



**CITY COUNCIL WORKSHOP AGENDA**

**NOVEMBER 3, 2021 – 4:00 pm**

**In-person meeting held at City Hall, 102 Butler St, Saugatuck, MI**

*\*The meeting will be available live, virtually on Zoom, but it is not open for virtual participation.\**

**1. Call to Order**

**2. Roll Call**

**3. Agenda Changes** (Additions/Deletions)

**4. Guest Speakers:**

- A. Bill Hess and Eric Gollanek from Saugatuck-Douglas History Center

**5. City Manager's Report**

**6. Public Comment on Agenda Items Only** (Limit 3 minutes)

**7. Discussion Items**

- A. Zoning Ordinance 211108-A
- B. Capitalization Policy Resolution 211108-B
- C. Approval of Engineering Oversight for Campbell Road Project
- D. Allegan County Sheriff's Department Agreement
- E. Mayor, Mayor Pro-Tem, and Board Chairperson Appointments
- F. Zoning Board of Appeals Alternate Position Candidate – Kate McPolin
- G. Proposals for Landscape Improvements at Village Square Park and Mize Rose Garden

**8. Public Comments:** (Limit 3 minutes)

**9. Correspondence:**

- A. Chris Peterson – Planning Commission Resignation

**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 [Wolters@saugatuckcity.com](mailto:Wolters@saugatuckcity.com) for further information.

**10. Council Comments:**

**11. Adjourn** (Roll Call)



## **City Managers Report – Highlights November 3rd, 2021**

### **Pop-up Patios**

Staff conducted its second informational meeting regarding Pop-Up patios. Staff will present feedback and recommendations to Council at late November meeting.

### **Traffic Light Study by Allegan County Road Commission for Blue Star Highway**

Allegan County Road Commission has commenced a study for traffic light warrants and potential need (Lake Street and Allegan). Study anticipated to be complete by the end of calendar year.

### **Radar Signs**

Solar panels installed at existing radar signs. All signs will soon be decommissioned for winter.

### **Oval Beach Staffing and operations**

Beach erosion barriers being installed. Staff retention/recruitment will be a priority over the winter months.

### **Department of Public Works (DPW) Staff**

Landscape improvement proposals included on agenda. The following is a shortlist of activities in the coming week:

- Usual maintenance (street sweeping, mowing, fall cleanup in the parks, cleaning restrooms, emptying trash, MISS DIG requests, flag height adjustments, filling mutt mitt dispensers)
- Work on dewatering station at Water/Lucy
- Remove fall decorations
- Begin installing Christmas decorations, a three (3) week process.
- Remove Interurban banners/signs
- Remove speed bumps on Park Street
- Manage leaves at 63rd Street property to make room for next week's brush and leaf collection
- Oversee Campbell Road, Mill Street, and Park Street projects

### **Blue Star Trail Update**

Grant proposal submitted. Details on final design will come in future months.

### **Dune Ridge Waterfront Update**

The City attorneys are currently pursuing the removal of floating homes with Dune Ridge's attorney and through the current pending lawsuit.

### **Road resurfacing (and utility) projects**

**Campbell Road** – Bid awarded. Communication with affected residents ongoing.

**Mill Street**- DPW to schedule milling.

**Maple Street- Spring '22 project.** Maple street needs resurfacing. However, there are three infrastructure improvement projects that should coincide with the repairs, which include:

- Elevating Maple Street at the intersection of North Street, including the potential for adding culverts.
- Stormwater Improvements at Maple and Mason Street, addressing a resident concern that increased water runoff is causing erosion issues in an adjacent creek.
- Water service investigation and replacement.

**Park Street**- The road survey has been complete for months. I anticipate that staff and Council will be prepared to re-start the conversations on the Park Street project scope in the winter months. Water service investigations and potential replacement will become a large part of the project scope.

**Butler/Hoffman Street sanitary project**- Design is underway to connect a number of businesses to the sanitary system, and permits submitted to EGLE. The four affected property owners will be contacted next week and permitting to be submitted.

### **Milfoil update**

Staff will bring recommendation on treatment and billing methodology during the winter months.

