



**Parks and Public Works Committee
Regular Meeting**

September 23, 2025 – 10:00 am

*This is an in-person meeting at Saugatuck City Hall, 102 Butler St, Saugatuck, MI 49453.
The meeting will also be available live, virtually on Zoom.*

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Minutes:**
 - A. Regular Meeting – August 26, 2025
- 5. Public Comment on Agenda Items Only (Limit 3 minutes)**
- 6. Discussion:**
 - A. Public Works Update
 - B. Special Event – Dark Sky Night at Oval Beach
 - C. Mt. Baldhead/Saugatuck Harbor Natural Area Invasive Species and Revegetation
- 7. Public Comment (Limit 3 Minutes)**
- 8. Correspondence**
- 9. Committee Member Closing Comments**
- 10. Adjourn (Voice Vote)**

NOTICE:

Join online by visiting:
<https://us02web.zoom.us/j/2698572603>

Join by phone by dialing:
**(312) 626-6799 -or-
(646) 518-9805**

Then enter "Meeting ID":
2698572603

Please send questions or comments
regarding meeting agenda items
prior to meeting to:
scott@saugatuckcity.com

Requests for accommodations or
interpretive services must be made
48 hours prior to this meeting.
Please contact Saugatuck City Clerk
at 269-857-2603 or
sara@saugatuckcity.com for further
information.



PARKS AND PUBLIC WORKS COMMITTEE MEETING MINUTES

August 26, 2025

The Parks and Public Works Committee met for a Regular Meeting at 10:00 a.m.

Saugatuck City Hall

102 Butler St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Chair Kimble at 10:00 a.m.

Attendance:

Present: Committee members Charak, Hoffman, Kimble, Roche, Stanton, Thiel.

Absent: None.

Others Present: DPW Superintendent Herbert, Deputy Clerk Williams, DPW Administrative/Project Coordinator Gibson.

Approval of Agenda:

Motion by Stanton, second by Thiel, to change the agenda to add Invasive Species to Item 7e for the meeting August 26, 2025. Via voice vote, motion carried unanimously.

Approval of Minutes:

Motion by Stanton, second by Hoffman, to approve the minutes from the July 22, 2025, regular meeting. Via voice vote, motion carried unanimously.

Public Comments (agenda items only):

- Jeff Scott (Owl House Gift Shop)

Presentations:

A. Ken Butler – 63rd Street Crosswalk:

Butler explained that a trail now connects two parks across 63rd Street, thanks to recent clearing efforts. To make the crossing safe and accessible, they proposed installing culverts and gravel to bring the trail up to street level, estimating a cost of about \$2,000 per side.

He recommended adding a trail crossing sign and possibly striping but did not see a need for

more extensive safety features. They stressed the importance of obtaining formal written approval from the Allegan County Road Commission (despite having verbal approval) and suggested a committee member accompany them to meet with the commission. The overall goal is to connect the parks for community benefit, including for local cross-country teams, and to clarify project responsibilities and costs.

The Committee discussed next steps for connecting the two parks and confirmed that formal written approval from the Allegan County Road Commission is needed. The group considered signage, safety, and funding responsibilities for the crossing, as well as potential for the trail to be used by local cross-country teams. They also touched on the need for additional signage at trailheads and within the parks, and the importance of clear communication with the road commission about requirements and responsibilities.

B. John Clese – Pocket Prairies:

Clese presented on native plant landscaping and the work of Restoration Earth, a nonprofit organization focused on promoting native plants. He shared the story of the organization's founding, highlighting the environmental and maintenance challenges of traditional lawns and the transformation possible with native plant meadows. He explained that native plants require less water, fertilizer, and maintenance, and support local pollinators and biodiversity. Clese emphasized the deep root systems of native plants, which help with water absorption and soil health, making them valuable for green infrastructure.

John addressed common concerns about native gardens looking “messy,” explaining that design choices like mowed edges and signage can create a more intentional appearance. He described different planting methods – seeding for large areas and plugs for faster coverage on slopes and showed examples of successful native plant projects in challenging soils.

Finally, Clese outlined potential demonstration projects for the community, including a deer-resistant sunny garden at the Mildred Peterson Nature Preserve, plantings on the Mason Street hillside, and a rain garden at the Coghlin Street drainage basin. He suggested these projects could serve as educational tools and models for residents interested in native landscaping.

The Committee had several questions regarding the presentation on native plant landscaping. Committee members asked about the suitability of sandy soils for native plants, and Clese explained that there are native species for every type of soil, including sand and clay. They discussed current maintenance practices for the Mason Street hillside and the importance of establishing native plants with initial watering, noting that after the first year, irrigation is generally unnecessary. John described different planting methods, such as using plugs (small plants) for faster coverage and seeding for larger or sloped areas,

sometimes with biodegradable coconut blankets to prevent erosion. He provided cost estimates for various projects sizes, explaining that plugs are more expensive but provide quicker results, while seeding is more cost-effective for large areas but takes longer to establish.

The group also discussed the potential for volunteer involvement in planting projects. Clese noted that while volunteers can help, professional crews are much faster and more efficient, especially for large or technically challenging tasks. The discussion wrapped up with committee members considering next steps for pursuing native plant demonstration projects and how to prioritize them in future planning sessions.

Review/Discussion:

A. Mount Baldhead and SHNA Invasive Species/Revegetation Update:

The Committee discussed ongoing efforts to address invasive species and revegetation at Mount Baldhead and the Saugatuck Harbor Natural Area. They reached out to organizations like ODC and the Kalamazoo Nature Center for quotes and assistance and expect to receive bids by the next meeting. The conversation covered the importance of coordinating invasive species removal with immediate replanting to prevent erosion and considered options for using a mix of professional and volunteer labor for the work. The group emphasized that this is a long-term project and is awaiting more detailed proposals before moving forward.

