CITY COUNCIL MEETING AGENDA
August 25, 2025

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

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

NOTICE:
Join online by visiting:
https://us02web.zoom.us/j/2698572603

Join by phone by dialing:
(312) 626-6799 -or-
(646) 518-9805

Then enter "Meeting ID":
2698572603

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

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Mayor's Comments**
5. **City Manager Comments**
6. **Agenda Changes** *(Additions/Deletions)*
7. **Guest Speakers**
8. **Public Comment on Agenda Items Only** *(Limit 3 minutes)*
9. **Consent Agenda:** *(Roll Call) Pg.3*
   - **A.** Approval of Regular Meeting Minutes for August 11, 2025
   - **B.** Resolution 250825-A Temporary Polling Location Change for November 4, 2025, election
   - **C.** Special Event – Havana Club Ride
   - **D.** Right of Way Sign Application – Fall Gallery Stroll
10. **Staff Reports, Boards, Commissions & Committees:** *Pg.25*
    - **A. Staff Reports:**
      1. City Manager
    - **B. Boards, Commissions & Committees:**
      1. Fire District Administration Board
      2. Interurban Board
      3. Kalamazoo Lake Sewer & Water Authority
      4. Kalamazoo Lake Harbor Authority
      5. Zoning Board of Appeals
      6. Historic District Commission

7. Planning Commission
8. Parks & Public Works Committee
9. Tri-Community Non-Motorized Trail Study Committee
10. Water System Operations Contract Advisory Committee
11. Wildlife Management Committee

11. Approval of Accounts Payable: *(Roll Call) Pg.28*

A. Accounts Payable in the amount of $390,458.41.

12. Public Hearings

13. Unfinished Business

14. New Business

A. Appointments to the Parking Improvements Task Force *Pg.30 (Roll Call)*

15. Public Comments

Closed Session

A. Motion by _____, supported by _____, to move into a closed session pursuant to MCL 15.268(e) and (h) to discuss a confidential written legal opinion regarding the ongoing lawsuits filed against the City by Dune Ridge, captioned *Dune Ridge v. City of Saugatuck* (Case No. 22-65713-CK) and *Dune Ridge v City of Saugatuck* (Case No. 21-64709-CZ) regarding trial or settlement strategy, which if discussed in an open meeting would have a detrimental financial effect

16. Correspondence *Pg.56*

A. Knights of Columbus Correspondence

17. Council Comments

18. Adjourn *(Voice Vote)*

CITY COUNCIL REGULAR MEETING- proposed
August 11, 2025

The City Council met to have a Regular Council Meeting at City Hall.
102 Butler St., Saugatuck, MI 49453.

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

Pledge of Allegiance.

Attendance:
Present: Mayor Anderson, Mayor Pro-Tem Stanton, and Councilmembers Clark, Dean, Gardner Muncey, and Peterson.
Absent: None.
Others Present: City Manager Cummins, Deputy Clerk Williams.

Mayor's Comments:
Mayor Anderson shared that she had just returned from a 12-day trip to Whidbey Island near Seattle. She described visiting towns similar to Saugatuck and observing them with a new perspective due to her role in city government, paying attention to their infrastructure and businesses. Anderson expressed that, while those places were interesting, returning home made her appreciate Saugatuck even more, calling it "the coolest place" and stating how grateful she is to live here.

City Manager Comments:
City Manager Ryan Cummins welcomed Mayor Anderson back and shared that he would be providing highlights from his report rather than reading it in full.

- He recognized the Department of Public Works Department for their work on the Blue Star sign, noting that instead of just moving the sign, they repaired and improved it, including painting and adding wood filler, to ensure it looked good as an entrance to the City. He mentioned ongoing work on lighting, grass, and landscaping around the sign.
- He updated the council on the Blue Star Trail, mentioning that the Friends of the Blue Star Trail were holding a fundraiser that evening. He noted that there was an agenda item to extend a grant for the trail, as construction had not yet started. A tribal site assessment was scheduled for later in the month, and both he and Daniel DeFranco (Saugatuck Township Supervisor) were invited to attend, which he saw ass a positive sign of the city's relationship with tribal partners.
- Cummins discussed the Park Street project, reminding the council that a grant application for pedestrian improvements had been submitted in December. The application had advanced to federal review, which was promising, though not a final decision. The grant would cover about half of the $40,000 project cost.

- He reported on Village Square, saying he had met with a grant coordinator on site to review needs and was assured that the program also considered rehabilitation of existing facilities, not just new projects. He expected to hear initial scoring on the grant application in the next month or two.
- On the AT&T Lease, Cummins said negotiations had resumed, with AT&T now willing to provide the one-time capital contribution the council had requested. The city had sent a clean copy of the lease to AT&T and was awaiting their formal response.
- He announced that a new Director of Planning and Zoning, Grayson Moore, would start on September 2. Grayson comes from a consulting planning firm and has a master's in urban and regional planning from Wayne State University. Ryan praised the strong pool of candidates and expressed excitement for Grayson joining the team.
- Cummins noted that the planning and zoning department was busy with enforcement, permits, and short-term rentals, but he is managing until the new Director of Planning and Zoning starts.
- He discussed staff reports, explaining that the frequency of staff reports to council would be reduced from twice a month to once a month to free up staff time for other work. He will continue to provide the City Manager report every couple of weeks.
- He mentioned that applications for the parking improvements task force were still being accepted until the end of the week and encouraged council members to spread the word.
- Cummins concluded by saying he wanted to cover these updates publicly for those who might not read the meeting packet, as there had been a lot of progress on various projects.

Agenda Changes: None.

Guest Speakers: None.

Public Comment on Agenda Item Only: None.

Consent Agenda:

A. Approval of Workshop Meeting Minutes for August 6, 2025.
B. Resolution 250811-A Authorizing the Implementation of a Section 125 Premium Only Plan with Health Savings Account Feature.
C. Resolution 250811-B Approving the Michigan Natural Resources Trust Fund Agreement Amendment for the Blue Star Non-Motorized Trail.
D. Special Event Application – Annual Sidewalk Sales.
E. Special Event Application – Saugatuck Film Festival Signage Request.

Motion by Muncey, second by Stanton to pass the consent agenda for August 11, 2025. Via roll call vote, motion carried unanimously.

Staff Reports, Boards, Commissions & Committees:
The City Manager, Treasurer, Clerk, Director of Planning & Zoning, Department of Public Works, Police and Engineer submitted status reports on current activities since the last regular council meeting for their respective departments.

Fire District Administration:
Dan fox reported on the fire district's recent activities. He described a recent challenging fire at Darling Ingredients that required multiple departments and resu8lted in several firefighters being hospitalized

(all released). He discussed ongoing board discussions about funding the South Station project, noting the fire district lacks bonding authority and is working with Saugatuck Township, which does have it. Fox reviewed recent fire and EMS statistics, highlighting high call volumes and stable response times. He explained the types of incidents handled, including medical calls and cardiac arrests, and shard data on personnel activity. Dan also addressed the challenges of organizing National Night Out, citing timing conflicts and the need for a sponsor, and noted the fire district's efforts to reduce special event costs.

Interurban Board:
Councilmember Gregory Muncey reported that the next Interurban Board meeting would be on August 19 and noted ongoing increases in ridership. He emphasized persistent parking challenges in town, pointing out that some large parking lots are never full, suggesting underused parking resources. Muncey also mentioned that building projects are underway and that recent increases in parking rates on Friday and Saturday nights have not received any backlash. He highlighted the value and popularity of the Interurban service, referencing a recent article about its high usage and the need for continued funding or alternative solutions to maintain the service.

Kalamazoo Lake Sewer & Water Authority:
Councilmember Joe Clark reported that the city had revert to using Police and one of their licensed applicants to operate the plant after a previously identified candidate declined the role. There was a brief period when the plant operated without a licensed operator, which will be disclosed to the public in the next billing cycle. Clark noted that this situation is not unusual and there are no expected penalties, but there will be increased costs due to hiring Police for operations. The financial impact is not yet fully known, but it should not significantly affect the operating budget.

Kalamazoo Lake Harbor Authority:
Councilmember Chris Peterson's comments centered on whether the authority is still needed now that Douglas has its own harbor authority. City Manager Cummins explained that the original purpose was to funnel money, but this function may no longer be necessary. The group agreed it is a topic for future consideration, as the authority has not been actively used for its intended purpose.

Zoning Board of Appeals: None.

Historic District Commission:
Councilmember Russ Gardner reported that the Historic District Commission held a special session on July 31 to review a modified proposal for 234 Spear Street, which was quickly approved by the commission. He expressed satisfaction with the applicant's response to previous concerns and noted that the next meeting scheduled is on September 4.

Planning Commission: None.

Parks & Public Works Committee:
Mayor Pro-Tem Stanton reported that the Parks and Public Works Committee had not met since the last City Council meeting, so there were no new updates. She did mention that Saugatuck Wilds received positive media coverage, including an article in MLive and a story by Spectrum News, which brought additional positive attention to the park.

Tri-Community Non-Motorized Trail Study Committee:
The discussion on the Tri-Community Non-Motorized Trail Study Committee was brief. Holly Anderson noted that Ryan Cummins had already covered most updates related to the committee in his City Manager comments at the beginning of the meeting.

Water Systems Operations Contract Advisory Committee: None.

Wildlife Management Committee:
The discussion on the Wildlife Management Committee focused on an ordinance amendment to address deer management in town. Councilmember Scott Dean discussed the need for organized hunts to reduce the deer population and clarified that the new ordinance would allow for culling and, under certain conditions, archery hunting by private landowners with council approval. Councilmembers emphasized the importance of clear communication with the public about any actions taken and expressed appreciation for the committee's thorough work on this complex issue.

Approval of Accounts Payable:
Motion by Clark, second by Peterson to approve the accounts payable in the amount of $398,901.06. Via roll call vote, motion carried unanimously.

Public Hearing: None.

Unfinished Business: None.

