



**CITY COUNCIL MEETING MINUTES**  
**April 8, 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: None.

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

**Mayor's Comments:**

Thanked the library for their eclipse community event. She provided an update from Frank Walsh from Walsh Municipal Services that after the first week there re 22 applications for the City Manager position. Councilmember Garnder requested a review of human resources policies. She emailed all council members the current policy and asked them all to review and reply with their recommendations. The topic will be brought to the council agenda in May.

**City Manager Comments:**

He enjoyed the eclipse today with background music from councilmember Muncey. Thanked everyone for their patience with him as he works his two current roles of Interim City Manager and Zoning Director. Thanked council for their support of the staff team as they are gearing up for a lot now that town will be picking up with tourism soon.

**Agenda Changes:**

Motion by Baldwin, second by Dean to add new business item 15F, subject of Saugatuck Athletic Boosters state charitable gaming license 501c3 . Via roll call vote, motion carried unanimously.

**Guest Speakers:** Lisa Mize, Director for the Saugatuck Douglas Are Convention and Visitor's Bureau presented the 2024 CVB Marketing Strategy and Plan Presentation.

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

**Consent Agenda:**

*Motion by Muncey, second by Baldwin to approve the consent agenda for April 8<sup>th</sup>, 2024. Via roll call vote, motion carried unanimously.*

**Staff Reports:**

Interim City Manager/Director of Planning & Zoning, Treasurer, DPW Superintendent and Engineer submitted status reports of current activities since the last Council meeting on March 25, 2024, for their respective departments.

DPW Superintendent Herbert added to his report the following:

- 850 Park Street erosion excavating is starting Tuesday April 9<sup>th</sup>.
- Bridge Street resurfacing will be completed in April.
- Met with playground vendor to prepare for the community build next week.
- Brush and Leaf pickup will be Tuesday and Wednesday next week at the same time as the community build, it could possibly be moved later in the week. It will happen one way or another.
- The new asphalt hotbox will be delivered Tuesday April 9<sup>th</sup>.

**Boards, Commissions & Committees:**

Fire District Administration Board, Dan Fox:

Presented council with a map showing street closures with recommended routes from the Allegan County Road Commission regarding the upcoming construction for the new roundabout on Blue Star Highway. The STFD response time will go up due to construction. He passed out a flyer to the council showing how much a single uniform is for one firefighter is. One uniform is \$33,000, the STFD has 60 sets of them so each firefighter has a primary and a backup set, they have a 5 year required renewal.

Interurban Board, Councilmember Muncey:

- They celebrated National Transit Driver Appreciation Day on March 18<sup>th</sup>. Recognized their staff with free lunch.
- Working with CVB on the weekend shuttle program.
- Welcomed Chuck Gustafson as the new Interurban board member.
- The new director is in the audience to introduce herself. She has 14 years of experience at the Interurban.
- Working on building expansion adding 450 sq feet.

KLSWA, Barry Johnson: None.

Kalamazoo Lake Harbor Authority, Mayor Stanton:

- Next meeting is next week.

Zoning Board of Appeals, Ryan Cummins:

- The meeting was canceled.

Historic District Commission, Councilmember Gardner:

- Next meeting May 2<sup>nd</sup>.

Planning Commission, Chair Councilmember Anderson:

- Next meeting is next Thursday.

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

- Passed a recommendation to rebuild the restrooms at Mt. Baldhead Park.
- Met with playground vendor and they are in a good place prior to the community build.

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

**Request for Payment:** None.

**Approval of Accounts Payable:**

- A. Accounts Payable in the amount of 99,058.65.

*Motion by Gardner, second by Baldwin to approve the accounts payable in the amount of \$99,058.65 as presented. Via roll call vote, motion carried unanimously.*

**Introduction of Ordinances:** None.

**Unfinished Business:** None.

**New Business:**

Proclamation Recognizing Phyllis Yff:

*Motion by Muncey, second by Dean to approve the proclamation of appreciation for Phyllis Yff who worked with Interurban Transit Authority for 17 years. Via roll call vote, motion carried unanimously.*

Letter in Support of Saugatuck Township Acquisition Grant Application:

*Motion by Baldwin, second by Muncey to approve the letter in support of Saugatuck Township's Trust Fund grant application to acquire Pine Trail Camp. Via roll call, motion carried unanimously.*

650 Water Street – Encroachment Approval:

*Motion by Muncey, second by Baldwin to approve the revocable license agreement for kitchen exhaust equipment in the public right-of-way for GROW Estate, LLC. Via roll call vote, motion carried unanimously.*

Spring Household Hazardous Waste Event:

*Motion by Dean, second by Anderson to approve funding the household hazardous waste day for 2024 with the City's final contribution not to exceed \$3,000. Via roll call vote, motion carried unanimously.*

**Special Event- Jazz For Justice In June:**

*Motion by Anderson, second by Gardner to approve Jazz for Justice in June to take place on May 31, 2024 organized by All Saints Episcopal Church, contingent on safety meeting with staff, police and fire. Via voice vote, motion carried unanimously.*

**Saugatuck Athletic Boosters state charitable gaming license 501c3:**

*Motion by Dean, second by Muncey to approve Resolution 240208-A a local governing body resolution for charitable gaming license for the nonprofit organization The Saugatuck Athletic Boosters. Via roll call vote, motion carried unanimously.*

**Public Comment:** None.

**Correspondence:**

- A. Richard Williams
- B. Gary Medler
- C. Alex Weir
- D. Richard G. and Ethelyn L. Haworth

**Council Comments:**

- Councilmember Anderson: None.
- Councilmember Gardner:  
He would like council to have further conversation about the new round about regarding road signage and communication to the community. Half of the packet was correspondence. Going forward he is curious what the citizens can expect when they send correspondence to the City. What does council do in terms of responding, generally speaking people send in correspondence, but they never hear anything or there's no response.
- Mayor Pro-Tem Baldwin: None.

- Councilmember Dean:  
Looking forward to the playground build. Encouraged people to sign up through signup genius.
- Councilmember Muncey:  
Looking forward to the community build. Happy Birthday to Christine Ferris from Farmhouse Deli.
- Councilmember White: None.

**Adjournment:**

*Motion by Gardner, second by Muncey to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Stanton adjourned at 7:53 p.m.*

Respectfully Submitted

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Jamie Wolters, City Clerk