



City Manager Report

September 8, 2025

Launch of Master Plan Process

- Exciting news! Please see the attached press release and social media blurbs on the launch of the master plan process.
- We have shared this via our e-mail list and with local media. The Commercial Record had an article in this week's paper. We also have a post on the City's Facebook page. We will continue to share on our channels throughout the month.
- We are working to finalize a postcard mailing and I will be sharing in my regular community report.
- As of September 4, 45 people have taken the survey. I ask for your help in spreading the word and encouraging the community to take the survey and stop by the open house.

Update on Warnock Drain Assessment

- A follow up from your work session and request that the Drain Office re-notice a day of review.
- I talked with the Drain Commissioner today and he advised that he will be providing an updated day of review notice to the City which will allow us the opportunity to participate and state any concerns with the assessment for their consideration. I will be working with our engineers to evaluate further.

Safe School Routes Meeting

- Last week I attended a meeting with the school superintendent, school security, Sheriff's Office, Douglas Police, PTO, and a school board member to discuss safe school routes.
- The group was very happy to hear that City Council approved the construction of a sidewalk along Maple. I reported that work is ongoing to finalize designs and approvals for the remainder of the Blue Star trail which will help student bikers and walkers. The group liked hearing that improvements across the Blue Star Bridge are planned. I also reported to the group that Elizabeth Street is on our capital improvement plan and we have dollars budgeted to begin design engineering this fiscal year. The school asked for input during that process, and I welcomed that.
- The group discussed ideas to bring greater awareness to school zone areas and working to reduce speeds during school hours.

Planning/Zoning

- I have continued to cover the Planning/Zoning duties. On Tuesday, Grayson started and I have been working to get him up to speed on our processes and status of the various cases that are pending. We are currently managing 42 cases, including short-term rentals, various types of permits, and enforcements. We are also handling numerous inquiries.
- In October, you will see a return of the normal planning and zoning report showing open and closed cases and other items Grayson is working on.

Funding Options for Additional Fire Station

- I confirmed with Chief Janik that the Fire District Board has a special meeting scheduled on September at 11a at Saugatuck Township Hall to hear a funding presentation for an additional fire station at 415 Wiley Road.
- Here is a link to the agenda:
https://www.saugatuckfire.org/uploads/6/0/2/9/60295155/fb_agenda_-_special_-_20250909.pdf

Miscellaneous

- Attended Blue Star trail viewshed survey with tribal nations, Michigan Department of Transportation, C2AE, and Township.
- One on one meeting with City Treasurer.
- Held Department Head team meeting.
- Met with Township Manager.
- Met with DPW staff.
- Prepared for and attended Historic District Commission meeting.

Blast from the Past

- As we kick off updates to the current Master Plan, it's always interesting to review ideas from the past. Closing streets and creating a pedestrian friendly mall downtown? That was among the ideas in the following article that was in the Commercial Record on September 9, 1971:

The Commercial Record

OUR 104th YEAR

SAUGATUCK, MICHIGAN, SEPTEMBER 9, 1971

10 Cents

NUMBER THIRTY SIX

Planners Offer Retail, Industrial Area Ideas

Development plans aimed at attracting jobs and retail business to the Saugatuck-Douglas area were presented Aug. 31 to the Regional Planning Commission.

The proposals include a mall for Saugatuck's business district, a divider along Center Street in Douglas with plants and a small pool, and an industrial park built to attract 2,000 persons to the area. The sketch plans are part of a \$5,075 contract with Williams and Works, Inc., of Grand Rapids.

"These things only happen if people want them to happen," said John Paul Jones, planner for Williams and Works. He recommended a capital expenditures program be established in the area to "make it work."

Cost of the Saugatuck business district proposals is estimated at about \$50,000. The Douglas development would cost \$10,000 to \$15,000. Projects like them usually are financed by special assessment to benefited property owners, he said.

