



**CITY COUNCIL MEETING MINUTES  
February 27 , 2023**

The City Council met for Regular Council Meeting at 7:00 p.m.  
City Hall  
102 Butler St., Saugatuck, MI 49453.

**Call to Order:**

The meeting was called to order by Mayor Dean at 7:00 p.m.

**Attendance:**

Present: Mayor Dean, Mayor Pro-Tem Stanton, Councilmembers Baldwin, Gardner, Leo, Lewis and Muncey.

Absent: None.

Others Present: City Manager Heise, Director of Planning, Zoning & Project Management Cummins, DPW Assistant Supervisor Hardy, Clerk Wolters, Allegan County Police Captain Ensfield and City Attorney Witte.

**Mayor's Comments:**

None.

**City Manager Comments:**

Noted that Council will go into closes session to talk about his evaluation, he has requested his evaluation be a closed session.

**Agenda Changes:**

Mayor Dean added Allegan County Commissioner Kapenga as guest speaker.

*Motion by Gardner, second by Lewis to approve the agenda change. Upon voice vote, motion carried unanimously.*

**Guest Speakers:**

Allegan County Commissioner, Dean Kapenga- He brought in pamphlets for the public viewing of all the services that the County provides which are Veteran Services, A Guide to Landlord Tenant Actions, Senior Services, Parks Department, Medical Care Facility, Transportation Department, Community Medical Care and The Allegan County Legal Services regarding mental health. Regarding the 911 Dispatch Committee, there were 70,000 per service that came in. 47,000 for Sheriff's Dept., 13,000 for EMS and 8,000 for Fire Dept. That is increasing 3,000 calls a year. Looking at what as a County to stay ahead of that along with being the third largest Country in the State of Michigan. The Palisades Nuclear

Plant is looking to open again, The Holtecs nuclear design has petitioned for support in assisting with the opening.

**Public Comment on Agenda Item Only:** None

**Consent Agenda:**

A. Regular City Council Meeting Minutes - February 13, 2023.

B. Special City Council Meeting Minutes – February 16, 2023.

*Motion by Lewis, second by Baldwin to approve the consent agenda. Via roll call vote, motion carried unanimously.*

**Staff Reports:**

City Manager, Treasurer, Zoning Administrator, DPW Superintendent, Police Captain, Engineer, and Fire Chief submitted status reports of current activities since the last Council meeting on February 13<sup>th</sup>, 2023, for their respective departments.

**Boards, Commissions & Committees:**

Fire District Administration Board: Dan Fox, City of Saugatuck Representative-

STFD Audit:

They had the official presentation from the Fire District’s auditors. Total net position exceeded \$2.48 million for the year (including \$16 million in capital assets); the District carries no long-term debt; and the pension plan is fully funded. The auditors complimented the Fire District and Peter Stanislawski for exemplary financial management.

Ambulance Study:

A second ambulance working group is being formed. The second STFD working group—which will include a representative from each jurisdiction as well as the District’s legal counsel—will look into and determine how best to organize ambulance service in our area. Establishing comprehensive legal agreements with the jurisdictions (likely an inter-governmental agreement) and contracts with the private ambulance provider(s) will be the key goal.

Fall-Prevention Initiative:

STFD Chief Janik has formed a local task force aiming to identify strategies and resources targeted at reducing falls, the #1 call-for-service received by the department. Included in the group are Girl Scout Troop 80586, Holland Hospital, and the STFD. This Community Fall-Prevention Partnership has already begun initial work.

RIP, LT Ethan Quillen:

Paw Paw Fire Department LT Ethan Quillen died in the line of duty when he came in contact with a power line downed by an ice-covered tree limb. LT Quillen was a 28-year-old husband and father, a Michigan Department of Transportation employee by day, and a former U.S. Marine. His death underscores the kinds of risks fire-service members face every day, and their commitment to our safety. Please keep LT Quillen’s family in your thoughts and prayers.

Interurban Board, Councilmember Muncey- Saugatuck City Representative- Ridership is about 92% of pre-pandemic numbers, there were 458 more riders in January than same time last year. The propane bus is still on order. They are currently in their 2022 audit process and should be finished shortly. New spring hours are started March 1st: Monday-Friday 7am-7pm, Saturday 9am-7am and Sunday 9am-4pm.

KLSWA: None

Kalamazoo Lake Harbor Authority: None

Zoning Board of Appeals: Bob Kubasiak- Yearly the Chairman of the Zoning Board of Appeals is to present the 2022 ZBA Activity recap. The ZBA had 10 applications in 2022. Chairman Kubasiak also commended Zoning Director Cummins, the ZBA is very pleased with his leadership. Cummins has scheduled training for the ZBA members as a refresher.

Historic District Commission, Councilmember Lewis- Meets on March 2.

Planning Commission, Councilmember Gardner- Planning Commission met on February 16. He noted that property with an auxiliary dwelling unit or owner occupied with another house, they cannot both be rented out, but one can be.

Parks and Public Works Committee, Councilmember Baldwin- PPW Meeting scheduled for February 28th.

Tri-Community Non-Motorized Trail Study Committee,

Councilmember Leo- They are making the transition to municipal infrastructure projects and reviewing engineering documents.

City Manager Heise- Entering phase two of the

Project, that will take them to about 70% or more design level. They will start working with the PPW Committee for design elements. They are in talks with the Friends of the Blue Star Trail group about potential funding to help out with phase two. Refining received proposal.

Tri-Community Recycling Ad-Hoc Committee: Committee ended last December. Councilmember Lewis met with Township Manager Defranco about next steps moving forward.

**Request for Payment: None.**

**Approval of Accounts Payable:**

A. Accounts Payable in the amount of \$714,935.67.

*Motion by Lewis, second by Leo to approve the accounts payable. Via roll call vote, motion carried unanimously.*

**Introduction of Ordinances: None**

**Public Hearings: None**

**Unfinished Business: None**

**New Business:****AT&T Project Update:**

City Manager Heise gave Council an update on the AT&T Cellular Improvements. This is a private-public Partnership between AT&T and City of Saugatuck. The project is to install an AT&T cellular tower within the existing dome in Mt. Baldhead. The project started in March of 2021 with AT&T reaching out to the City. Projected construction is slated to begin in Fall of 2023 and to be finished in 2024. Fourteen organizations will be involved in the project.

Next steps:

1. Preliminary Design for facilities approval by Council.
2. Parks and Public Works MT. Baldhead parking lot area- Proposal from engineer to assist with design.
3. Council to approve agreements.
4. Lease agreement/s.
5. MOU for construction.
6. Engineering design proposal.
7. Permitting – Consumers and EGLE critical dunes.

**Resolution 230227-A Approving a Change in the City's Schedule of Fees:**

The City's various ordinances and state law allow the City Council to set fees for the provision of permits. As staff has reviewed the current fee schedule, it was found that many fees have not been updated in nearly twenty years, and do not reflect anything close to current costs. In other cases, staff has found that a fee for commonly requested permits has not been established at all. Director of Planning, Zoning & Project Management Cummins reviewed his study and proposed fee schedule. Council went into discussion and due to the recent cancellation of the last workshop due to weather they decided to table this to have discussion at the next workshop meeting.

*Motion by Lewis, second by Baldwin to approve Resolution 230227-A the change in the schedule of fees. Councilmember Lewis withdrew her motion, Councilmember Baldwin withdrew her support.*

*Motion by Gardner, second by Stanton to table this Resolution until the workshop meeting which will be on March 8<sup>th</sup>. Upon roll call, motion carried 6-1. Yes- Baldwin, Dean, Gardner, Leo, Muncey, Stanton. No- Lewis.*

**Short Term Rental Task Force Next Steps:**

An email blast went out for the application process on February 16<sup>th</sup>. There have been 16 applicants or expressions of interest in one way or another. Applications are being received until March 6<sup>th</sup>. After, interviews will take place immediately following the recommendations of committee members being presented at the Council meetings on the 22<sup>nd</sup> and 27<sup>th</sup> of March.

**Public Comment:** None

**Closed Session:**

Pursuant to MCL 15.268(a) of the Open Meetings Act, the City will enter into closed session to conduct the annual City Manager performance review.

*Motion by Leo, second by Stanton to enter into closed session pursuant to MCL 15.268(a) to consider the evaluation of City Manager Ryan Heise. Upon roll call, motion carried unanimously.*

Council entered closed session at 8:24 p.m.

Council entered back into regular session at 9:25 p.m.

**Action as a result of closed session discussions:**

*Motion by Baldwin, second by Lewis to give City Manger Ryan Heise a 10% raise to his annual salary. Upon roll call vote, motion carried unanimously.*

*Motion by Leo, second by Stanton to amend Section fourteen of the City Manager contract as follows: increase the severance for termination without cause from six months to six months and one month for each full year of employment not to exceed twelve months. Upon roll call vote, motion carried unanimously.*

**Correspondence:**

Ryan Cummins Zoning certificate of completion of Master Citizen Planner credential.

Cathy Brockington regarding Resolution 230213-A Short Term Rental Task Force.

Dick Waskin regarding Bridge Street condition and maintenance.

**Council Comments:**

- Councilmember Baldwin: PPW meets February 28<sup>th</sup>. Councilmember Lewis has been selected by Governor Whitmer to serve on the Michigan travel commission.
- Councilmember Muncey: Congratulated Councilmember Lewis as well. There is a Euchre tournament for raising money for the high school.
- Councilmember Leo: Congratulated Councilmember Lewis, this is exciting that Saugatuck is represented and proud of her and amazing for our town.
- Mayor Pro-Tem Stanton: Congratulated Councilmember Lewis, it's a real honor that she was chosen, and that Saugatuck is represented and has a voice.
- Councilmember Gardner: Monday March 6<sup>th</sup> is the police and community meet and greet. Everyone is welcome. It is focused on Saugatuck services with the Allegan County Sheriff's Office.
- Councilmember Lewis: Venetian special event will be in shortly. The committee meets every other week. Being selected to sit on the Michigan Travel Commission is about the community, about what they have done and cannot wait to see what this brings.

**Mayor Comments:**

- Mayor Dean: Congratulations to Councilmember Lewis on her selection and City Manager Heise for another successful year for the City.

**Adjournment:**

*Motion by Stanton, second by Leo to adjourn. Upon voice vote, motion carried unanimously, and Mayor Dean adjourned at 9:32 p.m.*

Respectfully Submitted,

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Jamie Wolters, City Clerk