



**Parks and Public Works Committee
Regular Meeting**

August 27, 2024 – 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 – July 23, 2024

5. PUBLIC COMMENTS/TODAY'S AGENDA TOPICS ONLY (LIMIT 3 MINUTES) *Use the “raise hand” button in the participant’s screen found in the Zoom interface or enter *9 if calling in by phone to raise hand.*

6. REVIEW/DISCUSSION:

A. Partnership with Convention and Visitors Bureau for Additional Bike Racks

B. Request from Saugatuck-Douglas History Center for Additional Historical Markers

C. Department of Public Works Updates

1. Oval Beach Concessions
2. Concrete Work
3. Tree Work
4. Recycling Bin Pilot
5. Road Resurfacing
6. Others

D. Update on Saugatuck Harbor Natural Area

E. Study Group and Other Staff Updates

1. Invasive Species.
2. Airport Property.
3. Blue Star Multimodal Path (Lake Street).
4. Village Square & Playground.
5. Park Street, Mt. Baldhead Improvements, & AT&T status.
6. Maple Street.

7. PUBLIC COMMENTS (LIMIT 3 MINUTES) *Use the “raise hand” button in the participant’s screen found in the Zoom interface or enter *9 if calling in by phone to raise hand.*

8. CORRESPONDENCE

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:
rcummins@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 JWolters@saugatuckcity.com for further information.

A. William Lint

9. MEMBER CLOSING COMMENTS

10. ADJOURN



PARKS AND PUBLIC WORKS COMMITTEE MEETING MINUTES

July 23, 2024

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

Attendance:

Present: Chair Baldwin, Committee members Charak, Kimble, Hoffman, Johnson, Roche.

Absent: None.

Others Present: City Manager Cummins, DPW Superintendent Herbert, Deputy Clerk Williams.

Approval of Agenda:

Motion by Kimble, second by Roche, to approve the agenda for July 23, 2024. Via voice vote, motion carried unanimously.

Approval of Minutes:

Motion by Hoffman, second by Johnson to approve the June 25, 2024, regular meeting minutes as presented. Via voice vote, motion carried unanimously.

Public Comments (agenda items only): None.

Review/Discussion:

A. Mt. Baldhead Bike Rack – Eagle Scout Presentation:

Eagle Scout Brooks Massing presented a proposal for bike racks to be installed at Mount Baldhead for his community service project. He spoke about the need for bike racks in town and highlighted the benefits for businesses and tourists. He told the commission about the possibility of ordering multiple bike racks at a time to get better pricing with Charak suggesting that a larger size would be more practical. Massing stated that they would need a concrete pad poured so the bike rack could be more secure. DPW Superintendent said that he could pour the concrete pad in the fall while they were pouring other concrete for other jobs in the city. Charak proposes temporarily installing bike racks without concrete pads in the meantime so they could speed up the project timeline to get the bike racks installed. Massing believes the project will be completed in the fall or winter.

Motion by Charak, second by Roche to recommend the bike rack project to City Council. Upon voice vote, motion carried unanimously.

B. Oval Beach Life Jacket Station – Eagle Scout Presentation:

Eagle Count Anthony Carlotto was in person to present a proposal for an Oval Beach Life Jacket Station that he would like to use as his public service project to help prevent drowning incidents. He said that it would take about a month for the fundraising and a couple of days to build. The location of the life jacket station was discussed, with a preference of locating it near the concession stand for visibility.

Motion by Kimble, second by Johnson to recommend the life jackets proposal as documented by Anthony Carlotto. Upon voice voted, motion carried unanimously.

C. Village Square Basketball and Tennis Court Improvements:

City Manager Cummins said that he recently had a representative that reached out to him indicating that they were interested in refreshing the tennis courts and basketball courts could use some resurfacing, maybe using some kind of paint to delineate certain areas, and maybe new fencing. This particular donor is willing to provide some dollars to take care of that work if the City is willing to move forward. They spoke about adding a small set of bleachers or seating in the basketball area might be something that's worthwhile, he is open to their ideas and feedback.

