



**Parks and Public Works Committee
Regular Meeting**

October 22, 2024 – 10:00 am

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

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES:

A. Regular Meeting – September 24, 2024

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

6. REVIEW/DISCUSSION:

A. Department of Public Works Updates

B. MI Green Communities

C. Saugatuck Harbor Natural Area

1. Management Recommendations from Land Conservancy of West Michigan

D. Study Group and Other Staff Updates

1. Invasive Species.

2. Airport Property.

3. Blue Star Multimodal Path (Lake Street).

4. Village Square & Playground.

5. Park Street, Mt. Baldhead Improvements, & AT&T status.

6. Maple Street.

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

8. CORRESPONDENCE

9. MEMBER CLOSING COMMENTS

10. ADJOURN

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.



PARKS AND PUBLIC WORKS COMMITTEE MEETING MINUTES

September 24, 2024

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

Saugatuck City Hall

102 Butler St., Saugatuck, MI 49453.

Call to Order:

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

Attendance:

Present: Chair Baldwin, Committee members Charak, Kimble, Roche, Thiel.

Absent: Hoffman.

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

Approval of Agenda:

Motion by Charak, second by Kimble, to approve the agenda for September 24, 2024. Via voice vote, motion carried 4-0.

Approval of Minutes:

Motion by Kimble, second by Charak, to approve the August 27, 2024, regular meeting minutes as presented. Via voice vote, motion carried 4-0.

Public Comments (agenda items only): None.

Review/Discussion:

A. Department of Public Works Updates:

- Annual tree assessment completed with local arborist.
- Tree planting planned for early November (15 trees).
- Water service line verification work is ongoing.
- New equipment operator hired: Scott Morrow.
- Concrete work scheduled for third week of October.
- Staff attended salt spreader training.

B. Benches for Village Square Park:

The Committee discussed placement of five benches around the new playground at Village Square Park. The plans will be submitted to the Historic District Commission for approval. Kimble suggested adding more benches due to the park's popularity, and Herbert agreed to consider it. The group also discussed adding picnic tables in the future.

C. Update on Saugatuck Harbor Natural Area:

City Manager Cummins reported that after consulting with legal counsel and reviewing previous documents, they determined the process for updating the Saugatuck Harbor Natural Area plan. This update is necessary to access endowment funds from the Community Foundation. The Conservation District has agreed to the City Council updating the plan, provided they have input in the process. They're currently working on updating the natural features inventory, which is expected to be completed by the end of October. Once the updated inventory is received, committee members Baldwin and Roche will likely provide feedback and suggested changes. The updated plan will then be discussed with the City Council for additional input before finalization.

There was also mention of the need for an updated list of invasive species on the property for the Master Plan. This ties into the broader discussion about invasive species management in the area. Additionally, City Manager Cummins provided an update on the conservation easement for the Saugatuck Harbor Natural Area, mentioning that draft easement language was expected soon.

D. Study Group and Other Staff Updates:

1. Invasive Species:

The Committee expressed an interest in educating the community about invasive species. They are considering using resources from the State of Michigan website, which provides information and pictures of invasive plants. Charak suggested creating a simplified spreadsheet with invasive species information, including names, brief descriptions, and pictures. He proposed involving local students in this project. There was mention of discouraging people from buying and planting invasive species, as some can be attractive but harmful to the local ecosystem. The Committee discussed the need to inform residents about identifying invasive species in their own yards and how to remove them. The idea of presenting information about invasives in smaller, more digestible chunks was proposed, possibly through the city's e-news. This could involve focusing on different categories like vines, trees, aquatic plants, and shrubs separately. The Committee also touched on the importance of promoting native species as alternatives to invasives. They seem keen on developing a comprehensive approach to invasive species education and management, involving both community outreach and hands-on efforts.

2. Airport Property:

On September 20, roughly 66 eighth-grade students visited the airport property for an educational outing. The event was well attended by various community leaders, including Saugatuck City Manager Cummins, Department of Public Works staff, school representatives, and parents. The students were divided into groups, with some working at the Tails and Trails dog park area. What was

important about that is that the kids are actually putting in their middle school cross country trails right now, so they actually got to be an active part of creating that and then they also worked on habitat management and invasive species removal. The other half of the students at the airport property were the first to walk the trails that are planned to open to the public in the spring, pending completion of work by the Outdoor Discovery Center. The ODC conservation experts were present to guide the students and point out interesting and natural features. Roche, who reported on the even, described the student's energy and enthusiasm as being at an "all-time high." The kids were excited to be outdoors with their peers and actively participating in community projects. The event also included work on removing autumn olive, an invasive species, with the removed plants being moved to the DPW compound for disposal. Overall, the comments reflected a successful and engaging community event that combined education, environmental stewardship, and youth involvement at the airport property.

