



City Manager Report

March 24, 2025

Interurban Pilot Program

- The Interurban has been hard at work on a pilot to expand service beyond Saugatuck, Douglas, and Saugatuck Township. The pilot program will include service to Precinct 3 in Laketown Township and Fennville. Fennville is also interested in potentially joining the service area through millage support.
- The Holland Sentinel covered this and more in a great article about the Interurban. You can view it here: <https://tinyurl.com/ycyxpnj8>

Personnel Manual

- The City's personnel policies were last updated in 2019. I have drafted several proposed updates, including making our policies compliant with the new Earned Sick Time Act and new policies for artificial intelligence and social media.
- Legal has reviewed and provided feedback.
- I plan to present the draft to Council at your next workshop for review and feedback.

Boat Slips

- Please help spread the word! We still have four boat slips available at Wicks Park.
- The City Clerk put out another lottery notice. Applications are due March 28th by 5p.
 - Application: <https://tinyurl.com/msp4uudj>
- Both real property taxpayers and non-taxpayers may apply.
 - Real property taxpayers will be processed first.

Michigan Municipal League (MML) Capital Conference and Road Funding

- I attended the annual CapCon this week.
- The MML is very hopeful that we will see some level of road funding increases.
 - The house passed several road funding bills this week and the MML supports nearly all of them. Rep. Andrews also supported the proposal which will send more money to local roads, create a Neighborhood Roads Fund, and protect Constitutional Revenue Sharing. A huge thank you to him!
 - MML advised the package will "bring \$1.1 billion more into local roads and will result in an average funding increase of 150% for each city and village local road agency if supported in the senate and signed by the governor." Further details can be viewed here:

<https://mml.org/inside208/2025/03/20/house-passes-3-1-billion-transportation-proposal/>

- I attended the following sessions:
 - League Legislative Team Breaks It Down
 - Earned Sick Time Act Update
 - Legislative Breakfast
 - Cutting Through the Bureaucracy: A Federal Perspective
 - On the Front Line: Leadership in Times of Tragedy
 - Networking Lunch

Maple Street Project

- The improvements currently planned include:
 - Road reconstruction and rehabilitation
 - Water main replacement (including replacement of services, some to inside the home/building)
 - Sanitary sewer repairs
 - Drainage and stormwater management improvements
 - Culvert repairs
 - Concrete sidewalk
- Review of a plan to fund the project with current fund balances (savings/reserves) occurred at the Council's February 19 workshop. The details are available in the meeting packet: https://www.saugatuckcity.com/uploads/1/3/3/9/133977444/p_2-19-25.pdf
- The City engineer prepared a design engineering proposal and the Township and staff are reviewing. We have had some recent correspondence and meetings with the Township to further discuss an agreement for the cost share. Legal is preparing the necessary documents to finalize the details.
- I hope to present the engineering proposal and agreement to Council at your next workshop meeting.

Mt. Baldhead Bathroom Replacement

- We received several bids for the project and the engineer has prepared a recommendation.
- In late February, the Mayor and I sent correspondence to the tribes to request a meeting to discuss the project. The Mayor has also attempted phone contact. We hope to hear back soon.

Airport Property Project

- The ODC advised this week that they are ramping up with construction and anticipate more activity on site in the next month or so.
- Based on the consensus feedback from Council, the Parks and Public Works Committee was asked to gather community feedback and recommend a new name for the property.

- Please encourage your constituents to send us their ideas here: Send us your name idea for the airport property here: <https://www.surveymonkey.com/r/FY73CVM>
- The PPW committee will be discussing further on March 25.

AT&T Cellular

- No new updates for this report. As previously reported:
 - The State Historic Preservation Office (SHPO) recently sent AT&T a follow up letter regarding their September 24 submittal. The Federal Communications Commission has engaged in government-to-government coordination with the tribes and is still ongoing.
 - AT&T's decision on the City's agreement request remains pending resolution of SHPO approval.

