



City Manager Report

January 13 2025

City Manager Reports

- We will soon be sharing my City Manager reports in a separate e-mail blast and on the City website to help keep the community informed.

Audit

- The audit was presented at the January 8 workshop meeting. In short, the auditor advised the bookkeeping is in “very good shape” and there were only three adjusting entries which the auditor described as “very good”. The auditor also noted the City’s net position increased by \$1,519,966, the general fund balance (savings) increased by over \$400,000, and the auditor feels the use of MIClass for investment of the City’s savings is safe.
- The general fund has \$6,258,658 (\$1,000,000 of which is committed for parks).
- The major street fund has \$780,669, and local streets has \$2,249,674.
- The water/sewer fund has \$579,449.
- The motor pool fund has \$1,229,216.
- A lot of large capital projects, including Maple Street, are in the works that will use large sums of the fund balances.
- Next year, staff will work to have the audit presentation at a regular meeting instead of a workshop meeting.
- A copy of the audit can be found here: <https://treas-secure.state.mi.us/DocumentSearch>

Ethics Policy Review

- The Council has received proposed redline changes to the ethics policy from City Attorney Mills.
- A reminder that Council’s proposed changes are requested by January 22.
- Further discussion and review is planned for the February 5 workshop meeting.

Village Square Playground Appeal

- We received an opinion and order from the court in the Maplewood Hotel’s appeal of the Historic District Commissions May 7, 2024 decision to approve additional features for the playground.
- The court concluded:
 1. Maplewood Hotel has standing to bring the appeal.

2. The May 7, 2024 decision of the City of Saugatuck Historic District Commission was not contrary to law, was supported by competent, material, and substantial evidence on the whole record, was not arbitrary or capricious, was not clearly an abuse of discretion, or was otherwise affected by a substantial and material error of law;
3. The May 7, 2024 decision of the City of Saugatuck Historic District Commission was proper and in compliance with Chapter 152 of the City's Ordinances pertaining to Historic District Regulations; and
4. The May 7, 2024 decision of the Historic District Commission is AFFIRMED and the Maplewood's request for relief is DENIED.

Goals, Priorities, and Strategy

- The Strategic Planning meeting with a facilitator is scheduled for January 24 from 8:30a-4p at the Saugatuck Yacht Club. The planned location is the Saugatuck Yacht Club.
- The community survey is open until Monday, January 13. We have received 156 responses so far, which is in line with the average for past surveys. Paper copies are available at City Hall. Here is the link to take the survey online:
<https://www.surveymonkey.com/r/C89W6HZ>
- The agenda and survey results will be provided in a packet in advance of the meeting.

Maple Street Project

- The improvements currently under evaluation include:
 - Road resurfacing or reconstruction
 - Water main replacement (including replacement of services, some to inside the home/building)
 - Drainage and stormwater management improvements
 - Non-motorized improvements (widened shoulders, sidewalk, or similar)
- A review of the options and costs is planned for the January 22 workshop.
- Staff have sent an invitation to the presentation to property owners along Maple and the general public.

Airport Property Project

- The Outdoor Discovery Center (ODC) received zoning permits from the Township.
- The ODC advised they are targeting early spring to work on the parking lot. If the weather cooperates, the overlook may be able to be constructed this winter as well.

Mt. Baldhead Bathroom Replacement

- The project will be going out for bid soon.
- Our engineer will go over the plans at the January 22 workshop meeting.
- We are still aiming to start construct this spring, but will be dependent on bid amounts.

Blue Star Trail

- I previously reported that MDOT received concerns from a Tribal Nation and MDOT started coordination. Staff, our engineer (C2AE), the Township, and Friends of the Blue Star Trail met with MDOT officials in December to discuss the tribal coordination process and options. The coordination and additional assessment process will be lengthy and construction in calendar year 2025 is now unlikely. As more details are known, MDOT will move the allocated funding to future years and evaluate additional funding.
- The Friends of the Blue Star Trail, Township, and City met with C2AE this week to discuss design budget and costs. Further evaluation will occur after meeting with the tribe.
- I have a meeting with MDOT, Township, and the tribe scheduled in January.

