



City Manager Report

October 13, 2026

Maple Street Construction

- The end of major work is in sight!
- Base paving for the DPW lot started October 5.
- October 8-9: The final asphalt topcoat is scheduled, weather permitting.
- Week of October 12:
 - Final restoration work, including remaining site cleanup, topsoil restoration, and seeding
 - Fence and guardrail installation
 - Construction work signs will begin to be removed, and permanent road signs will begin to be installed
- October 19 and 20: Water valve work is scheduled downtown on Water Street. Affected residents and businesses should have received a separate notice regarding this work.
- A reminder that if your constituents have questions, please have them contact the following: Public Works - Michelle Gibson, Project Coordinator - (269) 224-9504

City Guide for Deputies

- Staff recently developed a City of Saugatuck orientation and reference guide for Sheriff's Office deputies assigned to the City.
- The guide provides deputies with information on common City ordinance issues and complaints, including parking, speeding, noise, short-term rentals, and other common enforcement matters.
- It also provides practical information on City operations and expectations, including parks, Oval Beach, special events, water/sewer emergencies, and appropriate City contacts.
- The goal is to provide deputies, particularly those newly assigned to Saugatuck, with a useful reference to help familiarize them with City operations, common issues, and who to contact when questions arise.
- Sheriff's Office leadership has been very complimentary of the guide and its usefulness as a resource for deputies serving the City.

Parking Study Report

- I recently sent out communications to the community via email and social media summarizing the findings of the parking study. Local papers covered the report as well. Community members were encouraged to review the full report and accompanying presentation slides to better understand the findings, recommendations, and considerations for moving forward.

- Full Parking Study Report:
https://www.saugatuckcity.com/uploads/1/3/3/9/133977444/parking_study_and_solutions_report_092326_reduced.pdf
- Parking Study Summary Slides: <https://tinyurl.com/2byatdr7>
- I anticipate the recommendations returning to a City Council workshop in December 2026 or January 2027 for Council to discuss the findings and confirm its policy direction.

Quarterly Community Engagement Report

- We have continued our efforts to share information with the community in a variety of places.
- Here are stats for July - September:

Facebook	
	July - September
Viewers	47,952
Views	254,613
Total Followers	6,779
Net Follows	494

City Website	
	July - September
Unique Visits	28,650
Views	44,650
Top Pages	1. Oval Beach 2. Mt. Baldhead Park 3. Chain Ferry

News You Can Use E-mails	
	July - September
Delivered Messages	52,563
Opened Messages	12,155

YouTube	
	July - September
Meeting Video	1,437

Michigan Municipal League (MML) Conference

- I am attending the MML's annual conference this week. It's always great to network with other local government officials from around the state, learn new things, and re-energize for the important work we do.
- In my next report I will report on the sessions that I attended.

Miscellaneous

- **Business Town Hall Reminder** - The town hall is scheduled for Tuesday, October 20, from 11:00 a.m. to 1:00 p.m. at the Saugatuck Center for the Arts.
- **Meetings**
 - Attended Maple Street construction meeting.
 - Attended Blue Star Trail meetings.
 - Assisted with fall decorations set up. Thank you to Council Member Muncey for coordinating everything!
 - Held a Department Head team meeting.
 - Met with Deputy Fellows, who is our newest contracted deputy. She is replacing Deputy Garcia on day shift and Deputy Garcia is taking over for Deputy Kaminski on nights. Deputy Castro and Deputy Marklevitz remain on the same shifts.
 - Attended business town hall planning meeting.
 - Held one on one meeting with Director of Public Works.
 - Prepared for and attended joint meeting to discuss Kalamazoo Lake Harbor.

Treasurer Report
October 13, 2026



Tax Administration

- Processed summer tax disbursements/inquiries. Issued delinquent tax notices.

Accounts Payable

- Completed regular payables cycles and reviewed service billing against agreements.

Payroll & Benefits

- Completed payroll and quarterly reporting; administered employee benefits and retirement plans.
- Refined retirement forfeiture procedures and standardized benefit proration calculations.

Financial Management

- Completed August reconciliation/reporting and continued year-end/audit work.
- Completed authorized year-end transfers of \$75,000 to Local Streets and \$30,000 to Major Streets.
- Reviewed outstanding receivables and invoice access controls.

Investments and Banking

- Rolled over two CDs and invested excess funds to improve earnings.

