



City Manager Report

April 14, 2025

Natural Gas Outage

- As of the writing of this report, the gas outage continues. There has been great progress on repairs and Michigan Gas has a plan in place to safely restore service by zones.
- Michigan Gas has over 200 crews from all over Michigan, Illinois, Wisconsin and Minnesota who are working on this.
- The process to restore service is being done in 3 phases.
 - Phase one is repairs to TC Energy's transmission pipeline.
 - Phase two is turning off natural gas meters at every customer's home or business.
 - Phase three is turning the gas service back on at each customer's meter and relighting their natural gas appliances.
 - While each phase is separate, crews will be working on different phases at the same time.
- Once repairs to the pipeline are complete, Michigan Gas will begin restoring natural gas to the system and go to each customer's home and business to restore service at the meter. Crews will also relight pilot lights on customer's natural gas appliances to ensure they are working safely.
- We will continue to share updates with the media and via Facebook and email blasts.
- I am very grateful for the collaboration and patience everyone has shown. It's inspiring to see the community come together to help support each other.

Hydrant Flushing

- KLSWA advised hydrant flushing will take place Monday through Friday, Noon to 10:00 PM, during the weeks of April 21 and April 28, 2025. Primary flushing is scheduled for the week of April 21, with additional flushing as needed the following week. Flushing is essential for removing iron sediments, ensuring fire hydrant readiness, and testing the water system.
- Here are some tips they provided:
 - Flushing may cause discolored water and sediment; check water before using.
 - Avoid using appliances like icemakers, washing machines, dishwashers, and water treatment devices during flushing times.

- If discoloration occurs, run cold water from a bathtub or outdoor faucet (not connected to a filter) until clear.
- After water clears, it's recommended to run an empty cycle on your washer and dishwasher before use.
- For questions, contact KLSWA at (269) 857-2709.

Community Engagement

- We have been increasing our efforts to share information with the community. This has included greater use of Facebook and a regular City Manager report to the community. The Clerk's team has also reorganized and streamlined things on the website. Here are some stats for January – March:
 - Facebook
 - Reach - 43,200
 - Views – 152,400
 - Website
 - Unique Visits – 8,447
 - Views – 17,320
 - Top Pages
 - Oval Beach
 - City Council
 - Public Works
 - News You Can Use E-mails
 - Delivered Messages – 44,297
 - Opened Messages – 26,830
 - YouTube
 - Video Views - 822

Oval Beach Wi-Fi

- Metro Wireless advised Starlink has made plan changes and no longer offers unlimited data.
- There were already going to be limits on streaming videos to avoid overuse of data.
- Metro Wireless will also be limiting use of certain social media apps to also reduce data use.
- Metro Wireless advised that Wi-Fi calling and use of messaging apps remains the priority and will still be functional.

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 and is finalizing changes.
- I plan to present the draft to Council at a workshop soon for review and feedback.

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
- After several weeks of work to finalize cost share details with the Township, the design engineering proposal and agreements are on the City Council agenda for your consideration.

Mt. Baldhead Bathroom Replacement

- We received several bids for the project and the engineer has prepared a recommendation.
- The Mayor and I recently met with three area tribes to review the project. They provided great feedback and we will be meeting again the week of April 21 to answer their questions and discuss additional details. We hope to bring forth a bid award soon after.

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 has continued follow up on the items that were discussed in the recent closed session. I recently has a positive meeting with C2AE and will have updated information to provide soon.
- 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 Auditor and Treasurer to discuss accounting for water and sewer funds going forward.
- Met with tri-community managers and legal to continue draft water-sewer agreement reviews.
- Held one on one meeting with City Clerk.
- Met with My Green MI to discuss composting options.
- Held one on one meeting with Public Works Superintendent.
- Held parade safety planning meeting with Fire Department, Sheriff's Office, and staff.
- Held one on one meeting with Director of Planning/Zoning.
- Met with Friends of Blue Star Trail, Township Manager, and Council Member Dean to discuss trail project.
- Met with Tony Schippa regarding Heart Safe initiative.
- Met with CVB Executive Director to discuss Information Booth internal needs.
- Held budget meetings with City Treasurer.
- Joined area managers and elected representatives to meet with Rep. Joey Andrews.
- Met with Parks and Public Works Committee Chair.
- Attended July 5 and Venetian fireworks safety planning meetings.

