



City Manager Report

October 14, 2025

New State Budget

- The state legislature and Governor recently approved a bipartisan budget. A big win in the budget was a deal on roads.
- The information shared from the Michigan Municipal League (MML) shows:
 - In FY 24, the City received \$194,300 in road funding from the state.
 - In the approved budget, our road funding increased by 33.4%, which provides an additional \$64,900.
 - In years 3-5 of the road funding plan, we will see a 54% increase over FY 24 funding.
- The state budget decreased constitutional revenue sharing, but offset much of this by creating public safety revenue sharing grants. For the City, the net result is a loss of \$325.
- Unfortunately, our joint request with the Township for a Michigan Enhancement grant to help fund the Maple Street project did not make it into the budget.
- There was good news for local transit. The MML reported that [l]ocal transit agencies received an additional \$44.8M for local bus operations in new revenue. This creates a new baseline for funding, and not one-time dollars. Transit agencies see this as a win and it will hold them harmless from funding losses. Additionally, there is \$325M over 5 years in a new infrastructure projects authority fund, that could engage in transformational mobility projects. Public transit sees these items as major wins for public transit in Michigan.”
- In summary MML stated “[t]his has been a hard and grueling budget season. It forced us to defend the value of investing in local government, speak to the importance of having quality local roads, and vigorously advocate on your behalf. The progress we made on our priorities, especially in the last few weeks, is proof of their importance to our cause.”

Quarterly Community Engagement Report

- We have continued our efforts to share information with the community in a variety of places. This has included greater use of Facebook and a regular City Manager report to the community. Here is an updated chart showing stats for July–September:

Facebook			
	1 st Quarter	2 nd Quarter	3 rd Quarter
Reach	43,224	49,518	45,965

Views	151,103	326,726	215,980
Total Followers	Did Not Record	4,820	5,093
New Followers	163	367	430

City Website			
	1st Quarter	2nd Quarter	3rd Quarter
Unique Visits	8,447	18,844	28,267
Views	17,320	33,553	46,932
Top Pages	1. Oval Beach 2. City Council 3. Public Works	1. Oval Beach 2. Landing Page 3. Chain Ferry	1. Oval Beach 2. City Council 3. Mt. Baldhead Park

News You Can Use E-mails			
	1st Quarter	2nd Quarter	3rd Quarter
Delivered Messages	44,297	58,111	45,549
Opened Messages	26,830	30,735	22,764

YouTube			
	1st Quarter	2nd Quarter	3rd Quarter
Meeting Video Views		783	893

Mt. Baldhead Restroom Construction

- Construction continues on the new restroom.
- Midwest Construction recently provided the following progress report:
 - Attempt to find existing water corp stop was unsuccessful.
 - New, 1" water line tapped across Park street.
 - Backfilled restroom.
 - Plumbing underground complete. Inspection set.
 - Masonry to start on October 13.



Blue Star Trail

- The Friends of the Blue Star Trail continue to work hard to raise financial support for the trail. They reported a successful 14th Annual Lakeshore Harvest Ride that included 400 riders (despite the rain), 49 sponsors, and \$50,000 raised! Save the date for next year's ride to take place on September 19, 2026.
- The Township Manager, our engineer at C2AE and I recently met with MDOT representatives and tribal nations to discuss the recent on site assessment and next steps.
 - Two additional tribal nations have engaged in the coordination process.
 - MDOT and the tribal nations reviewed their notes and compared them to historical records. Based on what they are finding, they would like phase 1 archeological survey work due to known contributing resources to the traditional cultural property. MDOT is working on finalizing the details for the work so we can work to seek proposals and scope of work.
- As you may recall our MDOT TAP funding was supposed to be used by the end of the state's FY 2025. They previously gave us verbal confirmation that they planned to extend the funding commitment. We received formal notice from MDOT that they were extending our TAP conditional commitment to fiscal year 2028 due to the ongoing tribal coordination.

AT&T

- Initially AT&T was holding off on signing a lease until they obtained the necessary permits and approvals. During the summer I reported that AT&T advised they were working on proposed revisions to the lease that would include a one-time capital contribution that City Council previously requested.
- The lease agreement is nearly finalized. Once AT&T incorporates the exhibits, I plan to bring the agreement to a workshop for Council review.

Flower World

- Temporary art installation, Flower World, has been installed at Cook Park! A ribbon cutting and celebration event is set for October 11 at 6p.
- The Convention and Visitors Bureau released a great piece about the installation and its meaning. You can read it here: <https://wilcoxnewspapers.com/flower-world-to-bloom-in-cook-park/>
- A HUGE thank you to the CVB, SCA (project manager), and artist for making this meaningful, immersive installation a reality.

Michigan Municipal League (MML) Conference

- I recently attended the MML's annual conference. It's always great to network with other local government officials from around the state, learn new things, and re-energize for the important work we do.

