



CITY COUNCIL MEETING AGENDA

February 24, 2025

The meeting will start at 6:30 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.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Mayor's Comments**
5. **City Manager Comments**
6. **Agenda Changes (Additions/Deletions)**
7. **Guest Speakers**
 - A. Sgt. Ben Haas – Allegan County Sheriff's Office – Annual Report
8. **Public Comment on Agenda Items Only (Limit 3 minutes)**
9. **Consent Agenda: (Roll Call) Pg.3**
 - A. Regular Meeting Minutes – February 10, 2025
 - B. Right of Way Signage Request – Mountainfilm on Tour
 - C. Right of Way Signage Request – Saugatuck Second Line
 - D. Proposal for Professional Services for the Preparation of a MDNR Passport Grant Application for the Village Square Courts
 - E. Board and Commission Appointments:
 - a. Leah Root to the Historic District Commission
 - b. Kathleen Quick to the Board of Review
 - c. Mark Bekken, Diana Decker, and Kathleen Quick to the Compensation Commission
10. **Staff Reports, Boards, Commissions & Committees: Pg.46**
 - A. **Staff Reports:**
 1. City Manager
 2. Treasurer
 3. Clerk

NOTICE:

Join online by visiting:

<https://us02web.zoom.us/j/2698572603>

Join by phone by dialing:

**(312) 626-6799 -or-
(646) 518-9805**

Then enter "Meeting ID":

2698572603

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

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

4. Planning and Zoning
5. Department of Public Works
6. Police
7. Engineer

B. Boards, Commissions & Committees:

1. Fire District Administration Board
2. Interurban Board
3. Kalamazoo Lake Sewer & Water Authority
4. Kalamazoo Lake Harbor Authority
5. Zoning Board of Appeals
6. Historic District Commission
7. Planning Commission
8. Parks & Public Works Committee
9. Tri-Community Non-Motorized Trail Study Committee
10. Water System Operations Contract Advisory Committee
11. Wildlife Management Committee

11. Approval of Accounts Payable: (Roll Call) Pg.67

- A. Accounts Payable in the amount of \$1,163,443.11.

12. Public Hearings

13. Unfinished Business

14. New Business

- A. Saugatuck Harbor Natural Area Master Plan Update (Roll Call) **Pg.69**

15. Public Comments (Limit 3 minutes)

16. Correspondence: Pg.93

- A. Baitao Xia and Ping Wei Correspondence

17. Council Comments

18. Adjourn (Voice Vote)



CITY COUNCIL REGULAR MEETING MINUTES- *proposed*
February 10, 2025

The City Council met to have a Regular Council Meeting at City Hall.
102 Butler St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Mayor Anderson at 6:30 p.m.

Pledge of Allegiance.

Attendance:

Present: Mayor Anderson, Councilmembers Clark, Dean, Muncey, Peterson and Gardner.

Absent: Gardner.

Motion by Stanton, second by Dean to excuse Gardner from tonight's meeting. Via voice vote, motion carried 6-0.

Others Present: City Manager Cummins, Zoning Director Thompson, DPW Superintendent Herbert, Attorney Jake Witte and Clerk Wolters.

Mayor Comments:

Mayor Anderson expressed gratitude for living in the area, remarking on the beauty of the sunset and the privilege of seeing the Kalamazoo River and Lake Michigan regularly. She also took a moment to recognize the city's successful election audit, congratulating the Clerk Wolters, Deputy Clerk Williams and the election team on achieving a perfect audit of the presidential election in Saugatuck. As an election inspector herself, she praised the rigorous procedures and attention to detail required to ensure fair and free elections. She commended Clerk Jamie for her poise under pressure and highlighted the significance of achieving a flawless audit, acknowledging the many meticulous steps involved in the process.

City Manager Comments:

City Manager Cummins commended the city clerk's team for their exceptional work during the presidential election, noting their process as a model for others. He highlighted Clerk Wolters's leadership, as fellow clerks have sought her guidance. He mentioned his recent appearance on Council Member Muncey's radio show with Mayor Pro Tem Stanton to discuss city matters. Cummins reported that annual lead testing showed no sites above action levels, though the city remains committed to replacing lead service lines. He also announced that Sergeant Haas will present an annual policing

report on February 24. Lastly, he noted that the next workshop would cover Capital Improvement Planning updates and infrastructure projects, encouraging residents to tune in.

Agenda Changes: None.

Guest Speakers:

Kristen Armstrong, Director of the SCA, highlighted the organization's programming for 2025, centered around the theme "Thrive," emphasizing the role of arts in personal, family, and community well-being. She noted ongoing initiatives, including school programs, exhibitions, and concerts, with a shift to weekly events during the off-season and daily programming in summer.

Jim Bouck, Vice Chair of Zoning Board of Appeals, presented the Zoning Board of Appeals 2024 annual report.

Steve Manns, Chair of Planning Commission, presented the Planning Commission 2024 annual report.

Public Comment on Agenda Item Only:

Steve Manns, Weirich Dr. commented on agenda item #14b.

Councilmember Russ Gardner (*via zoom*), Spear St. commented on agenda item #14c.

Consent Agenda:

- A. Strategic Planning Meeting Minutes – January 24, 2025.
- B. Regular Meeting Minutes – January 27, 2025.
- C. 2025 Wicks Park Boat Slip Rate Adjustment.
- D. Approval of Agreement with E. Dowd's Crane Service LLC for Professional Tree Removal Services in the amount of \$11,627.50.
- E. New Bike Racks Downtown.
- F. Board and Commission Appointments:
 - Larry Blose to Board of Review.
 - Joe Clark to the Kalamazoo Lake Sewer & Water Authority.
 - Christopher Raphael to the Zoning Board of Appeals as a Full Member.
 - Matt Holley to the Zoning Board of Appeals as an Alternate Member.

Motion by Stanton, second by Clark to approve the consent agenda. Via roll call vote, motion carried 6-0.

Staff Reports, Boards, Commissions & Committees:

The City Manager, Treasurer, City Clerk, Director of Planning & Zoning, Department of Public Works, Engineer and Police submitted status reports of current activities since the last regular council meeting on January 27, 2025, for their respective departments.

Fire District Administration Board, Dan Fox:

Dan Fox, city representative for the Saugatuck Township Fire Department, provided a brief update. He announced the next meeting scheduled for February 17. During a recent workshop, the district received a presentation from Grand Rapids Administrative Fire Chief Brad Brown on facility planning. The workshop also included a review of apparatus upkeep costs, including per-mile expenses for fire vehicles. A significant discussion focused on acquiring a second transport-capable first-response vehicle to support EMS calls, which make up nearly 60% of the district's responses. The proposed plan involves

purchasing a new truck chassis and mounting a refurbished ambulance box, a cost-saving measure, though the total expense remains over \$200,000. A vote on this purchase is set for the February 17 meeting. Fox also briefly commented on parade safety security measures, referencing enhanced barriers in New Orleans during the Super Bowl and similar efforts in Holland for Tulip Time. Holland is investing in additional safety equipment, including over 100 concrete barriers, to protect parade routes and pedestrian areas. Fox highlighted public safety as a top priority for the city, emphasizing ongoing discussions and concerns regarding event security.

Interurban Board, Councilmember Muncey:

Councilmember Muncey provided an update on the fiscal year, which runs from October to October. He reported that ridership for the first quarter reached 14,422, the highest in the service's history, reflecting continued growth. The district's new building is expected to break ground in the spring, marking progress on the project. Additionally, the annual audit is still under review by Hungerford Nichols and will be ready for discussion at the February meeting, ensuring it meets the March 31 deadline. Muncey also addressed budget adjustments due to delays in federal grant funding. To proactively manage finances, he scheduled a budget meeting for the following afternoon to explore creative solutions while maintaining fiscal responsibility. However, with only 23% of the budget spent in the first quarter, expenditure remains on track. He concluded by noting that the budget meeting would take place at 1:00 PM, with the regular monthly meeting scheduled for Tuesday, the 18th, at the Interurban offices.

Kalamazoo Lake Sewer & Water Authority:

Mayor Anderson noted that Mark Bekken is stepping down from the board, and Councilmember Joe Clark was appointed through the consent agenda. She mentioned having discussions with both Mark Bekken and Barry Johnson, noting that Barry will reach his 20th year on the board on March 7, while Mark has served for 30 years. Mayor Anderson expressed deep appreciation for their long-standing service.

Kalamazoo Lake Harbor Authority, Councilmember Peterson: None.

Zoning Board of Appeals: None.

Historic District Commission, Councilmember Gardner: None.

Planning Commission, Councilmember Clark: None.

Parks & Public Works Committee, Mayor Pro-Tem Stanton:

At the last meeting Nancy Kimball was selected for chairperson of the committee. Kelly Roch was selected as vice-chair. The next meeting is February 25 at 10am and they will begin discussing renaming the old airport property.

Tri-Community Non-Motorized Trail Study Committee, Councilmember Dean:

The project is delayed as The Friends of the Blue Star Trail have communicated to their donors and member recently and council discussed in closed session.

Water System Operations Contract Advisory Committee, Councilmember Gardner and Councilmember Clark:

Councilmember Clark informed the council that the attorneys are working on a red line draft.

Wildlife Management Committee, Councilmember Dean: None.

Approval of Accounts Payable:

Motion by Peterson, second by Muncey to approve the accounts payable in the amount of \$474,123.11. Via roll call vote, motion carried 6-0.

Public Hearing: None.

Unfinished Business: None.

New Business:

Ordinance No. 250210-A - Amend the City Code of Ordinances to clarify the purchasing authority of the City of Saugatuck:

Motion by Stanton, second by Clark to amend the city Code of ordinances to clarify the purchasing authority of the City of Saugatuck. Via roll call vote, motion carried 6-0.

Ordinance No. 250210-B - Amend Title XV, Chapter 154, of the Code of the City of Saugatuck to amend section 154.022 (W)(3) to revise the required minimum gross finished floor area for Accessory Dwelling Units and to amend section 154.092 (J) to allow existing accessory dwelling units that do not conform to the requirements of 154.022 (W) to qualify for rental if all other applicable requirements are satisfied:

Motion by Clark, second by Stanton to approve Ordinance No. 250210-B an ordinance to amend Title XV, Chapter 154, of the Code of the City of Saugatuck to amend section 154.022 (W)(3) to revise the required minimum gross finished floor area for Accessory Dwelling Units and to amend section 154.092 (J) to allow existing accessory dwelling units that do not conform to the requirements of 154.022 (W) to qualify for rental if all other applicable requirements are satisfied. Via roll call vote, motion carried 6-0.

Updated Policy on Ethical Standards of Conduct:

Motion by Stanton, second by Peterson to approve the updated policy on ethical standards of conduct. Via roll call vote, motion carried 6-0.

Goals and Priorities for Fiscal Year 2025/2026:

Motion by Peterson, second by Muncey to approve the goals and priorities for fiscal year 2025-2026. Via roll call vote, motion carried 6-0.

Public Comment:

Diana Decker, Elizabeth St. announced that actors at the SCA need housing if anyone can spread the news.

Correspondence:

Cathy Brockington regarding Maple St. improvements and alerted the council about a Dawn Redwood tree in Wick's Park.

Council Comments:

Councilmember Clark expressed gratitude to Kristen, Jim, and Steve for their reports, highlighting the impressive work of the SCA and the exciting developments ahead. Clark also thanked fellow council members for passing the zoning changes, emphasizing their importance for the community, economy, and residents. The changes align with public input from the Short-Term Rental Task Force discussions, promoting responsible housing. Clark ended on a lighthearted note, mentioning Valentine's Day, the arrival of spring, and a reminder to order flowers.

Councilmember Dean expressed gratitude for the contributions of both the creative community and those working hard behind the scenes in Saugatuck. They specifically thanked the SCA for their great presentation and praised the planning commission for taking on challenging assignments, emphasizing deep appreciation for the hard work and dedication of the team.

Councilmember Muncey playfully acknowledged a great segue into Valentine's Day, mentioning they would be at the flower shop all weekend and inviting the community to stop by. They encouraged open communication, offering to clarify any statements through a call or text, emphasizing that some conversations are best had in person rather than through formal speeches.

Councilmember Peterson agreed with everything, but that spring is around the corner.

Councilmember Stanton echoed the appreciation for the guest speakers and commended the SCA for their outstanding work. She highlighted the organization's impact, particularly on working with young people and communities in need and expressed gratitude for all they do.

Mayor Anderson expressed appreciation for the council and staff, feeling fortunate to be part of the group. The Mayor also asked Jake to pass along thanks to Lizzie for her work on the ethics policy.

Adjournment:

Motion by Muncey, second by Peterson to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Anderson adjourned at 8:02 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: February 24, 2025
SUBJECT: Right of Way Signage – Mountainfilm on Tour

DISCUSSION:

The Saugatuck Center for the Arts has applied for a banner to be placed under the Saugatuck palette sign from March 8 through March 22.

The City Council may approve a banner as an exception, as listed in section 150.30(H). The conditions for approval of the exception are as follows:

1. The sign does not create a traffic vision obstruction;
2. The sign does not create a pedestrian traffic obstruction;
3. The sign is compatible with the surroundings and is not uniquely out of character for the community;
4. The sign does not create a situation which could be detrimental to health safety, or welfare; and,
5. The banner shall be displayed for no more than three 14-day periods between January 1 and December 31 of any year.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve the right of way application from the SCA for the Mountainfilm on Tour event.



Right of Way Sign Application

APPLICANTS INFORMATION

APPLICATION NUMBER _____ - _____

Name Saugatuck Center for the Arts (Megan Scheerhorn) Address / PO Box 400 Culver Street
City Saugatuck State MI Zip 49453 Phone 2698572399
E-Mail megan@sc4a.org
Signature _____ Date 2/12/2025

SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Type: Number of Yard Signs _____ Number of Banners 1 (14' wide x 3' tall)

Dates to be displayed March 8 - 22

Further Comments: _____

This banner will be to promote an upcoming festival, Mountainfilm on Tour, at the Saugatuck Center for the Arts. We would like it to be displayed under the palette sign.

PLEASE INCLUDE THE FOLLOWING INFORMATION

Pursuant to Section 150.30, please attach the following supporting documents when applying for sign approval

Y N NA

- ☐ ☐ ☒ Dimensions and type of each proposed sign
☐ ☐ ☒ Map showing the location of each sign
☐ ☐ ☒ Explanation of how each sign will be attached and secured

Pursuant to Section 150.30(H), please to the following questions:

- ☐ ☒ ☐ Will the signs create a traffic vision obstruction?
☐ ☒ ☐ Will the signs create a pedestrian traffic obstruction?
☒ ☐ ☐ Are the signs compatible with the surroundings and is not uniquely out of character for the community? and
☐ ☒ ☐ Do the signs create a situation which could be detrimental to health, safety, or welfare?



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: February 24, 2025
SUBJECT: Right of Way Signage – Saugatuck Second Line

DISCUSSION:

The Red Horse Center has applied for a banner to be placed under the Saugatuck palette sign from February 18 through March 5. See attached graphic for banner design.

The City Council may approve a banner as an exception, as listed in section 150.30(H). The conditions for approval of the exception are as follows:

1. The sign does not create a traffic vision obstruction;
2. The sign does not create a pedestrian traffic obstruction;
3. The sign is compatible with the surroundings and is not uniquely out of character for the community;
4. The sign does not create a situation which could be detrimental to health safety, or welfare; and,
5. The banner shall be displayed for no more than three 14-day periods between January 1 and December 31 of any year.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve the right of way application from The Red Horse Center advertising the Saugatuck Second Line.



Right of Way Sign Application

APPLICANTS INFORMATION

APPLICATION NUMBER _____

Name Red Horse Center Address / PO Box 6181 122nd Ave.,
City Fennville State M Zip 49408 Phone 616.283.6634
E-Mail fred@redhorse.red
Signature _____ red horse center Date 2.14.25

SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Type: Number of Yard Signs _____ Number of Banners 1
Dates to be displayed 2.18.25 to 3.5.25
Further Comments: _____

PLEASE INCLUDE THE FOLLOWING INFORMATION

Pursuant to Section 150.30, please attach the following supporting documents when applying for sign approval

Y N NA

- ☒ ☐ ☐ Dimensions and type of each proposed sign 4' x 12'
☒ ☐ ☐ Map showing the location of each sign Traditional location under the palette sign
☒ ☐ ☐ Explanation of how each sign will be attached and secured DPW, coordinated with CVB

Pursuant to Section 150.30(H), please to the following questions:

- ☐ ☒ ☐ Will the signs create a traffic vision obstruction?
☐ ☒ ☐ Will the signs create a pedestrian traffic obstruction?
☐ ☒ ☐ Are the signs compatible with the surroundings and is not uniquely out of character for the community? and
☐ ☒ ☐ Do the signs create a situation which could be detrimental to health, safety, or welfare?

Saugatuck Second Line

Mardi Gras Pub Crawl

Fat Tuesday, March 4
4-9pm

Begins at
Wally's Bar & Grill

More info: redhorse.red/ssl



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: February 24, 2025

SUBJECT: Proposal for Professional Services for the Preparation of a MDNR Passport Grant Application for the Village Square Courts

DESCRIPTION:

Improvements to the courts at Village Square Park are listed as a priority for this fiscal year and next fiscal year.

