



City Manager Report

March 9, 2026

Maple Street and Other Infrastructure Improvements

- The preconstruction meeting with Schippers Excavating has been rescheduled to mid-March.
- The Township requested a different cost share for a few items (general conditions, pre-construction video survey, and traffic control). Our engineering team is evaluating that.
- Schippers is planning for an early to mid-April start on the repairs around town and late-April to early May start on Maple Street. They have been working on a detailed schedule, and we hope to learn more at the preconstruction meeting.

Blue Star Trail

- I reported in October that the tribal nations would like phase 1 archeological survey work due to known contributing resources to the traditional cultural property.
- With the specifications from MDOT, our engineers at C2AE prepared a request for proposals for the work. Proposals are due by March 20.
- I plan to review the proposals with the Township and Friends of the Blue Star Trail, work out a cost share, and present a recommendation to Council in April.
- This work will take some time to complete and as a result, construction won't occur in FY 25/26. We are working on budget amendments that reflect this change. I also have a meeting scheduled to discuss costs incurred to coordinate with the tribal nations and prepare the RFP. Those invoices and proposed cost share should be forthcoming, along with an updated proposal for construction engineering.

Plastic Pellet Spill Cleanup

- I have been in contact with EGLE about the plastic pellet spill off I-196 and into the Kalamazoo River.
- Last week, EGLE issued a press release about the cleanup which can be viewed here: <https://www.michigan.gov/egle/newsroom/press-releases/2026/02/26/i-196-plastic-pellet-spill-cleanup-allegan-county>
- EGLE has subsequently advised that because of legacy sediment contamination, "removal of pellets on the riverbed should not be attempted by volunteer organizations or citizen groups. If observed, please notify EGLE at 517-331-0122 of location and extent of pellets observed."
- EGLE is providing weekly updates to the managers of the tri-community as well as the tribal nations. I am grateful that EGLE is staying on top of this and working to

make sure the responsible party cleans things up properly. I will keep you updated as we learn more.

Kalamazoo River Greenway Outreach Campaign – Invasive Species

- As part of the Outdoor Discover Center's (ODC) funding to support the Kalamazoo River Greenway partners, they have been preparing various educational materials.
- The next set of education materials relates to invasive species. The ODC is working to prepare a press release, and we will be sharing various graphics and captions on our social media.

Best Small Town Arts Scene

- Great news! We were selected again as a best small town arts scene. This year we ranked number 5. Here is the description from USA Today:
 - On the shore of Lake Michigan, Saugatuck beckons art lovers to tour its many local galleries, attend annual art festivals, and check out the public art. Some of the more notable public installations include the "Smile! You're in Saugatuck" mural on Water Street, the "Family of Man IV" sculpture in Coghlin Park, and the "Girl With Puppet" statue in Village Square Park. Just across the river in nearby Douglas, visitors will find even more to explore throughout the Art Coast of Michigan.
- See the full list here: <https://10best.usatoday.com/awards/best-small-town-arts-scene/>

Miscellaneous

- Worked on various items including information for parking consultant, updated capital improvement plans, budget amendments, and short-term rentals.
- Attended Michigan Coastal Management Program grantee training.
- Attended safe routes to school meeting.
- Attended meeting to learn about a speed and traffic count product.
- Attended tri-community wildlife management committee meeting.
- Holding meetings with each department head to review their budget requests.



February 2026 Department of Planning & Zoning Report

Monthly Update Overview

- Short Term Rental (STR) administration, compliance, and policy coordination.
- Ongoing development review and interdepartmental coordination.
- Sign ordinance text amendment updates.
- Historic District signage proposal recommended to Council.

Notable Activities & Progress

- STR Ordinance amendment adopted by Council on February 9, 2026. Summary notice was created. Notice posted to City webpage and Facebook page. Notice sent to current STR owner and operators via email. General email blast distributed through the Clerk's email notification list to individuals who have opted in to receive City updates. Notice posted physically in City Hall.
- Continued STR administration, including resident meetings, application guidance, compliance checks related to property transfers, and coordination with Granicus on system abilities.
- Coordinated multiple zoning and policy matters with legal counsel, including STR enforcement cases and enforcement strategy.
- Historic District signage proposal recommended to Council for approval. Awaiting additional quotes for price comparison.
- Public Hearing Notices prepared and sent for four (4) separate cases to be reviewed by Council, Planning, or ZBA.
- Maintained ongoing coordination with the City Engineer and planning consultant on active and proposed development projects.
- Communicated with the planning consultant regarding Master Plan scope and proposal.

