



CITY COUNCIL WORKSHOP AGENDA

October 22, 2025, 4:00 p.m.

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. Agenda Changes** (*Additions/Deletions*)
- 4. Public Comment on Agenda Items Only** (*Limit 3 minutes*)
- 5. Approval of Minutes:** (*Voice Vote*)
 - A. Regular City Council Meeting Minutes – October 14, 2025.
 - B. Closed Session City Council Meeting Minutes – October 14, 2025.
- 6. Discussion Items:**
 - A. Milfoil Treatment for 2026. *Pg.8*
 - B. Park Rules. *Pg.15*
 - C. Proposal for Updated Historic District Signage. *Pg.19*
- 7. Public Comments** (*Limit 3 minutes*)
- 8. Council Comments**
- 9. 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



CITY COUNCIL REGULAR MEETING - *proposed*
October 14, 2025

The City Council met to have a Regular Council Meeting at City Hall at 6:30 p.m.
102 Butler St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Mayor Anderson at 6:30 p.m.

Attendance:

Present: Mayor Anderson, Mayor Pro-Tem Stanton and Councilmembers Clark, Dean, Gardner, Muncey and Peterson.

Absent: Dean.

Motion by Peterson, second by Clark to approve Dean's absence. Via voice vote, motion carried 5-0.

Stanton entered meeting at 6:36 p.m.

Others Present: City Manager Cummins, Attorney Witte, Zoning Director Moore and Clerk Wolters.

Mayor's Comments:

Mayor Anderson highlighted the success of the Flower World Celebration, praised the art and artists, and commended the strong collaboration within the community—recognizing the roles of the SCA, Convention and Visitors Bureau, and local participants. She noted the great turnout, the positive atmosphere during the early shoulder season, and expressed pride in the community's efforts.

City Manager Comments:

City Manager Ryan Cummins reported on the new restroom project at Mount Baldhead. The plumbing inspections passed, the floor has been poured, the road patched, and masonry work is starting. The project is on schedule, with substantial completion planned by late November/early December and final tasks in the spring. Cummins discussed the positive impact of the new state budget, highlighting increases in local road funding. The city will receive approximately \$64,900 more for roads this fiscal year - 33.4% increase, with larger increases expected in later years. He also noted significant increases in transit funding, which will help the local interurban transit system. He updated the council on the ongoing AT&T agreement related to city infrastructure. AT&T is still waiting for final federal approvals before the city can finalize the agreement. Cummins addressed ongoing efforts to support a homeless individual residing in Wick's Park. There have been difficulties with communication due to the individual's stolen phone, but the city is coordinating with case workers to provide support and explore permanent housing options.

Agenda Changes:

Motion by Peterson, second by Stanton to change the agenda to go into a closed session under agenda item #16. Via roll call vote, motion carried 6.0.

Guest Speakers: None.

Public Comment on Agenda Item Only: None.

Consent Agenda:

- A. Approval of City Council Workshop Meeting Minutes for October 8, 2025.
- B. Approval of City Council Closed Session Minutes for October 8, 2025.
- C. National Geographic Location Release Form.
- D. Palette Sign Design for Artsy Bike Rack.
- E. Library Board Appointment – Susan Blose with a term ending October 1, 2029.

Motion by Muncey, second by Clark to pass the consent agenda as listed in the October 14, 2025, meeting agenda. Via roll call vote, motion carried 6-0.

Staff Reports, Boards, Commissions & Committees:

Reports provided by city staff and board, commission & committee members.

Fire District Administration:

Dan Fox updated the council on the Fire District's activities over the past month, including the use of a live fire training facility built from shipping containers in cooperation with surrounding departments. This facility provides valuable and unique fire training resources for the area. Incident data was reviewed. He highlighted recent notable incidents, including an exploding E-bike battery, which caused a dumpster fire and could have been much worse if indoors. The report discussed fire risks from lithium batteries and stressed public awareness about safe charging/storage. He described a recent fire/rescue operation involving a boat taking on water, requiring a coordinated emergency response by the Saugatuck Fire District, Coast Guard, and others; this incident showed the importance and value of the district's fire and rescue vessels. He noted thanks to the Saugatuck Township Board for approving issuance of \$5.0 million in secured bonds to fund the STFD second station. He noted the Douglas DPW has fabricated a trailer to organize their crowd-control barricades.

