



Parks and Public Works Committee

Regular Meeting

July 23, 2024 – 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 25, 2024

5. PUBLIC COMMENTS/TODAY'S AGENDA TOPICS ONLY (LIMIT 3 MINUTES) *Use the “raise hand” button in the participant’s screen found in the Zoom interface or enter *9 if calling in by phone to raise hand.*

6. REVIEW/DISCUSSION:

- A. Mt. Baldhead Bike Rack – Eagle Scout Presentation
- B. Oval Beach Life Jacket Station – Eagle Scout Presentation
- C. Village Square Basketball and Tennis Court Improvements
- D. Department of Public Works Updates
- E. Update on Recycling Bin Pilot
- F. Update on Saugatuck Harbor Natural Area
- G. Study Group and Other Staff Updates
 - 1. Invasive Species.
 - 2. Airport Property.
 - 3. Blue Star Multimodal Path (Lake Street).
 - 4. Village Square & Playground.
 - 5. Park Street, Mt. Baldhead Improvements, & AT&T status.
 - 6. Maple Street.

7. PUBLIC COMMENTS (LIMIT 3 MINUTES) *Use the “raise hand” button in the participant’s screen found in the Zoom interface or enter *9 if calling in by phone to raise hand.*

8. CORRESPONDENCE

9. MEMBER CLOSING COMMENTS

10. ADJOURN

NOTICE:

Join online by visiting:
<https://us02web.zoom.us/j/2698572603>

Join by phone by dialing:
**(312) 626-6799 -or-
(646) 518-9805**

Then enter “Meeting ID”:
2698572603

Please send questions or comments
regarding meeting agenda items
prior to meeting to:
rcummins@saugatuckcity.com

Requests for accommodations or
interpretive services must be made
48 hours prior to this meeting.
Please contact Saugatuck City Clerk
at 269-857-2603 or
JWolters@saugatuckcity.com for
further information.



PARKS AND PUBLIC WORKS COMMITTEE MEETING MINUTES

June 25, 2024

The Parks and Public Works Committee met for a 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 Charak, Kimble, Hoffman, Johnson, Roche.

Absent: Committee member Kimble.

Others Present: City Manager Cummins, DPW Superintendent Herbert, Deputy Clerk Williams.

Approval of Agenda:

Motion by Hoffman, second by Charak, to approve the agenda for June 25, 2024. Via voice vote, motion carried 4-0.

Approval of Minutes:

Motion by Johnson, second by Charak to approve the May 28, 2024, regular meeting minutes as presented. Via voice vote, motion carried 4-0.

Public Comments (agenda items only): None.

Review/Discussion:

A. Department of Public Works Updates:

DPW Superintendent Herbert provided updates on road maintenance and construction projects in the City including asphalt patching on Maple Street and the roundabout construction. Baldwin asked for an update on the roundabout construction, and Herbert expects it to be completed towards the end of July. They are providing quite a bit of assistance with special events and a large portion of their energy is going towards Oval Beach.

B. Study Group Updates:

1. Invasive Species:

Committee member Chark said that he didn't have much of an update as it is summer and there is really not much that they are taking care of right now. Baldwin said that milfoil treatment took place a few weeks ago, which was round one of two. Roche asked if the video for the DNR presentation on invasive species that was presented to the Planning Commission was available. She is meeting with the principle of the middle school about a fundraiser/service project for the fall and the eighth graders would love to help with invasive species again. She wanted to ensure she was working with the right entities so she could reach out to see if they would be interested. City Manager Cummins said that the Department of Environment Great Lakes and Energy (EGLE) presented some potential grant opportunities to the Planning Commission through one of their programs for things such as vegetation and habitat restoration. He said that he put the Mount Baldy area on their radar but said that their application period doesn't open until the fall. He doesn't know if there is the continued invasives issue, but more of since they created invasives, eight to ten years ago, that it's the erosion issues and lack of success in restoring vegetation that has been a concern. It is on the Rotary Club's radar, and they have expressed some interest in raising funds to potentially help them gather dollars to help restore that area and he is glad to hear that others may be able to help out too. Hoffman added that they know what invasive species that they have now but questioned whether they could take a more proactive approach and contact Michigan State and see what invasive species will look like five years from now and if there are things happening outside of the community that are coming their way that they can get ahead of. He thinks it is better to be prepared and the Committee agreed. Roche added that she is part of the Michigan State extension through the Master Gardener program and is happy to reach out to them because that is something that they specifically work on in this area.