Our engineers have evaluated the area. The condition of the concrete isn't a concern, but the current courts are smaller than regulation courts as they don't contain the out of bounds perimeters. The Parks and Public Works Committee previously suggested making the courts more multipurpose. The DPW Superintendent has noted that improvements to the courts have been planned for many years and could benefit from improvements to fencing and bringing back bleachers.

Our engineer has provided the attached project cost estimate of \$300,000 to:

- Enlarge the existing basketball court to 56-foot width by 100-foot length (50'x94' plus 3' out of bounds area around the perimeter).
- Enlarge the existing tennis court to 60-foot width by 102-foot length (36'x78' plus 12' out of bounds area around the perimeter).
- Replace the basketball hoops.
- Replace the tennis net.
- Replace perimeter fencing.
- Add bleachers.
- Resurface both courts.
- Incorporate a Futsal (or other multi-sport) court

A donor has come forward and offered to pay \$100,000 toward a project. Our engineers have recommended applying for a \$150,000 DNR Passport Grant to also help fund the project.

Attached is a proposal to prepare and submit the grant application. The donor is willing to cover the cost of the grant application. A grant announcement would not occur until December 2025. If awarded the grant, design would start fall 2025 and construction would occur in fall 2026.

If we are unsuccessful with the grant application, staff will re-evaluate project options and cost and discuss further with Parks and Public Works and City Council.

LEGAL REVIEW:

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

SAMPLE MOTION:

Motion to approve the proposal for professional services from Fleis and Vandenbrink for the preparation of a Michigan DNR Passport Grant application in the amount of \$3,600.

February 12, 2025

Via Email: rcummins@saugatuckcity.com

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

Re: Proposal for Professional Services for the Preparation of a MDNR Passport Grant Application

Dear Ryan,

We are pleased to provide our proposal for preparing a grant application for the Michigan Department of Natural Resources (MDNR) Passport Grant Program. This application would be for proposed improvements to the east portion of Village Square Park, the City's 2.5 acre centrally located park at the three corners of the intersection of Butler and Main Street. The park has both active and passive zones with the northwest corner of the park containing the recently renovated Children's playground and serves as the site of Memorial Day/Veterans Day festivities. The east portion currently contains a tennis court and basketball court area, that are north and south respectively, of the existing public restroom building. Improvements to these court areas will be the focus of the grant application.



SCOPE OF SERVICES

TASK A – Passport Grant Application

Many communities rely on MDNR grant programs to acquire, develop or redevelop recreational facilities to improve the quality of life for their residents and promote a healthy active lifestyle. The following is an overview of basics and key factors that can lead to a successful grant application.

The application must be submitted by the application deadline of April 1, 2025 with the following:

- Completion of a MDNR Grant Application Form via the MDNR MiGrants online portal.
- Application narrative prepared by F&V with information and input from community staff.
- Revise site master plan as needed based on City comments and labeling proposed elements identified as part of this grant application.
- Project location map will be prepared by F&V.
- Boundary map – Provided by community and must delineate the legal boundaries of the property identified for park use. F&V will assist in map delineation.
- Documentation of Site Control Form (PR1956-1). Completed by community and community's legal counsel.

- g. Certified resolution from the governing body committing to the application. This resolution should be adopted at a public hearing with an advertisement 7 days prior to meeting. F&V will provide a sample ad and resolution. City to provide a copy of affidavit of publication from local paper.
- h. Documentation of local match sources – letters of commitment for match sources.
- i. Prepare elevation and plan view of any proposed structures, if necessary.
- j. City will be tasked with gathering any letters of support from local stakeholders and groups.
- k. Prepare supplemental information, if necessary, after preliminary application scoring.

Professional Fee

We propose to complete the work described in the Scope of Services for a lump sum fee, invoiced monthly based on percent complete in the amount below.

Task	Description	Fee
Task A	Prepare MDNR Passport Grant Application	\$3,600

If the project is selected for funding, we will prepare a separate proposal for professional design, bidding and construction phase services that will be required for the project.

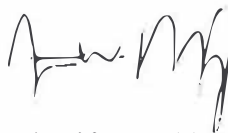
Authorization to proceed with Task A may be given by returning a signed copy of this letter. Please let us know if there are any questions.

Sincerely,

FLEIS & VANDENBRINK



Rick Stout, LLA LEED AP
Landscape Architect



Jon Moxey, PE
Principal

WORK AUTHORIZATION

Fleis & VandenBrink Engineering, Inc. is hereby authorized to perform MDNR Passport Grant Application for the City of Saugatuck as detailed in this letter dated February 12, 2025 and authorized as additional services under the existing agreement with F&V to provide Professional Engineering services to the City dated October 13, 2018.

Authorized Local Official

Date

City of Saugatuck
Village Square Court Improvements
Engineer's Pre-Design Estimate of Probable Project Cost



Project No.: 3187-38
By: JWM
Date: 10/24/2024

Scope: Enlarge the existing basketball court to 56-foot width by 100-foot length (50'x94' plus 3' out of bounds area around the perimeter). Enlarge the existing tennis court to 60-foot width by 102-foot length (36'x78' plus 12' out of bounds area around the perimeter). Replace the basketball hoops. Replace the tennis net. Replace perimeter fencing. Add bleachers. Resurface both courts. Incorporate a Futsal court.

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	ESTIMATED UNIT PRICE	ESTIMATED AMOUNT
1	General Conditions, Bonds, Insurance & Mobilization (10%)	LSUM	1	\$ 21,800.00	\$ 21,800
2	Soil Erosion and Sedimentation Control	LSUM	1	\$ 1,000.00	\$ 1,000
3	Fence Removal	Ft	100	\$ 10.00	\$ 1,000
4	Miscellaneous Removals	LSUM	1	\$ 2,500.00	\$ 2,500
5	Excavation and Grading	LSUM	1	\$ 5,000.00	\$ 5,000
6	Sand Subbase (6")	Cyd	90	\$ 30.00	\$ 2,700
7	Concrete Court Paving, 4 inch	Sft	4,240	\$ 10.00	\$ 42,400
8	Court Joint Repair and Coating	Syd	1,330	\$ 25.00	\$ 33,250
9	Basketball Goal Replacement (New Posts)	Ea	2	\$ 7,500.00	\$ 15,000
10	Tennis Net Replacement (New Posts)	Ea	1	\$ 5,000.00	\$ 5,000
11	Bleacher Structure, 5 Rows w/Guardrails, 15' Long	LSUM	1	\$ 10,000.00	\$ 10,000
12	Perimeter Fencing, 10 foot (Tennis Backstops)	Ft	100	\$ 130.00	\$ 13,000
13	Perimeter Fencing, 4 foot (Remainder of Perimeter, Both Courts)	Ft	530	\$ 105.00	\$ 55,650
14	Stone Edging Along Fencing	Syd	150	\$ 40.00	\$ 6,000
15	Upgrade Basketball Goals and Fencing with Futsal Nets	Ea	2	\$ 10,000.00	\$ 20,000
16	Turf Restoration	Syd	500	\$ 10.00	\$ 5,000

Estimated Construction Costs (Rounded): \$ 240,000
Undeveloped Details & Contingencies (10%): \$ 24,000
Est. Design & Construction Engineering, Permitting & Admin (15%): \$ 36,000
Total Estimated Project Cost: \$ 300,000

The Design Professional has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing. Bid prices may vary significantly based on these factors and market conditions at time of bid.



City Council Agenda Item Report

FROM: Luke Thompson Director of Planning and Zoning

MEETING DATE: 02/24/2025

SUBJECT: Historic District Commission Appointment

DESCRIPTION:

The City Clerk provided notice that applications are being accepted for the Historic District Commission. Applicant met with City Manager Ryan Cummins, Historic District Commission Chair Tim Straker and Mayor Anderson. After deliberation it is unanimously recommended that Leah Root be appointed to the Historic District Commission.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

Historic District Commission Chair Tim Straker was provided with a copy of the applications and interview questions, participated in the interviews, and provided his recommendations to Mayor Anderson.

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to appoint Leah Root to the Historic District Commission with a term ending 08-01-2025.

Name

Leah Root

Email

[REDACTED]

Home Phone Number

[REDACTED]

Mobile Phone Number

[REDACTED]

Address

[REDACTED]

Saugatuck, Michigan United States 49453-8607

Current Employer

RevSight

Occupation/Position

Owner/CEO

Business Phone Number

[REDACTED]

Business Reference Name

Chris Clark

Business Reference Phone Number

Business Reference Email

Does your employer have any business dealings with the City which might present a conflict of interest

No

If yes, please explain:

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

Serving on a board or commission can be time-consuming. Are you committed to attending all regularly scheduled meetings?

Yes

On which boards and/or commissions would you be willing to serve? .Board of Review

1

On which boards and/or commissions would you be willing to serve? .Historic District Commission

1

On which boards and/or commissions would you be willing to serve? .Planning Commission

1

On which boards and/or commissions would you be willing to serve? .Zoning Board of Appeals

1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:

I served as President of my neighborhood group in Chicago (Wicker Park Committee) for 2 years and served as various positions on the board for over 10 years. I sat on the Preservation & Development committee for over 10 years (Historic/Landmark and Zoning) and was a member of the Wicker Park Advisory Council for many years. I love to volunteer and find joy in giving back to my community to make it a better place.

I have a passion for Historic Preservation and believe that is what makes towns unique and attracts visitors and residents. We bought an 1870's farmhouse on the hill in Saugatuck and I'm eager to continue to preserve Saugatuck's historic charm.

Leah Root

Saugatuck, MI

Professional Experience

RevSight

Owner/CEO

2020 – Present

Full Service media & marketing firm helping clients drive revenue & build impactful brand partnerships

- Clients include Fortune, Trusted Media Brands, The Guardian, Sensical, Toss & Spin, Pickleball Magazine, Teads, and more
- Drive millions in revenue every year for traditional media clients and influencer & experiential brands
- Specialties include advertising, media, communications, digital, experiential, marketing
- For more information visit Revsight.com

TIME

VP Sales, Midwest (2018-2020_

Sales Director (2016-2017)

Account Director (2013-2016)

Integrated Sales Manager (2010-2013)

2010 – 2019

Chicago, IL

Driving millions in revenue by building cross platform partnerships around big ideas

- Strategically sell digital, native, social, experiential and print media.
- Manage over \$5M in revenue annually, surpassed sales goal 7 out of 8 years.
- Cultivate and lead day-to-day relationships with client and agency partners which resulted in multiyear partnership deals.
- Sold and executed 2019 TIME 100 partnerships including Cadillac (presenting) and United (supporting). Generated over \$1.3M in media across event, digital, social and print.
- Broke new digital business in 2019 including: Equality Can't Wait, BCBS, and Susan G. Komen.
- Closed 2020 State Farm "United We Rise" partnership for \$1.8M (event, digital, social, PR)
- Proven self-starter through continuous prospecting/planning and growing existing/new business.

Publishing Group of America

Midwest Manager, American Profile, Relish & Spry

2006 - 2010

Chicago, IL

Excelled in revenue generation, and launched two new media brands

- Launched Relish & Spry brands in the Midwest market and closed inaugural advertising packages.

Leah Root

- Developed, sold and executed the “Fruit of the Loom - Emerging Artist Concert Tour” at Walmart retail stores.
- Trained and mentored junior sales staff through the sales process.
- Cultivated and grew top-level accounts including: Walmart, P&G, Kimberly-Clark and McDonald's.
- Broke Shopper brands including SC Johnson and executed their #1 best redeeming coupon at Walmart.

PEOPLE en Español

Sales Manager

2003 - 2006

Chicago, IL

Broke new business, increased sales and launched digital site

- Increased revenue by 67% for my account list in the Midwest territory.
- New business wins included: Kohl's, American Family Insurance, Kleenex, JCPenney and Midol.
- Launched digital site in the Midwest market and secured two launch partners.
- Garnered expertise in the influence and consumer habits of the rapidly growing Hispanic market.

Starcom

Media Associate

2001 - 2003

Chicago, IL

Strategic Media Buyer & Planner for P&G and Delta Airlines

- Created and executed media plans for P&G brands including Cover Girl, Pantene, Olay, Tide and Old Spice that resulted in sales and awareness brand lift.
- Negotiated corporate rates, brand programs, merchandising, advertorial programs, added value and makegoods that resulted in over \$2M in savings.
- Developed P&G planning tools which were used when creating all brand media plans.
- Built strategic media plans for Delta airlines. Planned local and national television, print, outdoor and digital media.
- Analyzed competitive data and developed strategic media plans.
- Provided media insight/support to Delta Market Managers relating to media and sponsorships.

Education

B.S. in Advertising University of Florida

Starcom-Mediavest University, Graduate level Media Training

Internet Advertising Bureau (IAB) Digital Media Certification

Community Involvement

Wicker Park Committee, Membership Director (2018-2024) President (2014, 2015) Secretary (2017, 2013)

Wicker Park Advisory Council Member (2016-2024)

Wicker Park Committee, Preservation & Development Board (2013-2024)

Chicago Media Association, Director of Events (2014, 2015)

Saugatuck Woman's Club (2024)

Dear Saugatuck city leaders:

I'm submitting my application to join one of Saugatuck city boards. I'm very interested in giving back to the city and community and have a long background of community service & leadership. I served as President of my neighborhood group in Chicago (Wicker Park Committee) for 2 years and served as various positions on the board for over 10 years. I sat on our Preservation & Development committee for over 10 years (Historic/Landmark and Zoning) and was a member of the Wicker Park Advisory Council for many years. I have a passion for Historic Preservation and believe that is what makes towns unique and attracts visitors and residents. We bought an 1870's farmhouse on the hill in Saugatuck and I'm eager to continue to preserve Saugatuck's historic charm.

I'm an active volunteer and since moving to Saugatuck have volunteered at Venetian Days, Mt Baldy Challenge, DES and decorating the city for Fall. I've joined the Saugatuck Woman's Club as well. My professional background is in media and advertising, the last 20 years in media sales with the last 4 as the owner of my own media company. I work well with others and like to maintain an open mind. I try to focus on common sense solutions and compromises and I'm excited to help continue to make Saugatuck the best place to live and visit.

Thank you for your consideration.

Sincerely,

Leah Root

[REDACTED]

[REDACTED]

Name

Helen Baldwin

Email

[REDACTED]

Home Phone Number**Mobile Phone Number**

[REDACTED]

Address

[REDACTED]

Saugatuck, Michigan United States 49453

Current Employer

n/a

Occupation/Position

CPA (retired)

Business Phone Number**Business Reference Name****Business Reference Phone Number**

Business Reference Email

Does your employer have any business dealings with the City which might present a conflict of interest

No

If yes, please explain:

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

Serving on a board or commission can be time-consuming. Are you committed to attending all regularly scheduled meetings?

Yes

On which boards and/or commissions would you be willing to serve? .Historic District Commission

1

On which boards and/or commissions would you be willing to serve? .Parks and Public Works Committee

1

Please describe any qualifications, expertise or special interests that relate to

your possible appointment:

Former Council member and mayor pro tem

Former Chair of PPW

previously served on Board of Review for City of Pleasant Ridge



FROM: Jamie Wolters

MEETING DATE: February 24, 2025

SUBJECT: Board and Commission Appointments

DESCRIPTION:

A vacancy notice was sent out on November 25, 2024, for Board of Review and on December 9, 2024 for Board of Review. Mayor Anderson, staff and Deputy Assessor Jollay have conducted interviews, and the mayor is recommending the following appointments:

- Kathleen Quick to the Board of Review with said term expiring January 1, 2026.
- Mark Bekken, Diana Decker and Kathleen Quick to the Compensation Commission with said terms expiring February 24, 2028.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

YES

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to appoint the following:

- Kathleen Quick to the Board of Review with said term expiring January 1, 2026.
- Mark Bekken, Diana Decker and Kathleen Quick to the Compensation Commission with said terms expiring February 24, 2028.



P.O. Box 86, Saugatuck, MI 49453
Phone: 269.857.2603 Fax: 269.857-4406
Website: www.saugatuckcity.com

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS/COMMITTEES

Name: Kathleen T. Quick Home Phone: [REDACTED]
Home/Mailing Address: [REDACTED], Saugatuck, MI
E-mail Address: [REDACTED]
Employer: _____ Occupation/Position: _____
Business Phone: _____ Business Reference: Daikin - Janet Maxwell
et al
Are you a Saugatuck City resident? _____ Are you a registered Saugatuck City voter? _____

Do you or your employer have any business dealings with the City which might present a conflict of interest? No If yes, explain _____

Serving on a Board or Commission can be time-consuming. Are you committed to attending all regularly scheduled meetings? yes

On which Boards and/or Commissions would you be willing to serve?

<u>Board of Review</u>	Kalamazoo Lake Harbor Authority	Planning Commission
Fire District Board	Kalamazoo Lake Sewer & Water	Tri-Community Non-Motorized Trail Committee
Historic District Commission	Library Board	Tri-Community Wildlife Committee
Interurban Board	Parks & Public Works Committee	
<u>Compensation Commission</u>		<u>Zoning Board of Appeals</u>

Please describe any qualifications, expertise or special interests that relate to your possible appointment:

Taurus Planner 6 years
Planning @ Ford M Co & Daikin Inc. Total 35 years
"Corporate" Planning 6 years, Market Research Asia 4 years, Purchasing (2)

You may wish to submit a cover letter with your application. Please return the original to the City Clerk's office at the above address for processing. The City of Saugatuck recognizes and supports the concept of balanced representation in regard to filling vacancies on Boards and Commissions. To this end, every effort is made to appoint members who represent Saugatuck's diverse community, including citizens of all ethnic groups as well as people with disabilities. Reasonable accommodations and equal access to communication are provided upon request.

