



**Parks and Public Works Committee
Regular Meeting**

July 28, 2026 – 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 – June 2, 2026 **(Pg. 2)**
- 5. Public Comment on Agenda Items Only (Limit 3 minutes)**
- 6. Discussion:**
 - A. DPW Administrative Update
 - B. SHNA Trail Remediation and Signage Proposal (Park Rules Policy Report **(Pg. 5)**)
 - C. AED Roadmap/Proposal for AED **(Pg. 13)**
 - D. Policy for Benches & Donor Form **(Pg. 21)**
 - E. Public Restrooms (Village Square Park & Wicks Park) **(Pg. 25)**
 - F. Warming Station at Rose Garden **(Pg. 29)**
- 7. Public Comment (Limit 3 Minutes)**
- 8. Correspondence**
- 9. Committee Member Closing Comments**
- 10. Adjourn (Voice Vote)**

NOTICE:

Join online by visiting:

<https://us06web.zoom.us/j/2698572603?omn=87240426997>

Join by phone by dialing:

**(312) 626-6799 -or-
(646) 558-8656**

Then enter "Meeting ID": **2698572603**

Please send questions or comments regarding meeting agenda items prior to meeting to:

mondersma@saugatuckcity.com

Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck Deputy Clerk at (269)224-9507 or sara@saugatuckcity.com for further information.



Parks and Public Works Committee

Meeting Minutes - DRAFT

June 23, 2026, at 10:00 A.M.

Saugatuck City Hall, 102 Butler St, Saugatuck, MI 49453

1. Call to Order

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

2. Roll Call

Members Present: Charak, Hoffman, Kimble, Thiel.

Members Absent: Roche, Stanton (online)

Staff Present: DPW Superintendent Ondersma, DPW Project Manager Gibson, Deputy Clerk Williams

Others Present: None

3. Approval of Agenda

Motion by Charak, supported by Hoffman, to amend the agenda for the June 23, 2026, meeting to add "Park Benches" as Discussion Item 6c. Via voice vote, motion carried 4-0.

4. Approval of Minutes

Motion by Thiel, supported by Charak, to approve the minutes for the June 2, 2026, regular minutes as presented. Motion carried 4-0.

5. Public Comment on Agenda Items

None.

6. Discussion

A. DPW Administrative Update:

Department of Public Works Superintendent Ondersma reported that additional painting has been completed on the Chain Ferry and surrounding sea wall area, with work scheduled around weather and patron use. Maple Street Construction is ongoing, with recent service tie-ins completed and a temporary boil water notice in effect for some residents, expected to be lifted by Thursday pending test results. At Oval Beach, heavy use on Saturday, June 13th, required

staff to turn cars away for the first time in a year, but staff directed visitors to alternate parking and transit options via the Interurban. At Peterson Preserve, conditions are improved, a heavily used trash can was relocated from between two benches to a more appropriate spot near the road and dog bag dispenser. The DPW's seasonal staff is now fully staffed, with only a few remaining hires needed for beach operations – particularly beach patrollers, which has been challenging because they must be at least 18. Finally, DPW staff recently walked and cleared trails at the Saugatuck Wilds Nature Preserve, removing downed trees and branches.

B. Saugatuck Harbor Natural Area Trail Assessment Report:

The committee's discussion of the Saugatuck Harbor Natural Area Trail Assessment Report focused on fixing a confusing and damaging trail network by simplifying it and protecting sensitive habitat. The committee reviewed the ODC's map showing a tangle of user-made "social trails" and a much simpler recommended system, and there was clear support for moving toward the cleaner layout. They emphasized closing extra trails with signage and natural barriers (like native plantings), and make sure official trails are clearly way marked and reflected on the city's website. A significant part of the conversation was about dogs in the natural area: members cited the master plan language that bans dogs in the interior and along the Oxbow Lagoon shoreline because of wildlife and erosion impacts, while allowing leashed dogs on the beach only between Labor Day and Memorial Day. They talked about clearer signs and possible enforcement, but also the need to gauge how big the problem really is. The committee agreed to walk the site themselves and to wait for an implementation proposal from ODC (covering trail closures and signage), which they expect to pay for using the existing endowment for that property.

C. Park Benches:

The benches and tables discussion centered on standardizing park furniture and expanding opportunities for memorial benches and potential game tables. Committee member Charak reported on Barco Products' "Uptown Memorial Bench," available in multiple lengths and color combinations, with simple, two-line inscriptions and optional surface-mount hardware for installation on concrete pads. The committee agreed it would be best for the city to standardize bench design, color, and size – similar to its approach to trash cans – and likely require donors to cover both the bench and pad costs so the program would not burden the city budget. They noted the existence of a waiting list for memorial benches, which staff (via Scott Herbert) will locate and review, and acknowledged that some older, non-commercial benches may eventually be replaced. For picnic tables and game tables, Charak and others discussed moving away from wood toward more durable, possibly recycled materials products, with the idea of embedding chess/checker boards into some picnic tables. They also plan to draw on prior game table research already done by Committee member Roche for Village

Square Park and to bring back more specific product and design recommendations at a future meeting.

7. Public Comments

None

8. Correspondence

None.

9. Member Closing Comments

Charak: He added a brief community reminder that fireworks will be on July 3rd and the parade on July 4th.

Hoffman: He simply expressed thanks, without adding any further discussion or remarks.

Thiel: She said that she didn't have any additional remarks and simply noted it was a great meeting and thanked everyone for their participation.

Kimble: She thanked everyone for their participation and specifically acknowledged Charak for researching benches and DPW Project Manager Gibson for helping start that effort, saying she is excited about the progress being made. She noted positive feedback on the relocated trash can at Peterson Preserve from gardening volunteers and the garden club, tying it to a broader effort to beautify the parks. She expressed appreciation for the committee's support.

10. Adjournment

Motion by Charak supported by Thiel, to adjourn the meeting. Via voice vote, motion carried 4-0. Chair Kimble adjourned meeting at 10:33 a.m.

Respectfully submitted by:

Sara Williams, Deputy Clerk

City of Saugatuck

PROPOSAL FOR CONSERVATION SERVICES



This proposal was created for:

City of Saugatuck - Saugatuck Harbor Natural Area
Oval Dr, Saugatuck, MI 49453

General Background and Scope of Work:

The purpose of this proposal is to address trail management and ecological restoration opportunities within the 173-acre Saugatuck Harbor Natural Area. The site is experiencing pressure from informal trail development and associated impacts to sensitive dune and interdunal wetland plant communities. Based on findings from the Trail Assessment Report, ODC Network recommends a focused approach that prioritizes trail system remediation, ecological restoration, visitor experience improvements, and long-term site resilience. The following scope outlines recommended work for 2026 and 2027:

1. Trail Remediation (Closures & Improvements)

- Based on the Trail Assessment Report, we will implement targeted trail remediation measures, including:
 - Closure of designated informal and redundant trail segments. This includes installation of natural deterrents available on site (downed logs, brush, and other natural materials), and small keep out signs to discourage re-entry
 - Coordination of field layout to confirm closure extents and sensitive habitat buffers
- The scope focuses on consolidating user activity into the existing primary trail loop while reducing fragmentation and protecting sensitive ecological areas.