### **AT&T & Verizon Cellular Facilities**

The city continues active conversations with AT& T as they continue their structural review of the Mt. Baldhead Tower for cellular use (inside existing dome). The Verizon permits for small cell technology have been provided to legal counsel for review, please anticipate seeing the permits on an upcoming agenda. Placement recommendations are being reviewed by Verizon.

### **City Hall Office Space**

New office furniture and layout remains under review, looking forward to this winter project.



**FROM:** Cindy Osman Planning and Zoning

**MEETING DATE:** **Introduction:** October 25, 2021  
**Action Date:** November 8, 2021

**SUBJECT:** Introduction of Ordinance to amend Section 154.025 R-4 City Center Transitional Residential District (CER)

**DESCRIPTION:** To reduce front yard setbacks in the R-4 City Center Transitional Residential District when certain conditions are found to exist.

**TIMELINE:**

October 25, 2021, Ordinance introduced to Council for first reading at a regular meeting.

November 8, 2021, Council action on the ordinance to adopt.

**BUDGET ACTION REQUIRED**

N/A

**COMMITTEE/COMMISSION REVIEW**

Proposed Zoning Ordinance amendments were reviewed by Planning Commission on September 16, 2021 who recommends that City Council adopt the attached zoning ordinance amendment.

**LEGAL REVIEW**

Reviewed and prepared by Jacob Witte.

**SAMPLE MOTION:**

Motion to place the proposed Zoning Ordinance amendment to amend Section 154.025, Chapter 154, Title XV, of the Code of the City of Saugatuck, entitled "Land Usage;" on the November 8, 2021, regular council meeting agenda for action.

**§ 154.025 R-4 CITY CENTER TRANSITIONAL RESIDENTIAL DISTRICT (CER).**

(A) *Generally.*

(1) The purpose of the Transitional Residential Zone is to create a buffer zone from the high intensity City Center Commercial Zone to the low intensity Community Residential Zone.

(2) This zone will permit a limited number of mixed uses but intentions are to promote residential land uses.

(3) As a transitional zone its character shall be reviewed more frequently to assess the needs of the adjoining zones.

(4) This zone is not intended to be static but rather to adjust with the development needs of the community.

(B) *Permitted uses:*

(1) Dwelling, single-family detached, with a floor area ratio that does not exceed 0.3:1;

(2) Dwelling, two-family;

(3) Essential public services;

(4) Bed and breakfasts;

(5) Home occupations; and

(6) Short-term rental unit.

(C) *Special land uses.* Special land uses are subject to review and approval by the Planning Commission in accordance with §§ [154.060](#) through [154.068](#) and §§ [154.080](#) through [154.092](#) :

(1) Home businesses;

(2) Rented accessory dwelling units in accordance with § [154.092](#)(J); and

(3) Dwelling, single-family detached, with a floor area ratio that exceeds 0.3:1.

(D) *Dimension and area regulations.*

|                      |                   |
|----------------------|-------------------|
| Front setback        | 20 feet**         |
| Side setback         | 7 feet            |
| Rear setback         | 10 feet           |
| Minimum lot area     | 8,712 square feet |
| Minimum lot width    | 66 feet           |
| Maximum lot coverage | 25%*              |

\* Maximum lot coverage in this district may be increased to a maximum of 35% for properties that are below, the required minimum lot area following a hearing and approval by the Zoning Board of Appeals at which time consideration of factors affecting adjoining properties will be reviewed. All other dimension and area regulations shall be met. **The following formula shall be used in calculating the allowable lot coverage and shall be rounded to the nearest whole percentage: minimum lot area divided by actual lot area multiplied by 25%.**

\*\* If structures are established on at least 40% of the parcels on the same side of the street between two intersecting platted streets and at least half of the established structures are built within the required front yard setback, the front yard setback for new construction may be reduced to the lesser established front yard setback, provided that no new construction may be established closer than seven feet to the front street line. This section shall not require a front yard greater than that required for this zone district.

