



City Manager Report

August 11, 2025

Temporary Signage at Holland/Blue Star

- Based on your direction, signage at Holland and Blue Star is back!
- I want to recognize the Public Works team for their quality work. Instead of simply moving the sign to its new location, they took extra time and care to do maintenance and repairs, including filling holes and fresh paint. Grateful for the pride they take in their work!
- A huge thank you to the Township and Road Commission for allowing a sign to return for the next few years. The CVB also reached out noting that they loved seeing signage there.

Blue Star Trail

- The Friends of the Blue Star Trail have a big fundraiser on Monday evening.
- The Department of Natural Resources (DNR) grant coordinator provided the Township and City with instructions on how to submit a grant extension for funds we were awarded. The funds were supposed to be used by the end of this year. I have been working through the extension process and appreciate the DNR's understanding and continued support of the project.
- The tribe's on-site assessment remains scheduled for later this month. An entire day is set aside for this, and the tribe's have invited the Township Manager and I to attend. I look forward to learning from them.

Park Street Grant

- In December, City Council approved the submission of a grant application to the EGLE Water Resources Division in the amount of \$40,000 for planning and conceptual design of improvements to the Park Street Corridor and committed that the local match shall be provided if the project is funded.
- EGLE notified us recently that our application was submitted for federal review and approval and they may reach out with questions.
- While it's not a final approval or decision, it is promising that we are still being considered!

Village Square Grant

- Last week, I met the Department of Natural Resources (DNR) grant coordinator on site at Village Square. We went over our grant application and the grant coordinator was able to see the needs firsthand.
- We hope to hear about initial scoring in the next month or two.

AT&T

- AT&T advised they are still working on proposed revisions to the lease that would include a one-time capital contribution that City Council previously requested. It is promising that AT&T is willing to finalize a lease considering they wanted to hold off until they had more formal Federal Communications Commission (FCC) approvals (which they do not have yet).

Frontier Fiber

- Frontier is continuing to submit permit requests to install fiber in the City.
- I have an e-mail into them to check on the status of fiber installation on the west side of the City.

Director of Planning and Zoning

- Grayson Moore has been selected as the City's new Director of Planning and Zoning. He will officially begin his role on September 2.
- Grayson brings a strong background to the City and a passion for inclusive, community-driven planning. He holds a Master of Urban and Regional Planning from Wayne State University and most recently served as a consulting Planner and GIS Coordinator with the firm Carlisle Wortman Associates. In that role, he collaborated with numerous Michigan communities to support plan reviews, master plans, zoning ordinance updates, GIS mapping, and community engagement efforts. His experience also includes work in zoning enforcement and economic development with the City of Plymouth.
- The interview panel included the Mayor, Chair of the Planning Commission, Chair of the Zoning Board of Appeals, Vice-Chair of the Historic District Commission, and the City Manager.

Planning/Zoning

- Luke worked hard up to the last minute, and I am grateful for his service.
- I am covering his job duties until Grayson starts. I am currently managing 36 cases, including short-term rentals, various types of permits, and enforcements. I am also handling numerous inquiries.

Oval Beach Featured in New York Times!

- Check out the recognition here: <https://tinyurl.com/nhetkayc>

Staff Reports

- As I have evaluated staff workloads and trying to find ways to support staff with everything they have on their plates, we will be making some changes to staff reports to Council. Instead of staff spending time preparing reports for every regular meeting, staff will be providing a report to Council once a month. Their reports will

be in your packet for the first regular meeting of each month and report on activity from the previous month.

- I will still be providing a written City Manager report for every meeting.

Parking Improvements Task Force

- We are still accepting applications for appointment to the Parking Improvements Task Force.
- Applications are due by 5 p.m. on August 15th and can be completed [online](#) or in person at Saugatuck City Hall. We have asked folks to please include which seat they are applying for.

