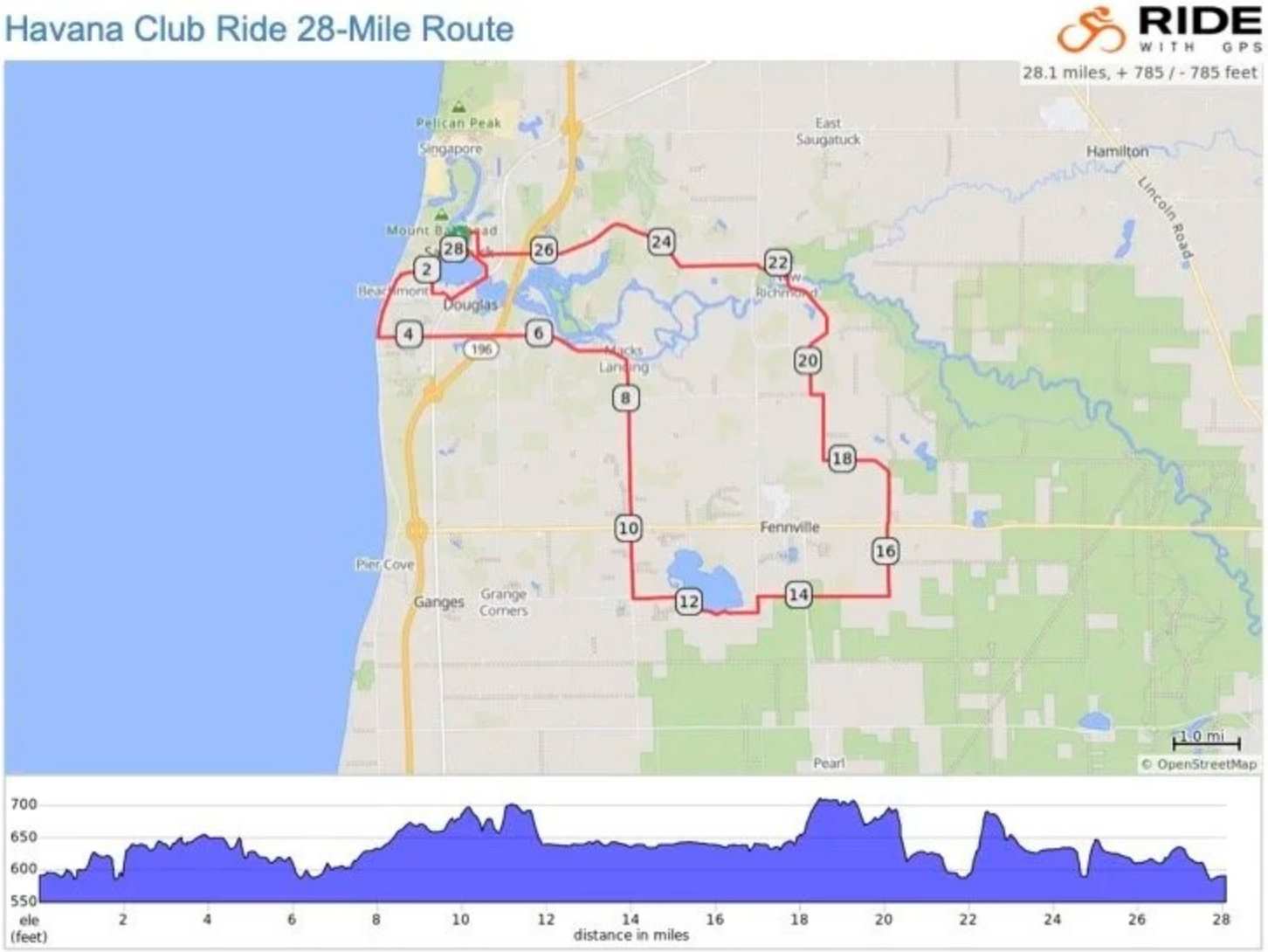
Havana Club Ride - City of Saugatuck



Havana Club Ride 10-Mile Route



Havana Club Ride 28-Mile Route



Havana Club Ride 42-Mile Route



Vendor Name	Description	Amount
1. ACTION INDUSTRIAL SUPPLY CO		
	UNIFORMS & SAFETY EQUIPMENT - KERRIDGE	175.99
2. ALLEGAN COUNTY SHERIFF		
	JUL '26 CORRECTIONS SERVICES	288.00
	RESERVE DEPUTIES	2,056.00
	AUG '26 SHERIFF CONTRACT	37,469.98
	TOTAL	39,813.98
3. ALLEGAN COUNTY TREASURER		
	PROPERTY TAXES COLLECTION 08/21 - 09/04	255,334.14
4. ASSESSING SOLUTIONS INC		
	SEP '26 ASSESSING SERVICES	3,108.33
5. ASSOCIATION OF PUBLIC TREASURERS		
	TREASURER DUES	159.00
6. CITY OF DOUGLAS		
	ELECTION SHARE COST	51.33
7. COMCAST-DPW		
	08/15 - 09/14 INTERNET-DPW	266.97
8. COMMERCIAL RECORD		
	VARIANCE, PLANNING	336.00
9. CONSUMERS ENERGY		
	AUG'26 SERVICE	4,584.62
10. FAHEY SCHULTZ BURZYCH RHODES		
	AUG '26 GENERAL	10,313.12
	AUG '26 ZONING	2,211.00
	AUG '26 CLERK	279.00
	AUG '26 CITY COUNCIL	1,792.50
	AUG '26 DUNE RIDGE V (ORIGINAL ACTION)	5,671.50
	AUG '26 EMPLOYMENT	932.50
	TOTAL	21,199.62
11. FIRST BANK CARD		
	06/26 - 07/24 STATEMENT BALANCE	1,005.99
	06/26 - 07/24 STATEMENT BALANCE	316.04
	06/26 - 07/24 STATEMENT BALANCE	295.00
	06/26 - 07/24 STATEMENT BALANCE	318.94
	06/26 - 07/24 STATEMENT BALANCE	1,046.76
	TOTAL	2,982.73
12. FLEIS & VANDENBRINK ENGINEERING INC		
	07/05 - 08/01 ENGINEERING FEES - PARK STREET P	1,923.00
	07/05 - 08/01 ENGINEERING FEES - MAPLE STREET	61,240.00
	05/03 - 06/30 ENGINEERING FEES - VILLAGE SQUAR	5,737.50
	07/01 - 08/01 ENGINEERING FEES - VILLAGE SQUAR	5,737.50
	08/02 - 08/29 ENGINEERING FEES - GEN CONSULT	1,500.00
	08/02 - 08/29 ENGINEERING FEES - MT. BALDHEAD	580.00
	TOTAL	76,718.00
13. FRONTIER		
	08/03 - 09/02 SERVICE	241.24
14. GFL ENVIRONMENTAL SERVICES USA, LLC		
	ROLL-OFF BOX	300.00
	ROLL-OFF BOX	300.00
	ROLL-OFF BOX / TRUCK / DISPOSAL	1,293.36
	ROLL-OFF BOX	300.00
	TOTAL	2,193.36
15. GRAINGER		
	INDEX BUTTON KIT - MOUNT BALDHEAD	11.64
	FAUCET - MOUNT BALDHEAD	320.75

Vendor Name	Description	Amount
	SCREW - MOUNT BALDHEAD	6.58
	WEDGE V-BELT	23.20
	TOTAL	362.17
16. GROUNDS MANAGEMENT SOLUTIONS		
	FERTILIZER - VARIOUS PARKS, CITY HALL	1,259.00
17. H BARBER & SONS INC		
	PARTS	527.56
18. HUNTINGTON NATIONAL BANK		
	CREDIT CARD PROCESSING FEES	2,906.11
	CREDIT CARD PROCESSING FEES	2,726.73
	TOTAL	5,632.84
19. IHLE SERVICE		
	202 GMC REPAIR	457.62
20. KALAMAZOO LAKE SEWER & WATER		
	JUL '26 SERVICE	5,701.18
21. KEPPEL'S LOCK & SAFE CO.		
	SERVICE CALL AND DUPLICATE KEYS	120.00
22. MERCHANTS BANCARD NETWORK		
	AUG '26 CC PROCESSING - BEACH GATE	82.40
	AUG '26 CC PROCESSING - PLANNING AND ZONING, C	2,230.87
	TOTAL	2,313.27
23. MERS		
	AUG '26 RETIREMENT	2,250.01
24. METRO WIRELESS		
	SEP '26 WIFI SERVICE	688.00
25. OTTAWA AREA INTERMEDIATE SCHOOL DIS		
	PROPERTY TAXES COLLECTION 08/21 - 09/04	143,969.27
26. OVERISEL LUMBER COMPANY		
	AUG '26 STATEMENT BALANCE	369.99
27. PLUMBER'S PORTABLE TOILETS LLC		
	08/04 - 09/01 PORTABLE TOILET - CULVER LOT	295.00
	08/04 - 09/01 PORTABLE TOILET - OVAL BEACH	1,815.00
	TOTAL	2,110.00
28. PRIORITY HEALTH		
	SEP '26 HEALTH INSURANCE COVERAGE	12,556.92
29. R SMITH & SONS INC		
	ROAD GRAVEL / SAND	4,510.35
30. REPUBLIC SERVICES		
	JUL'26 PICKUP SERVICE - BLUE STAR	960.00
	JUL '26 SERVICE	1,343.28
	AUG '26 DISPOSAL AND PICKUP SERVICE - BLUE STA	504.00
	TOTAL	2,807.28
31. RICOH USA INC		
	08/26 - 09/25 COPIER LEASE	127.97
	08/26 - 09/25 COPIER LEASE	35.27
	TOTAL	163.24
32. SAUGATUCK FIRE		
	RENTAL HOME INSPECTIONS / REINSPECTIONS	3,350.00
33. SAUGATUCK PUBLIC SCHOOLS		
	PROPERTY TAXES COLLECTION 08/21 - 09/04	175,867.00
34. SCHEERHORN BUILDERS LLC		
	REFUND UNUSED ESCROW	3,030.00
35. SCHIPPERS EXCAVATING INC		
	2026 SAUGATUCK STREET AND UTILITY IMPROVEMENTS	617,303.29

Vendor Name	Description	Amount
36. SEPTIC TANK SYSTEMS CO INC		
	PORTABLE REST ROOM - OVAL BEACH	1,000.00
37. SHORELINE TECHNOLOGY SOLUTIONS		
	SEP '26 COMPUTER SERVICES	2,148.20
38. SPECTRUM PRINTERS INC		
	ELECTION MATERIALS - POLL BOOK AND STICKERS	49.81
39. SPRING CITY ELECTRICAL MFG CO		
	GLOBE ASSEMBLY WITH GASKET (STERNBERG)	681.00
40. STREAMLINE DESIGN.COM LLC		
	SIGNS/VINYL - NO PARKING/FIRE HYDRANT - MT BAL	55.50
41. WALKER CONSULTANTS INC		
	PARKING STUDY	4,698.67
42. WYOMING ASPHALT PAVING CO		
	INFRA RED TOP	142.14
TOTAL - ALL VENDORS		1,401,294.62

FUND TOTALS:

Fund 101 - GENERAL FUND	142,319.16
Fund 202 - MAJOR STREETS	3,011.04
Fund 203 - LOCAL STREETS	423,750.28
Fund 496 - SEWER CAPITAL PROJECTS FUND	1,712.00
Fund 497 - WATER CAPITAL PROJECTS FUND	253,089.54
Fund 661 - MOTOR POOL FUND	2,242.19
Fund 701 - CURRENT TAX FUND	575,170.41

Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
08/10/2026	20663	B&B TRUCK EQUIPMENT	MOTOR - #12 - TOMMY GATE	171.31
08/10/2026	20664	BIG LAKE ELECTRIC LLC	REVIEW GENERATOR SETUP	350.00
08/10/2026	20665	GIL- ROY'S HARDWARE	PROPANE, GRASS, STRAW	343.92
08/10/2026	20666	GRAINGER	METERING CARTRIDGE	550.95
08/10/2026	20667	MINER SUPPLY CO	SOAP	1,549.59
08/10/2026	20668	OVERISEL LUMBER COMPANY	JUL '26 STATEMENT BALANCE	668.15
08/10/2026	20669	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 07/23 - 08/04	98,293.71
08/10/2026	20670	SEPTIC TANK SYSTEMS CO INC	PORTABLE REST ROOM - OVAL BEACH	1,690.00
08/10/2026	20671	VETTER CONSULTING ENTERPRISES, LLC	KLHA ECONOMIC IMPACT STUDY – PHASE 1	5,000.00
08/10/2026	20672	WYOMING ASPHALT PAVING CO	INFRA RED TOP	1,425.54
08/11/2026	6818(E)	COMCAST-DPW	07/15 - 08/14 INTERNET-DPW	266.37
08/11/2026	6819(E)	KALAMAZOO LAKE SEWER & WATER	JUN '26 SERVICE	3,751.97
08/11/2026	6820(E)	METRO WIRELESS	AUG '26 WIFI SERVICE	688.00
08/11/2026	6821(E)	PRIORITY HEALTH	AUG '26 HEALTH INSURANCE COVERAGE	12,556.92
08/11/2026	6822(E)	REPUBLIC SERVICES	JUL '26 DISPOSAL AND PICKUP SERVICE - BL	984.00
08/12/2026	6802(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 07/23 - 08/04	126,063.75
08/12/2026	6803(A)	ASSESSING SOLUTIONS INC	AUG '26 ASSESSING SERVICES	3,108.33
08/12/2026	6804(A)	H BARBER & SONS INC	OVAL BEACH	32.00
08/12/2026	6805(A)	MICHIGAN MUNICIPAL LEAGUE	MML MEMBER DUES	1,218.00
08/12/2026	6806(A)	NEWCOMER PLOW & HITCH	SOLENOID	64.31
08/12/2026	6807(A)	OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES COLLECTION 07/23 - 08/04	71,080.65
08/12/2026	6808(A)	PIVOT POINT PARTNERS LLC	ASSESSING SOFTWARE	403.20
08/12/2026	6809(A)	RATHCO SAFETY SUPPLY CO	NO PARKING / STAFF PARKING	148.77
08/12/2026	6810(A)	SAUGATUCK FIRE	RENTAL HOME INSPECTIONS / REINSPECTIONS	3,950.00
08/12/2026	6811(A)	SHORELINE TECHNOLOGY SOLUTIONS	AUG '26 COMPUTER SERVICES	2,002.20
08/14/2026	DD8110(A)	ANDERSON, HOLLY	PAYROLL	145.37
08/14/2026	DD8111(A)	ARAMENDI, NOAH	PAYROLL	1,706.44

Check Date	Check	Vendor Name	Description	Amount
08/14/2026	DD8112(A)	BALDWIN, HELEN	PAYROLL	144.36
08/14/2026	DD8113(A)	BELLA, VICTOR	PAYROLL	172.45
08/14/2026	DD8114(A)	BLOSE, LAURENCE	PAYROLL	494.25
08/14/2026	DD8115(A)	BOUCK, JAMES	PAYROLL	658.98
08/14/2026	DD8116(A)	BREDEWEG, NICOLE	PAYROLL	1,964.54
08/14/2026	DD8117(A)	BROCKINGTON, CATHERINE	PAYROLL	962.05
08/14/2026	DD8118(A)	BROWN, ANTHONY	PAYROLL	1,380.96
08/14/2026	DD8119(A)	CALLAHAN, ANDREW	PAYROLL	1,105.97
08/14/2026	DD8120(A)	CARRILLO, DONNA	PAYROLL	174.43
08/14/2026	DD8121(A)	CHRISTENSON, JUDE	PAYROLL	715.92
08/14/2026	DD8122(A)	CUMMINS, RYAN	PAYROLL	3,304.46
08/14/2026	DD8123(A)	DEJAEGHER, JOHN	PAYROLL	1,199.92
08/14/2026	DD8124(A)	DEYOUNG, CHARLES	PAYROLL	532.12
08/14/2026	DD8125(A)	FLANAGAN, HANNAH	PAYROLL	804.10
08/14/2026	DD8126(A)	GAUNT, BOBBIE	PAYROLL	494.24
08/14/2026	DD8127(A)	GIBSON, MICHELLE	PAYROLL	1,497.32
08/14/2026	DD8128(A)	HANSON, PETER	PAYROLL	546.78
08/14/2026	DD8129(A)	ISLJAMOVSKI, DAVID	PAYROLL	44.04
08/14/2026	DD8130(A)	KAMMENZIND, ALBERT	PAYROLL	1,070.11
08/14/2026	DD8131(A)	KERRIDGE, ADAM	PAYROLL	2,014.43
08/14/2026	DD8132(A)	LIVINGSTON, JOHN	PAYROLL	777.04
08/14/2026	DD8133(A)	LOGSDON, PAIGE	PAYROLL	773.14
08/14/2026	DD8134(A)	MACK, ELLIS	PAYROLL	1,503.57
08/14/2026	DD8135(A)	MARTIN, DANNY	PAYROLL	1,676.36
08/14/2026	DD8136(A)	MATTERN, MICHAEL	PAYROLL	338.13
08/14/2026	DD8137(A)	MATTHEWS, MARIDA	PAYROLL	1,151.37
08/14/2026	DD8138(A)	MITCHELL, CADE	PAYROLL	774.18
08/14/2026	DD8139(A)	MITCHELL, JACE	PAYROLL	1,022.74

Check Date	Check	Vendor Name	Description	Amount	
08/14/2026	DD8140(A)	MOORE, GRAYSON	PAYROLL	2,161.48	
08/14/2026	DD8141(A)	MUIR, BETSY	PAYROLL	319.79	
08/14/2026	DD8142(A)	MUIR, JAMES	PAYROLL	145.37	
08/14/2026	DD8143(A)	ONDERSMA, MARK	PAYROLL	2,977.73	V
08/14/2026	DD8144(A)	SAMUELS, ROBERT	PAYROLL	847.80	
08/14/2026	DD8145(A)	SCHIERBEEK, CHAD	PAYROLL	685.35	
08/14/2026	DD8146(A)	SCHOENROCK, LINDA	PAYROLL	523.30	
08/14/2026	DD8147(A)	STASEWICH, ANGELA	PAYROLL	1,616.41	
08/14/2026	DD8148(A)	STEZOWSKI, BRAYDEN	PAYROLL	796.45	
08/14/2026	DD8149(A)	VAN HOWE, AINSLEY	PAYROLL	805.42	
08/14/2026	DD8150(A)	WAGNER, SAMUEL	PAYROLL	664.18	
08/14/2026	DD8151(A)	WILLIAMS, SARA	PAYROLL	1,845.40	
08/14/2026	DD8152(A)	WOLTERS, JAMIE	PAYROLL	2,235.01	
08/14/2026	DD8153(A)	ONDERSMA, MARK	PAYROLL	2,068.35	
08/14/2026	EFT2094(E)	MERS EMPOWER 457	PAYROLL	3,714.03	V
08/14/2026	EFT2095(E)	EMPOWER DEFINED CONTRIBUTION	PAYROLL	2,121.43	V
08/14/2026	EFT2096(E)	HEALTH EQUITY	PAYROLL	655.00	
08/14/2026	EFT2097(E)	FEDERAL TAX DEPOSIT	PAYROLL	12,562.80	V
08/14/2026	EFT2098(E)	MERS EMPOWER 457	PAYROLL	3,627.69	
08/14/2026	EFT2099(E)	EMPOWER DEFINED CONTRIBUTION	PAYROLL	2,056.68	V
08/14/2026	EFT2100(E)	FEDERAL TAX DEPOSIT	PAYROLL	12,397.68	
08/14/2026	EFT2108(E)	EMPOWER DEFINED CONTRIBUTION	PAYROLL	49.60	
08/24/2026	20673	COMMERCIAL RECORD	BOARD OF REVIEW	140.00	
08/24/2026	20674	GRAINGER	INDEX BUTTON KIT	11.64	
08/24/2026	20675	IHLE AUTO PARTS	JUN '26 MOTOR PURCHASES	294.93	
08/24/2026	20676	LAWN BOYS INC	IRRIGATION REPAIR	900.00	
08/24/2026	20677	PLUMBER'S PORTABLE TOILETS LLC	07/07 - 08/04 PORTABLE TOILET - OVAL BEA	1,710.00	
08/24/2026	20678	POLARITY ELECTRIC INC.	GARAGE A/C HOOK-UP	1,450.00	

Check Date	Check	Vendor Name	Description	Amount
08/24/2026	20679	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 08/05 - 08/20	180,663.76
08/24/2026	20680	SEPTIC TANK SYSTEMS CO INC	PORTABLE REST ROOM - OVAL BEACH	1,000.00
08/24/2026	20681	STANTEC	CONSULTATION SERVICES	1,875.00
08/25/2026	6838(E)	CAPITAL ONE	JUL '26 STATEMENT BALANCE	449.97
08/25/2026	6839(E)	COMCAST	07/28 - 08/27 INTERNET SERVICE	237.90
08/25/2026	6840(E)	FRONTIER	06/20 - 07/19 SERVICE - OVAL BEACH	146.41
08/25/2026	6841(E)	JOHN DEERE FINANCIAL	07/11 - 08/10 JOHN DEERE STATEMENT BALAN	81.82
08/25/2026	6842(E)	MERCHANTS BANCARD NETWORK	JUL '26 CC PROCESSING - PLANNING AND ZON	573.57
08/25/2026	6843(E)	MERCHANTS BANCARD NETWORK	JUL '26 CC PROCESSING - BEACH GATE	3,770.07
08/25/2026	6844(E)	MICHIGAN GAS UTILITIES	06/23 - 07/22 SERVICE - 102 BUTLER	44.84
08/25/2026	6845(E)	MICHIGAN GAS UTILITIES	06/23 - 07/22 SERVICE - 345 BUTLER	54.72
08/25/2026	6846(E)	MICHIGAN GAS UTILITIES	06/24 - 07/24 SERVICE - 3338 BLUE STAR	48.26
08/25/2026	6847(E)	NET2PHONE INC	AUG '26 PHONE SERVICE	279.71
08/25/2026	6848(E)	RICOH USA INC	COPIER USAGE	634.13
08/25/2026	6849(E)	VALLEY CITY LINEN INC	JUL '26 - SHOP TOWELS	122.21
08/26/2026	6823(A)	ALLEGAN COUNTY SHERIFF	JUL '26 SHERIFF CONTRACT	37,469.98
08/26/2026	6824(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 08/05 - 08/20	221,007.33
08/26/2026	6825(A)	ALLEGAN COUNTY TREASURER	CHARGEBACKS	57.52
08/26/2026	6826(A)	FAHEY SCHULTZ BURZYCH RHODES	JUL '26 EMPLOYMENT	38,058.00
08/26/2026	6827(A)	FLEIS & VANDENBRINK ENGINEERING INC	07/05 - 08/01 ENGINEERING FEES - GEN CON	13,450.64
08/26/2026	6828(A)	HORIZON COMMUNITY PLANNER	PLANNING SERVICES	2,135.00
08/26/2026	6829(A)	K&R TRUCK SALES INC	REPAIR/MAINTENANCE | #08	3,667.29
08/26/2026	6830(A)	KENDALL ELECTRIC INC	40W 512 COOL WHITE	382.16
08/26/2026	6831(A)	LANDSCAPE DESIGN SERVICES INC	JUL '26 ROSE GARDEN MAINTENANCE	1,050.00
08/26/2026	6832(A)	OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES COLLECTION 08/05 - 08/20	124,614.30
08/26/2026	6833(A)	PRO-TEMP INC	ICE MACHINE REPAIR	295.12
08/26/2026	6834(A)	SCHIPPERS EXCAVATING INC	2026 SAUGATUCK STREET AND UTILITY IMPROV	482,644.85
08/26/2026	6835(A)	STANDARD INSURANCE COMPANY	SEP '26 INSURANCE	506.41