Signature: Kathleen T. Quick Date: Feb 6, 2025

****Disclaimer:** Per the City of Saugatuck's retention schedule this application will be kept on file for twelve months, unless you are chosen to serve on a board, then this application is kept on file for the duration of your term.

Jamie Wolters

From: no-reply@weebly.com
Sent: Thursday, December 12, 2024 11:35 AM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

Caution: This email originated from outside of the organization. DO NOT click on links or open attachments unless you recognize the sender and know the content is safe.

You've just received a new submission to your [Application for Boards & Commissions](#).
[Mark as Spam](#)

Submitted Information:

Name
Diana Decker

Email
[REDACTED]

Home Phone Number
[REDACTED]

Mobile Phone Number
[REDACTED]

Address
[REDACTED]
:Saugatuck, MI United States 49453

Current Employer

Century 21 Affiliated

Occupation/Position

Associate Broker

Business Phone Number

[REDACTED]

Business Reference Name

Bill Underdown

Business Reference Phone Number

[REDACTED]

Business Reference Email

[REDACTED]

Does your employer have any business dealings with the City which might present a conflict of interest

No

If yes, please explain:

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

Serving on a board or commission can be time-consuming. Are you committed to attending all regularly scheduled meetings?

Yes

On which boards and/or commissions would you be willing to serve? .Board of Review

1

**On which boards and/or commissions would you be willing to serve?
.Compensation Commission**

1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:

Associate Broker

Former elected Township Treasurer, served 8 years

Born in Douglas

Owner of a Commercial Building in Douglas

Family Business Farm in Glenn

Digital Signature

Diana Decker

Jamie Wolters

From: no-reply@weebly.com
Sent: Friday, September 20, 2024 2:28 PM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

Caution: This email originated from outside of the organization. DO NOT click on links or open attachments unless you recognize the sender and know the content is safe.

You've just received a new submission to your [Application for Boards & Commissions](#).
[Mark as Spam](#)

Submitted Information:

Name
Auston Marineau

Email
[REDACTED]

Home Phone Number
[REDACTED]

Mobile Phone Number
[REDACTED]

Address
[REDACTED]
Saugatuck, Michigan USA 49453

Current Employer

Michigan Supreme Court

Occupation/Position

Judicial Law Clerk

Business Phone Number

[REDACTED]

Business Reference Name

Chief Justice Elizabeth Clement

Business Reference Phone Number

[REDACTED]

Business Reference Email

[REDACTED]

Does your employer have any business dealings with the City which might present a conflict of interest

No

If yes, please explain:

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

Serving on a board or commission can be time-consuming. Are you committed to attending all regularly scheduled meetings?

Yes

On which boards and/or commissions would you be willing to serve? .Board of Review

1

On which boards and/or commissions would you be willing to serve? .Historic District Commission

1

On which boards and/or commissions would you be willing to serve? .Interurban Board

1

On which boards and/or commissions would you be willing to serve? .Kalamazoo Lake Harbor Authority

1

On which boards and/or commissions would you be willing to serve? .Parks and Public Works Committee

1

On which boards and/or commissions would you be willing to serve? .Planning Commission

1

On which boards and/or commissions would you be willing to serve? .Zoning Board of Appeals

1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:

Digital Signature

Auston Marineau

Submitted Files

Cover Letter

[REDACTED]

Resume

[REDACTED]

Auston (AJ) Marineau

[REDACTED] Saugatuck, MI 49453
[REDACTED]

September 20, 2024

Saugatuck City Council
102 Butler St,
PO Box 86
Saugatuck, MI 49453

Dear Members of the Saugatuck City Council,

I am writing to express my interest in serving on one of the city's boards or commissions—or frankly anywhere the city may have a need. Having recently returned to Saugatuck, the community where I grew up, I feel deeply connected to its history, values, and future. Although I may not have traditional qualifications for board and commission positions, I believe my diverse experiences can offer meaningful contributions to the city.

This past May, I graduated with honors from the University of Michigan Law School, and shortly after began clerking for the Chief Justice of the Michigan Supreme Court. This role has given me substantial exposure to legal research, drafting key legal documents, and understanding the inner workings of our state's legal system. During my time at the University of Michigan Law School, I held positions in both the private sector at some of the world's largest law firms and in public service, including working in Governor Whitmer's Office of Legal Counsel during the duration of my second year. Each of these roles honed my ability to approach complex issues from multiple perspectives and work collaboratively to find solutions.

Before beginning my legal career, I served as an infantry officer in the U.S. Army for seven years, with deployments to Afghanistan, Iraq, and Syria. Leading teams in high-pressure environments taught me to manage large groups, coordinate efforts across diverse organizations, and make strategic decisions in dynamic situations. I believe these skills, along with my strong sense of duty and love for this community, can support Saugatuck's continued success.

Growing up in Saugatuck, I had the privilege of being involved in various roles within the community—attending Saugatuck Public Schools, working in local restaurants, at the Saugatuck/Douglas Convention and Visitors Bureau, and as a tour guide for Saugatuck Dune Rides, among others. All of these experiences provided me with an intimate knowledge of our local history, natural beauty, and what makes Saugatuck such a special place. My personal experiences, combined with my family's longstanding connection to the area—my grandfather having served as the town doctor for over 40 years—have helped me build a strong connection with residents and visitors alike, a connection that I would like to deepen by giving back to the community that shaped me.

Thank you for considering my application. It would be an honor to contribute to Saugatuck's continued growth and success, and I look forward to the opportunity to serve in any capacity the council finds appropriate.

Very Sincerely,

Auston Marineau

Auston (AJ) Marineau

Saugatuck, Michigan 48104

EDUCATION

UNIVERSITY OF MICHIGAN LAW SCHOOL

Ann Arbor, MI
May 2024

Juris Doctor

Honors: Graduated *Cum Laude*; Pro Bono Pledge; Dean's Scholarship Recipient

Activities: Michigan Journal of International Law – Executive Editor; Michigan Law Veterans Society – Co-President; National Security Law Society – Co-President; Syrian Accountability Project – Chief Investigator; Michigan Law Softball Team Member

INDIANA UNIVERSITY

Bloomington, IN
May 2014

Bachelor of Arts in History

Activities: Men's Soccer Varsity Letterman (Lake Forest College)

Worked 25-40 hours per week in restaurant and tourism industries during undergraduate studies

EXPERIENCE

MICHIGAN SUPREME COURT

Judicial Law Clerk to Chief Justice Elizabeth T. Clement

Lansing, MI (August 2024 – Present)

- Responsible for researching and drafting all manners of memorandum, opinions, and orders; assist in coordinating the Chief Justice's communications within the court and assist with her administrative responsibilities and taskforce work

COOLEY LLP

Litigation Summer Associate (received offer of employment; will begin as associate in Chicago following clerkship)

Boston, MA (May – July 2023)

- Conducted legal research and drafted memoranda on complex litigation matters, providing critical support in case preparation, strategy development, and legal analysis
- Drafted and reviewed various legal documents, including motions, briefs, and discovery requests, ensuring accuracy, adherence to procedural requirements, and alignment with client objectives

OFFICE OF LEGAL COUNSEL FOR THE OFFICE OF THE GOVERNOR OF MICHIGAN

Senior Law Clerk

Lansing, MI (August 2022 – May 2023)

- Analyzed legislation for regulatory, constitutional, and other legal and policy deficiencies; delivered legal research, analysis, and memoranda regarding a variety of legal and policy issues concerning both the state of Michigan and the Office of the Governor

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

Summer Associate (received return offer for 2L summer)

Detroit, MI (May – July 2022)

- Drafted a \$5 million bond purchase agreement; created a 50-state survey regarding the implications of remote work on various state tax and employment laws and regulations; managed two expungement cases in coordination with the City of Detroit's Project Clean Slate
- Authored 10+ memoranda on topics including commercial litigation, guaranties, labor and employment, immigration, and real estate

UNITED STATES ARMY

(November 2014 – August 2021)

Infantry Officer, Honorably Discharged at the rank of Captain

Aide-de-Camp to Deputy Commanding General

Iraq; Syria; Fort Hood, TX (April 2019 – August 2021)

Assistant to a Two-Star British General charged with oversight of Coalition Forces in Iraq and Syria and ~95,000 U.S. soldiers

- Planned, facilitated, and prepared the General for engagements with a variety of entities, including the United Nations, NATO, and senior Defense and State department representatives from over 40 countries
- Managed the efforts of a 500 person staff tasked with preparing in-depth analysis and presenting options to shape the future of the mission to defeat ISIS, affecting the interests of 83 countries and ~20,000 military personnel
- Prepared speeches and official correspondence for the General; assisted with drafting whitepapers regarding Coalition and U.S. policy in Iraq and Syria which were routinely distributed to heads of state and top U.S. officials

Executive Officer

Iraq; Kuwait; Fort Hood, TX (June 2017 – March 2019)

Second-in-command of an 850-person multinational company focused on logistics during a 13-month combat deployment

- Ranked in the top 1% of Army Officers in formal evaluation
- Designed and implemented company accountability program to secure ~3,000 pieces of highly sensitive military equipment valued at \$200 million across 11 bases, spanning three countries, without any loss

Platoon Leader

Afghanistan; Fort Hood, TX (January 2016 – May 2017)

- Planned and conducted ~90 combat missions, synthesizing complex information and competing priorities into coherent and understandable orders; ranked as the #1 officer over 22 officers in formal evaluation
- Directed the daily operations of a 45-person team with military experience ranging from 1-17 years

SAUGATUCK DUNE RIDES

Tour Guide

Saugatuck, MI (May 2013 – October 2014; May – September 2024)

- Operated a 20-seat dune buggy, providing one-hour guided tours filled with local history, folklore, and a bunch of corny jokes

ADDITIONAL

Volunteer: Service to School Undergraduate and JD Ambassador

Interests: Playing all sports, trail running, Detroit professional sports teams, long walks and frequent beverage stops with my wife and dog

Security Clearance: Top Secret / Sensitive Compartmentalized Information Security Clearance

Jamie Wolters

From: no-reply@weebly.com
Sent: Wednesday, December 4, 2024 9:02 PM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

Caution: This email originated from outside of the organization. DO NOT click on links or open attachments unless you recognize the sender and know the content is safe.

You've just received a new submission to your [Application for Boards & Commissions](#).
[Mark as Spam](#)

Submitted Information:

Name
Leah Root

Email
[REDACTED]

Home Phone Number
[REDACTED]

Mobile Phone Number
[REDACTED]

Address
[REDACTED]
Saugatuck, Michigan United States 49453-8607

Current Employer

RevSight

Occupation/Position

Owner/CEO

Business Phone Number

[REDACTED]

Business Reference Name

Chris Clark

Business Reference Phone Number

[REDACTED]

Business Reference Email

[REDACTED]

Does your employer have any business dealings with the City which might present a conflict of interest

No

If yes, please explain:

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

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Yes

On which boards and/or commissions would you be willing to serve? .Board of Review

1

On which boards and/or commissions would you be willing to serve? .Historic District Commission

1

On which boards and/or commissions would you be willing to serve? .Planning Commission

1

On which boards and/or commissions would you be willing to serve? .Zoning Board of Appeals

1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:

I served as President of my neighborhood group in Chicago (Wicker Park Committee) for 2 years and served as various positions on the board for over 10 years. I sat on the Preservation & Development committee for over 10 years (Historic/Landmark and Zoning) and was a member of the Wicker Park Advisory Council for many years. I love to volunteer and find joy in giving back to my community to make it a better place.

I have a passion for Historic Preservation and believe that is what makes towns unique and attracts visitors and residents. We bought an 1870's farmhouse on the hill in Saugatuck and I'm eager to continue to preserve Saugatuck's historic charm.

Digital Signature

Leah Root

Submitted Files**Cover Letter**

[REDACTED]

Resume

[REDACTED]

Dear Saugatuck city leaders:

I'm submitting my application to join one of Saugatuck city boards. I'm very interested in giving back to the city and community and have a long background of community service & leadership. I served as President of my neighborhood group in Chicago (Wicker Park Committee) for 2 years and served as various positions on the board for over 10 years. I sat on our Preservation & Development committee for over 10 years (Historic/Landmark and Zoning) and was a member of the Wicker Park Advisory Council for many years. I have a passion for Historic Preservation and believe that is what makes towns unique and attracts visitors and residents. We bought an 1870's farmhouse on the hill in Saugatuck and I'm eager to continue to preserve Saugatuck's historic charm.

I'm an active volunteer and since moving to Saugatuck have volunteered at Venetian Days, Mt Baldy Challenge, DES and decorating the city for Fall. I've joined the Saugatuck Woman's Club as well. My professional background is in media and advertising, the last 20 years in media sales with the last 4 as the owner of my own media company. I work well with others and like to maintain an open mind. I try to focus on common sense solutions and compromises and I'm excited to help continue to make Saugatuck the best place to live and visit.

Thank you for your consideration.

Sincerely,

Leah Root

[REDACTED]

[REDACTED]

Leah Root

MI

Revsight.com

Professional Experience

RevSight

Owner/CEO

2020 – Present

Full Service media & marketing firm helping clients drive revenue & build impactful brand partnerships

- Clients include Fortune, Trusted Media Brands, The Guardian, Sensical, Toss & Spin, Pickleball Magazine, Teads, and more
- Drive millions in revenue every year for traditional media clients and influencer & experiential brands
- Specialties include advertising, media, communications, digital, experiential, marketing
- For more information visit Revsight.com

TIME

VP Sales, Midwest (2018-2020_

Sales Director (2016-2017)

Account Director (2013-2016)

Integrated Sales Manager (2010-2013)

2010 – 2019

Chicago, IL

Driving millions in revenue by building cross platform partnerships around big ideas

- Strategically sell digital, native, social, experiential and print media.
- Manage over \$5M in revenue annually, surpassed sales goal 7 out of 8 years.
- Cultivate and lead day-to-day relationships with client and agency partners which resulted in multiyear partnership deals.
- Sold and executed 2019 TIME 100 partnerships including Cadillac (presenting) and United (supporting). Generated over \$1.3M in media across event, digital, social and print.
- Broke new digital business in 2019 including: Equality Can't Wait, BCBS, and Susan G. Komen.
- Closed 2020 State Farm "United We Rise" partnership for \$1.8M (event, digital, social, PR)
- Proven self-starter through continuous prospecting/planning and growing existing/new business.

Publishing Group of America

Midwest Manager, American Profile, Relish & Spry

2006 - 2010

Chicago, IL

Excelled in revenue generation, and launched two new media brands

- Launched Relish & Spry brands in the Midwest market and closed inaugural advertising packages.

Leah Root

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PEOPLE en Español

Sales Manager

2003 - 2006

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Broke new business, increased sales and launched digital site

- Increased revenue by 67% for my account list in the Midwest territory.
- New business wins included: Kohl's, American Family Insurance, Kleenex, JCPenney and Midol.
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- Garnered expertise in the influence and consumer habits of the rapidly growing Hispanic market.

Starcom

Media Associate

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Chicago, IL

Strategic Media Buyer & Planner for P&G and Delta Airlines

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- Developed P&G planning tools which were used when creating all brand media plans.
- Built strategic media plans for Delta airlines. Planned local and national television, print, outdoor and digital media.
- Analyzed competitive data and developed strategic media plans.
- Provided media insight/support to Delta Market Managers relating to media and sponsorships.

Education

B.S. in Advertising University of Florida

Starcom-Mediavest University, Graduate level Media Training

Internet Advertising Bureau (IAB) Digital Media Certification

Community Involvement

Wicker Park Committee, Membership Director (2018-2024) President (2014, 2015) Secretary (2017, 2013)

Wicker Park Advisory Council Member (2016-2024)

Wicker Park Committee, Preservation & Development Board (2013-2024)

Chicago Media Association, Director of Events (2014, 2015)

Saugatuck Woman's Club (2024)



City Manager Report

February 24, 2025

Oval Beach Recognition

- Great news! TripAdvisor listed Oval Beach as a top beach in the US for 2025! We were the only Michigan beach to make the list and in good company with beaches in Hawaii, Florida and California.
- Here is a link to view the list: <https://www.tripadvisor.com/TravelersChoice-Beaches-cUnitedStates-g191>

Ethics Policy Distribution

- Since Council's approval of the updated ethics policy on February 10, staff has distributed the policy to:
 - Boards and Commission members and staff via e-mail.
 - The Clerk and Deputy Clerk are following up with everyone to sign the acknowledgement form.
 - Public via eNews e-mail, on the City's Facebook page, and website.
 - The Holland Sentinel also ran a story, and Mayor Anderson noted the update in a recent letter to the editor that was published in the Commercial Record.

Shoulder Seasons

- The Convention and Visitor's Bureau and their marketing firm have formed a subcommittee to focus on increasing visitors in the shoulder seasons.
- They have engaged consultants to assist, including a travel writer from Chicago and landscape architects with experience across the country.
- They recently toured the area to increase knowledge and learn about the natural assets including Oval Beach and parks.
- I also met with the group earlier this week as they wanted feedback from Douglas, Township, and City.
- The consultants held a workshop with CVB sub-committee members to evaluate ideas and discuss the next steps, including narrowing the list.
- A huge thank you to the CVB for their continued great work in promoting the area as a year-round destination.

