



City Manager Report

June 8, 2026

Construction Update

- Remaining touches on the downtown work occurred this week.
- Work continues on Maple Street.
 - Our second progress meeting was on Tuesday and will continue every two weeks.
 - Michelle is continuing to provide updates to those who signed up.
 - The new water main from Blue Star Highway to Allegan Street was installed this week, with testing and chlorination of that section beginning shortly afterward. Watermain installation now continued north of Allegan Street.
 - Beginning the week of June 8 (tentative and subject to change), crews are expected to start connecting individual water services for properties south of Allegan Street. Temporary water shutoffs will be necessary during service connections and tie-ins. Property owners will be contacted directly regarding scheduling, access requirements, and any temporary interruptions.
 - Water main installation will continue in phases (three) moving north through the project area over the coming weeks, with water service connections following each completed section. Throughout construction, local traffic will continue to have access to homes and businesses along Maple Street.
 - Additional project work, including sidewalk construction, storm sewer installation, and roadway reconstruction, is anticipated to continue throughout the summer and fall. Current projections call for final paving of Maple Street in October, followed by restoration work.
 - Please note that construction schedules are weather-dependent and may change as work progresses.
- A reminder that if your constituents have questions, please have them contact the following:
 - Public Works - Michelle Gibson, Project Coordinator - (269) 224-9504
 - Fleis & VandenBrink Engineering
 - Jon Moxey, P.E., Project Manager – (616) 588-1925
 - Peter Tierney, P.E., Project Manager – (616) 914-8621

Recycling Estimates

- Allegan County is currently working on a Materials Management Plan. As part of their data gathering efforts, they asked how much recycling volume each community has. Republic provided me with the following estimates:
 - 38.43 Tons (1x/month service)

- 82.29 tons (Every other week service)
- These are amazing results from our work to increase the frequency of recycling pickup.

Oval Beach

- On a national level, Oval Beach just landed at #2 as the best lake beach!
<https://10best.usatoday.com/awards/best-lake-beach/>
- For the third year in a row, Oval Beach made USA Today's top 10 best beaches in Michigan. We came in at #6, which is higher than 2025 (#8) and 2024 (#7). See the full list here: <https://tinyurl.com/2s4j3s6y>

Milfoil Treatment

- Weather permitting, the first milfoil treatment for this season is scheduled for June 9.

Safe Routes to School - Walking Audit

- I previously reported that Saugatuck Public Schools is working on preparing materials for a safe routes to school federal grant, and I, along with several other stakeholders, have been meeting to support their efforts.
- The school has expressed their support and gratitude for the sidewalk installation on Maple Street as well as the planning efforts for Elizabeth Street that also include options for missing sidewalk connections. The intersection of Allegan/Elizabeth is a key area that the school is encouraging us to make pedestrian improvements.
- Last week, staff and our engineers joined a walking audit to look at various routes to the school and identify areas that can be improved. We also observed lunch time dismissal to better understand ways to improve the area. This information will be helpful for both the school and City as we make future improvements.

Miscellaneous

- Held meetings with Director of Public Works.
- Held one on one with Director of Planning and Zoning.
- Held department head team meeting.
- Prepared for and attended meetings on new water/sewer agreement.
- Attended Maple Street construction meeting.

Treasurer Report
June 08, 2026



Tax Administration

- Received and reviewed the L-4022 from the County.
- Processed tax record maintenance and coordinated assessing record updates.

Accounts Payable

- Processed regular payables for Council review.
- Continued review of vendor sales tax exemption handling and purchasing account setup.

Payroll & Benefits

- Processed two payrolls and related disbursements.
- Completed payroll and pension handling related to the DPW staffing transition.
- Completed onboarding and payroll setup for new employees, including benefit and retirement enrollment coordination.
- Continued review of health insurance renewal information and Act 152 exemption support, including verification of neighboring public entities' health insurance premium contribution practices for comparison.

Financial Management

- Completed the April bank reconciliation.
- Continued deposit processing and reconciliation work.
- Continued review of automatic withdrawals, EFT activity, and supporting documentation.
- Continued budget review and updated budget/millage presentation materials.

Investments and Banking

- Reinvested a CD into CDARS.

Projects, Assets, and Insurance

- Continued review of Maple Street project expense allocations and reimbursement coding.
- Updated capital asset records for newly acquired City equipment.
- Continued work on the annual Liability and Property Pool renewal.
- Reviewed automobile and equipment schedules.