Blast from the Past

- Below is a publication that was in the paper on April 7, 1966.
- As we work through updating the water-sewer agreements, we have learned a lot of history. Having a well near Maple Street goes back many years:

VILLAGE HOPES TO HAVE NEW WELL IN OPERATION THIS SUMMER

Project Awaits Bond Approval

Saugatuck is on the verge of getting a new well to supply water to the present system. Last week the Village Board authorized Mr. Murel J. Sancrant, financial consultant, to begin action to secure the necessary Revenue Bond for the financing. Sancrant, working with Mr. Petrie, Saugatuck Consulting Water Engineer, has offered a suggested financing plan that would provide for the new improvements and still allow postponement of principal and interest payments until after the present sewer bonds have been retired.

In addition to unwinding all the state red tape, Sancrant will prepare the terms of a formal Bond issue and the necessary ordinances that are required to bring the bond into legal existence. It takes approximately 4 - 8 weeks to complete all the required paper work.

The expenditures for the new well and accompanying improvements to the present water system are purposely being held to an absolute minimum. The Village Board has expressed a go-slow attitude to insure that costs are kept to an absolute minimum.

The site for the new well will probably be on a piece of village property west of Maple Street behind Mr. Griffin's property. Drilling tests have already been made on this land and the results indicate an excellent well could be drilled there. If everything goes along smoothly, there's a good possibility that work could begin in 4 - 8 weeks. Water from the new well would be available approximately 30 days after construction begins.

Treasurer Report

April 14, 2025



Tax:

- Work through several requests for payment from property owners. The occasional address update, too.
- Pushed another property tax payment to County
- Received the reimbursement check from County for the last NSF tax payment

Payables:

- Continue to convert the vendors from Peter's account information to mine
- Processed a payables run
- Research the Garden Club's payments and set up to pay 2024 and 2025 (see the payables authorization request)

Miscellaneous:

- Pushed through the main reconciliation for March. Connected with a fellow treasurer to help teach me the full process.
- Took a variety of credit card payments (parking fines, permits, etc)
- Discuss the Maple Street project with Ryan.
- Ordered Culver St parking passes
- Started prepping for next year's budget (reports to employees, setting up meetings, etc). Meeting with Ryan to work through it.
- Pushed Comcast again for a timeline on the franchise fee make-up amount.
- Reviewed the parade safety costs analysis with Scott again.
- Discussed splitting Water and Sewer with the auditor.
- Took a Treasurer training put on by the MGFOA (Michigan Government Finance Officers Association).
- Requested quotes for cashless options at Culver Street parking (including getting a reduced price)
- Sent out the budget reports to the managers.
- Created, reviewed, and reported on the revenue and expenditures for the last quarter
- Created, reviewed, and reported on the investment portfolio
- Created the street end invoices

Payroll:

- Working to develop processes and procedures to eliminate inefficiencies and potential errors
- Processed the 04/07/25 payroll
- Pulled some wage information for Scott.
- Review the workers compensation audit bill
- Working through the last of the pension forfeiture – how to process it and finishing it.



Planning, Zoning and Project Report

April 14, 2025

Planning and Zoning

- Participated in scheduled internal team meetings.
- Prepared for and attended the Historic District Commission meeting.
- Prepared for and attended the Planning Commission meeting.
- Prepared materials for the upcoming Zoning Board of Appeals meeting.
- Held internal discussions to outline next steps for the Master Plan update.
- Met with a resident to address concerns related to weekend enforcement.
- Compiled the Quarterly Short-Term Rental Report.
- Issued enforcement letters in response to identified violations.
- Conducted site inspections for active projects, as required.
- Identified HDC violations and ensured corrective actions were taken.
- Continued coordination with Legal Counsel regarding an ongoing waterfront enforcement issue.
- Provided clarification on insurance requirements for specific uses within the City right-of-way.
- Continued discussions with residents concerning STR ownership transfers.
- Followed up on outstanding permit payments.
- Met with residents to review and explain Historic District requirements.
- Conducted an on-site meeting to discuss requirements for Major Site Plan Amendments.
- Sent neighbor notifications for Minor Waterfront Construction activities.
- Continued follow-up on open enforcement cases.
- Maintained general code enforcement follow-up efforts.
- Issued permits and completed casework as detailed below.

