



**CITY COUNCIL MEETING MINUTES**  
**January 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, 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 Superintendent Herbert, Clerk Wolters, Allegan County Police Captain Ensfield and City Associate Attorney O'Meara.

**Mayor's Comments:**

All in attendance. There are changes to the agenda, a new format that was council approved at an earlier City Council meeting. This agenda is a work in progress but allows for guest speakers and public comments early on.

**City Manager Comments:**

He had a wonderful dinner with the Mt. Baldhead group, they had a great conversation. He has been selected by the Michigan Municipal League as a committee member to be an advocate for the City Manager form of government.

**Agenda Changes:**

Mayor Dean proposed agenda changes to add Allegan County Commissioner Dean Kapenga as Guest Speaker 7A and move Saugatuck Center of the Arts Executive Director Kristin Armstrong as Guest Speaker 7B.

**Guest Speakers:**

Allegan County Commissioner Dean Kapenga: He asked if Council needs anything to not hesitate to reach out to him and he will advocate for them. He reported on current and future happenings in the County.

1. Last year the County had 47,000 law enforcement, 13,000 EMS and 8000 Fire department calls. Calls went up by 3000 last year. The governor agreed to assign another judge, construction is underway to accommodate.
2. Reviewed the senior citizen assistance programs.
3. Goals of being fiscally sound, looking far enough out and listening to peoples' needs.
4. Working on providing broadband, hired 123.net to assist.
5. Reviewed the water study project.

Kristin Armstrong- Saugatuck Center of the Arts Executive Director: She reviewed the 2023 exhibitions, entertainment, and educational programs.

**A. Exhibitions**

- a. The Journal Project with Ruth Crowe, Home Body & Creative Fellow Mindy Trafman

**B. Entertainment**

- a. Hempy Keyboard Series, Art Out Loud Community Film Festival, Cowboy Junkies and Rooted in Michigan ft. May Erlewine, Summer Markets, Winter Eve Market, Holiday Market, Jump into Summer, Kinky Boots, Jersey Boys and A Bright Night.

**C. Education**

- a. Children's Summer Camps, Adult Programs, Children's Film Festival.

**Public Comment on Agenda Item Only:**

David Langley (resident)- Recommended that short term rentals in the City contribute to the CVB same as the bed& breakfast currently do.

**Consent Agenda:**

- A. Regular City Council Meeting Minutes – December 12, 2022.
- B. Special City Council Meeting Minutes – December 13, 2022.
- C. Regular City Council Meeting Minutes- January 9, 2023.

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

**Staff Reports:**

City Manager, Treasurer, Zoning Administrator, DPW Superintendent and Engineer submitted status reports of current activities since the last Council meeting on January 23, 2023, for their respective departments. Lt. Ensfield was present for questions regarding his department.

**Boards, Commissions & Committees:**

Dan Fox- STFD, Saugatuck City Representative- Briefed Council of the following information from the January 16th Fire Board meeting.

1. Chief briefed the Fire board on year end statistics.
  - a. 1023 calls for the year:
    - i. 44% for Saugatuck Township.
    - ii. 29% for Douglas.

- iii. 27% for City of Saugatuck.
2. The district sought \$61,165 in cost recovery. Received so far has been \$26,000.
3. 66 vehicle accidents this year.
4. Direct grants and donations during the year were \$99,572.
5. EMS working group had their first meeting.
6. Planning underway for open house at the Fire House for all three jurisdictions officials.
7. The Chief was pleased with Mayor Dean, Councilmember Baldwin and Muncey along with Zoning Director Ryan Cummins for coming for new Councilmember training.

Councilmember Muncey- Interurban Board, Saugatuck City Representative- The Board submitted a copy of the MDOT grant to the City. Another propane bus will be delivered this year and will be the third propane bus in the fleet.

Barry Johnson- KLSWA, Saugatuck City Representative- Briefed Council on the following information from the January 11<sup>th</sup> and January 18<sup>th</sup> meetings.

1. He thanked everyone who came to KLSWA building for training.
2. Submitted monthly water report without issue.
3. Submitted wastewater treatment daily monitoring without issue.
4. On 12/16 and 12/19 attempted to resolve an unidentified connection to the watermain.
5. After the blizzard they noticed a leak on Campbell road- was repaired.
6. They are working on the budget. Priority Health is increasing 10.85% along with living cost increase.
7. Budget public hearing was on January 18<sup>th</sup>.
8. There is a 10% increase in all materials, services and labor as a result of that increase it's necessary to recommend a rate increase for the water base fees of \$1.03 per meter equivalent along with a .15 cent increase per 1000 gallons of water. They are also recommending a rate increase for sewer base fees of .55 cents per meter equivalent per month and a .05 cent increase per 1000 gallons of water.
9. They are updating their capital improvement plan.

Councilmember Lewis- Historic District Commission- Met on January 5<sup>th</sup> and had one item for 647 Butler St. which the applicant will return on February 2<sup>nd</sup>.

Councilmember Gardner- Planning Commission- Met on January 19<sup>th</sup> and they had two applications. One applicant pulled out before the meeting and the other was for land division.

Councilmember Baldwin-Parks and Public Works Committee- First meeting of year is January 24<sup>th</sup>. Study groups are underway.

Councilmember Leo- Tri-Community Non-Motorized Trail Study Committee- Meeting this week to discuss next steps with the engineer and all three municipalities.

Councilmember Lewis- Tri-Community Recycling Ad-Hoc Committee- The group ended in December. There have been some residents in conjunction with Rotary to plan another household hazardous waste day.

**Request for Payment: None.**

**Approval of Accounts Payable:**

- A. Accounts Payable in the amount of \$1,013,583.20.
- B. Accounts Payable in the amount of \$274,995.26.

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

**Introduction of Ordinances: None**

**Public Hearings: None**

**Unfinished Business: None**

**New Business:**

**City Hall Exterior – Recommendation of Award:** City has reviewed the bids for the Saugatuck City Hall Exterior Painting & Restoration project and summarized the bids on the attached spreadsheet. A total of three (3) bids were received in the amount of \$133,479.95, \$239,303.00, & \$285,080.00. While there is a significant difference between the lowest bid and the other two, this is a result of the bids having a different interpretation of an item on the addendum. An approximate quantity of siding replacement was provided to allow the bidders to establish unit pricing for labor. As the actual amount cannot be fully determined until the existing paint has been removed, the actual final cost of replacement will be added to the project cost after paint removal. The two higher bidders interpreted this as being an allowance from which to increase or decrease the final price. The low bidder did not include the allowance. Not including the allowance was the intent of the addendum.

*Motion by Muncey, second by Stanton to approve the bid for City Hall exterior repairs and restoration from Painting Services of West Michigan in the amount of \$133,479.95, and a contingency not to exceed \$50,000 without returning to Council, for a total of \$183,479.95 from the City Hall maintenance and repair general fund. Contract to be executed by the Mayor or Mayor Pro Tem. Muncey amended his motion to include the restoration and painting of the information booth. Via roll call vote, motion carried unanimously.*

**Historic District Commission Appointment:** The City Clerk provided notice that the city is accepting applications for the Historic District Commission. Two applicants are interested in the open seat. Both applicants were contacted to participate in an interview with Mayor Dean, Chairperson Straker and Zoning Director Cummins on January 6<sup>th</sup>. Rosemary Johnson and William Donahue II were interviewed. Mayor Dean is recommending that William Donahue II be appointed as a Historic District Commission member with a term ending August 1, 2025.

*Motion by Lewis, second by Muncey to appoint William Donahue II to the Historic District Commission with a term ending August 1, 2025. Via voice vote, motion carried unanimously.*

**Short Term Rental Discussion:** Council continued discussion on short term rentals from their Wednesday workshop.

**Venetian Festival Discussion:** Mark Smaller- President of Saugatuck Douglas Rotary. The board unanimously approved organizing the Venetian Festival this year.

**Public Comment:**

Barry Johnson (resident): Complimented Council on discussion of short-term rentals.

**Correspondence:** None.

**Council Comments:**

- Councilmember Baldwin: None
- Councilmember Muncey: Thanked everyone for the new member Councilmember training. Bob Wood will be at the Saugatuck Brew Company to talk about his five weeks in Ukraine. Wish Bone is collecting food.
- Councilmember Leo: None.
- Mayor Pro-Tem Stanton: Congratulated all who organized and participated in the 50<sup>th</sup> anniversary of Title nine.
- Councilmember Gardner: Echoed Stanton comments on the Title nine event. He attended newly elected officials training this past Saturday.
- Councilmember Lewis: The Title nine event received positive recognition in the media. It wasn't just educating women; it's how they educated other athletes. It was great to see how proud everyone was and better to see the education and growth that occurred in the young community.

**Mayor Comments:**

- Mayor Dean: Thanked councilmember Lewis for her work on Title nine event. Thanked Mayor Pro-Tem Stanton and Councilmember Gardner for their attendance at the event. He was pleased with the Council representation from the City Council, and it was a wonderful event.

**Adjournment:**

*Motion by Gardner, second by Baldwin to adjourn. Upon voice vote, motion carried unanimously, and Mayor Dean adjourned at 8:28 p.m.*

Respectfully Submitted,

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Jamie Wolters  
City Clerk