



City Manager Report

December 8, 2025

Maple Street

- We had a lengthy meeting this week to go over the plans for the Maple Street project and additional bid items, including Mary Street, water main gate valves for Water Street, and boardwalk concrete and seawall repairs.
- F&V advised we are still on track to receive our EGLE permit and go out to bid in mid-December. We look forward to a bid opening in January/early February.
- The start of construction is still planned for spring and will last into the fall.

Mt. Baldhead Restroom Construction

- Midwest Construction provided the following update:
 - Recently complete:
 - Interior Paint
 - Flooring
 - Next up:
 - Electrical, plumbing and HVAC fixtures. Inspections to follow.
 - Countertops and Accessory install
 - Concrete sidewalk approach
 - Complete Soffit/Fascia/Gutters



Project Workload

- The Council set a big priority list for FY 25/26. The staff team is working on tackling many of the priorities, including some very large and exciting projects. We will talk more about the progress at your January strategic planning meeting, but wanted the Council to get a sense of what projects we are actively working on:

Maple Street – Road, Watermain, Sidewalk, Sewer Repairs, Stormwater	Parking Improvements
Mary Street – Resurfacing and Stormwater	Blue Star Trail
Seawall/Concrete Repairs	Fire Code Update
Public Works Lot and Driveway Resurfacing	Updated Water and Sewer Agreement
Public Works Sewer Lateral Repairs	Duneridge Litigation
Chain Ferry Arbors and Landings	Logo and Branding
Holiday Lighting – Electrical and Expansion	Mt. Baldhead Upper Platform
Sidewalk Replacements	Warming Station
Hoffman and Wicks Part Resurfacing and Line Repainting	Park Street Grant and Engineering Proposal
Elizabeth Street Design	AT&T Cellular
Frontier Fiber Installation	Policy Updates
City Hall Elevator Repairs	Kalamazoo River Greenway
Asset Management and CIP Plans	Village Square Court Donation and Grant
Sculpture Cleaning	Records Scanning
Dock Repairs	City Hall Interior Redesign
Mt. Baldhead Restroom	Website Updates
MT. Baldhead Revegetation	Online Payments Options
SHNA Invasives, Evaluation and Signage	Annual Audit
New Truck and Snowplow Purchase	Updated Master Plan
Oval Beach Concessions RFP	Updated Sign Regulations
Oval Beach Roller Covers	Consolidation of Commercial Zoning Districts
Invasive Species Inventory/Plan	Auction Surplus Trucks and Equipment
Deer Cull	

Warming Stations

- I talked with Lisa Mize this week. She is working on reviewing the feedback from Council, Parks and Public Works Committee, and survey.
- Lisa will be at a future workshop to discuss the plans further.

Strategic Planning for FY 26/27

- I have been digesting the Council's recent feedback for a January strategic planning session. More to come at the next workshop meeting.

Miscellaneous

- Held one on one with Public Works Superintendent.

- Held Department Head team meeting.
- Met with interim KLSWA Administrator.
- Met with Township representatives regarding sewer capacity.
- Attended Safe Routes to School meeting.
- Finalized water/sewer authority feedback and sent to consultant and committee members.

Treasurer Report
December 08, 2025



Tax Administration

- Fielded resident inquiries related to mailing addresses, PREs, deferments, and partial payments.
- Researched returned or undeliverable mail and updated address records accordingly.
- Coordinated address and contact updates with the Assessor's Office to ensure property records reflect current ownership information.
- Continued receiving summer tax payments and started receiving winter 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.
- Finished winter tax preparation, printed, and mailed the tax bills.
- Identified a discrepancy in the chargeback distribution from Allegan County. The City had not received the full amount due; the County has been contacted, and the correction is in process.

Accounts Payable

- Coordinated with vendors on payment processing and account updates.
- Received credits from Comcast for a variety of fees. Continuing to work with them on improved pricing.
- Followed up with Republic Services to ensure a service credit will be properly applied to the other account after a delayed cancellation.
- Processed regular payables, including the property tax disbursement batch.

Payroll & Benefits

- Processed two payrolls.
- Coordinated DOT drug/alcohol testing setup for new DPW employees, ensuring they are enrolled in the required testing program prior to starting safety-sensitive duties.

