



City Manager Report

February 24, 2025

Oval Beach Recognition

- Great news! TripAdvisor listed Oval Beach as a top beach in the US for 2025! We were the only Michigan beach to make the list and in good company with beaches in Hawaii, Florida and California.
- Here is a link to view the list: <https://www.tripadvisor.com/TravelersChoice-Beaches-cUnitedStates-g191>

Ethics Policy Distribution

- Since Council's approval of the updated ethics policy on February 10, staff has distributed the policy to:
 - Boards and Commission members and staff via e-mail.
 - The Clerk and Deputy Clerk are following up with everyone to sign the acknowledgement form.
 - Public via eNews e-mail, on the City's Facebook page, and website.
 - The Holland Sentinel also ran a story, and Mayor Anderson noted the update in a recent letter to the editor that was published in the Commercial Record.

Shoulder Seasons

- The Convention and Visitor's Bureau and their marketing firm have formed a subcommittee to focus on increasing visitors in the shoulder seasons.
- They have engaged consultants to assist, including a travel writer from Chicago and landscape architects with experience across the country.
- They recently toured the area to increase knowledge and learn about the natural assets including Oval Beach and parks.
- I also met with the group earlier this week as they wanted feedback from Douglas, Township, and City.
- The consultants held a workshop with CVB sub-committee members to evaluate ideas and discuss the next steps, including narrowing the list.
- A huge thank you to the CVB for their continued great work in promoting the area as a year-round destination.

Maple Street Project

- The improvements currently planned include:
 - Road reconstruction and rehabilitation
 - Water main replacement (including replacement of services, some to inside the home/building)
 - Sanitary sewer repairs
 - Drainage and stormwater management improvements
 - Culvert repairs
 - Concrete sidewalk
- Review of a plan to fund the project with current fund balances (savings/reserves) occurred at the Council's February 19 workshop. The details are available in the meeting packet: https://www.saugatuckcity.com/uploads/1/3/3/9/133977444/p_2-19-25.pdf
- The City engineer is now working on preparing a design engineering proposal that will be reviewed at an upcoming workshop.
- Staff will also be working to finalize cost sharing details with the Township.

Capital Improvement Plan

- Big thank you for your review of the updated capital improvement plan at the workshop meeting. As Council noted, the engineer and DPW Superintendent have done a great job in evaluating needs and recommending which projects should be prioritized in a given fiscal year.
- As our engineer noted, the plan is always a working draft. Attached is another copy for anyone that may be reading the packet. Staff will work to place it on our website as well.

Mt. Baldhead Bathroom Replacement

- Bids were opened last week, and we received several. The engineer has prepared a recommendation.
- The Mayor and I are working on setting up a meeting with the tribe to discuss the project.

AT&T Cellular

- The State Historic Preservation Office (SHPO) recently sent AT&T a follow up letter regarding their September 24 submittal. The Federal Communications Commission has engaged in government-to-government coordination with the tribes and is still ongoing.
- AT&T's decision on the City's agreement request remains pending resolution of SHPO approval.

Blue Star Trail

- No new updates for this report. I previously reported that MDOT received concerns from a Tribal Nation and MDOT started coordination. The coordination and

additional assessment process will be lengthy and construction in calendar year 2025 is now unlikely.

- On site tribal evaluation is planned for this spring/early summer.
- As more details are known, MDOT will move the allocated TAP grant funding to future years and evaluate additional funding.
- I recently confirmed with the Department of Natural Resources that they are also willing to consider an extension of the trust fund grant.
- Staff has been following up on the items that were discussed in the recent closed session.

