



## City Manager Report

December 11, 2025

### Elizabeth Street Planning

- On Monday, City Council approved moving forward with planning and preliminary design work for the Elizabeth Street improvement project. This phase—led by Fleis & VandenBrink Engineering—will refine the project scope, evaluate pavement and water utility needs, and identify improvement options for sidewalks, stormwater, and related infrastructure.
- The planning process will include community engagement and will help position the City for future detailed design and construction.
- The plan is for design to be completed in 2026 with construction during the summer of 2027.

### Village Square Court Improvements

- Earlier this year we applied for a grant for Village Square court improvements. I am happy to report that we were one of fifteen total projects that were awarded a Department of Natural Resources Recreation Passport grant! The total grant amount is \$150,000.
- The proposed \$260,000 project (funded with \$100K from a private donor, \$150K grant, \$10K from City) includes:
  - Basketball court resurfacing, expansion to standard dimensions, and side concrete extension.
  - Tennis court resurfacing, expansion to standard dimensions, pickleball striping and side concrete extension. Adding a new safety fence as well.
  - Adding benches to both courts.
  - New sidewalk connections to make the courts universally accessible.
  - Improving the landscaping with rain gardens.
  - Adding a wall mounted fountain for drinking and bottle filling.
- We are confirming the commitment from the anonymous donor and gathering the grant agreement and plan details to discuss further with the City Council. The project will also need Historic District approval.

### Saugatuck Harbor Natural Area

- Earlier this year, the Saugatuck Harbor Natural Area (SHNA) Master Plan was updated with management recommendations from the Land Conservancy of West Michigan.
- On Monday, City Council approved a proposal from the Outdoor Discovery Center Network for a comprehensive suite of services at the SHNA. The work will include invasive species management, a trail assessment, an ecological evaluation, and ongoing invasive species surveying.
- The work will be fully funded through earnings from the property's endowment fund, with the principal protected.

### Logo & Branding Refresh Project

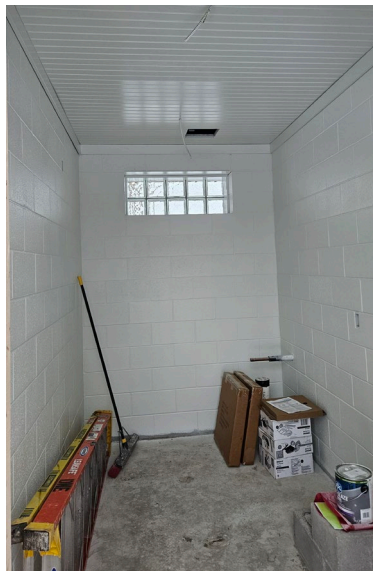
- City Council has approved moving forward with a comprehensive logo and branding refresh project. Our current logo dates back to 2007, and over time, branding has become inconsistent across our website, social media, signage, and printed materials. This project will help ensure a cohesive and professional look as the City prepares for future website upgrades, wayfinding improvements, and signage updates.
- To complete the project, Council further authorized the release of a Request for Proposals (RFP) seeking qualified firms to design an updated logo and develop a full branding system—including color palettes, typography, templates, signage guidelines, and a brand standards manual. The RFP can be viewed here: <https://tinyurl.com/yr5ap82u>
- Council also approved the formation of a Branding Advisory Committee, composed of individuals with relevant expertise and representation from City Council, business, arts, and communications sectors. This committee will work closely with the selected design firm throughout the process.
- The selected firm will develop a community survey, giving residents, businesses, and visitors an opportunity to share input. Feedback from this survey will directly inform the design concepts and ensure the final product reflects the community's voice.

### Maple Street

- We had a lengthy meeting last week to go over the plans for the Maple Street project and additional bid items, including resurfacing Mary Street (from Butler to Water), water main gate valves for Water Street, and boardwalk concrete and seawall repairs.
- Our engineers advised we are still on track to receive our EGLE permit and go out to bid in mid-December. We look forward to a bid opening in January/early February.
- The start of construction is still planned for spring and will last into the fall.

### Mt. Baldhead Restroom Construction

- Midwest Construction provided the following update:
  - Recently complete:
    - Interior Paint
    - Flooring
  - Next up:
    - Electrical, plumbing and HVAC fixtures. Inspections to follow.
    - Countertops and Accessory install
    - Concrete sidewalk approach
    - Complete Soffit/Fascia/Gutters



## **Mailboxes**

- With winter weather upon us, please take a moment to ensure your mailbox is in good condition and securely installed.
- Mailboxes should be firmly anchored and structurally sound, as weakened or leaning posts are more susceptible to damage during heavy snow events.
- We will replace mailboxes only when there is clear evidence that the plow truck physically struck the mailbox or post.
- Damage caused by snow pushed from the plow blade is not eligible for replacement, as the force of moving snow can affect mailboxes that are not properly secured.
- If you have questions or need clarification on mailbox standards or placement, please contact Public Works for guidance.

## **Property Checks**

- Did you know that the Sheriff's Office offers property checks for those of you that have left or may be leaving for warmer weather?
- If you need a property check done, please complete the Property Inspection Form here: <https://www.allegancounty.org/.../law.../reserve-unit>

## **Upcoming Meetings**

Full meeting packets are posted on the City website and Facebook prior to each meeting. When available, they can be viewed by selecting the board/commission:

- December 11 at 6:30p – Zoning Board of Appeals
- December 17 at 4p – City Council Workshop
- December 18 at 6:30p – Planning Commission
- December 22 at 6:30p – City Council Regular Meeting
- December 23 at 10a – Parks and Public Works Committee