



City Manager Report

May 27, 2025

Severe Weather Event

- On May 15, significant severe weather, which involved strong winds (and numerous tornados inland), resulted in property damage and several trees and utility lines down.
- Events like this are challenging and there is a lot of prioritization and resource triage. I want to express a big thank you to the Fire Department for their significant response in securing numerous locations that had trees and power lines down.
- The safe and efficient response from the Public Works Department was also incredible. All DPW staff responded in the middle of the night and worked several hours Friday and Saturday to quickly secure and re-open several blocked roads. They also did a fantastic job in communicating with me, central dispatch, utilities, and Fire Department.
- The County declared a local state of emergency and we have submitted our response cost for possible reimbursement.
- Please see the Public Works report for further details.

Saugatuck Wilds Nature Preserve

- The new Saugatuck Wilds Nature Preserve (old Airport Property off 63rd, north of 134th) will open to the public on May 29 at 11a! We sent out an invite for the community to join us for a ribbon cutting ceremony to mark the opening of the new trails and overlook deck.

Maple Street Open House

- Fleis & VandenBrink (F&V) has conceptual plans for the Maple Street work. They are seeking input from the community to help guide the design process as it proceeds.
- We are holding a second open house on:
 - Tuesday, June 3 from 3:00pm-5:30pm and 7:00pm-8:30pm
 - Location: City Hall, 102 Butler Street, Saugatuck, MI 49453
- We have invited folks via email, social media, and direct letters to Township and City residents along the street. I also sent the invitation to the Township Manager, and it's been shared with their board.
- Folks can stop by anytime during the listed timeframes. F&V staff will have displays with the conceptual plans and design elements to be able to review any concerns that folks have currently and get their input on the future of Maple Street.

New Signage on Drug Store Wall

- On Friday, the Convention and Visitors Bureau (CVB) unveiled new signage on the side of the drug store wall. The CVB did a fantastic job with the design. It includes:
 - A map of the tri-community highlighting areas to explore.
 - Displays with upcoming event posters.
 - Holders containing several types of guides and maps.
 - Information about parking options and how to contact Interurban for a ride.
 - A QR code that links to current information on the CVB website.



Planters

- A huge thank you to the Saugatuck-Douglas Garden Club, Douglas Elementary sixth graders, and Council Member Muncey for bringing some serious spring beauty to our downtown!
- On Friday morning, they worked hard at planting 37 colorful planter pots and spreading the cheer throughout the City.
- Extra shoutout to the sixth graders who submitted essays for the chance to maintain the planters all summer long. A great way to show responsibility and community pride!
- Thanks for making our downtown bloom with color and care!



Michigan Gas Donation

- I recently met with representatives from Michigan Gas utilities. I commended them on their great response to the natural gas outage. Michigan Gas' charitable entity, Wisconsin Public Service Foundation, has presented the City with a \$1,000 check for the emergency response teams in the City. They advised they wanted to thank the City for the support that was given during the multiple-day outage.

Blue Star Trail

- The Friends of the Blue Star Trail (FOBST) recently hosted tribal representatives for an educational presentation on the Kalamazoo River Mouth Traditional Cultural Property.
- MDOT is working to set up regular meetings with the tribes to continue making progress. The tribes advised they still are planning their on-site assessment to take place this summer.
- The Township Manager, FOBST representative, C2AE, and I will be meeting soon to discuss other items that are needed to get to a point where the project goes out for bids.

Miscellaneous

- Attended July 5 fireworks safety meeting.
- Held one on one with Director of Planning/Zoning.
- Held department head team meeting.
- Attended Old Pike Cottages ribbon cutting/5-year anniversary celebration.
- Attended business mixer on Star of Saugatuck.
- Attended CVB Board meeting.
- Held one on one with City Treasurer.
- Held one on one with City Clerk.
- Attended water-sewer agreement meeting.
- Attended Traditional Cultural Property educational session.
- Walked through Saugatuck Wilds with Outdoor Discovery Center.
- Participated in radio interview with Michigan News to discuss Saugatuck Wilds.

Blast from the Past

- Below is a publication that was in the paper on May 30, 1974.
- Much like this report, donations, trees that blew down, and the old airport property are all included in this article.