Boards, Casework, & Operations

- Prepared agendas, packets, and materials for Planning Commission, Zoning Board of Appeals, Historic District Commission, and City Council meetings; issued meeting cancellations where applicable.

- Issued permits, processed planning and zoning applications, short term rental applications, conducted field inspections, and continued enforcement follow-ups on active violations.
- Maintained escrow and invoice tracking, participated in internal staff coordination meetings, and reviewed recently proposed State ordinance language.

Ongoing & Upcoming

- Continued STR compliance monitoring and enforcement.
- Ongoing ordinance updates and Master Plan coordination.
- Updating & creating new permit applications where applicable.
- Notification & coordination with business owners regarding expanded outdoor dining for the upcoming season.

Permits Issued 2026

Permit Type	Number Issued in Feb	Year to Date Issued
Zoning	3	6
Historic	2	4
Right of Way	2	7
Special Land Use	0	1
Total	7	18

Short Term Rental License's 2026

Zoning District	Number Issued in Feb	Year to Date Issued
Blue Star (LI-1)	-	-
City Center (C-1)	1	1
City Center Transitional Residential (R-4)	1	1
Community Residential (R-1)	19	19
Conservation Recreation & Camp (CRC)	-	-
Cultural/Community	-	-
Lake Street (R-2)	1	2
Maple Street (R-1)	2	2
Neighborhood Marine (NHM)	-	-
Peninsula North (Duneside – R-1)	-	-
Peninsula North (Riverside – R-1)	-	-
Peninsula South (R-1)	1	1
Peninsula West (R-1)	3	5
Resort (C-4)	1	1
Downtown Waterfront Preservation (C-2)	-	-
Water Street East (C-2)	2	2
Water Street North (C-1)	-	-
Water Street South (C-2)	-	-
Multi-Family Residential (R-3)	-	-
Total	31	34

Enforcement Cases – February 2026

Type	Number of Complaints in Feb	Status
Nuisance	1	Closed
Short Term Rental	2	Closed
Right of Way	1	Closed

Open Casework

Items Associated with Granicus Short-Term Rental Hotline/System:

In addition to those specifically noted throughout this report, all Short Term Rental properties are logged, updated, & maintained within the Granicus software.

510 Butler	Special Land Use	PC approved with conditions. Applicant pursuing parcel combination.
102 Butler	Historic / Zoning	Rose Garden warming station. Plans in progress. Presented at PPW meeting and conducting survey. Will reappear before Council.
700 N Maple	Enforcement	Correspondence between resident and legal is ongoing.
510 Butler	Rezoning / Text Amendment	Application for rezoning and text amendment to be on Planning Commission's March 19 th meeting.
150 Dunegrass	Zoning	Single family residence proposed. Applicant working with Fire Department on access lane. Awaiting updated plans.
120 Mary/510 Butler	Enforcement	Mature arborvitae planted as screening. Exceeds height limit for fencing. Met with owner to discuss remedy. Fencing will be removed in Spring of 2026.
421 Water	Short Term Rental	Application submitted. Additional information requested from the applicant.
291 Sugar Hill	Zoning	Application for a new single family home. Under review.
149 Griffith	Short Term Rental	Application submitted. Additional information requested from the applicant.
842 Lake #1	Short Term Rental	Application submitted. Additional information requested from the applicant.
125 Elizabeth	Enforcement	Ongoing communication with resident and other applicable departments to come to an agreeable solution. Easement being pursued.
250 Mason	Zoning	HDC approved exterior renovations. Applicant pursuing variance for parking layout. ROW permit pending. Applicant working with Engineer.

640 Water	Zoning	PUD application recommended approval with conditions to Council. Returning to March HDC meeting. Public hearing with PC at March 19 th meeting. Public hearing with Council at March 23 rd meeting. Easement under review by legal.
186 S Maple	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
405 Park	Zoning	Pool renovation permit submitted. Additional information requested from applicant.
450 Park	Enforcement	Legal drafted notice to send to residents requesting alley vacation. Additional items will be needed to continue.
790 Simonson	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
540 Mason	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
128 Elizabeth	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
409 Lake	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
413 Lake	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
651 Holland	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
220 Brook	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
1010 Holland	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
715 Pleasant	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
1035 Holland	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
419 Lake	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
731 Butler	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
635 Holland	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
807 Lake #5	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
515 Water #4	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.