- Here are the sessions I attended:
 - A Greener Grand Rapids
 - Opening General Session & Community Excellence Award Presentations
 - “What Did You Think You Were Getting Into?”: The Power and Pitfalls of Leadership
 - Welcome Reception
 - Networking Breakfast and Lunch
 - Redefining Community for People, Place, and Purpose
 - Thriving Communities for a Thriving Michigan
 - Mural, Mural on the Wall: Placemaking Through Art
 - Steadying the Ship: Smart Budgeting Strategies for Uncertain Times
 - Crowdfunding 101
 - Beyond Plans and Budgets: Sparking Change in Real Time
 - Closing General Session & CEA Award Winner Announcement

Miscellaneous

- Held Department Head team meeting.
- Met with Frontier contractors regarding fiber optic installation project.
- Met with DNR and Sheriff’s Office to discuss deer cull options.
- Attended Master Plan open house.
- Participated in City Hall interior remodel meeting and walkthrough.
- Hosted Michigan Employees Retirement System presentation for staff.
- Held one on one meeting with Public Works Superintendent.
- Held Oval Beach season debrief with staff.
- Met with water-sewer agreement committee members, legal, and engineer.
- Met with tribal nations.

Treasurer Report
October 14, 2025



Tax Administration:

- Fielded resident inquiries related to mailing addresses, PREs, deferments, and partial payments.
- Researched returned or undeliverable mail; updated address records accordingly.
- Verified ACH instructions for properties with recently transferred PRE affidavits.
- Continued receiving summer tax payments and preparing property tax disbursements to Allegan County, Saugatuck Public Schools, and OAISD. These distributions will continue on each payables through March 1.
- Sent out a delinquent tax bill mailing on 09/22/25

Accounts Payable:

- Coordinated with vendors on payment processing and account updates.
- Continued working with Comcast to finalize implementation of the new contract, secure credits for prior overbilling, and resolve related fees.
- Offered ACH enrollment to several vendors who currently receive paper checks to improve efficiency and reduce materials.

Payroll & Benefits:

- Continued refining payroll processes, including Oval Beach-specific workflows and salaried employee handling.
- Processed three payrolls, including the final seasonal payroll and Council/Board disbursements.
- Resolved the missing insurance invoice and payment issue, ensuring all health benefit billings are now current.
- Submitted all requested documentation for the workers' compensation audit to the carrier for review and confirmation.

Financial Management / Audit Preparation:

- Processed credit card payments for Oval Beach stickers, permits, and other City revenue sources; expanded reconciliation with Concession-side detail.
- Continued assembling audit documentation: finalized capital assets, refined investment schedules, and updated accounts receivable and payable reporting.
- Addressed auditor guidance items, including investment interest allocation, foundation reporting, and the upcoming water/sewer fund split.

Investments and Banking:

- Rolled over a partial CD and allocated the FDIC excess to a new investment to maintain full coverage and consistent yield.
- Completed June reconciliation following auditor discussions; July and August reconciliations are finalized, and September is nearing completion.

Miscellaneous / Administrative:

- Updated the procedures list for Oval Beach and Culver Street Parking Lot operations to streamline next season's preparation.
- Oval Beach season officially closed and reported.
- Culver Street parking lot operations concluded; the school's portion of proceeds is included in the current payables.



City Clerk Monthly Report

September 2025

Election

- 297 Absentee ballots for the November General Election have been issued, 57 have been returned.
 - Polling Place temporary change for November election will take place at the Saugatuck Woman's Club located at 303 Butler Street.
 - The [notice](#) was mailed out to every voter via USPS.
 - Election Commission meeting will take place on October 14th at 10:40 a.m. at City Hall.
 - Public accuracy testing will take place on October 27th at 10:00 a.m. at City Hall.
 - Sample ballot can be [viewed here](#).
 - Election information can always be found on our [Clerk page of the website](#).
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Records Management

- Currently we have 4 FOIA requests.
 - Digitization project is currently underway, 24 hours have been spent in the organization of old files in the basement of City Hall.
 - First pick up is currently out for digitization.
 - Working on retention purging in preparation for the next digitization pick up.
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Meetings

- Prepared agendas, packets, and minutes for:
 - 2 City Council Workshops
 - 2 City Council Meetings
 - 1 Historic District Commission Meeting
 - 1 Planning Commission Meeting
 - 1 Park & Public Works Committee Meeting
- Attended Department Head meeting on September 10th.
- Master Plan Open House & Survey:

- The notice was distributed to all property owners and known occupants via USPS, to business owners via both email and USPS, and was also shared through the City's email newsletter and official Facebook page. In addition, posters and flyers were placed throughout the community.
 - Assisted in preparation and set up at the high school for the Master Plan Open house on September 30 in conjunction with Planning Commission.
 - City Hall Remodel:
 - Conducted a City Hall remodel walkthrough with architect Dave Gibbs from Fleis & VandenBrink. Discussed city staff's workspace needs, as well as structural considerations including load-bearing walls, ADA compliance, and elevator options. Gibbs will prepare design concepts and layout options based on staff input.
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Special Events

