CITY COUNCIL WORKSHOP AGENDA
September 9, 2026, 4:00 p.m.

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.

NOTICE:
Join online by visiting:
https://us06web.zoom.us/j/2698572603?omn=84082409410

Join by phone by dialing:
(312) 626-6799 -or-
(646) 558-8656
Then enter "Meeting ID":
2698572603

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

Requests for accommodation 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.

1. **Call to Order**

2. **Roll Call**

3. **Agenda Changes** *(Additions/Deletions)*

4. **Guest Speaker**

5. **Public Comment on Agenda Items Only** *(Limit 3 minutes)*

6. **Action Items:** *(Roll Call)*
   - **A.** Approval of City Council Workshop Minutes – August 24, 2026.
   - **B.** Approval of City Council Closed Session Minutes – August 24, 2026.

7. **Discussion Items:**
   - **A.** Proposal for Deer Cull at Oval Beach. ***(Pg. 8)***
   - **B.** Proposal for Conservation Services at Saugatuck Harbor Natural Area. ***(Pg. 27)***
   - **C.** Proposed Warming Station at Mize Rose Garden. ***(Pg. 47)***
   - **D.** Restroom Renovations at Wicks Park and Village Square. ***(Pg. 74)***
   - **E.** Engineering Designs for Village Square Improvements. ***(Pg. 80)***
   - **F.** Request for AED Placement at Mount Baldhead Park. ***(Pg. 102)***
   - **G.** Kayak Launcher at Spear Street Launch ***(Pg. 113)***
   - **H.** Short-Term Rental Licensing Ordinance Amendment and Resolution Updating Penalty Fee for Late Renewal Applications. ***(Pg. 127)***

8. **Public Comments** *(Limit 3 minutes)*

9. **Council Comments**

10. **Adjourn**

CITY COUNCIL REGULAR MEETING
August 24, 2026

The City Council met to have a Regular Council Meeting at City Hall at 6:30 p.m.
102 Butler St., Saugatuck, MI 49453.

Call to Order:
The meeting was called to order by Councilmember Stanton at 6:30 p.m.

Pledge of Allegiance was recited.

Attendance:
Present: Mayor Anderson, Mayor Pro Tem Clark, Councilmembers Dean, Gardner, Muncey, Peterson and Stanton.
Absent: None

Others Present: City Manager Cummins, Zoning Director Moore, Attorney Witte and Clerk Wolters.

Mayor's Comments:
Mayor Holly Anderson opened by highlighting City Manager Ryan Cummins's report on civic engagement and an article titled *"Democracy Is a Skill We May Be Forgetting."* She said the article thoughtfully describes how people may be becoming less connected with neighbors and local community life while engaging more online, which can encourage division and weaken public trust. Anderson noted that local government increasingly depends on a small, recurring group of volunteers and faces difficulty recruiting future leaders. She encouraged residents to seek broader perspectives, avoid divisive or "snarky" social-media exchanges, engage in constructive dialogue, and volunteer for local events, boards, and commissions.

City Manager Comments:
City Manager Ryan Cummins provided updates on several city priorities. He said staff are evaluating deer-management options, including the USDA and a private culling firm, with the private firm potentially available as early as winter; he expects to bring Council a high-level plan at a September workshop. Cummins reported that Maple Street construction is progressing well, with water-valve work tentatively planned for October 19–20—and October 24–25 as a backup—to minimize conflicts with local events and complete any boil-water advisories before Halloween weekend. He also announced a Park Street open house on September 1, from 4–7 p.m. at the Mount Baldhead pavilion, where residents can review and comment on pedestrian and non-motorized improvement concepts.

Agenda Changes: None.

Guest Speakers: None.

Public Comment on Agenda Item Only: None.

Consent Agenda:

- **A.** Approval of City Council Workshop Minutes – August 19, 2026.
- **B.** Resolution 260824-A Local Governmental Unit Approval for Social District Permit – Sand Bar Saloon, LTD. dba Sand Bar.
- **C.** Resolution 260824-B Local Governmental Unit Approval for Social District Permit – Blue Star Partners, LLC dba Panoramic Beverage Company.
- **D.** Shoreline Technology Managed Service Provider Agreement.
- **E.** Special Event – 14th Annual Spear Street and Friends Block Party.
- **F.** Special Event – Saugatuck High School Community Night.
- **G.** Right of Way Signage (Pallet Sign Banner) Request – Fall Gallery Stroll.
- **H.** Right of Way Signage (Pallet Sign Banner) Request – Lakeshore Harbor Ride.
- **I.** Right of Way Signage (Pallet Sign Banner) Request – Saugatuck Film Festival.
- **J.** Appointments and Reappointments to Boards and Commissions.
  - Parks and Public Works Committee Member: Nancy Kimble with a term ending 8-1-28.
  - Parks and Public Works Committee Member: Kelly Roche with a term ending 8-1-28.
  - Parks and Public Works Committee Member: Keith Charak with a term ending 8-1-28.
  - Parks and Public Works Committee Member: Judy Thiel with a term ending 8-1-28.
  - Parks and Public Works Committee Member: Jennifer Rees with a term ending 8-1-28.

Motion by Stanton, second by Muncey to approve the consent agenda as presented. Via roll call vote, motion carried 6-0. Gardner – Abstain.

Approval of Accounts Payable:
Motion by Peterson, second by Clark to approve the accounts payable in the amount of $1,124,647.52. Via roll call, motion carried unanimously.

Public Hearing: None.

Unfinished Business: None.

New Business:
Recommended Branding:
Motion by Stanton, second by Muncey to approve the recommended City of Saugatuck brand direction and logo as presented by Concept A Creative Studio. Via roll call vote, motion carried unanimously.

Right of Way Permit Application - 731 Pleasant Street:
Motion by Muncey, second by Peterson to approve the request for retaining walls, landscaping, hardscaping, driveways, parking, and staircase within the public right-of-way at 731 Pleasant Street, finding that the proposal is appropriate, with the following conditions, and is consistent with the review criteria of §94.34(H), including that unique circumstances justify the proposed improvements due to the dramatic shift in topography; the addition of one parking space will help alleviate parking pressure in an area where additional parking opportunities are limited; and the proposed improvements will address historical site drainage concerns and positively affect stormwater management on the property.
Approval shall be subject to the following conditions:

1. The City reserves the right to require immediate removal of the installation if it creates public safety concern or if the City determines, in its sole discretion, that the installation is interfering or will interfere with present or planned public improvements or maintenance activities within the right-of-way.

2. All improvements shall be constructed and maintained in accordance with all applicable zoning, engineering, building, stormwater, and other applicable City requirements. Any required plans or details shall be subject to review and approval by the appropriate City staff prior to construction.
3. Drainage shall be reviewed by the City engineer, and construction shall not commence until the City engineer approves the drainage for the installation.
4. Prior to construction, the applicant shall provide evidence of liability insurance in an amount and with coverage acceptable to the City, naming the City as an additional insured. The applicant shall be responsible for any damage, injury, loss, or expense arising from the construction, installation, maintenance, or use of the improvements within the public right-of-way and shall indemnify and hold the City harmless to the extent permitted by law.
5. The property owner shall be responsible for the ongoing maintenance, repair, and upkeep of all approved improvements located within the public right-of-way. If any portion of the improvements are removed or damaged as a result of City work, utility work, or other authorized public improvements, the City shall not be responsible for replacement or restoration unless agreed to in writing by the City.
6. The improvements shall be constructed substantially in accordance with the plans submitted approved by the City. Any material alteration, expansion, or relocation of the improvements within the public right-of-way shall require prior written approval from the City.
7. Approval of the improvements within the public right-of-way does not convey, transfer, or create any ownership interest, easement, permanent right, or other property interest in favor of the property owner.
8. Prior to commencement of construction within the public right-of-way, the applicant shall provide a bond or other financial guarantee acceptable to the City, in an amount determined by the City, sufficient to ensure the proper construction, maintenance, repair, removal, or restoration of the improvements within the right-of-way. The financial guarantee shall remain in effect for the duration required by the City.
Via roll call vote, motion carried unanimously.

Staff Reports, Boards, Commissions & Committees:
Monthly department activity reports were provided by the City Manager along with the following board and committees:

Fire District Administration Board:
Fire District Board city representative John Mayer reported that the new fire station project is on schedule and within budget, with bids accepted and construction progressing well. Two storage containers were approved—first to hold new furniture and equipment for the station, and later to be reused for secure storage of smoke detectors and other hazmat items between community disposal events. The board discussed educating the public on how to correctly use the new roundabout, especially when emergency vehicles are present, and considered service recovery fees for nuisance calls such as false "iPhone crash" alerts. He showed council examples of hydrant "hydro classification" collars (color-coded flow indicators) that Douglas and the township are installing, suggesting City of Saugatuck follow suit for firefighter safety. Finally, John noted the upcoming 25th anniversary of 9/11 and encouraged public appreciation for firefighters.

Interurban Board:
Councilmember Muncey reported that July was an exceptionally strong month, setting an all-time July ridership record with 16,925 rides, about 1,385 more than the previous July and continuing a three-year trend of steady growth. The system provided 42 Council on Aging rides, expanded late-night service that generates extra revenue, and offered destination trips to wineries in Fennville and the state park, while core demand remained

high for trips to Fennville, Lakeside Learning Daycare, Lake Vista Market, Oval Beach, and the drugstore. The seasonal parking shuttle continues to move thousands of visitors and helps ease downtown congestion. Financially, a recent facility project finished $7,717 under budget, and the Interurban has completed spending under its 2022 dispatch and office improvement grant and is awaiting state reimbursement. The board has had a productive initial meeting with Saugatuck Public Schools about potential partnership opportunities to support student transportation. Voters strongly supported the 10-year millage renewal and increase, with about 77.6% approval overall which is expected to generate about $1.078 million in the first year at a time when state and federal funding continue to decline. Thanks to this local support and prudent management, the Interurban maintains over $1 million in cash and about seven months of operating reserves, has weathered recent funding challenges without drawing down reserves, and is planning to begin door-to-door service in Fennville on January 1, 2027. Fleet expansion is also underway, with the number of buses expected to grow from eight to about 14 by the end of the year, positioning the system to meet rising demand across the service area.

Kalamazoo Lake Sewer & Water Authority:
Mayor Pro Tem Clark noted that they are modernizing internal policies, particularly around billing, under the direction of the new manager. Collections efforts have significantly reduced accounts receivable, improving finances. Traditional postcard bills are being replaced with a trifold letter that combines the bill and a brief newsletter to enhance communication. Discussions continue on extending the wastewater main along Old Allegan Road, with the township indicating it will accept easement language making it responsible for any future main relocation if the plant must be expanded. Notices from EGLE about missed sampling were tied to wells that were temporarily out of service for repair and did not indicate any risk to the public water supply.

Kalamazoo Lake Harbor Authority:
Councilmember Peterson noted that the Harbor Authority did not have a quorum at its last meeting, so no formal actions were taken. Discussion focused on the future structure and role of the Harbor Authority. Douglas suggested—and the managers support—convening all three communities in early October to talk about how best to manage harbor issues going forward. City Manager Cummins is coordinating dates, likely the week of October 5.

Zoning Board of Appeals: None.

Historic District Commission:
Councilmember Dean informed that the Historic District Commission recently denied several fence installations that had been built before approval and did not meet district guidelines. The commission is enforcing standards consistently for retroactive requests. Its next meeting is scheduled for Thursday, September 3 at 6 p.m.

Planning Commission: Planning Commission
Councilmember Gardner said the Planning Commission meeting was canceled due to lack of quorum. A special meeting was rescheduled for Tuesday, September 8 at 6:30 p.m. to address pending items.

Parks & Public Works Committee:
Councilmember Stanton informed everyone that one of the committee's work groups has already developed a draft list of wayfinding sign locations throughout town, which will support implementation now that the new city logo is approved. The committee reviewed a report from the Outdoor Discovery Center on Saugatuck Harbor Natural Area, including recommendations for new signage, wayfinding, closing and revegetating certain trails, and ensuring adequate and appropriate paths to the beach; PPW requested a closer look at the number and placement of beach access paths. The report also indicated that funding for new Harbor Natural Area signage could come from the site's endowment. PPW unanimously supported the CVB's proposed warming station near the Rose Garden, noting it would add seating and create a more welcoming garden entrance. The group is also looking ahead to the Park Street open house on September 1.

Tri-Community Non-Motorized Trail Study Committee:
Council was informed that there has been visible activity along the trail corridor, including staking work, likely by the project archaeologist and team. This indicates continuing progress on the non-motorized trail linking the three communities.

Water System Operations Contract Advisory Committee:
This committee is scheduled to meet on August 31, with no further report provided yet.

Logo and Branding Advisory Committee:
Mayor Anderson noted that The Logo and Branding Committee's work concluded with Council's approval of a new Saugatuck logo and brand system. Council members praised the committee's composition, community engagement process, and the way the new design coordinates visually with neighboring communities' brands while preserving Saugatuck's distinct identity. The committee emphasized that existing iconic signs (like the pallet sign and North Street sign) will remain as part of the city's visual story, while the new logo guides future materials and wayfinding.

Parking Improvements Task Force:
The Parking Improvements Task Force is nearing completion of its work. The final meeting is scheduled for tomorrow at 3 p.m. at City Hall. The task force will review a draft downtown employee parking plan and Walker Consultants' final deliverable, and will plan Walker's presentation to Council at the September 23 workshop. The group has focused on finding better parking solutions for employees—not imposing penalties—and has relied on a strong local survey response, direct outreach to businesses, and multiple public meetings (all available on the City's YouTube channel) to shape its recommendations.

Public Comment: Jen Rees provide comment.

Closed Session:
Motion by Gardner, second by Stanton to move into a closed session pursuant to MCL 15.268(h) to consider material exempt from discussion or disclosure by state or federal statute. Via Roll call vote, motion carried unanimously.

Council moved into closed session at 7:14 p.m.

Motion by Muncey, second by Stanton to move into open session. Via roll call vote, motion carried unanimously. Via roll call vote, motion carried unanimously.

Council moved into open session at 7:31 p.m.

Correspondence: None.

Council Comments:

Councilmember Stanton commented on the upcoming Labor Day period, noting that many local businesses are currently short-staffed because high school and college students have already returned to school. She asked that residents and visitors be patient with businesses during this time, recognizing the staffing challenges they face at the tail end of the summer season.

Councilmember Muncey thanked the Community Heart Safe initiative for their work in identifying locations for automated external defibrillators (AEDs) in Douglas and Saugatuck Township. He expressed support for Saugatuck to "get ahead of the curve" and begin installing AEDs in the downtown area, emphasizing the value of having this lifesaving equipment widely available in public spaces.

Councilmember Dean offered strong praise for the new city logo and branding, reiterating that he views it as a "home run." He thanked the entire team who worked on the branding effort and emphasized how pleased he is with the final result.

Mayor Pro Tem Clark echoed the positive feedback on the branding project, saying he was impressed by the criteria, development process, and overall approach taken by the branding team. He noted that, given the rigor of the process and the way it was carried out, it was no surprise the final product turned out so well, and he asked that thanks be passed along to the full committee.

Councilmember Gardner shared feedback he received from a local walking group about Maple Street. He said people specifically noticed and appreciated that the city made an effort to avoid cutting down trees and instead adjusted the project alignment to maintain the rural character of the street. He highlighted that these design choices do get noticed by residents and are valued by the community.

Councilmember Peterson commended Fire Chief Janik for his thorough letter regarding the proposed warming station near the Rose Garden, particularly the way it outlined safety and security considerations and the steps required. She expressed hope that the necessary information would be provided so the project can move forward, and he requested that, before it does, markers be placed on site to show how far into the space the structure would extend.

Mayor Holly Anderson closed by once again expressing strong enthusiasm for the new city logo and branding. She said that from the moment the presentation was shared she had been showing it to people because she was so excited about it. She praised the work on the project's objectives, audiences, and brand pillars, noting that all of these elements were "nailed" and that she has seen many such efforts over her career, making this one particularly impressive. She concluded by saying she is eager to see the new brand brought to life.

Adjournment:

Motion by Peterson, second by Dean to adjourn the meeting. Upon voice vote, motion carried unanimously. Councilmember Stanton adjourned at 7:38 p.m.

Respectfully Submitted

_____

Jamie Wolters, City Clerk

DRAFT

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: September 9, 2026

SUBJECT: Proposal for Deer Cull at Oval Beach

DESCRIPTION:

Building on the findings and recommendations of the Tri-Community Wildlife Committee, City Council has prioritized implementing a deer cull for fiscal year 2026/2027. As part of implementing that priority, City Council updated the firearms ordinance to allow for a deer cull and staff have been evaluating options for conducting a controlled cull during the upcoming winter.

Staff has met with and gathered information from the Allegan County Sheriff's Office, Michigan Department of Natural Resources (DNR), United States Department of Agriculture (USDA), Meridian Township and a private deer management contractor. Both the USDA and a private contractor were identified as viable options. However, the private contractor has the ability to conduct a cull as soon as this winter, whereas the USDA does not have availability until the following winter.

Proposal from Berg's Animal & Bug Control

Staff has been working with Berg's Animal & Bug Control (BABC), a Michigan company with experience conducting municipal and institutional deer population reduction programs. BABC recently conducted a cull for the City of Grand Haven and reports experience with programs for the City of Jackson/Jackson County Parks, University of Michigan-Dearborn, Stellantis/Chrysler Proving Grounds, Village of Barton Hills, and other entities.

BABC has provided the City with a proposal to conduct a deer cull at Oval Beach at a cost of $495 per deer. The per-deer cost includes supplemental feed when permitted by the DNR, setup and removal of stands and other equipment, shooting and recovery, field dressing, required biological data collection, transportation for processing and/or distribution for human consumption, and processing through BABC's established donation program.

City Council has budgeted $30,000 for deer management. At $495 per deer, the budget would accommodate up to 60 deer, subject to the number ultimately authorized through the permitting process and actual field conditions.

Operations and Safety
BABC has provided its Deer Management Profile, Standard Operating Procedure, and project-specific safety protocol. Preparation will include confirming site boundaries, evaluating deer and human activity during both daytime and nighttime hours, conducting thermal reconnaissance, developing site-specific strategies, and completing project-specific training. BABC reports that members of its shooting team complete annual training based on *Shooting in Sensitive Areas* coursework.

Oval Beach has the space and vehicular access control necessary for a cull. The proposed operation would be carefully controlled. BABC's procedures contemplate pre-baiting for approximately 7–21 days (depending on DNR permit requirements) followed by harvesting during authorized hours, commonly at night when public activity is lowest. BABC utilizes equipment including thermal/night-vision optics, sound suppressors, and elevated platforms.

Safety protocols include establishing defined shooting boundaries, utilizing earthen backstops and downward trajectories, confirming that the backdrop is clear of people, pets, structures, utilities and vehicles, prohibiting shots across roadways or at running deer, and maintaining communication among members of the shooting team. BABC's broader operating procedures also call for restricting public access to operational areas, establishing safe firing lanes, temporarily closing trails or roads where necessary, and immediately suspending operations if unauthorized persons or pets enter a restricted area.

Law Enforcement and Regulatory Coordination
Staff has shared BABC's proposal, operating procedures, and safety information with the Allegan County Sheriff's Office for initial review. Under the City's weapons ordinance, the Sheriff's Office will approve the final safety plan before culling operations may occur.

The project will also require applicable DNR authorization. BABC's Standard Operating Procedure identifies state permitting, local government authorization, and law-enforcement coordination as prerequisites to conducting a municipal deer population reduction program.

Specific operational dates, locations, closures, notification procedures, and other safety measures will be finalized through coordination among BABC, City staff, the Sheriff's Office, and DNR before operations begin.

Coordination with Other Property Owners

A successful deer management program benefits from coordination beyond City-owned property because deer move throughout the community and do not recognize jurisdictional or property boundaries.

Staff has shared BABC's contact information with the Shorewood Association, Dunegrass Association, and Ox-Bow so those entities can independently explore whether they would like to participate in deer management efforts on their respective properties.

Staff believes there is value in having participating entities utilize the same contractor while maintaining separate contractual relationships for their individual properties and needs. This would allow BABC to coordinate timing, permitting, safety planning, baiting, and other logistics across participating properties while keeping each entity responsible for decisions and costs associated with its own property. Any cull on private property would also have to be approved by City Council.

Coordination with City of the Village of Douglas
All research to date has been shared with the City of the Village of Douglas. The Douglas City Manager advised the following:

> After discussion, Council's direction was to continue with Douglas' existing deer management program for the upcoming season and reevaluate its effectiveness in the future before considering additional measures.
>
> Douglas currently allows bow hunting on qualifying private properties through our established program, and applications for the 2026 hunting season are already being picked up. Our program relies primarily on private property owners voluntarily participating and allowing hunting on qualifying parcels. Tony Schippa is also assisting with identifying additional private properties that may be appropriate for participation, which could potentially expand the program this year.
>
> Given that our program is already underway, Douglas has limited public property suitable for a professional cull, and no funding is currently budgeted for such a program, Council felt it made sense to continue with our existing approach for this season and evaluate the results.
>
> We certainly appreciate Saugatuck sharing the information regarding Berg's Animal and Bug Control and including Douglas in the conversation. It is helpful information to have should we decide to revisit additional deer management options in the future.
>
> Please keep us updated on how Saugatuck's program progresses if you decide to move forward.

Reporting

Following the cull, BABC proposes providing a summary identifying the number of deer harvested, dates and hours of operations, general locations, weather conditions, and disease-testing results when required.

BUDGET ACTION REQUIRED:
None at this time. The budget includes $30,000 for deer management.

LEGAL REVIEW:
The proposed agreement and other documents have been reviewed.

SAMPLE MOTION:
Motion to approve the deer cull service agreement with Berg's Animal & Bug Control for a deer cull at Oval Beach at a cost of $495 per deer, in a total amount not to exceed $30,000, and authorize the City Manager to coordinate implementation of the program, subject to receipt of all required permits and approvals, including approval of the final safety plan by the Allegan County Sheriff's Office.

Berg's Animal & Bug Control
Deer Management Profile

Primary Contact: Mike Berg

From the day of an approved contract, we begin our onsite preparations such as:

- Site boundary lines confirmed
- Herd activity which includes locations and numbers of deer
- Site recon day and night with the use of thermal equipment
- Human activity around the site day and night
- Team meetings which include site visits and strategy planning
- Project specific training and equipment training with range time

Professional Experience of Key Staff Members

Mike Berg has taken a class through the University of Nebraska titled "Shooting in Sensitive Areas", which is the basis for the guidelines of BABC annual training. All members of our shooting team complete our training course every year. The team meets multiple times a year to sharpen our shooting skills as well as go over equipment use and/or maintenance. Our shooters have worked for BABC for many years on multiple deer reduction projects as well as other reduction projects.

Proposed Timeline

Phase 1: 7-21 days pre-bait period which is based on the State Wildlife Agency (DNR in Michigan) approved permit outlines.

Phase 2: Will be the dates and times the harvest is being performed.

Company Experience and Qualifications

BABC and our shooting team have been conducting deer harvests and controlled hunts for over 30 years with 100% safe success. We follow the restrictions and guidelines of the DNR-issued permit and can handle large volumes of deer. Our team gathers, records, and reports all the biological data required by the DNR.

State of the Art Equipment used by BANC's Shooting Team

- Night Vision Scopes (thermal, IR & illumination lights)
- Sound Suppressors
- Pressurized Cylinder Pellet (PCP) air rifles that fall within the regulations of the DNR
- Game Tracking Equipment (special blood illuminating lights)

- Elevation Platforms with shooting rails or shooting tables affixed to them

BABC Team Training

- Ballistics research and load development
- Continual range time and positive shot placement training
- Deer body language and manipulation
- Geography, topography and satellite imagery
- Tracking and Trailing
- Stand placement
- Laws specific to the site and site preparation

Deer Harvesting Projects

BANC Contracted Municipal Deer Population Reduction Programs:

- City of Grand Haven: BABC was contracted in 2026 to reduce the number of deer in the City of Grand Haven, MI to protect the flora and fauna of the environment, as well as providing public safety within city limits. We removed 25 deer from within the city limits with approximately 1000 pounds of meat being donated for human consumption.
- Stellantis/Chrysler Proving Grounds: BABC was contracted to reduce the number of deer and turkey over the last 5 years. We have removed 400 + deer from within the fenced area. Approximately 28,320 pounds of meat have been donated for human consumption. We have now moved our operations to a maintenance program of doing two harvests per year.
- University of Michigan-Dearboarn: BABC was contracted to reduce the number of dear to protect the flora and fauna diversity in a specific area that is studied and cared for by U of M. BANC held this contract for three years, harvesting 43 deer during a 3-night harvest each year. Approximately 8,400 pounds of meat were donated for human consumption.

Other Contracted harvests that BANC/Mike Berg has assisted in:

- Village of Barton Hills for the past 17 years—923 deer harvested, approximately 60,250 pounds of meat harvested
- City of Jackson and Jackson County Parks for 10 years—680 deer harvested, approximately 42,600 pounds of meat harvested.
- Jackson County Airport—38 deer harvested, approximately 1,500 pounds of meat harvested.
- Glenborough Home Owners Association in 2022—40 deer in three days harvested, 1,600 pounds of meat harvested.

Berg's Animal & Bug Control

[redacted]

Standard Operating Procedure (SOP) for Municipal Deer Population Reduction Program

Purpose and Scope

The SOP outlines the procedures, responsibilities, and safety measures that Berg's Animal & Bug Control (BABC) will follow for conducting a controlled deer population reduction within city limits. The goal is to:

- Reduce deer population density to ecologically sustainable levels
- Improve public safety by decreasing deer-vehicle collisions
- Protect native vegetation, forest regeneration, and private landscaping
- Conduct operations safely, ethically, and in full compliance with state and local laws

Legal Authority and Permitting

- State Wildlife Agency Authorization—obtain a wildlife damage or special control permit authorizing the use of bait, firearms, and nighttime operations (as required by law)
- Local Government Authorization—City council approval & coordination with municipal legal counsel.
- Law Enforcement coordination—secure permission for firearm discharge within city limits.
- Liability and Insurance—BABC will provide proof of insurance and certification.

Personal Qualifications

All sharp shooters must:

- Be certified and trained in BABC guidelines based on Shooting in Sensitive Areas through UNO (University of Nebraska).
- Demonstrate proficiency with approved equipment
- Receive annual safety and ethics training
- Follow all firearm safety, wildlife handling and evidence-chain procedures required by state statute
- Participate in pre-operation briefing each season

Site Selection and Preparation

Factors for selecting bait sites and shooting locations:

- Minimum required distance from residential structures (per local law)
- Natural backstops such as hills or earthen berms
- Restricted public access
- Adequate buffer zones and sightlines
- Avoidance of schools, parks, and busy corridors during operational hours
- Seasonal wildlife movement patterns
- Habitat suitability for deer attraction
- Pre-approve sites with city representatives.

Public Communication Plan

The following will be decided upon by the municipality that BABC is providing the Deer Population Reduction Program for

- Advance Notification
  Issue public notices (press release, website, email lists, social media)
  Provide clear dates, times, and general areas (but not exact bait sites)
- Signage
  Post temporary warning signs at trailheads, parks, and access points
- Resident Hotline/Email
  Establish a method for residents to ask questions or report concerns.
- Post-Operation Communication
  Share total deer removed, program outcomes and public safety notes.

BABC will contact Report All Poaching Hot Line on date of harvest and they in turn will contact all required emergency agencies.

Operational Procedures

1. Access Control

- Closed designated areas to the public during operations
- Use law enforcement or authorized staff to secure perimeters
- Only essential personnel permitted within operational zones

2. Baiting Procedures

- Use state-approved bait materials
- Place bait at pre-approved locations
- Follow all state regulations for timing and quantity
- Bait stations set up 7 to 21 days prior to deer harvest
- Use of time bait stations for safest and fastest outcome

3. Sharpshooting Operations

- Conduct operations during authorized hours (commonly nighttime)
- Use state-approved firearm types with noise-reduction equipment where permitted
- Equipment inspections are conducted at the beginning of each shooting session
- Establish safe firing lanes and check backdrops before each discharge
- All shots must be taken from elevated or fixed positions to ensure safe downward trajectories
- Maintain communication between team members
- Cease operations, if deemed necessary, if any person enters restricted zones
- Any shooting from vehicles will be done from inside a stationary vehicle only
- All ages and sexes are harvested
- When in doubt never shoot. Positive shots only

Animal Recovery and Handling

- Retrieve harvested deer promptly and safely
- Conduct field dressing at approved sites only
- Follow all state disease-surveillance requirements
- Handle carcasses hygienically and in compliance with public health regulations
- Arrange transport to processing facility or designated donation program

Data Collection and Reporting

- Record biological data that the State Wildlife Agency requires (DNR in the state of Michigan) and turn into the agency

The following will be given to the municipality in a summary report within 15 days after the harvest:

- Number of deer harvested
- Date and hours of harvest
- General location (ex. 10 in cemetery; 10 in the park)
- General weather conditions
- Disease testing results if required by State Wildlife Agency

Safety Protocols

1. Firearm Safety

- Firearms must remain unloaded outside the operational zone
- Confirm clear backdrop and safe arc-of-fire before any shot
- Maintain strict muzzle discipline and communication among team members
- Conduct pre- and post-operation safety briefings

2. Public Safety
   - Trails, parks, and roads near operational sites may be temporarily closed for safety
   - Use barricades, tape or officers to restrict access, if necessary (see signage under Public Communication Plan)
   - Suspend operations for safety, if deemed necessary, if unauthorized persons or pets appear (see Sharpshooting Operations)
3. Team Safety
   - Carry radios or secure communication devices
   - Ensure first-aid kit is present
   - Establish emergency extraction routes and nearest-hospital info

Ethical and Welfare Considerations

- Take only humane, well-placed shots
- Minimize stress and handling time
- Comply with AVMA (American Veterinary Medical Association) and state humane killing standards
- When in doubt never shoot. Positive shots only.



Berg's Animal and Bug Control

[redacted]

BABC Safety Protocol for Deer Cull

- Site assessment has been performed prior to setting up for any deer reduction programs.
- Feed stations are established from the results of our site assessment, to draw the deer to the areas selected for the safest, fastest outcome. Feed stations will be set up and maintained for a minimum of 7 days prior to the commencement of the deer cull.
- Equipment inspections are conducted at the beginning of each shooting session.
- Guns for cull will be cased and unloaded in non-designated areas.
- There will be no shooting outside the boundaries yet to be established. All shots will have an earthen back stop, bullets trajectory will be at the ground to prevent unexpected bullet travel.
- The backdrop of all targeted deer to be shot will be clear of people, pets, structures, utility services and vehicles.
- Shots will not be taken at any running targets.
- Any shooting from vehicles, will be done from inside stationary vehicles only. There will be no riding in beds of trucks.
- Shooters will communicate with each other via texts, phone calls, and/or 2 way radio. Reporting time of shooting, number of shots fired, deer confirmed down or not.
- There will be no shooting within 150 yards of any building without a signed safety zone waver from the City of Saugatuck (Oval Beach).
- Harvest operations are conducted during the times of day/night when outdoor human activity is at their lowest.
- No shooting deer that are on blacktop roads. Shots will not be taken across roadways.
- Guns will be unloaded when in the staging area.
- When in doubt never shoot. Positive shots only!
- Deer of all ages and sexes are harvested with mature does being primarily targeted.

BERG'S



ANIMAL & BUG CONTROL

[redacted]

Deer Cull Proposal

Dates may be extended by the DNR upon your request if numbers are not obtained by the original permit dates.

The prices for the deer cull cover:

- Supplemental feed (shelled corn) if allowed by the DNR
- Set up (before the shoot) and removal (after the shoot) of our elevated stands and any other equipment.
- Shooting and recovering each deer
- Field dressing the deer.
- Performing any biological data collection, if required, for the DNR
- Transport deer for processing and/or distribution for human consumption.
- Processing fees are covered if City of Saugatuck uses program BABC has established. (If the City of Saugatuck has a program that they would like to use, there may be additional costs).

We arrange to:

- Submit deer head, if required, to the DNR.
- Submit all antlers to the DNR.

Cost per deer:

- $495.00 per deer
- Our minimum charge is 25 deer at $495.00 per deer.

BABC technicians will do their best to harvest the indicated number of deer on the permit.
Conditions such as weather, human activity, deer activity, etc., will dictate when we will be out to harvest.
BABC will notify "Owner" as to which days and times they will be out in advance.

The above stated terms and conditions are satisfactory and are hereby accepted.

X_____ _____

Owner/Representative Signature Date

X_____ _____

Own/Representative, Berg's Animal & Bug Control Date



Deer Cull Service Agreement

This Agreement is made between Berg's Animal & Bug Control, with an address of [redacted] ("BABC") and the City of Saugatuck, a Michigan Home Rule City, with an address of 102 Butler Street, Saugatuck, MI 49453 ("City") (collectively "Parties").

1. **Scope of Services.** BABC shall furnish all labor, personnel, supervision, firearms, ammunition, equipment, materials, and transportation necessary to perform professional deer culling services ("Services") for the City at the locations, dates and times authorized by the City and the Michigan Department of Natural Resources ("DNR"). BABC shall reduce the deer population within the designated culling areas, in a safe, humane, and lawful manner. The Services shall be performed in accordance with, and shall include the site selection, permitting and legal-authorization, personnel qualification, baiting, sharpshooting, access-control, public-communication, animal-recovery, data-reporting, safety, and humane-treatment requirements set forth in, the BABC's Standard Operating Procedure for Municipal Deer Population Reduction Program (Exhibit A), Deer Cull Safety Protocol (Exhibit B), and Deer Cull Proposal (Exhibit C), each of which is attached and incorporated by reference. BABC shall comply with all conditions of the DNR permit and all applicable federal, state, and local laws and ordinances, including all firearm-discharge restrictions.

2. **Term.** The initial term of this Agreement shall be **[INSERT DATE]** through **[INSERT DATE]** and unless terminated in accordance with this Agreement.

3. **Termination.**

   (a) The City may terminate this Agreement with or without cause upon providing thirty (30) days' prior written notice to BABC. BABC shall be entitled to payment only for the Services satisfactorily performed and deer lawfully taken through the effective date of termination, at the per-deer fee set forth in Exhibit C.

   (b) The City may terminate this Agreement immediately upon written notice if BABC fails to perform the Services in accordance with this Agreement, the Exhibits, or the DNR permit; violates any applicable firearm discharge or safety requirement; loses or fails to maintain any required permit, license, or insurance.