AT&T Cellular

- State Historic Preservation Office review of AT&T's September 24 submittal remains pending. AT&T is still working with SHPO for an updated date for completion of their review.
- AT&T's decision on the City's agreement request remains pending resolution of SHPO approval.

New Council Member Orientation

- A big thank you to Council Members Clark and Peterson for joining us for new council member orientation.
- I really appreciate the help of so many staff and partners as well including the Director of Planning/Zoning, Department of Public Works Superintendent, City Attorney, Sheriff, Clerk, Treasurer, Fire Department and Kalamazoo Lake Water-Sewer Authority.

Tri-Community Wildlife Survey

- In response to concerns about the deer population, the City of Douglas, City of Saugatuck, and Saugatuck Township have formed the Tri-Community Wildlife Committee.
- They are encouraging everyone to share their thoughts, experiences, and opinions by completing the Deer Survey. The survey results will be presented to the Tri-Community Wildlife Committee in February for review and discussion.
- The survey is open until January 31. To participate:
 - Click this link: <https://www.surveymonkey.com/r/KD5HJ9K>
 - Printed copies are available at City Hall.

Miscellaneous

- Attended water/sewer agreement draft presentation committee members.
- Met with the Township Manager.

- Attended webinar on “Why Storefronts Are Your Best Local Economic Development Strategy”.
- Attended KLSWA tour with the new council members.

Blast from the Past

- Below is an article that was in the paper on January 5, 1967.
- Marketing the area and its brand is a hard job. We are planning on the Executive Director of the Convention and Visitors being a guest speaker at the Council’s January 27 regular meeting.

TV SHOW ABOUT SAUGATUCK RAISES CONTROVERSARY

McCray tried to stop airing of 'Hot Town - Summer in Saugatuck'

WOOD-TV in Grand Rapids presented a special 30-minute color film about Saugatuck last Saturday afternoon at 2 P.M. The show entitled "Hot Town - Summer in Saugatuck" examined the weekend summer activities here of the college age students. The Crow Bar at the Coral Gables was established as the center of activity and the basic format of the documentary type show featured Tom Johnson, owner of the Coral Gables explaining his reason for catering to the young people. He supported his belief that the future of this town and the area rests in the cultivation of the

younger set. Immediately following each of Johnson's remarks Lynn McCray, Saugatuck's president, responded with a rebuttal of sorts to lend support to the other view that Saugatuck should cater more to families in developing the Village resort business. Throughout the film, typical scenes of the youthful invasion were presented leaving the viewer with the feeling that Saugatuck is indeed "where the action is". Tom Johnson made several interesting observations about the village and his college age customers. Among his observations were: 1) that

(See HOT TOWN p. 3)

HOT TOWN

Saugatuck was a college hang-out long before he bought Coral Gables seven years ago. In fact, he says he heard about the place from several college friends at MSU.

2) that Saugatuck really wasn't much of a family resort. He blamed a lack of facilities here appealing to the family. 3) that most of the trouble makers that came here are really not college students at all - only teenagers and drop-outs trying to pass themselves off as college students by wearing school sweatshirts. 4) that he feels the village is well controlled now and that he sees very little trouble here.

Lynn McCray's rebuttal comments included his view that the village welcomes the younger set (and always has) but that the village expects them to act their age and respect local laws. Something, McCray added, that our youthful visitors don't always do. McCray also discussed the recent formation of the Saugatuck-Douglas Civic Association. The entire 30 minute film presentation was liberally seasoned with close-up views of scantily attired girls and the rock and roll music that's so often a part of our summer scene.

A portion of the show dealt with the opinion of a Western Michigan Professor of Sociology who characterized the typical crowd behavior of the young people that jam in here over the Memorial, July 4th and Labor Day weekend. The Professor said collective irrational behavior, an irresponsible "they can't jail

us all" attitude, and drinking and milling can lead to crowd disturbances similar to those recently in Harlem, Watts and Fort Lauderdale.

The program closed by presenting a question that no doubt will see some sort of answer in the months ahead. The narrator asked the question of whether or not Saugatuck had learned to live in the two worlds (exciting summer-dull winters) or would they adopt a closed door policy to prevent further "Hot Summers in Saugatuck". The answer, they propose, will be decided next Memorial Day.

