



## City Council Agenda Item Report

**FROM:** Mark Ondersma – Director of Public Works

**MEETING DATE:** September 28, 2026

**SUBJECT:** Holiday Light Expansion- 2 Year Contract

**DESCRIPTION:**

Staff is requesting City Council approval of a two-year renewal and expansion of the City's downtown holiday lighting program for the 2026 and 2027 holiday seasons.

The proposal from Chips Groundcover, LLC includes the installation, seasonal servicing, takedown, and storage of the expanded holiday lighting displays. The annual cost for the expansion is \$8,580 for each of the 2026 and 2027 holiday seasons.

Last year, the City invested in electrical upgrades to support the expansion of the downtown holiday lighting program. The 2025 holiday season was the first year of the expanded lighting, and the additional displays received a very positive response from the community and downtown visitors.

The expanded lighting areas will include:

- **Water Street, from Culver Street to Mary Street:** 38 trees
- **Hoffman Street, from Water Street to Butler Street:** 16 trees

The Convention & Visitors Bureau (CVB) has also provided **\$6,000 sponsorship** toward the expanded lighting areas.

**BUDGET ACTION REQUIRED:**

Funding for the expanded lighting is included in the current fiscal year budget.

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A



**SAMPLE MOTION:**

Motion to approve the Holiday lighting program expansion renewal with Chips Groundcover, LLC, for the 2026 and 2027 holiday seasons at an annual cost of \$8,580, subject to final contract review and execution.



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### Christmascape Proposal. Prepared For:

|                                           |                                             |               |                                         |                               |                     |
|-------------------------------------------|---------------------------------------------|---------------|-----------------------------------------|-------------------------------|---------------------|
| <b>Bill To:</b>                           | City of Saugatuck                           |               |                                         | <b>Date:</b>                  | 10-09-25 v4         |
| <b>Job Name (if different):</b>           | Downtown Areas (2025 additions)             |               | <b>Primary Contact (if commercial):</b> | Scott Herbert<br>Ryan Cummins |                     |
| <b>Phone:</b>                             | [REDACTED]                                  | <b>Email:</b> | [REDACTED]                              |                               |                     |
| <b>Billing Address, City, State, Zip:</b> | 102 Butler St. PO Box 86 Saugatuck MI 49453 |               |                                         |                               |                     |
| <b>Jobsite Address:</b>                   | See detail below.                           |               |                                         |                               | Prepared by: Nick W |

Thank you for your interest in our services! We take pride in the displays we create (we call them “Christmascares!”) for your enjoyment and we hope to work with you soon.

Please initial at each desired item. Please complete top-portion of reverse side for scheduling

| Item #:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | CUSTOMER INITIAL | Description:                                                                                           | Annual Price: |        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------------------------------------------------------------------------------|---------------|--------|
| <p>Description:</p> <p>Addition of various downtown areas. Pricing valid for 30 days from issuance.</p> <p>Pricing includes installation, service (see terms), takedown, and storage of materials. Pricing does not include the sale of material.</p> <p>Installation method to be consistent to current display (Trees along Butler Ave, Culver St, and other nearby areas).</p> <p>Trunks and select branches to wrapped 10-12 foot height where possible. Strand Spacing approximately 6” apart.</p> <p>Tree canopies to be wrapped where possible, avoiding areas when overhead utility / power lines are present and if tree canopies cannot support lights. Tree canopy spacing and number of strands will vary based on canopy size and shape and species of tree.</p> <p>Client responsibility to provide adequate power. Note: Individual tree pricing varies based on tree size, shape and species. Some trees may be skipped due to power unavailable, if too small to hold lights, or other reasons. Pricing reflects estimated tree quantity, and subject to change based on actual quantity.</p> <p>Material to be used: Warm White Commercial Grade 5mm minis lights with 6” bulb spacing.</p> <p>Service: To be included within Downtown Area Service (not additional to). Downtown Area Service: Includes up to 30 free service calls per season upon proposal acceptance. Service calls are typically completed within 4 business days of notice of the closest business day, weather and safety depending (Saturday and Sunday calls will be processed Monday). Each additional service call billed at \$85 first hour (minimum). \$85 each additional hour, billed in 15 minute increments. Material needing replacement due to theft, vandalism, or acts of nature may be billed additional. Material to be replaced due to installation error or manufacturer defect will be completed at no additional costs. No Sunday or Holiday call-outs.</p> |                  |                                                                                                        |               |        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                  |                                                                                                        | 2026          | 2027   |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                  | Water Street from Culver to Mary, Hoffman St. from Water to Butler<br>Hoffman St. from Water to Butler | \$8580        | \$8580 |

**INSTALLATION:** Weather (rain, frost, snow, ice) effects installation scheduling We start installing as early as September to ensure your Christmascape can be complete by your desired “power on” date. There is no charge for items that cannot be installed safely. Christmascares are installed in 2 steps. Step 1 is installation of Roofline and Tree lighting, beginning in September. Step 2 is installation of Garland, Wreaths, and leaving your system “plug-in ready” (lighting needs to be plugged into the timer) or powered on; usually completed late November or Early December. (Sometimes we're able to combine both steps. Providing adequate power is client's responsibility.)