2. Habitat Restoration of Closed Trail Sections

- On sections of closed trail (~20,000 ft), we are available to seed and/or plant native plant material to restore these sections and prevent discouragement of continued usage.
- **Option 1 – Native Plugs**
 - High-establishment, high-visibility restoration approach
 - Immediate vegetative structure for reinforcing closure areas
 - Species may include marram grass, puccoon, prairie sand reed, sand coreopsis, spotted bee balm, and other regionally-appropriate native species
 - Installed at approximately 18" spacing (~10,000 plugs total)
- **Option 2 – Native Seed Only**
 - Lower-cost approach
 - Longer establishment timeline
 - Less immediate visual deterrence compared to plugs
 - Suitable for broader, lower-priority restoration zones
- **Option 3 – Hybrid Approach (Recommended)**
 - Combination of native seeding with targeted plug installation
 - Approximately 3,500 plugs placed in high-visibility or high-use pressure areas
 - Seed applied across remaining restoration zones
 - Balanced approach between cost, establishment speed, and ecological performance

3. Signage & Wayfinding Program (Design & Fabrication)

- ODC Network's Creative Team will develop a cohesive signage package that improves visitor orientation, protects sensitive habitats, and enhances interpretation of the site's unique ecological communities.
- The proposed signage package includes:
 - **Welcome Kiosk and Map Development (x1)**
 - Two 24x36" signs on kiosk or upright board
 - Outlines welcome/rules and trail map

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- Creates a visual starting point for a visitor's park experience
- See Appendix B for example
- **Interpretive Signs (x5)**
 - Topics for each ecological community: Open Dunes, Great Lakes Marsh, Interdunal Wetland, Mesic Northern Forest, and Native Plant Benefits
 - 18x24" panels on angled post
 - See Appendix B for Example
- **"You Are Here" Map Signs (x6)**
 - Includes rules or other policy/wayfinding information
 - 18x24" panels on angled post
- **Boundary Signs (x50)**
 - Keep Off Dune, Private Property, Keep Off Pier
- This scope includes signage planning, interpretive content development, trail map development, graphic design, up to three (3) rounds of design and content revisions, and fabrication, procurement, and delivery of signage components. Additional revisions requested following the included three rounds, or changes to the approved scope, content, dimensions, or overall design direction, may be treated as additional work and billed separately.

4. Signage Installation (Optional Add-On)

- ODC Network can also provide complete field installation of all proposed signage. Installation includes:
 - Field verification of sign locations
 - Installation of trailhead kiosk
 - Installation of interpretive, wayfinding, and boundary sign posts
 - Final alignment and mounting of all sign panels

5. Establishment Maintenance (Optional Add-On)

- ODC Network can provide post-installation establishment support to ensure long-term success of restoration areas. This includes:
 - First-year vegetation establishment monitoring
 - Spot reseeding or planting adjustments as needed
 - Invasive species spot control within restoration zones
 - Seasonal site visits for adaptive management
- This scope is recommended to improve long-term restoration success and reduce re-establishment of informal trails.

Project Timeline:

- Signage design & fabrication: ongoing between Summer 2026 – Spring 2027
- Trail remediation: ongoing between Fall 2026 - Summer 2027
- Habitat restoration: Spring 2027 (weather and soil conditions dependent)
- Establishment maintenance: Ongoing throughout 2027 following installation (optional add-on)
- Invasive species management: Ongoing outside of this scope

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Project Budget:

Line Item	Budget	Installation Date	Billing Date
Trail Remediation (Closures & Improvements)	\$31,050	Ongoing	Spring 2027
Habitat Restoration – Native Plugs (Option 1)	\$50,000	Spring 2027	Spring 2027
Habitat Restoration – Native Seeding (Option 2)	\$8,250	Spring 2027	Spring 2027
Habitat Restoration – Hybrid Approach (Option 3)	\$25,750	Spring 2027	Spring 2027
Signage & Wayfinding Program (Design and Fabrication)	\$16,500	Ongoing	Spring 2027
Signage Installation (Optional Add-On)	\$25,500	Summer 2027	Summer 2027
Establishment Maintenance (Optional Add-On)	\$5,000	Ongoing in 2027	Summer 2027

****Total project cost will be determined based on selected restoration and signage options. All selections above \$10,000 will require a 50% deposit at the start of the project.***

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

Project Delivery: ODC Network may utilize qualified subcontractors or specialty vendors for select components of the project, including fabrication or installation of specialty signage and trailhead kiosks, as appropriate. ODC Network will remain the primary point of contact and will oversee all project coordination, scheduling, and quality assurance.

Exclusions: This proposal does not account for:

- New construction of additional trail systems or redesign of the existing primary loop
- Invasive species management outside of restoration or closure areas.
- Long-term maintenance beyond the establishment period unless included as a separate scope.
- Ongoing maintenance, cleaning, refinishing, or replacement of signage, kiosks, posts, or hardware following installation.
- Damage to signage or trail infrastructure resulting from vandalism, weather events, flooding, erosion, fallen trees, or other causes beyond ODC Network's control.
- Utility locating, surveying, engineering, or permitting not specifically identified within this proposal.
- Future revisions to interpretive content or graphic design after final approval.

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Qualifications:

ODC Conservation Services is staffed by highly qualified conservation professionals with extensive experience in invasive species management, habitat assessment, and ecological restoration.

- ODC Network (and its subsidiaries) is a fully insured 501c3 and carries an extensive liability policy to conduct habitat improvement services in Michigan.
- State licensed herbicide applicators with certifications in Forest Pest, Right-of-Way, and Aquatic pesticide application.
- Manage 2,500+ acres of natural area annually across Michigan.
- Combined 30+ years' experience in invasive species management.
- Successfully restored over 250 acres of native prairie habitat.
- Experienced consultants in invasive species management, wetland delineation, habitat assessment, and ecological restoration.
- Experience overseeing prescribed burns on approximately 10-100 acres of natural area annually through qualified subcontractors, including coordination, planning, and post-burn evaluation.
- Experience designing, installing, and maintaining native gardens/landscape beds.
- Proficient in identification of native and non-native Michigan flora and fauna.
- Experienced GIS professionals.

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



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

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

Signature of Authorized Property Owner/Manager

Date



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Appendix A: Map of New Trail Configuration & Signage Locations



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Appendix B: Kiosk, Wayfinding, and Interpretive Sign Examples



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Policy/Procedure: Park Rules

Date Adopted or Implemented: 11-10-2025

Revision Date: N/A

Resolution Number (if applicable): N/A

CITY OF SAUGATUCK

Purpose

The purpose of this policy is to establish rules governing the use of City of Saugatuck parks and public recreation areas to ensure the safety, enjoyment, and preservation of public property for residents and visitors.

Authority

Pursuant to § 95.06 of the City Code, the City Manager may establish additional park rules and regulations, subject to City Council approval, as necessary to ensure the safety, health, and welfare of the public and the proper management of City park properties.

General Park Rules

- No overnight sleeping or camping in any park, natural area, beach, or associated public parking area.
- The City Manager may restrict access or close any park or portion thereof when necessary for maintenance, habitat preservation, construction, safety, or public welfare. Entry into restricted or closed areas is prohibited.