Lynn McCray said today that when he heard the film's title in pre-show publicity, he immediately set out to do everything he could to prevent WOOD-TV from airing the program. McCray said he was led to believe, at the time the film was shot, that the program was to be cultural and would present the Village in broader terms. Further McCray understood that he would be given a preview of the film before it was aired. McCray called WOOD-TV station personnel in an attempt to prevent the airing and he engaged the Village attorney to threaten legal action, but in spite of Lynn's complaints the program was shown as scheduled.

Reaction to the show in the Village was mixed, but the general consensus was that it was too sensational and didn't present an accurate view of the Village. Other residents offered comments that included: "Well done", "a great commercial for Tom Johnson and the Crow", "Too

commercial", "Terrible", "very accurate", "Amateru-ish" "Just the kind of publicity we don't need".

Treasurer Report

January 10, 2025



Tax:

- With the start of Winter taxes, there's been a lot of foot traffic, increased tax bill payments, and requests for address changes, missing bills, etc.
- Worked through a duplicate tax payment with BSA to properly record it.
- Found one of the Warnock and Ext special assessments didn't attach to a tax bill. Worked with the Assessor to figure out what happened and sent out a fixed bill to the payor.
- Pulled the ACH draw for those that wanted to pay as of end-of-year.
- Updated the tax rolls (twice)
- Learned how to refund tax payments using the ACH.

Payables:

- Continue to convert the vendors from Peter's account information to mine
- Prepped the payables for the Council meeting.

Miscellaneous:

- In the process of learning how to do a bank reconciliation via BS&A. Picked up the July reconciliation (again). Matched most items in the detail to all items in BSA.
- Worked with the auditors on the final audit items
- Received and reviewed the audit. Made the 2 adjusting journal entries and accepted the finalized audit.
- Worked with Plante Moran on the F65 filing
- Worked through a few of the IT problems of working-from-home.
- Worked on filing the Act 51 report, Qualifying Statement, and Retirement Report
- Signed up for the MMTA Winter Workshop
- Created a PowerPoint presentation for new Council members on the Treasurer position.
- Submitted a revised bond application with the County
- Investigated a random interest deposit
- Sent our list of assets to Scott for his CIP list
- Working with IT on my missing Dymo printer app.

Payroll:

- Working to develop processes and procedures to eliminate inefficiencies and potential errors
- Processed the 01/03/25 payroll
- Learned how to report to MERS with a forfeiture balance in place.
- Sent billing on the workers comp case to the adjustor. Also connected with the biller and updated their records with the case number and billing address for Meadowbrook.
- Reviewed the cost-of-living increases with Ryan and created a spreadsheet with official end numbers and the lump-sum disbursement for his final review.

- Working on year-end items (like verifying the social security numbers, updating the tax tables, and updating employee records as needs be)
- Finished the process for receiving a refund on the MERS defined contribution overpayment.
- Learned how to set up random drug testing with Concentra
- Helped with the CDL listing and maintenance schedule.
- Updated the unemployment rate



City Clerk Staff Report

January 13, 2024

- Processed three FOIA requests a with one in queue.
- Organizing facility and catering for the city council strategic planning meeting.
- Working on a new 9-Day early voting agreement.
- Assisted residents in-person, via email, and by phone with various questions and concerns.
- Continuing work re-designing city website.
- Coordinated and prepared meeting packets and minutes.
- Meetings:
 - Department Head Meeting
 - One on One with City Manager
 - City Council Meetings
 - New Council Orientation



Planning, Zoning and Project Report

January 13, 2025

Planning and Zoning

- Created packet for Planning Commission.
- Created packet for Zoning Board of Appeals.
- Created packet for Historic District Commission.
- Prepped for and attended Historic District Commission.
- Prepped for and attended Zoning Board of Appeals.
- Attended monthly staff meeting.
- Created Quarterly report for Short Term Rentals.
- Created end of year report for Short Term Rentals.
- Created Draft notice of available Short Term Rental Licenses.
- Created end of year report for Zoning Board of Appeals.
- Created end of year report for Planning Commission.
- Arranged and interviewed for available Zoning Board of Appeals Seats.
- Followed up on general code enforcement.
- Had meeting with resident regarding multi lot combination, further discussion needed.
- Reviewed regulations for building within floodplain zones.
- Gave presentation to new council members regarding job duties.
- Issued permits and completed casework as outlined below.

