



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