City Manager Cummins gave an update on the conservation easement for the airport property. He reported that attorneys have begun drafting the conservation easement language for a portion of the property, which is expected to take about a month. Once drafted, the language will be reviewed by the City Council to ensure their comfort with its terms. Cummins also mentioned that surveyors are expected to complete boundary work for the conservation easement area within the next 4-6 weeks. This area primarily includes the eastern portion of the property, which consists of ravines, steep grades, floodplains, and wetlands.

3. Blue Star Multimodal Path:

Committee Member Kimble reported that construction estimates for the Blue Star Multimodal path came in higher than initially expected. This may result in the deferral of certain aspects of the project. They are exploring ways to manage the budget while still achieving the project's core objectives. City Manager Cummins provided an update on the project's status, mentioning that tribal and environmental reviews were still ongoing. Despite the higher costs, there is hope that construction could begin next year. The Committee also touched on the traffic light portion of the project. An update on potential grant funding for this aspect was expected soon.

4. Village Square Playground:

City Manager Cummins said that they have a meeting Thursday, September 26th with engineers and the donor's representative. The engineers took an initial look and said the concrete courts are in good shape. They would like to discuss the scope of the project with the potential donors because if they fully replaced the courts the cost would be pretty dramatic. The size of the court isn't to today's specs as far as having extra areas outside of the court itself. They would like to discuss that as well as have a discussion about what the resurfacing looks like as far as painting the lines on the courts and then what are some estimates for some additional things that we would like to see there. They have discussed fencing, bleachers and making the courts multi-purpose. Cummins is hoping that they can have a little further discussion on Thursday before the engineers put together a scope of services to work on. They would really like to know their true budget so they can make their plans around the potential dollars that are there.

5. Park Street, Mt. Baldhead Improvements, & AT&T status:

City Manager Cummins said that the AT&T project is progressing, and that AT&T sent an updated response to the State Historic Preservation Office and the tribes. AT&T continues to work through that significant piece of the project. The next project as it relates to bathrooms is the permitting process regarding the critical dunes and there are a lot of environmental sensitivities. Cummins said that work should begin soon.

For Mount Baldhead, there is a focus on erosion mitigation. The Committee discussed potential involvement of the Rotary Club for tree planting to help with this issue. There are also plans to improve the viewing deck and replace the chain link fence, aiming to enhance both functionality and aesthetics.

Regarding Park Street, a project interest form has been submitted for an EGLE grant. This grant is related to coastal management and will support design work for improvements along Park Street. The Committee recognizes the need for these improvements to address erosion issues, enhance visitor experience, and maintain the area's natural beauty while accommodating necessary infrastructure upgrades.

6. Maple Street:

City staff and engineers held a successful open house for the Maple Street project, where they received feedback from residents. Their main focus was on the need for dedicated sidewalks or wider shoulders to improve pedestrian safety. There was discussion about the township considering adding sidewalks along Blue Star Highway, but not on Maple Street itself. DPW Superintendent Herbert mentioned that currently, he sees about four students either walking or riding their bikes on Maple Street to school, but he thinks that number would increase with sidewalks. Committee members expressed concerns about the overall condition of Maple Street and emphasized the need for repairs. They discussed the importance of creating pedestrian-friendly infrastructure while also considering long-term maintenance requirements. Some committee members were initially worried about the cost and DPW's ability to maintain new sidewalks. However, Herbert pointed out that snow removal equipment already drives on Maple Street to reach other sidewalks, so maintaining additional sidewalks wouldn't be a significant issue.

Public Comments (Limit 3 mins): None.

Correspondence:

Committee members reviewed letters from local students, Dew Ebron and Hudson Rodewald regarding recent city improvements and their favorite things to do or places to visit in Saugatuck.

Member Closing Comments:

- Kimble – She thinks that things are going well, and she is appreciative of all the work that is being done.
- Roche – She suggested that the committee reach out to the public and have them vote on a name for the property. She thinks it would be good to brand the property and have the

public take some ownership over it. Roche also brought up the Michigan Green Communities program, which is the state's initiative for sustainability. Roche said that Fennville and Saugatuck Township are doing well in this program, and she would like to present it to City Council. She sees this as an opportunity for Saugatuck to demonstrate its environmental values to residents and visitors, with little downside. She would like to put this on the agenda for the next meeting to discuss moving forward with it.