(Ord. passed 6-24-1996; Am. Ord. 02-02, passed 2-11-2002; Am. Ord. passed 6-24-2002; Am. Ord. 090824-1, passed 8-24-2009; Am. Ord. 100726-1, passed 7-26-2010; Am. Ord. 140714-1, passed 7-14-2014; Am. Ord. 161114-1, passed 11-14-2016; Am. Ord. 170911-1, passed 9-11-2017)

**CITY COUNCIL  
CITY OF SAUGATUCK  
ALLEGAN COUNTY, MICHIGAN**

**ORDINANCE NO. 211108 – A**

**AN ORDINANCE TO AMEND TITLE XV, CHAPTER 154, SECTION 154.025 OF  
THE CODE OF THE CITY OF SAUGATUCK**

The City of Saugatuck Ordains:

Section 1. Amendment of Section 154.025. That Section 154.025, Chapter 154, Title XV, of the Code of the City of Saugatuck, entitled “ZONING DISTRICTS AND DISTRICT REGULATIONS; R-4 City Center Transitional Residential District (CER),” is amended to read as follows:

**§ 154.025 R-4 CITY CENTER TRANSITIONAL RESIDENTIAL DISTRICT (CER).**

(A) *Generally.*

(1) The purpose of the Transitional Residential Zone is to create a buffer zone from the high intensity City Center Commercial Zone to the low intensity Community Residential Zone.

(2) This zone will permit a limited number of mixed uses but intentions are to promote residential land uses.

(3) As a transitional zone its character shall be reviewed more frequently to assess the needs of the adjoining zones.

(4) This zone is not intended to be static but rather to adjust with the development needs of the community.

(B) *Permitted uses:*

(1) Dwelling, single-family detached, with a floor area ratio that does not exceed 0.3:1;

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(3) Essential public services;

(4) Bed and breakfasts;

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(6) Short-term rental unit.

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- (2) Rented accessory dwelling units in accordance with § [154.092\(J\)](#); and
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Section 2. Severability: The provisions of this Ordinance are declared severable. If any part of this Ordinance is declared invalid for any reason by a court of competent jurisdiction, that declaration does not affect or impair the validity of all other provisions that are not subject to that declaration.

Section 3. Repeal: All Ordinances or parts of Ordinances in conflict with this Ordinance are hereby repealed.

Section 4. Effective Date. This Ordinance shall become effective seven (7) days after its publication unless otherwise provided by law.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ORDINANCE NO. 211108-A ADOPTED

I, Jamie Wolters, the Clerk of the City of Saugatuck, certify that the foregoing is a true and accurate copy of an ordinance adopted at a regular meeting of the City Council of the City of Saugatuck, held on November 8, 2021, and noticed in accordance with all legal requirements.

---

Jamie Wolters, Clerk

Introduced: October 25, 2021

Adopted: November 8, 2021

Published: \_\_\_\_\_

Sent to ALP: \_\_\_\_\_



## City Council Agenda Item Report

**FROM:** Peter Stanislawski, Finance Director

**MEETING DATE:** November 8, 2021

**SUBJECT:** Capitalization Policy

### **DESCRIPTION**

Capitalization Policy for the City of Saugatuck

### **BUDGET ACTION REQUIRED**

N/A

### **SAMPLE MOTION**

Motion to **approve/deny** Resolution 211108-B as presented adopting the City of Saugatuck Capitalization Policy.

**CITY OF SAUGATUCK  
COUNTY OF ALLEGAN  
STATE OF MICHIGAN**

**RESOLUTION NO. 211108-B**

**RESOLUTION TO ADOPT CITY OF SAUGATUCK CAPITALIZATION POLICY**

Council Member \_\_\_\_\_, offered the following resolution and moved for its adoption, seconded by Council Member \_\_\_\_\_:

**WHEREAS**, the Generally Accepted Accounting Principles (GAAP) requires the capitalization of costs associated with the acquisition of real property and equipment. This document provides the general framework for determine whether such costs should be capitalized.

**WHEREAS**, the City’s independent auditing firm, Finance Director and City Manager recommend that the City Council establish the Capitalization Policy as presented.

**THEREFORE, BE IT RESOLVED**, that the attached City of Saugatuck Capitalization Policy, which is intended to comply with the general framework under GAAP, a true copy of which is attached hereto and made a part hereof, is hereby adopted.