Check Date	Check	Vendor Name	Description	Amount
08/26/2026	6836(A)	WALKER CONSULTANTS INC	PARKING STUDY	4,146.53
08/26/2026	6837(A)	WONDERLAND TIRE COMPANY	REPAIR	673.45
08/28/2026	DD8154(A)	ARAMENDI, NOAH	PAYROLL	1,781.43
08/28/2026	DD8155(A)	BREDEWEG, NICOLE	PAYROLL	2,179.26
08/28/2026	DD8156(A)	BROWN, ANTHONY	PAYROLL	1,594.99
08/28/2026	DD8157(A)	CALLAHAN, ANDREW	PAYROLL	1,042.71
08/28/2026	DD8158(A)	CHRISTENSON, JUDE	PAYROLL	899.55
08/28/2026	DD8159(A)	CUMMINS, RYAN	PAYROLL	3,699.96
08/28/2026	DD8160(A)	DEJAEGHER, JOHN	PAYROLL	1,199.92
08/28/2026	DD8161(A)	DEYOUNG, CHARLES	PAYROLL	482.78
08/28/2026	DD8162(A)	FLANAGAN, HANNAH	PAYROLL	912.18
08/28/2026	DD8163(A)	GIBSON, MICHELLE	PAYROLL	1,572.33
08/28/2026	DD8164(A)	KAMMENZIND, ALBERT	PAYROLL	1,179.69
08/28/2026	DD8165(A)	KERRIDGE, ADAM	PAYROLL	2,505.36
08/28/2026	DD8166(A)	LIVINGSTON, JOHN	PAYROLL	856.33
08/28/2026	DD8167(A)	LOGSDON, PAIGE	PAYROLL	685.34
08/28/2026	DD8168(A)	MACK, ELLIS	PAYROLL	1,578.57
08/28/2026	DD8169(A)	MARTIN, DANNY	PAYROLL	1,452.09
08/28/2026	DD8170(A)	MATTHEWS, MARIDA	PAYROLL	1,010.12
08/28/2026	DD8171(A)	MITCHELL, CADE	PAYROLL	811.68
08/28/2026	DD8172(A)	MITCHELL, JACE	PAYROLL	949.49
08/28/2026	DD8173(A)	MOORE, GRAYSON	PAYROLL	2,236.47
08/28/2026	DD8174(A)	ONDERSMA, MARK	PAYROLL	2,659.73
08/28/2026	DD8175(A)	SAMUELS, ROBERT	PAYROLL	949.50
08/28/2026	DD8176(A)	SCHIERBEEK, CHAD	PAYROLL	636.94
08/28/2026	DD8177(A)	STASEWICH, ANGELA	PAYROLL	1,712.96
08/28/2026	DD8178(A)	STEZOWSKI, BRAYDEN	PAYROLL	683.70
08/28/2026	DD8179(A)	VAN HOWE, AINSLEY	PAYROLL	871.83

Check Date	Check	Vendor Name	Description	Amount	
08/28/2026	DD8180(A)	WAGNER, SAMUEL	PAYROLL	81.94	
08/28/2026	DD8181(A)	WILLIAMS, SARA	PAYROLL	1,920.40	
08/28/2026	DD8182(A)	WOLTERS, JAMIE	PAYROLL	2,310.02	
08/28/2026	EFT2101(E)	MERS EMPOWER 457	PAYROLL	3,715.11	
08/28/2026	EFT2102(E)	EMPOWER DEFINED CONTRIBUTION	PAYROLL	2,121.43	V
08/28/2026	EFT2103(E)	HEALTH EQUITY	PAYROLL	655.00	
08/28/2026	EFT2104(E)	FEDERAL TAX DEPOSIT	PAYROLL	11,799.04	
08/28/2026	EFT2105(E)	MERS	PAYROLL	5,259.83	
08/28/2026	EFT2106(E)	MI DEPT OF TREASURY	PAYROLL	4,159.03	
08/28/2026	EFT2109(E)	EMPOWER DEFINED CONTRIBUTION	PAYROLL	49.60	
08/31/2026	6871(E)	CONSUMERS ENERGY	AUG'26 SERVICE	4,584.62	
08/31/2026	6872(E)	FIRST BANK CARD	06/26 - 07/24 STATEMENT BALANCE	2,982.73	
08/31/2026	6873(E)	FRONTIER	08/03 - 09/02 SERVICE	241.24	
08/31/2026	6874(E)	HUNTINGTON NATIONAL BANK	CREDIT CARD PROCESSING FEES	2,906.11	
08/31/2026	6875(E)	MERS	AUG '26 RETIREMENT	2,250.01	
08/31/2026	6876(E)	REPUBLIC SERVICES	JUL '26 SERVICE	1,343.28	
08/31/2026	6877(E)	REPUBLIC SERVICES	JUL'26 PICKUP SERVICE - BLUE STAR	960.00	
08/31/2026	6878(E)	RICOH USA INC	08/26 - 09/25 COPIER LEASE	35.27	
08/31/2026	6879(E)	RICOH USA INC	08/26 - 09/25 COPIER LEASE	127.97	

Total of 158 Checks:	1,628,683.42
Less 6 Void Checks:	25,554.10
Total of 152 Disbursements:	1,603,129.32

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: September 14, 2026

SUBJECT: Proposal for Deer Cull at Oval Beach

DESCRIPTION:

Building on the findings and recommendations of the Tri-Community Wildlife Committee, City Council has prioritized implementing a deer cull for fiscal year 2026/2027. As part of implementing that priority, City Council updated the firearms ordinance to allow for a deer cull and staff have been evaluating options for conducting a controlled cull during the upcoming winter.

Staff has met with and gathered information from the Allegan County Sheriff's Office, Michigan Department of Natural Resources (DNR), United States Department of Agriculture (USDA), Meridian Township and a private deer management contractor. Both the USDA and a private contractor were identified as viable options. However, the private contractor has the ability to conduct a cull as soon as this winter, whereas the USDA does not have availability until the following winter.

Proposal from Berg's Animal & Bug Control

Staff has been working with Berg's Animal & Bug Control (BABC), a Michigan company with experience conducting municipal and institutional deer population reduction programs. BABC recently conducted a cull for the City of Grand Haven and reports experience with programs for the City of Jackson/Jackson County Parks, University of Michigan-Dearborn, Stellantis/Chrysler Proving Grounds, Village of Barton Hills, and other entities.

BABC has provided the City with a proposal to conduct a deer cull at Oval Beach at a cost of $495 per deer. The per-deer cost includes supplemental feed when permitted by the DNR, setup and removal of stands and other equipment, shooting and recovery, field dressing, required biological data collection, transportation for processing and/or distribution for human consumption, and processing through BABC's established donation program.

City Council has budgeted $30,000 for deer management. At $495 per deer, the budget would accommodate up to 60 deer, subject to the number ultimately authorized through the permitting process and actual field conditions.

Operations and Safety

BABC has provided its Deer Management Profile, Standard Operating Procedure, and project-specific safety protocol. Preparation will include confirming site boundaries, evaluating deer and human activity during both daytime and nighttime hours, conducting thermal reconnaissance, developing site-specific strategies, and completing project-specific training. BABC reports that members of its shooting team complete annual training based on *Shooting in Sensitive Areas* coursework.

Oval Beach has the space and vehicular access control necessary for a cull. The proposed operation would be carefully controlled. BABC's procedures contemplate pre-baiting for approximately 7–21 days (depending on DNR permit requirements) followed by harvesting during authorized hours, commonly at night when public activity is lowest. BABC utilizes equipment including thermal/night-vision optics, sound suppressors, and elevated platforms.

Safety protocols include establishing defined shooting boundaries, utilizing earthen backstops and downward trajectories, confirming that the backdrop is clear of people, pets, structures, utilities and vehicles, prohibiting shots across roadways or at running deer, and maintaining communication among members of the shooting team. BABC's broader operating procedures also call for restricting public access to operational areas, establishing safe firing lanes, temporarily closing trails or roads where necessary, and immediately suspending operations if unauthorized persons or pets enter a restricted area.

Law Enforcement and Regulatory Coordination

Staff has shared BABC's proposal, operating procedures, and safety information with the Allegan County Sheriff's Office for initial review. Under the City's weapons ordinance, the Sheriff's Office will approve the final safety plan before culling operations may occur.

The project will also require applicable DNR authorization. BABC's Standard Operating Procedure identifies state permitting, local government authorization, and law-enforcement coordination as prerequisites to conducting a municipal deer population reduction program.

Specific operational dates, locations, closures, notification procedures, and other safety measures will be finalized through coordination among BABC, City staff, the Sheriff's Office, and DNR before operations begin.

Coordination with Other Property Owners

A successful deer management program benefits from coordination beyond City-owned property because deer move throughout the community and do not recognize jurisdictional or property boundaries.

Staff has shared BABC's contact information with the Shorewood Association, Dunegrass Association, and Ox-Bow so those entities can independently explore whether they would like to participate in deer management efforts on their respective properties.

Staff believes there is value in having participating entities utilize the same contractor while maintaining separate contractual relationships for their individual properties and needs. This would allow BABC to coordinate timing, permitting, safety planning, baiting, and other logistics across participating properties while keeping each entity responsible for decisions and costs associated with its own property. Any cull on private property would also have to be approved by City Council.

Coordination with City of the Village of Douglas
All research to date has been shared with the City of the Village of Douglas. The Douglas City Manager advised the following:

> After discussion, Council's direction was to continue with Douglas' existing deer management program for the upcoming season and reevaluate its effectiveness in the future before considering additional measures.
>
> Douglas currently allows bow hunting on qualifying private properties through our established program, and applications for the 2026 hunting season are already being picked up. Our program relies primarily on private property owners voluntarily participating and allowing hunting on qualifying parcels. Tony Schippa is also assisting with identifying additional private properties that may be appropriate for participation, which could potentially expand the program this year.
>
> Given that our program is already underway, Douglas has limited public property suitable for a professional cull, and no funding is currently budgeted for such a program, Council felt it made sense to continue with our existing approach for this season and evaluate the results.
>
> We certainly appreciate Saugatuck sharing the information regarding Berg's Animal and Bug Control and including Douglas in the conversation. It is helpful information to have should we decide to revisit additional deer management options in the future.
>
> Please keep us updated on how Saugatuck's program progresses if you decide to move forward.

Reporting

Following the cull, BABC proposes providing a summary identifying the number of deer harvested, dates and hours of operations, general locations, weather conditions, and disease-testing results when required.

BUDGET ACTION REQUIRED:
None at this time. The budget includes $30,000 for deer management.

LEGAL REVIEW:
The proposed agreement and other documents have been reviewed.

SAMPLE MOTION:
Motion to approve the deer cull service agreement with Berg's Animal & Bug Control for a deer cull at Oval Beach at a cost of $495 per deer, in a total amount not to exceed $30,000, and authorize the City Manager to coordinate implementation of the program, subject to receipt of all required permits and approvals, including approval of the final safety plan by the Allegan County Sheriff's Office.

Berg's Animal & Bug Control
Deer Management Profile

Primary Contact: Mike Berg [redacted]

From the day of an approved contract, we begin our onsite preparations such as:

- Site boundary lines confirmed
- Herd activity which includes locations and numbers of deer
- Site recon day and night with the use of thermal equipment
- Human activity around the site day and night
- Team meetings which include site visits and strategy planning
- Project specific training and equipment training with range time

Professional Experience of Key Staff Members

Mike Berg has taken a class through the University of Nebraska titled "Shooting in Sensitive Areas", which is the basis for the guidelines of BABC annual training. All members of our shooting team complete our training course every year. The team meets multiple times a year to sharpen our shooting skills as well as go over equipment use and/or maintenance. Our shooters have worked for BABC for many years on multiple deer reduction projects as well as other reduction projects.

Proposed Timeline

Phase 1: 7-21 days pre-bait period which is based on the State Wildlife Agency (DNR in Michigan) approved permit outlines.

Phase 2: Will be the dates and times the harvest is being performed.

Company Experience and Qualifications

BABC and our shooting team have been conducting deer harvests and controlled hunts for over 30 years with 100% safe success. We follow the restrictions and guidelines of the DNR-issued permit and can handle large volumes of deer. Our team gathers, records, and reports all the biological data required by the DNR.

State of the Art Equipment used by BANC's Shooting Team

- Night Vision Scopes (thermal, IR & illumination lights)
- Sound Suppressors
- Pressurized Cylinder Pellet (PCP) air rifles that fall within the regulations of the DNR
- Game Tracking Equipment (special blood illuminating lights)

- Elevation Platforms with shooting rails or shooting tables affixed to them

BABC Team Training

- Ballistics research and load development
- Continual range time and positive shot placement training
- Deer body language and manipulation
- Geography, topography and satellite imagery
- Tracking and Trailing
- Stand placement
- Laws specific to the site and site preparation

Deer Harvesting Projects

BANC Contracted Municipal Deer Population Reduction Programs:

- City of Grand Haven: BABC was contracted in 2026 to reduce the number of deer in the City of Grand Haven, MI to protect the flora and fauna of the environment, as well as providing public safety within city limits. We removed 25 deer from within the city limits with approximately 1000 pounds of meat being donated for human consumption.
- Stellantis/Chrysler Proving Grounds: BABC was contracted to reduce the number of deer and turkey over the last 5 years. We have removed 400 + deer from within the fenced area. Approximately 28,320 pounds of meat have been donated for human consumption. We have now moved our operations to a maintenance program of doing two harvests per year.
- University of Michigan-Dearboarn: BABC was contracted to reduce the number of dear to protect the flora and fauna diversity in a specific area that is studied and cared for by U of M. BANC held this contract for three years, harvesting 43 deer during a 3-night harvest each year. Approximately 8,400 pounds of meat were donated for human consumption.

Other Contracted harvests that BANC/Mike Berg has assisted in:

- Village of Barton Hills for the past 17 years—923 deer harvested, approximately 60,250 pounds of meat harvested
- City of Jackson and Jackson County Parks for 10 years—680 deer harvested, approximately 42,600 pounds of meat harvested.
- Jackson County Airport—38 deer harvested, approximately 1,500 pounds of meat harvested.
- Glenborough Home Owners Association in 2022—40 deer in three days harvested, 1,600 pounds of meat harvested.

Berg's Animal & Bug Control



Standard Operating Procedure (SOP) for Municipal Deer Population Reduction Program

Purpose and Scope

The SOP outlines the procedures, responsibilities, and safety measures that Berg's Animal & Bug Control (BABC) will follow for conducting a controlled deer population reduction within city limits. The goal is to:

- Reduce deer population density to ecologically sustainable levels
- Improve public safety by decreasing deer-vehicle collisions
- Protect native vegetation, forest regeneration, and private landscaping
- Conduct operations safely, ethically, and in full compliance with state and local laws

Legal Authority and Permitting

- State Wildlife Agency Authorization—obtain a wildlife damage or special control permit authorizing the use of bait, firearms, and nighttime operations (as required by law)
- Local Government Authorization—City council approval & coordination with municipal legal counsel.
- Law Enforcement coordination—secure permission for firearm discharge within city limits.
- Liability and Insurance—BABC will provide proof of insurance and certification.

Personal Qualifications

All sharp shooters must:

- Be certified and trained in BABC guidelines based on Shooting in Sensitive Areas through UNO (University of Nebraska).
- Demonstrate proficiency with approved equipment
- Receive annual safety and ethics training
- Follow all firearm safety, wildlife handling and evidence-chain procedures required by state statute
- Participate in pre-operation briefing each season

Site Selection and Preparation

Factors for selecting bait sites and shooting locations:

- Minimum required distance from residential structures (per local law)
- Natural backstops such as hills or earthen berms
- Restricted public access
- Adequate buffer zones and sightlines
- Avoidance of schools, parks, and busy corridors during operational hours
- Seasonal wildlife movement patterns
- Habitat suitability for deer attraction
- Pre-approve sites with city representatives.

Public Communication Plan

The following will be decided upon by the municipality that BABC is providing the Deer Population Reduction Program for

- Advance Notification
  Issue public notices (press release, website, email lists, social media)
  Provide clear dates, times, and general areas (but not exact bait sites)
- Signage
  Post temporary warning signs at trailheads, parks, and access points
- Resident Hotline/Email
  Establish a method for residents to ask questions or report concerns.
- Post-Operation Communication
  Share total deer removed, program outcomes and public safety notes.

BABC will contact Report All Poaching Hot Line on date of harvest and they in turn will contact all required emergency agencies.

Operational Procedures

1. Access Control

- Closed designated areas to the public during operations
- Use law enforcement or authorized staff to secure perimeters
- Only essential personnel permitted within operational zones

2. Baiting Procedures

- Use state-approved bait materials
- Place bait at pre-approved locations
- Follow all state regulations for timing and quantity
- Bait stations set up 7 to 21 days prior to deer harvest
- Use of time bait stations for safest and fastest outcome

3. Sharpshooting Operations

- Conduct operations during authorized hours (commonly nighttime)
- Use state-approved firearm types with noise-reduction equipment where permitted
- Equipment inspections are conducted at the beginning of each shooting session
- Establish safe firing lanes and check backdrops before each discharge
- All shots must be taken from elevated or fixed positions to ensure safe downward trajectories
- Maintain communication between team members
- Cease operations, if deemed necessary, if any person enters restricted zones
- Any shooting from vehicles will be done from inside a stationary vehicle only
- All ages and sexes are harvested
- When in doubt never shoot. Positive shots only

Animal Recovery and Handling

- Retrieve harvested deer promptly and safely
- Conduct field dressing at approved sites only
- Follow all state disease-surveillance requirements
- Handle carcasses hygienically and in compliance with public health regulations
- Arrange transport to processing facility or designated donation program

Data Collection and Reporting

- Record biological data that the State Wildlife Agency requires (DNR in the state of Michigan) and turn into the agency

The following will be given to the municipality in a summary report within 15 days after the harvest:

- Number of deer harvested
- Date and hours of harvest
- General location (ex. 10 in cemetery; 10 in the park)
- General weather conditions
- Disease testing results if required by State Wildlife Agency

Safety Protocols

1. Firearm Safety

- Firearms must remain unloaded outside the operational zone
- Confirm clear backdrop and safe arc-of-fire before any shot
- Maintain strict muzzle discipline and communication among team members
- Conduct pre- and post-operation safety briefings

2. Public Safety
   - Trails, parks, and roads near operational sites may be temporarily closed for safety
   - Use barricades, tape or officers to restrict access, if necessary (see signage under Public Communication Plan)
   - Suspend operations for safety, if deemed necessary, if unauthorized persons or pets appear (see Sharpshooting Operations)
3. Team Safety
   - Carry radios or secure communication devices
   - Ensure first-aid kit is present
   - Establish emergency extraction routes and nearest-hospital info

Ethical and Welfare Considerations

- Take only humane, well-placed shots
- Minimize stress and handling time
- Comply with AVMA (American Veterinary Medical Association) and state humane killing standards
- When in doubt never shoot. Positive shots only.



Berg's Animal and Bug Control

[redacted]

BABC Safety Protocol for Deer Cull

- Site assessment has been performed prior to setting up for any deer reduction programs.
- Feed stations are established from the results of our site assessment, to draw the deer to the areas selected for the safest, fastest outcome. Feed stations will be set up and maintained for a minimum of 7 days prior to the commencement of the deer cull.
- Equipment inspections are conducted at the beginning of each shooting session.
- Guns for cull will be cased and unloaded in non-designated areas.
- There will be no shooting outside the boundaries yet to be established. All shots will have an earthen back stop, bullets trajectory will be at the ground to prevent unexpected bullet travel.
- The backdrop of all targeted deer to be shot will be clear of people, pets, structures, utility services and vehicles.
- Shots will not be taken at any running targets.
- Any shooting from vehicles, will be done from inside stationary vehicles only. There will be no riding in beds of trucks.
- Shooters will communicate with each other via texts, phone calls, and/or 2 way radio. Reporting time of shooting, number of shots fired, deer confirmed down or not.
- There will be no shooting within 150 yards of any building without a signed safety zone waver from the City of Saugatuck (Oval Beach).
- Harvest operations are conducted during the times of day/night when outdoor human activity is at their lowest.
- No shooting deer that are on blacktop roads. Shots will not be taken across roadways.
- Guns will be unloaded when in the staging area.
- When in doubt never shoot. Positive shots only!
- Deer of all ages and sexes are harvested with mature does being primarily targeted.

BERG'S



ANIMAL & BUG CONTROL

[redacted]

Deer Cull Proposal

Dates may be extended by the DNR upon your request if numbers are not obtained by the original permit dates.

The prices for the deer cull cover:

- Supplemental feed (shelled corn) if allowed by the DNR
- Set up (before the shoot) and removal (after the shoot) of our elevated stands and any other equipment.
- Shooting and recovering each deer
- Field dressing the deer.
- Performing any biological data collection, if required, for the DNR
- Transport deer for processing and/or distribution for human consumption.
- Processing fees are covered if City of Saugatuck uses program BABC has established. (If the City of Saugatuck has a program that they would like to use, there may be additional costs).

We arrange to:

- Submit deer head, if required, to the DNR.
- Submit all antlers to the DNR.

Cost per deer:

- $495.00 per deer
- Our minimum charge is 25 deer at $495.00 per deer.

BABC technicians will do their best to harvest the indicated number of deer on the permit.
Conditions such as weather, human activity, deer activity, etc., will dictate when we will be out to harvest.
BABC will notify "Owner" as to which days and times they will be out in advance.

The above stated terms and conditions are satisfactory and are hereby accepted.

X_____ _____

Owner/Representative Signature Date

X_____ _____

Own/Representative, Berg's Animal & Bug Control Date



Deer Cull Service Agreement

This Agreement is made between Berg's Animal & Bug Control, with an address of [redacted] ("BABC") and the City of Saugatuck, a Michigan Home Rule City, with an address of 102 Butler Street, Saugatuck, MI 49453 ("City") (collectively "Parties").

1. **Scope of Services.** BABC shall furnish all labor, personnel, supervision, firearms, ammunition, equipment, materials, and transportation necessary to perform professional deer culling services ("Services") for the City at the locations, dates and times authorized by the City and the Michigan Department of Natural Resources ("DNR"). BABC shall reduce the deer population within the designated culling areas, in a safe, humane, and lawful manner. The Services shall be performed in accordance with, and shall include the site selection, permitting and legal-authorization, personnel qualification, baiting, sharpshooting, access-control, public-communication, animal-recovery, data-reporting, safety, and humane-treatment requirements set forth in, the BABC's Standard Operating Procedure for Municipal Deer Population Reduction Program (Exhibit A), Deer Cull Safety Protocol (Exhibit B), and Deer Cull Proposal (Exhibit C), each of which is attached and incorporated by reference. BABC shall comply with all conditions of the DNR permit and all applicable federal, state, and local laws and ordinances, including all firearm-discharge restrictions.

2. **Term.** The initial term of this Agreement shall be **[INSERT DATE]** through **[INSERT DATE]** and unless terminated in accordance with this Agreement.

3. **Termination.**

   (a) The City may terminate this Agreement with or without cause upon providing thirty (30) days' prior written notice to BABC. BABC shall be entitled to payment only for the Services satisfactorily performed and deer lawfully taken through the effective date of termination, at the per-deer fee set forth in Exhibit C.

   (b) The City may terminate this Agreement immediately upon written notice if BABC fails to perform the Services in accordance with this Agreement, the Exhibits, or the DNR permit; violates any applicable firearm discharge or safety requirement; loses or fails to maintain any required permit, license, or insurance.

Payment Agreement. Due within seven (7) days after the execution of this Agreement, the City shall pay BABC an initial payment of twenty-five percent (25%) of the total contract amount based upon the per deer fee ($495.00) multiplied by the total number of deer authorized in the DNR permit. The initial

payment shall be credited against the per-deer fees as deer are taken, and once the initial payment has been fully applied, the City shall be charged on a per-deer basis for each additional deer lawfully taken up to the number of deer authorized by the DNR permit. Following the 25% initial payment, BABC shall invoice the City monthly for deer taken during the preceding month, and each invoice shall be due within thirty (30) days after the City receives it. If, for any reason, fewer deer are taken than the number covered by the initial payment, BABC shall refund to the City the unused portion of the initial payment, equal to the difference between the initial payment and the per-deer fees for the deer actually taken.

4. **Collection Policy.** The City is responsible for payment within the terms of the Agreement. There will be a late fee of $75.00 added per day to your balance due if not paid on the agreed due date. Payments that are more than thirty (30) days past due will start the collection process.

5. **Independent Contractor Status.** BABC agrees to and represents the following:

   (a) BABC fully intends to perform services for third partied during the term of this Agreement.