The industrial park would cost about \$528,000. It would be developed piece-by-piece, with sales of the first factory sites helping pay for facilities for the next one. A group called the Saugatuck-Douglas Economic Development Corp. has been formed with aims to develop an industrial site.

Planner Dennis F. Elsen of Williams and Works outlined the sketch plans and showed pictures of them to the audience of about 30 persons.

In Saugatuck, he said, the attempt is to isolate a six-block area and keep traffic mostly out of it. A small, accessible mall would be built on Butler Street between Culver and Main.

The builders should "make it as pleasant, green and attractive as they possibly can," he said.

Downtown development both in Saugatuck and Douglas needs proper zoning to coordinate business areas with surrounding areas, he said. Transportation problems must be solved, including ease of access. Parking, either public or private, should be convenient to shops.

The "scale" of business areas should be oriented to the pedestrian, keeping distances short, with benches and rest areas interspersed. Both the Saugatuck and Douglas shopping areas should be tailored to a theme such as a New England village, with all details carefully designed to carry out the theme, Elsen said.

In Saugatuck, parking lots on Butler Street would be replaced with lots behind the stores. Kiosks for specialty shops, fountains and plantings would grace the mall. He noted that Citizens Trust and Savings Bank already has begun the idea with its park where the old bank building was.

Canopies now in front of some stores should be extended so shoppers can keep out of rain and snow going from store to store.

These improvements would cost about \$50,000. They could be financed by special assessment, a share of gross sales, or a front-foot charge.

Jones added "if ever a small community had a chance to improve its downtown, this one does." He recommended that the planning commission get people interested in the idea.

Saugatuck Village President Julius Van Oss asked that the proposal, after study by the Regional Planning Commission, be presented to the village council for action.

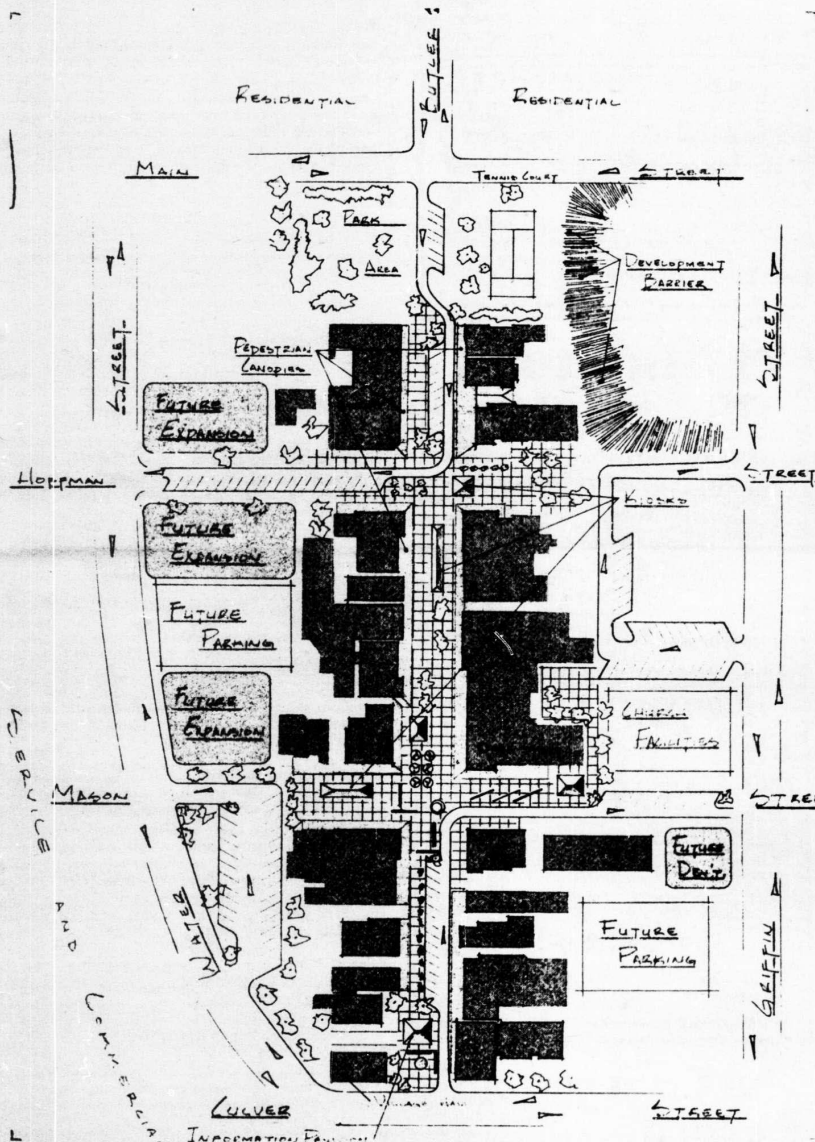
In Douglas, Jones said, the stores "need people to buy such things as hardware and baked goods. They're not going to get 'em with a big black strip of pavement. He urged Douglas to "do something, dramatically and forcefully."