Financial Management / Audit Preparation

- Processed credit card payments for permits.
- Addressed follow-up requests from the auditor

- Completed the October bank reconciliation.
- Began the process of updating the City's bank signatories to reflect current personnel and ensure alignment with required financial controls.

Investments and Banking

- Shifted some more idle balances into MiCLASS to maximize interest returns.

Miscellaneous / Administrative

- Renewed the SAM.gov account.
- Continued coordinating quotes for the City Hall fire alarm and monitoring system upgrade. The initial vendor proposal is ready; I am currently awaiting confirmation from the Fire Department that the specifications meet all required standards before proceeding.
- Completed the seasonal shutdown of the Oval Beach credit card terminal and coordinated with the processor to ensure the account is placed in off-season status.



City Clerk Monthly Report

Records Management

- Submitted all 2025 ordinances to American Legal Publishing for codification.
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Meetings

- Prepared agendas, packets, and minutes for the following:
 - City Council Workshop
 - Two City Council Regular Meetings
 - Historic District Commission Meeting
 - Planning Commission Meeting
 - Parks & Public Works Committee Meeting
 - Attended Department Head Meeting.
 - Participated in CVB 2026 Special Events discussion.
 - Administered oaths of office to Councilmembers.
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Special Events

- Conducted safety meetings and prepared event recaps for:
 - Tree Lighting Ceremony
 - Christmas Parade
 - Veterans Day Event
 - Received, reviewed, and initiated processing for four 2026 special event applications.
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Administrative & General

- Continued website updates and creation of new pages; completed review of all links for accuracy and accessibility.
- Researched and ordered an exterior camera for the City Hall mail slot, required for election security.
- Prepared and mailed holiday cards.
- Sent 109 mailers.
- Prepared, stuffed, and mailed tax notices.
- Created and distributed 18 E-News blasts to the community.
- Completed continuing education for election accreditation.
- Managed front counter operations as the primary point of contact for

walk-ins and phone inquiries.

- City Hall staff received a total of 245 calls.
 - City Hall Remodel: Received initial architectural renderings; meeting scheduled for review and discussion.
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November Planning, Zoning, & Project Report

Planning & Zoning

- Created voting location map for the Clerk's office.
- Provided guidance on event liquor and tent permitting requirements.
- Responded to land split and conservation inquiry.
- Continuous coordination with City Engineer on active and proposed projects.
- Conducted STR compliance checks on new property transfers and galvanized service line updates.
- Documented recommended revisions to Planning Commission, Historic District Commission, and Zoning Board of Appeals Bylaws.
- Coordinated sign ordinance updates and public-facing guidance (digital + field postings).
- Advanced Historic District sign amendments and discussed updated proposal received by consultant.
- Prepared agendas, packets, and materials for Planning Commission, Zoning Board of Appeals, and Historic District Commission meetings.
- Continued Master Plan survey data analysis, demographics research, internal coordination, and mapping work.
- Updated invoice tracking and escrow logs; maintained financial records.
- Researched Fire Department request for 2024 IFC adoption; reviewed implications with staff. Further discussion with City Manager over memo sent.
- Conducted field inspections for code compliance and zoning verification.
- Engaged with residents regarding active projects, zoning inquiries, short term rentals, and enforcement matters.
- Maintained ongoing communication with legal counsel on enforcement strategy.
- Continued enforcement follow-ups and outreach on ongoing violations.
- Issued permits and processed planning/zoning casework as documented in case log.
- Participated in internal staff coordination meetings.
- Met with Fire Department staff to review standards and active cases.