   (b) The Services required by this Agreement will be performed by BABC, or BABC's employees or contact personnel, and the City will not hire, supervise, or pay any assistants to help BABC.

   (c) Neither BABC nor BABC's employees or contract personnel will receive any training from the City in the professional skills necessary to perform the Services required by this Agreement.

   (d) BABC does not receive the majority of its annual compensation from the City.

6. **No Payroll Taxes, Employment Taxes, Workers' Compensation or Unemployment Compensation.** The City will not withhold or pay payroll or employment taxes of any kind for or on behalf of BABC. The payroll or employment taxes that are the subject of this paragraph include but are not limited to FICA, federal personal income tax, state personal income tax, state disability insurance tax, and state unemployment insurance tax. The City has not and will not obtain workers' compensation insurance on account of BABC or BABC's employees or contract personnel. The City will not make state or federal unemployment compensation payments on behalf of BABC or BABC's employees or contract personnel. BABC will not be entitled to these benefits in connection with the Services performed under this Agreement.

7. **Liability.** BABC will be responsible for any and all losses, liabilities, damages, injuries, claims, charges and costs to persons or property that in any way arise out of or relate to the performance of the Services provided by BABC or its employees or contract personnel.

8. **Indemnification.** To the fullest extent permitted by law, BABC will defend, indemnify and hold harmless the City, its elected officials, employees and volunteers and others working on behalf of the City against any and all claims, suits, damages, losses, or expenses, including but not limited to attorney's fees, arising out of, relating to, or resulting from the BABC's performance of the Services under this Agreement or the performance of such Services by any employee, agent, or subcontractor of BABC.

9. **Insurance.** Prior to commencing any Services, and continuing throughout the term of this Agreement, BABC, shall obtain and maintain, at its sole expense, insurance of the following types and amounts set forth below:

(a) Commercial General Liability. Occurrence-based coverage of not less than One Million Dollars ($1,000,000.00) per occurrence and Two Million Dollars ($2,000,000.00) aggregate for bodily injury, death, personal injury and property damage.

(b) Commercial Automobile Liability. Coverage of not less than One Million Dollars ($1,000,000.00) combined single limit per accident, including Michigan No-fault coverages, for bodily injury and property damage. Coverage shall include all owned vehicles, all non-owned vehicles and hired vehicles.

(c) Workers' Compensation Insurance. BABC shall provide workers' compensation insurance in accordance with all applicable statutes of the State of Michigan. Coverage shall include employer's liability coverage.

(d) Umbrella/Excess Liability. Excess coverage of not less than Two Million Dollars ($2,000,000.00) per occurrence and aggregate, in excess of the general liability and automobile liability coverage required above.

(e) Additional Insured. The City shall be named as an additional insured on all policies. BABC shall provide the City with a Certificate of Insurance evidencing such coverage upon the effective date of this Agreement and maintain on file with the City a current certificate through the term of this Agreement.

10. **Governmental Immunity.** No provision of this Agreement is intended, nor shall any provision of this Agreement be construed, as a waiver by the City of any governmental immunity or any other defense that would be available to it under State Law.

11. **Notice.** All notices, demands or other writings in this Agreement provided to be given or made or sent shall be deemed to have been fully given or made or sent when made in writing and delivered to the principal of the Party to whom notice is given, or deposited in the United States mail, registered and postage prepaid and addressed as follows:

TO THE CITY: City of Saugatuck
102 Butler Street
Saugatuck, MI 49453

TO BABC: BABC
[redacted]

12. **Amendment.** This Agreement may be extended, renewed, altered, modified, or amended only by written agreement signed by both Parties. All provisions of this Agreement shall apply to all Services and all periods of time during which BABC provides Services to City.

13. **Assignment.** This Agreement may not be assigned or subcontracted without the express written consent of the City.

14. **Applicable Law and Waiver.** This Agreement will be governed by the laws of the State of Michigan. Any dispute arising out of, related to, or connected with this Agreement shall be litigated, if at all, solely in the Courts of Allegan County. The waiver of a breach or violation of any provision of this Agreement will not operate as or be construed to be a waiver of any subsequent breach.

15. **Entire Agreement.** This Agreement and the Exhibits attached and incorporated by reference herein represents the entire understanding between the City and BABC and it supersedes all prior representations or agreements whether written or oral. Neither party has relied on any prior representations in entering into this contract.

AGREED to this ___ day of _____, 2026, at _____, State of Michigan.

CITY OF SAUGATUCK

Date_____ By: _____
Holly Anderson
Its Mayor

Date_____ By: _____
Jamie Wolters
Its City Clerk

BABC

Date_____ By: _____

Its: _____

EXHIBIT A

EXHIBIT B

EXHIBIT C

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: September 14, 2026

SUBJECT: Proposed Warming Station at Mize Rose Garden

DESCRIPTION:

The Convention and Visitor's Bureau (CVB) has been evaluating initiatives to improve shoulder season traffic. The CVB has approached the City Council with a recommendation to add a warming station to the Mize Rose Garden area. The minutes from previous Council meetings summarize the prior review and discussions:

City Council Workship – 9-3-25

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.

City Council Regular Meeting – 11-10-25

Lisa Mize presented plans for a proposed warming station in the Rose Garden, emphasizing its carefully considered design to complement the existing landscape and improve accessibility for both residents and visitors throughout the year, including winter. She explained the station's location and features, including low brickwork, multiple new entryways, and its elevated design to accommodate people with mobility needs. Lisa noted positive feedback from local businesses and stakeholders and

mentioned that outreach was ongoing. She assured the council that existing roses and sculptures would largely remain unaffected, and the city's maintenance process would continue to involve contracted landscape professionals. Funding would come primarily from the Convention and Visitors Bureau (CVB), with additional donations and possible in-kind contributions of materials, while final costs were yet to be determined.

City Council Workshop Meeting – 6-17-26

Executive Director of the CVB Ashley Siebelink explained that the CVB-led project was updated after the survey: they worked with the same metal fabricator that did the Holland Ice Rink fire pits to design a custom structure. She clarified that the overall layout remains similar—replacing the existing fence along the sidewalk with a concrete sitting wall, keeping the rose garden and existing plantings largely intact, and adding some exterior landscaping. Siebelink confirmed the CVB board has now voted to fund the entire project capital cost, with no upfront city dollars, and that design input has come from community members (including local business owners/designers Martin Horner and John Cannarsa). Some councilmembers emphasized that the concept aligns with shoulder-season goals, the business community survey responses were largely positive, and the CVB's willingness to fully fund construction makes it an attractive infrastructure amenity. It could create a welcoming gathering space in colder months without materially disrupting current priorities if the CVB manages the project and the city's role is limited to plan review, snow removal, and routine maintenance. They also noted that other communities like Holland and Fennville have similar amenities and that this fits a broader trend of CVBs investing assessment dollars in public infrastructure rather than just marketing. Some councilmembers voiced concerns such that the Rose/Mize Garden was originally intended as a quiet memorial space tied to the Mize family's donation. They questioned whether this project belongs in the city's current priority list, worried about underestimating future DPW time to keep the feature operating and presentable. Other concerns were that survey participation (171 respondents) may not fully reflect broader community sentiment. Alternative locations—particularly Village Square/Village Park—were suggested as potentially better fits to both respect the memorial garden and The conversation ended with a procedural consensus: thanked the CVB and Ashley for the work and generous funding offer, and send the updated Rose Garden concept back to the PPW committee for a new recommendation—particularly on location, fence treatment, and maintenance—followed by Historic District Commission review, then a return to council at a future workshop and, ultimately, a regular meeting vote.

Rose Garden Trust Language

In November I provided City Council with a copy of the Rose Garden trust language. The City Clerk was also able to find a box of documents for the Rose Garden. The Clerk, previous CVB Executive Director, and I all took a look at the documents. The Clerk also reviewed minutes from around the time the Rose Garden was approved. In short:

- Nothing from the donor requires fencing or prohibits a warming feature from being incorporated. The donation through the trust and estate simply required that a rose garden remain in perpetuity to honor Roxie Mize's brother and his wife. Other than that, the trust didn't specify a location or particular requirements. The City went on to develop various options through a committee.
- Through the committee process and recommendations of the city manager at the time, a fence was included as a security feature. However, the Clerk didn't find any specific motions or policies on fencing from City Council.

Survey Results
At the request of City Council, the CVB completed a survey and provided the attached results.

Parks and Public Works Committee Recommendation
The Parks and Public Works Committee has reviewed the plans several times. They recommended approval at their July meeting:

> The committee discussed the proposal from the Visitors Bureau (presented by Ashley Siebelink), to install a gas-fired warming station and additional seating in the Rose Garden downtown as part of a larger shoulder-season initiative. The concept is to turn the Rose Garden into a more welcoming, multi-season gathering space, with a sculptural stone seating wall and a centrally located burner operated by a timer and emergency shut-off, designed in consultation with Chief Janik and a fire-protection contractor to meet safety and ADA requirements. The existing wrought-iron fence would be removed, making the garden more visually and physically accessible, while existing plantings would largely be preserved and enhanced in coordination with the current landscape contractor. Committee members supported the goal of more seating and extended use into the off-season but raised practical concerns about maintenance (trash, sticky spills, cigarette butts), gas costs, potential late-night behavior given nearby bars, and impacts on the Mize endowment and DPW workload. DPW Director Ondersma reported he had vetted the burner design, maintenance, and materials and was comfortable with the operational burden.
>
> *Motion by Thiel, supported by Charak, to move forward with the Rose Garden. Via voice vote, motion carried 4-0.*

Historic District Commission Approval
The Historic District Commission reviewed the plans at their September 3 meeting and approved:

> Motion by Patterson, second by Root to approve the applicant's request for a Historic District Permit for modifications to the Mize Rose Garden at the corner of Mason Street and Butler Street, including removal of the existing wrought iron fence and installation of

low-masonry seating walls, additional landscaping, two (2) brick paver entryways, and custom natural gas fire feature, as proposed, based on the application meeting the applicable Historic District Guidelines set forth in §152.07.

Motion carried 5-0, with Cannarsa abstaining.

Public Works Review
After conducting research regarding the proposed warming station, the Department of Public Works (DPW) has determined that the ongoing maintenance costs are expected to be minimal.

Following discussions with Total Fabrication Solutions regarding the design and materials to be used, it was determined that maintenance costs should remain low due to the use of stainless steel in construction. Stainless steel is durable, corrosion-resistant, and well suited for outdoor applications.

The log set supplied by Breck Iron Works will require seasonal rotation as part of its routine maintenance. The burner unit is also expected to require minimal maintenance.

Additionally, discussions with a local fireplace company indicated that one of the most common maintenance issues with similar units is cigarette butts being placed inside them. This issue can be addressed through appropriate signage and regular inspection as part of the station's routine maintenance program.

Estimated ongoing costs for gas consumption are being evaluated, and additional information will be provided at the workshop meeting.

Overall, based on the materials selected, the proposed design, and input from local professionals, the warming station is expected to have relatively low ongoing maintenance.

BUDGET ACTION:
None at this time. The CVB is managing the project. The CVB has proposed covering all construction costs.

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

SAMPLE MOTIONS:
Motion to **approve** the proposed Mize Rose Garden warming station and associated site improvements in accordance with the plans approved by the Historic District Commission and to:

1. Authorize the Convention and Visitors Bureau to continue managing the project and to be solely responsible for all third-party costs associated with the design, permitting,

construction, and completion of the project, with no City financial contribution toward such costs.
2. Authorize the City Manager to coordinate final City review and any necessary permits or approvals.
3. Authorize acceptance of the completed improvements as a donation to the City, subject to satisfactory completion and final inspection by City staff and/or the City Engineer.

Motion to **deny** the proposed Mize Rose Garden warming station and associated site improvements as presented.

Rose Garden Warming Station Proposal
Presented to the City of Saugatuck Parks & Public Works Committee
By the Saugatuck/Douglas Area Convention & Visitors Bureau

Summary

The Saugatuck/Douglas Area Convention & Visitors Bureau (CVB) respectfully requests the Historic District Commission's approval to proceed with the installation of a permanent warming station at the entrance to the Mize Memorial Rose Garden.

Designed as a welcoming public gathering place, the warming station will encourage year-round use of one of Saugatuck's most beloved parks while thoughtfully preserving the character and beauty of the Rose Garden.

The funding for this project comes entirely from lodging assessments paid by overnight visitors, not local property taxes.

Project Vision

The vision for the Rose Garden Warming Station is simple: Create a beautiful, permanent public gathering space that encourages people to enjoy downtown Saugatuck throughout all four seasons.

Rather than serving solely as a fire feature, the warming station is intended to become a place where friends meet, families gather, visitors pause during winter walks, and residents enjoy the outdoors even on cooler days.

Respecting the Rose Garden

The Mize Memorial Rose Garden is one of Saugatuck's most treasured public spaces, and preserving its character has remained one the project's highest priorities. Throughout the design process, the project team has worked to ensure the warming station complements rather than competes with the existing garden.

Feedback from the public consistently emphasized the importance of respecting the Rose Garden's legacy. Survey respondents specifically encouraged preserving existing plantings where possible, and maintaining the garden's historic character.

Project Design

The design of the warming station has been guided by a commitment to preserving and enhancing the Mize Memorial Rose Garden. Throughout the design process, Martin Horner, owner of Souci Horner Design Collective and a member of the Saugatuck/Douglas Area Convention & Visitors Bureau Board of Directors, has worked closely with John Cannarsa, owner of Cannarsa Structure & Design, to ensure the project complements the existing landscape while honoring the garden's original vision.

A custom natural gas fire feature will serve as the focal point of a new gathering area, surrounded by brick pavers and landscaping that integrates seamlessly with the existing park. As part of the project, the existing wrought iron fence will be removed and replaced with low masonry seating walls. This enhancement opens the garden visually, provides additional seating, and invites residents and visitors to pause, relax, and enjoy the space.

The design also improves accessibility by creating two new entrances into the Rose Garden, making the park easier to access from multiple directions and strengthening its connection to the surrounding sidewalks.

Rather than functioning solely as a warming station, the space is envisioned as a year-round gathering place. During the cooler months, the fire feature will provide warmth and encourage outdoor activity. Throughout the rest of the year, the seating walls, landscaping, and open design will continue to serve as an attractive public amenity that enhances one of Saugatuck's most cherished parks.

The proposed location and site layout are illustrated in the attached landscape plan.

Community Support

In November 2025, the CVB conducted a Community Support Survey regarding a warming station in downtown Saugatuck. The survey received **171 responses** representing residents, business owners, visitors, and other community stakeholders.

Overall Support

- **74.7%** Support
- **18.3%** Oppose
- **7.1%** Neutral/Unsure

Among business owners who expressed an opinion, support was overwhelmingly positive, with only four respondents indicating they believed the warming stations would negatively impact their business.

Common themes from public comments included:

- Creating a more welcoming downtown during winter
- Encouraging year-round activity
- Increasing community gathering opportunities
- Respecting the historic character of the Rose Garden
- Providing additional seating and thoughtful landscaping

A complete summary of the survey results is attached.

Project Funding

The Saugatuck/Douglas Area Convention & Visitors Bureau has committed to funding the construction of the Rose Garden Warming Station.

Estimated Project Costs

Item	Cost
Masonry Construction	$35,910
Fire Feature	$12,565
Decorative Log Assembly	$20,000
Landscaping	$35,000
Estimated Total	**$103,475**

Proposed Timeline

August 2026

- Historic District Commission Review

September 2026

- Saugatuck City Council Review

Fall 2026

- Construction

Prior to the Community Tree Lighting (11/27) and Whootville Parade (12/5)

- Project Completion

Requested Action

The Saugatuck/Douglas Area Convention & Visitors Bureau respectfully requests that the Historic District Commission's approval of the Rose Garden Warming Station project so that it may proceed to the Historic District Commission for review.

The CVB appreciates the Commission's thoughtful consideration of this proposal and looks forward to continuing its partnership with the City of Saugatuck to invest visitor-generated revenue into projects that strengthen our community and improve public spaces for everyone.

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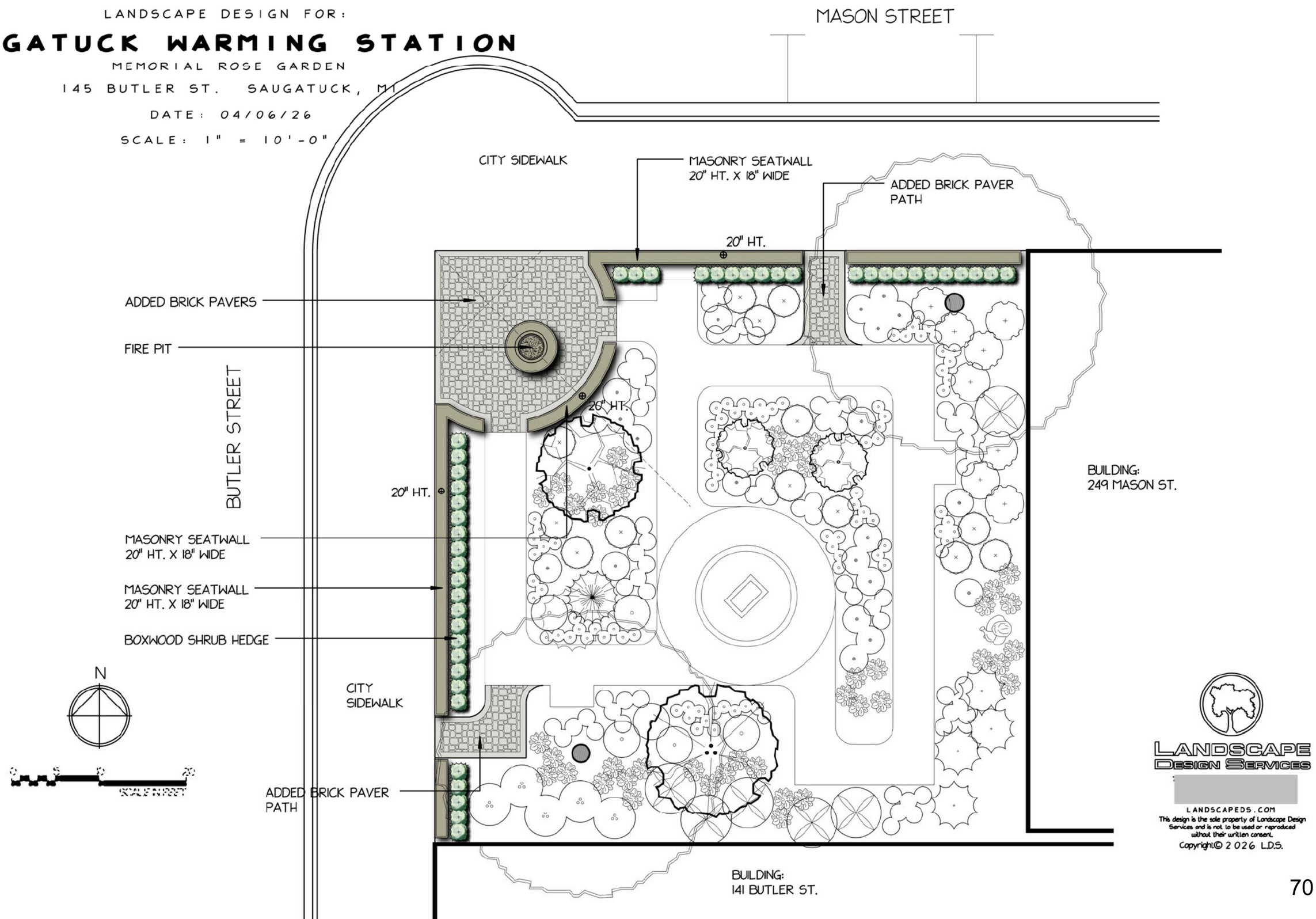
SAUGATUCK WARMING STATION

MEMORIAL ROSE GARDEN

145 BUTLER ST. SAUGATUCK, MI

DATE: 04/06/26

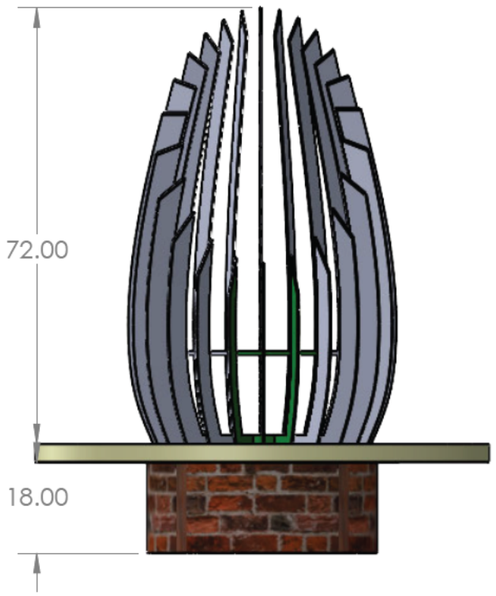
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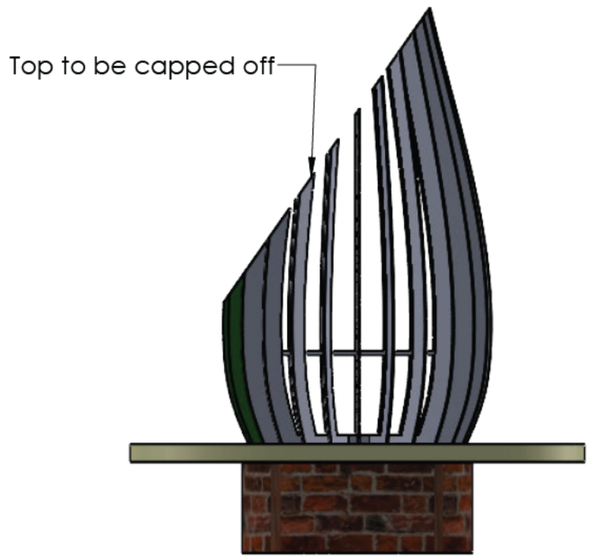


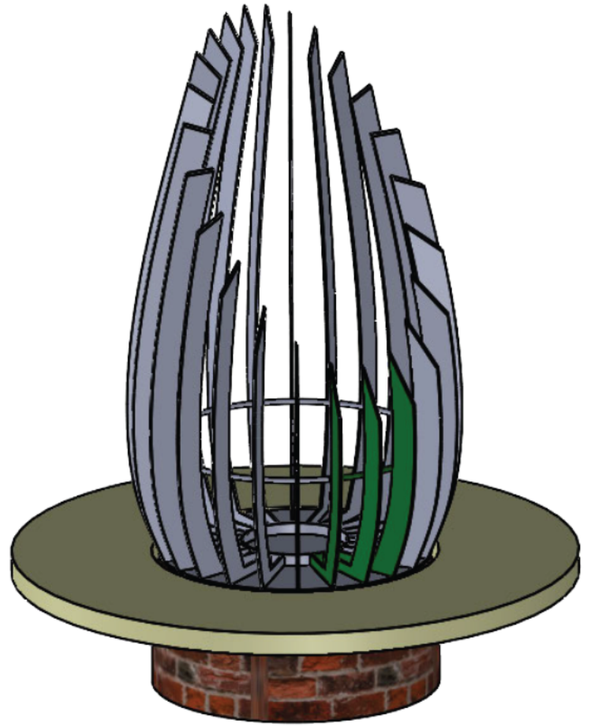
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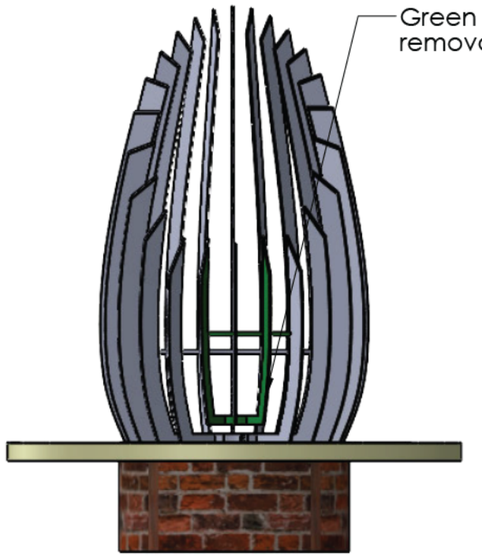
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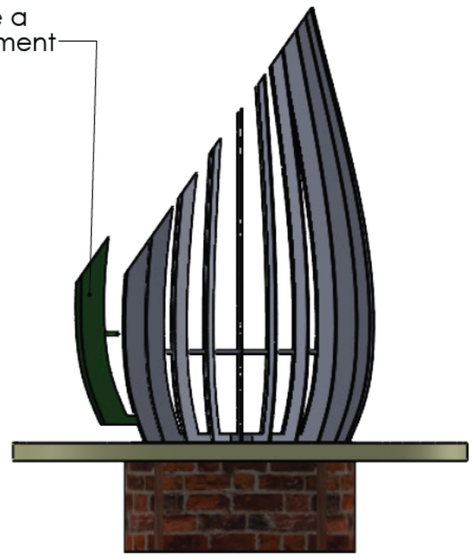
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NOTE: Inside of firepit will be wrapped in either expanded metal or perforated sheet metal per fire code for the city.

