



Parks and Public Works Committee

Meeting Minutes Draft – APPROVED

February 24, 2026, at 10:00 A.M.

Saugatuck City Hall, 102 Butler St, Saugatuck, MI 49453

1. Call to Order

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

2. Roll Call

Members Present: Charak, Kimble, Roche, Stanton, Thiel (arrived at 10:08 am, left at 10:48 am)

Members Absent: Hoffman

Staff Present: DPW Administrative Assistant/Project Coordinator Gibson, Deputy Clerk Williams

Others Present: None

3. Approval of Agenda

Motion by Roche, supported by Charak, to modify the agenda by switching the order of Item C and D, and remove discussion Item E, due to lack of time. Via voice vote, motion carried 3-0.

4. Approval of Minutes

Motion by Charak, supported by Roche, to approve the December 23, 2025, regular minutes as presented. Motion carried 3-0.

5. Public Comment on Agenda Items

Brittany Obetts

6. Discussion

A. Annual Selection of Officers

Motion by Charak, supported by Roche to nominate Nancy Kimble as Chair of the Parks & Public Works Committee. Via voice vote, motion carried 3-0.

Motion by Charak, supported by Kimble to nominate Kelly Roche as Vice-Chair of the Parks & Public Works Committee. Via voice vote, motion carried 3-0.

B. DPW Administrative Updates

DPW Administrative Assistant/Project Manager Gibson reports that holiday lights will be taken down next week, noting that staff have worked hard to keep them operating and had an electrician quickly repair a few failed outlets mid-season. She explains that the pre-construction meeting for the 2026 Street and Utility Improvements (including the Maple Street project) was postponed due to scheduling conflicts, but that delay is not expected to affect the project schedule. She adds that DPW crews spend most of January snow plowing and the recent warm spell let them catch up on needed truck maintenance and get a break after several seven-day workweeks. Gibson says they are seeking quotes to redo the Village Square restroom siding, aiming to complete it this fiscal year if contractor availability allows, with Village Square courts to be done at the same time. She also reports they are pursuing quotes for maintenance on the chain ferry landings; Diversified Welding has completed the arbors, and once weather is consistently warmer, staff hope to finish the arbors and landings this spring ahead of the operating season. Finally, Gibson notes that AJ will be taking his CDL class next week, adding another CDL driver to the team, and Angela is working on her test at the Secretary of State.

Motion by Kimble, seconded by Thiel, to switch the order of items C and D again to make sure that they have voting in accordance. Upon voice vote, motion carried 4-0.

C. Mount Baldhead Revegetation

The committee reviewed two proposals for the Mount Baldhead revegetation project – one from the Outdoor Discovery Center (ODC) and one from Kalamazoo Nature Center – and confirmed that staff had made extensive but unsuccessful attempts to obtain a third quote. Noting that the two proposals were comparably priced, the committee favored ODC's revised plan, which increased plantings and added deer and pedestrian protection. Committee member Roche recused herself from voting on this topic due to her affiliation with ODC Network.

Motion by Thiel, supported by Charak to approve the Outdoor Discovery Center proposal for the Revegetation Project at Mount Baldhead. Via roll call vote, motion carried 3-0.

D. Village Square Courts

The committee, with input from Jon Moxey (Fleis & VandenBrink), discussed design options for the Village Square courts, balancing tennis, pickleball, shuffleboard, overall park character, noise, and grant timing. Members note strong demand for downtown pickleball, uncertainty about the future of the high school tennis courts, concerns about tennis-pickleball conflicts (noise, ball crossover, fencing), and a desire not to over-pave the park.

Motion by Roche, supported by Charak to recommend to City Council, option four on the renderings which offer two pickleball courts plus enhanced surrounding amenities. They recommend multiple refinements:

- Consulting the school district about long-term tennis plans
- Incorporating native/pollinator and green stormwater plantings with educational signage
- Flipping the pickleball courts to a north-south orientation
- Adding paddle racks
- More benches
- Adding multi-use game tables (e.g. chess/checkers) instead of shuffleboard
- Using standard-height pickleball fencing
- Protecting mature trees on the eastern slope
- Exploring a subdued donor approved artistic treatment or mural in neutral colors on the basketball court.

Upon roll call vote, motion carried 3-0.

7. Public Comments

Brittany Obetts

8. Correspondence

Julie Sowa Email

9. Member Closing Comments

Charak: He thought it was an excellent meeting and expressed his support for Concept/Option 4 for the Village Square courts, saying he likes both the option selected and the modifications the committee made to it.

Stanton: She didn't have anything further to add except that she appreciates everyone serving on the committee, noting that after attending a Kalamazoo River Greenway meeting with many regional stakeholders, she's reminded how few people are involved at the Saugatuck level. She expressed gratitude for "the so few of us who get involved" and encouraged members to urge their neighbors to participate so more community voices can be heard in the board's work.

Roche: She thanked the group for their hard work and says she excited about the “glow up” of Village Square, believing it will be a significant community asset that encourages more people to use and engage with the space. She also noted that she and Stanton attended the recent Kalamazoo River Greenway stakeholder meeting and says she would like to share more information with the committee at a future date as related projects develop.

Kimble: Kimble says she is pleased with the committee’s progress, noting they finally moved the long-pending Mount Baldhead revegetation program forward and made solid recommendations on the Village Square Courts under a tight timeline. Looking ahead, she suggests two small but important future projects for the committee:

1. Using the recent city survey results to inventory parks and recommend locations for additional benches and picnic tables
2. Reviewing the existing public restrooms (beyond the planned new siding at Village Square Park) to identify interior improvements, since restrooms were another major concern in the survey.

She thanked members for their input and contributions.

10. Adjournment

Motion by Stanton, supported by Roche, to adjourn at 11:02 am. Via voice vote, motion carried 3-0.

Submitted by:
Sara Williams
Deputy Clerk
City of Saugatuck