

Treasurer Report
May 12, 2025



Tax:

- Answered property tax questions.

Payables:

- Continue to convert the vendors from Peter's account information to mine (and now some are sending to Jamie instead of me. . . Working through those, too)
- Processed a payables run
- Processed several escrow refunds
- Worked on getting proper documentation from a new-to-us vendor
- Worked with a couple of vendors that hadn't posted payments to our account.

Miscellaneous:

- Problem bankreconciliation is finished.
- Took a variety of credit card payments (Oval Beach stickers, permits, etc)
- Pushed Comcast again for a timeline on the franchise fee make-up amount. (We've now received the 2nd make-up payment. Just one more and we'll be back on schedule)
- Used the CD rate quotes to work a better percentage rate at the bank that holds the CD that matured
- Working on getting the signature cards updated for the institution that holds the above mentioned CD.
- Helped with a variety of Oval Beach items
- Attended the weeklong Basics conference (first of a three year track to get my MICPT)
- Worked on the Property insurance renewal
- Answered Oval Beach pass questions
- Worked on processes for Oval Beach (like recording resident purchases)
- Reactivated a credit card that shut down
- Constructed a public notice for the budget hearing to submit to the Commercial Record
- Started the process of working with the vendor that supplied the beach passes – there's quality problems to be worked out.
- Passed out budget information to my fellow management

Payroll:

- Working to develop processes and procedures to eliminate inefficiencies and potential errors
- Processed the 05/05/25 payroll
- Updated the new hire paperwork with the Ethics policy information.



City Clerk Department Report

May 12, 2025

Activity Since April 14 :

- Elections:
 - May 6, 2025 election, 200 voters voted.
- Currently processing 2025 Business Licenses, 70 have been executed.
- We have one Wick's Park Boat Slip and will have another lottery.
- Currently have 6 FOIA requests.
- Coordinated and prepared meeting packets and minutes.
- Clerk Meetings:
 - City Council Meeting - Wolters
 - Department Head Meeting - Wolters
 - Town Crier Safety Meeting - Wolters
 - SCA Markets Safety Meeting - Wolters



Planning, Zoning and Project Report

May 12, 2025

Planning and Zoning

- Participated in scheduled internal team meetings.
- Prepared for and participated in HDC meeting.
- Prepared for and participated in Wellhead protection meeting.
- Had meetings regarding regulation changes.
- Spoke with legal regarding various topics.
- Spoke with MTS regarding various topics.
- Met with residents on site regarding complaints about site.
- Met with residents regarding residential project.
- Issued stop work orders to multiple projects.
- Spoke with legal representatives of owners regarding vacation of alley way.
- Spoke with legal representatives of owners regarding removal of ROW hardscaping.
- Sent enforcement letters regarding obstructions to ROW.
- Sent letter regarding requirements for major waterfront construction.
- Reached out to multiple residents regarding unpaid fees for various projects.
- Reached out to multiple residents regarding remaining balance of Escrow accounts.
- Created reports at the request of City Manager.
- Performed onsite visits at the request of MTS.
- Went onsite regarding potential water construction violations.
- Maintained general code enforcement follow-up efforts.
- Issued permits and completed casework as detailed below.

Open Casework

550 Dunegrass Circle	Received notice of violation from EGLE. Researched property to ensure process shall be followed, in talks with developer in regards to potential development, will address requirements in regards to EGLE violation when determined. Had discussion with contract planner to determine how to move forward with proposed development. Further research done on SLU and Site Plan approval for 500 and 550 Dunegrass. sent legal questions for appropriate next steps. Reached out to developer with information regarding potential future project and also with plans to resolve EGLE violations. Reps from site will be required to submit vegetation removal plan to the PC. Developer stated that they would be reaching out to an environmental consulting firm to put together information. had discussion with environmental consultants on what needs to be provided to the PC. Received questions from environmental consultants, scheduled call with developer for further discussion. Emailed environmental consultants with expectations for site plan review application. Application received, invoice sent. Scheduled for may PC meeting.	Enforcement
568 Mason	Emailed Contractor about damaged water line. Sent application to engineer. Asked applicant for more information. Confirmed Drawings are being made. Spoke with developers about issue. Still awaiting complete application and drawings for work completed onsite to address waterline issue. Had further discussions about what happened on site and emailed engineer and KLWSA to determine appropriate action. Recommendations received from Kal Lake and City Engineer, passed on to Contractor. discussion on utility work continues. Invoice for Asphalt work sent to Contractor. Further confirmation still needed, discussion with contractor, engineer, and KLWSA continue. Spoke with contractor for update. discussions continue with Contractor and Kal-Lake. Reached out to contractor to again discuss reimbursement for Kal-Lake. Called Alex for update, left voicemail. Advised MTS that occupancy permits would not be issued while an outstanding balance exists and sidewalk unfinished. Had discussion on timeline for side walk. Sidewalk to be poured week of 05-12-2025.	KLWSA
807 Lake St 7	Incomplete STR application received. Sent back to local agent. Received info, asked for further information. Info received, sent to fire department.	STR