Roche said that they wanted to create as much space as possible and make them multi-sport courts. Futsal is a European sport, and it is starting to come to the United States and there is a huge amount of kids in this community who are playing futsal. She would love to see the basketball court, sort of be able to be a multi-sport court. She thinks this will be a wonderful addition for the middle school and high school kids to have someplace to hang out and do things downtown. She doesn't think it would be very expensive, because it is mostly paint and then you would have a smaller soccer net below and then they put the basketball in above. She has not been able to find pricing yet, so she needs to dig a little deeper. She also thinks that it would not be a bad idea to do a survey and see what else the community wants to see in that space. Cummins said that he will talk with the donors' representatives to see what they are willing to do.

D. Department of Public Works Updates:

The department of Public Works has been working on the tasks below.:

- Mill and overlay work
- City hall landscaping
- No parking signs being installed on the hill
- Working on special events with the Art Fair/Venetian Festival/ Music in the Park
- There is still a vacant position at DPW, that they have been actively trying to fill.
- Need to protect the Urban Forrest from English Ivy. There is a need be to proactive about communicating with the property owners on this.

- Would like to send the RFP back out to lease the concession stand and give people more time to review and submit documents before next summer.

E. Update on Recycling Bin Pilot:

DPW seasonal employee John Dejaegher gave an update on how the recycling pilot was going. He said that the recycling part is filled every other day. He thinks that this is hard to do at the City as the waste units hold 30% of what the cement units do and so far they have seen a generous amount of contamination to date.

F. Update on Saugatuck Harbor Natural Area:

City Manager Cummins said that he has no real update on this item. He said that staff still needs to do some research on the previous board issue, and search through their emails. He said that he had someone reach out yesterday via a text email, and they said that they might have some background to provide related to when the group was originally formed.

G. Study Group Updates:

1. Invasive Species:

Charak had no new updates. Hoffman said that the climate in the future in Michigan will be more like the Ozarks. He is trying to figure out the issues that will arise in the next 20 years. The warmer temps will be getting warmer. Down south issues will move north, and the southern states are working on a plan now.

2. Blue Star Multimodal Path (Lake Street):

Kimble said that they had a meeting last week with C2AE and some of the language they used was alarming. They are basically finding out that the entire trail needs to be reviewed and this was all new to her and very confusing. She said that the tribes now need to review the entire length of the trail. At this meeting they found out more from MDOT regarding this requirement but C2AE's concerns are that if they go ahead and complete the whole design, and then something comes up in conjunction with this review by the tribes, they may have to change the design and there may be rework, and that is where it's a problem. Once you get the tribes involved, they have 60 days to review it. They could ask for more time and drag things out.

Cummins said that there were certainly some cultural sensitivities and archaeological Concerns near the cemetery in the township. C2AE is working with a consultant on the environmental pieces. Originally, they were not thinking that the entire trail area would need more extensive archaeological and traditional cultural properties review, but MDOTS essentially reached out and indicated that they believe that the entire trail is and the reason why this is required because of these federal grant dollars. There are federal requirements, if you're in traditional cultural properties, to consult with the tribal parties to make sure that you're not having an adverse impact on those lands. If you are, there's certain mitigation measures that we would need to take. They have to make sure that they have submitted very complete plans

