



CITY COUNCIL MEETING MINUTES
July 22, 2024

The City Council met for Regular Council Meeting at 6:30 p.m.
City Hall
102 Butler St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Mayor Stanton at 6:30 p.m.

Pledge of Allegiance.

Attendance:

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

Motion by Anderson, second by Baldwin to excuse Councilmember White. Via voice vote, motion carried 6-0.

Others Present: City Manager & Director of Planning/Zoning & Project Management Cummins, DPW Superintendent Herbert, Attorney Jake Witte and Clerk Wolters.

Mayor's Comments: Another week in Saugatuck. The Venetian celebration is this weekend. M-Live posted an article that Wickwood Inn landed a nomination for Best Bed and Breakfast by USA Today 10Best Readers' Choice Awards. Saugatuck Township is hosting an open house on Tuesday July 23rd for several possible projects to include in its non-motorized master plan. City Manager Cummins will be filling the treasure and planning/zoning administrator position soon.

City Manager Comments: None.

Agenda Changes:

Motion by Baldwin, second by Dean to move consent agenda item A Regular Meeting Minutes for July 8, 2024, to new business, there are some changes that need to be made. Via voice vote, motion carried 6-0.

Guest Speakers: None.

Public Comment on Agenda Item Only: None.

Consent Agenda:

- A. Annual Special Event- Art in the Park
- B. Annual Special Event- Labor Day Walk
- C. Annual Special Event- Saugatuck Film Festival
- D. Annual Special Event- 12th Spear Street Block Party
- E. Right of Way Sign Application- Venetian Festival
- F. Change Order #6 for 2023 Street Improvements

Motion by Muncey, second by Dean to approve the consent as presented. Via roll call vote, motion carried 6-0.

Staff Reports:

City Manager/Director of Planning & Zoning, City Clerk, Police and Engineer submitted status reports of current activities since the last Council meeting on July 8, 2024, for their respective departments.

City Manger Cummins noted the following:

- Candidate for Treasurer is on the agenda today.
- The new Director of Planning and Zoning signed their acceptance letter earlier in the day.
- The website includes information about the airport property and that can be found under the Parks and Public Works Committee section. ODC has begun their work with their legal counsel on the airport property conservation easement. The detailed language will come back to Council for review and to make the ultimate decision. ODC will be working with the Saugatuck Township officials to firm up what is needed on the zoning side of things. Trail work will start this fall and final pieces with the parking lot trail head possible being constructed in spring. Once that is all finished, work on the invasive and habitat restoration work on the property will begin.

Boards, Commissions & Committees:

Fire District Administration Board, Dan Fox:

Recap from the fire board meeting from July 15th:

- The Chief gave a guest award presentation to XA Collision fir the design and wrapping work on the new transport capable ambulance at a major discount.
- June calls were up 18%.
- The first preliminary report from the Life EMS Ambulance.
 - June there were 68 requests, 43 transports to the hospital, 12 cancelled calls and 7 no transports but treated at the scene.
- Coast Guard, County Sheriff team and Fire Department attend SWAT training at the Saugatuck Township Fire Department.
- STFD received refunds from the insurance department in the amount of \$12,400 collectively.
- The general insurance policy rate for liability insurance has increased 7% to \$43,000 a year.
- Next fire board meeting is August 19th.

Interurban Board, Councilmember Muncey:

- June ridership had an increase of 22.41%
- They added another bus to their busy spots with sometimes having eight buses out.
- Parking shuttle will go until 9pm soon for the weekends, they are working with the CVB for signage.
- They changed their mission statement to “To provide safe, reliable, efficient, and affordable

transportation that connects our community, promotes sustainability, and enhances the quality of life for all people for Saugatuck, Douglas, and Saugatuck Township.

KLSWA, Barry Johnson:

Recap from the July 15th meeting:

- Generator startups by Peterson Pond and Holland Street.
- All city managers have requested a usage report.
- Continuing work on the lead and copper sampling, out of 20 sites there are five left.
- Continuing work on their proposal for construction standards.
- Thanked City Manager Ryan Cummins on working with KLSWA, he provided a template for a memorandum of understanding which they approved to use as a template for all communities.
- Next meeting is August 19th.

Kalamazoo Lake Harbor Authority, Councilmember White: Absent.

Zoning Board of Appeals, Ryan Cummins: None.

Historic District Commission, Councilmember Gardner:

- Meet August 1.

Planning Commission, Chair Councilmember Anderson:

- They met last Thursday and looked at a first draft zoning ordinance for short-term rentals and will have a public hearing on August 15th.

Parks and Public Works Committee, Mayor Pro-Tem Baldwin:

- The next meeting is July 23rd, at 10:00 a.m.

Tri-Community Non-Motorized Trail Study Committee, Councilmember Dean:

- MDOT has advised the entire project area is potentially sensitive from an archaeological and traditional cultural property standpoint. The archaeological survey will most likely add an additional 60 days in terms of reviews and will push back bidding to later this fall. C2AE is confident that the construction will still occur next year. Please see more detailed information in the City Manager's report on page 48.