249 Mason	Change of Use application received. Had discussion with fire department and sent request for more information to applicant. Had meeting with owner regarding proposed deck, agreed that major site plan amendment is necessary. Received site plan review application, Scheduled for June pc meeting.	PC
555 Griffith St	STR application received. Sent to fire department. Notified of pipe burst at property, inspection postponed until further notice.	STR
405 Park St	Received concerns for a floating dock at 405 Park which has no permits. Reached out to owner for clarification. Owner claims dock placed 4 years prior. No permits issued for dock. Spoke with Legal regarding enforcement action. Issued stop work order as work being done requires Minor site plan amendment. Provided resources to owner.	Enforcement
403 Water St	Received notice of proposed change of use. Provided resources. Application expected.	Zoning
421 Water St	STR Application received. More info needed. Sent to fire department.	STR
347 Water St	Potential enforcement case noticed. Emailed legal for discussion.	Enforcement
125 Elizabeth	Sent letter regarding obstruction to City ROW stating options for correction. Received contact from Legal representative of 125 Elizabeth on 05-07-2025 that the owners intend to petition to Vacate white alley, but would first contact the neighboring properties for support.	ROW
717 Water St 5	STR application received, More info needed. Sent to fire department.	STR
825 Bridge St	STR app for ADU received, waiting on insurance info. Insurance info received. Fee paid from escrow. Sent to fire department.	STR
449 Water St	Renewal of EODA, 4 spaces for 6 months. Invoice sent, waiting on insurance info. Left voicemail on 04-17-2025 to notify owner that EODA remains unpaid and work may not begin until payment is received, also noted that City Hall is closed 04-18-2025. Reached out stating that city still has not received payment. Applicant stated that the check is in the mail.	EODA
615 Park St 8	Applicant paid str renewal, supplied no application. Resources sent to applicant. Sent to fire department.	STR
842 Lake St 10	STR application received, sent to fire department.	STR
97 Park St	Received insurance information for STR. Sent STR application to owner.	STR
1039 N Maple St	had discussion regarding multi unit fence project. Send app and fence regulations.	Zoning
807 Lake St 1	Application received, more info needed. Info provided, sent to fire department.	STR
230 Griffith St	Application received, no payment. Sent invoice.	STR
807 Lake St 10	Application received, no payment. Sent invoice. Payment received. Sent to fire department.	STR

