



City Manager Report

February 10, 2025

Lead Testing Report

- The Kalamazoo Lake Sewer Water Authority provided the following, showing 0 sites were above action levels for lead or copper:

The Michigan Department of Environment, Great Lakes, and Energy (EGLE) received your results of lead and copper tap monitoring conducted between June 1 and September 30, 2024. The calculated 90th percentile values are listed below. Please retain this information for your records.

Action Levels	90 th Percentile Value	# of Sites Above Action Level	Range of Individual Results
Lead 15 parts per billion (ppb)	3 ppb	0	0 ppb - 5 ppb
Copper 1.3 parts per million (ppm)	0.5 ppm	0	0.0 ppm - 0.6 ppm

- As a reminder, further location of lead services lines throughout the City will be completed this spring. We will provide Council and the community a full report once that work is done.

Sheriff's Office Presentation

- Each month the Sheriff's Office provides a report of the number and types of calls they responded to.
- During the strategic planning meeting, Council requested an annual summary presentation and further education on police services.
- Sgt. Haas will be presenting the requested information at the February 24 regular meeting.

Capital Improvement Planning

- The Engineer and Department of Public Works have drafted updates to the five-year capital improvement plan. The draft plan will be presented at the February 24 workshop. Sneak preview. We have a lot of costly infrastructure work ahead.

Milfoil (Invasive)

- Last year, Aquatic Doctors presented to Council on their milfoil treatment in the harbor. I checked with them recently and they advised "there will be a need for

treatment this summer. Low water levels will promote growth and impact the river. I would plan on some management, hopefully there is less growth than in the past”.

- I hope to bring treatment plans and costs to a workshop soon.

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.
- Review of the SHPO letter is planned for the February 19 workshop.
- AT&T’s decision on the City’s agreement request remains pending resolution of SHPO approval.

Maple Street Project

- The improvements currently under evaluation include:
 - Road resurfacing or reconstruction
 - Water main replacement (including replacement of services, some to inside the home/building)
 - Drainage and stormwater management improvements
 - Non-motorized improvements (widened shoulders, sidewalk, or similar)
- A review of the options and costs occurred at the Council’s January 22 workshop. The details are available in the meeting packet:
https://www.saugatuckcity.com/uploads/1/3/3/9/133977444/p_1-22-25_redacted.pdf
- Based on the Council’s feedback on the options, staff is preparing a proposed plan to pay for the project and discuss further at the February 24 workshop.

Mt. Baldhead Bathroom Replacement

- The project is now out for bid.
- Further review of the project is planned for the February 19 workshop.

Blue Star Trail

- 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 is following up on the items that were discussed in the recent closed session.

Airport Property Project

- The ODC is still targeting early spring to work on the parking lot, trails, and signage. If the weather cooperates, the overlook may be able to be constructed this winter.
- 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. City Council will make the final decision on any name change.

Michigan Municipal Executives Conference

- I recently attended the MME conference in Bay City. It was great to connect with colleagues from around the state. A lot of great educational sessions as well. I attended the following sessions:
 - First Time Attendees Breakfast Meetup
 - General Session: Legislative Update
 - Road Funding: Leading Your Community to Better Roads
 - General Session: 13 Ways to Kill Your Relationships – A Conversation with Peers
 - Employee Benefit Best Practices to Recruit and Retain Talent
 - Welcome Reception
 - General Session: Whole Reset for Whole Wellness Part Deux: Recharging Your Nervous System for Resilience and Performance
 - You Have to Be the Bigger Person: Emotional Resilience and Positive Outcomes in the Face of Incivility
 - General Session: Strategic Relationship Management – Harnessing Your Inner Leslie Knope
 - Into the Frying Pan on Your First Day?
 - Early Career Outreach Dinner
 - General Session: Communication for Influence – How to Improve Workplace Communication for Greater Collaboration
 - Closing General Session: Mentor-Mentee Relationships Know no Bounds

Miscellaneous

- Attended meeting with Douglas and Township managers and legal counsel to work on red line changes to water-sewer agreement draft.
- Held one on one meetings with DPW Superintendent and Director of Planning/Zoning.
- Met with Rotary representative to discuss current City priorities and how they may be able to help fund them, specifically Mt. Baldhead vegetation restoration.
- Met with Wick's restaurant owner to review St. Patrick's Day event request.

