



## CITY COUNCIL WORKSHOP AGENDA

**December 3, 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:** (*Roll Call*)
  - A. Regular City Council Meeting Minutes – November 24, 2025. *Pg.2*
6. **Discussion Items:**
  - A. Upcoming Assessing Process Presentation. *Pg.6*
  - B. Proposal for Planning of Elizabeth Street Improvements. *Pg.7*
  - C. Saugatuck Harbor Natural Area - Invasive Species Management, Trail Assessment, and Ecological Evaluation. *Pg.12*
  - D. Dock Repairs & Maintenance. *Pg.26*
  - E. Logo and Branding Refresh Project - Formation of a Branding Advisory Committee and Request for Proposals. *Pg.33*
  - F. Inflation Adjustments to Staff Wage Scale. *Pg.38*
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](mailto: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](mailto:jwolters@saugatuckcity.com) for further information.



**CITY COUNCIL REGULAR MEETING- *proposed***  
**November 24, 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 Clark and Councilmembers Dean, Gardner, Muncey, Peterson and Stanton.

Absent: None.

Others Present: City Manager Cummins, Attorney Witte, Deputy Clerk Williams.

**Mayor's Comments:**

Mayor Holly Anderson thanked the Convention and Visitors Bureau and the Department of Public Works crew for their efforts decorating the city with holiday lights. She noted the positive atmosphere and the pleasure of accepting a check that evening. Mayor Anderson also mentioned participating in the Douglas City Council meeting, where she reported the reappointment of Kathy North and Randy Walker.

**City Manager Comments:**

City Manager Ryan Cummins congratulated recently re-elected council members, expressed his appreciation for working with the council, and provided project updates. He reported that the Maple Street project plans are 90% complete, permits are nearly finalized, and construction is expected to start in 2026. For Park Street, he announced receipt of a \$20,000 grant to support further planning, with work slated for 2027. He also discussed upcoming engineering work for Elizabeth Street with targeted construction in 2027 and shared that the Mount Bald Head restroom project is progressing well. Cummins concluded with best wishes to everyone for a safe and happy Thanksgiving.

**Agenda Changes:** None.

**Guest Speakers:** None.

**Public Comment on Agenda Item Only:** Chad Dupont.

**Consent Agenda:**

- A. Approval of City Council Workshop Minutes for November 19, 2025.
- B. Approval of City Council Closed Session Minutes for November 19, 2025.
- C. Resolution No. 251124-B – Authorizing Qualified Institutions to Provide Investment Services for the City and Authorizing City Officers to Act as Signatories on Behalf of the City.
- D. City Council Meetings Rules of Procedure Amendment.

*Motion by Peterson, second by Stanton to approve the consent agenda as provided.  
Via roll call vote, motion carried unanimously.*

**Staff Reports, Boards, Commissions & Committees:** Reports provided by the City Manager and the following board, commission and committee members.

**Fire District Administration:** Dan Fox included the fire board report in the meeting packet.

**Interurban Board:** Councilmember Muncey reported that Interurban ridership for October increased by nearly 9% compared to last year. Interurban has started a partnership with the Community on aging rides to provide medical rides outside the regular service area, billing at their standard hourly rate. The service currently operates about eight buses daily and can support out-of-area rides during the off-season; summer may present more challenges. Construction of a new dispatch facility will begin next month using a temporary trailer, with completion expected by mid-to-late February. The office may also receive new donated furniture to improve workspaces. Interurban’s hours are 7am-7pm on weekdays and 9am-7pm on weekends.

**Kalamazoo Lake Sewer & Water Authority:** Mayor Pro Tem Clark noted the next meeting will be December 4<sup>th</sup>.

**Kalamazoo Lake Harbor Authority:** None.

**Zoning Board of Appeals:** None.

**Historic District Commission:** None.

**Planning Commission:** Councilmember Gardner reported that the Planning Commission approved an accessory dwelling unit for short-term rental at 610 Lake Street. Another agenda item was the Wickwood bed and breakfast’s request for a liquor license, which was postponed for up to 60 days. Additionally, the commission reviewed proposed changes to the city’s signage ordinance, particularly regarding whether public right-of-way sign approvals should happen annually or as a one-time process.

**Parks & Public Works Committee:** Councilmember Stanton noted the next meeting is the next following morning at 10 a.m.

**Tri-Community Non-Motorized Trail Study Committee:** None.

**Water Systems Operations Contract Advisory Committee:** Mayor Pro Tem Clark updated they continue to have meetings finalizing a list of comments for the consultant.

**Wildlife Management Committee:** None.

**Approval of Accounts Payable:**

*Motion by Stanton, second by Clark, to approve the accounts payable in the amount of \$160,474.24. Upon voice vote, motion carried unanimously.*

**Public Hearing:** None.

**Unfinished Business:** None.

**New Business:**

Resolution 251124-A – Adopting City Council Schedule of Meetings for 2026:

*Motion by Muncey, second by Stanton to approve Resolution 251124-A establishing the city council meeting schedule for the year 2026, including the secular date adjustments for May 26<sup>th</sup> and October 13<sup>th</sup>. Upon roll call, motion carried unanimously.*

**Public Comment:** Jan Cohen.

**Correspondence:** Chad Dupont.

**Council Comments:**

Councilmember Lauren Stanton expressed excitement for the upcoming tree lighting ceremony, noting it is a popular and well-attended event that marks the start of the holiday season for the community. She also wished everyone a happy Thanksgiving.

Councilmember Gregory Muncey reflected on his long involvement with the town’s tree lighting and Christmas Carol events and shared that he will be missing them this year for a well-deserved vacation. Muncey highlighted local businesses offering free Thanksgiving meals and encouraged residents to “shop small” for the holidays, emphasizing the positive economic impact of supporting local stores.

Councilmember Scott Dean wished everyone a happy Thanksgiving and mentioned that he looks forward to seeing many people at the tree lighting event.

Mayor Pro Tem Joe Clark wished everyone a happy Thanksgiving and praised the Department of Public Works for their efforts with holiday decorations and leaf collection, asking that their hard work be acknowledged and appreciated.

Councilmember Russ Gardner reminded attendees about the upcoming Christmas Carol performances, noting it’s the first year his wife Jen won’t participate. He encouraged community support for the event, emphasizing its long-standing tradition and charitable purpose. Gardner also mentioned that preparations for the tree lighting ceremony are complete. Additionally, he requested a review of the Mize Rose Garden donation restrictions to ensure continued respect for the donor’s intentions.

Councilmember Peterson shared that she will miss the upcoming presentation and cookies, as her family is traveling to Chicago this year. Peterson extended happy Thanksgiving wishes to everyone.

Mayor Holly Anderson thanked everyone, especially those who will be traveling—and wished them safe journeys. She expressed gratitude for all council members and community participants, shared her excitement about attending the tree lighting for the first time due to her sister's visit.

**Adjournment:**

*Motion by Peterson second by Gardner to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Anderson adjourned at 7:12 p.m.*

Respectfully Submitted

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Jamie Wolters, City Clerk



## City Council Agenda Item Report

**FROM:** Ryan Cummins, City Manager

**MEETING DATE:** December 3, 2025

**SUBJECT:** Upcoming Assessing Process Presentation

**DESCRIPTION:**

Each year, local governments are required to determine the assessed value of every property for tax purposes. The City and our assessor frequently receive questions about the assessment process. To help City Council and the community understand the process, the assessor is working to prepare a presentation before the next assessment notices are sent out. The assessor will be at the workshop meeting to seek Council feedback on particular items or questions you would like them to cover during their presentation.

**LEGAL REVIEW:**

N/A. Legal will be at your meeting if you have any questions.

**SAMPLE MOTION:**

N/A. Workshop item.



## City Council Agenda Item Report

**FROM:** Scott Herbert – Public Works Superintendent

**MEETING DATE:** December 3, 2025

**SUBJECT:** Elizabeth Street Improvement Planning

**DESCRIPTION:**

The City’s Capital Improvement Plan (CIP) shows improvements to Elizabeth Street from Allegan Street to Francis Street. These improvements include both street and water utility improvements. The pavement shows advanced deterioration, and the water main is aging out as well.

On November 13<sup>th</sup>, the City Engineer and Public Works staff conducted a walkthrough of Elizabeth Street to evaluate various components of the project including the addition sidewalk in key areas. Due to the size of the project and potential overall impacts, we concluded that extra planning was necessary to seek input from all interested parties. This extra step proved to be highly valuable as the City delivers on the Maple Street project so a similar approach is recommended for Elizabeth Street.