Cummins said that there are long term challenges with invasives, and they continue to be threats. There was a lot of treatment done last year with the conservation district leading that process, but it is not a forever treatment, and it will be ongoing for a few years. You have to get right back to it and stay on it. Herbert agreed and said that prevention has to be the goal in terms of invasives. They are widening the shoulders and excavating for paving on Bridge Street, and it is riddled with Japanese Knotweed. He said that when the material is moved you introduce it to wherever it's deposited. They are lucky to have an educated Public Works staff in the City of Saugatuck who are familiar with invasives and while they are doing their brush and leaf collection, they can see some of these things and identify them where they can potentially manage it better when they dispose of the materials.

2. Airport Property:

City Manager Cummins says that the City Council approved moving forward with the project contingent upon receiving donated funds, and the donors have sent the funds. He has been in touch with the Outdoor Discovery Center to discuss the next steps, including the conservation easement, and has received maps from EGLE indicating potential wetland and a

regulated floodplain areas on the property. Chair Baldwin emphasized the importance of protecting the watershed and wetlands. Cummins updated the committee on testing done at the landfill property and shared the engineering proposal with the township to evaluate the landfill for trails. Cummins is hoping to formalize an agreement or something that at least outlines the responsibilities and then move that forward, but he wanted to let everyone know it is still being worked on. Baldwin emphasized the importance of natural beauty and potential economic benefits of the trail expansion.

Committee member Charak discussed bird migration patterns and species diversity in the area. He identified various bird species in a flyaway, including woodpeckers, cranes, and kinglets. Charak used a report from the Outdoor Discovery Network to highlight the carbon sink potential of this large track of forest with over 20,000 metric tons of carbon stored and a social cost of \$900,000 annually. He said that someone spoke at a Council Workshop or the Planning Commission meeting and said that once you remove the money aspect out of it, it has a quality of life aspect that you gain from the property.

3. Blue Star Multimodal Path (Lake Street):

City Manager Cummins said that C2AE is still planning on working through some environmental approvals that are required, still planning on a fall bidding schedule, to get bids and begin the work in winter-spring. The Historic District Commission reviewed the intersection improvements at the Lake and Blue Star intersection that you had previously recommended to City Council and Council moved forward and the Historic District Commission approved those. They are still finalizing some of the spec details related to that, but they have the intersection laid out and consistent with the rendering that Fleis & VandenBrink had previously done, and then the pallet sign renderings that you reviewed. They did apply for that grant opportunity that Roche brought forward, and he appreciates that. He said that it is getting a little competitive as there is limited amount of grant money and a lot of folks that are applying, but Cummins said they are confident in their application. He is hoping that the grant will pay for the traffic signal with that piece. They also want to finalize some of the delineation specs as you go over the bridge and the wave, the new features that you reviewed at the last meeting are still being looked at as well.

4. Village Square:

DPW Superintendent Herbert said that the park project is almost complete, with only minor tasks remaining of pouring concrete pads, replacing broken sections of sidewalk, laying sod, planting trees, and installing signs. The Committee discussed installation of a shield to prevent people from climbing on top of the slide, which was previously installed without a shield. The Committee discussed the recent ribbon-cutting ceremony, and Baldwin mentioned the need for more celebratory events.

5. Park Street & Mount Baldhead Improvements & AT&T Status:

Committee Member Johnson said there wasn't much new, but there is lots of development happening, and lots of utility and electrical poles going up. She discussed the maintenance for the History Museum and suggested that they reach out to the museum to ask for help in keeping it looking nice. Herbert mentioned that their lease agreement states that they're responsible for the maintenance.

City Manager Cummins said that he heard from Consumers Power recently and they are still planning on burying the power lines in the northern section of Park Street and they are moving ahead and will be starting soon. City Council did approve next fiscal year's budget, which includes a further evaluation of Park Street and making it more pedestrian friendly and taking that next step in studies. Cummins mentioned that he had some people reach out this morning and say that the Mount Baldhead steps need some work. DPW is aware and will take care of the repairs. Cummins said that AT&T continues working to try to get through the State Historic Preservation Office approvals and he has a meeting scheduled at the end of the week for some additional follow-up questions to help their consultants prepare a response.