- Emailed safety recap for preparation of the following special events:
 - Mt. Baldhead Challenge
 - Art in the Park
 - Vigil for Democracy
 - Community Night at SHS
 - Conducted safety meeting for Family & Pet Halloween Parade & Party and Flower World Activation.
 - Started preparation for Dark Sky Night at Oval Beach and Homecoming Parade.
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Administrative & General

- Deputy Clerk Williams attended the BOE election conference on September 2nd and 3rd in Lansing.
 - Website updating and creation of new pages continues, thank you for your patience with the new web design.
 - Assisted with 2 notary requests.
 - City Hall front counter operations during operating hours as first point of contact for walk-ins and phone calls.
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September Planning, Zoning, & Project Report

Planning & Zoning

- Conducted multiple on-site visits to observe property conditions and verify zoning or code compliance.
- Maintained regular communication with residents to address project questions, enforcement issues, and general zoning inquiries.
- Met with community leaders and local officials to establish working relationships and better understand ongoing City initiatives.
- Familiarized self with the City's Zoning Ordinance, Master Plan, and related regulatory documents to support daily decision-making and long-term planning efforts.
- Reviewed recent Planning Commission and City Council meeting minutes to gain context on current development and policy priorities.
- Visited key sites and districts within the City to gain firsthand understanding of neighborhood character, land use patterns, and ongoing projects.
- Participated in scheduled internal team meetings.
- Prepped for and attended the HDC meeting.
- Prepared agenda packet and materials for the Planning Commission meeting.
- Held internal discussions regarding the Master Plan.
- Organized and conducted Master Plan Open House.
- Spoke with business owners regarding code violations.
- Met with various residents regarding personal projects and enforcement concerns.
- Discussed Fire Department standards directly with Fire Department staff.
- Maintained general code enforcement follow-up efforts.
- Issued permits and completed casework as detailed in case lists.
- Met with stakeholders regarding noise concerns at STR properties.
- Reached out to multiple residents regarding ongoing enforcement actions.
- Consulted with legal counsel regarding various zoning and enforcement topics.
- Prepared draft materials and framework for sign ordinance updates.
- Initiated GIS setup for the City and began organizing data.



- Began map creation to support the Master Plan process.
- Began a parcel-by-parcel zoning audit to identify inconsistencies.
- Reviewed HDC rules of procedure and district guidelines / reviewed historic district workshop recording.
- Reviewed EGLE webinar regarding floodplain management.

Open Casework

450 Park	Enforcement	Fence installed without permits and encroaching into ROW. Owner submitted fence permit and is pursuing a vacation request with neighbors. Also interested in landscaping near sewer equipment, advised to coordinate with DPW.
247 Grand	Zoning	Application to enclose breezeway submitted, but proposed expansion exceeds lot coverage. Owner revising plans instead of seeking a variance.
125 Elizabeth	Enforcement	Letter sent regarding obstruction in ROW. Property owner's legal representative indicated intent to petition for alley vacation pending neighbor support. Still gathering signatures.
615 Park	Enforcement	Stop work order issued due to deviation from approved dock plan. Site plan amendment required. HOA and attorney submitted application, reviewed by legal and consulting planner. PC approved with conditions.
405 Park	Enforcement Zoning	Concerns raised about unpermitted dock. Stop work order issued. Application submitted for review. PC approved with conditions; awaiting applicant submittals.
720 Butler #16	Short Term Rental	Renewal application submitted. Fire inspection failed, reinspection required.
156 Park	Short Term Rental	Incomplete renewal application submitted. Applicant provided insurance and other materials after reminders; pending completion.
195 Dunegrass	Zoning	Application for single-family home under PUD overlay. Additional items required and reviewed by consultant and engineer. Approved by PC with conditions.
142 Butler	Zoning Historic	Application for demolition and new addition submitted. Requires coordination with HDC, engineering, and fire. Revised plans under review. PC approved with conditions. Awaiting resubmit.
220 Water	Enforcement	Construction activity occurred without zoning or historic permits. Owner notified and health department copied.



700 N Maple	Sewer Connection Enforcement	New home constructed without sewer connection. Owner disputed requirement. Enforcement under review after timeline documentation provided. Consulted with attorney. Notice to connect sent to owner via email.
510 Maple	Lot Line Adjustment	Application received. Consultant requested additional information. Awaiting updated legal descriptions.
290 Spear	Enforcement	Complaint of occupied trailer on property. Notice of violation sent via certified mail to property owners address on file.
836 Park	Zoning ZBA	Owner inquired about variance for dock extension due to water levels. Awaiting official application.
888 Holland St	Short Term Rental	Application submitted, Fire Department inspection failed but later approved pending fee.
722 Lake	Enforcement	Consulting planner identified unlicensed STR. Enforcement letter issued.
739 Lake	Short Term Rental	Renewal application submitted and forwarded for inspection.
246 Culver	Short Term Rental	Applications for two units submitted. One approved, one pending sprinkler inspection.
510 Butler St	Special Land Use	Application for additional guest buildings submitted. Sent to consulting planner for review. Public hearing notice completed. Planned for Oct. PC meeting.
249 Mason	Zoning	PC approved site plan conditioned on Fire Department approval. Awaiting compliance.
726 Water St #1	Short Term Rental	Application received. Missing signature corrected. Forwarded for inspection.
726 Water St #2	Short Term Rental	Application received. Missing signature corrected. Forwarded for inspection.
57-850-010-00	Zoning	Application for new single-family dwelling. Sent to consultant for review.
844 Holland St	Short Term Rental	Application submitted and forwarded for inspection.
879 Holland St	Short Term Rental	Application submitted. Fire inspection form needed. Sent to Fire Department after form received.
1026 Holland	Short Term Rental	Application submitted and can be approved following Fire Department inspection.