New Business:
Holiday Lighting:
The discussion on holiday lighting focused on renewing a three-year contract with Chips Ground Cover for downtown holiday lights and expanding lighting to additional areas, specifically Water Street (from Culver to Mary) and Hoffman Street (from Water to Butler). The council reviewed costs for the renewal and expansion, discussed options for electrical work, and considered future possibilities for further expansion. They also talked about funding, including the potential for community fundraising and support from the Convention and Visitors Bureau.
Motion by Stanton, second by Muncey, to approve a three-year contract renewal with Chips Groundcover for holiday lighting with a display similar to previous seasons plus additional lighting added to Water Street from Culver Street to Mary Street and Hoffman Street from Water Street to Butler Street. Via roll call vote, motion carried unanimously.

Ordinance No. 250811-A: Amendment to City Code: An ordinance to amend the City of Saugatuck's Code of Ordinances, Chapter 135, to revise and update the City's regulations of weapons to align with applicable law and to provide an exception for the discharge of firearms within City limits as part of a City-sanctioned deer cull, to protect the public health, safety, and welfare.
The discussion on Ordinance No. 250811-A centered on amending the city code to update weapons regulations, specifically to address deer management. Council members expressed support for the ordinance, noting it allows for organized hunts to reduce the deer population and creates a narrow pathway for archery hunting by private landowners with Council approval. They emphasized the need for clear public communication about any actions taken and recognized the complexity of the issue. City Council appreciates the work the Wildlife Management Committee has done.
Motion by Dean, second by Peterson, to approve Ordinance No. 250811-A to amend Chapter

135 of the City Code. Via roll call vote, motion carried unanimously.

Public Comment: None.

Correspondance:

A. Dan Fox
B. Keith Ferguson
C. Rakesh Madhava
D. Barbara Muller
E. Library Board of Trustees Notice for Applicants

Council Comments:

Councilmember Peterson commented on how busy the town has been, praised the Department of Public Works for their efforts, and noted the positive atmosphere with many happy people and families downtown. She remarked that August has been busier than usual, with more children around even though school has started for some, and expressed gratitude for living in such a vibrant community.

Councilmember Gardner emphasized the importance of formally responding to correspondence from Rakesh Madhava regarding short-term rental regulations, expressing concern that the current penalty (loss of license) seems disproportionate. He also mentioned community interest in adding shuffleboard courts near the tennis courts at Village Square, recalling their historical popularity and noting some residents have already offered funding. Additionally, he clarified a misconception that the entire Village Square would be fenced in ensuring the public that this is not the case.

Mayor Pro-Tem Stanton began by expressing condolences for the sudden passing of Brad Moorer, a local business owner, and offered support to his family. She also praised the ongoing "Saugatuck on Sundays" series for featuring council members, looked forward to upcoming sidewalk sales, and noted how busy and lively the town remains, with outdoor dining spots full despite the hot weather.

Councilmember Dean commented on how great it is to see the town busy and families and visitors echoing earlier remarks about the community's family-friendly atmosphere. He highlighted a family playing croquet at the playground as an example of this. Dean also expressed strong support for city staff, acknowledging their hard work and the challenges they face, and assured them of his full backing.

Councilmember Muncey expressed condolences to Melanie Moorer and her family following her husband Brad's passing, sharing that the had gotten to know them arnd appreciated their contributions to the community. He also invited Mayor Anderson and other council members to appear on his upcoming Sunday show, and humorously commented on the busy August season in Saugatuck, encouraging everyone to embrace it as a part of local life.

Councilmember Clark thanked Councilmember Muncey for inviting him to the show and for making him feel comfortable despite some stage fright. He also shared a positive story about attending a neighborhood seafood boil hosted by local residents, highlighting the strong sense of community and how much everyone enjoyed the event.

Mayor Anderson reflected on the strong sense of community in Saugatuck, sharing her appreciation for how neighbors know and support each other. She expressed pride and gratitude for the city staff, describing herself as fiercely protective of them and commending their dedication and representation of the city. She concluded by thanking the staff and expressing how lucky the community is to have them.

Adjournment:

Motion by Muncey second by Dean to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Anderson adjourned at 7:31 p.m.

Respectfully Submitted

_____

Sara Williams, Deputy Clerk

City Council Agenda Item Report

From: Jamie Wolters

Date: August 25, 2025

Subject: Resolution 250825-A Temporary Polling Location Change for November 4, 2025, Election

Description:
Enclosed for your review and consideration is Resolution 250825-A regarding the designation of a temporary polling place for Precinct 001 in the City of Saugatuck for November 4, 2025, State General Election. As outlined in the Michigan Election Law, municipalities are required to provide suitable and accessible polling places for all precincts. The established location for Precinct 001 is the City Hall building at 102 Butler Street. However, due to the scheduled repairs and improvements to the building's elevator system, the second floor of City Hall will be inaccessible during the November election. The Saugatuck Women's Club, located at 303 Butler Street, has been identified as an appropriate and available location that complies with state requirements.

The enclosed resolution formally designates the Saugatuck Women's Club as the polling place for Precinct 001 for the November 4, 2025, State General Election. It also authorizes the City Clerk to execute the necessary agreement with the Women's Club, coordinate delivery of election materials, and provide notification of the change to all registered voters in the precinct.

The Clerk's Department will provide public notice to voters through the Commercial Record, the City's website, the City's email news blast, social media platforms, and postings at City Hall.

Budget Action Required:
N/A
Legal Review:
Yes
Sample Motion:
Motion to approve/deny Resolution 250825-A as presented.

CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN

RESOLUTION FOR TEMPORARY POLLING LOCATION CHANGE FROM CITY HALL TO THE SAUGATUCK WOMEN'S CLUB AT 303 BUTLER STREET, SAUGATUCK, MI 49453, FOR THE STATE GENERAL ELECTION HELD ON NOVEMBER 4, 2025

RESOLUTION NO. 250825-A

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

RECITALS

WHEREAS, the Michigan Election Law, Act 116 of 1954, MCL 168.641 *et seq.*, requires a city to designate and prescribe the place or places of holding an election, and provide a suitable polling place in or for each precinct located therein for use at each election;

WHEREAS, the established polling place for Precinct 001 at the City of Saugatuck City Hall, located at 102 Butler Street, Saugatuck, MI 49453, is unusable for the November 4, 2025, State General Election because the 2nd floor of the City Hall building will not be accessible due to ongoing repairs and improvements to the building's elevator system;

WHEREAS, the Saugatuck Women's Club located at 303 Butler Street, Saugatuck, Michigan 49453, is available for the November 4, 2025, State General Election and the entity owning or controlling the building will grant the City authorization to use it for a polling place in a manner consistent with the Michigan Bureau of Election's rules pertaining to polling places;

WHEREAS, the polling change from City of Saugatuck City Hall to the Saugatuck Women's Club for the November 4, 2025, State General Election is necessary as a result of the former becoming unusable for the reasons explained herein;

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

(1) Effective immediately, the City Council of the City of Saugatuck hereby moves Precinct 001's polling location from the City of Saugatuck City Hall to the Saugatuck Women's Club for the November 4, 2025, State General Election, and until such time as modified in the manner prescribed by law.

(2) The City Council hereby authorizes the City Clerk, Jamie Wolters, to complete an agreement with the Saugatuck Women's Club for the City of Saugatuck to conduct the November 4, 2025, State General Election at the Saugatuck Women's Club, which will require the delivery of all election supplies to the building by November 3, 2025.

(3) The City Clerk shall notify the registered electors in Precinct 001 of the polling location change and take any other steps required by law to effectuate the change.

Yeas: _____

Nays: _____

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
) ss
COUNTY OF ALLEGAN)

I, Jamie Wolters, City Clerk of the City of Saugatuck, hereby certify this to be a true and complete copy of Resolution No. _____, duly adopted at a regular meeting of the City of Saugatuck City Council held on the 25th day of August, 2025.

_____
Jamie Wolters, Clerk of the City of Saugatuck

City Council Agenda Item Report

From: Jamie Wolters

Date: August 25, 2025

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 The Butler Restaurant. The safety meeting will be conducted on August 28th with safety services.

Breakdown of Event:
Location: Downtown to and from The Butler Restaurant, see attached maps.
Date: 9/21/25
Event Hours: 7:30am-1:30pm
Attendees: 150-250
Volunteers: 25

Budget Action Required:
N/A

Legal Review:
N/A

Sample Motion:
Motion to approve/deny the Havana Bike Ride to take place on 9-21-25 contingent on approval from Fire, Police and DPW after safety meeting is conducted.

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: _____

MAILING ADDRESS: P.O. Box 150171 Grand Rapids, MI 49515

CONTACT NAME: Marc Bohland TELEPHONE: _____

E-MAIL ADDRESS: mbohland2000@yahoo.com CELL PHONE: 616-581-9426

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Tyler Loveless TELEPHONE: _____

E-MAIL ADDRESS: Loveleestje@gmail.com CELL PHONE: 517-290-4531

EVENT INFORMATION

NAME OF EVENT: ~~Cobo Libre~~ Havana Club Ride DATE(S) OF EVENT: 9/21/2025

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: The Butler in Saugatuck EVENT HOURS: 7:30AM - 1:30PM

ESTIMATED NUMBER OF ATTENDEES: 150-250

ESTIMATED NUMBER OF VOLUNTEERS: 25

ESTIMATE DATE / TIME FOR SET-UP: 9/20/2025 3:00-6:00 ☐ A.M. ☑ P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 9/21/2025 1:30-3:30 ☐ 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: 11:00 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: All food/drink served by The Butler on their property. Will use their procedures to prohibit sales 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): Onsite at The Butler

Description of signs: Likely one possibly two banners (Entrance sign / Exit sign)

(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** 3 (small) at most. Current plan only requires 1

☐ **AWNINGS – QUANTITY**_____

☐ **TABLES – QUANTITY**_____

☐ **PORTABLE TOILETS – QUANTITY**_____

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

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

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

DEPARTMENT OF PUBLIC WORKS

☐ APPROVED ☐ DENIED _____

Authorized Personnel Signature

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

☐ **TRASH RECEPTACLES – QUANTITY**_____ ☑ **BARRICADES – QUANTITY** Maybe 4 (see plan)

☐ **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 7:30-1:30pm

Other (describe): Spoke w/m Allegan County Sheriff regarding interdictions

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: Would like approx. 6-7 parking spaces on Butler St. In front of The Butler

Sidewalk closure date/time: 9/21/25 6:00 ☑ **A.M.** ☐ **P.M.**

Sidewalk re-open date/time: 9/21/25 3:30 ☐ **A.M.** ☑ **P.M.**

What parking arrangements are proposed to accommodate potential attendance: Assumed riders would use public parking spaces in town. Not opposed to any City suggestions.