Interurban Board:

Councilmember Muncey reported that the next board meeting is on the 21st. He highlighted record-breaking ridership for August (16,352 riders), including increased usage from Laketown (609 riders) and Fennville (321 riders), crediting recent community expansions. The Interurban is piloting a new software program, which will eventually include a rider app for tracking buses. Drivers and users are responding positively to the pilot, and after reviewing, the board will decide whether to fully purchase the new system. Preparations are underway for building expansion, with plans to add a new restroom and enlarge the garage for needed maintenance space. He mentioned ongoing communication with board members and community members, reflecting enthusiasm about transit's role and future improvements.

Kalamazoo Lake Sewer & Water Authority:

Councilmember Clark noted a job posting for a new general manager role was recently approved and should already be posted, to help address challenges from the previous manager's departure. The authority is running a consistent annual surplus of more than 10%. Although there were difficulties finding historical budget details, a review showed that previous budgets included some conservatism. Some capital expenses will not be needed so there's flexibility in the budget. No deferred projects are expected to impact this year's results. The financial position is strong for the current fiscal year, and a more detailed report will be available after the next regular meeting.

Kalamazoo Lake Harbor Authority: None.

Zoning Board of Appeals: None.

Historic District Commission:

Councilmember Gardner noted the Commission met on October 2nd and reviewed several administrative approvals, with main discussion focused on 439 Butler Street. The owners proposed replacing deteriorated 100-year-old tile roof caps with pressure-treated lumber and flashing. However, the commission cited the ordinance requiring "like-for-like" material replacement for historical renovations. The next Historic District Commission meeting is scheduled for November 6th at 6pm.

Planning Commission:

Councilmember Clark informed Council that the next meeting is scheduled for Thursday, and they will be discussing survey results and open house feedback. He thanked everyone who showed up for the open house, it was a really good turnout.

Parks & Public Works Committee:

Mayor Pro-Tem Lauren Stanton participated in a group tour with the Parks and Public Works Committee and others involved in the Kalamazoo River Greenway project, touring the Macatawa area Greenway. They looked at rain gardens filtering stormwater in urban and rural areas and discussed implementing similar ideas locally. Stanton mentioned a grant that will help homeowners create rain gardens on their properties to reduce invasive species in Kalamazoo Lake. She celebrated the Convention and Visitors Bureau's support for a new public art installation in Cook Park—currently temporary, offering off-season visual interest. She promoted the upcoming Dark Sky event at Oval Beach on October 21, an event focusing on "Dark Sky" community goals. The next Parks and Public Works meeting was scheduled for October 28 at 10am.

Tri-Community Non-Motorized Trail Study Committee:

City Manager Cummins noted The Friends of the Blue Star Trail recently held a successful "Harvest Ride," raising \$50,000 for the trail project. Meetings were held with MDOT (Michigan Department of Transportation) and tribal nations to discuss findings from historical records and next steps in the trail's development. Upcoming work includes required archaeological and survey work along the proposed trail route, in coordination with MDOT and the tribes. The goal is to determine requirements, scope the necessary survey work, and move forward with formal approvals and implementation.

Water Systems Operations Contract Advisory Committee:

Councilmember Gardner noted the next meeting is this coming Thursday.

Wildlife Management Committee: None.

Approval of Accounts Payable:

Motion by Muncey , second by Peterson to approve the accounts payable in the amount of \$398,383.92. Via roll call vote, motion carried 6-0.

Public Hearing: None.

Unfinished Business: None.

New Business:**A. Bid Award for Road and Parking Lot Repairs:**

Motion by Gardner, second by Peterson, to approve award to A-1 Asphalt Inc. in the amount of \$57,208.10 for asphalt repairs with a total project cost of \$67,000 and to allow the Mayor and City Clerk to sign associated contracts. Upon roll call vote, the motion carried 6-0.

B. Selection of a Parking Consultant for Support of the Advisory Parking Improvements Task Force, Parking Study, and Solutions:

Motion by Stanton, second by Muncey, to approve the proposal from Walker Consultants for consulting services to conduct a parking study and recommend solutions, in the amount of \$84,425. Upon roll call vote, the motion carried 6-0.