Master Plan	Master Plan	Draft materials reviewed and presented at open house. Survey distributed. Consultant assisted with boards and materials. Open House on Sept 30. Consultant will provide a report.
Sign Ordinance Updates	Master Plan	Work session held with consultant and legal. Developing simplified framework for PC review during Oct. meeting.
888 Holland St	Zoning	Bed & Breakfast change of use application submitted. Additional items needed communicated to applicant.
635 Holland	Zoning Short Term Rental	Applicant concerned about STR license during construction. Options discussed with attorney; paths forward were identified.
640 Water St	Zoning PUD	Pre-application meeting held. Applicant materials circulated. Minor revisions needed for site plan submission.
Commercial Zoning Districts	Master Plan	PC considering consolidation of commercial districts. Discussion paused pending Master Plan engagement results.
347 Water	Enforcement	Sales activity in ROW under review. Encroachment identified. Awaiting final decision.
880 Holland	Water Replacement	Water connection replacement application submitted. Engineer provided additional requirements.
102 Butler	Right of Way	ROW application for fiber installation submitted. Coordination required between applicant, engineer, and DPW for walkthrough and preconstruction. Tentative walk-through date is 10/21 at 9a.
260 Brook	Enforcement	Operating STR without license. Violation notice sent.
820 Holland	Historic	Admin approval required for generator location. Application submitted for review. Awaiting additional details from applicant.
444 N Maple	Zoning	Pool installation application submitted. Engineering comments provided.
403 Water St	Historic	Roofing project on upper second story. Can be approved administratively. Waiting for an updated submission from applicant.



Closed Casework

710 Butler	Short Term Rental	STR license applications submitted for main house and ADU. ADU required separate application and fee. Both inspected and approved by Fire Department. Licenses issued.
515 Mason	Short Term Rental	STR license renewal. Fee paid, inspection completed, Fire Department approved. Renewal issued.
3384 Blue Star Hwy	Short Term Rental	STR license renewal submitted and forwarded for Fire Department inspection.
717 Water #6	Short Term Rental	STR license application initially short on fee. Corrected and forwarded for Fire Department inspection. Approved and license issued.
807 Lake #7	Short Term Rental	STR license application incomplete; additional documents and fee provided. Clarification on ownership received. Sent for inspection, Fire Department approved. License issued.
842 Lake St #12	Short Term Rental	STR license application submitted, inspected, and approved by Fire Department. License issued.
448 Frederick	Short Term Rental	STR license renewal required confirmation of ownership. Documentation received and forwarded for inspection. Fire Department approved. License issued.
569 Hoffman	Short Term Rental Enforcement	STR license renewal required trust information and clarification on detached space. Occupancy issue identified in listing. Applicant provided requested materials. Fire Department approved. License issued.
721 N Maple	Short Term Rental/Enforcement	STR license renewal required trust information. Occupancy violation identified in listings. Applicant corrected listings but requested higher occupancy; request denied per ordinance. Fire Department approved. License issued.
534 St. Joseph	Short-Term Rental	STR renewal submitted late and outside grace period. Application not processed. Owner notified that STR use cannot continue.
719 Pleasant	Short-Term Rental	STR renewal submitted late and outside grace period. Application not processed. Owner notified that STR use cannot continue.
589 Hoffman	Zoning	Applicant considered ZBA variance but chose to modify plans for compliance. No variance pursued; case closed.
810 Allegan	Zoning	Attorney inquiry regarding property encroachment onto City property. Addressed through correspondence.



640 Water St	Zoning PUD	Applicant requested comparison of prior PUD plans with current regulations. Consultant provided review and information.
204 Grand	Zoning Short Term Rental	STR ADU license required SLU approval. SLU application processed and approved by Planning Commission. STR license issued following Fire Department inspection.
234 Spear	Historic Zoning	HDC approved addition. Zoning application reviewed with engineering input on lot coverage and FAR. Revised plans approved. Permit issued.
579 Hoffman	Short Term Rental	STR renewal application submitted and inspected. Fire Department approved. License issued.
257 Brook Upper	Short Term Rental	STR license app. Renewing. Sent to Fire Department for inspection. Approved. Sent to applicant.
257 Brook Lower	Short Term Rental	STR renewal application submitted and inspected. Approved and license issued.
439 Butler St	Short Term Rental	STR renewal application submitted and inspected. Fire Department approved. License issued. (1/3 units)
439 Butler St	Short Term Rental	STR renewal application submitted and inspected. Fire Department approved. License issued. (2/3 units)
439 Butler St	Short Term Rental	STR renewal required separate applications and operating agreement. Applications submitted and inspected. Fire Department approved. License issued. (3/3 units)
143 Park St	Zoning	Application for addition/ADU. Revised plans reviewed by engineer and approved. Permit issued.
254 Francis	Enforcement	Unpermitted irrigation identified in ROW. ROW application submitted and approved after DPW review. Case closed.
220 Water St	Enforcement	Complaint regarding trash near dumpster. Owner contacted and addressed issue.
1039 (1037) N Maple St	Zoning Historic District	Playground application reviewed. Confirmed outside Historic District; HDC fee refunded. Zoning approved. Permit issued.
981 Ridegview LN	Short Term Rental	STR application submitted, approved by zoning and Fire Department. License issued. Applicant expressed concerns about processing timeline.
635 Park	Zoning	Minor waterfront construction permit submitted and approved after fee paid.
421 Water St	Enforcement	Driveway repaving and ROW obstruction without permit. ROW permit application submitted and approved.