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: Unsure at this time if needed given use of The Butler's property.

The applicant and sponsoring organization understand and agrees to:

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

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

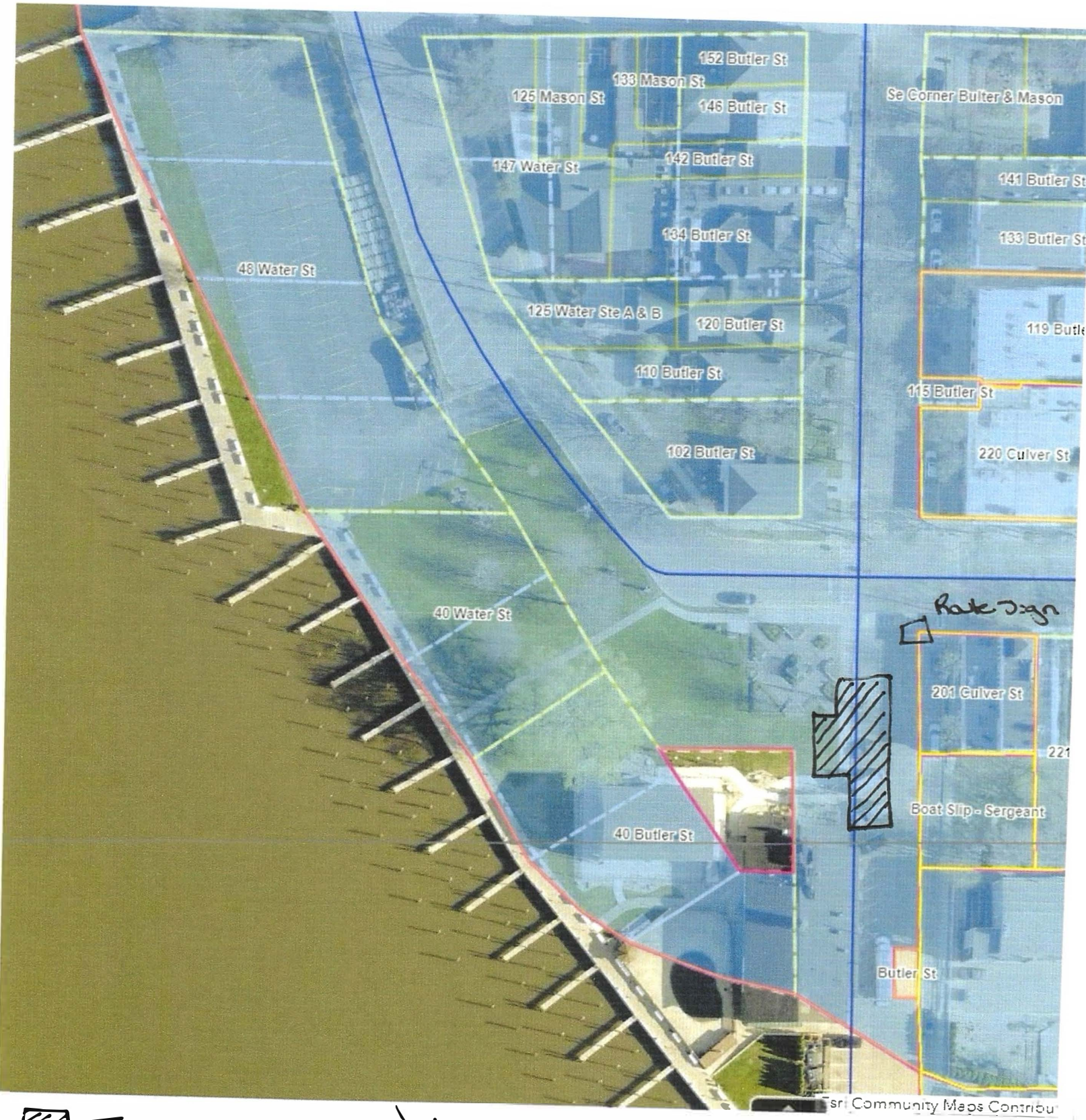
Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during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

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

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

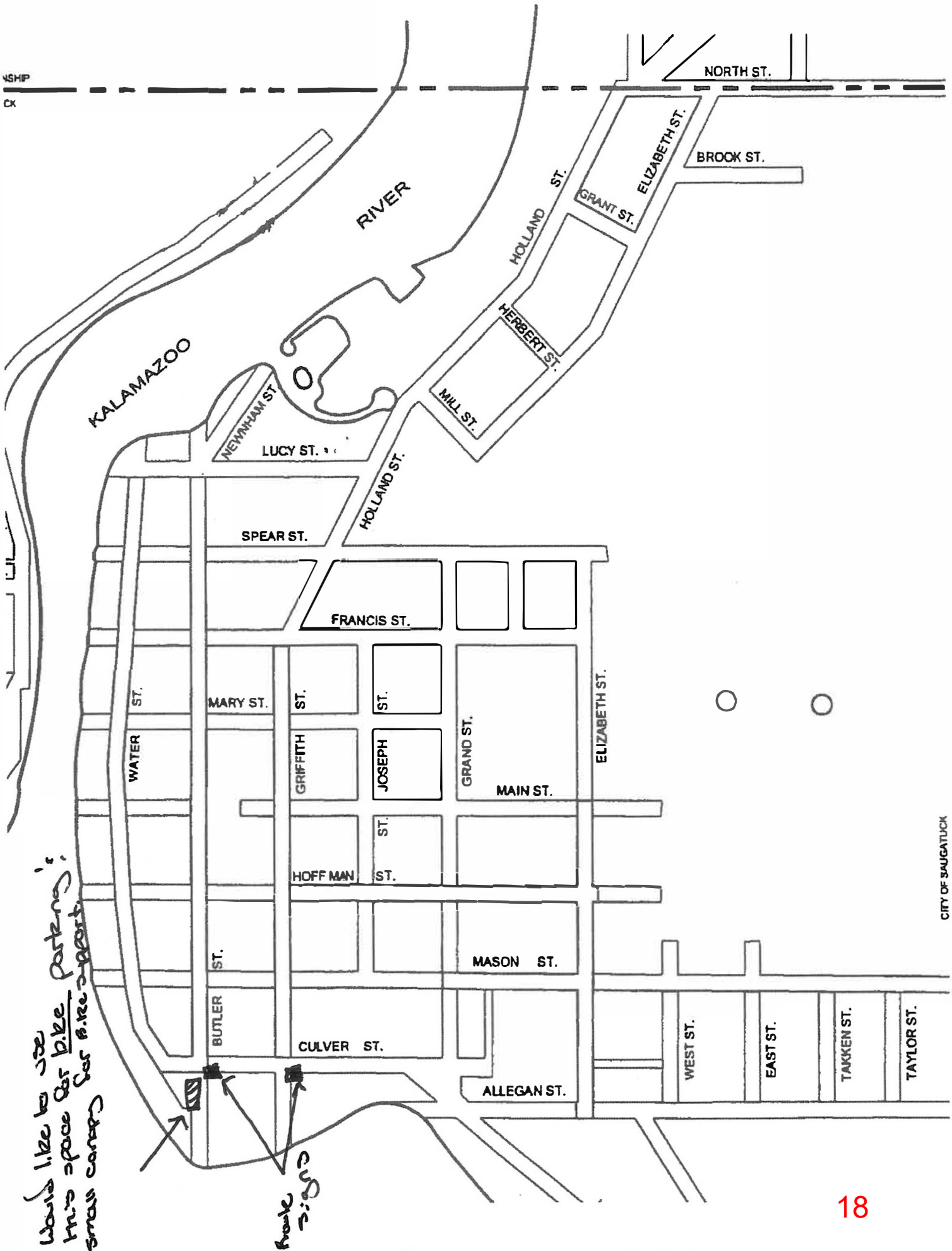
As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