C. Cost Sharing Agreement for 720 N Maple Water Service Line Replacement and Installation of 8" Water Main Stub:

Motion by Muncey, second by Peterson, to approve the cost sharing agreement with Victor Rodriguez for a water service line replacement at 720 North Maple Street and installation of 8" water main stub. Via roll call vote, motion carried 6-0.

Public Comment:

Jan Cohen

Judith Schneider

Jerry Walsh

Jennifer Lamp

Closed Session:

Motion by Stanton, second by Peterson to go into closed session in accordance with MCL 15.26 8d, to consider the purchase or lease of real property. Via roll call vote, motion carried 6-0.

Council entered closed session at 8:11 p.m.

Motion by Gardner, second by Stanton to go back into open session. Via roll call vote, motion carried 6-0.

Council entered open session at 8:43 p.m.

Correspondence:

ODC Network

Tom & Maureen Smith, Nancy Schmitt, Barry Spengler & Patricia Cleland, Philippe Quentel

Council Comments:

Councilmember Chris Peterson acknowledged that the city is facing two complex and emotional issues: homelessness and freedom of speech. She admitted that the council was unprepared to address these topics and stressed the need for proactive solutions rather than postponing difficult discussions. Peterson suggested holding a workshop to develop protocols and options—specifically for handling homelessness and park property issues, noting a “slippery slope” from chalking to more permanent forms of marking. She concluded by affirming the importance of responding directly to emerging community issues, then briefly referenced missing a previous meeting because her car was stolen, and expressed appreciation for the evening’s productive discussions.

Councilmember Russ Gardner expressed strong support for free speech but emphasized the city's responsibility to protect taxpayer-supported assets like sidewalks and public buildings. He referenced the city's ordinance against defacing or marring property and noted the need to clarify these terms as situations arise. Gardner suggested discussing how best to handle such issues in the future.

Councilmember Lauren Stanton highlighted the recent success of local community events, including Oktoberfest, Flower World, and the chili cook-off, and expressed appreciation for organizations working to improve natural spaces and waterways. She encouraged the community to prioritize in-person interactions and reduce reliance on social media, emphasizing that direct personal connections foster a healthier and more positive community atmosphere.

Councilmember Gregory Muncey addressed concerns from public commenters about a recent protest interaction. He apologized to Jan Cohen for any perceived intimidation and clarified that it was never his intent to silence or threaten anyone. Muncey described his longstanding positive involvement in the community and reiterated his support for freedom of speech. He invited open dialogue with those who felt uncomfortable and emphasized that respectful conversation can help resolve misunderstandings.

Councilmember Joe Clark echoed the sentiment of appreciating recent local events and strongly encouraged people to engage in in-person dialogue rather than airing differences on social media, which he described as toxic. He praised community organizations and staff, especially the Convention and Visitors Bureau, and thanked planning commissioners and staff for their efforts during the recent open house, emphasizing the value of positivity and hard work in the community.

Mayor Holly Anderson praised the planning commission for their open house and survey efforts.

She noted that after a recent council workshop, there was a consensus to leave the current chalking ordinance unchanged. Mayor Anderson encouraged community members to engage in respectful, one-on-one conversations, especially with those they might disagree with—highlighting the value of open-minded dialogue during challenging times. She concluded by calling for a motion to adjourn.

Adjournment:

Motion by Stanton second by Muncey to adjourn the meeting. Upon voice vote, motion carried 6-0. Mayor Anderson adjourned at 8:55 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: October 22, 2025

SUBJECT: Milfoil Treatment for 2026

DESCRIPTION:

Eurasian Water Milfoil is an invasive aquatic plant that is present in the Kalamazoo Harbor. In 2020 the City Council formed an Eurasian Water Milfoil Advisory Committee to address the Milfoil impacts including reviewing existing documentation, consulting with appropriate agencies and experts, identifying costs and reporting its recommendations.

For the last five years, the City of the Village of Douglas and the City partnered with Aquatic Doctors to treat the Milfoil.