In the proposal, Center Street would be divided by a planted area with a pool. Plazas and meeting areas would be built between stores. Canopies would shelter shoppers. Parking lots would be built behind stores.

Douglas Village President Joel Matteson said there appear to be some things in the plan that could be done immediately without special assessments.

The industrial site chosen by the planning commission for the study was the area east of the Douglas interchange. The site is not zoned industrial, though the economic development corporation has been considering asking for rezoning.

Sewers are due in that area in 1980 to 1990 and no water service is scheduled at this time, so an alternative is to develop the area's own services, Elsen said.



Saugatuck's downtown development plan includes a mall along Butler Street from Culver north to Main. One-way lanes would permit cars to go north from Culver one block and turn east on Mason toward the bank and the Methodist Church. Another one-way lane would carry traffic south from Main for access near the post

office. The central block, from Mason to Hoffman, would be all mall, with kiosks in it for display and little shops. Canopies would shelter people walking from building to building. The parking removed along Butler would be replaced with space behind stores.

Work on the 155-acre site would be done in three phases to spread costs over a number of years. Development would be in tracts of 35 acres, 45 and 75 acres. It costs about \$60 a lineal foot to install the services including industrial roadway, sanitary and storm sewers and water mains. The first phase would cost \$150,000, the second \$240,000 and the third, \$138,000 for a total of \$528,000.

"Seed money" from local investors and loans from the Small Business Administration would get the project started. Thereafter, sales of land for factory sites would

pay for further improvements.

There is a "north site" that was zoned industrial by the Township Board. It lies east of Interstate 196 and west of 63rd Street and runs from Richmond Road to 136th Avenue. Jones said the north site has not been abandoned and that both might be developed concurrently.

The proposals for Saugatuck, Douglas and the industrial site will be assembled together with the other work done by the planning consultants and presented to the Planning Commission.



FOR IMMEDIATE RELEASE

The City of Saugatuck Launches Master Planning Process with Opportunities for Public Involvement

Saugatuck, MI – August 29, 2025 – The City of Saugatuck has officially begun the process of creating a new Master Plan, a long-range document that guides the City's future growth, preservation, investment, and land use decisions. The new Master Plan will be a city-specific effort, but it will also recognize the spirit of regional planning established in the 2016 Tri-Community Master Plan, which included the City of Saugatuck, Saugatuck Township, and the City of the Village of Douglas. In accordance with state statute, a master plan must be revisited every five years to ensure it reflects the evolving needs and vision of the community.

The planning process is designed to capture and document the ideas of Saugatuck's residents, businesses, stakeholders, community leaders, and visitors. Public input will play a central role, forming the foundation for the goals and objectives of the Master Plan. As part of the engagement process, the City invites interested parties to participate in the following kick-off opportunities:

Community Open House

Date: Tuesday, September 30, 2025

Time: Drop in anytime between 5:00 p.m. and 7:00 p.m.

