



**Parks and Public Works Committee
Regular Meeting**

December 23, 2025 – 10:00 am

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Minutes:**
 - A. Regular Meeting – November 25, 2025
- 5. Public Comment on Agenda Items Only (Limit 3 minutes)**
- 6. Discussion:**
 - A. DPW Administrative Update
 - B. Invasive Species **(Pg. 6)**
 - C. Mount Baldhead Revegetation **(Pg. 12)**
 - D. Warming Station **(Pg. 22)**
 - E. Priority Recommendations **(Pg. 31)**
- 7. Public Comment (Limit 3 Minutes)**
- 8. Correspondence**
- 9. Committee Member Closing Comments**
- 10. Adjourn (Voice Vote)**

NOTICE:

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

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

Then enter "Meeting ID":
2698572603

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

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



PARKS AND PUBLIC WORKS COMMITTEE MEETING MINUTES

November 25, 2025

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

Saugatuck City Hall

102 Butler St., Saugatuck, MI 49453.

Call to Order:

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

Attendance:

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

Absent: None.

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

Approval of Agenda:

Motion by Thiel, second by Hoffman, to approve the agenda for the meeting November 25, 2025. Via voice vote, motion carried unanimously.

Approval of Minutes:

Motion by Hoffman, second by Stanton, to approve the minutes from the October 28, 2025, regular meeting. Via voice vote, motion carried unanimously.

Public Comments (agenda items only): None.

Presentation:

Lisa Mize, Executive Director of the Saugatuck Douglas Convention and Visitors Bureau, presented the proposed Rose Garden Warming Station project. The initiative aims to increase downtown Saugatuck visitor activity during the shoulder seasons by creating a central, accessible gathering spot. The proposed warming station would be located at the Rose Garden, replacing the current fence with a brick wall or seating bench to make the park more welcoming. The design features a custom fire pit with raised height and safety measures under discussion. The project will be primarily funded by the CVB, with additional support from

municipalities and donors. The presentation addressed site selection , design considerations, safety accessibility, and plans for seasonal use.

Discussion Updates:

A. Updates:

1. DPW Administrative Update:

The Department of Public Works update by Superintendent Herbert covered a variety of ongoing and upcoming projects within the city. Herbert reported on street resurfacing, catch basin repairs, repaving the DPW driveway, sewer issues on Elizabeth Street, and completed asphalt repairs. He also mentioned ongoing efforts with the Chain Ferry Arbors, holiday lights, and the hiring of a new Oval Beach manager. Upcoming projects include a comprehensive asset management and capital improvements plan to be presented to council, ongoing maintenance, equipment upgrades, and preparations for winter. The update emphasized the city's commitment to maintaining infrastructure efficiently and responding to community needs.

2. Pocket Prairies:

Chair Kimble reported on the pocket prairies initiative, noting new involvement from Saugatuck Douglas Garden Club members interested in enhancing the Peterson Preserve. Recent improvements included replacing outdated landscaping with donated native plants such as black-eyed Susans, coneflowers, and yarrows. Kimble described ongoing discussions about developing pocket prairies at the Mason Street embankment and the Coghlin Park drainage ditch. The update also mentioned considering a Monarch Way Station designation and seeking input from the ODC. Kimble invited further suggestions from the committee on moving the project forward.

3. Village Square Courts:

The committee briefly discussed the Village Square Courts project, noting that they are awaiting a grant decision – anticipated around December 10th – which would fund additional improvements. The item was determined to be sufficiently covered for now, with no immediate new actions required, and will remain on the committee's ongoing project list for monitoring until further information is available.

B. Mt Baldhead Revegetation:

The committee reviewed the ongoing Mount Baldhead Revegetation project, discussing proposals for invasive species removal, new plantings, and the importance of protecting new vegetation from deer and human disturbance. Members considered various protection methods, including targeting fencing, and discussed deferring additional deer protection

measures until a future budget cycle if needed. The project remains within its \$20,000 budget, and the committee is awaiting a final quote for fencing before taking a vote at the December meeting.

C. Invasive Species:

The committee discussed ongoing efforts to assess and address invasive species in city parks and properties. A proposal from the Outdoor Discovery Center (ODC) was reviewed, which now includes The Wilds property for an additional fee. The conversation emphasized that managing invasive species is an ongoing process that requires continual assessment and action. The committee agreed to review the details further and plan to decide on recommended actions and funding at the next meeting.

D. 2026 Planning:

The committee reviewed their comprehensive project list as part of 2026 planning, updating the status of ongoing projects such as park improvements, infrastructure repairs, and new initiatives. They discussed which projects to keep, remove, or add – including Elizabeth Street improvements, park asset management, and restroom needs at Coghlin Park. Emphasis was placed on cataloging city assets, incorporating community feedback, and aligning project timing with capital planning. Committee members agreed to further revise and prioritize the list for formal adoption at an upcoming meeting.

E. 2026 Schedule of Meetings:

The 2026 Schedule of Meetings was mentioned briefly as an informational item. It was included in the meeting packet for members' reference, fulfilling a standard requirement. No discussion or decisions were necessary regarding the schedule.

Public Comments (Limit 3 mins):

- Lisa Mize thanked the committee for their feedback on the warning station and shared that survey responses from residents and business owners have been mostly positive. She asked to keep the CVB involved in future planning for Oval Beach, city park signage, and streetscaping projects. She also suggested that even simple, inexpensive improvements – like painting the backs of stop signs – can help enhance the city's streetscapes.

Correspondence: None.

Member Closing Comments:

- Thiel – She commented that the committee had a very productive year, highlighted the importance of their work, and expressed enthusiasm about continuing their efforts, especially with the large list of projects ahead.
- Hoffman – Thanked the committee.
- Charak – He remarked that the committee covered many topics during the meeting and expects to address more and finalize recommendations at the next meeting. He also wished everyone a Happy Thanksgiving.
- Stanton – She had no additional comments but expressed hope that City Council’s upcoming strategic planning will result in an organized list of priorities for the committee to focus on in future projects.
- Kimble – She had no further comments but thanked everyone for their participation and commitment during the lengthy meeting, expressing appreciation for the committee’s involvement and hard work.

