



City Manager Report

November 24, 2025

Capital Improvement Plan

- As a refresher, attached is the City's capital improvement plan (CIP) that you approved earlier this year.
- Engineering and staff work to update the plan each year to reflect our recommendations, Council priorities and updated project schedules. With Scott Herbert's recent Asset Management Champions training, a more enhanced plan is also in the works. More time to come over the winter.
- **Maple Street**
 - The CIP shows design engineering in 2025 and construction in 2026.
 - Fleis and VandenBrink (F&V) is in the final design phase for the Maple Street project.
 - Here is a link to view the 90% plans:
<https://fveng.sharefile.com/public/share/web-sc0f93f3c7efb4406abdc936bf740eed0>
 - The plans have also been shared with the Township, Fire Department and KLSWA and a review meeting is scheduled.
 - F&V advised we are still on track to receive our EGLE permit and go out to bid in mid-December.
- **Park Street**
 - The CIP calls for Park Street planning from Campbell to Mt. Baldhead Park in FY 25/26. This is also on the Council priority list and we budgeted dollars for this.
 - Last December, we submitted a grant application to EGLE's Coastal Management Program to help cover engineering costs for Park Street planning, conceptual designs, cost estimates, and landscape architecture services. I am happy to report that our grant application was approved, which will cover \$20,000 of the total cost of \$40,000.
 - EGLE is finalizing the grant agreement. Both the grant agreement and engineering proposal will be brought to a workshop soon and if Council approves, work will begin in 2026.
- **Elizabeth Street**
 - The current CIP calls for design engineering in 2026 and construction in 2027. Council also prioritized Elizabeth Street design in FY 25/26 and dollars are budgeted for this.
 - Public Works and Engineering recently met to discuss a design engineering proposal, and we anticipate presenting this at the next Council workshop.

Short-Term Rentals

- Similar to last year, staff will be compiling STR data at the end of the calendar year and present it to City Council. This will include the number of STRs by zoning district and enforcement data (including Granicus 1-800 hotline info). We are planning to present this at your January 7 workshop.
- In capped R-1 zoning districts, staff will also check for available licenses and publish notice of available licenses per the approved lottery policy.
- If Council wishes to evaluate any amendments to the STR ordinances, we will look to your feedback at the January 7 workshop.

White Alley

- The owners of 125 Elizabeth have filed a complaint in Circuit Court to revise and/or amend their plat to have White Alley vacated. This stems from an enforcement case where there are encroachments in the right of way. Typically, the owner would approach the City first to have Council consider approving a resolution to vacate the right of way and then file in Circuit Court. Instead, they chose to go straight to the court.
- To vacate an alley that is part of a recorded plat, the petitioner must list the City, county, state, electric utility, and all property owners within 300 feet as parties in the complaint.
- Staff is evaluating whether we have any opposition to the alleyway vacation and whether we would want to retain a utility easement. Once we have a recommendation, we will review with Council.

Holiday Lighting

- The Public Works (DPW) team has been working hard to coordinate with contractors to make sure the holiday lighting is fully lit by Thanksgiving. DPW advised me that the installers and electrical contractor have everything ready and we are just waiting on Consumers Energy to activate the new electrical. Consumers advised DPW they will have everything active in time for Thanksgiving. DPW continues to follow up to make sure that is the case.
- As a reminder, we received a \$20,200 grant from the CVB for the holiday lighting expansion. The CVB would like to take a “big check” photo right before your meeting. If you can come a bit early, we can include everyone in the photo!

Mt. Baldhead Restroom Construction

- Midwest Construction provided the following update:
 - We are moving along quite well as we move towards completion.
 - Recently complete: Masonry and Roof Framing, Shingled Roofing, Interior Rough-ins
 - Up next: Hang restroom ceilings, Insulate, Paint. Flooring, Final fixture install

- We have faced some issues with the doors and drinking fountain, but we are working on contingency plans to open up the restroom while we wait.



Response Times for Law Enforcement

- Some of you have requested further data from the Sheriff's Office that would include response times.
- Sgt. Haas advised me he met with their record keeping vendor and they are working to get back to him on how to extract response times.

Blue Star Trail

- I reported in October that the tribal nations would like phase 1 archeological survey work due to known contributing resources to the traditional cultural property.
- This week, MDOT finalized the details for the work. I shared the MDOT information with our engineers at C2AE so we can work to seek proposals and scope of work.
- This work will take some time to complete and as a result, construction in FY 25/26 is highly unlikely. As the fiscal year progresses, we will work on budget amendments that reflect this change.