- Charak – He said that he would contact middle school principal, Mark Neidlinger, per Roche's recommendation, regarding involving students in the invasive species work. Charak has already been to the Michigan State website for information on invasive species. He really likes the idea of the airport having a name and thinks it would be great to involve the community in the naming process.
- Thiel – She mentioned that she had the opportunity on Sunday, along with Nancy Kimble, to attend the community conversation at All Saints. She said the ODC did a great job engaging everyone about their purpose and the grassroots work being done on the airport property, and how people can get involved. Thiel said that she had never met Dave before, but he was a great speaker, and the conversation went really well. She estimated that there were about 30 people in attendance.
- Chair Baldwin – Baldwin said that she was delighted to participate in the airport property event and is grateful to have such great committee members who were able to put that event together and fully participate. She said that the event was just a fabulous day, and it made her remember why everyone gets up and does this work. She expressed that she is fully on board with the Michigan Green Communities program that Roche proposed. Baldwin also said she loves the fact that the committee is moving forward with the airport property and thanked everyone for their great work.

Adjournment:

Motion by Charak, second by Kimble, to approve adjournment of the meeting. Via voice vote, motion carried 4-0. Chair Baldwin adjourned at 11:04 a.m.

Respectfully Submitted,

Sara Williams, City Deputy Clerk & DPW Admin. Assistant



Department of Public Works Report

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 9/23/2024:

Street Sweeping:

As we enter the fall season with more leaves falling from the trees, street sweeping has been increased from two days per week to five days per week. This not only keeps town cleaner, but it also ensures that storm drains are free of obstructions and flowing properly.

Oval Beach:

Public Works is slowly uninstalling some of the more seasonal items at Oval Beach. These items include the boardwalk, trash barrels, seasonal signage, speed bumps, and picnic tables. We've started installing the erosion control fencing. The restrooms will remain open until temperatures start dipping into the 30's at night.

New Hire:

We've recently filled a vacant Equipment Operator/Maintenance Worker position in Scott Morrow. Scott joins our team with many years of maintenance experience from working at Perrigo. He brings a ton of enthusiasm about pouring his efforts back into the community that he loves. Scott's first day was September 30th.

Mt. Baldhead:

The parking lot at Mt. Baldhead was developing some sizable potholes so we graded the lot and added more gravel.

Tree Work:

Two dead trees were taken down. One was located at 102 Butler Street (City Hall) and the other was located at 149 Lucy Street. Both trees will be replaced. Crews have also been trimming trees in the road right-of-way to improve sight distances and maintain visibility of street signs.

Vandalism:

During the evening hours of Friday September 27th, the restrooms at Village Square and Wick's Park were graffitied along with a trash can lid at Willow Park. Significant time was spent

removing the graffiti and some of it had to be painted over. Police assisted by making a report of the incident.

Fall Decorations:

Fall decorations have been installed throughout the city. Public Works assisted with placing the decorations at key locations around town. Gregory Muncey has kept the tradition alive by collecting donations, organizing volunteers, and setting up the decorations. A big thank you to Gregory for his work with this.

Special Event Assistance:

- **9/27/2024** – Saugatuck Public Schools Homecoming Parade

Meetings:

- **9/23/2024** – DPW Weekly Goals Meeting
- **9/23/2024** – Staff Meeting – DPW/Clerk
- **9/24/2024** – Parks and Public Works Committee Meeting
- **9/24/2024** – Asphalt Repair Pre-Construction Meeting
- **9/25/2024** – Department Head Team Meeting
- **9/26/2024** – Special Meeting
- **9/26/2024** – Village Square Courts
- **9/26/2024** – Chain Ferry Meeting
- **9/27/2024** – DPW Weekly Goals Follow Up Meeting
- **9/27/2024** – Oval Beach Metro Wireless Meeting
- **9/30/2024** – DPW Weekly Goals Meeting
- **10/01/2024** – One-on-One Meeting with City Manager
- **10/04/2024** – DPW Weekly Goals Follow Up Meeting

GETTING STARTED WITH THE MICHIGAN GREEN COMMUNITIES CHALLENGE

For communities new to the MGC Challenge

Communities of all sizes can take the Michigan Green Communities Challenge. The MGC Challenge outlines actionable steps toward creating more environmentally sustainable, economically vibrant, and healthier communities. While many communities have ambitious goals, it can be difficult to identify where to get started. This guide highlights action items from the MGC Challenge that any community can take to start moving toward its sustainability goals.

Below are 15 action items that are require relatively minimal resources to complete. Completing any 10 of the action items will earn a community bronze-level certification. Points are also awarded for action items that are “in progress”!

The action items below are organized by the category that they fall under on the MGC Challenge. For a complete list of the action items, [please click here](#). Resources and tips for completing MGC Challenge action items can be found at the [Catalyst Communities site from Michigan Department of Environment, Great Lakes, and Energy](#).