Airport Property Project

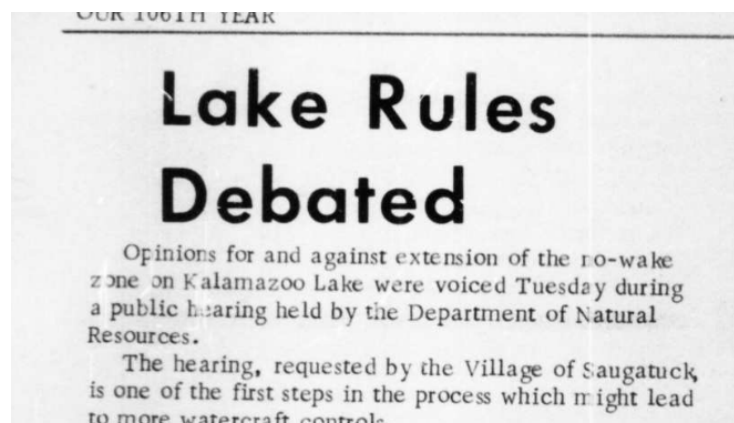
- No new updates for this report. The ODC is still targeting early spring to work on the parking lot, trails, overlook and signage.
- Based on the consensus feedback from Council, the Parks and Public Works Committee will gather community feedback and recommend a new name for the property. It is a planned agenda item for their February 25 meeting. City Council will make the final decision on any name change.

Miscellaneous

- Attended further meetings with Douglas and Township managers and legal counsel to work on red line changes to water-sewer agreement draft.
- Participated in Historic District Commission applicant interview.
- Held one on one meeting with City Treasurer and City Clerk.
- Met with Outdoor Discovery Center to discuss status of Lower Kalamazoo River Greenway Plan.
- Attended earned sick time leave webinar.
 - As reported previously, changes to our policies are forthcoming to comply with new law.
- Held Department Head meeting.
- Attended Convention and Visitors Bureau board meeting.

Blast from the Past

- Below is an article that was in the paper on February 28, 1974.
- In the fall, a request was made from Sergeant Marina to consider extending the no wake zone on Kalamazoo Lake. Discussions about no wake zones go back several years. Further discussion of the most recent request is planned for the March 5 workshop.



Bruce Andrews of the DNR's law division, told about 19 persons at the hearing that the Marine Safety Act of 1967 provides for local controls. Once a local unit of government asks for a public hearing the DNR investigates the area, holds the hearing, and, if it feels rules are needed, drafts them.

A second public hearing is held on the proposed rules. After possible revisions, the local unit can either accept, reject or ask for further revision. If the rules are accepted the state makes it a law and the local unit passes a local ordinance. Then the law can be enforced by any law enforcement officer.

In the case of Kalamazoo Lake, the village council expressed concern in July over the safety of recreational boating and about erosion from wake.

Statements at the hearing included:

Viola Fox, Saugatuck trustee, said there have been complaints about erosion from property owners. There are many boats in the harbor and she said she believes the no-wake zone should be extended further upstream. The present no-wake zone runs from the piers on Lake Michigan to Mason street.

Robert Gardner, also a Saugatuck trustee, said he believes there is no problem. He presented a petition which he said contained the names of 59 persons opposed to any extension of the no-wake zone.

Kitchener B. Tassell of 483 Park St. asked for a very rigid law enforcement program to control speed, with fines levied for violations.

He suggested a maximum of eight miles an hour from the Interstate 196 bridge to the mouth of the river, with water skiing confined to the center areas of the lake.

Richard Grubbs of Douglas, a small boat owner, said he opposes further regulations because boaters need a place to use their boats when the lake is rough.

John Diepenhorst, a charter captain, suggested leaving a place in the lake for faster boats and water skiers.

R.E. Peterson of Tower Marina said that although Tower Marina does not cater to small boats, they are the lifeblood of several other marinas, and he would regret to see further speed limits put on them. He said there may be 1,000 boats in the harbor this summer.

Lloyd Engel, a skier and fisherman, said he is against any additional no-wake zone because there are few days in the summer when it is possible to ski on Lake Michigan.

Bud Naughtin of Naughtin's Marina and Erik Peterson of Tower Marina said they believe there are remedies available now to control property damage from wakes.

Andrews, the hearing officer, said that when there are existing rules that can control the situation the DNR is reluctant to propose more rules.

He said that if property is being damaged by boaters within 100 feet of shore, or by boaters operating in a reckless manner, the injured party can get the boat number, take a picture of the action and damage, and seek a warrant from the county prosecutor.

The DNR will now study the testimony at the hearing, plus written statements which may be filed, and determine if rules should be drafted for Kalamazoo Lake.