Maple Street Project

- The improvements currently planned include:
 - Road reconstruction and rehabilitation
 - Water main replacement (including replacement of services, some to inside the home/building)
 - Sanitary sewer repairs
 - Drainage and stormwater management improvements
 - Culvert repairs
 - Concrete sidewalk
- Review of a plan to fund the project with current fund balances (savings/reserves) occurred at the Council's February 19 workshop. The details are available in the meeting packet: https://www.saugatuckcity.com/uploads/1/3/3/9/133977444/p_2-19-25.pdf
- The City engineer is now working on preparing a design engineering proposal that will be reviewed at an upcoming workshop.
- Staff will also be working to finalize cost sharing details with the Township.

Capital Improvement Plan

- Big thank you for your review of the updated capital improvement plan at the workshop meeting. As Council noted, the engineer and DPW Superintendent have done a great job in evaluating needs and recommending which projects should be prioritized in a given fiscal year.
- As our engineer noted, the plan is always a working draft. Attached is another copy for anyone that may be reading the packet. Staff will work to place it on our website as well.

Mt. Baldhead Bathroom Replacement

- Bids were opened last week, and we received several. The engineer has prepared a recommendation.
- The Mayor and I are working on setting up a meeting with the tribe to discuss the project.

AT&T Cellular

- The State Historic Preservation Office (SHPO) recently sent AT&T a follow up letter regarding their September 24 submittal. The Federal Communications Commission has engaged in government-to-government coordination with the tribes and is still ongoing.
- AT&T's decision on the City's agreement request remains pending resolution of SHPO approval.

Blue Star Trail

- No new updates for this report. I previously reported that MDOT received concerns from a Tribal Nation and MDOT started coordination. The coordination and

additional assessment process will be lengthy and construction in calendar year 2025 is now unlikely.

- On site tribal evaluation is planned for this spring/early summer.
- As more details are known, MDOT will move the allocated TAP grant funding to future years and evaluate additional funding.
- I recently confirmed with the Department of Natural Resources that they are also willing to consider an extension of the trust fund grant.
- Staff has been following up on the items that were discussed in the recent closed session.

Airport Property Project

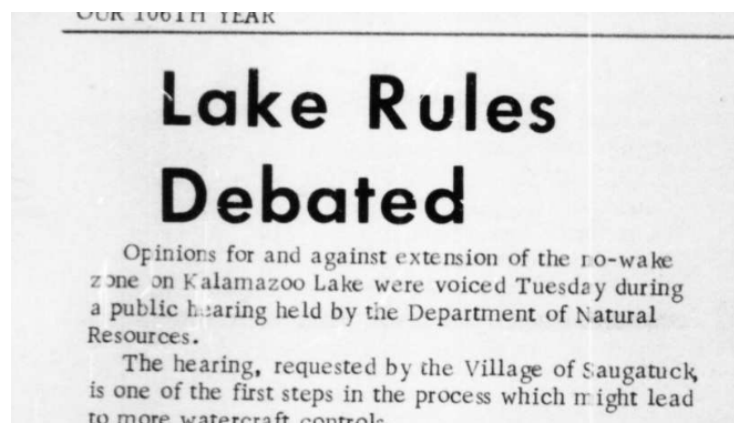
- No new updates for this report. The ODC is still targeting early spring to work on the parking lot, trails, overlook and signage.
- Based on the consensus feedback from Council, the Parks and Public Works Committee will gather community feedback and recommend a new name for the property. It is a planned agenda item for their February 25 meeting. City Council will make the final decision on any name change.

Miscellaneous

- Attended further meetings with Douglas and Township managers and legal counsel to work on red line changes to water-sewer agreement draft.
- Participated in Historic District Commission applicant interview.
- Held one on one meeting with City Treasurer and City Clerk.
- Met with Outdoor Discovery Center to discuss status of Lower Kalamazoo River Greenway Plan.
- Attended earned sick time leave webinar.
 - As reported previously, changes to our policies are forthcoming to comply with new law.
- Held Department Head meeting.
- Attended Convention and Visitors Bureau board meeting.

Blast from the Past

- Below is an article that was in the paper on February 28, 1974.
- In the fall, a request was made from Sergeant Marina to consider extending the no wake zone on Kalamazoo Lake. Discussions about no wake zones go back several years. Further discussion of the most recent request is planned for the March 5 workshop.



Bruce Andrews of the DNR's law division, told about 19 persons at the hearing that the Marine Safety Act of 1967 provides for local controls. Once a local unit of government asks for a public hearing the DNR investigates the area, holds the hearing, and, if it feels rules are needed, drafts them.

A second public hearing is held on the proposed rules. After possible revisions, the local unit can either accept, reject or ask for further revision. If the rules are accepted the state makes it a law and the local unit passes a local ordinance. Then the law can be enforced by any law enforcement officer.

In the case of Kalamazoo Lake, the village council expressed concern in July over the safety of recreational boating and about erosion from wake.

Statements at the hearing included:

Viola Fox, Saugatuck trustee, said there have been complaints about erosion from property owners. There are many boats in the harbor and she said she believes the no-wake zone should be extended further upstream. The present no-wake zone runs from the piers on Lake Michigan to Mason street.

Robert Gardner, also a Saugatuck trustee, said he believes there is no problem. He presented a petition which he said contained the names of 59 persons opposed to any extension of the no-wake zone.

Kitchener B. Tassell of 483 Park St. asked for a very rigid law enforcement program to control speed, with fines levied for violations.

He suggested a maximum of eight miles an hour from the Interstate 196 bridge to the mouth of the river, with water skiing confined to the center areas of the lake.

Richard Grubbs of Douglas, a small boat owner, said he opposes further regulations because boaters need a place to use their boats when the lake is rough.

John Diepenhorst, a charter captain, suggested leaving a place in the lake for faster boats and water skiers.

R.E. Peterson of Tower Marina said that although Tower Marina does not cater to small boats, they are the lifeblood of several other marinas, and he would regret to see further speed limits put on them. He said there may be 1,000 boats in the harbor this summer.

Lloyd Engel, a skier and fisherman, said he is against any additional no-wake zone because there are few days in the summer when it is possible to ski on Lake Michigan.

Bud Naughtin of Naughtin's Marina and Erik Peterson of Tower Marina said they believe there are remedies available now to control property damage from wakes.

Andrews, the hearing officer, said that when there are existing rules that can control the situation the DNR is reluctant to propose more rules.

He said that if property is being damaged by boaters within 100 feet of shore, or by boaters operating in a reckless manner, the injured party can get the boat number, take a picture of the action and damage, and seek a warrant from the county prosecutor.

The DNR will now study the testimony at the hearing, plus written statements which may be filed, and determine if rules should be drafted for Kalamazoo Lake.

Treasurer Report
February 24, 2025



Tax:

- Per the norm inherent in the Winter tax process, there's been a lot of foot traffic, increased tax bill payments, and requests for address changes, missing bills, etc.
- Took a couple of early ACH payments and pulled the main ACH payment.
- Set up a reminder system to send out a reminder that property taxes are due for the future due dates.
- Set up with Peter to learn to settle the taxes.
- Deep-dived into a property tax duplicate payment / reimbursement problem, figured the fix, and worked with BSA to finish implementation.

Payables:

- Continue to convert the vendors from Peter's account information to mine
- Processed a payables run
- Worked on a couple different sales tax exemptions

Miscellaneous:

- Nearly done reconciling August bank statement.
- Worked with Ryan to develop the first budget amendment.
- Took a variety of credit card payments (parking fines, permits, etc)
- Renewed the pest control agreement
- Talked to the elevator inspector and forwarded the discussion to Ryan/Scott
- Worked with Kelly (Plante Moran) and Peter to determine how to proceed with the Water/Sewer money collection.
- Started the process for attending the Basic Institute Training process – this is a 3-year program the will lead to my certification.
- Working on re-establishing our information to get a backlog in franchise fees
- Researched a variety of answers (nudged by the budget amendment)
- Received a FOIA – figured out how to get the information to pass back to Jamie for end-distribution.

Payroll:

- Working to develop processes and procedures to eliminate inefficiencies and potential errors
- Processed the 02/14/25 payroll
- Fielding a variety of W2 questions.
- Researched and re-allocated Scott's fringe benefits from City Hall to Public Works.
- Listened in on another webinar on the new earned sick time act.



City Clerk Department Report

February 24, 2025

- There will be an election on May 6, 2025 with ballot language from Ottawa Area ISD.
- Currently processing 2025 Business Licenses, 30 issued thus far.
- We have received 9 Wick's Park boat slip applications, deadline for submission is February 25, 2025 at 5:00 p.m. The lottery will take place on February 27, 2025 at 2:00 p.m.
- Started discussions with engineer regarding city hall interior remodel. Reviewing previous proposal and discussing next steps.
- Currently have four FOIA requests.
- Moving forward with approved budgeted proposal for digitizing all documents in city hall. I reached out to Saugatuck Township, Zeeland Charter Township and City of Rockford, who all used the same vendor and they have gave them glowing reveiws.
- Assisting residents in-person, via email, and by phone.
- Continuing work re-designing city website.
- Coordinated and prepared meeting packets and minutes.
- Meetings:
 - City Council Meetings
 - One on One with City Manager
 - Department Head Meeting



Planning, Zoning and Project Report

February 24, 2025

Planning and Zoning

- Attended scheduled internal meetings.
- Had discussion regarding multi use building and requirements for use changes.
- Attended Wellhead protection meeting.
- Created and sent letters regarding pending STR licenses.
- Made recommendation memo for open HDC position.
- Reached out to contractor regarding enforcement issue.
- Followed up on STR hotline complaints.
- Had discussions with legal counsel.
- Met with concerned residents about STR regulations and transfer definitions.
- Met with fire department regarding fence blocking egress.
- Had discussions with Allegan County regarding Lot Splits.
- Went onsite to perform final inspections on Single Family Residence.
- Had meeting with building official regarding residential code.
- Met with resident regarding existing B&B and B&B standards.
- Met with concerned residents regarding upcoming Special Land Use request.
- Reached out to contractors in regards to unsatisfactory conditions of development site.
- Had discussion with Assessor regarding assignment of addresses.
- Reviewed property transfer affidavits.
- Spoke with fire department regarding enforcement.
- Followed up on general code enforcement.
- Issued permits and completed casework as outlined below.

Open Casework

120 Mary	Zoning App. Sent concerns to applicant. Responses sent back to Planner. Emailed builder with concerns. Emailed contractor with request for information. Spoke with the contractor on 12-2, still waiting on updates to the plans. Spoke with Building official concerned with use of property, advised that at this time use of property is unclear due to pending text amendments. Stop work order issued for 120 Mary by MTS due to questions of property use.	Zoning
515 St Joseph	STR Renewal of Accessory Structure. No SLU obtained, advised they need to go before the PC. Had meeting to discuss case. Received SLU App. Requested information on Gross Finished Floor Measurements. Postponed until later date. Notified applicants that their case will be at the March PC Meeting.	PC
450 Spear	SLU app for rental of an accessory dwelling unit. Need fee paid and app signed. Schedule for September PC meeting. Received signed app. Received fee. Dimensions too small. ZBA agreed to look at regulations and bring this back before the commission after that date. Notified applicants that their case will be at the March PC Meeting.	Zoning
550 Dunegrass Circle	Received notice of violation from EGLE. Researched property to ensure process shall be followed, in talks with developer in regards to potential development, will address requirements in regards to egle violation when determined. Had discussion with contract planner to determine how to move forward with proposed development. Further research done on SLU and Site Plan approval for 500 and 550 Dunegrass. sent legal questions for appropriate next steps. Reached out to developer with information regarding potential future project and also with plans to resolve EGLE violations. Reps from site will be required to submit vegetation removal plan to the PC. Developer stated that they would be reaching out to an environmental consulting firm to put together information. had discussion with environmental consultants on what needs to be provided to the PC. Received questions from environmental consultants, scheduled call with developer for further discussion.	Enforcement
568 Mason	Emailed Contractor about damaged water line. Sent application to engineer. Asked applicant for more information. Confirmed Drawings are being made. Spoke with developers about the issue. Still awaiting complete application and drawings for work completed onsite to address waterline issues. Had further discussions about what happened on site and emailed the engineer and KLWSA to determine appropriate action. Recommendations received from Kal Lake and City Engineer, passed on to Contractor. discussion on utility work continues. Invoice for Asphalt work sent to Contractor. Further confirmation still needed, discussion with contractors, engineer, and KLWSA continue. Spoke with contractor for update. discussions continue with Contractor and Kal-Lake. Reached	KLWSA

306 Mary St	Application for SLU for ADU STR. Scheduled for 12-19 PC. Postponed due to potential regulatory changes. Notified applicants that their case will be at the March PC Meeting.	PC
129 Griffith Unit 2	Received concerns from MTS that change of use is occurring without proper permits. Continued discussion with MTS, change of use application expected. Had discussion with applicant on processes. Provided resources. Discussions continue with applicant and fire department. Spoke with applicant about timelines for approval. Continued discussion with applicant and fire department.	Zoning
825 Bridge St	Application for STR ADU SLU received. Had discussion about minimum size not meeting requirements. Applicant explained structure had been rented since 2011. suggested waiting for the 12-19-2024 Meeting for discussion on regulations before submitting application. Spoke further about minimum size requirements and how to best relay concerns to the PC. Spoke to owner again about potential timeline for review. Owner picked up checks for application, still intends to apply for SLU at future time. SLU Application received, still need payment.	PC
405 Park St	Received application for addition of bathrooms and interior renovation. Sent to Contract planner for discussions. Administrative review deemed inappropriate due to location and scope of project, Formal site plan review scheduled for pc. Site plan review approved contingent upon applicable flood plain requirements being met. Waiting on owner to send additional documentation.	Zoning
401 Elizabeth St	Answered questions and provided resources for future repaving project for Saugatuck Public Schools. Discussion continues.	Zoning
991 Ridgerview Ln	Spoke to resident regarding SLU requirements for ADU STR. Application received, awaiting payment. Payment and application received, scheduled for Feb meeting, sent info to contract planner. Notified applicants that their case will be at the March PC Meeting.	PC
202 Butler St	Began discussions for SLU requirement for outdoor seating at pumpernickels. Also discussed Expanded outdoor seating regulations. Provided resources.	PC
150 Taylor St	Application for STR renewal received. More information needed from applicant. Info provided, sent to Fire Department. Sent email to applicant explaining that due to transfer of ownership to LLC, application is currently pending.	STR
842 Lake St Unit 7	Str application with no required documentation provided, sent back to local agent. Info received, still need payment.	STR
807 Lake St 7	Incomplete STR application received. Sent back to local agent. Received info, asked for further information. Info received, sent to fire department.	STR
249 Mason	Change of Use application received. Had discussion with fire department and sent request for more information to applicant.	

304 Lucy St	Received STR renewal with new owners. Noted a different license holder on application from previous years. Transfer occurred Jan 2024, existing certificate never updated. Application denied due to unauthorized transfer of ownership. Email and letter sent to owner. Discussions with the owner and local agent in regards to appropriateness of denial was had. Owner to provide timeline of events for argument to be sent to legal. Explained to owner that their application is considered denied due to transfer.	STR
940 Pleasant	Received site plan review from fire department. Reached out to Ryan with questions. Sat down with owner to discuss plan. More information needed.	Zoning
40 Butler St	HDC application for Fence received. Sent to Contract planner. HDC approved contingent upon material used being wood. Sent applicant Zoning permit application for next steps.	HDC
555 Griffith St	STR application received. Sent to fire department. Notified of pipe burst at property, inspection postponed until further notice.	STR
618 Water St	Spoke to sign company in regards to requirements for monument sign in the historic District. Discussion continues on requirements of HDC.	HDC
1020 Holland St	Addition to res structure received. Waiting on topo survey. Reached out to contractor to confirm topo survey is on the way. Topographic survey received.	Zoning
419 Lake St	STR application received. Sent to fire department	STR
409 Lake St	STR application received with no supporting documents. Request for more info. Info provided, sent to fire department.	STR
413 Lake St	STR application received with no supporting documents. Request for more info. Info provided, sent to fire department.	STR
31 Butler St	HDC application received to reside building. Advised that payment is still needed.	HDC
338 Park St	Application received for existing STR. Noted transfer from owner to LLC, notified owner that license is currently pending. Sent email to applicant explaining that due to transfer of ownership to LLC, application is currently pending.	STR
781 Manchester Dr	STR application received. Sent email to applicant explaining that due to transfer of ownership to LLC, application is currently pending.	
997 Singapore Dr	Spoke to resident about STR regulations and applying for a license early. Application received, sent to fire department.	STR
231 Grand St	STR Application received. Local Agent outside of allowed radius, notified owner.	STR
220 Brook St	STR Application received, sent to fire department.	STR
825 Bridge St	SLU Application received, still need payment.	PC
332 Mary St	Discussion with STR owner, resources provided.	STR
611 Lake St	Application for HDC permit for sauna received. Location of sauna does not meet Zoning Code, left message for applicant to discuss further. Had discussion about placement of structure not conforming with Zoning regulations. Awaiting response regarding new placement.	HDC