6. Maple Street:

Cummins said that Joe asked him to indicate that they had an engineering proposal to move to the next steps and City Council recently approved moving forward with engineering work to get that two and a half million-dollar project underway. It is going to be a long project with several steps involved and that work is kicking off. He hopes that the new roundabout takes some of the pressure off of the construction on Maple Street.

Baldwin raised concerns about lack of policy for street easements and the maintenance of city property, including the installation of brick pavers and drainage issues. She said that the topic was not on the agenda but wanted to mention it for further discussion at an upcoming meeting. The Committee debated on who should be responsible for the maintaining city property between DPW and private property owners. They discussed potential uniformity and policy implications for streetscapes and noted that maintenance and repair of different materials is a concern in the Historic District.

C. Update on Saugatuck Harbor Natural Area:

Committee member Roche discussed an endowment fund for the Saugatuck Harbor Natural Area that was created in 2010 but has not been updated since. They are still trying to track down all of the endowers were that purchased the property. The property is fully under conservation and managed by the Land Conservancy of Michigan. They found out about the endowment in December of 2023, while at a separate meeting. The fund is held by the Community Foundation of Holland & Zeeland and initially started with \$450,000 and has now reached almost \$790,000. There was a management plan that was formed at the time that the fund started and is out of compliance and needs to be updated every five years. It was never re-initiated in terms of updating it and handing it over to the Community Foundation so that they can continue to withdraw funds. Prior Councils have done a little bit of work on the land through the last

withdrawal date in 2015. They have done a great job stewarding the money in this account. They have just under \$200,000 that is available at this point to use on that particular piece of property. Roche said that she and Baldwin had a phone call with Colleen Hill who is the one that has been stewarding the money at the Community Foundation. To their understanding, there is no known end date or penalty for them being non-compliant. She says that the plan is beautifully written, and they have been trying to track down community members so that they can give them more information about it. The management plan also states that there needs to be a board to manage this and that it very loosely states what they would like the makeup of the board to be. Baldwin used staff at City Hall to help track down an ordinance that was put in place back in 2012 when City Council signed off on it and that one states that there does need to be a board. They are trying to go through City records and go further back and figure out exactly who was a part of that board because right now they don't have any information on that. They did find old minutes from City Council showing who approved the initial plan but not the actual board that wrote the plan. Around the same time the land transferred to the City, the City Manager was working on the language to give the city a little more flexibility in the future if they wanted to make some changes as it related to the need for a board. They were able to find an email that said that the Land Conservancy was agreeable to that, and we have not been able to find where the board dropped off and why. Instead of our IT department doing some of our email searches for FOIA's, the City Clerk now has that capability. He said that he has asked her to search back to certain terms to see if there's any more clues as it relates to that. If they can't find any more clues there, then they will have to have their legal review what they need to do to make sure they are in compliance going forward and form a new board or designate DPW or the City Council or whoever that is going to be, have a board and get the plan updated so they can access the grant. Roche said that she and Baldwin have taken a stab at updating the management plan just to what they would say are things that are the priorities moving forward. Obviously, they would hand that off the whoever becomes part of this board. Johnson questioned where the management plan was and whether they would be able to read the plan, and Roche said that they will email it to them. She said in the meantime, they have been putting feelers out to the community. They met with the Coastal Alliance because they work with a lot of people in the area. There are two scientists that have done a lot of work in the critical dune area, one from Hope College and another from Western Michigan College, and they have been in contact with them to see what kind of information they can get from them. Everything is out of date as far as invasive species, endangered, and at risk where all done back in 2010-2012, and will need to be redone because it has not been maintained based on the fact that they have been out of compliance.

Roche said there is another person in this group, Lynn, who was the Midwest Director for the National Parks Conservation. She has a lot of contacts with grant writers and people that are involved in conservation work. There are a lot of state and federal funds, that she believes could potentially tap into beyond what is already in the endowment for this whole area and work collaboratively with Holland and all the way down the coast. Lynn is compiling that information and she just wanted to mention it to the committee as it is a project that they need to continue moving forward to make sure they are complying with what needs to be done at City Hall. They

can also reach out to some of the other municipalities along the lake and look at some bigger funds, bigger projects that they can really move it forward in terms of taking care of that land.