Projects, Assets, and Insurance

- Continued Maple Street funding and Elizabeth Street cost-allocation work.
- Reconciled Culver Street parking revenue and prepared the school's share for approval.
- Revised Oval Beach revenue controls and began sales reconciliation.

- Followed up on grant reporting and reimbursement requirements.

Miscellaneous / Administrative

- Renewed SAM.gov registration; activation confirmed through October 5, 2027.
- Updated financial procedures and supporting documentation.



City Clerk Monthly Report

Elections

- November 3, 2026 – General
 - [Sample Ballot](#)
 - Absentee Ballots were mailed out to voters.
 - Preliminary testing is completed on Election Day and Early Voting equipment.
 - Early voting site at the City of the Village of Douglas City Hall.
 - Election Day site at The Woman's Club.
 - Residents can register to vote here:
<https://www.michigan.gov/sos/elections/voting/register-to-vote#HowToRegister>
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Meetings

- Prepared agendas, packets, and minutes for the following bodies:
 - Two City Council Workshops
 - Two City Council Regular
 - Two Planning Commission
 - Parks and Public Works Committee
 - Participated in:
 - Maple Street Construction Update
 - Department Head Meeting
 - Monthly City Manager One on One
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Special Events

- *Special event applications received for processing:*
 - Lights-Out at Oval Beach: event date: 11-8-26
 - Homecoming Parade event date: 10-16-26.
 - Safety meeting conducted and ready for approval.

- The Cottage Anniversary Party event date: 11-7-26.
 - Safety meeting conducted and ready for next workshop.
 - Veterans Day Ceremony event date: 11-11-26.
 - Holiday Lighting event date: 11-27-26.
 - Whootville Parade event date: 12-5-26.
 - *Upcoming Special events process completed:*
 - Family & Pet Halloween Party: 10/31/26.
 - Art Coast Food & Wine Festival event dates: 11-5-26 through 11-7-26.
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Administrative & General

- Processed 10 zoning permit payments.
- Processed payments for treasurer:
 - Parking Tickets – 2
 - Building Permits – 6
 - Tax Payments – 184
- 6 FOIAs received.
- Created and distributed 20 community E-News blasts.
- City Staff handled a total of 734 incoming phone calls.
- City Hall Remodel: Second round of renderings have been received; staff have a scheduled meeting to review internally.
- Website RFP has had 23 responses so far.
- Managed front counter operations.



September 2026 Department of Planning & Zoning Report

Monthly Update Overview

- Daily review and coordination of planning, zoning, development, and property-related matters, including application review, research, interpretation of City requirements, and responses to resident, applicant, and business inquiries.
- Coordination with the City Engineer, planning consultant, legal counsel, and other City departments to resolve active development and zoning issues, clarify departmental processes, and ensure consistent application of City requirements.
- Substantial enforcement activity, including investigation and follow-up on active zoning and property-related violations, compliance discussions, and coordination with legal counsel and other departments as appropriate.
- Coordination and review related to site sewer connections and associated development requirements.
- Continued development of the Comprehensive Plan, including drafting and compiling supporting data and materials for upcoming chapters.
- Continued planning and preparation for an upcoming business-oriented Town Hall meeting.

Action & Progress

- Continued STR administration, including resident and applicant meetings, application guidance, compliance checks related to property transfers, enforcement matters, and coordination with Granicus.
- Coordinated multiple zoning, enforcement, and policy matters with legal counsel, including active enforcement cases, site sewer connection requirements, and interpretation and application of zoning regulations.
- Maintained ongoing coordination with the City Engineer, planning consultant, and internal departments regarding active applications, proposed development, infrastructure considerations, and related review issues.
- Repeated research and review of zoning, land use, development, and procedural questions in response to applications, inquiries, and active City matters.
- Continued drafting and compilation of data for the Comprehensive Plan, with additional draft chapters anticipated for Planning Commission review.

Boards, Casework, & Operations

- Prepared agendas, packets, staff materials, and recommendations for Planning Commission, Zoning Board of Appeals, Historic District Commission, and City Council meetings; issued meeting cancellations where applicable.
- Reviewed and processed planning and zoning applications, short-term rental applications, permits, and related requests; conducted field inspections and maintained follow-up on active and continued enforcement matters.
- Responded to and researched a wide range of resident, applicant, business, and interdepartmental inquiries regarding zoning requirements, development procedures, permits, property use, and City processes.
- Participated in ongoing internal staff coordination meetings and worked with other departments to clarify processes, coordinate responses, and address issues affecting development and property owners.
- Updated escrow and invoice tracking as needed.