Adjournment:

Motion by Stanton, second by Roche, to approve adjournment of the meeting. Via voice vote, motion carried unanimously. Chair Kimble adjourned the meeting at 11:37 a.m.

Respectfully Submitted,

Sara Williams, City Deputy Clerk & DPW Admin. Assistant



Parks & Public Works Committee Agenda Item Report

FROM: Scott Herbert – Public Works Superintendent

MEETING DATE: December 23, 2025

SUBJECT: Invasive Species Assessment

DESCRIPTION:

To assist City Council with the goal of managing invasive species throughout the City, the PPW Committee and City Staff have been seeking proposals from contractors to survey all the City's rights-of-ways (ROW's), properties, and green spaces. This survey work is a critical piece in developing a management plan and budget for future action in the fight against invasive species.

The following documents are enclosed:

- Invasive Species Project Charter
- ODC Proposal
- Kalamazoo Nature Center Proposals

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Discussion only.

Saugatuck Invasive Species Evaluation and Eradication Project Charter

Goal: Identify all invasive species in Saugatuck City public areas including all parks and street rights-of-way. Develop comprehensive plans to replace invasive species with non-invasive species with an emphasis on native plants and wildlife benefits.

Objectives

- Inventory invasive species in all public spaces and identify suitable non-invasive replacement plantings that support wildlife
- Develop eradication/replacement plans including associated costs

Participants

Leader – Nancy Kimble

PPW Committee Members - TBD

External Resources –ODC, Allegan Conservation District, West Michigan Land Conservancy

Community Volunteers - TBD

Saugatuck Staff – Scott Herbert, Chad _____

Background

Many areas of Saugatuck have significant quantities of invasive species. The ODC inventoried invasives in Saugatuck Wilds Natural Area in July of 2023 and the West Michigan Land Conservancy inventoried the Saugatuck Harbor Natural Area in October 2024. The list of previously identified invasives is long. A comprehensive list of identified invasives is attached along with their current known locations. In addition to invasive plants, the Hemlock Woolly Adelgid has previously been identified and treated in some areas.

The Allegan Conservation District has been consulted regarding preparing an assessment of all plant invasive species and any additional invasive insects in Saugatuck's other parks and roadsides. A new staff member will be joining their team in June and will be able to complete the work this summer.

Approach

- Prepare a contract with the Allegan Conservation District to complete a comprehensive inventory of invasive species in Saugatuck City (exclude Saugatuck Wilds Natural Area and Saugatuck Harbor Natural Area?)
- Have Allegan Conservation District staff inventory invasive species in the following:
 - Mount Baldhead Park
 - Mildred E. Peterson Nature Preserve
 - Remaining Parks (these are manicured so few invasives are anticipated)
 - Saugatuck Roadsides
- Identify appropriate eradication plan for each species and location (manual removal, herbicide, other?)
- Determine which species can be removed by volunteers
- Draft RFP that describes removal efforts requiring professional assistance
- Identify vendors that can provide removal services and request RFP submission
- Determine where replacement plants are required to ensure new invasives do not occupy areas cleared of current invasives
- Develop plan identifying replacement plants and planting approach
- Draft RFP that describes replacement plantings requiring professional assistance
- Develop maintenance plans

Saugatuck Invasive Species Evaluation and Eradication Project Charter

Project Exclusions

Deep water aquatic areas are excluded from this project.

Project Risks and Mitigation:

Risks:

Costs for species removal and replacement plants could be significant. Budgeted funds may not be available in 2025.

External resources may not be available in our timeframe.

Target End Date: 12/31/2025

Charter Preparation Date: 5/12/2025

Charter Prepared by: Nancy Kimble

PROPOSAL FOR CONSERVATION SERVICES



This proposal was created for:

City of Saugatuck
102 Butler St, Saugatuck, MI 49453

General Background and Scope of Work:

This proposal outlines a plan to conduct a comprehensive survey of invasive species and ecological threats within the City of Saugatuck. The purpose of this survey is to identify current and emerging ecological risks, enabling city staff and partners to prioritize management actions effectively and maintain the ecological quality of the city's natural areas and right-of-ways. We recommend the following work plan in 2026:

1. Invasive Species Survey

- Conduct a comprehensive survey within the City of Saugatuck (see *Appendix A* for map) to identify existing and emerging invasive species and other potential ecological threats.
 - Surveys will include both road-side monitoring of public right-of-ways, as well as walking surveys within parks, natural areas, and other greenspaces.
 - Field surveys will take place during multiple periods of the growing season to capture seasonal variation and ensure a holistic assessment of the plant communities:
 - Spring-early summer 2026
 - Late summer-early fall 2026
- Following completion of the field surveys, we will provide a detailed written report accompanied by key findings, maps, and ranked priorities of invasive species threats within the City.
 - Target date for report submission: **October 15, 2026**

Project Timeline:

- Field surveys will be conducted between **May-September of 2026**.
- Completed report will be submitted by **October 15, 2026**.

Project Budget:

- Invasive Species Survey & Report
 - All parcels and natural areas outlined in *Appendix A* - **\$22,000** (50% billed in June, 50% billed upon submission of report) ☐
 - Saugatuck Wilds Park (~170 acres) - **\$4,000** (50% billed in June, 50% billed upon submission of report) ☐

***PLEASE CHECK THE APPROPRIATE BOXES ABOVE TO INDICATE ACCEPTED SERVICES. TO ENSURE TIMELY SCHEDULING AND SERVICE DELIVERY, PLEASE RESPOND PROMPTLY. DELAYS IN RESPONSE MAY RESULT IN CHANGES TO PROPOSED PROJECT TIMELINE OR AVAILABILITY.**

Exclusions:

The following items are excluded from this proposal:

- Creation of long-term stewardship or management plan.
- Treatment of any identified invasive species.
- Assessment of privately owned parcels (unless written permission is granted beforehand).
- Detailed assessments of natural communities beyond general invasive species observations.
- Permitting, regulatory approvals, or coordination with other agencies required for management actions.

