

Treasurer Report
May 11, 2026



Tax Administration

- Responded to resident inquiries regarding property taxes and payment status.
- Coordinated record updates with the assessing department.
- Completed an audit verification request for OAISD.
- Provided documentation responsive to a FOIA request.
- Sent a request to the school district for a progress update on the L-4029.

Accounts Payable

- Processed regular payables.
- Updated sales tax exemption status with vendors.
- Continued working with Comcast regarding billing credits.
- Worked with vendors to review and clarify billed amounts.

Payroll & Benefits

- Processed two payrolls.
- Continued the MERS transition from Alerus to Empower.
- Processed employee payroll changes.
- Processed the DPW Superintendent's final payout.
- Updated the CMS prescription drug cost survey.
- Worked with the HSA provider regarding an employee issue.
- Initiated discussions regarding the upcoming health insurance renewal process.

Financial Management

- Processed credit card payments.
- Completed the March bank reconciliation and began the April reconciliation.
- Invoiced shared expenses to neighboring municipalities.
- Continued budget review and analysis.
- Completed and submitted the annual Act 51 IRT reporting.
- Consulted with the auditor regarding receipt of the Village Square Park donation.

Investments and Banking

- Finalized the purchase of three CD's with Consumers Credit Union

Miscellaneous / Administrative

- Continued review of utility bills for reasonableness.
- Began Oval Beach pass sales for the season.
- Coordinated with the Oval Beach Manager regarding pre-season startup activities.
- Assisted with installation of the City Hall elevator emergency phone.
- Prepared information for the economic impact study.
- Updated City records related to the new truck purchase.
- Attended a training conference.
- Reactivated beach credit card processing services for the season.



City Clerk Monthly Report

Elections

- May 5, 2026:
 - 33% voter turnout for the election in the City of Saugatuck. Many voters gave positive remarks about the election being held at the Woman's Club.
 - *Unofficial results:*

Saugatuck Public Schools Sinking Fund Millage Proposal (Vote for 1)

Precinct	Yes	No
City of the Village of Douglas, Precinct 1	236	96
City of Saugatuck, Precinct 1	170	106
Laketown Township, Precinct 3	97	70
Saugatuck Township, Precinct 1	429	216
Total	932	488

Thank You

TO OUR

ELECTION WORKERS

YOU MAKE DEMOCRACY WORK!

for conducting a
safe and secure election
at the Woman's Club on

Special Election

on **May 5th**
for the Saugatuck Public Schools.

THANK YOU TO OUR DEDICATED ELECTION WORKERS:

★ Holly Anderson

★ Cathy Brockington

★ Helen Baldwin

★ Victor Bella

★ Donna Carrillo

★ Bobbie Gaunt

★ Jim Muir

★ Peter Hanson

★ Linda Schoenrock

★ Mike Mattern

★ Betsy Muir

★ Sara Williams

Your time, dedication, and commitment to our community are truly appreciated!

Thank you for all you do!