for the tribal review, including the extent of their disturbance areas, not just where the trail is going to go. Far outside of that, are you going to disturb while you're even doing construction related activities? The tribes have that, and it is a little more than 60 business days, which extends things out. He said that Nancy is correct, how the tribal consulting parties could ask for more time over if they have concerns or questions and they had to work on responses and then give them time to review the responses. It is not to say if they will have concerns, it is typically in a at least C2AE's experience. It is rare that they do, with the Mount Baldhead and AT&T project, they've had concerns, but is probably site specific, depending on the area. Some of the trail areas within the City that they're proposing to do work on are areas that are already disturbed. The Township in going through wetland areas and getting closer to the cemetery where there are a lot of undisturbed area that might have some concerns for the tribes. Because of that, C2AE has the trail sections in pieces on their plans. Cummins explained that while this may push back their bidding dates, they need to know where the trail is going to go in order to get the grade inspection done by MDOT engineers to move forward, and they need that before they can go out for bids. He said that they could go ask for grade inspection approvals, but if the trail changes, then they would need them to review things again. They need to be sensitive to the requirements and they need to remove some trees. They also have to be mindful that some bat species would be impacted, and they would only be able to do that kind of work in the winter months. They are talking about doing tree removal before they get their final approvals. While this is not the news they were hoping to hear at this phase, C2AE still believes that they can begin construction on the trail next year. There were some things that MDOT indicated needed to be clear on the plans before sending it to the tribes. By the end of July, everything should be at a stage where they feel comfortable sending it to the tribes to review. Kimble added that the tree work has to be completed between November and March and said that you cannot do tree work if you don't know exactly where you are putting the trail.

3. Village Square & Playground:

DPW Superintendent Herbert said that the park is almost at completion. The irrigation was installed, GMS did a fantastic job. Public Works installed sod just to take care of the uneven hard compacted surfaces wood and then they are watering heavy which will also be hopeful for the trees that experienced some light root damage during the excavation of that and then in the fall, they still have some concrete pads to pour contingent on Historic District Commission's approval and they can add some benches as everyone's asking about benches. He said that he has had someone that reached out to him that wants to donate a bench for that park. He will be working with them to get that paid for. This makes it one step closer to completion as the project is done but they are doing some buttoning up some final details which can be done on the backburner. The will be planting at least one or two trees in that park to replace the one that was removed.

4. Park Street, Mount Baldhead Improvements, & AT&T Status:

City Manager Cummins said that as it relates to the Mount Baldhead improvements, he included the engineering work to their City Council. He thinks that they are nearly done with the design work from the report. They have begun some work with the upper platform so that is good. With the Mount Baldhead improvements, it is not a federally funded project. They did reach out to the tribal consulting parties as well, just to let them know the work that they are doing. They have been made aware in case they have any input that they wish to provide as well.

Cummins had a recent meeting with AT&T and at the end, they are still very committed to the project. They are still trying to work through the State Historic Preservation Office approvals based on addressing some of the tribal concerns. Some of the concerns are related to ground disturbance. AT&T had asked if they would be willing to have them attach their conduit to the bottom of the steps in the upper platform so that way they are not disturbing at least the ground under those areas to hopefully minimize some of the concerns. Herbert and the City Engineer took a look and felt like it really wouldn't be seen or wouldn't be that visible and they didn't seem to have concerns with that. Their subcontractor was working on drawing up some schematics and renderings to show us what that would look like. There are a lot of layers and a lot of folks with a lot of things to approve and they are still hopeful that they can get across the finish line.

Chair Baldwin mentioned that she spoke with Herbert earlier regarding the packs of people that are walking through the area and how dangerous it is. She said that Scott and the DPW crew went out and trimmed up some of the areas and were able to push back some of the brush and wanted to see if they were able to do that again this year. Herbert said that it was very possible. He said that to cover potentially miles of road, realistically, he would need a brush hog and mow this stuff down. He said that it won't be pretty at first but after a few weeks, the vegetation starts to grow back.

5. Maple Street:

City Manager Cummins said that the Engineer's report indicated that they were going to be doing some survey work. That will also involve some kind of community engagement opportunities, especially for the folks that live along that corridor, to give some feedback before they get into the next phases with the design. He said that the next phase involved doing a full road replacement, water main replacements. Sidewalks are planned and will at least be in the design cost.

Public Comments (Limit 3 mins):

- Renee Zita (985 Park St): She spoke on Mount Baldy stair and upper deck conditions as well as the condition of tennis courts in the city. She mentioned that she would like to have recycling services two times a month added to the next agreement with the trash service provider.

Correspondence: None.