295 Park	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
336 Park	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
340 Park (Main)	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
340 Park (ADU)	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
350 N Maple	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
446 Culver	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
143 Van Dalson	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
150 Taylor	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
997 Singapore	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
3365 Palmer	Sewer Connection	Application submitted to connect to City sewer. Engineer reviewing.
320 Water	Minor Waterfront Construction	Application submitted. Consulting Planner reviewing.
322 Culver	Special Land Use	Expanded outdoor dining application submitted.
111 Park	Short Term Rental	Application submitted during available R-1 licenses window. Will be reviewed when window is closed.

Closed Casework

Saugatuck Townhomes	Enforcement	Improper disposal of snow. Resolved.
890 Simonson	Enforcement	Received notice of hardscaping in ROW. No Violation.
888 Holland	Historic / Zoning	Application submitted and reviewed for parking area improvements. FD approved alterations.
202 Butler	Historic / Zoning	Application received and reviewed for kitchen addition. HDC & PC approved.
296/248 Hoffman	Zoning / HDC	Little free library application. Administratively approved.

615 Park	Zoning / Enforcement	Zoning Administrator opinion issued and sent to legal representative.
589 Hoffman	Right of Way	Temporary encroachment application. Approved.
297 Sugar Hill	Short Term Rental	SLU application approved to rent ADU. License application received and approved.
562 Weirich	Short Term Rental	Application submitted. Fire Department inspected. License approved.
433 Mary	Short Term Rental	Application submitted. Fire Department inspected. License approved.
132 Mason	Short Term Rental	Application submitted. Fire Department inspected. License approved.
133 Main	Short Term Rental	Application submitted. Fire Department inspected. License approved.
549 Hoffman	Short Term Rental	Application submitted. Fire Department inspected. License approved.
954 Elizabeth	Short Term Rental	Application submitted. Fire Department inspected. License approved.
128 Elizabeth	Short Term Rental	Application submitted. Fire Department inspected. License approved.
324 N Maple	Short Term Rental	Application submitted. Fire Department inspected. License approved.
435 Mason	Short Term Rental	Application submitted. Fire Department inspected. License approved.
221 Elizabeth	Short Term Rental	Application submitted. Fire Department inspected. License approved.
526 Butler	Short Term Rental	Application submitted. Fire Department inspected. License approved.
819 Bridge	Short Term Rental	Application submitted. Fire Department inspected. License approved.
231 Grand	Short Term Rental	Application submitted. Fire Department inspected. License approved.
822 Allegan	Short Term Rental	Application submitted. Fire Department inspected. License approved.
719 Pleasant	Short Term Rental	Application submitted. Fire Department inspected. License approved.
515 St Joseph	Short Term Rental	Application submitted. Fire Department inspected. License approved.
530 S Maple	Short Term Rental	Application submitted. Fire Department inspected. License approved.
304 Lucy	Short Term Rental	Application submitted. Fire Department inspected. License approved.
1021 Holland	Short Term Rental	Application submitted. Fire Department inspected. License approved.
662 Spear	Short Term Rental	Application submitted. Fire Department inspected. License approved.
821 Allegan	Short Term Rental	Application submitted. Fire Department inspected. License approved.
955 Holland	Short Term Rental	Application submitted. Fire Department inspected. License approved.
344 Francis	Short Term Rental	Application submitted. Fire Department inspected. License approved.
589 Hoffman	Short Term Rental	Application submitted. Fire Department inspected. License approved.

714 Park	Short Term Rental	Application submitted. Fire Department inspected. License approved.
540 Campbell	Short Term Rental	Application submitted. Fire Department inspected. License approved.
231 North	Short Term Rental	Application submitted. Fire Department inspected. License approved.
329 Water	Short Term Rental	Application submitted. Fire Department inspected. License approved.
212 N Maple	Short Term Rental	Application submitted. Fire Department inspected. License approved.
237 Francis	Short Term Rental	Application submitted. Fire Department inspected. License approved.
534 St Joseph	STR Enforcement	Failure to display required short-term rental license number in advertising, including online listings. Removed. Fees paid.
719 Pleasant	STR Enforcement	Failure to display required short-term rental license number in advertising, including online listings. Removed. Fees paid.

Total Closed in February: 42


Grayson Moore - Director of Planning & Zoning

Treasurer Report
March 09, 2026



Tax Administration

- Responded to resident inquiries regarding property taxes and payment status.
- Researched returned or undeliverable mail and updated address records accordingly.
- Coordinated with the Assessor's Office to update address and contact information to reflect current property ownership.
- Resolved final NSF payments, all of which were made good before the end of the month.
- Received the remaining summer and winter tax payments and began preparing property tax disbursements to Allegan County, Saugatuck Public Schools, OAISD, Interurban, Library, and Fire. These distributions are now complete until July.
- Sent reminder emails regarding the February 17 tax due date and the February 13 ACH withdrawal date.