Open Casework

120 Mary	Zoning App. Sent concerns to applicant. Responses sent back to Planner. Emailed builder with concerns. Emailed contractor with request for information. Spoke with the contractor on 12-2, still waiting on updates to the plans.	Zoning
110 120 Park	Lot Line Adjustment. Email sent to applicant for additional info. Info provided. Asked for legal description. Emailed for updated. Spoke to owner in regards to new proposal, asked engineer for input. Proposal has changed from lot line adjustment to lot split, discussion continues.	Zoning
646 Francis	SF Res application. Additional information required. Additional information provided, sent to planner. Sent invoice. Paid. Sent to planner. Emailed applicant with request for height and adjustments to ADU. New plan received. Emailed Contract planner with questions on new plan. issue with plan was that adu in in front of the house and first floor. new plan shows 1 continuous foundation to connect adu to primary structure. Emailed concerns raised by the City Engineer. Water sewer application received. sent water sewer connection fees to contractor water sewer permit issued. Plans require amending as original plan for driveway have changed. New plans submitted asked developer questions on structure attachment. Reached out to legal to draft Easement agreement, reached out to mts with Michigan building code questions, asked contractor for further documentation of proposed connection.	Zoning
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.	PC
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.	Enforcement
249 Mason St	Stop work order issued for unpermitted outdoor deck. HDC app and Zoning App required. Emailed Owner for more information. Emailed owner to follow up. HDC Application received. Sent to Contract Planner . HDC approved application, sent resources for Zoning Permits. and emailed about change of use permit requirements. Reached out to applicant for update on process.	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.	KLWSA
727 Butler St	Reached out in regards to concerns raised by HDC due to materials on site. Sent HDC application to owner. Asked owner for more information. Reached out to owner as no response was received.	HDC
306 Mary St	Application for SLU for ADU STR. Scheduled for 12-19 PC. Postponed due to potential regulatory changes.	PC
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.	Zoning
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.	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.	Zoning
880 Holland	Received Site Plan Review application, expecting HDC application soon. Proposal is for additional onsite storage. HDC Application received. HDC Permit issued.	PC
401 Elizabeth St	Answered questions and provided resources for future repaving project for Saugatuck Public Schools.	Zoning
954 Elizabeth St	STR renewal. Sent to fire department	STR
549 Hoffman St	STR renewal. Information needed, emailed local agent. Info received, sent to fire department.	STR
128 Elizabeth st 10	STR renewal. Information needed, emailed local agent. Info received, sent to fire department.	STR

133 Main St	STR Renewal of first floor apartment in C2. First floor apartment does not front public st and is allowable dwelling unit. Info received, sent to fire department.	STR
549 Hoffman St	STR renewal. Information needed, emailed local agent. Info received, sent to fire department.	STR
324 N Maple St	STR Renewal of Accessory Structure. SLU previously approved. Info missing, sent email to agent. Info received. Sent to fire department	STR
991 Ridgeview Ln	Spoke to resident regarding SLU requirements for ADU STR. Application received, awaiting payment. Payment and application received, scheduled for Feb meeting, sent info to contract planner.	PC
534 St Joseph	Received questions from resident, emailed legal.	STR
160 N Maple St	STR Renewal received, sent to fire department.	STR
202 Butler St	Began discussions for SLU requirement for outdoor seating at pumpernickels. Also discussed Expanded outdoor seating regulations. Provided resources.	PC
132 Mason	STR App received, sent to fire department.	STR
234 Butler	Spoke with applicant in regard to replacing door at commercial establishment. Advised that property is within historic district and provided resources.	HDC
450 Spear St	Received application for new garage with livable space above, sent applicant request for further information.	Zoning

