



**Parks and Public Works Committee
Regular Meeting**

February 25, 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 – January 21, 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. Council Priorities from Strategic Planning.
- B. Naming of the Airport Property.
- C. DNR Trust Fund Grant Application.
- D. Tree Work Update.
- E. Willow Tree at Cook Park.
- F. Study Group Updates.

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 SPECIAL MEETING MINUTES

January 21, 2025

The Parks and Public Works Committee met for a Special Meeting at 8:30 a.m.

Saugatuck City Hall

102 Butler St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Committee member Stanton at 8:30 a.m.

Attendance:

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

Absent: None.

Others Present: DPW Superintendent Herbert & Deputy Clerk Williams.

Approval of Agenda:

Motion by Charak, second by Hoffman, to approve the agenda for the Special meeting January 21, 2025. Via voice vote, motion carried 5-0.

Approval of Minutes:

Motion by Charak, second by Hoffman, to approve the minutes from the December 17, 2024, regular meeting. Via voice vote, motion carried 5-0.

Public Comments (agenda items only): None.

Review/Discussion:

A. Annual Selection of Officers.

Motion by Roche to nominate Kimble as Chair of the PPW Committee. Upon roll call vote, motion carried 5-0. Motion by Kimble to nominate Roche as Vice Chair of the PPW Committee. Upon roll call vote, motion carried 5-0.

B. Review of Airport Property Application Plans:

DPW Superintendent Herbert presented the ODC's Administrative plans for the airport property, including preliminary design for the parking lot, deck overhang, and signage. He said the plans are pretty straightforward, and no major concerns were raised.

C. Recommendation of priorities:

- Roche:
 - a. Naming of Airport Property
 - b. Endowment for Village Square Basketball Court
 - Add color to basketball court – make fun, inviting, & bright
 - Add fencing to protect buildings on either side
 - c. Get the SHNA in good standing to access endowment fund
 - Invasive Species
 - Legitimizing trails
 - Signage
 - d. Find home for Spinner at any park or possibly sell
 - e. Make Kalamazoo River Greenway a study group
 - f. Recreational Center
 - g. Michigan Green Communities
 - h. Invasive Species
 - i. Gifting policy for endowments
- Thiel:
 - a. MI Green Communities
 - b. Public Art installations (on loan from DIA, or art museum, or local artists, possible partnership w/SCA)
- Hoffman:
 - a. Lights Out Community, or Dark Sky Community - could host event to get community on board
 - b. Interested in small projects that are simple, give the committee a good name, beautify the City, make it more fun.
- Charak:
 - a. Kayak & canoe launches at street ends & south side of house boats.
 - b. Bike maintenance station
 - c. Dark Sky Community
 - d. Willow Tree from Cook Park – Sell wood as part of fund raiser
 - e. Invasive Species – get kids involved in creating website
 - f. Go through list of original park plans
 - g. No mow May
- Kimble:
 - a. Dark Sky Community
 - b. Review of Parks
 - c. Native Species
 - d. MI Green Communities/Sustainability
 - e. Foundation/Gifting Policy
 - f. Peterson Preserve – does not have easement
 - g. Take a look at how the Committee is currently operating/organization

- h. City flood issues/plan
- i. Trails
- Stanton:
 - a. Add employee for Parks Administration
 - b. Donation policy/Friends of Parks
 - c. Streetscape Plan/New Signage
 - d. List of lower priorities for Council and dream projects for PPW
 - e. Accept funds from donor for Village Square basketball court
 - f. Replace sign at Saugatuck Sign located at Holland & Blue Star
 - Have artists come up with cool design
 - See if Township would be willing to pay for half?

D. Study Group Updates:

1. Mt. Baldhead Restroom Project:
 - Plans are advancing to build restrooms this summer. Input from Public Works has been incorporated, and the project will be presented to the council for finalization and bidding.
 - Suggestions included adding artistic elements or informational displays to the building to reflect the city's artistic identity.
2. Sea Wall Repairs:
 - Repairs are needed due to damage from past flooding in 2019. Updates will be presented to City Council for action.
3. Village Square Court Project:
 - A potential DNR grant might help fund this project, which led to a reconsideration by the project's donor. Discussions are ongoing.
4. Christmas Light Expansion:
 - Evaluations are underway for requests to expand holiday lights to side streets.
5. Park & Street Projects:
 - Maple Street is the focus, with future projects likely for Elizabeth or Park Streets, depending on council prioritization.
6. Blue Star Trail Project:
 - Progress stalled due to tribal concerns related to the area's designation as a Traditional Cultural Property (TCP). A vegetation assessment (walkover) is scheduled for April, delaying groundbreaking.
7. Invasive Species Management:
 - Collaboration with the high school is ongoing, and there is an initiative to address storm sewer chemicals promoting invasive species.
8. Life Jacket Station and Bike Racks:
 - A new Life Jacket Station will be installed at Oval Beach
 - Artistic bike racks are being considered, with the possibility of sponsorship from local businesses.