Accounts Payable

- Processed regular payables, including the property tax disbursement batches.
- Processed escrow refunds and one bonding refund

Payroll & Benefits

- Processed two payrolls.
- Coordinated drug screening reporting related to CDL training sign-ups.
- Received a couple of W2's returned due to incorrect addresses and updated the records accordingly. Also processed requested paystub reprints and a W-2 reprint for employees.

Financial Management

- Processed credit card payments for permits.
- Completed the January bank reconciliation and began the February reconciliation process.
- Processing boat slip-related invoices as payments are received.
- Prepared the first draft of the mid-year budget amendment for internal review.

Investments and Banking

- Initiated the transition to a new checking account structure designed to improve interest earnings while maintaining liquidity and account security.
- Began the first CD-to-CDARS transition
- Initiated the purchase of new CDs with Consumers Credit Union.
- Processed a couple of CD rollovers as accounts reached maturity.

Miscellaneous / Administrative

- Continue reviewing utility bills for reasonableness.
- Collaborated with the Planning Department on escrow tracking updates.
- Executed an annual agreement
- Retired an older DPW laptop from service and coordinated its removal from the IT management plan
- Updated BS&A modules



City Clerk Monthly Report

Elections

- May 5, 2026:
 - SAUGATUCK PUBLIC SCHOOLS SINKING FUND MILLAGE PROPOSAL:
This proposal renews building and site sinking fund millage that expired with the 2025 tax levy and restores millage lost as a result of the reduction required by the Michigan Constitution of 1963.
 - *Shall the limitation on the amount of taxes which may be assessed against all property in Saugatuck Public Schools, Allegan County, Michigan, be increased by and the board of education be authorized to levy not to exceed .5 mill (\$0.50 on each \$1,000 of taxable valuation) for a period of 3 years, 2026, 2027 and 2028, for sinking fund purposes to be used for the purchase of real estate for sites, for the construction or repair of school buildings, for school security improvements, for the acquisition or upgrading of technology, and for all other purposes authorized by law (.4812 mill of the above is a renewal of millage for building and site sinking fund purposes that expired with the 2025 tax levy and .0188 mill is to restore millage for the same purpose lost as a result of the reduction required by the Michigan Constitution of 1963); the estimate of the revenue the school district will collect if the millage is approved and levied in 2026 is approximately \$527,000?*
 - Thursday March 26, Absent voter ballots must be available for issuance to voters.
[Mich. Const. Art II Sec 4](#)
 - August 4, 2026 - Primary
 - November 3, 2026 – General
 - 9-Days of Early Voting, drafted agreement with City of Village of the Douglas and Saugatuck Township to hold Tri-Community early voting site at the City of the Village of Douglas City Hall.
 - Residents can register to vote here:
<https://www.michigan.gov/sos/elections/voting/register-to-vote#HowToRegister>
-

Records Management

- 2026 Ordinances have been published and are available online: <https://codelibrary.amlegal.com/codes/saugatuck/latest/overview>
 - Digitizing city documents project will resume soon.
-

Meetings

- Prepared agendas, packets, and minutes for the following bodies:
 - Two City Council Workshops
 - Two City Council Regular
 - Parks and Public Works
 - Boat Slip Lottery
 - Town Crier Safety Planning
 - Farmer Market SCA Safety Planning
 - Art in the Park Safety Planning
 - Venetian Festival Safety Planning
 - No Kings III Safety Planning
 - City Hall Remodel
 - Participated in:
 - Allegan County Clerks Association
 - West Michigan Clerks Association
 - Election Lunch and Learn Training
 - Department Head Staff Meeting
 - Parking Improvements Task Force
-

Special Events

- *Special event applications received for processing:*
 - “Pop In” Museum Opening Party event date: 5-20-26
 - Saugatuck Douglas Jazz Weekend event date: 6-14-26.
 - Town Crier Races event date: 6-20-26.
 - Fourth of July event dates: Fireworks on 7-3-26, Parade and Party on 7-4-26.
 - Sidewalk Sales event date: 8-13-26
 - Art Coast Food & Wine Festival event dates: 11-5-26 through 11-7-26
- *Special event applications ready for Council review:*
 - Community Car Parade event date: 6-6-26.
 - Music in the Park event dates: Wednesdays between 6-17-26 – 9-2-26.
 - Venetian Festival event dates: 7-24-26 and 7-25-26.