The following is a summary of what the CIP Table shows for Elizabeth Street:

	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>
Street Improvements	\$60,000	\$350,000	\$350,000
Water Main Replacement	\$60,000	\$300,000	\$300,000

**BUDGET ACTION REQUIRED:**

Major Street Fund.

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Discussion only.

Motion to approve the proposal submitted by Fleis & Vandenbrink Engineering to assist with Elizabeth Street Improvement Planning in the amount of **\$32,000**.



November 14, 2025

Via Email: [scott@saugatuckcity.com](mailto:scott@saugatuckcity.com)

Scott Herbert, Superintendent of Public Works  
City of Saugatuck  
102 Butler Street  
PO Box 86  
Saugatuck, MI 49453

**RE: Proposal for Planning of Elizabeth Street Improvements**

Dear Scott,

As you are aware, the asphalt pavement on Elizabeth Street between Allegan Street and Francis Street (approximately 1,750 feet) is severely deteriorated, and the water main is reaching the end of its useful life. For these reasons and others, the project is a high priority on the City’s Capital Improvements Plan (CIP) and we understand the City is ready to move forward with design activities for the improvements. Depending on the final scope of work, the CIP contemplates a total project cost on the order of \$1.5M (2025 dollars) including the following improvements:

- Road resurfacing or reconstruction (scope to be determined)
- Sidewalk repairs and/or extensions (scope to be determined)
- Storm sewer repair or replacement (scope to be determined)
- Water main replacement (including services)
- Sanitary sewer repairs (scope to be determined)

Because of the number of scope items needing to be refined, especially as it relates to sidewalk, we are recommending a planning phase (similar to the process used with Maple Street recently) be completed before proceeding with detailed design. This will provide opportunity to gather public input on the project to help determine the appropriate scope for the project and refine the project budget.

We propose to complete the scope of work identified in our Work Plan at our standard hourly rates plus reimbursable expenses with the following budget:

Task	Budget
Topographic Survey	\$8,800
Soil Borings	\$2,400
Infrastructure Evaluation & Conceptual Design	\$15,000
Meetings	\$5,800
<b>Total Proposed Engineering Budget</b>	<b>\$32,000</b>

2960 Lucerne Drive SE  
Grand Rapids, MI 49546  
P: 616.977.1000  
F: 616.977.1005  
[www.fveng.com](http://www.fveng.com)

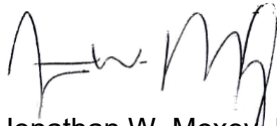
We will provide a Work Plan and Engineering Budget for formal design engineering services once the project scope has been refined.

We anticipate collecting survey information in late November or early December, ideally before heavy snow cover complicates the data collection process. We anticipate completing planning work in the first half of 2026 so that formal design can be completed in the second half of 2026 for bidding in late 2026 or early 2027 and construction in summer 2027 while the high school is out of session.

Authorization to proceed with the work 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, PE  
Sr. Project Manager, Principal

Cc: Michelle Gibson, Project Coordinator ([mgibson@saugatuckcity.com](mailto:mgibson@saugatuckcity.com))

**WORK AUTHORIZATION**

*Fleis & VandenBrink is hereby authorized to proceed with the Scope of Services presented in this proposal in accordance with the existing Professional Services Agreement for General Consultation dated November 13, 2018.*

By \_\_\_\_\_

Date \_\_\_\_\_

# WORK PLAN

## A. DESIGN ENGINEERING SERVICES

### Project Planning Phase

1. Meet with City staff and other stakeholders (KLSWA, STFD, etc.) to review the project background, scope, schedule and budget.
2. Obtain topographic survey of the project area, including the road right-of-way and areas adjacent to the right-of-way to the homes and other buildings to facilitate water service work.
3. Utilize the Miss Dig design ticket system to obtain private utility information for the area and incorporate the information into the survey.
4. Obtain soil borings for the project. We have assumed 5 borings at a depth of 15 feet in our budget.
5. Review Kal Lake Sewer & Water Authority televising of the sanitary sewer and obtain televising of the storm sewer within the project limits. Use the information to finalize the scope of sewer repair or replacement for the project and update the budget accordingly.
6. Complete conceptual layout for the three options below and identify impacts on trees and various site improvements and topography for each:
  - Minimal sidewalk improvements – replacement of ramps to meet ADA requirements.
  - Targeted sidewalk extensions to create a consistent pedestrian route through the corridor.
  - Sidewalk extensions to complete both sides of the street.
7. Prepare pre-design cost estimates based on the information gathered.
8. Meet with City staff to review the conceptual layouts and cost estimates.
9. Coordinate a public information meeting/workshop/open house, to solicit property owner concerns and review the project with residents in the area. Compile feedback received for the City's consideration.
10. Present the planning results at a City Council regular meeting or workshop, as appropriate, to receive direction for formal design engineering.



## City Council Agenda Item Report

**FROM:** Scott Herbert – Public Works Superintendent

**MEETING DATE:** December 3, 2025

**SUBJECT:** Saugatuck Harbor Natural Area Management

**DESCRIPTION:**

Last year, the Land Conservancy of West Michigan developed management recommendations for the Saugatuck Harbor Natural Area (SHNA). The management plan emphasizes invasive species treatments, trail assessments, and monitoring throughout specific portions of the property.

To assist the City of Saugatuck implement aspects of the management plan for the SHNA, the Parks & Public Works Committee has reached out to PLM Lake Land & Management Corp., the Kalamazoo Nature Center, and the Outdoor Discovery Center Network (ODC). Both the Kalamazoo Nature Center and ODC submitted detailed proposals; however, given the City's strong working relationship with ODC, along with their pricing and project approach, staff and committee members have focused on refining ODC's proposal for council consideration.

The proposal submitted by the ODC closely matches the areas of focus found within the management recommendation provided by the Land Conservancy of West Michigan. The scope of work recommended include for the property include:

**Invasive Species Management** – This would be conducted during the growing season in 2026 with a total cost of \$20,000 billed this fiscal year.

**Trail Assessment** – To be completed spring of 2026 with a total cost of \$5,000 billed this fiscal year.

**Ecological Evaluation** – Final report will be received fall of 2026 with a cost of \$10,000 billed this fiscal year.

**Annual Invasive Species Surveying** – Surveyed through the 2027 growing season with a cost of \$3,500 billed next fiscal year.

**BUDGET ACTION REQUIRED:**

This property has an endowment and dollars were budgeted for invasive species treatments for this fiscal year.

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Discussion only.

Motion to approve the proposal submitted by the Outdoor Discovery Center Network in the amount of \$38,500 for invasive species management, trail assessment, ecological evaluation, and invasive species survey work.



# **Management Recommendations for Saugatuck Harbor Natural Area**

October 2024

## **INTRODUCTION**

Saugatuck Harbor Natural Area (SHNA) is a 173-acre tract of duneland along the Lake Michigan shoreline, just south of the Kalamazoo River mouth. It was permanently protected in 2009 through a partnership between the Land Conservancy of West Michigan (LCWM) and the City of Saugatuck, which now owns and manages the land. Stewardship of the property is guided by a management plan that was developed around the time of acquisition. The City of Saugatuck is in the process of updating the plan to reflect current conditions and management needs.

In September 2024, LCWM staff visited the property to delineate natural communities, generate a cursory plant species list, conduct an ecological assessment, and identify management needs to assist the City of Saugatuck in updating the plan. This document summarizes those findings, along with management recommendations for each of the four natural communities onsite (open dunes, interdunal wetland, mesic northern forest, and Great Lakes marsh; Figure 1), plus trails and monitoring.

## **MANAGEMENT RECOMMENDATIONS**

### **Open Dunes**

The open dunes are the most extensive community type at SHNA and are in excellent condition overall. Natural processes of sand erosion and deposition have generally been allowed to play out unimpeded, a critical factor for sustaining high-quality dune landscapes. Invasive species – most notably Japanese barberry – present a long-term threat, though their abundance is still quite low. Heavy deer browse is apparent throughout the dunes, potentially limiting biodiversity. Off-trail foot traffic, concentrated in the southwest portion of the property, has led to some trampling of vegetation and excessive erosion, although the overall impact to the dunes is fairly minor at this time.