All prior resolutions or parts of resolutions are, to the extent of any conflict with this Resolution, rescinded.

YEAS: Council Members: \_\_\_\_\_

NAYS: Council Members: \_\_\_\_\_

ABSTAIN: Council Members: \_\_\_\_\_

ABSENT: Council Members: \_\_\_\_\_

Signed: \_\_\_\_\_  
Mark Bekken, Mayor

Signed: \_\_\_\_\_  
Jamie Wolters, City Clerk

**ADOPTED** this 08 day of November 2021

Signed: \_\_\_\_\_  
Jamie Wolters, City Clerk

CERTIFICATION

I, Jamie Wolters, the duly appointed clerk of the City of Saugatuck does hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held November 8, 2021 in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended. The minutes of the meeting were kept and will be or have been made available as required by said Act.

Signed: \_\_\_\_\_  
Jamie Wolters, City Clerk



## City Council Agenda Item Report

**FROM:** Ryan Heise  
**MEETING DATE:** 11/3/21  
**SUBJECT:** Campbell Road Engineering Services

**Recommended Motion:**

*I move to approve the engineering service contract for the Campbell Road project in the amount of \$42,600.00.*

**Description: Road project engineering services**

Council recently approved the Campbell Road water service and road resurfacing project (\$319,123.75). The attached proposal is for the engineering services related to the project in the amount of \$42,600.00.

The proposed amount is well within industry standards for pricing; below 15%.



October 1, 2021

Via Email: [rlabombard@douglasmi.gov](mailto:rlabombard@douglasmi.gov); [Ryan@saugatuckcity.com](mailto:Ryan@saugatuckcity.com)

Rich LaBombard, City Manager  
 City of the Village of Douglas  
 86 W. Center Street  
 P.O. Box 757  
 Douglas, MI 49406-0757

Ryan Heise, City Manager  
 City of Saugatuck  
 102 Butler Street  
 P.O. Box 86  
 Saugatuck, MI 49453

**RE: Proposal for Construction Engineering Services – Campbell Road Improvements**

Rich and Ryan,

As you are aware, we received bids for the Campbell Road project on September 28, 2021 and are now moving into the construction phase of the project. Based on conversations with the low bidder, Southwest Transport, we anticipate construction will begin once water main materials can be delivered, which appears to be November. Water main work will continue as long as weather allows, and may need to be completed in early spring. Road work will be completed in April/May as planned.

Based on our understanding of the project schedule, we have prepared the attached Work Plan and Proposed Engineering Fees for construction engineering services for the project. We have based our fees on a 12-week construction period (total for water main and road work). If the schedule deviates significantly, either shorter or longer, we propose to adjust the fees proportionally for those aspects affected by schedule.

We propose to complete the scope of work identified in the attached Work Plan for the following lump sum fees:

| Task                                       | Construction Engineering Fees |                 |                 |
|--|-------------------------------|-----------------|-----------------|
|  | Douglas                       | Saugatuck       | Total           |
| Construction Administration                | \$11,200                      | \$8,800         | \$20,000        |
| Construction Staking                       | \$2,000                       | \$1,600         | \$3,600         |
| On-Site Observation & Testing              | \$38,100                      | \$29,900        | \$68,000        |
| Off-Site Testing                           | \$1,100                       | \$900           | \$2,000         |
| Contract Closeout                          | \$1,800                       | \$1,400         | \$3,200         |
| <b>Total Construction Engineering Fees</b> | <b>\$54,200</b>               | <b>\$42,600</b> | <b>\$96,800</b> |

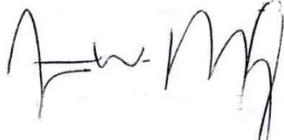
2960 Lucerne Drive SE  
 Grand Rapids, MI 49546  
 P: 616.977.1000  
 F: 616.977.1005  
 www.fveng.com

The breakdown for construction engineering services is based on the estimated breakdown of construction costs (as outlined in the Recommendation of Award dated September 28, 2021), which works out to approximately 56% for Douglas and 44% for Saugatuck.