While not covered under this proposal, we are happy to provide proposals for any of the above items upon request.

Note: This proposal accounts for pricing of all labor, materials, and equipment necessary to execute 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.

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Qualifications:

ODC Conservation Services staff 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 across Michigan.
- Combined 25+ years' experience in invasive species management.
- Successfully restored over 250 acres of native prairie habitat.
- Experienced consultants in invasive species management, habitat assessment, and ecological restoration.
- Experience designing, installing, and maintaining native gardens/landscape beds.
- Proficient in identification of native and non-native Michigan flora and fauna.
- Advanced wetland delineation certification.
- Experienced GIS professionals.

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



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

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

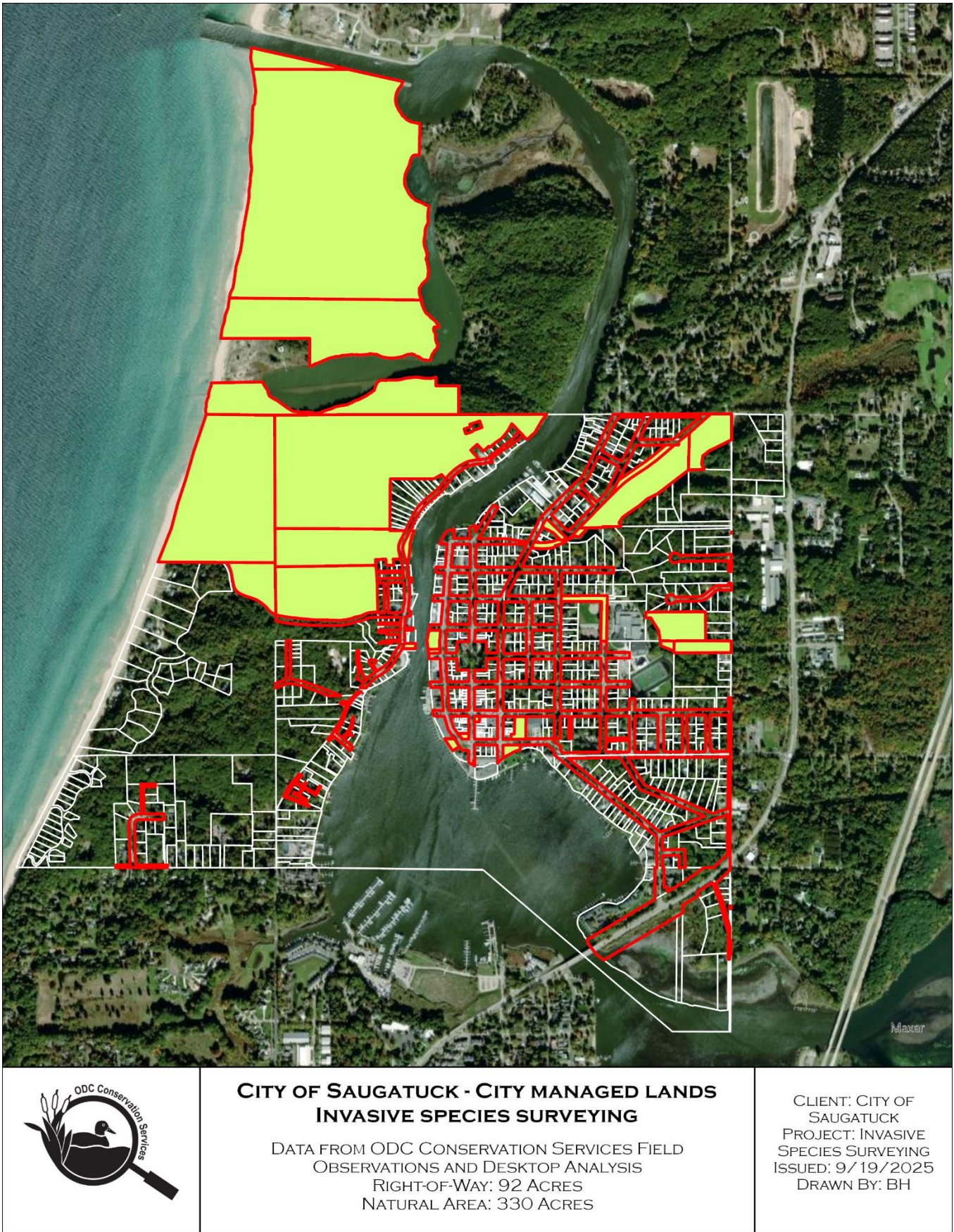
Signature of Authorized Property Owner/Manager

Date



INITIAL _____

Appendix A: Map of Survey Area



INITIAL _____



City Council Agenda Item Report

FROM: Scott Herbert – Public Works Superintendent

MEETING DATE: December 23, 2025

SUBJECT: Mt. Baldhead Revegetation

DESCRIPTION:

The PPW Committee and City Staff continue to refine details related to the Council Priority to revegetate the Mt. Baldhead slope.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Discussion only.

Mount Baldhead Revegetation Project Charter

Goal: Revegetate Mount Baldhead with native trees and forbs.

Objectives

- Remove invasive species
- Ensure minimal dune erosion
- Install replacement plants with the highest possible survival chances.