Aquatic Doctors has submitted a proposal for 2026 treatment. Aquatic Doctors expects the cost to be similar to the 2025 season, which was \$69,570. Despite lower water levels that were anticipated to result in more issues, Aquatic Doctors advised they were able to reduce the area treated this year which saved close to \$7,000. The proposed treatment area for 2026 is as follows:



Aquatic Doctors will be at your meeting to talk more about the success of the treatments and answer your questions.

BUDGET ACTION REQUIRED:

Sufficient dollars were budgeted for this fiscal year. The second treatment will be included in next fiscal year's budget proposal.

LEGAL REVIEW:

Legal has previously provided analysis on the process to levy special assessments and the City's authority to treat invasive aquatic weeds. Legal previously reviewed the Aquatic Doctors agreement language.

SAMPLE MOTION:

Motion to approve a one-year agreement with Aquatic Doctors to apply for permits and treat Milfoil in the areas presented in the not to exceed amount of \$69,570.



AQUATIC DOCTORS LAKE MANAGEMENT, INC. ("Aqua Docs") of P.O. Box 150247, Grand Rapids, Michigan 49515 and City of Saugatuck of Saugatuck, Michigan agree:

Aqua Docs will provide a professional aquatic program for the control of weeds and/or algae in **Kalamazoo Harbor**. The program will consist of the following:

May/June: Weed and Algae treatment applying restrictive products such as Navigate (2,4-D), Diquat, Triclopyr, Aquathol K, Hydrothol 191, and non-water restrictive products such as copper sulfate, Cutrine-Plus, Cutrine-Ultra, Cygnet Plus, and shade as a tracer.

****3-4 weeks after initial treatment-** spot treat weed beds and algae treatment.

July and August: Algae treatments applying non-water restrictive products such as copper sulfate, Cutrine-Plus, Cutrine-Ultra, Cygnet Plus and shade as a tracer. Spot weed treatment for EWM and other nuisance plant growth.

Cost per Acre:

Navigate: Granular systemic 2,4-D herbicide to control Eurasian Watermilfoil	\$ 315.00
Triclopyr: Granular systemic herbicide to control Eurasian	\$ 560.00
Triclopyr: Liquid systemic herbicide to control EWM	\$ 285.00
Clipper: systemic herbicide to control Starry Stonewort	\$ 575.00
Harpoon: granular systemic herbicide to contro Starry Stonewort	\$ 425.00
Diquat: Liquid herbicide to control EWM, Curlyleaf, and Pondweeds	\$ 185.00
Aquathol K-Hydrothol 191: Liquid herbicide to control Pondweeds	\$ 205.00
Algaecides: Granular products to control Chara	\$ 50.00
Algaecides: Granular and liquid products to control algae	\$ 40.00
Water Quality Program:	\$ 50.00/sample

Description and Optional Services:

Weed Treatment: Milfoil, Curly-leaf, Coon-tail, Chara, and various pondweed treatments applying restrictive products such as granular Navigate (2,4-D), Aquathol K, Hydrothol 191, Diquat, Triclopyr, Komeen, Glyphosate, and Cygnet Plus.

Algae treatment: Non-water restrictive algaecides such as Copper Sulfate, Curtain-Plus, Cutrine-Ultra, Chelated Copper, Earthtech, Greenclean, and shade as a tracer. Treatments should occur monthly to prevent existing growth and prevent re-growth. Surrounding conditions (i.e. sunlight, temperature, nutrient concentration, etc...) may require additional treatments.

Muck/Enzyme Treatment: Designed to decrease levels of organic sediment in lakes and ponds while reducing odors and improving water clarity. The pellets sink quickly, targeting 'muck' on the bottom. Mukk Busster does not contain pathogenic bacteria and it is fish and wildlife friendly. Contains 3 billion CFU/gram (Colony-forming units).

Water Quality Program: Water quality program consists of lake samples taken and sent to an independent laboratory (Prein & Newhof). The samples can be tested for a variety of things including; fecal bacteria (E. coli), dissolved oxygen, conductivity, total dissolved solids, pH and alkalinity. Primarily E. coli is the focus.