Blue Star Trail

- Staff continues to follow up on the items that were discussed in the recent closed session.
- As previously reported:
 - MDOT received concerns from a Tribal Nation and MDOT started coordination. The coordination and additional assessment process will be lengthy and construction in calendar year 2025 is now unlikely.
 - On site tribal evaluation is planned for this spring/early summer.
 - As more details are known, MDOT will move the allocated TAP grant funding to future years and evaluate additional funding.
 - I recently confirmed with the Department of Natural Resources that they are also willing to consider an extension of the trust fund grant.

Miscellaneous

- Met with DPW Superintendent and Oval Beach Manager
- Attended Harbor Authority meeting.
- Held Department Head team meeting.
- Held meetings with water-sewer agreement committee members.
- Held one on one with Treasurer/Finance Officer
- Presented update on City priorities and projects at Women's Club
- Attended meeting with Douglas staff, DPW Superintendent, and our respective engineers to review last Blue Star Bridge inspection and plan for maintenance and repairs.
- Attended Convention and Visitors Bureau Board meeting.
- Met with DPW and City Engineer to review conceptual plans for Village Square court improvements.
 - The engineer plans to review some options with Council on Monday.

Blast from the Past

- Below is a publication that was in the paper on March 15, 1973.

- Finding revenue sources to pay for road improvements can be a challenge. It's one that many government officials have wrestled with for years:

Saugatuck Eyes Special Assessments, Boat Slip Fee

Saugatuck, faced with increasing demands for street improvements, is considering the use of special assessments so that property owners on the improved streets will bear some of the cost.

The Village Council Monday agreed to have president Julius Van Oss check with a lawyer on an ordinance to outline the special assessment procedure. In the past the village has paid for street improvements out of tax funds and motor vehicle tax rebates from the state.

Now, with many roads in bad shape because of repeated thawing, and the likelihood that available funds will be used up on several costly resurfacing projects, the village may turn to property owners. A similar plan was put into use in Douglas last year.

One project that should be considered for special assessment, Van Oss said, is James street. James is an undeveloped street running east from Elizabeth. A builder plans some houses there and would like the street graded and graveled, Van Oss said.

Treasurer Report
March 24, 2025



Tax:

- Worked through the last NSF payment.
- Settled the property taxes with the County
- Pushing property tax payments to the County.
- Learned how to do a tax certification

Payables:

- Continue to convert the vendors from Peter's account information to mine
- Processed a payables run
- Work with Fleis on billing for the seawall and concrete repairs project
- Updated a vendor with our W9 information.

Miscellaneous:

- Pushed through the main reconciliation for December, January, and February (still need to work through the variances and recording interest or service fee).
- Took a variety of credit card payments (parking fines, permits, etc)
- Continue working with Peter to determine how to proceed with the Water/Sewer money collection.
- Discuss procedures on the Maple St project with Peter.
- Ordered Oval Beach passes (seasonal and daily) and other supplies
- Started working next year's budget (provided reports, meetings with employees, started making the base document for reviewing)
- Upgraded the cost analysis for parades, then tweaked it for the Wicks situation.
- Working with Luke on the escrow deposits payouts
- Reviewed the escrow deposits account as a pre-audit prep step.
- Pushed Comcast on our franchise fee disbursements

Payroll:

- Processed the 03/14/25 payroll
- Consulted with BS&A on a quote for their timesheet module (which is a no-go)
- Working through BS&A's ESTA process to make sure that it works



City Clerk Department Report

March 24, 2025

Activity Since March 10:

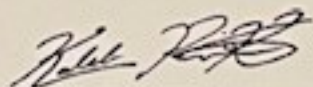
- Deputy Clerk Sara Williams has completed her second year at MAMC Clerk Institute on March 14th and I completed my third and final year on March 21st.
- Elections:
 - There will be a May 6, 2025 election with ballot language from Ottawa Area ISD.
- Currently processing 2025 Business Licenses. There have been 36 licenses issued out of approximately 150 total licenses.
- Sent out airport property name submission survey.
- Scheduled resident board of review appeal meetings for March 11th and 12th meetings.
- Sent out another Wicks Park Boat Slip lottery with application deadline of March 27th at 5pm. We have 4 open slips available after winners forfeited after the first lottery.
- Currently have two FOIA requests.
- Continuing work re-designing city website.
- Coordinated and prepared meeting packets and minutes.
- Clerk Meetings:
 - City Council Meeting - Wolters
 - Department Head Meeting - Wolters
 - Historic District Committee - Wolters
 - Special Historic District Committee - Wolters
 - DPW Team Meeting - Williams
 - City Council Workshop - Williams
 - Planning Commission - Williams