Open Casework

Items Associated with Granicus Short-Term Rental Hotline:

510 Butler	Special Land Use	PC approved with conditions. Need to pursue parcel combination.
102 Butler	Historic / Zoning	Rose Garden warming station. Plans in progress. Presented at PPW meeting and conducting survey.
700 N Maple	Enforcement	Correspondence between resident and legal is ongoing.
665 Spear	Enforcement	Concern raised of current condition of existing drainage system. Engineering to review. Meeting with resident scheduled.
150 Dunegrass	Zoning	Single family residence proposed. Applicant working with Fire Department on access lane.
120 Mary/510 Butler	Enforcement	Mature arborvitae planted as screening. Exceeds height limit for fencing. Met with owner to discuss remedy. Will assign a “date to be removed by” after further discussion.
125 Mason	Short Term Rental	Pending Fire Department inspection approval.
249 Culver #1	Short Term Rental	Pending Fire Department inspection approval.
249 Culver #2	Short Term Rental	Pending Fire Department inspection approval.
60 Griffith	Short Term Rental	Pending Fire Department inspection approval.
125 Elizabeth	Enforcement	Ongoing communication with resident and other applicable departments to come to an agreeable solution.
123 North	Short Term Rental	Pending Fire Department inspection approval.
249 Mason	Zoning	Planning Commission approved with conditions. Pending Fire Department approval.
555 Grand	Short Term Rental	Pending Fire Department inspection approval.

125 Water	Short Term Rental	Pending Fire Department inspection approval.
201 Culver	Short Term Rental	Pending Fire Department inspection approval.
57-850-010-00	Zoning / ZBA	Single family residence with detached ADU. Pursuing variance at December ZBA meeting.
640 Water	PUD	Application submitted to be on the December Planning Commission meeting.
807 Lake #2	Short Term Rental	Pending Fire Department inspection approval.
546 Butler	Historic	Exterior street facing door change to be on the December Historic District Commission meeting.
510 Butler	Special Land Use	Pursuing Special Land Use approval to provide service of alcoholic beverages. Applicant working with staff.
250 Mason	Zoning	Application for a change of use to a Bed & Breakfast Establishment. Renovation of existing building.
254 Francis	Enforcement	Received complaint about renting a STR without a license. Violation letter sent to owner.
405 Park	Zoning	Applicant awaiting permit approval from EGLE.

Closed Casework

840 Lake	Short Term Rental	Renewal processed; Fire inspection failed then cleared; fees paid; license issued
Ottawa Area ISD	Right of Way	Fiber work reviewed; invoice sent; approved with conditions
879 Holland	Short Term Rental	Application complete; Fire approval secured; license issued
1045 Elizabeth	C of O	Inspection requested and approved
720 Park	Zoning	Deck application approved; no expansion
126 Park	Short Term Rental	License expired; non-renewable
842 Lake #1	Short Term Rental	License expired; owner advised on compliance; no current STR activity; future application expected
246 Culver	Right of Way	Temporary lighting permit issued; fees paid
408 Mason	Short Term Rental	Change of ownership; documentation updated; Fire approval; license issued
735 Park	Zoning / Connection	Water/sewer connection review in process for construction project
260 Brook	Enforcement	Operating STR without valid license; notification sent
142 Butler	Zoning / Historic	Site plan under review; engineering and fire cleared; conditions resolved; approved
433 Grand	Connection	Sewer replacement reviewed; materials received; fee paid; permit issued
810 Allegan	Enforcement	STR ownership change triggered enforcement; license revoked
290 Spear	Enforcement	Travel trailer violation processed; notices sent; follow-up confirmed temporary occupancy had been taking place; has been resolved
247 Grand	Zoning	Breezeway enclosure; footprint coverage addressed; engineering cleared; permit issued

515 Park	Short Term Rental	Ownership change; Fire approval; license issued
141 West	Zoning Inquiry	Provided process clarification on alley vacation and legal considerations
202 Butler	Right of Way	Water service replacement; invoice sent; fee paid; permit issued.
449 Water	Enforcement	ROW storage violation; items removed
160 N Maple	Zoning	Water service line replacement reviewed and approved.
610 Lake	Special Land Use	STR for ADU processed; public notice completed; approved at PC.
775 Manchester	Enforcement	Trash left out several days after pick up.
665 Spear	Enforcement	Trash complaint validated; confirmed resolved.


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 last summary provided to City Council at the November 10th regular meeting.

Brush and Leaf Collection:

October through December is considered the peak for fall cleanup by Public Works staff. Several days and hundreds of dump trucks full of material have been hauled out of the City to serve property owners. The final collection was just before Thanksgiving which was great timing this year because snow arrived shortly after. This required Public Works staff to quickly outfit equipment for snow and ice control services.