Gift Given for Trees at Beach

A well-traveled \$100 check has been returned to the Village of Saugatuck for beautification at the Oval Beach.

The \$100 was donated to the village by the Sno-Gooders Snowmobile Club in appreciation of the use of the village-owned "old airport" property northeast of town by the club.

The village turned the money over to the Saugatuck-Douglas Chamber of Commerce for its tree-planting program.

The chamber returned the \$100 to the village, asking that it be used to buy and plant Lombardy poplars at the beach, replacing trees that blew down several years ago.

Treasurer Report
May 27, 2025



Tax:

- Forwarded property tax payments to County
- Set up the Delinquent Personal Property tax for the 2024 season and sent out a notice
- Worked with County to clear up a misapplied payment

Payables:

- Continue to convert the vendors from Peter's account information to mine
- Processed a payables run
- Processed some escrow reimbursements (and other reimbursements).
- Researched a payables question for Scott (Republic Services)

Miscellaneous:

- Took a variety of credit card payments (Oval Beach stickers, permits, etc)
- Helped with a variety of Oval Beach items, like:
- Worked on processes for Oval Beach
- Assisted with the beach pass label issue
- Started the process of reactivating the credit card machines at the beach
- Updated some of the forms for the beach.
- Filled the till cash for the beach.
- Worked on and submitted the Property insurance renewal
- Returned the Frontier equipment for the DPW
- Working with credit card service provider to get rejected duplicates deposited into our account.
- Updated the budget with an additional column that is required (Projected Activity)
- Tried to find a work-around to applying some of the escrow deposit refund to another permit
- Set credit card rep on PCI Compliance
- Still working on getting our most recent franchise fee
- Working with auditor on the water / sewer split
- Meet with Liz Wilson about Culver St parking
- Processed a grant request for the storm damage
- Worked with Interurban to get a refund

Payroll:

- Working to develop processes and procedures to eliminate inefficiencies and potential errors
- Processed the 05/19/25 payroll
- Added some new employees for this payroll (seasonal) and updated some re-activated employees. Updated the election workers with ESTA coding. Worked through an ESTA accrual problem



City Clerk Department Report

May 21, 2025

Activity Since May 12:

- Elections:
 - I'm excited to share that we were randomly selected by the State for an audit of the May election—and we received a perfect score. Extremely grateful for our amazing election team!
- Currently have 7 FOIA requests.
- 50% finished with Street Ends. Remaining will be sent out on May 28.
- Finalizing 2025 Business Licenses, 82 have been executed. Fire and Police have been given contact information for emergencies.
- Deputy Clerk Williams reported the sales of 194 resident passes and 112 non-resident passes sold at City Hall from May 1 - May 23.
- Deputy Clerk Williams has been assisting DPW Superintendent Herbert with the preparedness and opening of Oval Beach.
- 4 notary services in past month.
- Working with many restaurants in town on Social District applications and mapping with the State.
- Coordinated and prepared meeting packets and minutes.
- Clerk Meetings:
 - City Council Meeting - Williams
 - Planning Commission - Williams
 - City Manager One on One - Wolters
 - City Council Workshop - Wolters
 - Election Audit - Wolters & Williams



Planning, Zoning and Project Report

May 27, 2025

Planning and Zoning

- Participated in scheduled internal team meetings.
- Prepared for and participated in Planning Commission Meeting.
- Had meeting with resident regarding Rezoning.
- Had meetings regarding offsite parking requirements.
- Spoke with legal regarding various topics.
- Spoke with MTS regarding various topics.
- Followed up on unpaid escrow accounts.
- Contacted contractors regarding site standards.
- Prepared HDC applications on behalf of the City.
- Met with residents on site regarding complaints about site.
- Met with residents regarding residential project.
- Continued discussions regarding Issued stop work orders.
- Had discussions regarding amendments to sign regulations.
- Explained ZBA process and variance standards to multiple residents.
- Created letters to address potential enforcement situation.
- Created notice for upcoming SLU request.
- Spoke to residents regarding permitted ownership transfers for STR's.
- Created reports at the request of City Manager.
- Performed onsite visits at the request of MTS.
- Maintained general code enforcement follow-up efforts.
- Issued permits and completed casework as detailed below.

