



## **PARKS AND PUBLIC WORKS COMMITTEE MEETING MINUTES**

**November 25, 2025**

The Parks and Public Works Committee met for a Regular Meeting at 10:00 a.m.

Saugatuck City Hall

102 Butler St., Saugatuck, MI 49453.

### **Call to Order:**

The meeting was called to order by Chair Kimble at 10:00 a.m.

### **Attendance:**

Present: Committee members Charak, Hoffman, Kimble, Roche, Stanton, & Thiel.

Absent: None.

Others Present: DPW Superintendent Herbert, Deputy Clerk Williams, DPW Administrative/Project Coordinator Gibson.

### **Approval of Agenda:**

*Motion by Thiel, second by Hoffman, to approve the agenda for the meeting November 25, 2025. Via voice vote, motion carried unanimously.*

### **Approval of Minutes:**

*Motion by Hoffman, second by Stanton, to approve the minutes from the October 28, 2025, regular meeting. Via voice vote, motion carried unanimously.*

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

### **Presentation:**

Lisa Mize, Executive Director of the Saugatuck Douglas Convention and Visitors Bureau, presented the proposed Rose Garden Warming Station project. The initiative aims to increase downtown Saugatuck visitor activity during the shoulder seasons by creating a central, accessible gathering spot. The proposed warming station would be located at the Rose Garden, replacing the current fence with a brick wall or seating bench to make the park more welcoming. The design features a custom fire pit with raised height and safety measures under discussion. The project will be primarily funded by the CVB, with additional support from

municipalities and donors. The presentation addressed site selection , design considerations, safety accessibility, and plans for seasonal use.

### **Discussion Updates:**

#### **A. Updates:**

##### **1. DPW Administrative Update:**

The Department of Public Works update by Superintendent Herbert covered a variety of ongoing and upcoming projects within the city. Herbert reported on street resurfacing, catch basin repairs, repaving the DPW driveway, sewer issues on Elizabeth Street, and completed asphalt repairs. He also mentioned ongoing efforts with the Chain Ferry Arbors, holiday lights, and the hiring of a new Oval Beach manager. Upcoming projects include a comprehensive asset management and capital improvements plan to be presented to council, ongoing maintenance, equipment upgrades, and preparations for winter. The update emphasized the city's commitment to maintaining infrastructure efficiently and responding to community needs.

##### **2. Pocket Prairies:**

Chair Kimble reported on the pocket prairies initiative, noting new involvement from Saugatuck Douglas Garden Club members interested in enhancing the Peterson Preserve. Recent improvements included replacing outdated landscaping with donated native plants such as black-eyed Susans, coneflowers, and yarrows. Kimble described ongoing discussions about developing pocket prairies at the Mason Street embankment and the Coghlin Park drainage ditch. The update also mentioned considering a Monarch Way Station designation and seeking input from the ODC. Kimble invited further suggestions from the committee on moving the project forward.

##### **3. Village Square Courts:**

The committee briefly discussed the Village Square Courts project, noting that they are awaiting a grant decision – anticipated around December 10<sup>th</sup> – which would fund additional improvements. The item was determined to be sufficiently covered for now, with no immediate new actions required, and will remain on the committee's ongoing project list for monitoring until further information is available.

#### **B. Mt Baldhead Revegetation:**

The committee reviewed the ongoing Mount Baldhead Revegetation project, discussing proposals for invasive species removal, new plantings, and the importance of protecting new vegetation from deer and human disturbance. Members considered various protection methods, including targeting fencing, and discussed deferring additional deer protection

measures until a future budget cycle if needed. The project remains within its \$20,000 budget, and the committee is awaiting a final quote for fencing before taking a vote at the December meeting.

**C. Invasive Species:**

The committee discussed ongoing efforts to assess and address invasive species in city parks and properties. A proposal from the Outdoor Discovery Center (ODC) was reviewed, which now includes The Wilds property for an additional fee. The conversation emphasized that managing invasive species is an ongoing process that requires continual assessment and action. The committee agreed to review the details further and plan to decide on recommended actions and funding at the next meeting.

**D. 2026 Planning:**

The committee reviewed their comprehensive project list as part of 2026 planning, updating the status of ongoing projects such as park improvements, infrastructure repairs, and new initiatives. They discussed which projects to keep, remove, or add – including Elizabeth Street improvements, park asset management, and restroom needs at Coghlin Park. Emphasis was placed on cataloging city assets, incorporating community feedback, and aligning project timing with capital planning. Committee members agreed to further revise and prioritize the list for formal adoption at an upcoming meeting.

**E. 2026 Schedule of Meetings:**

The 2026 Schedule of Meetings was mentioned briefly as an informational item. It was included in the meeting packet for members' reference, fulfilling a standard requirement. No discussion or decisions were necessary regarding the schedule.

**Public Comments (Limit 3 mins):**

- Lisa Mize thanked the committee for their feedback on the warning station and shared that survey responses from residents and business owners have been mostly positive. She asked to keep the CVB involved in future planning for Oval Beach, city park signage, and streetscaping projects. She also suggested that even simple, inexpensive improvements – like painting the backs of stop signs – can help enhance the city's streetscapes.

**Correspondence:** None.

**Member Closing Comments:**

- Thiel – She commented that the committee had a very productive year, highlighted the importance of their work, and expressed enthusiasm about continuing their efforts, especially with the large list of projects ahead.
- Hoffman – Thanked the committee.
- Charak – He remarked that the committee covered many topics during the meeting and expects to address more and finalize recommendations at the next meeting. He also wished everyone a Happy Thanksgiving.
- Stanton – She had no additional comments but expressed hope that City Council’s upcoming strategic planning will result in an organized list of priorities for the committee to focus on in future projects.
- Kimble – She had no further comments but thanked everyone for their participation and commitment during the lengthy meeting, expressing appreciation for the committee’s involvement and hard work.

**Adjournment:**

*Motion by Stanton, second by Roche, to approve adjournment of the meeting. Via voice vote, motion carried unanimously. Chair Kimble adjourned the meeting at 11:37 a.m.*

Respectfully Submitted,

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Sara Williams, City Deputy Clerk & DPW Admin. Assistant