- August 4,
 - 2026 – Primary
 - Ballot Proposals for August 4, 2026
 - **Interurban Transit Authority** *INTERURBAN TRANSIT AUTHORITY PUBLIC TRANSPORTATION MILLAGE PROPOSAL*
 - It is proposed that the Interurban Transit Authority levy a tax of 1.0 mill on all taxable property within the Authority’s boundaries for the provision of public transportation services for a period of 10 years. Voters in the City of Saugatuck, the City of the Village of Douglas, and the Township of Saugatuck previously approved a levy of 0.5 mill for this purpose, which expires with the 2026 tax levy. The proposed millage is intended to replace that expiring levy and would apply throughout the Authority’s newly expanded boundaries, including the City of Fennville. It would cost taxpayers \$1.00 for each \$1,000 of taxable real and personal property and would apply each year from 2027 through 2036. Approximately \$1,078,000 would be raised across the Authority in the first year. All revenue will be disbursed to the Interurban Transit Authority. Should the proposed new millage be approved?
 - **Saugatuck-Douglas District Library** – *LIBRARY MILLAGE PROPOSAL*
 - Shall the Saugatuck-Douglas District Library, County of Allegan, be authorized to levy a millage annually in an amount not to exceed .30 mill (\$.30 per each \$1,000 of taxable value), of which .2352 mill is a renewal of the previously authorized millage rate that expired in 2025 and .0648 mill is new additional millage, against all taxable property within the Saugatuck-Douglas District Library district for a period of ten (10) years, 2026 through 2035, inclusive, for the purpose of providing funds for all district library purposes authorized by law? The estimate of the revenue the Saugatuck Douglas District Library will collect in the first year of levy (2026) if the millage is approved and levied by the Library is approximately \$332,000.
 - November 3, 2026 – General
 - 9-Days of Early Voting agreement executed with the City of Village of the Douglas and Saugatuck Township to hold Tri-Community early voting site at the City of the Village of Douglas City Hall.
 - Residents can register to vote here:
<https://www.michigan.gov/sos/elections/voting/register-to-vote#HowToRegister>
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Records Management

- Digitizing city documents will resume mid-May.
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Meetings

- Prepared agendas, packets, and minutes for the following bodies:
 - Two City Council Workshops
 - Two City Council Regular
 - Historic District Commission
 - Zoning Board of Appeals
 - Planning Commission
 - Parks and Public Works Committee
 - Election Commission Meeting
 - Participated in:
 - Parking Improvements Task Force
 - Election Public Accuracy Test
 - Department Head Staff Meeting
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Special Events

- *Special event applications received for processing:*
 - Sidewalk Sales event date: 8-13-26.
 - Mt. Baldhead Challenge event date: 9-12-26.
 - Art Coast Food & Wine Festival event dates: 11-5-26 through 11-7-26.
 - Special events ready for council approval:
 - Memorial Day Parade event date: 5-25-26.
 - Town Crier Races event date: 6-20-26.
 - Fourth of July event dates: Fireworks on 7-3-26, Parade and Party on 7-4-26.
 - *Special events process completed:*
 - Community Car Parade event date: 6-6-25.
 - Music in the Park event dates: Wednesdays between 6-17-26 – 9-2-26.
 - SDAC Art Fairs event dates: July 4 and July 25 & 26.
 - Venetian Festival event dates: 7-24-26 and 7-25-26.
 - Saugatuck Farmers Market – The Market at SCA event date: 7-31-26.
 - Art in the Park event date: 9-12-26.
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Administrative & General

- Distributed 160 zoning-related mailers.

- Processed 43 zoning permit payments.
- Issued 135 business license this year.
- Processed 6 FOIA requests.
- Wicks Park boat slips - We have 4 slips and will be sending out notification.
- Distributed all street end license agreements, and 7 are fully executed.
- Created and distributed 30 community E-News blasts.
- City Staff handled a total of 704 incoming phone calls.
- City Hall Remodel: Second round of renderings have been received.
- Managed front counter operations as the primary point of contact for walk-ins and phone inquiries.



April 2026 Department of Planning & Zoning Report

Monthly Update Overview

- Attended the American Association of Planning's National Planning Conference in Detroit.
- Ongoing development review and interdepartmental coordination.
- Master Plan character analysis presented to the Planning Commission.
- Pedestrian mobility and sidewalk mapping.