Blast from the Past

- Below is an article that was in the paper on February 3, 1972.
- As we work on an updated water-sewer agreement with KLWSA, its always interesting to learn about how it all got started. Do the names of the consultants look familiar to anyone?

Sewer System Called Costly but Needed

The proposed area sewer system for Saugatuck, Douglas and part of Saugatuck Township may cost its users less than originally estimated.

On the other hand it is still a very expensive project.

However, the construction and bond markets are attractive right now, a regional approach probably is the only way to get state and federal grants to help pay for the project, and if Saugatuck and Douglas do not proceed toward sewer improvements, the state may force them to proceed within five years.

These are some of the points developed in a three-hour review of the sewer project attended by about 60 persons Monday in the Douglas Village Hall. The meeting was conducted by the Regional Planning Commission, with speakers from engineering, bonding and financial firms.

John Paul Jones of Williams and Works, Grand Rapids engineering and planning firm, outlined studies made to determine land uses and population densities, on which sewer planning is based. Population is projected for about 10,000 in 1990, compared to an estimated 4,000 now in Saugatuck, Douglas and Saugatuck Township.

"You have a community here that's of a manageable size. Your problems therefore are of a manageable size," he said.

The aim is to concentrate new growth near the villages of Saugatuck and Douglas for economic use of facilities. Commercial development would be near existing commercial uses and near the north and south interchanges of Interstate 196. Industrial use would be concentrated south of Douglas and east of the Blue Star Highway.

Howard Witmer, chairman of the planning commission's sewer committee, said the Kalamazoo River has been polluted for many years from upstream food and paper plant wastes. Since 1967 restrictions have brought about an improvement in the river. The area of Saugatuck and Douglas has not yet been cited by the Water Resources Commission and ordered to improve its waste handling, but he said he believes it will be cited within five years.

Ed Fleis of Williams and Works outlined the preliminary

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(Continued from pg. 1)

nary report on the sewer system which was completed in February 1971. A regional approach was chosen to avoid duplication of facilities and to assist in receiving grants. The net cost to the customer will be less with a regional system, he said.

State and federal grants totaling 75 per cent of the cost are available for the treatment plant and for inter-municipal trunk lines. For the collector lines that run under individual streets, grants are available for 50 per cent of the cost over 10 per cent of a municipality's state equalized valuation.

Fleis said he has no doubt that the Water Resources Commission will require Saugatuck and Douglas to act. Few towns of their size are not planning sewers, he said.

He offered three reasons for a sewer system:

--A sewer will be needed if the area wants an industrial park, high-density housing, motels, and restaurants.

--Some parts of the area have clay soils not suited for septic tank systems.

--The costs of construction are rising at 10 to 12 per cent a year.

He estimated cost of the entire system at \$3,691,000. This includes \$830,000 for a treatment system, \$1,116,000 for trunk lines, \$80,000 for land and \$1,665,000 for local sewer lines.

Grants are available totaling \$1,591,000. This includes \$620,000 for the treatment plant, \$756,000 for trunk lines, and \$215,000 for local sewer lines.

This leaves a total local cost of \$2,100,000. A year ago the preliminary report estimated the local cost at \$2,488,000. Fleis said the difference is that grants are now estimated at 75 per cent of the cost for trunk and treatment facilities, rather than 55 per cent as in the preliminary report. The change is owing to different procedures on the state level.

Fleis said, "it is a very expensive project." There are various ways to finance it, with varying costs to the users, he said.

Robert E. Hammell of Miller, Canfield, Paddock

and Stone, a bonding company, said the aim in financing is to get the lowest available interest rate on bonds by offering the best available security for the bonds. He recommended having the Allegan County Department of Public Works handle the issue, giving it the backing of the county's tax base, as several other towns have done. Today's interest rate is about 5.29 per cent, he said.

Ways of raising money to pay off the bonds include taxes, special assessments, tap charges and monthly charges based on use.

Robert Bendzinski of Kenower, MacArthur & Co., financial consultants, recommended using all four sources to help pay for the system. He said construction and bond markets are favorable now. He questioned whether any grants would be received if the municipalities built separate systems.

Fleis estimated costs to the individual as this:

--A monthly charge of \$5.35 to pay for maintenance and operation of the system, and to pay for the trunk lines and treatment plant. If costs for future expansion were added the charge would go to \$10 a month.