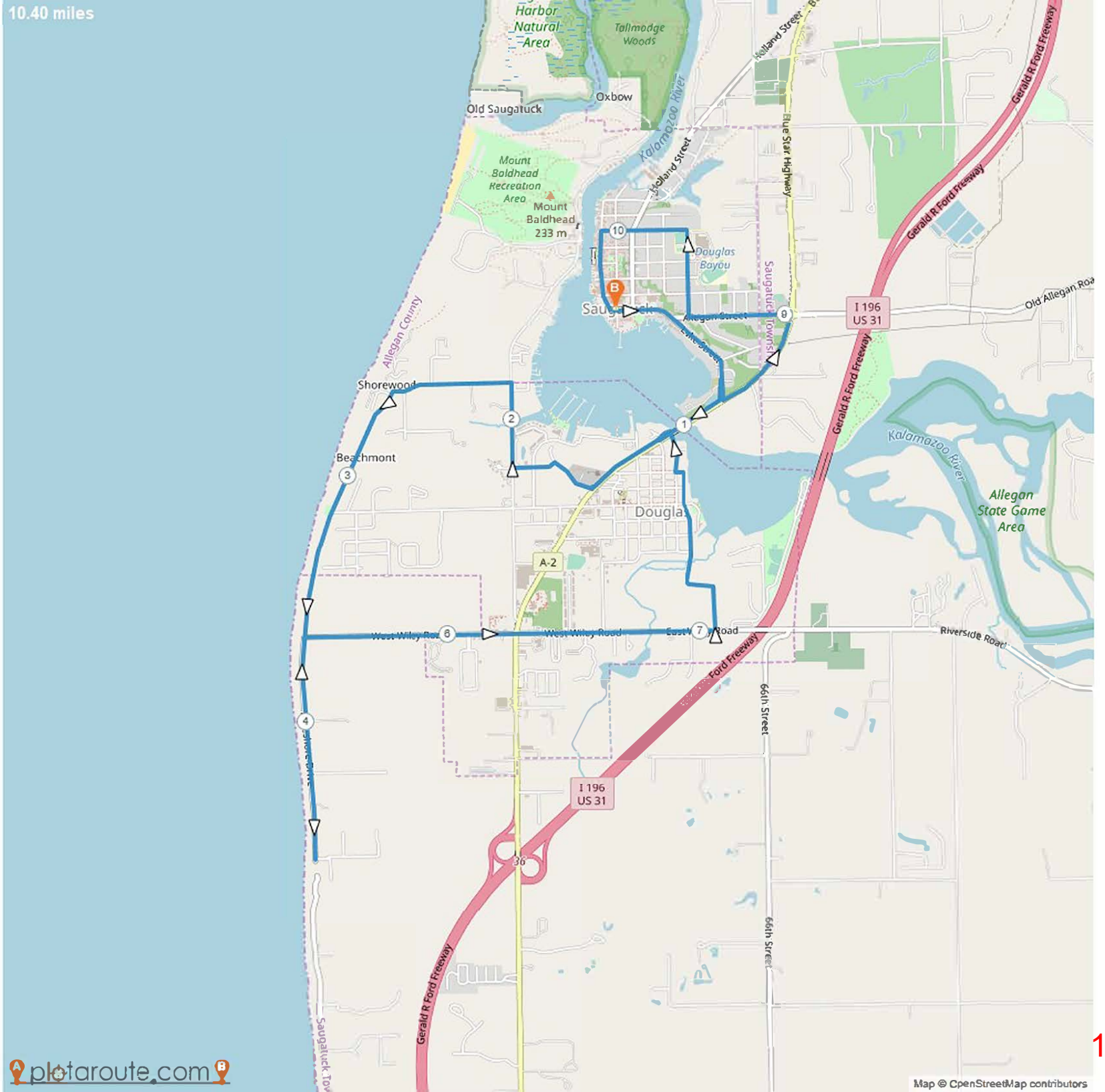
Applicant Signature _____ **Date** 4/13/25

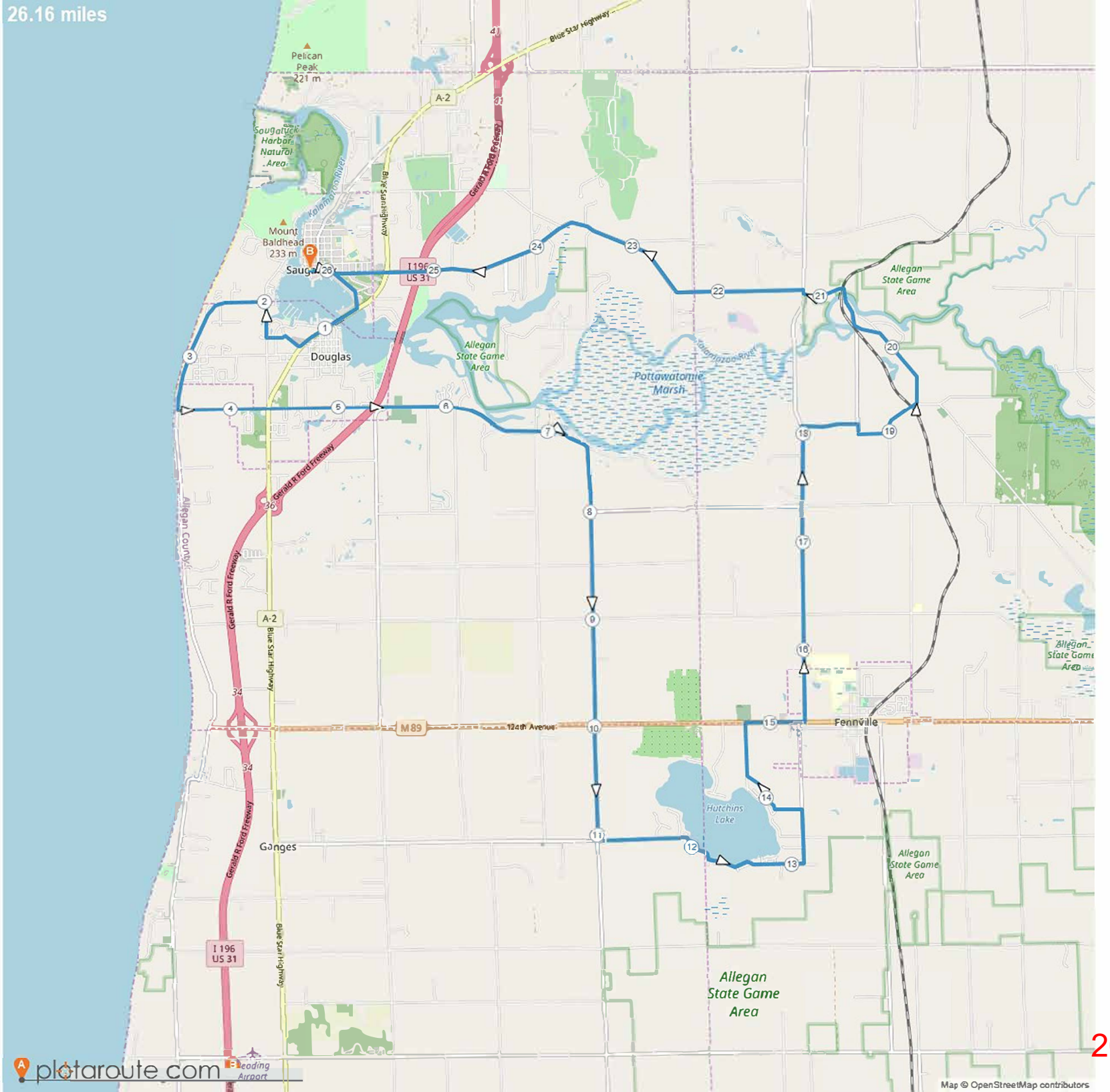


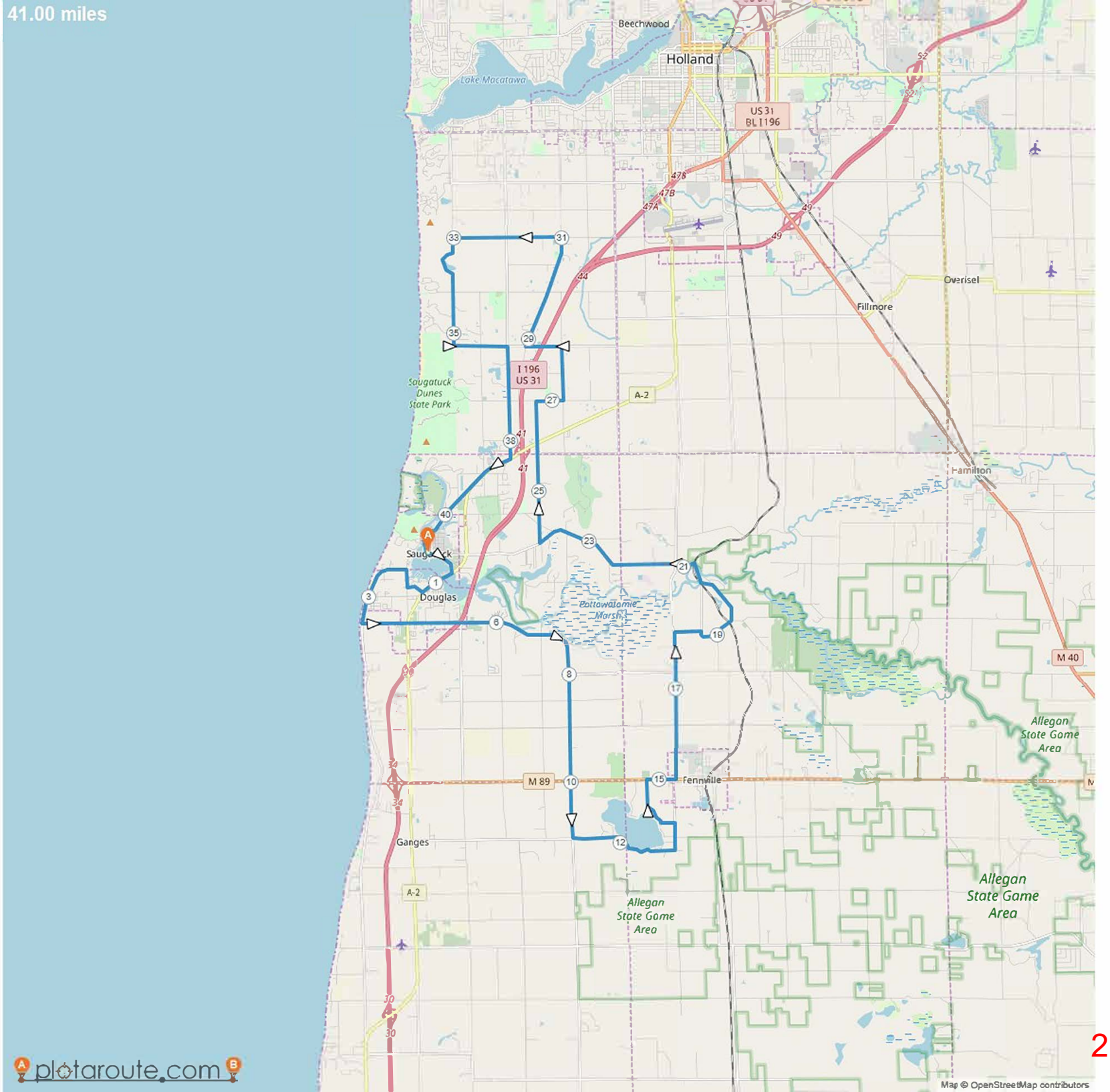
▨ - This section we would like to close a few parking spaces to use as a bike corral and as a bike repair/staging area for riders. Would like to put a small 10'x10' canopy here. The green space of ~~cook~~ park we would like to put up an inflatable finish line for photo opportunities. □ - Rack sign on the corner of Butler St. and Culver St.