Location: Saugatuck High School, 401 Elizabeth St, Saugatuck, MI 49453

The open house will feature a series of interactive stations where participants can share their ideas, identify community priorities, and provide location-specific feedback. Activities will include quick-response boards, mapping exercises, and visioning discussions designed to gather meaningful input on topics such as development, mobility, investment priorities, and community character.

Community Survey

Interested parties are also encouraged to share their thoughts through a comprehensive online survey involving a wide range of topics:

<https://www.surveymonkey.com/r/saugatuckplan>

The survey will be open until October 6, 2025. If desired, paper copies of the survey can be picked up at City Hall, 102 Butler St, Saugatuck, MI 49453.



The City encourages broad participation to ensure that the updated Master Plan reflects the shared vision of the community and sets a clear course for the future.

Contact:

Ryan Cummins, City Manager

(269) 857-2603

rcummins@saugatuckcity.com

Social Media Blurbs

Option 1.

The City of Saugatuck is creating a new city Master Plan — and your voice matters!

Join us for a Community Open House on Tuesday, Sept. 30, 2025 (drop by anytime 5–7 PM at Saugatuck High School, 401 Elizabeth St, Saugatuck, MI 49453) and help shape the future of our city.

Can't make it or would like an additional opportunity? Share your ideas in the online survey (open until Oct. 6): <https://www.surveymonkey.com/r/saugatuckplan>

Let's work together to build Saugatuck's future!

Option 2.

The City of Saugatuck is creating a new city Master Plan, and we want your input!

Community Open House

Tuesday, September 30, 2025 | Drop by anytime 5:00 to 7:00 p.m.

Saugatuck High School, 401 Elizabeth Street, Saugatuck, MI 49453

Community Survey

Open through October 6, 2025

<https://www.surveymonkey.com/r/saugatuckplan>

Help shape the future of Saugatuck by sharing your ideas and priorities.

Option 3.

The City of Saugatuck is creating a new Master Plan and invites your input. Stop by anytime at a Community Open House on Tuesday, September 30, 2025, from 5:00 to 7:00 p.m. at Saugatuck High School, 401 Elizabeth Street, Saugatuck, MI 49453. You can also share your thoughts through the Community Survey, open through October 6, 2025, at <https://www.surveymonkey.com/r/saugatuckplan>.

Treasurer Report
September 08, 2025



Tax Administration:

- Fielded resident inquiries related to mailing addresses, PREs, deferments, and partial payments.
- Researched returned or undeliverable mail; updated address records accordingly.
- Verified ACH instructions for properties with recently transferred PRE affidavits.
- Continued receiving summer tax payments and preparing property tax disbursements to Allegan County, Saugatuck Public Schools, and OAISD – including the Olde Mill PILOT and its payouts. These distributions will continue on each payables through March 1.
- Created a procedure to verify cancellation of property tax ACH payments for sellers, and to offer buyers the option to set up ACH
- Issued an eBlast with reminders on the upcoming tax payment deadline, ACH timeline, and online look-up information.

Accounts Payable:

- Coordinated with vendors on payment processing and account updates.
- Ongoing communication with Comcast to finalize implementation of the new contract, secure credits for prior overbilling, resolve related fees and inquire about the updated equipment.
- Updated vendor files and records.
- Processed credit card reconciliations, including follow-up on missing receipts and prior fiscal year charges

Payroll & Benefits:

- Continued refining payroll processes, including Oval Beach-specific workflows and salaried employee handling.
- The City's HSA program launched with the August 15 payroll. Initial contributions are complete and ongoing processes have been implemented.
- Coordinated with BS&A on new HSA deduction and employer contribution setup.
- Updated new employee onboarding forms.
- Coordinated with Gallagher to obtain an employee onboarding presentation for the City's dental insurance.