Closed Casework

246 Butler	HDC Façade improvements. Additional information required. Information provided. Explained to applicant that next meeting is November 7, and additional fee of \$200.00 is required. Still awaiting response from owner. Emailed owner to see if they would like to proceed with application. Applicant decided to wait on HDC meeting. No further action at this time. Potential future application.	HDC
5 Park St	Provided easement information requested by resident.	Zoning
242 Park	Spoke to concerned resident about driveways.	Zoning
339 N Maple St	Tree removal application received within City ROW. DPW director performed site visit. Emailed applicant for payment. Payment received, permit issued.	ROW
120 Mary St	Brush and Leaf violation. Follow up 12-20-2024. Leaves removed.	Enforcement
447 Butler St	Brush and Leaf violation. Follow up 12-20-2024. Leaves removed.	Enforcement
433 Main St	Brush and Leaf violation. Follow up 12-20-2024. Leaves removed.	Enforcement
525 Grand St	Brush and Leaf violation. Follow up 12-20-2024. Leaves removed.	Enforcement
997 Singapore Dr	Brush and Leaf violation. Follow up 12-20-2024. Leaves removed.	Enforcement
989 Singapore Dr	Brush and Leaf violation. Follow up 12-20-2024. Leaves removed.	Enforcement
748 Holland St	Brush and Leaf violation. Follow up 12-20-2024. Leaves removed.	Enforcement
133 Butler	Had meeting with resident about renting within CC district	STR
149 Lucy St	Zoning app and plans received, payment still needed. Sent to Contract Planner for final review. Permit issued, app, plans, and permits sent to MTS.	Zoning
1021 Holland	STR License app. Existing STR. Items needed. Items received. Sent to Fire Department for inspection. Inspection failed, reinspection fee required. Reached out to local agent for fee. Reached out to owner again for fee. Called owner for payment. License issued.	STR
246 Butler	HDC Façade improvements. Additional information required. Information provided. Explained to applicant that next meeting is November 7, and additional fee of \$200.00 is required. Still awaiting response from owner. Emailed owner to see if they would like to proceed with application. Applicant decided to wait on HDC meeting. No further action at this time. Potential future application.	HDC

977 Lake St	Received concerns for advertising of rental without a license. Emailed owner to confirm. Owner confirmed that condo association doesn't allow for renting less than 30 days and changed advertisement to reflect minimum renting period of 5 weeks.	STR
142 Butler St	Received updated plans. Discussed at HDC meeting. HDC agreed that administrative review is appropriate. Permit updated with revised plans and sent back to applicant.	Zoning
135 Grant St	Had discussion with owner of STR who's license expired in R-1. explained that currently there is no way to obtain license in this district.	STR
888 Holland	Answered questions on maximum occupancy and ability to obtain rental license.	STR
807 Lake St 2	Answered questions regarding previous short term rentals.	STR
3239 N Maple St	New SF Res in Saugatuck township, looking to build driveway apron in ROW. Advised that ROW permit may be needed. Awaiting engineers thoughts. Sent invoice to applicant. Permit issued and provided resources for future water sewer hookup,	ROW
449 Frederick St	Discussion with resident on potential lot line adjustment, created illustration and emailed contract planner, engineer and assessor to ensure that correct processes are followed. Forwarded information back to resident explaining potential issues with size of parcels. no further action needed.	Zoning
565 Weirich Dr	Spoke to resident in regards to STR License application. Application received, sent to fire department. License Issued.	STR
807 Lake St 2	STR Application received. More information needed. Information provided, sent to fire department. Permit issued.	STR
37 Park St	Received questions regarding fire department STR regulations, referred to fire department.	
611 Lake St	Pool application received. Advised that property is located within the Historic District and will require HDC approval. HDC meeting rescheduled from dec to Jan, called applicant with no response. Sent email. HDC conditioned permit on spec sheet. spec sheet delivered, HDC Permit issued. Zoning permit issued. Sent to MTS.	HDC
333 Culver	HDC Application received for replacement of garage doors. Emailed applicant for payment. Payment received. HDC Permit issued. Sent to MTS.	HDC



Department of Public Works

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 12/23/2024:

Snow & Ice Control:

Staff responded to winter weather events which included cross training on different pieces of equipment. There were a couple of days on which two staff members called in and one was out on PTO which brought staffing levels down to 3/6 full time employees. Despite the shortage in staffing, all services were still provided.

Uninstalled Christmas Decorations:

Tree wrap lights along the streetscape will remain until March, but City staff removed all other holiday decorations in parks and buildings. Locations include City Hall, utility wreaths, the palette sign, Village Square, Coghlin Park, Wicks Park, Jones Park, Mize Rose Garden, and other miscellaneous locations.