Central Michigan University

THIS CERTIFICATE OF ACHIEVEMENT IS AWARDED TO

Jamie Wolters

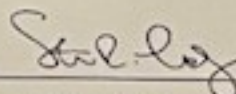
FOR SUCCESSFULLY COMPLETING THE
Michigan Municipal Clerks Institute
SPONSORED BY: MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS
MARCH 2025



Kaleb G. Patrick, Ed.D.
INTERIM VICE PRESIDENT FOR
CMU INNOVATION AND ONLINE



CENTRAL
MICHIGAN UNIVERSITY



Steve Ludwig
MAMC INSTITUTE DIRECTOR
AND FACILITATOR



Planning, Zoning and Project Report

March 24, 2025

Planning and Zoning

- Attended scheduled internal meetings.
- Prepared for and attended HDC Regular and Special Meeting.
- Prepared for Planning Commission Meeting.
- Sent mail notification for April ZBA Meeting.
- Reviewed Master Plan.
- Met with Legal for STR regulation discussion.
- Sent enforcement letters as required.
- Performed inspections on projects as required.
- Continued discussions with Granicus to ensure boundary lines are correct.
- Continued discussions with Legal regarding hardscaping in ROW.
- Had discussions with Legal regarding waterfront enforcement issue.
- Reached out to previous years EODA business owners for this season.
- Had further discussions with residents regarding STR ownership transfers.
- Followed up on unpaid Permits.
- Followed up on ongoing enforcement cases.
- Followed up on general code enforcement.
- Issued permits and completed casework as outlined below.

Open Casework

515 St Joseph	STR Renewal of Accessory Structure. No SLU obtained, advised they need to go before the PC. Had meeting to discuss case. Received SLU App. Requested information on Gross Finished Floor Measurements. Postponed until later date. Notified applicants that their case will be at the March PC Meeting.	PC
450 Spear	SLU app for rental of an accessory dwelling unit. Need fee paid and app signed. Schedule for September PC meeting. Received signed app. Received fee. Dimensions too small. ZBA agreed to look at regulations and bring this back before the commission after that date. Notified applicants that their case will be at the March PC Meeting.	Zoning
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.	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.	KLWSA
306 Mary St	Application for SLU for ADU STR. Scheduled for 12-19 PC. Postponed due to potential regulatory changes. Notified applicants that their case will be at the March PC Meeting.	PC
825 Bridge St	Application for STR ADU SLU received. Had discussion about minimum size not meeting requirements. Applicant explained structure had been rented since 2011. suggested waiting for the 12-19-2024 Meeting for discussion on regulations before submitting application. Spoke further about minimum size requirements and how to best relay concerns to the PC. Spoke to owner again about potential timeline for review. Owner picked up checks for application, still intends to apply for SLU at future time. SLU Application received, still need payment.	PC
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.	Zoning
150 Taylor St	Application for STR renewal received. More information needed from applicant. Info provided, sent to Fire Department. Sent email to applicant explaining that due to transfer of ownership to LLC, application is currently pending.	STR
842 Lake St Unit 7	Str application with no required documentation provided, sent back to local agent. Info received, still need payment. Sent email asking for update on payment.	STR
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.	
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.	STR
940 Pleasant	Received site plan review from fire department. Reached out to Ryan with questions. Sat down with owner to discuss plan. More information needed. Application received, asked for engineering drawings for storm water.	Zoning
40 Butler St	HDC application for Fence received. Sent to Contract planner. HDC approved contingent upon material used being wood. Sent applicant Zoning permit application for next steps.	HDC
555 Griffith St	STR application received. Sent to fire department. Notified of pipe burst at property, inspection postponed until further notice.	STR
618 Water St	Spoke to sign company in regards to requirements for monument sign in the historic District. Discussion continues on requirements of HDC.	HDC
419 Lake St	STR application received. Sent to fire department	STR
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.	STR
781 Manchester Dr	STR application received. Sent email to applicant explaining that due to transfer of ownership to LLC, application is currently pending.	
231 Grand St	STR Application received. Local Agent outside of allowed radius, notified owner.	STR
332 Mary St	Discussion with STR owner, resources provided.	STR
152 Butler St	Spoke to applicant about replacing exterior tiles at commercial property. Provided resources.	HDC
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
129 Griffith St Unit 7	STR Application. Need more information. Sent to fire department. License issued.	STR
405 Park St	Received concerns for a floating dock at 405 Park which has no permits. Reached out to owner for clarification.	Enforcement