Action & Progress

- Brush & leaf pick-up door hangers enforcement being implemented with DPW.
- Review and recommendation of software renewal option with Granicus.
- Continued STR administration, including resident meetings, application guidance, compliance checks related to property transfers, and coordination with Granicus on system abilities.
- Several site visits with City Engineer to address stormwater mitigation concerns.
- Meetings with stakeholders discussing development potential along Blue Star.
- Attended Park House Inn open house to help in welcoming a new business owner.
- Coordinated multiple zoning and policy matters with legal counsel, including STR enforcement cases, site sewer connection, and enforcement strategy.
- Historic District signage proposal recommended to Council for approval. Received additional quotes for price comparison. Further review of materials required.
- Maintained ongoing coordination with the City Engineer and planning consultant on active and proposed development projects.
- Communicated with the planning consultant regarding Master Plan scope and proposal.
- Prepared maps and compiled demographic data for the Master Plan.

Boards, Casework, & Operations

- Prepared agendas, packets, and materials for Planning Commission, Zoning Board of Appeals, Historic District Commission, and City Council meetings; issued meeting cancellations where applicable.
- Issued permits, processed planning and zoning applications, short term rental applications, conducted field inspections, and continued enforcement follow-ups on active violations.

- Maintained escrow and invoice tracking, participated in internal staff coordination meetings, and reviewed recently proposed State ordinance language.

Ongoing & Upcoming

- Continued STR compliance monitoring and enforcement. Review of STR-related noise complaints as provided by the Allegan County Sheriff's Department to be reviewed.
- Ongoing Master Plan coordination.
- Gradually updating & creating new permit applications where applicable.

Permits Issued 2026

Permit Type	Number Issued in April	Year to Date Issued
Zoning	6	19
Historic	1	8
Right of Way	1	13
Special Land Use	2	3
Total	10	43

Short Term Rental License's 2026

Zoning District	Number Issued in April	Year to Date Issued
Blue Star (LI-1)	-	-
City Center (C-1)	1	7
City Center Transitional Residential (R-4)	6	8
Community Residential (R-1)	20	54
Conservation Recreation & Camp (CRC)	-	-
Cultural/Community	-	-
Lake Street (R-2)	2	9
Maple Street (R-1)	2	7
Neighborhood Marine (NHM)	-	-
Peninsula North (Duneside – R-1)	-	1
Peninsula North (Riverside – R-1)	-	-
Peninsula South (R-1)	2	6
Peninsula West (R-1)	3	11
Resort (C-4)	6	8
Downtown Waterfront Preservation (C-2)	-	-
Water Street East (C-2)	5	9
Water Street North (C-1)	1	1
Water Street South (C-2)	-	-
Multi-Family Residential (R-3)	-	2
Total	48	123

Granicus Hotline Calls – April 2026

Type	Number of Calls
Trash	3
Parking	1

Open Casework

Items Associated with Granicus Short-Term Rental Hotline/System:

In addition to those specifically noted throughout this report, all Short Term Rental properties are logged, updated, & maintained within the Granicus software.

831 Holland	Tree Removal	Application received. Pending fee.
445 St. Joseph	Zoning	Application received for ADU. Pending engineering approval.
700 N Maple	Enforcement	Correspondence between resident and legal regarding sewer connection is ongoing.
510 Butler	Rezoning / Text Amendment	Application for rezoning and text amendment.
510 Butler	Special Land Use	SLU application for sale of liquor.
3365 Palmer	Sewer Connection	Application received for Township property to connect to City sewer. Review of agreement and submitted plans ongoing.
329 Water	Historic / Zoning	Rear yard deck application.
Chain Ferry	Historic	Application received for repair work and new hand railings.
106 Mason	Zoning	Application submitted for liquor license.
673 Lake	Historic / Zoning	Application for hardscaping.
640 Water St.	PUD	Historic District Commission materials review on 5/7.
525 Butler	Historic	Garage exterior renovations Historic District Commission review on 5/7.
586 Mason	STREnforcement	Occupancy of 6 permitted and listing showing 12 post renovation.