Kalamazoo River Greenway

- Installing native plants in the landscape is a great way to reduce outdoor water use, protect soil health, and protect local biodiversity. The Kalamazoo River Greenway has received a Grassroots Grant from Bell's Brewery, and with this funding, the ODC Network and Allegan Conservation District will be providing 10 homes with native plant gardens and 5 homes with rain barrels! If you or your constituents are interested in being one of these homes, they can fill out the interest form at

bit.ly/krwater26 and one of their staff will follow up. Attached is a flyer you can share.

- The ODC has also provided additional outreach ideas they are working on. They include:
 - Salt Watch – December and January
 - How to use de-icing salt, Chloride pollution, getting kits from Salt Watch, the 5 S's of Mindful Salt Use
 - Water Smart Landscaping 101 Workshop – February
 - Invasive Species Campaign (6 Weeks) – Begins in March
 - Milfoil, HWA, Lesser Celandine, Prevention, Reporting
 - Lifestyle Actions (6 weeks) – Begins in May
 - Non-point source pollution, mowing techniques, proper disposal of pet waste, water safe car washing, clearing stormwater drains, stormwater capture
 - Two Cleanups and Introductory Kayaker Event - TBD

Miscellaneous

- Held one on one with Director of Planning and Zoning.
- Held one on one with City Treasurer.
- Held one on one meeting with City Clerk.
- Attended Convention and Visitors Bureau Board meeting.
- Attended meetings with water-sewer agreement committee.
- Met with Township and ODC to discuss Township grant application for master plan updates and resiliency planning.

For planning purposes only.

The plan is updated annually and priorities often change based on current conditions and funding opportunities.