Public Comments (Limit 3 mins):

- Helen Baldwin (787 Manchester) – She thanked members Kimble and Roche for their leadership and encouraged the Committee to continue dreaming and working on positive changes for the community.

Correspondence: None.

Member Closing Comments:

- Stanton – She expressed appreciation for the meeting and the ideas shared. She emphasized the importance of prioritizing the organization of the PPW Committee to streamline future efforts and ensure ideas are effectively implemented. Stanton hopes to have an organizational meeting soon to establish clear structure, which she believes will significantly enhance the committee's progress.
- Roche – She thanked member Kimble for stepping up as Chairperson of the PPW Committee and thought it was a great meeting. She shared her enthusiasm for continuing to contribute positively to the community and making a meaningful impact.
- Thiel – She thought it was a great meeting and thought the ideas were fabulous. She is ready to get started.
- Hoffman – He went over the three categories which were Priorities, Things that they love to do, and Dream projects for the Committee. He also thought it was a great meeting.
- Charak – He thinks they are off to a good start.
- Kimble – She expressed enthusiasm and excitement about the meeting and the work ahead. She emphasized the importance of establishing a solid structure as the first step to ensure the committee is on the right path. Kimble also highlighted the need to support the City Council in all efforts and is eager to move forward.

Adjournment:

Motion by Stanton, second by Thiel, to approve adjournment of the meeting. Via voice vote, motion carried 5-0. Committee member Stanton adjourned at 9:57 a.m.

Respectfully Submitted,

Sara Williams, City Deputy Clerk & DPW Admin. Assistant

	Status	Category	Comment
Park Improvements			
Mount Baldy	Active	Large	Restrooms and step repair planned/underway. What about invasives, parking lot, and radar building?
Village Square	Active	Small	Basketball Court Resurfacing: can the surface include art?
Airport Property	Active	Small	Naming project - involve students? PPW take the lead?
Cook Park	Active	Medium	Willow tree removal – what’s next?
Wicks Park	Inactive	Large	Restroom improvements
Oval Beach	Inactive	Small	Playground Spinner needs placement – Oval Beach possible?
Peterson Preserve	Inactive	Large	Need to address infrastructure and invasives
Saugatuck Natural Area	Active	Small	Ryan is finishing updates to the Management Document. PPW involvement?
Comprehensive Park Review	Inactive	Small/Medium	Inventory parks – what’s good and what could be improved
Environmental			
Invasive Species Program	Active	Small	The focus is on community education. Website development is underway. Kalamazoo River invasives and wooly adelgid have been past focus but there are many more.
Native Plants	Active	Small	Encourage “Pocket Prairie” development in parks and by homeowners; first planting at Peterson Preserve. Review mowing regulations. Planting wildflowers.
Kalamazoo River Greenway	Inactive	Large	Spearheaded by OTC; need to determine status. Catalog current usage in city of herbicides and pesticides; assess waterway impact
Sustainable Community	?	Large	Engage with MI Green Communities Initiative
Dark Sky Initiative	Inactive	Large	Assess streetlights. Start with Lights Out - like Douglas?
Infrastructure			
Blue Star Trail	Active	Extra Large	Reaffirm commitment
Streetscaping	Inactive	Large	Improve sidewalk, landscaping, and signage uniformity. Butler Street consideration with lead water line replacement

Saugatuck Sign on Holland Street	Active	Small	Artistic Involvement?
Maple Street	Active	Extra Large	Pedestrian/cyclist safety
Park Street	Active	Extra Large	PPW had this as a focus; still need us?
Bicycle Racks and Fix-It Station(s)	Inactive	Small	Friends of the Blue Star Trail involvement possible
Kayak Launches	Inactive	Medium	Identify areas for public kayak launch (canoes and paddleboards too)
Dream Big Projects			
Community Rec Center	Inactive	Extra Large	Is there a desire for a community rec center?
Property Acquisitions	Inactive	Extra Large	Can we acquire the Peterson Mill Property when available?
Public Art Partnership	Inactive	Large	Encourage more art in public spaces, some could be rotating. Partner with SCA?
Funding			
Develop Gifting Process	Active	Large	Develop donation policies; create 501c3 foundation for gifts to City? Create Friends of the Parks?
Miscellaneous			
Add Staff to Support Parks and Park Projects	Inactive		
Secondary List of Projects	Inactive	Medium	A list of small items that Council would find acceptable for the PPWC to make recommendations on.