444 N Maple St	Application received, no payment. Sent invoice.	STR
673 Lake St	Zoning application received for pool house and pool in rear yard, provided review of project to applicant and advised lot coverage is being exceeded.	Zoning
347 Water St #2	STR Application received, need signature for Fire inspection. Sent to Fire Department. License issued.	STR
347 Water St #3	STR Application received, need signature for Fire inspection. Sent to Fire Department. License issued.	STR
633 Butler St	STR Application received, more info needed. Info received, sent to Fire Department.	STR
345 Griffith	STR Application received, sent to fire department.	STR
97 Park St	STR Application received, sent to fire department.	STR
245 Spear St	STR Application received, sent to fire department.	STR
611 Lake St	HDC application received for Sauna in rear yard.	HDC
347 Park St	STR Application received, more information needed. Info received, sent to fire department. License issued.	STR
230 Griffith St	STR Application received, sent to fire department.	STR
165 Elizabeth St	STR Application received, sent to fire department. License issued.	STR
135 Grant St	STR Application received, More info needed. Info received, sent to fire department.	STR
743 Allegan St	STR Application received, sent to fire department. License issued.	STR
202 Butler St	Application for EODA SLU Received , PC meeting June 19. Check too high. Applicant said keep additional in escrow. Ensure SLU mailer is done by 05-23-2025	EODA
630 Holland St	STR Application received, sent to fire department. Invoice not updated, emailed treasurer to confirm payment has been received.	STR
545 Spear St	SF residential application received. Sent invoice and asked for survey of property.	Zoning
813 Allegan St	SF residential application received. Sent invoice	Zoning
515 Water St 2	STR Application received, Sent to fire department. No fire department Checklist form. Sent email to owner.	STR
547 Water St 3	STR Application received, Sent to fire department. No fire department Checklist form. Sent email to owner.	STR
533 Water St 5	STR Application received, Sent to fire department. No fire department Checklist form. Sent email to owner.	STR
533 Water St 6	STR Application received, Sent to fire department. No fire department Checklist form. Sent email to owner.	STR
533 Water St 7	STR Application received, Sent to fire department. No fire department Checklist form. Sent email to owner.	STR

Closed Casework

842 Lake St 9	Answered STR questions regarding regulation changes.	STR
665 Spear	Had meeting with resident about final requirements for occupancy permits and explained that there are no available STR licenses in the CR district.	STR
568 Mason	Answered STR questions regarding regulation changes.	STR
607 Butler St	Answered questions about approved uses in R4 CER	Zoning
611 Lake St	Spoke with owner regarding HDC policy.	HDC
302 Culver	Observed obstruction to public parking spaces. Violation letter sent.	Enforcement
568 Mason	Completed FOIA request	FOIA
825 Bridge St	Emailed applicant regarding Escrow Balance. Provided W-9 for refund.	Escrow
450 Spear St	Emailed applicant regarding Escrow Balance. Provided W-9 for refund.	Escrow
515 St Joseph	Emailed applicant regarding Escrow Balance. Provided W-9 for refund.	Escrow
880 Holland	Emailed applicant regarding Escrow Balance. Provided W-9 for refund.	Escrow
306 Mary	Emailed applicant regarding Escrow Balance. Provided W-9 for refund.	Escrow
991 Ridgeview Dr	Emailed applicant regarding Escrow Balance. Provided W-9 for refund.	Escrow
807 Lake St	Answered questions and provided resources regarding occupancy limits and local agent designations.	STR
129 Griffith St	Sign application received, sent request for more detailed info on placement. Info received, sent to Chair of HDC. Admin approval. Sign Permit issued.	HDC
128 Elizabeth St 13	STR Application received, sent to fire department. License issued.	STR
240 Lucy St	Answered STR questions regarding regulation changes.	STR
827 Holland St	Answered STR questions regarding regulation changes.	STR
831 Holland St	Answered STR questions regarding regulation changes.	STR
220 Culver	Received application for sign in historic district. Received approval for administrative sign off. Sent invoice to applicant. received payment. Sent to city council for approval of license agreement. Permit issued.	HDC
660 Lake St	Observed Work being done In the Historic district without permits. Stopped work to get permit applications and plans. Spoke with owner and contractor about plans and permits required in this district. Plans and permits received. Permits issued.	HDC
890 Holland St	Application for Water service replacement received. Spoke with Public works superintendent and City Engineer. permit issued.	Zoning