New Council Orientation:

A tour of the DPW facility was provided to Councilmember Peterson and Councilmember Clark where they were informed of the work that DPW performs. We thank them for their time, dedication, and support.

Christmas Tree Collection Service:

Each year after Christmas, residents may set their Christmas tree curbside where DPW will collect and dispose of them. This collection service has begun, and several residents have utilized the service. DPW will continue to pick up trees until Thursday February 20th.

Life Jacket Loaner Station:

The City of Saugatuck was selected by Troop 29 to become the beneficiary of the Life Jacket Loaner Station Eagle Scout project. The station has been fully constructed at Oval Beach near the concession area where it will be utilized this upcoming beach season. Their objective is to promote water safety and prevent drowning incidents by providing free access to life jackets. Thank you to Anthony Carlotto and everyone involved.

Meetings:

- **12/30/2024** – DPW Weekly Goals Meeting
- **12/31/2024** – Holiday
- **01/01/2025** – Holiday
- **01/03/2025** – DPW Weekly Goals Follow Up Meeting
- **01/06/2025** – DPW Weekly Goals Meeting
- **01/07/2025** – One-on-One Meeting (City Manager & DPW Superintendent)
- **01/07/2025** – Mt. Baldhead Restroom Project Review
- **01/07/2025** – Capital Improvement Meeting (City staff & F&V)
- **01/10/2025** – DPW Weekly Goals Follow Up Meeting



November Saugatuck City Stats

Total calls - 87

Traffic stops –20

School contacts – 17

Accidents - 2
Alarms – 2
Animal – 1
Assist other agencies – 2
Medical – 2
Welfare check – 1
Civil – 1
Death Investigation - 1
Disorderly - 1
Fire alarm – 2
Found Property - 1

General Assist – 27
Harassment - 1
Health and Safety - 1
Juvenile Delinquent – 1
Loud noise – 2
MDOP - 2
BOL – 2
Ordinance violation - 12
Parade detail – 1
Parking violation – 15
Road Hazard – 1
Suspicious – 4
Traffic offense -2

**City of Saugatuck
Status Report of Engineering Activities
January 9, 2025**

General Consultation

- 2024 Asphalt Repairs: The project is complete with the exception of confirming grass restoration was effective in the spring.
- Sea Wall and Concrete Repairs: Prepared a proposal for design and bidding of a project with several repair sites along the sea wall and elsewhere. Working on evaluating the chain ferry site to see if there are repairs needed there as well. The various components can be addressed as a single project, as contemplated in the proposal, or individually.
- Village Square Court Renovation: Prepared a cost estimate for court resurfacing and other improvements in the park to assist with finalizing the project scope and method of delivery. Conversations with the donor's representative are ongoing.
- Preparing a list of larger culvert crossings and recommended method of inspection/evaluation.
- Working on updating the CIP to assist with planning/prioritizing upcoming projects.
- Preparing a bid package for a multi-year pavement marking contract.

Water System Asset Management Plan

- The AMP has been submitted to EGLE. City Council will be considering user cost options to support the plan soon.

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 will be finished in the spring. 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
 - Reviewed plans with staff on January 7. Making final revisions and will then advertise the project for bidding.
 - Plans will be presented at the January 22 council workshop and January 28 PPW committee meeting. Any final revisions will be incorporated via addendum or post-bidding.
 - The bid opening is scheduled for February 13. Bids will be presented at the February 19 council workshop.
 - Construction is planned for spring/summer 2025.
- 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.
- Our application was not selected to be part of The Right Place's regional application to the Michigan Economic Development's Revitalization and Placemaking program. We are proceeding assuming the project will be locally funded, unless other opportunities arise.

Maple Street Improvements – Study Phase

- Met with Township representatives on December 13 to discuss project scope and cost sharing and updated cost estimates based on the conversation.
- We will be presenting the report to council at the January 22, 2025 workshop.
- The City's MDOT Category B grant was selected for funding this year. This grant will fund \$250,000 of the road restoration costs on the project. The City is in the process of executing the grant agreement.
- We are currently anticipating design starting in early 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.

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 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.