#### **Management Recommendations**

- Remove Japanese barberry, which is concentrated in shaded areas under trees. Small individuals can be hand-pulled. Larger individuals and well-established patches will require foliar herbicide treatments for successful removal. Effective control will likely require multiple years of treatment.
- Periodically monitor for other invasive species and take action if they pose a threat to native ecosystems.
- Continue allowing the natural processes of sand erosion and deposition to continue unimpeded. Avoid planting beach grass, installing sand fences, or taking similar measures to “stabilize” the dunes, except to repair areas of unnatural erosion caused by excessive human activity.

- Consider working with local and regional partners to evaluate options for deer population management.

### **Great Lakes Marsh**

A large Great Lakes marsh occupies the area between the open dunes and Oxbow Lagoon. The marsh is quite diverse, with both inundated zones and upland rises occurring throughout. High Lake Michigan water levels in 2020 and 2021 drowned out many trees, causing a shift to a more herbaceous plant community. The newly opened canopy also likely facilitated the establishment of invasive phragmites. While currently confined to a relatively small area of the marsh, phragmites presents a severe risk to ecosystem integrity since it can expand rapidly and decimate native communities.

#### **Management Recommendations**

- Remove phragmites using appropriate foliar herbicide applications. Effective management will likely require multiple years of treatment. This may be the highest management priority on the site, and action should be taken as soon as possible.
- Remove Japanese barberry and black locust that occur on upland rises within the marsh. Black locust should be removed by girdling or drill-and-fill treatments, while Japanese barberry is best treated with foliar herbicide applications.

### **Interdunal Wetlands**

Several interdunal wetlands, a globally rare natural community, occur within the open dunes landscape. These sedge- and rush-dominated communities fluctuate with Lake Michigan water levels. Past and ongoing research studies on the interdunal wetlands at SHNA have improved our understanding of the unique hydrology and biology of these ecosystems. The interdunal wetlands at SHNA are generally in very good ecological condition.

#### **Management Recommendations**

- No management is recommended at this time beyond periodically monitoring for invasive species and continuing to allow research on the site.

### **Mesic Northern Forest**

A mesic northern forest with a mature canopy of red oak, sugar maple, hemlock, and white pine occurs in the southeast corner of the site. The ground layer is very sparsely vegetated and there is almost no natural regeneration of canopy trees. This is almost certainly a result of excessive deer browse. Japanese barberry is scattered throughout the forest and is likely to expand without management.

#### **Management Recommendations**

- Continue treatments for hemlock woolly adelgid to retain hemlock as an important part of the tree canopy.
- Remove Japanese barberry through appropriate mechanical or chemical treatments. Effective control will likely require multiple years of treatment.
- Consider working with local and regional partners to evaluate options for deer population management.

## Trails and User Experience

A network of trails winds through the SHNA property (Figure 2). Some of these are official trails that are marked with signposts in the field and/or are shown on the trail map on the City of Saugatuck website. Some of these official trails are well-marked and well-used, while other trails are faint, difficult to follow, and receive little to no use. User-created social trails also occur throughout the property. These are concentrated in the southern part of the site near the parking lot and Oval Beach. Excessive use of this area has caused some damage to natural features, including vegetation trampling and accelerated erosion.

### Management Recommendations

- Use signs and/or natural barriers (e.g., logs or brush piles) to decommission social trails that go through the Deam property and those that traverse highly-erodible areas.
- Consider adopting some well-used social trails in the south part of the property as official trails, assuming they do not lead into private property or cause unacceptable damage to natural features.
- Decommission official trails that are unused and unmaintained.
- Ensure all official trails are clearly marked in the field.
- Update trail maps accordingly on the City of Saugatuck website and elsewhere. Consider installing a trail map sign near the parking lot and/or wayfinding signs throughout the property to help visitors navigate the trail system.

### Monitoring

Regular monitoring is important to assess the condition of habitats and infrastructure, track management progress, and identify issues that may require intervention. SHNA should be inspected by knowledgeable personnel at least once per year. This inspection should be oriented towards assessing invasive species populations, evaluating trail use and conditions, and detecting any other management concerns. Generating a brief report after each year's monitoring may be useful for sharing findings and detecting changes over time.

Figure 1. Natural Communities at Saugatuck Harbor Natural Area

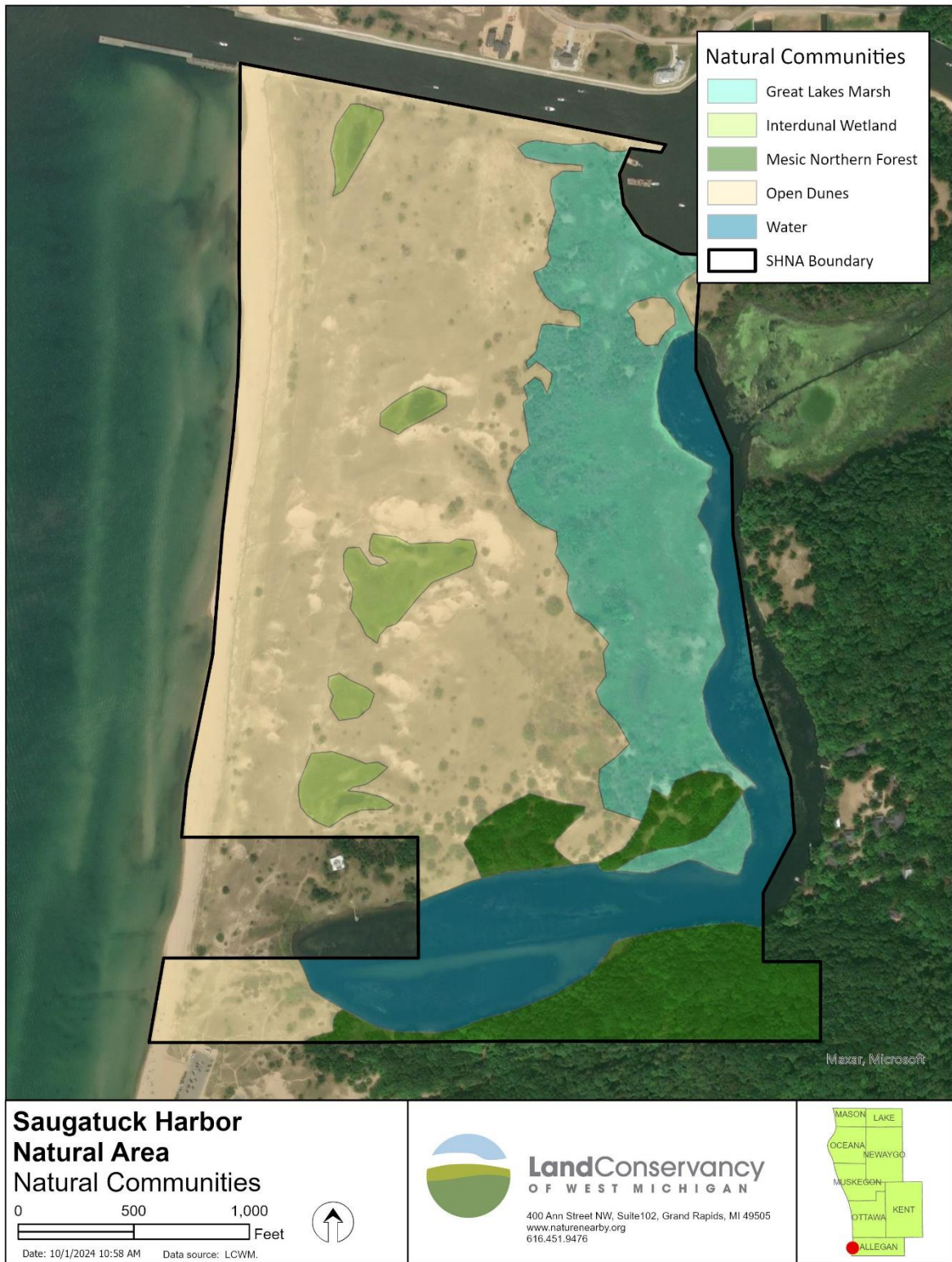


Figure 2. Trail System at Saugatuck Harbor Natural Area



Site: Saugatuck Harbor Natural Area  
 Location: Entire Site  
 Survey Date: 9.20.24  
 Surveyor(s): J. Heslinga

Comments: Plant list is very incomplete, based on a cursory survey done late in the growing season.