--Additionally, paying for the collection system would cost approximately \$1,450 a customer. There are various ways to pay this, including taxes, front foot assessments and monthly charges, and varying lengths of payment.

Hammell said that there are proposals to increase the federal grant money. Sen. Edmund Muskie has offered a bill proposing grants up to 80 per cent. A House bill proposes grants of up to 90 per cent. There is no way of knowing what action will result on these proposals, he said.

Hammell was asked, since both Saugatuck and Douglas plan advisory referendums on the sewer proposals in March, what should the question say on the ballot?

He suggested using the dollar figures as expressed at the meeting.

"I'd hate to try and vote on it. Not enough is known," he said. In relation to other communities the cost is not out of line, he said.

Douglas Village President Joel Matteson said the residents of Douglas will be given a chance to vote on the proposal and the council will not "slide it through" while nobody is looking.

A verbal clash developed between Matteson and Ralph Galitz, chairman of the planning commission. Matteson said he thought there would be more confidence in the project if original members of the planning commission had remained on it. He said the elected officials are the ones responsible and they want to let the people decide. Galitz said if Matteson thinks the planning commission is trying to push something through, that is utterly ridiculous.

Mrs. John Bauer inquired if there will be a vote on the sewer for residents of Saugatuck Township. Supervisor Ralph Cartwright said none had been asked for.

Planner Jones said it is wrong to vote on the sewer on the basis of cost. He said it doesn't cost anything to pollute but costs a lot to get the pollution out. The sewer will benefit young people the most, he said. Without it, there is not going to be additional industry, and without industry there will be nothing to keep young people in the community, he said.

Treasurer Report
February 10, 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.
- The State of Michigan asked to verify a number. Worked with Peter, the assessor, and BS&A to finish this project.
- Took a couple of early ACH payments
- Work with assessor on a veteran exemption / refund situation

Payables:

- Continue to convert the vendors from Peter's account information to mine
- Processed a payables run
- Reactivated the Shell gas card and paid off an emergency bill (Dunesview was closed)

Miscellaneous:

- Reconciled the July bank statement and well into August.
- Worked on updating the signature cards at the banks based on a new mayor / mayor pro-tem
- Rolled over two CD's and put in reminders for all of the maturity dates – worked to get good documentation for backup
- Made a first draft of a budget amendment.
- Prep for the strategic meeting
- Worked with KLSWA to get notifications of EFT deposits ahead of time.
- Started the Oval Beach pass process by talking with Peter about where, how, and how much.
- Attended a Plante Moran training session (on budgeting)
- Took a variety of credit card payments (parking fines, permits, etc)
- Started tracking down ChatGPT's governmental service
- Sent through notification on a technology patch to DPW
- Fielded a health department notification (for water supply regulations and updated our records with them (to go to Scott)).

Payroll:

- Working to develop processes and procedures to eliminate inefficiencies and potential errors
- Processed the 01/31/24 payroll
- Processed the W2's, 1099's, and most of the year end annual filings (Michigan is due end of February, so I wait until mid-February to do a final submission).
- Cleaning up old pay rate table codes



City Clerk Department Report

February 10, 2025

➤ Elections:

- We were randomly selected by the State for a procedural audit of the November Presidential election. On February 6th, the county audit team conducted a thorough review at City Hall to verify that every required step was properly completed. I am proud to announce that we achieved a ***perfect audit!***
- Attached to my report you will find the state audit results for our election.
- For more information on the audit process, visit the state election site [**here**](#).
- We were commended by the County on our organization and preparedness for the audit along with our system for processing AV ballots in precinct.
- County Clerk Genetski commended our team and Saugatuck Township for our successful partnership in implementing the 9-days early voting period. He shared this success with the Ottawa County Clerk, as Ottawa County has decided not to facilitate 9-day early voting for its jurisdictions going forward.

➤ Starting 2025 agreements.

➤ Currently processing 2025 Business Licenses.

➤ Assisting residents in-person, via email, and by phone with various questions and concerns.

➤ Continuing work re-designing city website.

➤ Coordinated and prepared meeting packets and minutes.

➤ Meetings:

- City Council Meetings
- One Special Event Meeting

Post-Election Audit Printable Worksheet

Updated as of 11/8/2024

County Allegan Jurisdiction City of Saugatuck Precinct 1 Audit Date 2/6/25

NOTE: All discrepancies should be explained on the reverse side of this checklist.