We are excited for the opportunity to continue our work with you on this project! Authorization to proceed with construction phase services as outlined in our Work Plan in accordance with the Professional Services Agreement for the project dated December 2020 can be given by returning a copy of this proposal, signed below as indicated. In the meantime, please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK



Jonathan W. Moxey, P.E.  
Project Manager



Don DeVries, P.E.  
Principal

Encl.

**CITY OF THE VILLAGE OF DOUGLAS APPROVAL**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF SAUGATUCK APPROVAL**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# WORK PLAN

## A. CONSTRUCTION ENGINEERING SERVICES

1. Prepare the Notice of Award after an award is made by each City.
2. Review bonds and insurances provided by the Contractor and assemble contracts.
3. Schedule and attend the pre-construction meeting with the Contractor, City representatives, Kalamazoo Lake Sewer & Water Authority (KLSWA) and private utility companies. Prepare and distribute meeting minutes.
4. Perform construction staking for the improvements. Based on the scope of the improvements and anticipated project schedule, we have assumed four (4) staking trips will be required – two for water main and two for road work.
5. Provide project administration and engineering consultation throughout the construction period (12 weeks assumed), including:
  - Schedule and attend periodic progress meetings with the Contractor and City staff. Prepare and distribute meeting minutes.
  - Review shop drawings and other project submittals.
  - Review Contractor pay applications and, if appropriate, submit a recommendation to each City for approval. We will provide a breakdown of each City's costs with each pay application.
  - Maintain project records.
6. Provide on-site observation and testing during project construction activities. Based on our understanding of the project schedule, we have included 12 weeks of observation at 50 hours per week total between fall and spring construction. The field technician's duties will include:
  - Provide daily record keeping of construction activities.
  - Address complaints filed with either City on a daily basis, if any.
  - Provide on-site density testing of soils, concrete testing and density testing of asphalt paving.
7. Provide and coordinate off-site materials testing as required (e.g., sieve analysis of soils and concrete cylinder breaks). Off-site testing services will be sub-contracted to a qualified independent testing consultant and are included in our fees.
8. Conduct a final review meeting on site with the Contractor, City staff and KLSWA staff to review the completed work. Prepare a final punch list of remaining work items. Provide follow-up review to see that the punch list items have been completed.
9. Prepare record drawings reflecting the as-constructed improvements.
10. Coordinate final payment with release of retainage and contract closeout.

**AMENDMENT #1**

**to the**

**Allegan County Sheriff's Office Law Enforcement Services Agreement**

**Entered into between the City of Saugatuck, County of Allegan and the Sheriff of Allegan County  
on March 12, 2018**

The parties mutually agree to amend the above-referenced Agreement as detailed herein.

1. **Section 3 – Term of Agreement.** The language in this section is deleted in its entirety and replaced with the following:

The term of this Agreement shall be three (3) years and six (6) months starting on July 1, 2018, and remaining in effect through December 31, 2021, unless a Notice of Termination is exercised as provided for in Section 10 or Section 11.

It is understood and agreed by both parties that all other terms and conditions of the original Agreement and any preceding amendments, not modified by the change(s) above, remain in effect.

The individual or officer signing below certifies that they are authorized to sign this Amendment.

City of Saugatuck:

Sheriff of Allegan County:

Sign: \_\_\_\_\_

Sign: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

County of Allegan:

Sign: \_\_\_\_\_

Name: Robert J. Sarro

Title: Allegan County Administrator

Date: \_\_\_\_\_

#### **SECTION 4.12 ORGANIZATION OF THE COUNCIL, MAYOR AND MAYOR PRO TEM.**

The council at its first meeting following each regular city election shall elect one (1) of its members as mayor and one (1) mayor pro tem by an affirmative vote of a majority of its members, and whom shall serve for one (1) year or until their successors are elected. The mayor shall preside at all meetings of the council, shall speak and vote at such meetings as any other council member, shall be recognized as head of the city government for all ceremonial purposes and for purposes of military law, but shall have no administrative duties. The mayor pro tem shall act as mayor during the absence or disability of the mayor.

