



**CITY COUNCIL WORKSHOP MEETING MINUTES**  
**January 17, 2024**

The City Council met for a Workshop Meeting at 4:00 p.m.  
City Hall  
102 Butler St., Saugatuck, MI 49453.

**Call to Order:**

The meeting was called to order by Mayor Stanton at 4:00 p.m.

**Attendance:**

Present: Mayor Stanton, Mayor Pro-Tem Baldwin and Councilmembers Anderson, Dean, Gardner, Muncey and White.

Absent: None.

Others Present: City Manager Heise, Director of Planning, Zoning & Project Management Cummins, Attorney Chris Patterson, and Clerk Wolters.

**Agenda Changes:** None.

**Guest Speakers:** None.

**Public Comment:** None.

**Discussion Items:**

Ordinance No. 240122-A – Improvements in Right of Way:

Zoning Director Cummins presented an updated Ordinance and formal policy regarding installations in the right of way. Cummins is only aware of two residents at this point waiting for the process to be completed. Cummins shared with Council some examples of properties this would relate to. Few municipalities that they represent have a policy of this nature. The City is unique in that it does not have complete street and gutter streetscape in certain areas. The goal is to protect the City's right of way. The permit would go to the new owner if the property were to be sold.

#### Ordinance No. 240122-B – Zoning Amendments to Waterfront:

Zoning Director Cummins presented an Ordinance supporting the long-term vision for commercial and residential waterfront development. A moratorium has been in place with the Planning Commission has been conducting work. The Planning Commission surveyed the community in multiple ways. An assessment and study were completed of Water Street North, Water Street South and Resort Zoning District. The Ordinance takes most of the parcels in Water Street North, Water Street South and Zoning District and rezoned them into a new Waterfront Preservation District. That new district increases setback requirements, has requirements for maximum building width, and reviewed special land use to determine which ones should be continued to be permitted and which should be a special land use going forward.

#### Resolution 240122-A - Fee Schedule Update- ROW Permit Fee:

Zoning Director Cummins presented an update to the fee schedule if Council is to approve Ordinance No. 240122-A which includes fees for the new permit applications. Included is also a tree removal permit fee.

#### Parks and Rec Five Year Plan Update:

Mayor Pro-Tem presented the Five-Year Park and Recreation Plan. The City of Saugatuck partnered with Saugatuck Township, The City of the Village of Douglas and The School District. They worked with Viridis who were great to work with. They had many public input opportunities and received good feedback. This plan needs to be adopted to receive grants in the future. It is a great resource for the community to reference. All the ideas from the communities are included in the plan. There needs to be a public hearing included in the regular Council meeting that is required. The council discussed the reasons for the airport property to be included. This opens doors for grants, if it is not included in the plan the City cannot receive grant money for the project.

#### AT&T Project Update:

City Manager Heise noted he made the request to AT&T for \$85,000 regarding restroom upgrade, vegetation on the sand dune and painting of the radome, per discussion from the Council about the lease agreement.

#### City Manager Review Process:

Mayor Stanton explained the historical process for the City Manager Review and asked for Council discussion on the process. Mayor Stanton has researched the 360-review process and reached out for advice from the strategic planning facilitator and government recruiter. She asked to have more time to research the process. Gardner thanked the Mayor for including the topic on the agenda. He asked if the Council should revisit the past practice of the Mayor, Mayor Pro-Tem and former Mayor small group concept. He also has seen the 360-review process have success in his professional career. He personally does not spend any time observing the City Manager to evaluate, he can give snippets of things only. Muncey agreed with Gardner regarding not having time to spend working around the City Manager. White does feel informed well enough to give it a good effort. He would like exploration of some kind of 360 evaluations. He would like to see some documentation regarding goals or past evaluations. Dean noted City Managers last year evaluation should be available to review. He asked Council to reach out to constituents for feedback, as this is the process he uses. He looks at financials and looks at what has been accomplished. Everyone should talk to the shareholders that put the Council in office about how the City staff are performing. Anderson thanked Mayor for taking time and reaching out.

### Proclamation No. 240122 - P1 and Proclamation No. 240122-P2 – Arbor Day:

There are two Proclamations for Tree City USA applications. One was not submitted to Council last year by City staff and one is needed this year for Arbor Day. The Council discussed the rates of planting a tree and removing a tree in the City right of way. They discussed \$25 fee to plant a tree and \$100 fee to remove a tree in the City right of way.

### 2024 Street End License Agreements:

Clerk Wolters explained this yearly process. The 2024 lease rates are 3.2% increase than 2023 based on CPI. Included for review are all license agreement rates and a copy of the license agreement. Gardner pointed out that part of the agreement is maintenance of the street end and that the City monitors the level of maintenance is consistent with City standards.

### 2024 Wicks Park Boat Slips:

Clerk Wolters presented the 2024 Wicks Park Boat Slip rates for discussion. Current rates are \$1,800 resident and \$2,000 for non-resident. Keeping the current rates was discussed by Council. They discussed that the Sheriff's department responds to calls if made regarding malicious behavior. The Council asked City Manager Heise if the monies go to the general fund, he believes so.

### 2024 Summer Tax Collection:

Mayor Stanton gave a brief history of the Summer Tax Collection with OAISD.

### Right of Way Sign App – CVB:

Mayor Stanton explained the banner request is for placement on the Saugatuck Pallete sign to Promote the Mardi Gras celebration. Muncey also added it is the fifth anniversary of this event which includes the Great Lakes Brass Band.

Lisa Mize spoke regarding the article in the paper about the recent hire of April Gundy as the new event coordinator for the area. It is a contract position that will serve Saugatuck and Douglas with a possible addition of Fennville in the future. Council spoke positively about April's capability to serve in this role. Clerk Wolters will email Council a list of events that April has sent to the City that she is currently planning for 2024.

**Correspondence:** Catherine Simon.

### **Council Comments:**

- Councilmember Anderson: She enjoyed joining DPW Superintendent Herbert while snow plowing. Suggested that people take a look at the Planning Commission packet for this Thursday as it has good information on short-term rentals and two guest speakers from different cities speaking on their experience with short-term rentals.
- Councilmember Gardner: He would like to see a review of current boards and committees on a workshop agenda for discussion.
- Councilmember Baldwin: She also went snowplowing with DPW and enjoyed herself.

- Mayor Pro-Tem Dean: DPW has done a great job with the extreme weather over the past several days.
- Councilmember Muncey: New board member at the interurban serving the Douglas side, Chuck Gustafson. There is a new bakery coming to downtown Saugatuck.
- Councilmember White: None.
- Mayor Stanton: Thanks to Clerk Wolters for assembling the large packet. Thanks to DPW for all the hard work and taking out the Mayor's mailbox.

**Adjournment:**

*Motion by Muncey, second by Baldwin to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Stanton adjourned at 5:19 p.m.*

Respectfully Submitted

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Jamie Wolters, City Clerk