246 Culver	Enforcement	Complaint of unpermitted brickwork in ROW. ROW permit submitted and approved by DPW. Case closed.
132 Mason	Enforcement/Sign	Unpermitted sign replacement. Contact made with business owner. Permit submitted and approved.
403 Water St, Unit 3	Zoning Historic District	Sign permit application for massage business. Revised application submitted and approved. Permit issued.
129 Griffith Unit 14	Short Term Rental	STR license renewal required proof of ownership structure. Documentation confirmed LLC restructuring only. License maintained.
Commission Meetings	Scheduling	Updated public hearing notice calendar (mailing and publication deadlines).
735 Park	Zoning	ROW permit submitted for construction work. Approved.
651 Holland St	Short Term Rental	STR renewal application submitted past deadline in R-1 District. License is void.
160 N Maple	Zoning	Permit submitted for addition of bathrooms to STR property. Engineering reviewed and approved revisions. Permit issued.
860 Simonson	Short Term Rental	STR application submitted on final day of grace period. Initially incomplete but later corrected. Fire Department approved. License issued.
730 Water	Historic	Application for seasonal shade sails. Clarifications provided. Determined eligible for administrative approval. Approved upon fee payment.
620 Pleasant	Enforcement	STR operating without license. Notice re-sent after address correction. Owner updated listing to comply with ordinance minimum stay requirements. Case closed.
550 Francis	Enforcement	Sprinklers flooding neighboring property. Letter sent. Property owners working to reach a solution together. Case closed.
534 St. Joseph	Enforcement	Operating STR without license. Clarification provided on allowable bookings. Compliance confirmed. Case closed.

Grayson Moore
Grayson Moore - Director of Planning & Zoning



Department of Public Works

Below is a summary of notable activities carried out by the Department of Public Works since the council meeting held on 9/08/2025:

Holiday Lights Expansion:

Public Works staff are currently planning an expansion of the City's holiday light displays for the upcoming winter season. This includes extending lighting into additional areas of the downtown district: Water St from Culver to Mary and Hoffman St from Water to Butler. Staff are coordinating with contractors and utility providers to ensure installations are completed safely and efficiently prior to the holiday season.

Christmas Light Electrical Work:

Public Works is working with an electrical contractor and Consumers Energy to add additional outlets to support the holiday lights expansion. This work will provide improved electrical access for lighting displays in the area of Water and Hoffman Streets. Installation is expected to begin by the end of October, beginning of November, to ensure the upgrades are in place ahead of the holiday season.

Elevator Repairs:

Public Works recently presented the elevator repair estimate to City Council, and it was approved. Staff will be coordinating with McNally Elevator to get the repairs started.

Dock Repairs:

Staff are currently in the process of gathering estimates for needed repairs to the City docks. The focus will be on replacing deteriorated pilings and addressing concerns before the next boating season. The goal is to complete repairs ahead of the 2026 boating season to ensure safety and functionality.

Chain Ferry:

New arbors for the Chain Ferry are currently being fabricated. Installation is scheduled for late October or early November. Staff is working on sourcing other materials ahead of time so everything can be put back together once the new arbors are installed.

Sidewalk Replacements:

Sidewalk replacements are scheduled to take place between October 20 and November 3rd, 2025, **weather permitting**. Areas identified for replacement include sections with trip hazards or significant deterioration. Residents will be notified in advance of work near their property. The project is aimed at improving pedestrian safety and accessibility throughout the City.

Blue Star Highway and New Holland Sign Lighting:

Electrical work for the new sign on Blue Star Highway is in the final stages. Public Works staff and contractors have coordinated closely to prepare the site for activation. Consumers Energy is scheduled to install the new electric meter by October 23, 2025. Once complete, the sign and new lighting fixtures will be fully operational, improving visibility of the sign.

Holland/Blue Star Highway Sign Replacement:

Unfortunately, the Saugatuck sign located at the intersection of Holland Street and Blue Star Highway was recently struck and damaged. Public Works staff are currently working on obtaining quotes for its replacement. Once a vendor is selected, a timeline for fabrication and installation will be established. The goal is to restore the sign as soon as possible.