Treasurer Report
February 24, 2025



Tax:

- Per the norm inherent in the Winter tax process, there's been a lot of foot traffic, increased tax bill payments, and requests for address changes, missing bills, etc.
- Took a couple of early ACH payments and pulled the main ACH payment.
- Set up a reminder system to send out a reminder that property taxes are due for the future due dates.
- Set up with Peter to learn to settle the taxes.
- Deep-dived into a property tax duplicate payment / reimbursement problem, figured the fix, and worked with BSA to finish implementation.

Payables:

- Continue to convert the vendors from Peter's account information to mine
- Processed a payables run
- Worked on a couple different sales tax exemptions

Miscellaneous:

- Nearly done reconciling August bank statement.
- Worked with Ryan to develop the first budget amendment.
- Took a variety of credit card payments (parking fines, permits, etc)
- Renewed the pest control agreement
- Talked to the elevator inspector and forwarded the discussion to Ryan/Scott
- Worked with Kelly (Plante Moran) and Peter to determine how to proceed with the Water/Sewer money collection.
- Started the process for attending the Basic Institute Training process – this is a 3-year program the will lead to my certification.
- Working on re-establishing our information to get a backlog in franchise fees
- Researched a variety of answers (nudged by the budget amendment)
- Received a FOIA – figured out how to get the information to pass back to Jamie for end-distribution.

Payroll:

- Working to develop processes and procedures to eliminate inefficiencies and potential errors
- Processed the 02/14/25 payroll
- Fielding a variety of W2 questions.
- Researched and re-allocated Scott's fringe benefits from City Hall to Public Works.
- Listened in on another webinar on the new earned sick time act.



City Clerk Department Report

February 24, 2025

- There will be an election on May 6, 2025 with ballot language from Ottawa Area ISD.
- Currently processing 2025 Business Licenses, 30 issued thus far.
- We have received 9 Wick's Park boat slip applications, deadline for submission is February 25, 2025 at 5:00 p.m. The lottery will take place on February 27, 2025 at 2:00 p.m.
- Started discussions with engineer regarding city hall interior remodel. Reviewing previous proposal and discussing next steps.
- Currently have four FOIA requests.
- Moving forward with approved budgeted proposal for digitizing all documents in city hall. I reached out to Saugatuck Township, Zeeland Charter Township and City of Rockford, who all used the same vendor and they have gave them glowing reveiws.
- Assisting residents in-person, via email, and by phone.
- Continuing work re-designing city website.
- Coordinated and prepared meeting packets and minutes.
- Meetings:
 - City Council Meetings
 - One on One with City Manager
 - Department Head Meeting



Planning, Zoning and Project Report

February 24, 2025

Planning and Zoning

- Attended scheduled internal meetings.
- Had discussion regarding multi use building and requirements for use changes.
- Attended Wellhead protection meeting.
- Created and sent letters regarding pending STR licenses.
- Made recommendation memo for open HDC position.
- Reached out to contractor regarding enforcement issue.
- Followed up on STR hotline complaints.
- Had discussions with legal counsel.
- Met with concerned residents about STR regulations and transfer definitions.
- Met with fire department regarding fence blocking egress.
- Had discussions with Allegan County regarding Lot Splits.
- Went onsite to perform final inspections on Single Family Residence.
- Had meeting with building official regarding residential code.
- Met with resident regarding existing B&B and B&B standards.
- Met with concerned residents regarding upcoming Special Land Use request.
- Reached out to contractors in regards to unsatisfactory conditions of development site.
- Had discussion with Assessor regarding assignment of addresses.
- Reviewed property transfer affidavits.
- Spoke with fire department regarding enforcement.
- Followed up on general code enforcement.
- Issued permits and completed casework as outlined below.