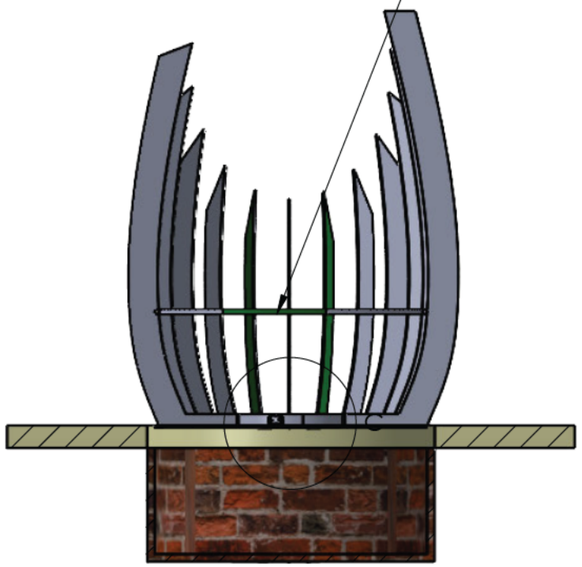
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TOTAL FABRICATION SOLUTIONS

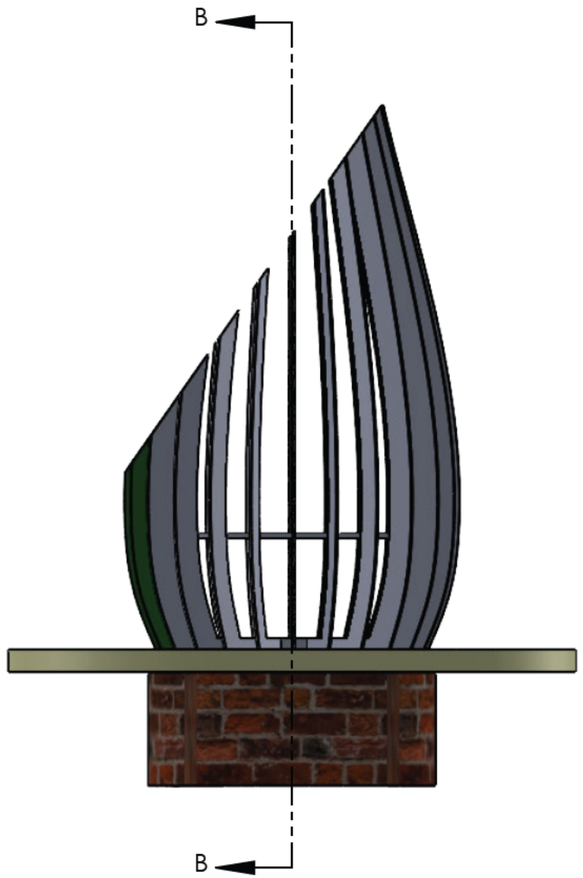
PROPRIETARY AND CONFIDENTIAL

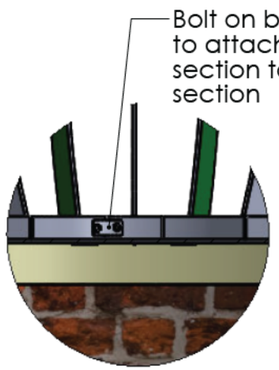
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DWG: Firepit		
Descrp:		
DWG BY: ZJH	**DATE:** 5/19/2026	
Quantity:	**SCALE: NTS**	SHEET 1 OF 3



SECTION B-B
SCALE 1 : 20





DETAIL C
SCALE 1 : 10

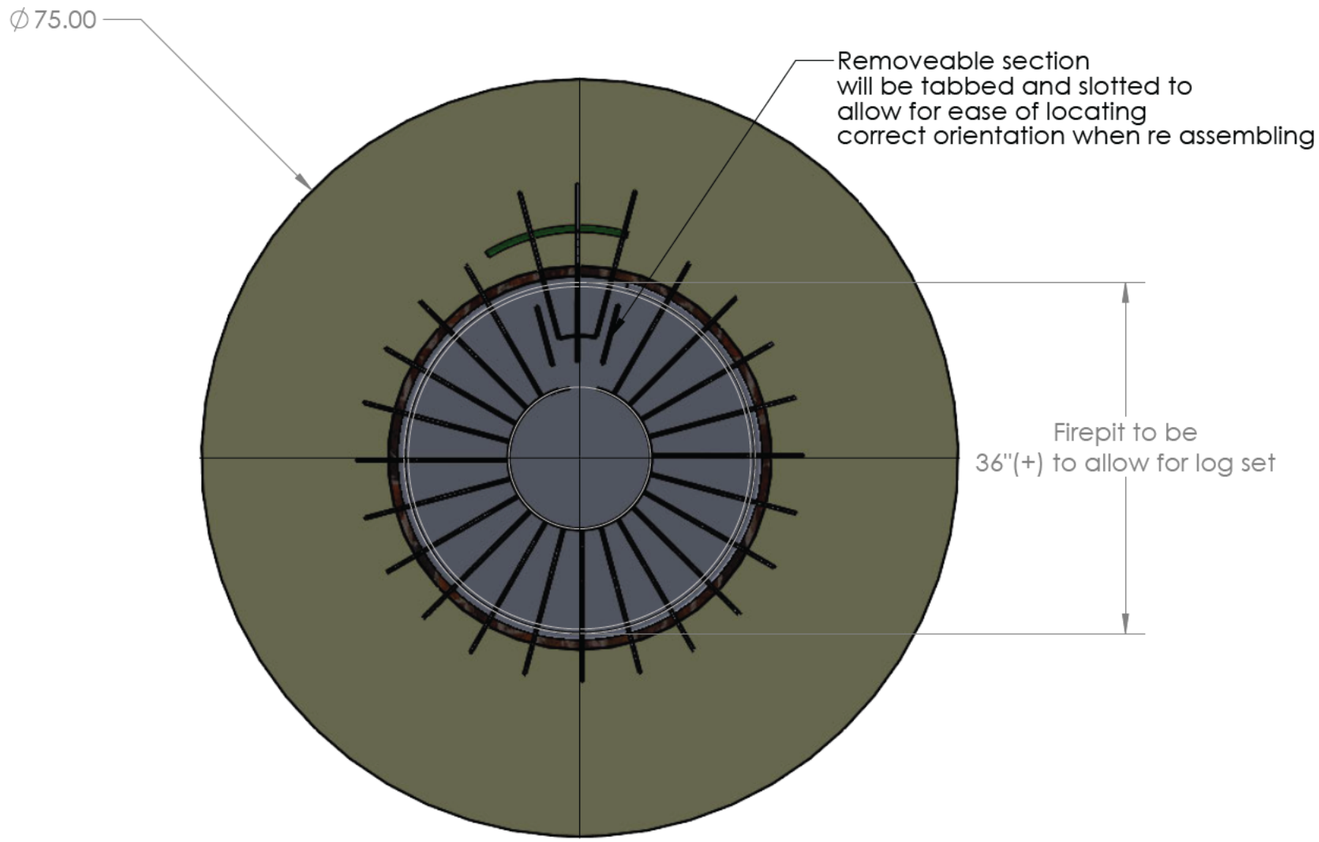
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TOTAL FABRICATION SOLUTIONS

PROPRIETARY AND CONFIDENTIAL

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DWG: Firepit		
Descrp:		
DWG BY: ZJH	**DATE:** 5/19/2026	
Quantity:	**SCALE: NTS**	SHEET 2 OF 3



Customer: Saugutuck	
Job Num:	
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TOTAL FABRICATION SOLUTIONS

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DWG: Firepit		
Descrp:		
DWG BY: ZJH	**DATE:** 5/19/2026	
Quantity:	**SCALE: NTS**	SHEET 3 OF 3

LANDSCAPE DESIGN SERVICES, INC.

MATERIAL ORDER

DATE 8/24/2026

CUSTOMER Saugtatuck Visitors Bureau - **JOB NUMBER**

PROJECT Saugtatuck Rose Garden-Warming Station **EMPLOYEE**

ITEM NUMBER	MATERIAL NAME	SIZE	LOCATION	TAGGED Y/N	ORDER QTY.	SHIPPED QTY.
	Boxwood 'Winter Gem'	7 gal.			44	
	Geranium 'Max Frei'	1 gal.			20	
	Coral Bells 'Carmel'	1 gal.			10	
	Allium Millennium	1 gal.			10	

Warming Stations Community Support Survey Summary

Overview

The Warming Stations Community Support Survey was sent out in November 2025, and received 171 responses from residents, business owners, visitors, and other community stakeholders. Overall, the survey demonstrates strong support for installing winter warming stations (fire pits) in downtown Saugatuck and Douglas.

Respondent Profile

The majority of respondents identified as:

- Saugatuck residents: 105 responses (61%)
- Business owners in Saugatuck: 28 responses (16%)
- Visitors/non-residents: 10 responses (6%)
- Other respondents included Douglas residents, township residents, workers, taxpayers, and part-time residents.

Overall Support for Warming Stations

Response	Number	Percentage
Strongly Support	101	59.4%
Somewhat Support	26	15.3%
Neutral / Unsure	12	7.1%
Somewhat Oppose	12	7.1%
Strongly Oppose	19	11.2%

Key Finding

Nearly 75% of respondents (74.7%) support the project, while 18.3% oppose it and 7.1% remain neutral or unsure.

Business Impact

When asked whether warming stations would positively impact their business:

Response	Number
Yes, positively	36
Neutral / Unsure	14
No, negatively	4
Not a business owner	97

Among business owners who expressed an opinion, support was overwhelmingly positive, with only four respondents indicating they believed the warming stations would negatively impact their business.

Common Themes from Comments

A total of **100 respondents provided written comments**. Several clear themes emerged.

Positive Feedback

Many respondents described the project as:

- A "great idea" and a creative use of public space.
- A way to make downtown more welcoming during colder months.
- An amenity that could encourage people to spend more time downtown.
- A visual symbol of warmth, activity, and community during the winter season.
- An attractive feature similar to successful warming stations seen in neighboring communities.

Representative comments included:

> "Such a great idea!"
>
> "A great idea to bring people downtown during our quiet season."
>
> "Whether/how much they are actually used, the visual is impactful—showing warmth, activity, and welcome even in cold weather."

Concerns and Suggestions

While support was strong, respondents also raised several thoughtful concerns:

Preservation of the Mize Rose Garden

The most common concern involved protecting the character and legacy of the Rose Garden.

Several respondents expressed support for the warming station concept while encouraging designers to:

- Preserve as many existing roses and plantings as possible.
- Maintain elements of the current garden layout.
- Respect the original donor intent behind the space.
- Avoid making the area feel overly hardscaped or "sterile."

Design Considerations

Some respondents suggested:

- Refining the fire pit design.
- Retaining portions of the existing fencing.
- Incorporating additional seating.
- Considering multiple warming stations throughout the community.

Operations and Safety

A few respondents requested additional information regarding:

- Fuel source and operation
- Hours of use
- Liability and safety considerations
- Ongoing maintenance responsibilities

Conclusion

The survey results indicate **broad community support for the installation of warming stations in downtown Saugatuck and Douglas**. Nearly three-quarters of respondents support the project, and business owners generally believe the warming stations will have a positive impact.

The strongest feedback centered on ensuring that the final designs preserve the character of existing public spaces—particularly the Mize Rose Garden—while creating welcoming gathering places that encourage year-round community activity.

Overall, respondents view warming stations as a positive enhancement that can help reinforce the area's reputation as a welcoming, four-season destination.

Timestamp	Who are you? (select one)	Overall, do you support installing winter warming stations (fire pits) in downtown Saugatuck and Douglas?	If you are a business owner, do you believe warming stations would positively impact your business?	Do you have any additional comments, compliments, or concerns regarding the warming stations?
11/21/2025 16:19:02	work here	Strongly support		this is a great idea and use of this space. It will be more inviting and I believe will get more use.
11/21/2025 16:19:33	Business owner in Saugatuck	Strongly support	Yes, positively	
11/21/2025 16:32:21	Saugatuck resident	Strongly support	I'm not a business owner	
11/21/2025 16:33:45	Saugatuck resident	Strongly oppose		This "improvement" is not needed. There are no outdoor winter activities in the city requiring "warming." And the Rose Garden shouldn't be redeveloped in this way.
11/21/2025 16:33:57	Saugatuck resident	Somewhat oppose		
11/21/2025 16:34:05	Saugatuck resident	Strongly support		
11/21/2025 16:34:42	Saugatuck resident	Somewhat support	I'm not a business owner	Think it is a great idea for the Rose Garden. My support of others depends on location, but yes, we do enjoy them in Holland.
11/21/2025 16:35:12	Visitor / non-resident	Strongly support	I'm not a business owner	
11/21/2025 16:35:26	Saugatuck resident	Somewhat support	I'm not a business owner	
11/21/2025 16:35:37	Saugatuck resident	Strongly support	Yes, positively	A great idea to bring people downtown during our quiet season
11/21/2025 16:35:45				
11/21/2025 16:35:51	Saugatuck resident	Strongly support	I'm not a business owner	
11/21/2025 16:36:08	Saugatuck resident	Strongly support	Yes, positively	This is great and a much better use of that space!
11/21/2025 16:36:42	Saugatuck resident	Strongly support	I'm not a business owner	What a great use for that aspace in the cooler months.
11/21/2025 16:38:21	Saugatuck resident	Strongly support	I'm not a business owner	Such a great idea!
11/21/2025 16:38:32	Saugatuck resident	Somewhat oppose		
11/21/2025 16:39:30	Saugatuck resident	Strongly support	I'm not a business owner	
11/21/2025 16:42:26	Saugatuck homeowner and tax	Somewhat support	I'm not a business owner	
11/21/2025 16:44:02	Saugatuck Twp part time reside	Strongly support	I'm not a business owner	I think it would bring more visitors to Saugatuck in colder months
11/21/2025 16:44:20	Saugatuck resident	Neutral / Unsure	I'm not a business owner	
11/21/2025 16:46:09	Saugatuck resident	Strongly support	I'm not a business owner	
11/21/2025 16:46:48	Saugatuck resident	Somewhat support	I'm not a business owner	
11/21/2025 16:46:58	Saugatuck resident	Strongly support	I'm not a business owner	
11/21/2025 16:55:24	Saugatuck resident	Strongly support	Yes, positively	
11/21/2025 16:57:23	Saugatuck resident	Strongly oppose	I'm not a business owner	If many restaurants are closed in winter what good is a warming station?

Timestamp	Who are you? (select one)	Overall, do you support installing winter warming stations (fire pits) in downtown Saugatuck and Douglas?	If you are a business owner, do you believe warming stations would positively impact your business?	Do you have any additional comments, compliments, or concerns regarding the warming stations?
11/21/2025 17:01:24	Saugatuck resident	Strongly support	I'm not a business owner	Don't love the design of the firepit in the rendering, but I like the idea. I do think doing away with the fence around the garden (and installing the low walls that could be used for seating) would make it more user friendly. Hopefully they can save a lot of the plants that are already there. No need to tear everything out.
11/21/2025 17:08:25	Business owner in Saugatuck	Strongly oppose	No, negatively	This is a passive feature- CVB should work on doing active events/ features to draw customers to the area in Q4 and Q1. Enlist the SCA to use their stages. Enlist businesses in shopping / dining features (restaurant week / shopping promotions). The flowers by the Butler is a passive thing and a failure-most of the flowers are no longer lit.
11/21/2025 17:10:05	Visitor / non-resident	Somewhat support	I'm not a business owner	
11/21/2025 17:10:59	Saugatuck resident	Somewhat support	Neutral / Unsure	This is not a reason to visit or stay longer in winter months. I do not see this having an impact on shoulder season visitors. Take a page from Holland and all the well-organized events they do.
11/21/2025 17:11:30	Douglas resident	Strongly support	I'm not a business owner	I think they are a great addition to a downtown area.
11/21/2025 17:12:01	Business owner in Saugatuck	Strongly oppose	No, negatively	
11/21/2025 17:15:49	Douglas resident.	Strongly support	I'm not a business owner	Need more than one in Each town. Douglas location would be great at beery field corner and at the post office.
11/21/2025 17:17:09	Saugatuck resident	Somewhat support	I'm not a business owner	
11/21/2025 17:19:05	Saugatuck resident	Somewhat support		I'm concerned about losing the beauty of the Mize Rose Garden—the drawings make it look pretty antiseptic. If you can keep the majority of the garden as it is, I'm all for a fire pit.
11/21/2025 17:23:15	Douglas resident/business owr	Strongly support	Yes, positively	Whether/how much they are actually used, the visual is impactful - showing warmth/activity/welcome even in cold weather.
11/21/2025 17:23:22	Douglas resident (year round)	Strongly support	I'm not a business owner	Nice use of that corner
11/21/2025 17:23:42	Saugatuck resident	Strongly support	Neutral / Unsure	The conceptual plan shows the warming station with some shrubs as a back drop. The Mize's gave a large, generous amount of money for a rose garden in memory of his sister. I love the idea of a warming area, but please make sure the original use for this space does not get forgotten. Also I don't feel it necessary to remove all the fencing. To selectively leave part of it creates a feeling of enclosure, but does not confine. Thank you. Ruth A. Johnson, Landscape Designer
11/21/2025 17:26:38	Saugatuck resident	Somewhat support	I'm not a business owner	
11/21/2025 17:27:07	Saugatuck Twp resident	Strongly support		
11/21/2025 17:28:19	Saugatuck resident	Somewhat oppose		Issue of liability to the City for fire-related injuries (especially if after dark), no mention as to type of fire fuel (assume natural gas), hours of operation, and finally when does Saugatuck (and apparently the CVB) say that enough is enough when it comes to public "art" installations? The beauty of the rose garden is its simplicity which by the way already has a sculpture.
11/21/2025 17:34:07	Saugatuck resident	Somewhat oppose	I'm not a business owner	If this project requires taxpayer funding, I think it needs to compete with. other proposals the city is considering.

Timestamp	Who are you? (select one)	Overall, do you support installing winter warming stations (fire pits) in downtown Saugatuck and Douglas?	If you are a business owner, do you believe warming stations would positively impact your business?	Do you have any additional comments, compliments, or concerns regarding the warming stations?
11/21/2025 17:37:12	Business owner in Saugatuck	Strongly support	Yes, positively	
11/21/2025 17:40:54	Taxpayer	Strongly support		The whole garden does not need redesign to add the warming. Prefer an additional location like by one of the river parks then redoing the garden.
11/21/2025 17:41:05	Saugatuck resident	Strongly support	I'm not a business owner	Great job!
11/21/2025 17:42:34	Saugatuck resident	Strongly support	I'm not a business owner	Great idea. Do it!
11/21/2025 17:42:54	Saugatuck resident	Strongly oppose	I'm not a business owner	If the fire pit is gas- fine. But please, no more wood fire pits adding to air pollution.
11/21/2025 18:12:38	Saugatuck resident	Strongly support	I'm not a business owner	It is a fabulous idea!
11/21/2025 18:17:27		Neutral / Unsure	Neutral / Unsure	
11/21/2025 18:22:42	Saugatuck resident	Neutral / Unsure	I'm not a business owner	
11/21/2025 18:32:21	Saugatuck resident	Strongly support	I'm not a business owner	Does it really need 4 entrances? It's a really small park
11/21/2025 18:49:13	Saugatuck resident	Strongly support	I'm not a business owner	
11/21/2025 18:51:00	Business owner in Saugatuck	Strongly oppose	No, negatively	There is no one here during the winter week days ! Newly issued Urban St. Holiday calendar of events covering Saugatuck area does NOT list the Christmas Parade or Tree Lighting! As of 11/20 the CVB billboard on 196 still has fall ad ! The Shoreline guide distributed up and down the Lakeshore has only 1 advertised business ...Millpond. let's get it together. Once you can bring shoppers here, then you can bring on the warming stations!!
11/21/2025 18:53:03	Township	Strongly support	Yes, positively	If you do it, make sure it puts off good heat. Don't skimp on the fire
11/21/2025 18:54:55	Douglas Resident	Neutral / Unsure	Neutral / Unsure	Less concrete, One designated warming area with preserved green space!
11/21/2025 19:14:36	Saugatuck resident	Somewhat support	I'm not a business owner	Does the Rose Garden Trust permit this? Will Trust be tapped for future costs of maintenance? How much of Rose Garden will be lost to cement/paving and structure?Seems another location would be more appropriate for this
11/21/2025 19:37:01	Saugatuck resident	Strongly oppose	I'm not a business owner	
11/21/2025 19:54:22	Saugatuck resident	Somewhat support	I'm not a business owner	Extending the tourist season is more of interest to the business community .... Interesting to hear what local non-business owners think ... I'm supportive although not a business owner
11/21/2025 20:20:08	Saugatuck resident	Neutral / Unsure	I'm not a business owner	The illustrations look as if you are ruining the rose garden. We have restaurants and shops for warming
11/21/2025 20:23:53	Visitor / non-resident	Somewhat support	I'm not a business owner	I like this idea but the renderings make it look like a lot of plants would be removed. I don't like that as an option. That burst of greenery and color in the summer (&shade) is very welcome on warm summer days. I'd be more supportive if the general park plan didn't change much.
11/21/2025 20:27:55	Saugatuck resident	Strongly support	I'm not a business owner	
11/21/2025 20:42:57	Saugatuck resident	Strongly support	I'm not a business owner	Love this!! Thank you!