Spear Street Streetlight Removal:

Removal of the streetlight on Spear Street is scheduled for October 23, 2025, or sooner, depending on contractor availability.

Oval Beach Sign Replacement:

Public Works has received a quote from Streamline Design to replace several signs at Oval Beach. The materials have been ordered, and production will begin as soon as the vendor receives the necessary supplies.

Oval Beach Concession Stand – 2026 RFP:

Staff will be exploring the option of an RFP for the Oval Beach Concession Stand for the 2026 season. We will be reviewing the previous RFP that was sent out.

Tree City USA Application:

It's Tree City USA application season! Public Works will be submitting the City's application for 2025 recognition. The online portal is now open, and applications must be submitted before January 1, 2026. This designation supports the City's ongoing commitment to tree care.

Road Resurfacing Bid – A-1 Asphalt:

The City received one bid for the 2025 Asphalt Repairs project, which includes mill and fill asphalt work at several locations: Lucy Street (east of Butler), Main Street (west of Water Street and Wick's Park parking lot), and Hoffman Street (west of Water Street and associated parking areas). The sole bid was submitted by A-1 Asphalt of Wayland, MI, in the amount of \$57,208.10. A-1 Asphalt has successfully completed similar work for the City in 2023 and is prequalified with the Michigan Department of Transportation. Based on their past performance, competitive pricing, and ability to complete the work this fall, the bid was awarded to A-1 Asphalt. The project involves removal and replacement of the top asphalt layer, including any necessary base repairs.

Auction Items:

Public Works staff are coordinating with Ranger Bid to auction off a number of items that are no longer in use by the department. This process helps recover value from surplus equipment and clears space for active inventory. More details will be shared once the auction is live.

Special Event Assistance:

- Sidewalk Sales
- Mt. Baldhead Challenge
- Family Pet Halloween Parade and Party
- Vigil for Democracy
- Volunteer Day at The Wilds
- Alliance for the Great Lakes Beach Clean Up
- Saugatuck Public Schools Community Night
- Music Festival
- Flower World Opening
- Chili Cook-Off
- Music in the Park

Staff Also Assisted With:

- Setting up Fall Decorations
- Brush & Leaf Collection- September 16 & 17, 2025
- Erosion Control Fencing at Oval Beach- Installed the week of September 22nd

Updates:

Frontier Fiber Installation is mostly completed throughout the City

Mount Baldhead Restrooms: Foundation and Utility Work is completed

Sheriff's Office

August 2025

119 Total calls for service

Total Traffic stops – 51

Total school contacts - 7

Call Date/Time Incident Type

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Call Date/Time	Incident Type
08/31/2025 21:48:48	CHEST PAIN
08/31/2025 17:26:52	Shoplifter
08/31/2025 15:44:36	MDOP-29000
08/31/2025 15:38:17	911 Welfare - Misdials
08/31/2025 13:58:18	PDA
08/30/2025 22:14:34	Assist Other Agencies
08/30/2025 21:21:13	Loud Noise
08/30/2025 18:47:00	Retail Fraud
08/30/2025 17:35:28	Accident All Other
08/30/2025 17:14:20	General Assist
08/30/2025 13:04:07	Missing Person
08/30/2025 13:04:07	Missing Person
08/30/2025 12:45:25	Motorist Assist
08/30/2025 00:17:53	General Assist
08/29/2025 21:29:40	Parking Violation
08/29/2025 17:46:10	Check Welfare
08/29/2025 14:57:45	Trespassing
08/28/2025 16:11:40	A911
08/28/2025 15:00:28	Misc
08/28/2025 14:54:14	General Assist
08/28/2025 08:51:02	ABDOMINAL PAIN
08/27/2025 10:17:34	PIA
08/26/2025 16:02:12	Found Property
08/26/2025 00:36:48	Loud Noise
08/26/2025 00:32:18	General Assist
08/25/2025 14:43:16	A911
08/25/2025 13:43:05	Boat-Marine Patrol
08/25/2025 10:59:37	Suspicious Situation
08/24/2025 22:36:56	General Assist
08/24/2025 14:16:13	Parking Violation
08/24/2025 14:02:15	Parking Violation
08/24/2025 12:01:53	Parking Violation
08/24/2025 11:50:44	Parking Violation
08/24/2025 03:33:04	Misc
08/23/2025 22:33:51	Domestic Assault
08/23/2025 20:35:03	Alarm
08/23/2025 17:59:56	PRIV PROP IMPOUND
08/23/2025 17:32:27	Trespassing
08/23/2025 16:47:34	Parking Violation
08/23/2025 16:40:06	Parking Violation
08/23/2025 15:36:39	Misc
08/23/2025 14:43:49	Parking Violation
08/23/2025 14:24:42	UNCONS/FAINTING
08/23/2025 07:11:35	Alarm
08/22/2025 23:33:36	Assist Other Agencies
08/22/2025 20:12:56	General Assist
08/22/2025 15:09:25	Larceny
08/22/2025 14:33:30	Alarm
08/22/2025 14:05:57	Uncivil
08/22/2025 13:42:58	Fraud
08/22/2025 01:17:45	General Assist
08/21/2025 21:37:05	Bond Violation
08/21/2025 14:31:53	A911
08/21/2025 11:55:50	General Assist
08/21/2025 10:28:30	Shoplifter
08/21/2025 02:32:13	General Assist
08/20/2025 11:58:43	Animal Call-Other
08/20/2025 10:11:51	General Assist
08/20/2025 09:45:51	A911
08/20/2025 06:54:59	General Non-Criminal
08/18/2025 19:18:44	Bond Violation
08/18/2025 15:16:50	UNCONS/FAINTING
08/17/2025 16:03:31	Shoplifter
08/17/2025 15:36:55	MDOP-29000
08/17/2025 11:16:41	Assist Other Agencies
08/17/2025 03:05:03	General Assist
08/17/2025 02:02:27	Assault
08/16/2025 23:08:35	Misc
08/16/2025 19:00:49	Shoplifter
08/16/2025 12:10:53	Misc
08/16/2025 02:29:46	General Assist
08/16/2025 01:09:06	Animal Call-Other
08/15/2025 02:08:52	Loud Noise
08/15/2025 01:46:21	Loud Noise
08/15/2025 01:22:54	Loud Noise
08/15/2025 00:23:29	Intoxicated Subject
08/14/2025 22:53:16	General Assist
08/14/2025 12:37:58	Suspicious Situation
08/13/2025 22:31:48	General Assist
08/13/2025 15:04:33	General Assist
08/13/2025 09:21:24	General Assist
08/13/2025 00:41:10	General Assist
08/13/2025 00:10:18	Found Property
08/12/2025 13:55:58	Parking Violation
08/11/2025 22:08:12	Road Hazard