Payment Agreement. Due within seven (7) days after the execution of this Agreement, the City shall pay BABC an initial payment of twenty-five percent (25%) of the total contract amount based upon the per deer fee ($495.00) multiplied by the total number of deer authorized in the DNR permit. The initial

payment shall be credited against the per-deer fees as deer are taken, and once the initial payment has been fully applied, the City shall be charged on a per-deer basis for each additional deer lawfully taken up to the number of deer authorized by the DNR permit. Following the 25% initial payment, BABC shall invoice the City monthly for deer taken during the preceding month, and each invoice shall be due within thirty (30) days after the City receives it. If, for any reason, fewer deer are taken than the number covered by the initial payment, BABC shall refund to the City the unused portion of the initial payment, equal to the difference between the initial payment and the per-deer fees for the deer actually taken.

4. **Collection Policy.** The City is responsible for payment within the terms of the Agreement. There will be a late fee of $75.00 added per day to your balance due if not paid on the agreed due date. Payments that are more than thirty (30) days past due will start the collection process.

5. **Independent Contractor Status.** BABC agrees to and represents the following:

   (a) BABC fully intends to perform services for third partied during the term of this Agreement.

   (b) The Services required by this Agreement will be performed by BABC, or BABC's employees or contact personnel, and the City will not hire, supervise, or pay any assistants to help BABC.

   (c) Neither BABC nor BABC's employees or contract personnel will receive any training from the City in the professional skills necessary to perform the Services required by this Agreement.

   (d) BABC does not receive the majority of its annual compensation from the City.

6. **No Payroll Taxes, Employment Taxes, Workers' Compensation or Unemployment Compensation.** The City will not withhold or pay payroll or employment taxes of any kind for or on behalf of BABC. The payroll or employment taxes that are the subject of this paragraph include but are not limited to FICA, federal personal income tax, state personal income tax, state disability insurance tax, and state unemployment insurance tax. The City has not and will not obtain workers' compensation insurance on account of BABC or BABC's employees or contract personnel. The City will not make state or federal unemployment compensation payments on behalf of BABC or BABC's employees or contract personnel. BABC will not be entitled to these benefits in connection with the Services performed under this Agreement.

7. **Liability.** BABC will be responsible for any and all losses, liabilities, damages, injuries, claims, charges and costs to persons or property that in any way arise out of or relate to the performance of the Services provided by BABC or its employees or contract personnel.

8. **Indemnification.** To the fullest extent permitted by law, BABC will defend, indemnify and hold harmless the City, its elected officials, employees and volunteers and others working on behalf of the City against any and all claims, suits, damages, losses, or expenses, including but not limited to attorney's fees, arising out of, relating to, or resulting from the BABC's performance of the Services under this Agreement or the performance of such Services by any employee, agent, or subcontractor of BABC.

9. **Insurance.** Prior to commencing any Services, and continuing throughout the term of this Agreement, BABC, shall obtain and maintain, at its sole expense, insurance of the following types and amounts set forth below:

(a) Commercial General Liability. Occurrence-based coverage of not less than One Million Dollars ($1,000,000.00) per occurrence and Two Million Dollars ($2,000,000.00) aggregate for bodily injury, death, personal injury and property damage.

(b) Commercial Automobile Liability. Coverage of not less than One Million Dollars ($1,000,000.00) combined single limit per accident, including Michigan No-fault coverages, for bodily injury and property damage. Coverage shall include all owned vehicles, all non-owned vehicles and hired vehicles.

(c) Workers' Compensation Insurance. BABC shall provide workers' compensation insurance in accordance with all applicable statutes of the State of Michigan. Coverage shall include employer's liability coverage.

(d) Umbrella/Excess Liability. Excess coverage of not less than Two Million Dollars ($2,000,000.00) per occurrence and aggregate, in excess of the general liability and automobile liability coverage required above.

(e) Additional Insured. The City shall be named as an additional insured on all policies. BABC shall provide the City with a Certificate of Insurance evidencing such coverage upon the effective date of this Agreement and maintain on file with the City a current certificate through the term of this Agreement.

10. **Governmental Immunity.** No provision of this Agreement is intended, nor shall any provision of this Agreement be construed, as a waiver by the City of any governmental immunity or any other defense that would be available to it under State Law.

11. **Notice.** All notices, demands or other writings in this Agreement provided to be given or made or sent shall be deemed to have been fully given or made or sent when made in writing and delivered to the principal of the Party to whom notice is given, or deposited in the United States mail, registered and postage prepaid and addressed as follows:

TO THE CITY: City of Saugatuck
102 Butler Street
Saugatuck, MI 49453

TO BABC: BABC
[redacted]

12. **Amendment.** This Agreement may be extended, renewed, altered, modified, or amended only by written agreement signed by both Parties. All provisions of this Agreement shall apply to all Services and all periods of time during which BABC provides Services to City.

13. **Assignment.** This Agreement may not be assigned or subcontracted without the express written consent of the City.

14. **Applicable Law and Waiver.** This Agreement will be governed by the laws of the State of Michigan. Any dispute arising out of, related to, or connected with this Agreement shall be litigated, if at all, solely in the Courts of Allegan County. The waiver of a breach or violation of any provision of this Agreement will not operate as or be construed to be a waiver of any subsequent breach.

15. **Entire Agreement.** This Agreement and the Exhibits attached and incorporated by reference herein represents the entire understanding between the City and BABC and it supersedes all prior representations or agreements whether written or oral. Neither party has relied on any prior representations in entering into this contract.

AGREED to this ___ day of _____, 2026, at _____, State of Michigan.

CITY OF SAUGATUCK

Date_____ By: _____
Holly Anderson
Its Mayor

Date_____ By: _____
Jamie Wolters
Its City Clerk

BABC

Date_____ By: _____

Its: _____

EXHIBIT A

EXHIBIT B

EXHIBIT C

City Council Agenda Item Report

FROM: Mark Ondersma- Director of Public Works

MEETING DATE: September 9, 2026

SUBJECT: SHNA Trail Remediation, Habitat Restoration, and Signage

DESCRIPTION:

The City has been working with Outdoor Discovery Center Conservation Services to complete a Trail Assessment Report and develop recommendations for the 173-acre Saugatuck Harbor Nature Area. Staff are seeking approval to move forward with the recommended trail remediation, habitat restoration, signage and wayfinding improvements, and establishment maintenance. The proposed work will focus on closing and remediating informal and redundant trails; restoring closed trail areas using the recommended hybrid approach of native seed and targeted native plantings; improving visitor orientation and education through a comprehensive signage and wayfinding program; and providing first-year establishment maintenance to support the successful restoration of the site. This aligns with the Saugatuck Harbor Natural Area Master Plan and City Council's FY 26/27 priorities to update signage and wayfinding and continue invasive species treatment.

BUDGET ACTION REQUIRED:

Approval of the following project components:

- Trail Remediation (Closures & Improvements): $31,050
- Habitat Restoration- Hybrid Approach: $25,750
- Signage & Wayfinding Program (Design & Fabrication): $16,500
- Establishment Maintenance: $5,000

Total Project Cost: $78,300

The spendable balance of the SHNA Endowment Fund is currently $221,957.69. Of this amount, $20,000 was budgeted for the current invasive species management efforts at SHNA. A budget amendment will be necessary to account for the additional project expenses, along with the corresponding offsetting revenue from the endowment fund.

COMMITTEE/COMMISSION REVIEW:
Land Conservancy of West Michigan has approved the plan & will be involved with the signage project.

Parks & Public Works Committee has reviewed & recommended approval of the proposal from the ODC.

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Motion to approve the ODC Network proposal for the Saugatuck Harbor Natural Area, including Trail Remediation, Habitat Restoration- Hybrid Approach, Signage & Wayfinding Program (Design & Fabrication), and Establishment Maintenance, in an amount not to exceed $78,300, with project costs to be reimbursed from the Saugatuck Harbor Natural Area Endowment Fund.

Trail Assessment Report



Property Under Review: Saugatuck Harbor Natural Area

Location: Oval Dr, Saugatuck, MI 49453

Prepared for: City of Saugatuck

Prepared by: ODC Network (ODC Conservation Services)

Contact Information:

Project Background
The ODC Conservation Services team conducted a trail assessment of parcel #'s: 57-004-008-00, 57-004-010-00, and 57-004-008-10, located on Oval Dr in Saugatuck, MI. The site consists of a coastal dune and interdunal wetland complex characteristic of the Lake Michigan shoreline, supporting a mosaic of sensitive plant communities and dynamic dune processes.

This assessment evaluates existing informal and established trail conditions and provides recommendations related to trail alignment, decommissioning of redundant routes, wayfinding improvements, and opportunities for interpretive signage. No construction-level design or engineering is included as part of this phase of work.

Field assessment was conducted between **April and May of 2026**. The methodology consisted of a comprehensive pedestrian survey of accessible trail corridors across the property, with field observations documented on-site and reviewed in conjunction with available aerial imagery and GIS base layers. Key assessment priorities included:

- Identification of an optimal trail footprint with emphasis on protection of sensitive ecological communities
- Identification of informal, redundant, or unsustainable trails recommended for decommissioning
- Recommendations for improved wayfinding and visitor circulation
- Identification of key natural features suitable for interpretive signage and educational programming

Executive Summary
The existing trail system requires targeted modifications to reduce impacts to sensitive ecological communities while improving overall circulation, safety, and visitor experience. Based on our assessment, the system could be consolidated into a single primary loop without the need for substantial new infrastructure investments, allowing the site to function more sustainably while still accommodating public access needs and showcasing the unique ecology of the site.

A refined trail alignment would help concentrate use within more resilient and established corridors, reducing fragmentation and minimizing disturbance to interdunal wetlands, open dune habitats, and adjacent upland communities. These systems support a high diversity of plant and wildlife species, many of which are sensitive to compaction, repeated off-trail disturbance, and informal path creation. By guiding users more intentionally through the landscape, the redesign would help balance ecological protection with recreational and educational access.

In addition to ecological benefits, the revised layout provides an opportunity to elevate the interpretive value of the site. Key natural features including dune succession gradients, wetland transition zones, and associated native plant communities could be highlighted through strategic trail placement and potential interpretive elements. In coordination with the ecological evaluation scheduled for completion in September 2026, these improvements could support expanded educational programming, including field-based learning opportunities and culturally informed interpretation where applicable.

Clear access definition, improved wayfinding, and reduced trail redundancy would also play a critical role in minimizing user confusion and limiting off-trail disturbance. This would help protect sensitive vegetation communities, reduce maintenance needs over time, and improve long-term resilience of the trail system.

The proposed approach supports a phased, low-impact implementation strategy that can be aligned with ongoing site management goals and stakeholder input. By prioritizing consolidation and clarity over expansion, the project emphasizes ecological integrity, long-term sustainability, and a more intentional visitor experience rooted in the unique characteristics of the landscape.

Current Trail Network
The current trail network (see Appendix A) consists of a broad and poorly delineated system of informal and formalized pathways. Several trails terminate without clear destinations or interpretive value, while others are in degraded or unsafe condition due to erosion, overhanging vegetation, limited maintenance, or repeated off-trail use.

The lack of consistent wayfinding and defined circulation patterns contributes to user confusion and encourages the creation of informal social trails, further fragmenting sensitive ecological areas. In several locations, multiple parallel routes have developed, resulting in unnecessary habitat disturbance and increased edge effects within adjacent plant communities.

Overall, the existing network does not clearly guide users through the site's key ecological features, nor does it effectively concentrate use within appropriate corridors. This contributes to both reduced visitor experience quality and increased pressure on sensitive habitats, particularly in interdunal wetland and transitional zones.

The accompanying map in Appendix A illustrates the current trail network in its existing condition, highlighting redundant segments, unclear junctions, and areas where trail proliferation has resulted in ecological and safety concerns.



Figure 1. Photo showing parallel trail networks causing unnecessary soil disturbance.

Trail Recommendations

We recommend simplifying the overall trail layout to improve ecological protection, user experience, and long-term manageability of the site (see Appendix B). Based on field surveys and observed use patterns, several lesser-used or redundant paths should be closed and restored to reduce unnecessary disturbance to sensitive ecological areas and prevent encroachment on private property.

Consolidating the system into a more defined primary loop will help focus visitor use within more resilient corridors while reducing fragmentation of interdunal wetlands, open dune habitat, and transitional plant communities. This approach also reduces the proliferation of informal social trails, which are currently expanding pressure into areas not intended for recreation or foot traffic.

Trail closures should be paired with clear physical and visual cues such as signage, small barriers, or natural material blocking and followed by passive restoration using native seed and plantings appropriate to each impacted community type. Over time, this will help reestablish vegetation, stabilize soils, and discourage reuse of closed segments.

In addition, redefined access points and improved wayfinding are recommended to guide users onto the primary loop and reduce confusion at trail junctions. This will support safer circulation patterns while also enhancing the interpretive value of the site by directing visitors toward key ecological features rather than dispersed or fragmented routes.

The accompanying map in Appendix B identifies recommended closures, proposed restoration areas, and the simplified primary trail alignment, providing a clear framework for phased implementation.



Figure 2. Photo showing a stretch of the simplified single loop trail concept.

Trail Wayfinding & Interpretive Signage
A clear and consistent wayfinding system is recommended to support navigation throughout the simplified trail network and to reduce the development of informal social trails. Signage should be strategically placed at key decision points, including trailheads, junctions, and transitions between major habitat types, to reinforce the primary loop and improve overall user orientation within the site (see Appendix C).

Given the ecological diversity of the area, including interdunal wetland, Great Lakes marsh, and open dune systems; interpretive signage represents a strong opportunity to enhance visitor understanding of site ecology and sensitivity. These systems can be used to communicate key concepts such as hydrologic connectivity, dune dynamics, and vegetation succession, while also reinforcing the importance of staying on designated trails and not disturbing sensitive plants.

While signage design and production is not included as part of this assessment, the recommended framework identifies key locations and interpretive themes where future signage would be most effective. Our team, or a qualified partner, can support subsequent phases of signage development and design if desired.

Wayfinding elements should remain clear, durable, and context-sensitive, using a consistent design approach that is appropriate for a natural setting. A simple hierarchy of information is recommended, prioritizing navigation at primary junctions and more interpretive content at key ecological focal points.

Interpretive messaging should focus on helping visitors understand the distinct ecological functions of the site's major communities, including the water storage and biodiversity value of interdunal wetlands, the dynamic and disturbance-driven nature of open dunes, and the productivity and habitat complexity of Great Lakes marsh systems.

The accompanying map outlined in Appendix C identifies recommended signage locations and interpretive nodes aligned with the proposed trail consolidation, providing a framework for future design and implementation.



Figure 3. Photo showing recommended placement for a trailhead kiosk to direct foot traffic off the beach and avoid the private residence. See Appendix C for relative location on the property, and F for reference images.

Appendix A: Current Trail Layout



Figure 1: *GPS-derived layout of the current trail system based on site walkthrough conducted in April 2026. The existing network includes several redundant or informal trail segments that do not appear to receive consistent or sustained use. These areas are identified to help inform recommendations for consolidation, closure, and restoration, particularly where trail proliferation intersects with sensitive ecological communities.*

Appendix B: Recommended Trail Layout



Figure 2: *Recommended trail footprint showing the proposed simplified trail alignment and primary loop configuration, along with identified trail segments recommended for decommissioning. Decommissioned routes are intended to reduce habitat fragmentation and limit disturbance to sensitive ecological communities, while concentrating use within a clearly defined and more sustainable circulation network.*

Appendix C: Recommended Interpretive Signage Locations

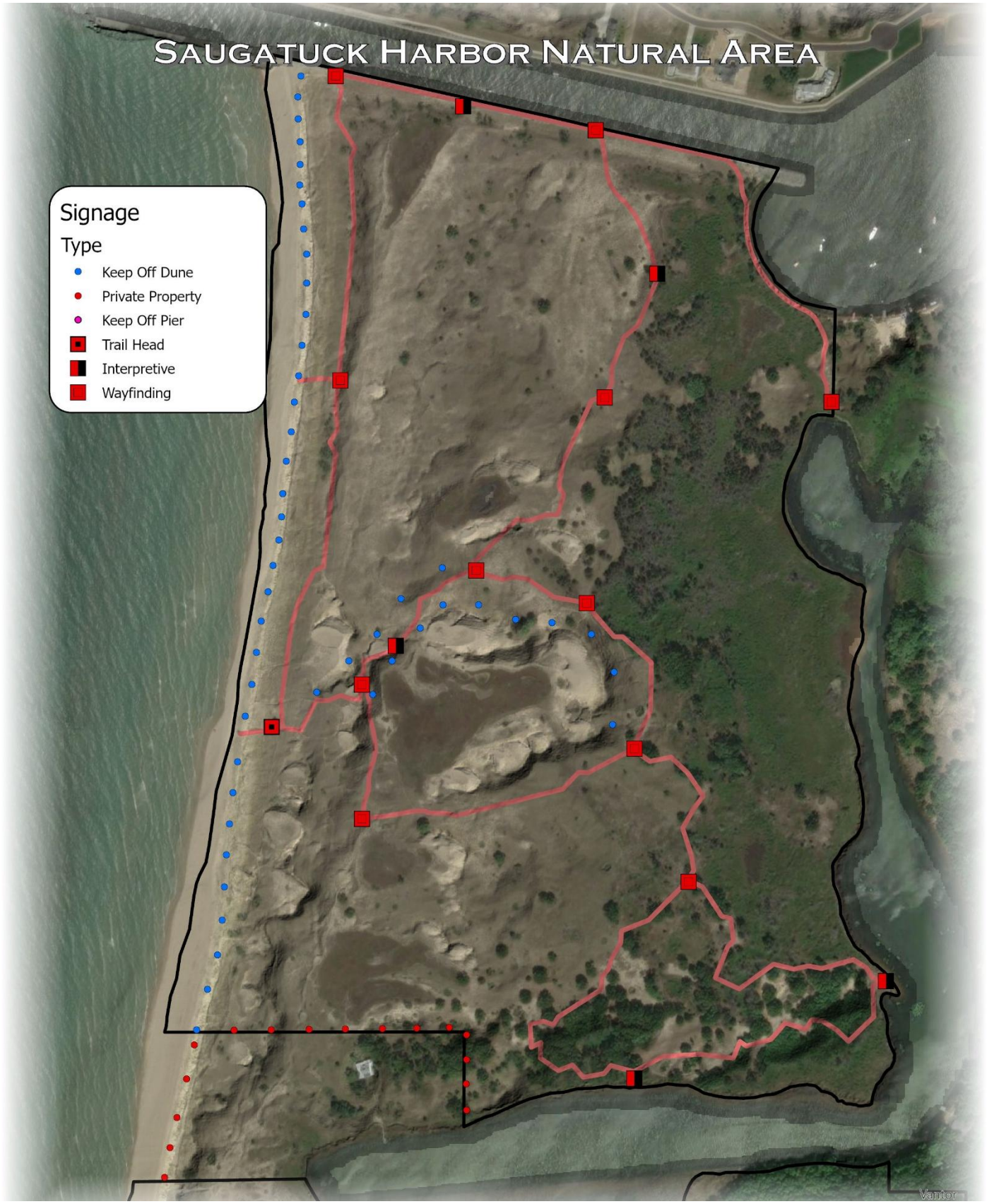
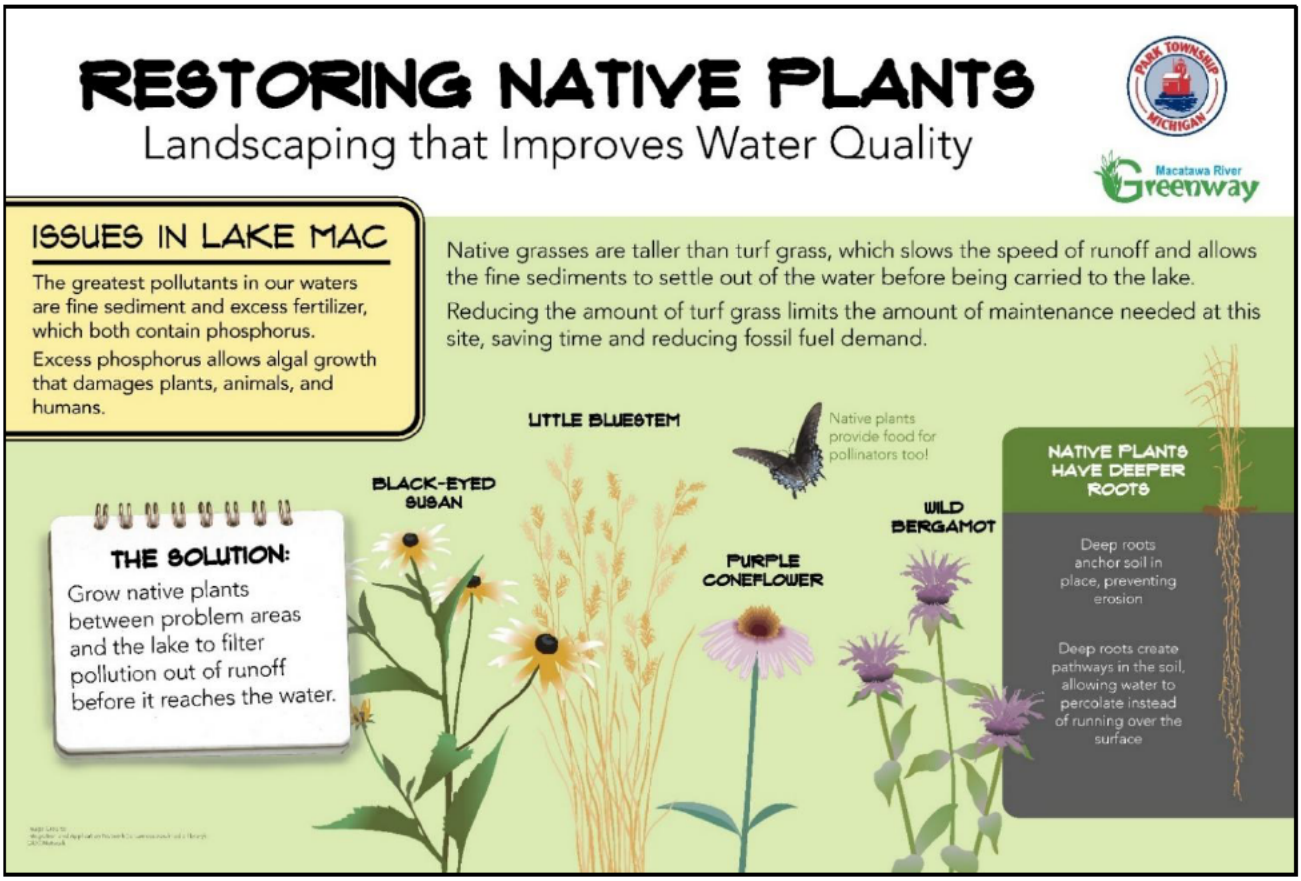


Figure 3: *Proposed interpretive signage locations including commands to help maintain safety and prevent disturbance of sensitive ecological communities.*

Appendix D: Interpretive Signage Examples Produced by ODC





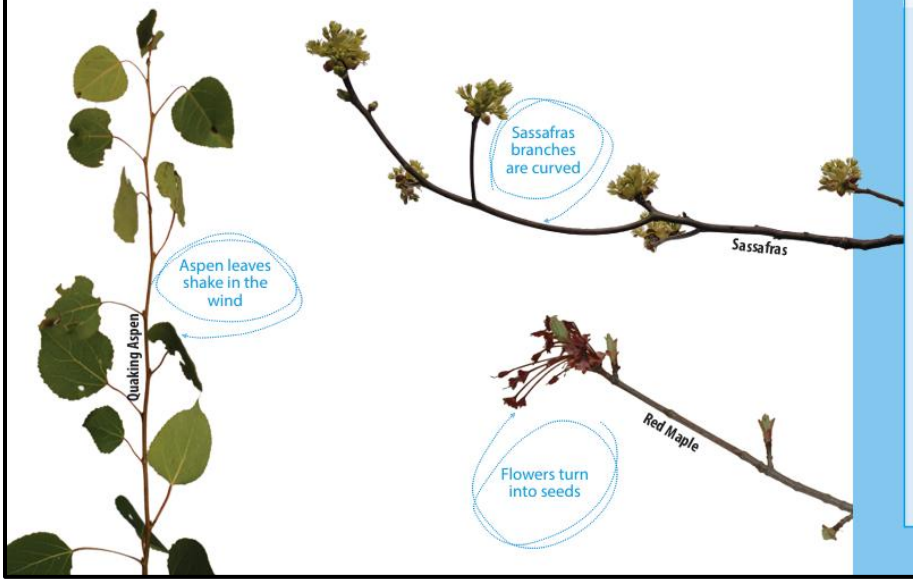
Deciduous Trees

Outdoor Discovery Center

Deciduous trees may lose their leaves when conditions are unfavorable.

In Michigan, deciduous trees lose their leaves in Autumn, in preparation for lower light and drier conditions of Winter.

Most of our deciduous trees in Michigan are also flowering trees. Many of those trees have small flowers and bloom in early Spring, before leafing out again.



Deciduous Tree Area Sponsored by:

Community Foundation of the Holland/Zeeland Area

Sensory Experiences

Look at the branches of the trees along this portion of the trail. Notice the leaves may be directly across from one another or in a zig zag pattern along the branch.

Smell a sassafras leaf or freshly broken twig.

Listen for the rustling leaves of the aspen trees along this portion of the trail.

Touch the bark and the leaves of the trees along this stretch of trail. Leaves may have a unique edge or texture.

Managing Habitat with Fire

Outdoor Discovery Center

Fire returns nutrients to the soil and helps remove invasive plants.

Non-native and invasive plant species do not provide food for wildlife. Removing the plants that are not supposed to be here helps us maintain high-quality habitat for wild animals.

Native plant species are tolerant of burning. Controlled burning lowers the danger of wild fires and promotes quality, native habitat.



Grassland plants have annual growth that dies after each year though the roots are still alive.



Dead plant stalks provide fuel for the fire.



7 days after the burn



10 days after the burn



20 days after the burn



31 days after the burn



When conditions are appropriate, the ODC conducts a controlled burn in the spring. We contract with PlantWise, a native habitat restoration company.

Did you know?

Fire = Faster Growth

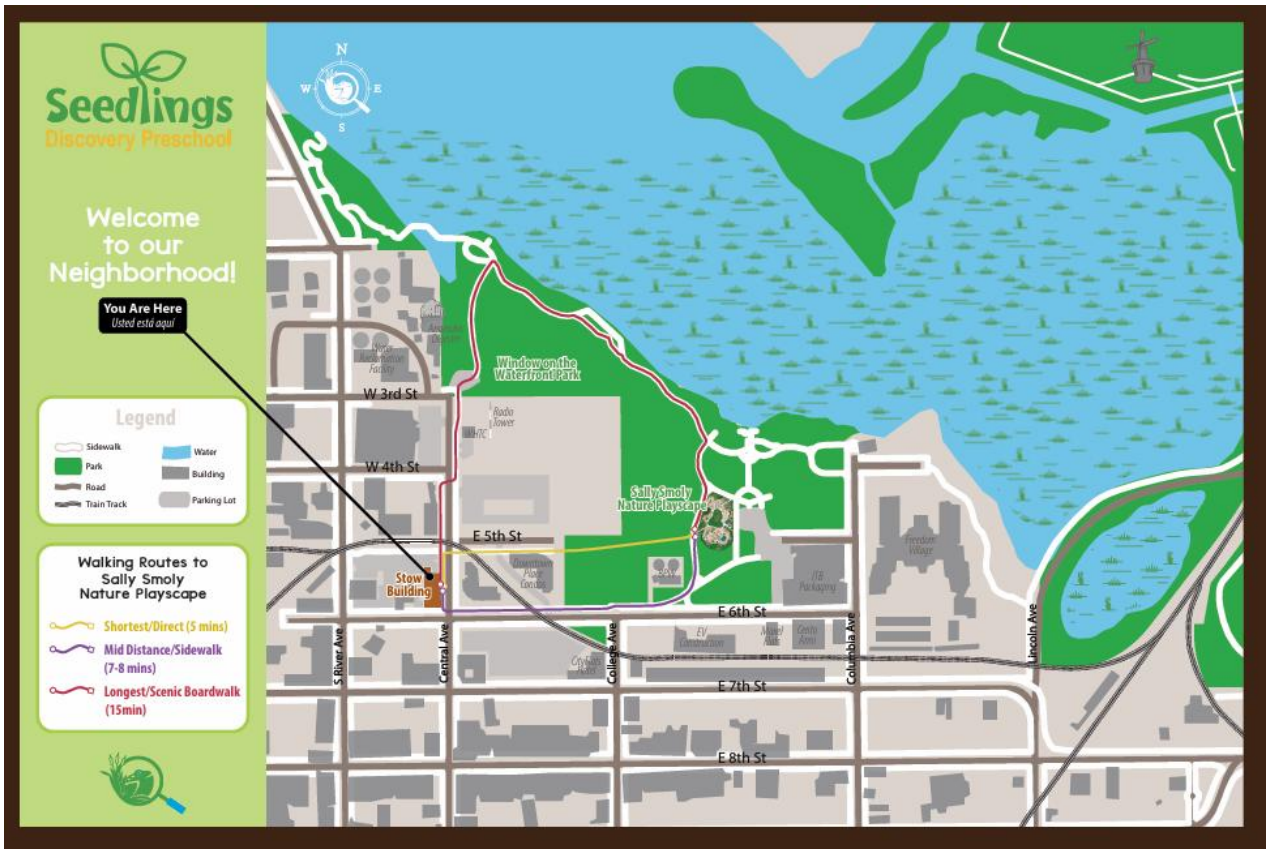
Removing the dead plant stems allows the sunlight to reach the soil. The black earth left behind after the fire absorbs sunlight and heats up quickly.

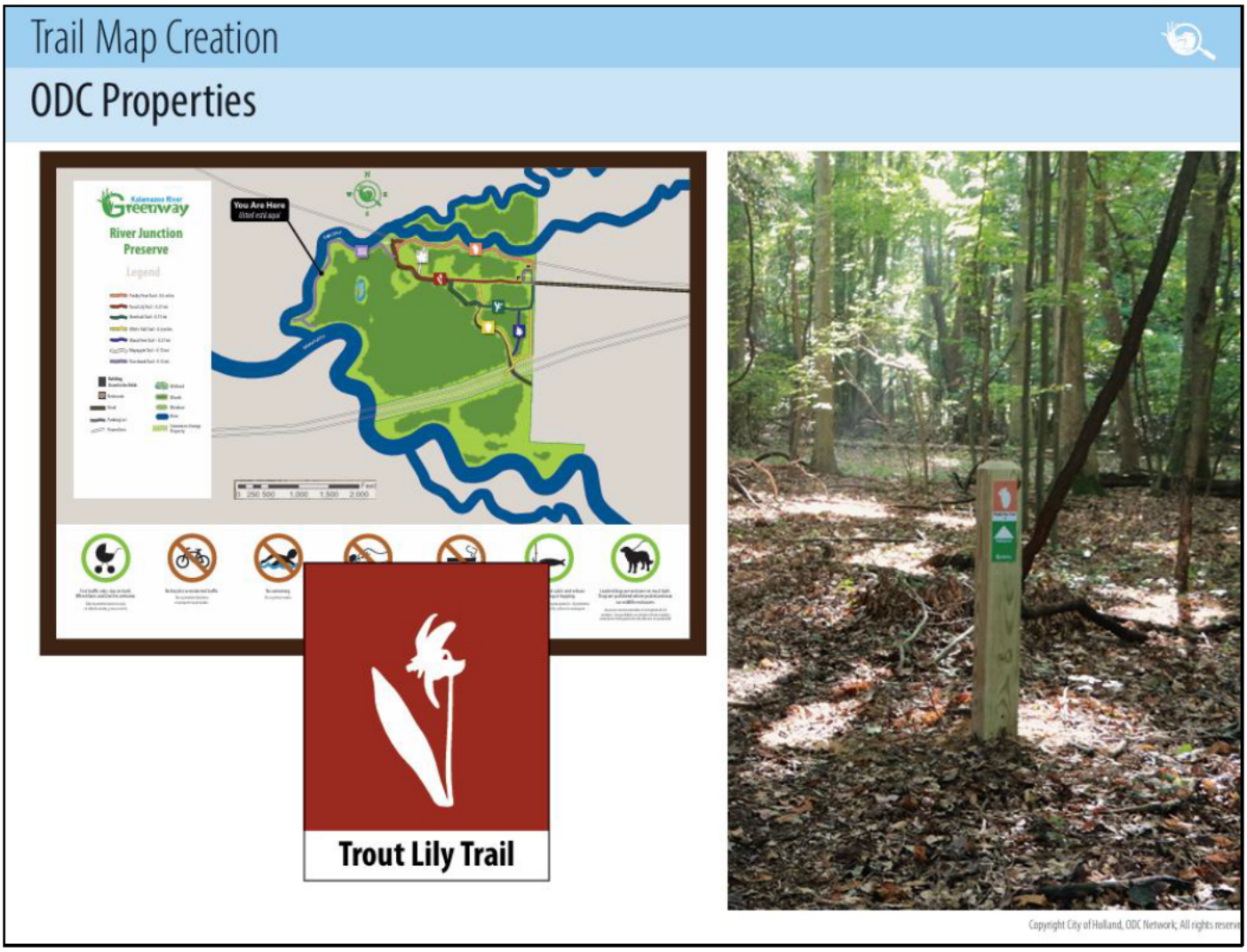
Native warm season grasses and wildflowers germinate faster and grow better in the warm soil.

Appendix E: Examples of Trail Wayfinding Signage Produced by ODC




Outdoor Discovery Center
Legend Leyenda
Sensory Trail • 0.6 miles
Art Trail • 0.2 mi
Kestrel Trail • 0.3 mi
Sumac Trail • 0.2 mi
Ironweed Trail • 0.3 mi
Wintergreen Trail • 0.7 mi
SassafrasTrail • 0.3 mi
Tupelo Trail • 0.4 mi
Dragonfly Trail • 0.3 mi
Restroom
Pond
Wetland
Nature Play Areas
Woods
Meadow
Boardwalks
Road or Parking Lot
Open to the Public during listed hours unless being used for programs
Closed to the Public with the exception of special programs or events
outdoordiscovery.org
143rd Avenue
142nd Avenue
You Are Here
Usted está aquí
Fillmore Discovery Park
Fishing Pond
Spoelhof Outdoor Classroom
Cultural History Trail
Kuipers Archery Education Facility
VanDam Outdoor Classroom
Remnant Dune
Bradford Cultural History Classroom
De Witt Birds of Prey Center
Zwier Remnant Prairie
Visitors Center
Trailhead
Founders Hall
Foot traffic only; stay on trails. Wheelchairs and strollers welcome.
No bicycles or motorized traffic.
No swimming.
Do not pick plants without permission. Do not remove or collect wildlife. Do not harass captive wildlife.
No smoking.
Fishing allowed only at catch-and-release ponds. No hunting or trapping.
Leashed dogs are welcome on most trails. Dogs are prohibited where posted and near our wildlife enclosures.