### FQA Summary

Species Richness:	93
Native Species Richness:	82

Mean C (natives only):	4.9
Mean C (with adventives):	4.3

FQI (natives only):	44.2
FQI (with adventives):	41.5

Mean W (natives only):	-0.4
Mean W (with adventives):	-0.1

Acronym	Scientific Name	Common Name	C	Status	Origin	W	Phys
acesau	<i>Acer saccharum</i>	sugar maple	5		native	3	tree
agapur	<i>Agalinis purpurea</i>	purple false foxglove	7		native	-3	forb
agrhye	<i>Agrostis hyemalis</i>	ticklegass	4		native	0	grass
alninc	<i>Alnus incana</i> ; <i>a. rugosa</i>	speckled alder	5		native	-3	shrub
ambbre	<i>Ammophila breviligulata</i>	marram grass	10		native	5	grass
anamar	<i>Anaphalis margaritacea</i>	pearly everlasting	3		native	5	forb
andvir	<i>Andropogon virginicus</i>	broom-sedge	4		native	3	grass
ascsyf	<i>Asclepias syriaca</i>	common milkweed	1		native	5	forb
berthu	<i>Berberis thunbergii</i>	japanese barberry	0		non-native	3	shrub
betpen	<i>Betula pendula</i>	european white birch	0		non-native	3	tree
bidfro	<i>Bidens frondosa</i>	common beggar-ticks	1		native	-3	forb
calcan	<i>Calamagrostis canadensis</i>	blue-joint	3		native	-5	grass
callon	<i>Calamovilfa longifolia</i>	sand reed grass	10		native	5	grass
cxhyst	<i>Carex hystericina</i>	sedge	2		native	-5	sedge
cxstri	<i>Carex stricta</i>	sedge	4		native	-5	sedge
cxviru	<i>Carex viridula</i>	sedge	4		native	-5	sedge
cenmac	<i>Centaurea macrocephala</i>	large-headed knapweed	0		non-native	5	forb
cenery	<i>Centaureum erythraea</i>	forking centauray	0		non-native	0	forb
cepocc	<i>Cephalanthus occidentalis</i>	buttonbush	7		native	-5	shrub
chimac	<i>Chimaphila maculata</i>	spotted wintergreen	8		native	5	shrub
cirarv	<i>Cirsium arvense</i>	canada thistle	0		non-native	3	forb
cirvul	<i>Cirsium vulgare</i>	bull thistle	0		non-native	3	forb
clamar	<i>Cladium mariscoides</i>	twig-rush	10		native	-5	sedge
concan	<i>Conyza canadensis</i>	horseweed	0		native	3	forb
corpas	<i>Corispermum pallasii</i> ; <i>c. hyssopifolium</i>	bugseed	3		native	5	forb
coramo	<i>Cornus amomum</i>	silky dogwood	2		native	-3	shrub
cypbip	<i>Cyperus bipartitus</i> ; <i>c. rivularis</i>	brook nut sedge	3		native	-3	sedge
cypery	<i>Cyperus erythrorhizos</i>	umbrella sedge	6		native	-5	sedge
diccos	<i>Dichanthelium commonsianum</i> ; <i>panicum</i>	panic grass	6		native	3	grass
dirpal	<i>Dirca palustris</i>	leatherwood	8		native	0	shrub
eleell	<i>Eleocharis elliptica</i>	golden-seeded spike rush	6		native	-5	sedge
elycan	<i>Elymus canadensis</i>	canada wild rye	5		native	3	grass
elyhys	<i>Elymus hystrix</i> ; <i>hystrix patula</i>	bottlebrush grass	5		native	3	grass
erehie	<i>Erechtites hieraciifolius</i>	fireweed	2		native	3	forb
eupper	<i>Eupatorium perfoliatum</i>	boneset	4		native	-3	forb
eupmac	<i>Euphorbia maculata</i>	spotted spurge	0		native	3	forb
fraame	<i>Fraxinus americana</i>	white ash	5		native	3	tree
galtin	<i>Galium tinctorium</i>	stiff bedstraw	5		native	-5	forb
hamvir	<i>Hamamelis virginiana</i>	witch-hazel	5		native	3	shrub
hudtom	<i>Hudsonia tomentosa</i>	beach-heath	10		native	5	shrub
hypkal	<i>Hypericum kalmianum</i>	kalms st. johns-wort	10		native	-3	shrub
irivir	<i>Iris virginica</i>	southern blue flag	5		native	-5	forb

junbal	Juncus balticus	rush	4		native	-5	forb
junbrp	Juncus brachycephalus	rush	7		native	-5	forb
juncan	Juncus canadensis	canadian rush	6		native	-5	forb
jundud	Juncus dudleyi	dudleys rush	1		native	-3	forb
juneff	Juncus effusus	soft-stemmed rush	3		native	-5	forb
junnod	Juncus nodosus	joint rush	5		native	-5	forb
junten	Juncus tenuis	path rush	1		native	0	forb
juncoi	Juniperus communis	common or ground juniper	4		native	3	shrub
junvir	Juniperus virginiana	red-cedar	3		native	3	tree
latjap	Lathyrus japonicus	beach pea	10		native	3	vine
litcar	Lithospermum carolinense	plains puccoon	10		native	5	forb
lobkal	Lobelia kalmii	bog lobelia	10		native	-5	forb
lycame	Lycopus americanus	common water horehound	2		native	-5	forb
lycuni	Lycopus uniflorus	northern bugle weed	2		native	-5	forb
monpun	Monarda punctata	horse mint	4		native	5	forb
nyssyl	Nyssa sylvatica	black-gum	9		native	-3	tree
peramp	Persicaria amphibia; polygonum a.	water smartweed	6		native	-5	forb
perlap	Persicaria lapathifolia; polygonum l.	nodding smartweed	0		native	-3	forb
phrauu	Phragmites australis var. australis	reed	0		non-native	-3	grass
pinban	Pinus banksiana	jack pine	5		native	3	tree
pinstr	Pinus strobus	white pine	3		native	3	tree
pinsyl	Pinus sylvestris	scotch pine	0		non-native	3	tree
poacom	Poa compressa	canada bluegrass	0		non-native	3	grass
polart	Polygonella articulata	jointweed	8		native	5	forb
poncor	Pontederia cordata	pickerel-weed	8		native	-5	forb
popdel	Populus deltoides	cottonwood	1		native	0	tree
poptre	Populus tremuloides	quaking aspen	1		native	0	tree
potans	Potentilla anserina	silverweed	5		native	-3	forb
prupum	Prunus pumila	sand cherry	8		native	5	shrub
pruvir	Prunus virginiana	choke cherry	2		native	3	shrub
ptetri	Ptelea trifoliata	hop-tree	4		native	3	shrub
querub	Quercus rubra	red oak	5		native	3	tree
robpse	Robinia pseudoacacia	black locust	0		non-native	3	tree
rospal	Rosa palustris	swamp rose	5		native	-5	shrub
rubhis	Rubus hispida	swamp dewberry	4		native	-3	shrub
salluc	Salix lucida	shining willow	3		native	-3	shrub
salmyr	Salix myricoides	blueleaf willow	9		native	-3	shrub
sasalb	Sassafras albidum	sassafras	5		native	3	tree
schsco	Schizachyrium scoparium; andropogon s.	little bluestem	5		native	3	grass
schpun	Schoenoplectus pungens; scirpus america	threesquare	5		native	-5	sedge
scugal	Scutellaria galericulata	marsh skullcap	5		native	-5	forb
solcae	Solidago caesia	bluestem goldenrod	6		native	3	forb
solsim	Solidago simplex	gillmans goldenrod	10		native	3	forb
sonasp	Sonchus asper	prickly sow-thistle	0		non-native	3	forb
spitom	Spiraea tomentosa	steeplebush	5		native	-3	shrub
symdum	Symphyotrichum dumosum; aster d.	bushy aster	7		native	0	forb
thepal	Thelypteris palustris	marsh fern	2		native	-3	fern
tilame	Tilia americana	basswood	5		native	3	tree
tsucan	Tsuga canadensis	hemlock	5		native	3	tree
urtdio	Urtica dioica	stinging nettle	1		native	0	forb
vitrip	Vitis riparia	river-bank grape	3		native	0	vine