Financial Management / Audit Preparation:

- Processed credit card payments for Oval Beach stickers, permits, and other City revenue sources; expanded reconciliation with Concession-side detail.
- Continued assembling audit documentation: budget information, Council information, legal matters, cash documentation, receivables, prepaids, and capital assets. Several audit PBC tasks have been completed.
- Addressed auditor guidance questions, including payroll accrual and investment interest handling
- Attended the final PMGAP Audit Prep 2 training webinar.

Investments and Banking:

- Coordinated rollover of Macatawa Bank CD into a new CD requiring multiple signatories; troubleshooting access issues for Council signers.

Miscellaneous / Administrative:

- Managed beach and parking receipts, including daily reconciliations, credit card disputes, and replacement of damaged card readers.



City Clerk Monthly Department Report

September 8, 2025

- Elections:
 - POLLING PLACE CHANGE: The November 4, 2025, Election will be held at the Women's Club, 303 Butler Street.
 - Candidates on the ballot for City Council are:
 - Holly Anderson
 - Joe Clark
 - Russ Gardner
 - John Mayer
 - Sherry Tedaldi
 - Absent voter ballots will be available for issuance to voters on September 25, 2025.
- Deputy Clerk Williams has issued 127 business licenses.
- City Hall received 462 calls in August.
- Oval Beach Passes sold at City Hall: 442 resident and 215 non-resident.
- Currently organizing City Hall paper documents for pickup by the scanning service as part of the digitization project.
- Coordinated and prepared meeting packets and minutes.
 - Clerk Meetings:
 - Wolters
 - City Council Workshop
 - Election Commission
 - Election Equipment Maintenance
 - City Council Regular
 - Department Head
 - Special Event - Havana Club Ride
 - ADA Accessibility Webinar
 - Williams
 - City Council Regular
 - Planning Commission
 - Parks & Public Works Committee
 - ADA Accessibility Webinar



Department of Public Works

Below is a summary of notable activities carried out by the Department of Public Works since the council meeting held on 8/11/2025:

August Brush & Leaf Collection:

Brush and leaf collection services took place on August 12th for properties located on the east side of the Kalamazoo River and on August 13th for properties on the west side of the river. This collection was an opportunity for the Public Works staff to try out the new Tink attachment on the front-end loader. The trial run was very successful. Staff picked up 52 brush piles and could load the material from the rear of the dump truck. This allowed staff to limit the moving convoy to a single lane improving traffic flow and safety. The backhoe was not used at all for the collection which saves on tires, emissions, and cost.

Oval Beach Season:

Now that we are past Labor Day, the Oval Beach operation is complete for the 2025 season. Thank you to Linda Bultman and her staff for a successful season. The Oval Beach team did an excellent job of taking in revenue, assisting park visitors, maintaining cleanliness, assisting with emergencies, and much more. Staff will be reviewing the Oval Beach financials in the coming weeks and evaluating operations for next year.

New Hire:

As previously reported, Chad Bouwman had resigned to take another position closer to his home near Kalamazoo. Public Works conducted interviews to fill the vacant Equipment Operator/Maintenance Worker position at Public Works. The position was offered and accepted by Mr. Anthony (AJ) Brown. AJ comes with a great recommendation from Douglas Public Works after working seasonally there for 2 years and has experience working for the Mackinac City Public Works seasonally. AJ's start date is Monday September 8th. The Equipment Operator/Maintenance Worker/Oval Beach Manager position remains vacant, but staff is actively seeking to fill the position.

Road Resurfacing:

The City Engineer and Public Works Superintendent conducted a field assessment to evaluate candidate roads for asphalt resurfacing or mill/overlay work. This work is geared towards roads that have decent underground utilities underneath but show signs of advanced deterioration on the asphalt surface. To maintain these roads to a high standard, the top 1 ½" of the asphalt surfaced can be milled off and replaced or overlaid with rolled hot-mix-asphalt (HMA). At this point, the following roads will likely be presented to council for resurfacing consideration:

- **Lucy Street** – 10 x 30 area just east of Butler Street (Fall 2025)
- **Hoffman Street** – west of Water Street (Fall 2025)
- **Wicks Park Parking Lot** (Fall 2025)
- **Mary Street** – Between Water Street and Butler Street (Spring 2026)

Staff will come back to council to council with pricing and a bid award recommendation. The general timeline for this fall would be pushing this out for bid next week for 2-3 weeks, present to council afterwards, then have construction begin mid-October. Asphalt plants typically close mid-November.