Planning for Inclusive and Lasting Impacts

Action Item 4: Establish an internal sustainability team, made up of staff from different departments as relevant, to coordinate municipal sustainability initiatives.

Action Item 6: Staff, municipal commission/council members, and/or volunteer board members attend regular diversity, equity, and inclusion (DEI) training as part of their service/employment.

Action Item 11: Participate in the Michigan Green Communities Network and share your community's successes and/or lessons learned.

Energy Efficiency and Renewable Energy

Action Item 1: Conduct energy audits on municipal facilities.

Action Item 2: Adopt decarbonization targets for municipal operations and facilities.

Action Item 15: Create an inventory of municipal owned street lighting.

Action Item 22: Adopt and enforce an anti-idling policy for the municipal vehicle fleet.

Responsibly Managing Materials

Action Item 4: Develop or adopt a municipal sustainable purchasing policy that eliminates toxics, increases the use of recycled content, and builds or supports the low-carbon circular economy.

Sustainable Land Use and Economic Development

Action Item 12: Train relevant municipal staff (e.g., public works, grounds and building maintenance) in principles of sustainability.

Action Item 15: Adopt a policy for the municipal purchase of local goods and services as practicable.

Improving Health Outcomes

Action Item 1: Municipal staff have attended a Health in All Policies (HIAP) training.

Protecting & Conserving Water Resources

Action Item 1: Track local water use for all municipal buildings using ENERGY STAR Portfolio Manager.

Communicate Best Practices

Action Item 1: Create a local sustainability action website/webpage and/or social media page.

Action Item 4: Proactively engage traditionally underserved populations in your community in sustainability planning/initiatives.

Action Item 6: Provide awards or incentives to residents, organizations, or businesses who take significant steps to improve the sustainability and/or resiliency of the community.