Open Casework

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. Emailed environmental consultants with expectations for site plan review application. Application received, invoice sent. Scheduled for may PC meeting. Site plan application approved with conditions. Sent email to applicant discussing easement processes and sent site plan to fire department for review.	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. Reached out to contractor to again discuss reimbursement for Kal-Lake. Called Alex for update, left voicemail. Advised MTS that occupancy permits would not be issued while an outstanding balance exists and sidewalk unfinished. Had discussion on timeline for side walk. Sidewalk to be poured week of 05-12-2025.	KLWSA
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. Had meeting with owner regarding proposed deck, agreed that major site plan amendment is necessary. Received site plan review application, Scheduled for June pc meeting.	PC
405 Park St	Received concerns for a floating dock at 405 Park which has no permits. Reached out to owner for clarification. Owner claims dock placed 4 years prior. No permits issued for dock. Spoke with Legal regarding enforcement action. Issued stop work order as work being done requires Minor site plan amendment. Provided resources to owner.	Enforcement
403 Water St	Received notice of proposed change of use. Provided resources. Application expected.	Zoning
421 Water St	STR Application received. More info needed. Sent to fire department.	STR
347 Water St	Potential enforcement case noticed. Emailed legal for discussion.	Enforcement
125 Elizabeth	Sent letter regarding obstruction to City ROW stating options for correction. Received contact from Legal representative of 125 Elizabeth on 05-07-2025 that the owners intend to petition to Vacate white alley, but would first contact the neighboring properties for support.	ROW
717 Water St 5	STR application received, More info needed. Sent to fire department.	STR
449 Water St	Renewal of EODA, 4 spaces for 6 months. Invoice sent, waiting on insurance info. Left voicemail on 04-17-2025 to notify owner that EODA remains unpaid and work may not begin until payment is received, also noted that City Hall is closed 04-18-2025. Reached out stating that city still has not received payment. Applicant stated that the check is in the mail.	EODA
615 Park St 8	Applicant paid str renewal, supplied no application. Resources sent to applicant. Sent to fire department. License issued.	STR
842 Lake St 10	STR application received, sent to fire department.	STR
97 Park St	Received insurance information for STR. Sent STR application to owner.	STR
1039 N Maple St	had discussion regarding multi unit fence project. Send app and fence regulations.	Zoning
230 Griffith St	Application received, no payment. Sent invoice.	STR
444 N Maple St	Application received, no payment. Sent invoice. Invoice paid. Sent to fire department.	STR
673 Lake St	Zoning application received for poolhouse and pool in rear yard, provided review of project to applicant and advised lot coverage is being exceeded.	Zoning
347 Water St #2	STR Application received, need signature for Fire inspection. Sent to Fire Department. License issued.	STR

347 Water St #3	STR Application received, need signature for Fire inspection. Sent to Fire Department. License issued.	STR
345 Griffith	STR Application received, sent to fire department.	STR
245 Spear St	STR Application received, sent to fire department. License issued.	STR
611 Lake St	HDC application received for Sauna in rear yard.	HDC
347 Park St	STR Application received, more information needed. Info received, sent to fire department. License issued.	STR
165 Elizabeth St	STR Application received, sent to fire department. License issued.	STR
743 Allegan St	STR Application received, sent to fire department. License issued.	STR
202 Butler St	Application for EODA SLU Received , PC meeting June 19. Check too high. Applicant said keep additional in escrow. Ensure SLU mailer is done by 05-23-2025. Mailer information sent to Clerks office and newspaper.	EODA
545 Spear St	SF residential application received. Sent invoice and asked for survey of property. Applicant provided info regarding plans for storm water mitigation but no survey.	Zoning
515 Water St 2	STR Application received, Sent to fire department. No fire department Checklist form. Sent email to owner.	STR
547 Water St 3	STR Application received, Sent to fire department. No fire department Checklist form. Sent email to owner.	STR
533 Water St 5	STR Application received, Sent to fire department. No fire department Checklist form. Sent email to owner.	STR
533 Water St 6	STR Application received, Sent to fire department. No fire department Checklist form. Sent email to owner.	STR
533 Water St 7	STR Application received, Sent to fire department. No fire department Checklist form. Sent email to owner.	STR
615 Park St	Issued stop work order to site due to deviation from approved plan regarding material of dock. Provided resources for site plan amendment. Emailed contractor with determination that major site plan amendment is required.	Enforcement
133 Mason	Applicant notified me of windows that were to be installed on 05-13-2025. Explained that they are in the Historic District and HDC permits as well as Building permits would be required. Sent HDC application and explained processes.	HDC
865 Holland st	Had meeting with resident regarding converting his non conforming duplex into a SF Res with ADU. Provided resources.	Zoning
401 Elizabeth St	Application for Accessory Structure received. Invoice sent.	Zoning
842 Lake St 9	STR Application received. More info needed. Info received, local agent outside of allowed radius. App updated, sent to fire department.	STR
1064 Holland St	STR application received. More info needed. Sent to fire	STR