Open Casework

120 Mary	Zoning App. Sent concerns to applicant. Responses sent back to Planner. Emailed builder with concerns. Emailed contractor with request for information. Spoke with the contractor on 12-2, still waiting on updates to the plans. Spoke with Building official concerned with use of property, advised that at this time use of property is unclear due to pending text amendments. Stop work order issued for 120 Mary by MTS due to questions of property use.	Zoning
515 St Joseph	STR Renewal of Accessory Structure. No SLU obtained, advised they need to go before the PC. Had meeting to discuss case. Received SLU App. Requested information on Gross Finished Floor Measurements. Postponed until later date. Notified applicants that their case will be at the March PC Meeting.	PC
450 Spear	SLU app for rental of an accessory dwelling unit. Need fee paid and app signed. Schedule for September PC meeting. Received signed app. Received fee. Dimensions too small. ZBA agreed to look at regulations and bring this back before the commission after that date. Notified applicants that their case will be at the March PC Meeting.	Zoning
550 Dunegrass Circle	Received notice of violation from EGLE. Researched property to ensure process shall be followed, in talks with developer in regards to potential development, will address requirements in regards to egle violation when determined. Had discussion with contract planner to determine how to move forward with proposed development. Further research done on SLU and Site Plan approval for 500 and 550 Dunegrass. sent legal questions for appropriate next steps. Reached out to developer with information regarding potential future project and also with plans to resolve EGLE violations. Reps from site will be required to submit vegetation removal plan to the PC. Developer stated that they would be reaching out to an environmental consulting firm to put together information. had discussion with environmental consultants on what needs to be provided to the PC. Received questions from environmental consultants, scheduled call with developer for further discussion.	Enforcement
568 Mason	Emailed Contractor about damaged water line. Sent application to engineer. Asked applicant for more information. Confirmed Drawings are being made. Spoke with developers about the issue. Still awaiting complete application and drawings for work completed onsite to address waterline issues. Had further discussions about what happened on site and emailed the engineer and KLWSA to determine appropriate action. Recommendations received from Kal Lake and City Engineer, passed on to Contractor. discussion on utility work continues. Invoice for Asphalt work sent to Contractor. Further confirmation still needed, discussion with contractors, engineer, and KLWSA continue. Spoke with contractor for update. discussions continue with Contractor and Kal-Lake. Reached	KLWSA

306 Mary St	Application for SLU for ADU STR. Scheduled for 12-19 PC. Postponed due to potential regulatory changes. Notified applicants that their case will be at the March PC Meeting.	PC
129 Griffith Unit 2	Received concerns from MTS that change of use is occurring without proper permits. Continued discussion with MTS, change of use application expected. Had discussion with applicant on processes. Provided resources. Discussions continue with applicant and fire department. Spoke with applicant about timelines for approval. Continued discussion with applicant and fire department.	Zoning
825 Bridge St	Application for STR ADU SLU received. Had discussion about minimum size not meeting requirements. Applicant explained structure had been rented since 2011. suggested waiting for the 12-19-2024 Meeting for discussion on regulations before submitting application. Spoke further about minimum size requirements and how to best relay concerns to the PC. Spoke to owner again about potential timeline for review. Owner picked up checks for application, still intends to apply for SLU at future time. SLU Application received, still need payment.	PC
405 Park St	Received application for addition of bathrooms and interior renovation. Sent to Contract planner for discussions. Administrative review deemed inappropriate due to location and scope of project, Formal site plan review scheduled for pc. Site plan review approved contingent upon applicable flood plain requirements being met. Waiting on owner to send additional documentation.	Zoning
401 Elizabeth St	Answered questions and provided resources for future repaving project for Saugatuck Public Schools. Discussion continues.	Zoning
991 Ridgerview Ln	Spoke to resident regarding SLU requirements for ADU STR. Application received, awaiting payment. Payment and application received, scheduled for Feb meeting, sent info to contract planner. Notified applicants that their case will be at the March PC Meeting.	PC
202 Butler St	Began discussions for SLU requirement for outdoor seating at pumpernickels. Also discussed Expanded outdoor seating regulations. Provided resources.	PC
150 Taylor St	Application for STR renewal received. More information needed from applicant. Info provided, sent to Fire Department. Sent email to applicant explaining that due to transfer of ownership to LLC, application is currently pending.	STR
842 Lake St Unit 7	Str application with no required documentation provided, sent back to local agent. Info received, still need payment.	STR
807 Lake St 7	Incomplete STR application received. Sent back to local agent. Received info, asked for further information. Info received, sent to fire department.	STR
249 Mason	Change of Use application received. Had discussion with fire department and sent request for more information to applicant.	