Frontier N Maple	ROW	Work in ROW reviewed by engineering & DPW.
888 Holland	Historic / Zoning	Sign application.
302 Culver	Historic / Zoning	Sign application.
214 Butler	Sewer Connection	Application received. Updated plans submitted. MIS for inspection.
810 Allegan	Variance	Dimensional variance request for setbacks and lot coverage.
322 Culver	Zoning	Revokable license for expanded outdoor dining.
118 Hoffman (#2)	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
345 Griffith	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
510 S Maple	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
347 Water (#4)	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
347 Water (#3)	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
347 Water (#2)	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
□□□ 7-11 3/27 □	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
633 Butler	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
647 Butler	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
230 Griffith	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
□□□ 8-11 3/25 □□□	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
□□□ 8-11 3/25 □□□	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
□□□ 8-11 3/25 □□□	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.

339 Lucy (Main)	Short Term Rental	Application submitted, reviewed, and needs additional information.
□□□ 3/4 N	Short Term Rental	Application submitted, reviewed, and needs additional information.
□□□ 3/4 N	Short Term Rental	Application submitted, reviewed, and needs additional information.
□□□ 3/4 N	Short Term Rental	Application submitted, reviewed, and needs additional information.
□□□ 3/4 N	Short Term Rental	Application submitted, reviewed, and needs additional information.

Closed Casework

630 Pleasant	STR Enforcement	Advertising STR without license.
651 Holland	STR Enforcement	STR garbage compliant.
291 Sugar Hill	Zoning	Application submitted and reviewed for single family home.
120 Mary	Enforcement	Landscaping as fencing at unpermitted height.
118 Hoffman	Liquor License	Liquor license application approved by Council.
248 Mason	Right of Way	ROW sign
594 N Maple	Zoning	Fence application.
983 Maple Woods	Zoning	Deck application.
201 Culver	SLU/ HDC	Planning Commission & Historic District Commission approved expanded outdoor dining.
405 Park	SLU	SLU for pool oriented towards clientele.
1005 Elizabeth	Zoning	Fence application.
132 Mason	Zoning	Expanded outdoor dining application.
721 Lake	Historic	Repair of deteriorated wood stairs.
612 Holland	Short Term Rental	Application submitted. Fire Department inspected. License approved.

841 Holland	Short Term Rental	Application submitted. Fire Department inspected. License approved.
111 Park	Short Term Rental	Application submitted. Fire Department inspected. License approved.
555 Griffith	Short Term Rental	Application submitted. Fire Department inspected. License approved.
728 Lake	Short Term Rental	Application submitted. Fire Department inspected. License approved.
135 Grant	Short Term Rental	Application submitted. Fire Department inspected. License approved.
□□□□ Elm, 3/4 N	Short Term Rental	Application submitted. Fire Department inspected. License approved.
129 Griffith (#13)	Short Term Rental	Application submitted. Fire Department inspected. License approved.
842 Lake (#7)	Short Term Rental	Application submitted. Fire Department inspected. License approved.
320 Mason (Barn)	Short Term Rental	Application submitted. Fire Department inspected. License approved.
320 Mason (Main)	Short Term Rental	Application submitted. Fire Department inspected. License approved.
1055 Holland	Short Term Rental	Application submitted. Fire Department inspected. License approved.
842 Lake (#1)	Short Term Rental	Application submitted. Fire Department inspected. License approved.
312 Hoffman	Short Term Rental	Application submitted. Fire Department inspected. License approved.
444 N Maple	Short Term Rental	Application submitted. Fire Department inspected. License approved.
991 Ridgeview	Short Term Rental	Application submitted. Fire Department inspected. License approved.
128 Elizabeth (#12)	Short Term Rental	Application submitted. Fire Department inspected. License approved.
332 Mary (#1)	Short Term Rental	Application submitted. Fire Department inspected. License approved.
332 Mary (#2)	Short Term Rental	Application submitted. Fire Department inspected. License approved.
332 Mary (#3)	Short Term Rental	Application submitted. Fire Department inspected. License approved.
781 Manchester	Short Term Rental	Application submitted. Fire Department inspected. License approved.
143 West	Short Term Rental	Application submitted. Fire Department inspected. License approved.
349 St. Joseph	Short Term Rental	Application submitted. Fire Department inspected. License approved.
153 Lucy (#1)	Short Term Rental	Application submitted. Fire Department inspected. License approved.
153 Lucy (#2)	Short Term Rental	Application submitted. Fire Department inspected. License approved.
153 Lucy (#3)	Short Term Rental	Application submitted. Fire Department inspected. License approved.
807 Lake (#1)	Short Term Rental	Application submitted. Fire Department inspected. License approved.
731 Water	Short Term Rental	Application submitted. Fire Department inspected. License approved.
138 West	Short Term Rental	Application submitted. Fire Department inspected. License approved.