Downtown Street / Sidewalk Closure(s)




10.40 miles
Harbor Natural Area
Tallmadge Woods
Old Saugatuck
Oxbow
Kalamazoo River
Holland Street
Blue Star Highway
Gerald R Ford Freeway
Mount Baldhead Recreation Area
Mount Baldhead 233 m
Douglas Bayou
Saugatuck Township
Allegan County
Shorewood
Beachmont
Douglas
A-2
West Wiley Road
East Wiley Road
Riverside Road
Old Allegan Road
I 196
US 31
66th Street
Allegan State Game Area
Map © OpenStreetMap contributors
plotaroute.com


26.16 miles
Pelican Peak 221 m
Blue Star Highway
A-2
Saugatuck Harbor Natural Area
Kalamazoo River
Mount Baldhead 233 m
Saugatuck
I 196
US 31
Douglas
Allegan State Game Area
Pottawatomie Marsh
Gerald R Ford Freeway
Allegan County
M 89
124th Avenue
Fennville
Hutchins Lake
Ganges
Allegan State Game Area
Map © OpenStreetMap contributors
plotaroute.com


41.00 miles
Beechwood
Holland
Lake Macatawa
US 31
BL 196
Overisel
Fillmore
Saugatuck Dunes State Park
I 196
US 31
A-2
Hamilton
Saugatuck
Douglas
Pottawatomie Marsh
M 40
Allegan State Game Area
M 89
Fennville
Ganges
A-2
Allegan State Game Area
Allegan State Game Area
plotaroute.com
Map © OpenStreetMap contributors

FROM: Jamie Wolters, City Clerk

MEETING DATE: August 25, 2025

SUBJECT: Right of Way Signage

DESCRIPTION
The CVB has applied for a pallet banner approval to promote the Fall Gallery Stroll. Banner date request is September 28 - October 12.

The City Council may approve a banner as an exception, as listed in section 150.30(H). The conditions for approval of the exception are as follows:

1. The sign does not create a traffic vision obstruction;
2. The sign does not create a pedestrian traffic obstruction;
3. The sign is compatible with the surroundings and is not uniquely out of character for the community;
4. The sign does not create a situation which could be detrimental to health safety, or welfare; and,
5. The banner shall be displayed for no more than three 14-day periods between January 1 and December 31 of any year.

BUDGET ACTION REQUIRED
None.

COMMITTEE/COMMISSION REVIEW
None.

LEGAL REVIEW
None.

SAMPLE MOTION:
Motion to approve/deny the request to install a banner on the pallet sign during the dates of September 28 - October 12.

Right of Way Sign Application

APPLICANTS INFORMATION — **APPLICATION NUMBER** ____ - _____

Name Ashley Siebelink Address / PO Box PO Box 28

City Saugatuck State MI Zip 49453 Phone 269-857-1701

E-Mail ashley@saugatuck.com

Signature Ashley Siebelink Date 8/18/25

SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Type: Number of Yard Signs _____ Number of Banners 1

Dates to be displayed 9/28/25 - 10/12/25

Further Comments:

12'x4' Fall Gallery Stroll banner under palette sign

PLEASE INCLUDE THE FOLLOWING INFORMATION

Pursuant to Section 150.30, please attach the following supporting documents when applying for sign approval

Y	N	NA	
☑	☐	☐	Dimensions and type of each proposed sign 12'x4' mesh
☑	☐	☐	Map showing the location of each sign Palette Sign
☑	☐	☐	Explanation of how each sign will be attached and secured

Pursuant to Section 150.30(H), please to the following questions:

☐	☑	☐	Will the signs create a traffic vision obstruction?
☐	☑	☐	Will the signs create a pedestrian traffic obstruction?
☑	☐	☐	Are the signs compatible with the surroundings and is not uniquely out of character for the community? and
☐	☑	☐	Do the signs create a situation which could be detrimental to health, safety, or welfare?

Fall Gallery Stroll

October 11-12

Saugatuck, Douglas, and Fennville

City Manager Report

August 25, 2025

Holiday Lighting Grant

- At the last meeting, City Council approved a three-year contract renewal with Chips Groundcover for holiday lighting with a display similar to previous seasons plus additional lighting added to Water Street from Culver Street to Mary Street and Hoffman Street from Water Street to Butler Street.
- I submitted a grant application to the Convention and Visitors Bureau (CVB) to help with the cost of expanding the lighting.
- The CVB was excited to hear that additional lighting was approved. I am pleased to report that the CVB has approved a $20,200 grant to help fund the additional lighting. A HUGE thank you to the CVB for their partnership and support.

Mt. Baldhead Restroom Replacement

- Restroom replacement is set to kick off after the Mt. Baldhead Challenge.
- The week of 9/8 will be mobilization, setting up fencing, and Miss Dig requests. Construction fencing will be arranged in a way to maintain access to the stairs and alternate parking areas north of the pavilion on the west side and on the east side of Park Street.
- The substantial completion date is 12/5/25. Midwest is hoping to be substantially complete by the end of November.
- The final completion date is 12/19/25. That will likely be extended for acceptance of the restoration work, which is weather-dependent.

Master Plan Update

- We anticipate the master plan survey will be going out next week, along with a notice of intent to plan and invite to a public open house at the end of September.
- We will be using multiple channels to share the survey, including our e-mail list, social media, and ad in the newspaper. Paper copies will also be available at City Hall. Staff will also be exploring signs and a postcard mailer to property owners with a QR code to the survey and information about the open house.
- We are working to secure the school as the location of the open house. The Planning Commission discussed the open house stations and our consulting planner is working on designing the various boards and materials for each station.

Kalamazoo River Greenway Plan

- The Outdoor Discovery Center has sent out a press release on the Kalamazoo River Greenway (KRGP) and the funding partnership. You can view the release here:

https://mailchi.mp/2439c1ba1274/for-immediate-release-2024-macatawa-water-festival-16309429

- A kickoff meeting was held on August 20. ODC will be setting up quarterly meetings and will also be preparing an annual report and partner presentations.
- The group discussed various needs around the KRGP pillars: Education, Recreation, Restoration, Conservation, Grants, Marketing, and Projects. A big focus of the work during the first year will be around education, creating a formal water trail, and treating invasive species.
- The ODC has already applied for two grants, and is exploring other grant opportunities based on the needs reported to them.

Electrical Upgrades

- I have continued to follow up with Consumers Energy regarding the outages we experienced this summer.
- Our contact advised: "They have done significant upgrades in the substation where the failure occurred that caused the outage. They also have some high and low voltage pole replacements planned for the area as well. Should help with reliability.

Planning/Zoning

- I am continuing to cover the Planning/Zoning duties until Grayson starts. I am currently managing 51 cases, including short-term rentals, various types of permits, and enforcements. I am also handling numerous inquiries.

Miscellaneous

- Prepared for and attended Planning Commission meeting.
- Attended meeting with OnPoint.
- Attended Blue Star Trail fundraiser.
- One on one meeting with City Clerk.
- Held Department Head team meeting.
- Attended Township sculpture ceremony.
- Attended Convention and Visitors Bureau Board meeting.
- Attended Mt. Baldhead restroom construction meeting.

Blast from the Past

- We know the feeling of the last days of summer approaching. The following article was in the Commercial Record on August 29, 1963:

Expect Weekend To Bring Over-Flow As Long Winter Looms

More than likely, Saugatuck will be overflowing this week-end as people from Chicago to Detroit get in their last summer fling during the long weekend of Labor Day.

The National Safety Council fears a new record high of fatalities on the highways and the Michigan State Police are again having the assistance of National Guardsmen as they try to hold down the death toll.

From Detroit and Grand Rapids newspapers it has been learned that Saugatuck will have 20 extra policemen on duty over the weekend, reportedly to see that collegiat s and the sweat-shirt boys and girls don't take over the town.

There are no special attractions being staged in either of the villages, for a long weekend with a holiday has always been enough of an inducement to draw the crowds who will then return to the jobs in offices, stores, plants for the long months before vacation time rolls around again.

For the weekenders this time there will be golf, horseback riding, trapshooting, boat rides, tennis and shuffleboard — and bars. There may be some activity at the beach but only if the continued cool weather makes way for warmer winds.