City of Saugatuck

Capital Improvements Plan 2025-2030

February 25, 2025

Project	Anticipated Funding Source(s)	Anticipated Project Cost By Year							Total	Notes
		FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2028-29	FY2029-30	FY2030-31		
Roadways (Streets, Sidewalks, Streetscapes, Storm Sewer & Bridges)										
Systemwide Patching+Microsurfacing/Slurry Sealing or Mill & Fill	Local		\$ 200,000		\$ 200,000		\$ 200,000		\$ 600,000	Applicable streets TBD during preparation of bid package.
Systemwide Crack Sealing	Local			\$ 20,000		\$ 25,000		\$ 30,000	\$ 75,000	Applicable streets TBD during preparation of bid package.
Gravel Road Maintenance	Local	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 65,000	Grading, dust control, millings
Annual Pavement Markings	Local	\$ 32,000	\$ 35,000	\$ 38,000	\$ 40,000	\$ 42,000	\$ 45,000	\$ 50,000	\$ 282,000	Annual restriping.
Culvert & Storm Sewer Outfall Inspections	Local	\$ 25,000					\$ 25,000		\$ 50,000	Combination of diving, rover, CCTV and simple visual anticipated.
Blue Star Highway - West Side Valley Gutter & Shoulder Repairs	Local, Potentially MDOT/MDNR		\$ 10,000						\$ 10,000	DPW is coordinating the work with the Blue Star Trail project.
Maple Street Improvements, Blue Star Hwy to S of North Street	Local/Township/MDOT Category B	\$ 50,000	\$ 500,000	\$ 300,000					\$ 850,000	With water main replacement. 2025 design, 2026 construction.
Maple Street Drainage Improvements	Local + TBD	\$ 20,000	\$ 50,000	\$ 50,000					\$ 120,000	Underground detention or similar, coordinated with road work.
Maple Street Non-Motorized Improvements	Local	\$ 50,000	\$ 600,000	\$ 500,000					\$ 1,150,000	Coordinated with road work. 2025 design, 2026 construction.
Park Street Planning, Campbell Rd to Mt. Baldhead Park	Local/EGLE		\$ 40,000						\$ 40,000	EGLE MCMP grant application is pending.
Elizabeth Street Improvements, Allegan St to Francis St	Local		\$ 60,000	\$ 350,000	\$ 350,000				\$ 760,000	Potentially 2026 design, 2027 construction.
Park Street Improvements, Campbell Rd to Mt. Baldhead Park	Local + TBD			\$ 100,000	\$ 550,000	\$ 550,000			\$ 1,200,000	Potentially 2027 design, 2028 construction.
Mill Street Improvements	Local				\$ 40,000	\$ 120,000	\$ 90,000		\$ 250,000	Potentially 2028 design, 2029 construction.
Lakeview, Brooks & Interlaken Street Improvements	Local				\$ 50,000	\$ 225,000	\$ 225,000		\$ 500,000	Potentially 2028 design, 2029 construction.
Butler Street Improvements - Culver to Lucy	Local + TBD					\$ 200,000	\$ 750,000	\$ 750,000	\$ 1,700,000	Potentially 2029 design, 2030 construction.
Lucy Street Resurfacing - Water to Butler	Local					\$ 15,000	\$ 35,000	\$ 35,000	\$ 85,000	Timeframe TBD, based on available funding and other projects.
Hoffman Street Improvements - Griffith to Grand & E of Elizabeth	Local					\$ 30,000	\$ 125,000	\$ 125,000	\$ 280,000	Timeframe TBD, based on available funding and other projects.
Grand Street Improvements - Mason to Hoffman & Francis to St. Joseph	Local					\$ 30,000	\$ 75,000	\$ 75,000	\$ 180,000	Timeframe TBD, based on available funding and other projects.
Mason Street Improvements - Grand to Elizabeth	Local						\$ 10,000	\$ 100,000	\$ 110,000	Timeframe TBD, based on available funding and other projects.
Spear Street Resurfacing - East and West of Grand	Local						\$ 10,000	\$ 100,000	\$ 110,000	Timeframe TBD, based on available funding and other projects.
Grant Street & Elizabeth Street Resurfacing	Local							\$ 200,000	\$ 200,000	Timeframe TBD, based on available funding and other projects.
Subtotal Roadways		\$ 182,000	\$ 1,505,000	\$ 1,368,000	\$ 1,240,000	\$ 1,247,000	\$ 1,600,000	\$ 1,475,000	\$ 8,617,000	
Water System										
Final Distribution System Materials Inventory (DSMI)	EGLE TMF Grant (no local cost)								\$ -	Completion in spring 2025.
Lead Service Line Replacement - Systemwide	Local, Potentially State/Federal		\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,800,000	Annually addressing services prior to road work plus others.
Maple Street Water Main Replacement - Blue Star to S of North Street	Local/Township	\$ 35,000	\$ 400,000	\$ 400,000					\$ 835,000	Coordinated with road improvements.
Elizabeth Street Water Main Replacement - Allegan to Francis	Local		\$ 60,000	\$ 300,000	\$ 300,000				\$ 660,000	Coordinated with road improvements.
Park Street Water Main Improvements	Local			\$ 10,000	\$ 50,000	\$ 50,000			\$ 110,000	Non-traffic hydrant replacement & misc. improvements.
Non-Traffic Hydrant Replacement	Local							\$ 100,000	\$ 100,000	Those not replaced as part of other projects.
Water Street Gate Valve Installation	Local		\$ 50,000						\$ 50,000	Locations TBD.
Wicks Park Water Service Separation	Local		\$ 50,000	\$ 50,000					\$ 100,000	Placeholder only. Required scope of work TBD.
Butler Street Water Main Replacement - Culver to Lucy	Local					\$ 150,000	\$ 700,000	\$ 700,000	\$ 1,550,000	Coordinated with road improvements.
Lucy Street Water Main Replacement - Water to Butler	Local					\$ 30,000	\$ 60,000	\$ 60,000	\$ 150,000	Coordinated with road improvements.
Hoffman Street Water Main Replacement - Griffith to Grand & E of Elizabeth	Local		\$ 25,000	\$ 125,000	\$ 125,000	\$ 30,000	\$ 150,000	\$ 150,000	\$ 605,000	Contingent on EGLE funding.
Grand Street Water Main Replacement - Mason to Hoffman & Francis to Joseph	Local					\$ 25,000	\$ 125,000	\$ 120,000	\$ 270,000	Contingent on EGLE funding.
Subtotal Water System		\$ 35,000	\$ 885,000	\$ 1,185,000	\$ 775,000	\$ 585,000	\$ 1,335,000	\$ 1,430,000	\$ 6,230,000	
Wastewater System										
Maple Street Sanitary Sewer Improvements	Local/Township	\$ 5,000	\$ 35,000	\$ 20,000					\$ 60,000	Coordinated with road improvements.
Elizabeth Street Sanitary Sewer Improvements	Local		\$ 10,000	\$ 45,000	\$ 35,000				\$ 90,000	Coordinated with road improvements, scope TBD.
Park Street Sanitary Sewer Improvements	Local			\$ 20,000	\$ 75,000	\$ 75,000			\$ 170,000	Coordinated with road improvements, scope TBD.
Sanitary Sewer Lining - Systemwide	Local					\$ 25,000	\$ 250,000		\$ 275,000	Portions of Butler, Culver, Mary, Grand & Newnham (per SAW).
Sanitary Manhole Rehabilitation - Systemwide	Local					\$ 25,000	\$ 250,000		\$ 275,000	Locations as identified in wastewater AMP (SAW).
Mason Street Sanitary Sewer Replacement - Grand to Elizabeth	Local						\$ 25,000	\$ 200,000	\$ 225,000	Coordinated with road improvements.
Subtotal Wastewater System		\$ 5,000	\$ 45,000	\$ 85,000	\$ 110,000	\$ 125,000	\$ 525,000	\$ 200,000	\$ 1,095,000	
Other										
Mt. Baldhead Restroom Building Replacement	Local	\$ 150,000	\$ 175,000						\$ 325,000	Spring/summer 2025 construction.
Mt. Baldhead Parking Lot Maintenance and Improvements	Local	\$ 5,000	\$ 25,000						\$ 30,000	Work anticipated to be performed by DPW.
Village Square Court Improvements	Local, Donor, potentially MDNR	\$ 5,000	\$ 125,000	\$ 125,000					\$ 255,000	2025 MDNR Application for 2026 construction
Village Square Restroom Building Siding Replacement	Local		\$ 10,000	\$ 50,000	\$ 50,000				\$ 110,000	Placeholder for scope and timeframe TBD.
City Hall Interior Renovation	Local		\$ 35,000	\$ 150,000	\$ 100,000				\$ 285,000	Placeholder for scope and timeframe TBD.
Mt. Baldhead Observation Platform Replacement	Local + TBD		\$ 25,000	\$ 300,000					\$ 325,000	Design authorized, survey complete.
DPW Resurfacing	Local	\$ 10,000	\$ 80,000	\$ 80,000					\$ 170,000	Coordinated with Maple Street project.
Sea Wall and Misc. Structure Repairs	Local	\$ 15,000	\$ 100,000						\$ 115,000	Design proposal pending.
Blue Star Trail Development	Local, Township, FOBST, MDOT, MDNR									Final budget and timeframe TBD.
Lake Street & Blue Star Highway Traffic Signal	Local, MDOT									Final budget and timeframe TBD.
Subtotal City Hall		\$ 185,000	\$ 575,000	\$ 705,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 1,615,000	