304 Lucy St	Received STR renewal with new owners. Noted a different license holder on application from previous years. Transfer occurred Jan 2024, existing certificate never updated. Application denied due to unauthorized transfer of ownership. Email and letter sent to owner. Discussions with the owner and local agent in regards to appropriateness of denial was had. Owner to provide timeline of events for argument to be sent to legal. Explained to owner that their application is considered denied due to transfer.	STR
940 Pleasant	Received site plan review from fire department. Reached out to Ryan with questions. Sat down with owner to discuss plan. More information needed.	Zoning
40 Butler St	HDC application for Fence received. Sent to Contract planner. HDC approved contingent upon material used being wood. Sent applicant Zoning permit application for next steps.	HDC
555 Griffith St	STR application received. Sent to fire department. Notified of pipe burst at property, inspection postponed until further notice.	STR
618 Water St	Spoke to sign company in regards to requirements for monument sign in the historic District. Discussion continues on requirements of HDC.	HDC
1020 Holland St	Addition to res structure received. Waiting on topo survey. Reached out to contractor to confirm topo survey is on the way. Topographic survey received.	Zoning
419 Lake St	STR application received. Sent to fire department	STR
409 Lake St	STR application received with no supporting documents. Request for more info. Info provided, sent to fire department.	STR
413 Lake St	STR application received with no supporting documents. Request for more info. Info provided, sent to fire department.	STR
31 Butler St	HDC application received to reside building. Advised that payment is still needed.	HDC
338 Park St	Application received for existing STR. Noted transfer from owner to LLC, notified owner that license is currently pending. Sent email to applicant explaining that due to transfer of ownership to LLC, application is currently pending.	STR
781 Manchester Dr	STR application received. Sent email to applicant explaining that due to transfer of ownership to LLC, application is currently pending.	
997 Singapore Dr	Spoke to resident about STR regulations and applying for a license early. Application received, sent to fire department.	STR
231 Grand St	STR Application received. Local Agent outside of allowed radius, notified owner.	STR
220 Brook St	STR Application received, sent to fire department.	STR
825 Bridge St	SLU Application received, still need payment.	PC
332 Mary St	Discussion with STR owner, resources provided.	STR
611 Lake St	Application for HDC permit for sauna received. Location of sauna does not meet Zoning Code, left message for applicant to discuss further. Had discussion about placement of structure not conforming with Zoning regulations. Awaiting response regarding new placement.	HDC

Closed Casework

1 Old Allegan Road	Gave information on location of parcel outside of city limits.	Zoning
115 Butler St	Spoke to resident about building permit requirements.	Zoning
254 Francis St	Emailed contractor with concerns for visibility of construction structures, and provided him with date of permit expiration. Contractor ensured construction materials and equipment are moved to within the property lines and confirmed removal of equipment entirely.	Zoning
215 Grand St	Answered questions about expiration dates and inspections.	STR
647 Butler St	Answered questions about expiration dates and inspections.	STR
673 Lake St	Had discussion with applicant regarding building on a waterfront lot within historic district. Noted concerns about building within a flood plain and referred them to EGLE. Provided HDC resources and had further discussion on setbacks, lot coverage, and setbacks being measured from the Ordinary high water mark.	Zoning/HDC
727 Butler St	Provided information on Expiration dates.	STR
159 Takken	Had discussion about building permit requirements. Confirmed address is not within HDC.	Zoning
350 Mason ST	provided resources for rental license in R4.	STR
1042 Maple St	Updated local agent for STR Certificate.	STR
340 Water St	HDC application for door received. Sent to Contract planner. HDC approved plans, sent site plan review application for next steps. Site plan review application received and approved. Sent to MTS.	HDC
143 Elizabeth St	Confirmed expiration dates and provided resources for future reference.	STR
450 Spear St	Called with update on regulatory changes and outlines next steps for SLU process.	PC
515 St Jospeh St	Called with update on regulatory changes and outlines next steps for SLU process.	PC
306 Mary St	Called with update on regulatory changes and outlines next steps for SLU process.	PC
825 Bridge St	Called with update on regulatory changes and outlines next steps for SLU process.	PC
117 Perryman St	STR application received. More information needed. Info received. Sent to fire department. License issued.	STR
37 Park St	STR application received. Sent to fire department. Reinspection needed, fee paid. License issued.	STR
562 Weirich Dr	STR application received. Sent to fire department. License issued.	STR