Open Casework

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

405 Park St	Received application for addition of bathrooms and interior renovation. Sent to Contract planner for discussions. Administrative review deemed inappropriate due to location and scope of project, Formal site plan review scheduled for pc. Site plan review approved contingent upon applicable flood plain requirements being met. Waiting on owner to send additional documentation. Emailed owner regarding conditioned site plan approval and asked about required documentation. Had meeting with owner concerning EGLE requirements and location of flood plane.	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
807 Lake St 7	Incomplete STR application received. Sent back to local agent. Received info, asked for further information. Info received, sent to fire department.	STR
249 Mason	Change of Use application received. Had discussion with fire department and sent request for more information to applicant. Had meeting with owner regarding proposed deck, agreed that major site plan amendment is necessary.	
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
555 Griffith St	STR application received. Sent to fire department. Notified of pipe burst at property, inspection postponed until further notice.	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. Updated owners on pending language.	STR
781 Manchester Dr	STR application received. Sent email to applicant explaining that due to transfer of ownership to LLC, application is currently pending.	
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

405 Park St	Received concerns for a floating dock at 405 Park which has no permits. Reached out to owner for clarification. Owner claims	Enforcement
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. Info received, sent to fire department,	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
790 Simonson	STR application received. Sent to fire department.	STR
715 Pleasant	STR Application received. Sent to fire department. License issued.	STR
991 Ridgeview Ln	STR Application received, need payment. Payment Received, Sent to fire department.	STR
565 Weirich Dr	Notified of potential enforcement case for STR.	Enforcement
70 Park St	Spoke to applicant about installation of solar. Application received, Sent invoice.	Zoning
403 Water St	Received notice of proposed change of use. Provided resources. Application expected.	Zoning
421 Water St	STR Application received. More info needed. Sent to fire department.	STR
347 Water St	Potential enforcement case noticed. Emailed legal for discussion.	Enforcement
403 Water St	Received application for internal remodel of Personal Service establishment. Sent to fire department and MTS.	Zoning
446 Culver St	STR application received, More info needed. John came to confirm additional trash receptacles and pay. Sent to Fire Department.	STR
717 Water St 5	STR application received, More info needed. Sent to fire department.	STR
129 Griffith St 6	STR application received, sent to fire department.	STR
888 Holland St	Receive questions regarding converting property into staff housing.	Zoning
439 Butler St	Provided information and resources regarding project in the Historic District. Awaiting application. HDC application received for window replacement received, advised that board review would be required. Sent invoice.	HDC
149 Griffith St	SPR application received, Sent to engineer for stipulations regarding drainage.	Zoning
347 Water St 4	STR Application received, more info needed. Sent to fire department.	STR
128 Elizabeth St	STR Application received, sent to fire department.	STR

825 Bridge St	STR app for ADU received, waiting on insurance info.	STR
449 Water St	Renewal of EODA, 4 spaces for 6 months. Invoice sent, waiting on insurance info.	EODA
615 Park St 8	Applicant paid str renewal, supplied no application. Resources sent to applicant.	STR
152 Butler St	HDC Application to replace 10 sq ft of entry way with concrete. Sent invoice to applicant.	HDC
842 Lake St 10	STR application received, sent to fire department.	STR
1035 Park St	Minor Waterfront Construction application received. Sent letter to neighboring properties.	Zoning

Closed Casework

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. Approved at 03-20-2025 PC meeting. Sent SLU approval to applicant	PC
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. Approved at 03-20-2025 PC meeting. Sent SLU approval to applicant	PC
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. Approved at 03-20-2025 PC meeting. Sent SLU approval to applicant.	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. Approved at 03-20-2025 PC meeting. Sent SLU approval to applicant	PC
231 Grand St	STR Application received. Local Agent outside of allowed radius, notified owner. License issued.	STR
412 Mason St	STR Application received. More information needed. Information received, sent to fire department. License issued.	STR
102 Butler	Application received for art installation, Special Meeting approved for 03-13-2025 Approved.	HDC
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. ZBA approval required.	HDC
El Burrito Feliz	Applicant reached out to renew EODA for the year. Asked for updated insurance. Insurance provided, sent invoice. Invoice paid	EODA
142 Butler	Provided ROW permit resources.	ROW
515 St Joseph	STR Application received. Sent to fire department. License Issued.	STR