Closed Casework

1 Old Allegan Road	Gave information on location of parcel outside of city limits.	Zoning
115 Butler St	Spoke to resident about building permit requirements.	Zoning
254 Francis St	Emailed contractor with concerns for visibility of construction structures, and provided him with date of permit expiration. Contractor ensured construction materials and equipment are moved to within the property lines and confirmed removal of equipment entirely.	Zoning
215 Grand St	Answered questions about expiration dates and inspections.	STR
647 Butler St	Answered questions about expiration dates and inspections.	STR
673 Lake St	Had discussion with applicant regarding building on a waterfront lot within historic district. Noted concerns about building within a flood plain and referred them to EGLE. Provided HDC resources and had further discussion on setbacks, lot coverage, and setbacks being measured from the Ordinary high water mark.	Zoning/HDC
727 Butler St	Provided information on Expiration dates.	STR
159 Takken	Had discussion about building permit requirements. Confirmed address is not within HDC.	Zoning
350 Mason ST	provided resources for rental license in R4.	STR
1042 Maple St	Updated local agent for STR Certificate.	STR
340 Water St	HDC application for door received. Sent to Contract planner. HDC approved plans, sent site plan review application for next steps. Site plan review application received and approved. Sent to MTS.	HDC
143 Elizabeth St	Confirmed expiration dates and provided resources for future reference.	STR
450 Spear St	Called with update on regulatory changes and outlines next steps for SLU process.	PC
515 St Jospeh St	Called with update on regulatory changes and outlines next steps for SLU process.	PC
306 Mary St	Called with update on regulatory changes and outlines next steps for SLU process.	PC
825 Bridge St	Called with update on regulatory changes and outlines next steps for SLU process.	PC
117 Perryman St	STR application received. More information needed. Info received. Sent to fire department. License issued.	STR
37 Park St	STR application received. Sent to fire department. Reinspection needed, fee paid. License issued.	STR
562 Weirich Dr	STR application received. Sent to fire department. License issued.	STR

304 Lucy St	Received STR renewal with new owners. Noted a different license holder on application from previous years. Transfer occurred Jan 2024, existing certificate never updated. Application denied due to unauthorized transfer of ownership. Email and letter sent to owner. Discussions with the owner and local agent in regards to appropriateness of denial was had. Owner to provide timeline of events for argument to be sent to legal. Explained to owner that their application is considered denied due to transfer.	STR
700 N Maple St	Spoke to resident about potential future ADU project, provided resources.	Zoning
736 Pleasant St	Had discussion with applicant regarding sign regulations for B&B's in CR district. Provided resources.	Zoning
212 N Maple	STR application received. More info needed. Info received, sent to fire department. License issued.	STR
649 Lake St	STR application received. More info needed. Info received, sent to fire department. License Issued.	STR
110 Park St	Answered questions for recent lot split. Spoke with Allegan county equalization, treasury department and ROD.	Zoning
745 Pleasant St	Received complaint for possible trespassing, spoke to local agent of property to ensure future compliance.	Enforcement
547 St Joseph St	Application for natural gas line installation received. Permit issued.	ROW



Department of Public Works

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 2/10/2025:

Tree Work:

Part of our annual tree care work is to identify and remove trees of concern that have been identified as a valid safety concern from a certified arborist. Most of this year's removal work took place on February 12th, 13th, and 14th. E. Dowd's Crane Service assisted Public Works with the use of their crane and climbers to lower the debris to the ground so that staff could clean the debris. Five trees have been removed, and each will be replaced this spring.

Willow Tree at Cook Park:

The rest of the Willow tree at Cook Park has now been removed except for the stump. All the resulting wood has been stored at Public Works. Since the time that the tree was initially damaged, people have contacted the City and expressed interest in using the material for woodworking projects. Public Works plans on working with those individuals and the Parks and Public Works Committee on the best way to distribute the wood.

Christmas Tree Collection Service:

Each year after Christmas, residents may set their Christmas tree curbside where DPW will collect and dispose of them. This year's collection ended on Thursday February 20th. Should residents still need to dispose of their trees, they could set the tree curbside in compliance with the brush and leaf collection rules. The first brush and leaf collection of 2025 is on March 11th for properties on the east side of the Kalamazoo River and March 12th for all properties on the west side of the river.

Front-End Loader Demo:

As we continue researching front-end loaders, staff had the chance to demonstrate a 2024 Volvo L90H. Staff thought the Volvo was a very nice piece of equipment. The downside to the Volvo front-end loader would be if there was a potential issue with parts in the U.S., they would need to come from Germany. The current front-end loader is used daily, so they are concerned about downtime. Next, Caterpillar of Grand Rapids allowed us to demo a 2024 Caterpillar 938 model. This would potentially be a direct replacement of our current 1999 Caterpillar 938G model that has served the City very well for over 26 years. Staff were instantly impressed with the significant noise reduction of the new tractor along with its quick attach capabilities. Lastly, we were able to demo one more unit from Holland Equipment Services. They are the local

Hyundai dealer. The staff had the opportunity to demo the 2024 Hyundai HL940. The staff said that overall, this machine is not preferred as it is cheaply made compared to the other models that they have tried out. We were hoping to try out a Komatsu, however they do not do municipality discounts through MI deal pricing, and they did not have one available for us to demonstrate. They offered a John Deere, which was declined.

Meetings:

- 2.14.25 - Department Head Team Meeting
- 2.17.25 - Monday Morning Team Meeting
- 2.18.25 - Meeting w/DPW Admin Assistant
- 2.19.25 - City Council Workshop (via Zoom)





**City of Saugatuck
Status Report of Engineering Activities
February 19, 2025**

General Consultation

- 2024 Asphalt Repairs: The project is complete with the exception of confirming grass restoration was effective in the spring.
- Village Square Court Renovation: Prepared a proposal for developing an application for the MDNR Passport Program. Applications are due April 1.
- Developing a proposal for inspection of larger culvert crossings and storm sewer outfalls.
- Prepared a draft CIP update for staff review. It will be presented at the February 19 council workshop.
- Prepared a bid package for a 3-year pavement marking contract. No bids were received at the February 13 bid opening, and it is being rebid on March 13. The timeframe for construction was also adjusted with work now anticipated to be completed by mid-June each year (originally prior to Memorial Day weekend). We have already had communication from two bidders.

EGLE Technical, Managerial and Financial (TMF) Project

- The City was awarded \$221,600 in funding from EGLE's Community Technical, Managerial, and Financial (TMF) support for lead service line identification (100% grant).
- Prepared the City's Complete Distribution System Materials Inventory and submitted it to EGLE to meet the October 16 deadline. An updated version will be provided when potholing work is complete.
- Potholing work will be finished in the spring. A number of addresses have been added to fully utilize the grant dollars available.

Mt. Baldhead Projects

- AT&T Project Assistance
 - Providing assistance on an as-needed basis.
- Restroom Building Replacement
 - The bid opening was held on February 13. Bids will be presented at the February 19 council workshop.
 - Construction is planned for spring/summer 2025.
- Observation Platform Replacement
 - Design work is progressing. Additional survey work is complete.
 - The Allegan Conservation District has provided the Vegetation Removal Assurance, which is a report required for the EGLE/USACE Critical Dunes Permitting. The report evaluates impacts on vegetation, native, non-native and invasives, and provides guidance for the design and construction. The report includes guidance for several of the unhealthy, dead or undesirable species to be removed as part of the project and replaced with native/desirable ones.

Sea Wall and Concrete Repairs

- Design work is underway and topographic survey information will be collected soon.
- We are working to get the project out for bids as soon as possible with construction to be completed prior to the 4th of July holiday.
- Planning to meet with DPW and a steel fabricator to provide direction for short term repairs to the chain ferry.

Maple Street Improvements – Study Phase

- Planning efforts to date were presented to council at the January 22, 2025 workshop.
- The City's MDOT Category B grant was selected for funding this year. This grant will fund \$250,000 of the road restoration costs on the project.
- We are currently anticipating design starting in early 2025 and construction starting in spring 2026 following the Allegan County Drain Commissioner's Blue Star Highway Drain project, which will require closure of Blue Star Highway for a time. MDOT has approved extending the Category B funding to 2026.
- We will develop a proposal for design phase services when the project scope has been determined.

Park Street Improvements – Study Phase

- Park Street between Campbell Road and Mt. Baldhead has no specific non-motorized facility and a number of unique challenges and right-of-way encroachments. The asphalt pavement is deteriorating. A number of development projects have recently been completed or are ongoing along the corridor. A planning phase proposal has been developed to build on prior study work and develop a scope, concept and cost estimate for improvement of the corridor.
- We are awaiting results of our application to EGLE's Michigan Coastal Management Program, which was submitted on December 20 followed by a council resolution on December 23. If funded, the grant would cover up to 50% of the planning cost and an updated proposal will be prepared to align with the funding.

Jamie Wolters

From: no-reply@weebly.com
Sent: Tuesday, February 11, 2025 2:46 PM
To: Jamie Wolters
Subject: New Form Entry: Website Contact Us Form

Follow Up Flag: Follow up
Flag Status: Flagged

Caution: This email originated from outside of the organization. DO NOT click on links or open attachments unless you recognize the sender and know the content is safe.

You've just received a new submission to your [Website Contact Us Form](#).
[Mark as Spam](#)

Submitted Information:

Name
Dick Waskin

Email
[REDACTED]

Address
[REDACTED]
Saugatuck, MI United States 49453

Comment
Jamie,
Could you please include this Harbor Authority report at the next City of Saugatuck Council meeting. Thank you.

It has been some time since the Board has heard from the Harbor Authority. Our last meeting that had a quorum was April 16th , 2024. At that meeting it was decided that the Harbor Authority would meet quarterly instead of monthly. It was also decided that the Authority would seek the guidance Of Gregory Weykamp of Edgewater Resources on what the future direction of the Authority would be. Weykamp sent an initial letter on how we could secure their services (please see the attached).

In October the Authority had scheduled a meeting in which Mr. Weykamp attended where he was to outline more specifics of the services and direction they could give. This included preparing the Authority to have the facts needed and opportunities offered for grants to keep our Harbor healthy and navigable. Currently Lake Michigan and our Harbor are on a downward trend and for the first time in 10 years it has fallen below the average level.

<https://www.traverseticker.com/news/back-to-the-shallows-after-years-of-high-water-lake-michigan-water-levels-dip-below-average/>

If this trend continues we will find ourselves back to conditions that existed several years ago.

We feel it important that we be prepared now for such a situation instead of having to wait until the problem becomes severe.

In 2016 Edgewater Resources prepared a Harbor Management Plan for the City of Saugatuck. We have reviewed this plan and there is a great deal of information in it. We feel Edgewater Resources could help in updating this plan and giving the 3 municipalities a way to move forward. But to do this the Authority would have to be funded and personal resources would have to be allocated. Hopefully this is something that each municipality can work on together to provide the needed resources.

Sincerely,

Dick Waskin, Vice Chair of the Kalamazoo Lake Harbor Authority.

Submitted Files

Upload File

[edgewater_resources.pdf](#)

May 3, 2024

Dick Waskins
Vice Chair
Kalamazoo Lake Harbor Authority

Subject: Kalamazoo Lake Harbor Authority Ongoing Services

Dear Mr. Waskins:

Thank you for the opportunity to continue our services to the Kalamazoo Lake Harbor Authority (KLHA) to assist the Authority and the communities of Douglas, Saugatuck, and Saugatuck Township in achieving the mission of KLHA. Edgewater Resources is a full service design and engineering consultancy providing services in architecture, landscape architecture, survey, and marine, civil, and coastal engineering, serving clients across the US and around the world. We have had the good fortune to work with KLHA, similar predecessor entities, and the communities that surround Kalamazoo Lake, and we very much appreciate the opportunity to be of continued service.

We understand that KLHA is requesting additional support in developing strategies for addressing ongoing challenges including preparing for long term water level fluctuations, dredging, navigation, flooding, public access, engagement with permitting and regulatory agencies, and management of invasive species and other potential factors impacting Kalamazoo Lake and the surrounding communities. As there is not a specific task at hand with a clearly quantifiable scope of work, this proposal is for ongoing hourly consulting services to address issues as they arise and help develop specific strategies for resolving them through separate and specific task orders that will be completed under separate written authorization. Following an initial discussion of each proposed task, we will prepare a written scope of work, schedule, and budget estimate for your written approval prior to commencing work.

We propose to provide these services on a time and materials basis at our standard hourly rates (attached) and will not exceed \$12,000 for participation in monthly KLHA Board Meetings and initial efforts to define and develop detailed tasks without prior written authorization. We appreciate this opportunity to work with you, and look forward to getting started. If you find this proposal acceptable, your signature below will serve as our authorization to proceed. We will work closely with you and communicate clearly to ensure our efforts are on task and meeting your expectations in terms of budget and deliverables.

Sincerely,

A handwritten signature in black ink, appearing to read "G Weykamp".

Gregory J. Weykamp, ASLA, LEED AP
Principal / President

Accepted:

KLHA

Date

FEE SCHEDULE

BASIS OF COMPENSATION

The compensation of Edgewater Resources, LLC for professional services is based upon hourly rates as indicated below.

TITLE	RATE
Principal	\$242.00
Sr. Architect	\$194.00
Sr. Engineer	\$194.00
Sr. Landscape Architect	\$194.00
Sr. Surveyor	\$168.00
PM Engineer	\$168.00
Project Landscape Architect	\$168.00
Project Engineer	\$153.00
Project Director	\$142.00
Landscape Designer	\$142.00
Staff Engineer	\$142.00
Administration	\$110.00
Intern	\$98.00

Please Note:

Expenses connected with the work such as travel, vehicle rental, equipment rental, subsistence, lodging, etc., will be charged at cost.

Vehicle mileage will be charged at the standard, federal, per mile rate.

Printing expenses will be charged as follows: standard b/w format prints /copies @ \$0.25/page; large format b/w prints/copies @ \$0.40/sq.ft.

Large format color prints/copies range from \$5-15 / l.f. for non-mounted/non-laminated b&w or color prints.

Drone services will be charged at \$20 per hour, or \$100 per day.

Wave sensor usage will be charged at \$100 per week, or \$300 per month.

Any labor expended in support or performance of expert services and litigation activities shall be 1.5 times the above standard hourly rates.

CLIENT'S INITIALS _____

02/20/2025 01:28 PM
User: NICOLE
DB: Saugatuck

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
EXP CHECK RUN DATES 02/12/2025 - 02/25/2025
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 1/2

Vendor Name	Description	Amount
1. ALLEGAN COUNTY SHERIFF	JAN '25 SHERIFF CONTRACT	32,656.80
2. ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 02/05 - 02/18	147,053.28
3. BURAND DEBORAH KAY	2024 Win Tax Refund 57-501-006-00	4,490.90
4. CAPITAL ONE	JAN '25 STATEMENT BALANCE	884.25
5. CARELTON EQUIPMENT	PARTS AND FLUIDS	1,239.06
6. COMCAST	01/28 - 02/27 INTERNET SERVICE	263.40
7. COMMERCIAL RECORD	DISPLAY LEGALS	364.00
8. E DOWD CRANE SERVICE LLC	TREE SERVICE	8,877.50
	TREE SERVICE	285.00
	TOTAL	9,162.50
9. FLEIS & VANDENBRINK ENGINEERING INC	12/29 - 01/25 ENGINEERING FEES - GEN CONSULT	4,120.40
	12/29 - 01/25 SERVICES - MT. BALDHEAD RESTROOM	4,900.00
	12/29 - 01/25 ENGINEERING FEES - MAPLE ST IMPS	2,318.20
	TOTAL	11,338.60
10. FRONTIER	12/20 - 01/19 SERVICE	98.84
	12/20 - 01/19 SERVICE	240.62
	TOTAL	339.46
11. GIVE 'EM A BRAKE	BARRICADE	2,800.00
12. INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES COLLECTION 02/05 - 02/18	39,516.07
13. JOHN DEERE FINANCIAL	11/11 - 02/10 STATEMENT BALANCE	1,092.84
14. KENDALL ELECTRIC INC	STERNBERG LIGHTS	290.09
	STREET LIGHTS	71.54
	STREET LIGHTS	214.63
	STREET LIGHTS	143.09
	TOTAL	719.35
15. LEO, NICHOLAS	2024 Win Tax Refund 57-202-004-00	222.90
16. MARILYNN J SEMONICK	STRATEGIC PLANNING	3,427.98
17. MERCHANTS BANCARD NETWORK	JAN '25 CC PROCESSING - CONCESSIONS AND OFFICE	168.50
18. MICHIGAN GAS UTILITIES	12/23 - 01/22 SERVICE - 102 BUTLER	179.89
	12/23 - 01/22 SERVICE - 345 BUTLER	210.19
	12/26 - 01/26 SERVICE - 3338 BLUE STAR	572.51
	TOTAL	962.59
19. MR JAMBER	CHRISTMAS TREE WRAP	650.00
20. NET2PHONE INC	FEB '25 PHONE SERVICE	216.31
21. NEWCOMER PLOW & HITCH		

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
EXP CHECK RUN DATES 02/12/2025 - 02/25/2025
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 2/2

Vendor Name	Description	Amount
	SNOW PLOW SHOES	386.04
	PARTS	598.60
	TOTAL	984.64
22. PLUMMER'S ENVIRONMENTAL SERVICES IN	ROLL OFF BOX STREET CLEANING	721.07
23. R SMITH & SONS INC	ROAD GRAVEL / SAND	818.70
24. RAF ELECTRIC	NEON LIGHT @ LAKE AND BLUE STAR	275.00
25. SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES COLLECTION 02/05 - 02/18	55,239.47
26. SAUGATUCK FIRE	PROPERTY TAXES COLLECTION 02/05 - 02/18	196,663.30
	RENTAL HOME INSPECTIONS	1,175.00
	RENTAL HOME INSPECTIONS	350.00
	TOTAL	198,188.30
27. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 02/05 - 02/18	648,753.94
28. SAUGATUCK TOWNSHIP	W/S CONTRACT 2024-2025	681.45
29. STATE OF MICHIGAN	2024 ANNUAL FILING	0.04
30. STATE SPRING ALIGNMENT &	BRAKE	
	PARTS	123.00
31. VALLEY CITY LINEN INC	SHOP TOWELS	63.71
	SHOP TOWELS	25.00
	TOTAL	88.71
TOTAL - ALL VENDORS		1,163,443.11
FUND TOTALS:		
Fund 101 - GENERAL FUND		67,458.69
Fund 202 - MAJOR STREETS		2,645.68
Fund 203 - LOCAL STREETS		1,791.22
Fund 661 - MOTOR POOL FUND		4,100.76
Fund 701 - CURRENT TAX FUND		1,087,446.76



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: February 19, 2025

SUBJECT: Updated Saugatuck Harbor Natural Area Master Plan

DESCRIPTION:

In 2010, the City approved a master plan for the Saugatuck Harbor Natural Area. In 2012, with excess funds following the purchase of the property, the Land Conservancy of West Michigan created a Saugatuck Harbor Natural Area Endowment Fund through the Holland/Zeeeland Aea Community Foundation. The purpose of the fund is to support the City in preserving the “sensitive natural and scenic resources, including the native flora, fauna, and natural habits found on the 173-acre natural area located on the south side of the Kalamazoo River on Lake Michigan as outlined in the **Saugatuck Harbor Natural Area Master Plan**. With preservation as the primary goal, the City will emphasize compatible non-motorized recreation and education activities”.