Participants

Saugatuck Staff – Scott Herbert and Michelle Gibson

Lead PPW Committee Member - Nancy Kimble

External Resources –Allegan Conservation District (ACD)

Potential Vendors – Outdoor Discovery Center and Kalamazoo Nature Center

Saugatuck City Council – All current Council members

Background

A significant population of the invasive plant, Asian bittersweet, was identified on the eastern slope of Mount Baldhead in 2012. In 2013, to eradicate bittersweet, targeted herbicide was applied. Unfortunately, the herbicide did not perform as anticipated, and nearly all plant species in the application area died. New plants were subsequently installed but the survival rate of the new plantings was low. As a result, the plants are relatively sparse in this area and many of those are invasive plants. There are also erosion concerns.

Scott Herbert contacted the Allegan Conservation District (ACD), and their staff surveyed the site to determine the presence of invasive species. A report was prepared that identified the invasive species currently inhabiting the site. The next step is to remove the invasives and replace them with appropriate natives. ACD staff are not available for invasives removal and new plantings. Instead, their report will be provided to vendors that are able to treat the invasives, recommend new plants, and perform the installation.

Scott was able to locate historical records that documented the trees that existed previously but that did not survive the herbicide application. This report will be provided to all identified vendors.

Approach

- Identify qualified vendors that can remove invasive species
- Provide vendors with historical records and ACD report on current invasive species
- Receive proposals from vendors for invasive plant removal and installation of appropriate native plants
- Evaluate proposals for cost effectiveness and risk mitigation (drought conditions, deer browse and human traffic)
- PPW Committee will select proposal with greatest success chance and recommend to City Council

Project Exclusions

Other areas of Mount Baldhead are excluded from this project.

Project Risks and Mitigation:

Risks: The most significant risk is poor survival rate of plantings

Mitigation: Carefully evaluate each proposal to ensure each known risk is minimized. Monitor conditions of plants for the first 2-3 years after installation and adjust mitigation measures as appropriate.

Target End Date: 12/31/2026

Charter Date: 12/12/2025

Charter Prepared by: Nancy Kimble

PROPOSAL FOR CONSERVATION SERVICES



This proposal was created for:

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

General Background and Scope of Work:

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

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

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

2. Dune Revegetation

- Large areas of exposed soil across the dune north of the stairway currently face high risks of erosion and rapid recolonization by adjacent invasive species. To stabilize these areas, prevent further invasive spread, and enhance both habitat quality and aesthetics, we propose installing a diverse mix of native trees, shrubs, grasses, and forbs in the vacant space.
- Species selection will highlight erosion control, drought tolerance, and deer resistance, recognizing the heavy browsing pressure present at this site. Plantings will be matched to each micro-site's soil and sunlight conditions to maximize survival rates and ecological value.
 - **Trees:** Sugar Maple (*Acer saccharum*), Tulip Poplar (*Liliodendron tulipifera*), Basswood (*Tilia americana*), White Pine (*Pinus strobus*), Oak (*Quercus spp.*), Bladdernut (*Staphylea trifolia*), Serviceberry (*Amelanchier spp.*), etc.
 - **Shrubs:** Witch Hazel (*Hamamelis virginiana*), Sand Cherry (*Prunus pumila*), Ninebark (*Physocarpus opulifolius*), Spicebush (*Lindera benzoin*), Arrowwood Viburnum (*Viburnum dentatum*), Northern Bush Honeysuckle (*Diervilla lonicera*), Sweet Fern (*Comptonia peregrina*), etc.
 - **Forbs/graminoids:** Canada Wild Rye (*Elymus canadensis*), Bottlebrush Grass (*Elymus hystrix*), Little Bluestem (*Schizachyrium scoparium*), Beach Grass (*Ammophila breviligulata*), Sand Reed (*Calamovilfa longifolia*), Penn Sedge (*Carex pensylvanica*), Columbine (*Aquilegia canadensis*), Hairy Puccoon (*Lithospermum carolinense*), Dotted Mint (*Monarda punctata*), Flowering Spurge (*Euphorbia corollata*), etc.

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- Approximately **500** native plants will be installed throughout the unit, including, bare-root, 1-3 gallon, and 4" plugs.
 - Protective exclusion measures such as tree tubes and four 900 ft² sections of 6'-tall exclusion fencing will be implemented where applicable to prevent herbivory and physical damage to developing plantings (See *Appendix B* for layout).
 - Informational signage will be installed in high-traffic and erosion-prone areas to encourage public awareness, limit off-trail usage, and protect restoration efforts (See *Appendix B* for examples).
 - **"Sensitive Habitat Area – Keep Out"** signs (4"x6") will be placed at key intervals and potential access points throughout the unit as needed.
 - A total of four (4) **"Restoration in Progress"** signs (2'x3') will be placed in key locations to minimize off-trail use and reduce disturbance from hikers.
 - In addition to the live plantings, a custom native seed mix highlighting dune-adapted forbs and graminoids will be seeded following invasive species management efforts to enhance diversity and further stabilize exposed soils.

Project Timeline:

- Invasive species management ongoing during the 2026 growing season
- Live plantings and native seeding will be phased as invasive species treatments allow, from spring through early fall of 2026
- Signage and exclusion fencing will be installed immediately following planting.

Project Budget:

- **Invasive Species Management in 2026 - \$10,000** (billed in June 2026) ☐
- **Dune Revegetation (500 plants) - \$11,860** (billed in June 2026) ☐

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

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

Exclusions: This proposal does not account for:

- Installation of exclusion fencing beyond what is outlined in this proposal.
- Production and installation of signage beyond what is outlined in this proposal.
- Installation or management of irrigation features.
- Removal of standing dead plant material following invasive species control measures.
- Replacement of damaged lawn, landscape plants, trees or shrubs as a result of nearby invasive species control measures.
- Replanting of native vegetation following invasive species control measures (unless otherwise stated on the proposal).

**** We are happy to assist with any of the above items upon request through a separate proposal. For custom signage inquiries or quotes, please contact: dylana@outdoordiscovery.org.**

INITIAL_____

Qualifications:

ODC Conservation Services staff are highly qualified conservation professionals.