City

P.O. Box  
Phone:  
Website:



of Saugatuck

86, Saugatuck, MI 49453  
269.857.2603 Fax: 269.857-4406  
[www.saugatuckcity.com](http://www.saugatuckcity.com)

**APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS/  
COMMITTEES**

Name: Kate McPolin Home Phone: (616) 990-7720

Home/Mailing Address: PO Box 953, Saugatuck, MI 49453

E-mail Address: katemcpolin@gmail.com

Employer: self Occupation/Position: Marketing copywriter

Business Phone: same Business Reference: \_\_\_\_\_

Are you a Saugatuck City resident? yes Are you a registered Saugatuck City voter? yes

Do you or your employer have any business dealings with the City which might present a conflict of interest? no If yes, explain \_\_\_\_\_

Serving on a Board or Commission can be time-consuming. Are you committed to attending all regularly scheduled meetings? yes

On which Boards and/or Commissions would you be willing to serve?

Planning Commission

Historic District Commission

**Zoning Board of Appeals**

Board of Review

Election Inspector

Township Fire Board

Twp. Recreation Comm.

Kalamazoo Lake Sewer & Water

Library Board

Interurban Transit Auth

Peterson Nature Preserve

Construction Board

Please describe any qualifications, expertise or special interests that relate to your possible appointment:

I'm interested in serving as an alternate on the ZBA. I've lived in Saugatuck for 30 years and spent 15+ years on the planning commission, much of that time as vice-chair.

You may wish to submit a cover letter with your application. Please return the original to the City Clerk's office at the above address for processing. The City of Saugatuck recognizes and supports the concept of balanced representation in regard to filling vacancies on Boards and Commissions. To this end, every effort is made to appoint members who represent Saugatuck's diverse community, including citizens of all ethnic groups as well as people with disabilities. Reasonable accommodations and equal access to communication are provided upon request.

Signature: Kate McPolin

Date: 10/14/21

COPY: Mayor City Council



## City Council Agenda Item Report

**FROM:** Ryan Heise  
**MEETING DATE:** 11/3/21  
**SUBJECT:** Landscape Improvement Proposal

### **Recommended Motion:**

***I move to approve the Proposal received by Landscape Design Services for improvements to the “Village Square Park” area and Rose Garden in the amount of \$71,150.00.***

### **Description:**

Competitive proposals were sought for landscape improvements on city property. We reached out to Israel’s, DJ’s, GMS, and Landscape Design. Four (4) in total in total, two (2) non-responsive and one (1) proposal received. Lack of interest/response is not shocking considering low staffing levels industry wide. Through conversations with service providers, it’s clear that landscape maintenance/install contractors are not taking on new projects, while they struggle to maintain levels of service to existing customers. We are recommending a two-phase projecting- clearing and scrubbing this fall/winter and new install this spring.

There is an existing fund to cover Mize Rose Garden Improvements. Discussions were conducted with the maintenance contractor (Landscape Design Services; same contractor who was responsive) on the current condition of the Rose Garden. Response was as follows:

*Hi Ryan & Scott,*

*Thank you for taking the time to review the Village Square Park and Mize Memorial Rose Garden yesterday.*

*Ryan, Per your request, see the attached summary of the maintenance visits performed this season by our maintenance team at the Rose Garden.*

*Scott, you had mentioned “not remembering seeing maintenance activity at the Rose Garden site this summer”. We had (21) visits between April 2nd and Oct. 7th. See attached summary. The crew does do the maintenance work early in the mornings thru the busy summer months to avoid parking issues with tourist traffic in the downtown area.*

*Notes on the Rose Garden over-all health (defending our maintenance team):*

- The rose garden is a 20 year old site in desperate need of over-hauling the site. Many over-grown shrubs and trees in the space make it difficult to maintain the site a certain way.*
- The irrigation is very poor on the site and many of the roses need help with extra water to have adequate flowers thru the summer months to thrive and look good to the public.*
- The plant material, as it matures will naturally have root-growth competition. There are groundcover planting materials smothering many of the plantings and adding to difficulty of growth of the rose shrubs.*

- *The tree canopy has matured over the years, creating more shade over the garden. Roses require sun-light to thrive and look good to the public.*

*We will have a crew stop at the site next week and cut-back the ivy along the back perimeter edges of the garden and prune the Viburnum and Hydrangea shrubs per our discussion.*

*I believe the items we discussed yesterday for the “Mize Rose Garden Scope of Work – landscape improvements” will help the garden area become a focal-point attraction to the downtown area once again!*

*Thank you,*

*Matt Ertzinger, B.S. Horticulture  
Landscape Designer*



City of Saugatuck  
102 Butler St., P.O. Box 86  
Saugatuck, MI 49453

Landscape Proposal  
Matt Ertzinger  
October 29, 2021

RE: Mize Memorial Rose Garden – Butler St./Mason St.