The initial gift to the fund totaled \$450,000. The principal of the fund remains in perpetuity. The fund now has a total value of \$821,821.35. The funds currently available for use total \$225,338.00.

In order to access the funds, the following must be met:

- Request is made from the City Manager
- Demonstration that the funds will be used to further the goals and objectives of the SHNA Management Plan dated April 12, 2010.
- The Management Plan is reviewed, updated, and presented to the Community Foundation ever 5 years.

The master plan has not been updated since its creation and staff are unable to access the funds for current SHNA needs.

Originally, the master plan adopted by the Council contemplated a management board overseeing the property. While a management board was initially created around 2010, it

ceased to exist around the same time. A 2012 Council resolution references the City Council having the authority to update the master plan, but this conflicts with some of the language in the master plan itself.

After staff and legal review, and discussions with the Land Conservancy of West Michigan, the attached updates to the master plan are proposed. The proposed updates include:

- Elimination of a requirement for a separate management board. However, keeping with the spirit of the original plan, the City Council will consult with the Land Conservancy to develop management policies and priorities.
- The Land Conservancy shall be invited to participate and have their advice incorporated into the master plan.
- The City Council may seek recommendations from the Parks and Public Works Committee (PPW) related to the master plan and other items the PPW ordinance references.
- Clarifying that park staff and emergency services may access the property for purposes of carrying out their official duties.
- Updated assessment and management recommendations from the Land Conservancy (see attached report).
- Inspection of the property by knowledgeable personnel at least once per year.

The Land Conservancy is supportive of these updates and will also be at the workshop meeting for any questions.

BUDGET ACTION:

None at this time.

LEGAL REVIEW:

Legal has reviewed historical documents.

SAMPLE MOTION:

Motion to approve the updated Saugatuck Harbor Natural Area master plan.



Management Recommendations for Saugatuck Harbor Natural Area

October 2024

INTRODUCTION

Saugatuck Harbor Natural Area (SHNA) is a 173-acre tract of duneland along the Lake Michigan shoreline, just south of the Kalamazoo River mouth. It was permanently protected in 2009 through a partnership between the Land Conservancy of West Michigan (LCWM) and the City of Saugatuck, which now owns and manages the land. Stewardship of the property is guided by a management plan that was developed around the time of acquisition. The City of Saugatuck is in the process of updating the plan to reflect current conditions and management needs.

In September 2024, LCWM staff visited the property to delineate natural communities, generate a cursory plant species list, conduct an ecological assessment, and identify management needs to assist the City of Saugatuck in updating the plan. This document summarizes those findings, along with management recommendations for each of the four natural communities onsite (open dunes, interdunal wetland, mesic northern forest, and Great Lakes marsh; Figure 1), plus trails and monitoring.

MANAGEMENT RECOMMENDATIONS

Open Dunes

The open dunes are the most extensive community type at SHNA and are in excellent condition overall. Natural processes of sand erosion and deposition have generally been allowed to play out unimpeded, a critical factor for sustaining high-quality dune landscapes. Invasive species – most notably Japanese barberry – present a long-term threat, though their abundance is still quite low. Heavy deer browse is apparent throughout the dunes, potentially limiting biodiversity. Off-trail foot traffic, concentrated in the southwest portion of the property, has led to some trampling of vegetation and excessive erosion, although the overall impact to the dunes is fairly minor at this time.

Management Recommendations

- Remove Japanese barberry, which is concentrated in shaded areas under trees. Small individuals can be hand-pulled. Larger individuals and well-established patches will require foliar herbicide treatments for successful removal. Effective control will likely require multiple years of treatment.
- Periodically monitor for other invasive species and take action if they pose a threat to native ecosystems.
- Continue allowing the natural processes of sand erosion and deposition to continue unimpeded. Avoid planting beach grass, installing sand fences, or taking similar measures to “stabilize” the dunes, except to repair areas of unnatural erosion caused by excessive human activity.

- Consider working with local and regional partners to evaluate options for deer population management.

Great Lakes Marsh

A large Great Lakes marsh occupies the area between the open dunes and Oxbow Lagoon. The marsh is quite diverse, with both inundated zones and upland rises occurring throughout. High Lake Michigan water levels in 2020 and 2021 drowned out many trees, causing a shift to a more herbaceous plant community. The newly opened canopy also likely facilitated the establishment of invasive phragmites. While currently confined to a relatively small area of the marsh, phragmites presents a severe risk to ecosystem integrity since it can expand rapidly and decimate native communities.

Management Recommendations

- Remove phragmites using appropriate foliar herbicide applications. Effective management will likely require multiple years of treatment. This may be the highest management priority on the site, and action should be taken as soon as possible.
- Remove Japanese barberry and black locust that occur on upland rises within the marsh. Black locust should be removed by girdling or drill-and-fill treatments, while Japanese barberry is best treated with foliar herbicide applications.

Interdunal Wetlands

Several interdunal wetlands, a globally rare natural community, occur within the open dunes landscape. These sedge- and rush-dominated communities fluctuate with Lake Michigan water levels. Past and ongoing research studies on the interdunal wetlands at SHNA have improved our understanding of the unique hydrology and biology of these ecosystems. The interdunal wetlands at SHNA are generally in very good ecological condition.

Management Recommendations

- No management is recommended at this time beyond periodically monitoring for invasive species and continuing to allow research on the site.

Mesic Northern Forest

A mesic northern forest with a mature canopy of red oak, sugar maple, hemlock, and white pine occurs in the southeast corner of the site. The ground layer is very sparsely vegetated and there is almost no natural regeneration of canopy trees. This is almost certainly a result of excessive deer browse. Japanese barberry is scattered throughout the forest and is likely to expand without management.

Management Recommendations

- Continue treatments for hemlock woolly adelgid to retain hemlock as an important part of the tree canopy.
- Remove Japanese barberry through appropriate mechanical or chemical treatments. Effective control will likely require multiple years of treatment.
- Consider working with local and regional partners to evaluate options for deer population management.

Trails and User Experience

A network of trails winds through the SHNA property (Figure 2). Some of these are official trails that are marked with signposts in the field and/or are shown on the trail map on the City of Saugatuck website. Some of these official trails are well-marked and well-used, while other trails are faint, difficult to follow, and receive little to no use. User-created social trails also occur throughout the property. These are concentrated in the southern part of the site near the parking lot and Oval Beach. Excessive use of this area has caused some damage to natural features, including vegetation trampling and accelerated erosion.

Management Recommendations

- Use signs and/or natural barriers (e.g., logs or brush piles) to decommission social trails that go through the Deam property and those that traverse highly-erodible areas.
- Consider adopting some well-used social trails in the south part of the property as official trails, assuming they do not lead into private property or cause unacceptable damage to natural features.
- Decommission official trails that are unused and unmaintained.
- Ensure all official trails are clearly marked in the field.
- Update trail maps accordingly on the City of Saugatuck website and elsewhere. Consider installing a trail map sign near the parking lot and/or wayfinding signs throughout the property to help visitors navigate the trail system.

Monitoring

Regular monitoring is important to assess the condition of habitats and infrastructure, track management progress, and identify issues that may require intervention. SHNA should be inspected by knowledgeable personnel at least once per year. This inspection should be oriented towards assessing invasive species populations, evaluating trail use and conditions, and detecting any other management concerns. Generating a brief report after each year's monitoring may be useful for sharing findings and detecting changes over time.

Figure 1. Natural Communities at Saugatuck Harbor Natural Area

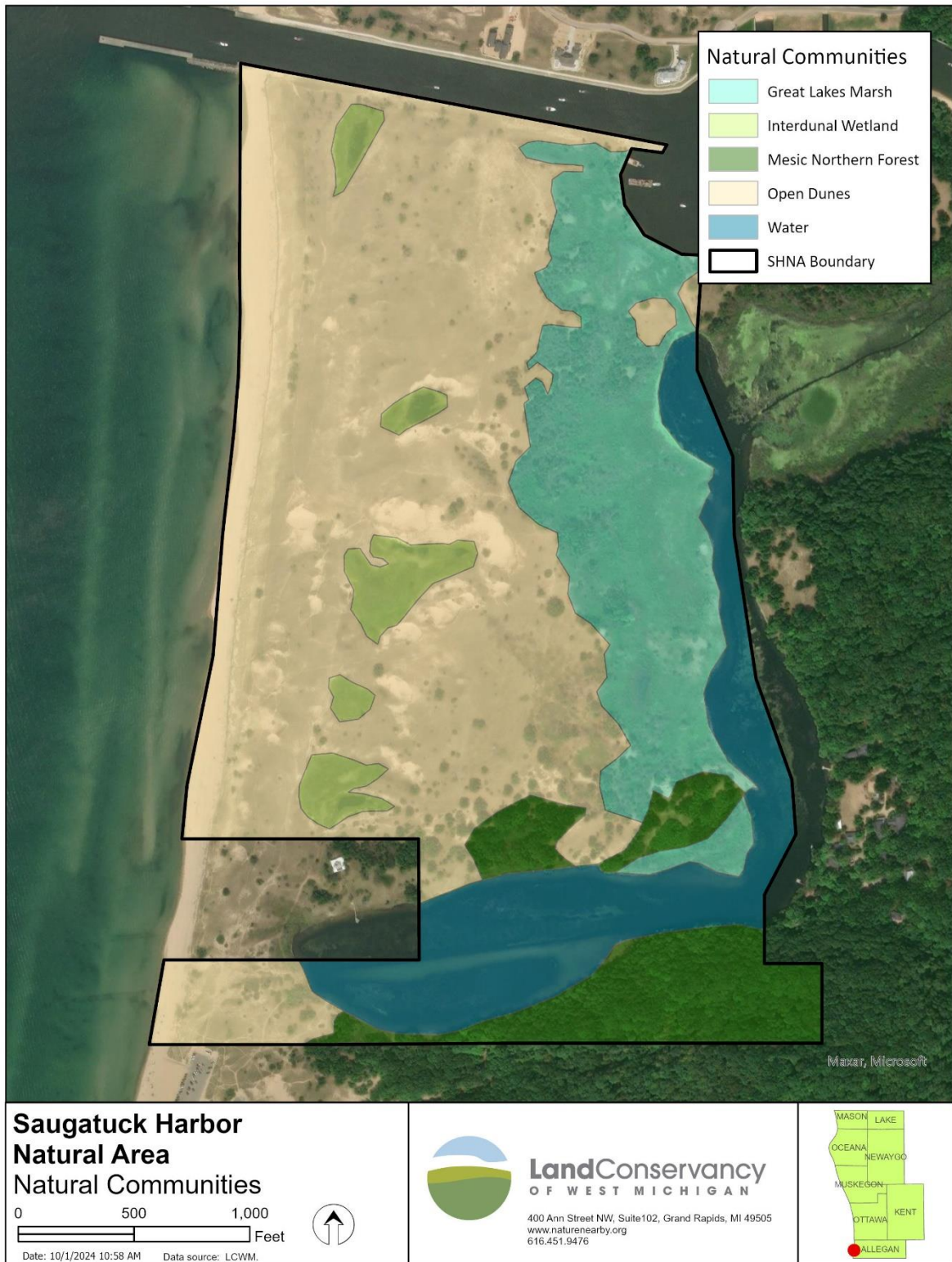
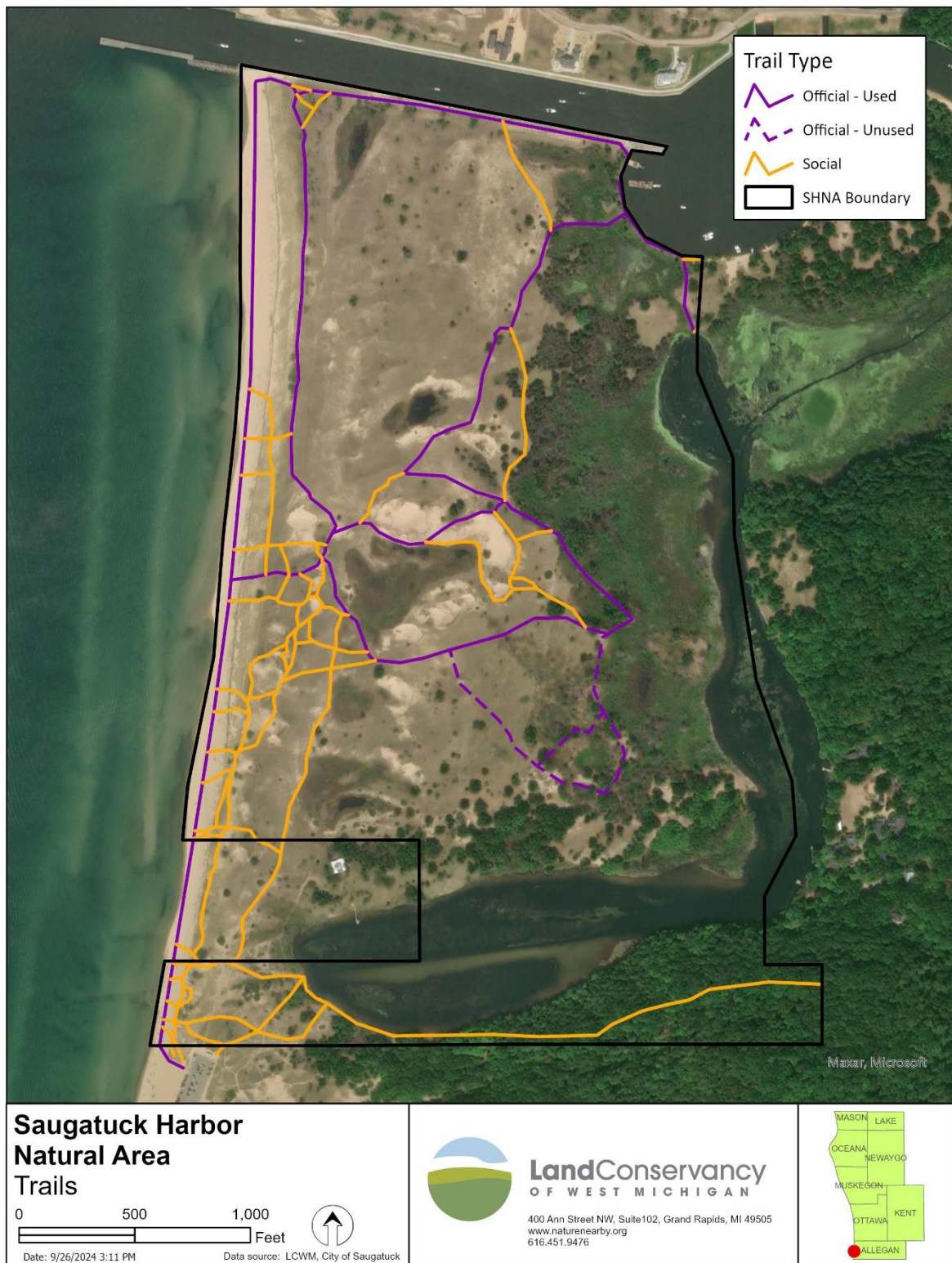


Figure 2. Trail System at Saugatuck Harbor Natural Area



Site: Saugatuck Harbor Natural Area
 Location: Entire Site
 Survey Date: 9.20.24
 Surveyor(s): J. Heslinga

Comments: Plant list is very incomplete, based on a cursory survey done late in the growing season.