Christmas Decorations:

In between brush and leaf collection services, Public Works staff worked to install Christmas decorations at Coghlin Park, City Hall, Jones Park, Rose Garden, Village Square, Wicks Park, town entrances, and on utility poles. Although Public Works takes an active role in coordinating the work, the streetscaping lights that are wrapped around trees are installed by Chips Groundcover. DPW will routinely monitor outages and work to keep the lights on as much as possible.

Project Updates:

Holiday Lights – All lights are installed and we're waiting on Consumer's Energy to finish electrical work on 2 poles that were missed during the original round of work. Consumer's Energy states that the work will be completed by the end of the week of 12/1.

Chain Ferry Arbors – Diversified Welding and Fabrication is targeting the third week of December for installation.

Sidewalk Replacements – 15/21 are completed. Will finish the remaining spring of 2026.

City Hall Elevator – Work is underway. Seeking an update from McNally Elevator.

Pavement Markings – ACE Parking Lot Striping has completed the work.

Sculpture Cleaning – Complete.

Mt. Baldhead Restrooms – Construction underway and the project is on schedule.

Special Event Assistance:

- **Veteran's Day**
- **Turkey Trot Run**
- **Whootville Christmas Parade**

Meetings:

- **11/10/2025** – DPW Weekly Goals Meeting
- **11/12/2025** – Second Interview – Equipment Operator/Maintenance Worker/Oval Beach Manager
- **11/12/2025** – Department Head Team Meeting
- **11/13/2025** – Elizabeth Street Walkthrough/Design Meeting
- **11/14/2025** – DPW Weekly Goals Follow Up Meeting
- **11/17/2025** – DPW Weekly Goals Meeting

- **11/20/2025** – Special Event Safety Meeting – Tree Lighting/Whootville Christmas Parade
- **11/21/2025** – DPW Weekly Goals Follow Up Meeting
- **11/24/2025** – DPW Weekly Goals Meeting
- **11/25/2025** – Parks & Public Works Committee Meeting
- **11/26/2025** – Department Head Team Meeting
- **11/26/2025** – DPW Weekly Goals Follow Up Meeting
- **12/01/2025** – DPW Weekly Goals Meeting
- **12/02/2025** – One-on-One Meeting – City Manager & Public Works Superintendent
- **12/02/2025** – White Alley Vacancy Meeting
- **12/04/2025** – Maple Street Plan Review
- **12/05/2025** – DPW Weekly Goals Follow Up Meeting

Saugatuck November 2025

Total traffic stops – 37

School contacts - 23

Call Date/Time	Incident Type
=====	=====
11/30/2025 21:48:02	General Assist
11/29/2025 22:18:42	General Assist
11/28/2025 21:50:34	General Assist
11/28/2025 07:57:03	CARDIAC/RESP ARREST
11/28/2025 01:26:53	General Assist
11/27/2025 20:02:58	Misc
11/27/2025 09:47:10	General Assist
11/27/2025 09:31:45	Inspections
11/27/2025 09:29:03	Inspections
11/26/2025 23:39:43	Check Welfare
11/26/2025 23:22:48	General Assist
11/26/2025 17:39:44	Motorist Assist
11/26/2025 16:58:02	Alarm
11/26/2025 09:07:07	Alarm
11/26/2025 01:17:34	Accident All Other
11/26/2025 00:15:20	General Assist
11/25/2025 16:55:02	Check Welfare
11/24/2025 22:08:34	General Assist
11/24/2025 09:56:46	Inspections
11/23/2025 23:18:48	General Assist
11/23/2025 21:26:41	Larceny