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

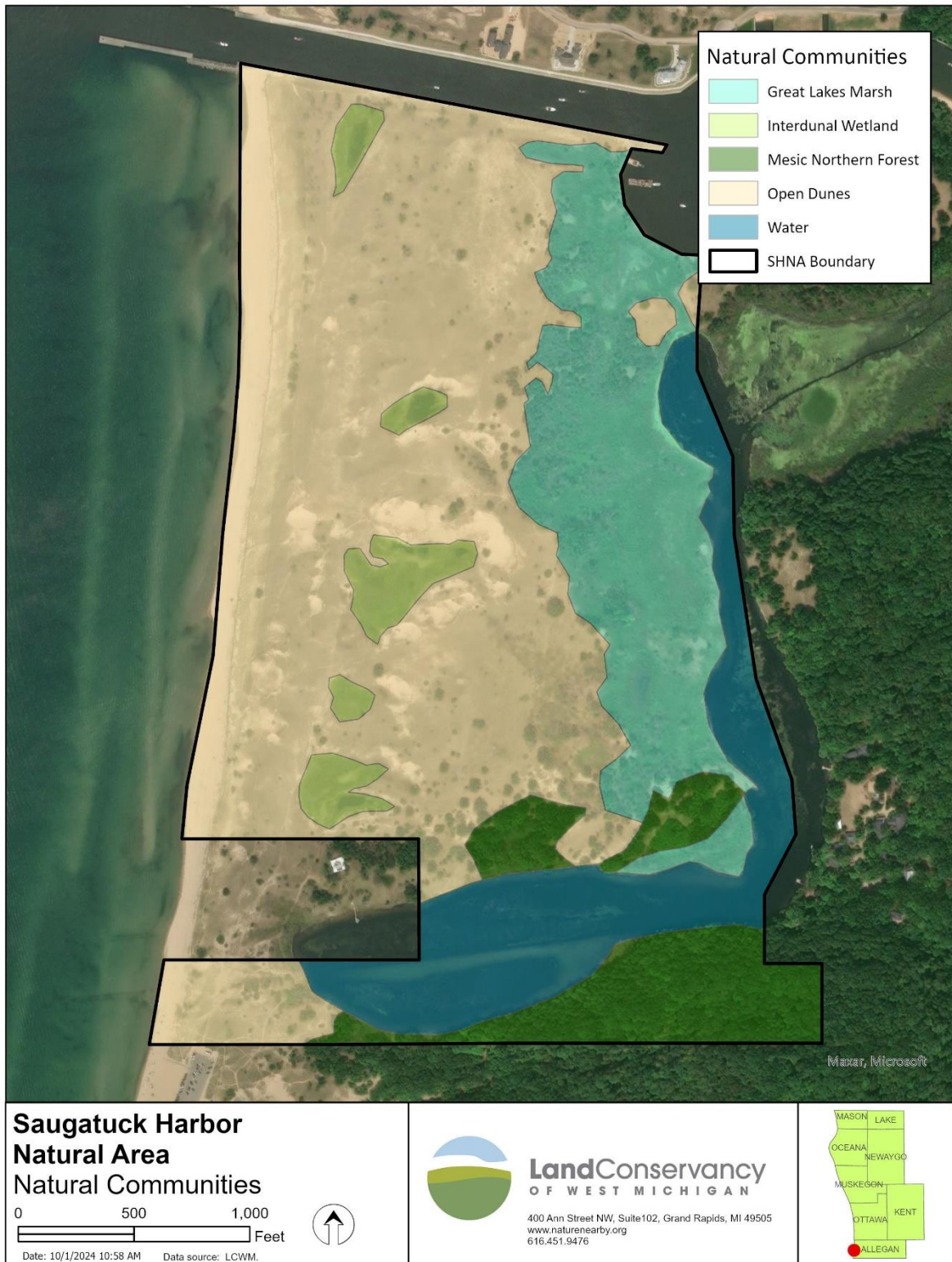
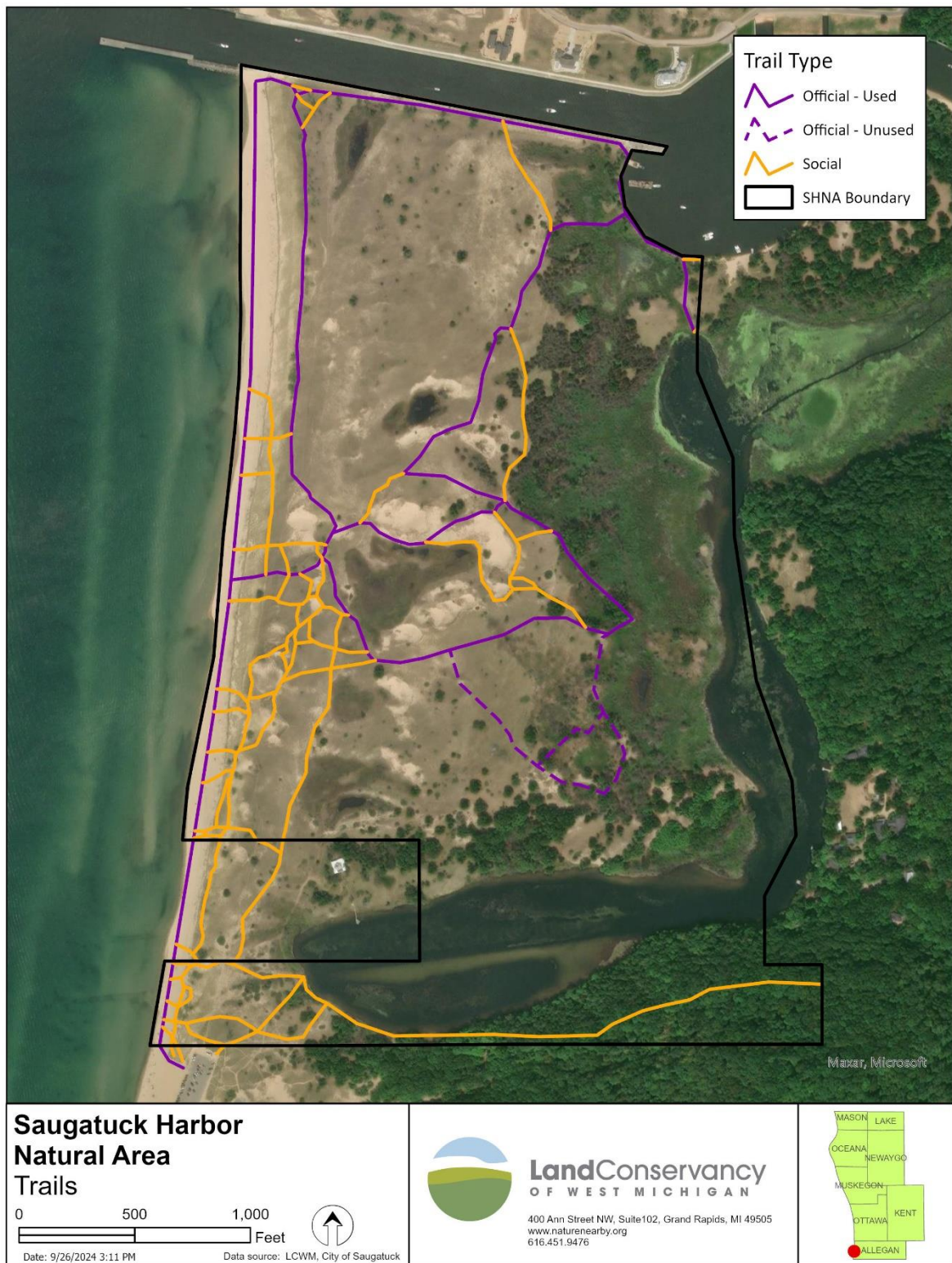