FQA Summary

Species Richness:	93
Native Species Richness:	82

Mean C (natives only):	4.9
Mean C (with adventives):	4.3

FQI (natives only):	44.2
FQI (with adventives):	41.5

Mean W (natives only):	-0.4
Mean W (with adventives):	-0.1

Acronym	Scientific Name	Common Name	C	Status	Origin	W	Phys
acesau	Acer saccharum	sugar maple	5		native	3	tree
agapur	Agalinis purpurea	purple false foxglove	7		native	-3	forb
agrhye	Agrostis hyemalis	ticklegass	4		native	0	grass
alninc	Alnus incana; a. rugosa	speckled alder	5		native	-3	shrub
ammbr	Ammophila breviligulata	marram grass	10		native	5	grass
anamar	Anaphalis margaritacea	pearly everlasting	3		native	5	forb
andvir	Andropogon virginicus	broom-sedge	4		native	3	grass
ascysr	Asclepias syriaca	common milkweed	1		native	5	forb
berthu	Berberis thunbergii	japanese barberry	0		non-native	3	shrub
betpen	Betula pendula	european white birch	0		non-native	3	tree
bidfro	Bidens frondosa	common beggar-ticks	1		native	-3	forb
calcan	Calamagrostis canadensis	blue-joint	3		native	-5	grass
callon	Calamovilfa longifolia	sand reed grass	10		native	5	grass
cxhyst	Carex hystericina	sedge	2		native	-5	sedge
cxstri	Carex stricta	sedge	4		native	-5	sedge
cxviru	Carex viridula	sedge	4		native	-5	sedge
cenmac	Centaurea macrocephala	large-headed knapweed	0		non-native	5	forb
cenery	Centaurea erythraea	forking centauray	0		non-native	0	forb
cepocc	Cephalanthus occidentalis	buttonbush	7		native	-5	shrub
chimac	Chimaphila maculata	spotted wintergreen	8		native	5	shrub
cirarv	Cirsium arvense	canada thistle	0		non-native	3	forb
cirvul	Cirsium vulgare	bull thistle	0		non-native	3	forb
clamar	Cladium mariscoides	twig-rush	10		native	-5	sedge
concan	Conyza canadensis	horseweed	0		native	3	forb
corpas	Corispermum pallasii; c. hyssopifolium	bugseed	3		native	5	forb
coramo	Cornus amomum	silky dogwood	2		native	-3	shrub
cypbip	Cyperus bipartitus; c. rivularis	brook nut sedge	3		native	-3	sedge
cypery	Cyperus erythrorhizos	umbrella sedge	6		native	-5	sedge
diccos	Dichanthelium commonsianum; panicum	panic grass	6		native	3	grass
dirpal	Dirca palustris	leatherwood	8		native	0	shrub
eleell	Eleocharis elliptica	golden-seeded spike rush	6		native	-5	sedge
elycan	Elymus canadensis	canada wild rye	5		native	3	grass
elyhys	Elymus hystrix; hystrix patula	bottlebrush grass	5		native	3	grass
erehie	Erechtites hieraciifolius	fireweed	2		native	3	forb
eupper	Eupatorium perfoliatum	boneset	4		native	-3	forb
eupmac	Euphorbia maculata	spotted spurge	0		native	3	forb
fraame	Fraxinus americana	white ash	5		native	3	tree
galtin	Galium tinctorium	stiff bedstraw	5		native	-5	forb
hamvir	Hamamelis virginiana	witch-hazel	5		native	3	shrub
hudtom	Hudsonia tomentosa	beach-heath	10		native	5	shrub
hypkal	Hypericum kalmianum	kalms st. johns-wort	10		native	-3	shrub
irivir	Iris virginica	southern blue flag	5		native	-5	forb

junbal	Juncus balticus	rush	4		native	-5	forb
junbrp	Juncus brachycephalus	rush	7		native	-5	forb
juncan	Juncus canadensis	canadian rush	6		native	-5	forb
jundud	Juncus dudleyi	dudleys rush	1		native	-3	forb
juneff	Juncus effusus	soft-stemmed rush	3		native	-5	forb
junnod	Juncus nodosus	joint rush	5		native	-5	forb
juntcn	Juncus tenuis	path rush	1		native	0	forb
juncoi	Juniperus communis	common or ground juniper	4		native	3	shrub
junvir	Juniperus virginiana	red-cedar	3		native	3	tree
latjap	Lathyrus japonicus	beach pea	10		native	3	vine
litcar	Lithospermum carolinense	plains puccoon	10		native	5	forb
lobkal	Lobelia kalmii	bog lobelia	10		native	-5	forb
lycame	Lycopus americanus	common water horehound	2		native	-5	forb
lycuni	Lycopus uniflorus	northern bugle weed	2		native	-5	forb
monpun	Monarda punctata	horse mint	4		native	5	forb
nyssyl	Nyssa sylvatica	black-gum	9		native	-3	tree
peramp	Persicaria amphibia; polygonum a.	water smartweed	6		native	-5	forb
perlap	Persicaria lapathifolia; polygonum l.	nodding smartweed	0		native	-3	forb
phrauu	Phragmites australis var. australis	reed	0		non-native	-3	grass
pinban	Pinus banksiana	jack pine	5		native	3	tree
pinstr	Pinus strobus	white pine	3		native	3	tree
pinsyl	Pinus sylvestris	scotch pine	0		non-native	3	tree
poacom	Poa compressa	canada bluegrass	0		non-native	3	grass
polart	Polygonella articulata	jointweed	8		native	5	forb
poncor	Pontederia cordata	pickerel-weed	8		native	-5	forb
popdel	Populus deltoides	cottonwood	1		native	0	tree
poptre	Populus tremuloides	quaking aspen	1		native	0	tree
potans	Potentilla anserina	silverweed	5		native	-3	forb
prupum	Prunus pumila	sand cherry	8		native	5	shrub
pruvir	Prunus virginiana	choke cherry	2		native	3	shrub
ptetri	Ptelea trifoliata	hop-tree	4		native	3	shrub
querub	Quercus rubra	red oak	5		native	3	tree
robpse	Robinia pseudoacacia	black locust	0		non-native	3	tree
rospal	Rosa palustris	swamp rose	5		native	-5	shrub
rubhis	Rubus hispidus	swamp dewberry	4		native	-3	shrub
salluc	Salix lucida	shining willow	3		native	-3	shrub
salmyr	Salix myricoides	blueleaf willow	9		native	-3	shrub
sasalb	Sassafras albidum	sassafras	5		native	3	tree
schsco	Schizachyrium scoparium; andropogon s.	little bluestem	5		native	3	grass
schpun	Schoenoplectus pungens; scirpus america	threesquare	5		native	-5	sedge
scugal	Scutellaria galericulata	marsh skullcap	5		native	-5	forb
solcae	Solidago caesia	bluestem goldenrod	6		native	3	forb
solsim	Solidago simplex	gillmans goldenrod	10		native	3	forb
sonasp	Sonchus asper	prickly sow-thistle	0		non-native	3	forb
spitom	Spiraea tomentosa	steeplebush	5		native	-3	shrub
symdum	Symphyotrichum dumosum; aster d.	bushy aster	7		native	0	forb
thepal	Thelypteris palustris	marsh fern	2		native	-3	fern
tilame	Tilia americana	basswood	5		native	3	tree
tsucan	Tsuga canadensis	hemlock	5		native	3	tree
urtdio	Urtica dioica	stinging nettle	1		native	0	forb
vitrip	Vitis riparia	river-bank grape	3		native	0	vine



SAUGATUCK HARBOR NATURAL AREA MASTER PLAN—

~~Originally~~ Adopted 4/12/10

~~Updated January 3, 2025~~

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Mission Statement and Management Goals

The City of Saugatuck shall manage and maintain the Saugatuck Harbor Natural Area as a public natural area designed for low-intensity and non-motorized visitation and the preservation of the property's significant natural and scenic resources, including the native flora, fauna, and natural habitats.

The primary goals for the use and management of the Saugatuck Harbor Natural Area (SHNA) are to preserve the sensitive natural communities and rare plant and animal species found on the property and to maintain the scenic, natural aspect of the property. With preservation as the primary goal, management will emphasize compatible non-motorized recreation and education activities.

To achieve these goals, minimal, low-profile/low-impact facilities, such as marked trails, benches, overlooks, and informational and directional signs, shall be located on the property, all as required to ensure that public use of the property does not damage the natural resources of the Saugatuck Harbor Natural Area or infringe on adjacent private properties. Such improvements shall be located approximately where shown in the concept plan attached as Exhibit 1.

The City of Saugatuck recognizes the need for year-round oversight of the property and seasonal staff dedicated to the management, maintenance, and preservation of the Saugatuck Harbor Natural Area. The City Council, in consultation with the Land Conservancy of West Michigan, shall work ~~with a Management Board~~ to further develop management policies and establish annual management priorities. This Master Plan is intended to establish overall goals for the Saugatuck Harbor Natural Area and to describe management activities. In future years, management activities may change in order to best achieve the goal of preserving the Saugatuck Harbor Natural Area's irreplaceable natural and scenic resources for area residents and visitors — now and in the future.

I. Property Description

The Saugatuck Harbor Natural Area is a unique, approximately 171-acre parcel located on the south side of the Kalamazoo River on Lake Michigan. This magnificent swath of undeveloped dune land includes an amazing diversity of habitats and resources: 3,650 feet of Lake Michigan shoreline, populations of at least 6 rare plant and animal species, open dunes, interdunal wetlands, natural jack pine forest, hardwood-pine dune forest, Great Lakes marsh, an oxbow lake, the south pier of the Kalamazoo River mouth, and a historic site.

This tract was once contiguous with the property to the north, but in 1906 the Army Corps of Engineers constructed a new channel for the mouth of the Kalamazoo River, cutting off the natural bend in the river. The new channel divided the Saugatuck Harbor Natural Area into two areas – north and south of the channel – and created an oxbow lake in place of the old channel.

As a result, the Saugatuck Harbor Natural Area is nearly surrounded by water. To the north is the new Kalamazoo River channel, to the east is the “Oxbow Lagoon” (the old river channel), and to the west is Lake Michigan.

Diverse ecosystems and native species thrive on this property. (See updated attachments listing species and their protected status.) Most notable is the landscape of interdunal wetlands interspersed with open dunes that is unique in the southern stretch of the Lake Michigan shoreline. There are five interdunal wetlands in the Saugatuck Harbor Natural Area and the entire area falls within Michigan’s designated critical dunes area. The nearest similar ecosystem is found far north, at Ludington State Park and Nordhouse Dunes.

In addition to the wealth of natural resources found on the Saugatuck Harbor Natural Area, there is also a notable historic site: “Fishtown.” This small community existed on the north side of the river mouth prior to the relocation of the river channel in 1906, serving the local fishing and shipping industry. Stout wooden pilings that line the southern portion of the Lagoon are the only visible remnants of Fishtown.

The Saugatuck Harbor Natural Area is the heart of approximately 1,700 acres of high-quality natural land – an extraordinary resource for West Michigan. Significant public and private resources have and will continue to be directed to permanent preservation of this landscape. To the north is Saugatuck Dunes State Park. To the south is the City of Saugatuck’s Oval Beach Park and Mount Baldhead Park which have forested and open dune habitats as well as facilities to support the use of the Saugatuck Harbor Natural Area. To the east is 75 acres of forested dunes and wetlands preserved with a conservation easement by the Ox-Bow School of Art, the City of Saugatuck, and the Land Conservancy of West Michigan.

II. Administration and Finances

Beginning in 2010, the City of Saugatuck ~~will lease~~leased the Saugatuck Harbor Natural Area property from the Land Conservancy of West Michigan for the purpose of using and managing it as a public natural area addition to Oval Beach City Park. From 2010 to 2012, the City ~~will purchase~~purchased portions of the property from the Land Conservancy with committed grant funds. While open to the public, the property will be governed by the rules established for Oval Beach City Park (for example, no alcohol will be permitted on the property) and additional use restrictions (such as no motorized vehicles) ~~recommended by the Management Board for City approval.~~

The Land Conservancy of West Michigan shall be invited to participate and have their advice incorporated into any master plan~~will work with the City of Saugatuck as they establish a~~

~~Management Board to oversee the~~ for the ecological management of the property. ~~The Board shall~~
~~be~~

~~modeled on examples such as the Coolbaugh Conservation Areas Commission in Brooks Township, Michigan. A primary objective of the Board shall be to review, approve, and oversee the implementation of the Master Plan for the Saugatuck Harbor Natural Area.~~

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~~The Management Board shall include representatives appointed by the City of Saugatuck, Saugatuck Township, the Land Conservancy of West Michigan, The Nature Conservancy, the Ox-Bow School of Art, and other appropriate parties.~~

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The City Council may also seek recommendations from the Parks and Public Works Committee related to updates to the master plan, locations for connecting public pathways, land acquisition opportunities, reconstruction or addition of park facilities, landscaping and groundskeeping and other duties as the City Council may from time to time request.

An endowment to provide a stable source of funds for seasonal staff and year-round supervision and protection of the property, along with funding for development projects, ~~will be~~ funded as part of the establishment of the Saugatuck Harbor Natural Area. This endowment shall be held in a restricted fund dedicated to the management of the Saugatuck Harbor Natural Area.

III. Management of Recreation Uses

The Saugatuck Harbor Natural Area will give visitors the opportunity to experience a unique natural ecosystem and a recreational experience that emphasizes uses that are compatible with this quiet and sensitive natural landscape. The Saugatuck Harbor Natural Area will be open for visitation from dawn to dusk, and access from Oval Beach will follow the normal hours posted for the Oval Beach Park.

Access

Given the unique location of the Saugatuck Harbor Natural Area and the need to protect its sensitive resources, only non-motorized and pedestrian access shall be allowed. An exception to this rule will be made along the Lake Michigan and Kalamazoo River shorelines for visitors requiring a motorized wheelchair and park staff and emergency services for the purpose of carrying out their official duties such as emptying trash receptacles and public safety activities. Many visitors will access the property from Oval Beach City Park and will walk along the Lake Michigan shoreline to the property. There will also be access for boaters who anchor off the Lake Michigan shoreline and in the basin area on the south side of the Kalamazoo River channel east of the east end of the pier.

An access easement across the Deam property's Lake Michigan shoreline ~~will provide~~ pedestrian access across their private property on the dry land along the water's edge. Public recreational uses such as swimming and sunbathing are not ~~be~~ allowed on the Deam property, nor is the public permitted to enter the interior of the property, east of the

pedestrian access. The access easement across the Deam property also provides for emergency vehicular access.

The Saugatuck Harbor Natural Area includes 18 acres south of the Oxbow Lagoon adjacent to the Mount Baldhead and Oval Beach parks. Access to this property would be through designated foot trails from these parks.

Access to the Saugatuck Harbor Natural Area through the sensitive wetlands that extend from the Kalamazoo River to the Oxbow Lagoon are prohibited. These wetlands are part of Tallmadge Woods and are controlled by the Ox-Bow School of Art and the City of Saugatuck. The use of this wetland is restricted by a permanent conservation easement. As always, the rights of adjacent property owners will be respected.

Trails

The ~~Management Board~~City Council, in consultation with the Land Conservancy of West Michigan, shall recommend a system of designated pedestrian trails. These trails shall be located so that visitors will be able to enjoy the Saugatuck Harbor Natural Area's diverse habitats and scenic views while providing protection for sensitive and rare animals and plants and fragile dune and wetland soils. The approximate location of these trails is shown on Exhibit 1.

Visitors will access the interior trails from the beach by using 1 or 2 stairways built over the foredune, serving as trailheads. Up to two viewing platforms may be created as part of the trail system to allow visitors to appreciate the views of the area from dunes along Lake Michigan without causing erosion. Up to four all-weather interpretive signs may be placed at logical points along the trail system to provide information about the natural communities and appropriate areas for access and various recreational activities.

One of the initial management goals shall be to reduce the number of informal trails that cross the dune ecosystem. These informal trails degrade the scenic views of this landscape and damage the natural dune habitats. Reducing the number of informal trails may be achieved through signage, dune grass plantings, temporary fencing, and/or other means deemed most appropriate.

In the future, the walkway along the Kalamazoo River channel may be improved as this is an area that draws significant foot traffic. Improvements along the river channel and near the basin area may include an unobtrusive toilet facility (not greater than one story) to minimize impacts from the traditional recreational use of the basin and the south pier. This location has been identified on the concept plan attached as Exhibit 1.

Hunting

Initially, the Saugatuck Harbor Natural Area will not be open to recreational hunting because of potential conflicts with other users of the property and users of adjoining properties, which may include school/university student groups, tourists, and ecotourism groups. Should the ~~City and Management Board~~City Council desire to conduct a controlled, permitted hunt, especially for the purpose of reducing habitat destruction in the forested dunes caused by an overabundance of nuisance species, an analysis should be made prior to establishing a hunt of the potential impact of hunting activities on the rare species and habitats, and implement measures to protect these species and habitats.

Fishing

The Natural Area will maintain the traditional access route to the federally-owned south pier of the Kalamazoo River mouth, which provides the primary access to the local fishery. Signs warning of danger and prohibiting swimming from or near the pier shall be erected there.

Funds shall be sought to develop two structures such as platforms or boardwalks on the edge of the Oxbow Lagoon that would provide locations for fishing, as well as viewing the Lagoon. Their general location is shown on Exhibit 1, but it will be based on suitability for fishing and protection of rare species, especially the Blanchard's cricket frog.

Ice fishing on the Oxbow Lagoon is permitted as long as no structures are erected (i.e. no fishing shanties) and private property boundaries are respected. Signs may be erected at the north and south access points to the Lagoon that show property boundaries.

Boating

Private boats shall be permitted to moor in the "basin" area on the Kalamazoo River channel, just east of the south pier, and along the Lake Michigan shoreline, as has been traditionally done.