304 Lucy St	Received STR renewal with new owners. Noted a different license holder on application from previous years. Transfer occurred Jan 2024, existing certificate never updated. Application denied due to unauthorized transfer of ownership. Email and letter sent to owner. Discussions with the owner and local agent in regards to appropriateness of denial was had. Owner to provide timeline of events for argument to be sent to legal. Explained to owner that their application is considered denied due to transfer.	STR
700 N Maple St	Spoke to resident about potential future ADU project, provided resources.	Zoning
736 Pleasant St	Had discussion with applicant regarding sign regulations for B&B's in CR district. Provided resources.	Zoning
212 N Maple	STR application received. More info needed. Info received, sent to fire department. License issued.	STR
649 Lake St	STR application received. More info needed. Info received, sent to fire department. License Issued.	STR
110 Park St	Answered questions for recent lot split. Spoke with Allegan county equalization, treasury department and ROD.	Zoning
745 Pleasant St	Received complaint for possible trespassing, spoke to local agent of property to ensure future compliance.	Enforcement
547 St Joseph St	Application for natural gas line installation received. Permit issued.	ROW



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 2/10/2025:

Tree Work:

Part of our annual tree care work is to identify and remove trees of concern that have been identified as a valid safety concern from a certified arborist. Most of this year's removal work took place on February 12th, 13th, and 14th. E. Dowd's Crane Service assisted Public Works with the use of their crane and climbers to lower the debris to the ground so that staff could clean the debris. Five trees have been removed, and each will be replaced this spring.

Willow Tree at Cook Park:

The rest of the Willow tree at Cook Park has now been removed except for the stump. All the resulting wood has been stored at Public Works. Since the time that the tree was initially damaged, people have contacted the City and expressed interest in using the material for woodworking projects. Public Works plans on working with those individuals and the Parks and Public Works Committee on the best way to distribute the wood.

Christmas Tree Collection Service:

Each year after Christmas, residents may set their Christmas tree curbside where DPW will collect and dispose of them. This year's collection ended on Thursday February 20th. Should residents still need to dispose of their trees, they could set the tree curbside in compliance with the brush and leaf collection rules. The first brush and leaf collection of 2025 is on March 11th for properties on the east side of the Kalamazoo River and March 12th for all properties on the west side of the river.

Front-End Loader Demo:

As we continue researching front-end loaders, staff had the chance to demonstrate a 2024 Volvo L90H. Staff thought the Volvo was a very nice piece of equipment. The downside to the Volvo front-end loader would be if there was a potential issue with parts in the U.S., they would need to come from Germany. The current front-end loader is used daily, so they are concerned about downtime. Next, Caterpillar of Grand Rapids allowed us to demo a 2024 Caterpillar 938 model. This would potentially be a direct replacement of our current 1999 Caterpillar 938G model that has served the City very well for over 26 years. Staff were instantly impressed with the significant noise reduction of the new tractor along with its quick attach capabilities. Lastly, we were able to demo one more unit from Holland Equipment Services. They are the local

Hyundai dealer. The staff had the opportunity to demo the 2024 Hyundai HL940. The staff said that overall, this machine is not preferred as it is cheaply made compared to the other models that they have tried out. We were hoping to try out a Komatsu, however they do not do municipality discounts through MI deal pricing, and they did not have one available for us to demonstrate. They offered a John Deere, which was declined.

Meetings:

- 2.14.25 - Department Head Team Meeting
- 2.17.25 - Monday Morning Team Meeting
- 2.18.25 - Meeting w/DPW Admin Assistant
- 2.19.25 - City Council Workshop (via Zoom)





**City of Saugatuck
Status Report of Engineering Activities
February 19, 2025**

General Consultation

- 2024 Asphalt Repairs: The project is complete with the exception of confirming grass restoration was effective in the spring.
- Village Square Court Renovation: Prepared a proposal for developing an application for the MDNR Passport Program. Applications are due April 1.
- Developing a proposal for inspection of larger culvert crossings and storm sewer outfalls.
- Prepared a draft CIP update for staff review. It will be presented at the February 19 council workshop.
- Prepared a bid package for a 3-year pavement marking contract. No bids were received at the February 13 bid opening, and it is being rebid on March 13. The timeframe for construction was also adjusted with work now anticipated to be completed by mid-June each year (originally prior to Memorial Day weekend). We have already had communication from two bidders.