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
EXP CHECK RUN DATES 08/13/2025 - 08/26/2025
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Vendor Name	Description	Amount
1. ACTION INDUSTRIAL SUPPLY CO		
	UNIFORMS - GIBSON	18.53
2. ALLEGAN COUNTY TREASURER		
	PROPERTY TAXES COLLECTION 08/07 - 08/20	117,883.26
	CHARGEBACKS - PRE CHANGES	26.07
	TOTAL	117,909.33
3. CAPITAL ONE		
	JUL '25 STATEMENT BALANCE	435.83
4. COMCAST-DPW		
	08/15 - 09/14 INTERNET-DPW	673.18
5. FAHEY SCHULTZ BURZYCH RHODES		
	JUL '25 GENERAL LEGAL	7,260.00
	JUL '25 ZONING	9,726.50
	JUL '25 CITY COUNCIL	3,052.50
	JUL '25 FOIA	5,395.50
	JUL '25 MANAGER	834.00
	JUL '25 DUNE RIDGE V (ORIGINAL ACTION)	1,295.56
	JUL '25 WATER AND SEWER	137.50
	JUL '25 EMPLOYMENT	383.50
	TOTAL	28,085.06
6. FLEIS & VANDENBRINK ENGINEERING INC		
	06/29 - 07/25 ENGINEERING FEES - GEN CONSULT	8,847.22
	06/29 - 07/26 ENGINEERING FEES - MAPLE STREET	47,675.00
	TOTAL	56,522.22
7. FRONTIER		
	06/20 - 07/19 SERVICE	100.08
8. GORDON FOOD SERVICE		
	OVAL BEACH CONCESSIONS	1,458.19
	OVAL BEACH CONCESSIONS	412.68
	OVAL BEACH CONCESSIONS	324.60
	TOTAL	2,195.47
9. HERITAGE CRYSTALCLEAN LLC		
	RECYCLED OIL PRODUCTS	127.50
10. INTERURBAN TRANSIT AUTHORITY		
	PROPERTY TAXES COLLECTION - PILOT	214.63
11. JOHN DEERE FINANCIAL		
	07/11 - 08/10 STATEMENT BALANCE	729.99
12. LANDSCAPE DESIGN SERVICES INC		
	ROSE GARDEN MAINTENANCE	2,010.00
	ROSE GARDEN MAINTENANCE	1,344.00
	ROSE GARDEN MAINTENANCE	1,030.00
	TOTAL	4,384.00
13. MERCHANTS BANCARD NETWORK		
	JUL '25 CC PROCESSING - CONCESSION	1,432.52
	JUL '25 CC PROCESSING - ENTRANCE AND OFFICE	5,863.81
	TOTAL	7,296.33
14. MICHIGAN CAT		
	FILTER & LUBE	55.05
15. MICHIGAN GAS UTILITIES		
	06/24 - 07/24 SERVICE - 345 BUTLER	54.45
	06/23 - 07/24 SERVICE - 102 BUTLER	42.58
	06/25 - 07/27 SERVICE - 3338 BLUE STAR	46.10
	TOTAL	143.13

Vendor Name	Description	Amount
16. NET2PHONE INC		
	AUG '25 PHONE SERVICE	114.29
17. OTTAWA AREA INTERMEDIATE SCHOOL DIS		
	PROPERTY TAXES COLLECTION 08/07 - 08/20	66,174.87
18. PURITY CYLINDER GASES INC		
	ARGON/CO2	63.15
19. SAUGATUCK DOUGLAS LIBRARY		
	PROPERTY TAXES COLLECTION - PILOT	228.40
20. SAUGATUCK FIRE		
	PROPERTY TAXES COLLECTION - PILOT	512.18
	RENTAL HOME INSPECTIONS / REINSPECTIONS	750.00
	TOTAL	1,262.18
21. SAUGATUCK PUBLIC SCHOOLS		
	PROPERTY TAXES COLLECTION 08/07 - 08/20	98,006.16
22. SEPTIC TANK SYSTEMS CO INC		
	CULVER STREET	325.00
	PORTABLE REST ROOM - OVAL BEACH	1,075.00
	TOTAL	1,400.00
23. SHORELINE TECHNOLOGY SOLUTIONS		
	LAPTOP - DPW	699.00
24. SISTERS IN INK		
	BANNER	271.00
25. STANDARD INSURANCE COMPANY		
	SEP '25 INSURANCE	455.73
26. STATE OF MICHIGAN		
	JUL '25 SALES TAX	2,612.89
27. STINGERS PEST CONTROL		
	PEST CONTROL	65.00
28. VALLEY CITY LINEN INC		
	SHOP TOWELS	215.41
TOTAL - ALL VENDORS		390,458.41

FUND TOTALS:

Fund 101 - GENERAL FUND	58,125.28
Fund 202 - MAJOR STREETS	23.93
Fund 203 - LOCAL STREETS	23,877.94
Fund 496 - SEWER CAPITAL PROJECTS FUND	2,913.63
Fund 497 - WATER CAPITAL PROJECTS FUND	21,237.00
Fund 661 - MOTOR POOL FUND	1,261.13
Fund 701 - CURRENT TAX FUND	283,019.50

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: August 25, 2025

SUBJECT: Appointments to Advisory Parking Improvements Task Force

DESCRIPTION:

On July 14, City Council approved the creation of an advisory Parking Improvements Task Force.

On July 25, the City Clerk provided notice that the City was accepting applications for appointment to the various seats.

Attached are the applications that the City received. All of the positions received one applicant except for the city resident, non-business owner seat which received two. Mayor Andreson is recommending that City Council appoint the following who applied, including the addition of a second city resident, non-business owner seat:

City Council Representative: Gregory Muncey – Chair
Planning Commission Representative: Auston Marineau
City Resident (non-business owner) Representative: Cathy Brockington
City Resident (non-business owner) Representative: Wendy Colsen
Restaurant Owner Representative: Alec Payleitner
Retail Business Owner Representative: Michael Gustaitis
Convention and Visitors Bureau Representative: Gary Kott
Interurban Representative: Becky Carten-Crandell

Policy Review

The Council's 2020 Board and Commission Selection Policy requires the City to provide notice of the vacancy, accept applications, and conduct interviews. In this case, with the exception of the City resident representative, only one applicant was received for each position. Mayor Anderson and Council Member Muncey reviewed the submittals and discussed the applicants and are recommending that interviews are not needed at this time.

The policy allows the City Council to suspend it by majority vote, which would be required in this case.

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

SAMPLE MOTION:
Motion to suspend the 2020 Boards and Commissions Selection Policy related to the appointments to the advisory Parking Improvements Task Force and to appoint the following members:

- **City Council Representative and Chair:** Gregory Muncey
- **Planning Commission Representative:** Auston Marineau
- **City Resident (non-business owner) Representative:** Cathy Brockington
- **City Resident (non-business owner) Representative:** Wendy Colsen
- **Restaurant Owner Representative:** Alec Payleitner
- **Retail Business Owner Representative:** Michael Gustaitis
- **Convention and Visitors Bureau Representative:** Gary Kott
- **Interurban Representative:** Becky Carten-Crandell

Jamie Wolters

From: no-reply@weebly.com
Sent: Thursday, July 31, 2025 1:13 PM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

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

You've just received a new submission to your Application for Boards & Commissions.
Mark as Spam

Submitted Information:

Name
Cathy Brockington

Email
[redacted]

Home Phone Number
[redacted]

Mobile Phone Number
[redacted]

Address
[redacted]

Saugatuck, MI USA 49453

Current Employer
Retired

Occupation/Position
Educator

Business Phone Number

Business Reference Name

Business Reference Phone Number

Business Reference Email

Does your employer have any business dealings wth the City which might present a conflict of interest
No

If yes, please explain:

Are you a City of Saugatuck resident?
Yes

Are you a registered City of Saugatuck voter?

Yes

Serving on a board or commission can be time-consuming. Are you committed to attending all regularly scheduled meetings?
Yes

On which boards and/or commissions would you be willing to serve? .Parking Improvements Task Force - Application deadline 8-15-25 by 5 p.m.
1

If you are applying for the Parking Improvement Task Force - Please select what seat are you applying for:.City Resident (non-business owner)
1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:
I am around down town almost every day. I drive and park in the on-the-hill areas too. I am very familiar with the parking and through-traffic issues in the Saugatuck community. This is a long standing issue that needs creative, thoughtful solutions. I have never been on a committee or commission before, but I feel that I am qualified to participate fully in this issue.

Digital Signature
Catherine Brockington

Wendy Colsen
[redacted] • Saugatuck, MI • 49453
[redacted] • [redacted]

July 30, 2025

Dear City Council:

Please consider my application for the appointment to the Parking Improvements Task Force, as I am eager to return to volunteering in the community now that I have a little more time in my schedule. As a full-time resident of 30 years and summer visitor to Saugatuck since childhood, I am very invested in the future of our little slice of Midwestern heaven.

I feel my background and strong bond to the community make me an excellent candidate, as I have connections with many Tri-Community members (both long-time locals and recent transfers), business owners, school personnel, and friends that frequent Saugatuck often. This provides ample opportunity to gather opinions and data regarding parking needs, so I can do my best to represent the many voices of the community concerning such an important topic, not just my own opinion.

My experience is varied and lends itself well to serving on the task force. During my years at Saugatuck Public Schools and as a reporter for the Commercial Record, I have seen first-hand how a clear vision and consistent, open communication are keys to building strong relationships with the community and maintaining institutional viability. As a community, the City of Saugatuck not only has a responsibility to maintain its economic viability, but also to maintain accountability to the needs of the taxpayers. With a clear vision for the future of Saugatuck and open communication of task force findings, I believe a solution is within reach.

I also have firsthand knowledge of small-town parking issues, as my family and I own/have owned property in Douglas, including parking lots. I am very well aware of how parking problems can both positively and negatively affect the downtown area, as well as strongly affect the emotions of business owners, locals, and visitors. On more than one occasion, I have had tourists tell me they came to Douglas because they drove around Saugatuck looking for parking, and upon finding none, they left. This is good for Doulgas, but not so good for Saugatuck. This task force will allow a deeper exploration of possible solutions to a longstanding parking problem.

My involvement in education, public relations, newspaper reporting, building community partnerships, and property management in Doulgas makes me an excellent candidate for the position. Furthermore, my abilities to prioritize tasks, meet deadlines, positively communicate, and build relationships with community members will be assets when working with the task force and constituents. I will definitely make it a priority to canvas business owners, residents, and visitors to get my finger on the pulse of the needs of the community.

If appointed, I look forward to serving the residents of Saugatuck and will do my best to be the voice of many. My experience, organizational and leadership skills, and strong work ethic will be assets in working with the task force. I look forward to the opportunity to talk to you further.

Thank you for your time and consideration,

Wendy Colsen

Wendy Colsen

Wendy Colsen

[redacted] • Saugatuck, MI • 49453
[redacted]

EDUCATION

Eastern Michigan University
***Educational Leadership*, Ph.D.**
- Organizational Management
- Policy Analysis
- Leadership Theory
- Curriculum

Grand Valley State University
***Educational Leadership*, ED.S.**

National-Louis University
***Teaching*, M.A.**

Purdue University
***Psychology*, B.A.**

PROFESSIONAL EXPERIENCE

- Business Owner
- College Professor
- K-12 Teacher
- Public Relations and Communications Director
- Reporter/Photographer
- Writer/Editor
- Presenter

CERTIFICATION

Michigan Certification
School Administrator:
Central Office (AC)

Professional Education:
Elementary K-5 (K-8 Self CC)
Social Science (CX) 6-8

Illinois Certification
***Type 03 Elementary Teaching*:**
K-9 Self-Contained General Ed.
Social Science Upper El./Jr. High

BUSINESS OWNER (1997 – Present)

Property Management (2016 – present)

Self Employed

- Manage all aspects of properties including office spaces, commercial units, and parking lots
- Direct operations and finances
- Market and advertise vacancies
- Negotiate and execute leases
- Coordinate maintenance projects with contractors
- Troubleshoot day-to-day issues
- Maintain and repair properties
- Build positive tenant and contractor relationships
- Foster connections with the City of Douglas, Department of Public Works, and Douglas Police Department

Sandy Feet Cottage Rentals, LLC (2015 – 2025)

Co-owner, Operator

- Created and implement strategic direction of company
- Directed operations and finances
- Managed all aspects of commercial/residential/seasonal units/parking lot
- Marketed and advertised vacancies and summer rentals
- Negotiated and executed leases
- Coordinated maintenance projects with contractors
- Maintained and repaired properties
- Established positive tenant, guest, and contractor relationships

DLM Farms, LLC (2012 – present)

Co-owner, Operator

- Manage rental of farmland to farmers
- Direct operations and finances
- Negotiate and execute leases
- Build and maintain positive tenant relationships

Writer's Ink (1997 - 2011)

Owner, Operator

- Provided writing/proofreading/copyediting/brochure design services

EDUCATOR (1992 – 2018)

Hope College (2011 – 2018)

Visiting Assistant Professor (2012 – 2013)

- Taught various courses in elementary and secondary tracks
  - *ED 287 - Classroom Management for Secondary Teachers*
  - *ED 310 - Curriculum & Methods for EL & MS Teachers*
  - *ED 311 - Curriculum & Methods Field Placement*
- Advised students in field placements
- Developed new coursework and added technology components
- Incorporated on-line teaching methods
- Built website for communication with supervising teachers
- Served on education committees
- Acted as faculty advisor for ASCD Student Chapter
- Fostered K-12 community partnerships with school districts

Adjunct Professor (2011 – 2012, 2013 – 2018)

- Taught various courses in elementary and secondary tracks
  - *ED 500 - Perspectives in Education*
- Substituted for professor on sabbatical leave
  - *ED 360 - Secondary Principles*
  - *ED 361 - Secondary Principles Field Placement*

Grand Valley State University (2008 – 2018)

Hot Topics for Educators Continuing Education Instructor (2011 - 2018)

- Created curriculum and taught Hot Topics for Educators courses
  - *Strategies for Reluctant Writers*
  - *Engage Students Using Learning Styles and Differentiation*
  - *Grading and Assessment Gone Wrong*
  - *Creating Relevancy with Project-Based Learning*
  - *Building Literacy in the Content Areas*
  - *Making Curriculum Relevant with Project-Based Learning*
  - *Using Learning Styles to Engage Learners*
  - *Service Learning: Building a Culture of Giving in your Classroom*

Adjunct Professor (2008)

- Taught 2 sections of *WRT 305 - Writing Across the Disciplines*

Saugatuck Public Schools (1995 – 2012)

Middle School Teacher - 6th Grade (2006 – 2012)

- Taught language arts, social studies, and advisory
- Created a Writing Jam event for students and worked in partnership with Saugatuck Center for the Arts, Saugatuck-Douglas District Library, and Michigan authors
- Collaborated with Saugatuck-Douglas History Center to create first child-generated exhibit at The Old School House Museum (2006)
- Partnered with Saugatuck-Douglas History Center to create exhibit and display student written/artwork at local museums (2005 – 2012)
- Published student exhibit pieces in book format

- Marketed and promoted exhibits and Writing Jam in local media sources and on child-created banners for downtown city streets
- Partnered with Saugatuck-Douglas District Library and local artist to publish students' personal narratives in book format
- Organized curriculum alignment meeting between MS/HS English Dept. and GVSU Writing Department
- Conducted ongoing philanthropic drives with students to benefit community
- Supervised and evaluated student teachers
- Participated in hiring committees

Reading Intervention Coordinator (2010)

- Managed middle school RtI Reading Intervention Team in addition to 6th grade Language Arts placement
- Administered evaluative assessments and progress monitoring assessments
- Implemented one-on-one and small group intervention programs
- Analyzed data and evaluated effectiveness of programs
- Assisted 6-12 teachers with application of reading comprehension strategies

Elementary School Teacher - 3rd and 5th Grade (1996 – 2005)

- Taught all subjects, 3rd and 5th grade
- Collaborated with Saugatuck-Douglas History Center to create first child-generated exhibit at The Pump House Museum (2005)
- Worked with Saugatuck Center for the Arts to exhibit overflow of student art from museum exhibit (2005)
- Assisted in development of child-created website with Saugatuck Convention and Visitor's Bureau
- Created student-run bookstore and donated profits to local library and charitable projects
- Marketed classroom events in local papers and television
- Engaged local business owners to create a reading incentive program
- Recruited community members for volunteer tutoring
- Worked with City of Saugatuck to involve students in planning of local park
- Headed partnership with Huntington Bank for student-run bank
- Conducted yearly philanthropic clothing and food drives
- Created and implemented Safe Ride program at high school dances
- Supervised and evaluated student teachers

Various Illinois and Michigan School Districts (1992 – 1995)

Substitute Teacher K-12

PRESENTER (2007 – 2015)

Grand Valley State University

Fire Up Student Teaching Conference Presenter

- *Parent Communication 101*
- *Sticky, Icky, & Tricky Situations in Teaching: What They Don't Teach you in College*
- *Engage Your Students Using Learning Styles*
- *Resume Rescue*

Grand Valley State University

Charter School Teacher Training Workshop Presenter

- *Using Learning Styles to Differentiate Instruction*
- *Using Data & Learning Styles to Differentiate Instruction*

Michigan Education Association

Regional Conference Workshop Presenter

- *Using Data & Learning Styles to Differentiate Instruction*

Holland Area Arts Council

Workshop Presenter

- *Telling Tales for Teens Youth Writing Workshop*

Grand Valley State University

Educational Leadership Education Specialist Program Guest Speaker

- *Using Data & Learning Styles to Differentiate Instruction*

AdvancED National Conference

Conference Presenter

- *Differentiated Instruction/RtI in Middle School*

Saugatuck Center for the Arts

Workshop Presenter

- *How to Write Query Letters for Freelance Writers*

Spring Lake Public Schools

Presenter

- *Differentiating Instruction in 6th Grade*

Saugatuck Public Schools

Presenter

- *Differentiating Instruction in Reading*

PUBLIC RELATIONS/COMMUNICATIONS DIRECTOR (2003 – 2007)

Saugatuck Public Schools

Editor of The Community Connection (circulation 3,500)

- Consulted with superintendent concerning public relations matters
- Proofread and copyedited superintendent communications
- Developed talking points for presentations
- Wrote press releases for newspaper publication
- Designed, wrote and edited district newsletter
- Increased visibility and credibility of newsletter
- Covered school news and promotional pieces
- Solicited and tracked multiple submissions
- Created journalism independent study
- Articulated mission and values in communications
- Communicated with printing company and maintained working partnership
- Supervised journalism independent study internship with high school students
- Created opportunities for student writers

FREELANCE WRITER/EDITOR/PHOTOGRAPHER (1997 – 2024)

Holly Palmer Foundation Juried Memorial Art Exhibition

Exhibiting Artist

- Exhibited photographs 2022 – 2024

School Zone Publishing Company

Freelance Writer and Editor

- Co-authored ***Super Reading Made Easy***
- Co-authored ***Big Reading 1-2***
- Co-authored ***Big First Grade***
- Wrote copy for educational workbooks
- Copyedited and proofread educational workbooks

Alternative Medicine Magazine (circulation 225,000)

Contest Winner

- Published health/wellness article in magazine contest – "**Hold My Calls**"

Curve Magazine (circulation 68,200)

Freelance Writer

- Published travel/humor/human interest piece – "**Michigan Mischief**"

Grand Rapids Press (circulation 133,107 daily)

Freelance Writer

- Published human interest article – "**Jar Contains Twin Towers Memorabilia, Leaves Questions**"

Between the Lines (circulation 18.652)

Freelance Reporter

- Published human rights news article – "**Circles Present Report to Council**"

The Local Observer

Freelance Writer

- Submitted educational PR for publication

Back Alley Pizza Joint

Freelance Designer

- Designed menu, brochures, and promotional materials

Mon Amie

Freelance Writer

- Created return policy for new business

The Mandel Cane Collection

Freelance Writer

- Wrote introduction and copyedited sections

Mackinac Island Press

Competition Finalist

- Submitted two manuscripts which made final round of competition

General Freelance Services

- Composed résumés and cover letters
- Provided proofreading & copyediting services

REPORTER/PHOTOGRAPHER (1995 – 1998)

Commercial Record/Allegan County News (circulation 5,154)

Assignment Reporter and Photographer

- Covered local news
- Reported on city council and planning commission meetings
- Conducted interviews for human interest stories and business profiles
- Wrote local historical pieces
- Photographed sporting and community events
- Created local chef recipe column

LEADERSHIP ROLES

Saugatuck-Douglas History Center - Strategic Planning Board Member
Saugatuck-Douglas History Center - Educational Programming Consultant
Saugatuck Center for the Arts - Educational Programming Consultant
Saugatuck MS/HS English Department - Co Chair
Hope College Teacher Education Council - Council Member
North Central Accreditation Team - Reading Chair
ASCD - Student Chapter Faculty Advisor
Kent Intermediate School District - Change Network Team Member
AdvancED Quality Assurance Review - School Evaluation Team Member
Free Spirit Publishing - Advisory Board Book Reviewer