630 Holland	Short Term Rental	Application submitted. Fire Department inspected. License approved.
807 Lake (#10)	Short Term Rental	Application submitted. Fire Department inspected. License approved.
411 Lake	Short Term Rental	Application submitted. Fire Department inspected. License approved.
347 Park	Short Term Rental	Application submitted. Fire Department inspected. License approved.
421 Water	Short Term Rental	Application submitted. Fire Department inspected. License approved.
807 Lake (#9)	Short Term Rental	Application submitted. Fire Department inspected. License approved.
237 Francis	Short Term Rental	Application submitted. Fire Department inspected. License approved.
743 Allegan	Short Term Rental	Application submitted. Fire Department inspected. License approved.
615 Park (#8)	Short Term Rental	Application submitted. Fire Department inspected. License approved.
533 Water (#3)	Short Term Rental	Application submitted. Fire Department inspected. License approved.
533 Water (#6)	Short Term Rental	Application submitted. Fire Department inspected. License approved.
533 Water (#7)	Short Term Rental	Application submitted. Fire Department inspected. License approved.
533 Water (#5)	Short Term Rental	Application submitted. Fire Department inspected. License approved.
245 Spear	Short Term Rental	Application submitted. Fire Department inspected. License approved.
339 Lucy (ADU)	Short Term Rental	Application submitted. Fire Department inspected. License approved.
410 Hoffman	Short Term Rental	Application submitted. Fire Department inspected. License approved.
229 Francis	Short Term Rental	Application submitted. Fire Department inspected. License approved.
338 Park	Short Term Rental	Application submitted. Fire Department inspected. License approved.
338.5 Park	Short Term Rental	Application submitted. Fire Department inspected. License approved.
547 Water (#3)	Short Term Rental	Application submitted. Fire Department inspected. License approved.

± 10 1/2 x 11 1/2

Respectfully submitted,

Grayson Moore
Grayson Moore - Director of Planning & Zoning

**City of Saugatuck
Status Report of Engineering Activities
May 7, 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 in process. Crosswalks, stop bars and Oval Beach are complete. Other parking and centerlines are anticipated to be complete the week of May 11. Current contract is 2025-2027.
- Assisting with review of water and sewer agreements as needed.

EGLE Technical, Managerial and Financial (TMF) Project

- The project is complete, final documents have been submitted to EGLE and notices have been sent to customers. Assisting staff with answering customer questions.
- 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 help make progress.
- Resubmitted the EGLE DWSRF Project Plan for service line replacement to try to take advantage of additional funding available. Scoring is underway at EGLE.

Mt. Baldhead Projects

- Restroom Building Replacement
 - Final walkthrough was held on April 21.
 - Retainage will be released once grass is established.
- Observation Platform Replacement
 - Preliminary design work is underway.
 - Construction is targeted for fall 2026 or spring 2027, depending on the timeframe for design, stakeholder engagement and permitting.

Maple Street Improvements

- Construction is underway in the downtown areas (Coghlin Park, Wicks Park, Francis St road end, Spear Street launch area and Mary Street between Water and Butler) and is anticipated to be complete in the next two weeks (May 22 deadline).
- Schippers will be transitioning to Maple Street as work downtown is completed.
- Installation of valves on Water Street is tentatively being rescheduled for mid-October. A change order to adjust the milestone dates is pending approval.
- Construction is anticipated to be completed November 2026.