# PROPOSAL FOR CONSERVATION SERVICES



## This proposal was created for:

City of Saugatuck - Saugatuck Harbor Natural Area  
Oval Dr, Saugatuck, MI 49453

## General Background and Scope of Work:

The purpose of this proposal is to address ecological improvement opportunities on the 173-acre Saugatuck Harbor Natural Area property. The property is facing substantial pressure from several invasive species, as well as unmarked trails causing damage to sensitive plant communities. To protect the sensitive habitats on the site and to ensure long-term ecological health, our team recommends the following plan in 2026 and beyond:

### 1. Invasive Species Management

- Woody invasive species: Japanese Barberry (*Berberis thunbergii*) and European Privet (*Ligustrum vulgare*) are fast-growing invasive shrubs that displace native plants in the wooded areas of the property.
  - Smaller plants will be handpulled, while larger plants will be carefully treated with targeted foliar applications of *Triclopyr* herbicide in **Summer of 2026**.
- Phragmites (*Phragmites australis*) is a common wetland invasive that forms dense monocultures in wetland habitats; including the sensitive interdunal wetlands on the property.
  - Carefully targeted foliar herbicide applications will be conducted with 2% *Aquaneat* herbicide in **Fall of 2026**.
- Spotted Knapweed (*Centaurea stoebe*) is a highly aggressive forb with allelopathic tendencies that quickly overtakes sandy habitats and displaces native vegetation.
  - Hand pulling will be done in areas where off-target impacts are a concern, while foliar applications will be conducted with foliar applications in **Summer of 2026**.
- Includes procurement of all necessary permitting to apply herbicides through EGLE and MDARD.
  - **Note:** Many of the observed invasive species above generally require repeated management efforts over a period of at least 5-7 years to achieve meaningful reduction or eradication. Our team will continue to monitor the population(s) annually and will provide updated pricing and management recommendations each year. The allows for adaptive management strategies based on observed changes in site conditions and treatment efficacy year-to-year.

### 2. Trail Assessment

- Conduct general survey of the entire property to outline the ideal footprint for the trail system.
  - Deliverables will include a map of recommended trail routes, trails to be decommissioned, alternative routes to avoid impacting sensitive plant communities, and recommendations for interpretive and/or other non-permanent trail signage.
  - The trail assessment will be conducted in **Spring 2026**, with a concise digital report of our recommendations provided by **June 15, 2026**.
- ODC Network's Interpretation team is available to assist with the detailed design and production of interpretive signage upon request.

### 3. Ecological Evaluation

- In order to assess the current ecological health of the property, our team will identify each distinct natural community observed on the property and outline the following criteria for each:
  - General ecological site description and inventory of natural features.
  - Description of each natural community including:
    - Landscape context and natural processes.

INITIAL \_\_\_\_\_

- General inventory and distribution of native plant communities including the canopy, understory, and forb/graminoid layers (including calculation of overall floristic quality index).
  - Documentation of high-quality native plant species (with coefficient of conservatism rankings between 6-10).
  - Documentation of both observed and potential wildlife including: state threatened (T), endangered (E), and species of special concern (SC).
  - Documentation of invasive species, pests, and potential ecological threats.
  - Identification of potential ecological restoration and outdoor education opportunities.
- The ecological evaluation process will help create a framework of the natural communities on the property for preservation, restoration, and management to help guide future management and land-use decisions on the property.
    - Target date for field survey: **April-August 2026**
  - Following completion of the evaluation, we will create a digital report summarizing the results.
    - Target date for report submission: **September 15, 2026**

#### 4. Annual Invasive Species Survey

- Conduct annual survey to provide early detection of any new invasive species or expansion of existing populations that could threaten the high-quality natural areas on the site.
  - Deliverables will include a concise report with updated maps documenting the location(s) and spread of invasive species, as well as new concerns to look out for.
  - Surveys will be conducted mid-summer to optimize plant identification and reports will be digitally submitted by **August 15, annually**.

#### Project Timeline:

- Invasive species management ongoing throughout the 2026 growing season
- Trail assessment conducted in spring of 2026, report submitted by June 15, 2026
- Ecological evaluation conducted between April-August, report submitted by September 15, 2026
- Invasive species survey conducted between May-July 2027, report submitted by August 15, 2027

#### Project Budget:

- **Invasive Species Management in 2026 - \$20,000** (billed in July 2026)
- **Trail Assessment - \$5,000** (billed in June 2026)
- **Ecological Evaluation - \$10,000** (billed in June 2026)
- **Annual Invasive Species Survey** (starting in 2027) - **\$3,500** (billed in August 2027)

#### **\*PLEASE CHECK THE APPROPRIATE BOXES ABOVE TO INDICATE ACCEPTED SERVICES**

**Note:** *This proposal accounts for pricing of all labor, materials, and equipment necessary in order to perform 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.*

#### **Exclusions:** This proposal does not account for:

- Installation or maintenance of new trail systems.
- Removal of standing dead plant material following invasive species control measures.
- Replacement of damaged lawn, landscape plants, trees or shrubs as a result of nearby invasive species control measures.
- Reseeding of native vegetation following invasive species control measures.

We are happy to provide a quote for ongoing trail maintenance and/or replanting of native vegetation following invasive species control measures per request.

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**Qualifications:**

ODC Conservation Services staff are highly qualified conservation professionals.

- 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
- Combined 25+ years experience in invasive species management
- Successfully restored over 250 acres of native prairie
- Successfully installed over 25 native gardens and landscape beds
- Manage 2,000+ acres of high quality natural area
- Experienced Michigan flora and fauna identification
- 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:

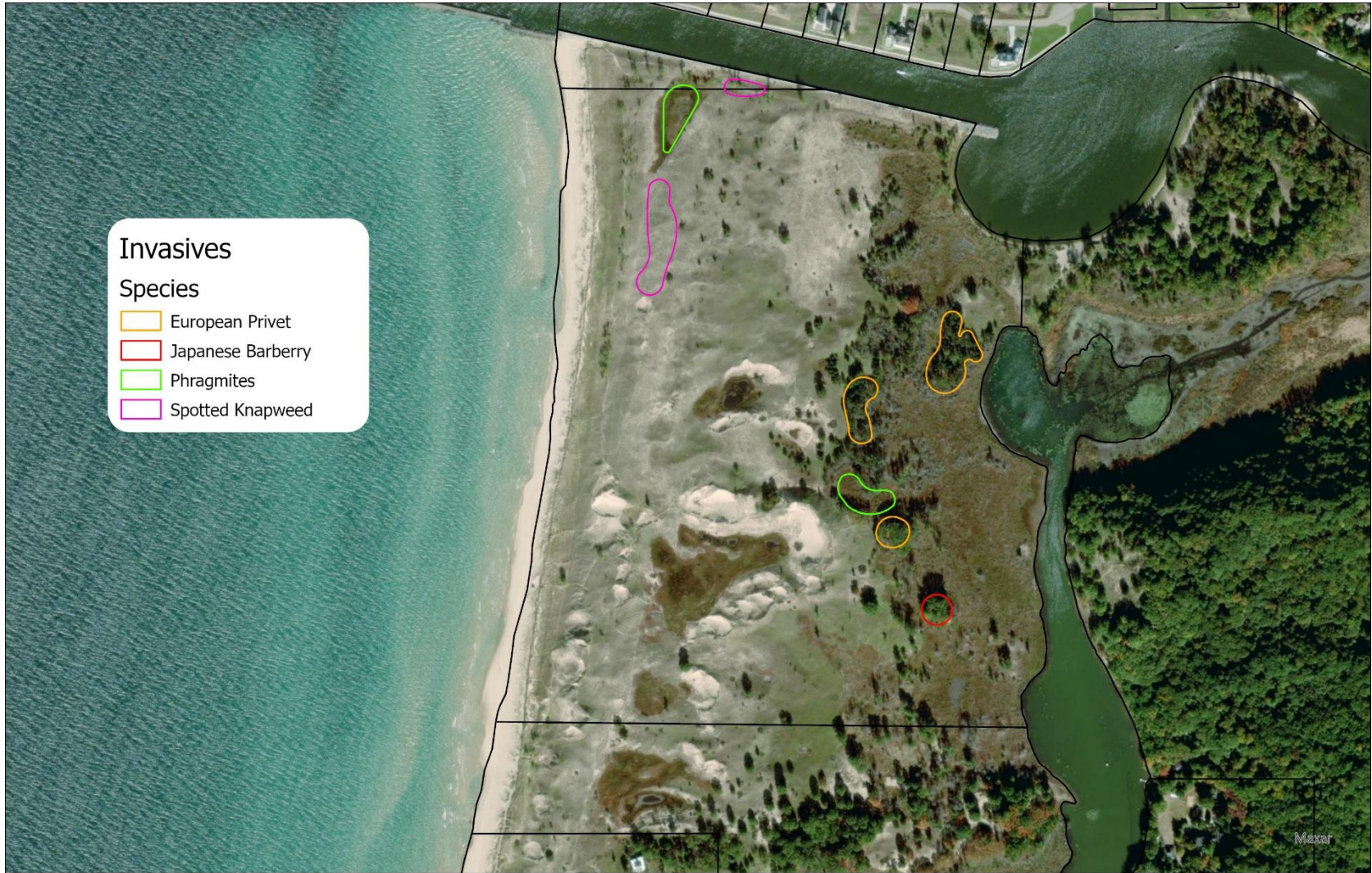
\_\_\_\_\_  
Signature of Authorized Property Owner/Manager

