



PARKS AND PUBLIC WORKS COMMITTEE MEETING MINUTES
November 28, 2023

The Parks and Public Works Committee met for Regular 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 DeJong, Johnson, & Roche.

Absent: Committee member Charak.

Others Present: Zoning Administrator Cummins, DPW Superintendent Herbert.

Approval of Agenda:

Motion by Kimble, second by DeJong, to approve the agenda for November 28, 2023. Via voice vote, motion carried 4-0.

Approval of Minutes from 10/24/23:

Motion by Johnson, second by Roche, to approve the minutes from the October 24, 2023, meeting. Via voice vote, motion carried 4-0.

Guest Speaker: None.

Public Comments (agenda items only): None.

Review/Discussion:

A. Bike Trail C2AE – updates next steps:

City Manager Heise said that the main focus is for City Council enter into a General Service Agreement to focus on the Saugatuck City specific design aspects which include:

- The Palette sign – landscape & hardscape that's involved with that.
- The vertical elements of the bridge divider.
- Nuances with tree replacement.
- Possible traffic signal for the crossing at Lake Street.

City Council reviewed the General Service Agreement at their meeting last night from C2AE and would like to see the scope of agreement to see what C2AE is working on, and an hourly rate or a schedule of fees. Chair Baldwin added that Council needs to see more information from C2AE on what the scope of work is going to be. She doesn't think it will hinder progress but says it is more administrative work to have to bring back to Council because they are not able to execute that agreement on their own. City Manager Heise said that they are asking for a Gantt chart so that they have a schedule of the milestones to get the project across the finish line. He hopes to present that at their next meeting. There have been a few concerns from the Friends of the Blue Star Trail and others that the City is not on target with meeting their milestones to get their federal grant or tap grant transportation alternatives program grant, which Heise says is not the case. C2AE is comfortable with their timeline as it stands now.

He says that the next major milestone date that they need to make is to submit all of the construction documents submitted by October 2024. Heise also mentioned that they are recommending to C2AE provide the PPW Committee three design and relocation options for the palette sign design and then the PPW Committee can ultimately make a recommendation to City Council. Council will have the final decision.

B. Recycling pilot program:

DPW Superintendent Herbert said that he had been working with Committee Member Roche and said that they had agreed on some receptacles. He was not sure if they had been ordered. Chair Baldwin said that it came down to whether it had to go in front of the Historic District Commission for approval. Zoning Administrator Cummins said that it definitely needed to go in front of the HDC for approval. Chair Baldwin asked if they could work outside of the meeting so that they can get it on the agenda for HDC's December 7th meeting, and Cummins agreed.

Committee Member Roche said that there are two bins, a trash receptacle and a can and bottle receptacle and said that the recycling bin was blue to create habits. She added that based on feedback in terms of the look of the recycling bins, she did reach out to the company to see if they could get the trash receptacle in tan or something a little closer to what we currently have but they do not make them in that color. They use 100% recycled bottles and are made in the United States and have their set things. She said that her & Herbert specifically chose the 54 gallons because of staffing, he doesn't want them to have to come downtown as much. There were specific reasons that they chose those, and they tried to find different color variations through this company. She wanted to let the Committee know that further research has been done and that it is not profitable in this particular situation.

C. Airport property due diligence:

City Manager Heise said that they received good news from City Council. They are allowing staff to do due diligence on that property. They have discussed what some of that due diligence would entail at previous meetings. The majority of Council is in favor of looking at the property and trying to interconnect trails with the township.

D. Stop sign due diligence:

City Manager Heise complimented the PPW Committee as the City Council did approve allowing staff to work with the engineering firm to look at the stop signs at the intersections of Campbell and Park Streets along with Perryman and Park Streets.

E. Playground renovation – next steps:

DPW Superintendent Herbert said that they plan to decommission the playground in December and January. One of the Sheriff's deputies contacted him saying that one of the decking boards had come loose over the weekend on the playground structure, so they put caution tape around it. He said that this further emphasizes why the structure needs to be removed as soon as possible. Herbert stated that he isn't sure that they have all of the wrenches and everything to disassemble it neatly. A lot of it is wooden beams so they will probably take a chainsaw to some of it and just cut it off, so it is still salvageable if somebody does want the equipment. That will be a burden on them that they're going to have to try to figure out how to get the right tooling and what not to repurpose. They will take it back to the DPW garage for a set period of time and if somebody wants to come and collect it, great.

F. Tri-Community Parks and Recreation Plan – updates and scheduling:

City Manager Heise said that the City is planning to put out their 30-day notice before the official adoption of that plan. The Township plans to launch their notice December 6th and the City of Saugatuck is shooting for February to get their 30-day notice out to the public.

G. Study Group Updates:

1. Invasive Species: None.

2. Airport Property:

Chair Baldwin was excited that they were able to get Council's approval to be able to do due diligence. She is looking forward to the next steps. There isn't a specific Gantt chart, but she doesn't think that there is a ton to do there just to get them to start opening it.

3. Blue Star Multimodal Path: Committee member Kimble said that they were waiting for the township to get their \$300,000 DNR grant they had applied for. They did get their score back which was 235, but they still don't know if they got the grant. Hopefully they will know by the end of the year. She said that it is concerning as last year the cutoff for points was 350 so she is hoping it is a lower cutoff this year.

4. Village Square:

Committee member Roche said that she and Committee member DeJong met with Sinclair to do another walkthrough to see what they need to be aware of as a group or anything that they might need to share. They said that they might need to shift a little bit, but this will

be something they work out with DPW. Everything is within the constraints, and everything is ordered.

The Committee discussed putting a banner with a QR code in Village Square while it is being decommissioned so that the public is aware that the new playground will be coming in spring of 2024. Zoning Administrator Cummins let them know that any signs or banners would need to be approved by the Historic District Commission. They also discussed doing the same with other projects in the City.

5. Park Street & Mount Baldhead Improvements:

Committee Member Johnson said that she is grateful for the two three-way stops. She is hoping that when they look at Perryman going to Oval Beach, that they work in that chain ferry area too as it is a dangerous place. They need to figure out crosswalks there and how they're going to move people around so they can kill two birds with one stone. She said that she has been noticing the Douglas signs that have been installed and they are nice. She wasn't sure if the City had a Sign Committee but if not, they needed one. Johnson says that they live in this beautiful world here, they would love to have someone come up with something that they could use throughout the City that lets people know where they are.

Review Next Steps:

Chair Baldwin said that at this point they just keep on going on. With the due diligence stuff, the airport, and the stop signs and all the other things that they can get, she wants to keep rolling. She will follow-up with the banner and the recycling bins.

Public Comments (Limit 3 mins):

- Ken Butler (Saugatuck Township resident & member of the Saugatuck Township Parks & Rec committee), here to present to the PPW Committee a proposed lease for the dump site.

Member Closing Comments:

Committee Member Kimble – Mentioned that the meeting date for December was the 26th. Chair Baldwin said she would look into it with City Manager Heise and see what accommodations or what needs to happen for that meeting.

Committee Member DeJong – said that she walked the property with Ken. She recalls when Rick Bauer presented to this Committee, she was very impressed with their cross-country team which is the best in the state and unfortunately, they run on the streets. She thinks they should do something for them. The Airport property was proposed, and she was not in favor of cross-country trails there. She stated in the last meeting, that she would prefer to see low impact hiking trails there. When this alternative was brought to their attention, she loved it. It cannot be used as a building site due to the fact it is an old dump site, and it's very loud as the property is located right next to the highway. She thinks that they should continue looking into this. They may want to consider checking to see if the schools have any funds to contribute to this. When Rick was here, he talked about revenue sharing, and what a big

moneymaker it is for cross-country meets and other races that they have. She said if she understood correctly, it was generating more funds than football. DeJong said that may be something to also look at if there is a lease of the shared revenue.

Committee Member Roche – She said that she also walked the property with Ken. She very much likes this idea. She wanted to see how this came together as she had been out to cross-country meets for the Middle School students and was super impressed with what they had done there. She wanted to see how they could interconnect those. Roche encouraged anyone who is interested in this idea to go out and see it for yourself because it really does make sense how it gets the kids completely off the roads and the trails already have this. It is a very low ask in terms of trying to put that in, to use that land at its highest value. She also wanted to say that everything that they have been doing, the soil analysis, the five-year plan, and conservation keeps coming up. She said that one of the things that came up when Ruth from the Land Conservancy was here, they found out that they don't fully know exactly where all of our parks in terms of the level of conservation protections that they have. She said that the topic has popped up in conversation with other members and she would like to talk about what the next steps would be and how they could tackle that in the next PPW meeting. Then they could work with the City and find out exactly what they have and how they should take a look at that because she feels that in terms of her role with PPW is to really understand where they are at with each of their parks and how they continue. She thinks this should be part of a maintenance plan.

Committee Member Johnson – Johnson said that it was a good meeting with great updates. She said that her daughters were also runners, and she thinks this is a great solution. It was always their dream to have a cross-country track here. She is looking forward to working on getting the project done.

Chair Baldwin – She thanked Ken for presenting and said that she doesn't know how they get there, but she does agree that it is something worth looking in to whether it is through this agreement or whether they do something else. She thinks that as they move forward with these things, she can't think of any downsides. Baldwin said that they have a lot of good things in the works, and she is excited about it. She said they will just keep on keeping on and they will get some wins.

Adjournment:

Motion by DeJong, second by Kimble, to approve adjournment of the meeting. Via voice vote, motion carried 4-0. Chairwoman Baldwin adjourned at 11:00 a.m.

Respectfully Submitted,

Sara Williams, City Deputy Clerk & DPW Administrative Assistant