



**Parks and Public Works Committee Meeting  
November 22, 2022 – 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 FROM 10/25/22**
- 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. Department of Public Works and Administrative Updates
  - B. Creation of Study Groups for Priority Projects
- 7. REVIEW NEXT STEPS**
- 8. 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.*
- 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:  
[ryan@saugatuckcity.com](mailto:ryan@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](mailto:JWolters@saugatuckcity.com) for further information.



**PARKS AND PUBLIC WORKS COMMITTEE MEETING MINUTES - PROPOSED**  
**October 25, 2022**

The Parks and Public Works Committee met for Regular Committee Meeting at 10:00 a.m.  
City Hall  
102 Butler St., Saugatuck, MI 49453.

**Call to Order:**

The meeting was called to order by Chairman Dean at 10:00 a.m.

**Attendance:**

Present: Chairman Dean, Committee members Dejong, Johnson, Kimble, & Roche.

Absent: Charak

Others Present: City Manager Heise, Superintendent Herbert, DPW Asst. Supervisor Hardy, Clerk Wolters, Deputy Clerk/DPW Administrative Asst. Williams, Director of Planning, Zoning, & Project Mgmt. Cummins, City Engineer Jon Moxey

**Approval of Agenda:**

*Motion by Johnson, second by Dejong, to approve the agenda. Via voice vote motion carried 5-0.*

**Approval of Minutes from 9/27/22:**

*Motion by Kimble, second by Roche, to approve the minutes from the September 27<sup>th</sup>, 2022 meeting. Via voice vote, motion carried 5-0.*

**Public Comments (agenda items only):** None

**Review/Discussion:**

- A. Staff Presentation by City Manager Heise on current Active projects:
  - a. City Manager Heise introduced Staff members to the Committee: Superintendent Herbert, DPW Asst. Supervisor Hardy, Director of Planning, Zoning, & Project Mgmt. Cummins, City Engineer Jon Moxey
  - b. Chairman Dean met with Ruth Johnson and residents of Park Street regarding road concerns and parks (Mt. Baldhead). The focus was on making the area safer and more accessible to everyone.

- c. Reviewed Blue Star Trail project. The committee will be responsible for the finer details and esthetics, examples being signage and bench design.
- d. Department of Public Works Superintendent Herbert gave a brief overview of the status of the Oval Beach Swing set. He will order the swing set this week. It will have six seats and memorial decals will be placed on top as three people will be honored with this donation. Installation will begin in Spring 2023.
- e. The Committee briefly discussed the CVB donations and grant opportunities. Discussed pushing donors to projects other than city benches.
  - i. Lisa Mize – Executive Director of CVB: Discussed that part of the CVB’s Strategic Plan was the development of tourism related assets for the communities of Saugatuck, Douglas, and Fennville. CVB is in a unique position for the next couple of years and has a sizeable amount of money that they can use for grants for a municipality or a group that is looking to do something along those lines.
- f. Working with Allegan County Conservation District on invasive species. The Committee can provide private landowners with education and resources such as vendors and highly recommend that they use them.
- g. Mount Baldhead Repairs were discussed by the Committee. They discussed AT&T housing for equipment to provide cellular service to the city. DPW Superintendent Scott Herbert discussed the condition of the stairs/decking and restrooms and urged that Mt. Baldhead a top priority as there are maintenance issues that are going beyond basic repairs with the limited staff at DPW.
- h. Connecting the sidewalk from Willow Park to Holland Street.
- i. New priorities for the committee to focus on:
  - i. Park Street projects
  - ii. Village Square playground & landscape
  - iii. Airport Property
  - iv. Grant opportunities

**Review Next Steps:**

Chairman Dean assigned committee members to study and find out which topics they are interested in and contact him or City Manager Heise with their decisions.

**Public Comments:**

Barry Johnson (Resident, City of Saugatuck): Discussed previous plans from Michigan State University for Mount Baldhead & the public outcry from the plan to remove the pavilion from the property. Stated that even though it was in rough shape and needed a new roof, the community still wanted to keep it since it is still widely used. He then

moved on to the airport property and that the schools came to them several years ago about using the airport property for an incredible sports complex. In the end was too expensive but wanted to give a historical perspective on previous plans.

Scott Herbert (DPW Superintendent): Met with Allegan County Conservation District last week and wanted to give a quick update. He discussed a grant that they were approved for where they go around and find communities where they can construct fishing line disposal containers. DPW would be responsible for mounting the containers at places like Mount Baldhead Park, Coghlin Park, Wicks Park and Willow Park and would also be responsible for filtering through containers. The Allegan County Conservation District would mail envelopes that we can then mail the fishing line in to be recycled. They also install litter cleanup stations in places like Oval Beach that will provide buckets and litter claws so that the public can be involved in the cleanup at the parks and beaches. He will be moving forward with this project.

**Member Closing Comments:**

Committee Member Roche: She thinks there is a lot of momentum and is excited to start working on projects.

Committee Member Kimble - She would love to be involved in the invasive species, infrastructure, and sidewalk projects.

Committee Member DeJong – She is very excited to start working on projects. She also asked for clarification on the ownership of the airport property.

Committee Member Johnson – No comment.

Chairman Dean – Thanked committee members for stepping up and being willing to do work for this committee. He said that it generated a lot of good talking and made a lot of good connections.

**Adjournment:** *Motion by Roche, second by Dejong, to approve adjournment of the meeting. Via voice vote, motion carried 5-0. Chairman Dean adjourned at 11:34 a.m.*

Respectfully Submitted,

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Sara Williams, City Deputy Clerk & DPW Administrative Assistant