Asset Management Champions Program:

The Public Works Superintendent has begun training offered by the Michigan Infrastructure Council's (MIC) Asset Management (AM) Champions Program. The course runs from August through November and covers the principles of asset management while building a network of professionals, from all over the state, who are infrastructure owners. Upon successful completion of the course, certification is awarded to become one of 600+ Asset Management Champions in the state of Michigan.

Meetings:

- **8/11/2025** – DPW Weekly Goals Meeting
- **8/12/2025** – One-on-One with City Manager
- **8/12/2025** – MIC AM Champions Program Kickoff Meeting
- **8/15/2025** – Second Interview: Equipment Operator/Maintenance Worker Position
- **8/15/2025** – DPW Weekly Goals Follow Up Meeting
- **8/18/2025** – DPW Weekly Goals Meeting
- **8/18/2025** – Second Interview: Oval Beach Manager/DPW Hybrid Position
- **8/19/2025** – Department Head Team Meeting
- **8/20/2025** – 508 Perryman Street Site Visit
- **8/21/2025** – Kalamazoo Nature Center Site Visit at Mt. Baldhead
- **8/21/2025** – Saugatuck/Douglas Historical Society Site Assessment
- **8/22/2025** – DPW Weekly Goals Follow Up Meeting
- **8/22/2025** – Mt. Baldhead Restroom Kickoff Meeting
- **8/25/2025** – DPW Weekly Goals Meeting
- **8/26/2025** – Parks & Public Works Committee Meeting
- **8/27/2025** – Department Head Team Meeting
- **8/28/2025** – 241 Culver Street Site Visit
- **8/28/2025** – Havana Club Ride Safety Meeting
- **8/29/2025** – DPW Weekly Goals Follow Up Meeting
- **9/02/2025** – DPW Weekly Goals Meeting
- **9/02/2025** – MIC AM Champions Program Learning Pod #1
- **9/04/2025** – Holiday Light Electrical Needs Walkthrough with Chips Groundcover
- **9/05/2025** – DPW Weekly Goals Follow Up Meeting

Special Event Assistance:

- **Music in the Park (August 13, 20, 27 and September 3)**
- **Sidewalk Sales**
- **Mt. Baldhead Challenge**

2025 Service Request Summary:

January	34
February	20
March	54
April	83
May	101
June	74
July	46
August	TBD



Total calls for July 142

Total Traffic stops - 22

Call Date/Time Incident Type

Call Date/Time	Incident Type
07/31/2025 11:19:13	Disorderly Conduct
07/31/2025 10:54:20	Check Welfare
07/31/2025 10:27:40	Found Property
07/30/2025 22:47:06	General Assist
07/30/2025 17:38:59	Shoplifter
07/30/2025 16:17:57	Suspicious Situation
07/29/2025 23:23:19	General Assist
07/29/2025 19:31:06	Parking Violation
07/29/2025 01:50:18	Larceny
07/29/2025 01:13:58	Assault
07/28/2025 23:46:34	General Assist
07/28/2025 23:11:15	General Assist
07/27/2025 12:53:05	Road Hazard
07/26/2025 22:53:04	Found Property
07/26/2025 19:05:20	General Assist
07/26/2025 17:17:11	Road Hazard
07/26/2025 16:48:54	Parking Violation
07/26/2025 16:48:49	Shoplifter
07/26/2025 12:50:49	Parking Violation
07/26/2025 11:35:47	Fraud
07/26/2025 10:56:04	Conservation
07/26/2025 00:55:56	General Assist
07/25/2025 23:54:18	Intoxicated Subject
07/25/2025 23:37:59	Found Property
07/25/2025 23:15:07	Trespassing
07/25/2025 22:13:39	Parking Violation
07/25/2025 22:05:44	Trespassing