Note: Project costs shown are budgetary in nature for comparison only to be refined during project development & design.

Are you eligible for FREE Water Smart Landscaping?

If you are a resident of the Kalamazoo River Greenway, you may be eligible to receive a free 6x10' garden kit or rain barrel!

Fill out the interest form

Scan the QR Code if you are interested in installing a native garden or a rain barrel. (This is not a guarantee that your residence will be chosen.)



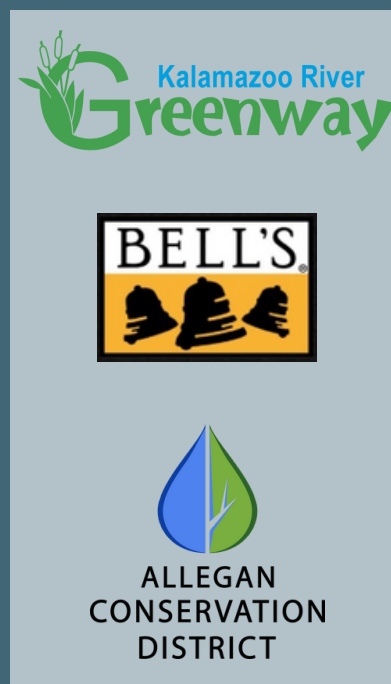
Complete the assessment call & maintenance form

After you fill out the form, one of our team members will contact you by phone to discuss the area you want to plant, the ground preparation steps, and maintenance required by the homeowner. For those interested in rain barrels, we will review the process for installing and maintaining a rain barrel.



If chosen, we'll order you a garden kit & set a planting date!

For interested parties that complete the initial assessment, have the proper site, and sign the preparation and maintenance agreement, we will order a pre-designed garden kit (or rain barrel) and set a date to help the homeowner with installation.



QUESTIONS?

 616-320-1823

 lexie@outdoordiscovery.org

 outdoordiscovery.org

Funding for 10 gardens and 5 rain barrels is made possible by a Grassroots Grant from Bell's Brewery.