Member Closing Comments:

- Hoffman – He will keep up with the invasive species coming.
- Johnson – She said it was a great meeting and thanked everyone for their hard work.
- Charak – Said he would start climbing Mount Baldhead.
- Roche – Thanked DPW Superintendent Herbert and his group for everything at Village Square Park, said the playground looks amazing. She thanks everyone else for their hard work.
- Kimble – She thinks that they have a very generous town with donors coming forward to offer money for certain projects. She wonders if it is under their purview to formalize the donor process and encourage people to do this.
- Chair Baldwin – She said that there is talk about putting together some sort of foundation that would be totally separate from a city thing. She would like to do it separately for a reason they've talked about, their five-year parks plan. She thinks that people don't necessarily want to necessarily write a check to the municipality but would donate if there is a foundation that is dedicated and solely works on projects of their interest. She thanked DPW Superintendent Herbert and his crew for doing a great job in the city. It is a busy time, but everything looks great. Baldwin says that it is easy to overlook things and to be fussy about things but all of us are really lucky to be here and she thinks of that every day and is very grateful.

Adjournment:

Motion by Charak, second by Kimble, to approve adjournment of the meeting. Via voice vote, motion carried 5-0. Chair Baldwin adjourned at 11:35 a.m.

Respectfully Submitted,

Sara Williams, City Deputy Clerk & DPW Administrative Assistant

Bike Racks for Downtown Saugatuck

Existing Bike Racks:

Next to kiosk (in front of The Butler)
 Next to the bathrooms at Village Square
 Star of Saugatuck (private property)
 Ida Red's (private property)

Suggested locations for new bike racks:

Next to the Rose Garden (artistic rack)
 Across from Coghlin Park, next to Scooters
 Across from the park on Main
 Wick's Park - (artistic rack)
 To the right of the Chain Ferry

Basic 5 bike racks from U-Line:

Upscale stylish look. Easy to secure your bike.

- 10-gauge galvanized steel or attractive powder coating.
- 2 3/8" diameter bar.
- Mounting hardware included.
- For stadiums, parks and athletic fields.

WAVE BIKE RACKS

MODEL NO.	DESCRIPTION	SIZE L x W x H	BIKE CAPACITY	WT. (LBS.)	PRICE EACH		ADD TO CART
					1	3+	
H-2892*	1-Loop	22 x 2 1/2 x 34"	3	27	\$230	\$220	Specify Color
■ H-2543	3-Loop	43 x 2 1/2 x 39"	5	56	395	375	Specify Color
■ H-2544	5-Loop	68 x 2 1/2 x 39"	7	80	515	495	Specify Color

* Galvanized and Black only

■ SHIPS VIA MOTOR FREIGHT

Three 5-Loop black bike racks: \$1,485

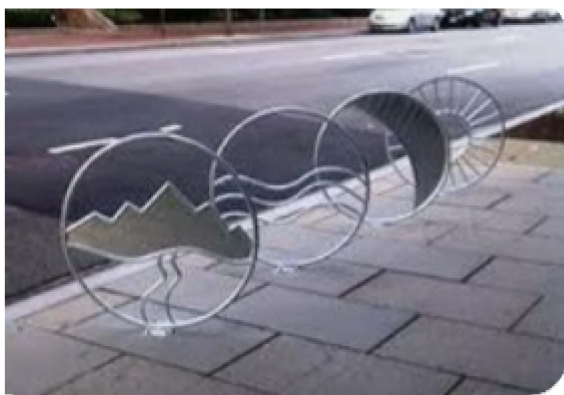


Two artistic bike racks designed and created by an area artist, i.e. Cynthia McKean.

Examples:









HISTORY LIVES HERE HISTORICAL MARKER PROJECT

The Saugatuck-Douglas History Center is launching a new historical marker program, placing permanent interpretive markers across Saugatuck-Douglas in the spring of 2022.

From logging to ship building to the Big Pavilion, each seven-foot tall steel marker will be erected on the spot where history happened. Rich in images and interpretive content, the markers will engage residents and visitors alike.