Seedlings
Discovery Preschool
Welcome to our Neighborhood!
You Are Here
Usted está aquí
Legend
Sidewalk
Park
Road
Train Track
Water
Building
Parking Lot
Walking Routes to Sally Smoly Nature Playscape
Shortest/Direct (5 mins)
Mid Distance/Sidewalk (7-8 mins)
Longest/Scenic Boardwalk (15min)
Window on the Waterfront Park
Sally Smoly Nature Playscape
Stow Building
W 3rd St
W 4th St
E 5th St
E 6th St
E 7th St
E 8th St
S River Ave
Central Ave
College Ave
Columbia Ave
Lincoln Ave



Note: These examples of interpretive signage concepts were developed by ODC and are provided for conceptual reference only. They are intended to illustrate potential styles, layouts, and integration within a natural landscape setting. Final signage design is not included within the scope of this assessment; however, interpretive signage could be developed in the future through coordination with ODC or another qualified design partner to highlight the site's unique dune ecology and associated ecological communities.

For custom signage design and production support, please contact our Creative Director, Dylana Eisaman

Appendix F: Reference Images of Trailhead Kiosk





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 trail management and ecological restoration opportunities within the 173-acre Saugatuck Harbor Natural Area. The site is experiencing pressure from informal trail development and associated impacts to sensitive dune and interdunal wetland plant communities. Based on findings from the Trail Assessment Report, ODC Network recommends a focused approach that prioritizes trail system remediation, ecological restoration, visitor experience improvements, and long-term site resilience. The following scope outlines recommended work for 2026 and 2027:

1. **Trail Remediation (Closures & Improvements)**
    - Based on the Trail Assessment Report, we will implement targeted trail remediation measures, including:
        - Closure of designated informal and redundant trail segments. This includes installation of natural deterrments available on site (downed logs, brush, and other natural materials), and small keep out signs to discourage re-entry
        - Coordination of field layout to confirm closure extents and sensitive habitat buffers
    - The scope focuses on consolidating user activity into the existing primary trail loop while reducing fragmentation and protecting sensitive ecological areas.

2. **Habitat Restoration of Closed Trail Sections**
    - On sections of closed trail (~20,000 ft), we are available to seed and/or plant native plant material to restore these sections and prevent discouragement of continued usage.
    - **Option 1 – Native Plugs**
        - High-establishment, high-visibility restoration approach
        - Immediate vegetative structure for reinforcing closure areas
        - Species may include marram grass, puccoon, prairie sand reed, sand coreopsis, spotted bee balm, and other regionally-appropriate native species
        - Installed at approximately 18” spacing (~10,000 plugs total)
    - **Option 2 – Native Seed Only**
        - Lower-cost approach
        - Longer establishment timeline
        - Less immediate visual deterrence compared to plugs
        - Suitable for broader, lower-priority restoration zones
    - **Option 3 – Hybrid Approach (Recommended)**
        - Combination of native seeding with targeted plug installation
        - Approximately 3,500 plugs placed in high-visibility or high-use pressure areas
        - Seed applied across remaining restoration zones
        - Balanced approach between cost, establishment speed, and ecological performance

3. **Signage & Wayfinding Program (Design & Fabrication)**
    - ODC Network's Creative Team will develop a cohesive signage package that improves visitor orientation, protects sensitive habitats, and enhances interpretation of the site's unique ecological communities.
    - The proposed signage package includes:
        - **Welcome Kiosk and Map Development (x1)**
            - Two 24x36” signs on kiosk or upright board
            - Outlines welcome/rules and trail map

INITIAL_____

        - Creates a visual starting point for a visitor's park experience
        - See Appendix B for example
    - **Interpretive Signs (x5)**
        - Topics for each ecological community: Open Dunes, Great Lakes Marsh, Interdunal Wetland, Mesic Northern Forest, and Native Plant Benefits
        - 18x24" panels on angled post
        - See Appendix B for Example
    - **"You Are Here" Map Signs (x6)**
        - Includes rules or other policy/wayfinding information
        - 18x24" panels on angled post
    - **Boundary Sings (x50)**
        - Keep Off Dune, Private Property, Keep Off Pier
- This scope includes signage planning, interpretive content development, trail map development, graphic design, up to three (3) rounds of design and content revisions, and fabrication, procurement, and delivery of signage components. Additional revisions requested following the included three rounds, or changes to the approved scope, content, dimensions, or overall design direction, may be treated as additional work and billed separately.

4. **Signage Installation (Optional Add-On)**
    - ODC Network can also provide complete field installation of all proposed signage. Installation includes:
        - Field verification of sign locations
        - Installation of trailhead kiosk
        - Installation of interpretive, wayfinding, and boundary sign posts
        - Final alignment and mounting of all sign panels

5. **Establishment Maintenance (Optional Add-On)**
    - ODC Network can provide post-installation establishment support to ensure long-term success of restoration areas. This includes:
        - First-year vegetation establishment monitoring
        - Spot reseeding or planting adjustments as needed
        - Invasive species spot control within restoration zones
        - Seasonal site visits for adaptive management
    - This scope is recommended to improve long-term restoration success and reduce re-establishment of informal trails.

Project Timeline:

- Signage design & fabrication: ongoing between Summer 2026 – Spring 2027
- Trail remediation: ongoing between Fall 2026 - Summer 2027
- Habitat restoration: Spring 2027 (weather and soil conditions dependent)
- Establishment maintenance: Ongoing throughout 2027 following installation (optional add-on)
- Invasive species management: Ongoing outside of this scope

Project Budget:

Line Item	Budget	Installation Date	Billing Date
Trail Remediation (Closures & Improvements)	$31,050	Ongoing	Spring 2027
Habitat Restoration – Native Plugs (Option 1)	$50,000	Spring 2027	Spring 2027
Habitat Restoration – Native Seeding (Option 2)	$8,250	Spring 2027	Spring 2027
Habitat Restoration – Hybrid Approach (Option 3)	$25,750	Spring 2027	Spring 2027
Signage & Wayfinding Program (Design and Fabrication)	$16,500	Ongoing	Spring 2027
Signage Installation (Optional Add-On)	$25,500	Summer 2027	Summer 2027
Establishment Maintenance (Optional Add-On)	$5,000	Ongoing in 2027	Summer 2027

Total project cost will be determined based on selected restoration and signage options. All selections above $10,000 will require a 50% deposit at the start of the project.

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.*

Project Delivery: ODC Network may utilize qualified subcontractors or specialty vendors for select components of the project, including fabrication or installation of specialty signage and trailhead kiosks, as appropriate. ODC Network will remain the primary point of contact and will oversee all project coordination, scheduling, and quality assurance.

Exclusions: This proposal does not account for:

- New construction of additional trail systems or redesign of the existing primary loop
- Invasive species management outside of restoration or closure areas.
- Long-term maintenance beyond the establishment period unless included as a separate scope.
- Ongoing maintenance, cleaning, refinishing, or replacement of signage, kiosks, posts, or hardware following installation.
- Damage to signage or trail infrastructure resulting from vandalism, weather events, flooding, erosion, fallen trees, or other causes beyond ODC Network's control.
- Utility locating, surveying, engineering, or permitting not specifically identified within this proposal.
- Future revisions to interpretive content or graphic design after final approval.

INITIAL_____

Qualifications:
ODC Conservation Services is staffed by highly qualified conservation professionals with extensive experience in invasive species management, habitat assessment, and ecological restoration.

- 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.
- Manage 2,500+ acres of natural area annually across Michigan.
- Combined 30+ years' experience in invasive species management.
- Successfully restored over 250 acres of native prairie habitat.
- Experienced consultants in invasive species management, wetland delineation, habitat assessment, and ecological restoration.
- Experience overseeing prescribed burns on approximately 10-100 acres of natural area annually through qualified subcontractors, including coordination, planning, and post-burn evaluation.
- Experience designing, installing, and maintaining native gardens/landscape beds.
- Proficient in identification of native and non-native Michigan flora and fauna.
- 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

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_____

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: September 9, 2026

SUBJECT: Proposed Warming Station at Mize Rose Garden

DESCRIPTION:

The Convention and Visitor's Bureau (CVB) has been evaluating initiatives to improve shoulder season traffic. The CVB has approached the City Council with a recommendation to add a warming station to the Mize Rose Garden area. The minutes from previous Council meetings summarize the prior review and discussions:

City Council Workship – 9-3-25

Lisa Mize, CVB Director, presented a shoulder season initiative idea, which aims to boost activity in Saugatuck during the fall, spring, and winter months. Consultants were brought in to assess the area and recommend ways to attract more visitors outside the busy summer season. One key recommendation was to install warming stations or fire pits in central locations. The Rose Garden was identified as a preferred location for a permanent warming station, with ideas to replace the current fencing with a low brick wall to make the space more inviting and provide additional seating. Other possible locations, such as Wicks Park and Village Park, were also discussed. The majority of funding would come from the Convention and Visitors Bureau (CVB), with potential contributions from the city. Council members expressed the need to respect any restrictions tied to the Rose Garden. Next steps include preparing renderings for multiple locations and presenting the options to the council for input.

City Council Regular Meeting – 11-10-25

Lisa Mize presented plans for a proposed warming station in the Rose Garden, emphasizing its carefully considered design to complement the existing landscape and improve accessibility for both residents and visitors throughout the year, including winter. She explained the station's location and features, including low brickwork, multiple new entryways, and its elevated design to accommodate people with mobility needs. Lisa noted positive feedback from local businesses and stakeholders and

mentioned that outreach was ongoing. She assured the council that existing roses and sculptures would largely remain unaffected, and the city's maintenance process would continue to involve contracted landscape professionals. Funding would come primarily from the Convention and Visitors Bureau (CVB), with additional donations and possible in-kind contributions of materials, while final costs were yet to be determined.

City Council Workshop Meeting – 6-17-26

Executive Director of the CVB Ashley Siebelink explained that the CVB-led project was updated after the survey: they worked with the same metal fabricator that did the Holland Ice Rink fire pits to design a custom structure. She clarified that the overall layout remains similar—replacing the existing fence along the sidewalk with a concrete sitting wall, keeping the rose garden and existing plantings largely intact, and adding some exterior landscaping. Siebelink confirmed the CVB board has now voted to fund the entire project capital cost, with no upfront city dollars, and that design input has come from community members (including local business owners/designers Martin Horner and John Cannarsa). Some councilmembers emphasized that the concept aligns with shoulder-season goals, the business community survey responses were largely positive, and the CVB's willingness to fully fund construction makes it an attractive infrastructure amenity. It could create a welcoming gathering space in colder months without materially disrupting current priorities if the CVB manages the project and the city's role is limited to plan review, snow removal, and routine maintenance. They also noted that other communities like Holland and Fennville have similar amenities and that this fits a broader trend of CVBs investing assessment dollars in public infrastructure rather than just marketing. Some councilmembers voiced concerns such that the Rose/Mize Garden was originally intended as a quiet memorial space tied to the Mize family's donation. They questioned whether this project belongs in the city's current priority list, worried about underestimating future DPW time to keep the feature operating and presentable. Other concerns were that survey participation (171 respondents) may not fully reflect broader community sentiment. Alternative locations—particularly Village Square/Village Park—were suggested as potentially better fits to both respect the memorial garden and The conversation ended with a procedural consensus: thanked the CVB and Ashley for the work and generous funding offer, and send the updated Rose Garden concept back to the PPW committee for a new recommendation—particularly on location, fence treatment, and maintenance—followed by Historic District Commission review, then a return to council at a future workshop and, ultimately, a regular meeting vote.

Rose Garden Trust Language

In November I provided City Council with a copy of the Rose Garden trust language. The City Clerk was also able to find a box of documents for the Rose Garden. The Clerk, previous CVB Executive Director, and I all took a look at the documents. The Clerk also reviewed minutes from around the time the Rose Garden was approved. In short:

- Nothing from the donor requires fencing or prohibits a warming feature from being incorporated. The donation through the trust and estate simply required that a rose garden remain in perpetuity to honor Roxie Mize's brother and his wife. Other than that, the trust didn't specify a location or particular requirements. The City went on to develop various options through a committee.
- Through the committee process and recommendations of the city manager at the time, a fence was included as a security feature. However, the Clerk didn't find any specific motions or policies on fencing from City Council.

Survey Results
At the request of City Council, the CVB completed a survey and provided the attached results.

Parks and Public Works Committee Recommendation
The Parks and Public Works Committee has reviewed the plans several times. They recommended approval at their July meeting:

> The committee discussed the proposal from the Visitors Bureau (presented by Ashley Siebelink), to install a gas-fired warming station and additional seating in the Rose Garden downtown as part of a larger shoulder-season initiative. The concept is to turn the Rose Garden into a more welcoming, multi-season gathering space, with a sculptural stone seating wall and a centrally located burner operated by a timer and emergency shut-off, designed in consultation with Chief Janik and a fire-protection contractor to meet safety and ADA requirements. The existing wrought-iron fence would be removed, making the garden more visually and physically accessible, while existing plantings would largely be preserved and enhanced in coordination with the current landscape contractor. Committee members supported the goal of more seating and extended use into the off-season but raised practical concerns about maintenance (trash, sticky spills, cigarette butts), gas costs, potential late-night behavior given nearby bars, and impacts on the Mize endowment and DPW workload. DPW Director Ondersma reported he had vetted the burner design, maintenance, and materials and was comfortable with the operational burden.
>
> *Motion by Thiel, supported by Charak, to move forward with the Rose Garden. Via voice vote, motion carried 4-0.*

Historic District Commission Approval
The Historic District Commission reviewed the plans at their September 3 meeting and approved:

> Motion by Patterson, second by Root to approve the applicant's request for a Historic District Permit for modifications to the Mize Rose Garden at the corner of Mason Street and Butler Street, including removal of the existing wrought iron fence and installation of

low-masonry seating walls, additional landscaping, two (2) brick paver entryways, and custom natural gas fire feature, as proposed, based on the application meeting the applicable Historic District Guidelines set forth in §152.07.

Motion carried 5-0, with Cannarsa abstaining.

Public Works Review
After conducting research regarding the proposed warming station, the Department of Public Works (DPW) has determined that the ongoing maintenance costs are expected to be minimal.

Following discussions with Total Fabrication Solutions regarding the design and materials to be used, it was determined that maintenance costs should remain low due to the use of stainless steel in construction. Stainless steel is durable, corrosion-resistant, and well suited for outdoor applications.

The log set supplied by Breck Iron Works will require seasonal rotation as part of its routine maintenance. The burner unit is also expected to require minimal maintenance.

Additionally, discussions with a local fireplace company indicated that one of the most common maintenance issues with similar units is cigarette butts being placed inside them. This issue can be addressed through appropriate signage and regular inspection as part of the station's routine maintenance program.

Estimated ongoing costs for gas consumption are being evaluated, and additional information will be provided at the workshop meeting.

Overall, based on the materials selected, the proposed design, and input from local professionals, the warming station is expected to have relatively low ongoing maintenance.

BUDGET ACTION:
None at this time. The CVB is managing the project. The CVB has proposed covering all construction costs.

LEGAL REVIEW:
Legal will be at your meeting if you have any questions.

SAMPLE MOTIONS:
Motion to **approve** the proposed Mize Rose Garden warming station and associated site improvements in accordance with the plans approved by the Historic District Commission and to:

1. Authorize the Convention and Visitors Bureau to continue managing the project and to be solely responsible for all third-party costs associated with the design, permitting,

construction, and completion of the project, with no City financial contribution toward such costs.
2. Authorize the City Manager to coordinate final City review and any necessary permits or approvals.
3. Authorize acceptance of the completed improvements as a donation to the City, subject to satisfactory completion and final inspection by City staff and/or the City Engineer.

Motion to **deny** the proposed Mize Rose Garden warming station and associated site improvements as presented.

Rose Garden Warming Station Proposal
Presented to the City of Saugatuck Parks & Public Works Committee
By the Saugatuck/Douglas Area Convention & Visitors Bureau

Summary

The Saugatuck/Douglas Area Convention & Visitors Bureau (CVB) respectfully requests the Historic District Commission's approval to proceed with the installation of a permanent warming station at the entrance to the Mize Memorial Rose Garden.

Designed as a welcoming public gathering place, the warming station will encourage year-round use of one of Saugatuck's most beloved parks while thoughtfully preserving the character and beauty of the Rose Garden.

The funding for this project comes entirely from lodging assessments paid by overnight visitors, not local property taxes.

Project Vision

The vision for the Rose Garden Warming Station is simple: Create a beautiful, permanent public gathering space that encourages people to enjoy downtown Saugatuck throughout all four seasons.

Rather than serving solely as a fire feature, the warming station is intended to become a place where friends meet, families gather, visitors pause during winter walks, and residents enjoy the outdoors even on cooler days.

Respecting the Rose Garden

The Mize Memorial Rose Garden is one of Saugatuck's most treasured public spaces, and preserving its character has remained one the project's highest priorities. Throughout the design process, the project team has worked to ensure the warming station complements rather than competes with the existing garden.

Feedback from the public consistently emphasized the importance of respecting the Rose Garden's legacy. Survey respondents specifically encouraged preserving existing plantings where possible, and maintaining the garden's historic character.

Project Design

The design of the warming station has been guided by a commitment to preserving and enhancing the Mize Memorial Rose Garden. Throughout the design process, Martin Horner, owner of Souci Horner Design Collective and a member of the Saugatuck/Douglas Area Convention & Visitors Bureau Board of Directors, has worked closely with John Cannarsa, owner of Cannarsa Structure & Design, to ensure the project complements the existing landscape while honoring the garden's original vision.

A custom natural gas fire feature will serve as the focal point of a new gathering area, surrounded by brick pavers and landscaping that integrates seamlessly with the existing park. As part of the project, the existing wrought iron fence will be removed and replaced with low masonry seating walls. This enhancement opens the garden visually, provides additional seating, and invites residents and visitors to pause, relax, and enjoy the space.

The design also improves accessibility by creating two new entrances into the Rose Garden, making the park easier to access from multiple directions and strengthening its connection to the surrounding sidewalks.

Rather than functioning solely as a warming station, the space is envisioned as a year-round gathering place. During the cooler months, the fire feature will provide warmth and encourage outdoor activity. Throughout the rest of the year, the seating walls, landscaping, and open design will continue to serve as an attractive public amenity that enhances one of Saugatuck's most cherished parks.

The proposed location and site layout are illustrated in the attached landscape plan.

Community Support

In November 2025, the CVB conducted a Community Support Survey regarding a warming station in downtown Saugatuck. The survey received **171 responses** representing residents, business owners, visitors, and other community stakeholders.

Overall Support

- **74.7%** Support
- **18.3%** Oppose
- **7.1%** Neutral/Unsure

Among business owners who expressed an opinion, support was overwhelmingly positive, with only four respondents indicating they believed the warming stations would negatively impact their business.

Common themes from public comments included:

- Creating a more welcoming downtown during winter
- Encouraging year-round activity
- Increasing community gathering opportunities
- Respecting the historic character of the Rose Garden
- Providing additional seating and thoughtful landscaping

A complete summary of the survey results is attached.

Project Funding

The Saugatuck/Douglas Area Convention & Visitors Bureau has committed to funding the construction of the Rose Garden Warming Station.

Estimated Project Costs

Item	Cost
Masonry Construction	$35,910
Fire Feature	$12,565
Decorative Log Assembly	$20,000
Landscaping	$35,000
Estimated Total	**$103,475**

Proposed Timeline

August 2026

- Historic District Commission Review

September 2026

- Saugatuck City Council Review

Fall 2026

- Construction

Prior to the Community Tree Lighting (11/27) and Whootville Parade (12/5)

- Project Completion

Requested Action

The Saugatuck/Douglas Area Convention & Visitors Bureau respectfully requests that the Historic District Commission's approval of the Rose Garden Warming Station project so that it may proceed to the Historic District Commission for review.

The CVB appreciates the Commission's thoughtful consideration of this proposal and looks forward to continuing its partnership with the City of Saugatuck to invest visitor-generated revenue into projects that strengthen our community and improve public spaces for everyone.

LANDSCAPE DESIGN FOR:

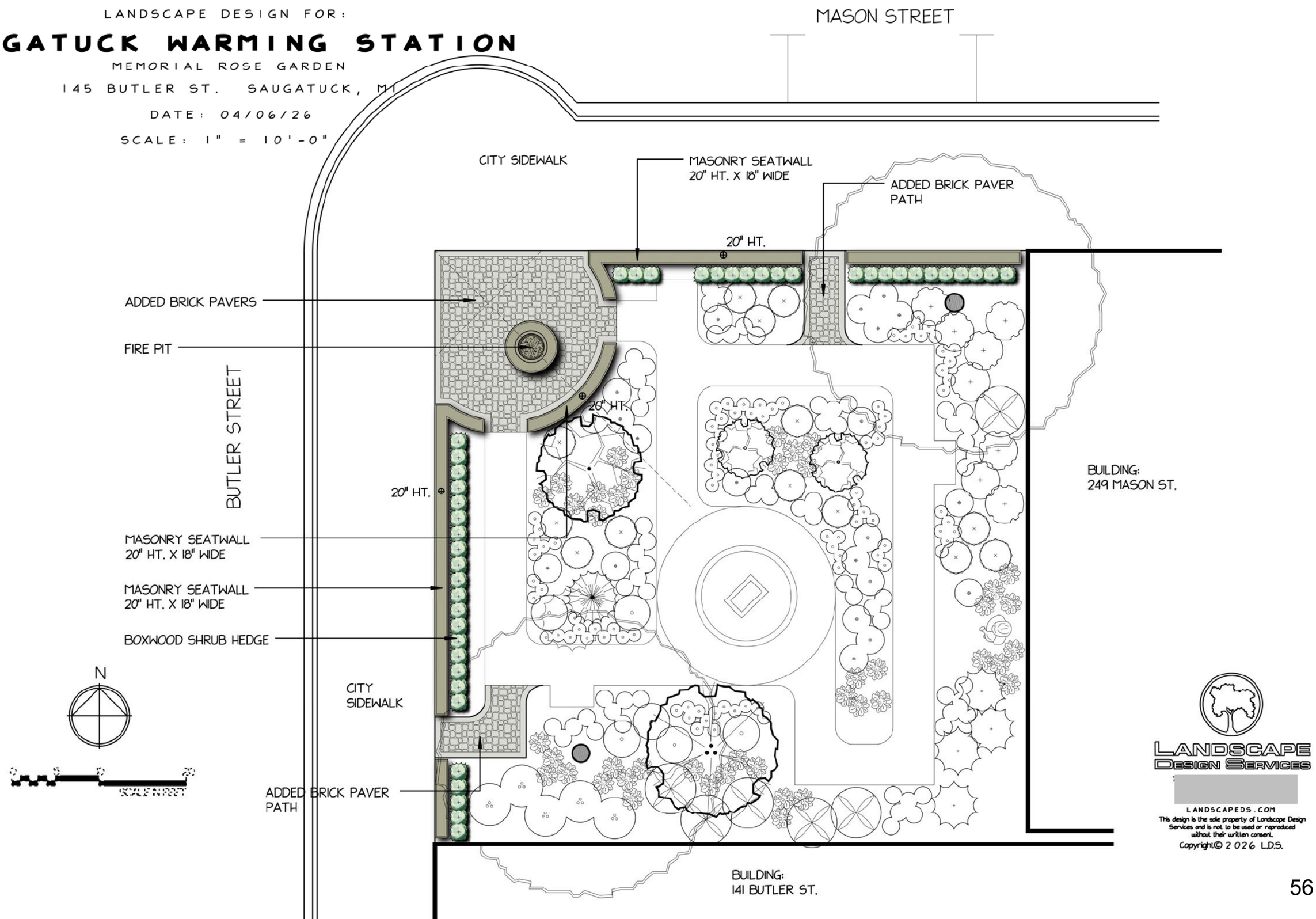
SAUGATUCK WARMING STATION

MEMORIAL ROSE GARDEN

145 BUTLER ST. SAUGATUCK, MI

DATE: 04/06/26

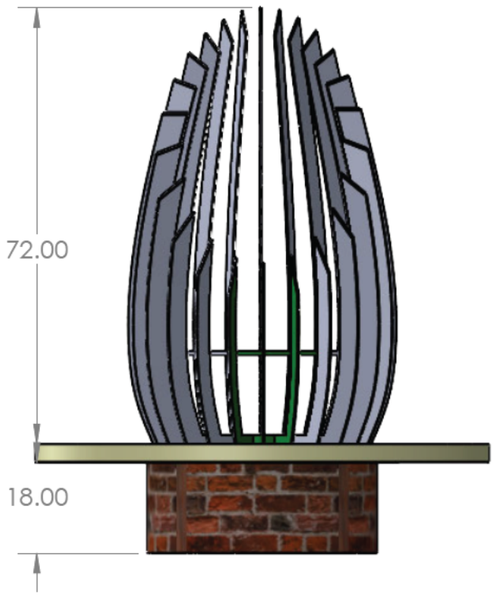
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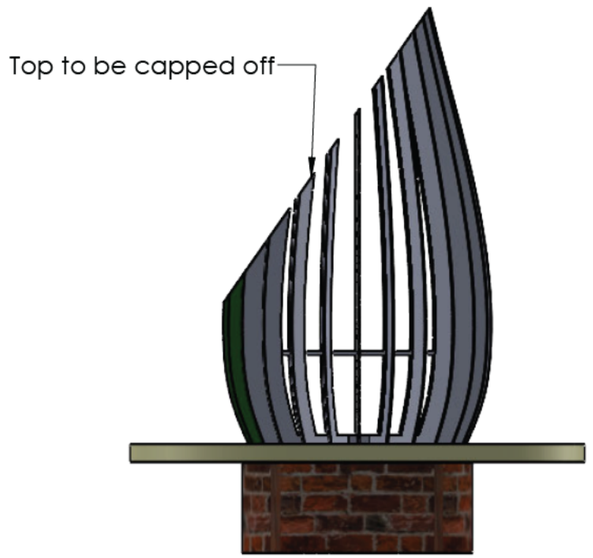


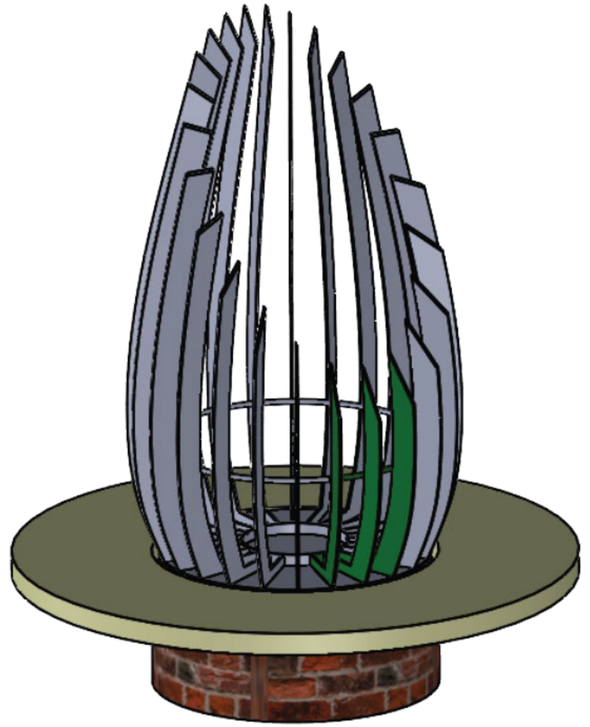
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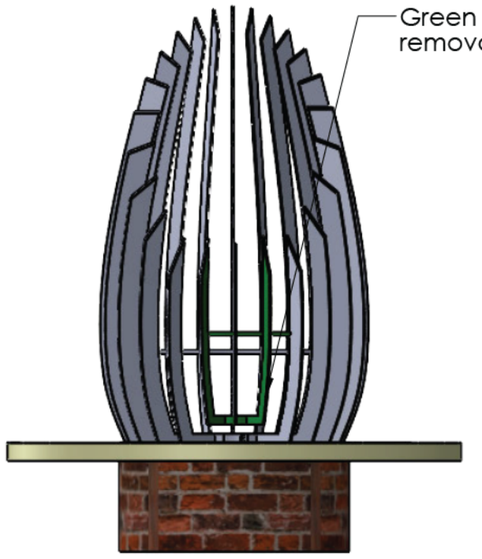
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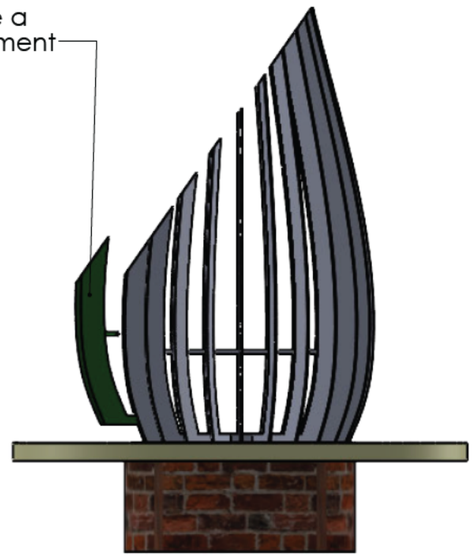
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Customer:	Saugutuck
Job Num:	
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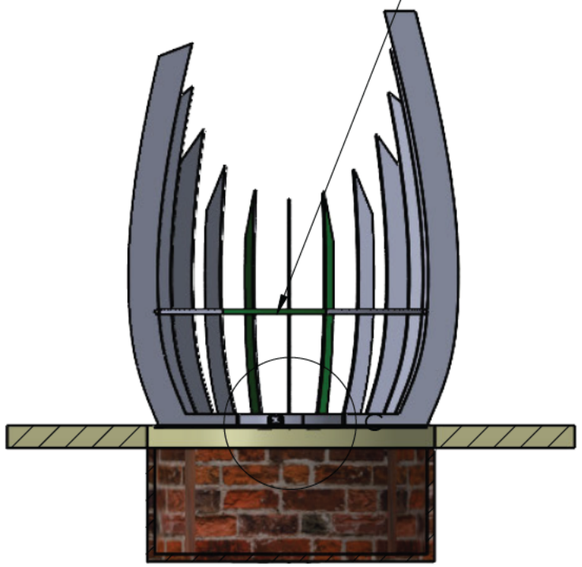
NOTE: Inside of firepit will be wrapped in either expanded metal or perforated sheet metal per fire code for the city.

TOTAL FABRICATION SOLUTIONS

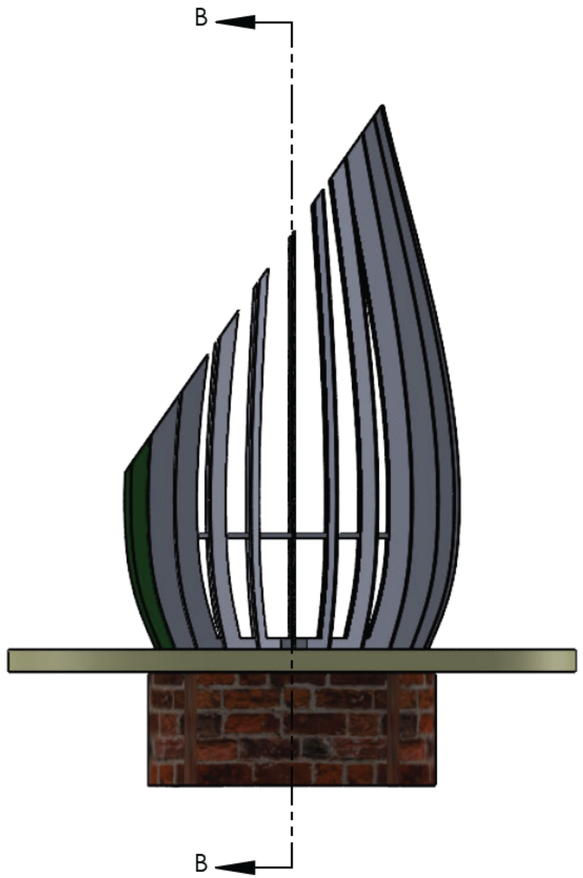
PROPRIETARY AND CONFIDENTIAL

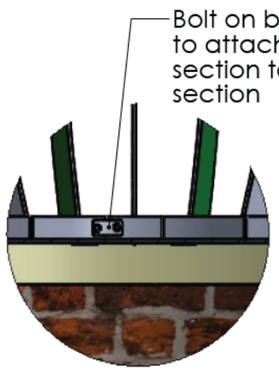
THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF Total Fabrication Solutions. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF Total Fabrication Solutions IS PROHIBITED.