Ongoing & Upcoming

- Several Comprehensive Plan draft chapters to be presented during September PC meeting.
- Continued STR compliance monitoring and enforcement.
- Gradually updating & creating new permit applications where applicable.
- Planning & preparation for a town hall meeting.

Short Term Rental License's 2026

Zoning District	# Issued in August	Year to Date Issued	Cap
Blue Star (LI-1)	-	-	-
City Center (C-1)	1	16	-
City Center Transitional Residential (R-4)	1	14	-
Community Residential (R-1)	6	93	67
Conservation Recreation & Camp (CRC)	-	-	-
Cultural/Community	-	-	-
Lake Street (R-2)	-	14	-
Maple Street (R-1)	-	7	7
Neighborhood Marine (NHM)	-	-	-
Peninsula North (Duneside – R-1)	-	2	3
Peninsula North (Riverside – R-1)	-	-	2
Peninsula South (R-1)	-	10	11
Peninsula West (R-1)	-	13	10
Resort (C-4)	1	13	-
Downtown Waterfront Preservation (C-2)	-	-	-

Water Street East (C-2)	-	17	-
Water Street North (C-1)	-	5	-
Water Street South (C-2)	-	-	-
Multi-Family Residential (R-3)	1	6	-
Total	10	212	

Permits Issued 2026

Permit Type	Number Issued in September	Year to Date Issued
Zoning	7	54
Historic	11	36
Right of Way	3	27
Special Land Use	0	3
Total	21	120

Planning Department Calls in September

Category	Number of Calls	Number of Calls
308	202	106

Granicus Hotline Calls Update – August 2025

Category	Number of Calls
Trash	0
Occupancy Limits	0
Noise	1
Other	1
Total Calls All Time	70

Closed Casework

Type	Number of Open Cases
Short Term Rental	10
Enforcement	2
Zoning	7
Right of Way	3
Historic	11
Water/Sewer	4
Special Land Use / PUD	-
Total	37

Open Casework

Type	Number of Closed Cases
Short Term Rental	18
Enforcement	5
Zoning	9
Right of Way	3
Historic	4
Water/Sewer	1
Special Land Use / PUD	1
Total Cases Closed in June	41

Respectfully submitted,


 Grayson Moore - Director of Planning & Zoning



Department of Public Works Monthly Report

Below is a summary of notable activities carried out by the Department of Public Works during the month of September.

Staff Updates:

- The DPW team had a busy and productive month in September, completing 58 work tasks in addition to our regular day-to-day responsibilities. These ongoing duties include brush and leaf pickup, trash and restroom cleaning, street sweeping, and maintaining approximately 15 different locations through our weekly mowing operations. The team also assisted with the setup and preparation for two community events during the month. One of the events was the Mt. Baldhead Challenge, which requires considerable preparation and coordination by the DPW staff each year. The team's work in advance of and during the event helps ensure the facilities and surrounding areas are ready for participants and visitors. This month, we filled our open position by welcoming Jace Mitchell to the DPW team. Jace has fit in and has been a great addition to our staff. You may recognize him, as he has worked seasonally with the Beach and DPW over the past few years. We're happy to have him officially join the team.
- Most of our seasonal and part-time DPW staff have finished for the year. We still have a few employees working weekends for the next few weeks to help keep up with restroom cleaning and trash pickup. The remaining seasonal staff have also been busy with fall cleanup, including removing flowers from City properties and trimming back landscaping in preparation for the upcoming winter season.
- Oval Beach staff wrapped up their season following Labor Day weekend. The holiday weekend was especially busy, with the parking lot filling up early each day. Angela, our Oval Beach Manager, and her entire team did a great job throughout the season. Their hard work and dedication helped make it another successful season at the beach. We appreciate everything they did this year and are already looking forward to next season.



DPW Work:

- **Tree Trimming:** Tree trimming continues to be a focus this fall. The crew is working to remove dead limbs and trim or remove branches that are growing too close to businesses and other areas where they may become a concern.
- **Parks:** With the much-needed rain we received in September, mowing has remained a constant need. However, the additional rain allowed us to reduce the amount of watering needed in the parks each day, and we were even able to shut some irrigation systems off completely.
- **Streets:** Street sweeping increased toward the end of September and will continue well into the fall. With the trees beginning to drop leaves and acorns, the crew will continue working to keep the streets clean throughout the season.