Figure 2. Trail System at Saugatuck Harbor Natural Area



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 centaur	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



City Manager Report

October 9, 2024

Maple Street Grant Award

- Good news! The City was successful with its \$250,000 grant application to help fund a portion of the Maple Street project. Every bit helps and we can surely use it with this costly project. The City has applied before and not been successful with this particular set of grant funds. We reached out to our state senator and state rep and Rep. Andrews was helpful in submitting a letter of support. I greatly appreciate his advocacy
- The City Engineer is still hoping to present a report to Council this fall and start design once there is direction on some of the big picture decisions.

Wi-Fi at Oval Beach

- Metro Wireless met with the Department of Public Works for an installation kickoff meeting.
- Installation and testing are planned to occur in October.

Projects in the Works

- The City has a lot of projects in the works. Council previously suggested some infographics to help provide information.
- Attached is an infographic that staff will be sharing in the email blast and on social media. Happy to send the files to Council as well if you wish to share with your constituents more directly.

Airport Property

- One of the agenda items is a proposed conservation easement for the eastern portion of the property. The area that is proposed for a conservation easement has a steep grade and portions are wetlands and in a floodplain. All studies and maps can be viewed on the City website here: <https://www.saugatuckcity.com/parks-and-public-works-committee.html>

Ferry Street Culvert

- The Allegan County Drain Office is working with the City of Douglas to replace the failed Ferry Street drain crossing culvert, which is part of the Warnock Drain. Due to the county drain office's exemption from EGLE permitting, the City of Douglas is planning to replace the culvert through a maintenance resolution.

- Through this process, the costs for the replacement would be assessed back to property owners, cities (Saugatuck & Douglas), townships (Saugatuck), the road commission, and the county at large. As part of the assessment process, a drainage district/watershed review will be conducted, potentially adding additional lands to the Warnock Drain Drainage District/Watershed.
- The drainage district was last evaluated 8 years ago. Currently, only a few City properties along Campbell are in the drainage district.
- The engineers were open to any plans and feedback the City had as they begin their review. One of the City Engineer's drainage experts took a look. We provided the Douglas engineer with a sketch as well as the Campbell Road plan sheets and clip of the City GIS that were used in the review. The review showed that not much of the City is a tributary to the Warnock Drain. We will stay engaged in the process.

Short-Term Rentals

- Staff are completing the Granicus 1-800 hotline training. I recently conducted user acceptance testing. Complainants will be able to report concerns via phone or online. More to come as the system is ready to go live.
- I have prepared an outline of STR information to be shared on a dedicated part of the City website. Staff will be working to update the website in the next couple weeks.

Extending Flowers into Fall

- Jeff Scott, co-owner of The Owl House, is a member of the Garden Club. He has worked to extend the placement of flowerpots into the fall in various areas.
- This includes approximately 15 pots (12x12x12 inches) and 7-9 planters (6x24 inches). Pansies, ornamental kale, and chrysanthemums are being used.
- The costs of the flowers were shared by shop owners, and Jeff Scott will maintain and remove them by mid-December.
- Big thank you to Jeff, and other shop owners, for their extended flower beautification efforts!

Applications for Vacant City Council Seat

- So far, we have received one application for the vacant Council seat.
- A copy of the vacancy announcement and details on how to apply are attached.
- Applications are due by October 11 at 5p.

Milfoil Donation

- The City Treasurer advised that we received a \$10,000 donation from the Rotary Club for milfoil treatment!
- This is a huge donation to help with the cost to fight invasive species. I am very grateful to the Rotary Club for giving back in such a huge way.

Water Service Material Verification

- We are still requesting help with verifying water service material going into each home and business. Photos of the water line entry into the homes can be uploaded at <https://bit.ly/saugatuckupload> or emailed directly to jmoxey@fveng.com
- The contractor continues to work diligently on verifications of other water service sections.

Blue Star Trail

- C2AE has submitted grade inspection details to MDOT for review. MDOT advised they will be scheduling a meeting soon.
- Review by consulting party tribes is still expected by the end of October.
- We should hear any day on whether we were successful with our shared streets and spaces grant for the proposed traffic signal.

AT&T Cellular

- State Historic Preservation Office (SHPO) approvals remain pending.
- On September 24, AT&T submitted a response to SHPO and tribal consulting parties answering their questions and attempting to address their concerns. They are hopeful this will address the concerns and allow the project to move toward mitigation measures being memorialized in a Memorandum of Agreement.
- AT&T's decision on the City's agreement request remains pending resolution of SHPO approval.