	department. Reinspection required.	
807 Lake St #9	STR application received, send to fire department.	STR
129 Griffith St 10	STR application received. More information needed.	STR

Closed Casework

510 S Maple	Spoke to owner regarding lot line adjustments and lot splits.	Zoning
630 Holland St	STR Application received, sent to fire department. Invoice not updated, emailed treasurer to confirm payment has been received. License issued.	STR
135 Grant St	STR Application received, More info needed. Info received, sent to fire department. License issued.	STR
825 Bridge St	STR app for ADU received, waiting on insurance info. Insurance info received. Fee paid from escrow. Sent to fire department. License issued.	STR
865 Holland st	Had meeting with resident regarding converting his non conforming duplex into a SF Res with ADU. Provided resources.	Zoning
245 Spear St	STR Application received, sent to fire department. License issued.	STR
100 Park St	Water Service replacement application received. Spoke to engineer regarding proposed work. Permit issued.	Zoning
97 Park St	STR Application received, sent to fire department. License issued.	STR
807 Lake St 1	Application received, more info needed. Info provided, sent to fire department. License issued.	STR
813 Allegan St	SF residential application received. Sent invoice. Invoice paid, sent questions to applicant regarding height and eve encroachment. No concerns from engineer. Applicant provided updated plans. Permit issued.	Zoning
129 Griffith St 4	Answered inspection questions	STR
134 Butler St	Window Sign application received within Historic District. Invoice sent. Fees paid. Confirmed frontage on building. Permit issued.	HDC
807 Lake St 10	Application received, no payment. Sent invoice. Payment received. Sent to fire department. License issued.	STR
555 Griffith St	STR application received. Sent to fire department. Notified of pipe burst at property, inspection postponed until further notice. Inspection received. License issued.	STR
208 N Maple	Spoke to resident regarding concerns for STR's in the township.	STR
129 Griffith St	Sign application received. Invoice sent. Invoice paid. Chair confirmed admin approval 05-22-2025. Permit issued.	HDC
633 Butler St	STR Application received, more info needed. Info received, sent to Fire Department. License issued.	STR

615 Park St 8	Applicant paid str renewal, supplied no application. Resources sent to applicant. Sent to fire department. License issued.	STR
230 Griffith St	STR Application received, sent to fire department. License issued.	STR
10 Park St	Answered questions regarding rezoning of properties and standards for overflow parking.	Zoning



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 5/12/2025:

DPW Seasonal Staffing:

Two new DPW Seasonal Maintenance Workers have been interviewed and hired to assist with keeping town functional, clean, and safe during the summer season. They also participate in a wide range of activities to assist Special Events. With one staff member returning from previous years and a Part-Time employee on staff, we have sufficient coverage to perform the basic functions of emptying trash, cleaning public restrooms, delivering supplies to Oval Beach, assisting Special Events, and other miscellaneous tasks throughout the summer.

Park Maintenance and Plantings:

- **Mize Rose Garden:** Landscape Design completed spring cleanup, edging, pruning, and mulching.
- **Garden Club:** Saugatuck Douglas Garden Club assisted with flower selection and placement in the flower beds at Coghlin Park, Village Square Restrooms, and the Village Square Memorial. They've also helped coordinate flowerpot placement along the streetscape downtown with DPW and the school students.
- **DPW Staff:** DPW has been handling irrigation repairs, adjustments, mowing, tree plantings, and new plantings in the flower boxes located at City Hall and the Information Booth.