102 Butler	Application received for art installation, Special Meeting approved for 03-13-2025	HDC
412 Mason St	STR Application received. More information needed. Information received, sent to fire department.	STR
110 Butler St	STR Application received, more information needed.	
120 Mary St	Spa application received, HDC approved on 05-23-2024. Dimensions different from what has been approved, sent to HDC chair for clarification on process. Sent email to contractor notifying them of dimensional difference and need for HDC meeting.	Zoning
131 Griffith St	application for street cut ROW permit. Invoice sent.	ROW
40 Butler St	ZBA application received for variance from waterfront fence requirements.	ZBA
237 Francis St	STR application received. More info needed.	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
673 Lake St	HDC application received for pool house and acc building. Sent invoice to applicant.	HDC
790 Simonson	STR application received. Sent to fire department.	STR
715 Pleasant	STR Application received. Sent to fire department.	STR
807 Lake St #5	STR Application received. Sent to fire department.	STR
635 Holland St	STR Application received. Sent to fire department.	STR
731 Butler St	STR Application received. Sent to fire department.	STR
131 Griffith St	HDC application received for reroof.	HDC
991 Ridgeview Ln	STR Application received, need payment.	STR
120 Mary St	HDC application for spa received.	HDC
565 Weirich Dr	Notified of potential enforcement case for STR.	Enforcement
70 Park St	Spoke to applicant about installation of solar.	Zoning

Closed Casework

413 Lake St	STR application received with no supporting documents. Request for more info. Info provided, sent to fire department. License Issued.	STR
409 Lake St	STR application received with no supporting documents. Request for more info. Info provided, sent to fire department. License Issued.	STR
997 Singapore Dr	Spoke to resident about STR regulations and applying for a license early. Application received, sent to fire department. License Issued.	STR
638 Allegan	Answered questions regarding whether or not property will be able to continue to rent after it is sold.	STR
31 Butler St	HDC application received to reside building. Advised that payment is still needed. Payment Received. HDC permit issued, sent to MTS.	HDC
234 Butler St	HDC application for reroof. Approved on 03-06-2025. Sent to MTS.	HDC
102 Butler St	HDC Application for bike rack. Approved on 03-06-2025.	HDC
611 Lake St	Application for HDC permit for sauna received. Location of sauna does not meet Zoning Code, left message for applicant to discuss further. Had discussion about placement of structure not conforming with Zoning regulations. Awaiting response regarding new placement. Notified applicant that changing location will require new meeting, advised that location is chosen prior to meeting. Contractors stated that the applicants will be applying for a variance upon HDC approval, I illustrated concerns and potential issues that they may run into. Forwarded dimensional concerns raised by Horizon to applicant. Application withdrawn, no further action at this time.	HDC
231 North St	STR application received. More information needed. Information provided sent to fire department. License Issued.	STR
714 Park	STR application received. Sent to fire department. License Issued.	STR
131 Butler	Spoke to applicant about potential roofing project and HDC requirements.	HDC
540 Campbell Rd	STR application received. Sent to fire department. License Issued.	STR
116 Riverside Dr	Received questions about jurisdiction of property.	Zoning
589 Hoffman St	STR application received. Sent to fire department. License Issued.	STR