Telecommunication Improvements

- At the recent workshop, Council discussed telecommunication with the County Broadband Project Manager, Jull Dunham.
- During the workshop, Ms. Dunham advised she would send some possible telecommunications consultants to consider. Ms. Dunham is still working on some suggestions and advised they will be coming soon. Staff will evaluate possible professional services and costs to assist with engaging with residents and businesses, identifying issues to be addresses, and assisting with next steps in addressing the concerns.

Blast from the Past

- As I prepared for my City Manager interview this past summer, I went through a lot of old historical photos and newspaper articles. It was interesting to see how some things that are being discussed today, were previously discussed and worked on in the past.
- In future reports to Council, I hope to pull some old Commercial Record articles that were around the same date of your Council meeting. This was in the paper on October 9, 1975:

Wanna Build a Post Office?

Who'd like to build a new post office in Saugatuck and lease it to the government?

The U. S. Postal Service is seeking bids for a new postal facility in Saugatuck.

Bidders may offer new construction or an existing facility modified to Postal Service specifications.

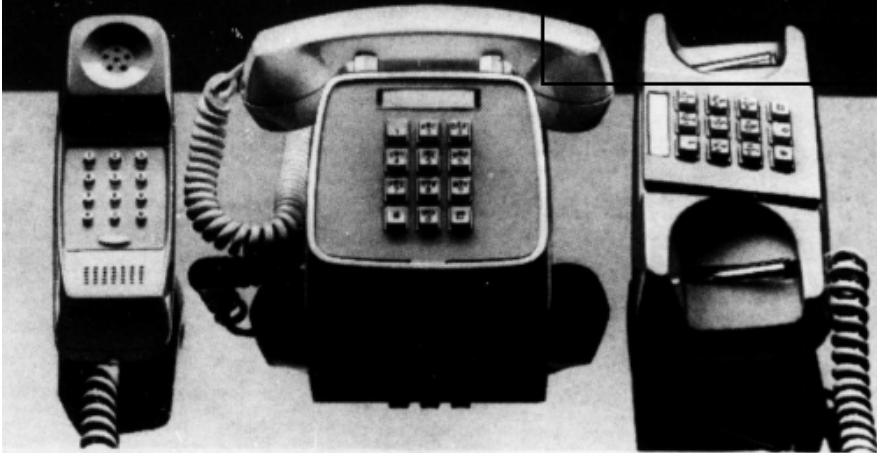
The building will contain 1,856 square feet of interior

space and will be located on a 14,300 square foot site within or adjacent to the business district.

Bid documents are available from Jerry A. Adkins, Real Estate Specialist, U. S. Postal Service, P.O. Box 2427, Grand Rapids, Michigan, 49501. Bids close November 15, 1975.

- I also found this ad in the same paper. Puts our work to improve cellular service into perspective:

Pushy. Pushy. Pushy.



Well, well, well.

Looks like our pushbutton phones are more than just fast, accurate and convenient.

They're colorful. And come in different styles.

That's our graceful Styleline® phone on the left. The standard desk phone in the middle. And the handy compact phone on the right.

Not pictured are a pair of space-saving wall phones we didn't have space for.

Our business office would be more than happy to arrange installation for you.

All we need is a little push.

GTE

GENERAL TELEPHONE

Touch Calling may not be available in all areas.

Miscellaneous

- Attended the Middle School invasive species removal project at the Old Airport Property.
- Prepared for and attended Parks and Public Works Committee meeting.
- Attended asphalt repair pre-construction meeting.
- Held a Department Head team meeting.
- Met with Sean Steele to discuss Chain Ferry landing needs.
- Held one on one meetings with DPW Superintendent, City Treasurer and Director of Planning/Zoning.
 - The City Treasurer is working on requested accounting for the new playground. She is also working on Oval Beach numbers for a future workshop.
- Set up and attended Tri-Community Wildlife Committee interviews.
- Attended CVB donation photo for Oval Beach Wi-Fi. A huge thank you again to the CVB for their partnership and support.



Projects in the works....



STREET REPAIRS

Asphalt repairs are scheduled for October on several roads throughout the city:

- Francis Street from Water Street to Butler Street and from Holland Street to Elizabeth Street
- Griffith Street from Culver Street to Mason Street
- Mason Street from Grand Street to Elizabeth Street
- Lucy Street near Holland Street

MAPLE STREET

City Engineers are planning improvements including:

- Road resurfacing or reconstruction
- Water main replacement.
- Drainage and stormwater management improvements.
- Non-motorized improvements (widened shoulders, sidewalk, or similar)

An open house to get ideas and feedback was held September 17.

The City recently received a \$250,000 grant toward the costly project.



WATER LINE VERIFICATIONS

Contractors are completing water service material verification work throughout the City to plan for lead line replacement.

The work involves 4 key points on the water service.

The project is fully funded by a \$221,600 grant.

BLUE STAR TRAIL

Engineers with C2AE have completed preliminary design and submitted designs to the state for review.

Construction is expected in 2025.

The project has received over \$1.9 million in grant funding and a commitment of \$205,000 from the Friends of the Blue Star Trail.



OLD AIRPORT PROPERTY

The City is partnering with the Outdoor Discovery Center to open the property to the public. Thanks to \$160,000 in generous donations, this initiative is 100% funded and includes:

- Developing trails and signage
- Establishing a parking area
- Continuing efforts to combat invasive species and restore natural habitats
- Drafting a conservation easement to protect the eastern portion of the property for future generations

Opening is expected in Spring 2025.



MT. BALDHEAD BATHROOM REPLACEMENT

Engineers are completing designs and permitting.

The new restroom building will be located in approximately the same footprint as the existing building.

Construction expected in 2025.

MT. BALDHEAD PLATFORM REPLACEMENT

Engineers are working on designs and permitting.

The observation platform/deck along with retaining walls that support the area will be replaced.

Construction expected in 2025 or early 2026.



CELLULAR SERVICE IMPROVEMENT

AT&T continues to seek necessary approvals to install cellular antennae inside the Mt. Baldhead radome.

The project will improve cellular service and provide FirstNet services to public safety.

Reuse of the site will generate revenue for the City.

OVAL BEACH WIFI

Utilizing Starlink satellites, WiFi will be available soon.

Enable WiFi calling to make calls!

The Convention and Visitors Bureau contributed \$15,000 toward the project.



**City of Saugatuck
Status Report of Engineering Activities
October 4, 2024**

General Consultation

- 2024 Asphalt Repairs: A preconstruction meeting was held on September 24. Work is scheduled to begin October 14 with milling and paving work around October 21.
- Sea Wall and Concrete Repairs: Prepared a proposal for design and bidding of a project with several repair sites along the sea wall and elsewhere. The various components can be addressed as a single project, as contemplated in the proposal, or individually.
- Village Square Court Renovation: Met with City staff on September 26 to discuss project scope. Working on preliminary cost estimates to help determine a direction for the project. Once that is complete, we will prepare a proposal for design and bidding of surface improvements to the tennis and basketball courts and related improvements.

Water System Asset Management Plan

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

EGLE Technical, Managerial and Financial (TMF) Project

- The City was awarded \$221,600 in funding from EGLE's Community Technical, Managerial, and Financial (TMF) support for lead service line identification (100% grant). This will provide funding to help the City complete its final Distribution System Materials Inventory, which is due in October 16, 2024.
- Requested information from water customers continues to be submitted.
- Potholing work is ongoing and is anticipated to be completed in October.
- Once the potholing work is complete, we will assist the City with submitting the final Distribution System Materials Inventory to EGLE.

Mt. Baldhead Projects

- AT&T Project Assistance
 - Reviewed the current AT&T proposal for attaching conduits to the stair structure. Met with the AT&T team August 7 to review and discuss the current plans, which were also presented at the August 21 Council Workshop.
- Restroom Building Replacement
 - Design work is nearly complete.
 - The Allegan Conservation District has provided the Vegetation Removal Assurance, which is a report required for the EGLE/USACE Critical Dunes Permitting. The report evaluates impacts on vegetation, native, non-native and invasives, and provides guidance for the design and construction. Based on the scope of the project, vegetation disturbance is anticipated to be minimal. The Critical Dunes permit application will be submitted soon.
 - We are evaluating options for electrical service to the building that may involve improvements to the overall electric infrastructure at the site.
 - Timeframe for construction will be dependent on stakeholder input and timing for final design, permitting and bidding.
- 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.
- Timeframe for construction will be dependent on stakeholder input and timing for final design, permitting and bidding.

Maple Street Improvements – Study Phase

- Topographic survey is complete.
- Held an open house on September 17 to present the survey and solicit input from adjacent property owners and other stakeholders.
- We are developing budgetary cost estimates for the various components of the project and plan to schedule a meeting with the Township team in the near future.
- We anticipate presenting the report to council in fall 2024.
- 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.

Park Street Improvements – Study Phase

- Park Street between Campbell Road and Mt. Baldhead has no specific non-motorized facility and a number of unique challenges and right-of-way encroachments. The asphalt pavement is deteriorating. A number of development projects have recently been completed or are ongoing. A planning phase proposal has been developed to build on prior study work and develop a scope, concept and cost estimate for improvement of the corridor.