Oval Beach:

Oval Beach is ready to open on Friday May 23, 2025. Key preparations are complete, which include a system check of the phone lines and credit card machines. The concession stand is cleaned, stocked, and all equipment has been serviced and is ready for use. Sand has been cleaned from the parking areas, the boardwalk has been installed, and the overall park has been cleaned and prepped for visitors. We're anticipating an easy opening, especially since the weather will be relatively cool.

Storm Response:

During the late hours of May 15, severe storms caused significant damage throughout the City of Saugatuck. Weather alerts advised residents to seek cover, and reports of fallen trees and widespread power outages followed quickly. The Department of Public Works (DPW) promptly assessed the damage once conditions allowed. Seven locations were identified with trees down, obstructing roads and downing power lines. Three of these blocked major roadways:

- **Butler Street** (between Culver Street and Mason Street)
- **Holland Street** (near Mill Street)
- **Park Street** (near Interlaken Drive)

Allegan County Dispatch was notified, enabling coordination with emergency services and Consumer's Energy. In addition to these hazards, nine other trees or large limbs fell but were not entangled with utility lines and were cleared by DPW immediately. The storm also caused widespread roadway debris and clogged storm drains, requiring street sweeping and drainage clearing. DPW staff responded immediately to the call for assistance, and cleanup operations continued from late Thursday night through Saturday morning. While cleanup efforts are ongoing, all major road obstructions have been resolved.

Meetings:

- **5/12/2025** – DPW Weekly Goals Meeting
- **5/12/2025** – City Council Meeting
- **5/12/2025** – Debriefing with City Manager
- **5/13/2025** – CVB Firework Meeting
- **5/14/2025** – Department Head Team Meeting
- **5/16/2025** – Consumer's Energy Community Storm Update
- **5/16/2025** – DPW Weekly Goals Meeting - cancelled due to storm response.
- **5/19/2025** – DPW Weekly Goals Meeting
- **5/21/2025** – Meeting with PPW Chair
- **5/21/2025** – Progress Walkthrough at Saugatuck Wilds Nature Preserve
- **5/23/2025** – DPW Weekly Goals Follow Up Meeting

**City of Saugatuck
Status Report of Engineering Activities
May 22, 2025**

General Consultation

- 2024 Asphalt Repairs: The project is complete and contract closeout paperwork is in process.
- Village Square Court Renovation: The DNR Passport Program application was submitted prior to the April 1 deadline and has been confirmed as administratively complete. Preliminary scoring will be released late summer or early fall, at which time revisions/additions can be made.
- 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.
- 3-year contract for pavement markings has been assembled and work has begun. Work is to be completed by mid-June each year.
- Assisting with review of water and sewer agreements as needed.

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 is complete and the contractor is addressing restoration and other punch list items.

Mt. Baldhead Projects

- AT&T Project Assistance
 - Providing assistance on an as-needed basis.
- Restroom Building Replacement
 - The contract with Midwest has been completed.
 - Prepared a Change Order to adjust the contract times for fall 2025 construction, for council's consideration.
- 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

- The bid opening was held on April 30, however none were received.
- We will be regrouping with City staff soon on rebidding or other changes to get quotes for the work.

Maple Street Improvements

- Design work is progressing, nearing the ~30% completion stage.
- Additional survey, wetland delineation and soil boring work is complete.
- An open house is tentatively scheduled for the afternoon & evening of June 3 to review preliminary plans with property owners and other stakeholders.

Park Street Improvements – Study Phase

- Park Street between Campbell Road and Mt. Baldhead has no specific non-motorized facility and a number of unique challenges and right-of-way encroachments. The asphalt pavement is deteriorating. A number of development projects have recently been completed or are ongoing along the corridor. A planning phase proposal has been developed to build on prior study work and develop a scope, concept and cost estimate for improvement of the corridor.
- We are awaiting results of our application to EGLE's Michigan Coastal Management Program, which was submitted on December 20, 2024 followed by a council resolution on December 23. If funded, the grant would cover up to 50% of the planning cost and an updated proposal will be prepared to align with the funding. EGLE has reached out several times with follow-up questions/clarifications on the application.