Miscellaneous / Administrative

- Continued seasonal Oval Beach and Culver Street cash-handling and revenue support.
- Prepared Oval Beach opening cash/change setup.
- Processed Memorial Day weekend Oval Beach deposits.
- Completed Culver Street lot deposit and related daily banking work.
- Continued follow-up on Beach payment processing, credit card processing, and reconciliation process improvements.
- Addressed Beach pass sticker material issues with the vendor.
- Reviewed and updated internal employee departure procedures for future use.



City Clerk Monthly Report

Elections

- August 4,
 - 2026 – Primary
 - Ballot Proposals for August 4, 2026: [View Here](#)
 - **Allegan County:** *SENIOR CITIZEN SERVICES MILLAGE RENEWAL PROPOSAL*
 - **Interurban Transit Authority:** *INTERURBAN TRANSIT AUTHORITY PUBLIC TRANSPORTATION MILLAGE PROPOSAL*
 - **Saugatuck-Douglas District Library:** *LIBRARY MILLAGE PROPOSAL*
 - November 3, 2026 – General
 - 9-Days of Early Voting agreement executed with the 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>
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Training

- Clerk Wolters & Clerk Williams attended 2026 Election Cycle Preparation training.
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Meetings

- Prepared agendas, packets, and minutes for the following bodies:
 - Two City Council Workshops
 - Two City Council Regular
 - Special City Council Meeting
 - Historic District Commission
 - Zoning Board of Appeals
 - Planning Commission

- Parks and Public Works Committee
 - Participated in:
 - Maple Street Construction Update
 - Parking Improvements Task Force
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Special Events

- *Special event applications received for processing:*
 - Sidewalk Sales event date: 8-13-26.
 - Movie in the Park event date: 8-14-26.
 - Mt. Baldhead Challenge event date: 9-12-26.
 - Chili Cook-off event date: 10-11-26.
 - Art Coast Food & Wine Festival event dates: 11-5-26 through 11-7-26.
 - *Special events process completed:*
 - Town Crier event date: 6-20-26.
 - Music in the Park event dates: Wednesdays between 6-17-26 – 9-2-26.
 - SDAC Art Fairs event dates: July 4 and July 25 & 26.
 - Fourth of July event dates: July 3 & 4.
 - Venetian Festival event dates: 7-24-26 and 7-25-26.
 - Saugatuck Farmers Market – The Market at SCA event date: 7-31-26.
 - Art in the Park event date: 9-12-26.
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Administrative & General

- Distributed 79 zoning-related mailers.
- Processed 23 zoning permit payments.
- Issued 135 business license this year.
- 4 FOIA requests.
- Wicks Park boat slips - We have 3 open slips, first come, first serve. Application can be found [here](#).
- Distributed all street end license agreements, and 9 are fully executed.
- Created and distributed 30 community E-News blasts.
- City Staff handled a total of 814 incoming phone calls.
- City Hall Remodel: Second round of renderings have been received.
- Managed front counter operations as the primary point of contact for walk-ins and phone inquiries.



May 2026 Department of Planning & Zoning Report

Monthly Update Overview

- Ongoing development review and interdepartmental coordination.
- Master Plan mobility analysis presented to the Planning Commission.
- Pedestrian mobility and sidewalk mapping.
- Attended Lakeshore Advantage Local Government Coffee Hour.

Action & Progress

- Organized Planning Commission & Zoning Board of Appeals interviews for interested candidates.
- Prepared materials and second notice of available STR licenses in R-1 Districts to be posted halfway through the year.
- Continued STR administration, including resident meetings, application guidance, compliance checks related to property transfers, and coordination with Granicus..
- Several site visits to address property maintenance concerns.
- Coordinated multiple zoning and policy matters with legal counsel, including STR enforcement cases, site sewer connection, and enforcement strategy.
- Maintained ongoing coordination with the City Engineer and planning consultant on active and proposed development projects.
- Communicated with the planning consultant regarding Master Plan progress.
- Prepared maps and compiled demographic data for the Master Plan.
- Coordinated with CVB & local residents regarding potential data for the Master Plan.

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 and participated in internal staff coordination meetings.

Ongoing & Upcoming

- Code enforcement strategy and process.
- Continued STR compliance monitoring and enforcement.
- Ongoing Master Plan coordination.
- Gradually updating & creating new permit applications where applicable.