\_\_\_\_\_  
Date



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**Appendix A: Map of Invasive Species Treatment Area(s)**



**Invasives**  
**Species**

- European Privet
- Japanese Barberry
- Phragmites
- Spotted Knapweed



**SAUGATUCK HARBOR NATURAL AREA - NATURAL AREA**  
**MANAGEMENT**  
**INVASIVE SPECIES SURVEY**  
 SURVEYED INVASIVE SPECIES POPULATIONS  
 DATA FROM ODC CONSERVATION SERVICES FIELD OBSERVATIONS AND AERIAL PHOTOGRAPHY  
 ANALYSIS

PROJECT: SHNA  
 MANAGEMENT  
 CLIENT: CITY OF  
 SAUGATUCK  
 ISSUE: 8/28/2025  
 DRAWN BY: BH

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Kalamazoo Nature Center  
 7000 N. Westnedge Avenue  
 Kalamazoo, MI 49009  
 Ecological Services  
 269-978-6872  
[ecoservices@naturecenter.org](mailto:ecoservices@naturecenter.org)

**PROJECT WORK PLAN AND ESTIMATE FOR**

**City of Saugatuck**  
 Scott Herbert  
 102 Butler St. P.O. 86  
 Saugatuck MI, 49453  
 (616)886-8408

Date: 9/2/2025

<b>TOTAL ESTIMATE</b>	<b>\$4,737.50</b>
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[scott@saugatuckcity.com](mailto:scott@saugatuckcity.com)

Client Name	Project Description	Project #	Estimate good for
City of Saugatuck	Invasive Species Survey + Mapping of SHNA	26001 B	90 days

Day	Description	Qty	Units	Cost	Line Total
	Invasive Species Survey (2 staff/2 days)	16	hours	\$ 165.00	\$ 2,640.00
	Mileage: Truck	220	miles	\$ 2.00	\$ 440.00
	Survey data inventory and reporting time	12	hours	\$ 95.00	\$ 1,140.00
	Mapping time	6	hours	\$ 70.00	\$ 420.00
					\$ -
					\$ -
	Administrative	1.5	hours	\$ 65.00	\$ 97.50

<b>Site Lead:</b> Luke Allison
<b>Site Address:</b> Saugatuck Harbor Natural Area Perryman St. Saugatuck MI
<b>Service Description:</b> 2 survey days of Saugatuck Harbor Natural Area, locating, quantifying, reporting, and mapping of invasive species on property to better understand habitat needs. Reporting and mapping of invasive species and establishing management units will help in prioritizing and understanding future management needs.
<b>Area (acres):</b> 171
<b># of Workers:</b> 2
<b># of Work Days:</b> 2+

Labor	\$ 4,297.50
Mileage	\$ 440.00
Equipment	\$ -
Supplies	\$ -
<b>SUBTOTAL</b>	<b>\$ 4,737.50</b>

<b>GRAND TOTAL</b>	<b>\$ 4,737.50</b>
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*This is an estimate, actual invoices will be based on specific costs and quantities of materials purchased and actual labor time spent on the project. View Full Terms and Conditions in the Client Agreement. The Project must be accepted by signing the Client Agreement before work can begin.*

For questions regarding this estimate or to set a work schedule, please contact

*Thank you for trusting us with your habitat. By choosing KNC's Ecological Services, you support the broader conservation work of the Kalamazoo Nature Center. Proceeds from our client services ensure the sustainability of KNC's longstanding bird observatory, programs that engage the community in wildlife research, and the stewardship of over 1,500 acres of natural areas. To learn more, please visit [naturecenter.org/conservation](http://naturecenter.org/conservation).*



## City Council Agenda Item Report

**FROM:** Scott Herbert – Public Works Superintendent

**MEETING DATE:** December 3, 2025

**SUBJECT:** Dock Repairs & Maintenance

**DESCRIPTION:**

The City of Saugatuck has several assets along the Kalamazoo River that need repair and/or maintenance. These needs were identified by residents, DK Construction, the Dockmaster at Sergeant Marina, and Public Works staff. The scope of work is outlined across the three locations below:

**The Shopper Dock at Coghlin Park** – Several residents reported damage to the shopper dock presumably caused by a boat colliding forcefully with the structure this past fall. The force from the impact dislodged the posts at the end of the dock leaving the platform raised up and uneven. While inspecting the structure, it was identified that other posts need extensions so that the dock can move along with changing water levels. The City Treasurer is working on an insurance claim to help recover costs. Total cost is **\$7,825.00**.

**Transient Slips at Griffith Street-End** – The Dockmaster at Sergeant Marina identified some of the City-owned transient slips need repairs, primarily due to rotted wood. Dock 48/49 needs a new dock pile, dock 50/51 needs 6 new dock pilings and 3 spring pilings, and the work proposed includes the removal of an unsightly floating dock that is no longer in use. Total cost is **\$24,250.00**.

**Willow Park Deck** – Posts have been pulled up due to freeze/thaw cycles leaving the deck uneven. The work involves removing the railing, driving down the posts, releveling the deck, and reinstalling the railing to make the platform level again. Total cost is **\$1,650.00**.

**BUDGET ACTION REQUIRED:**

The FY 2024/2025 budget includes \$65,000 for seawall, pilings, and boardwalk repairs.

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Discussion only.

Motion to approve the proposal submitted by DK Construction Inc. to repair the shopper dock, transient slips, and Willow Park deck in the amount of **\$33,725.00**.

# DK CONSTRUCTION, INC.

DOCKS SEAWALLS PILEDIVING

DREDGING WELDING REPAIRS

346 WEST 15<sup>TH</sup> STREET HOLLAND, MI 49423

PH-616-494-0970 FAX-616-494-0980

[www.DKConstruction.com](http://www.DKConstruction.com)

[DKCons@sbcglobal.net](mailto:DKCons@sbcglobal.net)

**DATE:** October 9, 2025

**EMAIL:** mgibson@saugatuckcity.com

**TO:** Michelle Gibson

**RE:** City of Saugatuck

60 Griffith Street

Saugatuck, MI 49453

## Quote

### **Floating Dock Repair**

Furnish crew, equipment and all materials to remove the existing low/submerged five (5) 4" spud pile, weld 5' of additional pipe and re-drive straight to level the existing floating dock. Pipe pile to be driven to match the existing pile heights. Drive down one (1) far Northwest pile that is higher than the rest. Electrical and plumbing not included, if required.

*Includes:*

- 4" Steel Pipe Extensions – 5' Lengths

**FOR THE SUM OF: \$7,825.00**

### **Wood Dock Pile – Slip 48/49**

Furnish crew, equipment and all materials to remove and dispose of one (1) wood dock pile. Install one (1) new wood dock pile in the same location. Re-use the existing cross braces, frame and decking.

*Includes:*

- One (1) Wood Pile – Southeast End Pile
- New ¾" Through Bolts and Hardware

**FOR THE SUM OF: \$2,100.00**

### **Wood Dock Pile – Slip 50/51**

Furnish crew, equipment and all materials to remove and dispose of six (6) wood dock pile. Install six (6) new wood dock pile in the same location. Re-use the existing cross braces, frame and decking.

*Includes:*

- Six (6) Wood Pile
- New ¾" Through Bolts and Hardware

**FOR THE SUM OF: \$12,600.00**

### **Wood Spring Pile – Slip 51**

Furnish crew, equipment and all materials to remove and dispose of three (3) wood spring pile. Install three (3) new wood spring pile in the same location.