1045 Elizabeth St	Application received for second story addition to home. No setbacks on plans were provided. Reached out to applicant to clarify. Survey provided. License issued.	Zoning
807 Lake St	Answered numerous questions regarding occupancy and violations for multiple units within Multi Family Structure.	STR
344 Francis St	Application received, no payment. Sent invoice. License Issued.	STR
985 Ridgeview Ln	STR Application received, sent to fire department. License issued.	STR
332 Mary St #1 #2 #3	STR Application received, sent to fire department. License issued.	STR
320 Mason St	STR Application received, sent to fire department. License issued.	STR
787 Manchester Dr	Went onsite to perform final inspection.	Zoning
403 Water St	Observed Feather flag on site. owner agreed to remove and add flag to structure. No further action.	Enforcement
302 Culver St	Received application to HDC for minor masonry work. Sent invoice. Permit issued.	HDC
152 Butler St	HDC Application to replace 10 sq ft of entry way with concrete. Sent invoice to applicant. Issued on 05-01-2025 with stipulation to save as much material as possible.	HDC
439 Butler St	Provided information and resources regarding project in the Historic District. Awaiting application. HDC application received for window replacement received, advised that board review would be required. Sent invoice. Approved on 05-01-2025.	HDC
303 Culver St	HDC Application for historical marker to replace existing sign. Approved on 05-02-2025.	HDC
237 Francis St	STR application received. More info needed. Info received, sent to fire department, Notified fire department that reinspection fee was paid. License issued.	STR
1055 Holland St	STR Application received, sent to fire department. License issued.	STR
1035 Holland St	Received STR application. Transfer occurred 02/26/2025, on hold for now. Sent to fire department. License issued.	STR
347 Water St #2	STR Application received, need signature for Fire inspection. Sent to Fire Department. License issued.	STR
347 Water St #3	STR Application received, need signature for Fire inspection. Sent to Fire Department. License issued.	STR
303 Butler St	Had meeting regarding alterations planned for the Saugatuck Women's Club, explained HDC regulations and provided resources.	Zoning
515 Water St	STR Application received, sent to fire department. License issued.	STR

405 Park St	Received application for addition of bathrooms and interior renovation. Sent to Contract planner for discussions. Administrative review deemed inappropriate due to location and scope of project, Formal site plan review scheduled for pc. Site plan review approved contingent upon applicable flood plain requirements being met. Waiting on owner to send additional documentation. Emailed owner regarding conditioned site plan approval and asked about required documentation. Had meeting with owner concerning EGLE requirements and location of flood plane. Received Topo survey of site, and confirmation from Jon Bayha of EGLE that all work proposed is above flood zone. Permit issued and sent to Fire Department and MTS.	Zoning
560 Mill	Spoke to attorney regarding Hardscaping request, had questions regarding private stone walkway remaining, asked if reapplication is possible or if appeal would be necessary. Stated that removal of denied hardscaping would begin and would reach out if they had further questions.	ROW
842 Lake St 8	Notified of transfer of property in resort district. Advised that transfer would void STR license and a new license would need to be obtained.	STR
102 Butler St	Application to install Fiber on Park St. No signatures with application, sent back to applicant. Signatures and payment received. Had discussion with DPW director and Engineer regarding stipulations. Sent permits to applicant with directions to contact City Engineer for walkthrough/review meeting as soon as possible.	ROW
550 Mason St	STR Application received, more information needed. Application withdrawn.	STR
743 Allegan St	STR Application received, sent to fire department. License issued.	STR
510 Butler	Sent invoice to McKenna due to overdrawn escrow account for proposed text amendment.	Escrow
410 Hoffman	STR Application received, sent to fire department. License issued.	STR
229 Francis St	STR Application received, sent to fire department. License issued.	STR
781 Manchester Dr	STR application received. Sent email to applicant explaining that due to transfer of ownership to LLC, application is currently pending. Updated owners on pending language. Pending language approved. sent to fire department. License issued.	STR