Parking Study

- Off-peak parking counts were obtained on Saturday, May 2.
- On-peak counts are tentatively scheduled for July.

Park Street Improvements – Study Phase

- The City received funding from EGLE's Michigan Coastal Management Program, which will fund up to 50% of the planning cost.
- Survey field work is complete. Once mapping is complete we will schedule a kickoff meeting to review the data and re-engage with the Parks & Public Works Committee, Park Street Study Group and other stakeholders.

City Hall Interior Renovations

- Prepared an updated concept based on feedback received from staff and will be reviewing it with staff soon.

Elizabeth Street Improvements

- Public open house was held on April 28 and feedback is being incorporated.
- Projected schedule is planning work in early 2026, design in mid-2026, bidding in late 2026 and construction in 2027.

Village Square Court Renovation

- Survey work and soil borings are complete. Design is underway.
- We anticipate construction will take place in fall 2026 or spring 2027, depending on the timeframe for design, stakeholder engagement, etc.

Wicks Park and Village Square Restroom Interior Renovations

- Met with City staff April 21 to review scope/needs. Will refine the scope based on staff feedback and develop a proposal for design.

April 2026

Total calls – 49

Total traffic stops – 34

Total school contacts – 13

Response time – 17 min average

Call Date/Time Incident Type

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04/30/2026 22:02:56	General Assist
04/29/2026 22:00:36	General Assist
04/28/2026 20:42:41	Civil
04/28/2026 14:07:16	Suspicious Situation
04/28/2026 11:25:22	Lewd/Obscene
04/27/2026 01:04:44	Suspicious Situation
04/26/2026 22:21:03	General Assist
04/25/2026 22:05:18	General Assist
04/23/2026 16:37:29	Found Property
04/23/2026 16:37:29	Found Property
04/22/2026 22:46:34	General Assist
04/22/2026 11:37:33	Animal-Dog Running
04/22/2026 08:26:16	General Assist
04/21/2026 22:04:30	General Assist
04/20/2026 22:00:18	General Assist
04/20/2026 11:53:06	Animal-Dog Running
04/19/2026 22:14:51	Accident All Other
04/19/2026 13:27:01	Check Welfare
04/18/2026 22:39:36	General Assist
04/18/2026 13:46:15	Check Welfare
04/18/2026 13:44:44	Larceny

04/17/2026 22:39:55	General Assist
04/17/2026 21:59:57	General Assist
04/16/2026 22:24:12	General Assist
04/16/2026 20:23:57	Motorist Assist
04/16/2026 02:08:06	Alarm
04/15/2026 23:03:09	General Assist
04/15/2026 22:30:13	General Assist
04/14/2026 22:31:19	Animal-Welfare
04/14/2026 22:00:23	General Assist
04/14/2026 14:33:44	Civil
04/13/2026 00:18:08	Alarm
04/12/2026 23:20:34	General Assist
04/11/2026 22:04:42	General Assist
04/11/2026 14:12:58	Animal-Dog Running
04/10/2026 22:28:02	General Assist
04/09/2026 22:57:24	Check Welfare
04/09/2026 21:58:01	General Assist
04/09/2026 09:39:15	Conservation
04/07/2026 22:04:48	General Assist
04/07/2026 19:16:40	Trespassing
04/07/2026 18:08:11	General Assist
04/06/2026 22:33:02	General Assist
04/05/2026 01:11:15	Assist Other Agencies
04/04/2026 20:30:00	Check Welfare
04/03/2026 15:13:15	Parking Violation
04/02/2026 22:01:42	General Assist
04/02/2026 16:27:11	Harassment/Threats
04/01/2026 22:28:26	General Assist