*Includes:*

- Three (3) Wood Pile – East Side

**FOR THE SUM OF: \$5,700.00**

### **Existing Floating Dock Removal – Slip 52/53**

Furnish crew, equipment and all materials to remove and dispose of the existing old floating dock. Disposal to be done off-site. The existing pile, dock frame and decking to remain in place. Electrical and plumbing not included, if required.

**FOR THE SUM OF: \$3,850.00**

### **Willow Park – Fishing Pier Repair**

Furnish crew, equipment and all materials to remove the existing railing as needed. Drive down two (2) existing wood pile and level deck frame. Reinstall existing railing.

**FOR THE SUM OF: \$1,650.00**

**TERMS: 1/2 DOWN WITH BALANCE DUE UPON COMPLETION 28**

# DK CONSTRUCTION, INC.

346 West 15th Street HOLLAND, MI 49423

PH-616-494-0970 FAX -616-494-0980

[dkcons@sbcglobal.net](mailto:dkcons@sbcglobal.net)

I authorize D.K. Construction, Inc. to act as my agent in obtaining the necessary permits with the Environmental Great Lakes and Energy (EGLE) and the Army Corps of Engineers on my proposed project (\*Required information for processing \*)

\* Property owner name(s) \_\_\_\_\_

Phone #: \_\_\_\_\_

Date: \_\_\_\_\_ \* Property owner signature \_\_\_\_\_

\*

Project Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\*Mailing Address: (if different) \_\_\_\_\_

Email Address: \_\_\_\_\_

\*Property tax identification #: \_\_\_\_\_

Please fill out the following information to assist the EGLE in finding your location.

Is there an access road to the project? \_\_\_yes \_\_\_no \_\_\_\_\_private \_\_\_\_\_public

Name of roads at closest main intersection \_\_\_\_\_ and \_\_\_\_\_

Directions from main intersection \_\_\_\_\_

Style of house or building on site \_\_\_ranch \_\_\_2story \_\_\_cape cod \_\_\_bi-level \_\_\_

cottage \_\_\_pole barn \_\_\_other (describe) \_\_\_\_\_

Color \_\_\_\_\_ Color of adjacent property houses and/or buildings \_\_\_\_\_

House number \_\_\_\_\_ Address is visible \_\_\_house \_\_\_garage \_\_\_mailbox \_\_\_other

Street name \_\_\_\_\_ Fire lane \_\_\_\_\_ Lot number \_\_\_\_\_

Describe the best and nearest visible landmark to the project site \_\_\_\_\_

\*Please complete the following information for all adjacent property owners.

Property owners name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_



## City Council Agenda Item Report

**FROM:** Ryan Cummins, City Manager

**MEETING DATE:** December 3, 2025

**SUBJECT:** Logo and Branding Refresh Project - Formation of a Branding Advisory Committee and Request for Proposals

**DESCRIPTION:**

The City's current logo was created in 2007, nearly two decades ago. Today, the City's branding is inconsistent across platforms, including the website, social media, email, and signage. The lack of cohesive and modern branding creates challenges as we look to invest in website upgrades, wayfinding improvements, and upgraded signage.

Brand refreshes have been common in our region. In recent years, the Saugatuck-Douglas Area CVB, City of the Village of Douglas, and Saugatuck Township have each completed their own logo and branding updates, underscoring the importance of refreshing our visual identities.

I recommend that we refresh our logo and branding by forming a Branding Advisory Committee and issuing the attached Request for Proposals (RFP).

**Branding Advisory Committee**

To guide the project, I recommend forming a Branding Advisory Committee composed of individuals who bring relevant expertise, represent multiple stakeholder groups, and can support the consultant throughout the process.

I have discussed the formation of an advisory committee with the Mayor and obtained her recommendations. Given the nature of the project and the need for members with specialized knowledge, it is recommended that Council suspend the City's Board and Commission Selection Policy and appoint the following individuals:

Ryan Cummins – City Manager

- Represents the City's operational needs, staff considerations, and administrative requirements.

Chris Peterson – City Council Member; Government Experience

- Adds a direct Council voice, brings significant government experience and perspective, and assists in aligning the project with the broader community.

Lauren Stanton – Business Owner; City Council Member; Liaison to Parks & Public Works Committee; Previous Media Experience

- Brings perspectives from business, media industry, parks and public works committee, while being another representative from Council.

Tim Straker – City Resident; Chair of the Historic District Commission; Communications & Branding Experience

- Brings professional communications expertise and ensures our historic identity remains represented.

Kristin Armstrong – Executive Director, SCA; Board Member, CVB

- Represents both the arts community and tourism sector, ensuring alignment with regional partners.

### **Request for Proposals**

The attached draft RFP seeks qualified firms to update the City’s logo and develop a comprehensive branding system, including color palettes, typography, templates, signage guidelines, and a full brand standards manual. The project includes community engagement through a short public survey developed by the selected consultant, and multiple review touchpoints with the Branding Advisory Committee.

Key project components include:

- **Discovery & Research**, including analysis of current branding materials, public survey, and insights from Branding Advisory Committee.
- **Logo Design**, including three initial concepts and two rounds of revisions.
- **Full Branding System**, covering colors, typography, templates, signage guidance and brand usage manual .
- **Meetings with Branding Advisory Committee**, to review and refine concepts. Committee will recommend a brand package to City Council.
- **Meetings with City Council**, to review recommended brand package for approval.

### **BUDGET ACTION REQUIRED:**

None at this time. Dollars were budgeted for a firm to assist with a logo and branding refresh project.

### **LEGAL REVIEW:**

N/A at this time.

### **SAMPLE MOTION:**

Workshop item. Motion to be drafted after Council feedback.



## **Request for Proposals**

### **Logo & Branding Refresh Project**

#### **Introduction**

The City of Saugatuck is seeking qualified firms to develop a refreshed City logo and comprehensive branding system that reflects the community's unique character, natural environment, artistic identity, and historic charm. This work will support the City's communications, signage, printed materials, vehicles, uniforms, and digital presence with a modern, cohesive, and professional brand identity.

The City's existing logo has been in use for many years and we lack branding consistency across platforms. The City intends to maintain familiar elements and community character while modernizing the brand.

This project will involve community input, development of multiple design concepts, and the creation of a full brand guidelines package for long-term implementation.

#### **Project Objectives**

- Refresh and modernize the City's logo while honoring core elements that reflect Saugatuck's identity.
- Develop a comprehensive, flexible branding system suitable for all communication and operational needs.
- Engage the community through a short survey designed by the selected firm.
- Incorporate feedback from our Branding Advisory Committee throughout the process.
- Provide staff with clear guidelines, templates, and tools to apply the new brand consistently.

#### **Scope of Work**

##### **Discovery & Research**

The selected consultant shall:

- Review existing City branding materials, signage, website, communications, and visual assets.

- Meet with the City Manager and key staff to understand brand priorities and operational needs.
- Meet with the City’s Branding Advisory Committee to confirm project goals and gather insights into the attributes the refreshed brand should reflect.
- Draft a short public survey to collect community input on brand values, visual preferences, themes, and identity perceptions.
- Revise survey based on feedback from staff and the Branding Advisory Committee.
- Provide graphics or descriptions suitable for posting on the City’s website and social media to promote survey participation.
- Analyze and summarize results of the community survey, identifying key themes, visual preferences, values, and identity attributes expressed by respondents.
- Prepare a concise written summary and present findings to City staff and the Branding Advisory Committee to help inform the direction of the logo concepts and overall brand identity.
- Incorporate survey insights into the design rationale for initial and refined branding concepts.