Oval Beach:

- With Oval Beach now closed for the season, the team has been focusing on removing some of the trash cans and picnic tables and getting the beach ready for the offseason. Angela has also been busy painting the restrooms in preparation for next season.

Project Updates:

- **Maple Street:** Maple Street is finally starting to look like a road again. It has been a busy September for Skippers Excavating. The asphalt base coat has been placed, and the final concrete sidewalks and approaches are being completed. Final paving is expected to be completed by the second week of October.
- **DPW Parking Lot:** The DPW parking lot was removed, and concrete pads have been installed along the fence to provide additional storage space. A base layer of asphalt has been placed, with the final asphalt coat expected to be completed in early October.



- **AED Installation:** With the AED location at Mt. Baldhead approved, communication has begun with HEARTSafe, and installation is expected to be completed in October.
- **Kayak Launcher:** The kayak launcher approved for installation at Spear Street has been ordered. Installation is expected to take place in early spring.
- **Holiday Lighting:** If you haven't noticed the lights going up around town. Chips Ground Cover has started wrapping our trees in lights for the season.
- **Mt. Baldhead Invasives and Vegetation Restoration:** Invasive species management continues at Mt. Baldhead, with crews focusing on removing woody invasives, especially tree-of-heaven. Native seed mix and plugs are scheduled for installation next week, followed by shrubs and exclusion fencing later this fall to support habitat restoration.
- **Sidewalk Repairs & Installation:** Sidewalk removal has begun on Lake Street. Crews will then focus on other locations with sidewalk lips of 2 inches or more throughout the month.
- **Tree Evaluations:** We had an arborist evaluate the trees along Elizabeth Street in preparation for the future road project. While he was here, we also discussed several other trees throughout the city that may need attention.

Other Ongoing Projects:

- Upgrade restroom interiors at Village Square and Wicks Park.
- SHNA Invasives, Evaluation and Signage.
- Asset Management and CIP Plans.
- Village Square Courts
- Elizabeth Street Planning and Design
- Mt. Baldhead Radome Assessment.

**City of Saugatuck
Status Report of Engineering Activities
October 8, 2026**

General Consultation

- Developed a proposal for inspection of larger culvert crossings and storm sewer outfalls. This work could be completed in phases and areas of concern could be prioritized.
- Pavement Markings: 2026 work is complete. Current contract is 2025-2027.
- Assisting with review of water and sewer agreements as needed.

Lead Service Line Replacement

- EGLE has released its final Intended Use Plan for the Drinking Water Revolving Fund. The City's lead service line replacement project was funded. The total project budget to address known lead/galvanized service lines (approximately 135) is \$1,690,000. As part of the project, we will be attempting to remove additional unknowns. The City's funding package will include 10% principal forgiveness (effectively a grant) and the remainder subsidized loan (0% for 30 years).
- Will be working with City staff on a plan to eliminate remaining unknowns and replace lead/galvanized services by the federal and state deadlines (11/1/2037 and 1/1/2041, respectively). Water services are being evaluated with all ongoing projects to continue making progress.

Mt. Baldhead Observation Platform Replacement

- Reviewed preliminary design with City staff and stakeholder group. Made revisions based on comments received.
- The Soil Erosion and Sedimentation Control permit application has been submitted to Allegan County. Once received, the EGLE Critical Dunes permit application will be submitted.
- Bidding is anticipated in late 2026 with construction in spring 2027.

Maple Street Improvements

- Underground utility work is complete.
- Sidewalk construction is nearly complete.
- Base course asphalt paving is complete.
- Turf restoration work is ongoing.
- Installation of valves on Water Street is tentatively scheduled for October 19-20.
- Construction is anticipated to be completed November 2026.

Parking Study

- The study was presented at the September 23 workshop.
- Meeting with staff soon to review various findings and ideas to begin implementation.

Park Street Improvements – Study Phase

- The City received funding from EGLE’s Michigan Coastal Management Program, which is funding 50% of the planning cost.
- We are compiling feedback received from the September 1 workshop and subsequent communications.
- We are assembling the report to present at a future council workshop.

City Hall Interior Renovations

- City staff is reviewing current concepts.

Elizabeth Street Improvements

- Design work is nearly complete and permit applications have been submitted.
- Projected schedule is bidding in late 2026 or early 2027 and construction in 2027.