B. Dark Skies Initiative Update:

Committee Member Thiel updated the committee on the dark skies' initiative, sharing that she created a mock-up of an informational page and is reaching out to local and state astronomy groups for ideas on community outreach and events. She plans to attend meetings and gather more information before moving forward. The committee agreed to wait for more details and potential event ideas before taking further action, noting that any future events would need to go through the city's event application and approval process.

C. Blue Star Trail Update:

Chair Kimble reported that the Blue Star Trail fundraiser was very successful, raising over \$100,000. She also mentioned a recent meeting with tribal representatives and project engineers to discuss the trail, describing it as a positive step forward. While final details are still pending, she emphasized that the project is making progress.

D. DPW Update:

Department of Public Works Superintendent Herbert reported several DPW updates, including the acquisition of new equipment that improved brush and leaf collection efficiency, recent new hires and staffing changes, and strong ticket sales at Oval Beach. He

also shared that the Mount Baldhead restroom project is set to begin soon, with substantial completion expected by late fall. Additional updates include planned asphalt repairs on several streets, ongoing compliance with state lead and copper rules, and an expansion of holiday lighting in the city.

E. Invasive Species on City Website:

Committee member Charak updated the committee on invasive species efforts, highlighting the launch of a new city web page that lists 10 local invasive species with information on identification and disposal. He also shared a compiled list of deer-resistant plants and proposed creating an informational advisory page for these plants on the city website. The committee discussed the process for adding this resource and emphasized the value of public education on both invasive species and deer-resistant landscaping options.

Public Comments (Limit 3 mins):

- Randy Dirosa (City resident)

Correspondence: None.

Member Closing Comments:

- Stanton – None.
- Thiel – She stated that she had nothing new to report and expressed her thanks, saying she really enjoyed the meeting.
- Hoffman – He made a brief closing comment, saying he did not have much to add but appreciated the meeting and enjoyed being with the committee members.
- Charak – He reflected on his earlier updates about deer-resistant plants and the new city website resources, expressing pride in these accomplishments. He also commented on the dark skies' initiative, suggesting it should have a more local focus, and shared a story about how neighborhood lighting affects local wildlife, like an owl. Charak concluded by praising the committee for their good work and the progress made on various initiatives.
- Roche - She commented on a recent Facebook discussion about Park Street access, pointing out that the city already has the John Woolham Trail, which provides a safe route for walkers and bikers to the beach. She suggested that the city could do a better job of publicizing this existing trail to the community. Roche also mentioned the upcoming environmental stewardship day involving local students and highlighted the revival of the Kalamazoo River Greenway regional plan, encouraging future presentations and involvement in these initiatives.

- Kimble – She expressed satisfaction with the committee’s progress on their current initiatives. She encouraged members to start thinking about future projects and brainstorm additional park-related ideas that could benefit the town, residents, and visitors.

Adjournment:

Motion by Stanton, second by Roche, to approve adjournment of the meeting. Via voice vote, motion carried unanimously. Chair Kimble adjourned the meeting at 11:18 a.m.

Respectfully Submitted,

Sara Williams, City Deputy Clerk & DPW Admin. Assistant



Council Action

____ Approved

____ Denied

____ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453
Phone: 269-857-2603 • Website: www.saugatuckcity.com

SPECIAL EVENT & PARADE APPLICATION

Must be filled out in its entirety & returned to the City Clerk's Office 30 days prior to scheduled event

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Douglas UCC (PPW, pending vote & approval) TELEPHONE: _____

MAILING ADDRESS: _____

CONTACT NAME: Chris Clark, Judy Thiel

TELEPHONE: _____

E-MAIL ADDRESS: _____

CELL PHONE: Same

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Chris Clark
Judy Thiel

TELEPHONE: _____

E-MAIL ADDRESS: _____

CELL PHONE: Same

EVENT INFORMATION

NAME OF EVENT: Dark Sky Night at
Oval Beach

DATE(S) OF EVENT: 10/21/2025

PURPOSE OF EVENT: Light Pollution awareness
Stargazing with Pros
Red-light Beach hike

RAIN DATE: 10/22/2025

☒ Non-Profit ☐ For-Profit ☐ City Operated/Sponsored
☐ Marathon/Race ☐ Festival/Fair ☐ Video/Film Production

☒ Co-Sponsored Approved- PPW
Committee
+ Douglas
UCC
☐ Other _____

EVENT LOCATION: Oval Beach

EVENT HOURS: 8-10 pm

ESTIMATED NUMBER OF ATTENDEES: Anticipating around 50 at most

ESTIMATED NUMBER OF VOLUNTEERS: 10-12

ESTIMATE DATE / TIME FOR SET-UP: 7:00

8:00 ☐ A.M. ☒ P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 10:00

11:00 ☐ A.M. ☒ P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: ☐ Yes ☒ No

TYPE OF MUSIC PROPOSED: ☐ Live ☐ Amplification ☐ Recorded ☐ Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) ☐ Yes ☒ No
☐ Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT: ☐ Yes ☒ No
☐ Provide Copy of Liquor Liability Insurance (listing the City as additionally insured)
☐ Provide Copy of Michigan Liquor Control License

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: _____

WILL FIREWORKS BE APART OF EVENT: ☐ Yes ☒ No
☐ Provide Copy of Liability Insurance (listing the City as additionally insured)
☐ Provide Copy of Fireworks Permit

EVENT SIGNAGE: City Council approval is required for any temporary signing in the public right-of-way, across a street or on City property. Which of the following signs are requested for this event:

- ☐ "YARD" SIGNS - Number requested: ____ (Maximum size is 2' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- ☐ BANNER UNDER SAUGATUCK PALETTE SIGN - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- ☐ SIGNAGE AT EVENT SITE - Location(s): _____

Description of signs: _____
(Signs at event site cannot be displayed prior to day of the event and must be removed at the end of the event.)