Additional Park Specific Rules

Mt. Baldhead Park

- Park closes at 10:00 p.m.
- Stay on stairs and trails
- No dogs

Oval Beach and Saugatuck Harbor Natural Area

- Open 8:00 a.m. – 10:00 p.m.
- No dogs
 - From Memorial Day Weekend – September 30
- No fires
- No personal grilling
- No smoking
- No nudity
- Stay off dune grass
- Stay on trails

Saugatuck Wilds Nature Preserve

- Stay on trails
- No horses, bicycles, or motorized traffic

- Do not pick plants without permission
- No hunting or trapping
- Do not remove, collect, or harass wildlife
- Leashed dogs welcome

Village Square

- Playground closes at 10:00 p.m.

Additional Park Regulation

These rules do not encompass all park related regulations. For example, other regulations such as possession or consumption of alcohol, skateboarding, injury to park property, noise, fireworks, trash deposits in waste containers, ball game restrictions, hawking/peddling, hunting, Oval Beach parking passes, and motorized vehicle location and operation are currently established in the City Code of Ordinances.

Enforcement

Violation of this policy or any applicable City ordinance may result in:

- Removal from the park or public grounds; and/or
- Additional penalties as provided under City ordinance or State law.

Temporary Waivers

The City Council may, by motion or resolution, temporarily waive park rules for a designated period or special event.

Proposal for Public Access AED Deployment

Saugatuck-Douglas HeartSafe Initiative

About the Founder

My name is Tony Schippa, founder and president of the Saugatuck-Douglas HeartSafe Initiative, a 501(c)(3) nonprofit organization established in 2025. I founded this organization after dedicating 35 years to Emergency Medical Services and 45 years as an American Heart Association CPR Instructor.

My EMS career began with the Saugatuck Fire District, where I served 20 years as a Firefighter and Medical First Responder, including 18 years overseeing the Medical First Responder program. I also spent 20 years with the local ALS ambulance service, serving the last 15 years as the lead paramedic.

Throughout my career, I witnessed firsthand how quickly lives can be lost when CPR and defibrillation are delayed. Those experiences inspired me to establish the Saugatuck-Douglas HeartSafe Initiative with a single mission: to improve survival from cardiac arrest by making AEDs accessible 24 hours a day and by training residents, employees, and visitors in Hands-Only CPR and AED use.

Why This Matters

Every minute without CPR and defibrillation decreases survival by approximately 10%.

Medical First Responders in our area average 6 minutes and 49 seconds to arrive after a 911 call. Those first few minutes often determine whether someone survives.

Nationally:

- About 70% of cardiac arrests occur at home
- Approximately 15% occur in public places
- Public AED use before EMS arrival remains extremely low despite dramatically improving survival

By placing AEDs where residents and visitors can reach them immediately, we can significantly improve survival until emergency responders arrive.

Our Mission

The Saugatuck-Douglas HeartSafe Initiative exists to:

- Install publicly accessible AEDs throughout Saugatuck
- Train residents, employees, and visitors in Hands-Only CPR
- Maintain every AED to ensure readiness 24 hours a day

What We Are Requesting

We respectfully request approval to:

- Install Aivia outdoor AED cabinets at approved public and private locations within the Historic District
- Allow one Historic District permit for the initial deployment plan
- Allow additional approved locations to be added under the same permit with Commission notification
- Waive Historic District permit fees for this nonprofit public safety initiative

Installation Standards

Every installation will:

- Meet Historic District requirements
- Be professionally installed by our licensed electrician
- Meet all ADA requirements
- Be visually compatible with surrounding historic structures
- Require only minimal electrical service (approximately \$5 per month)

Whenever possible, cabinets will utilize existing internet service for monitoring while maintaining cellular emergency communication.

Maintenance

The HeartSafe Initiative- not the City or business owners- will assume responsibility for:

- AED Inspections
- Battery Replacement
- Pad Replacement

- Readiness Monitoring
- Emergency Notifications
- Long-Term Maintenance

This ensures every AED remains operational and compliant

Liability

Michigan's Good Samaritan protections provide liability protection for municipalities and property owners who make AEDs available for emergency use.

HeartSafe will oversee ongoing maintenance, inspections, and compliance to ensure all units remain ready for public use.

Community Benefits

This program will:

- Improve cardiac arrest survival
- Supports public safety in the busiest parts of our community
- Protect residents, visitors, and seasonal employees
- Demonstrates Saugatuck's commitment to protecting the people who live, work, and visit here

Our Commitment

HeartSafe is committed to working closely with City staff, the Historic District Commission, business owners, and City Council throughout every phase of this project.

Our goal is not simply to install AEDs- it is to build a community where lifesaving equipment is readily available whenever and wherever it is needed while respecting the unique character of Saugatuck.

We appreciate your consideration and respectfully request your support.

Thank you,

Tony Schippa, President
Saugatuck-Douglas HeartSafe Initiative

Strategic Public-Access AED Deployment Plan

Proposed Deployment Plan, Approved Installations & Future Expansion Opportunities

Metric	Count	Status Category
Approved Projects	2	Approved Installation
Phase 1 Locations	7	Proposed Deployment
Phase 2 Opportunities	9	Future Expansion
Phase 3 Opportunities	5	Residential Expansion
Phase 4 Partnerships	5	Partnership Opportunity

Visual Guide	Meaning
Green	Approved installation or project currently moving forward
Blue	Proposed deployment location or priority
Red	Future expansion opportunity
Gold / Purple	Residential and institutional partnership opportunities

Strategic Objective:	Build a coordinated public-access AED network supporting residents, visitors, recreation areas, waterfront parks, public events, businesses, tourism corridors, residential communities, and institutional partners while improving rapid access to lifesaving defibrillation throughout the greater Saugatuck-Douglas coastal region.
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Approved Installation Projects

Location	Status	Strategic Benefit
48 W. Center Street - Douglas	Construction in Progress	Downtown coverage, pedestrian activity, tourism corridor
Root Beer Barrel / Woosah Art & Coffee Area	Site Planning in Progress	Tourism, pedestrian traffic, public visibility

Phase 1 - Proposed AED Deployment Locations

Location	Strategic Benefit
Wicks Park - Saugatuck	Waterfront events, recreation, tourism
Butler Street Playground / Public Restroom Area	Family activity, pedestrian corridor
Saugatuck Information Center	Tourism hub, downtown coverage
Mount Baldhead - Base	High-exertion area, delayed EMS
Mount Baldhead - Top	Remote trail access
Coghlin Park	Festivals, marina activity
Dunes View Kwik Shop / Blue Star Highway Corridor	Highway corridor, public access

Phase 2 - Recreation, Tourism, Waterfront & Regional Park Expansion

Clearbrook Golf Course - 3 AED Deployment Concept

AED Deployment Point	Coverage Area
Clubhouse / Restaurant	Primary gathering area
Front 9 Exterior AED Location	Coverage of front nine holes
Back 9 Exterior AED Location	Coverage of back nine holes

Location	Strategic Benefit
Sergeant Marina, 31 Butler St.	Boating activity, waterfront tourism, pedestrian access
Singapore Yacht Club, 48 Water St.	Waterfront recreation, boating activity, tourism
Harbor Natural Area Trailhead	Remote trails, delayed EMS
Clearbrook Golf Course (3 AED Locations)	High visitor volume, recreation, outdoor activity
Pier Cove Park, 2290 Lakeshore Dr., Fennville	Beach access, waterfront recreation, seasonal visitors
West Side County Park, 2152 Lakeshore Dr., Fennville	Public park access, beach activity, regional visitors
Shore Acres Township Park, 6602 138th Ave., Holland	Public recreation, shoreline access, seasonal visitors
Saugatuck Dunes State Park, 6575 138th Ave., Holland	Large park area, trails, beach access, delayed EMS
Laketown Beach, 6710 142nd Ave., Holland	Beach access, high-exertion stairs, seasonal tourism

Phase 3 - Residential Community AED Expansion Opportunities

Future Expansion Location	Strategic Benefit
Gated Communities (Locations to be Determined)	Large resident populations, delayed EMS access within private developments
Manufactured Housing / Mobile Home Communities (Locations to be Determined)	Higher-density residential areas, aging populations, community gathering spaces
Homeowners Associations (HOAs) (Locations to be Determined)	Community centers, clubhouses, pools, and recreational facilities
Condominium Associations (Locations to be Determined)	Concentrated residential populations and shared amenities
Senior Living & Retirement Communities (Locations to be Determined)	Elevated cardiac risk population, community gathering areas

Residential Strategy:	Develop partnerships with residential communities to expand AED access near clubhouses, common areas, recreational amenities, and areas where larger numbers of residents gather.
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Phase 4 - School & Community Institution Partnerships

Future Partnership Opportunity	Strategic Benefit
Saugatuck Public Schools (Michigan HEARTSafe School)	AED inventory coordination, PulsePoint registration verification, CPR/AED awareness
Faith-Based Organizations	Community gathering locations, public events, volunteer engagement
Community Centers	High public utilization, recreation programs, community events
Private Educational Facilities	Student, staff, and visitor safety
Nonprofit & Civic Organizations	Community outreach and emergency preparedness partnerships

Partnership Note:	Saugatuck Public Schools is a recognized Michigan HEARTSafe School and maintains AEDs throughout the school district. Future collaboration efforts will focus on AED inventory coordination, PulsePoint registration verification, CPR/AED education, and community preparedness initiatives.
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Project Status Summary: 2 Approved Installation Projects | 7 Phase 1 Proposed Locations | 9 Phase 2 Recreation, Tourism, Waterfront & Regional Park Opportunities | 5 Phase 3 Residential Community Opportunities | 5 Phase 4 School & Community Institution Partnerships

1. The purpose of this Policy is to establish guidelines for consistent decision-making related to the acceptance, placement, and long-term maintenance of requests for memorial donations in City-owned facilities, parks and spaces.

2. Gifts of enhancements have historically augmented the City's public facilities and programs. A municipal determination to accept (or not) donated permanent memorials on City property is a form of government speech and the City controls the messages sent by memorials on its property by exercising final approval authority over their selection. Moreover, guidelines are needed for sustainable management of site-appropriate amenities because the City's property can accommodate only a limited number of permanent memorials (which interfere on a permanent basis with other uses of public space) and so as not to detract from the visual aesthetics of the surrounding natural environment or place an undue burden on the City.

3. For purposes of this Policy, the following words shall be defined in the following manner:

Memorial – Plaques, benches, and picnic tables.

Unrestricted – Having no restrictions or obligations placed on the design, use or placement of a memorial.

4. The review of a memorial donation proposal will be guided by the following management philosophy:

a. The protection of the natural environment is a high priority. To this end, the City will strictly limit memorials accepted in order to promote resource management and sustainability.

b. The integrity, natural, architectural and historical features of City property must be preserved and memorials may not detract from a user's experience.

c. Design specifications will be solely determined by the City and compatible with existing management and operations plans and capabilities.

d. Memorials are recognized to have the effect of conveying a message on behalf of the City.

5. All proposals for a memorial donation will be evaluated by the City according to the following:
- a. Whether placement of a memorial on City property is compatible with the existing City master plan, City ordinances, policies and any applicable capital improvement plan requirements of the City.
 - b. Whether the memorial will be compatible with any existing operational plan, and any associated design constraints, of the City space involved.
 - c. Only memorials that relate directly to the history of the City or which recognize persons with longstanding ties to the Saugatuck community will be permitted.
 - d. Whether the memorial will detract from or overpower the aesthetic, scenic or architectural values of the existing environment.
 - e. Whether the memorial will be constructed of materials that meet the design and maintenance considerations of the City as applied by the City Manager.
 - f. Memorials will be reviewed in terms of aesthetics, history and local culture.
 - g. Memorials cannot have a commercial appearance or identification.
 - h. Memorial donations will be considered on a case-by-case basis.
6. Processing of donation requests will be initiated by the donor contacting the City Manager to share ideas and then submitting a completed Memorial Donation Agreement Form to the City Manager including the following information:
- a. Who or what is being memorialized
 - b. Type of memorial desired (i.e., bench or picnic table)
 - c. Value of proposed donation
- Final decisions on the acceptance, placement and installation of memorials will be made by the City Council or its designee consistent with this policy.
7. The City Manager will review and determine the appropriateness of the proposal as measured by the approval criteria. If recommended by the City Manager, the memorial donation proposal will be placed on a waiting list.
8. Thereafter, when the City, in its sole discretion, determines to make improvements to public parks, rights of way or other City space, the waiting list maintained by the City Manager will be reviewed to determine if a proposed memorial donation would be suitable for such improvements.
9. Where a planned improvement is found to be suitable for a proposed memorial donation, and after approval by the City Council or its designee, the City Manager will

contact the first person on the list to determine whether the person wishes to make a donation for the improvement.

a. The City will make reasonable attempts to contact the prospective donor according to the information provided by the prospective donor. It is the prospective donor's responsibility to notify the City of any change in their contact information and the City will not be liable due to a failure or inability to provide notice.

b. The City will first attempt by telephone or email to notify the first prospective donor on the waiting list with the particulars regarding the planned improvements. The City shall leave a message if possible and the prospective donor will have 48 hours to return the call or email.

c. If the City is not successful in contacting the first prospective donor as described above, the City will contact the next prospective donor on the waiting list and follow the above guidelines, and will continue this process until a prospective donor has been reached and who has agreed to make the donation. The City shall notify the prospective donor of any conditions which may include, without limitation, design modifications.

10. When the person contacted as set forth above agrees to the donation, arrangements shall be made to accept the donation and install the memorial. Donations must be paid within thirty (30) days of notification and prior to placing a memorial on City property.

11. In the event of a determination to accept a memorial, the City Manager will finalize the Memorial Donation Agreement Form between the City and donor and submit it for execution.

12. The executed Memorial Donor's Agreement Form must be received before installation of a memorial may proceed.

13. The City shall be responsible for the installation and reasonable maintenance of the memorial.

14. Once installed, the memorial becomes City property.

15. The City does not guarantee permanency of the memorial.



Memorial Donation Agreement Form

DONOR INFORMATION

Donor Name(s) _____ Address / PO Box _____
City _____ State _____ Zip _____ Phone _____
E-Mail _____

HONOREE'S INFORMATION

Honoree's Name(s): _____
Honoree's Connection to Saugatuck: (e.g. Resident, long-time visitor, etc.) _____
Requested Memorial: ☐ Park Bench ☐ Picnic Table ☐ Other: _____

Amount of Donation: \$ _____

Memorial gifts to the City of Saugatuck are considered outright and unrestricted donations. The City of Saugatuck does not guarantee permanency or acceptance of a donation. The donor declares to have read the Policy Regarding Public Memorial Donation Acceptance and Management Guidelines and understands and agrees with the conditions set forth in this Policy.

Donor Signature: _____ Date: _____

OFFICE USE ONLY:

Donation: ☐ Accepted ☐ Denied (Reason) _____
Donor Notified (Date): _____ Monetary Form (Cash / Check No.): _____
Donation Amount Received: _____ Date Received: _____
Notes: _____
City Manager Signature: _____ Date: _____



June 30, 2026

Via Email: rcummins@saugatuckcity.com

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

RE: Proposal to Provide Architectural & Engineering Design, Bidding & Construction Administration Services for Wicks Park & Village Square Restroom Renovations

Dear Ryan:

We understand the City is planning to renovate the existing restroom buildings at Wicks Park and Village Square. We have reviewed both buildings with City staff and developed the following scope of renovation work.

Wicks Park

- Exterior/Site Improvements
 - The existing building elevation is lower than the surrounding grade. That cannot be corrected without replacement or a jacking & underpinning operation that would likely be comparable in cost to replacement. No structural modifications are planned for the building envelope (walls, roof, etc.) as part of this project.
 - The exterior mural has spots that are deteriorated and flaking. We understand art students have historically touched up the mural, and this work will be done separate from the renovation project.
 - Repaint the fascia trim and louvers.
 - Replace exterior sidewalk where concrete is cracked and one joint has a significant offset.
 - The existing water service enters the building above grade and is 2" galvanized pipe that needs to be replaced to comply with EGLE's Lead and Copper Rules. The service line will be further investigated during construction and replaced either to the curb stop or all the way to the main, depending on the findings and will be placed at a standard bury depth for frost protection, which will require replacement of some of the concrete flooring in the building.
 - The railroad tie landscape wall around the building exterior is deteriorating and several irrigation lines are exposed. The wall will be replaced, irrigation lines re-buried and landscaping around the building updated.
- Interior Improvements
 - The building layout is not ADA compliant, and the footprint is not large enough to maintain multiple stalls that are compliant. We are planning on two unisex single stalls (similar to the new restroom at Mt. Baldhead) with a small interior storage/utility area built in one of them.
 - The electrical will be replaced, as well as certain portions of the plumbing.

- Interior finishes will be removed down to the concrete masonry unit (block) walls and interior block partition walls will be removed. Interior furnishings will be replaced, and an epoxy flooring will be installed.
- The doors to the exterior will be replaced.

Village Square

- Exterior Improvements
 - F&V recently worked with City staff to obtain quotes for siding improvements, but the costs were above the amount in the budget. This scope of work will be incorporated into the bid package and coordinated with the installation of a new drinking fountain included in the Village Square court renovation project.
 - City staff also recently obtained quotes for re-shingling the roof. Coordinating roof improvements with siding is desirable for flashing and other details. This work will be included in the bid package.
 - Metal gates at the entrance will be removed or paint touched up, depending on City preference.
- Interior Improvements
 - Entry doors will be replaced, as well as the doors between the restrooms and the center storage/utility area.
 - Interior vestibule doors (between the vestibules and the restroom areas) will be removed.
 - Interior furnishings (hand driers, sinks, mirrors, partitions, toilets, urinals, air fresheners, etc.) will be replaced. We understand the current “no touch” toilets have frequent sensor issues, and the “no-flush” urinals frequently require filter replacement at approximately \$50 per urinal, plus labor. We will utilize manual flush valves for both toilets and urinals, similar to what was installed recently at Mt. Baldhead.
 - Replace lights and fans. Improve ventilation/dehumidification.
 - Replace current tile flooring with epoxy.
 - Repaint the interior (white).

Based on our understanding of the project scope, we have developed the following Scope of Services to assist the City with this project.

SCOPE OF SERVICES

Design Phase

- Obtain topographic survey of the Wicks Park restroom building and surrounding site features to serve as a base for design of site improvements. Incorporate topographic survey recently obtained for the Village Square court renovation project.
- Prepare a basic site plan for each building, illustrating exterior improvements.
- Prepare preliminary plans and specifications for the project.
- Meet with City staff, KLSWA and other stakeholders, as appropriate, to review the plans and specifications. Incorporate comments received.
- Review proposed work with the local code official to determine whether a building permit is required.

Bidding Phase

- Prepare and submit the advertisement for bids. Contact potential bidders directly and place the advertisement with plan rooms.
- Assemble bidding documents and distribute electronic (PDF) copies to plan rooms. Bid documents will also be available for review on our website.
- Issue electronic bid documents to prospective bidders.
- Answer bidder questions and provide supplemental information, if necessary.

- Conduct a public bid opening to be held at City Hall.
- Tabulate and review the bids received, evaluate references and provide a Recommendation of Award to the City.
- Prepare building permit applications, including mechanical, electrical, and plumbing. Cost for the permit to be paid by the selected contractor.

Construction Phase

- After an award is made by the City, review bonds and insurance certificates provided by the successful bidder for conformance with the specifications. Prepare construction contracts for City signature. After contracts have been executed, prepare the Notice to Proceed.
- Schedule and attend a pre-construction meeting with the City, Contractor and utility companies, as appropriate. Prepare and distribute meeting minutes.
- Provide project administration and engineering during the construction period. Tasks will include:
 - Review Contractor pay applications and, if appropriate, submit a recommendation to the City for payment.
 - Prepare contract change orders, as necessary, and submit recommendations to the City for approval.
 - Maintain project records.
- Provide as-needed on-site observation and testing during project construction activities. We have included approximately 40 hours of field time in our fees. The field technician's duties will include:
 - Perform on-site materials testing, as needed.
 - Review work progress to date for conformance with the bid documents.
 - Address complaints filed with the City, if any.
- Conduct a final walk-through meeting on site with the Contractor and City staff to review the work. Prepare a final punch list of remaining work items. Provide follow-up review to see that the punch list items have been completed.
- Coordinate final payment with release of retainage and contract closeout.

ANTICIPATED SCHEDULE

We anticipate the following schedule for this project:

- Authorization: July 2026
- Survey: August 2026
- Design: September – November 2026
- Bidding: December 2026
- Pre-Construction Activities: January 2027
- Construction: February – May 2027 (substantial completion prior to Memorial Day)

ENGINEERING BUDGET

We propose to complete the Scope of Services outlined above for the following lump sum fees:

Phase	Task	Fee
Design	Bid Package	\$ 33,000
Bidding	Bidding Assistance	\$ 2,800
Construction	Construction Engineering/Administration	\$ 10,400
	On-Site Observation & Testing	\$ 7,200
	Contract Closeout	\$ 3,200
Total Proposed Fee		\$ 56,600

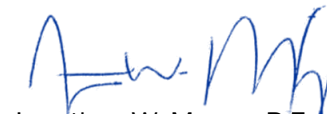
Authorization to proceed with the work can be given by returning a copy of this proposal, signed below as indicated. In the meantime, please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK



Dave Gibbs, RA
Project Manager



Jonathan W. Moxey, P.E.
Principal

Cc: Mark Ondersma, Superintendent of Public Works
Michelle Gibson, Project Coordinator

WORK AUTHORIZATION

Fleis & VandenBrink is hereby authorized to proceed with the Scope of Services presented in this proposal in accordance with the existing Professional Services Agreement for General Consultation dated November 13, 2018.

By _____

Date _____

Rose Garden Warming Station Proposal
Presented to the City of Saugatuck Parks & Public Works Committee
By the Saugatuck/Douglas Area Convention & Visitors Bureau

Summary

The Saugatuck/Douglas Area Convention & Visitors Bureau (CVB) respectfully requests the Parks & Public Works Committee's recommendation to proceed with the installation of a permanent warming station at the entrance to the Mize Memorial Rose Garden.

Designed as a welcoming public gathering place, the warming station will encourage year-round use of one of Saugatuck's most beloved parks while thoughtfully preserving the character and beauty of the Rose Garden.

The funding for this project comes entirely from lodging assessments paid by overnight visitors, not local property taxes.

Project Vision

The vision for the Rose Garden Warming Station is simple: Create a beautiful, permanent public gathering space that encourages people to enjoy downtown Saugatuck throughout all four seasons.

Rather than serving solely as a fire feature, the warming station is intended to become a place where friends meet, families gather, visitors pause during winter walks, and residents enjoy the outdoors even on cooler days.

Respecting the Rose Garden

The Mize Memorial Rose Garden is one of Saugatuck's most treasured public spaces, and preserving its character has remained one of the project's highest priorities. Throughout the design process, the project team has worked to ensure the warming station complements rather than competes with the existing garden.

Feedback from the public consistently emphasized the importance of respecting the Rose Garden's legacy. Survey respondents specifically encouraged preserving existing plantings where possible, and maintaining the garden's historic character.

Project Design

The design of the warming station has been guided by a commitment to preserving and enhancing the Mize Memorial Rose Garden. Throughout the design process, Martin Horner, owner of Souci Horner Design Collective and a member of the Saugatuck/Douglas Area Convention & Visitors Bureau Board of Directors, has worked closely with John Cannarsa, owner of Cannarsa Structure & Design, to ensure the project complements the existing landscape while honoring the garden's original vision.

A custom natural gas fire feature will serve as the focal point of a new gathering area, surrounded by brick pavers and landscaping that integrates seamlessly with the existing park. As part of the project, the existing wrought iron fence will be removed and replaced with low masonry seating walls. This enhancement opens the garden visually, provides additional seating, and invites residents and visitors to pause, relax, and enjoy the space.

The design also improves accessibility by creating two new entrances into the Rose Garden, making the park easier to access from multiple directions and strengthening its connection to the surrounding sidewalks.

Rather than functioning solely as a warming station, the space is envisioned as a year-round gathering place. During the cooler months, the fire feature will provide warmth and encourage outdoor activity. Throughout the rest of the year, the seating walls, landscaping, and open design will continue to serve as an attractive public amenity that enhances one of Saugatuck's most cherished parks.

The proposed location and site layout are illustrated in the attached landscape plan.

Community Support

In November 2025, the CVB conducted a Community Support Survey regarding a warming station in downtown Saugatuck. The survey received **171 responses** representing residents, business owners, visitors, and other community stakeholders.

Overall Support

- **74.7%** Support
- **18.3%** Oppose
- **7.1%** Neutral/Unsure

Among business owners who expressed an opinion, support was overwhelmingly positive, with only four respondents indicating they believed the warming stations would negatively impact their business.

Common themes from public comments included:

- Creating a more welcoming downtown during winter
- Encouraging year-round activity
- Increasing community gathering opportunities
- Respecting the historic character of the Rose Garden
- Providing additional seating and thoughtful landscaping

A complete summary of the survey results is attached.

Project Funding

The Saugatuck/Douglas Area Convention & Visitors Bureau has committed to funding the construction of the Rose Garden Warming Station.

Estimated Project Costs

Item	Cost
Masonry Construction	\$35,910
Fire Feature	\$12,565
Decorative Log Assembly	\$20,000
Landscaping	\$35,000
Estimated Total	\$103,475

Proposed Timeline

July 2026

- Parks & Public Works Committee Review

August 2026

- Historic District Commission Review

September 2026

- Saugatuck City Council Review

Fall 2026

- Construction

Prior to the Community Tree Lighting and Whootville Parade

- Project Completion
-

Requested Action

The Saugatuck/Douglas Area Convention & Visitors Bureau respectfully requests that the Parks & Public Works Committee recommend approval of the Rose Garden Warming Station project so that it may proceed to the Historic District Commission for review.

The CVB appreciates the Committee's thoughtful consideration of this proposal and looks forward to continuing its partnership with the City of Saugatuck to invest visitor-generated revenue into projects that strengthen our community and improve public spaces for everyone.

LANDSCAPE DESIGN FOR:

SAUGATUCK WARMING STATION

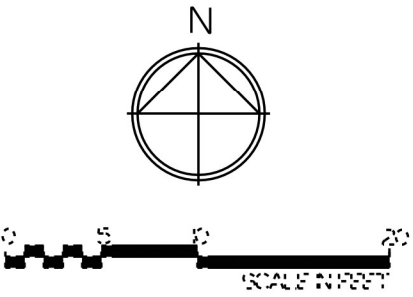
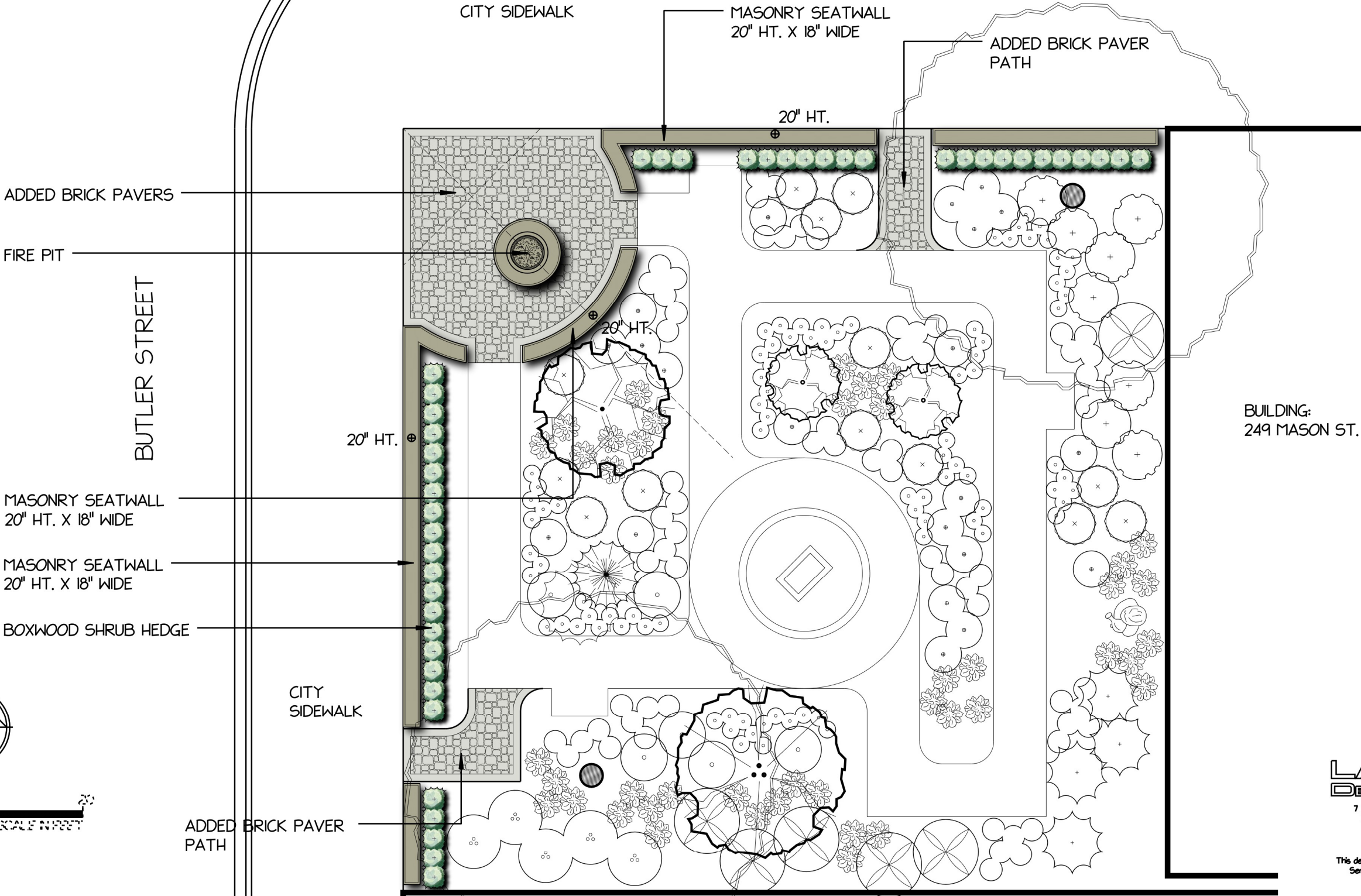
MEMORIAL ROSE GARDEN

145 BUTLER ST. SAUGATUCK, MI

DATE: 04/06/26

SCALE: 1" = 10'-0"

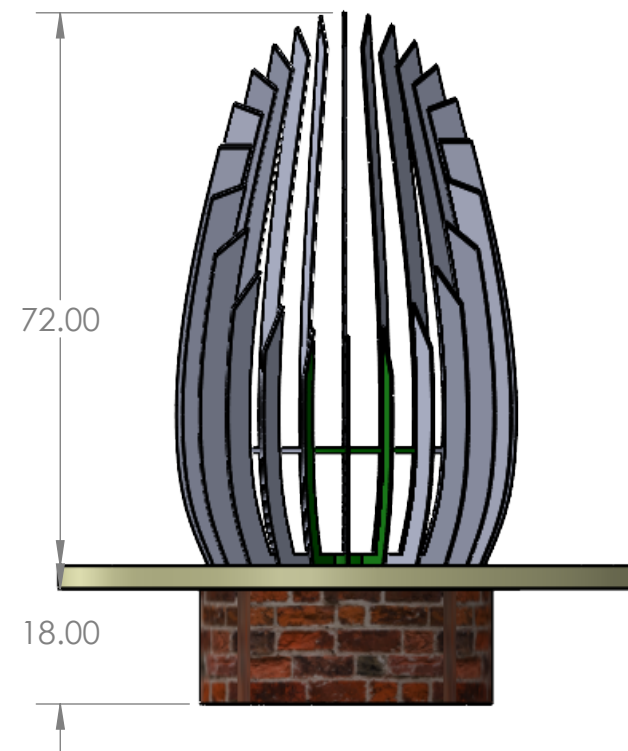
MASON STREET



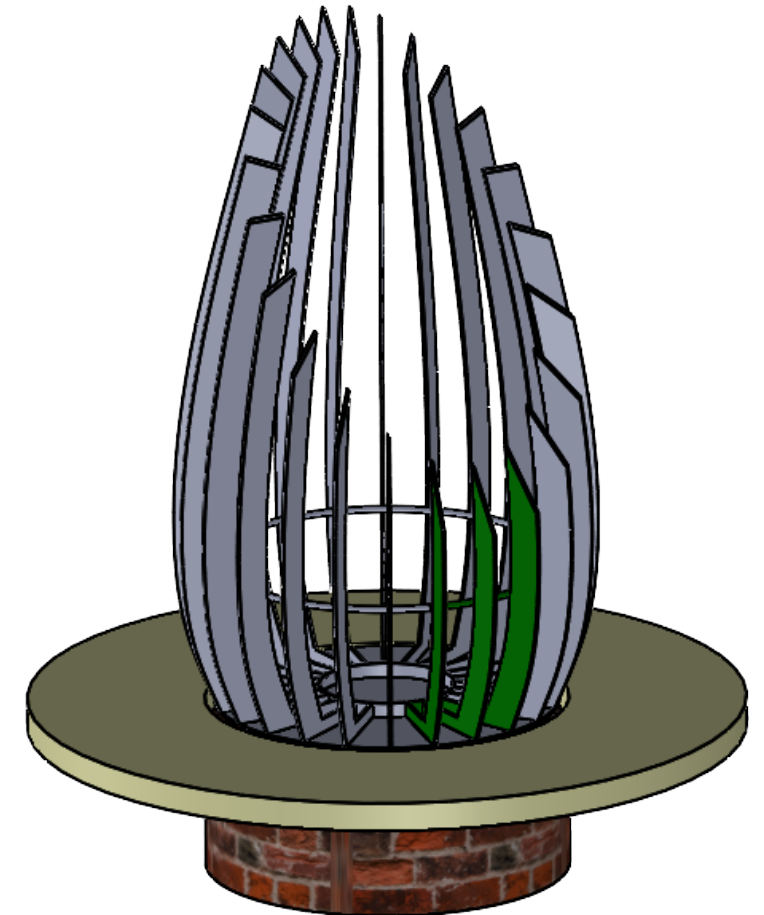
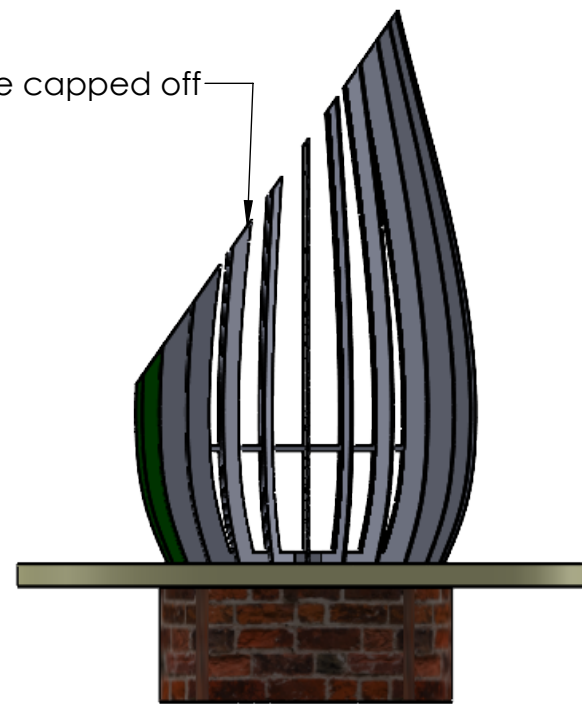
**LANDSCAPE
DESIGN SERVICES**

7351 WEST OLIVE ROAD
HOLLAND, MI. 49424
P. 616.399.1734

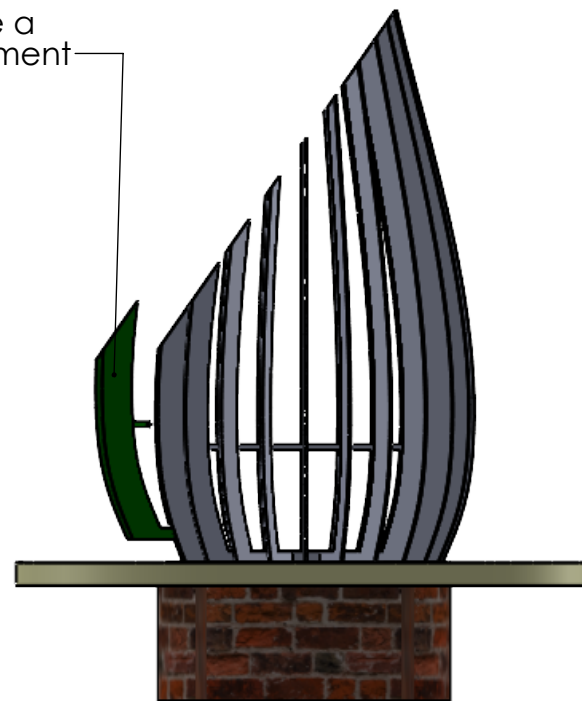
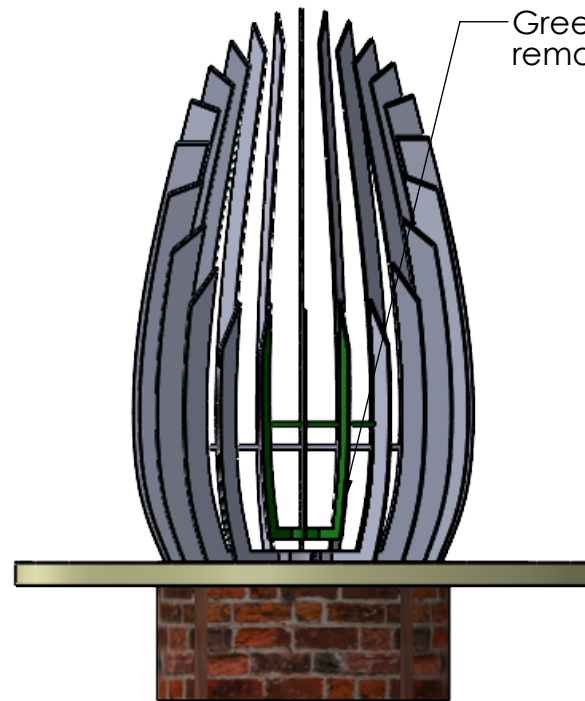
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Top to be capped off



Green Panels are a removable weldment



NOTE: Inside of firepit will be wrapped in either expanded metal or perforated sheet metal per fire code for the city.



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Customer: Saugutuck

Job Num:

Material: -- Select Material --

Gauge: -- Select Gauge --

Finish: -- Select Finish --

DWG: Firepit

Descrp:

DWG BY: ZJH

DATE: 5/19/2026

Quantity:

SCALE: NTS

SHEET 1 OF 3

Warming Stations Community Support Survey Summary

Overview

The Warming Stations Community Support Survey was sent out in November 2025, and received 171 responses from residents, business owners, visitors, and other community stakeholders. Overall, the survey demonstrates strong support for installing winter warming stations (fire pits) in downtown Saugatuck and Douglas.

Respondent Profile

The majority of respondents identified as:

- Saugatuck residents: 105 responses (61%)
- Business owners in Saugatuck: 28 responses (16%)
- Visitors/non-residents: 10 responses (6%)
- Other respondents included Douglas residents, township residents, workers, taxpayers, and part-time residents.

Overall Support for Warming Stations

Response	Number	Percentage
Strongly Support	101	59.4%
Somewhat Support	26	15.3%
Neutral / Unsure	12	7.1%
Somewhat Oppose	12	7.1%
Strongly Oppose	19	11.2%

Key Finding

Nearly 75% of respondents (74.7%) support the project, while 18.3% oppose it and 7.1% remain neutral or unsure.

Business Impact

When asked whether warming stations would positively impact their business:

Response	Number
Yes, positively	36
Neutral / Unsure	14
No, negatively	4
Not a business owner	97

Among business owners who expressed an opinion, support was overwhelmingly positive, with only four respondents indicating they believed the warming stations would negatively impact their business.

Common Themes from Comments

A total of **100 respondents provided written comments**. Several clear themes emerged.

Positive Feedback

Many respondents described the project as:

- A "great idea" and a creative use of public space.
- A way to make downtown more welcoming during colder months.
- An amenity that could encourage people to spend more time downtown.
- A visual symbol of warmth, activity, and community during the winter season.
- An attractive feature similar to successful warming stations seen in neighboring communities.

Representative comments included:

"Such a great idea!"

"A great idea to bring people downtown during our quiet season."

"Whether/how much they are actually used, the visual is impactful—showing warmth, activity, and welcome even in cold weather."

Concerns and Suggestions

While support was strong, respondents also raised several thoughtful concerns:

Preservation of the Mize Rose Garden

The most common concern involved protecting the character and legacy of the Rose Garden.

Several respondents expressed support for the warming station concept while encouraging designers to:

- Preserve as many existing roses and plantings as possible.
- Maintain elements of the current garden layout.
- Respect the original donor intent behind the space.
- Avoid making the area feel overly hardscaped or "sterile."

Design Considerations

Some respondents suggested:

- Refining the fire pit design.
- Retaining portions of the existing fencing.
- Incorporating additional seating.
- Considering multiple warming stations throughout the community.

Operations and Safety

A few respondents requested additional information regarding:

- Fuel source and operation
- Hours of use
- Liability and safety considerations
- Ongoing maintenance responsibilities

Conclusion

The survey results indicate **broad community support for the installation of warming stations in downtown Saugatuck and Douglas**. Nearly three-quarters of respondents support the project, and business owners generally believe the warming stations will have a positive impact.

The strongest feedback centered on ensuring that the final designs preserve the character of existing public spaces—particularly the Mize Rose Garden—while creating welcoming gathering places that encourage year-round community activity.

Overall, respondents view warming stations as a positive enhancement that can help reinforce the area's reputation as a welcoming, four-season destination.