EGLE Technical, Managerial and Financial (TMF) Project

- The City was awarded \$221,600 in funding from EGLE's Community Technical, Managerial, and Financial (TMF) support for lead service line identification (100% grant).
- Prepared the City's Complete Distribution System Materials Inventory and submitted it to EGLE to meet the October 16 deadline. An updated version will be provided when potholing work is complete.
- Potholing work will be finished in the spring. A number of addresses have been added to fully utilize the grant dollars available.

Mt. Baldhead Projects

- AT&T Project Assistance
 - Providing assistance on an as-needed basis.
- Restroom Building Replacement
 - The bid opening was held on February 13. Bids will be presented at the February 19 council workshop.
 - Construction is planned for spring/summer 2025.
- Observation Platform Replacement
 - Design work is progressing. Additional survey work is complete.
 - The Allegan Conservation District has provided the Vegetation Removal Assurance, which is a report required for the EGLE/USACE Critical Dunes Permitting. The report evaluates impacts on vegetation, native, non-native and invasives, and provides guidance for the design and construction. The report includes guidance for several of the unhealthy, dead or undesirable species to be removed as part of the project and replaced with native/desirable ones.

Sea Wall and Concrete Repairs

- Design work is underway and topographic survey information will be collected soon.
- We are working to get the project out for bids as soon as possible with construction to be completed prior to the 4th of July holiday.
- Planning to meet with DPW and a steel fabricator to provide direction for short term repairs to the chain ferry.

Maple Street Improvements – Study Phase

- Planning efforts to date were presented to council at the January 22, 2025 workshop.
- The City's MDOT Category B grant was selected for funding this year. This grant will fund \$250,000 of the road restoration costs on the project.
- We are currently anticipating design starting in early 2025 and construction starting in spring 2026 following the Allegan County Drain Commissioner's Blue Star Highway Drain project, which will require closure of Blue Star Highway for a time. MDOT has approved extending the Category B funding to 2026.
- We will develop a proposal for design phase services when the project scope has been determined.

Park Street Improvements – Study Phase

- Park Street between Campbell Road and Mt. Baldhead has no specific non-motorized facility and a number of unique challenges and right-of-way encroachments. The asphalt pavement is deteriorating. A number of development projects have recently been completed or are ongoing along the corridor. A planning phase proposal has been developed to build on prior study work and develop a scope, concept and cost estimate for improvement of the corridor.
- We are awaiting results of our application to EGLE's Michigan Coastal Management Program, which was submitted on December 20 followed by a council resolution on December 23. If funded, the grant would cover up to 50% of the planning cost and an updated proposal will be prepared to align with the funding.

Jamie Wolters

From: no-reply@weebly.com
Sent: Tuesday, February 11, 2025 2:46 PM
To: Jamie Wolters
Subject: New Form Entry: Website Contact Us Form

Follow Up Flag: Follow up
Flag Status: Flagged

Caution: This email originated from outside of the organization. DO NOT click on links or open attachments unless you recognize the sender and know the content is safe.

You've just received a new submission to your [Website Contact Us Form](#).
[Mark as Spam](#)

Submitted Information:

Name
Dick Waskin

Email
[REDACTED]

Address
[REDACTED]
Saugatuck, MI United States 49453

Comment
Jamie,
Could you please include this Harbor Authority report at the next City of Saugatuck Council meeting. Thank you.

It has been some time since the Board has heard from the Harbor Authority. Our last meeting that had a quorum was April 16th , 2024. At that meeting it was decided that the Harbor Authority would meet quarterly instead of monthly. It was also decided that the Authority would seek the guidance Of Gregory Weykamp of Edgewater Resources on what the future direction of the Authority would be. Weykamp sent an initial letter on how we could secure their services (please see the attached).

In October the Authority had scheduled a meeting in which Mr. Weykamp attended where he was to outline more specifics of the services and direction they could give. This included preparing the Authority to have the facts needed and opportunities offered for grants to keep our Harbor healthy and navigable. Currently Lake Michigan and our Harbor are on a downward trend and for the first time in 10 years it has fallen below the average level.