DWG: Firepit		
Descrp:		
DWG BY: ZJH	**DATE:** 5/19/2026	
Quantity:	**SCALE: NTS**	SHEET 1 OF 3



SECTION B-B
SCALE 1 : 20





DETAIL C
SCALE 1 : 10

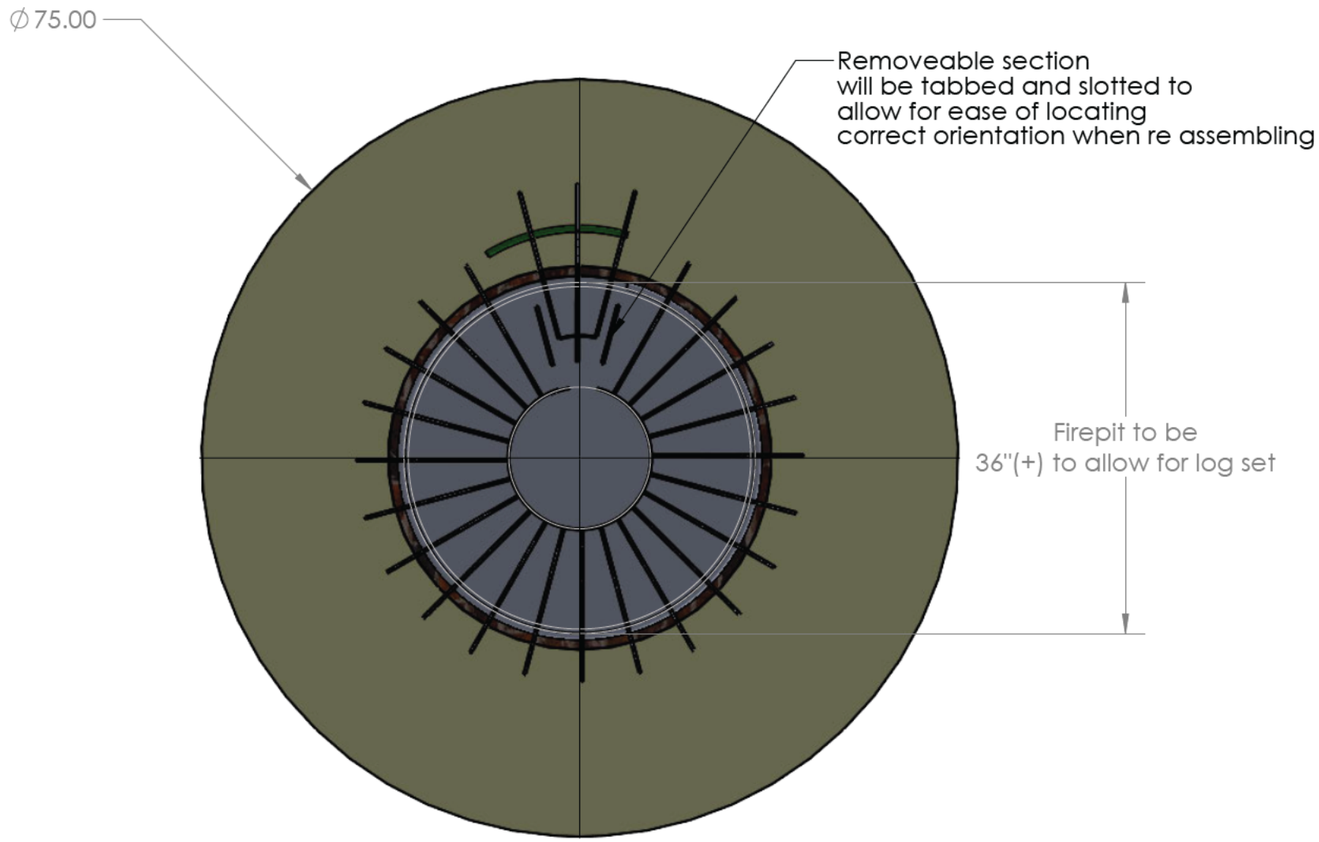
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TOTAL FABRICATION SOLUTIONS

PROPRIETARY AND CONFIDENTIAL

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Descrp:		
DWG BY: ZJH	**DATE:** 5/19/2026	
Quantity:	**SCALE: NTS**	SHEET 2 OF 3



Customer: Saugutuck	
Job Num:	
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TOTAL FABRICATION SOLUTIONS

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DWG: Firepit		
Descrp:		
DWG BY: ZJH	**DATE:** 5/19/2026	
Quantity:	**SCALE: NTS**	SHEET 3 OF 3

LANDSCAPE DESIGN SERVICES, INC.

MATERIAL ORDER

DATE 8/24/2026

CUSTOMER Saugtatuck Visitors Bureau - **JOB NUMBER**

PROJECT Saugtatuck Rose Garden-Warming Station **EMPLOYEE**

ITEM NUMBER	MATERIAL NAME	SIZE	LOCATION	TAGGED Y/N	ORDER QTY.	SHIPPED QTY.
	Boxwood 'Winter Gem'	7 gal.			44	
	Geranium 'Max Frei'	1 gal.			20	
	Coral Bells 'Carmel'	1 gal.			10	
	Allium Millennium	1 gal.			10	

Warming Stations Community Support Survey Summary

Overview

The Warming Stations Community Support Survey was sent out in November 2025, and received 171 responses from residents, business owners, visitors, and other community stakeholders. Overall, the survey demonstrates strong support for installing winter warming stations (fire pits) in downtown Saugatuck and Douglas.

Respondent Profile

The majority of respondents identified as:

- Saugatuck residents: 105 responses (61%)
- Business owners in Saugatuck: 28 responses (16%)
- Visitors/non-residents: 10 responses (6%)
- Other respondents included Douglas residents, township residents, workers, taxpayers, and part-time residents.

Overall Support for Warming Stations

Response	Number	Percentage
Strongly Support	101	59.4%
Somewhat Support	26	15.3%
Neutral / Unsure	12	7.1%
Somewhat Oppose	12	7.1%
Strongly Oppose	19	11.2%

Key Finding

Nearly 75% of respondents (74.7%) support the project, while 18.3% oppose it and 7.1% remain neutral or unsure.

Business Impact

When asked whether warming stations would positively impact their business:

Response	Number
Yes, positively	36
Neutral / Unsure	14
No, negatively	4
Not a business owner	97

Among business owners who expressed an opinion, support was overwhelmingly positive, with only four respondents indicating they believed the warming stations would negatively impact their business.

Common Themes from Comments

A total of **100 respondents provided written comments**. Several clear themes emerged.

Positive Feedback

Many respondents described the project as:

- A "great idea" and a creative use of public space.
- A way to make downtown more welcoming during colder months.
- An amenity that could encourage people to spend more time downtown.
- A visual symbol of warmth, activity, and community during the winter season.
- An attractive feature similar to successful warming stations seen in neighboring communities.

Representative comments included:

> "Such a great idea!"
>
> "A great idea to bring people downtown during our quiet season."
>
> "Whether/how much they are actually used, the visual is impactful—showing warmth, activity, and welcome even in cold weather."

Concerns and Suggestions

While support was strong, respondents also raised several thoughtful concerns:

Preservation of the Mize Rose Garden

The most common concern involved protecting the character and legacy of the Rose Garden.

Several respondents expressed support for the warming station concept while encouraging designers to:

- Preserve as many existing roses and plantings as possible.
- Maintain elements of the current garden layout.
- Respect the original donor intent behind the space.
- Avoid making the area feel overly hardscaped or "sterile."

Design Considerations

Some respondents suggested:

- Refining the fire pit design.
- Retaining portions of the existing fencing.
- Incorporating additional seating.
- Considering multiple warming stations throughout the community.

Operations and Safety

A few respondents requested additional information regarding:

- Fuel source and operation
- Hours of use
- Liability and safety considerations
- Ongoing maintenance responsibilities

Conclusion

The survey results indicate **broad community support for the installation of warming stations in downtown Saugatuck and Douglas**. Nearly three-quarters of respondents support the project, and business owners generally believe the warming stations will have a positive impact.

The strongest feedback centered on ensuring that the final designs preserve the character of existing public spaces—particularly the Mize Rose Garden—while creating welcoming gathering places that encourage year-round community activity.

Overall, respondents view warming stations as a positive enhancement that can help reinforce the area's reputation as a welcoming, four-season destination.

Timestamp	Who are you? (select one)	Overall, do you support installing winter warming stations (fire pits) in downtown Saugatuck and Douglas?	If you are a business owner, do you believe warming stations would positively impact your business?	Do you have any additional comments, compliments, or concerns regarding the warming stations?
11/21/2025 16:19:02	work here	Strongly support		this is a great idea and use of this space. It will be more inviting and I believe will get more use.
11/21/2025 16:19:33	Business owner in Saugatuck	Strongly support	Yes, positively	
11/21/2025 16:32:21	Saugatuck resident	Strongly support	I'm not a business owner	
11/21/2025 16:33:45	Saugatuck resident	Strongly oppose		This "improvement" is not needed. There are no outdoor winter activities in the city requiring "warming." And the Rose Garden shouldn't be redeveloped in this way.
11/21/2025 16:33:57	Saugatuck resident	Somewhat oppose		
11/21/2025 16:34:05	Saugatuck resident	Strongly support		
11/21/2025 16:34:42	Saugatuck resident	Somewhat support	I'm not a business owner	Think it is a great idea for the Rose Garden. My support of others depends on location, but yes, we do enjoy them in Holland.
11/21/2025 16:35:12	Visitor / non-resident	Strongly support	I'm not a business owner	
11/21/2025 16:35:26	Saugatuck resident	Somewhat support	I'm not a business owner	
11/21/2025 16:35:37	Saugatuck resident	Strongly support	Yes, positively	A great idea to bring people downtown during our quiet season
11/21/2025 16:35:45				
11/21/2025 16:35:51	Saugatuck resident	Strongly support	I'm not a business owner	
11/21/2025 16:36:08	Saugatuck resident	Strongly support	Yes, positively	This is great and a much better use of that space!
11/21/2025 16:36:42	Saugatuck resident	Strongly support	I'm not a business owner	What a great use for that aspace in the cooler months.
11/21/2025 16:38:21	Saugatuck resident	Strongly support	I'm not a business owner	Such a great idea!
11/21/2025 16:38:32	Saugatuck resident	Somewhat oppose		
11/21/2025 16:39:30	Saugatuck resident	Strongly support	I'm not a business owner	
11/21/2025 16:42:26	Saugatuck homeowner and tax	Somewhat support	I'm not a business owner	
11/21/2025 16:44:02	Saugatuck Twp part time reside	Strongly support	I'm not a business owner	I think it would bring more visitors to Saugatuck in colder months
11/21/2025 16:44:20	Saugatuck resident	Neutral / Unsure	I'm not a business owner	
11/21/2025 16:46:09	Saugatuck resident	Strongly support	I'm not a business owner	
11/21/2025 16:46:48	Saugatuck resident	Somewhat support	I'm not a business owner	
11/21/2025 16:46:58	Saugatuck resident	Strongly support	I'm not a business owner	
11/21/2025 16:55:24	Saugatuck resident	Strongly support	Yes, positively	
11/21/2025 16:57:23	Saugatuck resident	Strongly oppose	I'm not a business owner	If many restaurants are closed in winter what good is a warming station?

Timestamp	Who are you? (select one)	Overall, do you support installing winter warming stations (fire pits) in downtown Saugatuck and Douglas?	If you are a business owner, do you believe warming stations would positively impact your business?	Do you have any additional comments, compliments, or concerns regarding the warming stations?
11/21/2025 17:01:24	Saugatuck resident	Strongly support	I'm not a business owner	Don't love the design of the firepit in the rendering, but I like the idea. I do think doing away with the fence around the garden (and installing the low walls that could be used for seating) would make it more user friendly. Hopefully they can save a lot of the plants that are already there. No need to tear everything out.
11/21/2025 17:08:25	Business owner in Saugatuck	Strongly oppose	No, negatively	This is a passive feature- CVB should work on doing active events/ features to draw customers to the area in Q4 and Q1. Enlist the SCA to use their stages. Enlist businesses in shopping / dining features (restaurant week / shopping promotions). The flowers by the Butler is a passive thing and a failure-most of the flowers are no longer lit.
11/21/2025 17:10:05	Visitor / non-resident	Somewhat support	I'm not a business owner	
11/21/2025 17:10:59	Saugatuck resident	Somewhat support	Neutral / Unsure	This is not a reason to visit or stay longer in winter months. I do not see this having an impact on shoulder season visitors. Take a page from Holland and all the well-organized events they do.
11/21/2025 17:11:30	Douglas resident	Strongly support	I'm not a business owner	I think they are a great addition to a downtown area.
11/21/2025 17:12:01	Business owner in Saugatuck	Strongly oppose	No, negatively	
11/21/2025 17:15:49	Douglas resident.	Strongly support	I'm not a business owner	Need more than one in Each town. Douglas location would be great at beery field corner and at the post office.
11/21/2025 17:17:09	Saugatuck resident	Somewhat support	I'm not a business owner	
11/21/2025 17:19:05	Saugatuck resident	Somewhat support		I'm concerned about losing the beauty of the Mize Rose Garden—the drawings make it look pretty antiseptic. If you can keep the majority of the garden as it is, I'm all for a fire pit.
11/21/2025 17:23:15	Douglas resident/business owr	Strongly support	Yes, positively	Whether/how much they are actually used, the visual is impactful - showing warmth/activity/welcome even in cold weather.
11/21/2025 17:23:22	Douglas resident (year round)	Strongly support	I'm not a business owner	Nice use of that corner
11/21/2025 17:23:42	Saugatuck resident	Strongly support	Neutral / Unsure	The conceptual plan shows the warming station with some shrubs as a back drop. The Mize's gave a large, generous amount of money for a rose garden in memory of his sister. I love the idea of a warming area, but please make sure the original use for this space does not get forgotten. Also I don't feel it necessary to remove all the fencing. To selectively leave part of it creates a feeling of enclosure, but does not confine. Thank you. Ruth A. Johnson, Landscape Designer
11/21/2025 17:26:38	Saugatuck resident	Somewhat support	I'm not a business owner	
11/21/2025 17:27:07	Saugatuck Twp resident	Strongly support		
11/21/2025 17:28:19	Saugatuck resident	Somewhat oppose		Issue of liability to the City for fire-related injuries (especially if after dark), no mention as to type of fire fuel (assume natural gas), hours of operation, and finally when does Saugatuck (and apparently the CVB) say that enough is enough when it comes to public "art" installations? The beauty of the rose garden is its simplicity which by the way already has a sculpture.
11/21/2025 17:34:07	Saugatuck resident	Somewhat oppose	I'm not a business owner	If this project requires taxpayer funding, I think it needs to compete with. other proposals the city is considering.

Timestamp	Who are you? (select one)	Overall, do you support installing winter warming stations (fire pits) in downtown Saugatuck and Douglas?	If you are a business owner, do you believe warming stations would positively impact your business?	Do you have any additional comments, compliments, or concerns regarding the warming stations?
11/21/2025 17:37:12	Business owner in Saugatuck	Strongly support	Yes, positively	
11/21/2025 17:40:54	Taxpayer	Strongly support		The whole garden does not need redesign to add the warming. Prefer an additional location like by one of the river parks then redoing the garden.
11/21/2025 17:41:05	Saugatuck resident	Strongly support	I'm not a business owner	Great job!
11/21/2025 17:42:34	Saugatuck resident	Strongly support	I'm not a business owner	Great idea. Do it!
11/21/2025 17:42:54	Saugatuck resident	Strongly oppose	I'm not a business owner	If the fire pit is gas- fine. But please, no more wood fire pits adding to air pollution.
11/21/2025 18:12:38	Saugatuck resident	Strongly support	I'm not a business owner	It is a fabulous idea!
11/21/2025 18:17:27		Neutral / Unsure	Neutral / Unsure	
11/21/2025 18:22:42	Saugatuck resident	Neutral / Unsure	I'm not a business owner	
11/21/2025 18:32:21	Saugatuck resident	Strongly support	I'm not a business owner	Does it really need 4 entrances? It's a really small park
11/21/2025 18:49:13	Saugatuck resident	Strongly support	I'm not a business owner	
11/21/2025 18:51:00	Business owner in Saugatuck	Strongly oppose	No, negatively	There is no one here during the winter week days ! Newly issued Urban St. Holiday calendar of events covering Saugatuck area does NOT list the Christmas Parade or Tree Lighting! As of 11/20 the CVB billboard on 196 still has fall ad ! The Shoreline guide distributed up and down the Lakeshore has only 1 advertised business ...Millpond. let's get it together. Once you can bring shoppers here, then you can bring on the warming stations!!
11/21/2025 18:53:03	Township	Strongly support	Yes, positively	If you do it, make sure it puts off good heat. Don't skimp on the fire
11/21/2025 18:54:55	Douglas Resident	Neutral / Unsure	Neutral / Unsure	Less concrete, One designated warming area with preserved green space!
11/21/2025 19:14:36	Saugatuck resident	Somewhat support	I'm not a business owner	Does the Rose Garden Trust permit this? Will Trust be tapped for future costs of maintenance? How much of Rose Garden will be lost to cement/paving and structure?Seems another location would be more appropriate for this
11/21/2025 19:37:01	Saugatuck resident	Strongly oppose	I'm not a business owner	
11/21/2025 19:54:22	Saugatuck resident	Somewhat support	I'm not a business owner	Extending the tourist season is more of interest to the business community .... Interesting to hear what local non-business owners think ... I'm supportive although not a business owner
11/21/2025 20:20:08	Saugatuck resident	Neutral / Unsure	I'm not a business owner	The illustrations look as if you are ruining the rose garden. We have restaurants and shops for warming
11/21/2025 20:23:53	Visitor / non-resident	Somewhat support	I'm not a business owner	I like this idea but the renderings make it look like a lot of plants would be removed. I don't like that as an option. That burst of greenery and color in the summer (&shade) is very welcome on warm summer days. I'd be more supportive if the general park plan didn't change much.
11/21/2025 20:27:55	Saugatuck resident	Strongly support	I'm not a business owner	
11/21/2025 20:42:57	Saugatuck resident	Strongly support	I'm not a business owner	Love this!! Thank you!

Timestamp	Who are you? (select one)	Overall, do you support installing winter warming stations (fire pits) in downtown Saugatuck and Douglas?	If you are a business owner, do you believe warming stations would positively impact your business?	Do you have any additional comments, compliments, or concerns regarding the warming stations?
11/21/2025 20:43:50	Saugatuck resident	Strongly support	Yes, positively	A wonderful idea and hopefully can be funded through grants and sponsorships
11/21/2025 20:47:35	Township	Strongly support		
11/21/2025 20:49:42	Saugatuck resident	Somewhat oppose	I'm not a business owner	Gas fired? $$$$ & wasteful. Warmth of an open fire is illusionary.
11/21/2025 20:57:19	Visitor / non-resident	Strongly support	I'm not a business owner	I live in Holland and the warming station downtown is so nice. It is used all the time and adds a warm touch to our thriving downtown
11/21/2025 21:05:54	Saugatuck resident	Strongly support	I'm not a business owner	Without cost and environmental information, it is too easy to say 'Yes!' More context would be helpful.
11/21/2025 21:06:40	Saugatuck resident	Strongly support	I'm not a business owner	Great idea!
11/21/2025 21:22:45	Saugatuck resident	Somewhat oppose	Neutral / Unsure	I am concern with the stipulations that the Mize family wishes were. I'm concerned about the public leaving the bar then going to the warming station
11/21/2025 21:24:17	Business owner in Saugatuck	Strongly support	Yes, positively	great idea! do it
11/21/2025 21:26:53	Douglas resident	Somewhat support	I'm not a business owner	Love this idea!
11/21/2025 21:34:11	Visitor / non-resident	Strongly oppose	I'm not a business owner	I like the idea but this is too drastic of a change.
11/21/2025 21:43:13	Visitor / non-resident	Strongly support	I'm not a business owner	
11/21/2025 21:44:21	Son of residents	Somewhat support	I'm not a business owner	I don't know how often I'll sit at the warming station but I think it's nice. Moreso, I like the idea of opening up the garden more. Currently feels closed off/non-public
11/21/2025 21:45:01	Saugatuck resident	Strongly support	I'm not a business owner	
11/21/2025 21:45:05	Saugatuck resident	Strongly oppose	I'm not a business owner	No one is going to hang around the rose garden getting warm they will go to a store or restaurant and the design is ugly.
11/21/2025 21:53:00	Saugatuck resident	Strongly support		
11/21/2025 22:18:24	Saugatuck resident	Strongly support	I'm not a business owner	
11/21/2025 22:20:02	Business owner in Saugatuck	Strongly support	Yes, positively	Holland has fire features around the downtown area.They are always enjoyed by my friends and family while shopping.
11/21/2025 22:45:21	Saugatuck resident	Strongly oppose	I'm not a business owner	This is not an identified priority for city financial resources. This Mize Rose Garden is a dedicated and deeded memorial and should remain untouched. A warming station should only be considered as part of a larger downtown streetscape project.
11/21/2025 23:38:19	Saugatuck resident	Somewhat support	Yes, positively	
11/21/2025 23:38:44	Business owner in Saugatuck	Somewhat oppose	Neutral / Unsure	Liability, supervision, people come into shops to get warm!
11/22/2025 0:18:21	Visitor / non-resident	Strongly support	I'm not a business owner	
11/22/2025 0:54:25	Business owner in Saugatuck	Strongly support	Yes, positively	
11/22/2025 1:10:40	Visitor / non-resident	Strongly support	I'm not a business owner	

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11/22/2025 1:12:10	Business owner in Saugatuck	Strongly support	Yes, positively	
11/22/2025 2:08:12	Saugatuck resident	Somewhat oppose	I'm not a business owner	
11/22/2025 2:10:20	Saugatuck resident	Strongly support		
11/22/2025 2:15:54	Visitor / non-resident	Strongly oppose	I'm not a business owner	As someone who has word downtown for the last 25 years. You need more heads in beds. I would rather see money spent on a winter festival.
11/22/2025 5:34:01	Saugatuck resident	Somewhat support	I'm not a business owner	
11/22/2025 6:12:57	Saugatuck resident	Strongly support		I believe the warming station would be a great addition to the downtown and provide a refresh to a very popular corner of town.
11/22/2025 6:43:38	Saugatuck resident	Somewhat support	I'm not a business owner	
11/22/2025 7:42:24	Business owner in Saugatuck	Strongly support	Yes, positively	Love the idea of the warming station and think the proposed location is wonderful. Question is whether the design is final and consideration will be given to complimenting the current village aesthetic of downtown. Nice work CVB
11/22/2025 7:51:20	Saugatuck resident	Somewhat support	I'm not a business owner	Put it at another park. Leave the garden as is.
11/22/2025 7:52:54	Saugatuck resident	Neutral / Unsure	I'm not a business owner	I've lived here for 2 decades. I marked "neutral" because I think the rose garden is the wrong place, given the paving over of garden growing space that would be required. The village green would be a much better location, for several reasons, including the fact that the rest rooms and playground are right there and there is a lot of room, including space newly created by killing many grand old rhododendrons. Thank you for all you do and for asking.
11/22/2025 8:06:29	Saugatuck resident	Strongly support	I'm not a business owner	Would be nice to see seating with backs but otherwise its a wonderful idea. Will these be gas firepits?
11/22/2025 8:06:33	Saugatuck resident	Strongly support	I'm not a business owner	I think it will add a missing component to make downtown cozy and welcoming in the cold months. Please consider some seating. Look at the Holland version at the corner of 8th and College.
11/22/2025 8:15:06	Business owner in Saugatuck	Strongly support	Yes, positively	
11/22/2025 8:27:40	Saugatuck resident	Strongly support	I'm not a business owner	Great design! A welcoming space in a part of downtown sorely in need of a public space to hang out
11/22/2025 8:30:25	Saugatuck resident	Strongly support		This looks like a great plan and idea.
11/22/2025 8:39:49	Saugatuck resident	Strongly support	I'm not a business owner	
11/22/2025 8:46:47	Saugatuck resident	Strongly support	I'm not a business owner	I think the renderings are beautiful and strongly support the effort.
11/22/2025 8:51:57	Saugatuck resident	Strongly oppose		Inviting to look at, but as a stand alone, it is not a reason to go downtown. As a resident I can't ever imagine I would use it. When I'm outside in the winter, I want to be active to stay warm. Or maybe something original or playful or an interactive art installation?
11/22/2025 8:53:59	Saugatuck resident	Strongly support	I'm not a business owner	Like rectangle fire pits better than round

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11/22/2025 9:17:43	Saugatuck Township resident	Strongly support	I'm not a business owner	I think it's a great idea! I often see the one downtown Holland utilized.
11/22/2025 9:58:58	Township resident	Strongly oppose	I'm not a business owner	It is a municipal plaza, not a warming station. Cities stopped paving over green spaces long ago because the open plaza with low brick walls, they are in no way classic, because the spaces were never used. It could not be more out of character for our small town. The present rose garden as is fits perfectly with the Victorian aesthetic of the town and offers a more reflective space than a gimmicky " Instagram" spot. If this is how spaces that were made using large specific donations are disposed of a few years later I would expect no future such donations will be made. Can we please stop trying to emulate other towns and cities with projects that are more about an organization trying to stay relevant than an actual attempt to improve the town.
11/22/2025 10:04:10	Saugatuck resident	Strongly oppose	I'm not a business owner	We don't need it. The garden was a gift to the city. Why ruin it with a tacky warming.
11/22/2025 10:12:43	Saugatuck resident	Somewhat support	I'm not a business owner	Warming stations work in Holland because sidewalks are clear.
11/22/2025 10:46:13	Saugatuck resident	Neutral / Unsure		Please preserve as much of the green space of existing rose garden as possible
11/22/2025 11:12:31	Saugatuck resident	Strongly support	Yes, positively	
11/22/2025 11:52:21	Saugatuck resident	Strongly support	I'm not a business owner	The design is excellent.
11/22/2025 12:10:49	Saugatuck resident	Somewhat support	I'm not a business owner	I support the fire pits and warming stations, but would also like to know more about the larger plan. For example, I think 2 warming stations, North and South of Butler gives people different chances at it, maybe one in the public square though I know why the Rose Garden was suggested. Additionally, what is the overall comprehensive plan, put fire in and people will come? It would be great to see a comprehensive plan like hot chocolate trolleys, craft stations for kids, something that really draws people in and can entertain for a bit. The local singing groups, or Christmas Carol players can do small performances. I am suggesting this so they are just not a waystation between bars. ie I wonder if Saugataco could do Mexican hot chocolate, or Base Camp do hot chocolate. I guess what I am suggesting is that we do a better job of doing 1 and done, but think larger and more long term for reputation, economic development and charm of the town.
11/22/2025 12:32:36	Business owner in Saugatuck	Strongly support	Yes, positively	
11/22/2025 12:50:26	Visitor / non-resident	Strongly oppose	I'm not a business owner	It just isn't necessary. Having all of that concrete space just distracts from the quaint feel of the downtown area. This isn't maintaining the character of the downtown. area. I could see something like this in a more metropolitan city or town, but it just doesn't fit Saugatuck and I would hate to see it installed..
11/22/2025 13:39:26	Saugatuck resident	Strongly support	I'm not a business owner	Anything we can do to promote visiting Saugatuck year-round is great. The plan looks clean and nice too.
11/22/2025 15:21:54	Saugatuck resident	Strongly oppose		What a waste of time. This will not bring new people to town - especially when this feature is in a dark park next to a boozy locals bar. No thanks.
11/22/2025 15:40:16	Saugatuck resident	Somewhat support	I'm not a business owner	
11/22/2025 16:32:10	Saugatuck resident	Strongly support	I'm not a business owner	love the idea for both towns and the rose garden is a great location

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11/22/2025 16:36:09	Saugatuck resident	Strongly support	I'm not a business owner	It is a great idea. With Saugatuck having the social district it will be a nice place to have a drink while waiting for a dinner reservation
11/22/2025 17:42:46	Business owner in Saugatuck	Strongly support	Yes, positively	
11/23/2025 5:25:21	Worker	Somewhat support	Neutral / Unsure	Never heard of a warming station, seems like a cool concept and idea!
11/23/2025 8:53:40	Saugatuck resident	Neutral / Unsure	I'm not a business owner	
11/23/2025 9:58:25	Business owner in Saugatuck	Strongly support	Yes, positively	
11/23/2025 10:24:46	Saugatuck resident	Strongly support	Yes, positively	
11/23/2025 13:12:14	Saugatuck resident	Neutral / Unsure		Any public fire feature needs to be absolutely safe. The new rendering proposed for the rose garden, which replaces vegetation with bricks and cement, may make it look more like an urban plaza or a commercial space rather than a natural garden setting.
11/23/2025 14:17:47	Saugatuck resident	Strongly oppose	I'm not a business owner	I am not sure what marketing identified the need for a warming pit. The designs have a number of draw backs including the low bring fence (great for siting mostly empty containers) the removal of plants and art and increase of maintenance cost.
11/24/2025 2:38:35	Saugatuck resident	Somewhat oppose	I'm not a business owner	The Mize rose garden is there for a reason! This design is very bland and uninteresting. 'there must be a better place to put a warming station if you really want one. this is not the location!!!
11/24/2025 9:19:28	Saugatuck resident	Strongly support	Neutral / Unsure	What about putting one in the puppet park (village square) across from the bathrooms instead?
11/24/2025 9:21:14	South Haven Resident, works in	Strongly support	I'm not a business owner	
11/24/2025 9:21:19	Saugatuck resident	Strongly support	Yes, positively	Would love more winter amenities and events to pull / keep people in town. Holland does a great job of this - would strongly welcome efforts to do the same in Saugatuck
11/24/2025 9:23:22	Business owner in Saugatuck	Strongly support	Yes, positively	
11/24/2025 9:25:47	Work in Douglas/Saugatuck Are	Strongly support	I'm not a business owner	
11/24/2025 9:37:23	Saugatuck resident	Strongly support	Neutral / Unsure	Super excited about these! I dont know that they will necessarily bring people into town but they will definitely add to the winter aesthetic. One step closer to becoming a year round destination!
11/24/2025 9:48:43	Saugatuck resident	Strongly support	I'm not a business owner	I love the idea! Just something to think about - I would suggest building the seating as close as code lets them. If they are too far away you may not feel the heat.
11/24/2025 10:01:07	Business owner in Saugatuck	Strongly support	Yes, positively	
11/24/2025 10:11:12	Business owner in Saugatuck	Strongly support	Yes, positively	
11/24/2025 10:15:15	Saugatuck resident	Strongly support	I'm not a business owner	The brick wall concept is fantastic. Will make the garden appear more accessible and will improve the overall downtown feel

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11/24/2025 10:38:00	Business owner in Saugatuck	Somewhat oppose	No, negatively	No one comes to a town because they have a warming station. Try planning actual events centered around shopping like downtown Holland does for 4th and 1st quarter. This discussion has been had for years yet you continue to do nothing. Even the Coastal Christmas one was thrown together last minute and not by your employee. It was an employee at Glik's.
11/24/2025 10:59:03	Business owner in Saugatuck	Strongly support	Neutral / Unsure	Great idea! I truly hope the city will support this.
11/24/2025 12:13:59	Saugatuck resident	Strongly support	Yes, positively	The Rose Garden has always seemed cut off because of the fence. This brings it to life!
11/24/2025 12:48:06	Saugatuck resident	Strongly support	I'm not a business owner	Will are be integrated as part of this and we just redid this garden after years of neglect, how will that be considered with this project?
11/24/2025 12:50:20	Saugatuck resident	Strongly support	I'm not a business owner	This is a good example of how to encourage shoppers during the shoulder seasons.
11/24/2025 12:56:19	Business manager in Saugatucl	Strongly support	Yes, positively	
11/24/2025 13:07:29	Business owner in Saugatuck	Strongly support	Yes, positively	
11/24/2025 13:09:34	Business owner in Saugatuck	Strongly support	Yes, positively	Love this
11/24/2025 15:38:20	Saugatuck resident	Strongly support	I'm not a business owner	Update to my original survey. The wrought iron fence looks so pretty, especially decorated for Christmas. If it could be incorporated into the plan that would be great.
11/24/2025 16:52:29	Business owner in Saugatuck	Strongly support	Yes, positively	Love this! Good for the businesses. Good for the residents. Good aesthetically for the space. Happy to be helpful. Terry Walker, Lulu Cadieux.
11/24/2025 17:25:32	Business owner in Saugatuck	Strongly support	Yes, positively	This is great, anything the city can do to bring in winter customers is a vote for us.
11/24/2025 19:59:24	Saugatuck resident	Strongly support	I'm not a business owner	
11/24/2025 23:17:31	Resident and business owners	Strongly support	Yes, positively	I think the tall iron fencing is unwelcoming and should be removed. It would be nice to have the garden to be more welcoming.
11/25/2025 14:10:26	Saugatuck resident	Strongly oppose	I'm not a business owner	I treasure the Rose Garden. This idea isn't really needed and it will damage the peace and serenity of the garden.
11/25/2025 14:21:42	Saugatuck resident	Strongly support	I'm not a business owner	Piped in music would be fun.
11/25/2025 14:47:40	Saugatuck resident	Neutral / Unsure	I'm not a business owner	
11/25/2025 15:57:04	Saugatuck resident	Strongly support	I'm not a business owner	
11/25/2025 17:19:34	Business owner in Saugatuck	Strongly support	Yes, positively	
11/25/2025 21:10:28	Saugatuck resident	Strongly support		
11/25/2025 22:49:41	Saugatuck resident	Somewhat support	Neutral / Unsure	
11/26/2025 10:30:58	Saugatuck resident	Strongly support	I'm not a business owner	

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11/26/2025 13:28:26	Saugatuck resident	Strongly oppose	I'm not a business owner	Why do you insist we need a 'modern' warming station on in the most congested part of downtown. ?leave the current pRk alone. The designed warming station does not reflect our downtown image. ng station that has nothing in common with our rose garden?You are destroying a peaceful retreat and quiet for dedicated park. The 'modern' design will look out of place. Put it in Coghlin Park or a Water Street park! The business owners need your support. Why not partner with them to find out how to improve their crazy lives! DONE!
11/26/2025 13:57:27	Property Owner	Somewhat support	I'm not a business owner	
11/28/2025 2:59:15	Saugatuck resident	Strongly support	Yes, positively	
11/28/2025 3:18:42	Saugatuck resident	Strongly support	I'm not a business owner	
11/29/2025 11:00:18	Saugatuck resident	Neutral / Unsure	Neutral / Unsure	I am concern what the Mize family intent was for the Rose Garden.
11/30/2025 16:07:08	Business owner in Saugatuck	Strongly support	Neutral / Unsure	ANYTHING to bring more winter guests like neighboring communities do-we miss such a HUGE opportunity to help our businesses in the off season, especially over the holidays
12/1/2025 18:52:51	Part-time resident. Own a secor	Neutral / Unsure	I'm not a business owner	I do not agree with the redesigning of the Victorian Rose Garden. Only a short 25 years ago, Mize donated nearly half a million dollars. The city readily accepted her generous donation with the intent to create a memorial Victorian Rose Garden on a corner of town that needed beautification. Saugatuck was incorporated in 1868 - in the Victorian Era. Many town buildings were built in that era. By definition, Victorian gardens are characterized by bold color, exotic plants, often laid out in formal,symmetrical flowerbeds key features usually include ornate elements like statues and fencing and shaded pathways. I would guess that her intention with her generous donation was not to have it all deconstructed years later with a trendy fire pit and brick sitting wall. How does this design complement a Victorian garden and the character of our downtown? What is so wrong with having a tranquil park where one can seek solace amongst the thousands of tourists that flock to our town? City council and the Parks Commission need to leave the Rose Garden in its' intended serene form. If it ain't broke, don't fix it. Especially when a generous donor expected the city to be a good steward of that donation. City council and the Parks Commission need to consider incorporating the firepit in the future redesigning of the Village Square Park near the empty green space by the Burr Tillstrom statue.
12/5/2025 17:20:34	Business owner in Saugatuck	Strongly support	Yes, positively	
12/8/2025 14:36:55	Douglas resident	Somewhat support	I'm not a business owner	Not this design and not this location
12/9/2025 8:35:27	Business owner in Saugatuck	Somewhat support	Yes, positively	
12/10/2025 10:01:37	I live 10 min from down town.	Somewhat oppose	I'm not a business owner	I was early this week and the only person using the warming station was a homeless man with his buggy. I see the warming station as a smoking station for the bars in the winter and for the homeless. I have seen men pee and puke in the rose garden.

Timestamp	Who are you? (select one)	Overall, do you support installing winter warming stations (fire pits) in downtown Saugatuck and Douglas?	If you are a business owner, do you believe warming stations would positively impact your business?	Do you have any additional comments, compliments, or concerns regarding the warming stations?
12/10/2025 10:06:30	Saugatuck resident	Somewhat oppose	Neutral / Unsure	While your schematic's are lovely, none of the drawings convey roses. Only low maintenance greens are shown. The project will absorb a cost beyond that which is in the general fund to care for the garden in the future. Are those monies being misused to remove the fence etc. Who is to maintain the garden now? I understand, the donor left approximately one hundred thousand for the continued care of the garden. Over the years the city has negleted drawings display roses. The intent of the gift was to establish a rose garden honoring the parents of the donor. Monies were put into the General Fund to maintain the rose garden. Will those monies be absorbed for this redo? Will the outside landscape firm be retained? The donation from the CVB will hardly cover the project. Yesterday, I and a employee passed the warming station in Holland. The only individual warming was a homeless man on a bicycle. The proximity of the Sandbar also invites potential lude activity as the fence is gone. Have consideration been given to these issues. The city failed to address the individual living at the Gazebo all summer. The issue was waited out for the weather to change. No leadership there for sure. While there is some merit in updating the garden there are many other projects that are more pertinent. What about Park street concerns, the easement repairs at the Butler Pantry, the proposed rest room at the south part of town???? While these projects are not sexy, they need to be addressed!
12/15/2025 10:40:14	Saugatuck resident	Strongly support	I'm not a business owner	
12/16/2025 11:44:05	Saugatuck Township resident	Strongly support	Yes, positively	

City Council Agenda Discussion Item Report

FROM: Mark Ondersma - Director of Public Works

MEETING DATE: September 9, 2026

SUBJECT: Wicks Park & Village Square Restroom Renovations

DESCRIPTION:

The City Council has identified improvements to the restroom facilities at Wicks Park and Village Square as a priority for Fiscal Year 2026/2027. Fleis & VandenBrink prepared a proposal dated June 30, 2026, for professional services related to renovations of the City's restroom facilities at Wicks Park and Village Square. The proposal was presented and discussed on July 8, 2026, at the City Council Workshop. During the workshop, Council discussed the limitations associated with renovating the existing Wicks Park restroom. The building was constructed below the floodplain elevation, making it susceptible to short-term flooding during heavy rainfall and longer-term flooding during periods of elevated lake levels. Council also discussed the potential benefits and implications of replacing the existing Wicks Park restroom building rather than renovating it.

Preliminary cost estimates indicate that replacement of the Wicks Park restroom would be comparable to the City's recent Mt. Baldhead restroom project, with an estimated cost in the mid-$300,000 range. By comparison, renovation of the existing Wicks Park restroom is anticipated to cost approximately $100,000 to $250,000, depending on the final scope of work.

One of the primary concerns with replacing the existing building is the potential loss of the iconic exterior mural, which is based on *A Sunday Afternoon on the Island of La Grande Jatte* by George Seurat (1884). The mural is well-known and valued by the community. However, the existing paint is deteriorating, and touch-up work would be recommended at a minimum regardless of whether the building is renovated or replaced.

Staff also investigated options for recreating the existing mural should Council choose to replace the restroom building. The original artist of the mural was Carol Miron. The original mural has been touched up several times since it was initially painted. Two potential artists have been identified who may be interested in recreating or reinterpreting the mural:

Sotir Davidhi of Mural by Design, based in Grand Rapids, has expressed interest in recreating the mural. The estimated cost is approximately $16,000–$20,000, assuming the footprint of a replacement building remains similar to the existing structure.

Tyler Voorhees of Tyler Voorhees Art has also expressed interest. His artistic style is different from the existing mural, so his work would be more of an artistic reinterpretation rather than a direct recreation. He has not provided an estimated cost currently. Additional mural options could be explored as part of the design process if Council elects to pursue replacement.

Option 1

If Council elects to proceed with renovation, the June 30, 2026, Fleis & VandenBrink proposal may be approved as originally presented. Renovation is anticipated to cost approximately $100,000–$250,000, depending on the final scope. This option would preserve the existing building and mural while addressing needed interior improvements. However, it would not eliminate the existing building's vulnerability to flooding due to its location below the floodplain elevation.

Option 2

If Council elects to pursue replacement, staff will work with Fleis & VandenBrink to update its June 30 proposal to reflect the revised scope and design needs. Replacement is anticipated to cost in the mid-$300,000 range, comparable to the recent Mt. Baldhead restroom project. This approach would provide an opportunity to address the existing building's floodplain-related limitations and develop a new facility designed around current needs and conditions. The existing mural could potentially be recreated or reinterpreted on the new structure. Based on preliminary discussions, the estimated cost for a direct recreation by Mural by Design is approximately $16,000–$20,000.

BUDGET ACTION REQUIRED:
Funding for the proposed interior restroom improvements at Wicks Park and Village Square is included in the current fiscal year budget in the amount of $160,000. $50,000 for siding at Village Square was included in last year's budget but not used. Depending on scope and project timing, a future budget amendment may be necessary for interior cost. If Council decided to go ahead with replacement of Wicks Park Bathroom it could cost around $300,000 and a budget amendment will be needed depending on project timing

COMMITTEE/COMMISSION REVIEW:
Parks & Public Works Committee has reviewed & approved the replacement of the Wicks Park Restroom & the improvements to the Village Square Restrooms.

LEGAL REVIEW:
N/A

SAMPLE MOTION:
N/A

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

June 30, 2026

Via Email: rcummins@saugatuckcity.com

Ryan Cummins, City Manager
City of Saugatuck
102 Butler Street
Saugatuck, MI 49453

RE: Proposal to Provide Architectural & Engineering Design, Bidding & Construction Administration Services for Wicks Park & Village Square Restroom Renovations

Dear Ryan:

We understand the City is planning to renovate the existing restroom buildings at Wicks Park and Village Square. We have reviewed both buildings with City staff and developed the following scope of renovation work.

Wicks Park

- Exterior/Site Improvements
  - The existing building elevation is lower than the surrounding grade. That cannot be corrected without replacement or a jacking & underpinning operation that would likely be comparable in cost to replacement. No structural modifications are planned for the building envelope (walls, roof, etc.) as part of this project.
  - The exterior mural has spots that are deteriorated and flaking. We understand art students have historically touched up the mural, and this work will be done separate from the renovation project.
  - Repaint the fascia trim and louvers.
  - Replace exterior sidewalk where concrete is cracked and one joint has a significant offset.
  - The existing water service enters the building above grade and is 2" galvanized pipe that needs to be replaced to comply with EGLE's Lead and Copper Rules. The service line will be further investigated during construction and replaced either to the curb stop or all the way to the main, depending on the findings and will be placed at a standard bury depth for frost protection, which will require replacement of some of the concrete flooring in the building.
  - The railroad tie landscape wall around the building exterior is deteriorating and several irrigation lines are exposed. The wall will be replaced, irrigation lines re-buried and landscaping around the building updated.
- Interior Improvements
  - The building layout is not ADA compliant, and the footprint is not large enough to maintain multiple stalls that are compliant. We are planning on two unisex single stalls (similar to the new restroom at Mt. Baldhead) with a small interior storage/utility area built in one of them.
  - The electrical will be replaced, as well as certain portions of the plumbing.

- Interior finishes will be removed down to the concrete masonry unit (block) walls and interior block partition walls will be removed. Interior furnishings will be replaced, and an epoxy flooring will be installed.
- The doors to the exterior will be replaced.

Village Square

- Exterior Improvements
  - F&V recently worked with City staff to obtain quotes for siding improvements, but the costs were above the amount in the budget. This scope of work will be incorporated into the bid package and coordinated with the installation of a new drinking fountain included in the Village Square court renovation project.
  - City staff also recently obtained quotes for re-shingling the roof. Coordinating roof improvements with siding is desirable for flashing and other details. This work will be included in the bid package.
  - Metal gates at the entrance will be removed or paint touched up, depending on City preference.
- Interior Improvements
  - Entry doors will be replaced, as well as the doors between the restrooms and the center storage/utility area.
  - Interior vestibule doors (between the vestibules and the restroom areas) will be removed.
  - Interior furnishings (hand driers, sinks, mirrors, partitions, toilets, urinals, air fresheners, etc.) will be replaced. We understand the current “no touch” toilets have frequent sensor issues, and the “no-flush” urinals frequently require filter replacement at approximately $50 per urinal, plus labor. We will utilize manual flush valves for both toilets and urinals, similar to what was installed recently at Mt. Baldhead.
  - Replace lights and fans. Improve ventilation/dehumidification.
  - Replace current tile flooring with epoxy.
  - Repaint the interior (white).

Based on our understanding of the project scope, we have developed the following Scope of Services to assist the City with this project.

SCOPE OF SERVICES

Design Phase

- Obtain topographic survey of the Wicks Park restroom building and surrounding site features to serve as a base for design of site improvements. Incorporate topographic survey recently obtained for the Village Square court renovation project.
- Prepare a basic site plan for each building, illustrating exterior improvements.
- Prepare preliminary plans and specifications for the project.
- Meet with City staff, KLSWA and other stakeholders, as appropriate, to review the plans and specifications. Incorporate comments received.
- Review proposed work with the local code official to determine whether a building permit is required.

Bidding Phase

- Prepare and submit the advertisement for bids. Contact potential bidders directly and place the advertisement with plan rooms.
- Assemble bidding documents and distribute electronic (PDF) copies to plan rooms. Bid documents will also be available for review on our website.
- Issue electronic bid documents to prospective bidders.
- Answer bidder questions and provide supplemental information, if necessary.

- Conduct a public bid opening to be held at City Hall.
- Tabulate and review the bids received, evaluate references and provide a Recommendation of Award to the City.
- Prepare building permit applications, including mechanical, electrical, and plumbing. Cost for the permit to be paid by the selected contractor.

Construction Phase

- After an award is made by the City, review bonds and insurance certificates provided by the successful bidder for conformance with the specifications. Prepare construction contracts for City signature. After contracts have been executed, prepare the Notice to Proceed.
- Schedule and attend a pre-construction meeting with the City, Contractor and utility companies, as appropriate. Prepare and distribute meeting minutes.
- Provide project administration and engineering during the construction period. Tasks will include:
    - Review Contractor pay applications and, if appropriate, submit a recommendation to the City for payment.
    - Prepare contract change orders, as necessary, and submit recommendations to the City for approval.
    - Maintain project records.
- Provide as-needed on-site observation and testing during project construction activities. We have included approximately 40 hours of field time in our fees. The field technician's duties will include:
    - Perform on-site materials testing, as needed.
    - Review work progress to date for conformance with the bid documents.
    - Address complaints filed with the City, if any.
- Conduct a final walk-through meeting on site with the Contractor and City staff to review the work. Prepare a final punch list of remaining work items. Provide follow-up review to see that the punch list items have been completed.
- Coordinate final payment with release of retainage and contract closeout.

ANTICIPATED SCHEDULE

We anticipate the following schedule for this project:

- Authorization: July 2026
- Survey: August 2026
- Design: September – November 2026
- Bidding: December 2026
- Pre-Construction Activities: January 2027
- Construction: February – May 2027 (substantial completion prior to Memorial Day)

ENGINEERING BUDGET

We propose to complete the Scope of Services outlined above for the following lump sum fees:

Phase	Task	Fee
Design	Bid Package	$ 33,000
Bidding	Bidding Assistance	$ 2,800
Construction	Construction Engineering/Administration	$ 10,400
	On-Site Observation & Testing	$ 7,200
	Contract Closeout	$ 3,200
Total Proposed Fee		**$ 56,600**

Authorization to proceed with the work can be given by returning a copy of this proposal, signed below as indicated. In the meantime, please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK

Dave Gibbs, RA
Project Manager

Jonathan W. Moxey, P.E.
Principal

Cc: Mark Ondersma, Superintendent of Public Works
Michelle Gibson, Project Coordinator

WORK AUTHORIZATION

Fleis & VandenBrink is hereby authorized to proceed with the Scope of Services presented in this proposal in accordance with the existing Professional Services Agreement for General Consultation dated November 13, 2018.

_____ _____

By Date

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: September 9, 2026

SUBJECT: Engineering Designs for Village Square Improvements

DESCRIPTION:

Refreshing the Village Square courts is a priority for the current fiscal year. Resurfacing the tennis and basketball courts and developing new recreational use areas are also identified projects in the Tri-Community Parks and Recreation Master Plan.

Following several workshop discussions and a recommendation from the Parks and Public Works Committee, City Council approved Concept 1, including the improvements outlined below, along with the design engineering proposal and Donation Agreement for Village Square Park. Council also authorized the City Manager to obtain all required permits and approvals, including Historic District Commission approval.

Planned improvements will modernize and enhance Village Square Park's recreational amenities, including resurfacing and expanding the basketball court to standard dimensions, upgrading the existing tennis/pickleball court combination with improved striping and adjustable netting, and adding a new shuffleboard court and additional seating. The project also incorporates universal accessibility features, improved walkways, stormwater management elements such as rain gardens, and broader site enhancements to better serve the community.

Our engineers at Fleis & VandenBrink have prepared the attached designs and renderings and will attend the workshop to provide City Council with an update on the project.

BUDGET ACTION REQUIRED:

None at this time. $240,000 is budgeted for this fiscal year. A $100,000 donation was received last fiscal year. A recreational passport grant in the amount of $150,000 was previously awarded by DNR. Reimbursement of eligible expenses will occur throughout the project.

LEGAL REVIEW:
The City Attorney will be at your meeting if you have any questions.

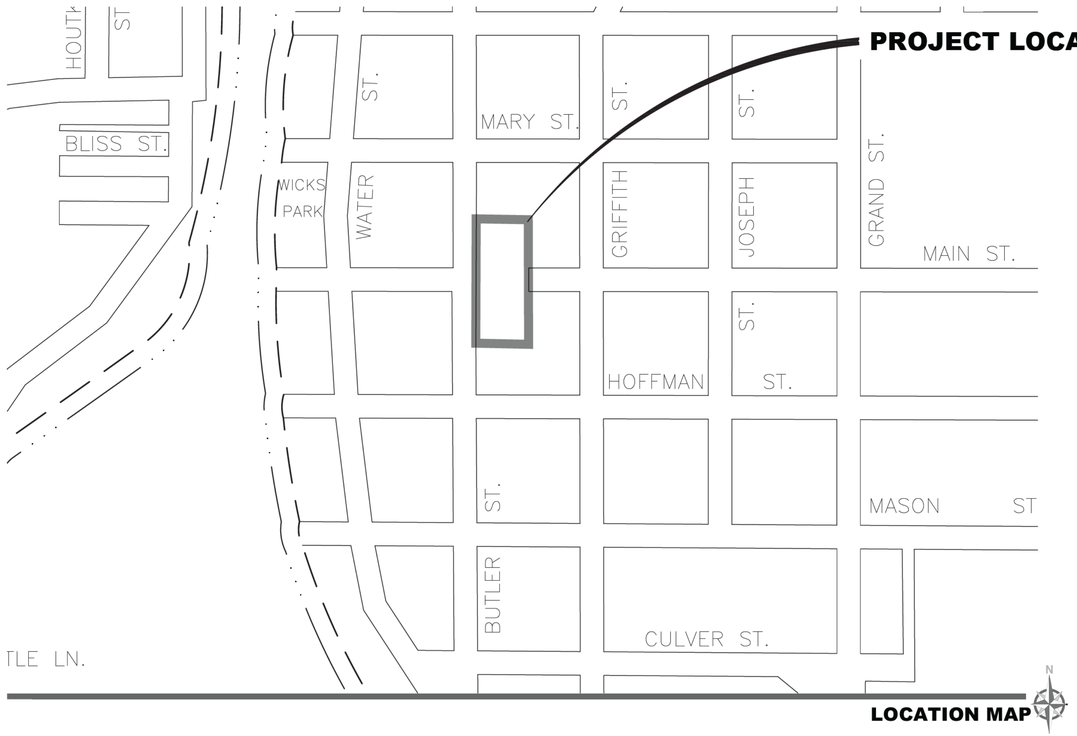
SAMPLE MOTION:
Workshop review.

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN
IN COOPERATION WITH
MICHIGAN DEPARTMENT OF NATURAL RESOURCES

VILLAGE SQUARE PARK IMPROVEMENTS
SEPTEMBER 2026



VICINITY MAP



LOCATION MAP

Sheet List Table

Sheet Number	Sheet Title
G-001	COVER SHEET
V-101	EXISTING CONDITIONS
V-102	REMOVALS
C-101	SESC PLAN
C-102	SITE LAYOUT PLAN
C-103	GRADING
C-501	DETAILS
C-502	DETAILS
C-503	DETAILS
L-101	LANDSCAPE PLAN

Know what's **below.** **Call** before you dig.

FLEIS&VANDENBRINK
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CITY OF SAUGATUCK
SAUGATUCK, ALLEGAN COUNTY, MI
VILLAGE SQUARE PARK IMPROVEMENTS
COVER SHEET

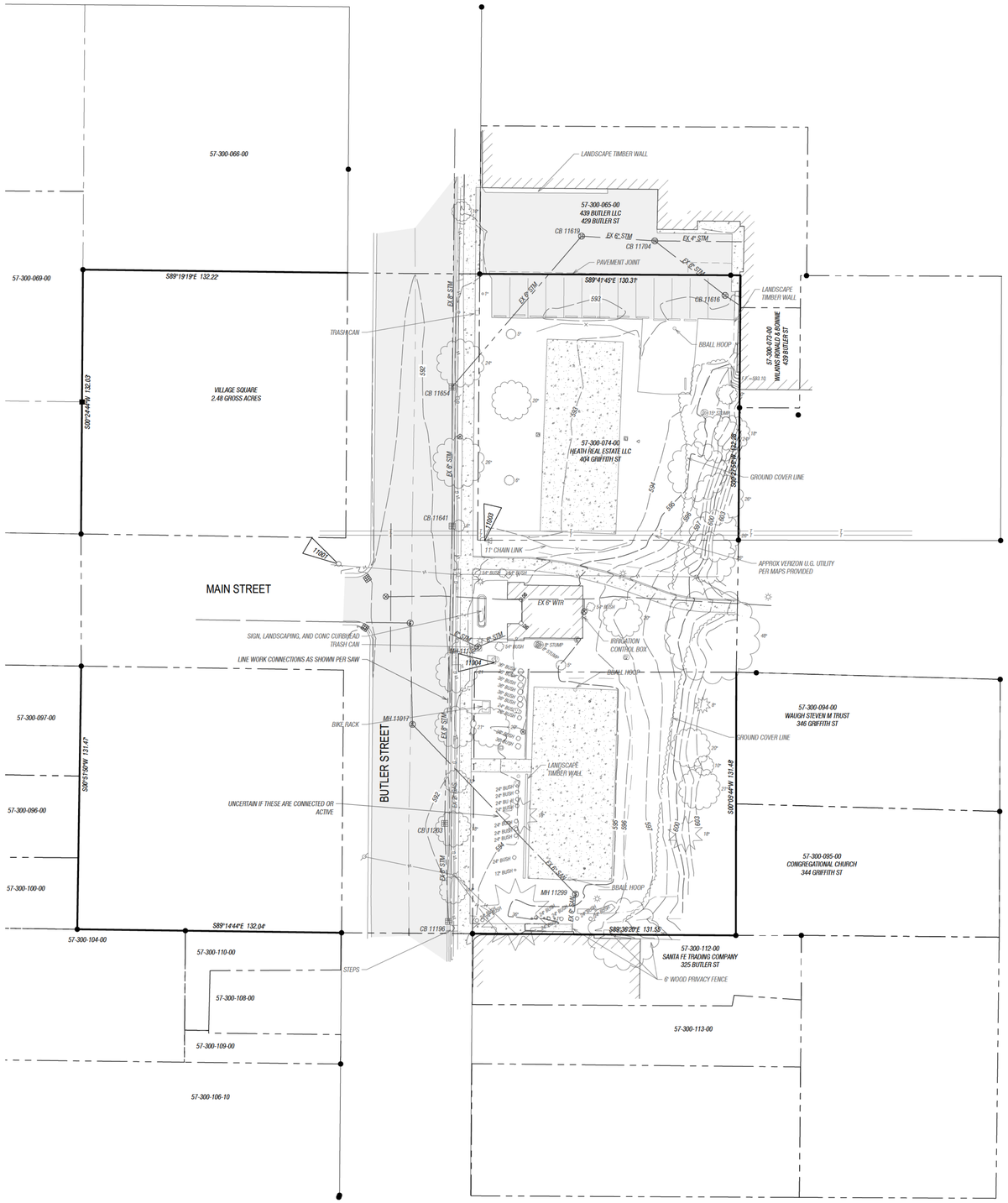
DESIGN TEAM	PROJ MNGR: AEG DESIGNED BY: AEG DRAWN BY: AEG
	CHECKED BY: JWM

NOT FOR CONSTRUCTION

F&V PROJECT NO.
876820

G-001

M:\Proj876001-879000\876820 Saugatuck - Village Square Park Improvements\Cad\Plns\G-001 COVE.dwg Thursday, September 03, 2026 at 11:08am aman.gotshan



NOTES:

THE LOCATION OF UTILITIES DEPICTED ON THIS DRAWING WERE DETERMINED FROM ON-SITE OBSERVATION AND FROM RECORDS PROVIDED BY OTHERS. SOME UTILITIES MAY NOT BE SHOWN, BUT ARE PRESENT. UTILITIES MAY NOT BE IN THE EXACT POSITION SHOWN. BEFORE CONSTRUCTION OR ANY SUBSURFACE WORK CONTACT MISS DIG AND EXERCISE CAUTION.

AT THE TIME OF THIS SURVEY, FLEIS AND VANDENBRINK ENGINEERING, INC. HAS NOT REVIEWED THIS PROJECT FOR ENVIRONMENTAL CONCERNS, SOIL CONTENT, FLOOD ZONE OR WETLAND CONCERNS EXCEPT AS SHOWN.

BEARINGS/COORDINATE SYSTEM BASED ON: NAD83 MICHIGAN STATE PLANE, SOUTH ZONE, INTERNATIONAL FOOT

THE VERTICAL DATUM USED FOR THIS PROJECT IS: NAVD88

THE BUILDING(S) DEPICTED ON THIS SURVEY ARE APPROXIMATE. NO BUILDING MEASUREMENTS AT GROUND LEVEL WERE ASKED TO BE REVIEWED AS A PART OF THIS SURVEY. HENCE, SAID BUILDING LAYOUT AND DIMENSIONS SHOULD NOT BE USED FOR ARCHITECTURAL DESIGN PURPOSES.

THE CONTOURS DEPICTED ON THIS SURVEY WERE GENERATED FROM A TOPOGRAPHIC SURVEY COMPLETED BY FLEIS AND VANDENBRINK ENGINEERING, INC. IN MARCH 2026. CONTOUR INTERVAL = 1'.

ANY ELECTRONIC REPRODUCTION OF THIS SURVEY SHOWING A COPY OF THE SIGNATURE AND IMPRESSION OF A PROFESSIONAL SURVEYOR'S SEAL IS PROVIDED FOR COURTESY PURPOSES ONLY AND SHALL NOT BE CONSIDERED AS THE ACTUAL SURVEY DOCUMENT. FLEIS & VANDENBRINK ENGINEERING, INC. IS NOT RESPONSIBLE FOR ANY UNAUTHORIZED USE, MISUSE OR COPY OF THIS DOCUMENT.

EXISTING STORM CATCH BASINS:

EX STM CB 11619
RIM = 592.07
INV = 590.47 (6" E)
INV = 590.37 (6" SW)

EX STM CB 11704
RIM = 592.28
INV = 590.88 (4" E)
INV = 590.78 (6" SE)
INV = 590.68 (6" W)

EX STM CB 11616
RIM = 592.64
INV = 591.01 (6" SE)
INV = 590.99 (6" NW)

EX STM CB 11654
RIM = 591.25
INV = 588.90 (6" NE)
INV = 585.5± (6" S)PER SAW NOT VISIBLE
INV = 585.5± (8" N) PER SAW NOT VISIBLE
SEDIMENT =586.85

EX STM CB 11641
RIM = 591.45
INV = 584.5± (6" S)PER SAW

EX STM MH 11132
RIM = 593.23
INV = 591.1± (6" NE)PER SAW
INV = 590.2± (6" NW)PER SAW

EX SAN MH 11017
RIM = 592.63
INV = 588.9± (6" SE) PER SAW
INV = 582.6± (6" SE DROP) PER SAW
INV = 581.1± (8" N) PER SAW

EX STM CB 11203
RIM = 590.98
INV = 586.0± (8" N)PER SAW NOT VISIBLE
INV = 586.0± (8" S)PER SAW NOT VISIBLE
SEDIMENT = 587.98

EX STM CB 11196
RIM = 592.36
6" VERTICAL PIPE
NOT ASSESSED OR LOCATED AS PART OF SA

EX SAN MH 11299
RIM = 594.89
INV = 590.29 (6" S)
INV = 590.24 (6" NW)

EXISTING LEGEND:

NOTE: ALL ITEMS LISTED ON THE LEGEND MAY NOT BE PRESENT ON DRAWING

- SECTION CORNER
- SURVEY CONTROL POINT
- BM #1 BENCHMARK
- FOUND IRON ROD
- FOUND CONCRETE MONUMENT
- SET CAPPED IRON ROD
- SET CONCRETE MONUMENT
- MONUMENT BOX
- SIGN
- STREET SIGN
- BUMPER BLOCK
- MAIL BOX
- MONITORING WELL
- BOLLARD
- POST

STORM:
- MANHOLE
- ROUND CATCH BASIN
- SQUARE CATCH BASIN
- FLARED END SECTION
- PIPE INVERT
- CLEANOUT
- DOWNSPOUT

SANITARY:
- MANHOLE
- CLEANOUT
- VALVE & BOX

CABLE TV:
- MANHOLE
- HANDHOLE
- RISER
- MARKER

- UTILITY POLE
- GUY ANCHOR
- ROCK
- SOIL BORING
- RAILROAD CROSSING
- PEDESTRIAN CROSSING
- PEDESTRIAN PUSH BUTTON
- PARKING METER
- STRAIN POLE
- TRAFFIC SIGNAL
- AIR CONDITIONER
- FLAG POLE
- VENT
- ANTENNA
- HIGHWAY DELINEATOR

WATER:
- MANHOLE
- VALVE & BOX
- CURB STOP & BOX
- FIRE HYDRANT
- WELL
- METER
- FIRE DEPARTMENT CONNECTION

NATURAL GAS:
- VALVE & BOX
- METER
- MARKER

FIBER OPTIC:
- MANHOLE
- HANDHOLE
- RISER
- MARKER

- CONIFEROUS TREE
- DECIDUOUS TREE
- BUSH
- DEAD TREE
- STUMP
- UNKNOWN MANHOLE
- UNKNOWN CLEANOUT
- UNKNOWN HANDHOLE
- UNKNOWN RISER
- FILL PORT
- ELECTRICAL OUTLET
- SPRINKLER VALVE
- SPRINKLER HEAD

ELECTRIC:
- MANHOLE
- HANDHOLE
- METER
- LIGHT POLE
- GROUND LIGHT
- WALL LIGHT
- TRANSFORMER
- RISER
- MARKER
- STREET LIGHT

TELEPHONE:
- MANHOLE
- HANDHOLE
- RISER
- MARKER

- ASPHALT
- CONCRETE / SIDEWALK
- BUILDING
- BOUNDARY LINE
- RIGHT OF WAY LINE
- EASEMENT LINE
- CURB & GUTTER
- ASPHALT CURB
- DITCH
- EDGE OF WATER
- FENCE
- GUARD RAIL
- HAND RAIL
- WETLAND
- MAJOR CONTOUR
- MINOR CONTOUR
- BOTTOM OF BANK
- TOP OF BANK
- LANDSCAPING
- BUSH LINE
- BRUSH LINE
- TREE LINE

- BRICK
- GRAVEL
- RIP RAP
- SECTION LINE
- PARCEL LINE
- PLAT LINE
- LANDSCAPE CURB
- SANITARY SEWER
- SANITARY LATERAL
- FORCE MAIN
- STORM SEWER
- STORM LATERAL
- UNDERDRAIN
- WATER MAIN
- WATER SERVICE
- OVERHEAD WIRE
- UNDERGROUND CABLE
- UNDERGROUND FIBER
- UNDERGROUND GAS
- UNDERGROUND PHONE
- UNDERGROUND ELECTRIC

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CITY OF SAUGATUCK
SAUGATUCK, ALLEGAN COUNTY, MI
VILLAGE SQUARE PARK IMPROVEMENTS
EXISTING CONDITIONS

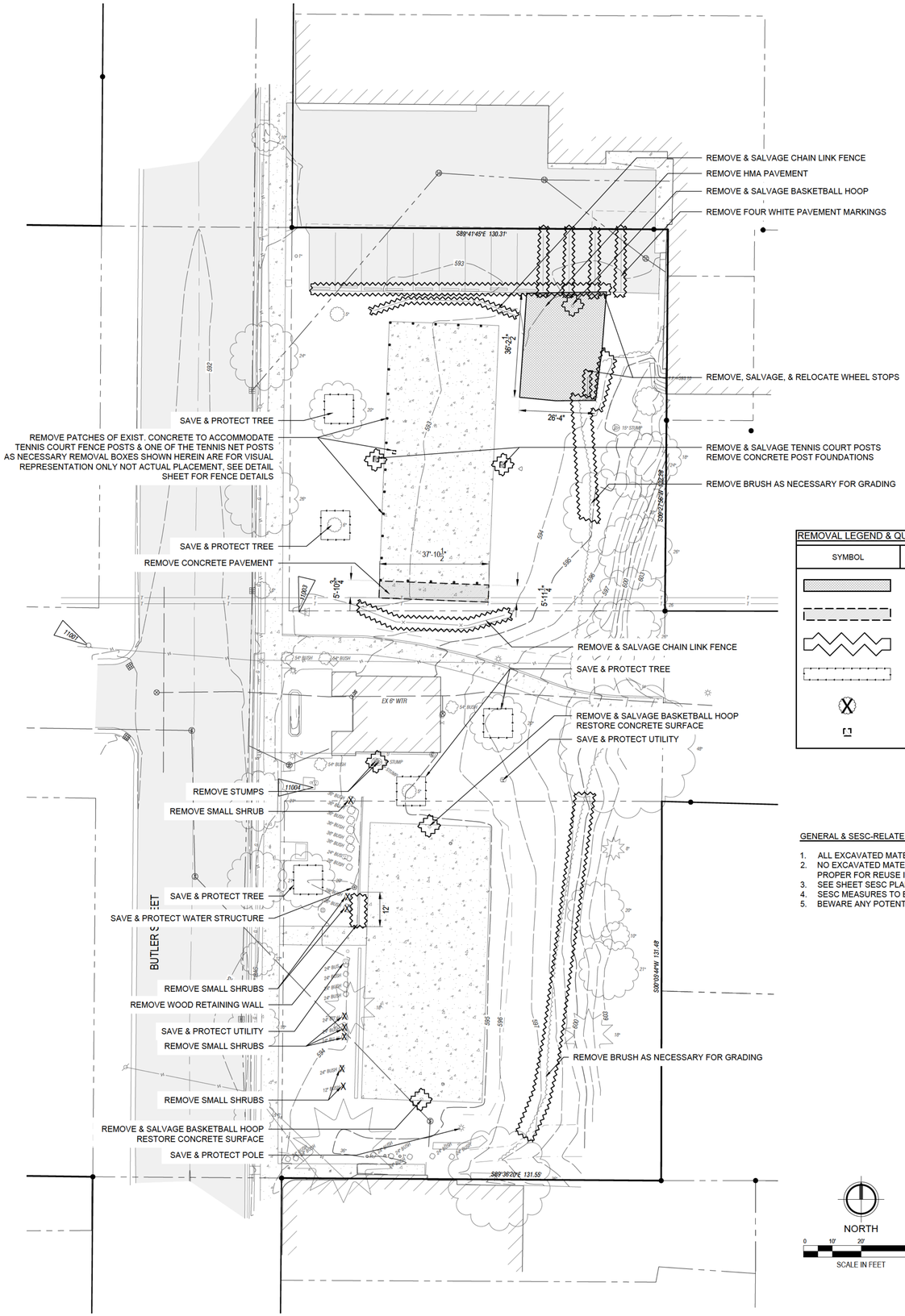
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F&V PROJECT NO.
876820

V-101

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REMOVAL LEGEND & QUANTITIES

SYMBOL	ITEM NAME	QTY	SPECIFIC NOTES
	HMA PAVEMENT REMOVAL	1 LSM	---
	CONCRETE REMOVAL	1 LSM	---
	MISCELLANEOUS REMOVALS	1 LSM	SEE LABELS FOR SALVAGE & RELOCATION ITEMS
	SAVE & PROTECT TREE	4 EA	SEE DETAILS
X	SMALL SHRUB REMOVALS	1 LSUM	8 SMALL SHRUBS REMOVALS
	CONCRETE REMOVALS FOR FENCE / NET POST FOUNDATIONS	1 LSUM	REFER TO DETAILS FOR EXACT LOCATION OF TENNIS COURT POSTS AND NET POSTS

GENERAL & SESC-RELATED NOTE:

1. ALL EXCAVATED MATERIALS AND DEBRIS SHALL BE TRANSFERRED OFFSITE.
2. NO EXCAVATED MATERIALS SHALL BE REUSED AS ON-SITE BACKFILL OR LEFT EXPOSED, EXPECT FOR WHEN IT IS DEEMED PROFESSIONALLY PROPER FOR REUSE IN CUT & FILL.
3. SEE SHEET SESC PLAN FOR INLET PROTECTION AND OTHER SESC-RELATED MEASURES.
4. SESC MEASURES TO BE INSTALLED BEFORE REMOVALS START AND PROPERLY MAINTAINED BY THE CONTRACTOR THROUGHOUT THE PROJECT.
5. BEWARE ANY POTENTIAL UNDERGROUND ELECTRICITY OR OTHER UTILITY LINES THAT WAS NOT RECORDED OR REFLECTED ON THE EXISTING PLAN.

FLEIS&VANDENBRINK
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CITY OF SAUGATUCK
SAUGATUCK, ALLEGAN COUNTY, MI
VILLAGE SQUARE PARK IMPROVEMENTS

REMOVALS

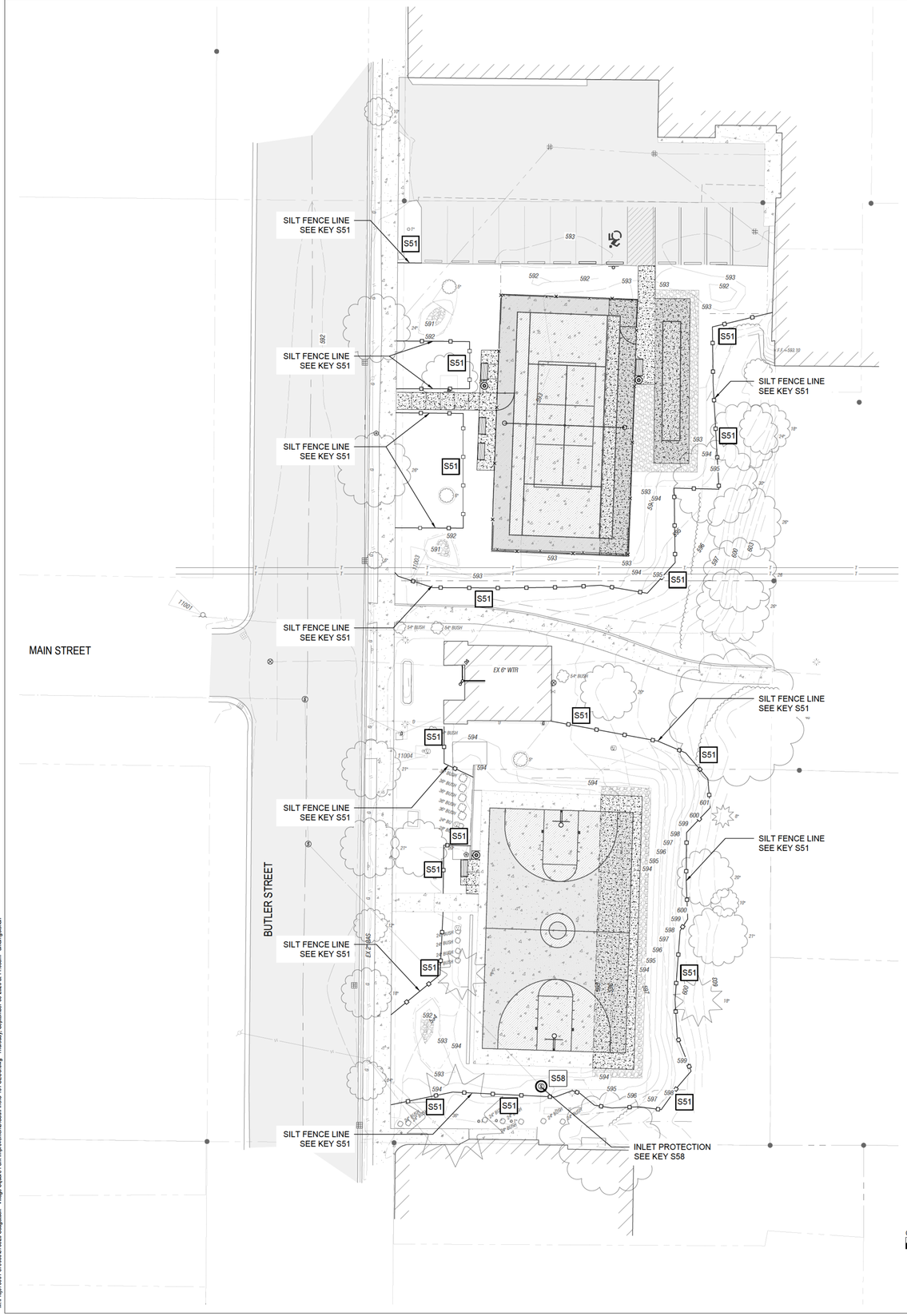
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NOT FOR CONSTRUCTION

F&V PROJECT NO.
876820

V-102

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NORTH

0 10' 20' 40'

SCALE IN FEET

KEY	BEST MANAGEMENT PRACTICES	REPRESENTATION	WHERE USED
S51	SILT FENCE		Use adjacent to critical areas, to prevent sediment laden sheet flow from entering these areas.
S58	INLET PROTECTION FABRIC DROP		Use at stormwater inlets, especially at construction sites.

PROPOSED SESC LINEWORK LEGEND

S51 — SILT FENCE

S58 — INLET PROTECTION FABRIC DROP

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

CITY OF SAUGATUCK
SAUGATUCK, ALLEGAN COUNTY, MI
VILLAGE SQUARE PARK IMPROVEMENTS
SESC PLAN

DESIGN TEAM	PROJ MNGR: AEG DESIGNED BY: AEG DRAWN BY: AEG

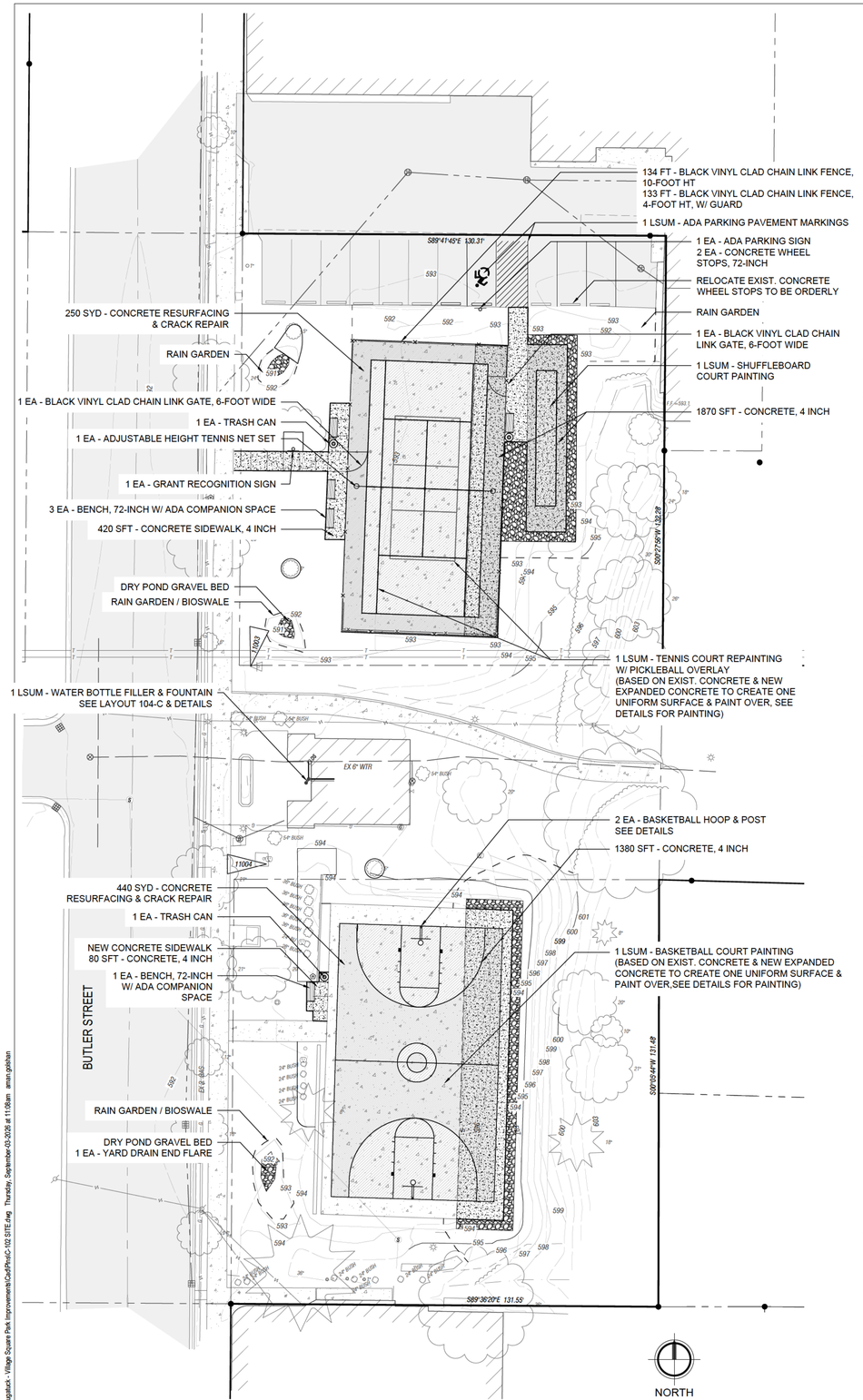
CHECKED BY:
JWM

NOT FOR CONSTRUCTION

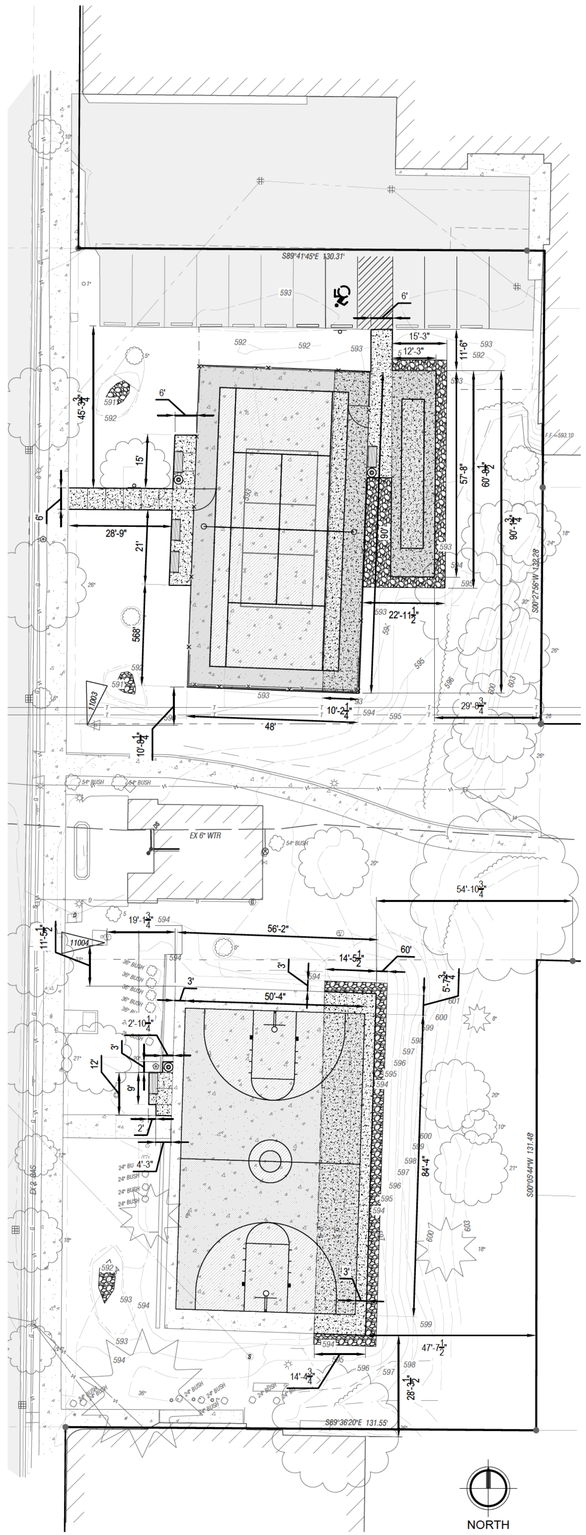
F&V PROJECT NO.
876820

C-101

M:\Proj876001-879000\876820 Saugatuck - Village Square Park Improvements\Cad\Plns\C-101 SESC.dwg, Thursday, September-03-2026 at 11:08am aman.gokhan



C-102 A | SITE LAYOUT PLAN

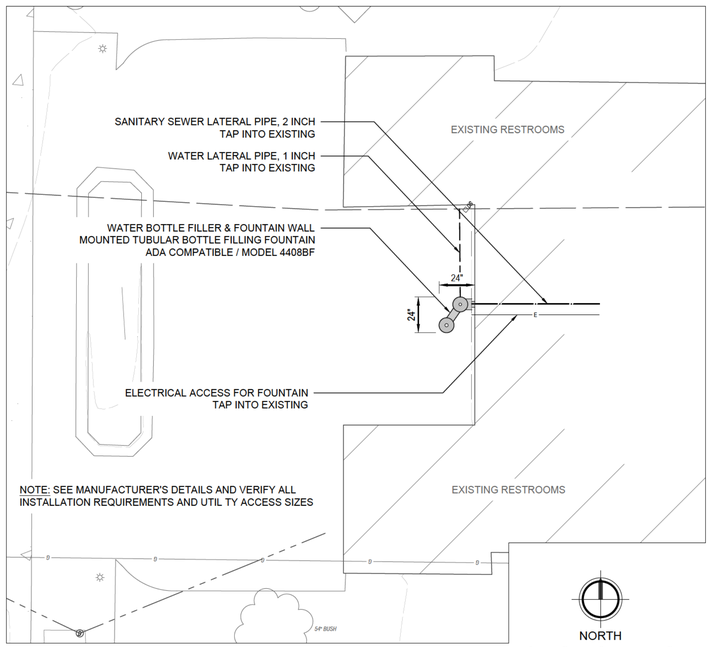


C-102 B | SITE LAYOUT DIMENSIONS

SITE LAYOUT LEGEND & QUANTITIES

SYMBOL	ITEM NAME	QTY	SPECIFIC NOTES
	CONCRETE SIDEWALK, 4 INCH	3760 SFT	SEE DETAILS
	DRY PONDS IN RAIN GARDENS	2 CYD	INCLUDING MIN. 120 SFT OF UNDERLYING FABRIC, SEE DETAILS
	BLACK VINYL CLAD CHAIN LINK FENCE, 10-FOOT HT	134 FT	FOR TENNIS COURT - SEE DETAILS
	BLACK VINYL CLAD CHAIN LINK FENCE, 4-FOOT HT	133 FT	FOR TENNIS COURT - SEE DETAILS
	BLACK VINYL CLAD CHAIN LINK FENCE, 6-FOOT WIDE	2 EA	FOR TENNIS COURT - SEE DETAILS
	BENCH, 72-INCH W/ ADA COMPANION SPACE	5 EA	MODEL PB6-NEW - 72"L X 28"W X 33-1/2"H, GRAY COLOR, SMOKE GRAY RESIN INLAY FILL COLOR, W/ PB1008 SURFACE MOUNT KIT, BY BELSON OUTDOORS
	TRASH CAN	3 EA	MODEL PB55R | GRAY COLOR, 55 GALLON, WITHOUT DOOR, BY BELSON OUTDOORS
	CONCRETE WHEEL STOPS, 72-INCH	2 EA	72" X 6" X 5", 200 LB, PINS INCLUDED, BY USA SCAFFOLDING
	ADA PARKING PAVEMENT MARKINGS	1 LSUM	ONE ADA SPOT W/ VAN ACCESSIBLE LANDING (SEE LAYOUT)
	BASKETBALL HOOP & POST	2 EA	SEE DETAILS
	ADJUSTABLE HEIGHT TENNIS NET SET	1 EA	SEE DETAILS
N/A	TENNIS COURT REPAINTING W/ PICKLEBALL OVERLAY	1 LSUM	SEE DETAILS
N/A	BASKETBALL COURT PAVEMENT MARKINGS	1 LSUM	SEE DETAILS

LANDSCAPE NOTE: FOR RAIN GARDEN AREAS AND OTHER PLANTINGS AND LAWN RESTORATIONS SEE LANDSCAPE SHEET AND DETAIL SHEET



C-102 C | WATER BOTTLE FILLER & FOUNTAIN

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

CITY OF SAUGATUCK
SAUGATUCK, ALLEGAN COUNTY, MI
VILLAGE SQUARE PARK IMPROVEMENTS
SITE LAYOUT PLAN

DESIGN TEAM	PROJ MNGR: AEG DESIGNED BY: AEG DRAWN BY: AEG CHECKED BY: JWM

NOT FOR CONSTRUCTION

F&V PROJECT NO. 876820

C-102

M:\Proj876001-879000\876820 Saugatuck - Village Square Park Improvements\Cad\Plns\C-102 SITE.dwg, Thursday, September-03-2026 at 11:08am aman.gokhan

MATCH LINE - SEE LAYOUT A

EXISTING CONCRETE IN FRONT OF RESTROOM, NO GRADING REQUIRED FOR WATER STATION

LP 593.25

594.69 EXIST.

NEW SEATING AREA/SIDEWALK STARTS WITH MATCHING EXIST. SIDEWALK & EXIST. COURT & THEN SLOPES WESTWARD

594.60

594.63

594.60

592.50 MATCH EXIST.

592.72 MATCH EXIST.

592.72 MATCH EXIST.

594.88 MATCH EXIST.

594.96

REGRADE ENDS TO MEET EXISTING CONTOURS AT ~1:5 SLOPE

REGRADE PLANTING AREA ADJACENT TO NORTHEAST SIDE OF BASKETBALL COURT TO 1:3 SLOPE

REGRADE PLANTING AREA ADJACENT TO EAST SIDE OF BASKETBALL COURT TO 1:2 SLOPE

FOLLOW EXIST. SLOPE

594.94

BASKETBALL COURT EXPANSION FOLLOWS EXIST. SLOPE WESTWARD

LP 591.75

594.63 EXIST.

594.92

594.85 MATCH EXIST.

REGRADE PLANTING AREA ADJACENT TO SOUTHEAST SIDE OF BASKETBALL COURT TO 1:3 SLOPE

REGRADE ENDS TO MEET EXISTING CONTOURS AT ~1:5 SLOPE

S89°36'20"E 131.55'

C-103 B | SOUTH HALF
(BASKETBALL COURT)

S89°41'45"E 130.31'

LP 591.50

592.82 MATCH EXIST.

592.86 MATCH EXIST.

593.26

593.14

LP 591.50

LP 590.75

592.90 EXIST.

593.10 MATCH EXIST.

592.88 MATCH EXIST.

593.20

592.78

592.53 MATCH EXIST.

592.69

592.74

592.81

592.86

592.87 MATCH EXIST.

593.11 MATCH EXIST.

593.29

LP 592.50

593.32

593.20

593.21

592.55 MATCH EXIST.

592.69

592.81

NEW SIDEWALK CONNECTION TO EXIST. SIDEWALK SLOPES EQUALLY NORTHWARD & SOUTHWARD AWAY FROM THE CENTER LINE UNTIL MATCHING EXIST. SIDEWALK GRADES

592.76

592.88 EXIST.

593.29 MATCH EXIST.

593.19 MATCH EXIST.

592.91 EXIST.

REGRADE PLANTING AREA ADJACENT TO EAST, SOUTH, & NORTHEAST SIDES OF SHUFFLEBOARD COURT TO 1:3 SLOPE

REGRADE LAWN AREA ADJACENT TO SOUTHEAST SIDE OF TENNIS COURT TO 1:4 SLOPE

LP 591.50

REGRADE ENDS TO MEET EXISTING CONTOURS AT ~1:6 SLOPE

ALL CONCRETE FOUNDATION LEVELS FOR TENNIS COURT FENCE POSTS MUST MATCH EXISTING GRADE. SEE DETAILS FOR THE LOCATION OF POSTS (NOT SHOWN ON THIS SHEET FOR SAKE OF LINEWORKS CLARITY)

MATCH LINE - SEE LAYOUT B

C-103 A | NORTH HALF
(PICKLEBALL COURTS)

PROPOSED GRADING LEGEND

DIRECTION OF SLOPE

1223 CONTOURS

599.00. PAVEMENT OR GRADE ELEVATION

599.00. LP LOW POINT GRADE ELEVATION

599.00. RIM CATCH BASIN RIM GRADE ELEVATION

NORTH

0 10' 20'

SCALE IN FEET

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

CITY OF SAUGATUCK
SAUGATUCK, ALLEGAN COUNTY, MI
VILLAGE SQUARE PARK IMPROVEMENTS
GRADING

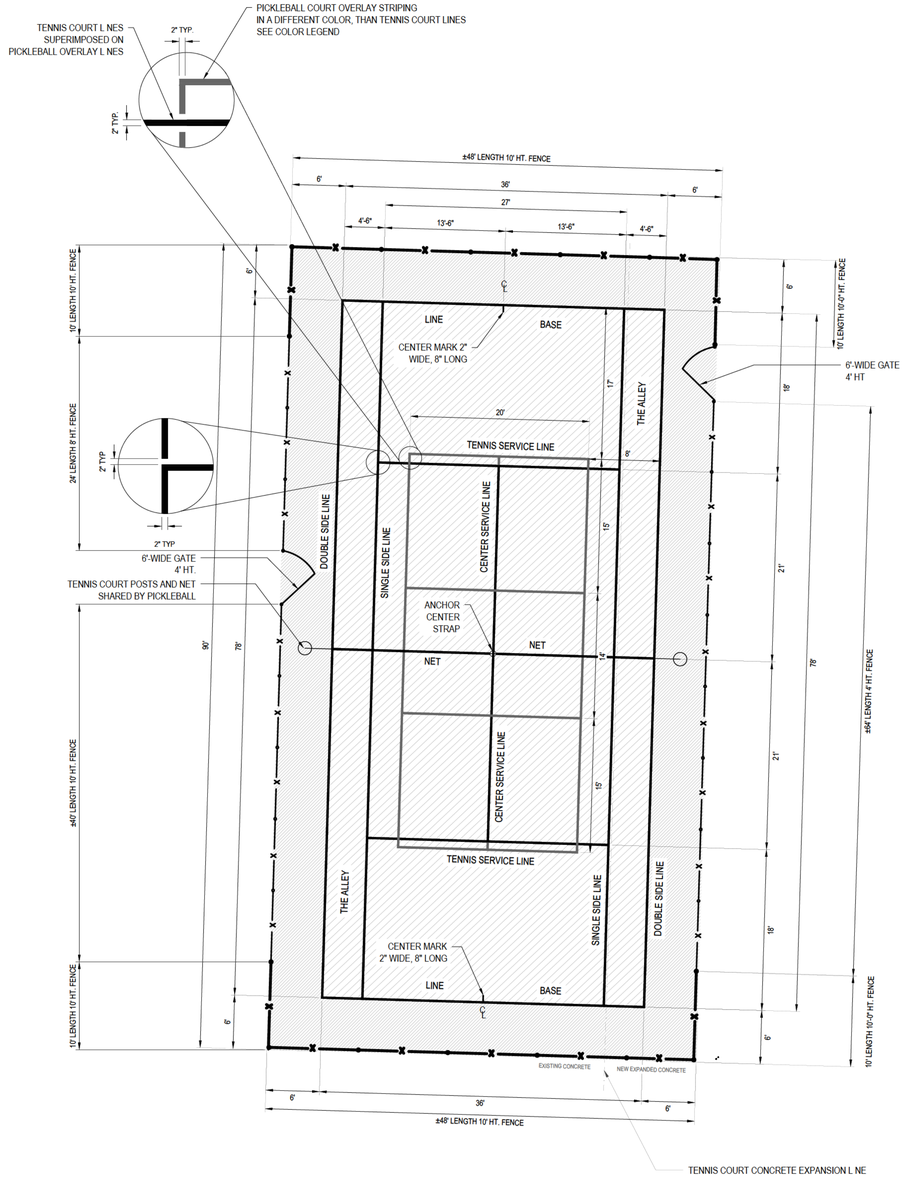
DESIGN TEAM	PROJ MNGR: AEG DESIGNED BY: AEG DRAWN BY: AEG CHECKED BY: JWM

NOT FOR CONSTRUCTION

F&V PROJECT NO.
876820

C-103

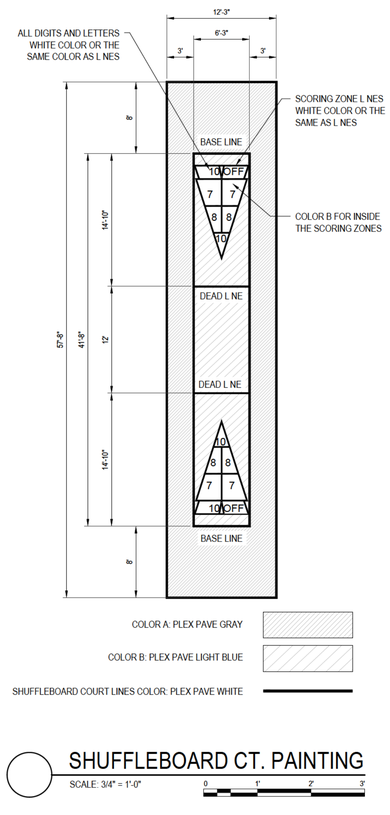
M:\Proj876001-879000\876820 Saugatuck - Village Square Park Improvements\Cad\Pln\C-103 GRAD.dwg, Thursday, September-03-2026 at 11:08am aman.gokhan



NOTE:
1. ALL DIMENSIONS ARE TO THE OUTSIDE EDGE OF LINES.
2. ALL PLAYING LINES ARE 2 INCHES WIDE. BASE LINES ARE 3 INCHES WIDE.
3. DIMENSIONS REFLECT STANDARD TENNIS COURT DESIGN, THE EXISTING SITE DIMENSIONS SLIGHTLY VARIES FROM WHAT IS SHOW, THE CONTRACTOR MUST VERIFY DIMENSIONS BEFORE ANY PURCHASING OR PRODUCTION AND INFORM AND RECEIVE ENGINEER'S APPROVAL FOR ANY MODIFICATIONS
4. COLORS ARE BASE ON CALIFORNIA SPORTS SURFACING CATALOGUE TRADE MARKS.
5. CONTRACTOR TO PRESENT COLOR AVAILABILITIES. ANY ALTERNATIVES MUST BE PRESENTED TO THE ENGINEER AND THE OWNER FOR APPROVAL.

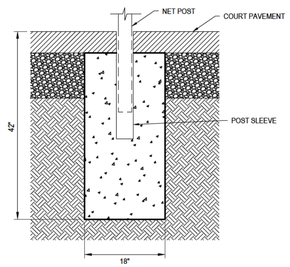
TENNIS CT. RESURFACING, REPAINTING, W/ PICKLEBALL OVERLAY

SCALE: 1/8" = 1'-0"



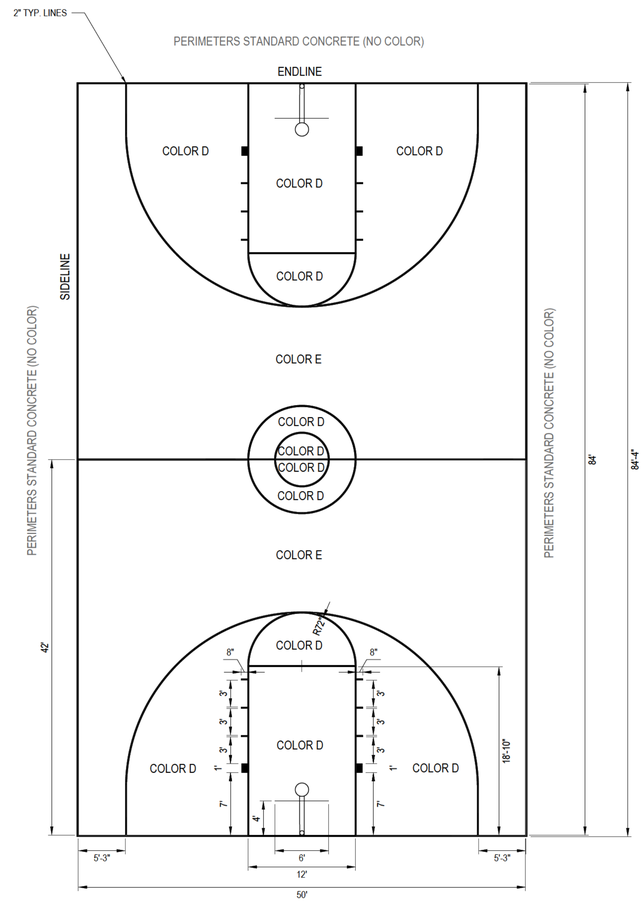
SHUFFLEBOARD CT. PAINTING

SCALE: 3/4" = 1'-0"



NET POST FOUNDATION

SCALE: 3/4" = 1'-0"



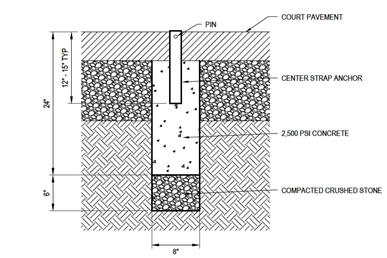
COLOR D: PLEXIPAVE DARK GREEN
COLOR E: PLEXIPAVE MAROON
L NE PA NT COLOR: PLEXIPAVE WHITE

PERIMETERS STANDARD CONCRETE (NO COLOR)

COURT PAINTING:
1. COLORS ARE BASE ON CALIFORNIA SPORTS SURFACING CATALOGUE TRADE MARKS.
2. CONTRACTOR TO PRESENT COLOR AVAILABILITIES. ANY ALTERNATIVES MUST BE PRESENTED TO THE ENGINEER AND THE OWNER FOR APPROVAL.

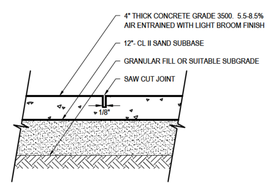
BASKETBALL COURT LAYOUT AND PAINTING

SCALE: 1/8" = 1'-0"



CENTER STRAP ANCHOR

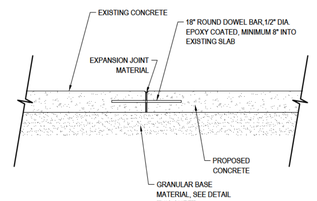
SCALE: 1" = 1'-0"



NOTE:
1. PROVIDE 1/2" EXPANSION JOINT WHERE WALK MEETS BUILDING OR RETAINING WALL.
2. PROVIDE CONTROL JOINTS AT 3' O/C OR 6' O/C TO MATCH WALK WIDTH.
3. REVIEW CONTROL JOINT SPACING WITH ENGINEER PRIOR TO COMMENCEMENT OF SAW CUTTING. ALL SIDEWALK TO BE CUT 3' O.C.OR 6' O.C. TO MATCH WALK WIDTH.

CONC. SIDEWALK, 4 INCH

NOT TO SCALE



EXISTING CONCRETE TO NEW CONCRETE CONNECTION

NOT TO SCALE

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

CITY OF SAUGATUCK
SAUGATUCK, ALLEGAN COUNTY, MI
VILLAGE SQUARE PARK IMPROVEMENTS

DETAILS

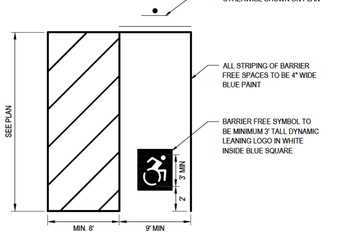
DESIGN TEAM | PROJ MNGR: AEG | DESIGNED BY: AEG | DRAWN BY: AEG | CHECKED BY: JWM

NOT FOR CONSTRUCTION

F&V PROJECT NO. 876820

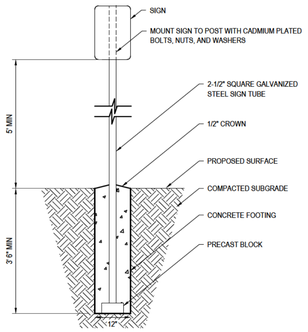
C-501

M:\Proj876001-879000\876820 Saugatuck - Village Square Park Improvements\Cad\Plns\C-501 & C-502 & C-503 & C-504 DETL.dwg Thursday, September 03, 2026 at 11:08am amanda@fvan



BARRIER FREE PARKING SPACE LAYOUT

NOT TO SCALE



SIGN MOUNTING - STEEL

NOT TO SCALE



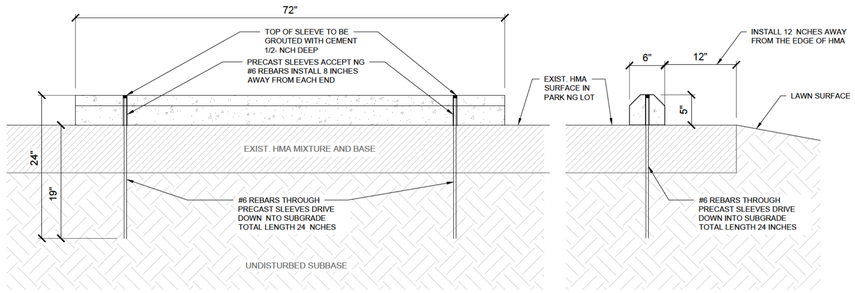
VAN ACCESSIBLE
RESERVED PARKING SIGN

SIGN SHALL CONFORM TO THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES

GRAPHIC SHALL BE DYNAMIC LEANING LOGO IN WHITE WITHIN A BLUE BACKGROUND

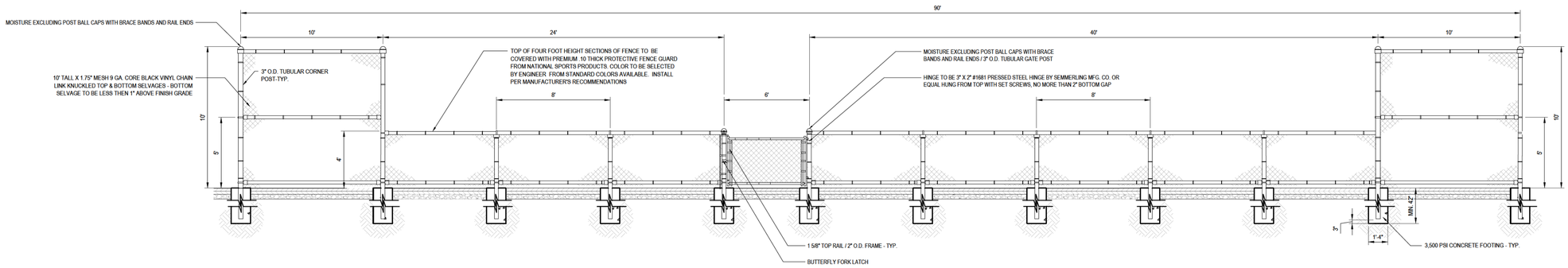
BARRIER FREE SIGN

NOT TO SCALE



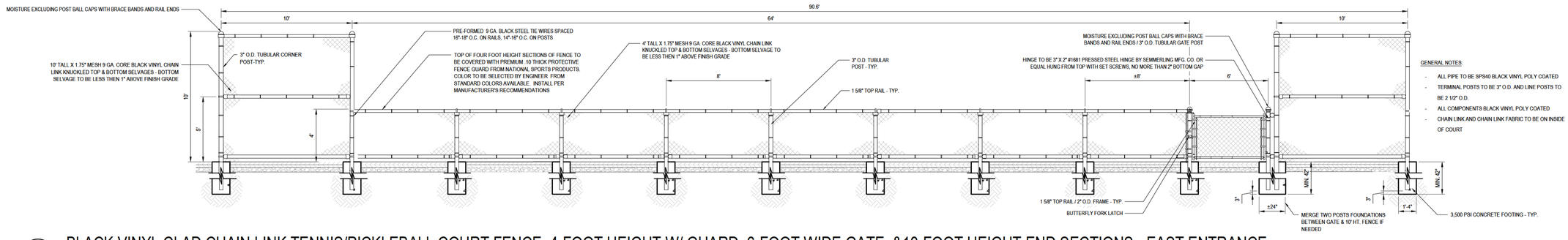
CONCRETE WHEEL STOP

NOT TO SCALE



BLACK VINYL CLAD CHAIN LINK TENNIS/PICKLEBALL COURT FENCE, 4-FOOT HEIGHT W/ GUARD, 6-FOOT WIDE GATE, &10-FOOT HEIGHT END SECTIONS - WEST ENTRANCE

NOT TO SCALE



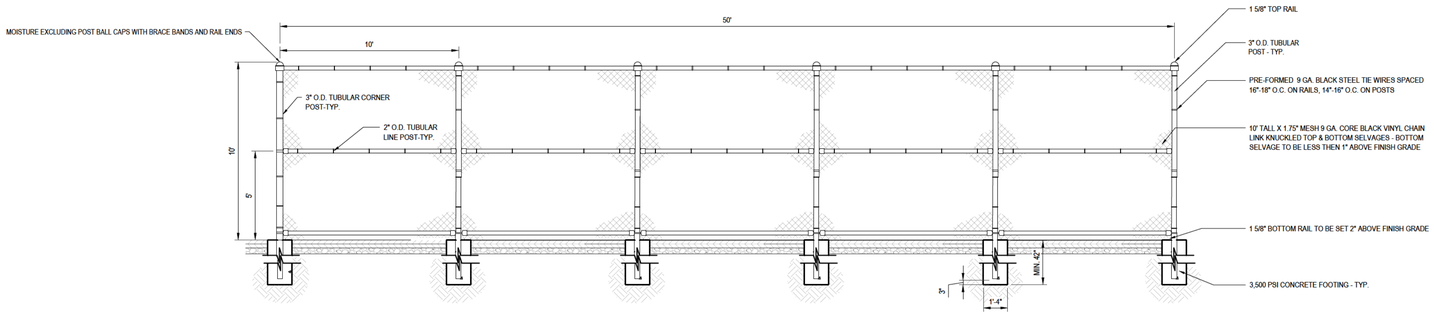
GENERAL NOTES:

- ALL PIPE TO BE SPS40 BLACK VINYL POLY COATED
- TERMINAL POSTS TO BE 3" O.D. AND LINE POSTS TO BE 2 1/2" O.D.
- ALL COMPONENTS BLACK VINYL POLY COATED
- CHAIN LINK AND CHAIN LINK FABRIC TO BE ON INSIDE OF COURT

BLACK VINYL CLAD CHAIN LINK TENNIS/PICKLEBALL COURT FENCE, 4-FOOT HEIGHT W/ GUARD, 6-FOOT WIDE GATE, &10-FOOT HEIGHT END SECTIONS - EAST ENTRANCE

SCALE: 1/4" = 1'-0"

0 2' 4' 8'



GENERAL NOTES:

- ALL PIPE TO BE SPS40 BLACK VINYL POLY COATED
- TERMINAL POSTS TO BE 3" O.D. AND LINE POSTS TO BE 2 1/2" O.D.
- ALL COMPONENTS BLACK VINYL POLY COATED
- CHAIN LINK AND CHAIN LINK FABRIC TO BE ON INSIDE OF COURT

NOTES:

1. ALL MATERIALS - GALVANIZED STEEL WITH BLACK POLY VINYL CHLORIDE (PVC) COATED CHAIN LINK FABRIC.
2. FABRIC - BLACK POLY VINYL CHLORIDE (PVC) COATED CHAIN LINK FABRIC #9 GAUGE GALVANIZED STEEL, 2" MESH
3. TERMINAL /CORNER POST - BLACK POLY VINYL CHLORIDE (PVC) COATED 3" OD SCHEDULE 40 OR ALLIED SS40\
4. LINE POST - BLACK POLY VINYL CHLORIDE (PVC) COATED 2" OD SCHEDULE 40 OR ALLIED SS40
5. TOP RAIL - BLACK POLY VINYL CHLORIDE (PVC) COATED 1 ⅝" OD SCHEDULE 40 OR ALLIED SS40
6. ALL MATERIALS SHALL BE MANUFACTURED ACCORDING TO APPLICABLE ASTM STANDARDS (TYPE 2A)
7. WEST & SOUTH FENCING SHALL HAVE RECYCLED WINDSCREEN MATERIAL INSTALLED ON IT. NORTH AND EAST FENCING SHALL BE REGULAR WITHOUT SCREEN MATERIAL.

BLACK VINYL CLAD CHAIN LINK TENNIS/PICKLEBALL COURT FENCE, 10-FOOT HEIGHT - NORTH & SOUTH SIDES

NOT TO SCALE

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

CITY OF SAUGATUCK
SAUGATUCK, ALLEGAN COUNTY, MI
VILLAGE SQUARE PARK IMPROVEMENTS
DETAILS

DESIGN TEAM	PROJ MNGR: AEG DESIGNED BY: AEG DRAWN BY: AEG CHECKED BY: JWM

NOT FOR CONSTRUCTION

F&V PROJECT NO.
876820

C-502

M:\Proj876001-879000\876820 Saugatuck - Village Square Park Improvements\Cad\Plns\C-501 & C-502 & C-503 & C-504 DETL.dwg Thursday, September-03-2026 at 11:08am aman.gothan





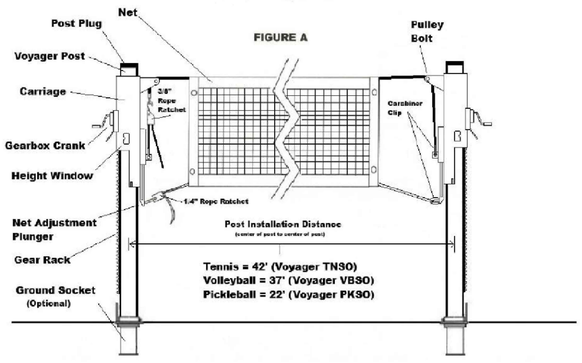
Minimum Specifications:

- The heavy-duty right angle crank, with lock mechanism to avoid unauthorized height adjustment
- Optional BALOCKHT HangTime rim height locking device
- 6" square heavy wall steel poles and unbreakable clear polycarbonate or tempered glass backboards
- Standard outdoor breakaway goal
- Pole system featuring 56" safe play area and textured black powder coated finish
- New EZ SwingUp installation base, legible height indicator
- Rim height adjustment between 7½' to 10'

NOTES: MODEL Bison Ultimate HangTime Clear 6" Adjustable In-Ground Basketball Hoop
By Pro Sports Equip, 39899 Balentine Drive, Suite 200, Newark, CA 94560
PHONE NO.: (866) 400-0424
www.prosportsequip.com

BASKETBALL HOOP

NOT TO SCALE



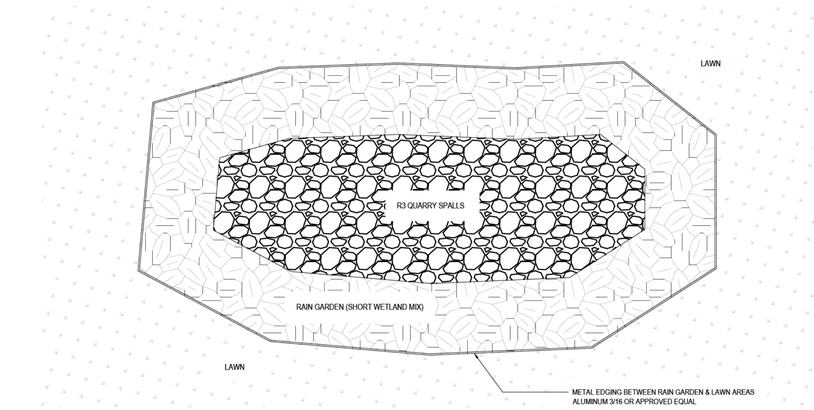
BILL OF MATERIALS (rev. 6/30/2025)

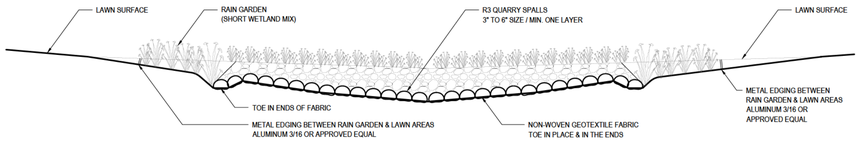
A	2	Floor/Ground Socket (if ordered)	K	2	3/8" x 4" Carabiner Clip
B	2	Voyager Post	L	2	Wooden Dowel
C	2	Carriage			
D	1	Net (tennis, volleyball or pickleball)			
E	2	Set of Height Stickers			
F	2	Gearbox Crank			
G	4	Post Plug			
H	1	3/8" Rope Ratchet			
I	1	¼" Rope Ratchet			
J	8	5/16" x 3/4" Hex Bolt			

NOTES: MODEL Voyager, FIRST TEAM VOYAGER INDOOR/OUTDOOR MULTI-SPORT NET SYSTEM, PART #A25-953,
BY ANTHEM SPORTS, 2 Extrusion Dr. Pawcatuck, CT 06379
PHONE NO.: (800) 688-6709
www.anthem-sports.com

ADJUSTABLE HEIGHT TENNIS NET SET

NOT TO SCALE





NOTES: THIS IS A SCHEDMATIC DETAIL, THE EXACT DIMENSIONS AND DESIGN OF EACH DRY POND AND RAIN GARDEN
AREA DIFFERS FROM EACH OTHER, REFER TO THE SITE LAYOUT AND GRADING SHEETS FOR LAYOUT AND ELEVATIONS

DRY POND GRAVEL BED

SCALE: 1/2" = 1'-0"

0 1' 2' 4'

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

CITY OF SAUGATUCK
SAUGATUCK, ALLEGAN COUNTY, MI
VILLAGE SQUARE PARK IMPROVEMENTS

DETAILS

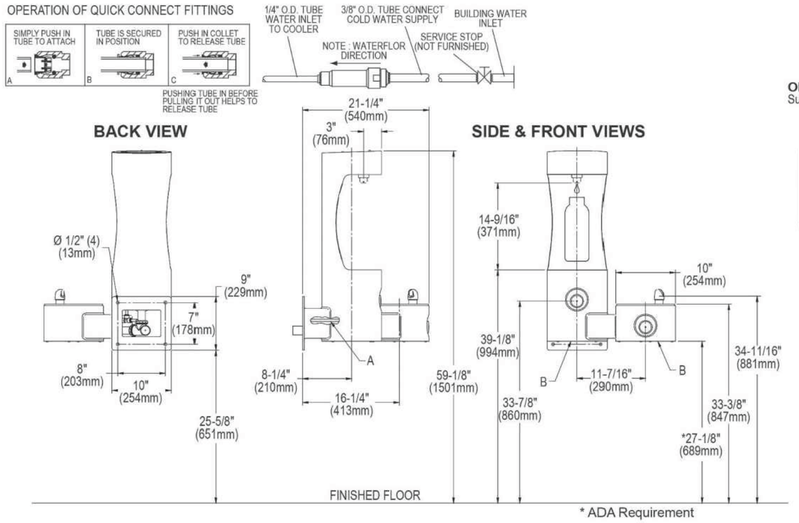
DESIGN TEAM | PROJ MNGR: AEG | DESIGNED BY: AEG | DRAWN BY: AEG | CHECKED BY: JWM

NOT FOR CONSTRUCTION

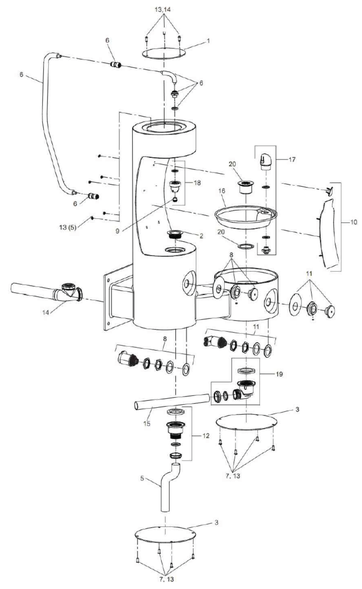
F&V PROJECT NO. 876820

C-503

M:\Proj876001-879000\876820 Saugatuck - Village Square Park Improvements\Cad\Plns\C-501 & C-502 & C-503 & C-504 DETL.dwg Thursday, September-03-2026 at 11:08am aman.gokhan

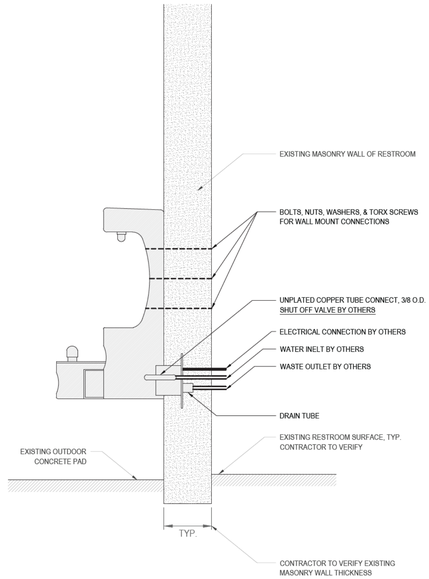


NOTES: MODEL 4406F, WALL MOUNTED TUBULAR BOTTLE FILLING FOUNTAIN
BY ELKAY MANUFACTURING CO., 1333 BUTTERFIELD ROAD SUITE 200, DOWNERS GROVE, IL 60515
PHONE NO.: (630) 574-8484
www.elkay.com



ITEMIZED PARTS LIST

ITEM NO.	PART NO.	DESCRIPTION
1	1000003814*	Cover - Round Plate
2	45931C	Outdoor Bottle Filler Drain Plug
3	1000003813*	Bottom Cover
4	55996C	In - Line Strainer (See rough-in location on page 3)
5	1000004372	Tube - Drain (Formed) BF
6	98686C	Kit - Bottle Filler Waterway/Gasket/Nipple/Tubes/Ftngs
7	97247C	Kit - VR Torx Screws/Bit
8	2000002510	Kit- Regulator- VR BF
9	98680C	Kit - Aerator/Key
10	98681C	Kit - Blank Bottle Filler Trim
	1000003692	Kit - LK4408 Bottle Filler Trim
	1000003693	Kit - 4408 Bottle Filler Trim
11	98682C	Kit - Push Button 4400 Series FTN
	1000003694	Kit - Push Button 4400 Series FTN LK
	1000003695	Kit - Push Button 4400 Series FTN HT
12	98683C	Kit - Drain Adapter/Gasket/Nut/Washer
13	98685C	Kit - Hardware/Bolts/Nuts/Washers/Torx Screws
14	1000004374	Tube - Drain
15	40251C	Drain Tail Pipe (Straight)
16	28467C	Basin
17	97446C	Kit - Bubbler (VR)
18	98679C	Kit - Nozzle/Aerator/Gasket/Pin
19	98684C	Kit - Drain Elbow/Gasket/Nut/Washer
20	0000000325	Kit - Drain Plug/Gasket



NOTES: CONTRACTOR TO COORDINATE WITH THE OWNER AND DPW TO VERIFY LOCATIONS AND VIABILITY OF EXISTING ELECTRIC, WASTE, AND WATER CONNECTION FROM RESTROOM TO PROPOSED WATER FILLER STATION

WATER BOTTLE FILLER & FOUNTAIN STATION DETAILS

SCALE: 1/2" = 1'-0"

0 1" 2" 4"

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

CITY OF SAUGATUCK
SAUGATUCK, ALLEGAN COUNTY, MI
VILLAGE SQUARE PARK IMPROVEMENTS

DETAILS

DESIGN TEAM | PROJ MNGR: AEG | DESIGNED BY: AEG | DRAWN BY: AEG | CHECKED BY: JWM

NOT FOR CONSTRUCTION

F&V PROJECT NO. 876820

C-504

M:\Proj876001-879000\876820 Saugatuck - Village Square Park Improvements\Cad\Plns\C-501 & C-502 & C-503 & C-504 DETL.dwg Thursday, September-03-2026 at 11:08am amarr.gobhan

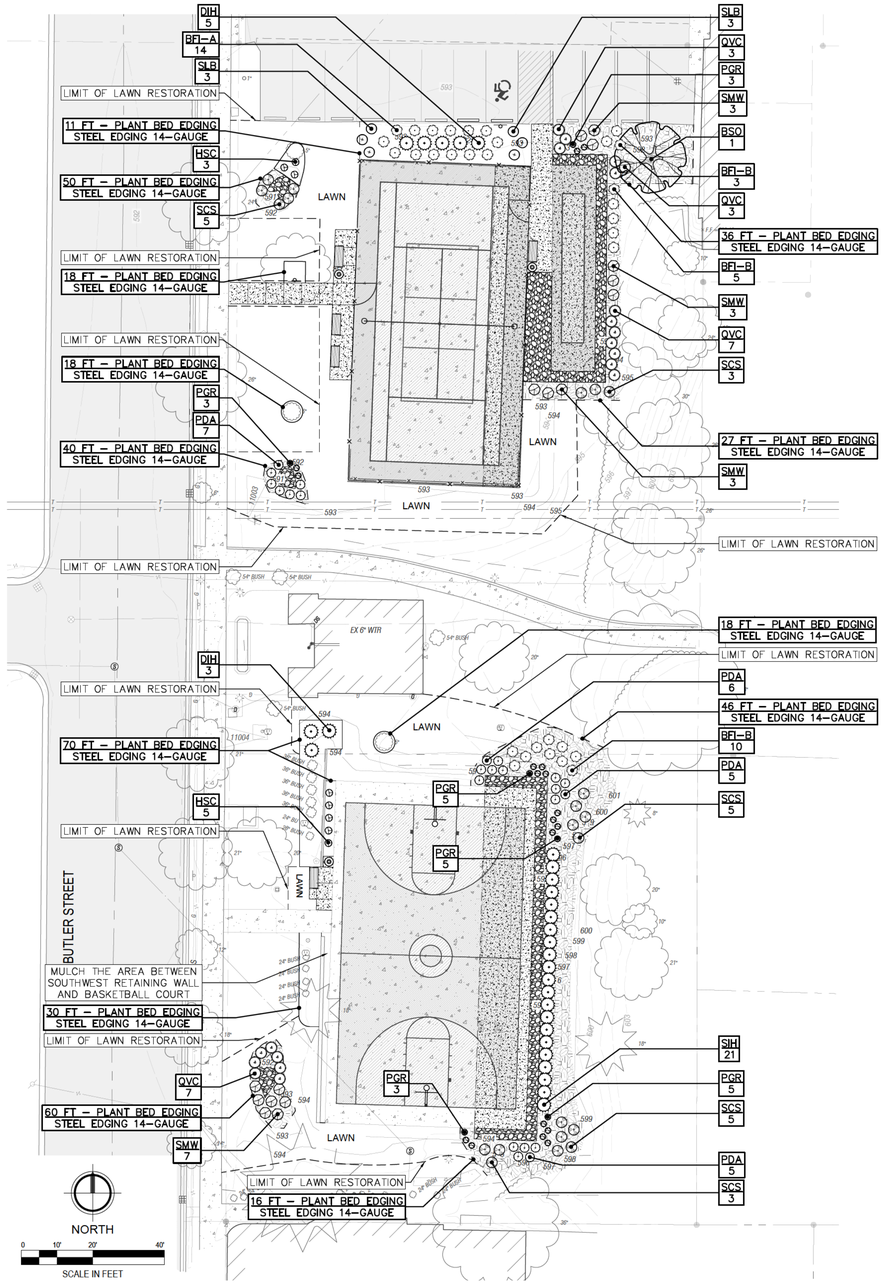
PROPOSED RAIN GARDEN PLANTING SCHEDULE & SOIL MEDIUM

SYMBOL	KEY	COMMON NAME	BOTANICAL NAME	MIN. SIZE	QTY	SPAC NG	TYPE
	SIH	STRONG BOX INKBERRY HOLLY	*Ilex glabra* 'Strong Box'	#3	21 ea	42" o.c.	NATIVE SHRUB / POLLINATOR FR ENDLY
	SMW	SWAMP MILKWEED	*Asclepias incarnata*	2"x5" plug	16 ea	48" o.c.	NATIVE PERENNIAL / POLL NATOR MAGNET
	SCS	SIXTEEN CANDLES SUMMERSWEET	*Clethra alnifolia* 'Sixteen Candles'	2.5"-3" plug	21 ea	48" o.c.	N. AMERICAN NATIVE / POLLINATOR MAGNET
	QVC	QUEEN VICTORIA CARDINAL FLOWER	*Lobelia x speciosa* 'Queen Victoria'	2"x5" plug	20 ea	36" o.c.	HYBRID NATIVE / POLLINATOR FRIENDLY
	PGR	PRA R E GLOW RUDBECKIA	*Rudbeckia* 'Prairie Glow'	2"x5" plug	24 ea	24" o.c.	HYBRID NATIVE / POLLINATOR FRIENDLY
	BFI-B	NORTHERN BLUE FLAG IRIS	*Iris versicolor*	2"x5" plug	18 ea	36" o.c.	NATIVE PERENNIAL / POLL NATOR MAGNET
	PDA	PURPLE DOME ASTER	*Aster novi-belgii* 'Purple Dome'	2"x5" plug	23 ea	36" o.c	NATIVE PERENNIAL / POLL NATOR MAGNET

RA N GARDEN BED ITEMS

TYPE	GENERAL SPECIFICATIONS*	DEPTH	QTY
AMENDED SOIL MIX	COMPOSED OF 50% TO 60% SHARP SAND, 20% TO 30% TOPSOIL, AND 20% TO 30% COMPOST. PLACE IN 6-INCH LIFTS (THREE LIFTS MINIMUM).	MIN. 9"	90 cyd
MULCH BLANKET	LONG-TERM, DOUBLE-NET, BIODEGRADABLE EROSION CONTROL BLANKET	*N/A*	3150 sft
MULCH	DOUBLE-SHREDDED, DYED BLACK WOOD FIBER	MIN. 3"	30 cyd
GRAVEL	3 TO 5 INCHES DIAMETER STONE SUCH AS WASHED RIVER ROCK OR LARGE GRAVEL	MIN. 1 LAYER	10 cyd

** FOR MORE DETAILS REFER TO RAIN GARDENS SPECIFICATIONS (SECTION 32-93-53) AND DETAILS*



PROPOSED LANDSCAPE PLAN LEGEND & PLANTING SCHEDULE

PLANT MATERIAL

SYM	KEY	COMMON NAME	BOTANICAL NAME	MIN. SIZE	QTY	SPACING	TYPE
	BSO	BEACON SWAMP WHITE OAK	*Quercus bicolor* 'Bonnie & Mike'	4"-4.5"	1 ea	N/A (staggered)	NATIVE (COLUMNAR)
	DIH	DENSE NKBERRY HOLLY	*Ilex glabra* 'Densa'	#3	8 ea	60" o.c.	NATIVE SHRUB / POLLINATOR FRIENDLY
	SLB	STAND NG OVATION LITTLE BLUESTEM	*Schizachyrium scoparium* 'Standing Ovation'	#2	6 ea	48" o.c.	NATIVE GRASS / POLL NATOR FRIENDLY
	HSC	HAPPY STAR CONEFLOWER	*Echinacea purpurea* 'Happy Star'	#1	8 ea	42" o.c	NATIVE PERENNIAL / POLLINATOR MAGNET
	BFI-A	NORTHERN BLUE FLAG RIS	*Iris versicolor*	#1	14 ea	60" o.c	NATIVE PERENNIAL / POLLINATOR MAGNET

LIMITS OF LAWN RESTORATION (SEEDING)

PLANT BED EDGING

RAIN GARDEN BEDS/LIMITS & EDG NG

GRAVEL AREAS

LANDSCAPE MATERIAL & LAWN RESTORATION ITEMS

TYPE	SPEC FICATIONS	DEPTH	QTY
SOIL FOR PLANT BEDS	1/3 TOP SOIL, 1/3 COMPOST, 1/3 COARSE SAND	MIN. 6"	15 cyd
MULCH FOR PLANT BEDS	DOUBLE-SHREDDED, DYED BLACK WOOD FIBER	MIN. 3"	7 cyd
PLANT BED EDGING	STEEL EDG NG 14-GAUGE OR APPROVED EQUAL	*N/A*	440 ft
SOIL FOR LAWNS	1/3 TOP SOIL, 1/3 COMPOST, 1/3 COARSE SAND	MIN. 1"	15 cyd
LAWN RESTORATION (SEEDING)	KENTUCKY BLUEGRASS, PERENNIAL RYEGRASS AND F NE FESCUE (OR APPROVED EQUAL BLEND)	MIN. 2 OR 3 LB PER 100 SYD	650 syd

GENERAL LANDSCAPE NOTES:

1. ALL EXISTING NDIV DUAL TREE PLANT NGS WITH N LAWN AREAS AND PROPOSED PLANTING BEDS ARE TO RECEIVE AN APPLICATION OF PRE-EMERGENT HERBICIDE AND A 4" LAYER OF HARD WOOD MULCH ACCORD NG TO DETA LS.
2. PLANT MATERIALS, QUANTITIES, AND LOCATIONS HAVE BEEN FIGURED AS CLOSELY AS POSSIBLE. HOWEVER, MATERIALS, QUANTIT ES, AND LOCATIONS MAY BE ADJUSTED ON SITE F NECESSARY, AFTER THE ENGINEER'S AND OWNER'S APPROVAL. IT REMA NS THE RESPONSIBILITY OF THE LANDSCAPE CONTRACTOR TO COMPLETE THE PROJECT AS INTENDED PER THIS PLAN.
3. ALL TREES SHALL RECEIVE WATERING DONUTS, 20 GALLON CAPACITY. ALL NEW SHRUBS, PERENNIALS, AND PLANT MATERIALS OTHER THAN TREES SHALL RECEIVE THE FOLLOWING WATER NG SCHEDULE FOR AT LEAST THE FIRST TWO WEEKS AFTER PLANT NG OR UNTIL SUFFIC ENTLY ESTABLISHED: APPROXIMATELY 1 TO 2 GALLONS OF WATER FOR PERENNIALS PER APPLICATION, AND 3 TO 5 GALLONS FOR SHRUBS PER APPLICATION (DEPENDING ON THE SIZE AND SPECIES THE REQU REMENTS MIGHT D FFER FOR EACH PERENNIAL, GRASS, OR SHRUB AND CONTRACTOR SHALL BE RESPONSIBLE FOR MPLEMENT NG THE DUE CARE UNT L PLANTS ARE SUFFICIENTLY ESTABLISHED).
4. CONTRACTOR SHALL PROV DE SPECIFIED SHRUBS, GROUND COVER, AND OTHER PLANT MATERIALS THAT COMPLY WITH ALL RECOMMENDATIONS AND REQU REMENTS OF ANSI Z60.1 - 2014 "AMERICAN STANDARD FOR NURSERY STOCK". ALL PLANT MATERIAL SHALL BE HEALTHY, VIGOROUS, WELL ROOTED STOCK, GROWN WITH GOOD HORTICULTURAL PRACTICES. ALL CONTAINER GROWN PLANTS SHALL HAVE A WELL ESTABLISHED ROOT SYSTEM REACH NG THE S DES OF THE CONTA NER TO MA NTA N A F RM ROOT BALL, BUT SHALL NOT HAVE EXCESSIVE ROOT GROWTH ENCIRCLING THE NSIDE OF THE CONTA NER. ALL PLANTINGS ARE TO BE NSTALLED N ACCORDANCE WITH METHODS ESTABLISHED BY THE AMERICAN STANDARD FOR NURSERY STOCK.
5. CONTRACTOR TO SUBMIT LAWN SEED MIX TO ENG NEER FOR APPROVAL PRIOR TO PLACEMENT. LIMITS OF LAWN RESTORATION ARE APPROXIMATE AND CONTRACTOR MUST ACCOUNT FOR AND IMPLEMENT ALL DISRUPTIONS OF LAWN AND RESTORATIONS THEREOF AS A RESULT OF PROJECT (INCLUDING TO COMMON USE AREAS, EASEMENTS, OR AND ANY OTHER DISRUPTION THAT MIGHT OCCUR BEYOND PROPERTY LINES OR LIMITS OF RESTORATION SHOWN HERE N.
6. BEFORE F NAL ACCEPTANCE OF THE TURF ESTABLISHMENT WORK THERE MUST BE NO EXPOSED BARE SO L AND THE TURF MUST BE FULLY GERMINATED, EROSION FREE, WEED FREE, DISEASE FREE, DARK GREEN N COLOR AND IN A VIGOROUS GROW NG CONDITION.
7. THE CONTRACTOR SHALL BE RESPONSIBLE, AT NO ADDITIONAL COST, FOR THE REPLACEMENT OF ANY DEAD OR DYING PLANTS AND BARE OR DY NG GRASS AREAS WITH N THE LAWN RESTORATION AREA, AS WELL AS REPAIR OR REPLACEMENT OF ANY DEFECTIVE IRRIGATION COMPONENTS, FOR A PERIOD OF 1 YEAR FROM F NAL ACCEPTANCE. REPLACEMENT SHALL BE AT THE EXPENSE OF THE CONTRACTOR.

LANDSCAPE NOTES:

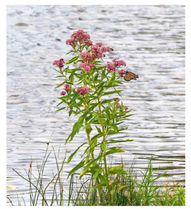
1. ALL LAWN AREAS ARE TO BE SEEDED. ALL PLANT NGS AND PLANT NG BEDS ARE TO RECEIVE AN APPLICATION OF PRE-EMERGENT HERBICIDE AND A MINIMUM 3" LAYER OF HARDWOOD MULCH (UNLESS NOTED OTHERWISE ON THIS PLAN).
2. LIMITS OF LAWN RESTORATION ARE SHOWN APPROXIMATELY. IT REMA NS THE RESPONS BILITY OF GENERAL CONTRACTOR AND/OR THE LANDSCAPE SUB-CONTRACTOR TO COMPLETE THE LAWN RESTORATION AS NTENDED PER THIS PLAN.
3. PLANT MATERIALS, QUANTIT ES, AND LOCATIONS HAVE BEEN FIGURED AS CLOSELY AS POSS BLE. HOWEVER, MATERIALS, QUANTIT ES, AND LOCATIONS MAY BE ADJUSTED ON SITE IF NECESSARY. IT REMAINS THE RESPONSIBILITY OF GENERAL CONTRACTOR AND/OR THE LANDSCAPE SUB-CONTRACTOR TO COMPLETE THE PROJECT AS INTENDED PER THIS PLAN.

PLANT IMAGES



BEACON SWAMP WHITE OAK
(MICHIGAN NATIVE)
KEY: BSO

POLLINATOR ATTRACTION LEVELS



SWAMP MILKWEED
(MICHIGAN NATIVE)
KEY: SMW



SIXTEEN CANDLES SUMMERSWEET
(N. AMERICAN NATIVE)
KEY: SCS



QUEEN VICTORIA CARDINAL FLOWER
(HYBRID NATIVE)
KEY: QVC



INKBERRY HOLLY
(NORTH AMERICAN NATIVE)
KEY: DIH (DENSA)
SIH (STRONG BOX)



STANDING OVATION LITTLE BLUESTEM
(MICHIGAN NATIVE)
KEY: SLB



HAPPY STAR CONEFLOWER
(MICHIGAN NATIVE)
KEY: HSC



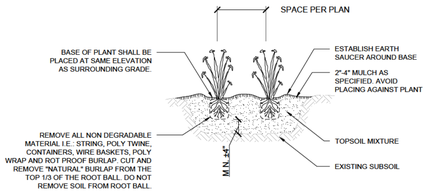
NORTHERN BLUE FLAG IRIS
(MICHIGAN NATIVE)
KEY: BFI-A & BFI-B



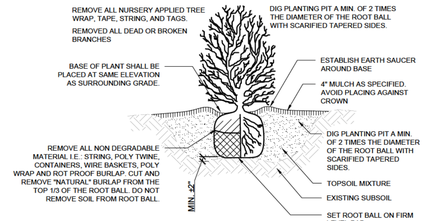
PURPLE DOME ASTER
(N. AMERICAN NATIVE)
KEY: PDA



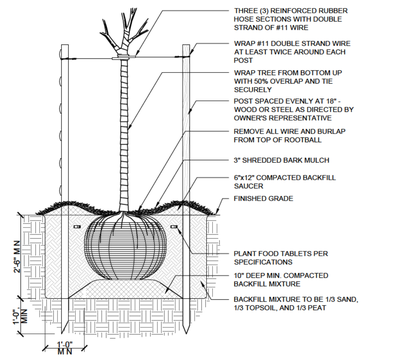
GLITTERS LIKE GOLD BLACK-EYED SUSAN
(MICHIGAN NATIVE)
KEY: PGR



L3 PERENNIAL PLANTING DETAIL
NOT TO SCALE



L2 SHRUB PLANTING DETAIL
NOT TO SCALE



L1 DECIDUOUS TREE PLANTING DETAIL
NOT TO SCALE

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

CITY OF SAUGATUCK
SAUGATUCK, ALLEGAN COUNTY, MI
VILLAGE SQUARE PARK IMPROVEMENTS
LANDSCAPE PLAN

DESIGN TEAM	PROJ MNGR: AEG DESIGNED BY: AEG DRAWN BY: AEG CHECKED BY: JWM

NOT FOR CONSTRUCTION

F&V PROJECT NO.
876820

L-101

M:\Proj876001-879000\876820 Saugatuck - Village Square Park Improvements\Cad\Plns\L-101 LAND.dwg, Thursday, September 03, 2026 at 11:08am aman.grabhan

VILLAGE SQUARE PARK IMPROVEMENTS

GRADING ALTERNATIVE VISUALIZATIONS (RETAINING WALL)

CITY OF SAUGATUCK
















City of
Saugatuck
EST 1868
F&V



City Council Agenda Item Report

FROM: Mark Ondersma- Director of Public Works

MEETING DATE: September 9, 2026

SUBJECT: AED Placement at Mt. Baldhead

DESCRIPTION:
The Saugatuck-Douglas HeartSafe Initiative has requested approval to install a publicly accessible AED at the base of Mt. Baldhead. The proposed AED would be housed in an outdoor Aivia cabinet and available to the public 24 hours a day.