Invasive Species Page

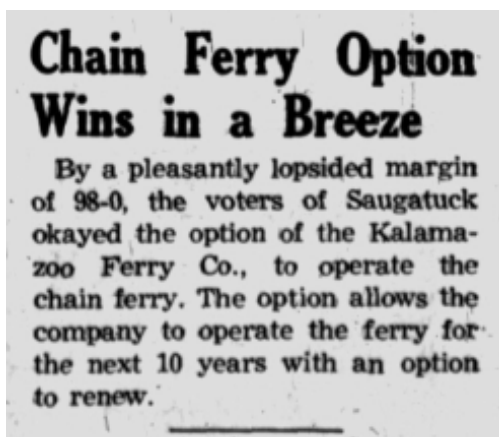
- Preventing and addressing invasive species is vital to protecting our local environment, economy, and quality of life. Invasive plants, insects, and animals can rapidly spread, outcompeting native species, damaging ecosystems, and threatening wildlife. They can also clog waterways, damage infrastructure, reduce property values, and lead to costly long-term management efforts. By identifying and responding to invasive species early, we can limit their spread, reduce impacts, and protect the natural resources and character of our community.
- The Parks and Public Works Committee has provided educational information about invasive species that are being found in our area. The information, including remedies and disposal, can be viewed on our website:
<https://www.saugatuckcity.com/invasive-species.html>

Miscellaneous

- Held Department Head team meeting.
- Held exit interview with Luke.
- Talked with New Buffalo DDA Member about parking.
- Worked with legal and engineering to finalize letter to Township regarding proposed sand mining near old landfill.
- Met with Singapore Room to discuss trash and recycling concerns.
- Attended Wellhead/Groundwater Protection Plan meeting.

Blast from the Past

- A unanimous approval from voters!? The following article was in the Commercial Record on August 5, 1966:



Treasurer Report

August 11, 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 biweekly through March 1.

Accounts Payable:

- Coordinated with vendors on payment processing and account updates.
- Submitted a request to Net2Phone for a prorated credit on July rental charges for returned equipment; awaiting resolution.
- Ongoing communication with Comcast to finalize implementation of the new contract, secure credits for prior overbilling, and resolve related fees.
- Updated vendor files and records to reflect current information.

Payroll:

- Continued refining payroll processes, including Oval Beach-specific workflows and salaried employee handling.
- Modified the HSA contribution tracking spreadsheet to ensure accurate proof of employer/employee contributions.
- The City's HSA program launches with the August 15 payroll. HealthEquity onboarding was completed August 5, and all HDHP-enrolled employees have received forms for payroll deduction. A Section 125 Premium Only Plan (PoP) resolution is pending Council approval.
- Adjusted the payroll system to reflect Council directives and streamline processing.
- Reviewed beneficiary designations for employee retirement accounts and issued update instructions as needed.
- Updated new employee onboarding forms.
- Payroll processing continued on time despite staff illness, with remote work arrangements as needed.

Financial Management / Miscellaneous:

- Received the most recent franchise fee disbursement; no additional payments expected in the immediate term.
- Processed credit card payments for Oval Beach stickers, permits, and other City revenue sources; gained access to Concession-side transaction detail for improved reconciliation.
- Worked with BS&A to tailor the Receivables module to fit Maple Street Project needs.
- Continued setup of new Water and Sewer Capital Project Funds in BS&A.
- Began assembling audit documentation, including Council minutes and financial reconciliations. Minutes are reconciled through July 17, 2025; additional audit prep tasks are underway daily.
- Updated BS&A modules on the office laptop and matched versions on the remote laptop for consistency.
- Submitted MDOT Form 2068 to the State of Michigan.
- Worked with the credit card processor to update organizational records and resolve access discrepancies. Working with the credit card processing company to update their records



City Clerk Department Report

August 11, 2025

Activity Since July 28:

- Elections:
 - November Ballot City Council Candidates:
 - Holly Anderson
 - Joe Clark
 - Russ Gardner
 - John Mayer
 - Sherry Tedaldi
- Currently have 2 FOIA requests.
- Deputy Clerk Williams has issued 118 business licenses.
 - 2024 issued 111
 - 2023 issued 59
- City Hall has received 609 calls in June and 589 in July.
- Deputy Clerk Williams reported the sales of 438 Oval Beach resident passes thus far and has sold 214 non-resident (*does not include what has been sold at the beach*) passes at City Hall.
- Coordinated and prepared meeting packets and minutes.
- Clerk Meetings:
 - City Council Regular - Wolters
 - Department Head Meeting - Wolters
 - Boat Slip Lottery - Williams
 - Sidewalk Sales Safety Meeting - Wolters
 - Planning Commission Workshop - Williams
 - HDC Special Meeting - Williams
 - City Council Workshop - Wolters