- *Special events process completed:*
 - No Kings III event date: 3-28-26.
 - SDAC Art Fairs event dates: July 4 and July 25 & 26.
 - Saugatuck Farmers Market – The Market at SCA event date: 7-31-26.
 - Art in the Park event date: 9-12-26.
-

Administrative & General

- Distributed 403 zoning-related mailers.
- Distributed 834 notices to all voters alerting the temporary polling place change for all 2026 elections.
- Processed 33 zoning permit payments.
- Issued 43 business license applications, 5 new businesses thus far.
- Processed 2 FOIA requests.
- Received 14 Wicks Park boat slip applications, 6 applicants forfeited their slips. We have 2 slips available for an additional lottery to be announced at a later date.
- Distributed all 18 of the 18 street end license agreements, and 5 are fully executed.
- Created and distributed 22 community E-News blasts.
- City Hall staff handled a total of 670 incoming phone calls.
- City Hall Remodel: The Department Heads and City Manager met with the architect and engineer to go over additional options and requests. An updated rendering should be coming soon.
- Managed front counter operations as the primary point of contact for walk-ins and phone inquiries.



Department of Public Works

Below is a summary of notable activities carried out by the Department of Public Works since the council meeting held on 02/09/2026:

Holiday Decorations:

Chips Groundcover has started uninstalling the tree-wrap lights along the streetscape downtown along Butler Street, Culver Street, Water Street, and Hoffman Street. This completes the first year of the holiday light expansion along Water Street and Hoffman Street.

Staff Update:

AJ Brown has successfully completed his Commercial Driver's License training which consisted of a 3-day course in Grand Rapids through West Michigan CDL. He now possesses a CDL Class B with an air brake endorsement which allows him to operate the City's dump trucks. Also, Angela Stasewich successfully completed her ServSafe training which positions her to better oversee the Oval Beach Concession Stand operation.

Tree Work:

In collaboration with Ed Dowd's Crane Service and Public Works staff, 6 high risk trees have been removed from the City's ROW. With the trees gone, the stumps can be grinded before new trees are planted sometime in April.

Asphalt Patching:

As winter loosens its grip on southwest Michigan, we're now entering "pothole season" due to the freeze/thaw cycles and precipitation. In response to this, the DPW staff has done several rounds of hot patching using the Falcon 4-ton hot box. Staff will continue to provide this service as the season progresses.

Motor Pool Maintenance:

A significant amount of time has been spent performing routine maintenance on the motor pool fleet. Most of the work consisted of changing fluids, filters, and greasing. Salt has been neutralized and plows have been removed now that the weather forecast is calling for relatively warmer temperatures.

Winter Grime:

Before the snow melted significantly, no parking signs were installed along the streets within the business district so that Public Works staff could remove snow that had accumulated along the curbs. This helps people get up onto the sidewalk easier after they park their cars. Time has been spent cleaning sod, wet leaves, gravel, and other unsightly debris that have been hidden underneath the snow. We'll continue to do more detail work like this within our parks and streetscaping.

City Hall Elevator Repairs:

McNally Elevator has been working on the City Hall Elevator. The unit is awaiting inspection before it can be returned to use.

Total calls – 69

Total traffic stops – 20

Total school contacts – 29

Average response time to calls – 6 min

Assist to Douglas PD – 4

Douglas PD assist to Saugatuck City - 2

Call Date/Time Incident Type

=====

02/28/2026 13:17:16	Road Hazard
02/28/2026 10:59:33	Parking Violation
02/28/2026 00:15:19	General Assist
02/24/2026 22:49:18	General Assist
02/24/2026 18:18:44	General Assist
02/23/2026 22:07:53	General Assist
02/23/2026 05:40:22	Parking Violation
02/23/2026 05:30:59	Parking Violation
02/22/2026 21:48:24	General Assist
02/22/2026 00:32:54	General Assist
02/21/2026 20:12:12	General Assist
02/20/2026 22:04:59	General Assist
02/20/2026 06:23:37	General Assist
02/19/2026 22:16:51	General Assist
02/19/2026 18:52:17	General Assist
02/19/2026 13:15:48	Trespassing
02/18/2026 22:11:48	General Assist
02/18/2026 12:40:25	Trespassing
02/17/2026 23:40:45	General Assist