TENTS/CANOPIES/MISC: The City of Saugatuck does not have tents, stage, tables or chairs available for rental. There are a number of businesses listed in the yellow pages under "Rental Service Stores" that specialize in the rental of event supplies. Will the following be constructed or located in the event area:

☐ BOOTHS - QUANTITY _____ ☒ TENTS - QUANTITY 1 (small canopy)
☐ AWNINGS - QUANTITY _____ ☒ TABLES - QUANTITY 1
☐ PORTABLE TOILETS - QUANTITY _____ (we will provide both)

VENDOR PARKING: Have you made arrangement for vendor parking? ☐ Yes ☒ No

If yes, where do you propose your vendors park? (we plan to use the beach parking lot to the left of the entrance Booth)

Will the Interurban be utilized? ☐ Yes ☒ No Time(s) _____

DEPARTMENT OF PUBLIC WORKS☐ APPROVED☐ DENIED_____
*Authorized Personnel Signature*Will this event require the use of any of the following municipal equipment: ☒ Yes ☐ No☐ TRASH RECEPTACLES – QUANTITY _____☐ BARRICADES – QUANTITY _____☒ TRAFFIC CONES – QUANTITY 10-12☐ PARKING SIGNS – QUANTITY _____☐ FENCING ☐ WATER ☐ ELECTRIC☐ RESTROOM CLEANING☒ OTHER Can beach restrooms be open for event?**POLICE DEPARTMENT**☐ APPROVED☐ DENIED_____
*Authorized Personnel Signature*ADDITIONAL OFFICERS REQUIRED? ☐ Yes ☐ No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT☐ APPROVED☐ DENIED_____
*Authorized Personnel Signature*STREET CLOSURES: ☐ Yes ☐ No (use attached map to outline proposed closures)Street closure date/time: _____ ☐ A.M. ☐ P.M.Street re-open date/time: _____ ☐ A.M. ☐ P.M.SIDEWALK CLOSURES: ☐ Yes ☐ No (use attached map to outline proposed closures)

Describe Sidewalk Use: _____

Sidewalk closure date/time: _____ ☐ A.M. ☐ P.M.Sidewalk re-open date/time: _____ ☐ A.M. ☐ P.M.PARKING LOT CLOSURES: ☐ Yes ☐ No (use attached map to outline proposed closures)

Parking Lot Location: _____

Sidewalk closure date/time: _____ ☐ A.M. ☐ P.M.Sidewalk re-open date/time: _____ ☐ A.M. ☐ P.M.

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

☐ Completed Application

☐ Event Map (includes detailed event layout for vendors, booths, porta potties, etc.)

WA ☒ Road/Sidewalk/Parking Lot Closure Map

☐ Certificate of Insurance (listing the City of Saugatuck as additionally insured)

NA ☒ Fireworks Permit (if applicable)

WA ☒ Michigan Liquor Control Commission Special Event License (if applicable)

NA ☒ Health Department Food Service License (if applicable)

If document is missing, please explain: _____

The applicant and sponsoring organization understand and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Saugatuck as an additional insured on all applicable policies and submit the certificate to the City Clerk's Office no later than one (1) week following notice of the event approval.

Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval is necessary.

Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

☒ Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss cost of expense is caused in whole or in part by the negligence of the City of Saugatuck or by third parties, or by the agents, servants, employees or factors of any of them.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.


Applicant Signature

9/9/25
Date



Saugatuck

Oval Drive

礼



Oval Drive



Perryman Street



Parks & Public Works Committee Agenda Item Report

FROM: Scott Herbert – Public Works Superintendent

MEETING DATE: September 23, 2025

SUBJECT: Mt. Baldhead/Saugatuck Harbor Natural Area Invasive Species and Revegetation

DESCRIPTION:

At the City Council's 2025 Strategic Planning session held in January, City Council prioritized revegetation the Mt. Baldhead slope in areas where herbicide applications killed foliage and left bare spots on the dune when treating Asian Bittersweet.

Parks & Public Works Committee members and City staff have solicited contractor quotes for consultation and service proposals for Mt. Baldhead and the Saugatuck Harbor Natural Area.

The Kalamazoo Nature Center, Outdoor Discovery Center, and PLM Lake and Management Corp were contacted to assist with this project, however, only the Kalamazoo Nature Center and Outdoor Discovery Center have provided quotes so far.

Enclosed is the information provided by both entities for review and discussion.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Discussion only.

PROPOSAL FOR CONSERVATION SERVICES



This proposal was created for:

City of Saugatuck – Mount Baldhead Park
Mt Baldhead Park Trail, Saugatuck, MI 49453

General Background and Scope of Work:

The purpose of this proposal is to restore ecological health at Mount Baldhead through targeted invasive species management and the replanting of native dune vegetation. Previous control efforts done by a separate contractor inadvertently caused mortality to significant canopy cover and reduced dune stabilization, creating openings now dominated by invasive plants. Following a recent survey of the site, our team recommends the following management and replanting plan for 2026:

1. Invasive Species Management (see Appendix A for map)

- Several highly invasive species are present that threaten the integrity of the dune habitat, including: garlic mustard, multiflora rose, Asian bittersweet, Japanese barberry, tree-of-heaven, phragmites, and black locust.
- Our management approach will prioritize **safe and targeted** control methods that avoid unnecessary herbicide use and prevent damage to surrounding vegetation. Hand pulling will be implemented where practical, while cut-stump treatments will be used to ensure precise and minimal herbicide applications. When foliar applications are necessary, they will be applied selectively and with safeguards to prevent off-target impacts.
- Includes procurement of all necessary permitting to apply herbicides through EGLE and MDARD.
 - **Note:** Many of the invasive species listed above typically require sustained and repeated management to successfully control. Effective treatment generally requires repeated management efforts over a period of multiple years to achieve meaningful reduction or eradication. Our team will continue to monitor the population annually and will provide updated pricing and management recommendations each year. The allows for adaptive management strategies based on observed changes in site conditions and treatment efficacy year-to-year.