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 7/28/2025:

Special Event Assistance:

Staff has provided assistance with the following special events over the past couple of weeks:

- **Music in the Park (2)**
- **SCA Markets**
- **Movie Night**

Administrative/Project Coordinator:

After receiving over 120 applications for the Administrative/Project Coordinator position, staff reviewed the applications and conducted 8 interviews. Of the 8 interviews, 3 were invited back for a second meeting. The second meeting was an opportunity for the candidates to see more of the City's buildings/grounds and meet staff members at City Hall and Public Works. After careful consideration, the Public Works Superintendent offered the job to Michelle Gibson who has accepted the offer. Michelle completed her first week August 4-8 and is a very welcomed addition to the Public Works team.

Vacant Positions at Public Works:

Staff has conducted interviews with 7 candidates to fill the Equipment Operator/Maintenance Worker/Oval Beach Manger position and the Equipment Operator/Maintenance Worker position at DPW. With over 50 applications received, 7 interviews were conducted last week. The next step is to reduce the candidate pool and invite finalists back for an informal 2nd interview that will provide a tour of the City, its operations, staff, buildings and grounds.

Road Resurfacing Meeting:

The City Engineer and Public Works Superintendent conducted a field assessment to evaluate candidate roads for asphalt resurfacing or mill/overlay work. This work is geared towards roads that have decent underground utilities underneath but show signs of advanced deterioration on the asphalt surface. To maintain these roads to a high standard, the top 1 ½" of the asphalt surfaced can be milled off and replaced or overlayed with rolled hot-mix-asphalt (HMA). At this point, the following roads will likely be presented to council for resurfacing consideration:

- Lucy Street – 10 x 30 area just east of Butler Street
- Hoffman Street – west of Water Street
- Wicks Park Parking Lot
- Mary Street – Between Water Street and Butler Street

2025 Service Request Summary:

January	34
February	20

March	54
April	83
May	101
June	74
July	TBD
August	TBD

Meetings:

- **7/28/2025** – DPW Weekly Goals Meeting
- **7/30/2025** – Department Head Team Meeting
- **7/31/2025** – Sidewalk Sales Safety Meeting
- **8/01/2025** – DPW Weekly Goals Follow Up Meeting
- **8/04/2025** – DPW Weekly Goals Meeting
- **8/06/2025** – Mill/Overlay Asphalt Resurfacing – DPW Superintendent and City Engineer
- **8/06/2025** – City Workshop Meeting – Holiday Lighting
- **8/08/2025** – DPW Weekly Goals Follow Up Meeting

**City of Saugatuck
Status Report of Engineering Activities
August 7, 2025**

General Consultation

- 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.
- 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.
- Met with City staff on August 6 to review resurfacing and related projects for fall 2025 and spring 2026.
- 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).
- 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 complete and the contractor is addressing restoration and other punch list items, as well as final in-home verifications to fully utilize the grant dollars.

Mt. Baldhead Projects

- AT&T Project Assistance
 - Providing assistance on an as-needed basis.
- Restroom Building Replacement
 - Midwest is under contract for construction.
 - Prepared a Change Order to adjust the contract times for fall 2025 construction.
 - Met with area stakeholders several times to review and address concerns heading into construction.
- 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.
 - Met with area stakeholders to review the survey and proposed concepts. Gathering feedback to incorporate into the design, as well as pre-construction activities to address concerns with the site.

Sea Wall and Concrete Repairs

- The bid opening was held on April 30, however none were received.
- Planning to incorporate most of these areas of work into the Maple Street project to take advantage of economy of scale savings. Stair patching will be completed separately.

Maple Street Improvements

- Design work is approximately 60% complete and permitting work is in process.
- 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 will be scheduled with City staff soon.