02/17/2026 21:35:29	General Assist
02/17/2026 15:40:54	General Assist
02/16/2026 22:42:16	General Assist
02/16/2026 13:14:20	FALLS
02/15/2026 23:12:47	General Assist
02/14/2026 18:53:48	Road Hazard
02/14/2026 00:37:11	Loud Noise
02/13/2026 22:44:30	Civil
02/13/2026 22:00:16	General Assist
02/13/2026 18:30:12	General Assist
02/12/2026 22:50:07	General Assist
02/11/2026 22:07:18	General Assist
02/10/2026 22:11:18	General Assist
02/10/2026 02:15:37	Open Door
02/09/2026 22:38:01	General Assist
02/08/2026 22:04:43	General Assist
02/08/2026 10:15:14	Check Welfare
02/07/2026 22:04:53	General Assist
02/07/2026 14:48:21	Health and Safety
02/07/2026 11:55:05	Death Investigation
02/06/2026 22:21:07	General Assist
02/05/2026 21:59:27	General Assist
02/05/2026 11:46:19	PDA
02/05/2026 09:15:37	Harassment/Threats
02/05/2026 06:15:47	General Assist
02/05/2026 02:30:38	Inspections
02/05/2026 02:23:17	Inspections
02/05/2026 02:16:43	Inspections
02/04/2026 22:51:40	Misc

02/04/2026 19:30:51	General Assist
02/04/2026 18:27:04	Check Welfare
02/04/2026 15:28:49	Inspections
02/04/2026 13:29:31	Found Property
02/04/2026 00:17:51	General Assist
02/03/2026 18:38:22	FALLS
02/03/2026 08:20:00	Misc
02/02/2026 22:30:07	General Assist
02/02/2026 01:42:49	Inspections
02/02/2026 01:40:16	Inspections
02/02/2026 01:40:07	Inspections
02/02/2026 01:29:40	General Assist
02/01/2026 17:09:28	General Assist
02/01/2026 15:32:15	General Assist
02/01/2026 11:49:43	Inspections
02/01/2026 11:42:58	Inspections
02/01/2026 11:38:04	Inspections
02/01/2026 02:54:44	Road Hazard
02/01/2026 02:28:53	Inspections
02/01/2026 02:21:15	Inspections
02/01/2026 02:14:48	Inspections

**City of Saugatuck
Status Report of Engineering Activities
March 4, 2026**

General Consultation

- 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: 2026 work will take place in the spring. Current contract is 2025-2027.
- Assisting with review of water and sewer agreements as needed.
- Updated the City Capital Improvement Plan to assist with prioritizing projects.

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). Water services are being evaluated with all ongoing projects to help make progress.

Mt. Baldhead Projects

- Restroom Building Replacement
 - Drinking fountain has been installed and remaining concrete is scheduled for March 5. Final site restoration will be completed in spring 2026.
 - A final walkthrough will be conducted with City staff and the contractor once construction is complete.
- Observation Platform Replacement
 - Preliminary design work is underway.
 - Construction is targeted for fall 2026 or spring 2027, depending on the timeframe for design, stakeholder engagement and permitting.

Maple Street Improvements

- The construction contract has been executed with Schippers Excavating and the Notice to Proceed has been issued.
- The preconstruction meeting is scheduled for March 13.
- Construction is anticipated to be completed April – November 2026. We will receive a more detailed schedule at the preconstruction meeting.

Parking Study

- Incorporated City comments in GIS mapping for available parking.
- Parking surveys/counts are tentatively scheduled for May and July.

Park Street Improvements – Study Phase

- The City received funding from EGLE's Michigan Coastal Management Program, which will fund up to 50% of the planning cost.
- Survey work is underway. Once mapping is complete we will schedule a kickoff meeting to review the data and re-engage with the Parks & Public Works Committee, Park Street Study Group and other stakeholders.

City Hall Interior Renovations

- Met with City staff to review initial floor plan concepts and working on updates based on direction received.

Elizabeth Street Improvements

- Met with representatives from Saugatuck Public Schools to gather SPS input on the project in general and sidewalk improvements in particular.
- Topographic survey work is complete. Soil borings are scheduled for mid-March.
- Projected schedule is planning work in early 2026, design in mid-2026, bidding in late 2026 and construction in 2027.

Village Square Court Renovation

- Prepared several concepts based on input from council and PPW.
- Survey work is in process. Soil borings are scheduled for mid-March.
- We anticipate construction will take place in fall 2026 or spring 2027, depending on the timeframe for design, stakeholder engagement, etc.