Pre-Election Requirements:

Notices:

Notice of Registration ☒ Yes ☐ No
Election ☒ Yes ☐ No
Public Accuracy Test ☒ Yes ☐ No
Weekend Hours in QVF ☒ Yes ☐ No

Election Inspectors:

Appointed by Election Commission ☒ Yes ☐ No
At least 1 R & 1 D ☒ Yes ☐ No
Apps available ☒ Yes ☐ No
Proof of Training ☒ Yes ☐ No
Proof sent to parties ☒ Yes ☐ No ☐ N/A

E-Pollbook: ☐ N/A

Encryption Pwd: ☒ Yes ☐ No
Unique User/Pwd: ☒ Yes ☐ No
PrivacyZone Active: ☐ Yes ☐ No ☒ BL
Docs Saved: ☒ Yes ☐ No
Date hostservice.zip modified: 11/8/24

Voting System & Test Deck:

Test Deck Sealed: ☒ Yes ☐ No
Seal # Recorded: ☒ Yes ☐ No
Test Deck & T&S Certification Seal # Match: ☒ Yes ☐ No

Tab Seal # Match w/T&S Certification & Pollbook ☒ Yes ☐ No
Tab Serial # Match w/T&S Certification & Pollbook ☒ Yes ☐ No
EC Addendum ☐ Yes ☐ No ☒ N/A
Pre-printed TD- HM ☐ Yes ☐ No ☒ N/A

Prelim Test Date: 10/10/24
Public Test Date: 10/17/24

Test Deck Properly Created:
☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 6 ☒ 7 ☒ 8
☒ 9 ☒ 10 ☒ 11 ☒ 12 ☒ 13 ☒ Dif Totals

Tab Tape & Predetermined Results Match: ☒ Yes ☐ No
Zero Tape Printed: ☒ Yes ☐ No

Voter Assist Terminal

Test Certification Form: ☒ Yes ☐ No
Tested before Election: ☒ Yes ☐ No
Tested on Election: ☒ Yes ☐ No
Number of voters: 100

Applications to Vote Review:

apps to vote matches # of voters: ☒ Yes ☐ No
Apps to vote properly completed: ☒ Yes ☐ No
Number of ID Affidavits: 2
Military/Overseas apps: ☒ Yes ☐ No
Ballots sent on time: ☒ Yes ☐ No ☐ N/A

AV ballot posting: ☒ Yes ☐ No ☐ N/A

Receiving Bd checklist: ☒ Yes ☐ No

Paperwork Assessment:

Poll Book & Statement of Votes

- Clerk's Preparation Certificate completed and signed ☒ Yes ☐ No
- Election Inspectors Preparation Certificate completed and signed by inspectors present when polls opened ☒ Yes ☐ No
- All inspectors (including chair) subscribed to the Constitutional Oath of Office ☒ Yes ☐ No
- Oath administrator signed ☒ Yes ☐ No
- All election inspectors that signed the oath were appointed by the Election Commission ☒ Yes ☐ No
- All spoiled, affidavit, envelope, challenged, and AV ballots noted ☒ Yes ☐ No
- Challenges recorded (if nec.) ☐ Yes ☐ No ☒ N/A
- Write-in votes totaled (if nec.) ☒ Yes ☐ No ☐ N/A
- Totals tape signed by inspectors present when poll closed ☒ Yes ☐ No
- Number of ballots tabulated on totals tape matches the number of voters listed in the pollbook. ☒ Yes ☐ No
- Ballot summary is completed, balanced, and totals are accurate ☒ Yes ☐ No ☐ Remark

- Certificate of Election Inspectors completed and signed by inspectors present when polls closed ☒ Yes ☐ No
- Ballot container seal number is properly recorded in pollbook ☒ Yes ☐ No
- Program container seal number is properly recorded in pollbook ☒ Yes ☐ No
- Seal number verification signed by one inspector of each major political party in pollbook ☒ Yes ☐ No

Program Container Certificate

- Seal number properly recorded ☒ Yes ☐ No ☐ N/A
- Signed by one election inspector of each major political party ☒ Yes ☐ No ☐ N/A