08/11/2025 17:00:17	Trespassing
08/11/2025 10:31:24	MDOP-29000
08/11/2025 10:26:55	Harassment/Threats
08/10/2025 23:44:01	General Assist
08/10/2025 13:39:10	Larceny
08/09/2025 22:21:04	General Assist
08/09/2025 20:40:49	Assist Other Agencies
08/09/2025 19:47:56	Parking Violation
08/09/2025 19:21:51	Fire Alarm
08/09/2025 12:20:45	Parking Violation
08/09/2025 00:35:38	PDA
08/09/2025 00:15:59	Suspicious Situation
08/08/2025 23:05:56	General Assist
08/08/2025 22:44:31	General Assist
08/08/2025 20:54:34	Fire Alarm
08/08/2025 16:13:46	General Assist
08/05/2025 23:26:25	General Assist
08/05/2025 18:23:45	PRIV PROP IMPOUND
08/04/2025 22:42:40	General Assist
08/04/2025 17:32:10	Harassment/Threats
08/04/2025 15:10:54	Suspicious Situation
08/04/2025 08:14:02	General Assist
08/04/2025 07:45:22	Loud Noise
08/03/2025 23:00:39	General Assist
08/03/2025 22:19:47	Parking Violation
08/03/2025 03:28:51	General Assist
08/03/2025 03:12:14	General Assist
08/02/2025 19:34:28	Parking Violation
08/02/2025 18:08:17	Parking Violation
08/02/2025 15:55:28	Parking Violation
08/02/2025 15:40:17	Found Property
08/02/2025 02:16:36	General Assist
08/02/2025 00:54:32	General Assist
08/01/2025 13:50:37	Ambulance

Sheriff's Office

September 2025

Total Calls for service – 88

Total traffic stops – 37

Total school contacts - 28

Call Date/Time Incident Type

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09/30/2025 22:22:20	General Assist
09/30/2025 21:12:18	MDOP-29000
09/30/2025 19:55:49	General Assist
09/30/2025 17:59:24	Fraud
09/30/2025 17:29:00	Uncivil
09/30/2025 14:11:02	General Assist
09/29/2025 22:01:49	General Assist
09/29/2025 15:55:43	Disorderly Conduct
09/29/2025 13:47:06	Trespassing
09/29/2025 00:37:44	General Assist
09/28/2025 20:10:41	General Assist
09/28/2025 12:33:10	Boat-Marine Patrol
09/28/2025 11:36:23	General Assist
09/28/2025 03:02:48	General Assist
09/27/2025 17:17:02	General Assist
09/27/2025 05:56:34	Suspicious Situation
09/25/2025 22:10:58	General Assist
09/25/2025 12:21:56	Harassment/Threats
09/25/2025 11:18:36	Animal-Bite
09/25/2025 09:50:17	Alarm
09/25/2025 08:33:01	Suspicious Situation