149 Griffith	Administrative approval for replacement of patio in rear yard. Sent site plan review application for next steps.	HDC
807 Lake Unit 9	Application for door replacement in Historic District. Replacement is like for like, both new and old door is fiberglass, reason for replacement is mechanical issues with current door. Sent invoice for Administrative approval. Administrative approval issued.	HDC
1035 Park St	Received EGLE notification of dock plans. Emailed owner with minor waterfront app. No further action needed.	EGLE
31 Butler St	Application for installation of new power pedestal received. Administrative approval issued. Zoning permit approved, sent to MTS and Fire Department.	HDC
131 Griffith St	HDC application received for reroof. Approved administratively 04-02-2025.	HDC
731 Butler St	STR Application received. Sent to fire department. License issued.	STR
807 Lake St #5	STR Application received. Sent to fire department. License issued.	STR
715 Pleasant St	STR Application received. Sent to fire department. License issued.	STR
635 Holland St	STR Application received. Sent to fire department. License issued.	STR
419 Lake St	STR application received. Sent to fire department License issued.	STR
336 Park St	STR Application received. More info needed. Info received, sent to fire department. License issued.	STR
340 Park St	STR Application received. More info needed. Info received, sent to fire department. License issued.	STR
340 Park St ADU	ADU STR Application received. More info needed. Info received, sent to fire department. License issued.	STR
295 Park St	STR Application received. More info needed. Info received, sent to fire department. License issued.	STR
558 Mason	Answered general Zoning questions for resident.	Zoning
545 Spear St	Applicant to remove tree from ROW and relocate onto private property to allow for development of driveway. Waiting on payment. Payment received, permit issued.	ROW
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. Emailed owner with proposal for how to proceed and provided stipulations for project. Approved accessory structure in the rear yard, further approvals will be needed to fully complete project.	Zoning
560 Mill St	Sent enforcement letter regarding denied hardscaping request.	Enforcement

888 Holland St	Received question on use at SF res in NHM. Research questions. Provided information regarding Lodging and boarding houses. Continued investigation and discussion on lodging as a use and stated that a text amendment would be necessary.	Zoning
120 Mary St	HDC application for spa received. HDC permitted spa changes on 04-03-2025. HDC and Zoning permit issued.	HDC
142 Butler St	Answered questions and provided resources regarding signs and hardscaping in City ROW.	ROW
131 Mason St	Administrative approval for removal of section of fencing in rear of buildings to create egress at request of fire department.	HDC
3388 Bluestar HWY	STR Application received, more information needed. Reached out to owner as provided information did not suffice. Information provided, sent to fire department. License issued.	STR
3390 Bluestar HWY	STR Application received, more information needed. Reached out to owner as provided information did not suffice. Information provided, sent to fire department. License issued.	STR
138 Mason St	STR Application received. Sent to fire department. License issued.	STR
332 Mary St	Discussion with STR owner, resources provided.	STR
110 Butler St	STR Application received, more information needed. Spoke to applicant, info incoming. Sent to fire department. License issued.	STR
673 Lake St	HDC application received for pool house and acc building. Sent invoice to applicant. Received HDC approval on 04-03-2025. Motion by Gardner, second by Donahue, to approve the new pool, pool house, patio, fencing, resurfaced deck, and demolition of the tool shed at 673 Lake Steet in accordance with the revised plans and details submitted within the application materials and the revised plans that were presented at the meeting by the applicant. Approval shall be subject to the following conditions: 1. Revised posts on pool house be white to match the current house. 2. Ceiling on porches on current house are resurfaced with tongue and groove wood that matches the pool house that is in the revised packet that was provided at the meeting. 3. Including the fence as submitted in the revised packet.	HDC
142 Butler St	Observed Dumpster in City Street without permit. Emailed owner with ROW permit. Received ROW app. Issued with stipulation that dumpster is removed when not in use. Expiration date 05-01-2025	ROW
202 Butler St	Owner requested information for potential future Zoning project. Provided resources and Survey of property.	Zoning
302 Culver St	Observed work being done within the HDC without permits. Sent HDC application. HDC application received, sent to chair for discussion. Stamped PVC was used to restore trim, reached out to applicant to correct. Waiting on payment. Payment received. Permit issued.	HDC

618 Water St	Spoke to sign company in regards to requirements for monument sign in the historic District. Discussion continues on requirements of HDC. No further action at this time.	HDC
842 Lake St Unit 8	STR Application received. More info needed. Info received, still need payment. Sent to fire department. License issued.	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. Payment received, sent to fire department. License issued.	STR
821 Allegan St	STR Application received. Sent to fire department. License issued.	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 3/24/2025:

Asphalt Patching:

Consistent with each spring, the ground remains saturated by melted snow and seasonal rains. Ground saturation keeps the base layers of our City streets susceptible to pothole formation. Using the Falcon Hot Box that was purchased last year, DPW was able to fill potholes with 4 tons of hot mix asphalt (HMA). Several more loads of HMA asphalt will be used throughout the spring, summer, and fall months.