- Specific treatment dates will be set by Aqua Docs, in cooperation with City Manager.
- Please be aware Aqua Docs can only treat weeds and algae present at the time of treatment. We have no control over future weed or algae growth based on the current chemicals registered for aquatic use in Michigan.
- Unless otherwise stated in the program, all other aquatic pest control will require a separate program (i.e. cattails, duckweed, largeleaf pondweed, lily pads, purple loosestrife, watermeal, etc...)

Aqua Docs will obtain the DEQ “Aquatic Nuisance Control permit” and post restriction signs as required. Any facility or location related permits/requirements, for example, “Discharge or Retention” permits will be the responsibility of the customer, association, resident or facility. It is your association’s/group’s responsibility to notify each resident within one hundred (100) feet of the treatment area at least seven (7) days in advance of the first treatment that chemicals will be applied. This notification requirement must be provided to every property owner who has consented to have their property treated. Lake boards and townships who assess the lake property owners are exempt from individual consent documentation. The property owner is responsible for removing any restriction signs ten (10) days after the conclusion of water use restrictions.

Aqua Docs carries a general liability policy of insurance for workmans comp, bodily injury and property damage with limits of \$1,000,000.00 per occurrence. Certificates of insurance will be provided upon request.

The State of Michigan requires a minimum fee of \$75.00 and increases the fee to \$1500.00 for treatment areas of 100 acres or more. Please make check to the State of Michigan. Application for the DEQ “Aquatic Nuisance Control permit” shall occur promptly after the fee is received from the customer.

Special Notes & Conditions of Treatments

- #1 – Our office must be notified of any inlets/outlets to meet specific permit requirements with the Michigan DEQ.
- #2 – If the water body is being used as a source of irrigation, please notify our office prior to any treatments.
- #3 – To minimize the possible effects on health and the environment, the treated waters MAY be restricted for such uses as swimming, bathing, irrigation, fish consumption and/or livestock.
- #4 – If an access site has not been determined or established prior to services rendered, then an access site must be determined at the discretion of the applicator at the time of treatment.

Payment in full is due within fifteen (15) days of each application. Any amount remaining unpaid when due shall accrue a penalty of 1.5% per month.

All materials utilized by Aqua Docs shall be of the highest quality and are registered with the U.S. Environmental Protection Agency and the Michigan Department of Agriculture.

The accumulation of dying and decomposing plants and algae can deplete the dissolved oxygen supply in the water, which may result in fish mortality. Please note that such occurrences are minimal, however, the possibility does exist. Due to their level of sensitivity, Goldfish, Coy, and Trout are more susceptible to a treatment than other fish species. During Late Spring and Summer, many NATURAL fish kills occur due to an increase in water temperature and spawning habits, primarily.

Three or five year treatment program: As an incentive to establish a multiple year agreement we will treat your lake or pond at the same price structure as 2026 for 2027! The remaining years (2028-2030) will have cost increases of three percent or less. If total chemical costs exceeds 10% from the previous year a new agreement will have to be mutually acceptable. If during the life of the contract the DNR or other regulatory agencies significantly change the approved treatment procedures or the client finds the manner in which the work is performed less than satisfactory, either party may terminate this agreement upon giving ninety (90) days advance written notice thereof.



Contract:

Signature Page for “City of Saugatuck”

Program Option for City of Saugatuck:

One (1) Year Program- _____
Three (3) Year Program- _____
Five (5) Year Program- _____
(Just initial your choice)

Aquatic Doctors Lake Management, Inc.

By: MT Ryan Schauland B.S.
President

Signature

Date

For City of Saugatuck Representative:

Name (Print) _____
Title _____
Address: _____
Phone: _____
(Day): _____
(Eve): _____

Signature

Date

email: _____



Aquatic Doctors Lake Management, Inc.

Ryan Schauland BS

PO Box 150247

Grand Rapids MI 49515

(616) 365.1698

September 5, 2025

Dear Aquatic Doctors Family,

As the 2025 "Weed and Algae" season wraps up, we want to extend our sincere gratitude for your continued loyalty and support. We are truly honored to have you as a customer and thank you for choosing **Aquatic Doctors Lake Management, Inc.**, Michigan's fastest-growing lake management company.

This season brought with it an unusually aggressive start — and it stayed that way all summer. With record heat and a three-month drought, managing lakes and ponds became especially challenging. The intense sunlight and high temperatures fueled excessive weed and algae growth, while water levels dropped to historic lows across most bodies of water. Even beneficial aquatic growth became problematic in such extreme conditions.