09/25/2025 08:18:43	Motorist Assist
09/24/2025 23:31:18	General Assist
09/24/2025 11:44:51	Trespassing
09/24/2025 00:11:33	General Assist
09/23/2025 23:32:21	Alarm
09/23/2025 12:53:18	Found Property
09/23/2025 09:31:49	MDOP-29000
09/23/2025 05:57:23	Alarm
09/22/2025 23:35:31	General Assist
09/22/2025 17:01:21	Larceny
09/22/2025 13:27:17	Accident All Other
09/22/2025 10:39:45	Fire Alarm
09/22/2025 01:01:24	Fire Alarm
09/21/2025 02:37:03	General Assist
09/21/2025 02:36:44	General Assist
09/20/2025 23:31:18	Health and Safety
09/20/2025 17:34:35	PDA
09/20/2025 16:30:34	Parking Violation
09/20/2025 16:26:18	Parking Violation
09/20/2025 16:18:23	Parking Violation
09/20/2025 15:09:49	Civil
09/20/2025 09:13:36	MDOP-29000
09/20/2025 01:24:12	General Assist
09/19/2025 22:09:35	General Assist
09/19/2025 21:39:05	General Assist
09/19/2025 15:06:46	General Assist
09/19/2025 09:18:36	Fraud
09/19/2025 01:49:05	General Assist
09/18/2025 21:03:51	Trespassing
09/18/2025 20:52:56	Misc

09/18/2025 01:07:30	General Assist	09/04/2025 10:26:17	General Assist
09/17/2025 17:29:57	Tree Down	09/04/2025 00:52:57	General Assist
09/17/2025 07:29:54	MDOP-29000	09/02/2025 20:10:25	Intoxicated Subject
09/16/2025 14:40:16	Harassment/Threats	09/01/2025 22:19:26	General Assist
09/14/2025 19:49:14	Check Welfare	09/01/2025 20:33:11	PDA
09/14/2025 03:21:22	General Assist	09/01/2025 16:02:49	Alarm
09/12/2025 18:30:53	Disorderly Conduct	09/01/2025 00:22:36	General Assist
09/12/2025 15:26:51	Parking Violation		
09/12/2025 12:43:50	Disorderly Conduct		
09/11/2025 19:31:25	Harassment/Threats		
09/10/2025 18:41:58	Check Welfare		
09/10/2025 15:33:51	Animal-Dog Barking		
09/09/2025 22:52:55	General Assist		
09/09/2025 18:19:32	Parking Violation		
09/09/2025 08:35:28	General Assist		
09/09/2025 00:14:20	General Assist		
09/08/2025 12:41:00	Suspicious Situation		
09/08/2025 00:09:03	General Assist		
09/07/2025 10:31:32	Road Hazard		
09/06/2025 23:45:36	General Assist		
09/06/2025 20:20:00	Accident All Other		
09/06/2025 13:03:56	Parking Violation		
09/06/2025 11:42:20	Parking Violation		
09/06/2025 10:27:16	Parking Violation		
09/06/2025 08:35:17	General Assist		
09/06/2025 02:35:32	General Assist		
09/06/2025 01:54:15	Traffic Offense		
09/06/2025 01:15:03	Civil		
09/05/2025 20:18:36	Animal-Dog Running		
09/04/2025 17:35:55	Animal-Dog Running		



Deputy Tucker Hoover's last day in the City was October 2nd. He has moved back to general patrol. Deputy Brandon Marklevitz started in the city on October 6th.

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

General Consultation

- Village Square Court Renovation: Received preliminary scoring and comments from DNR and revised the application to attempt to maximize scoring. Final scoring should be available later this year.
- 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.
- Pavement Markings: 2025 work is complete. 2026 work will take place in the spring. Current contract is 2025-2027.
- Assisting with review of water and sewer agreements as needed.
- Issued bid package for fall 2025 asphalt paving improvements, which include patching on Lucy Street and resurfacing Main and Hoffman Street ends west of Water Street. Prepared Recommendation of Award to A-1 Asphalt for the October 14 council meeting.
- Assisting with site plan reviews and construction observation for new development and other projects 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).
- The project is complete and final documents have been submitted to EGLE.
- Will be working with City staff on a plan to eliminate remaining unknowns and replace lead/galvanized services by the federal and state deadlines.

Mt. Baldhead Projects

- AT&T Project Assistance
 - Providing assistance on an as-needed basis.
- Restroom Building Replacement
 - Construction is underway. Utility work is nearly complete. Foundation and slab have been poured. The project is progressing toward completion in 2025 and final punch list in spring 2026.
- Observation Platform Replacement
 - Attended several meetings with area stakeholders and cultural resources specialists to help guide the design.
 - Timeframe for design and construction is dependent on findings later this year.

Sea Wall and Concrete Repairs

- The bid opening was held on April 30, however none were received.
- The DPW will be obtaining quotes for patching stairs at Hoffman & Griffith. The remaining areas are being incorporated as additional work within the Maple Street contract.

Maple Street Improvements

- Working on addressing comments from EGLE on the water system permit.
- Working on incorporating sea wall repairs and resurfacing Mary Street (Water Street to Butler Street) into the bid documents as separate items of work (outside the Maple Street budget).
- Depending on timing for permits and final design, we anticipate issuing the project for bids in late 2025 with construction during the 2026 construction season (approximately April to November).

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.

City Hall Interior Renovations

- A kickoff meeting/site visit was held and concepts are underway.