



CITY COUNCIL MEETING MINUTES January 22, 2024

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 Stanton at 7:00 p.m.

Pledge of Allegiance.

Attendance:

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

Absent: Dean.

Motion by Baldwin, second by Muncey to excuse Councilmember Dean from this evening's meeting. Via voice vote, motion carried 6-0.

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

Mayor's Comments:

Recommended people should watch the last Planning Commission meeting online as it was very informational. The meeting had two guest speakers from members of the Planning Commission from Charlevoix and East Bay Township.

City Manager Comments:

Explained that his City Manager report is included in the agenda. There is a public hearing on the agenda tonight for the five-year parks and recreation plan. There is a notice on the top of the agenda that will be part of the agenda change.

Agenda Changes:

Motion by Baldwin, second by Muncey to change the verbiage in the posted public hearing from township board to Saugatuck City Council and to include Dean Kapenga as our guest speaker. Via voice vote, motion carried 6-0.

Guest Speakers:

Dean Kapenga, Allegan County District 3 Commissioner.

- Saugatuck Public School does not have an officer in the school.
- He has been working with other counties on health issues.
- Reports of some committees he's on:
 - The Sheriff's Department took in 49,180 calls this year.
 - The Fire Department took 8,056 calls.
 - Adult day care services. In home support, transportation, emergency pens.
 - The water study work group hired an engineer to look at the protection strategy of water.
 - Health office Angelique Joynes is retiring, and he is interviewing for her replacement.

Public Comment on Agenda Item Only:

Dan Fox, resident. Item 15D.

- Noted that it looks like the City is gaming the system.
 - Airport property is not listed as a City asset but as a natural resource area.
 - Opportunities for that property include only use as some sort of park.
 - There is no mention of assessing the property's financial value.
 - It is located out of the City and fully in the Saugatuck Township jurisdiction.

Consent Agenda:

A. Regular City Council Meeting Minutes – January 8th, 2023.

Motion by Baldwin, second by Anderson to approve the regular city council meeting minutes from January 8th, 2024. Upon roll call vote, motion carried 6-0.

Staff Reports:

City Manager, Director of Planning & Zoning, Treasurer, DPW Superintendent and Engineer submitted status reports of current activities since the last Council meeting on January 8th, 2023, for their respective departments.

DPW Herbert informed the Council:

- Highlighted the hard work his team has been doing with the past couple weeks.
- Thanked Councilmembers Anderson and Baldwin for riding along during snow plowing.

Boards, Commissions & Committees:

Fire District Administration Board, Dan Fox:

- Gave a recap of the house fire in Douglas which started in the kitchen.
- Recap from January 15th:
 - They had a successful auditor's report, thanks to Treasurer Stanislawski.
 - There are numerous reports available for viewing on the Fire Districts website with valuable statistics.
 - Chief Janik participated in the school safety committee discussions about a school safety officer.
 - Tabled a funding approval for a TMA truck.
 - They service over 200 calls a year for accidents on the highway.
 - The TMA truck creates a safe ground for firefighters to put cones on the ground.
 - The TMA truck serves as a barricade in the event someone rearends the accident scene.

- The truck cost is \$202,000 and \$90,000 has been donated thus far.
- They plan on selling a pumper to assist with the cost.
- The Ambulance Study group met with a supplier, and they are looking forward to the plan for a six-month trial period.
 - The trial period will be April or May and go throughout the summer.
 - The next meeting is this Friday.

Interurban Board, Councilmember Muncey:

- Extended hours will be:
 - Starting March 1:
 - Monday-Friday 7am-7pm and Sunday 9am-7pm.
 - Memorial Day-Labor Day:
 - Monday-Thursday 7am-7pm, Friday 7am-11pm and Saturday 9am-11pm.
- Director Phyllis Yff worked for 17 years is retiring.
- Councilmember Muncey is on the committee to select the new director but has stepped down as he is going to apply for the position.

KLSWA, Barry Johnson:

- Meeting on January 15th:
 - Reviewed wages and expenses so Darryl could prepare a budget to vote on.
- Meeting on January 22nd:
 - Approved budget-
 - Approved a staff 3% raise.
 - Budget running at \$3,034,000 with revenue of \$3,057,000.

Kalamazoo Lake Harbor Authority, Mayor Stanton:

- They meet tomorrow.

Zoning Board of Appeals: None.