2. Dune Revegetation

- Large areas of exposed soil across the dune north of the stairway currently face high risks of erosion and rapid recolonization by adjacent invasive species. To stabilize these areas, prevent further invasive spread, and enhance both habitat quality and aesthetics, we propose installing a diverse mix of native trees, shrubs, grasses, and forbs in the vacant space.
- Species selection will highlight erosion control, drought tolerance, and deer resistance, recognizing the heavy browsing pressure present at this site. Plantings will be matched to each micro-site's soil and sunlight conditions to maximize survival rates and ecological value.
 - **Trees:** Red Pine (*Pinus resinosa*), White Pine (*Pinus strobus*), Oak (*Quercus spp.*), Bladdernut (*Staphylea trifolia*), Serviceberry (*Amelanchier spp.*), etc.
 - **Shrubs:** Witch Hazel (*Hamamelis virginiana*), Bearberry (*Arctostaphylos uva-ursi*), Sand Cherry (*Prunus pumila*), Ninebark (*Physocarpus opulifolius*), Red-osier Dogwood (*Cornus sericea*), Beach Heath (*Hudsonia tomentosa*), Blueleaf Willow (*Salix myricoides*), Sweet Fern (*Comptonia peregrina*), etc.
 - **Forbs/graminoids:** Canada Wild Rye (*Elymus canadensis*), Bottlebrush Grass (*Elymus hystrix*), Little Bluestem (*Schizachyrium scoparium*), Beach Grass (*Ammophila breviligulata*), Sand Reed (*Calamovilfa longifolia*), Penn Sedge (*Carex pensylvanica*), Columbine (*Aquilegia canadensis*), Hairy Puccoon (*Lithospermum carolinense*), Dotted Mint (*Monarda punctata*), Flowering Spurge (*Euphorbia corollata*), etc.
 - **500** total plants will be installed throughout the unit (bare-root, 1 gallon, and 4" plug size)

INITIAL_____

Project Timeline:

- Invasive species management ongoing during the 2026 growing season
- Dune planting in early fall of 2026

Project Budget:

- **Invasive Species Management in 2026 - \$10,000** (billed in June 2026) ☐
- **Dune Revegetation (500 plants) - \$7,500** (billed following planting in Fall 2026) ☐

***PLEASE CHECK THE APPROPRIATE BOXES ABOVE TO INDICATE ACCEPTED SERVICES**

Note: *This proposal accounts for pricing of all labor, materials, and equipment necessary in order to perform the outlined invasive species management plan. If additional work is required beyond the scope of this proposal, we will provide written notification and pricing will be determined on a time and materials basis.*

Exclusions: This proposal does not account for:

- Installation of temporary wildlife exclusion fencing.
- Installation or management of irrigation features.
- Removal of standing dead plant material following invasive species control measures.
- Replacement of damaged lawn, landscape plants, trees or shrubs as a result of nearby invasive species control measures.
- Replanting of native vegetation following invasive species control measures (unless otherwise stated on the proposal).

INITIAL_____

Qualifications:

ODC Conservation Services staff are highly qualified conservation professionals.

- ODC Network, and its subsidiaries, is a fully insured 501c3 and carries an extensive liability policy to conduct habitat improvement services in Michigan
- State licensed herbicide applicators with certifications in Forest Pest, Right-of-Way, and Aquatic pesticide application
- Combined 25+ years experience in invasive species management
- Successfully restored over 250 acres of native prairie
- Successfully installed over 25 native gardens and landscape beds
- Manage 2,000+ acres of high quality natural area
- Experienced Michigan flora and fauna identification
- Advanced wetland delineation certification
- Experienced GIS professionals

We appreciate the opportunity to submit this proposal. We look forward to discussing the opportunity further with you. Please do not hesitate to ask questions or clarifications. If you choose to accept this proposal, please sign and return a copy.



Tanner Bricker, Conservation Services Director
ODC Network
517-398-7800

If you wish to accept this proposal, please initial each page, as well as sign and date below:

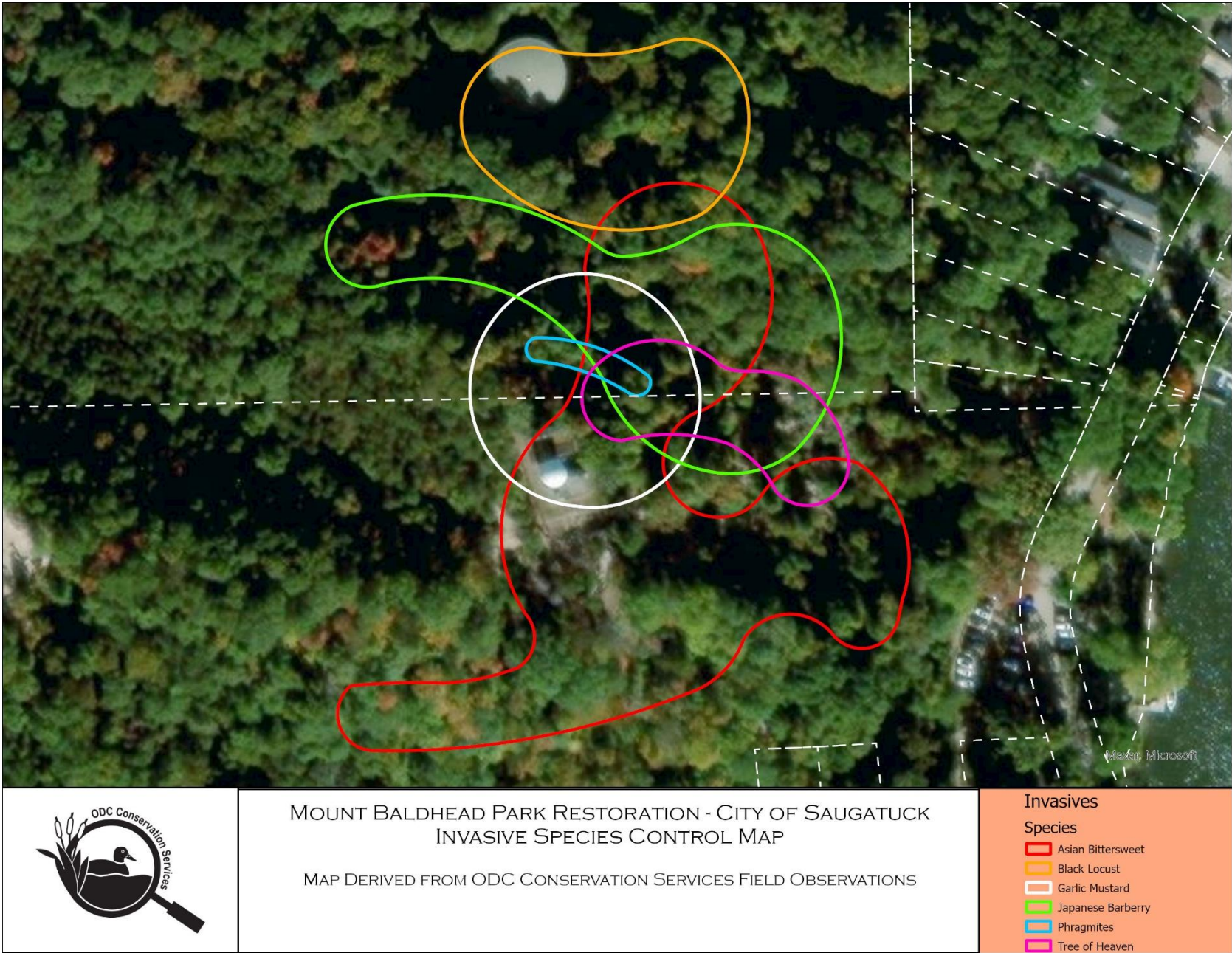
Signature of Authorized Property Owner/Manager

Date



INITIAL _____

Appendix A: Map of Surveyed Invasive Species



INITIAL_____

PROPOSAL FOR CONSERVATION SERVICES



This proposal was created for:

City of Saugatuck - Saugatuck Harbor Natural Area
Oval Dr, Saugatuck, MI 49453

General Background and Scope of Work:

The purpose of this proposal is to address ecological improvement opportunities on the 173-acre Saugatuck Harbor Natural Area property. The property is facing substantial pressure from several invasive species, as well as unmarked trails causing damage to sensitive plant communities. To protect the sensitive habitats on the site and to ensure long-term ecological health, our team recommends the following plan in 2026 and beyond:

1. Invasive Species Management

- Woody invasive species: Japanese Barberry (*Berberis thunbergii*) and European Privet (*Ligustrum vulgare*) are fast-growing invasive shrubs that displace native plants in the wooded areas of the property.
 - Smaller plants will be handpulled, while larger plants will be carefully treated with targeted foliar applications of *Triclopyr* herbicide in **Summer of 2026**.
- Phragmites (*Phragmites australis*) is a common wetland invasive that forms dense monocultures in wetland habitats; including the sensitive interdunal wetlands on the property.
 - Carefully targeted foliar herbicide applications will be conducted with 2% *Aquaneat* herbicide in **Fall of 2026**.
- Spotted Knapweed (*Centaurea stoebe*) is a highly aggressive forb with allelopathic tendencies that quickly overtakes sandy habitats and displaces native vegetation.
 - Hand pulling will be done in areas where off-target impacts are a concern, while foliar applications will be conducted with foliar applications in **Summer of 2026**.
- Includes procurement of all necessary permitting to apply herbicides through EGLE and MDARD.
 - **Note:** Many of the observed invasive species above generally require repeated management efforts over a period of at least 5-7 years to achieve meaningful reduction or eradication. Our team will continue to monitor the population(s) annually and will provide updated pricing and management recommendations each year. The allows for adaptive management strategies based on observed changes in site conditions and treatment efficacy year-to-year.

2. Trail Assessment

- Conduct general survey of the entire property to outline the ideal footprint for the trail system.
 - Deliverables will include a map of recommended trail routes, trails to be decommissioned, alternative routes to avoid impacting sensitive plant communities, and recommendations for interpretive and/or other non-permanent trail signage.
 - The trail assessment will be conducted in **Spring 2026**, with a concise digital report of our recommendations provided by **June 15, 2026**.
- ODC Network's Interpretation team is available to assist with the detailed design and production of interpretive signage upon request.

3. Ecological Evaluation

- In order to assess the current ecological health of the property, our team will identify each distinct natural community observed on the property and outline the following criteria for each:
 - General ecological site description and inventory of natural features.
 - Description of each natural community including:
 - Landscape context and natural processes.