149 Griffith	Provided resources for applicant looking to add patio to rear of business in Historic District.	HDC
129 Griffith Unit 2	Received concerns from MTS that change of use is occurring without proper permits. Continued discussion with MTS, change of use application expected. Had discussion with applicant on processes. Provided resources. Discussions continue with applicant and fire department. Spoke with applicant about timelines for approval. Continued discussion with applicant and fire department. Change of use issued, Fire department sent application to MTS.	Zoning
450 Spear	Received questions relating to the fire department.	Zoning
129 Griffith	Received questions relating to renting and what constitutes an allowable apartment.	STR
775 Manchester Dr	Trash left out after pickup day. Enforcement letter sent. Owner to address issue.	Enforcement
322 Culver St	Applicant reached out to renew EODA for the year. Asked for updated insurance. Insurance provided, sent invoice.	EODA
149 Lucy St	Answered process questions.	Zoning
129 Griffith St Unit 7	STR Application. Need more information. Sent to fire department. License issued.	STR
530 S Maple	STR Application. Sent to fire department. License issued.	STR
254 Francis St	Sent contractor W9 for Escrow return.	Escrow
750 Park	Sent contractor W9 for Escrow return.	Escrow
1020 Holland St	Addition to res structure received. Waiting on topo survey. Reached out to contractor to confirm topo survey is on the way. Topographic survey received. Sent engineering drawings to engineer. Engineer confirmed no concerns. Permit issued.	Zoning
322 Culver St	Sent email to owner in regards to outdoor dining regulations. Asked that all outdoor dining equipment be removed and not used until April 1.	Enforcement
646 Francis St	ROW application for water connection. ROW permit issued, advised that applicant reach out to coordinate with City Engineer.	ROW
329 Water St	STR application. More information needed. Information provided, insurance does not illustrate rental coverage, asked for further information. Sent to fire department. License issued.	STR
888 Holland St	Had discussion regarding use and lot size.	Zoning
401 Elizabeth St	Answered questions and provided resources for future repaving project for Saugatuck Public Schools. Discussion continues. No further action at this time.	Zoning
790 Simonson Rd	Had meeting with resident about transfer regulations for STR licenses.	STR
540 Mason St	STR Application received. More information needed. Sent to fire department. License issued.	STR

822 Allegan St	STR Application received. More information needed. Sent to fire department. License issued.	STR
819 Bridge St	STR Application received. Sent to fire department. License issued.	STR
312 Hoffman	Spoke about STR transfer regulations.	STR



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 3/10/2025:

CPR AED Training:

Public Works staff completed CPR AED recertification training, hosted by Tony Schippa through Holland Hospital and the American Heart Association. The certifications are valid for 2 years. The topics that were covered were CPR, AED, and infant CPR. Public Works is committed to ensuring the safety of our many visitors, residents, and businesses.

Oval Beach:

As the summer season quickly approaches, some staffing adjustments have been made between Public Works and Oval Beach operations. Scott Morrow has accepted the position of Equipment Operator/Maintenance Worker/Oval Beach Manager. Scott brings with him a robust background in management, team leadership, and retail experience. Noah Aramendi will now work year-round as an Equipment Operator/Maintenance Worker at Public Works where his skills will continue to be a valuable contribution to the team. Noah did a great job managing the beach through the 2024 summer season.

Stormwater – Ditches and Catch Basins:

Now that the ground has thawed, we can prepare for spring rain. Part of those preparations included cleaning out ditches. We submitted MISS Dig locate requests, then cleaned out the ditches at the following locations:

- Blue Star Highway – Between Maple Street and Bridge Street (both sides)
- Mason Street – Between Taylor Street and Maple Street
- Mason Street – Between East Street and West Street

We've also manually checked each stormwater catch basin in the City and determined that approximately 55 of them need to be cleaned this spring. We typically average 30-40 catch basin cleanings each year, so this year is slightly above average. The low water levels are likely a contributor to the increase since catch basins that are typically submerged along Water Street are now visible and can be cleaned.

Asphalt Patching:

Patch work continues almost weekly in the City. Potholes can develop rather quickly once the ground is thawed, and the base layers of streets become saturated by rains and melting snow. Residents and motorists are quick to draw our attention to specific locations. This work will continue weekly or bi-weekly for the next couple of months or until the most significant potholes have been patched.