Oval Beach Maintenance:

Crews spent time maintaining the beach parking lots by removing much of the sand that has blown in during the off season. More sand clearing will be performed over the next couple of weeks as the DPW team starts removing the erosion control fencing. Once the fencing is removed, then excess sand that does not contain dune grass can be deposited back onto the main beach. Using the excess sand, a bulldozer can create a nice taper from the parking lot to the edge of the water.

Oval Beach Concessions:

Oval Beach Manager, Scott Morrow, successfully completed his ServSafe Certification so he can oversee the concession stand operation this year. We're fortunate that many employees from previous years have made a commitment to return to work at Oval Beach for the 2025 season. One returning employee has served in the Lead Concession role for many years and is proficient at managing inventory levels, staffing, and maintenance of equipment.

Snow and Ice Equipment:

Despite experiencing light snow last week, the DPW crew neutralized salt residue on equipment and removed salt spreaders from the fleet. We'll need the dump trucks outfitted for brush and leaf collection from now through fall. With the ground temperatures remaining relatively high, we believe that the probability of experiencing snow accumulation is low.

Tree Work:

Stumps from this winter's tree removals have been grinded and backfilled. We ask the stump grinder to go 18" or greater to accommodate tree replacements this spring. Arbor Day falls on Friday April 25th this year and we aim to have most, if not all, of the trees planted by that time.

It seems fitting that the Arbor Day celebration will take place at Cook Park at 10:00am as we replace the Black Willow tree that had been removed.

Storm Drains:

Each spring, the DPW performs a manual inspection of all the City's catch basins to determine how many are in need cleaning. A relatively low number of catch basins need cleaning this year. Plummer's Environmental will be hired to clean the catch basins using their Vactor truck and disposing of the material in accordance with EGLE standards as catch basin material is classified as industrial waste.

Bicycle Racks:

The CVB has ordered new bike racks for the City. The DPW has prepped the sites in which new concrete will be poured. One site is at the Culver Street parking lot, by Scooters Cafe and the other is near the east landing of the Chain Ferry.

Chain Ferry Sink Hole:

A void in the sea wall near the Chain Ferry's west side has slowly pulled soil into the river which developed a sink hole. DPW exposed the area, lined the wall with geotextile fabric, backfilled it with limestone, then top dressed the area with topsoil and grass seed. If the problem persists, then more extensive repairs may be necessary in the future.

Wicks Park Restroom:

DPW repainted the interior of the restrooms at Wicks Park. This is done every few years prior to opening them up for the season.

Meetings:

- **3/24/2025** – DPW Weekly Goals Meeting
- **3/25/2025** – Parks & Public Works Committee Meeting
- **3/26/2025** – Department Head Team Meeting
- **3/28/2025** – DPW Weekly Goals Follow Up Meeting
- **3/31/2025** – DPW Weekly Goals Meeting
- **4/01/2025** – Meeting with Treasurer
- **4/01/2025** – One-on-One Meeting with City Manager
- **4/01/2025** – Parade Safety Meeting
- **4/04/2025** – DPW Weekly Goals Follow Up Meeting
- **4/07/2025** – DPW Weekly Goals Meeting
- **4/09/2025** – Council Workshop Meeting
- **4/11/2025** – DPW Weekly Goals Follow Up Meeting

**City of Saugatuck
Status Report of Engineering Activities
April 10, 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: The DNR Passport Program application was submitted prior to the April 1 deadline and has been confirmed as administratively complete. Preliminary scoring will be released late summer or early fall, at which time revisions/additions can be made.
- Developed a proposal for inspection of larger culvert crossings and storm sewer outfalls. This work could be completed in phases and areas of concern could be prioritized.
- 3-year contract for pavement markings was awarded on March 24 and we are in the process of getting the contract in place. A pre-construction meeting will be scheduled with the contractor and City staff soon. Work is to be completed by mid-June each year.
- Assisting with review of water and sewer agreements as needed.

EGLE Technical, Managerial and Financial (TMF) Project

- The City was awarded \$221,600 in funding from EGLE's Community Technical, Managerial, and Financial (TMF) support for lead service line identification (100% grant).
- Prepared the City's Complete Distribution System Materials Inventory and submitted it to EGLE to meet the October 16 deadline. An updated version will be provided when potholing work is complete.
- Potholing work is anticipated to be completed in April or May. 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 complete and the project is out for bids. Bids are due April 30.
- The bid package included two options for construction. Preference will be completion prior to the 4th of July with a backup for fall construction starting after Labor Day.
- Met with DPW and steel fabricator to provide direction for short term ramp framing repairs at the chain ferry.

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. Assisting with ongoing discussions with the Township on cost sharing.

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.