INITIAL_____

- General inventory and distribution of native plant communities including the canopy, understory, and forb/graminoid layers (including calculation of overall floristic quality index).
 - Documentation of high-quality native plant species (with coefficient of conservatism rankings between 6-10).
 - Documentation of both observed and potential wildlife including: state threatened (T), endangered (E), and species of special concern (SC).
 - Documentation of invasive species, pests, and potential ecological threats.
 - Identification of potential ecological restoration and outdoor education opportunities.
- The ecological evaluation process will help create a framework of the natural communities on the property for preservation, restoration, and management to help guide future management and land-use decisions on the property.
 - Target date for field survey: **April-August 2026**
 - Following completion of the evaluation, we will create a digital report summarizing the results.
 - Target date for report submission: **September 15, 2026**

4. Annual Invasive Species Survey

- Conduct annual survey to provide early detection of any new invasive species or expansion of existing populations that could threaten the high-quality natural areas on the site.
 - Deliverables will include a concise report with updated maps documenting the location(s) and spread of invasive species, as well as new concerns to look out for.
 - Surveys will be conducted mid-summer to optimize plant identification and reports will be digitally submitted by **August 15, annually**.

Project Timeline:

- Invasive species management ongoing throughout the 2026 growing season
- Trail assessment conducted in spring of 2026, report submitted by June 15, 2026
- Ecological evaluation conducted between April-August, report submitted by September 15, 2026
- Invasive species survey conducted between May-July 2027, report submitted by August 15, 2027

Project Budget:

- **Invasive Species Management in 2026 - \$20,000** (billed in July 2026) ☐
- **Trail Assessment - \$5,000** (billed in June 2026) ☐
- **Ecological Evaluation - \$10,000** (billed in June 2026) ☐
- **Annual Invasive Species Survey** (starting in 2027) - **\$3,500** (billed in August 2027) ☐

***PLEASE CHECK THE APPROPRIATE BOXES ABOVE TO INDICATE ACCEPTED SERVICES**

Note: This proposal accounts for pricing of all labor, materials, and equipment necessary in order to perform the outlined work plan. If additional work is required beyond the scope of this proposal, we will provide written notification and pricing will be determined on a time and materials basis.

Exclusions: This proposal does not account for:

- Installation or maintenance of new trail systems.
- Removal of standing dead plant material following invasive species control measures.
- Replacement of damaged lawn, landscape plants, trees or shrubs as a result of nearby invasive species control measures.
- Reseeding of native vegetation following invasive species control measures.

We are happy to provide a quote for ongoing trail maintenance and/or replanting of native vegetation following invasive species control measures per request.

INITIAL_____

Qualifications:

ODC Conservation Services staff are highly qualified conservation professionals.

- ODC Network, and its subsidiaries, is a fully insured 501c3 and carries an extensive liability policy to conduct habitat improvement services in Michigan
- State licensed herbicide applicators with certifications in Forest Pest, Right-of-Way, and Aquatic pesticide application
- Combined 25+ years experience in invasive species management
- Successfully restored over 250 acres of native prairie
- Successfully installed over 25 native gardens and landscape beds
- Manage 2,000+ acres of high quality natural area
- Experienced Michigan flora and fauna identification
- Advanced wetland delineation certification
- Experienced GIS professionals

We appreciate the opportunity to submit this proposal. We look forward to discussing the opportunity further with you. Please do not hesitate to ask questions or clarifications. If you choose to accept this proposal, please sign and return a copy.



Tanner Bricker, Conservation Services Director
ODC Network
517-398-7800

If you wish to accept this proposal, please initial each page, as well as sign and date below:

Signature of Authorized Property Owner/Manager

Date



INITIAL _____

Appendix A: Map of Invasive Species Treatment Area(s)



INITIAL_____



Mount
Baldhead
794 ft

CITY OF SAUGATUCK

KUBOTA
ELIZABETH
LIVING
TRUST

Park St

Stair Climb from HELL



Mount Baldhead
Park

CITY OF
SAUGATUCK

SOLBERY
SCOTT-C

GALLAS
NICKI

Yellow Trl



Kalamazoo Nature Center
7000 N. Westnedge Avenue
Kalamazoo, MI 49009
Ecological Services
269-978-6872
ecoservices@naturecenter.org

PROJECT WORK PLAN AND ESTIMATE FOR

City of Saugatuck
Scott Herbert
102 Butler St. P.O. 86
Saugatuck MI, 49453
(616)886-8408

Date: 9/2/2025

TOTAL ESTIMATE

\$10,107.00

scott@saugatuckcity.com

Client Name	Project Description	Project #	Estimate good for
City of Saugatuck	Invasive Species Management at Mt. Baldhead Backdune	26001 A	90 days

Day	Description	Qty	Units	Cost	Line Total
	Herbicide and Equipment	3	days	\$ 60.00	\$ 180.00
	Labor: Project Lead	25.5	hours	\$ 75.00	\$ 1,912.50
	Labor: Supporting Crew of 4	102	hours	\$ 65.00	\$ 6,630.00
	Mileage: Truck + Trailer	306	miles	\$ 2.00	\$ 612.00
	Project Management (3hr/day)	9.00	hours	\$ 75.00	\$ 675.00
	Administrative (1.5hr/mth)	1.5	hours	\$ 65.00	\$ 97.50

Site Lead: Luke Allison/Kyle Martin
Site Address: Mt. Baldhead - 769 Park Street Saugatuck, MI 49453
Service Description: 3 days of invasive species management on the east facing back dune habitat of Mt. Baldy. KNC staff will perform foliar treatment of smaller invasive species such as Jap. Barberry. For larger species such as Tree of Heaven, Privet, and Bittersweet stem injection techniques will be utilized to minimize any off target impacts and soil drift.
Area (acres): 3.25
of Workers: 5
of Work Days: 3

Labor	\$ 9,315.00
Mileage	\$ 612.00
Equipment	\$ 180.00
Supplies	\$ -
SUBTOTAL	\$ 10,107.00

GRAND TOTAL \$ 10,107.00

This is an estimate, actual invoices will be based on specific costs and quantities of materials purchased and actual labor time spent on the project.