Permits Issued 2026

Permit Type	Number Issued in May	Year to Date Issued
Zoning	7	26
Historic	8	16
Right of Way	3	16
Special Land Use	0	3
Total	18	61

Short Term Rental License's 2026

Zoning District	# Issued in May	Year to Date Issued	Cap
Blue Star (LI-1)	-	-	-
City Center (C-1)	-	7	-
City Center Transitional Residential (R-4)	1	8	-
Community Residential (R-1)	12	66	67
Conservation Recreation & Camp (CRC)	-	-	-
Cultural/Community	-	-	-
Lake Street (R-2)	-	9	-
Maple Street (R-1)	-	7	7
Neighborhood Marine (NHM)	-	-	-
Peninsula North (Duneside – R-1)	1	2	3
Peninsula North (Riverside – R-1)	-	-	2
Peninsula South (R-1)	1	7	11
Peninsula West (R-1)	-	11	10
Resort (C-4)	-	8	-
Downtown Waterfront Preservation (C-2)	-	-	-
Water Street East (C-2)	7	16	-
Water Street North (C-1)	-	1	-
Water Street South (C-2)	-	-	-
Multi-Family Residential (R-3)	-	2	-
Total	22	144	

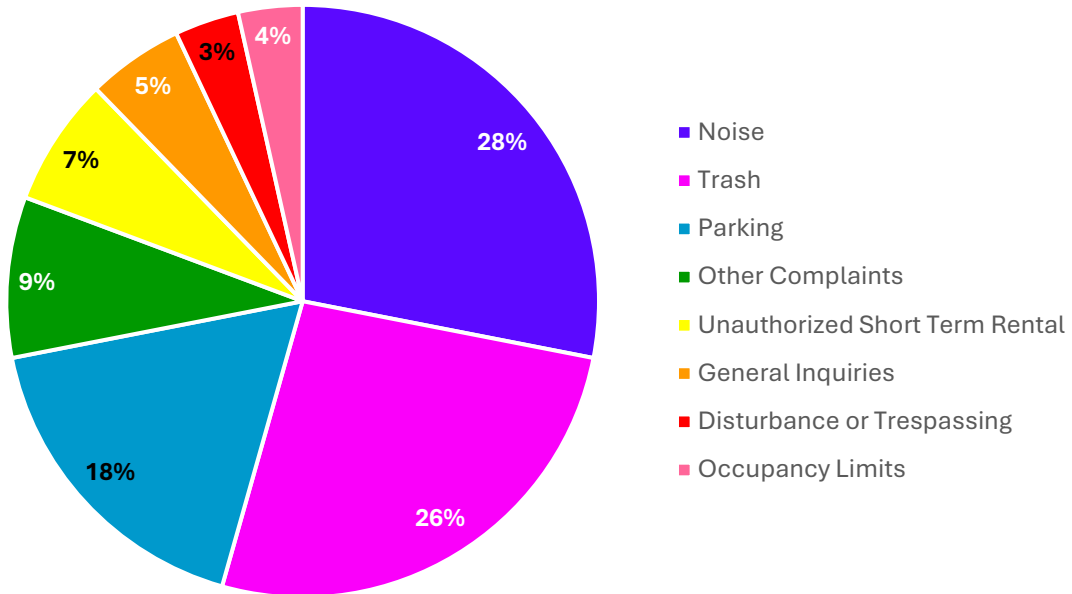
Planning Department Calls in May

Total Calls	Incoming	Outgoing
309	223	86

Granicus Hotline Calls – May 2026

Type	Number of Calls
Trash	2
Parking	0
Total Calls All Time	57

Call Distribution by Complaint Type



Open Casework

Type	Number of Open Cases
Short Term Rental	12
Enforcement	7
Zoning	7
Right of Way	1
Historic	4
Water/Sewer	1
Special Land Use / PUD	2
Total	34

Closed Casework

Type	Number of Closed Cases
Short Term Rental	22
Enforcement	4
Zoning	4
Right of Way	3
Historic	6
Water/Sewer	1
Special Land Use / PUD	1
Total Cases Closed in May	39

Respectfully submitted,



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 April 6th regular meeting.

Staff Update:

- We welcomed Albert Kammenzind back to the Public Works Seasonal Maintenance Team. Having previously worked with the department two years ago, he returns with valuable experience. With his return, the Public Works team is now fully staffed.
- Angela is continuing interviews for Oval Beach Ticket Booth Attendant and Beach Patroller positions. The most immediate hiring need is to fill several Beach Patrol roles.