304 Lucy St	Received STR renewal with new owners. Noted a different license holder on application from previous years. Transfer occurred Jan 2024, existing certificate never updated. Application denied due to unauthorized transfer of ownership. Email and letter sent to owner. Discussions with the owner and local agent in regards to appropriateness of denial was had. Owner to provide timeline of events for argument to be sent to legal. Explained to owner that their application is considered denied due to transfer. Explained regulation changes to representative of 304 Lucy. STR application received. Sent to Fire Department, License issued.	STR
131 Mason St	Fire department notified me of fence blocking egress, owner intends to remove panel of fence, emailed HDC chair to confirm that administrative approval is appropriate for modification of a fence behind a building line. HDC permit issued.	HDC
405 Park St	Potential enforcement case. Site work observed, emailed EGLE and Allegan County to ensure no permits from them is required. Issued stop work order as minor site plan amendment required. Applicant adding pavers where concrete exists and adding decorative boulders to existing retaining wall. Engineer and contract planner consulted, scope of work is compliant and existing Stormwater mitigation precautions is acceptable. Permit issued.	Enforcement
646 Francis St	ROW application for natural gas installation received. Engineer provided stipulations for work. Permit issued.	ROW
449 Water St	noticed outdoor dining set up without fees paid, reached out to owner who stated that check was mailed last week. No further action at this time.	EODA
403 Water St	Received application for internal remodel of Personal Service establishment. Sent to fire department and MTS. Fire department approved with stipulations that further documentation be provided to them. No further action needed at this time.	Zoning
338 Park St	Application received for existing STR. Noted transfer from owner to LLC, notified owner that license is currently pending. Sent email to applicant explaining that due to transfer of ownership to LLC, application is currently pending. Spoke with applicant about upcoming City Council Workshop. Updated owners on pending language. Pending language approved. sent to fire department. License issued.	STR
347 Park St	STR Application received, more information needed. Info received, sent to fire department. License issued.	STR
25 Park St	Received concerns from neighbors regarding work being done without permits. Visited site to confirm that no permits were needed from Zoning as scope of project was maintenance on existing structure.	Enforcement

165 Elizabeth St	STR Application received, sent to fire department. License issued.	STR
153 Lucy St #1	STR Application received, sent to fire department. License issued.	STR
153 Lucy St #2	STR Application received, sent to fire department. License issued.	STR
153 Lucy St #3	STR Application received, sent to fire department. License issued.	STR
731 Water St	STR Application received, sent to fire department. License issued.	STR
329 Water St	HDC and Zoning App received to replace concrete driveway. Footprint will be unchanged, material will be unchanged. Permits issued 05-08-2025.	HDC
102 Butler St	HDC app for replacement of Chain Ferry Arbors. All materials will be like for like. Discussion had with DPW director. Sent to Chair of HDC. Chair agreed to admin approval. Approved 05-08-2025	HDC



Department of Public Works

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 4/28/2025:

Maple Street:

On Tuesday, April 29th, staff met with Fleis & Vandenbrink Engineering to walk the length of Maple Street in preparation for 2026 construction. The walkthrough helped identify site conditions, obstacles, and considerations that should be incorporated into preliminary designs. Key topics discussed during the walkthrough included stormwater mitigation, tree removals, sidewalk placement, driveways, signage, and other site-specific issues. Fleis & Vandenbrink will use the input gathered from this walkthrough to develop the first draft of the road redesign.

Annual Water Turn-Ons:

On April 28th, the Department of Public Works partnered with the Kalamazoo Lake Sewer & Water Authority to activate water service and install water meters at City parks and properties. Since then, DPW has completed key seasonal preparations, including cleaning and opening restrooms, activating irrigation systems, and performing necessary irrigation repairs and adjustments.

Parks, Mulch & Tree Planting:

Public Works crews are actively preparing town parks and green spaces for Memorial Day. Recent work includes mowing, edging, trimming, and general cleanup to ensure a well-maintained appearance. Fresh mulch has been applied to flower beds and tree bases. New trees have been planted to enhance park and right-of-way aesthetics while providing long-term benefits. These efforts aim to ensure public areas are clean, attractive, and ready for holiday events.

Oval Beach:

Public Works is preparing Oval Beach for the upcoming season by clearing sand from parking areas and buildings, replenishing the main beach with extra sand, and bulldozing the beach area. Staff have been hired following interviews, the water system has been disinfected and tested, and employee orientation is scheduled for Saturday, May 10th. Preparations are on track for the Memorial Day Weekend opening.