Provisional Ballot Forms

- Affidavit ballot Question 3 PB form marked Yes ☐ Yes ☐ No ☒ N/A
- Envelope ballot Question 3 PB form marked No ☐ Yes ☐ No ☒ N/A
- Envelope ballots were processed appropriately ☐ Yes ☐ No ☒ N/A
- Affidavit & Envelope Voters were registered to vote ☐ Yes ☐ No ☒ N/A
- Counted envelope ballots sealed in an approved container ☐ Yes ☐ No ☒ N/A



Planning, Zoning and Project Report

February 11, 2025

Planning and Zoning

- Prepped for and attended Historic District Commission.
- Presented proposed regulation changes to City Council at Workshop.
- Attended scheduled internal meetings.
- Had meeting regarding residential proposal for multi-phase build.
- Created report to identify properties which have transferred ownership.
- Scheduled and performed interviews for open HDC position.
- Made recommendation memo for open ZBA position.
- Made recommendation memo for open Alternate ZBA position.
- Reached out to resident regarding removal of hardscaping.
- Had meeting with residents to outline process to adjust lot lines.
- Had discussions with legal regarding STR regulations.
- Met with business owners regarding outdoor sale of food.
- Had discussions about change of use requirements for multi-use site.
- Had discussions with Building Official regarding residential and commercial code.
- Created and provided Zoning Verification letter.
- Met with multiple concerned residents regarding upcoming Special Land Use request.
- Discussed Minor Site Plan approvals with Chair of PC.
- Reached out to contractors in regards to unsatisfactory conditions of development site.
- Discussed sign standards with developers.
- Had discussion with Assessor regarding best practices when splitting lots.
- Spoke with fire department regarding best practices and renovation recommendations.
- Reviewed incoming property transfer affidavit's.
- 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.	PC
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.	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 issue. Still awaiting complete application and drawings for work completed onsite to address waterline issue. Had further discussions about what happened on site and emailed 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 contractor, engineer, and KLWSA continue. Spoke with contractor for update. discussions continue with Contractor and Kal-Lake	KLWSA
306 Mary St	Application for SLU for ADU STR. Scheduled for 12-19 PC. Postponed due to potential regulatory changes.	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.	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 Ridgeview 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.	PC
202 Butler St	Began discussions for SLU requirement for outdoor seating at pumpernicks. 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.	STR
842 Lake St Unit 7	Str application with no required documentation provided, sent back to local agent.	STR
807 Lake St 7	Incomplete STR application received. Sent back to local agent.	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
117 Perryman St	STR application received. More information needed. Info received. Sent to fire department.	STR
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	STR
37 Park St	STR application received. Sent to fire department. Reinspection needed, fee paid.	STR

254 Francis St	Emailed contractor with concerns for visibility of construction structures, and provided him with date of permit expiration.	Zoning
340 Water St	HDC application for door received. Sent to Contract planner. HDC approved plans, sent site plan review application for next steps.	HDC
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
547 St Joseph St	Application for natural gas line installation received. Payment and escrow received. Permit issued.	ROW
1020 Holland St	Addition to res structure received. Waiting on topo survey.	Zoning
419 Lake St	received STR application. Sent to fire department	STR
409 Lake St	STR application received with no supporting documents. Request for more info.	STR
413 Lake St	STR application received with no supporting documents. Request for more info.	STR
562 Weirich Dr	received STR application. Sent to the fire department.	STR
212 N Maple	received STR application. More info needed.	STR
649 Lake St	received STR application. More info needed. Info received, sent to the fire department.	STR
31 Butler St	HDC application received to residing building. Advised that payment is still needed. Applicants provided large range of options, emailed to request narrowing down their proposal.	HDC
338 Park St	Application received for existing STR. Noted transfer from owner to LLC, notify owner that license is currently pending.	STR
997 Singapore Dr	Spoke to residents about STR regulations and applying for a license early.	STR