Despite these challenges, your support allowed us to respond quickly and effectively, sometimes requiring additional treatments to keep nuisance growth in check. Together, we managed to successfully maintain the health and beauty of your lakes and ponds. We're hopeful that the 2026 season will bring more typical weather conditions.

Looking ahead, one of our top priorities for 2026 is the **early submission of permit applications**. Our goal is to file all permits by **January 1st**, giving the **DEQ** ample time to process them and help prevent the delays many of us experienced this year. We believe this proactive approach will allow us to begin treatments earlier in the season.

Enclosed is your **2026 contract** (if not included, that means a multi-year contract is already in place). Please review, complete, and return the contract at your earliest convenience. Be sure to also include a check made payable to the **State of Michigan** for the permit fee, as outlined in the attached "Permit Fees" letter. If no fee letter is included, you may disregard the permit fee.

We're excited to continue working with you and believe this is just the beginning of a long-lasting partnership. If you have any questions, want to adjust your treatment plan, or simply want to discuss your lake or pond, please don't hesitate to give me a call.

Thank you again for being a valued part of the Aquatic Doctors family. We look forward to speaking with you soon.

Warm regards,

Ryan Schauland

Aquatic Doctors Lake Management, Inc.

Avoid Permit Delays- Act Now

Aquatic Doctors Lake Management, Inc.

PO Box 150247 Grand Rapids MI 49515 Office: (616) 365 1698 Fax: (501) 647 3041 www.aquaticdoctors.com



Permit Fees for 2024

Act No. 164
Public Acts of 2003
Approved by the Governor
Aug 11, 2003
Filed with the Secretary of State
Aug 12, 2003
EFFECTIVE DATE: Aug 12, 2003

STATE OF MICHIGAN
92ND LEGISLATURE
REGULAR SESSION OF 2003

ENROLLED SENATE BILL No. 596

States:

1. Until December 31, 2009, an application for a permit under this section for control work qualifying for a Certificate of Coverage under a general permit shall be accompanied by a fee of \$75.00. Until December 31, 2009, an application for a permit under this section for any other control work shall be accompanied by the following fee, based on the size of the area of impact:
 - a) Less than ½ acre, \$80.00.
 - b) ½ acre or more but less than 5 acres, \$225.00.
 - c) 5 acres or more but less than 20 acres, \$450.00.
 - d) 20 acres or more but less than 100 acres, \$875.00.
 - e) 100 acres or more, \$1,600.00.

The Department of Environmental Quality shall forward fees collected under this section to the state treasure for deposit in the land and water management permit fee fund created in section 30113 of the natural resources and environmental protection act, 1994 PA 451, MCL 324.30113.

- **The highlighted section is the fee for you and your association.**



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: October 20, 2025

SUBJECT: Park Rules

DESCRIPTION:

Chapter 95 of the City Code establishes certain regulations related to parks and recreation such as injury to park property, intoxicating beverages, waste containers, ball games, and motorized vehicles. They can be viewed here:

https://codelibrary.amlegal.com/codes/saugatuck/latest/saugatuck_mi/0-0-0-2661

Several other ordinances also apply to conduct within City parks. In cases where there isn't an established ordinance, the City Code provides that:

§ 95.06 ADDITIONAL RULES.

The City Manager is hereby empowered to make such rules and regulations, subject to the approval of the City Council, pertaining to the conduct and use of parks and public grounds as are necessary to administer the same and to protect public property and the safety, health, morals and welfare of the public, and no person shall fail to comply with the rules and regulations.

Staff have observed that there are rules posted at Mt. Baldhead Park, Oval Beach and Saugatuck Harbor Natural Area. However, the rules are not formally approved by the City Council. There have also been additional questions about whether overnight sleeping is permitted in City parks.

Attached is a draft set of park rules that would make the posted rules more formal and enforceable. The draft also contains a general prohibition on overnight sleeping or camping in any park, natural area, beach, or associated parking area.

BUDGET ACTION REQUIRED:

N/A

LEGAL REVIEW:

Legal has been consulted. Legal will be at your meeting to answer any questions.

SAMPLE MOTION:

Motion to approve the park rules as presented.

Policy/Procedure: Park Rules

Date Adopted or Implemented: 10-27-2025

Revision Date: N/A

Resolution Number (if applicable): N/A

CITY OF SAUGATUCK

Purpose

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

Authority

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

General Park Rules

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

Additional Park Specific Rules

Mt. Baldhead Park

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

Oval Beach and Saugatuck Harbor Natural Area

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

Saugatuck Wilds Nature Preserve

- Stay on trails
- No horses, bicycles, or motorized traffic
- Do not pick plants without permission

- Do not remove, collect, or harass wildlife

Additional Park Regulations

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

Enforcement

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

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

Temporary Waivers

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



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: October 22, 2025

SUBJECT: Proposal for Updating Historic District Signage

DESCRIPTION:

The Historic District Commission (HDC) has established a goal to update the signage that designates the district:



The HDC sought and received the attached design proposal from Concept A. At their September 4 meeting, the HDC recommended that Council approve the proposal. The HDC is recommending that at least three signs be installed: Replacement of the signs along Lake and Holland and a new sign at the corner of Allegan and Lake.

Council Priorities and Recommendation

Updating the historic district signage aligns with Council's approved priority to update signage and wayfinding. The Parks and Public Works committee has also expressed a desire to pursue updated signage.

Potentially updating our City logo and branding are also on the forefront and are a key component of updating our City signage and wayfinding. Whether updated historic district

signage should align with that new branding or should have its own appearance should be evaluated as part of a larger project. I recommend incorporating this work into a future RFP.

BOARD/COMMISSION RECOMMENDATION:

The HDC recommends that the proposal be approved as a standalone project. The HDC Chair will be at the workshop meeting.

BUDGET ACTION:

Logo redesign, wayfinding, and park signage were budgeted for this fiscal year.

LEGAL REVIEW:

N/A at this time.

SAMPLE MOTION:

Workshop item.

Concept A Creative Studio

AUGUST 14, 2025

PROPOSAL OF WORK

Saugatuck Historic District Signage

Overview

Saugatuck's Historic District is an officially recognized district that follows U.S. Department of the Interior guidelines for historic preservation. This means it's managed under the same national standards used by other well-known historic districts around the country, such as Georgetown, Bunker Hill, German Village, and Heritage Hill. This district is overseen by a seven-member commission appointed by the Mayor of Saugatuck. Each member receives training on the preservation standards upheld. This area is an essential part of Saugatuck's charm, with its historic character woven into the fabric of what makes the community so special.

Project Purpose

Currently, there are two signs marking the entrances to the Historic District: one on Lake Street just off Blue Star Highway, and one on Holland Street near The Southerner. These correspond to the district's boundary points. The existing signs follow a standard MDOT style—brown background with white lettering—which feels more institutional than celebratory. We believe the signage should better reflect the significance and spirit of the district.

The commission would like to have signage created that elevates both the district and the city of Saugatuck. We would consider possibly adding 1–2 more signs—such as at the bottom of Allegan Street at Lake—so there might be 3–4 total instead of just two.

Design Goals

The design and finished signage should:

- Feel fresh and celebratory while remaining timeless yet relevant for today.
- Instill a sense of pride and remind residents they are part of a special place worth celebrating.
- Coordinate with Saugatuck/Douglas branding without feeling promotional or part of a marketing campaign.
- Communicate both the boundaries of the district and the reason for celebrating it.
- Use either a distinctive voice or a strong graphic-forward approach to communicate boundary and significance.

Proposed Timing + Creative Process

Design

- Research/Discovery: review similar distinctive districts + identify what makes signage stand out
- Develop creative for Saugatuck Historic District signage; share concept on Thursday, Aug. 28th
- Revise creative concepts as outlined + estimate fabrication of signs; share on Thursday, Sept. 18th
- Prepare files for manufacturing and share with supplier on Thursday, Sept. 25th

Fabrication + Installation

- Target fabrication for October 2025; cost TBD based on final number of signs.
- Installation targeted for first half of November 2025

Estimated Creative Fees

Includes the design process and meetings as outlined above. Costs of sign fabrication and installation TBD.

\$880