Chain Ferry:

The iconic Chain Ferry is in need of attention. Originally, DPW and F&V planned on adding repairs to the seawall and concrete project scope, however, upon further review it was decided that this should be a standalone project. Repairs are planned out into three different phases.

Phase 1 (Spring 2025) Minor repairs to the landings should be addressed this spring to ensure safe functionality. The scope of this work is somewhat minimal and can be handled in-house with existing staff and equipment. New decking would be installed along with welding metal plates over areas in need within the frame of the landings.

Phase 2 (Fall 2025) Diversified Welding and Fabrication has provided the City with a quote of \$17,000 to reconstruct the arbors. The idea is to replicate exactly what exists today. It's a fairly simple angle iron frame with cedar shake shingles and painted wood covers over the columns. Two modifications would be done. The first is to reconstruct the columns using slightly thicker gauge metal to correct some of the issues that we're seeing with the thinner 1/8" metal today. The second is that an epoxy based black paint will be applied to all bare steel. This will better protect the metal from the marine elements.

Phase 3 (Spring 2026): DPW will recommend that F&V assist the City with designing new landings all together capturing as much of the historic charm that the Chain Ferry is known for. A close examination of what exists currently would show that inferior products were used to construct this area and DPW feel that this historical piece, so iconic to Saugatuck, deserves much better.

Meetings:

- **3/10/2025 – DPW Weekly Goals Meeting**
- **3/11/2025 – Oval Beach Leadership Meeting**
- **3/12/2025 – Department Head Team Meeting**
- **3/13/2025 – Blue Star Bridge Meeting – Saugatuck and Douglas**
- **3/14/2025 – DPW Weekly Goals Follow Up Meeting**
- **3/17/2025 – DPW Weekly Goals Meeting**
- **3/20/2025 – Village Square Courts Conceptual Meeting**
- **3/21/2025 – DPW Weekly Goals Follow Up Meeting**

Sheriff's Office Monthly Report - February

44 total dispatched calls and/or self-initiated calls Abandoned 911 calls - 1

Accidents – 1

Assault - 1

Assist other agencies – 5 (assist to fire/ems on medicals) Fire Alarm – 1

General assist – 23

Loud noise – 1

Open Door – 1

Ordinance violation - 1

Parking – 3

Traffic offense – 1

Tree down – 1

Weapons – 1

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

Traffic stops – 20

School contacts – 22

**City of Saugatuck
Status Report of Engineering Activities
March 20, 2025**

General Consultation

- 2024 Asphalt Repairs: The project is complete with the exception of punch list work to be completed in the spring, as weather allows.
- Village Square Court Renovation: Preparing a DNR Passport Program application to be submitted prior to the April 1 deadline. Reviewing draft conceptual drawings with staff on March 20. The council resolution will be on the March 24 regular meeting agenda for adoption.
- Developing a proposal for inspection of larger culvert crossings and storm sewer outfalls.
- Updated the CIP based on council and other feedback. Prepared a draft CIP specific to the Blue Star Highway bridge to assist Saugatuck and Douglas with budgeting for maintenance and longer-term repairs.
- Opened bids for a 3-year pavement marking contract on March 13 and prepared a recommendation of award for consideration at the March 24 council meeting. Work is to be completed by mid-June each year.
- Attended several meetings related to water and sewer agreements and provided supplemental information/feedback.

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 resume soon and be completed in April. 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
 - The bid opening was held on February 13.
 - The project is on hold for City coordination with project stakeholders.
- 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

- Design work is nearly complete.
- Met with DPW and steel fabricator to provide direction for short term ramp framing repairs at the chain ferry.
- We are working to get the project out for bids as soon as possible with construction to be completed prior to the 4th of July holiday.

Maple Street Improvements – Study Phase

- Planning work was presented to council at the January 22, 2025 workshop.
- The City's MDOT Category B grant was selected for funding. This grant will fund \$250,000 of the road restoration costs on the project.
- We are currently anticipating design starting in spring 2025 and construction starting in spring 2026 following the Allegan County Drain Commissioner's Blue Star Highway Drain project, which will require closure of Blue Star Highway for a time. MDOT has approved extending the Category B funding to 2026.
- Drafted a design phase proposal for discussion.

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.