- V-shape design to minimize footprint, maximize area site lines, withstand wind, and allow ease of clean out by grounds crew.*
- Concrete base with bolt-on structure for easy ground crew mowing/trimming, and ease of replacement in future years.
- Two affixed history graphic panels on the two outer walls, 24" wide by 48" high, 35" off the ground for ease of reading.

*design and placement input provided by City Manager and DPS/DPW

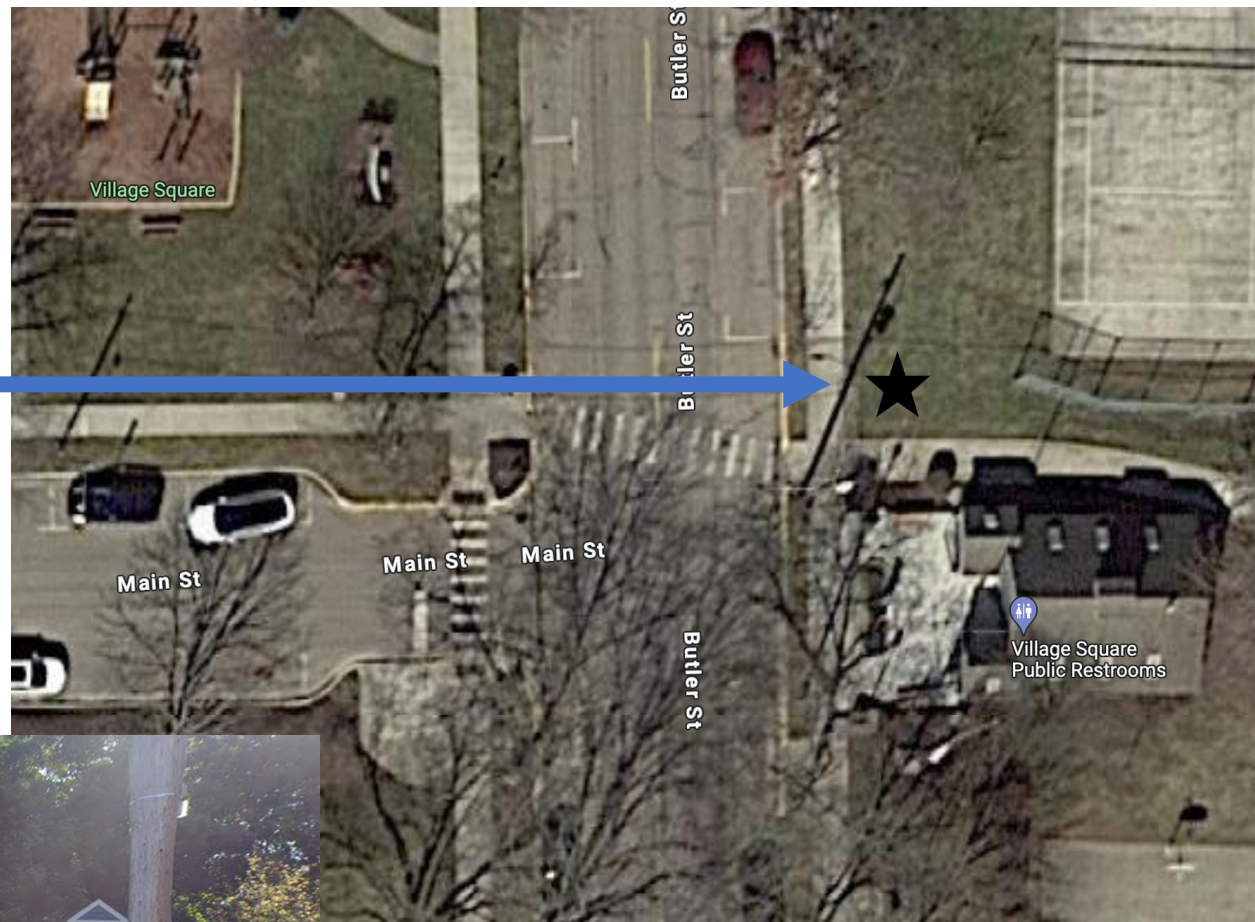
This report presents details on the placement and form of the two permanent interpretive markers planned for September of 2024 installation.