CITY OF SAUGATUCK

Vision

Saugatuck is an inclusive waterfront community that welcomes all. City residents enjoy a great quality of life living in one of the country's highest-rated tourist destinations. Saugatuck is a vibrant, inviting community with a talented and dedicated staff, great schools, an active tourist-based economy, stable property values, and sense of history as the community moves into the future. Residents and visitors enjoy a unique, small-town atmosphere, exceptional parks, and access to beautiful natural resources.

Goals and Priorities

Saugatuck City Council sets the goals and priorities that reflect our vision and guide decision-making. The priorities-setting process forms the basis of Council's consensus on the projects that impact City residents, businesses, visitors, and the community as a whole. City Administration uses Council's vision and priorities to direct work activities and allocate staff and financial resources. City Council's priorities are dynamic and will be reviewed and modified as needed to reflect citizen input and changes in the external environment.

Operations, Public Health and Safety

Goal: We will maintain a culture of fiscal responsibility and friendly, honest, and transparent government. We will partner with the Fire District and Sheriff's office to ensure we take the right measures to keep our community safe.

Priorities

- Finish new water-sewer agreement
- Update water-sewer infrastructure fees
- Manage Dune Ridge litigation (potentially multi-year)
- Evaluate and implement solutions to parking issues (multi-year)
- Evaluate and implement Wildlife Committee recommendations
- Negotiate sale or lease of old landfill
- Update Land Use/Tri-Community Master Plan (multi-year)
- Improve profits from Oval Beach concessions
- Update zoning districts and signage regulations
- Refresh website
- Review and update older policies
- Develop and implement safety protocols, including for parades

Infrastructure

Goal: We will focus on maintaining and improving current infrastructure while planning and saving for future needs.

Priorities

- Complete Maple Street design and construction
- Finalize AT&T cellular agreement and installation
- Make repairs to seawall, sidewalks, and stairs
- Inspect culverts
- Plan for Park Street improvements
- Renovate City Hall interior (potentially multi-year)
- Develop more comprehensive Capital Improvement Plan (CIP)
- Evaluate long-term funding options for CIP
- Maintain and resurface roads
- Repair Chain Ferry landing and arbor
- Plan for lead service line replacement
- Begin planning for Elizabeth Street design and construction
- Update signage and wayfinding

Parks and Recreation

Goal: We understand that our natural resources are the foundation of residents' quality of life and our tourism economy and will invest to sustain and enhance them.

Priorities

- Construct Mt. Baldhead bathroom
- Complete Mt. Baldhead platform design; begin construction
- Restore Mt. Baldhead vegetation
- Treat invasive species
- Refresh Village Square Courts (donor funded)
- Continue to advance Blue Star Trail (multi-year)
- Monitor and mitigate low water level impacts
- Evaluate community foundation options to accept citizen donations
- Expand holiday lighting to Water and Griffith streets

Parks and Public Works Committee Agenda Item Report

FROM: Scott Herbert – Public Works Superintendent

MEETING DATE: February 25, 2025

SUBJECT: Naming of the “Old Airport Property”

DESCRIPTION:

The Saugatuck City Council has asked for assistance from the Parks and Public Works Committee in their pursuit to rename the “Old Airport Property” located along 63rd Street in Saugatuck Township. This spring, the ODC Network plans to begin work defining trails, constructing a new parking lot, a scenic overlook, a trailhead, and signage. Ideally, the new name would be established prior to signage being created.

The council has asked that the PPW Committee take steps to engage the community for input on ideas for new names.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

Parks and Public Works Committee

LEGAL REVIEW:

N/A

SAMPLE MOTION:

N/A

Parks and Public Works Committee Agenda Item Report

FROM: Scott Herbert – Public Works Superintendent

MEETING DATE: February 25, 2025

SUBJECT: Village Square Courts – DNR Trust Fund Grant Application

DESCRIPTION:

On Wednesday February 19th, the City Council discussed applying for a DNR Trust Fund Grant to assist with funding the refreshment of the Village Square courts. They will vote on this decision at their regular Council meeting on Monday February 24th. 15/250 points of the application are awarded based on the following:

Universal Access Design – Score 15

- i. Prior to April 1 of the application year, the applicant obtained a project review from a person with a disability in their community, an organization representing people with disabilities or an advocate for persons with disabilities. Documentation of this review was provided.