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

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



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

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

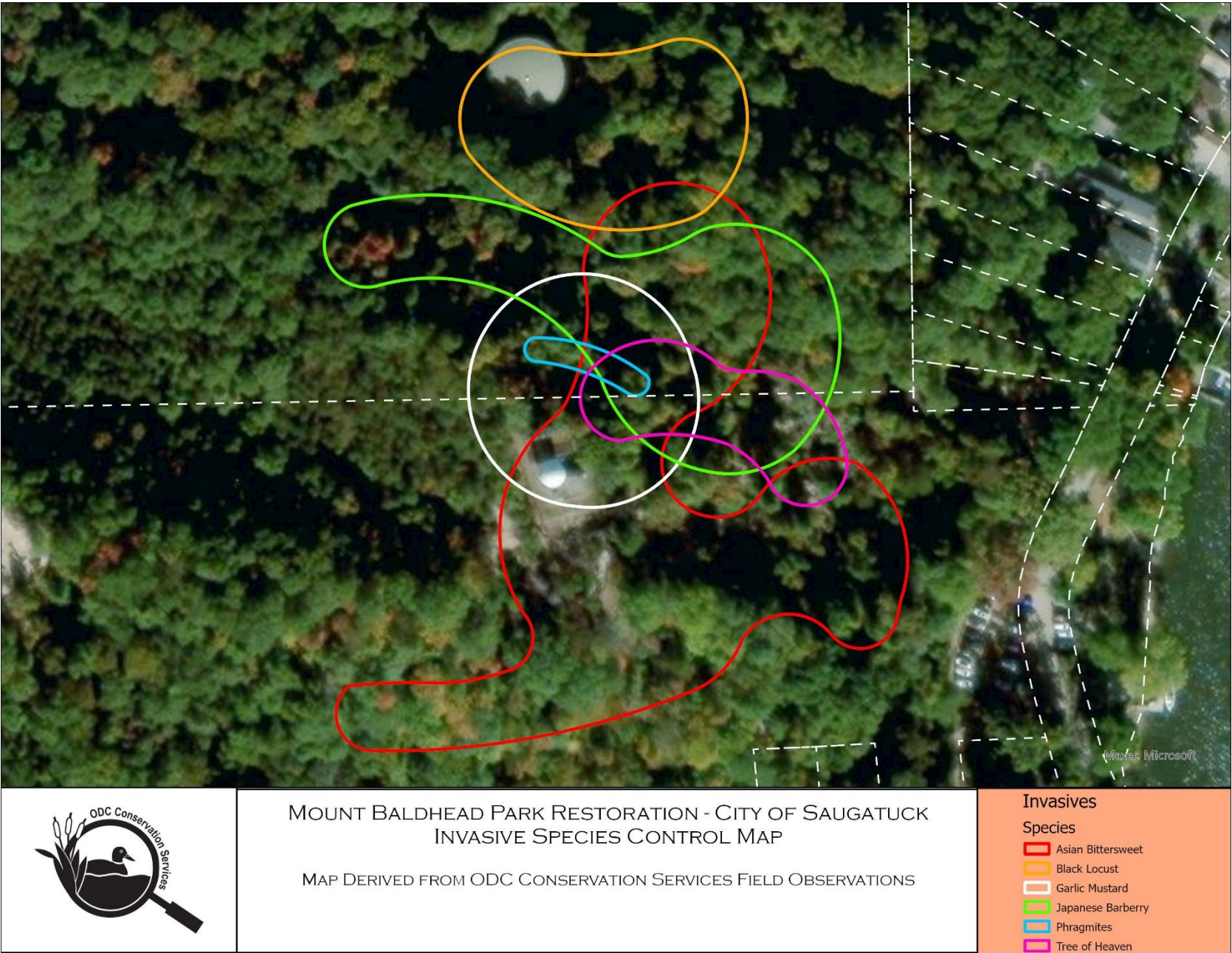
Signature of Authorized Property Owner/Manager

Date



INITIAL _____

Appendix A: Map of Surveyed Invasive Species



INITIAL _____

Appendix B: Replanting Zones and Tree Exclusion Areas



INDIVIDUAL TREE PROTECTIONS

TREES WILL RECEIVE A 4' TREE TUBE FOLLOWING PLANTING TO DISCOURAGE HERBIVORY OF MERISTEMS AND DESTRUCTION OF PERIDERM. TUBES ALSO INCREASE HUMIDITY AROUND YOUNG TREE TO INCREASE SURVIVABILITY.



DEER EXCLUSION ZONES



30'X30' AREAS WILL BE FENCED OFF TO PREVENT DEER AND ANTHROPOGENIC DISTURBANCE WHILE THE PLANT COMMUNITY DEVELOPS. EXCLUSION AREAS ARE STRATEGICALLY PLACED IN SPARSELY VEGETATED AREAS PRONE TO EROSION.

SIGNAGE OPTIONS



CUSTOM SIGN PRINTING AVAILABLE UPON REQUEST

INITIAL_____



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

PROJECT WORK PLAN AND ESTIMATE FOR

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

Date: 9/2/2025

TOTAL ESTIMATE

\$10,107.00

scott@saugatuckcity.com

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

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

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

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

GRAND TOTAL \$ 10,107.00

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

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

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

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



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

PROJECT WORK PLAN AND ESTIMATE FOR

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

Date: 9/2/2025

TOTAL ESTIMATE

\$23,514.50

scott@saugatuckcity.com

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

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

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

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

GRAND TOTAL	\$ 23,514.50
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This is an estimate, actual invoices will be based on specific costs and quantities of materials purchased and actual labor time spent on the project.