**Please mark when you'd like your display POWERED ON:**

\_\_\_\_\_ The week BEFORE Thanksgiving. \_\_\_\_\_ The week OF Thanksgiving. \_\_\_\_\_ The week AFTER Thanksgiving.

Other (Please Specify): \_\_\_\_\_

**TIMERS:** (typically set for 5pm – 11 pm & 6am – 8am) Please note if other time is desired: \_\_\_\_\_

**TAKEDOWN:** Wreath and Garland Takedown is typically completed first. Remaining lighting takedown will be completed weather and timing dependent. Sometimes we're able to combine steps. Unplug timers if you'd like your display off before we're able to complete takedown. Call us if you have questions regarding turning your system off. Pricing includes takedown within 1 year of installation. Takedowns requested to be completed 1 year or more after of installation billed at service rates.

**Please mark when you'd like your display TAKEN DOWN:**

|                           |                  |                 |              |
|---------------------------|------------------|-----------------|--------------|
| Please choose what month: | <b>January</b>   | <b>February</b> | <b>March</b> |
| Choose time of the month: | <b>Beginning</b> | <b>Middle</b>   | <b>End</b>   |

Other (Please Specify): \_\_\_\_\_

**Notes:** \_\_\_\_\_

**Signature:**

**Date:**

Your (the client) signature, verbal agreement, or agreement via email to this contract acknowledges that you personally guarantee payment for services rendered. The client agrees to pay all costs associated with the collection process, if necessary. Payment may be required prior to beginning work otherwise payment is due 30 days after invoice date. \$25 returned check fee, 24% annual finance charge on past due invoices. Proposals valid for thirty days. Prices based on product availability. Client required to supply adequate electric power prior to installation date. Alterations from plans are to be added or subtracted from the sum quoted in this contract. Chips Groundcover, LLC agrees to carry worker's compensation and general liability insurance, and to pay all taxes on material and labor furnished under this contract as required by federal laws and the laws of the state of Michigan.

**SERVICE / MATERIAL WARRANTY AND REPLACEMENT:** You receive 3 free service calls per season (3 months) upon proposal / renewal acceptance. Service calls are typically completed within 3 days of notice of nearest business day; and are weather and safety dependent. Each additional service call billed at \$85 first hour (minimum). \$85 each additional hour, billed in 15 minute increments. New material covered for 1 season (3 months) under manufacturer's warranty. At re-installation: defective and non-working material may be billed additional, if unable to be fixed by us. Material needing replacement due to theft, vandalism, or acts of nature may be billed additional. Material to be replaced due to installation error or manufacturer defect will be completed at no additional costs. Client is responsible for providing adequate power. No Sunday or Holiday call-outs. No service fee will be assessed for items which are unserviceable due to safety concerns. (Material not supplied by us excluded from service & material warranty policy) **Need Service? Don't hesitate to call- we might be working in your area and might be able to waive service charges.**

**STORAGE:** Unless noted, you are purchasing material upon initial installation. Type and number of Extension cords and Timers may change annually based on installation methods. Prices include 11 months of off-season storage (when installed for seasonal use). Additional storage billed \$8 per month per \$1,000 of job total, \$8/month minimum, billed annually at beginning of storage period. Your material is stored off site and insured during the off-season. Useful life of materials is based as follows, (whereas 1 season = 3 months): C9 materials (typically used for roofline applications), Mini lights (typically used for tree lighting), Wreaths, and Garland: 6 seasons. Replacement material offered on a pro-rated bases of useful life to client if needing replacement within material useful life.

Office Use: Date Received: \_\_\_\_\_ Date Confirmed: \_\_\_\_\_ Intl: \_\_\_\_\_ WG/WM Complete: \_\_\_\_\_  
Etmd Instl Hrs: Tree \_\_\_\_ Rfln: \_\_\_\_ Wrth/Grn \_\_\_\_ Estmd TD: Tree \_\_\_\_ Rfln: \_\_\_\_ Wrth/Grn: \_\_\_\_  
ReqInsDate: \_\_\_\_\_ Tmrs pgm: \_\_\_\_\_ Tentative Takedown: \_\_\_\_\_ rv