Historic District Commission, Councilmember Gardner:

- Next meeting is Thursday, February 1st.

Planning Commission, Chair Councilmember Anderson:

- The last meeting was really informative in addition to listening to experiences from Charlevoix and East Bay Township especially around caps.
- If all goes according to plan, they will recommend to Council soon.

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

- Looking forward to speaking on 15D, the five-year plan and next meeting is tomorrow at 10am.

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

Tri-Community Recycling Ad-Hoc Committee: None.

Request for Payment: None.

Approval of Accounts Payable:

A. Accounts Payable in the amount of \$320,206.58.

Motion by Gardner, second by Muncey to approve the accounts payable in the amount of \$320,206.58. Via roll call vote, motion carried 6-0.

Introduction of Ordinances: None.

Unfinished Business: None.

New Business:

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

Motion by Baldwin, second by Anderson to approve Ordinance No. 240122-A and Permitting for Installations in City Streets policy to allow for limited resident improvements to the public right of way with approval of the City. Via roll call vote, motion carried 6-0.

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

Motion by White, second by Baldwin to adopt Ordinance No. 240122-B, to amend Title XV, Chapter 154, of the Code of the City of Saugatuck to create the C-2 Downtown Waterfront Preservation Zoning District, amend various sections of the ordinance to reflect the implementation recommendations of the City of Saugatuck Waterfront Development Project, and to amend the Official Zoning Map to rezone certain lands currently zoned C-2 Water Street South and C-1 Water Street North to the new C-2 Waterfront Preservation Zoning District. Via roll call vote, motion carried 6-0.

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

Motion by Baldwin, second by White to approve Resolution No. 240122-A to update the City's schedule of fees to add right of way and tree permit fees. Via roll call vote, motion carried 6-0.

Parks and Rec Five Year Plan:

Motion by Muncey, second by Anderson for a public hearing for the five-year park and recreation plan. Via roll call vote, motion carried 6-0.

Hearing was called to order by Mayor Stanton at 8:01 p.m.

Mayor opened public comments on the Parks and Rec Five Year Plan at 8:02 p.m.

1. Supporting comments (audience & letters)- None.
2. Opposing comments (audience & letters)- None.
3. General comment opportunity (Supporting, Opposing, General)- None.

Mayor closed public comments on the Park and Rec Five Year Plan at 8:03 p.m.

Council Comments:

Anderson: This is an incredibly thoughtful, comprehensive plan and commends the committee for working on it as well as the other municipalities. Especially in getting grants, but also just providing great information and what is valued is terrific.

Muncey: Echoed Councilmember Anderson, thanked everyone that worked hard on this plan, the Township, City of Douglas and City of Saugatuck. There were a lot of great open meetings. They were fun to go to, very informative and everyone can learn from each other and glad the project was done together.

White: Incredibly well put together report, enjoyed the detail that was presented here as a community that people love to visit and work or live in. He questioned the intent of the document; he understands it is used to shop for grants. He questioned the process and procedure. Is the Parks and

Rec committee recommendation to Council? Is it intended to be used as Council's mandate to staff to accomplish specific goals?

Baldwin: The goal is to keep it updated on what is out there in inventory and possibilities. It is a guideline. John is online from the consultants at VIRIDIS Design Group.

John McCann PLA, ASLA < LEED AP Principal from VIRIDIS Design Group: He worked on the plan with the committee and wanted to mention the document is a planning document. This needs to be done if there is an interest in going after DNR grant monies. So having all the information on the plan covers all the bases. If information is not on there then the DNR will ask questions and may not score well. The document can be amended at any time.

White: He appreciates the information. Some things he noticed in the plan regarding the airport property, being one of the largest pieces of land and assets the City owns. He wanted to make sure the City wasn't committing to that land and the plan wasn't the final word on the land usage, it's being classified as a park currently and that hasn't been decided yet.

Gardner: The population growth stood out to him as it has dropped 18.7% from 2010-2020, not a good trend. The City is economically successful, but population-wise, is struggling. The airport land is classified as a natural resource area, he is not sure how that was made. The property is not a park and not publicly accessible at this point and says zero accessibility at the bottom. How did it get added as a park?

Baldwin: There has been a lot of public comment open for this and public review. With the airport property, it is part of City Council's mandate is to pursue opening up the trails that already exist. This is a living document and if the City decides to sell the airport and is not sure where the population decrease relates to the airport property. The decrease in population is caused by an influx in short-term rentals.