D. Michigan Green Communities:

Committee Member Roche had a small presentation for the committee on the Michigan Green Communities program which provides sustainability benchmarks and free technical assistance for small communities like Saugatuck. The program offers collaboration with DPW and City hall with the goal of enhancing Michigan's livability and economic competitiveness. She explained how the program works, including categories and points system. The program offers free resources to municipalities that reach silver, gold, and platinum levels. Baldwin asked about the time and effort required for council to consider the program and mentioned Grand Haven as an example. Cummins explained that in Grand Haven, they have a separate sustainability and energy committee that is there to advise the City Manager, not the City Council directly. Grand Haven has been a part of the program for 2-3 years and moved from bronze to silver status and they are very happy with the progress. He suggested involving DPW Superintendent Herbert in reducing the carbon footprint. The committee member discussed potential costs and partnership for the initiative.

E. Recycling Bin Pilot:

DPW Superintendent Herbert discussed the new recycling bin pilot program implementation. He talked about contamination rates and the importance of strategically placing the recycling bins. Educational pieces on receptacles were considered but ultimately decided against, with a focus on simply getting them out and evaluating their effectiveness. He mentioned challenges with identifying and enforcing proper disposal methods. The committee discussed the use of recycled materials in construction projects, with a focus on sustainability and environmental impact.

F. Oval Beach:

The Allegan County Health Department notified beach management and staff of high E. Coli reading on Tuesday, June 18th, advising no swimming or body contact. Additional testing was conducted on Thursday June 20th, and on Friday, June 21st, the health department lifted the advisory.

Review Next Steps: Chair Baldwin requested to remove this item from the agenda.

Public Comments (Limit 3 mins): None.

Correspondence: None.

Member Closing Comments:

- **Johnson** – Johnson said that she is very impressed by Kelly and her research and thanked her for everything she has been working on. She is proud of the steps that they have taken, the steps they have succeeded in, and the steps they will continue to move forward with.

- Charak – Charak thanked the guys that pick up the garbage in town. He thinks that the Committee has gotten some work done and he thanked Kelly for the work that she has done.
- Hoffman – Hoffman said that he will get with Charak and start looking into invasive species.
- Roche – Roche thanked the Department of Public Works and Superintendent Scott Herbert for all that his team is doing. She is really excited about the recycling, said that it has been a long time coming. She thinks that the ribbon cutting for the playground grand opening was a joyful day. She has received feedback from members of the community, and they are thrilled and having fun. She wanted to reiterate all of the work that has gone into the airport property with the different processes that were followed in order for that to be where it is with Council today. She said that all of the work and the processes were followed properly. Roche highlighted the importance of maintaining the 170 acres of green space, which is a unique and special piece of land.
- Chair Baldwin – Baldwin says that there are creators in this world and there are destroyers, and the Committee has work to do at the airport property. It's hard when you hear the pushback, and she says that it is easy to focus on the negatives but encourages persistence in the face of challenges. She says that everything that has happened, someone had to bust their butt to make sure it happens, and it came through the right way. She told the Committee when they get discouraged, just remember everything that has come before them and remember that they are here to build something.

Adjournment:

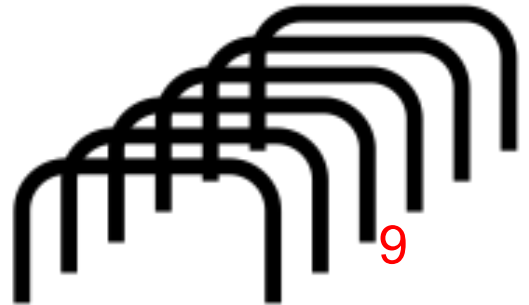
Motion by Charak, second by Roche, to approve adjournment of the meeting. Via voice vote, motion carried 4-0. Chair Baldwin adjourned at 11:14 a.m.

Respectfully Submitted,

Sara Williams, City Deputy Clerk & DPW Administrative Assistant

BSA Bike Rack Presentation

By Brooks Massing



Inspiration

My inspiration for this project started when Mrs.Tighe, my old Troop leader's wife suggested the idea during one of our campouts. I thought this was a great idea because it benefits the community and allows me to go through the installation process with the city.

Goal of my Project

The goal was initially to instal 3-4 bike racks in the Downtown Saugatuck area. However I have changed my goal after speaking with multiple city representatives.

I now aim to instal one bike rack in the Saugatuck area while allowing other future Eagle Scouts to continue to instal bike racks for their projects, using my project as a reference point for getting theirs installed.

My plan

My plan is to instal one Bike Rack around the Mt BaldHead Parking Lot or museum. There are already plenty of possible flat locations that could be used.

My Boy Scout Troop can instal the bike with supervision, but we would need a city employee to pour a concrete pad as that would be the wisest course of action so the bike rack cannot be moved.

Bike Racks

I initially began looking for Bike Racks on Amazon, and those are the initial designs we were going with. When we spoke to the Previous City Manager about the designs we came up with some new possible ideas that would fit the city better mainly involving durability, lifespan, and the Bike Racks that are currently in use around the town.

After doing further research I found Uline, which offers multiple Industrial grade bike racks.

ULine Bike Racks

ULine is a business that sells industrial and bulk items, I chose their website because they offer all three of the most common Bike Racks. They are a known source so the chance of their items offering warranties and other details, below are the three type of Bike Racks they offer.



Circular Bike Rack

The Circular Bike Rack would be the last choice because it offers the least amount of bike storage, only being able to hold 2 bikes. It also only weighed 32 lbs so its not very heavy & stable.

CIRCLE BIKE RACK

Galvanized Black

MODEL NO.	DESCRIPTION	SIZE L x W x H	BIKE CAPACITY	WT. (LBS.)	PRICE EACH		ADD TO CART
					1	3+	
H-6572	Circle	35 x 2 1/2 x 33"	2	32	\$280	\$265	Specify Color

SHIPS VIA UPS



Grid Bike Rack & Wave Bike Racks

The Grid Bike Rack takes up the most space however it includes the most bike storage per dollar. If there is a large enough area to place it then you would be getting the best deal.

However if there is not a large enough area to accommodate the Grid Bike Rack then the Wave Bike Rack would be the best because it fits the already existing theme near Mt Bald Head, and has the second best Bike per dollar capacity.



Grid Bike Rack

GRID BIKE RACKS									
MODEL NO.	DESCRIPTION	SIZE L x W x H	BIKE CAPACITY	WT. (LBS.)	PRICE EACH		ADD TO CART	Galvanized or Black	
					1	3+			
H-2890	Single-Sided	48 x 31 x 31"	4	48	\$350	\$330	Specify Color		
■ H-2891		110 x 31 x 31"	9	78	550	520	Specify Color		
H-2540	Double-Sided	48 x 36 x 31"	8	61	395	375	Specify Color		
■ H-2541		110 x 36 x 31"	18	112	650	620	Specify Color		

SHIPS UNASSEMBLED

■ SHIPS VIA MOTOR FREIGHT



Wave Bike Rack

MODEL NO.	DESCRIPTION	SIZE L x W x H	BIKE CAPACITY	WT. (LBS.)	PRICE EACH		ADD TO CART
					1	3+	
H-2892*	1-Loop	22 x 2 1/2 x 34"	3	27	\$230	\$220	Specify Color
■ H-2543	3-Loop	43 x 2 1/2 x 39"	5	56	395	176	Specify Color
■ H-2544	5-Loop	68 x 2 1/2 x 39"	7	80	515	495	Specify Color

Costs & Details

Grid Bike Rack

Price: \$650

Max Bikes it can hold: 18

Weight: 112 lbs



Wave Bike Rack

Price: \$151

Max Bikes it can hold: 7

Weight: 80 lbs



Circle Bike Rack

Price: \$280

Max Bikes it can hold: 2

Weight: 32 lbs



All Bike Racks are made out of Galvanized Steel, and coated with rust protection. ¹⁷

Benefits

The benefits of adding Bike Racks to the Saugatuck area as follows:

1. Adds more locations people can safely store their bikes.
2. Allows businesses to expand their seat capacity.
3. Offers different modes of transportation for those who want to use Bikes.
4. Advertises the town to a different category of tourists, people could come from the walking trails that connect to Holland.



Department of Public Works Report

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 7/08/2024:

Brush and Leaf Collection:

Brush and leaf collection was completed on Tuesday July 16th for properties east of the Kalamazoo River and Wednesday July 17th for all properties on the west side of the Kalamazoo River.

Butler Street-End Sink Hole:

The City was notified by Sargeant Marina that a small sink hole has developed along the seawall at the Butler Street-End. DPW has submitted a MISS Dig locate request in preparation for exploratory digging to determine the cause.

Permanent No Parking Signs:

Earlier this summer, the council approved the installation of No Parking Signs to be installed along the locations listed below. Signs and posts have been received and DPW has measured and staked each specific location for the new signs. Once MISS Dig locate requests have been fulfilled, signs will be installed. We're expecting to begin installing the signs the week of July 22 and the project should be completed within a few days.

- Mason Street between Grand Street and Elizabeth Street – South Side
- Hoffman Street between Grand Street and Elizabeth Street – South Side
- Main Street between Griffith Street and Elizabeth Street – South Side
- Mary Street between Griffith Street and Grand Street – South Side
- Grand Street between Hoffman Street and Spear Street – West Side
- St. Joseph Street between Hoffman Street and Francis Street – West Side
- Newnham Street between Lucy Street and the North End – East Side
- Francis Street between Holland Street and Elizabeth Street – South Side
- Pleasant Street from Allegan Street to State Street – Both Sides

City Hall Landscaping:

GMS will begin installing irrigation at City Hall on Wednesday July 24th. They expect to complete the installation the week of July 29th. Once irrigation is installed, DPW can move

forward with installing sod and plantings. Below is an estimated timeframe for project completion:

- **Week of July 22nd** - Begin installing irrigation
- **Week of July 29th** - Finish irrigation installation/begin installing sod
- **Week of August 5th** - Finish installing sod/begin installing plantings
- **Week of August 12th** - Finish installing plantings

Meetings:

- **7/08/2024** – DPW Weekly Goals Meeting
- **7/09/2024** – Department Head Team Meeting
- **7/10/2024** – Oval Beach Management Meeting
- **7/12/2024** – DPW Weekly Goals Follow Up Meeting
- **7/12/2024** – Eagle Scout Project Proposal Meeting
- **7/12/2024** – Tree Consultation with Resident
- **7/15/2024** – DPW Weekly Goals Meeting
- **7/16/2024** – Employee Candidate Meetings
- **7/17/2024** – Employee Candidate Meetings
- **7/19/2024** – DPW Weekly Goals Follow Up Meeting
- **7/19/2024** – Lakeview Lane Maintenance Meeting with Resident

**City of Saugatuck
Status Report of Engineering
Activities July 22, 2024**

General Consultation

- 2024 Asphalt Repairs: The bid package is complete, and the project will be out for bids soon. We anticipate fall 2024 construction following water service potholing work for the TMF project (separate update below).
- Sea Wall and Concrete Repairs: Prepared a proposal for design and bidding of a project with several repair sites along the sea wall and elsewhere. The various components can be addressed as a single project, as contemplated in the proposal, or individually.
- 582 Campbell Road PUD: Reviewed conceptual plans and attended pre-application conference on June 19, 2024.
- 640 Water Street PUD: Reviewed conceptual plans and attended pre-application conferences on June 5, 2024 and June 27, 2024.

EGLE Drinking Water State Revolving Fund

- The updated Project Plan was submitted to EGLE ahead of the June 1 deadline. Preliminary scoring should be available soon and final results in the fall.

2023 Street Improvements (West, East, Takken, Taylor and N. Maple)

- Final paperwork to close out the project has been prepared.

Water System Asset Management Plan

- The AMP has been submitted to EGLE. City Council will be considering user cost options to support the plan soon.

EGLE Technical, Managerial and Financial (TMF) Project

- The City was awarded \$221,600 in funding from EGLE's Community Technical, Managerial, and Financial (TMF) support for lead service line identification (100% grant). This will provide funding to help the City complete its final Distribution System Materials Inventory, which is due in October 16, 2024.
- Bid documents for the potholing work, including a list of addresses to be investigated, is nearly complete and will be out for bids soon. The work is anticipated to be completed in late summer and early fall.
- We will be assisting City staff with communications to affected property owners soon.

Mt. Baldhead Projects

- AT&T Project Assistance
 - The EGLE/USACoE Critical Dunes permitting process has been put on hold for now, pending SHPO approvals.
- Restroom Building Replacement
 - Design work is nearly complete.
 - The Allegan Conservation District is working on the Vegetation Removal Assurance, which is a report required for the EGLE/USACE Critical Dunes Permitting. The report evaluates impacts on vegetation, native, non-native and invasives, and provides guidance for the design and construction. Based on the scope of the project, vegetation disturbance is anticipated to be minimal.
 - Depending on timeframes for Critical Dunes permitting and coordination with stakeholders, we are anticipating fall 2024 or spring 2025 construction.
- Observation Platform Replacement
 - Design work is progressing. Additional survey work is complete.
 - The Allegan Conservation District is working on the Vegetation Removal Assurance, which is a report required for the EGLE/USACE Critical Dunes Permitting. The report evaluates impacts on vegetation, native, non-native and invasives, and provides guidance for the design and construction. Based on our discussions with ACD, they may be advising that several of the unhealthy, dead or undesirable species be removed as part of the project and replaced with native/desirable ones (their report will provide guidance).
 - Anticipating design to be completed in 2024, permitting in early 2025 for construction in spring or fall of 2025, at the earliest, depending on permitting timeframe and coordination with stakeholders.

Maple Street Improvements

- Topographic survey will be completed soon to kick off the study phase. Survey work will be completed after Blue Star Highway is reopened, when the traffic volume on Maple will return to normal.
- A workshop (or series of workshops) will be scheduled when the survey is ready to review with adjacent property owners and other stakeholders. We anticipate that will take place late summer or early fall, to accommodate as many seasonal residents as possible.
- Submitted the MDOT Category B grant application to meet the June 12 deadline. Results should be available late summer or early fall. If selected, this program would fund \$250,000 of the road restoration costs on the project. Maple Street was also included in the DWSRF application.

Park Street Improvements

- Park Street between Campbell Road and Mt. Baldhead has no specific non-motorized facility and a number of unique challenges and right-of-way encroachments. The asphalt pavement is deteriorating. A number of development projects have recently been completed or are ongoing. A planning phase proposal has been developed to build on prior study work and develop a scope, concept and cost estimate for improvement of the corridor.



City Manager, Planning, Zoning and Project Report
July 22, 2024

Blue Star Trail

- C2AE continues their design work and is working through the necessary MDOT approvals.
- As reported last meeting, MDOT has advised the following:
 - “Since the whole project is within a sensitive area for Archaeological Resources and Traditional Cultural Properties, the entire project will require archaeological survey from the outside of the ROW, and all areas of disturbance including grading and slope stake lines (not just the area limited to the trail footprint) must be surveyed.”
 - Tribal consulting parties will need to review and advise on any concerns.
- The archaeological survey and review will take some time (at least 60 business days) and is likely to cause delays with expected bidding this fall. However, C2AE remains confident that construction will still occur next year.
- C2AE provided the following updates related to the Lake/Blue Star general services agreement:
 - THE WORK ACCOMPLISHED IN THE DEFINED PERIOD CONSISTED OF:
 - Coordinated with Clark-Dietz to complete traffic signal design development
 - Revised roadway section layout to accommodate traffic signal design
 - Integrated approved design elements from palette sign/intersection improvements into blue star trail design
 - Completed supplemental documentation required for grant application.
 - Submitted MDOT SSSG application on behalf of the city
 - THE ANTICIPATED WORK ELEMENTS IN THE NEXT PERIOD:
 - Review traffic signal specifications and special provisions with the city
 - Coordinate schedule for traffic signal installation based on updated trail schedule

AT&T Cellular

- State Historic Preservation Office (SHPO) approvals remain pending.
- AT&T continues to work on the latest SHPO and tribal consulting party concerns.

- AT&T contractor is still preparing conceptual designs for conduit to be installed as an attachment under the stairs and upper platform to minimize ground disturbance concerns.
- AT&T's decision on the City's agreement request remains pending resolution of SHPO approval.

Wi-Fi

- Lisa Mize of the Convention and Visitors Bureau (CVB) and I previously met with AT&T and Metro Wireless to discuss their WiFi options, functionality, and potential costs.
- AT&T has provided a high-level estimate of the costs and a quote to conduct survey work.
- Metro Wireless previously met with the CVB, PPW Chair/Mayor Pro Tem, DPW Superintendent and myself to evaluate the downtown area and Oval Beach. Estimated costs are expected next week.
- The CVB is evaluating utilizing some of their recently received grant dollars to assist with the initial capital costs to install Wi-Fi at Oval Beach and/or downtown.

Trash Services Survey Results

- Last report, I provided a copy of the trash and recycling survey results and advised I would be engaging Republic Services on a service agreement extension.
- I met with Republic Services this week to go over the survey results. I stressed the importance of increasing recycling pickup. Republic has advised they are more than willing to provide twice monthly recycling pickup. While some residents desired weekly, Republic only offers twice per month.
- Republic has begun working on an extension proposal.

Vacant Positions

- Both the City Treasurer/Finance Officer and Director of Planning and Zoning positions were posted on June 14.
- Interviews for both positions were recently conducted.
- Employment offers for both positions have been made.

Airport Property

- I recently met with the Outdoor Discovery Center (ODC) to discuss the timeline for airport property trails, conservation easement on a portion of the property, and invasives treatment.
- ODC attorneys are starting to draft the conservation easement for a portion of the property. That should be ready in a month.
 - As a reminder, the conservation easement itself will be reviewed by the Council before any final decisions on it. The area that is proposed for a conservation easement has a steep grade and portions are wetlands and in a floodplain. All studies and maps can be viewed on the City website here: <https://www.saugatuckcity.com/parks-and-public-works-committee.html>

- ODC has engaged a surveyor to survey the proposed conservation easement boundaries. That should be done in 4-6 weeks.
- ODC is working on setting up a meeting with Township officials to discuss the necessary zoning approvals.
- ODC is planning on some trail defining in the fall. Installation of a parking lot, signage, and possible overlook are planned for the spring. After construction is complete, invasives treatment will occur.

Old Landfill

- I talked with the Township Manager this week about the engineering proposal to start conducting due diligence for cross country trails. The Township Parks and Recreation Board is proposing to split the cost 50/50. The Township is drafting a proposed agreement for consideration.

Water Capital Improvement Charge and Water Operations Agreement

- The Council's approval of the water capital improvement charge for water main and lead service line work was shared with KLSWA representatives and leadership. KLSWA has signed the proposed memorandum of understanding. The fee should be implemented within 90 days.
- KLSWA has approved a draft water operations agreement. The draft will be reviewed by the managers, consultant, and smaller working groups from each constituent municipality. I will be working with the Mayor to set up a small advisory committee for the City.

Planning and Zoning

- Prepared for and attended Planning Commission meeting.
- STR Enforcement Plan Implementation
 - The consulting planner and his code enforcement have begun STR enforcement using Granicus, complaint information, and other sources.
 - Several enforcement notices have been sent and followed up on.
 - A Granicus project manager has been assigned to begin the work of setting up the 1-800 hotline. We have a meeting set for next week to discuss further.
- Participated in interviews with Fox 17 and Crain's Business Journal regarding STRs.
- Answered Holland Sentinel inquires about STRs.
- Answered several public inquiries about STRs.
- Continued discussions with legal and planning consultant regarding STRs and Council direction.
- Met and talked with property owners and applicants to answer questions and provide resources.
- Continued follow-up on complaints of code violations throughout the City.

Miscellaneous

- Met with Plante Moran to kick off their work.

- Met with two different Eagle Scouts to discuss project ideas they have.
- Held a Department Head team meeting.
- Met with City Clerk for monthly 1 on 1.
- Attended Election Commission meeting.
- Attended public accuracy testing for election equipment.
- Met with the Saugatuck Schools Superintendent.
- Attended Convention and Visitors Bureau Meeting.
- Attended meeting with Friends of the Blue Star Trail.
- Participated in Michigan Employees Retirement System (MERS) defined benefit reporting system training.