Oval Beach:

- The season has begun at Oval Beach. The credit card machine is back in service after phone line issues were resolved. Staff have been busy with daily trash collection and sand cleanup, and SaugaTaco, the new concessionaire this year, is now fully operational.

General DPW:

- There has been a total of 318 service requests to date this year with 258 of them being Miss Dig requests.
- Safe Routes to School meeting and walkthrough at Saugatuck Public Schools took place on May 26.
- Brush & Leaf collection in May resulted in 18 dump truck loads, up 6 from May of last year.

Tree Work:

- A tree on Park Street, near the route to the Ox-Bow School of Art, fell during recent winds and became lodged in nearby trees. Staff removed it and determined that a rotted stump likely caused the fall.
- Consumers Energy has been trimming trees in the area around the power lines. They will chip small branches, and wood will be cut into manageable sections and left on the property.

Parks:

- Mowing and weed whipping happens each week in the parks. The Team has been busy fixing some irrigation issues to take care of areas that were turning brown. Flower box irrigation has also been repaired making it, so the team isn't required to hand water anymore.

Streets:

- DPW staff used 3 tons of asphalt to repair some potholes around the city.
- The crosswalks and other street line paintings were completed by contractors.

Project Updates:

- The Chain Ferry passed its inspection by the Coast Guard. The landing updates were completed before Memorial Day making it completely operational.
- Maple Street Reconstruction continues to move along. Schippers Excavating hopes to start pressure testing this week. We will work with Kalamazoo Lake Sewer & Water Authority to notify residents of upcoming water shut offs.
- Mt Baldhead Restrooms are open and final punch list items have been completed by the contractor.
- The final inspection of the City Hall Elevator will be completed on June 10 at 9:00am.

City of Saugatuck
Status Report of Engineering Activities
June 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 is complete. Current contract is 2025-2027.
- Assisting with review of water and sewer agreements 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). Water services are being evaluated with all ongoing projects to help make progress.
- Resubmitted the EGLE DWSRF Project Plan for service line replacement to try to take advantage of additional funding available. Scoring is underway at EGLE.

Mt. Baldhead Projects

- Restroom Building Replacement
 - Punch list items are complete.
 - Processed final pay application.
- 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

- Construction is underway in the downtown areas (Coghlin Park, Wicks Park, Francis St road end, Spear Street launch area and Mary Street between Water and Butler) was completed ahead of the May 22 deadline. There are a few punch list items ongoing.
- Water main installation on Maple Street between Blue Star Highway and Allegan Street is ongoing.
- Installation of valves on Water Street is tentatively being rescheduled for mid-October. A change order to adjust the milestone dates is pending approval.
- Construction is anticipated to be completed November 2026.

Parking Study

- Off-peak parking counts were obtained on Saturday, May 2.
- On-peak counts are tentatively scheduled for 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 field work is complete. A kickoff meeting will be scheduled soon to review the data and re-engage with the Parks & Public Works Committee, Park Street Study Group and other stakeholders.

City Hall Interior Renovations

- Prepared a concept for building expansion. Two others are in process.

Elizabeth Street Improvements

- Public open house was held on April 28 and feedback is being incorporated.
- Attended the Safe Routes to School walkthrough on May 27 to get input on school coordination.
- The report will be issued and presented soon.
- Projected schedule is planning work in early 2026, design in mid-2026, bidding in late 2026 and construction in 2027.

Village Square Court Renovation

- Survey work and soil borings are complete. Design is underway.
- We anticipate construction will take place in fall 2026 or spring 2027, depending on the timeframe for design, stakeholder engagement, etc.

Wicks Park and Village Square Restroom Interior Renovations

- Met with City staff April 21 to review scope/needs.
- Developing a proposal based on staff input on scope.

Saugatuck City May 2026

Total calls for service – 111

Total traffic stops – 61

Total school contacts – 20

Average response time – 7 min

Deputy Marklevitz will be off for 6 weeks as they welcome a new baby home. Deputy Rigas will be filling in for him for those 6 weeks.