View Full Terms and Conditions in the Client Agreement. The Project must be accepted by signing the Client Agreement before work can begin.

For questions regarding this estimate or to set a work schedule, please contact

Proceeds from our client services ensure the sustainability of KNC's longstanding bird observatory, programs that engage the community in wildlife research, and the



Kalamazoo Nature Center
7000 N. Westnedge Avenue
Kalamazoo, MI 49009
Ecological Services
269-978-6872
ecoservices@naturecenter.org

PROJECT WORK PLAN AND ESTIMATE FOR

City of Saugatuck
Scott Herbert
102 Butler St. P.O. 86
Saugatuck MI, 49453
(616)886-8408

Date: 9/2/2025

TOTAL ESTIMATE

\$4,737.50

scott@saugatuckcity.com

Client Name	Project Description	Project #	Estimate good for
City of Saugatuck	Invasive Species Survey + Mapping of SHNA	26001 B	90 days

Day	Description	Qty	Units	Cost	Line Total
	Invasive Species Survey (2 staff/2 days)	16	hours	\$ 165.00	\$ 2,640.00
	Mileage: Truck	220	miles	\$ 2.00	\$ 440.00
	Survey data inventory and reporting time	12	hours	\$ 95.00	\$ 1,140.00
	Mapping time	6	hours	\$ 70.00	\$ 420.00
					\$ -
					\$ -
	Administrative	1.5	hours	\$ 65.00	\$ 97.50

Site Lead: Luke Allison
Site Address: Saugatuck Harbor Natural Area Perryman St. Saugatuck MI
Service Description: 2 survey days of Saugatuck Harbor Natural Area, locating, quantifying, reporting, and mapping of invasive species on property to better understand habitat needs. Reporting and mapping of invasive species and establishing management units will help in prioritizing and understanding future management needs.
Area (acres): 171
of Workers: 2
of Work Days: 2+

Labor	\$ 4,297.50
Mileage	\$ 440.00
Equipment	\$ -
Supplies	\$ -
SUBTOTAL	\$ 4,737.50

GRAND TOTAL	\$ 4,737.50
--------------------	--------------------

This is an estimate, actual invoices will be based on specific costs and quantities of materials purchased and actual labor time spent on the project.

View Full Terms and Conditions in the Client Agreement. The Project must be accepted by signing the Client Agreement before work can begin.

For questions regarding this estimate or to set a work schedule, please contact

Thank you for trusting us with your habitat. By choosing KNC's Ecological Services, you support the broader conservation work of the Kalamazoo Nature Center. Proceeds from our client services ensure the sustainability of KNC's longstanding bird observatory, programs that engage the community in wildlife research, and the stewardship of over 1,500 acres of natural areas. To learn more, please visit naturecenter.org/conservation.



Kalamazoo Nature Center
7000 N. Westnedge Avenue
Kalamazoo, MI 49009
Ecological Services
269-978-6872
ecoservices@naturecenter.org

PROJECT WORK PLAN AND ESTIMATE FOR

City of Saugatuck
Scott Herbert
102 Butler St. P.O. 86
Saugatuck MI, 49453
(616)886-8408

Date: 9/2/2025

TOTAL ESTIMATE

\$23,514.50

scott@saugatuckcity.com

Client Name	Project Description	Project #	Estimate good for
City of Saugatuck	Revegetation of Mt. Baldhead Backdune	26001 C	90 days

Day	Description	Qty	Units	Cost	Line Total
	Equipment: Planting tools	3	days	\$ 60.00	\$ 180.00
	Labor: Project Lead	28.5	hours	\$ 75.00	\$ 2,137.50
	Labor: Supporting Crew of 5	142.5	hours	\$ 65.00	\$ 9,262.50
	Mileage: Truck + Trailer	306	miles	\$ 2.00	\$ 612.00
	Supplies: Dune grass sprigs	20000	sprigs	\$ 0.35	\$ 7,000.00
	Supplies: Bare root trees/shrubs + tree guards	150	seedlings	\$ 8.00	\$ 1,200.00
	Supplies: Custom backdune seed - Native Connections	31	lbs	\$ 1,400.00	\$ 1,400.00
	Supply Pickup/handling & transport			\$ 500.00	\$ 500.00
	Project Management	15.00	hours	\$ 75.00	\$ 1,125.00
	Administrative	1.5	hours	\$ 65.00	\$ 97.50

Site Lead: Luke Allison
Site Address: Mt. Baldhead - 769 Park Street, Saugatuck MI, 49453
Service Description: KNC staff to purchase, transport, and plant dunegrass, bare root seedlings, and seed to revegetate the backdune face of Mt. Baldhead.
Area (acres): 1.5
of Workers: 6
of Work Days: 3

Labor	\$ 13,122.50
Mileage	\$ 612.00
Equipment	\$ 180.00
Supplies	\$ 9,600.00
SUBTOTAL	\$ 23,514.50

GRAND TOTAL

\$ 23,514.50

This is an estimate, actual invoices will be based on specific costs and quantities of materials purchased and actual labor time spent on the project.

View Full Terms and Conditions in the Client Agreement. The Project must be accepted by signing the Client Agreement before work can begin.