John McCann: The airport property is a natural resource area just based on the fact that it is a City owned vacant parcel that is available and has high ecological quality and habitat. Reviewing parks' nature areas, it's currently being used as a recreational facility since people just go and use it as they wish even though it's not technically open to the public. This type of report planning documents do include all properties owned by the City or Township because they could be converted into a park. The natural resource area category is just given to it based on its current site features.

Muncey: This does not mean that this cements where this property is going to be. It is part of the grant writing process.

Garnder: The report is well thought out. The council should be actively looking at the property from an asset standpoint, not just a park.

Stanton: The plan can be changed in the future; the opportunity is there, and the discussion can happen at another time.

Motion by Anderson, second by Gardner to close the public hearing on the five-year park and rec plan. Via roll call vote, motion carried 6-0.

Mayor closed the public hearing at 8:20 p.m.

Motion by Muncey, Second by Anderson to approve the Parks and Rec five-year plan. Via roll call vote, motion carried 6-0.

AT&T Project Update:

City Manager Heise informed the Council that he communicated the below requests to AT&T and is waiting for a response.

- 1) The City is requesting that AT&T contribute funds to improve an existing facility at the Historical Pumphouse, which currently has a small bathroom. An alternative option would be to upgrade the existing restroom near the steps. – The ask \$40,000.00.

- 2) Assistance with restoring vegetation on the sand dune. This is of mutual benefit for both AT&T's investment in infrastructure along with the City's long-term environmental goals. - \$15,000.00.
- 3) A contribution of \$30,000.00 for painting the radome.

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

Motion by Muncey, second by Baldwin to approve Proclamation No. 240122-P1 and 240122-P2 as presented. Via Roll call vote, motion carried 6-0.

2024 Street End License Agreements:

Motion by Gardner, second by Anderson to approve the 2024 Municipal License Agreement rates as presented on Attachment A and authorize the Mayor and City Clerk to sign such Agreements for 2024 as presented. Via voice vote, motion carried 6-0.

2024 Wicks Park Boat Slips:

Motion by Muncey, second by Baldwin to approve the 2024 Wicks Park boat slip rates of \$2,000 for non-residents and \$1,800 for residents. Via voice vote, motion carried 6-0.

2024 Summer Tax Collection:

Motion by White, second by Garnder to authorize the Mayor and City Clerk to sign and enter into an agreement between the City of Saugatuck, Saugatuck Public Schools, and the OAISD for collection of the 2024 summer tax levies at a rate of \$2.75 per parcel. Via voice vote, motion carried 6-0.

Right of Way Sign App – CVB:

Motion by Muncey, second by Baldwin to approve the right of way sign application from the CVB for the dates on January 29th through February 13th. Via voice vote, motion carried 6-0.

Public Comment: None.

Correspondence: None.

Council Comments:

- Councilmember Anderson: One statistic that really struck her was City of Saugatuck has the highest median household income level and the highest poverty level. She wants to make sure enough is being done to assist those people in need.
- Councilmember Gardner: The plan has come a long way from when it was originally wrote back in 2019. It has grown quite a bit, and he supports it. His questions are not meant to be judgmental, but just to understand the ramifications of adopting the report and what commitments that makes for the City. He still believes the airport property should be reviewed at a higher level at a Council and City level to determine best use.
- Mayor Pro-Tem Baldwin: Thank you for adopting the five-year park plan, it was a lot of work by a lot of volunteers and consultants. Congratulations to the Planning Commission for their hard work on the waterfront. For a small town of about 860 residents, there are many people who volunteer to serve on the committees. She thanked everyone.

- Councilmember Muncey: Thanks to the Planning Commission and everybody and also the citizens who took part in all of the great surveys and participated in the meetings. Now that the waterfront is done, the STR is next. There have been big projects, and he is proud to serve on Council through them. There is a new bakery going in next to Wicks Park Bar and Grill, called Erica June Baking Company. That will be two new bakeries in town, make sure to support them.
- Councilmember White: There's a lot of great work that a lot of people have been working on that was presented and reviewed tonight. It's cool to see the coordinated efforts occurring. Congratulations to the waterfront, zoning group and the parks group and Thank You.

Adjournment:

Motion by Anderson, second by Muncey to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Stanton adjourned at 8:34 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk