



Parks & Public Works Committee Agenda Item Report

FROM: Scott Herbert – Public Works Superintendent

MEETING DATE: December 23, 2025

SUBJECT: Invasive Species Assessment

DESCRIPTION:

To assist City Council with the goal of managing invasive species throughout the City, the PPW Committee and City Staff have been seeking proposals from contractors to survey all the City's rights-of-ways (ROW's), properties, and green spaces. This survey work is a critical piece in developing a management plan and budget for future action in the fight against invasive species.

The following documents are enclosed:

- Invasive Species Project Charter
- ODC Proposal
- Kalamazoo Nature Center Proposals

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Discussion only.

Saugatuck Invasive Species Evaluation and Eradication Project Charter

Goal: Identify all invasive species in Saugatuck City public areas including all parks and street rights-of-way. Develop comprehensive plans to replace invasive species with non-invasive species with an emphasis on native plants and wildlife benefits.

Objectives

- Inventory invasive species in all public spaces and identify suitable non-invasive replacement plantings that support wildlife
- Develop eradication/replacement plans including associated costs

Participants

Leader – Nancy Kimble

PPW Committee Members - TBD

External Resources –ODC, Allegan Conservation District, West Michigan Land Conservancy

Community Volunteers - TBD

Saugatuck Staff – Scott Herbert, Chad _____

Background

Many areas of Saugatuck have significant quantities of invasive species. The ODC inventoried invasives in Saugatuck Wilds Natural Area in July of 2023 and the West Michigan Land Conservancy inventoried the Saugatuck Harbor Natural Area in October 2024. The list of previously identified invasives is long. A comprehensive list of identified invasives is attached along with their current known locations. In addition to invasive plants, the Hemlock Woolly Adelgid has previously been identified and treated in some areas.

The Allegan Conservation District has been consulted regarding preparing an assessment of all plant invasive species and any additional invasive insects in Saugatuck's other parks and roadsides. A new staff member will be joining their team in June and will be able to complete the work this summer.

Approach

- Prepare a contract with the Allegan Conservation District to complete a comprehensive inventory of invasive species in Saugatuck City (exclude Saugatuck Wilds Natural Area and Saugatuck Harbor Natural Area?)
- Have Allegan Conservation District staff inventory invasive species in the following:
 - Mount Baldhead Park
 - Mildred E. Peterson Nature Preserve
 - Remaining Parks (these are manicured so few invasives are anticipated)
 - Saugatuck Roadsides
- Identify appropriate eradication plan for each species and location (manual removal, herbicide, other?)
- Determine which species can be removed by volunteers
- Draft RFP that describes removal efforts requiring professional assistance
- Identify vendors that can provide removal services and request RFP submission
- Determine where replacement plants are required to ensure new invasives do not occupy areas cleared of current invasives
- Develop plan identifying replacement plants and planting approach
- Draft RFP that describes replacement plantings requiring professional assistance
- Develop maintenance plans

Saugatuck Invasive Species Evaluation and Eradication Project Charter

Project Exclusions

Deep water aquatic areas are excluded from this project.

Project Risks and Mitigation:

Risks:

Costs for species removal and replacement plants could be significant. Budgeted funds may not be available in 2025.

External resources may not be available in our timeframe.

Target End Date: 12/31/2025

Charter Preparation Date: 5/12/2025

Charter Prepared by: Nancy Kimble

PROPOSAL FOR CONSERVATION SERVICES



This proposal was created for:

City of Saugatuck
102 Butler St, Saugatuck, MI 49453

General Background and Scope of Work:

This proposal outlines a plan to conduct a comprehensive survey of invasive species and ecological threats within the City of Saugatuck. The purpose of this survey is to identify current and emerging ecological risks, enabling city staff and partners to prioritize management actions effectively and maintain the ecological quality of the city's natural areas and right-of-ways. We recommend the following work plan in 2026:

1. Invasive Species Survey

- Conduct a comprehensive survey within the City of Saugatuck (see *Appendix A* for map) to identify existing and emerging invasive species and other potential ecological threats.
 - Surveys will include both road-side monitoring of public right-of-ways, as well as walking surveys within parks, natural areas, and other greenspaces.
 - Field surveys will take place during multiple periods of the growing season to capture seasonal variation and ensure a holistic assessment of the plant communities:
 - Spring-early summer 2026
 - Late summer-early fall 2026
- Following completion of the field surveys, we will provide a detailed written report accompanied by key findings, maps, and ranked priorities of invasive species threats within the City.
 - Target date for report submission: **October 15, 2026**

Project Timeline:

- Field surveys will be conducted between **May-September of 2026**.
- Completed report will be submitted by **October 15, 2026**.

Project Budget:

- Invasive Species Survey & Report
 - All parcels and natural areas outlined in *Appendix A* - **\$22,000** (50% billed in June, 50% billed upon submission of report) ☐
 - Saugatuck Wilds Park (~170 acres) - **\$4,000** (50% billed in June, 50% billed upon submission of report) ☐

***PLEASE CHECK THE APPROPRIATE BOXES ABOVE TO INDICATE ACCEPTED SERVICES. TO ENSURE TIMELY SCHEDULING AND SERVICE DELIVERY, PLEASE RESPOND PROMPTLY. DELAYS IN RESPONSE MAY RESULT IN CHANGES TO PROPOSED PROJECT TIMELINE OR AVAILABILITY.**

Exclusions:

The following items are excluded from this proposal:

- Creation of long-term stewardship or management plan.
- Treatment of any identified invasive species.
- Assessment of privately owned parcels (unless written permission is granted beforehand).
- Detailed assessments of natural communities beyond general invasive species observations.
- Permitting, regulatory approvals, or coordination with other agencies required for management actions.

While not covered under this proposal, we are happy to provide proposals for any of the above items upon request.

Note: This proposal accounts for pricing of all labor, materials, and equipment necessary to execute 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.

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Qualifications:

ODC Conservation Services staff 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 across Michigan.
- Combined 25+ years' experience in invasive species management.
- Successfully restored over 250 acres of native prairie habitat.
- Experienced consultants in invasive species management, habitat assessment, and ecological restoration.
- Experience designing, installing, and maintaining native gardens/landscape beds.
- Proficient in identification of native and non-native Michigan flora and fauna.
- Advanced wetland delineation certification.
- Experienced GIS professionals.

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



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

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

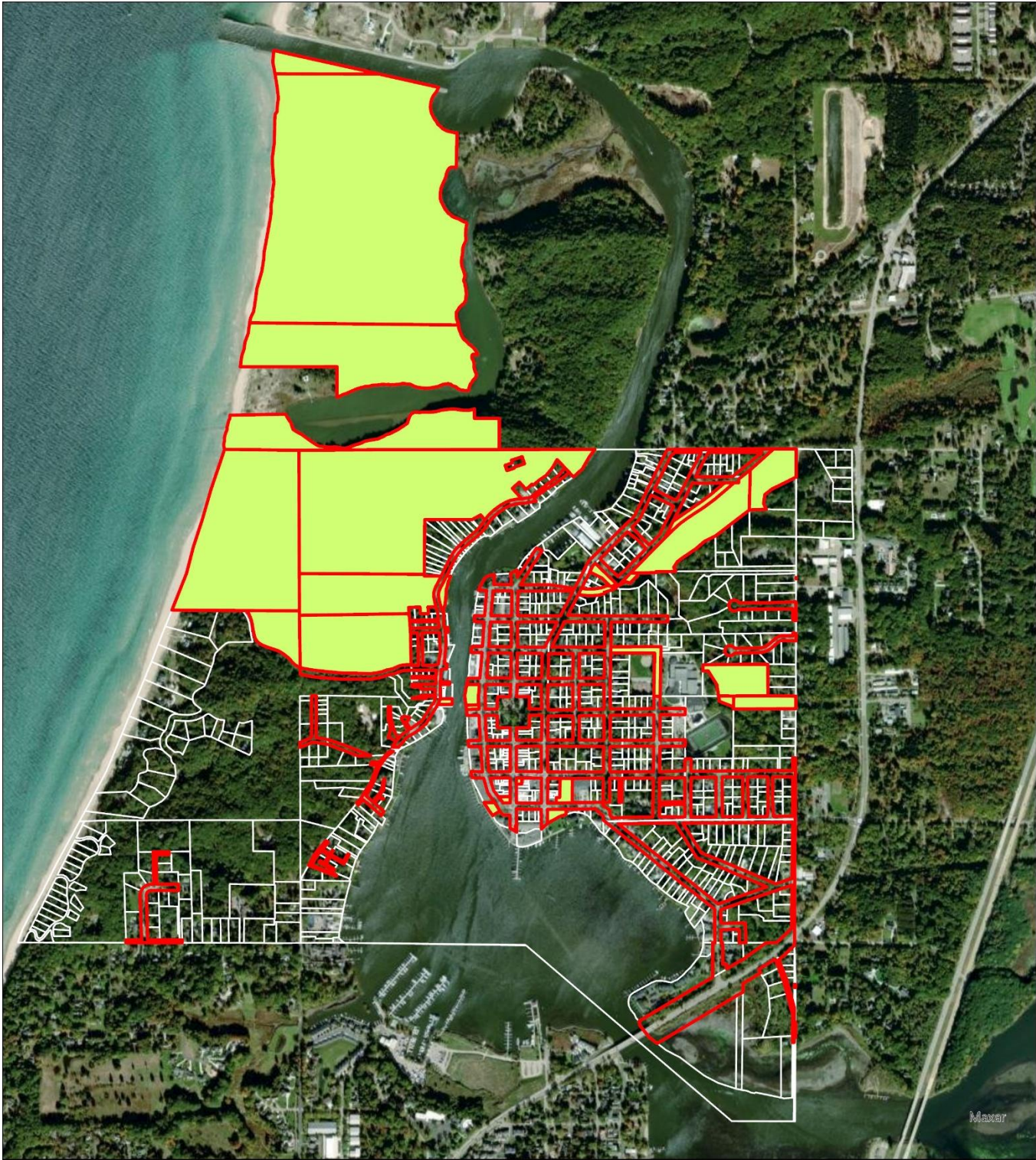
Signature of Authorized Property Owner/Manager

Date



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Appendix A: Map of Survey Area



**CITY OF SAUGATUCK - CITY MANAGED LANDS
INVASIVE SPECIES SURVEYING**

DATA FROM ODC CONSERVATION SERVICES FIELD
OBSERVATIONS AND DESKTOP ANALYSIS
RIGHT-OF-WAY: 92 ACRES
NATURAL AREA: 330 ACRES

CLIENT: CITY OF
SAUGATUCK
PROJECT: INVASIVE
SPECIES SURVEYING
ISSUED: 9/19/2025
DRAWN BY: BH

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