07/25/2025 00:42:02	General Assist
07/24/2025 18:16:02	Boat-Marine Patrol
07/24/2025 11:05:00	Boat-Marine Patrol
07/24/2025 10:20:43	911 Welfare - Misdials
07/23/2025 23:26:02	General Assist
07/23/2025 23:07:38	General Assist
07/23/2025 18:23:24	Accident All Other
07/23/2025 15:56:55	HEAT/COLD EXPOSURE
07/23/2025 11:15:21	FALLS
07/22/2025 22:53:45	General Assist
07/21/2025 22:29:22	General Assist
07/21/2025 01:07:42	General Assist
07/20/2025 19:55:54	Accident All Other
07/20/2025 13:18:58	On Foot
07/19/2025 23:53:00	General Assist
07/19/2025 19:01:57	Parking Violation
07/19/2025 16:30:12	Parking Violation
07/19/2025 16:28:27	Motorist Assist
07/19/2025 15:44:45	Boat-Marine Patrol
07/19/2025 13:18:25	Shoplifter
07/19/2025 12:46:00	Parking Violation
07/19/2025 12:40:00	PRIV PROP IMPOUND
07/19/2025 12:14:24	Parking Violation
07/18/2025 11:13:37	Ambulance
07/18/2025 03:01:12	Missing Person
07/17/2025 23:54:32	General Assist
07/17/2025 16:28:00	Check Welfare
07/17/2025 12:37:59	On Foot
07/16/2025 22:23:03	General Assist
07/16/2025 22:22:37	Assist Other Agencies
07/16/2025 20:16:54	Civil
07/16/2025 16:57:19	Check Welfare
07/16/2025 09:31:06	Accident All Other
07/16/2025 08:31:05	Accident All Other
07/16/2025 00:54:40	General Assist
07/16/2025 00:18:00	General Assist
07/15/2025 11:32:15	Check Welfare
07/15/2025 00:04:35	General Assist
07/14/2025 23:11:52	General Assist
07/14/2025 16:08:20	Animal-Welfare
07/14/2025 13:32:56	Trespassing
07/13/2025 22:14:42	General Assist
07/13/2025 15:39:45	Suspicious Situation
07/13/2025 15:38:08	Loud Noise
07/13/2025 14:14:57	Boat-Marine Patrol
07/13/2025 11:36:48	Check Welfare
07/13/2025 02:27:00	Domestic Assault
07/12/2025 22:24:50	General Assist