Village Square Court Renovation

- Presented to council at the September 9 workshop and finalizing bid documents based on input received.
- Projected schedule is bidding in late 2026 or early 2027 and construction in spring 2027.

Wicks Park and Village Square Restroom Interior Renovations

- Discussed updated project scope at the September 9 council workshop.
- Updated the design phase proposal based on input/direction received.

Saugatuck September 2026

Total incidents – 128

Total traffic stops – 49

School contacts – 19

Average response times – 10.4 minutes

Deputy Fellows began working in the city on October 5th. She will be working 5am-5pm. Deputy Garcia will now be working 5pm-5am on the night shift in place of Deputy Kaminski.



Call Date/Time Incident Type

=====

09/30/2026 17:43:13	General Assist
09/30/2026 13:52:36	Found Property
09/29/2026 22:05:15	General Assist
09/29/2026 20:39:29	Found Property
09/28/2026 21:57:46	General Assist

09/28/2026 11:03:45	Larceny
09/28/2026 01:59:43	General Assist
09/28/2026 01:44:32	General Assist
09/26/2026 22:42:01	General Assist
09/26/2026 22:24:54	General Assist
09/26/2026 18:09:14	Check Welfare
09/26/2026 17:07:51	Suspicious Situation
09/25/2026 21:57:11	General Assist
09/25/2026 21:05:36	General Assist
09/25/2026 17:05:31	Misc
09/24/2026 23:23:02	Loud Noise
09/24/2026 21:54:55	General Assist
09/24/2026 16:04:45	Loud Noise
09/24/2026 15:55:45	Harassment/Threats
09/24/2026 01:35:41	General Assist
09/23/2026 17:27:34	BASH
09/22/2026 22:30:54	General Assist
09/22/2026 22:12:33	General Assist
09/22/2026 00:25:10	General Assist
09/21/2026 22:12:33	General Assist
09/21/2026 15:29:42	Animal-Dog Running
09/21/2026 12:34:32	Assist Other Agencies
09/21/2026 01:01:13	Check Welfare
09/20/2026 22:53:29	General Assist
09/20/2026 00:50:52	Suspicious Situation
09/19/2026 22:10:31	General Assist
09/19/2026 13:09:00	Alarm
09/19/2026 10:29:59	Parking Violation
09/18/2026 22:58:46	Found Property

09/18/2026 21:09:33	Suspicious Situation	09/12/2026 22:25:46	Suspicious Situation
09/18/2026 10:54:11	Accident All Other	09/12/2026 19:22:52	Open Container
09/18/2026 01:28:28	Suspicious Situation	09/12/2026 15:17:50	Parking Violation
09/17/2026 23:35:57	Check Welfare	09/12/2026 11:34:51	General Assist
09/17/2026 22:18:23	General Assist	09/12/2026 11:21:35	General Assist
09/17/2026 22:04:41	General Assist	09/12/2026 06:23:12	Parking Violation
09/17/2026 20:08:25	Obstruct Justice	09/12/2026 02:26:34	Civil
09/17/2026 18:03:06	Obstruct Justice	09/11/2026 23:46:43	General Assist
09/17/2026 12:23:52	Conservation	09/11/2026 23:24:24	General Assist
09/16/2026 22:22:41	General Assist	09/11/2026 20:09:24	MDOP-29000
09/16/2026 22:02:02	General Assist	09/11/2026 19:38:33	Parking Violation
09/16/2026 21:17:16	Alarm	09/11/2026 18:24:37	General Assist
09/16/2026 18:48:50	Harassment/Threats	09/11/2026 11:35:47	Found Property
09/16/2026 11:28:40	Civil	09/10/2026 22:54:56	Suspicious Situation
09/16/2026 07:00:58	Loud Noise	09/10/2026 22:54:04	General Assist
09/15/2026 22:18:54	General Assist	09/10/2026 19:46:08	General Assist
09/15/2026 16:08:41	Assist Other Agencies	09/10/2026 13:54:34	Accident All Other
09/15/2026 11:15:01	Check Welfare	09/10/2026 09:55:38	Alarm
09/15/2026 10:31:13	Larceny	09/10/2026 08:11:41	General Assist
09/14/2026 22:35:14	Alarm	09/10/2026 00:57:49	General Assist
09/14/2026 09:08:36	Alarm	09/09/2026 18:25:24	Misc
09/14/2026 08:17:35	Suspicious Situation	09/09/2026 15:46:22	General Assist
09/13/2026 23:45:54	General Assist	09/09/2026 13:56:47	Check Welfare
09/13/2026 22:37:39	General Assist	09/09/2026 13:12:37	Suspicious Situation
09/13/2026 14:38:33	Suspicious Situation	09/08/2026 23:24:06	Suspicious Situation
09/13/2026 12:12:15	Health and Safety	09/08/2026 22:53:11	General Assist
09/13/2026 01:17:39	General Assist	09/08/2026 22:39:16	General Assist
09/12/2026 23:48:25	General Assist	09/08/2026 15:59:56	General Assist
09/12/2026 23:21:32	General Assist	09/08/2026 15:07:14	Found Property

09/08/2026 13:40:27	UNCONS/FAINTING	09/03/2026 09:42:26	Found Property
09/08/2026 01:32:33	General Assist	09/02/2026 23:21:02	Found Property
09/08/2026 01:20:04	General Assist	09/02/2026 22:18:30	General Assist
09/07/2026 18:17:58	General Assist	09/02/2026 22:00:57	General Assist
09/07/2026 17:23:37	Assist Other Agencies	09/01/2026 22:12:47	General Assist
09/07/2026 11:42:35	Abandoned Vehicle	09/01/2026 18:12:26	Intoxicated Subject
09/07/2026 11:41:45	Shoplifter		
09/07/2026 08:46:12	PRIV PROP IMPOUND		
09/07/2026 07:59:49	Found Property		
09/07/2026 00:49:28	Intoxicated Subject		
09/06/2026 22:29:38	General Assist		
09/06/2026 17:28:47	Parking Violation		
09/06/2026 12:16:52	Abandoned Vehicle		
09/06/2026 10:53:04	Found Property		
09/05/2026 22:00:54	General Assist		
09/05/2026 20:42:51	Parking Violation		
09/05/2026 20:20:15	Disorderly Conduct		
09/05/2026 16:53:24	Parking Violation		
09/05/2026 11:43:47	Tree Down		
09/05/2026 01:02:52	OWI		
09/05/2026 00:22:38	Assault		
09/04/2026 23:51:22	OWI		
09/04/2026 22:52:17	General Assist		
09/04/2026 22:45:56	OWI		
09/04/2026 16:26:06	Found Property		
09/04/2026 13:28:47	Odor Investigation		
09/04/2026 13:28:24	Animal-Welfare		
09/03/2026 22:57:39	General Assist		
09/03/2026 22:40:59	General Assist		

CITY OF SAUGATUCK

Assessor's Report

Work Completed Since July / 2027 Roll Preparation

Since July, the Assessor's Office has continued its annual property review program while preparing the 2027 assessment roll. The following summarizes the primary work completed and currently underway.

20% Property Review and Record Maintenance

252 parcels were identified for the annual 20% property review. Field inspections and record-card verification have focused on maintaining accurate property characteristics and identifying changes that should be reflected in the assessment record.

2027 Sales and Appraisal Study Preparation

The office has worked with Allegan County to confirm and verify sales used in the appraisal and sales studies supporting the 2027 assessment roll. This work provides the foundation for reviewing market trends and determining appropriate valuation adjustments.

Taxpayer Valuation Assistance

Ongoing conversations with property owners have addressed assessment records, property characteristics, valuation questions, and other assessment-related concerns. These reviews also provide an opportunity to correct or clarify property information before the 2027 roll is finalized.

2027 Roll Verification

Preparation of the 2027 roll includes verification of tax warrants and review of disabled veteran exemptions to ensure applicable exemptions and assessment records are properly carried forward.

Board of Review Activity

The July Board of Review considered 3 actions, compared with 25 matters at the March Board of Review. The difference reflects the limited statutory correction functions of the July Board compared with the valuation appeal activity generally handled in March.

December Permit Audit Preparation

The office is currently preparing parcels associated with building permits for December field visits using Pivot Point. These permit audits will verify new construction, additions, remodeling, and other property changes for inclusion in the 2027 assessment roll as appropriate.

Next Phase - Land Values and ECF Analysis

Following completion and entry of the 20% property reviews, the office will move into the next phase of 2027 roll preparation, including review of land values and calculation of Economic Condition Factors (ECFs) using current market data.

Don Jollay
Deputy Assessor
City of Saugatuck