Call Date/Time	Incident Type
=====	
05/31/2026 22:07:30	General Assist
05/31/2026 13:51:12	Lock-Out
05/30/2026 22:07:46	General Assist
05/30/2026 09:54:21	On Foot
05/29/2026 22:23:39	General Assist
05/29/2026 22:08:08	General Assist
05/29/2026 19:48:43	Misc
05/29/2026 16:39:02	Fraud
05/29/2026 12:03:03	Boat-Marine Patrol
05/29/2026 11:31:01	General Assist
05/29/2026 10:56:59	Boat-Marine Patrol
05/29/2026 10:27:01	Boat-Marine Patrol
05/29/2026 10:02:36	General Assist
05/29/2026 09:32:48	Alarm
05/28/2026 23:47:36	General Assist

05/28/2026 23:20:26	General Assist
05/28/2026 12:22:51	Conservation
05/28/2026 01:33:02	General Assist
05/28/2026 01:10:28	General Assist
05/27/2026 22:50:36	Larceny
05/27/2026 17:28:54	General Assist
05/27/2026 16:18:09	Suspicious Situation
05/27/2026 09:19:29	Mental Subject
05/26/2026 22:25:48	General Assist
05/26/2026 18:45:20	Assist Other Agencies
05/25/2026 23:02:27	General Assist
05/25/2026 15:45:15	Assault
05/25/2026 11:57:25	Parking Violation
05/25/2026 09:01:34	Parade Traffic Control
05/25/2026 07:47:58	Parking Violation
05/25/2026 02:48:58	Suspicious Situation
05/24/2026 23:18:38	General Assist
05/24/2026 22:53:02	General Assist
05/24/2026 14:45:35	Alarm
05/24/2026 02:10:12	Misc
05/23/2026 22:42:40	General Assist
05/23/2026 22:08:52	General Assist
05/23/2026 14:45:19	Animal-Dog Running
05/23/2026 13:15:53	General Assist
05/23/2026 00:50:59	Disorderly Conduct
05/22/2026 22:50:41	General Assist
05/22/2026 22:25:00	General Assist
05/22/2026 17:55:36	General Assist
05/22/2026 15:58:54	Shoplifter

05/22/2026 14:28:08	General Assist	05/13/2026 10:13:31	Harassment/Threats
05/22/2026 13:15:20	Parking Violation	05/12/2026 18:18:13	Civil
05/22/2026 10:41:17	No Ops	05/12/2026 13:21:35	Boat-Marine Patrol
05/21/2026 22:24:42	General Assist	05/12/2026 06:03:26	Alarm
05/21/2026 13:33:39	Larceny	05/11/2026 23:35:28	Check Welfare
05/20/2026 23:18:16	General Assist	05/11/2026 17:31:11	A911
05/20/2026 10:38:15	Misc	05/11/2026 09:21:46	PRIV PROP IMPOUND
05/20/2026 05:07:07	Road Hazard	05/11/2026 07:58:17	General Assist
05/19/2026 23:10:11	General Assist	05/11/2026 01:31:44	General Assist
05/19/2026 22:45:16	General Assist	05/11/2026 01:13:13	General Assist
05/19/2026 14:23:18	Fraud	05/10/2026 13:16:59	Animal-Welfare
05/18/2026 22:11:18	General Assist	05/10/2026 00:44:33	General Assist
05/18/2026 19:10:43	General Assist	05/10/2026 00:34:46	General Assist
05/17/2026 22:15:41	General Assist	05/10/2026 00:08:07	Alarm
05/16/2026 23:27:58	General Assist	05/09/2026 09:42:06	General Assist
05/16/2026 22:18:00	General Assist	05/09/2026 09:02:18	Boat-Marine Patrol
05/16/2026 18:53:47	Check Welfare	05/08/2026 22:30:30	General Assist
05/16/2026 18:10:35	Disorderly Conduct	05/08/2026 22:08:16	General Assist
05/16/2026 17:15:49	General Assist	05/08/2026 18:26:00	General Assist
05/16/2026 13:42:27	Parking Violation	05/08/2026 17:51:21	General Assist
05/15/2026 22:52:00	General Assist	05/08/2026 15:15:09	General Assist
05/15/2026 21:51:58	Civil	05/07/2026 22:16:06	911 Welfare - Misdials
05/15/2026 20:24:19	UNKNOWN PROBELM	05/07/2026 08:09:34	Alarm
05/15/2026 14:41:17	Traffic Offense	05/05/2026 23:11:41	Suspicious Situation
05/14/2026 22:37:24	General Assist	05/05/2026 22:25:51	General Assist
05/14/2026 22:17:19	General Assist	05/05/2026 22:06:58	General Assist
05/14/2026 19:20:34	General Assist	05/05/2026 19:02:50	Animal-Dog Running
05/13/2026 22:25:43	General Assist	05/05/2026 15:23:20	Found Property
05/13/2026 22:05:22	General Assist	05/05/2026 13:10:17	Fraud