### **Logo Design & Concept Development**

The consultant shall:

- Develop 3 initial logo concepts, each with a brief narrative explaining the design rationale.
- Present concepts to the Branding Advisory Committee.
- Conduct up to two (2) rounds of revisions based on committee and staff feedback.
- Provide a final recommended logo for City Council consideration.
- Develop variations such as:
  - Full-color primary logo
  - One-color version
  - Reverse/white version
  - Horizontal and vertical layouts

### **Branding System & Identity Guidelines**

The consultant will create a unified brand identity package, including:

#### **1. Color System**

- Primary and secondary color palettes
- Pantone, CMYK, RGB, and Hex codes

#### **2. Typography**

- Recommended fonts for print, digital, signage, and internal documents
- Hierarchy and usage rules

#### **3. Visual Elements**

- Graphic elements, patterns, or icons (if applicable)
- Photography style guidelines

#### **4. Applications & Templates**

- Letterhead
- Press Release Template
- Memo Template
- Business cards
- Email signature standard
- PowerPoint/meeting template
- Social media graphics templates
- Newsletter templates (including for email)

#### **5. Signage & Operational Guidelines**

- General guidance for street signs, facility and parks signage, uniforms, and vehicles to ensure long-term consistency

#### **6. Brand Usage Manual**

A comprehensive PDF document including:

- Logo usage rules
- Minimum size and clear space
- Incorrect usage examples
- File organization instructions
- Template and color/typography usage
- Guidance for contractors, designers, and staff

### **Meetings & Check-Ins**

The consultant must be available for the following (virtual or in-person where specified):

- Project kickoff with staff and Branding Advisory Committee
- One meeting with Branding Advisory Committee to review and finalize public survey
- One meeting with Branding Advisory Committee to review initial logo concepts
- One (or two) meetings with Branding Advisory Committee to review revised concepts
- One meeting with Branding Advisory Committee to review the draft brand guidelines
- Two meetings (1 workshop and 1 regular) to present the recommended brand package to City Council

Additional check-ins may occur via email or quick virtual touchpoints as needed.

### **Deliverables**

- Community survey (final version + shareable promotional materials) and written summary of findings
- 3 initial logo concepts
- Final refined logo with all variations

- Full brand guidelines manual (PDF)
- File package including:
  - Vector files (AI, EPS, SVG)
  - High-resolution PNG/JPG
  - Web-optimized assets
- Templates as specified in the scope

## Proposal Requirements

Proposals must include:

1. **Firm Introduction & Qualifications**
  - Overview of firm
  - Experience with municipal or community-based branding
  - Identification of project team
2. **Relevant Portfolio**
  - Minimum of three (3) comparable branding projects, preferably for cities, towns, or public agencies
3. **Approach & Methodology**
  - Description of how the firm will engage with the City, community, and Branding Advisory Committee
  - Planned approach to rounds of revisions and collaboration
  - Proposed project schedule
4. **Cost Proposal**
  - Detailed cost breakdown by task and deliverable
  - Optional elements (if any)
    1. Cost for additional concepts beyond three initial.
    2. Cost for additional revisions beyond two rounds.
  - Hourly rates for team members
5. **References**
  - Three (3) references from similar projects

## Evaluation Criteria

Proposals will be evaluated on:

- Experience in municipal/community branding
- Quality and creativity of previous work
- Understanding of Saugatuck’s identity and project goals
- Approach to community engagement and committee collaboration
- Project schedule and ability to meet timelines
- Cost/value
- Quality and clarity of the written proposal

The City reserves the right to interview top firms before selection.

## **Timeline**

A general selection timeline is anticipated as follows:

- RFP issued: December 9, 2025
- Proposals due: January 9, 2026 at 4:00 PM EDT
- Interviews (if needed): January 16, 2026
- Selection/award: January 26, 2026
- Project Kickoff: February 2026

Project timeline will be established with the selected firm.

## **Cost Structure**

The City is requesting that proposers supply a cost structure based on the scope of work outlined in this RFP.

## **Submission Instructions**

Proposals must be received by **January 9, 2026 at 4:00 PM EDT**. Late proposals will not be considered. Proposals should be submitted electronically to the contact person listed below.

## **City Rights**

The City reserves the right to accept or reject any and all proposals, to waive any informalities or irregularities in the proposals received, or to award the contract in any manner deemed to be in the best interest of the City. The City may also negotiate with the most qualified firm(s) prior to award. The City will own all rights, titles, and interests, including all copyrights, to the final logo, brand assets, and all working files.

## **Questions and Contact Information**

All questions regarding this Request for Proposals should be directed in writing via email to:

### **Ryan Cummins**

City Manager

City of Saugatuck

E-mail: [rcummins@saugatuckcity.com](mailto:rcummins@saugatuckcity.com)

Phone: 269-857-2603



## City Council Agenda Item Report

**FROM:** Ryan Cummins, City Manager

**MEETING DATE:** December 3, 2025

**SUBJECT:** Inflation Adjustments to Staff Wage Scale

**DESCRIPTION:**

The City's Employee Compensation Policy requires the City Manager to annually review and evaluate all pay ranges. Highlights of Section 4.0 of the personnel manual include:

- Each job classification has a defined pay range.
- An employee's regular rate of pay is determined by their placement on the wage range.
- Each July, staff are evaluated for merit based step increases. Employees advance through steps (each step is a 3% increase) by demonstrating required performance, while step increases may be withheld for unsatisfactory performance.
- Pay ranges are reviewed annually by the City Manager, taking into account job duties, required education, comparable market rates, cost of living, the City's financial condition, and other relevant factors. Recommendations for adjustments are made based on this review.

**Inflation**

The Michigan State Tax Commission has set the inflation rate multiplier for next year at 2.7%. This number is based on averaged data from the US Department of Labor, Bureau of Labor Statistics.

The cost-of-living adjustment being provided to Social Security recipients for next year is 2.8%.

Federal Reserve officials have noted that inflation continues to hover near 3%.

**Recommendation**

- Grade 1

- This is the range for our DPW Maintenance/Equipment Operators. I have evaluated their current pay scale against regional and statewide data. While we offer a better benefit package than most municipal employers (no employee paid health insurance premiums, more paid time off, a pension, and up to 10% toward defined contribution plans), we have some opportunity to be more competitive with our wages, especially considering that each of our team members are trained as heavy equipment operators. After taking into account inflation, benefits package, and wages of others, I recommend a 6% increase to this grade.
- Grades 2-8
  - These grades cover the rest of the full time City positions except the City Manager. I recommend a 3% inflationary adjustment to the pay scales.
- Cost for Increases
  - Based on current wages, the recommended increases will result in a cost of \$16,434.55 for the remainder of the current fiscal year, or \$32,869.10 for a full year.
  - If Council desires a lower adjustment, the costs would be as follows:
    - 3% Increase for All Grades - \$13,310.76 for the remainder of the current fiscal year, or \$26,621.52 for a full year.
    - 2% Increase for All Grades - \$8,111.48 for the remainder of the current fiscal year, or \$16,222.96 a full year.

The attached wage scale reflects the recommended increases.

The hope is that future inflationary adjustments will return to a level that more closely aligns with the Federal Reserve target of 2%.

**BUDGET ACTION REQUIRED:**

None at this time. Increases were budgeted for this fiscal year.

**LEGAL REVIEW:**

N/A at this time. Legal will be at your meeting for any questions.

**SAMPLE MOTION:**

Motion to approve a 3% inflation adjustment to grades 2-8 of the staff step and wage scale and a 6% adjustment to grade 1, effective for the pay period starting December 27, 2025.

**City of Saugatuck  
Proposed Salary Structure**

Grade	Position	Salary Steps									
		1	2	3	4	5	6	7	8	9	10
8	DPW Superintendent	\$81,993	\$84,453	\$86,987	\$89,596	\$92,284	\$95,053	\$97,904	\$100,841	\$103,867	\$106,983
7	City Treasurer/Finance Officer	\$74,539	\$76,776	\$79,079	\$81,451	\$83,895	\$86,412	\$89,004	\$91,674	\$94,424	\$97,257
6	Director of Planning/Zoning	\$67,763	\$69,796	\$71,890	\$74,046	\$76,268	\$78,556	\$80,913	\$83,340	\$85,840	\$88,415
5	City Clerk	\$61,603	\$63,451	\$65,354	\$67,315	\$69,334	\$71,414	\$73,557	\$75,764	\$78,037	\$80,378
4	Oval Beach Manager	\$56,003	\$57,683	\$59,413	\$61,195	\$63,031	\$64,922	\$66,870	\$68,876	\$70,942	\$73,071
3	DPW Supervisor Administrative/Project Coordinator	\$50,911	\$52,439	\$54,012	\$55,632	\$57,301	\$59,020	\$60,791	\$62,615	\$64,493	\$66,428
2	Deputy Clerk/Administrative Assistant	\$46,283	\$47,672	\$49,102	\$50,575	\$52,092	\$53,655	\$55,264	\$56,922	\$58,630	\$60,389
1	DPW Maintenance/Equipment Operator	\$43,301	\$44,600	\$45,938	\$47,316	\$48,736	\$50,198	\$51,704	\$53,255	\$54,852	\$56,498