07/12/2025 12:43:42	Animal Call-Other
07/12/2025 08:36:54	Alarm
07/12/2025 01:27:42	Intoxicated Subject
07/11/2025 20:53:11	PDA
07/11/2025 14:10:49	Parking Violation
07/11/2025 10:57:53	Found Property
07/10/2025 23:07:48	General Assist
07/10/2025 16:35:55	Parking Violation
07/09/2025 23:52:36	General Assist
07/09/2025 23:35:57	General Assist
07/09/2025 11:46:18	Death Investigation
07/09/2025 06:13:44	Check Welfare
07/08/2025 22:24:24	General Assist
07/08/2025 21:59:21	PRIV PROP IMPOUND
07/08/2025 18:04:10	Suicidal Subject
07/08/2025 14:01:28	PRIV PROP IMPOUND
07/08/2025 09:32:50	UNCONS/FAINTING
07/08/2025 09:09:08	General Assist
07/07/2025 22:23:07	General Assist
07/07/2025 19:39:03	Misc
07/07/2025 12:14:51	Trespassing
07/07/2025 11:14:37	Harassment/Threats
07/07/2025 02:02:58	General Assist
07/07/2025 01:06:44	Check Welfare
07/07/2025 01:02:58	General Assist
07/06/2025 17:29:46	General Assist
07/06/2025 15:47:10	Animal Call-Other
07/06/2025 01:57:09	OWI
07/06/2025 00:30:58	General Assist
07/05/2025 20:06:24	Parking Violation
07/05/2025 16:55:48	PRIV PROP IMPOUND
07/05/2025 16:12:41	Boat-Marine Patrol
07/05/2025 16:07:09	Lock-Out
07/05/2025 01:53:28	General Assist
07/04/2025 21:36:04	Fraud
07/04/2025 20:11:29	General Assist
07/04/2025 19:25:05	OWI
07/04/2025 18:38:52	Misc
07/04/2025 18:21:46	Parking Violation
07/04/2025 17:50:22	Littering
07/04/2025 14:08:53	General Assist
07/04/2025 12:10:22	Parking Violation
07/04/2025 11:49:10	Parking Violation
07/04/2025 10:56:18	Parade Traffic Control
07/04/2025 09:57:46	Parking Violation
07/04/2025 09:50:49	Parking Violation
07/04/2025 08:29:38	Inspections
07/04/2025 02:44:41	Accident All Other

07/04/2025 00:51:56	Suspicious Situation
07/03/2025 22:19:31	Larceny
07/03/2025 09:50:11	Abandoned Vehicle
07/03/2025 09:03:08	Misc
07/03/2025 08:38:36	Animal-Dog Barking
07/03/2025 00:43:07	Assist Other Agencies
07/02/2025 22:55:46	General Assist
07/02/2025 21:43:50	Fraud
07/02/2025 13:50:44	Assist Other Agencies
07/01/2025 23:32:56	General Assist
07/01/2025 22:42:56	General Assist
07/01/2025 22:22:34	Tree Down
07/01/2025 20:39:26	Misc
07/01/2025 15:52:16	Parking Violation
07/01/2025 15:02:50	Animal-Bite
07/01/2025 07:25:46	Inspections
07/01/2025 06:20:49	Alarm
07/01/2025 00:59:51	General Assist
07/01/2025 00:18:00	General Assist

**City of Saugatuck
Status Report of Engineering Activities
September 4, 2025**

General Consultation

- 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 should be released soon, 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.
- Pavement Markings: 2025 work is complete. 2026 work will take place in the spring. Current contract is 2025-2027.
- Assisting with review of water and sewer agreements as needed.
- Finalizing bid package for fall 2025 asphalt paving improvements, which include patching on Lucy Street and resurfacing Main and Hoffman Street ends west of Water Street.
- Assisting with site plan reviews and construction observation for new development and other projects 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).
- The project is complete and final documents will be submitted to EGLE soon to wrap up the project in the State's 2025 fiscal year.

Mt. Baldhead Projects

- AT&T Project Assistance
 - Providing assistance on an as-needed basis.
- Restroom Building Replacement
 - Construction is scheduled to begin September 15 with substantial completion in December and final completion in spring 2026.
- 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.
 - Met with area stakeholders to review the survey and proposed concepts. Gathering feedback to incorporate into the design, as well as pre-construction activities to address concerns with the site.

Sea Wall and Concrete Repairs

- The bid opening was held on April 30, however none were received.
- The DPW will be obtaining quotes for patching stairs at Hoffman & Griffith. The remaining areas are being incorporated as additional work within the Maple Street contract.

Maple Street Improvements

- Working on addressing comments from EGLE on the water system permit.
- Working on incorporating sea wall repairs and resurfacing Mary Street (Water Street to Butler Street) into the bid documents as separate items of work (outside the Maple Street budget).
- Depending on timing for permits and final design, we anticipate issuing the project for bids in late 2025 with construction during the 2026 construction season (approximately April to November).

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.

City Hall Interior Renovations

- A kickoff meeting/site visit will be scheduled with City staff soon.