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

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

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

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

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

Herbaceous Forbs - Scientific Name

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

Woody Shrubs, Vines - Scientific Name

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

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

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

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

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

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

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

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

NOTE:



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



City Council Agenda Item Report

FROM: Scott Herbert – Public Works Superintendent

MEETING DATE: December 23, 2025

SUBJECT: Warming Station

DESCRIPTION:

At the last PPW meeting, Lisa Mize from the CVB presented the potential warming station located at the Mize Rose Garden. This is a chance for the PPW Committee to discuss their thoughts about the proposed idea.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Discussion only.

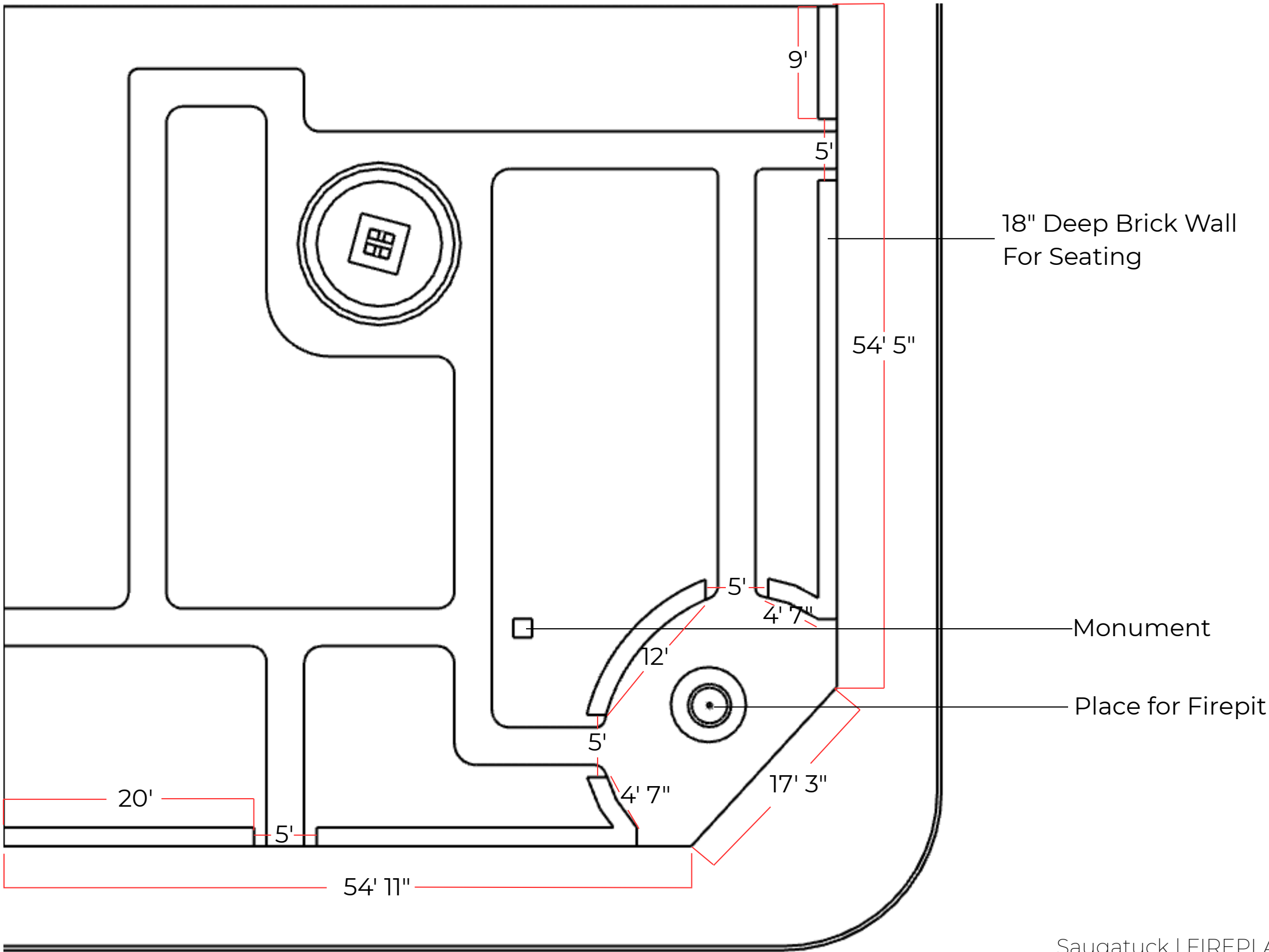
SAUGATUCK WARMING STATION

BELDEN

Architectural Elements®

PLAN VIEW

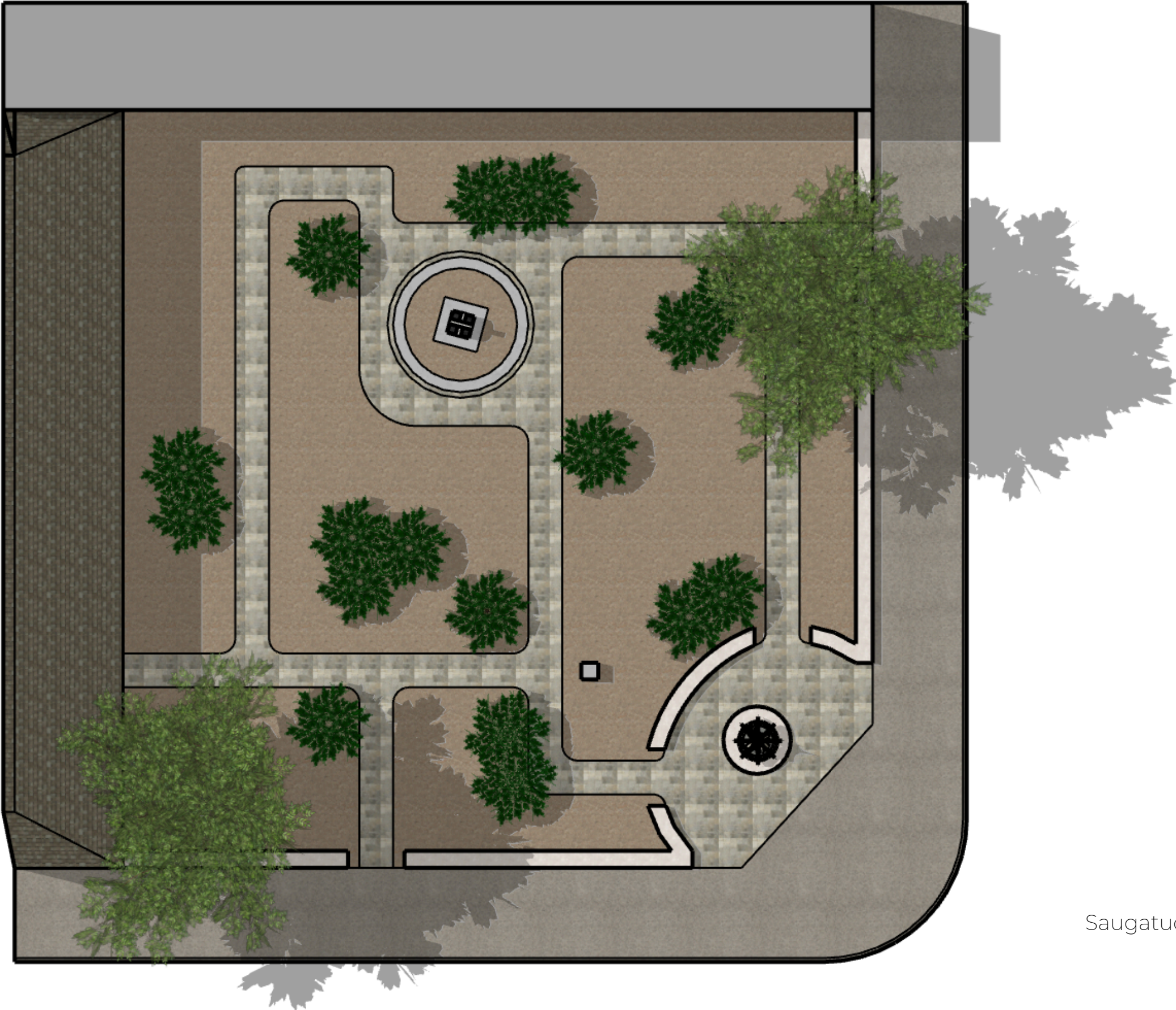
Location: Rosegarden



NOTE: These drawings are preliminary and for conceptual purposes only. Dimensions and layouts are not final.

PLAN VIEW

Location: Rosegarden



Saugatuck | FIREPLACE

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PERSPECTIVE

Location: Rosegarden



Garnet Blend



Limestone

10" High

Saugatuck | FIREPLACE

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Architectural Elements®

PERSPECTIVE

Location: Rosegarden

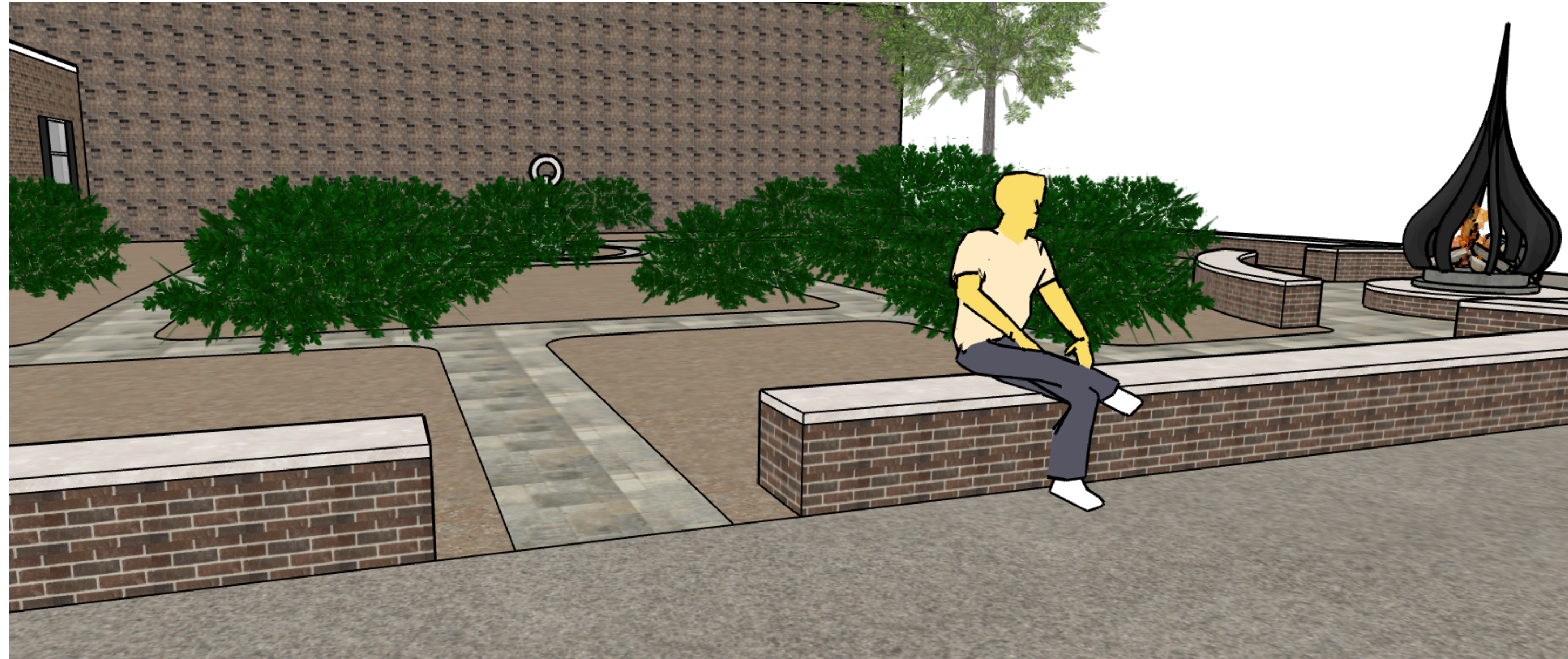


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PERSPECTIVE

Location: Rosegarden



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Architectural Elements®

PERSPECTIVE

Location: Rosegarden



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THANK YOU!