Closed Casework

888 Holland St	Having discussion with Real Estate Agent in regards to potentially converting property into restaurant, advised that SLU is required for a restaurant in this district, also went over considerations for HDC and fire department due to change of use. Provided resources, no further action needed at this time.	Zoning
STR	Answered residents' question in regards to how caps work.	STR
417 Spear St	Spoke to residents about concept for Storage containers in residential neighborhoods.	Zoning
450 Spear St	Received application for new garage with livable space above, sent applicant request for further information. Additional information and payment provided. No consideration for storm water mitigation, sent request for information. I had discussion about above living/office space. Permit issued.	Zoning
245 Spear St	Answered questions about STR renewal standards.	STR
450 Culver St	Answered questions about STR renewal standards.	STR
STR	Discussed new Fire Department policies with STR's.	STR
132 Mason	STR App received, sent to the fire department. License Issued.	STR
128 Elizabeth st 10	STR renewal. Information needed, emailed local agent. Info received, sent to the fire department. License issued.	STR
549 Hoffman St	STR renewal. Information needed, emailed local agent. Info received, sent to the fire department. License Issued.	STR
954 Elizabeth St	STR renewal. Sent to the fire department. License Issued.	STR
133 Main St	STR Renewal of first floor apartment in C2. First floor apartment does not front public st and is allowable dwelling unit. Info received, sent to the fire department. License issued.	STR
545 Spear St	Notified of demolition.	MTS
306 Mary	Application received to construct small roof over existing doorway. Permit issued sent to MTS.	Zoning

560 Mill	Written request to extend fence onto City property. Reviewed history. Sent to legal for review as no prior formal approval for landscaping or hardscaping on city property and fencing can't be placed in right of way per zoning ordinance. Also received a call wondering what would be required for HDC application for a proposed addition. After review with City Manager, City Attorney, City Engineer, and insurance carrier, sent owner e-mail requesting hardscaping items be removed. Met with owner and answered questions on 4/20. The owner planned to reach out to City Council. Not placed on Council agenda and items remain as of 6/20. Sent owner e-mail to remove within 30 days or City may remove and charge expense to them. No response to e-mail. Sent letter with copy of e-mail on 7/6. Received letter from homeowner's attorney. Shared with the legal who responded to attorney. Seeking policy direction from the City Council. Update planned for August 23 workshop. Hardscaping ordinance in progress. Planned January Council review. City Council approved ordinance amendments and formal policy. As the wall is prohibited by the policy and was installed prior to the ordinance, the owner may apply to allow the wall to stay (see 96.34(K)) . It will ultimately be up to the City Council whether they approve it or not. Sent owner app, ordinance amendments and formal policy. ROW installation/encroachment app. Need description of features, site plan showing location and dimensional detail and photos. Also need fee. Received fee. I still need updated plans. Received. Sent to engineer and DPW to review. New owners, emailed to continue process. sent memo to City Manager. emailed the owner for further information. sent questions to legal. Emailed owner with timeline for City Council workshop dates that may hear his request. Drafted report for City Council workshop 01-22-2025. The City Council requested motion to deny for full meeting 01-27-2025. Application to allow hardscaping to remain denied. emailed owner to thank for response to disappointing news and ask for estimated timeline for removal of requested hardscaping, will monitor property and continue to work with owner moving forward.	Enforcement
STR	Had a discussion with resident over concerns for more rentals in his district. Confirmed that available rental licenses would not be applicable.	STR
868 844 Holland St	Provided Zoning Verification Letter on both parcels.	Zoning
720 Butler St	Applicants questioned increasing occupancy limit. Emailed the fire department for discussion. Invoiced local agent for reinspection. Sent to the Fire Department. License Issued.	STR
111 Park St	Discussed STR Regulations	STR
731 Water St	Had discussions on lot line adjustment.	Zoning
135 Mason St	Spoke to resident about concept idea for outdoor grilling.	Zoning
991 Ridgview Dr	Spoke with concerned resident about ADU application for the	Zoning