Timestamp	Who are you? (select one)	Overall, do you support installing winter warming stations (fire pits) in downtown Saugatuck and Douglas?	If you are a business owner, do you believe warming stations would positively impact your business?	Do you have any additional comments, compliments, or concerns regarding the warming stations?
11/21/2025 20:43:50	Saugatuck resident	Strongly support	Yes, positively	A wonderful idea and hopefully can be funded through grants and sponsorships
11/21/2025 20:47:35	Township	Strongly support		
11/21/2025 20:49:42	Saugatuck resident	Somewhat oppose	I'm not a business owner	Gas fired? $$$$ & wasteful. Warmth of an open fire is illusionary.
11/21/2025 20:57:19	Visitor / non-resident	Strongly support	I'm not a business owner	I live in Holland and the warming station downtown is so nice. It is used all the time and adds a warm touch to our thriving downtown
11/21/2025 21:05:54	Saugatuck resident	Strongly support	I'm not a business owner	Without cost and environmental information, it is too easy to say 'Yes!' More context would be helpful.
11/21/2025 21:06:40	Saugatuck resident	Strongly support	I'm not a business owner	Great idea!
11/21/2025 21:22:45	Saugatuck resident	Somewhat oppose	Neutral / Unsure	I am concern with the stipulations that the Mize family wishes were. I'm concerned about the public leaving the bar then going to the warming station
11/21/2025 21:24:17	Business owner in Saugatuck	Strongly support	Yes, positively	great idea! do it
11/21/2025 21:26:53	Douglas resident	Somewhat support	I'm not a business owner	Love this idea!
11/21/2025 21:34:11	Visitor / non-resident	Strongly oppose	I'm not a business owner	I like the idea but this is too drastic of a change.
11/21/2025 21:43:13	Visitor / non-resident	Strongly support	I'm not a business owner	
11/21/2025 21:44:21	Son of residents	Somewhat support	I'm not a business owner	I don't know how often I'll sit at the warming station but I think it's nice. Moreso, I like the idea of opening up the garden more. Currently feels closed off/non-public
11/21/2025 21:45:01	Saugatuck resident	Strongly support	I'm not a business owner	
11/21/2025 21:45:05	Saugatuck resident	Strongly oppose	I'm not a business owner	No one is going to hang around the rose garden getting warm they will go to a store or restaurant and the design is ugly.
11/21/2025 21:53:00	Saugatuck resident	Strongly support		
11/21/2025 22:18:24	Saugatuck resident	Strongly support	I'm not a business owner	
11/21/2025 22:20:02	Business owner in Saugatuck	Strongly support	Yes, positively	Holland has fire features around the downtown area.They are always enjoyed by my friends and family while shopping.
11/21/2025 22:45:21	Saugatuck resident	Strongly oppose	I'm not a business owner	This is not an identified priority for city financial resources. This Mize Rose Garden is a dedicated and deeded memorial and should remain untouched. A warming station should only be considered as part of a larger downtown streetscape project.
11/21/2025 23:38:19	Saugatuck resident	Somewhat support	Yes, positively	
11/21/2025 23:38:44	Business owner in Saugatuck	Somewhat oppose	Neutral / Unsure	Liability, supervision, people come into shops to get warm!
11/22/2025 0:18:21	Visitor / non-resident	Strongly support	I'm not a business owner	
11/22/2025 0:54:25	Business owner in Saugatuck	Strongly support	Yes, positively	
11/22/2025 1:10:40	Visitor / non-resident	Strongly support	I'm not a business owner	

Timestamp	Who are you? (select one)	Overall, do you support installing winter warming stations (fire pits) in downtown Saugatuck and Douglas?	If you are a business owner, do you believe warming stations would positively impact your business?	Do you have any additional comments, compliments, or concerns regarding the warming stations?
11/22/2025 1:12:10	Business owner in Saugatuck	Strongly support	Yes, positively	
11/22/2025 2:08:12	Saugatuck resident	Somewhat oppose	I'm not a business owner	
11/22/2025 2:10:20	Saugatuck resident	Strongly support		
11/22/2025 2:15:54	Visitor / non-resident	Strongly oppose	I'm not a business owner	As someone who has word downtown for the last 25 years. You need more heads in beds. I would rather see money spent on a winter festival.
11/22/2025 5:34:01	Saugatuck resident	Somewhat support	I'm not a business owner	
11/22/2025 6:12:57	Saugatuck resident	Strongly support		I believe the warming station would be a great addition to the downtown and provide a refresh to a very popular corner of town.
11/22/2025 6:43:38	Saugatuck resident	Somewhat support	I'm not a business owner	
11/22/2025 7:42:24	Business owner in Saugatuck	Strongly support	Yes, positively	Love the idea of the warming station and think the proposed location is wonderful. Question is whether the design is final and consideration will be given to complimenting the current village aesthetic of downtown. Nice work CVB
11/22/2025 7:51:20	Saugatuck resident	Somewhat support	I'm not a business owner	Put it at another park. Leave the garden as is.
11/22/2025 7:52:54	Saugatuck resident	Neutral / Unsure	I'm not a business owner	I've lived here for 2 decades. I marked "neutral" because I think the rose garden is the wrong place, given the paving over of garden growing space that would be required. The village green would be a much better location, for several reasons, including the fact that the rest rooms and playground are right there and there is a lot of room, including space newly created by killing many grand old rhododendrons. Thank you for all you do and for asking.
11/22/2025 8:06:29	Saugatuck resident	Strongly support	I'm not a business owner	Would be nice to see seating with backs but otherwise its a wonderful idea. Will these be gas firepits?
11/22/2025 8:06:33	Saugatuck resident	Strongly support	I'm not a business owner	I think it will add a missing component to make downtown cozy and welcoming in the cold months. Please consider some seating. Look at the Holland version at the corner of 8th and College.
11/22/2025 8:15:06	Business owner in Saugatuck	Strongly support	Yes, positively	
11/22/2025 8:27:40	Saugatuck resident	Strongly support	I'm not a business owner	Great design! A welcoming space in a part of downtown sorely in need of a public space to hang out
11/22/2025 8:30:25	Saugatuck resident	Strongly support		This looks like a great plan and idea.
11/22/2025 8:39:49	Saugatuck resident	Strongly support	I'm not a business owner	
11/22/2025 8:46:47	Saugatuck resident	Strongly support	I'm not a business owner	I think the renderings are beautiful and strongly support the effort.
11/22/2025 8:51:57	Saugatuck resident	Strongly oppose		Inviting to look at, but as a stand alone, it is not a reason to go downtown. As a resident I can't ever imagine I would use it. When I'm outside in the winter, I want to be active to stay warm. Or maybe something original or playful or an interactive art installation?
11/22/2025 8:53:59	Saugatuck resident	Strongly support	I'm not a business owner	Like rectangle fire pits better than round

Timestamp	Who are you? (select one)	Overall, do you support installing winter warming stations (fire pits) in downtown Saugatuck and Douglas?	If you are a business owner, do you believe warming stations would positively impact your business?	Do you have any additional comments, compliments, or concerns regarding the warming stations?
11/22/2025 9:17:43	Saugatuck Township resident	Strongly support	I'm not a business owner	I think it's a great idea! I often see the one downtown Holland utilized.
11/22/2025 9:58:58	Township resident	Strongly oppose	I'm not a business owner	It is a municipal plaza, not a warming station. Cities stopped paving over green spaces long ago because the open plaza with low brick walls, they are in no way classic, because the spaces were never used. It could not be more out of character for our small town. The present rose garden as is fits perfectly with the Victorian aesthetic of the town and offers a more reflective space than a gimmicky " Instagram" spot. If this is how spaces that were made using large specific donations are disposed of a few years later I would expect no future such donations will be made. Can we please stop trying to emulate other towns and cities with projects that are more about an organization trying to stay relevant than an actual attempt to improve the town.
11/22/2025 10:04:10	Saugatuck resident	Strongly oppose	I'm not a business owner	We don't need it. The garden was a gift to the city. Why ruin it with a tacky warming.
11/22/2025 10:12:43	Saugatuck resident	Somewhat support	I'm not a business owner	Warming stations work in Holland because sidewalks are clear.
11/22/2025 10:46:13	Saugatuck resident	Neutral / Unsure		Please preserve as much of the green space of existing rose garden as possible
11/22/2025 11:12:31	Saugatuck resident	Strongly support	Yes, positively	
11/22/2025 11:52:21	Saugatuck resident	Strongly support	I'm not a business owner	The design is excellent.
11/22/2025 12:10:49	Saugatuck resident	Somewhat support	I'm not a business owner	I support the fire pits and warming stations, but would also like to know more about the larger plan. For example, I think 2 warming stations, North and South of Butler gives people different chances at it, maybe one in the public square though I know why the Rose Garden was suggested. Additionally, what is the overall comprehensive plan, put fire in and people will come? It would be great to see a comprehensive plan like hot chocolate trolleys, craft stations for kids, something that really draws people in and can entertain for a bit. The local singing groups, or Christmas Carol players can do small performances. I am suggesting this so they are just not a waystation between bars. ie I wonder if Saugataco could do Mexican hot chocolate, or Base Camp do hot chocolate. I guess what I am suggesting is that we do a better job of doing 1 and done, but think larger and more long term for reputation, economic development and charm of the town.
11/22/2025 12:32:36	Business owner in Saugatuck	Strongly support	Yes, positively	
11/22/2025 12:50:26	Visitor / non-resident	Strongly oppose	I'm not a business owner	It just isn't necessary. Having all of that concrete space just distracts from the quaint feel of the downtown area. This isn't maintaining the character of the downtown. area. I could see something like this in a more metropolitan city or town, but it just doesn't fit Saugatuck and I would hate to see it installed..
11/22/2025 13:39:26	Saugatuck resident	Strongly support	I'm not a business owner	Anything we can do to promote visiting Saugatuck year-round is great. The plan looks clean and nice too.
11/22/2025 15:21:54	Saugatuck resident	Strongly oppose		What a waste of time. This will not bring new people to town - especially when this feature is in a dark park next to a boozy locals bar. No thanks.
11/22/2025 15:40:16	Saugatuck resident	Somewhat support	I'm not a business owner	
11/22/2025 16:32:10	Saugatuck resident	Strongly support	I'm not a business owner	love the idea for both towns and the rose garden is a great location

Timestamp	Who are you? (select one)	Overall, do you support installing winter warming stations (fire pits) in downtown Saugatuck and Douglas?	If you are a business owner, do you believe warming stations would positively impact your business?	Do you have any additional comments, compliments, or concerns regarding the warming stations?
11/22/2025 16:36:09	Saugatuck resident	Strongly support	I'm not a business owner	It is a great idea. With Saugatuck having the social district it will be a nice place to have a drink while waiting for a dinner reservation
11/22/2025 17:42:46	Business owner in Saugatuck	Strongly support	Yes, positively	
11/23/2025 5:25:21	Worker	Somewhat support	Neutral / Unsure	Never heard of a warming station, seems like a cool concept and idea!
11/23/2025 8:53:40	Saugatuck resident	Neutral / Unsure	I'm not a business owner	
11/23/2025 9:58:25	Business owner in Saugatuck	Strongly support	Yes, positively	
11/23/2025 10:24:46	Saugatuck resident	Strongly support	Yes, positively	
11/23/2025 13:12:14	Saugatuck resident	Neutral / Unsure		Any public fire feature needs to be absolutely safe. The new rendering proposed for the rose garden, which replaces vegetation with bricks and cement, may make it look more like an urban plaza or a commercial space rather than a natural garden setting.
11/23/2025 14:17:47	Saugatuck resident	Strongly oppose	I'm not a business owner	I am not sure what marketing identified the need for a warming pit. The designs have a number of draw backs including the low bring fence (great for siting mostly empty containers) the removal of plants and art and increase of maintenance cost.
11/24/2025 2:38:35	Saugatuck resident	Somewhat oppose	I'm not a business owner	The Mize rose garden is there for a reason! This design is very bland and uninteresting. 'there must be a better place to put a warming station if you really want one. this is not the location!!!
11/24/2025 9:19:28	Saugatuck resident	Strongly support	Neutral / Unsure	What about putting one in the puppet park (village square) across from the bathrooms instead?
11/24/2025 9:21:14	South Haven Resident, works in	Strongly support	I'm not a business owner	
11/24/2025 9:21:19	Saugatuck resident	Strongly support	Yes, positively	Would love more winter amenities and events to pull / keep people in town. Holland does a great job of this - would strongly welcome efforts to do the same in Saugatuck
11/24/2025 9:23:22	Business owner in Saugatuck	Strongly support	Yes, positively	
11/24/2025 9:25:47	Work in Douglas/Saugatuck Are	Strongly support	I'm not a business owner	
11/24/2025 9:37:23	Saugatuck resident	Strongly support	Neutral / Unsure	Super excited about these! I dont know that they will necessarily bring people into town but they will definitely add to the winter aesthetic. One step closer to becoming a year round destination!
11/24/2025 9:48:43	Saugatuck resident	Strongly support	I'm not a business owner	I love the idea! Just something to think about - I would suggest building the seating as close as code lets them. If they are too far away you may not feel the heat.
11/24/2025 10:01:07	Business owner in Saugatuck	Strongly support	Yes, positively	
11/24/2025 10:11:12	Business owner in Saugatuck	Strongly support	Yes, positively	
11/24/2025 10:15:15	Saugatuck resident	Strongly support	I'm not a business owner	The brick wall concept is fantastic. Will make the garden appear more accessible and will improve the overall downtown feel

Timestamp	Who are you? (select one)	Overall, do you support installing winter warming stations (fire pits) in downtown Saugatuck and Douglas?	If you are a business owner, do you believe warming stations would positively impact your business?	Do you have any additional comments, compliments, or concerns regarding the warming stations?
11/24/2025 10:38:00	Business owner in Saugatuck	Somewhat oppose	No, negatively	No one comes to a town because they have a warming station. Try planning actual events centered around shopping like downtown Holland does for 4th and 1st quarter. This discussion has been had for years yet you continue to do nothing. Even the Coastal Christmas one was thrown together last minute and not by your employee. It was an employee at Glik's.
11/24/2025 10:59:03	Business owner in Saugatuck	Strongly support	Neutral / Unsure	Great idea! I truly hope the city will support this.
11/24/2025 12:13:59	Saugatuck resident	Strongly support	Yes, positively	The Rose Garden has always seemed cut off because of the fence. This brings it to life!
11/24/2025 12:48:06	Saugatuck resident	Strongly support	I'm not a business owner	Will are be integrated as part of this and we just redid this garden after years of neglect, how will that be considered with this project?
11/24/2025 12:50:20	Saugatuck resident	Strongly support	I'm not a business owner	This is a good example of how to encourage shoppers during the shoulder seasons.
11/24/2025 12:56:19	Business manager in Saugatucl	Strongly support	Yes, positively	
11/24/2025 13:07:29	Business owner in Saugatuck	Strongly support	Yes, positively	
11/24/2025 13:09:34	Business owner in Saugatuck	Strongly support	Yes, positively	Love this
11/24/2025 15:38:20	Saugatuck resident	Strongly support	I'm not a business owner	Update to my original survey. The wrought iron fence looks so pretty, especially decorated for Christmas. If it could be incorporated into the plan that would be great.
11/24/2025 16:52:29	Business owner in Saugatuck	Strongly support	Yes, positively	Love this! Good for the businesses. Good for the residents. Good aesthetically for the space. Happy to be helpful. Terry Walker, Lulu Cadieux.
11/24/2025 17:25:32	Business owner in Saugatuck	Strongly support	Yes, positively	This is great, anything the city can do to bring in winter customers is a vote for us.
11/24/2025 19:59:24	Saugatuck resident	Strongly support	I'm not a business owner	
11/24/2025 23:17:31	Resident and business owners	Strongly support	Yes, positively	I think the tall iron fencing is unwelcoming and should be removed. It would be nice to have the garden to be more welcoming.
11/25/2025 14:10:26	Saugatuck resident	Strongly oppose	I'm not a business owner	I treasure the Rose Garden. This idea isn't really needed and it will damage the peace and serenity of the garden.
11/25/2025 14:21:42	Saugatuck resident	Strongly support	I'm not a business owner	Piped in music would be fun.
11/25/2025 14:47:40	Saugatuck resident	Neutral / Unsure	I'm not a business owner	
11/25/2025 15:57:04	Saugatuck resident	Strongly support	I'm not a business owner	
11/25/2025 17:19:34	Business owner in Saugatuck	Strongly support	Yes, positively	
11/25/2025 21:10:28	Saugatuck resident	Strongly support		
11/25/2025 22:49:41	Saugatuck resident	Somewhat support	Neutral / Unsure	
11/26/2025 10:30:58	Saugatuck resident	Strongly support	I'm not a business owner	

Timestamp	Who are you? (select one)	Overall, do you support installing winter warming stations (fire pits) in downtown Saugatuck and Douglas?	If you are a business owner, do you believe warming stations would positively impact your business?	Do you have any additional comments, compliments, or concerns regarding the warming stations?
11/26/2025 13:28:26	Saugatuck resident	Strongly oppose	I'm not a business owner	Why do you insist we need a 'modern' warming station on in the most congested part of downtown. ?leave the current pRk alone. The designed warming station does not reflect our downtown image. ng station that has nothing in common with our rose garden?You are destroying a peaceful retreat and quiet for dedicated park. The 'modern' design will look out of place. Put it in Coghlin Park or a Water Street park! The business owners need your support. Why not partner with them to find out how to improve their crazy lives! DONE!
11/26/2025 13:57:27	Property Owner	Somewhat support	I'm not a business owner	
11/28/2025 2:59:15	Saugatuck resident	Strongly support	Yes, positively	
11/28/2025 3:18:42	Saugatuck resident	Strongly support	I'm not a business owner	
11/29/2025 11:00:18	Saugatuck resident	Neutral / Unsure	Neutral / Unsure	I am concern what the Mize family intent was for the Rose Garden.
11/30/2025 16:07:08	Business owner in Saugatuck	Strongly support	Neutral / Unsure	ANYTHING to bring more winter guests like neighboring communities do-we miss such a HUGE opportunity to help our businesses in the off season, especially over the holidays
12/1/2025 18:52:51	Part-time resident. Own a secor	Neutral / Unsure	I'm not a business owner	I do not agree with the redesigning of the Victorian Rose Garden. Only a short 25 years ago, Mize donated nearly half a million dollars. The city readily accepted her generous donation with the intent to create a memorial Victorian Rose Garden on a corner of town that needed beautification. Saugatuck was incorporated in 1868 - in the Victorian Era. Many town buildings were built in that era. By definition, Victorian gardens are characterized by bold color, exotic plants, often laid out in formal,symmetrical flowerbeds key features usually include ornate elements like statues and fencing and shaded pathways. I would guess that her intention with her generous donation was not to have it all deconstructed years later with a trendy fire pit and brick sitting wall. How does this design complement a Victorian garden and the character of our downtown? What is so wrong with having a tranquil park where one can seek solace amongst the thousands of tourists that flock to our town? City council and the Parks Commission need to leave the Rose Garden in its' intended serene form. If it ain't broke, don't fix it. Especially when a generous donor expected the city to be a good steward of that donation. City council and the Parks Commission need to consider incorporating the firepit in the future redesigning of the Village Square Park near the empty green space by the Burr Tillstrom statue.
12/5/2025 17:20:34	Business owner in Saugatuck	Strongly support	Yes, positively	
12/8/2025 14:36:55	Douglas resident	Somewhat support	I'm not a business owner	Not this design and not this location
12/9/2025 8:35:27	Business owner in Saugatuck	Somewhat support	Yes, positively	
12/10/2025 10:01:37	I live 10 min from down town.	Somewhat oppose	I'm not a business owner	I was early this week and the only person using the warming station was a homeless man with his buggy. I see the warming station as a smoking station for the bars in the winter and for the homeless. I have seen men pee and puke in the rose garden.

Timestamp	Who are you? (select one)	Overall, do you support installing winter warming stations (fire pits) in downtown Saugatuck and Douglas?	If you are a business owner, do you believe warming stations would positively impact your business?	Do you have any additional comments, compliments, or concerns regarding the warming stations?
12/10/2025 10:06:30	Saugatuck resident	Somewhat oppose	Neutral / Unsure	While your schematic's are lovely, none of the drawings convey roses. Only low maintenance greens are shown. The project will absorb a cost beyond that which is in the general fund to care for the garden in the future. Are those monies being misused to remove the fence etc. Who is to maintain the garden now? I understand, the donor left approximately one hundred thousand for the continued care of the garden. Over the years the city has negleted drawings display roses. The intent of the gift was to establish a rose garden honoring the parents of the donor. Monies were put into the General Fund to maintain the rose garden. Will those monies be absorbed for this redo? Will the outside landscape firm be retained? The donation from the CVB will hardly cover the project. Yesterday, I and a employee passed the warming station in Holland. The only individual warming was a homeless man on a bicycle. The proximity of the Sandbar also invites potential lude activity as the fence is gone. Have consideration been given to these issues. The city failed to address the individual living at the Gazebo all summer. The issue was waited out for the weather to change. No leadership there for sure. While there is some merit in updating the garden there are many other projects that are more pertinent. What about Park street concerns, the easement repairs at the Butler Pantry, the proposed rest room at the south part of town???? While these projects are not sexy, they need to be addressed!
12/15/2025 10:40:14	Saugatuck resident	Strongly support	I'm not a business owner	
12/16/2025 11:44:05	Saugatuck Township resident	Strongly support	Yes, positively	

City Council Agenda Item Report

FROM: Mark Ondersma- Director of Public Works

MEETING DATE: September 14, 2026

SUBJECT: SHNA Trail Remediation, Habitat Restoration, and Signage

DESCRIPTION:

The City has been working with Outdoor Discovery Center Conservation Services to complete a Trail Assessment Report and develop recommendations for the 173-acre Saugatuck Harbor Nature Area. Staff are seeking approval to move forward with the recommended trail remediation, habitat restoration, signage and wayfinding improvements, and establishment maintenance. The proposed work will focus on closing and remediating informal and redundant trails; restoring closed trail areas using the recommended hybrid approach of native seed and targeted native plantings; improving visitor orientation and education through a comprehensive signage and wayfinding program; and providing first-year establishment maintenance to support the successful restoration of the site. This aligns with the Saugatuck Harbor Natural Area Master Plan and City Council's FY 26/27 priorities to update signage and wayfinding and continue invasive species treatment.

BUDGET ACTION REQUIRED:

Approval of the following project components:

- Trail Remediation (Closures & Improvements): $31,050
- Habitat Restoration- Hybrid Approach: $25,750
- Signage & Wayfinding Program (Design & Fabrication): $16,500
- Establishment Maintenance: $5,000

Total Project Cost: $78,300

The spendable balance of the SHNA Endowment Fund is currently $221,957.69. Of this amount, $20,000 was budgeted for the current invasive species management efforts at SHNA. A budget amendment will be necessary to account for the additional project expenses, along with the corresponding offsetting revenue from the endowment fund.

COMMITTEE/COMMISSION REVIEW:
Land Conservancy of West Michigan has approved the plan & will be involved with the signage project.

Parks & Public Works Committee has reviewed & recommended approval of the proposal from the ODC.

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Motion to approve the ODC Network proposal for the Saugatuck Harbor Natural Area, including Trail Remediation, Habitat Restoration- Hybrid Approach, Signage & Wayfinding Program (Design & Fabrication), and Establishment Maintenance, in an amount not to exceed $78,300, with project costs to be reimbursed from the Saugatuck Harbor Natural Area Endowment Fund.

Trail Assessment Report



Property Under Review: Saugatuck Harbor Natural Area

Location: Oval Dr, Saugatuck, MI 49453

Prepared for: City of Saugatuck

Prepared by: ODC Network (ODC Conservation Services)

Contact Information:

Project Background
The ODC Conservation Services team conducted a trail assessment of parcel #'s: 57-004-008-00, 57-004-010-00, and 57-004-008-10, located on Oval Dr in Saugatuck, MI. The site consists of a coastal dune and interdunal wetland complex characteristic of the Lake Michigan shoreline, supporting a mosaic of sensitive plant communities and dynamic dune processes.

This assessment evaluates existing informal and established trail conditions and provides recommendations related to trail alignment, decommissioning of redundant routes, wayfinding improvements, and opportunities for interpretive signage. No construction-level design or engineering is included as part of this phase of work.

Field assessment was conducted between **April and May of 2026**. The methodology consisted of a comprehensive pedestrian survey of accessible trail corridors across the property, with field observations documented on-site and reviewed in conjunction with available aerial imagery and GIS base layers. Key assessment priorities included:

- Identification of an optimal trail footprint with emphasis on protection of sensitive ecological communities
- Identification of informal, redundant, or unsustainable trails recommended for decommissioning
- Recommendations for improved wayfinding and visitor circulation
- Identification of key natural features suitable for interpretive signage and educational programming

Executive Summary
The existing trail system requires targeted modifications to reduce impacts to sensitive ecological communities while improving overall circulation, safety, and visitor experience. Based on our assessment, the system could be consolidated into a single primary loop without the need for substantial new infrastructure investments, allowing the site to function more sustainably while still accommodating public access needs and showcasing the unique ecology of the site.

A refined trail alignment would help concentrate use within more resilient and established corridors, reducing fragmentation and minimizing disturbance to interdunal wetlands, open dune habitats, and adjacent upland communities. These systems support a high diversity of plant and wildlife species, many of which are sensitive to compaction, repeated off-trail disturbance, and informal path creation. By guiding users more intentionally through the landscape, the redesign would help balance ecological protection with recreational and educational access.

In addition to ecological benefits, the revised layout provides an opportunity to elevate the interpretive value of the site. Key natural features including dune succession gradients, wetland transition zones, and associated native plant communities could be highlighted through strategic trail placement and potential interpretive elements. In coordination with the ecological evaluation scheduled for completion in September 2026, these improvements could support expanded educational programming, including field-based learning opportunities and culturally informed interpretation where applicable.