We'd like to ask the Parks and Public Works Committee to help generate a letter(s) of support to increase the chance that these points would be awarded to the City's application.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

N/A

Parks and Public Works Committee Agenda Item Report

FROM: Scott Herbert – Public Works Superintendent

MEETING DATE: February 25, 2025

SUBJECT: Tree Care Update

DESCRIPTION:

Each year, the Department of Public Works participates in a wide range of tree care activities. Removals are typically performed in the winter to minimize impacts on businesses, residents, and tourism. It's also easier for crews as there is less traffic to contend with and the frozen ground is less susceptible to damage created from the operation of heavy equipment. E. Dowd's Crane Service was hired to assist the Department of Public Works in the removal of trees that are too large to safely remove without the use of a crane operator. That work order is enclosed and is summarized below:

Removals:

- **569 Hoffman Street – Silver Maple**
- **309 Grand Street – Sugar Maple**
- **341 Main Street – Sugar Maple**
- **433 Main Street – Silver Maple**
- **233 Culver Street – Norway Maple**
- **Cook Park – Black Willow**

Prune:

- **569 Hoffman – Sugar Maple**
- **Willow Park – Willow**

Each of the trees being removed will be replaced in the spring.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

N/A

Parks and Public Works Committee Agenda Item Report

FROM: Scott Herbert – Public Works Superintendent

MEETING DATE: February 25, 2025

SUBJECT: Willow Tree at Cook Park Update

DESCRIPTION:

After sustaining damage from a windstorm, the Black Willow tree located at Cook Park was assessed by an arborist and determined to be a safety risk. Therefore, the decision was made to remove the tree. Some people contacted the City during this time and expressed an interest in obtaining wood from the tree for various woodworking projects. The wood has been stored at the Public Works facility.

A recommendation from the Parks and Public Works Committee on how best to distribute the remaining lumber would be helpful along with having another opportunity to share ideas of what should be done with the park space moving forward.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

N/A

ESTIMATE

E.DOWD'S CRANE SERVICE LLC
3110 20 Mile Road NE
Cedar Springs, MI 49319

eddowdcraneservice@yahoo.com
+1 (616) 263-9055
www.dowdcrane.com



Bill to
City of Saugatuck
102 Butler Street
Saugatuck, MI 49453

Estimate details

Estimate no.: ES11302024
Estimate date: 11/30/2024

City and Zip Code: COS 2024 - 2025
Sales Representative: Edward Dowd
Arborist Recommendation: MI 3750A CCO
ID:444209828

Product or service	Description	Qty	Rate	Amount
	The Shade Tree Program is advised for particular trees of concern following an Arborist's assessment. The city faces numerous hazardous tree issues, posing potential risks to property and public safety. E. Dowd's Crane Service suggests pruning hazardous branches or removing completely dead or defective trees after identifying risks associated with (C.O.S.) trees.			
Crane Assistance Service	569 Hofman- Utilizing a Bucket truck & 2 Arborists to remove previous storm damaged Silver Maple located at Left front property. COS TO CLEAN UP AND HAUL	1	\$1,375.00	\$1,375.00
Crane Assistance Service	569 Hofman- Utilizing a Bucket truck & 2 Arborists to prune and deadwood 2nd Silver Maple located at Right front property. WILL GIRDLE IVY VINES ENGULFING THE TREE COS TO CLEAN UP AND HAUL	1	\$825.00	\$825.00
Crane Assistance Service	309 Grand- Utilizing Bucket & 2 Arborist to remove large 42-inch defective Sugar Maple with multiple cables holding the tree together. *PREVIOUS PLAN TO ACCESS NEIGHBORING SIDE PROPERTY USING PLYWOOD FOR CRANE ACCESS. COS TO CLEAN UP AND HAUL DEBRIS	1	\$2,750.00	\$2,750.00

Crane Assistance Service	341 Main Street- Utilizing 2 Arborist with crane to remove defective Sugar Maple located front of property. COS TO CLEAN UP AND HAUL DEBRIS	1	\$1,687.50	\$1,687.50
Crane Assistance Service	233 Culver Street- Utilizing 2 Arborist with crane to remove a large defective Norway Maple with woodpecker activity in large upper stem. Located in front property of Bright World Candle Co. COS TO CLEAN UP AND HAUL DEBRIS.	1	\$1,145.00	\$1,145.00
Crane Assistance Service	433 Main Street- Utilizing 2 Arborist with Crane to remove defective Sugar Maple located front of property. COS TO CLEAN UP AND HAUL DEBRIS	1	\$1,125.00	\$1,125.00
Crane Assistance Service	Willow Park Water Street- Utilizing 2 Arborist with crane to prune a Willow tree for major deadwood. COS TO CLEAN UP AND HAUL DEBRIS	1	\$875.00	\$875.00
Crane Assistance Service	Cook Park Butler Street- Utilizing 2 Arborist with crane to remove remaining storm damaged Black Willow. COS TO CLEAN UP AND HAUL DEBRIS *NOTE Arborist recommends possibly waiting to see how tree responds in the coming season to evaluate further consideration of tree status.	1	\$1,845.00	\$1,845.00
Total				\$11,627.50

Accepted date 2/10/25

Accepted by Sara Williams