The project team selected sites for the third year of this program and now seeks input from the City of Saugatuck Department of Public Works staff and the City Manager.

Each sheet in this packet illustrates proposed marker locations on a satellite photograph as well as providing a site photograph.



Village Square marker site



Ferry Landing marker site



**City of Saugatuck
Status Report of Engineering Activities
August 21, 2024**

General Consultation

- 2024 Asphalt Repairs: Bids were opened on July 22 and a Recommendation of Award was discussed at the August 21 Council Workshop for an anticipated award at the August 26 Council Meeting. We anticipate fall 2024 construction coordinated with water service potholing work for the TMF project (separate update below).
- Sea Wall and Concrete Repairs: Prepared a proposal for design and bidding of a project with several repair sites along the sea wall and elsewhere. The various components can be addressed as a single project, as contemplated in the proposal, or individually.
- Village Square Court Renovation: Working on a proposal for design and bidding of surface improvements to the tennis and basketball courts and related improvements.

EGLE Drinking Water State Revolving Fund

- Draft scoring has been released. The City's project received 70 points (out of 100), which is essentially all of the points the City is eligible for (some of the points are only applicable to systems with violations to be addressed, disadvantaged economic status and other factors beyond the City's control). The cutoff for funding will be determined this fall, but we anticipate it will be 80+ points, based on the applications received and funds available.

Water System Asset Management Plan

- The AMP has been submitted to EGLE. City Council will be considering user cost options to support the plan soon.

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). This will provide funding to help the City complete its final Distribution System Materials Inventory, which is due in October 16, 2024.
- Bids were opened on August 6 and we worked with the low bidder to adjust the contract amount to match the grant dollars available. A Recommendation of Award was discussed at the August 21 Council Workshop anticipating an award will be made at the August 26 Council meeting.
- We are assisting City staff with communications to affected property owners and the general public.

Mt. Baldhead Projects

- AT&T Project Assistance
 - Reviewed the current AT&T proposal for attaching conduits to the stair structure. Met with the AT&T team August 7 to review and discuss the current plans, which were also presented at the August 21 Council Workshop.
- Restroom Building Replacement
 - Design work is nearly 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. Based on the scope of the project, vegetation disturbance is anticipated to be minimal. The Critical Dunes permit application will be submitted soon.
 - We are evaluating options for electrical service to the building that may involve improvements to the overall electric infrastructure at the site.
 - Depending on timeframes for Critical Dunes permitting and coordination with stakeholders, we are anticipating spring or fall 2025 construction.
- 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.
 - Anticipating design to be completed in fall/winter 2024/2025, permitting in spring 2025 for construction in fall of 2025 or spring of 2026, depending on permitting timeframe and coordination with stakeholders.

Maple Street Improvements – Study Phase

- Topographic survey is complete.
- A workshop (or series of workshops) will be scheduled soon with adjacent property owners and other stakeholders. We anticipate that will take place soon, to accommodate as many seasonal residents as possible.
- Submitted the MDOT Category B grant application to meet the June 12 deadline. Results should be available late summer or early fall. If selected, this program would fund \$250,000 of the road restoration costs on the project. Maple Street was also included in the DWSRF application.

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. 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.

From: [William Lint](#)
To: [Sara Williams](#)
Subject: Re: Parks & Public Works Meeting 7.23.24
Date: Monday, July 22, 2024 9:48:14 AM

Please pass on to the committee. For tennis if the court is resurfaced it should be extended to the backstop fence. There is grass there now which is dangerous if you're playing tennis. Thanks, Bill Lint 120D Elizabeth St.

Sent from my iPhone

On Jul 22, 2024, at 9:24 AM, Saugatuck Deputy Clerk <sara@saugatuckcity.com> wrote:

[View this email in your browser](#)