



**Parks and Public Works Committee
Regular Meeting**

August 25, 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 – July 28, 2026 **(Pg. 2)**
- 5. Public Comment on Agenda Items Only (Limit 3 minutes)**
- 6. Discussion:**
 - A. DPW Administrative Update
 - B. AED Placement at Mt. Baldhead **(Pg. 7)**
 - C. Kayak Launcher **(Pg. 13)**
 - D. Wicks Park & Village Square Restroom Renovations **(Pg. 16)**
 - E. SHNA Trail Remediation, Habitat Restoration, and Signage **(Pg. 21)**
- 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>

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

July 28, 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, Kimble, Roche, Thiel

Members Absent: Hoffman, 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 Thiel, to approve the agenda for the July 28, 2026, meeting. Via voice vote, motion carried 4-0.

4. Approval of Minutes

Motion by Thiel, supported by Charak, to approve the June 23, 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 a very busy month for the DPW, driven by major events including the Fourth of July parade and the Venetian Festival, praising full-time and seasonal staff for successful planning and cleanup that returned the town to normal quickly. He noted the team completed 126 work tasks since the last meeting, excluding event work, covering items like pothole repairs, tree trimming and branch pick-up,

City Hall facility requests, and miscellaneous calls for service. He explained their pothole strategy (building a list, buying about four tons of asphalt at a time, and following a set route similar to the brush/leaf pickup route, with special trips only for urgent locations). Preparations have also begun for the Mount Baldhead Challenge, with staff clearing and repairing trails. On Maple Street construction, he reported the water main is fully installed and tested, house service connections are underway, sidewalk prep has started, and paving is hoped for around October with final work into November; the project is currently ahead of schedule, though he cautioned that weather and subcontractor availability could change that. He added that Oval Beach remains very busy but is operating smoothly, with only typical traffic backups and generally cooperative visitors and he confirmed continued use and active management of Starlink internet at the beach to support credit card transactions and basic operations, with cell/Wi-Fi congestion during peak use being the main limitation.

B. SHNA Trail Remediation and Signage Proposal (Park Rules Policy Report):

The Saugatuck Harbor Natural Area discussion focused on the ODC proposal for trail remediation, habitat restoration, and a new signage/wayfinding system, framed by the existing park rules policy (including dog restrictions). The committee reviewed ODC's plan to close numerous informal and redundant trails, consolidate use onto a smaller, formalized trail network, and then restore closed areas using a hybrid approach of seed and native plant plugs (the recommended option, as it balances cost and likelihood of success). Members raised practical questions about beach access points (whether a single access from the beach is realistic given visitor behavior) and the placement and number of interpretive signs, "you are here" maps, boundary and "keep out/keep off dune" signs. They ties this to enforcement and education around park rules, especially where dogs are prohibited year-round vs. seasonally, and whether current bylaws and the Natural Area management plan are aligned. Because the committee wants to walk the site, verify trail alignment and access points on the ground, clarify endowment funding levels and costs, and get ODC's input on dogs in this sensitive habitat, they decided not to make a recommendation to City Council yet and will bring back a more informed recommendation at a future meeting.

C. AED Roadmap/Proposal for AED

The committee heard a presentation from Tony Schippa and Tode Christianson on the Saugatuck-Douglas "Heart Safe" Initiative and a proposed AED roadmap for the City. Their goal is to place 24/7 publicly accessible AEDs at key gathering spots, noting survival can reach 90% if CPR and defibrillation occur within the first minute. They have already purchased six AED units and outdoor cabinets with grant and private donations, at no cost to the City other than minor electrical usage, and will handle installation, monitoring, and ongoing maintenance (pads, batteries, monthly checks, alerts when a cabinet is opened). Proposed City locations include Wicks Park, Butler Street playground/public restrooms, the Saugatuck Information Booth, the

base and top of Mount Baldhead, and Coghlin Park, with interest in additional sites over time. DPW Director Ondersma strongly supports the AEDs but cautioned about placing them directly on facilities that are scheduled for near-term renovation or replacement, especially the Wicks Park and Village Square restrooms, and suggested alternative or temporary placements (e.g., a post near the restrooms, the new Baldhead restroom building, or possibly private facades like Wicks Park Bar & Grill). Committee members agreed AEDs are a high public-safety priority but, given upcoming construction and siting details, decided that over the next month they will work with DPW and the Heart Safe group to refine exact locations and then return with a concrete placement recommendation to Council, rather than voting specific sites immediately.

Motion by Roche, supported by Charak, to look at locations and come back next month with a recommendation to council at the next meeting. Via voice vote, motion carried 4-0.

D. Policy for Benches & Donor Form

The committee briefly reviewed the draft policy and donor form for benches, picnic tables, and similar park furnishings, but agreed they were not ready to make specific recommendations on bench/table types or locations. Committee member Charak noted there were no visual examples in the packet and offered to pull sample products and photos – likely from the vendor the City already uses – for benches, picnic tables, and game tables. The group agreed that for the next meeting Keith will circulate these options in advance, and each member will come prepared with a prioritized list of park locations where new furnishings are most needed. Committee member Roche added that members should also carefully review the donor form, and she supported the language that treats donations as unrestricted, allowing the City flexibility to use funds where they are most beneficial. Final policy and product recommendations were deferred to the next meeting.

E. Public Restrooms (Village Square Park & Wicks Park)

The committee received an update from DPW Director Ondersma on needed upgrades to the public restrooms at Village Square Park and Wick Park. At Wicks Park, the existing restroom building has recurring problems, including interior deterioration and repeated flooding from a nearby storm drain. Two paths are being explored:

1. A substantial renovation of the current structure (interior upgrades, ADA compliance, new water service, exterior touch-ups and fascia); or
2. Demolishing and replacing the building with a new, raised facility designed to avoid flooding and incorporate a replica of the current mural painted by a local artist, with historic district staff indicating they are comfortable replacing the building since the mural itself is a replica.

At Village Square, the plan is to fully refresh the interior, including new toilets replacing problematic waterless urinals with conventional fixtures, new mirrors, lighting, fans, and updated epoxy flooring, while ensuring ADA compliance, which may slightly alter the fixture layout. Committee members stressed coordinating these projects with public safety features (especially AED locations and possibly informational boards and bottle-fill stations) and noted that flooding at Wicks and general wear-and tear at both sited make restroom improvements a high community project.

F. Warming Station at Rose Garden

The committee discussed the proposal from the Visitors Bureau (presented by Ashley Siebelink), to install a gas-fired warming station and additional seating in the Rose Garden downtown as part of a larger shoulder-season initiative. The concept is to turn the Rose Garden into a more welcoming, multi-season gathering space, with a sculptural stone seating wall and a centrally located burner operated by a timer and emergency shut-off, designed in consultation with Chief Janik and a fire-protection contractor to meet safety and ADA requirements. The existing wrought-iron fence would be removed, making the garden more visually and physically accessible, while existing plantings would largely be preserved and enhanced in coordination with the current landscape contractor. Committee members supported the goal of more seating and extended use into the off-season but raised practical concerns about maintenance (trash, sticky spills, cigarette butts), gas costs, potential late-night behavior given nearby bars, and impacts on the Mize endowment and DPW workload. DPW Director Ondersma reported he had vetted the burner design, maintenance, and materials and was comfortable with the operational burden.

Motion by Thiel, supported by Charak, to move forward with the Rose Garden. Via voice vote, motion carried 4-0.

7. Public Comments

None

8. Correspondence

None.

9. Member Closing Comments

Thiel thanked everyone, she thought it was a good meeting.

Charak commented that he learned a lot about AEDs during the meeting and was grateful for that information, noting it would also be valuable for the public. He observed that the committee had

covered a great deal of material, said it was a great meeting, and remarked that the group is moving forward on many issues.

Roche thanked the committee and thought it was a great meeting.

Kimble agreed with Charak that the committee had covered a lot of ground, noted there are several follow-up tasks for members to complete before the next meeting, and reminded everyone they can check the recording if they need to confirm what they agreed to do.

10. Adjournment

*Motion by Roche, supported by Charak, to adjourn the meeting. Via voice vote, motion carried 4-0.
Chair Kimble adjourned meeting at 11:30 a.m.*

Respectfully submitted by:
Sara Williams, Deputy Clerk
City of Saugatuck



Parks & Public Works Committee Agenda Item Report

FROM: Mark Ondersma- Public Works Director

MEETING DATE: August 25, 2026

SUBJECT: AED Placement at Mt. Baldhead

DESCRIPTION:

The Saugatuck-Douglas HeartSafe Initiative has requested approval to install a publicly accessible AED at the base of Mt. Baldhead. The proposed AED would be housed in an outdoor Aivia cabinet and available to the public 24 hours a day.

The Saugatuck-Douglas HeartSafe Initiative will be responsible for the installation, inspections, monitoring, battery and pad replacement, emergency notifications, and long-term maintenance of the AED. The City will be responsible for the monthly electrical cost associated with operating the unit, estimated at approximately \$5 per month.

Due to the high volume of residents and visitors using the Mt. Baldhead stairs and surrounding area, staff supports the placement of an AED at this location as an additional public safety resource.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to recommend to City Council the placement of a publicly accessible AED at the base of Mt. Baldhead in partnership with the 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



PPW Committee Agenda Item Report

FROM: Mark Ondersma - Director of Public Works

MEETING DATE: August 25, 2026

SUBJECT: Kayak Launcher

DESCRIPTION:

The City has received a request from the Outdoor Discovery Center (ODC) after receiving a grant from the local Rotary Club to donate a kayak launcher for installation at either the Spear Street Launch or the Shopper Docks near Coghlin Park. Both locations received prior improvements through Michigan DNR funding, requiring DNR approval before installation. The City Manager has received approval for the kayak launcher to be installed at the Spear Street Launch. After evaluating both locations, DPW staff determined that the Spear Street Launch is the preferred site due to easier installation and future removal, as well as convenient access to the water for kayak users.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

Historical District Commission & City Council will review both.

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to recommend to City Council to approve the installation of the donated kayak launcher at the Spear Street Launch, subject to applicable City requirements and final coordination with the Rotary Club.

Kayak Launcher Donation – Spear Street Launch

The City has received a request from the local Rotary Club to donate a kayak launcher for installation at either the Spear Street Launch or the Shopper Docks near Coghlin Park.

Because both locations were previously improved with funding from the Michigan Department of Natural Resources (DNR) the Spear Street Launch in 2008 and the Shopper Docks in 2018—the City would need approval from the DNR prior to proceeding with the installation. The City Manager received DNR approval to install the kayak launcher at the Spear Street Launch.

Department of Public Works staff evaluated both locations and determined that the Spear Street Launch is the preferred location. Installation and future removal of the kayak launcher would be more practical at this site. Additionally, the Spear Street Launch provides convenient access for users, allowing kayaks to be launched without requiring them to be carried a significant distance.

Staff Recommendation:

Staff recommends that the Park and Public Works Committee approve the installation of the donated kayak launcher at the Spear Street Launch, subject to any applicable City requirements and final coordination with the Rotary Club.







PPW Committee Agenda Item Report

FROM: Mark Ondersma - Director of Public Works

MEETING DATE: August 25, 2026

SUBJECT: Wicks Park & Village Square Restroom Renovations

DESCRIPTION:

The City Council has prioritized upgraded restroom interiors at Village Square and Wicks Park for fiscal year 2026/2027. The City has been working with Fleis & VandenBrink on a proposal for restroom renovations at Wicks Park and Village Square. The proposed project includes both interior and exterior improvements intended to modernize the facilities, improve reliability, and enhance accessibility for public use. Anticipated improvements include water service upgrades, electrical upgrades, door replacements, ADA-compliant layout modifications, and exterior landscaping updates. The project may also include construction of a completely new restroom building at Wicks Park, depending on the final design and project evaluation.

BUDGET ACTION REQUIRED:

Funding for the proposed Park improvement project is included in the current fiscal year budget in the amount of \$160,000. \$50,000 for siding at Village Square was included in last year's budget but not used. A future budget amendment may be necessary for this cost. No additional budget action is required currently unless the project cost exceeds the amount currently budgeted.

COMMITTEE/COMMISSION REVIEW:

Historical District Commission & City Council will review both.

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to recommend to City Council that Fleis & VandenBrink proceed with design work for the Wicks Park and Village Square Restroom Renovations, including evaluation of the proposed interior and exterior improvements and the potential construction of a new restroom building at Wicks Park.

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

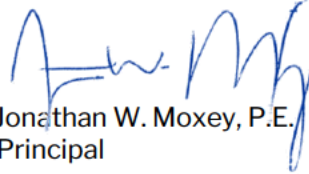
Authorization to proceed with the work can be given by returning a copy of this proposal, signed below as indicated. In the meantime, please feel free to contact us with any questions.

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 _____



Parks & Public Works Committee Agenda Item Report

FROM: Mark Ondersma- Public Works Director

MEETING DATE: August 25, 2026

SUBJECT: SHNA Trail Remediation, Habitat Restoration, and Signage

DESCRIPTION:

Following previous discussions regarding the Trail Assessment Report and recommendations for the 173-acre SHNA, staff are seeking approval to move forward with the recommended trail remediation, habitat restoration, signage and wayfinding, and establishment maintenance.

The proposed work will focus on closing and remediating informal and redundant trails, restoring closed trail areas using the recommended hybrid approach of native seed and targeted native plantings, improving visitor orientation and education through a comprehensive signage and wayfinding program, and providing first-year establishment maintenance.

BUDGET ACTION REQUIRED:

Approval of the following project components:

- Trail Remediation (Closures & Improvements): \$31,050
- Habitat Restoration- Hybrid Approach: \$25,750
- Signage & Wayfinding Program (Design & Fabrication): \$16,500
- Establishment Maintenance: \$5,000

Total Project Cost: \$78,300

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to recommend to City Council the ODC Network proposal for the SHNA, including Trail Remediation, Habitat Restoration- Hybrid Approach, Signage & Wayfinding Program (Design & Fabrication), and Establishment Maintenance.

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

INITIAL_____

- 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



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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SAUGATUCK HARBOR NATURAL AREA



Appendix B: Kiosk, Wayfinding, and Interpretive Sign Examples



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