Non-motorized kayaks and canoes will be allowed on the Oxbow Lagoon. To minimize the impact of watercraft traffic on the sensitive dune and wetland habitats, no facilities to encourage boat access will be provided. Boats must be portaged in from the northeastern section of the Oval Beach parking lot or from the "Basin" area, and boats must be carried in and not dragged, so as not to damage vegetation or to create erosion. Boaters will not be permitted to beach their boats on the west shoreline of the Lagoon, which is critical habitat for the Blanchard's cricket frog.

Swimming and Sunbathing

Public swimming is provided at Oval Beach Park. Swimming will not be encouraged on the Lake Michigan beach of the Saugatuck Harbor Natural Area but it will be permitted there at one's own risk, without provision of lifeguards. Sunbathing will be allowed in these same areas on the beach up to the point where native vegetation begins. Sunbathing from foredune east will not be allowed in order to minimize impacts to the dune slopes and natural communities.

Swimming is not allowed in the Oxbow Lagoon. Submerged logs and piers and extensive weed beds make the Lagoon hazardous and unsuitable for swimming.

Camping and Fires

No camping or fires shall be allowed anywhere in the Saugatuck Harbor Natural Area.

Exercising Dogs

For the portion of the property that is south of the Oxbow Lagoon and adjacent to the Mount Baldhead and Oval Beach Parks, dogs shall be regulated as they are in these parks. For the portion of the property that is north of the Oxbow Lagoon and along the Lake Michigan shoreline, leashed dogs are permitted on the beach between Labor Day and Memorial Day (September to May).

Dogs are not permitted in the interior of the property north of the Oxbow Lagoon, nor are they permitted along the shoreline of the Oxbow Lagoon, because they would be damaging to rare wildlife populations and habitats and would pose a clean-up problem that would be difficult to enforce.

Use by Other Organizations and Institutions

As with other City-owned parks, a special use permit must be obtained from the City for the use of the Saugatuck Harbor Natural Area by other organizations or institutions.

IV. Management of the Natural Resources

The primary management goal of the Saugatuck Harbor Natural Area is to ensure that the native ecosystems and species, many of which are rare, continue to thrive on this remarkable property. Public use of the Saugatuck Harbor Natural Area shall be compatible with the need to preserve sensitive natural habitats and species.

In September 2024, Land Conservancy of West Michigan staff visited the property to delineate natural communities, generate a cursory plant species list, conduct an ecological assessment, and identify management needs to assist the City in updating the plan. Management recommendations stated here are based on current knowledge of the property and are expected to change as information and park use changes over time. New strategies and management tools may develop and management should be responsive to changing conditions, even as the primary goal for this Saugatuck Harbor Natural Area remains constant. Generally, the action taken shall be 'less is more,' meaning minimal structural/facility improvements shall be an enduring goal.

Open Dunes

The open dunes are the most extensive community type at SHNA and are in excellent condition overall. Natural processes of sand erosion and deposition have generally been allowed to play out unimpeded, a critical factor for sustaining high-quality dune landscapes. Invasive species – most notably Japanese barberry – present a long-term threat, though their abundance is still quite low. Heavy deer browse is apparent throughout the dunes, potentially limiting biodiversity. Off-trail foot traffic, concentrated in the southwest portion of the property, has led to some trampling of vegetation and excessive erosion, although the

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overall impact to the dunes is fairly minor at this time.

Management Recommendations

- Remove Japanese barberry, which is concentrated in shaded areas under trees. individuals can be hand-pulled. Larger individuals and well-established patches will require foliar herbicide treatments for successful removal. Effective control will likely require multiple years of treatment.
- Periodically monitor for other invasive species and take action if they pose a threat to native ecosystems.
- Continue allowing the natural processes of sand erosion and deposition to continue unimpeded. Avoid planting beach grass, installing sand fences, or taking similar measures to “stabilize” the dunes, except to repair areas of unnatural erosion caused by excessive human activity.
- Consider working with local and regional partners to evaluate options for deer population management.

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Great Lakes Marsh

A large Great Lakes marsh occupies the area between the open dunes and Oxbow Lagoon. The marsh is quite diverse, with both inundated zones and upland rises occurring throughout. High Lake Michigan water levels in 2020 and 2021 drowned out many trees, causing a shift to a more herbaceous plant community. The newly opened canopy also likely facilitated the establishment of invasive phragmites. While currently confined to a relatively small area of the marsh, phragmites presents a severe risk to ecosystem integrity since it can expand rapidly and decimate native communities.

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Management Recommendations

- Remove phragmites using appropriate foliar herbicide applications. Effective management will likely require multiple years of treatment. This may be the highest management priority on the site, and action should be taken as soon as possible.
- Remove Japanese barberry and black locust that occur on upland rises within the marsh. Black locust should be removed by girdling or drill-and-fill treatments, while Japanese barberry is best treated with foliar herbicide applications.

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Interdunal Wetlands

Several interdunal wetlands, a globally rare natural community, occur within the open dunes landscape. These sedge- and rush-dominated communities fluctuate with Lake Michigan water levels. Past and ongoing research studies on the interdunal wetlands at SHNA have improved our understanding of the unique hydrology and biology of these ecosystems. The interdunal wetlands at SHNA are generally in very good ecological condition.

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Management Recommendations

- No management is recommended at this time beyond periodically monitoring for invasive species and continuing to allow research on the site.

Mesic Northern Forest

A mesic northern forest with a mature canopy of red oak, sugar maple, hemlock, and white pine occurs in the southeast corner of the site. The ground layer is very sparsely vegetated and there is almost no natural regeneration of canopy trees. This is almost certainly a result

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of excessive deer browse. Japanese barberry is scattered throughout the forest and is likely to expand without management.

Management Recommendations

- Continue treatments for hemlock woolly adelgid to retain hemlock as an important part of the tree canopy.
- Remove Japanese barberry through appropriate mechanical or chemical treatments. Effective control will likely require multiple years of treatment.
- Consider working with local and regional partners to evaluate options for deer population management.

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Trails and User Experience

A network of trails winds through the SHNA property (Figure 2). Some of these are official trails that are marked with signposts in the field and/or are shown on the trail map on the City of Saugatuck website. Some of these official trails are well-marked and well-used, while other trails are faint, difficult to follow, and receive little to no use. User-created social trails also occur throughout the property. These are concentrated in the southern part of the site near the parking lot and Oval Beach. Excessive use of this area has caused some damage to natural features, including vegetation trampling and accelerated erosion. Barbed wire that was previously buried has also been located in certain areas.

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Management Recommendations

- Use signs and/or natural barriers (e.g., logs or brush piles) to decommission social trails that go through the Deam property and those that traverse highly-erodible areas.
- Consider adopting some well-used social trails in the south part of the property as official trails, assuming they do not lead into private property or cause unacceptable damage to natural features.
- Decommission official trails that are unused and unmaintained.
- Ensure all official trails are clearly marked in the field.
- Update trail maps accordingly on the City of Saugatuck website and elsewhere. Consider installing a trail map sign near the parking lot and/or wayfinding signs throughout the property to help visitors navigate the trail system.
- Barbed wire will be handled on a case by case basis. Areas may be flagged with temporary signage or other methods of communication.

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Lake Michigan Shoreline and Foredune

The 3,650 feet of Lake Michigan shoreline in the Saugatuck Harbor Natural Area is a continuation of the white sand beach found at the adjacent Oval Beach Park. It is backed by foredunes that rise about 20 feet to an elevation of 600 feet. The foredunes are a mixture of open sand, marram grass, scattered sand cherry and other native foredune plant species.

Lake Michigan levels largely determine the width of the open sand beach. The Kalamazoo River channel pier affects the Saugatuck Harbor Natural Area's beach growth and attrition. This impact is not expected to be remedied or managed through this project.

The primary threat to the beach/foredune natural community at this time is the unrestricted pedestrian use of the property. There are numerous footpaths leading from the beach, up the face of the foredunes, and into the interior dune area. These paths create openings in the vegetation, destabilizing the foredune and trampling native beach vegetation. These numerous paths could also facilitate the invasion of exotic plants that are detrimental to dune systems, such as spotted knapweed and lyme grass.

Management recommendations (foredunes)

The number of pathways through the foredunes shall be limited to preserve vegetation and reduce erosion. Initial activities shall include designating permitted pathways with signage, by blocking off other routes, and restoration plantings. Dune plantings and/or erosion prevention measures may prove useful in this effort.

One to two stairways shall be developed leading over the foredune, approximately where shown on attached Exhibit 1. The stairways will act as trailheads and will help direct foot traffic to the designated trails and scenic overlooks. Invasive exotics will be mapped and removed using standard methods. Surveys for invasive exotics will be done annually, along with their elimination by hand pulling or other best management practices.

Open Dunes and Interdunal Wetlands

Much of the Saugatuck Harbor Natural Area is comprised of open, rolling dunes interspersed with basins that have interdunal wetland plant communities during periods of higher water levels in Lake Michigan. At this time, with several years of low lake levels, the interdunal wetland areas are dry during a majority of the year, but they continue to have distinctly different vegetation than the surrounding open dunes.

Beach grass is now widely established on the dunes. According to accounts of residents, these dunes were much more open and exposed as recently as several decades ago. Areas of open, blowing sand are habitat for Pitcher's thistle, a plant listed as threatened by the federal and state government. This plant has not been found on the parcel to date.

Like the foredunes, the unregulated pedestrian use of the dunes is the principal threat to the dune ecosystem. Foot trails ring the interdunal areas and cross the open dunes. In addition to trampling vegetation and destabilizing the dunes, the potential for the introduction of invasive species is a concern.

Management recommendations (open dunes and interdunal wetlands)

Management for the open dunes and interdunal wetlands is similar to that for the foredunes—limit pedestrian pathways, block off and restore trampled areas and excessive trails, develop a designated pathway to points of interest and scenic views, and survey for and eliminate invasive exotic plants annually. Management tools and methods for reducing erosion should be considered, such as a version of a snow fence that can be used as a roll-out pathway in dune environments to mitigate the loss of disturbed sand. It can also be considered on areas exposed to wind.

Special attention shall be given to the preservation of the interdunal wetlands. These areas are especially sensitive to trampling. The habitat quality should be maintained so that they are in good condition for times of higher lake levels.

Oxbow Lagoon Shoreline

The banks of the Oxbow Lagoon or lake are fringed with an emergent wetland that is classified as a Great Lakes marsh because the water levels in the system rise and fall in tandem with Lake Michigan. The width of this wetland varies—in places it is relatively narrow, but in others it is quite wide, particularly toward the northern end of the Oxbow Lagoon.

This marsh is the home base for the State Threatened Blanchard's cricket frog, and thus is a very important and sensitive habitat. Any management of this area shall take into consideration the potential impacts to the cricket frog population.

One of the greatest threats to the marsh fringing the Oxbow Lagoon is trampling. In the past, people walked the banks of the Oxbow Lagoon to fish from the banks or simply to navigate around the lake. During times of low water levels it is very easy to trample a path through the wetland vegetation and to accidentally tread on the diminutive frogs.

Management Recommendations (Oxbow Lagoon shoreline)

To reduce the trampling the wetland receives, no fishing from the wetland shoreline shall be permitted, except at the fishing/viewing structures. A designated trail should re-route traffic onto dry land.

Exotic species, such as purple loosestrife and giant reed, will be mapped and controlled annually. These species should be controlled using the best appropriate methods, which will often involve using spot application of herbicides approved for wetland use.

Eurasian milfoil is an issue in the Oxbow Lagoon and is sprayed by adjacent landowners. More should be learned about the chemical used in spraying and the potential effect on the cricket frog.

Jack-Pine Forest

The Jack-pine forest is located along the edge of the Oxbow Lagoon on that portion of the SHNA property that lies north of the east-west arm of the Lagoon. The pines grow between the open dune/interdunal wetland complex to the west and the marsh along the Lagoon to the east.

The significance of this Jack-pine forest is due to the use of the forest wetland edge by the Prairie warbler, which has endangered status in Michigan. There is a population of Prairie warblers that nest in this area each year. The stands of pine also include Austrian pine, a non-native that is currently being removed from the Saugatuck State Park by DNR. In the future, the removal of Austrian pine could be considered for the Saugatuck Harbor Natural Area.

Management Recommendations

To protect the prairie-warbler habitat, the Jack-pine forest should not be fragmented or degraded. Trails should not be put into the warbler habitat. Additional research should be done to determine the numbers of warblers using the habitat and what, if anything should be done to promote a sustainable population. This area includes exotic Austrian-pine and white poplar, which should ideally be removed. However, studies should be done first to determine what detrimental effect, if any, this would have on the prairie-warbler population.

Hardwood/Pine-Forested Dunes South of the Oxbow Lagoon

The wooded dunes south of the Lagoon are higher and have steeper slopes than the open dunes on the remainder of the property. Dominant trees include beech, maple, and oak on the drier slopes, and hemlock in the shadier ravines. Scattered white pines are present as well as other species such as cherry and witch hazel. There is little ground cover, probably due to the sandy soil and the amount of deer browsing on the herbaceous and shrub layers.

These wooded dunes are contiguous with the Mount Baldhead Park wooded dunes and also adjacent to Oval Beach Park. Trails already run through existing property onto the Saugatuck Harbor Natural Area.

Management Recommendations

This area is contiguous to the Mount Baldhead Park and is cut off from the main portion of the property by the Oxbow Lagoon and the Deam (Lighthouse) parcel. Therefore, it shall be managed as part of the Mount Baldhead Park rather than as a part of the Saugatuck Harbor Natural Area. Preservation of its natural communities will remain the primary management goal.

~~The wooded dunes should be allowed to reach an “old-growth” condition where possible. There should be no timber harvesting and cutting should be allowed only when a tree poses a danger to park users or to the health of the ecosystem. Standing dead trees and fallen timber should not be removed, since they are an important part of the dune ecosystem and support a diversity of animals and plants. Limited and permitted hunting may become necessary to allow the forest to regenerate from deer browse.~~

~~Trails through the forest should be designated and limited in number to reduce the fragmentation of this forest and to reduce pathways for invasive exotic species. The property will be monitored annually for exotic species, such as garlic mustard, and they should be eliminated through best management practices for use in natural areas.~~

V. Management of Historic Resources

Fishtown Site

Little remains of the historic fishing village that was once located on the north side of the old Kalamazoo River channel near its confluence with Lake Michigan. The site will remain undisturbed and undeveloped and removal of artifacts shall be strictly prohibited.

VI. General Facilities ~~and~~, Staffing, and Monitoring

In order to meet the needs described above, seasonal staff will be hired annually to manage the property and to assist and orient visitors. Available ~~to~~ staff will be responsible for patrolling the property, picking up litter, enforcing rules, monitoring the ecological health of the property, leading volunteers in removing invasive species, and maintaining signs and trail structures.

In the future, consideration should be given to establishing a small, staffed “welcome” kiosk/structure at the primary entrance to the property from Oval Beach to orient visitors to the property and provide educational material. Staffing hours are anticipated to run ~~from~~ the week before Memorial Day through mid-September annually.

It is recommended that ~~the Management Board and City create a Safety Committee to~~ City staff coordinate with first responders and develop plans to address potential emergencies.

Regular monitoring is important to assess the condition of habitats and infrastructure, track management progress, and identify issues that may require intervention. SHNA should be inspected by knowledgeable personnel at least once per year. This inspection should be oriented towards assessing invasive species populations, evaluating trail use and conditions, and detecting any other management concerns. Generating a brief report after each year’s monitoring may be useful for sharing findings and detecting changes over time.

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VII. Protection of Adjacent Private Property

The Land Conservancy of West Michigan and the City of Saugatuck respect the rights of adjacent property owners and will manage the public use of the Saugatuck Harbor Natural Area

so that it does not infringe on private property rights. Visitors shall be directed away from adjacent private lands, especially the Deam (Lighthouse) parcel, by means of signage, fencing (if needed), and other appropriate means. On-site management staff will support enforcement of these boundaries.

Baitao Xiao and Ping Wei
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Canton MI 48187
bxiao7@gmail.com
864-650-7728

02/18/2025

Saugatuck City Council
102 Butler St. PO Box 86
Saugatuck, MI 49453

Dear Members of the Saugatuck City Council,

I hope this letter finds you well. I am writing to inform you of a change in the ownership record for the property located at 781 Manchester dr Saugatuck MI 49453. This change was officially recorded on June 19, 2023.

Originally, the property deed included three names: Krzysztof S. Klesyk, Ping Wei, and Yan Zhou. However, due to personal reasons, we executed a quit claim deed to remove the name of Yan Zhou from the original deed. This change was made to align with our current personal and financial circumstances and was not meant to affect the property's primary use or management. This change was an administrative change rather than a typical change of ownership where financial transactions are involved.

We were unaware that this modification constituted a change of ownership under Section 154.022.V.8 of the Short-Term Rental regulations. We deeply apologize for any inconvenience or misunderstanding this may have caused.

Given the nature of our situation, we respectfully request that the city council consider our case as an exception to the typical implications of a change in ownership. Our intent was not to disrupt the regulatory process but to align the property deed with our current circumstances.

We are committed to complying with all applicable regulations and are eager to work with the city council to resolve this matter amicably. We hope you will consider our request favorably and grant us the necessary exception.

Thank you for your understanding and attention to this matter. Please feel free to contact me at 864-650-7728 or bxiao7@gmail.com if you need any further information or documentation.

Sincerely,

Baitao Xiao and Ping Wei