	PC meeting 02-13-2025	
344 Maple St	Spoke with resident about requirements of district and use variances.	Zoning
70 Park St	Application for Hot Tub received. Advised applicant that hot tubs and pools are not permitted within the front yard. Had meeting with developer in regards to potential resolutions to this issue. Discussed with legal as hot tub was approved as part of original site plan and significant investment has been made to plumbing infrastructure for location of hot tub. Advised MTS that Hot tub has been approved as part of original building site plan.	Zoning
842 Lake St	Spoke to resident to confirm expiration dates and other STR information.	STR
120 Elizabeth C	Spoke with advisors in regards to clients STR status and explained that a transfer of ownership would void a license.	STR
433 Mary St	STR application received. More information needed. Information received, sent to fire department. License Issued.	STR
115 Butler St	HDC application for window received. Sent to Contract planner. HDC approved, permit sent to applicant and MTS for any further permits.	HDC
234 Butler St	Spoke with applicant in regard to replacing door at commercial establishment. Advised that property is within historic district and provided resources. HDC application for door received. Sent to Contract planner. Had discussion about direction of the door with the fire department. Issued HDC permit and sent to MTS for further permits.	HDC
110 120 Park	Lot Line Adjustment. Email sent to applicant for additional info. Info provided. Asked for legal description. Emailed for updated. Spoke to owner in regards to new proposal, asked engineer for input. Proposal has changed from lot line adjustment to lot split, discussion continues. Spoke to property owner in regards to buildability of the lots. Discussion continues, emailed contract planner with questions after reading land division act in regards to depth to width ratio. Discussion had with property owner, lines will need to be adjusted to meet depth to width ratio. Nederveld provided new information for split, discussions continued. Legal descriptions asked for. Received legal descriptions, sent to assessor for final review. Lot split for 110 park st approved, legal description and approval sent to Allegan county.	Zoning
547 St Joseph St	Application for natural gas line installation received. Payment and escrow received. Permit issued. Emailed applicant to confirm that they contact staff for onsite monitoring when street cut begins.	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 1/27/2025:

Snow & Ice Control:

The Public Works department has been responsive to winter weather events as expected. During the early morning of February 6th, ice rain created a severe safety hazard in the area. To combat this, the crew had pre-salted the streets the night before which had instrumental benefits in the effort of keeping the streets safe for motorists and pedestrians. All sidewalks and steps along City properties were salted as well.

Christmas Tree Collection Service:

Each year after Christmas, residents may set their Christmas tree curbside where DPW will collect and dispose of them. This collection service has begun, and several residents have utilized the service. DPW will continue to pick up trees until Thursday February 20th.

Equipment Maintenance:

While not snowplowing, significant time has been spent performing maintenance on equipment which includes the front-end loader, backhoe, snowplows, salting equipment, skid steer, and dump trucks.

Meetings:

- **1/27/2025** – DPW Weekly Goals Meeting
- **1/27/2025** – Temporary Art Installation Site Visit with CVB
- **1/31/2025** – DPW Weekly Goals Follow Up Meeting
- **1/31/2025** – Tree Care Planning with Arborist
- **2/03/2025** – DPW Weekly Goals Meeting
- **2/03/2025** – Holiday Lighting with Chips Groundcover
- **2/04/2025** – One-on-One Meeting – City Manager & DPW Superintendent
- **2/05/2025** – Council Workshop Meeting
- **2/05/2025** – Project Discussion Meeting with Rotary Club
- **2/07/2025** – DPW Weekly Goals Follow Up Meeting

Front-End Loader Demo:

As we continue researching front-end loaders, Caterpillar of Grand Rapids has 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. This is the second machine that we've demoed, and we plan to demo one more unit from Holland Equipment Services who is a local Hyundai dealer.





February 10, 2025
Sheriff Report

66 total dispatched calls and/or self-initiated calls

Accidents –

Alarms – 2

Assault - 2

Assist other agencies – 4 (assist to fire/ems on medicals)

Breaking & Entering – 1

Check Welfare – 3

Criminal sexual conduct – 1

Fire Alarm – 2

Fraud – 1

General assist – 27 (These are typically calls that the deputies use for doing the nightly lock ups in town)

Property inspections – 4

Malicious Destruction of Property – 1

Neighbor dispute – 2

BOL (be on the look out) – 2

Ordinance violation - 3

Parking – 6

Personal injury accident – 1

Road Hazard - 1

Warrant arrest – 1

Below are traffic stops by the 4 Deputies contracted by the city and amount of times they are at the school.

Traffic stops - 12

School contacts – 21

**City of Saugatuck
Status Report of Engineering Activities
February 5, 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 cost estimate for court resurfacing and other improvements in the park to assist with finalizing the project scope and method of delivery. Conversations with the donor's representative are ongoing.
- 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. The bid opening is scheduled for February 13 and bids will be presented at the February 19 council workshop. Work is anticipated to be completed prior to Memorial Day weekend each year.

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
 - Plans were presented at the January 22 council workshop.
 - The bid opening is scheduled for 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

- Working on scheduling a kickoff meeting with City staff before proceeding with design work.

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.