



**CITY COUNCIL MEETING MINUTES**  
**October 23, 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 and Councilmembers Baldwin, Lewis, Gardner, Muncey.

Absent: Mayor Pro-Tem Stanton and Councilmember Leo.

*Motion by Muncey, second by Baldwin to excuse both Lauren Stanton and Holly Leo for tonight's meeting. Via voice vote, motion carried 5-0.*

Others Present: City Manager Heise, Director of Planning, Zoning & Project Management Cummins, Treasurer Stanislawski, Department of Public Works Assistant Superintendent Herbert, Attorney Witte and Clerk Wolters.

**Mayor's Comments:** None.

**City Manager Comments:** City Manager noted that Ryan Cummins and himself had an excellent time at the Michigan Municipal League conference the week prior that was in Traverse City. It is always good to network and see what other cities and municipalities are doing.

**Agenda Changes:**

*Motion by Muncey, second by Gardner to include Mr. Dean **Kapenga** as tonight's guest speaker. Via voice vote, motion carried 5-0.*

**Guest Speakers:** Dean Kapenga, Allegan County Commissioner, District 3-

- Held Allegan County Veteran Stand Down.
  - Gathering of 200+ veterans.
  - County has about 26 different groups to assist veterans.
- November 4<sup>th</sup> is the Walk for Warmth.
  - Last year they helped 601 people by simply paying for their heating, water, and sewer bills through the community action program.
- Jim Storey was named MAC president for this year.

- The partnership with Wishbone will continue to keep it running as it did before and have ideas as far as how they can create a coalition with other people to help them do so.

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

**Consent Agenda:**

**A.** Regular City Council Meeting Minutes – October 9, 2023.

*Motion by Lewis, second by Gardner to approve the regular city council meeting minutes from October 9, 2023. Upon roll call vote, motion carried 5-0.*

**Staff Reports:**

City Manager, Director of Planning & Zoning, Treasurer, DPW Superintendent, Engineer and Police submitted status reports of current activities since the last Council meeting on October 9, 2023, for their respective departments.

City Manager Heise noted that KLSWA is addressing the leak at the intersection in front of City Hall. CVB will be taking pictures in front of City Hall, and someone will be coming to upgrade the seasonal décor which will remain until the winter.

Superintendent Herbert thanked Assistant DPW Supervisor for his phenomenal job with all that has been accomplished while Mr. Herbert was on leave. He is very proud of his staff's hard work.

**Boards, Commissions & Committees:**

Fire District Administration Board, Dan Fox: Report included in packet.

Interurban Board, Councilmember Muncey:

- They ended the fiscal year with 68,252 passengers, which is 16% higher than last year. It was just shy of their record breaking 2019 year by about 1,800 passengers. September had the highest number of passengers at 6766.
- They may need to possibly add a fifth bus to accommodate as many as 50 riders in that three o'clock hour.
- One of the newer propane buses was hit in the back.
- They are shopping for new software for dispatch that will include an app for passengers to track the distance of their scheduled bus and it will assist dispatch with bus routes.
- Councilmember Muncey was elected as the new Treasurer for the Interurban Board.

KLSWA, Barry Johnson:

- Recap from October 16<sup>th</sup> meeting:
  - Reviewed the 12-inch street valve work by Christos, had major work and had to go back out to continue work.
  - Testing well by highway tends to get some high ammonia from the road salt, not to EGLE.
  - The email blast for billing, 1300 out of 3200 had two different billing addresses on them. That has been corrected.
  - They are looking to update the SCADA system which could be up to \$200,000.
  - KLSWA director and attorney have met with Baker Tilly. EGLE has urged municipalities to come up with a water agreement.

Kalamazoo Lake Harbor Authority, Mayor Pro-Tem Stanton: None.

Zoning Board of Appeals: None.

Historic District Commission, Councilmember Lewis:

- Next meeting is the upcoming Thursday.

Planning Commission, Chair Councilmember Gardner:

- Recap from October 19<sup>th</sup> meeting:
  - Had two meetings:
    - Special meeting for an hour to introduce the report from the Short-Term Rental Task Force.
    - Regular meeting:
      - 118 Hoffman approved for a site plan review for expanded outdoor dining.
      - 120 Mary for a rezoning which was tabled.
      - The commission reviewed zoning ordinance text amendments regarding expanded outdoor eating area. The basic changes made suggest the length of period for the season be starting on May 1 and finishing on October 31. The plan is to take it to the Council in November.
      - They viewed their draft zoning ordinance for the waterfront development that will be going to the Council as well.

Parks and Public Works Committee, Councilmember Baldwin:

- The past Friday, ODC was at City Hall for a public SWOT analysis regarding the airport property. There was a good turnout, a lot of robust conversation and positive participation. PPW will meet on the morning of October 24<sup>th</sup>.

Tri-Community Non-Motorized Trail Study Committee, Councilmember Leo: None.

Tri-Community Recycling Ad-Hoc Committee, Councilmember Lewis:

- Successful Household Hazardous Waste Day on the 26<sup>th</sup>.
  - 12,155 pounds of waste was collected.
  - ERG submitted a bill for \$14,522.96.
  - They received a \$10,000 donation from Rotary, \$1,500 from STFD and \$533 at the gate.
  - 60% of participants were from the Township, 25% from the City and 14% from Douglas.

**Request for Payment:** None.

**Approval of Accounts Payable:**

A. Accounts Payable in the amount of \$ 682,298.82.

*Motion by Gardner, second by Lewis to approve the accounts payable in the amount of \$682,298.82. Via roll call vote, motion carried 5-0.*

**Introduction of Ordinances:** None.

**Unfinished Business:** None.

**New Business:**

Resolution 231023-A- FY 23-24 Budget Amendment:

*Motion by Lewis, second by Baldwin to approve Resolution 231023-A, amending the FY 23/24 budget as presented. Via roll call vote, motion carried 5-0.*

Treasurer Stanislawski presented a quarterly budget breakdown and filtered questions from Council.

Right of Way Permit- Ugly Sweater Pub Crawl:

*Motion by Lewis, Second by Muncey to approve the request for the signage for the request for the ugly sweater pub crawl to be displayed on the dates from 11/22/23-12/3/23. Via voice vote, motion carried 5-0.*

Special Event Application- Veterans Day:

*Motion by Lewis, Second by Muncey to approve the special event application for the Veterans Day celebration sponsored by the American Legion to be held on November 11<sup>th</sup>, 2023. Via voice vote, motion carried 5-0.*

**Public Comment:** None.

**Correspondence:** None.

**Council Comments:**

- Councilmember Baldwin: None.
- Councilmember Muncey:  
Thanked everyone for coming out to the Make a Wish benefit at the Dunes Resort and thanked all the businesses that supported the event.
- Councilmember Garnder: None.
- Councilmember Lewis:  
Rotary as per the agreement regarding Venetian, 5% of the net proceeds goes to the City. A \$2,100 check was brought to City Hall for deposit.
- Mayor Dean: None.

**Adjournment:**

*Motion by Lewis, second by Gardner to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Dean adjourned at 7:46 p.m.*

Respectfully Submitted

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Jamie Wolters, City Clerk