Request for Payment: None.

Approval of Accounts Payable:

A. Accounts Payable in the amount of \$97,398.02.

Motion by Muncey, second by Dean to approve the accounts payable in the amount of \$97,398.02. Via roll call vote, motion carried 6-0.

Introduction of Ordinances: None.

Unfinished Business: None.

New Business:

Approval of minutes from July 8

Motion to make the following changes to the minutes on page 4 public comment, resident Mark Lachey should show support of short-term rental caps. On page 7, motion to table add in Councilmember Anderson's vote of no. On the next motion include Anderson as second and roll call vote should be 4-2, clerk did not include Mayor Stanton vote of yes. Staff wage vote should include Councilmember Dean as a no. Via voice vote, motion carried 6-0.

Hardscaping Installation Request- Wicks Park Bar & Grille

Motion by Muncey, second by Dean to approve the request from Wicks Par Bar and Grille to install pavers between the sidewalk and curb along Mary Street subject to the following conditions:

- 1. Pavers shall meet engineer and Department of Public Works requirements and specifications.*
- 2. The property owner understands and acknowledges that the issuance of this permit does not convey a property right.*
- 3. The property owner shall be responsible for and shall bear all costs of maintaining the pavers. The property owner shall not expand, modify, or extend the pavers in any manner. No other improvements may be placed within the Mary right-of-way except as expressly permitted by the City Code.*
- 4. If the City determines, in its sole discretion, that removal of the pavers is necessary or convenient to accommodate improvements to the Mary right-of-way or otherwise in the public interest, City shall notify the property owner, and the property owner shall remove the pavers at their sole expense no later than 30 days after receiving such notice. Once the pavers are removed, they shall not be re-installed, and the property owner shall restore the right-of-way to substantially the same condition it was in prior to the installation of the pavers. If the property owner fails to timely remove the pavers, the City may do so at the property owner's expense.*
- 5. The City may remove all or a portion of the pavers at the expense of the property owner and without prior notice to the property owner if such removal is necessary to accommodate emergency work within the Mary right-of-way.*

Via voice vote motion carried 6-0.

Right of Way Seating Request along Mary Street- Wicks Park Bar & Grille

Motion by Anderson, second by Muncey to approve the Revocable License Agreement for temporary restaurant seating in the public right-of-way along Mary Street for Wicks Par Bar and Grille (WPBG, LLC). Via voice vote, motion carried 6-0.

Monitoring Well Installation Request- 650 Water Street

Motion by Baldwin, second by Anderson approve the Revocable License Agreement Regarding Monitoring Wells in the Water Street Right of Way. Via voice vote, motion carried 6-0.

Approval of City Manager's Appointment for Treasurer/Finance Officer

Motion by Baldwin, seconded Gardner approve the City Manager's appointment of, Nicole Bredeweg, to the City Treasurer/Finance Officer position, conditioned upon satisfactory completion of the background check. Via roll call vote, motion carried 6-0.

Wage Scale and Paid Holiday Adjustments

Motion by Anderson, second by Muncey to approve the updated step and wage scales for City staff, authorize cost of living adjustments to the scale each January based on inflation, and add the following paid holidays:

- *Martin Luther King Jr. Day – Third Monday of January*
- *Indigenous Peoples Day – Second Monday in October*
- *Veterans Day – November 11*

Via roll call vote, motion carried 6-0.

Public Comment:

Mike Villar, Allegan- introduced himself as he is running for prosecuting attorney for Allegan County.
Mike Buck, Allegan- introduced announced his retirement as Allegan County Chief Probate Judge. He Spoke about Alice Bernal who is running for Circuit Court Judge.
Alice Bernal, Allegan- introduced herself as she is running for Circuit Court Judge.
Christine Murphy Pierce, 449 Water Street- commented on agenda item 15b and 15c.

Correspondence:

Council Comments:

- Councilmember Anderson: Congratulated the Treasurer hire. Sent good thoughts to the Clerk and Deputy Clerk who are gearing up for the election.
- Mayor Pro-Tem Baldwin: Congratulations on the hiring of the Treasurer. She participated in working the 9-days of early voting.
- Councilmember Gardner: Thanked Judge Buck for attending the meeting and thanked him for his service. He wished him congratulations on his retirement.
- Councilmember Dean: None.
- Councilmember Muncey: Thanked Mike Villar, Alice Bernal and Judge Buck for coming to the meeting. Reminded everyone that Music in the Park is happening after the meeting. He is looking forward to Venetian and gave a shout out to Rotary Club which was on his radio show. There will be a boat parade again, there are 5 or 6 boats signed up.
- Councilmember White: Absent.
- Mayor Stanton:

Adjournment:

Motion by Gardner second by Dean to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Pro-Tem Baldwin adjourned at 7:56 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk