City Council Agenda Item Report

From: Jamie Wolters

Date: February 23, 2026

Subject: Resolution 260223-A Temporary Polling Location Change for 2026 Elections

Description:

Enclosed for your review and consideration is Resolution 260223-A regarding the designation of a temporary change of polling location from the City of Saugatuck City Hall to the Saugatuck Woman's Club for the May 5, 2026, Special Election, the August 4, 2026, State Primary Election, and the November 3, 2026, 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 City Hall at 102 Butler Street. City Hall may be unavailable for the May 5, 2026, Special Election due to possible inaccessibility of the second floor during repairs and improvements to the building's elevator system. Additionally, City Hall is anticipated to be insufficient in size to accommodate the expected voter turnout for the August 4, 2026, State Primary Election and the November 3, 2026, State General Election.

Additionally, during the November 2025 election, the polling location at the Saugatuck Woman's Club was well received. Both election workers and residents provided positive feedback regarding the accessibility, layout, and overall functionality of the facility. The experience demonstrated that the Woman's Club serves as an effective and accommodating alternative polling location.

The enclosed resolution formally designates the Saugatuck Woman's Club as the polling place for Precinct 001 for all 2026 elections. It also authorizes the City Clerk to execute the necessary agreement with the Woman's Club, coordinate delivery of election materials, and provide notification of the change to all registered voters in the precinct.

Budget Action Required:

A budget amendment will be presented to account for the additional expenses associated with use of the facility and required public notices, as well as the anticipated reimbursement revenue from the school district for the May election.

Legal Review:

Yes

Election Commission Review:

Yes

Sample Motion:

Motion to approve/deny Resolution 260223-A as presented.

COUNTY OF ALLEGAN
STATE OF MICHIGAN

RESOLUTION FOR TEMPORARY POLLING LOCATION CHANGE FROM CITY HALL TO THE SAUGATUCK WOMAN'S CLUB AT 303 BUTLER STREET, SAUGATUCK, MI 49453, FOR MAY 5, 2026, SPECIAL ELECTION, AUGUST 4, 2026, STATE PRIMARY ELECTION AND NOVEMBER 3, 2026, STATE GENERAL ELECTION.

RESOLUTION NO. 260223-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 is the City of Saugatuck City Hall, located at 102 Butler Street, Saugatuck, Michigan 49453; and

WHEREAS, City Hall may be unavailable for the May 5, 2026, Special Election due to possible inaccessibility of the second floor during repairs and improvements to the building's elevator system; and

WHEREAS, City Hall is anticipated to be insufficient in size to accommodate the expected voter turnout for August 4, 2026, State Primary Election and November 3, 2026, State General Election; and

WHEREAS, the Saugatuck Woman's Club located at 303 Butler Street, Saugatuck, Michigan 49453, is available for May 5, 2026, Special Election,

August 4, 2026, State Primary Election and November 3, 2026, 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 temporary change of polling location from the City of Saugatuck City Hall to the Saugatuck Woman's Club for the May 5, 2026, Special Election, the August 4, 2026, State Primary Election, and the November 3, 2026, State General Election is necessary due to the City Hall facility being unusable or unsuitable for the reasons set forth 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 Woman's Club for May 5, 2026, Special Election, August 4, 2026, State Primary Election and November 3, 2026, 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 Woman's Club for the City of Saugatuck to conduct the May 5, 2026, Special Election, August 4, 2026, State Primary Election and November 3, 2026, State General Election, State General Election at the Saugatuck Woman's Club, which will require the delivery of election equipment and supplies shall be delivered to the Saugatuck Woman's Club on the day preceding each of the above-referenced elections.

(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: _____

Absent/Abstain: _____

RESOLUTION DECLARED ADOPTED.

_____

Holly Anderson, Mayor

_____

Jamie Wolters, City Clerk

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. 260223-A, duly adopted at a regular meeting of the City of Saugatuck City Council held on _____, 2026.

_____
Jamie Wolters, City Clerk
City of Saugatuck