Clear access definition, improved wayfinding, and reduced trail redundancy would also play a critical role in minimizing user confusion and limiting off-trail disturbance. This would help protect sensitive vegetation communities, reduce maintenance needs over time, and improve long-term resilience of the trail system.

The proposed approach supports a phased, low-impact implementation strategy that can be aligned with ongoing site management goals and stakeholder input. By prioritizing consolidation and clarity over expansion, the project emphasizes ecological integrity, long-term sustainability, and a more intentional visitor experience rooted in the unique characteristics of the landscape.

Current Trail Network
The current trail network (see Appendix A) consists of a broad and poorly delineated system of informal and formalized pathways. Several trails terminate without clear destinations or interpretive value, while others are in degraded or unsafe condition due to erosion, overhanging vegetation, limited maintenance, or repeated off-trail use.

The lack of consistent wayfinding and defined circulation patterns contributes to user confusion and encourages the creation of informal social trails, further fragmenting sensitive ecological areas. In several locations, multiple parallel routes have developed, resulting in unnecessary habitat disturbance and increased edge effects within adjacent plant communities.

Overall, the existing network does not clearly guide users through the site's key ecological features, nor does it effectively concentrate use within appropriate corridors. This contributes to both reduced visitor experience quality and increased pressure on sensitive habitats, particularly in interdunal wetland and transitional zones.

The accompanying map in Appendix A illustrates the current trail network in its existing condition, highlighting redundant segments, unclear junctions, and areas where trail proliferation has resulted in ecological and safety concerns.



Figure 1. Photo showing parallel trail networks causing unnecessary soil disturbance.

Trail Recommendations

We recommend simplifying the overall trail layout to improve ecological protection, user experience, and long-term manageability of the site (see Appendix B). Based on field surveys and observed use patterns, several lesser-used or redundant paths should be closed and restored to reduce unnecessary disturbance to sensitive ecological areas and prevent encroachment on private property.

Consolidating the system into a more defined primary loop will help focus visitor use within more resilient corridors while reducing fragmentation of interdunal wetlands, open dune habitat, and transitional plant communities. This approach also reduces the proliferation of informal social trails, which are currently expanding pressure into areas not intended for recreation or foot traffic.

Trail closures should be paired with clear physical and visual cues such as signage, small barriers, or natural material blocking and followed by passive restoration using native seed and plantings appropriate to each impacted community type. Over time, this will help reestablish vegetation, stabilize soils, and discourage reuse of closed segments.

In addition, redefined access points and improved wayfinding are recommended to guide users onto the primary loop and reduce confusion at trail junctions. This will support safer circulation patterns while also enhancing the interpretive value of the site by directing visitors toward key ecological features rather than dispersed or fragmented routes.

The accompanying map in Appendix B identifies recommended closures, proposed restoration areas, and the simplified primary trail alignment, providing a clear framework for phased implementation.



Figure 2. Photo showing a stretch of the simplified single loop trail concept.

Trail Wayfinding & Interpretive Signage
A clear and consistent wayfinding system is recommended to support navigation throughout the simplified trail network and to reduce the development of informal social trails. Signage should be strategically placed at key decision points, including trailheads, junctions, and transitions between major habitat types, to reinforce the primary loop and improve overall user orientation within the site (see Appendix C).

Given the ecological diversity of the area, including interdunal wetland, Great Lakes marsh, and open dune systems; interpretive signage represents a strong opportunity to enhance visitor understanding of site ecology and sensitivity. These systems can be used to communicate key concepts such as hydrologic connectivity, dune dynamics, and vegetation succession, while also reinforcing the importance of staying on designated trails and not disturbing sensitive plants.

While signage design and production is not included as part of this assessment, the recommended framework identifies key locations and interpretive themes where future signage would be most effective. Our team, or a qualified partner, can support subsequent phases of signage development and design if desired.

Wayfinding elements should remain clear, durable, and context-sensitive, using a consistent design approach that is appropriate for a natural setting. A simple hierarchy of information is recommended, prioritizing navigation at primary junctions and more interpretive content at key ecological focal points.

Interpretive messaging should focus on helping visitors understand the distinct ecological functions of the site's major communities, including the water storage and biodiversity value of interdunal wetlands, the dynamic and disturbance-driven nature of open dunes, and the productivity and habitat complexity of Great Lakes marsh systems.

The accompanying map outlined in Appendix C identifies recommended signage locations and interpretive nodes aligned with the proposed trail consolidation, providing a framework for future design and implementation.



Figure 3. Photo showing recommended placement for a trailhead kiosk to direct foot traffic off the beach and avoid the private residence. See Appendix C for relative location on the property, and F for reference images.

Appendix A: Current Trail Layout



Figure 1: *GPS-derived layout of the current trail system based on site walkthrough conducted in April 2026. The existing network includes several redundant or informal trail segments that do not appear to receive consistent or sustained use. These areas are identified to help inform recommendations for consolidation, closure, and restoration, particularly where trail proliferation intersects with sensitive ecological communities.*

Appendix B: Recommended Trail Layout



Figure 2: *Recommended trail footprint showing the proposed simplified trail alignment and primary loop configuration, along with identified trail segments recommended for decommissioning. Decommissioned routes are intended to reduce habitat fragmentation and limit disturbance to sensitive ecological communities, while concentrating use within a clearly defined and more sustainable circulation network.*

Appendix C: Recommended Interpretive Signage Locations

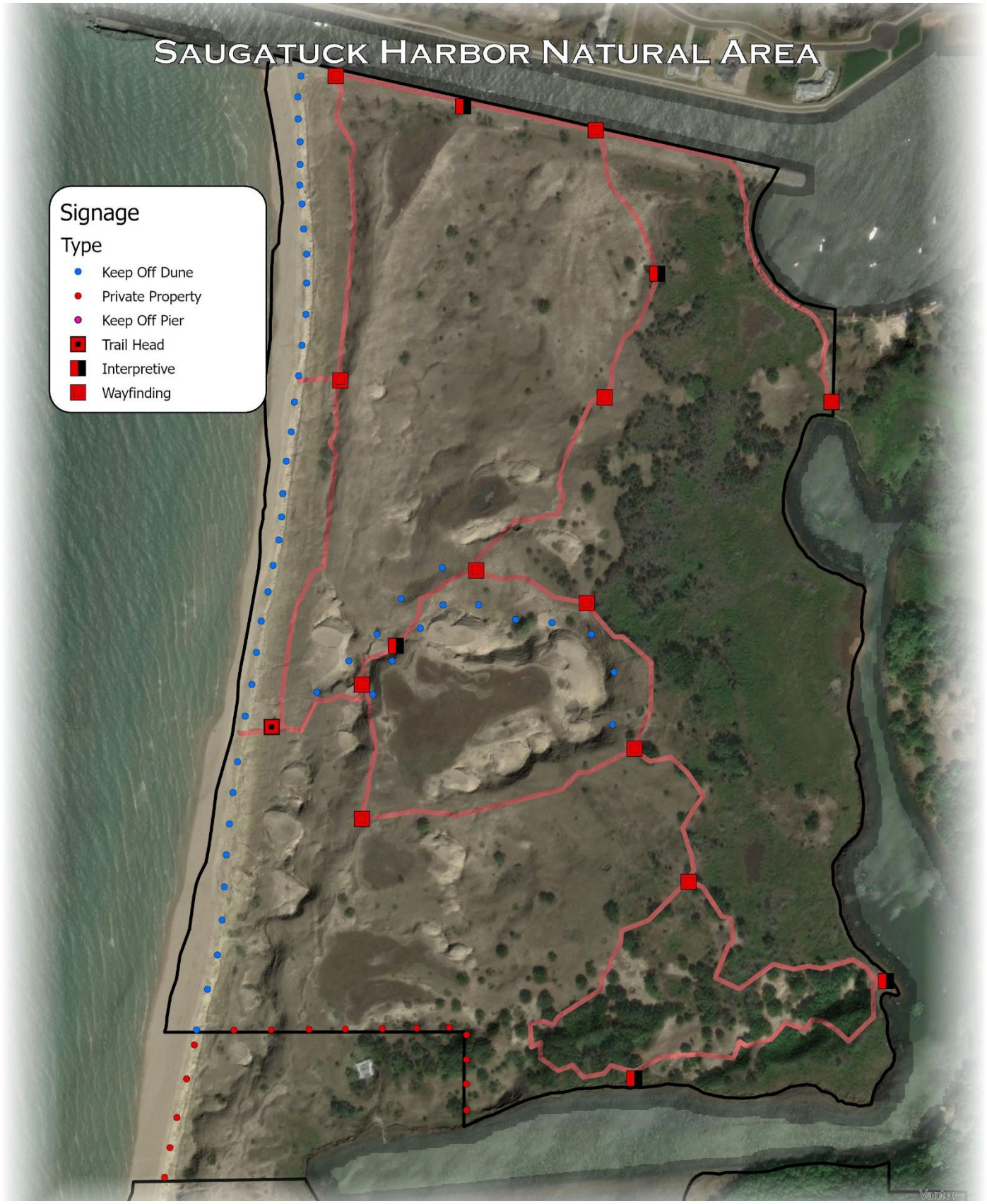
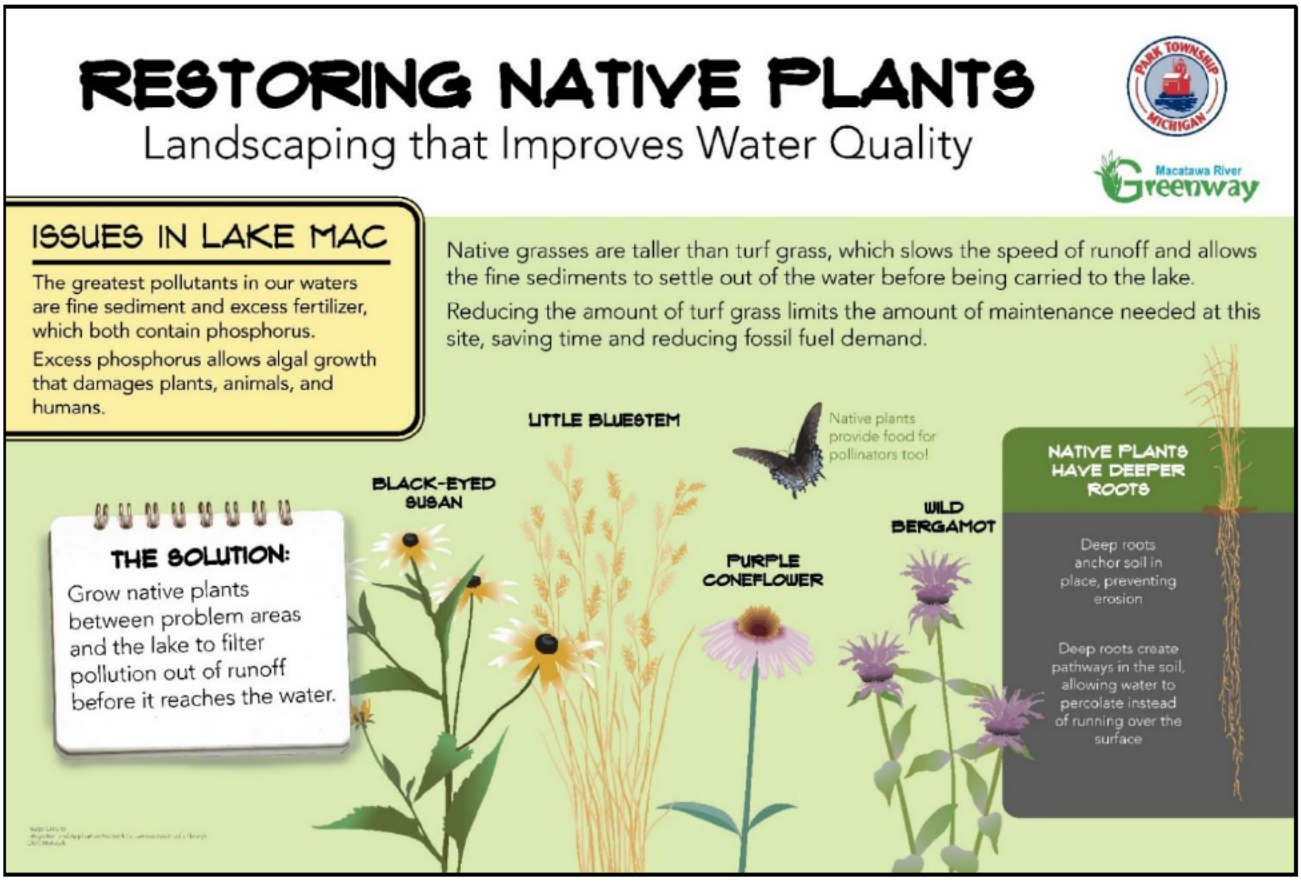


Figure 3: *Proposed interpretive signage locations including commands to help maintain safety and prevent disturbance of sensitive ecological communities.*

Appendix D: Interpretive Signage Examples Produced by ODC





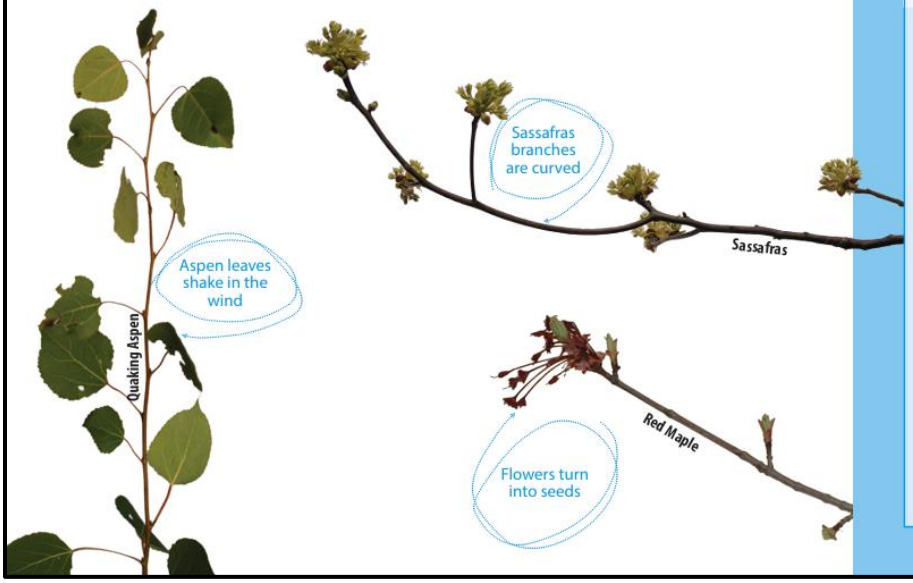
Deciduous Trees

Outdoor Discovery Center

Deciduous trees may lose their leaves when conditions are unfavorable.

In Michigan, deciduous trees lose their leaves in Autumn, in preparation for lower light and drier conditions of Winter.

Most of our deciduous trees in Michigan are also flowering trees. Many of those trees have small flowers and bloom in early Spring, before leafing out again.



Deciduous Tree Area Sponsored by:

Community Foundation of the Holland/Zeeland Area

Sensory Experiences

Look at the branches of the trees along this portion of the trail. Notice the leaves may be directly across from one another or in a zig zag pattern along the branch.

Smell a sassafras leaf or freshly broken twig.

Listen for the rustling leaves of the aspen trees along this portion of the trail.

Touch the bark and the leaves of the trees along this stretch of trail. Leaves may have a unique edge or texture.

Managing Habitat with Fire

Outdoor Discovery Center

Fire returns nutrients to the soil and helps remove invasive plants.

Non-native and invasive plant species do not provide food for wildlife. Removing the plants that are not supposed to be here helps us maintain high-quality habitat for wild animals.

Native plant species are tolerant of burning. Controlled burning lowers the danger of wild fires and promotes quality, native habitat.



When conditions are appropriate, the ODC conducts a controlled burn in the spring. We contract with PlantWise, a native habitat restoration company.

Did you know?

Fire = Faster Growth

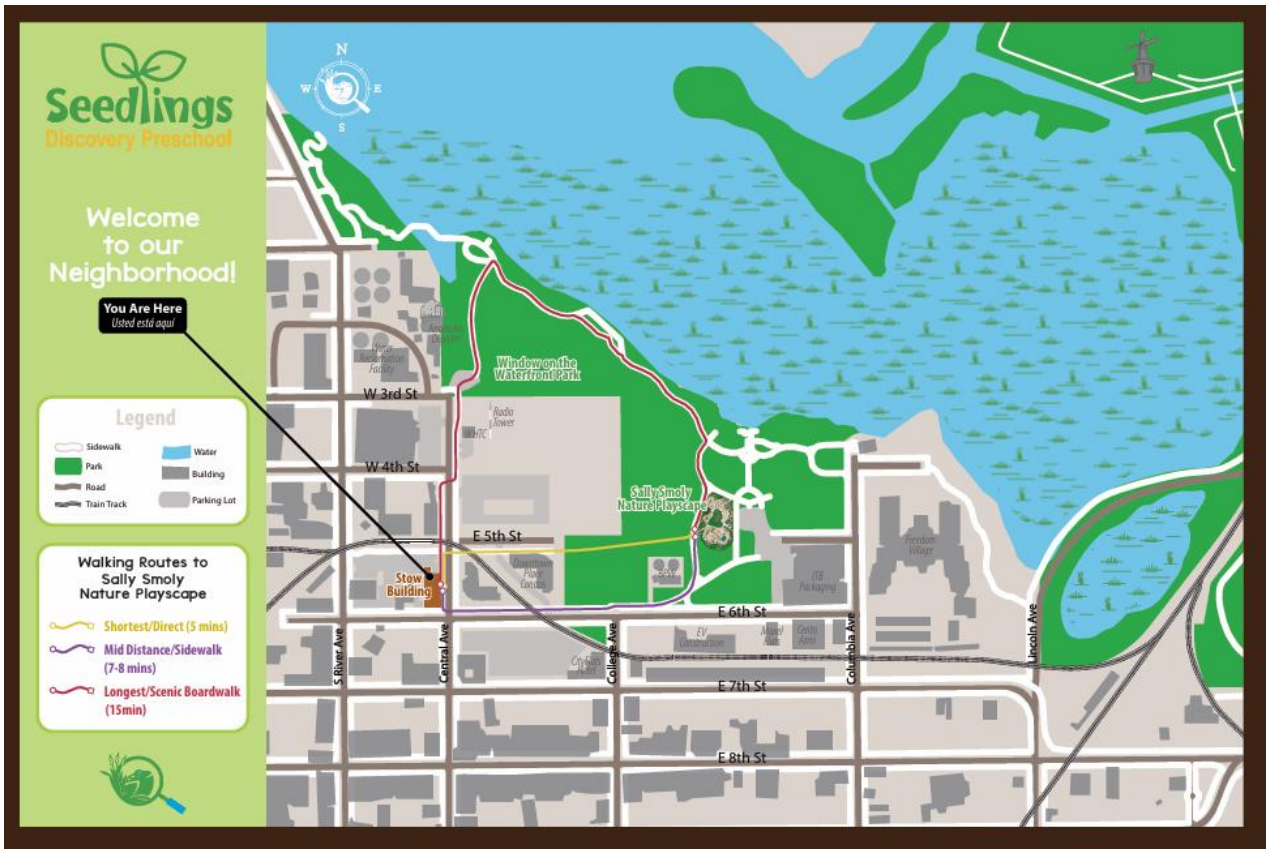
Removing the dead plant stems allows the sunlight to reach the soil. The black earth left behind after the fire absorbs sunlight and heats up quickly.

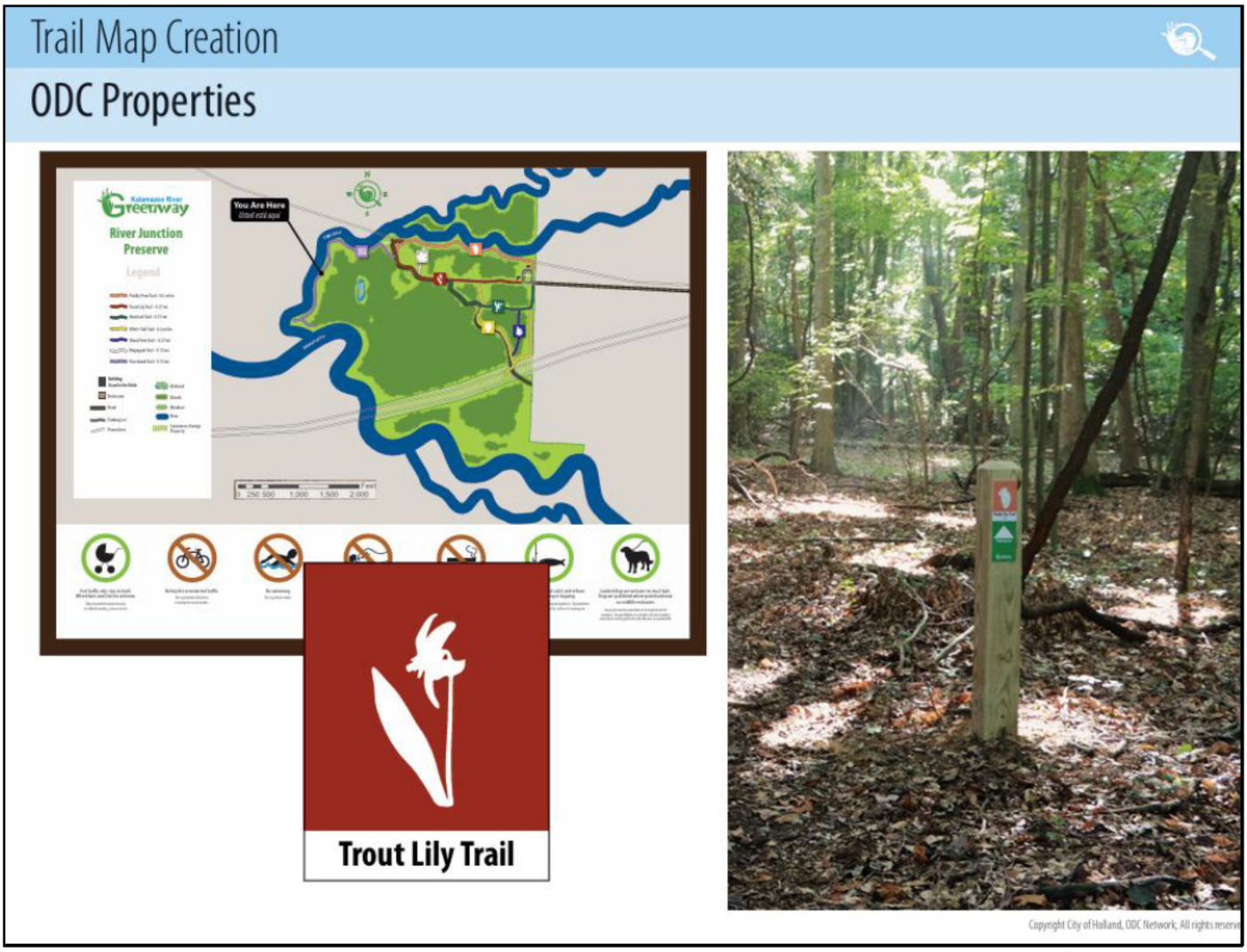
Native warm season grasses and wildflowers germinate faster and grow better in the warm soil.

Appendix E: Examples of Trail Wayfinding Signage Produced by ODC




Outdoor Discovery Center
Legend Leyenda
Sensory Trail • 0.6 miles
Art Trail • 0.2 mi
Kestrel Trail • 0.3 mi
Sumac Trail • 0.2 mi
Ironweed Trail • 0.3 mi
Wintergreen Trail • 0.7 mi
SassafrasTrail • 0.3 mi
Tupelo Trail • 0.4 mi
Dragonfly Trail • 0.3 mi
Restroom
Pond
Wetland
Nature Play Areas
Woods
Meadow
Boardwalks
Road or Parking Lot
Open to the Public during listed hours unless being used for programs
Closed to the Public with the exception of special programs or events
outdoordiscovery.org
143rd Avenue
142nd Avenue
You Are Here
Usted está aquí
Fillmore Discovery Park
Fishing Pond
Spoelhof Outdoor Classroom
Cultural History Trail
VanDam Outdoor Classroom
Kuipers Archery Education Facility
Remnant Dune
Bradford Cultural History Classroom
Zwier Remnant Prairie
CEMEX Wetland
De Witt Birds of Prey Center
Eldean Family Nature Play Park
Visitors Center
Trailhead
Founders Hall
Foot traffic only; stay on trails. Wheelchairs and strollers welcome.
No bicycles or motorized traffic.
No swimming.
Do not pick plants without permission. Do not remove or collect wildlife. Do not harass captive wildlife.
No smoking.
Fishing allowed only at catch-and-release ponds. No hunting or trapping.
Leashed dogs are welcome on most trails. Dogs are prohibited where posted and near our wildlife enclosures.