Landscape improvements – removals & installation Budget \$ 41,300

Work included:

- Remove unwanted pine trees and grind stumps.
- Removal of old shrubs, unwanted plant materials and existing drip tube irrigation.
- Dig out bark beds and remove ground covers in planting beds on-site.
- Remove ground cover around center sculpture and install planting mix for annual flowers.
- Natural, organic debris to be dumped at City of Saugatuck Public Works designated site.
- Reset sections of brick path areas that present trip hazards or have settled.
- Pressure wash brick paths and sweep in new joint sand if needed.
- Install new irrigation drip tubing system throughout planting beds on-site.
- Install new Roses, shrubs, perennials and ground covers.
- Install planting soil and Brown Majestic Enviro-Mulch.

Other considerations not included:

- Reset all brick paver path areas – not necessary at this time.
- Metal fencing work by others.

Please feel free to contact me per email or phone if you have any questions or would like to schedule the work.

LANDSCAPE DESIGN SERVICES, INC.

Matt Ertzinger  
Landscape Designer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Terms: 35% down payment is required to book and schedule this order. When payment is received, the work will be scheduled. Your 35% down payment will be applied toward final invoicing of the project. *(1½% per month or 18% annual time price differential after 30 days).*  
Thank you.



City of Saugatuck  
102 Butler St., P.O. Box 86  
Saugatuck, MI 49453

Landscape Proposal  
Matt Ertzinger  
October 29, 2021

RE: Village Square Park – Butler St./Main St.

Landscape project – removals & installation Budget \$ 23,350

Work included:

- Remove unwanted trees and grind stumps.
- Vines removed off large Norway Spruce.
- Remove section of concrete sidewalk.
- Dig out bark beds in four areas in SW quarter and NW quarter of park.
- Natural, organic debris to be dumped at City of Saugatuck Public Works designated site.
- Install topsoil and sod in excavated planting bed areas.
- Add and adjust irrigation heads to existing irrigation lines to cover new lawn areas.
- Install mulch tree rings (Brown Majestic Enviro-mulch) on trees.
- Remaining plantings beds, remove the old mulch and add new mulch.
- Aeration of lawn areas.
- Add grass seed in disturbed lawn areas from construction.

Additional work: SE quarter - basketball court area Budget \$ 6,500

- Remove existing Spirea hedge along west side of basketball court.
- Install a new shrub hedge and perennial border with Brown Majestic Enviro-mulch.

*(no work at this time on east side of basketball court)*

Please feel free to contact me per email or phone if you have any questions or would like to schedule the work.

LANDSCAPE DESIGN SERVICES, INC.

Matt Ertzinger  
Landscape Designer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Terms: 35% down payment is required to book and schedule this order. When payment is received, the work will be scheduled. Your 35% down payment will be applied toward final invoicing of the project. *(1½% per month or 18% annual time price differential after 30 days).*  
Thank you.

**From:** [Ryan Heise](#)  
**To:** [Jamie Wolters](#); [Katherine White](#)  
**Subject:** FW: Resignation  
**Date:** Friday, October 29, 2021 2:43:41 PM

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Will you please add as correspondence?

Thank you,

Ryan

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**From:** Chris Peterson <cpeterson@saugatuckcity.com>  
**Sent:** Friday, October 29, 2021 2:22 PM  
**To:** Ryan Heise <Ryan@saugatuckcity.com>; Mark Bekken <mbekken@saugatuckcity.com>; Daniel Fox <danielwfox101@gmail.com>  
**Subject:** Resignation

Good morning,

This is to inform you that I am resigning from the Planning Commission.

Chris Peterson