Meetings:

- **4/28/2025** – DPW Weekly Goals Meeting
- **4/29/2025** – Meeting with Tele-Rad at Public Works
- **4/30/2025** – Department Head Team Meeting
- **4/30/2025** – DPW Superintendent/City Manager Meeting
- **4/30/2025** – Meeting with Allegan Conservation District
- **5/02/2025** – DPW Weekly Goals Follow Up Meeting
- **5/05/2025** – DPW Weekly Goals Meeting
- **5/07/2025** – Special Events Safety Meeting (Town Crier/SCA Markets)
- **5/07/2025** – Workshop Meeting
- **5/08/2025** – Meeting at 547 Francis Street – driveway approach
- **5/09/2025** – DPW Weekly Goals Follow Up Meeting

April 2025 stats- Allegan County Sheriff's Department

56 total dispatched calls and/or self-initiated calls

Abandoned 911 calls – 1

Alarms - 2

Animal – 2

Assist other agencies – 5 (assist to fire/ems on medicals)

Check Welfare – 3

Civil - 1

Conservation – 2

Found property – 1

General assist – 25

Harassment – 2

Larceny - 2

Open Door – 2

Mental subject – 1

No ops – 1

OWI - 2

Parking – 1

Property checks - 2

Suspicious situation - 4

Below are traffic stops by the 4 Deputies contracted by the city and amount of times they are at the school.

Traffic stops – 36

School contacts – 28

**City of Saugatuck
Status Report of Engineering Activities
May 8, 2025**

General Consultation

- 2024 Asphalt Repairs: The project is complete and we are working on contract closeout paperwork.
- Village Square Court Renovation: The DNR Passport Program application was submitted prior to the April 1 deadline and has been confirmed as administratively complete. Preliminary scoring will be released late summer or early fall, at which time revisions/additions can be made.
- Developed a proposal for inspection of larger culvert crossings and storm sewer outfalls. This work could be completed in phases and areas of concern could be prioritized.
- 3-year contract for pavement markings was awarded on March 24 and we are in the process of getting the contract in place. Attended a pre-construction walkthrough with the contractor to review specifics. Work is to be completed by mid-June each year.
- Assisting with review of water and sewer agreements as needed.

EGLE Technical, Managerial and Financial (TMF) Project

- The City was awarded \$221,600 in funding from EGLE's Community Technical, Managerial, and Financial (TMF) support for lead service line identification (100% grant).
- Prepared the City's Complete Distribution System Materials Inventory and submitted it to EGLE to meet the October 16 deadline. An updated version will be provided when potholing work is complete.
- Potholing work is anticipated to be completed soon. A number of addresses have been added to fully utilize the grant dollars available.

Mt. Baldhead Projects

- AT&T Project Assistance
 - Providing assistance on an as-needed basis.
- Restroom Building Replacement
 - Issued the Notice of Award to Midwest on April 30.
 - Working on getting the contract in place so that materials can be ordered.
 - Will work through paperwork to adjust the schedule for fall construction, if that is the City's preference.
- Observation Platform Replacement
 - Design work is progressing. Additional survey work is complete.
 - The Allegan Conservation District has provided the Vegetation Removal Assurance, which is a report required for the EGLE/USACE Critical Dunes Permitting. The report evaluates impacts on vegetation, native, non-native and invasives, and provides guidance for the design and construction. The report includes guidance for several of the unhealthy, dead or undesirable species to be removed as part of the project and replaced with native/desirable ones.

Sea Wall and Concrete Repairs

- The bid opening was held on April 30, however none were received.
- We will be regrouping with City staff soon on rebidding or other changes to get quotes for the work.

Maple Street Improvements

- Design work is underway. A kickoff meeting/walkthrough was held with staff on April 29.
- Additional survey for the DPW asphalt resurfacing work is in process.
- Wetland delineation has been completed.
- Soil borings have been completed.

Park Street Improvements – Study Phase

- Park Street between Campbell Road and Mt. Baldhead has no specific non-motorized facility and a number of unique challenges and right-of-way encroachments. The asphalt pavement is deteriorating. A number of development projects have recently been completed or are ongoing along the corridor. A planning phase proposal has been developed to build on prior study work and develop a scope, concept and cost estimate for improvement of the corridor.
- We are awaiting results of our application to EGLE's Michigan Coastal Management Program, which was submitted on December 20, 2024 followed by a council resolution on December 23. If funded, the grant would cover up to 50% of the planning cost and an updated proposal will be prepared to align with the funding. EGLE has reached out several times with follow-up questions/clarifications on the application.