11/23/2025 02:15:49	Inspections
11/22/2025 23:36:56	General Assist
11/22/2025 15:29:32	General Assist
11/21/2025 23:27:30	General Assist
11/21/2025 08:52:07	Inspections
11/21/2025 08:48:16	Inspections
11/20/2025 22:41:27	General Assist
11/20/2025 18:44:40	Fraud
11/20/2025 13:30:24	Parking Violation
11/20/2025 13:20:18	Parking Violation
11/19/2025 21:54:34	General Assist
11/18/2025 22:36:49	General Assist
11/17/2025 22:32:20	General Assist
11/17/2025 15:04:04	Assault
11/17/2025 14:30:42	Check Welfare
11/17/2025 10:17:42	Inspections
11/17/2025 10:14:10	Inspections
11/16/2025 22:28:22	General Assist
11/15/2025 22:26:13	General Assist
11/15/2025 18:37:59	No Ops
11/15/2025 17:14:07	Alarm
11/14/2025 23:13:14	General Assist
11/14/2025 14:42:22	Parking Violation
11/14/2025 09:08:34	Inspections
11/14/2025 09:00:35	Inspections
11/14/2025 02:26:57	Inspections
11/14/2025 02:21:41	Inspections
11/14/2025 02:19:02	General Assist
11/13/2025 17:01:06	Parking Violation

11/12/2025 23:02:00	General Assist	11/01/2025 15:03:10	FALLS
11/12/2025 17:41:34	Traffic Offense	11/01/2025 00:33:31	Accident All Other
11/12/2025 01:23:49	General Assist		
11/11/2025 13:33:17	Alarm		
11/11/2025 13:16:15	Fire Alarm		
11/11/2025 08:49:18	General Assist		
11/10/2025 21:41:12	General Assist		
11/10/2025 12:03:19	SICK PERSON		
11/09/2025 23:09:07	General Assist		
11/09/2025 19:10:07	Alarm		
11/09/2025 02:50:21	General Assist		
11/08/2025 15:11:32	A911		
11/08/2025 02:27:21	Inspections		
11/08/2025 02:21:00	Inspections		
11/07/2025 22:37:43	Domestic Assault		
11/07/2025 22:19:10	General Assist		
11/07/2025 19:57:46	General Assist		
11/06/2025 21:52:37	General Assist		
11/06/2025 12:53:17	Fire Alarm		
11/06/2025 00:06:21	General Assist		
11/05/2025 11:46:57	Inspections		
11/05/2025 11:40:04	Inspections		
11/04/2025 18:41:51	A911		
11/03/2025 22:14:37	General Assist		
11/03/2025 10:19:54	Inspections		
11/03/2025 10:16:01	Inspections		
11/02/2025 21:59:08	Disorderly Conduct		
11/02/2025 21:55:00	General Assist		
11/01/2025 20:42:41	Trespassing		

**City of Saugatuck
Status Report of Engineering Activities
December 4, 2025**

General Consultation

- Village Square Court Renovation: Received final scoring – revisions increased us from 140 to 185 points, which may be in the fundable range. Results are expected from DNR at any time.
- 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.
- 2025 Asphalt Improvements: Project is complete.
- Assisting with site plan reviews and construction observation for new development and other projects as needed.

EGLE Technical, Managerial and Financial (TMF) Project

- The project is complete, final documents have been submitted to EGLE and notices have been sent to customers. Assisting staff with answering customer questions.
- Will be working with City staff on a plan to eliminate remaining unknowns and replace lead/galvanized services by the federal and state deadlines (11/1/2037 and 1/1/2041, respectively).

Mt. Baldhead Projects

- AT&T Project Assistance
 - Providing assistance on an as-needed basis.
- Restroom Building Replacement
 - Construction is approaching completion. The building envelope is complete, except for doors. Interior work is anticipated to be completed in December. Final site restoration will be completed in spring 2026.
- Observation Platform Replacement
 - Attended several meetings with area stakeholders and cultural resources specialists to help guide the design.
 - Received report of findings on cultural resources and anticipate meeting again with stakeholders soon.
 - Timeframe for design and construction will depend on the direction for design based on stakeholder input.

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

- EGLE permitting is in the final review phase.
- Incorporated sea wall repairs, resurfacing Mary Street (Water Street to Butler Street) and new valves on Water 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 yet in December 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

- Prepared a conceptual floor plan that incorporates findings from the needs evaluation for staff comment.

Elizabeth Street Improvements

- Planning phase proposal was reviewed at the December 3 workshop for Council consideration at the December 8 meeting.
- Projected schedule is planning work in early 2026, design in mid-2026, bidding in late 2026 and construction in 2027.