For questions regarding this estimate or to set a work schedule, please contact

Proceeds from our client services ensure the sustainability of KNC's longstanding bird observatory, programs that engage the community in wildlife research, and the

Trail Type

- Official - Used
- Official - Unused
- Social
- SHNA Boundary



KNC-Mt Baldy, Saugatuck-SMW-2025
Dune Seed Mix Summary
8/28/2025

											Hydrology					Shade Tolerance			Soil Type							
						% by native		Wetland		Conserv.	Dry	Dry-mesic	Mesic	Wet-mesic	Wet	Emergent	Full Sun	Part	Shade	Clay	Loam	Sand	Muck	Legume	Height (ft)	Color
Graminoids - Scientific Name	Common Name	PLS Oz/A	Total PLS Oz	Seeds per sq. ft.	% by weight	seeds	C-Value	Code	Status																	
<i>Calamovilfa longifolia</i>	Sand Reed Grass	4.00	8.000	0.83	4.35%	1.34%	10	UPL	-	X	-	-	-	-	-	X	-	-	-	-	-	S	-	-	3-6'	g
<i>Elymus canadensis</i>	Canada Wild Rye	32.00	64.000	3.82	34.78%	6.19%	5	FACU	-	X	X	X	-	-	-	X	X	-	C	L	S	-	-	-	5'	g
<i>Elymus hystrix</i>	Bottlebrush Grass	12.00	24.000	2.09	13.04%	3.39%	5	FACU	-	X	X	X	-	-	-	-	X	X	-	L	S	-	-	-	3'	g
<i>Koeleria cristata</i> (K. <i>macrantha</i> , <i>pyramidata</i>)	June Grass	4.00	8.000	18.37	4.35%	29.77%	9	UPL	-	X	X	-	-	-	-	X	X	-	-	L	S	-	-	-	2'	g
<i>Panicum virgatum</i>	Switchgrass	4.00	8.000	1.29	4.35%	2.08%	4	FAC	-	X	X	X	X	-	-	X	-	-	C	L	S	M	-	-	4'	g
<i>Schizachyrium scoparium</i>	Little Bluestem	8.00	16.000	2.75	8.70%	4.46%	5	FACU	-	X	X	X	-	-	-	X	-	-	-	L	S	-	-	-	3-4'	g
Grasses Oz per Acre		64.00		Grasses sds/sq ft	Total	4.46%																				
Grasses Lbs per Acre		4.00		29.15	69.57%	47.24%																				

Herbaceous Forbs - Scientific Name

<i>Anemone cylindrica</i>	Thimbleweed	2.00	4.000	1.19	2.17%	1.93%	6	UPL	-		X	X	X	-	-	-	X	X	-	-	L	S	-	-	2'	wht
<i>Anemone virginiana</i>	Tall Thimbleweed	2.00	4.000	1.29	2.17%	2.08%	3	FACU	-		X	X	X	-	-	-	X	X	-	-	L	S	-	-	3'	wht
<i>Aquilegia canadensis</i>	Wild Columbine	3.00	6.000	2.62	3.26%	4.24%	5	FACU	-		X	X	X	-	-	-	X	X	-	-	L	S	-	-	2'	red
<i>Asclepias syriaca</i>	Common Milkweed	4.00	8.000	0.37	4.35%	0.60%	1	UPL	-		X	X	X	X	-	-	X	X	-	C	L	S	M	-	3'	pur
<i>Coreopsis lanceolata</i>	Lance-leaf Coreopsis	8.00	16.000	3.67	8.70%	5.95%	8	FACU	-		X	X	-	-	-	-	X	-	-	-	L	S	-	-	2'	yel
<i>Monarda punctata</i>	Horsemint	2.00	4.000	4.13	2.17%	6.70%	4	UPL	-		X	-	-	-	-	-	X	-	-	-	-	S	-	-	2'	pur
<i>Oenothera biennis</i>	Common Evening Primrose	6.00	12.000	12.40	6.52%	20.09%	2	FACU	-		X	X	X	X	-	-	X	X	-	C	L	S	M	-	6'	yel
<i>Solidago nemoralis</i>	Old-field Goldenrod	1.00	2.000	6.89	1.09%	11.16%	2	UPL	-		X	X	-	-	-	-	X	-	-	-	L	S	-	-	2'	yel
Forbs Oz per Acre		28.00		Forbs sds/sq ft	Total	52.76%																				
Forbs Lbs per Acre		1.75		32.55	30.43%	52.76%																				

Woody Shrubs, Vines - Scientific Name

Woodies Oz per Acre	0.00	Woodies sds/sq ft	Total	Total
Woodies Lbs per Acre	0.00	0.00	0.00%	0.00%

Annuals, Temp Nurse Crop, etc.	Common Name	Bulk Oz/A	Bulk LBs	Temp Seeds per sq. ft.
<i>Avena sativa</i>	Seed Oats	400.00	50.000	9.18
Temp Oz per Acre		400.00	Temp sds/sq ft	
Temp Lbs per Acre		25.00	9.18	

Total PLS Lbs/Acre 'Natives'	5.75
Total Lbs/Acre 'ALL'	30.75

Total Acres	2.00
Total PLS Lbs 'Natives'	11.50
Total PLS Lbs 'ALL'	61.50

# of Native Grass Species	6
# of Native Forb Species	8
# of Native Woody Species	0
# of Temp Species	1

Mix 'Natives'	weight (lbs)	seeds/sq ft	Avg C
Total per acre	5.75	61.70	4.93
% Forbs	30.43%	52.76%	FQI
% Woodies	0.00%	0.00%	18.44
% Grasses	69.57%	47.24%	

Mix 'ALL'	weight (lbs)	seeds/sq ft
Total per acre	30.75	70.88
% Forb Spp	5.69%	45.93%
% Woodies	0.00%	0.00%
% Grass Spp	13.01%	41.12%
% Temp Spp	81.30%	12.96%



Native Connections
3815 N Westnedge Ave
Kalamazoo, MI 49004
www.nativeconnections.net

NOTE: Species availability not guaranteed. Substitutions may be required. All species to be adjusted to 100% PLS (Pure Live Seed) as noted.

NOTE:

