



**CITY COUNCIL MEETING MINUTES**  
**March 13 , 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, Councilmembers Baldwin, Gardner, Leo, and Muncey.

Absent: Lewis and Mayor Pro-Tem Stanton

Others Present: City Manager Heise, Clerk Wolters, Allegan County Police Captain Ensfield and City Attorney Witte.

*Motion by Baldwin, second by Leo to approve the excused absences of Lewis and Stanton. Via voice vote, motion carried 5-0.*

**Mayor's Comments:** None.

**City Manager Comments:**

Noted that the Closed Session on the agenda was a holdover from the last regular meeting.

**Agenda Changes:** None

**Guest Speakers:** None

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

**Consent Agenda:**

**A.** Regular City Council Meeting Minutes – February 27, 2023.

*Motion by Leo, second by Baldwin to approve the consent agenda. Via roll call vote, motion carried 5-0.*

**Staff Reports:**

City Manager, Treasurer, Director of Planning & Zoning, DPW Superintendent and Engineer submitted status reports of current activities since the last Council meeting on February 27<sup>th</sup>, 2023, for their respective departments.

Steve Manns- Chair of the Planning Commission spoke in the absence of Director of Planning & Zoning Cummins. He addressed what the planning commission will be discussing during their meeting on Thursday March 16<sup>th</sup>. He explained why the short-term rental moratorium is on the agenda. The Planning Commission researches zoning laws which possibly could result in recommending to City Council to discuss the possibility of a moratorium which would possibly lead to changes to the City ordinances. He also gave an update to the Short-Term Rental Task Force. There were 24 applicants and interviews will be starting soon.

**Boards, Commissions & Committees:**

Fire District Administration Board: None

Interurban Board, Councilmember Muncey:

He updated Council with the previous Council request in looking at an interurban shuttle bus to Oval Beach in the summer. The last time the Interurban had that service was in 2005, it ran between the Chain Ferry and Oval Beach. He suggested that there be specific pick-up points in the City where people can call for the free ride to the beach via the Interurban.

KLSWA: None

Kalamazoo Lake Harbor Authority: None

Zoning Board of Appeals, Jim Bouck: They had a meeting in March with one item for the Wickwood Inn which was approved. They were advised there will be multiple items for April's meeting.

Historic District Commission, Councilmember Lewis: None.

Planning Commission, Councilmember Gardner: Meeting is Thursday March 16th.

Parks and Public Works Committee, Councilmember Baldwin: They continue to have the study groups to fact find and information gathering and will meet again on March 28th.

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

Stakeholders meeting with all three municipal managers, engineers and Friends of Blue Star along with Nancy Kimble (PPW member). Continuing to get ready for the engineering phase.

Tri-Community Recycling Ad-Hoc Committee: None

**Request for Payment: None.**

**Approval of Accounts Payable:**

A. Accounts Payable in the amount of \$ 279,517.80.

*Motion by Gardner, second by Muncey to approve the accounts payable. Via roll call vote, motion carried 5-0.*

**Introduction of Ordinances:** None

**Public Hearings:** None

**Unfinished Business:** None

**New Business:**

Chain Ferry Fare change Request:

Sean Steele (Owner Operator of Saugatuck Chain Ferry) requested an adjustment to the Chain Ferry fares. The contractual relationship with Mr. Steele requires that Council approves any changes (contract in packet). Staff has expedited this request due to Mr. Steele's desire to get the adjusted fares included in the printed materials at the Visitors Bureau. The charge is \$2 per person, with ages 2 and under free and they are requesting \$3.00 for passengers 11 yrs and older, and \$1.00 for children 10 yrs and under. Children 2 and under are still free.

*Motion by Leo, second by Baldwin to approve the change of fare from \$2 per person, with ages 2 and under free to \$3.00 for passengers 11 yrs and older, and \$1.00 for children 10 yrs and under. Upon roll call, motion carried 5-0.*

Art Out Loud featuring Mountainfilm On Tour – Saugatuck Center for the Arts

Signage Request:

The Saugatuck Center for the Arts has multiple sign requests advertising the Art Out Loud featuring Mountain film on Tour happening on March 25th.

- Banner sign to be placed under the Saugatuck Palette sign.
- Temporary yard signs to be displayed within the right-of-way.
- An upright piano functioning as a temporary promotional installation.

*Motion by Baldwin, second by Muncey to approve he signage request from the Saugatuck Center for the Arts to place a banner under the Saugatuck Palette sign, temporary yard signs displayed within the right-of-way and an upright piano on the corner of Butler and Hoffman Streets to advertise the Art Out Loud featuring Mountainfilm On Tour. Upon voice vote, motion carried 5-0.*

Venetian Festival:

Rotary Club of Saugatuck/Douglas is proposing the Venetian Festival to be held from July 28, 2023, thru July 29, 2023. See attached application and event application letter from the organizer. City Staff, Fire, Police, DPW and event organizer will meet in the next week to discuss specifics needed from each department during the required safety meeting.

*Motion to approve the Venetian Festival to take place from July 28th thru July 30th 2023, organized by the Rotary Club of Saugatuck/Douglas contingent on approval from Fire, Police and DPW after safety meeting is conducted. Via voice vote, motion carried 5-0.*

Mt. Baldhead Engineering Proposal:

The City is partnering with AT&T on a project that will add AT&T infrastructure at the tower and a building at the bottom of the dune that will also house new City restrooms. Council approved a conceptual planning proposal from Fleis & Vandenbrink in an amount not to exceed to \$15,000.00.

*Motion by Leo, second by Baldwin to Approve Mount Baldhead Conceptual Planning proposal from Fleis & Vandenbrink in an amount not to exceed \$15,000.00. Authorize Mayor or Mayor Pro Tem to execute subject to final staff approval. Upon roll call vote, motion carried 5-0.*

Resolution 230313-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.

*Motion by Baldwin, second by Leo to approve Resolution 230313-A, a change in the City's Schedule of Fees. Upon roll call, motion carried 5-0.*

Resolution 230313-B Fenn Valley Social District:

A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Fenn Valley Vineyards Inc. at 310 Butler St. has requested approval to be added to the City of Saugatuck Social District.

*Motion by Muncey, second by Baldwin to approve Resolution 230313-B adding Fenn Valley to the City of Saugatuck Social District. Upon roll call vote, motion carried 5-0.*

Wicks Park Boat Slip:

A winner in the Wick's Park Boat Dock lottery asked for Council's consideration to accommodate a boat rental rather than being the registered boat owner for the Wicks Park Boat slip. Please see the exchange with City staff below and attachments related to the application.

*Motion by Baldwin, second by Muncey to deny the application for the permit. Via roll call, motion carried 4-0. Abstain: Mayor Dean.*

**Public Comment:**

CJ Bagierek- *resident*- He thanked Planning Commission chair Steve Manns for all he is doing with the Short Term Rentals and noted Council should consider the economic impact before shutting down a significant driver of the economy.

**Correspondence:**

Community & Police Meeting PDF from 3-6-23. Councilmember Gardner gave Council a recap of the community meeting.

**Council Comments:**

- Councilmember Baldwin: Wished Councilmember Gardner a Happy Birthday.
- Councilmember Muncey: Saturday is the people and pet parade in Douglas. He wished Councilmember Gardner a Happy Birthday.
- Councilmember Leo: None.
- Councilmember Gardner: Mentioned that during the closed session City Manager evaluation he made a suggestion that he would like to share publicly. He suggested Council should implement a 360 review process to obtain feedback on the City Manager's performance.
- Mayor Dean: Wished Councilmember Gardner a Happy Birthday. He commended Council for listening civilly and having civil discussion on the large agenda.

**Adjournment:**

*Motion by Gardner, second by Baldwin to adjourn. Upon voice vote, motion carried 5-0. Mayor Dean adjourned at 8:20 p.m.*

Respectfully Submitted

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Jamie Wolters, City Clerk