Seedlings
Discovery Preschool
Welcome to our Neighborhood!
You Are Here
Usted está aquí
Legend
Sidewalk
Park
Road
Train Track
Water
Building
Parking Lot
Walking Routes to Sally Smoly Nature Playscape
Shortest/Direct (5 mins)
Mid Distance/Sidewalk (7-8 mins)
Longest/Scenic Boardwalk (15min)
Window on the Waterfront Park
Sally Smoly Nature Playscape
Stow Building
W 3rd St
W 4th St
E 5th St
E 6th St
E 7th St
E 8th St
S River Ave
Central Ave
College Ave
Columbia Ave
Lincoln Ave



Note: These examples of interpretive signage concepts were developed by ODC and are provided for conceptual reference only. They are intended to illustrate potential styles, layouts, and integration within a natural landscape setting. Final signage design is not included within the scope of this assessment; however, interpretive signage could be developed in the future through coordination with ODC or another qualified design partner to highlight the site's unique dune ecology and associated ecological communities.

For custom signage design and production support, please contact our Creative Director, Dylana Eisaman (

Appendix F: Reference Images of Trailhead Kiosk





PROPOSAL FOR CONSERVATION SERVICES

This proposal was created for:

City of Saugatuck - Saugatuck Harbor Natural Area
Oval Dr, Saugatuck, MI 49453

General Background and Scope of Work:

The purpose of this proposal is to address trail management and ecological restoration opportunities within the 173-acre Saugatuck Harbor Natural Area. The site is experiencing pressure from informal trail development and associated impacts to sensitive dune and interdunal wetland plant communities. Based on findings from the Trail Assessment Report, ODC Network recommends a focused approach that prioritizes trail system remediation, ecological restoration, visitor experience improvements, and long-term site resilience. The following scope outlines recommended work for 2026 and 2027:

1. **Trail Remediation (Closures & Improvements)**
    - Based on the Trail Assessment Report, we will implement targeted trail remediation measures, including:
        - Closure of designated informal and redundant trail segments. This includes installation of natural deterrments available on site (downed logs, brush, and other natural materials), and small keep out signs to discourage re-entry
        - Coordination of field layout to confirm closure extents and sensitive habitat buffers
    - The scope focuses on consolidating user activity into the existing primary trail loop while reducing fragmentation and protecting sensitive ecological areas.

2. **Habitat Restoration of Closed Trail Sections**
    - On sections of closed trail (~20,000 ft), we are available to seed and/or plant native plant material to restore these sections and prevent discouragement of continued usage.
    - **Option 1 – Native Plugs**
        - High-establishment, high-visibility restoration approach
        - Immediate vegetative structure for reinforcing closure areas
        - Species may include marram grass, puccoon, prairie sand reed, sand coreopsis, spotted bee balm, and other regionally-appropriate native species
        - Installed at approximately 18” spacing (~10,000 plugs total)
    - **Option 2 – Native Seed Only**
        - Lower-cost approach
        - Longer establishment timeline
        - Less immediate visual deterrence compared to plugs
        - Suitable for broader, lower-priority restoration zones
    - **Option 3 – Hybrid Approach (Recommended)**
        - Combination of native seeding with targeted plug installation
        - Approximately 3,500 plugs placed in high-visibility or high-use pressure areas
        - Seed applied across remaining restoration zones
        - Balanced approach between cost, establishment speed, and ecological performance

3. **Signage & Wayfinding Program (Design & Fabrication)**
    - ODC Network's Creative Team will develop a cohesive signage package that improves visitor orientation, protects sensitive habitats, and enhances interpretation of the site's unique ecological communities.
    - The proposed signage package includes:
        - **Welcome Kiosk and Map Development (x1)**
            - Two 24x36” signs on kiosk or upright board
            - Outlines welcome/rules and trail map

        - Creates a visual starting point for a visitor's park experience
        - See Appendix B for example
    - **Interpretive Signs (x5)**
        - Topics for each ecological community: Open Dunes, Great Lakes Marsh, Interdunal Wetland, Mesic Northern Forest, and Native Plant Benefits
        - 18x24" panels on angled post
        - See Appendix B for Example
    - **"You Are Here" Map Signs (x6)**
        - Includes rules or other policy/wayfinding information
        - 18x24" panels on angled post
    - **Boundary Sings (x50)**
        - Keep Off Dune, Private Property, Keep Off Pier
- This scope includes signage planning, interpretive content development, trail map development, graphic design, up to three (3) rounds of design and content revisions, and fabrication, procurement, and delivery of signage components. Additional revisions requested following the included three rounds, or changes to the approved scope, content, dimensions, or overall design direction, may be treated as additional work and billed separately.

4. **Signage Installation (Optional Add-On)**
    - ODC Network can also provide complete field installation of all proposed signage. Installation includes:
        - Field verification of sign locations
        - Installation of trailhead kiosk
        - Installation of interpretive, wayfinding, and boundary sign posts
        - Final alignment and mounting of all sign panels

5. **Establishment Maintenance (Optional Add-On)**
    - ODC Network can provide post-installation establishment support to ensure long-term success of restoration areas. This includes:
        - First-year vegetation establishment monitoring
        - Spot reseeding or planting adjustments as needed
        - Invasive species spot control within restoration zones
        - Seasonal site visits for adaptive management
    - This scope is recommended to improve long-term restoration success and reduce re-establishment of informal trails.

Project Timeline:

- Signage design & fabrication: ongoing between Summer 2026 – Spring 2027
- Trail remediation: ongoing between Fall 2026 - Summer 2027
- Habitat restoration: Spring 2027 (weather and soil conditions dependent)
- Establishment maintenance: Ongoing throughout 2027 following installation (optional add-on)
- Invasive species management: Ongoing outside of this scope

Project Budget:

Line Item	Budget	Installation Date	Billing Date
Trail Remediation (Closures & Improvements)	$31,050	Ongoing	Spring 2027
Habitat Restoration – Native Plugs (Option 1)	$50,000	Spring 2027	Spring 2027
Habitat Restoration – Native Seeding (Option 2)	$8,250	Spring 2027	Spring 2027
Habitat Restoration – Hybrid Approach (Option 3)	$25,750	Spring 2027	Spring 2027
Signage & Wayfinding Program (Design and Fabrication)	$16,500	Ongoing	Spring 2027
Signage Installation (Optional Add-On)	$25,500	Summer 2027	Summer 2027
Establishment Maintenance (Optional Add-On)	$5,000	Ongoing in 2027	Summer 2027

Total project cost will be determined based on selected restoration and signage options. All selections above $10,000 will require a 50% deposit at the start of the project.

Note: *This proposal accounts for pricing of all labor, materials, and equipment necessary in order to perform the outlined work plan. If additional work is required beyond the scope of this proposal, we will provide written notification and pricing will be determined on a time and materials basis.*

Project Delivery: ODC Network may utilize qualified subcontractors or specialty vendors for select components of the project, including fabrication or installation of specialty signage and trailhead kiosks, as appropriate. ODC Network will remain the primary point of contact and will oversee all project coordination, scheduling, and quality assurance.

Exclusions: This proposal does not account for:

- New construction of additional trail systems or redesign of the existing primary loop
- Invasive species management outside of restoration or closure areas.
- Long-term maintenance beyond the establishment period unless included as a separate scope.
- Ongoing maintenance, cleaning, refinishing, or replacement of signage, kiosks, posts, or hardware following installation.
- Damage to signage or trail infrastructure resulting from vandalism, weather events, flooding, erosion, fallen trees, or other causes beyond ODC Network's control.
- Utility locating, surveying, engineering, or permitting not specifically identified within this proposal.
- Future revisions to interpretive content or graphic design after final approval.

INITIAL_____

Qualifications:
ODC Conservation Services is staffed by highly qualified conservation professionals with extensive experience in invasive species management, habitat assessment, and ecological restoration.

- ODC Network (and its subsidiaries) is a fully insured 501c3 and carries an extensive liability policy to conduct habitat improvement services in Michigan.
- State licensed herbicide applicators with certifications in Forest Pest, Right-of-Way, and Aquatic pesticide application.
- Manage 2,500+ acres of natural area annually across Michigan.
- Combined 30+ years' experience in invasive species management.
- Successfully restored over 250 acres of native prairie habitat.
- Experienced consultants in invasive species management, wetland delineation, habitat assessment, and ecological restoration.
- Experience overseeing prescribed burns on approximately 10-100 acres of natural area annually through qualified subcontractors, including coordination, planning, and post-burn evaluation.
- Experience designing, installing, and maintaining native gardens/landscape beds.
- Proficient in identification of native and non-native Michigan flora and fauna.
- Experienced GIS professionals.

We appreciate the opportunity to submit this proposal. We look forward to discussing the opportunity further with you. Please do not hesitate to ask questions or clarifications. If you choose to accept this proposal, please sign and return a copy.

Tanner Bricker, Conservation Services Director
ODC Network

If you wish to accept this proposal, please initial each page, as well as sign and date below:

_____ _____
Signature of Authorized Property Owner/Manager Date

INITIAL_____

City Council Agenda Item Report

FROM: Mark Ondersma- Director of Public Works

MEETING DATE: September 14, 2026

SUBJECT: AED Placement at Mt. Baldhead

DESCRIPTION:
The Saugatuck-Douglas HeartSafe Initiative has requested approval to install a publicly accessible AED at the base of Mt. Baldhead. The proposed AED would be housed in an outdoor Aivia cabinet and available to the public 24 hours a day.

The Saugatuck-Douglas HeartSafe Initiative will be responsible for the installation, inspections, monitoring, battery and pad replacement, and long-term maintenance of the AED. The City will be responsible for the monthly electrical cost associated with operating the unit, estimated at approximately $5 per month.

Due to the high volume of residents and visitors using Mt. Baldhead stairs and surrounding area, staff support the placement of an AED at this location on the side of the restrooms facing the steps up to Mt. Baldhead as an additional public safety resource.

BUDGET ACTION REQUIRED:
N/A

COMMITTEE/COMMISSION REVIEW:
Parks & Public Works Committee reviewed the plan and recommended the plan & location.

LEGAL REVIEW:
Legal has reviewed the partnership agreement and is comfortable with it.

SAMPLE MOTION:
Motion to approve the placement of a publicly accessible AED at the base of Mt. Baldhead on the restrooms in partnership with the Saugatuck-Douglas HeartSafe Initiative.

Strategic Public-Access AED Deployment Plan

Proposed Deployment Plan, Approved Installations & Future Expansion Opportunities

Metric	Count	Status Category
Approved Projects	2	Approved Installation
Phase 1 Locations	7	Proposed Deployment
Phase 2 Opportunities	9	Future Expansion
Phase 3 Opportunities	5	Residential Expansion
Phase 4 Partnerships	5	Partnership Opportunity

Visual Guide	Meaning
Green	Approved installation or project currently moving forward
Blue	Proposed deployment location or priority
Red	Future expansion opportunity
Gold / Purple	Residential and institutional partnership opportunities

Strategic Objective:	Build a coordinated public-access AED network supporting residents, visitors, recreation areas, waterfront parks, public events, businesses, tourism corridors, residential communities, and institutional partners while improving rapid access to lifesaving defibrillation throughout the greater Saugatuck-Douglas coastal region.

Approved Installation Projects

Location	Status	Strategic Benefit
48 W. Center Street - Douglas	Construction in Progress	Downtown coverage, pedestrian activity, tourism corridor
Root Beer Barrel / Woosah Art & Coffee Area	Site Planning in Progress	Tourism, pedestrian traffic, public visibility

Phase 1 - Proposed AED Deployment Locations

Location	Strategic Benefit
Wicks Park - Saugatuck	Waterfront events, recreation, tourism
Butler Street Playground / Public Restroom Area	Family activity, pedestrian corridor
Saugatuck Information Center	Tourism hub, downtown coverage
Mount Baldhead - Base	High-exertion area, delayed EMS
Mount Baldhead - Top	Remote trail access
Coghlin Park	Festivals, marina activity
Dunes View Kwik Shop / Blue Star Highway Corridor	Highway corridor, public access

Phase 2 - Recreation, Tourism, Waterfront & Regional Park Expansion

Clearbrook Golf Course - 3 AED Deployment Concept

AED Deployment Point	Coverage Area
Clubhouse / Restaurant	Primary gathering area
Front 9 Exterior AED Location	Coverage of front nine holes
Back 9 Exterior AED Location	Coverage of back nine holes

Location	Strategic Benefit
Sergeant Marina, 31 Butler St.	Boating activity, waterfront tourism, pedestrian access
Singapore Yacht Club, 48 Water St.	Waterfront recreation, boating activity, tourism
Harbor Natural Area Trailhead	Remote trails, delayed EMS
Clearbrook Golf Course (3 AED Locations)	High visitor volume, recreation, outdoor activity
Pier Cove Park, 2290 Lakeshore Dr., Fennville	Beach access, waterfront recreation, seasonal visitors
West Side County Park, 2152 Lakeshore Dr., Fennville	Public park access, beach activity, regional visitors
Shore Acres Township Park, 6602 138th Ave., Holland	Public recreation, shoreline access, seasonal visitors
Saugatuck Dunes State Park, 6575 138th Ave., Holland	Large park area, trails, beach access, delayed EMS
Laketown Beach, 6710 142nd Ave., Holland	Beach access, high-exertion stairs, seasonal tourism

Phase 3 - Residential Community AED Expansion Opportunities

Future Expansion Location	Strategic Benefit
Gated Communities (Locations to be Determined)	Large resident populations, delayed EMS access within private developments
Manufactured Housing / Mobile Home Communities (Locations to be Determined)	Higher-density residential areas, aging populations, community gathering spaces
Homeowners Associations (HOAs) (Locations to be Determined)	Community centers, clubhouses, pools, and recreational facilities
Condominium Associations (Locations to be Determined)	Concentrated residential populations and shared amenities
Senior Living & Retirement Communities (Locations to be Determined)	Elevated cardiac risk population, community gathering areas

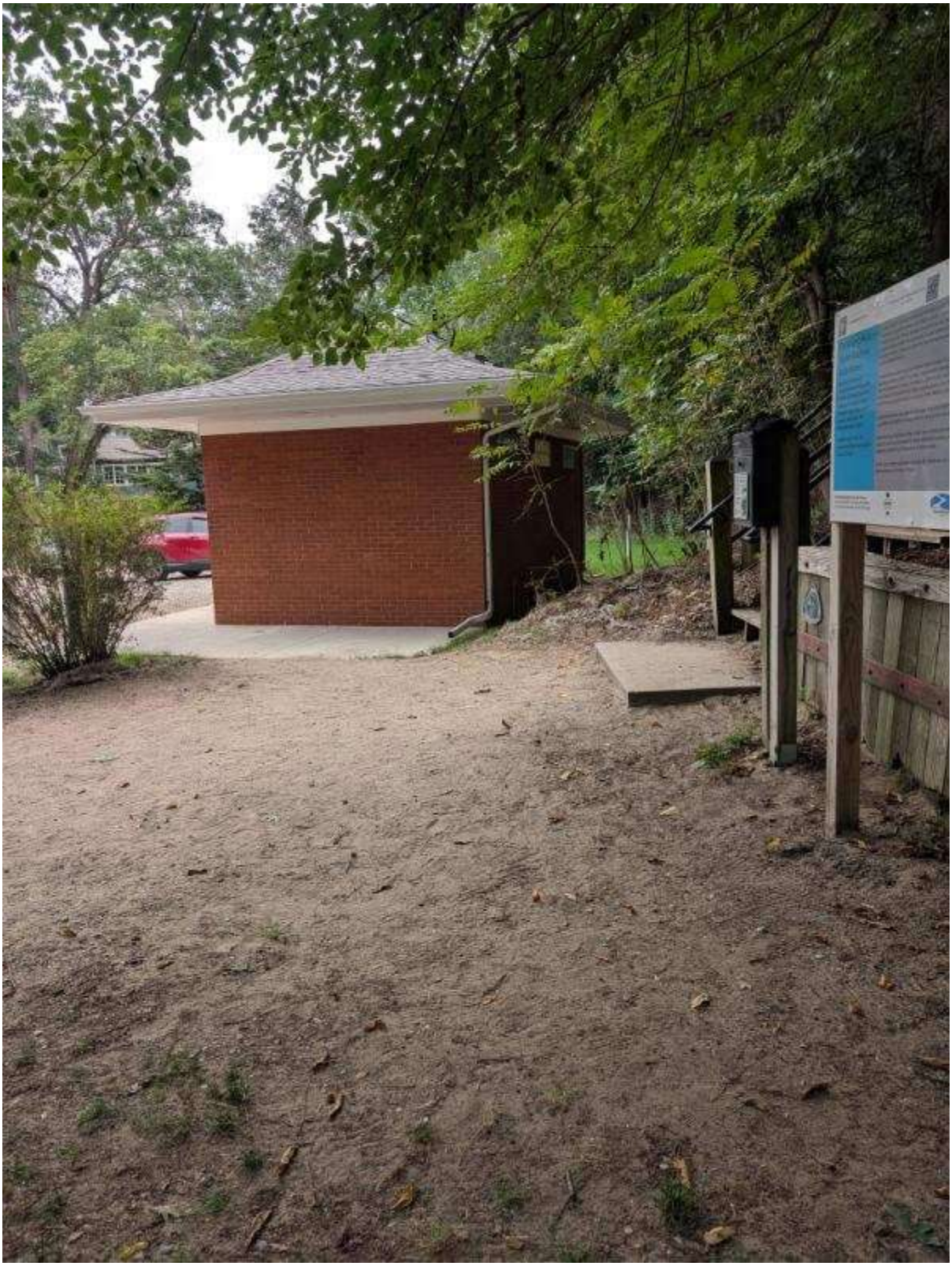
Residential Strategy:	Develop partnerships with residential communities to expand AED access near clubhouses, common areas, recreational amenities, and areas where larger numbers of residents gather.

Phase 4 - School & Community Institution Partnerships

Future Partnership Opportunity	Strategic Benefit
Saugatuck Public Schools (Michigan HEARTSafe School)	AED inventory coordination, PulsePoint registration verification, CPR/AED awareness
Faith-Based Organizations	Community gathering locations, public events, volunteer engagement
Community Centers	High public utilization, recreation programs, community events
Private Educational Facilities	Student, staff, and visitor safety
Nonprofit & Civic Organizations	Community outreach and emergency preparedness partnerships

Partnership Note:	Saugatuck Public Schools is a recognized Michigan HEARTSafe School and maintains AEDs throughout the school district. Future collaboration efforts will focus on AED inventory coordination, PulsePoint registration verification, CPR/AED education, and community preparedness initiatives.

Project Status Summary: 2 Approved Installation Projects | 7 Phase 1 Proposed Locations | 9 Phase 2 Recreation, Tourism, Waterfront & Regional Park Opportunities | 5 Phase 3 Residential Community Opportunities | 5 Phase 4 School & Community Institution Partnerships





SAUGATUCK–DOUGLAS HEARTSafe COMMUNITY

Public-Access AED Partnership Agreement

Tri-Community AED Deployment Initiative

Document	Public-Access AED Partnership Agreement
Version	1.0
Revision Date	June 2026
Prepared By	Saugatuck–Douglas HEARTSafe Community
EIN	39-4133908
Website	sdheart.org
Email	

Organization Information

Saugatuck–Douglas HEARTSafe Community
501(c)(3) Nonprofit Organization
[redacted]

Partner Information

Organization Name: _____

Representative Name: _____

Title: _____

Address: _____

Phone: _____

Email: _____

Purpose of the Agreement

Establish a cooperative partnership to support expansion of publicly accessible AEDs, improve survivability from sudden cardiac arrest, increase public access to AEDs, promote CPR/AED awareness and education, strengthen community emergency preparedness, and support public safety initiatives throughout Saugatuck, Douglas, and Saugatuck Township.

1. Responsibilities of the Partner

Provide an approved installation location, support reasonable public accessibility, provide utilities (electric and internet) when required, and allow reasonable access for inspection, maintenance, repair, replacement, and readiness verification.

2. Responsibilities of HEARTSafe

Provide an AED (Automated External Defibrillator) and associated cabinet, retain ownership of the equipment, and coordinate monitoring, maintenance, repairs, replacement, PulsePoint registration, educational support, and operational oversight.

3. Benefits to the Partner

Recognition as a community safety partner, enhanced public safety resources, provide educational opportunities, and participation in a community HEARTSafe initiative.

4. Term and Termination

This Agreement remains active until terminated by either party with thirty (30) days written notice.

5. Liability and Legal Protections

HEARTSafe remains responsible for equipment maintenance, monitoring, readiness, and repair. Participating partners are protected under applicable Michigan Good Samaritan laws and the Cardiac Arrest Survival Act of 2000.

6. Installation Coordination

HEARTSafe may utilize a preferred licensed electrician to improve coordination, reduce costs, and streamline deployment timelines.

7. AED Deployment Initiative

The Saugatuck-Douglas HEARTSafe Community is committed to expanding public access to AEDs throughout the Tri-Community region. Equipment inventory, deployment priorities, and installation locations may change based on community needs, funding availability, site approvals, risk assessments, and program objectives. Installation details shall be documented separately from this Agreement.

8. Signatures

Saugatuck–Douglas HEARTSafe Community	Partner / Municipality / Business / Owner
Representative Name: _____	Representative Name: _____
Title: _____	Title: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

City Manager Report

September 14, 2026

Park Street Planning

- We had a great turnout (55+ people) for the Park Street open house!
- During the open house, F&V staff had displays with the survey and other information to review any concerns and get input on the future of Park Street.
- As a reminder, the improvements currently being evaluated include:
    - Installing a pedestrian facility (sidewalk, widened shoulder, etc.)
    - Road resurfacing
    - Water service replacement as needed to comply with the Environment, Great Lakes, and Energy's (EGLE) Lead and Copper Rule (some to inside the home/building)
    - Sanitary sewer improvements
    - Drainage and stormwater management improvements
- Here is a link to view the information that was displayed. Please note it's just for illustrative purposes to generate discussion. No design work has started yet: https://tinyurl.com/5axb8pxz
- F&V is reviewing the comments and will be working to compile a report with options.







Elizabeth Street

- As our engineers continue preliminary design for Elizabeth Street improvements from Allegan to Francis, they have provided the following updates:
    - Elizabeth and Mason - The intersection does not warrant a 4-way stop. There is sufficient stopping sight distance over the top of the hill. We do not recommend making this a 4-way stop.
    - Elizabeth and Hoffman - The 4-way stop intersection does not need special crosswalk signage. We will update the "All-way" sign to "4-Way" sign to bring the intersection up to current standards. Lead-in stop signs will also be placed.

- Elizabeth and Main - The crossing on the south side of the intersection will have crosswalk signage at the crossing. There will also be a lead-in crosswalk sign for southbound vehicles from Francis Street. No lead-in signs are necessary for the northbound direction from Hoffman Street due to the distance and the stop control at Hoffman.
- Mid-Block Crossing in front of School - Instead of bump outs, we will utilize speed tables at this cross walk. Despite the lack of data to warrant it, we feel comfortable with it being a school crosswalk that it is an appropriate justification. We also plan to reach out to the school for their thoughts.
- Elizabeth and Francis - Our traffic team does not recommend utilizing a crosswalk at a non-stop controlled corner such as this. We are not recommending this crosswalk at this time (which will also remove the sidewalk along the school property on the east side of the road.)
- Bike Lane - Due to the on-street parking and existing pavement widths, there is not enough pavement to install bike planes without giving up some on-street parking. Additionally, the bike lanes should connect somewhere. Without anything on the north or south end of the project, we are not recommending bike lanes to be installed at this time.
- Sidewalk in Front of Bayview – Options are being drafted to review with Bayview.