<https://www.traverseticker.com/news/back-to-the-shallows-after-years-of-high-water-lake-michigan-water-levels-dip-below-average/>

If this trend continues we will find ourselves back to conditions that existed several years ago.

We feel it important that we be prepared now for such a situation instead of having to wait until the problem becomes severe.

In 2016 Edgewater Resources prepared a Harbor Management Plan for the City of Saugatuck. We have reviewed this plan and there is a great deal of information in it. We feel Edgewater Resources could help in updating this plan and giving the 3 municipalities a way to move forward. But to do this the Authority would have to be funded and personal resources would have to be allocated. Hopefully this is something that each municipality can work on together to provide the needed resources.

Sincerely,

Dick Waskin, Vice Chair of the Kalamazoo Lake Harbor Authority.

Submitted Files

Upload File

[edgewater_resources.pdf](#)

May 3, 2024

Dick Waskins
Vice Chair
Kalamazoo Lake Harbor Authority

Subject: Kalamazoo Lake Harbor Authority Ongoing Services

Dear Mr. Waskins:

Thank you for the opportunity to continue our services to the Kalamazoo Lake Harbor Authority (KLHA) to assist the Authority and the communities of Douglas, Saugatuck, and Saugatuck Township in achieving the mission of KLHA. Edgewater Resources is a full service design and engineering consultancy providing services in architecture, landscape architecture, survey, and marine, civil, and coastal engineering, serving clients across the US and around the world. We have had the good fortune to work with KLHA, similar predecessor entities, and the communities that surround Kalamazoo Lake, and we very much appreciate the opportunity to be of continued service.

We understand that KLHA is requesting additional support in developing strategies for addressing ongoing challenges including preparing for long term water level fluctuations, dredging, navigation, flooding, public access, engagement with permitting and regulatory agencies, and management of invasive species and other potential factors impacting Kalamazoo Lake and the surrounding communities. As there is not a specific task at hand with a clearly quantifiable scope of work, this proposal is for ongoing hourly consulting services to address issues as they arise and help develop specific strategies for resolving them through separate and specific task orders that will be completed under separate written authorization. Following an initial discussion of each proposed task, we will prepare a written scope of work, schedule, and budget estimate for your written approval prior to commencing work.

We propose to provide these services on a time and materials basis at our standard hourly rates (attached) and will not exceed \$12,000 for participation in monthly KLHA Board Meetings and initial efforts to define and develop detailed tasks without prior written authorization. We appreciate this opportunity to work with you, and look forward to getting started. If you find this proposal acceptable, your signature below will serve as our authorization to proceed. We will work closely with you and communicate clearly to ensure our efforts are on task and meeting your expectations in terms of budget and deliverables.

Sincerely,

A handwritten signature in black ink, appearing to read "G Weykamp".

Gregory J. Weykamp, ASLA, LEED AP
Principal / President

Accepted:

KLHA

Date

FEE SCHEDULE

BASIS OF COMPENSATION

The compensation of Edgewater Resources, LLC for professional services is based upon hourly rates as indicated below.

TITLE	RATE
Principal	\$242.00
Sr. Architect	\$194.00
Sr. Engineer	\$194.00
Sr. Landscape Architect	\$194.00
Sr. Surveyor	\$168.00
PM Engineer	\$168.00
Project Landscape Architect	\$168.00
Project Engineer	\$153.00
Project Director	\$142.00
Landscape Designer	\$142.00
Staff Engineer	\$142.00
Administration	\$110.00
Intern	\$98.00

Please Note:

Expenses connected with the work such as travel, vehicle rental, equipment rental, subsistence, lodging, etc., will be charged at cost.

Vehicle mileage will be charged at the standard, federal, per mile rate.

Printing expenses will be charged as follows: standard b/w format prints /copies @ \$0.25/page; large format b/w prints/copies @ \$0.40/sq.ft.

Large format color prints/copies range from \$5-15 / l.f. for non-mounted/non-laminated b&w or color prints.

Drone services will be charged at \$20 per hour, or \$100 per day.

Wave sensor usage will be charged at \$100 per week, or \$300 per month.

Any labor expended in support or performance of expert services and litigation activities shall be 1.5 times the above standard hourly rates.

CLIENT'S INITIALS _____