



**Parks and Public Works Committee
Regular Meeting**

April 22, 2025 – 10:00 am

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

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES:

A. Special Meeting – March 25, 2025

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. Potential Projects:

1. Council Priorities.
 - a. Mt. Baldhead Vegetation Restoration
 - b. Invasive Species
 - c. Wayfinding/Signage
2. Public Works:
 - a. Streetscaping
 - b. Playground Spinner
3. PPW Charter:
 - a. Property Acquisition
 - b. Native Plantings/Pocket Prairies
 - c. Cook Park Review
4. Secondary Projects:
 - a. Dark Skies Research
 - b. Kayak Launches

B. Tree Work:

1. Tree Plantings
2. Arbor Day Celebration – April 25, 2025

C. Historical Marker at Coghlin Park.

D. Project Updates:

1. Saugatuck Wilds Nature Preserve
2. Village Square Courts
3. Invasive Species Website
4. Kalamazoo River Greenway

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.

- 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**



PARKS AND PUBLIC WORKS COMMITTEE MEETING MINUTES

March 25, 2025

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

Saugatuck City Hall

102 Butler St., Saugatuck, MI 49453.

Call to Order:

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

Attendance:

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

Absent: Committee Member Hoffman.

Others Present: DPW Superintendent Herbert & Deputy Clerk Williams.

Approval of Agenda:

Motion by Thiel, second by Roche, to approve the agenda for the meeting February 25, 2025.

Via voice vote, motion carried 4-0.

Approval of Minutes:

Motion by Charak, second by Stanton, to approve the minutes from the February 25, 2025, regular meeting. Via voice vote, motion carried 4-0.

Public Comments (agenda items only): None.

Review/Discussion:

A. Cook Park Temporary Installations:

Lisa Mize from the Saugatuck Douglas area Convention and Visitor's Bureau presented a proposed temporary art installation at Cook Park, funded by a grant from the Michigan Association of Convention and Visitors Bureaus. The installation features large, whimsical LED-lit flower sculptures by a West Michigan artist, intended to brighten the park during winter and boost off-season engagement.

Key Points Discussed:

- Approved by City Council and Historic District Commission.
- Installation will be on both sides of the sidewalk; care will be taken to maintain snow clearing process.

- Committee members inquired about electrical cord management, installation depth, lighting timers, and winter maintenance.
- Staff and the artist will conduct a site walk to address these concerns.
- Project aims to generate social media engagement and press coverage, with signage and hashtags planned.
- CVB noted this may serve as a pilot, depending on remaining grand funds and board approval.

General support for the Art Installation was expressed by the Committee.

B. Stormwater Presentation:

Representatives from Progressive Companies – Paul Hausler (aquatic biologist) and Mary Vad (civil engineer)—delivered a comprehensive presentation on stormwater management and its impact on local water quality, especially in lakefront communities like Saugatuck.

Key topics included:

- Stormwater Impacts
- Changing Weather Patterns
- Common Pollutants
- Solutions and Best Practices

The presenters emphasized a proactive, community-wide approach to stormwater management to improve water quality, prevent flooding, and protect valuable natural resources.

C. Naming of the Airport Property.

The City received over 70 submissions from the public survey for the naming of the Airport Property. The Committee discussed the various names and the pros and cons of each name, including their relevance to the property and the community. They narrowed down the list to seven top choices:

- Saugatuck Wilds Nature Preserve (PPW Committee's #1 choice)
- Saugatuck Wilds
- Saugatuck Nature Preserve
- Saugatuck Flyway Preserve
- Saugatuck Whispering Woods
- Saugatuck Sanctuary
- Saugatuck Woods

The Committee agreed to present their top seven choices to City Council for the official name selection and final approval will be determined during the upcoming April 14th City Council meeting.

D. 2025 Project Priorities:

DPW Superintendent Herbert outlines the process of setting project priorities for the year, including Council priorities, public works projects, and charter purview items. The committee discussed the importance of Park Street improvements, Elizabeth Street updates, and signage and wayfinding. Chairwoman Kimble emphasized the need for updates on the Saugatuck Harbor Natural Area and the management plan. Herbert mentioned the importance of invasive species treatment and the potential for group projects like vegetation restoration. He also suggested developing a secondary list of projects for the committee to discuss at the next meeting, including educational pieces and lower-hanging fruit. Kimble listed potential secondary projects, including the pocket prairies, playground spinner, dark sky research, and Peterson Preserve infrastructure. Keith Charak suggests promoting “No Mow May”. Charak also mentioned that the free Invasive Species website that was gifted is not viable for them to use, and they will need to look at other options.

E. Project Updates:

DPW Superintendent Herbert let the committee know that he had all of the letters of support for the Village Square Grant Application and that the application for the grant would be submitted on April 1.

The Arbor Day celebration for 2025 will be held on Friday, April 25 and the City is celebrating their 20th year as a Tree City USA member. DPW will host a small ceremony to plant a tree at Cook Park. Herbert encouraged anyone from the committee to join them for the celebration.

Public Comments (Limit 3 mins):

- Councilman Scott Dean: He said that he was very impressed with the PPW Committee and thanked them for all of their hard work.

Correspondence:

- Ken Morris Email

Member Closing Comments:

- Charak – He thought that the committee covered a lot of ground in the meeting and was happy with the update from Herbert on the projects that DPW is focusing on and noted that they are heading into another busy season.
- Kimble – She noted that during a recent Planning Commission meeting, there was a suggestion for improved collaboration between similar groups across the tri-community area. Specifically, she mentioned the potential for this committee to engage with counterparts such as the Township and Douglas Parks Committees. While Saugatuck Township does not have an active Parks group, the idea of coordinating or holding periodic meetings (quarterly or semi-annually) with such entities was presented as something

worth considering. Kimble also expressed enthusiasm about moving forward with the committee's secondary task list at the next meeting.

Adjournment:

Motion by Stanton, second by Charak, to approve adjournment of the meeting. Via voice vote, motion carried 4-0. Chair Kimble adjourned the meeting at 12:05 p.m.

Respectfully Submitted,

Sara Williams, City Deputy Clerk & DPW Admin. Assistant



Agenda Item Report

FROM: Sara Williams, Deputy Clerk
MEETING DATE: April 22, 2025
SUBJECT: Proclamation No. 250414-P1 – Arbor Day

DESCRIPTION:

As part of the Tree City USA requirements for certification, the City of Saugatuck must publicly proclaim and celebrate Arbor Day. By passing a proclamation for Arbor Day and celebrating the holiday, city officials and the community are displaying their support for the community tree program. The City of Saugatuck will proclaim April 25, 2025, as Arbor Day; a tree planting ceremony on Arbor Day with the location to be determined by the Department of Public Works.

BUDGET ACTION REQUIRED: N/A

COMMITTEE/COMMISSION REVIEW: N/A

LEGAL REVIEW: N/A

SAMPLE MOTION: N/A, Proclamation approved at City Council meeting 4.14.25.

Arbor Day Proclamation

Whereas, In 1872, the Nebraska Board of Agriculture set aside a special day for the planting of trees, and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, trees in our community increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, Therefore, I, Holly Anderson, Mayor of the City of
Saugatuck, do hereby proclaim
April 25, 2025, as



Arbor Day

In the City of Saugatuck, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this 14th day of April, 2025
Mayor Holly Anderson



City Council Agenda Item Report

FROM: Scott Herbert, Department of Public Works Superintendent

MEETING DATE: April 22, 2025

SUBJECT: Additional Historic Marker at Coghlin Park

DESCRIPTION:

The Saugatuck Douglas History Center (SDHC) requested approval from City Council to install a new historical marker at Coghlin Park as part of its ongoing Historical Marker Project. The marker will highlight the history of the former Pie Factory site and the Blue Tempo Jazz Club, a notable LGBTQIA+ venue from 1960-1975. The proposed location is where an existing panel sign stands, and the Saugatuck Center for the Arts (SCA) supports the replacement. The marker will match the design and materials of previous installations. There were no major concerns but noted possible irrigation adjustments may be needed.

BUDGET ACTION:

None. The History Center covers the cost of the project.

LEGAL REVIEW:

N/A at this time.

SAMPLE MOTION:

None. Approved by Council 4.14.25



HISTORY LIVES HERE HISTORICAL MARKER PROJECT

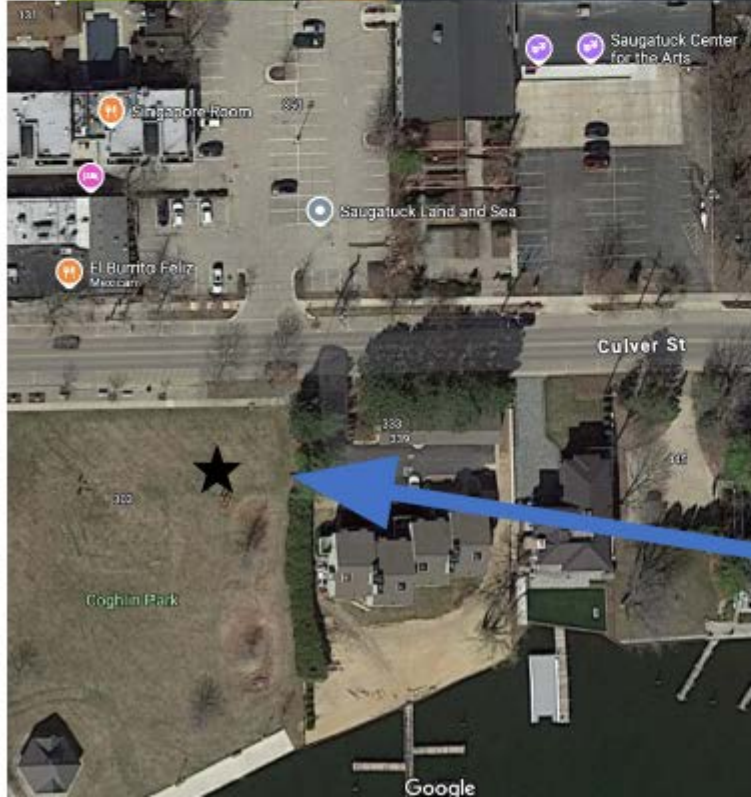


The Saugatuck-Douglas History Center is launching a new historical marker program, placing permanent interpretive markers across Saugatuck-Douglas in the spring of 2022.

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

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

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



**Coghlin Park
marker site**