The Saugatuck-Douglas HeartSafe Initiative will be responsible for the installation, inspections, monitoring, battery and pad replacement, and long-term maintenance of the AED. The City will be responsible for the monthly electrical cost associated with operating the unit, estimated at approximately $5 per month.

Due to the high volume of residents and visitors using Mt. Baldhead stairs and surrounding area, staff support the placement of an AED at this location on the side of the restrooms facing the steps up to Mt. Baldhead as an additional public safety resource.

BUDGET ACTION REQUIRED:
N/A

COMMITTEE/COMMISSION REVIEW:
Parks & Public Works Committee reviewed the plan and recommended the plan & location.

LEGAL REVIEW:
Legal has reviewed the partnership agreement and is comfortable with it.

SAMPLE MOTION:
Motion to approve the placement of a publicly accessible AED at the base of Mt. Baldhead on the restrooms in partnership with the Saugatuck-Douglas HeartSafe Initiative.

Strategic Public-Access AED Deployment Plan

Proposed Deployment Plan, Approved Installations & Future Expansion Opportunities

Metric	Count	Status Category
Approved Projects	2	Approved Installation
Phase 1 Locations	7	Proposed Deployment
Phase 2 Opportunities	9	Future Expansion
Phase 3 Opportunities	5	Residential Expansion
Phase 4 Partnerships	5	Partnership Opportunity

Visual Guide	Meaning
Green	Approved installation or project currently moving forward
Blue	Proposed deployment location or priority
Red	Future expansion opportunity
Gold / Purple	Residential and institutional partnership opportunities

Strategic Objective:	Build a coordinated public-access AED network supporting residents, visitors, recreation areas, waterfront parks, public events, businesses, tourism corridors, residential communities, and institutional partners while improving rapid access to lifesaving defibrillation throughout the greater Saugatuck-Douglas coastal region.

Approved Installation Projects

Location	Status	Strategic Benefit
48 W. Center Street - Douglas	Construction in Progress	Downtown coverage, pedestrian activity, tourism corridor
Root Beer Barrel / Woosah Art & Coffee Area	Site Planning in Progress	Tourism, pedestrian traffic, public visibility

Phase 1 - Proposed AED Deployment Locations

Location	Strategic Benefit
Wicks Park - Saugatuck	Waterfront events, recreation, tourism
Butler Street Playground / Public Restroom Area	Family activity, pedestrian corridor
Saugatuck Information Center	Tourism hub, downtown coverage
Mount Baldhead - Base	High-exertion area, delayed EMS
Mount Baldhead - Top	Remote trail access
Coghlin Park	Festivals, marina activity
Dunes View Kwik Shop / Blue Star Highway Corridor	Highway corridor, public access

Phase 2 - Recreation, Tourism, Waterfront & Regional Park Expansion

Clearbrook Golf Course - 3 AED Deployment Concept

AED Deployment Point	Coverage Area
Clubhouse / Restaurant	Primary gathering area
Front 9 Exterior AED Location	Coverage of front nine holes
Back 9 Exterior AED Location	Coverage of back nine holes

Location	Strategic Benefit
Sergeant Marina, 31 Butler St.	Boating activity, waterfront tourism, pedestrian access
Singapore Yacht Club, 48 Water St.	Waterfront recreation, boating activity, tourism
Harbor Natural Area Trailhead	Remote trails, delayed EMS
Clearbrook Golf Course (3 AED Locations)	High visitor volume, recreation, outdoor activity
Pier Cove Park, 2290 Lakeshore Dr., Fennville	Beach access, waterfront recreation, seasonal visitors
West Side County Park, 2152 Lakeshore Dr., Fennville	Public park access, beach activity, regional visitors
Shore Acres Township Park, 6602 138th Ave., Holland	Public recreation, shoreline access, seasonal visitors
Saugatuck Dunes State Park, 6575 138th Ave., Holland	Large park area, trails, beach access, delayed EMS
Laketown Beach, 6710 142nd Ave., Holland	Beach access, high-exertion stairs, seasonal tourism

Phase 3 - Residential Community AED Expansion Opportunities

Future Expansion Location	Strategic Benefit
Gated Communities (Locations to be Determined)	Large resident populations, delayed EMS access within private developments
Manufactured Housing / Mobile Home Communities (Locations to be Determined)	Higher-density residential areas, aging populations, community gathering spaces
Homeowners Associations (HOAs) (Locations to be Determined)	Community centers, clubhouses, pools, and recreational facilities
Condominium Associations (Locations to be Determined)	Concentrated residential populations and shared amenities
Senior Living & Retirement Communities (Locations to be Determined)	Elevated cardiac risk population, community gathering areas

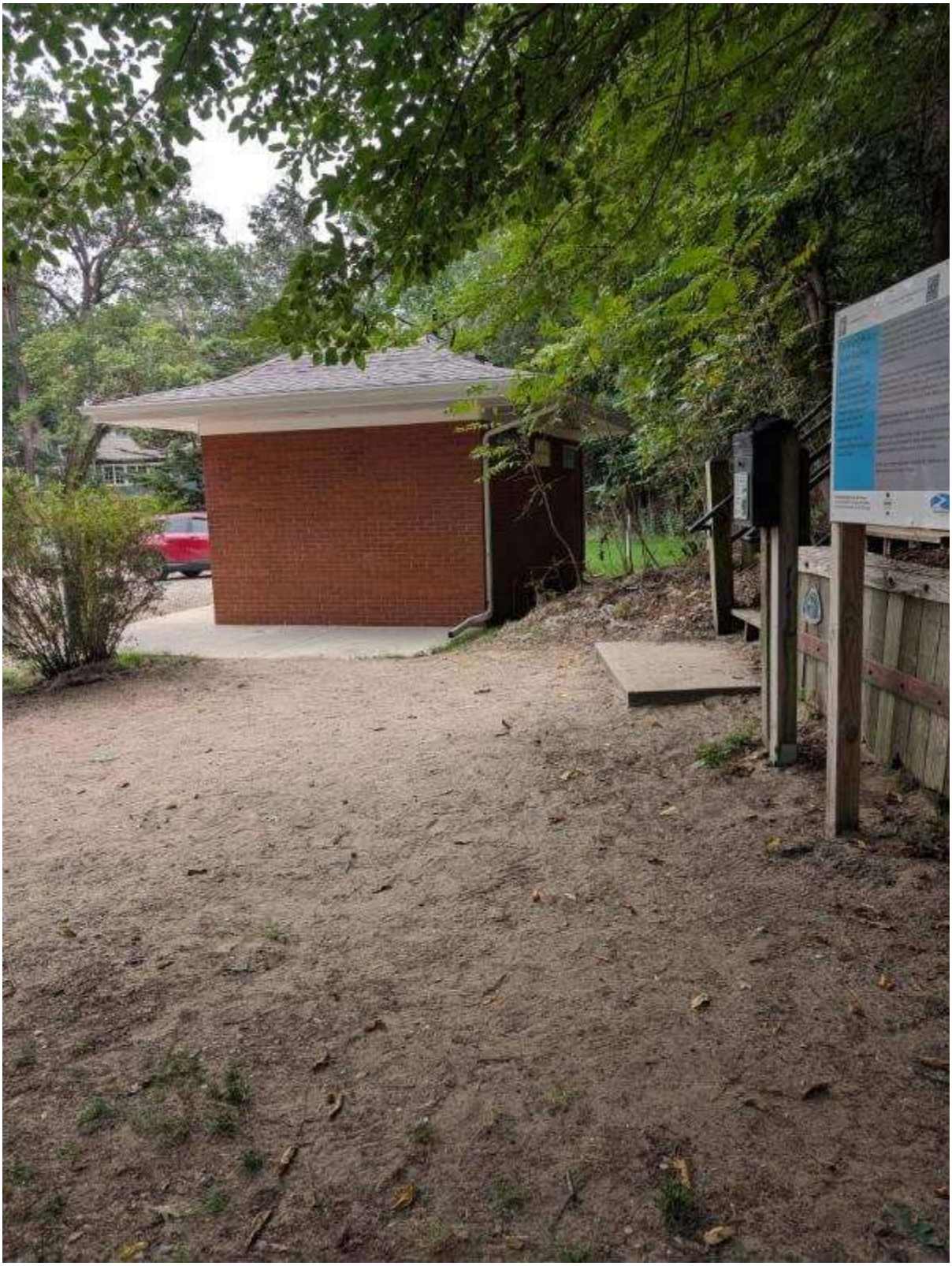
Residential Strategy:	Develop partnerships with residential communities to expand AED access near clubhouses, common areas, recreational amenities, and areas where larger numbers of residents gather.

Phase 4 - School & Community Institution Partnerships

Future Partnership Opportunity	Strategic Benefit
Saugatuck Public Schools (Michigan HEARTSafe School)	AED inventory coordination, PulsePoint registration verification, CPR/AED awareness
Faith-Based Organizations	Community gathering locations, public events, volunteer engagement
Community Centers	High public utilization, recreation programs, community events
Private Educational Facilities	Student, staff, and visitor safety
Nonprofit & Civic Organizations	Community outreach and emergency preparedness partnerships

Partnership Note:	Saugatuck Public Schools is a recognized Michigan HEARTSafe School and maintains AEDs throughout the school district. Future collaboration efforts will focus on AED inventory coordination, PulsePoint registration verification, CPR/AED education, and community preparedness initiatives.

Project Status Summary: 2 Approved Installation Projects | 7 Phase 1 Proposed Locations | 9 Phase 2 Recreation, Tourism, Waterfront & Regional Park Opportunities | 5 Phase 3 Residential Community Opportunities | 5 Phase 4 School & Community Institution Partnerships







SAUGATUCK–DOUGLAS HEARTSafe COMMUNITY

Public-Access AED Partnership Agreement

Tri-Community AED Deployment Initiative

Document	Public-Access AED Partnership Agreement
Version	1.0
Revision Date	June 2026
Prepared By	Saugatuck–Douglas HEARTSafe Community
EIN	39-4133908
Website	sdheart.org
Email	sdheartsafe@gmail.com

Organization Information

Saugatuck–Douglas HEARTSafe Community
501(c)(3) Nonprofit Organization
[redacted]

Partner Information

Organization Name: _____

Representative Name: _____

Title: _____

Address: _____

Phone: _____

Email: _____

Purpose of the Agreement

Establish a cooperative partnership to support expansion of publicly accessible AEDs, improve survivability from sudden cardiac arrest, increase public access to AEDs, promote CPR/AED awareness and education, strengthen community emergency preparedness, and support public safety initiatives throughout Saugatuck, Douglas, and Saugatuck Township.

1. Responsibilities of the Partner

Provide an approved installation location, support reasonable public accessibility, provide utilities (electric and internet) when required, and allow reasonable access for inspection, maintenance, repair, replacement, and readiness verification.

2. Responsibilities of HEARTSafe

Provide an AED (Automated External Defibrillator) and associated cabinet, retain ownership of the equipment, and coordinate monitoring, maintenance, repairs, replacement, PulsePoint registration, educational support, and operational oversight.

3. Benefits to the Partner

Recognition as a community safety partner, enhanced public safety resources, provide educational opportunities, and participation in a community HEARTSafe initiative.

4. Term and Termination

This Agreement remains active until terminated by either party with thirty (30) days written notice.

5. Liability and Legal Protections

HEARTSafe remains responsible for equipment maintenance, monitoring, readiness, and repair. Participating partners are protected under applicable Michigan Good Samaritan laws and the Cardiac Arrest Survival Act of 2000.

6. Installation Coordination

HEARTSafe may utilize a preferred licensed electrician to improve coordination, reduce costs, and streamline deployment timelines.

7. AED Deployment Initiative

The Saugatuck-Douglas HEARTSafe Community is committed to expanding public access to AEDs throughout the Tri-Community region. Equipment inventory, deployment priorities, and installation locations may change based on community needs, funding availability, site approvals, risk assessments, and program objectives. Installation details shall be documented separately from this Agreement.

8. Signatures

Saugatuck–Douglas HEARTSafe Community	Partner / Municipality / Business / Owner
Representative Name: _____	Representative Name: _____
Title: _____	Title: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

City Council Agenda Item Report

FROM: Mark Ondersma - Director of Public Works

MEETING DATE: August 31, 2026

SUBJECT: Kayak Launcher

DESCRIPTION:
The City has received a request from the Outdoor Discovery Center (ODC) to accept a kayak launcher funded through a grant from the local Rotary Club. ODC has proposed installing the kayak launcher at either the Spear Street Launch or the Shopper Docks near Coghlin Park.

Both locations have previously received improvements through funding from the Michigan Department of Natural Resources (DNR), which requires DNR approval prior to making additional improvements. The City Manager has received approval from Jilanne Egleston with the DNR Parks & Recreation Division for installation of the kayak launcher at the Spear Street Launch.

After evaluating both locations, Department of Public Works (DPW) staff determined that the Spear Street Launch is the preferred site. The location provides easier installation and future removal of the launcher, while also offering convenient access to the water for kayak users.

BUDGET ACTION REQUIRED:
N/A

COMMITTEE/COMMISSION REVIEW:
Parks & Public Works Committee has reviewed and recommended the installation at Spear Street Launch. The Historical District Commission will have to review.

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Motion to approval the installation of the donated kayak launcher at the Spear Street Launch, subject to applicable City requirements and final coordination with the Rotary Club and Historical District Commission approval.

Wave Armor Kayak Launch Proposal



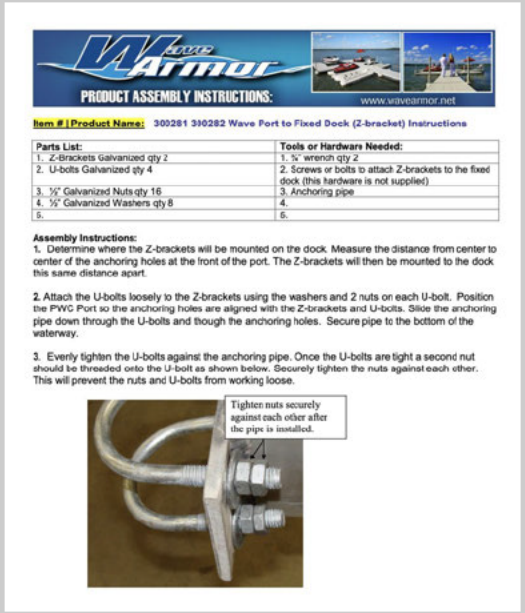
Blue Vista Marine Services | Parker Lammers |

Assembly & Delivery

-Blue Vista Marine Services will fully assemble the kayak launch, and install railings.
-Installation can be done by your crew or ours. Instructions will be given for install if not done by us.
-Estimated Install Time (1-2 hrs)

Fixed Dock Installation

Large metal fixed dock installation using Wave Armor fixed-dock mounting kit with guide poles and brackets. 2 poles with be 3ft into the lake bottom



PRODUCT ASSEMBLY INSTRUCTIONS:

www.wavearmor.net

Item # | Product Name: 300281 300282 Wave Port to Fixed Dock (Z-bracket) Instructions

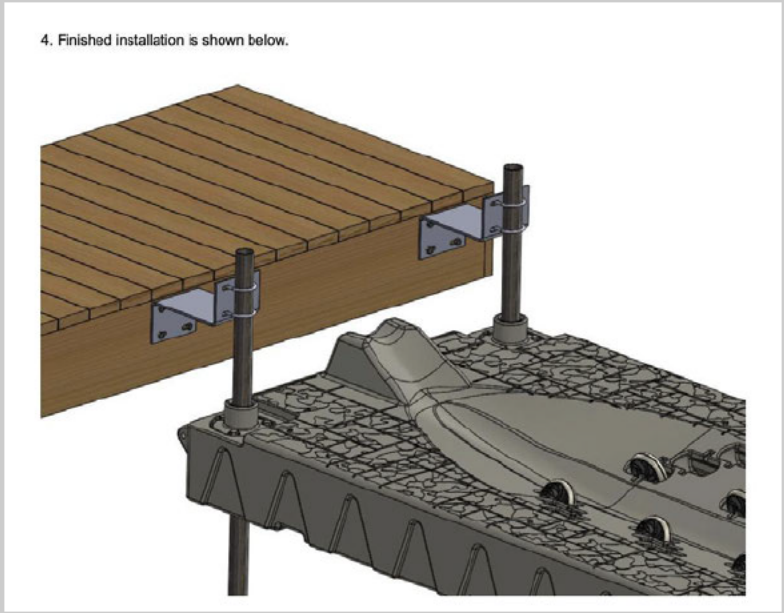
Parts List:	Tools or Hardware Needed:
1. Z-Brackets Galvanized qty 2	1. ¾" wrench qty 2
2. U-bolts Galvanized qty 4	2. Screws or bolts to attach Z-brackets to the fixed dock (this hardware is not supplied)
3. ½" Galvanized Nuts qty 16	3. Anchoring pipe
4. ½" Galvanized Washers qty 8	4.
5.	6.

Assembly Instructions:

1. Determine where the Z-brackets will be mounted on the dock. Measure the distance from center to center of the anchoring holes at the front of the port. The Z-brackets will then be mounted to the dock this same distance apart.

2. Attach the U-bolts loosely to the Z-brackets using the washers and 2 nuts on each U-bolt. Position the PWC Port so the anchoring holes are aligned with the Z-brackets and U-bolts. Slide the anchoring pipe down through the U-bolts and though the anchoring holes. Secure pipe to the bottom of the waterway.

3. Evenly tighten the U-bolts against the anchoring pipe. Once the U-bolts are tight a second nut should be threaded onto the U-bolt as shown below. Securely tighten the nuts against each other. This will prevent the nuts and U-bolts from working loose.



Floating Dock Installation

Large floating dock installation using C-channel adapters, receiver blocks, and knuckle connections.



Wave Armor

PRODUCT ASSEMBLY INSTRUCTIONS:

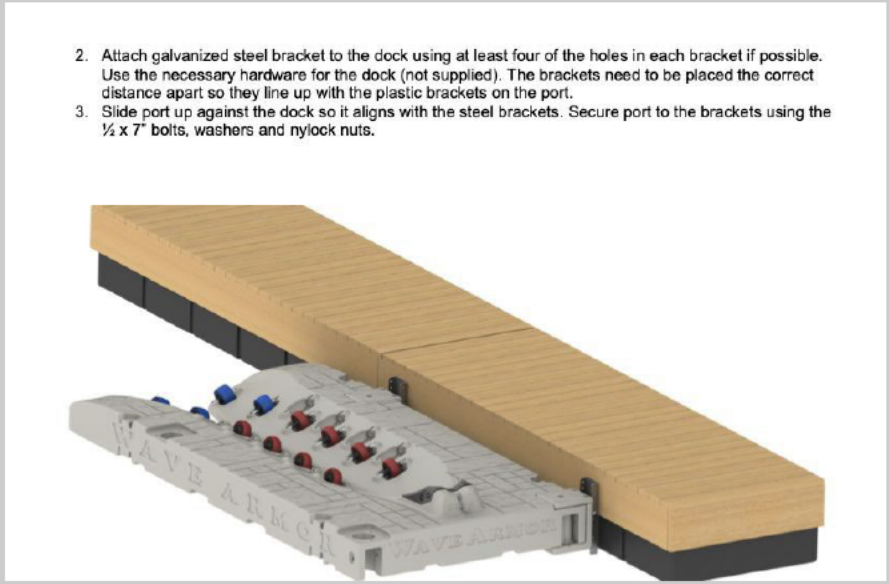
www.vavearmor.com

Item # | Product Name: 302567 Connector Kit Floating Dock to Pro Port Side

Parts List:	Tools Needed:
1. Plastic Bottom Connector qty 2	1. Ratchet and 9/16" socket
2. Plastic Top Connector qty 2	2. ½" wrench and 3/4" socket with ratchet
3. Galvanized Long Steel Bracket qty 2	3.
4. ½ x 7" bolt qty 2, ½" nylock nut qty 2, 1/2" washers qty 4	4.
5. 3/8 x 2" bolt qty 6, 3/8" lock washer qty 6, 3/8" heavy washer qty 6	5.
6.	6.
7.	7.

Assembly Instructions:

1. Insert bottom connector into the port as shown below. Insert top connector into the same hole and fasten securely with the 3/8 x 2 bolts, lock washers and heavy washers.



2. Attach galvanized steel bracket to the dock using at least four of the holes in each bracket if possible. Use the necessary hardware for the dock (not supplied). The brackets need to be placed the correct distance apart so they line up with the plastic brackets on the port.
3. Slide port up against the dock so it aligns with the steel brackets. Secure port to the brackets using the ½ x 7" bolts, washers and nylock nuts.

Safety Benefits

Stable entry and exit, improved accessibility, slip-resistant surfaces, and safer launching. Accessible by all!



Maintenance & Cleaning

-Clean using a light pressure washer setting, or scrub brush, mild detergent, CLR Calcium/Lime Remover, or all-purpose cleaner.

Dawn Dish Soap is also a great cleaner

Brush and rinse as needed.

Long-Term Ownership

-UV-resistant polyethylene, corrosion-resistant hardware, low maintenance, and long service life.

-Industry leading 8 year warranty on the port.

Why Blue Vista Marine Services

Professional installation, waterfront expertise, ongoing support, and local service.

Michigan’s Largest Wave Armor Dealer

Questions

Parker Lammers, Owner
Blue Vista Marine Services
www.bluevistamarine.com

Kayak Launcher Donation – Speer Street Launch

The City has received a request from the local Rotary Club to donate a kayak launcher for installation at either the Speer Street Launch or the Shopper Docks near Coughlin Park.

Because both locations were previously improved with funding from the Michigan Department of Natural Resources (DNR)the Speer Street Launch in 2008 and the Shopper Docks in 2018—the City would need approval from the DNR prior to proceeding with the installation. The City Manager received DNR approval to install the kayak launcher at the Speer Street Launch.

Department of Public Works staff evaluated both locations and determined that the Speer Street Launch is the preferred location. Installation and future removal of the kayak launcher would be more practical at this site. Additionally, the Speer Street Launch provides convenient access for users, allowing kayaks to be launched without requiring them to be carried a significant distance.

Staff Recommendation:

Staff recommends that the Park and Public Works Committee approve the installation of the donated kayak launcher at the Speer Street Launch, subject to any applicable City requirements and final coordination with the Rotary Club.




WAVE LAUNCH


CITY OF SAUGATUCK
PUBLIC LAUNCH RAMP
$7.00 DAILY LAUNCH FEE
PAY FEE AT STAR OF SAUGATUCK
PRIOR TO LAUNCHING


CITY OF SAUGATUCK
PUBLIC LAUNCH RAMP


WAVE LAUNCH

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: September 9, 2026

SUBJECT: Short Term Rental Licensing Ordinance Amendment and Resolution Updating Penalty Fee for Late Renewal Applications

DESCRIPTION:

At the July 8 workshop, City Council heard a request from the property owner of 534 St. Joseph and his rental agent to consider amending the Short-Term Rental (STR) Ordinance to allow for late renewal applications past the expiration date of a STR license.

Previous Amendments

City Council has made previous amendments to the STR ordinance to allow for late applications, including an amendment in 2025 to allow for late applications up to 5 calendar days past the renewal deadline, and an amendment earlier this year to provide "amnesty" to properties that missed this deadline but applied prior to their license expiring. Recent amendments also included a provision that allowed the Zoning Administrator to process late applications if there are extraordinary circumstances, but extraordinary circumstances exclude situations where there is inaction or negligence on the part of the owner or STR agent. During the last set of STR Ordinance amendments, the Council was advised that the changes did not apply to those who submitted their STR renewal applications after the expiration of their license.

Workshop Discussion

During the Council's workshop, the Council heard and discussed various ways to address late renewal applications. While the specific policy intent wasn't as clear, the consensus of Council was for staff and legal Council to draft an ordinance amendment that would allow for late renewal applications up to 30 days past expiration of a license. In discussing the proposed amendment at this workshop, the Council is encouraged to consider and clarify the policy intent for this change (such as its broader objective in extending the renewal deadline grace

period, or a shortcoming of the existing ordinance language that this amendment is intended to resolve).

Draft Amendment
The City Attorney has drafted the attached amendment to the City's Short-Term Rental Ordinance. The amendment:

- Changes the existing 5-day grace period (which runs from the date the renewal application is due) to a 60-day grace period. As renewals are due 30 days before expiration, a 60-day grace period gets us to a deadline of 30 days after expiration, which is noted in the amendment for clarity.
- Adds language clarifying that this amendment will apply retroactively and enable the City to process and approve late renewal applications that were submitted within the grace period, and removes the language we added the last time to subsection 99.58(B)(a) as it is now meaningless.

Penalty Fee for Late Applications
The current penalty fee for a late renewal application submitted during the existing five-day grace period is $525. Some Council Members have expressed an interest in imposing more substantial penalties for missed renewal deadlines, particularly given the ordinance's requirement that STR properties be inspected annually to help protect the health, safety, and welfare of occupants and the public.

Because the current penalty is equivalent to approximately $100 per day the application is late, staff recommends replacing the flat $525 penalty with a fee of $100 for each calendar day the application is late. This approach aligns with the proposed ordinance amendment by scaling the penalty based on the length of the delay while maintaining a comparable daily penalty rate. In addition, establishing the penalty on a per-day basis helps ensure that it remains a meaningful deterrent to noncompliance and encourages timely renewal applications in accordance with the ordinance.

Caution Against Continuous Amendments
As Council considers this amendment, staff recommends also considering the broader policy implications of making repeated amendments to the late renewal provisions of the STR Ordinance.

The STR Ordinance was developed following a task force process, public input, studies, and public hearings, and includes detailed legislative findings supporting the regulation of short-term rentals. Among other things, the ordinance recognizes that short-term rentals are commercial in nature, that the proliferation of short-term rentals can adversely affect residential neighborhoods, and that the R-1 districts are particularly susceptible to those impacts. To address these concerns, the ordinance establishes a maximum number of STR

licenses within the R-1 districts and states that these limits are intended to be achieved prospectively through attrition as licenses expire, are terminated, or become void.

The City has previously amended the ordinance to provide additional opportunities for late renewal applications, including extending filing deadlines and authorizing administrative approval of delayed filings in limited extraordinary circumstances. While Council may determine that additional flexibility is appropriate, repeated amendments that create new exceptions to renewal requirements may lessen the effectiveness of the licensing framework and the ordinance's long-term policy objectives.

Additionally, frequent amendments to the ordinance can create confusion for property owners, rental agents, and the public regarding the applicable requirements and deadlines. A regulatory framework that is amended repeatedly can make compliance more difficult, reduce the predictability of enforcement, and create expectations that future deadlines or requirements may likewise be modified. Stable and consistently applied regulations promote fairness, transparency, and public confidence in the City's administration of the ordinance.

More broadly, ordinance amendments are generally most effective when they are adopted to advance policy objectives that apply consistently across similarly situated properties, rather than to address the circumstances of a particular property or applicant. As Council evaluates this proposed amendment, it may wish to consider whether the change represents a long-term policy direction for the City or a response to an individual circumstance, and whether this change will fully resolve the underlying issues that have prompted the recent string of amendments to the ordinance’s renewal requirements.

LEGAL REVIEW:
Legal prepared the ordinance amendment and will be at your meeting for any questions.

SAMPLE MOTION:
Workshop item at this time.

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

SHORT-TERM RENTAL LICENSING ORDINANCE AMENDMENT

ORDINANCE NO._____

At a meeting of the City Council of the City of Saugatuck, Allegan County, Michigan, held at the City of Saugatuck Hall on _____, 2026 at _____ p.m., City Council Member _____moved to adopt the following ordinance, which motion was seconded by City Council Member _____.

An ordinance to amend the City of Saugatuck's Short-Term Rental Licensing Ordinance, Ordinance No. 240229-B, as amended, to update provisions regarding the renewal of STR licenses to provide a grace period in which the renewal applications may be submitted after expiration, to provide some flexibility to license holders in the event that pertinent deadlines are missed while ensuring that STRs are still regularly inspected and approved, in order to protect the public health, safety, and welfare.

CITY OF SAUGATUCK, ALLEGAN COUNTY, ORDAINS:

SECTION 1. AMENDMENT TO ORDINANCE NO. 240299-B, SECTION 99.58: City of Saugatuck Ordinance No. 240229-B, Section 99.58, shall be amended to read as follows:

§99.58 DURATION OF LICENSE; RENEWAL.

(A) Except as otherwise provided herein, a license issued under this chapter shall remain in effect for a period of one (1) year from the date it was issued unless it is suspended or revoked by the City.

(B) The license holder or local agent may apply for a renewed license by submitting a renewal application to the enforcing officer no sooner than sixty (60) days prior and no later than thirty (30) days prior to the date that the license is set to expire, along with the license renewal fee established by the City's fee schedule. Renewal applications may be submitted no later than sixty (60) calendar days after this deadline (meaning up to thirty (30) calendar days after the day the license expires), subject to a late fee established by resolution of the City Council. This grace period shall apply retroactively to late renewal applications that have been submitted to the City within the allotted grace period and shall allow the processing and approval of the same. Renewal applications submitted after this sixty (60) calendar day grace period by any amount of time shall be deemed untimely and shall not be processed by the City, and the short-term rental license shall be deemed expired.

DRAFT

(C) All information submitted with the prior application(s) shall be deemed submitted with the application for renewal, except that each year a new completed and signed fire safety checklist must be submitted, a new fire inspection must be conducted, and an approved fire inspection certification must be issued before a license can be renewed. In addition, short-term rentals owned by corporate entities or trusts must submit updated documentation each year showing that the interest, composition, membership, or ownership in said corporation or trust has not changed so as to constitute a transfer as defined in this chapter. Aside from the renewed fire safety checklist, fire inspection, and updated ownership documentation, the license holder or local agent shall only be required to submit new information with the application for renewal when that application information has changed since the last application was filed with the City.

(D) A renewed license for a short-term rental shall be issued when all of the standards and regulations of this chapter are met. Once issued, a renewed license for a short-term rental shall take effect on the same day as the expiration of the prior license, such that a short-term rental license will retain the same expiration date from year-to-year.

(E) If the short-term rental premises does not meet all the requirements of this chapter at the time of renewal, the City shall promptly notify the license holder. The license holder shall have thirty (30) calendar days from the date the notice of a deficiency was sent to cure any deficiencies. If the license holder cannot demonstrate full compliance with this chapter at the end of the cure period, the short-term rental license will not be renewed and will be deemed expired.

SECTION 2. SEVERABILITY: Should a court of competent jurisdiction find any provision, clause, or portion of this ordinance amendment to be invalid or unconstitutional, the balance or remainder of this ordinance amendment shall remain valid and in full force and effect and shall be deemed "severable" from the portion, clause, or provision deemed to be invalid or unconstitutional by the court.

SECTION 3. REPEAL: All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SECTION 4. EFFECTIVE DATE: This Ordinance shall become effective immediately upon the date of this Ordinance's publication as required by law.

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN: _____

ORDINANCE DECLARED ADOPTED.

DRAFT

_____

Holly Anderson
City of Saugatuck, Mayor

DRAFT

CERTIFICATION

I hereby certify that:

1. The above is a true copy of an ordinance adopted by the City of Saugatuck at a duly scheduled and noticed meeting of the City Council held on _____, _____ 2026, pursuant to the required statutory procedures.

2. A summary of the above ordinance was duly published in the _____ newspaper, a newspaper that circulates within the City of Saugatuck, on _____, 2026.

3. Within 1 week after such publication, I recorded the above ordinance in a book of ordinances kept by me for that purpose, including the date of passage of the ordinance, the names of the members of the City Council voting, and how each member voted.

4. I filed an attested copy of the above ordinance with the Allegan County Clerk on _____, 2026.

ATTESTED:

_____
Jamie Wolters
City of Saugatuck, Clerk

DRAFT

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

NOTICE OF ADOPTION

SHORT-TERM RENTAL LICENSING ORDINANCE AMENDMENT

ORDINANCE NO. ___

Please take notice that on _____, 2026, the City Council of City of Saugatuck adopted Ordinance No. ___, which, among other things, amends the City of Saugatuck's Short-Term Rental Licensing Ordinance, Ordinance No. 240229-B, to update provisions regarding the renewal of STR licenses to provide a grace period in which the renewal applications may be submitted after expiration. Copies of the ordinance may be obtained from Jamie Wolters, City of Saugatuck Clerk, at 102 Butler Street, P.O. Box 86, Saugatuck, Michigan 49453, during regular business hours.

The Amendment to Ordinance No. 240299-B has the following sections, which are summarized below: Section 1: Amendment Section 99.58; Section 2: Severability; Section 3: Repeal; and Section 4: Effective Date.

Jamie Wolters
City of Saugatuck, Clerk
(269) 857-2603
JWolters@saugatuckcity.com

Publication Date: _____, 2026

DRAFT

CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN

RESOLUTION NO. _____

A RESOLUTION APPROVING A CHANGE IN THE CITY'S SCHEDULE OF FEES

Council Member _____, offered the following resolution and moved for its adoption, seconded by Council Member _____:

WHEREAS, the City of Saugatuck, acting through the City Council, is authorized by various ordinances and state law to set fees for the provision of permits, licenses, etc.; and

WHEREAS, the City Council adopts and establishes such fees from time to time by resolution; and

WHEREAS, based on matters of record presented to it, the City Council is of the opinion that certain City-imposed fees and charges need to be approved and incorporated into the City's Schedule of Fees.

NOW, THEREFORE, IT IS RESOLVED THAT:

1. The City Council hereby approves a change in the City's adopted Schedule of Fees as follows:

Business Licenses	Current Fee	New Fee
Short-Term Rental – Late Application Penalty Fee	$525	$100 for each calendar day the application is late.

2. The City Manager and City Clerk are authorized to take all actions necessary to effectuate the terms of the Resolution including, without limitation, modifying the City's adopted Schedule of Fees maintained at City Hall.

3. All resolutions and parts of resolutions that conflict with the provisions of this Resolution are rescinded.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this _____ day of _____, 2026

CITY OF SAUGATUCK

BY: _____
Holly Anderson, Mayor

BY:_____
Jamie Wolters, City Clerk

CERTIFICATION

I, Jamie Wolters, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the City Council at a regular meeting held _____, 2026.

Signed: _____
Jamie Wolters, City Clerk