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Parks & Public Works Committee Agenda Item Report

FROM: Scott Herbert – Public Works Superintendent

MEETING DATE: December 23, 2025

SUBJECT: Priority Recommendations

DESCRIPTION:

The PPW Committee continues refining priorities to recommend to City Council for consideration as they approach their annual Strategic Planning Session.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Discussion only.

PPW Committee Planning Recommendations				
Project	2024/2025 Status	Category	2024 Comment	11-2025 Comment

Projects in Progress: 2025/2026				
Village Square	Active	Large	Basketball Court Resurfacing: can the surface include art?	MI DNR Trust Fund Grant received. Should we pursue artistic court floors? Other ideas?
Maple Street	Active	Extra Large	Pedestrian/cyclist safety	Planned sidewalk is ending at apartments near North St.; what is cost to extend to North St.?
Mount Baldy Infrastructure and Revegetation	Active	Large	Restrooms and step repair planned/underway. What about invasives, parking lot, and radar building?	Restrooms and step repair underway. Invasives/revegetation proposals received. Pavilion still needs work.
Invasive Species Assessment	Active	Small	The focus is on community education. Website development is underway. Kalamazoo River invasives and wooly adelgid have been past focus but there are many more.	City Council 2025/2026 priority. Received proposal from ODC for comprehensive citywide assessment in 2026. Awaiting other proposals.
Saugatuck Natural Area	Active	Small	Ryan is finishing updates to the Management Document. PPW involvement?	ODC proposal to remove invasives and assess trails was approved by City Council on 12/8. Will need to implement trail recommendations in 2026.

PPW Committee Planning Recommendations				
Project	2024/2025 Status	Category	2024 Comment	11-2025 Comment
Signage	Active	Large		PPW Committee volunteers to identify signage needs for our parks.
Park Street	Active	Extra Large	PPW had this as a focus; still need us?	This continues to be a priority
Blue Star Trail	Active	Extra Large	Reaffirm commitment	Still stalled by tribal concerns.
New Infrastructure				
Elizabeth Street	Inactive	Large	Not a priority	Planning priority in 2026 with construction targeted for 2027.
Downtown Fire Pit	Inactive	Large		Project proposed by CVB; awaiting Council decision. No role for PPW Committee?
Streetscaping	Inactive	Large	Improve sidewalks, landscaping, and signage. Butler Street consideration with lead water line replacement	Should Butler Street planning begin in 2026?
Community Supported Projects				
Wicks Park	Inactive	Large	Restroom improvements	Restroom concerns validated by 2025 Master Plan Survey
Coughlin Park	Inactive	Extra Large	n/a	New restroom should be investigated; high priority for Master Survey respondents

PPW Committee Planning Recommendations				
Project	2024/2025 Status	Category	2024 Comment	11-2025 Comment
Add more benches and picnic tables	n/a	Small	n/a	PPW Committee will make recommendations for locations and placement
PPW Committee Recommendations				
Peterson Preserve	Inactive	Large	Need to address infrastructure and invasives	Water level controls located on private property remain a concern. Invasives will be included in Invasives Assessment.
Park Infrastructure Maintenance	n/a			Inventory all park structures and estimate remaining lifespan to anticipate future replacement costs.
Native Plantings	Active	Small	Encourage “Pocket Prairie” development in parks and by homeowners; first planting at Peterson Preserve.	Volunteers will continue adding plantings to Peterson Preserve. Estimates have been received for 2 additional planting zones. Donations will be sought to defray costs.
Dark Sky Initiative	Inactive	Large	Assess streetlights. Start with Lights Out - like Douglas?	Good effort in 2025; will attempt again in 2026. Support for dark skies was

PPW Committee Planning Recommendations				
Project	2024/2025 Status	Category	2024 Comment	11-2025 Comment
				substantial in 2025 Master Survey
Sustainable Community	Inactive	Large	Engage with MI Green Communities Initiative	PPW Committee recommends.
Long-Term (Dream Big) Projects				
Community Rec Center	Inactive	Extra Large	Is there a desire for a community rec center?	School District has acquired land adjacent to Douglas Community Church that may include this project.
Property Acquisitions	Inactive	Extra Large	Can we acquire the Peterson Mill Property when available?	Peterson Mill acquisition is recommended
Public Art Partnership	Inactive	Large	Encourage more art in public spaces, some could be rotating. Partner with SCA?	PPW Committee suggests creating an artist's group be formed that could recommend sites and art
Oval Beach Infrastructure				Replace current concession/facilities. This is big – will need to be Council priority
Miscellaneous				
Add Staff to Support Parks and Park Projects	Inactive			Hired Michelle in 2025. Additional staff are still required.
Oval Beach	Inactive	Small	Playground Spinner needs placement – Oval Beach possible?	No Playground Spinner for Oval Beach

PPW Committee Planning Recommendations				
Project	2024/2025 Status	Category	2024 Comment	11-2025 Comment
				See Long-Term Planning
Comprehensive Park Review	Inactive	Small/Medium	Inventory parks – what’s good and what could be improved	Still makes sense to do this.
Bicycle Racks and Fix-It Station(s)	Inactive	Small	Friends of the Blue Star Trail involvement possible	CVB addressed racks; Fix-It Station still needed
Kayak Launches	Inactive	Medium	Identify areas for public kayak launch (canoes and paddleboards too)	Will be included in Kalamazoo River Greenway project
Street End Leases				Need to understand lease agreements
Cook Park				Determine park boundaries available for use by city residents