Maple Street Construction Update

- Underground: All underground work is now complete, and the contractor finished crushing the east lane of the roadway this week. Road rebuilding is scheduled to begin next week, with paving anticipated to begin approximately September 22.
- Sidewalks: Sidewalk installation has been completed up to Olde Mill Apartments.
- Retaining Wall: The retaining wall is mostly installed, with crews working on the wall caps and fencing.
- Topsoil Restoration: Topsoil restoration is continuing to work its way north along the project, final restoration will take place after paving.
- Concrete Work: Remaining concrete work is expected to be completed within the next week or two. Homeowners who will be affected by this work will be notified directly by the contractor.
- Water Valve Work (Downtown): Water valve work is scheduled for October 19 & 20. Notice has gone out via e-mail and on City's social media. Those who will be affected should have received a separate notice as well. If folks are unsure whether their property will be affected, please have them contact Michelle for more information.
- A reminder that if your constituents have questions, please have them contact the following: Public Works - Michelle Gibson, Project Coordinator - (269) 224-9504







Parking Improvements Task Force

- The Parking Improvements Task Force has completed their work. Walker Consultants has prepared a presentation for Council's September 23 workshop meeting.
- All of the Parking Improvements Task Force reports, presentations, meeting packets, and other study materials are available on the City's website: https://www.saugatuckcity.com/parking-improvements-task-force.html

New Water/Sewer Agreement

- The water system operations contract advisory committee recently held another meeting with representatives from Saugatuck Township and City of the Village of Douglas to continue negotiating a framework for a full water-sewer authority structure.
- While negotiating this forty-year agreement has been challenging and complex, I am happy to report that we have agreed upon a framework and the framework has been turned over to KLSWA and their attorney to begin drafting contractual language. While there is still a lot of work ahead, this represents a significant milestone.
- The final contract will have to be approved by Saugatuck City Council, Douglas City Council, Saugatuck Township Board, Laketown Township Board, and Kalamazoo Lake Sewer-Water Authority Board.

Cross Connection Control Program

- KLSWA is working to strengthen its required cross connection control/backflow prevention program for the public water system. The program is intended to identify and prevent potential cross connections that could allow contaminants to enter the drinking water system.
- KLSWA has contracted with HydroCorp to conduct required facility inspections and maintain backflow prevention device testing records for commercial and industrial properties.
- There are no new requirements for customers as part of this effort. The primary change is that HydroCorp will conduct inspections and coordinate testing/recordkeeping on behalf of KLSWA.
- An initial mailing will be sent to approximately 120 commercial/industrial properties, with a goal of inspecting approximately 90 facilities by the end of 2026.
- KLSWA will provide advance communication to affected customers, followed by outreach from HydroCorp to schedule individual site inspections.
- This work will help KLSWA address previously identified gaps in its cross connection control program and ensure continued compliance with State drinking water requirements.

Miscellaneous

- **Blue Star Trail** – Archeological survey work continues.

- **AT&T –** Has received first level of internal approvals from their leadership to transition to small cell installations. The next level of internal approvals is pending.
- **Verizon –** Verizon continues to evaluate installing fiber out to Oval Beach. They are still waiting on Consumers to provide information on attaching to their poles. I have reached out to Consumers government affairs to see if they can help get Verizon what they need.
- **New Website –** A draft RFP has been prepared and will be reviewed with Council soon.
- **Meetings**
    - Met with Undersheriff.
    - Met with Outdoor Discovery Center.
    - Prepared for and attended Parking Improvements Task Force meeting.
    - Prepared for and attended Water/Sewer contract meeting.
    - Held one on one meeting with Director of Planning and Zoning.
    - Held one on one meeting with Director of Public Works.
    - Held Department Head team meeting.
    - Met with Engineering and Public Works to review Village Square plans.
    - Conducted exit interview with Noah Aramendi.
    - Attended Maple Street construction meeting.
    - Attended meeting with Engineer and Tribal Nations to review upper platform plans.
    - Held one on one meeting with City Treasurer/Finance Officer.

Treasurer Report
September 14, 2026

Tax Administration

- Processed summer tax disbursements/inquiries.
- Issued tax-collection invoices.

Accounts Payable

- Completed regular payables cycles for Council authorization.
- Reviewed invoices, allocations, and year-end timing.

Payroll & Benefits

- Completed regular payroll processing and required payroll reporting.
- Completed payrolls, including final, retroactive, and lump-sum pay.
- Developed a military-leave pay process and draft policy.

Financial Management

- Completed July reconciliation/reporting and year-end/audit work.
- Corrected civil-infraction coding.

Investments and Banking

- Reconciled investments through year-end.
- Reviewed Macatawa CD rollover and public-deposit documents.

Projects, Assets, and Insurance

- Followed up on grant reporting and reimbursement requirements.

Miscellaneous / Administrative

- Reconciled beach/Culver revenue; tightened ticket and receipt controls.
- Reviewed and received SaugaTaco disbursements
- Completed MLCC compliance review for enforcement distributions.

City Clerk Monthly Report

Elections

- November 3, 2026 – General
  - Early voting site at the City of the Village of Douglas City Hall.
    - Early voting dates: October 24th – November 1st from 8am – 4pm.
  - Election Day site at The Woman's Club.
  - Residents can register to vote here: https://www.michigan.gov/sos/elections/voting/register-to-vote#HowToRegister
  - Absentee Ballots will be available on September 24th.

Meetings

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

Special Events

- *Special event applications received for processing*:
  - SHS Homecoming Parade: 10-16-26.
  - Community Cars and Coffee: 10-24-26.

    - Family & Pet Halloween Party: 10-31-26.
    - The Cottage Anniversary Party: 11-6-26 – 11-8-26.
    - Holiday Tree Lighting: 11-27-2026
- *Upcoming Special events process completed*:
    - Music in the Park event dates: Wednesdays between 6-17-26 – 9-2-26.
    - Art in the Park event date: 9-12-26.
    - Mt. Baldhead Challenge event date: 9-12-26.
    - Bike Club Ride event date: 9-20-26.
    - Chili Cook-off event date: 10-11-26.
    - Art Coast Food & Wine Festival event dates: 11-5-26 through 11-7-26.

Administrative & General

- Processed zoning permit payments: 21
- Processed payments for treasurer: 274
    - Oval Beach – 5
    - Culver Street – 7
    - Parking Tickets – 18
    - Building Permits – 26
    - Tax Payments – 218
- Created and distributed 21 community E-News blasts.
- City Staff handled a total of 692 incoming phone calls.
- City Hall Remodel: Second round of renderings have been received.
- Managed front counter operations.
- Document scanning will resume after the November election.
- Request for Proposal for the City's new website has been completed and is under review.

CITY OF SAUGATUCK

2026 Business License Overview

AT A GLANCE

137
TOTAL LICENSES
in 2026

+8
LICENSES
compared with 2025

+80
LICENSES
compared with 2023

Total Business Licenses by Year

2023	2024	2025	2026
57	111	129	137

2026 New Business Licensing Activity by Category

19 LICENSES

- **6** — **Existing businesses licensed for the first time**
- **3** — **Businesses outside the business district** that voluntarily comply
- **2** — **New businesses—new establishments**
- **1** — **New business—an existing business relocated**
- **7** — **New businesses replacing businesses that closed**

Category counts are a subset of the 137 total business licenses.

August 2026 Department of Planning & Zoning Report

Monthly Update Overview

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

Action & Progress

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

Boards, Casework, & Operations

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

Ongoing & Upcoming

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

Short Term Rental License's 2026

Zoning District	# Issued in August	Year to Date Issued	Cap
Blue Star (LI-1)	-	-	-
City Center (C-1)	1	15	-
City Center Transitional Residential (R-4)	1	13	-
Community Residential (R-1)	6	87	67
Conservation Recreation & Camp (CRC)	-	-	-
Cultural/Community	-	-	-
Lake Street (R-2)	-	14	-
Maple Street (R-1)	-	7	7
Neighborhood Marine (NHM)	-	-	-
Peninsula North (Duneside – R-1)	-	2	3
Peninsula North (Riverside – R-1)	-	-	2
Peninsula South (R-1)	2	10	11
Peninsula West (R-1)	2	13	10
Resort (C-4)	1	12	-
Downtown Waterfront Preservation (C-2)	-	-	-

Water Street East (C-2)	-	17	-
Water Street North (C-1)	1	5	-
Water Street South (C-2)	-	-	-
Multi-Family Residential (R-3)	-	5	-
Total	**14**	**202**	

Permits Issued 2026

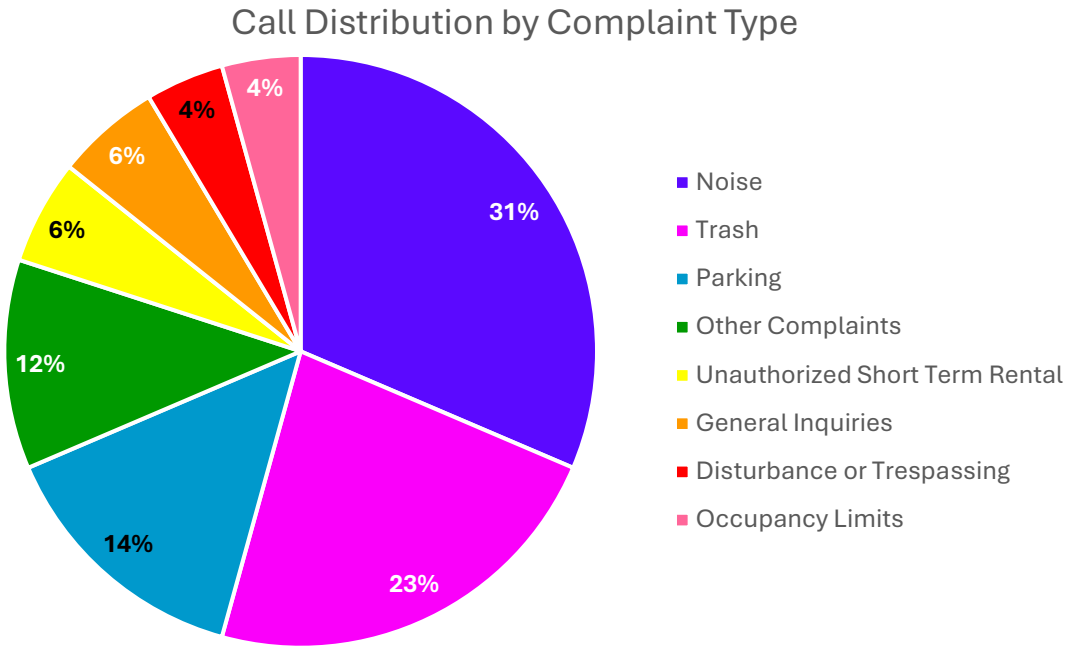
Permit Type	Number Issued in August	Year to Date Issued
Zoning	3	47
Historic	3	25
Right of Way	2	24
Special Land Use	0	3
Total	**8**	**99**

Planning Department Calls in August

Total Calls	Incoming	Outgoing
308	202	106

Granicus Hotline Calls Update – August 2026

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


Call Distribution by Complaint Type
31%
23%
14%
12%
6%
6%
4%
4%
Noise
Trash
Parking
Other Complaints
Unauthorized Short Term Rental
General Inquiries
Disturbance or Trespassing
Occupancy Limits

Open Casework

Type	Number of Open Cases
Short Term Rental	8
Enforcement	5
Zoning	14
Right of Way	3
Historic	9
Water/Sewer	4
Special Land Use / PUD	-
Total	**43**

Closed Casework

Type	Number of Closed Cases
Short Term Rental	14
Enforcement	2
Zoning	5
Right of Way	4
Historic	3
Water/Sewer	1
Special Land Use / PUD	1
Total Cases Closed in June	**30**

Respectfully submitted,



Department of Public Works Monthly Report

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

Staff Updates:

- Public Works staff had another busy month, receiving 141 service requests during the month of August. The team successfully addressed many of these requests and continues to demonstrate a great attitude and take pride in the work they do to serve the community. I am continually receiving positive comments and compliments from residents and visitors regarding the quality of work completed by our Public Works staff. Their dedication and commitment to keeping the city maintained and looking its best are greatly appreciated.

- Our seasonal Public Works staff have done an excellent job throughout the season. I have received many positive comments regarding how well the downtown bathrooms and trash receptacles have been maintained. Seasonal staff have also assisted with weed removal in the tree planters throughout the city. Some of our seasonal employees will be finishing their season soon. The weekends, when most of the seasonal staff are working, continue to be especially busy. I greatly appreciate the hard work, dedication, and positive attitude they have shown throughout the season.

- Oval Beach staff had another very busy month, with many visitors enjoying their last vacations of the season. I have received positive comments from both visitors and employees that things continue to go well at the beach. I have also enjoyed having my weekly meetings with Angela at the beach and appreciate the hard work she and her staff have put in throughout the season.

Oval Beach:

- As we approach the end of the season, staff are identifying projects and improvements to complete during the fall and early spring, including painting the bathrooms and trash cans.

- Oval Beach staff, along with DPW seasonal staff, have been keeping up with trash removal twice a day to help keep the beach clean and well maintained.

Tree work:

- Ellis & Adam have been identifying dead tree limbs and trees throughout the city. Recently, they have started trimming right-of-way trees that are touching or interfering with local businesses.

Parks:

- The parks continue to receive a lot of use this time of year. AJ continues to keep up with mowing and sprinkler repairs to help keep the parks looking great.

- With bird migration slowly beginning, staff have been working hard to keep the Shopper Dock, and seawall areas clean as the geese transition south.

Streets:

- Street sweeping has increased, with staff averaging about three times per week. As the season changes, we are transitioning from primarily picking up trash to keeping up with the increasing number of leaves falling throughout the city.

Project Updates:

- Maple Street construction continues to move forward. The remaining water hookups and retaining wall work are complete, while sidewalk installation and restoration are underway. Roadway reconstruction is scheduled to begin in September, including crushing the east side of the road and resurfacing the DPW parking lot.

City of Saugatuck
Status Report of Engineering Activities
September 9, 2026

General Consultation

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

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

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

Lead Service Line Replacement

- Will be working with City staff on a plan to eliminate remaining unknowns and replace lead/galvanized services by the federal and state deadlines (11/1/2037 and 1/1/2041, respectively). Water services are being evaluated with all ongoing projects to help make progress.
- Resubmitted the EGLE DWSRF Project Plan for service line replacement to try to take advantage of additional funding available. The draft Intended Use Plan has been distributed by EGLE and it appears the City will be within the fundable range, after a scoring correction. The total project budget to address known lead/galvanized service lines (approximately 135) is $1,690,000. As part of the project, we will be attempting to remove additional unknowns. Based on the information in the draft plan, the City's funding package will include 10% principal forgiveness (effectively a grant) and the remainder subsidized loan (0% for 30 years).

Mt. Baldhead Observation Platform Replacement

- Reviewed preliminary design with City staff and stakeholder group. Making revisions based on comments received.
- Once plan revisions are complete, the EGLE Critical Dunes permit application will be submitted.
- Bidding is anticipated in late 2026 with construction in spring 2027, depending on the timeframe for final design and permitting.

Maple Street Improvements

- Most of the underground utility work is complete.
- Sidewalk construction is nearly complete.
- Road restoration work is underway.
- Installation of valves on Water Street is tentatively scheduled for October 19-20.
- Construction is anticipated to be completed November 2026.

Parking Study

- The study has been presented at the committee level and is scheduled to be presented to council at the September 23 workshop.

Park Street Improvements – Study Phase

- The City received funding from EGLE's Michigan Coastal Management Program, which will fund up to 50% of the planning cost.
- Open house was held on September 1. There was a strong turnout and good input.
- We are assembling the report to present at a future council workshop.

City Hall Interior Renovations

- City staff is reviewing current concepts.

Elizabeth Street Improvements

- Design work is nearly complete and transitioning into permitting.
- Projected schedule is bidding in late 2026 or early 2027 and construction in 2027.

Village Square Court Renovation

- Reviewed preliminary design with staff on August 27. Made revisions based on comments received and will be presenting to council at the September 9 workshop.
- Projected schedule is bidding in late 2026 or early 2027 and construction in spring 2027.

Wicks Park and Village Square Restroom Interior Renovations

- Discussed project scope at the July 8 council workshop.
- Assisted City staff with evaluating the feasibility of replacement of the Wicks Park building, re-creating the current mural on the new building. Findings will be discussed with council at the September 9 workshop.
- Design phase proposal will be updated as needed based on direction received.

Saugatuck August 2026

Total calls for service – 146

Total traffic stops – 35

Average response time – 9 min

Call Date/Time	Incident Type
08/31/2026 22:08:16	General Assist
08/31/2026 13:59:32	Accident All Other
08/31/2026 12:43:45	Suspicious Situation
08/30/2026 22:54:22	General Assist
08/30/2026 22:35:37	General Assist
08/30/2026 14:30:36	General Assist
08/30/2026 14:12:11	Assist Other Agencies
08/30/2026 14:11:28	Boat-Marine Patrol
08/30/2026 13:02:20	Road Hazard
08/29/2026 22:19:14	General Assist
08/29/2026 22:08:04	General Assist
08/29/2026 22:02:27	General Assist
08/29/2026 18:48:22	Suspicious Situation
08/29/2026 16:31:30	Animal-Welfare
08/29/2026 15:28:35	Accident All Other
08/29/2026 11:37:47	PDA
08/29/2026 06:42:54	Alarm
08/29/2026 04:28:49	Check Welfare
08/29/2026 01:16:02	Alarm
08/29/2026 01:06:01	Assault
08/28/2026 22:09:05	General Assist
08/28/2026 22:05:29	General Assist
08/27/2026 21:58:51	General Assist
08/27/2026 21:41:08	General Assist
08/27/2026 13:23:24	PRIV PROP IMPOUND
08/27/2026 13:12:20	CSC
08/27/2026 01:49:30	General Assist
08/26/2026 15:58:05	Animal-Welfare
08/25/2026 23:13:05	General Assist
08/25/2026 22:53:12	General Assist
08/25/2026 16:25:14	Check Welfare
08/25/2026 13:49:38	General Assist
08/25/2026 11:24:11	General Assist
08/24/2026 22:57:03	General Assist
08/24/2026 22:36:58	General Assist
08/24/2026 20:07:40	Found Property
08/24/2026 19:20:57	Check Welfare
08/24/2026 18:00:45	Found Property
08/23/2026 22:22:33	General Assist
08/23/2026 17:44:04	Parking Violation
08/23/2026 16:41:41	SICK PERSON
08/23/2026 13:04:21	Alarm
08/22/2026 23:27:42	HEMORRHAGE/LAC
08/22/2026 23:01:23	General Assist
08/22/2026 13:44:50	Check Welfare
08/22/2026 01:59:10	Disorderly Conduct
08/21/2026 23:08:57	General Assist
08/21/2026 22:52:31	General Assist
08/21/2026 21:39:34	Assault
08/21/2026 20:40:32	OWI

08/21/2026 18:46:19	Check Welfare
08/21/2026 17:52:21	PDA
08/21/2026 09:40:49	Alarm
08/20/2026 22:52:15	General Assist
08/20/2026 22:29:45	General Assist
08/20/2026 19:44:55	PRIV PROP IMPOUND
08/20/2026 15:53:30	PIA
08/20/2026 10:10:03	Found Property
08/20/2026 00:16:51	General Assist
08/19/2026 23:56:41	General Assist
08/18/2026 21:59:59	General Assist
08/17/2026 22:06:30	General Assist
08/17/2026 00:21:49	General Assist
08/16/2026 20:05:13	Obstruct Justice
08/16/2026 18:09:20	Bond Violation
08/16/2026 15:02:59	Parking Violation
08/16/2026 14:59:13	Parking Violation
08/16/2026 11:12:16	Parking Violation
08/16/2026 00:51:41	Parking Violation
08/15/2026 23:17:00	General Assist
08/15/2026 22:49:21	General Assist
08/15/2026 17:02:31	Boat-Marine Patrol
08/15/2026 12:48:50	Parking Violation
08/15/2026 00:58:04	Domestic Assault
08/14/2026 23:01:56	Check Welfare
08/14/2026 22:55:17	General Assist
08/14/2026 22:03:48	General Assist
08/14/2026 21:53:09	General Assist
08/14/2026 18:39:17	Parking Violation
08/14/2026 17:01:17	Accident All Other
08/13/2026 23:05:39	General Assist
08/13/2026 18:51:33	Parking Violation
08/13/2026 13:48:30	PRIV PROP IMPOUND
08/13/2026 10:02:00	BASH
08/13/2026 00:06:06	General Assist
08/12/2026 10:19:51	Parking Violation
08/12/2026 06:27:55	PRIV PROP IMPOUND
08/11/2026 22:31:56	General Assist
08/11/2026 15:45:06	MDOP-29000
08/10/2026 22:40:35	General Assist
08/10/2026 22:17:50	General Assist
08/10/2026 10:37:38	Accident All Other
08/10/2026 06:04:25	911 Welfare - Misdials
08/09/2026 22:35:27	Found Property
08/09/2026 22:13:02	General Assist
08/09/2026 20:57:35	Suspicious Situation
08/09/2026 18:02:30	Check Welfare
08/09/2026 17:10:56	Assist Other Agencies
08/09/2026 03:19:05	Found Property
08/09/2026 02:26:27	OWI
08/08/2026 23:18:45	Loud Noise
08/08/2026 22:40:08	General Assist
08/08/2026 21:13:04	Loud Noise
08/08/2026 19:57:33	Parking Violation
08/08/2026 18:50:41	Unknown Situation
08/08/2026 18:22:32	Accident All Other
08/08/2026 18:03:41	Found Property
08/08/2026 17:43:16	Parking Violation

08/08/2026 17:02:37	Missing Person
08/08/2026 12:00:46	PDA
08/08/2026 01:28:53	Assault
08/08/2026 01:22:33	PDA
08/07/2026 22:02:37	General Assist
08/07/2026 20:04:59	PRIV PROP IMPOUND
08/07/2026 19:21:46	Parking Violation
08/07/2026 17:59:53	Larceny
08/07/2026 01:05:22	Check Welfare
08/06/2026 23:26:26	General Assist
08/06/2026 23:10:55	General Assist
08/05/2026 22:24:50	General Assist
08/05/2026 22:01:56	General Assist
08/05/2026 13:02:15	Parking Violation
08/05/2026 12:58:22	Parking Violation
08/05/2026 10:22:38	Trespassing
08/04/2026 21:58:43	General Assist
08/04/2026 15:39:38	Check Welfare
08/04/2026 14:59:50	Parking Violation
08/03/2026 23:13:05	General Assist
08/03/2026 19:24:16	Accident All Other
08/03/2026 07:49:21	Parking Violation
08/03/2026 02:19:54	Larceny
08/02/2026 23:53:15	Loud Noise
08/02/2026 23:06:48	General Assist
08/02/2026 22:51:42	General Assist
08/02/2026 21:21:06	Check Welfare
08/02/2026 15:35:32	Parking Violation
08/02/2026 15:24:34	Found Property
08/02/2026 12:44:42	Parking Violation
08/02/2026 01:49:55	Intoxicated Subject
08/01/2026 23:10:44	Accident All Other
08/01/2026 22:17:42	General Assist
08/01/2026 22:15:08	General Assist
08/01/2026 21:18:22	Parking Violation
08/01/2026 20:09:58	Missing Person
08/01/2026 14:31:00	Accident All Other
08/01/2026 12:35:05	Parking Violation

NOTICE

The CITY OF SAUGATUCK is accepting applications for appointments to the following Board:

Interurban Transit Authority Board:
Interurban Board of Directors are appointed by City of Saugatuck, Saugatuck Township, and City of Douglas. Each municipality appoints one member for a 4-year term every two years for a total of 6 members.

Meetings will be held on the third Tuesday of each month at the Interurban Transit Authority, 100 E Wiley Rd, Douglas.

The vacancy seat has a term starting 10/1/2026 and ending on 10/01/2030.

Applications can be found here https://www.saugatuckcity.com/application-for-boards--commissions.html.

Application deadline to apply is September 18th by 5pm.

Jamie Wolters
Saugatuck City Clerk
Dated: 9/4/2026