PROFESSIONAL TRAINING

Professional Writing
SCBWI Children's Book Writers' Conferences

Public Relations
NSPRA Public Relations Conference

Grant Writing
Grant Writing Skills

Software Training
Adobe InDesign
Photoshop

Behavior Management
Love and Logic (Jim Faye)

Teaching Strategies
Differentiated Instruction & Learning Styles
Don Blanchard Math Strategies
Six + One Writing Traits
John Collins Writing Method

Online Learning
Online Course Development
Blackboard/Wimba/Moodle Classroom

Assessment and Grading

Data Driven Instruction
Assessment & Accountability
How to Grade for Learning (Ken O'Conner)
NWEA Measures of Academic Progress

Reading Assessment and Intervention

Dibels Reading Assessment
MLPP Reading Assessment
Evidence Based Literacy Instruction (EBLI)

COACHING

Girls on Track (Self-esteem building program run through Resilience)

COMMUNITY VOLUNTEER

Art á Loan
Douglas Social
Saugatuck Center for the Arts
Mt. Baldhead Challenge
Saugatuck Public School Sporting Events
Saugatuck-Douglas History Center
Saugatuck-Douglas Friends of the Library
Venetian Festival
Chili Cook-off
Taste of Saugatuck
Hope College Children's Writing Workshop
Girls on the Run

HONORS

Honor Societies

Phi Beta Kappa
National Academic Honor Society in the Liberal Arts and Sciences

Kappa Delta Pi
International Honor Society in Education

Psi Chi
International Honor Society in Psychology

Golden Key
International Collegiate Academic Honor Society

Quill and Scroll
International High School Journalism Honor Society

Teacher of the Year Nominations

USA Today
Disney
Sallie Mae

Jamie Wolters

From: no-reply@weebly.com
Sent: Wednesday, July 30, 2025 3:42 PM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

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

You've just received a new submission to your Application for Boards & Commissions.
Mark as Spam

Submitted Information:

Name
Wendy Colsen

Email

Home Phone Number

Mobile Phone Number

Address
Saugatuck, MI 49453

Current Employer
Myself

Occupation/Position
Property Manager

Business Phone Number

Business Reference Name
Rick Zoet

Business Reference Phone Number

Business Reference Email

Does your employer have any business dealings wth the City which might present a conflict of interest
No

If yes, please explain:

Are you a City of Saugatuck resident?
Yes

Are you a registered City of Saugatuck voter?
Yes

Serving on a board or commission can be time-consuming. Are you committed to attending all regularly scheduled meetings?
Yes

On which boards and/or commissions would you be willing to serve? .Parking Improvements Task Force - Application deadline 8-15-25 by 5 p.m.
1

If you are applying for the Parking Improvement Task Force - Please select what seat are you applying for:.City Resident (non-business owner)
1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:
See attached.

Digital Signature
wendy colsen

Submitted Files

Cover Letter

Resume

P.O. Box 86, Saugatuck, MI 49453
Phone: 269.857.2603 Fax: 269.857-4406
Website: www.saugatuckcity.com

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS/COMMITTEES

Name: Becky Carten-Crandell Home Phone: [redacted]

Home/Mailing Address: [redacted] Douglas MI 49406

E-mail Address: beckycc@saugatuckinterurban.org

Employer: Interurban Transit Authority Occupation/Position: Director

Business Phone: 269-857-1301 Business Reference: _____

Are you a Saugatuck City resident? no Are you a registered Saugatuck City voter? no

Do you or your employer have any business dealings with the City which might present a conflict of interest? no If yes, explain _____

Serving on a Board or Commission can be time-consuming. Are you committed to attending all regularly scheduled meetings? yes

On which Boards and/or Commissions would you be willing to serve?

Board of Review	Kalamazoo Lake Harbor Authority	Planning Commission
Fire District Board	Kalamazoo Lake Sewer & Water	Tri-Community Non-Motorized Trail Committee
Historic District Commission	Library Board	Tri-Community Wildlife Committee
Interurban Board	Parks & Public Works Committee	
Compensation Commisson	Parking Improvement Task Force	Zoning Board of Appeals

Parking Task Force seat choice:

Resident (non-business owner) Restaurant Owner Retail Business Owner

Parking task force

Please describe any qualifications, expertise or special interests that relate to your possible appointment:

You may wish to submit a cover letter with your application. Please return the original to the City Clerk's office at the above address for processing. The City of Saugatuck recognizes and supports the concept of balanced representation in regard to filling vacancies on Boards and Commissions. To this end, every effort is made to appoint members who represent Saugatuck's diverse community, including citizens of all ethnic groups as well as people with disabilities. Reasonable accommodations and equal access to communication are provided upon request.

Signature: _____ Date: 7-30-2025

***Disclaimer: Per the City of Saugatuck's retention schedule this application will be kept on file for twelve months, unless you are chosen to serve on a board, then this application is kept on file for the duration of your term.*

Jamie Wolters

From: no-reply@weebly.com
Sent: Monday, August 11, 2025 9:59 PM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

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

You've just received a new submission to your Application for Boards & Commissions.
Mark as Spam

Submitted Information:

Name
Michael Gustaitis

Email
[redacted]

Home Phone Number
[redacted]

Mobile Phone Number
[redacted]

Address
[redacted]
Saugatuck , MI Usa 494523

Current Employer
Wine Sellers

Occupation/Position
Owner

Business Phone Number
2698577815

Business Reference Name

Business Reference Phone Number

Business Reference Email

Does your employer have any business dealings wth the City which might present a conflict of interest
No

If yes, please explain:

Are you a City of Saugatuck resident?
Yes

Are you a registered City of Saugatuck voter?
Yes

Serving on a board or commission can be time-consuming. Are you committed to attending all regularly scheduled meetings?
No

On which boards and/or commissions would you be willing to serve? .Parking Improvements Task Force - Application deadline 8-15-25 by 5 p.m.
1

If you are applying for the Parking Improvement Task Force - Please select what seat are you applying for:.Retail Business Owner
1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:

Digital Signature
Michael Gustaitis

Jamie Wolters

From: no-reply@weebly.com
Sent: Thursday, July 31, 2025 2:39 PM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

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

You've just received a new submission to your Application for Boards & Commissions.
Mark as Spam

Submitted Information:

Name
Gary Kott

Email

Home Phone Number

Mobile Phone Number

Address
P.O. Box 27

Saugatuck, MI US 49453

Current Employer
Hidden Garden Cottages & Suites

Occupation/Position
owner

Business Phone Number
269 857 8109

Business Reference Name

Business Reference Phone Number

Business Reference Email

Does your employer have any business dealings wth the City which might present a conflict of interest
No

If yes, please explain:

Are you a City of Saugatuck resident?
Yes

Are you a registered City of Saugatuck voter?

Yes

Serving on a board or commission can be time-consuming. Are you committed to attending all regularly scheduled meetings?
Yes

On which boards and/or commissions would you be willing to serve? .Parking Improvements Task Force - Application deadline 8-15-25 by 5 p.m.
1

If you are applying for the Parking Improvement Task Force - Please select what seat are you applying for:.Retail Business Owner
1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:
I am applying for the CVB seat on the parking committee.

I have been a downtown resident and downtown business owner since 1990. In those 35 years, I have never had private off street parking so I am aware of the parking challenges.

I am on the board of directors of the Saugatuck Douglas CVB.

Digital Signature
Gary Kott

Jamie Wolters

From: no-reply@weebly.com
Sent: Tuesday, July 29, 2025 1:21 PM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

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

You've just received a new submission to your Application for Boards & Commissions.
Mark as Spam

Submitted Information:

Name
Alec Payleitner

Email
[redacted]

Home Phone Number

Mobile Phone Number
[redacted]

Address
[redacted]
Fennville, MI 49453

Current Employer
SaugaTaco

Occupation/Position
Owner

Business Phone Number
269-225-5748

Business Reference Name
Alec Payleitner

Business Reference Phone Number

Business Reference Email

Does your employer have any business dealings wth the City which might present a conflict of interest
No

If yes, please explain:

Are you a City of Saugatuck resident?
No

Are you a registered City of Saugatuck voter?
No

Serving on a board or commission can be time-consuming. Are you committed to attending all regularly scheduled meetings?
Yes

On which boards and/or commissions would you be willing to serve? .Parking Improvements Task Force - Application deadline 8-15-25 by 5 p.m.
1

If you are applying for the Parking Improvement Task Force - Please select what seat are you applying for:.Restaurant Owner
1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:
If I'm selected, I'm able to check either the 'restaurant owner' or the 'CVB' box on your community stakeholder wishlist.

Thanks for your consideration!

Digital Signature
Alec Payleitner

Knights of Columbus

August 20, 2025

City of Saugatuck
102 Butler St.
Saugatuck, MI 49453

re: Knights of Columbus Annual Tootsie Roll Drive

Mayor Holly Anderson and Members of the Council

Once again the Knights of Columbus is planning for its annual fund-raising event known as the Tootsie Roll Drive. We wish to thank you for your support over the years in allowing this event to take place in Douglas. This year the Drive will take place Friday and Saturday October 17th and 18th. We look forward to your continuing support. We will be working with local merchants to solicit donations to assist those persons in our area with emotional and physical disabilities.

Organizations that will receive our support from donations received during the Drive include ARC, Special Olympics and Camp Sunshine. All of those working on the Drive are volunteers. We do not sell Tootsie Rolls, but merely offer a small Tootsie Roll as an expression of our gratitude to those who wish to donate. As always we will be positioned in or near the entrance at the merchant location and will not create an obstruction to pedestrian traffic.

On behalf of our local K of C Council thank you for your support, and if you have any questions or concerns please contact me at 616-403-8278.

Tom Pantelleria
Grand Knight, St. Peter Council K of C

Tom Pantelleria