



CITY COUNCIL SPECIAL MEETING MINUTES

August 3, 2022

The City Council met for Regular Council Meeting at 4:00 p.m.
City Hall located at 102 Butler St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Mayor Lewis at 4:00 p.m.

Attendance:

Present: Mayor Lewis, Mayor Pro-Tem Dean, Councilmembers Bekken, Gardner, Leo, Stanton and Trester.

Absent: None

Others Present: City Manager Heise, Zoning Administrator Osman & Clerk Wolters.

Agenda Changes: None

Guest Speaker: None

Public Comment on Agenda Items Only: None

New Business:

A. Special Event – Annual Sidewalk Sales:

SDABA has submitted a special event form for the annual sidewalk sales to be held on August 18th, 2022.

Motion by Leo, second by Dean, to approve the special event application Annual Sidewalk Sales sponsored by SDABA to be held on August 18th, 2022, contingent on staff approval after safety meeting is conducted. Upon voice vote, motion carried unanimously.

B. Special Event – Labor Day Walk:

Saugatuck Public Schools Community Recreation has submitted a special event form for the annual Labor Day Walk to be held on September 5th, 2022.

Motion by Leo, second by Trester, to approve special event application Labor Day Bridge Walk sponsored by SPS Community Recreation to be held on September 5th, 2022, contingent on staff approval after safety meeting is conducted. Upon voice vote, motion carried unanimously.

C. Special Event – Mt. Baldhead Challenge:

Rotary Club of Saugatuck and Douglas has submitted a special event form for the annual Mt. Baldhead Challenge to be held on September 10th, 2022.

Motion by Gardner, second by Stanton, to approve special event application Mt. Baldhead Challenge sponsored by Rotary Club of Saugatuck and Douglas to be held on September 10th, 2022, contingent on staff approval after safety meeting conducted. Upon voice vote, motion carried unanimously.

D. Historic District Reappointment:

Historic District Commission has two openings and reappointment of Nico Leo was presented to Council.

Motion by Stanton, second by Dean, to approve the reappointment of Nico Leo to the Historic District Commission with said term expiring on August 1, 2025. Upon roll call vote, motion carried 6-0. Councilmember Leo abstained.

E. Interurban Reappointment:

City of Saugatuck Interurban board representative Gregory Muncey reappointment was presented to Council.

Motion by Trester, second by Stanton, to reappoint Gregory Muncey to the Interurban Transit Authority Board for a four (4) year term, October 1, 2022, to September 30th, 2026. Upon voice vote, motion carried unanimously.

F. Zoning Administrator & Floodplain Manger Appointment:

The City is required to have a Zoning Administrator and Floodplain Manager; these duties belonged to Cindy Osman. Recommendation to Council that City Manager Heise be appointed as the Zoning Administrator and Floodplain Manager for the City of Saugatuck, until such time that a new Planning and Zoning employee is hired.

Motion by Bekken, second by Leo, to appoint Ryan Heise as interim Zoning Administrator and Floodplain Manager. Upon voice vote, motion carried unanimously.

G. Saugatuck Douglas Historical Society Lease:

The City of Saugatuck entered into a ten (10) year lease with the Saugatuck-Douglas Historical Society (SDHS) in 2012 for the use of the Pump House located at 735 Park Street. The SDHS would like to renew for an additional ten (10) years.

Motion by Trester, second by Gardner, to approve the lease agreement with the SDHS for the use of the Pumphouse at 735 Parks Street for a period of ten (10) years contingent upon attorney review. Upon voice vote, motion carried unanimously.

H. Allegan County Sheriff's Dock Agreement:

The City owns a wooden boat dock at 735 Park Street (near Pump House). The City has historically allowed the Allegan County Sheriff's Department to utilize the dock for a patrol boat through a lease. Allegan County would like to renew the lease for a period of five (5) years.

Motion by Stanton, second by Gardner, to approve the lease agreement with the Allegan County Sheriff's Department for a period of five (5) years. Upon voice vote, motion carried unanimously.

Public Comments:

Cindy Osman- thanked Council and City for allowing her to do the job of Zoning Administrator. She got a lot of support from Council and thoroughly enjoyed working with the citizens of Saugatuck and will miss everyone.

Closed Session:

Pursuant to MCL 15.268(h) of the Open Meetings Act, the City entered into closed session to consult with the City's attorney to consider confidential written legal opinion regarding the City's authority to establish or modify City staff positions, job duties, and compensation.

Motion by Trester, second by Leo to enter closed session to consult with the City's attorney to consider confidential written legal opinion regarding the City's authority to establish or modify City staff positions, job duties and compensation. Upon roll call vote, motion carried unanimously. Council entered closed session at 4:16 p.m.

Motion by Bekken, second by Stanton to adjourn closed session at 4:51 p.m. Upon Roll call vote, motion carried unanimously. Council entered open session at 4:51 p.m.

New Business Continued:

I. Personnel Recommendations:

With the recent resignation of the Zoning Administrator, City Manager Heise reached out to Frank Walsh, a professional municipal employee recruiter to discuss the position and the climate of filling said position. Also discussed was utilizing his recruitment services, as the City has done in the past. After explaining the number of administrative employees, salaries and job duties, Frank made a recommendation to combine the Project Manager and Planning & Zoning position in order to create an attractive salary with hopes of recruiting top talent.

Motion by Leo, second by Trester to approve position descriptions as presented and direct staff to make necessary budget adjustments in the amount of \$28,250. Upon roll call vote, motion carried 6-1. Yays- Bekken, Dean, Leo, Lewis, Stanton and Trester. Nay- Gardner. Councilmember Gardner noted he is in opposition to the combination of the Zoning Administrator and Project Manager positions but is in full support of the rest of the motion.

J. Frank Walsh Recruitment Proposal:

With the recent resignation of the Zoning Administrator, City Manager Heise reached to Frank Walsh, a professional municipal employee recruiter to discuss the position and the climate of filling said position. Also discussed was utilizing his recruitment services, as the City has done in the past. After explaining the number of administrative employees, salaries and job duties, Frank made a recommendation to combine the Project Manager and Planning & Zoning position in order to create an attractive salary with hopes of recruiting top talent.

Motion by Leo, second by Dean, to the Contract with Walsh Municipal Services, LLC in an amount not to exceed \$11,000.00 including job posting and background check if needed. Upon roll call vote, motion carried unanimously.

Public Comment: None

Correspondence:

- Hazardous structure letter received by Gary Medler.
- Vine street letter received by Gary Medler.

Council Comments:

- Councilmember Trester- None
- Councilmember Bekken- Suggested to City Manager Heise that he includes the personnel PowerPoint in this City Manager report for the August 8th Council meeting.
- Councilmember Leo- Commented that the Venetian Festival, thanked the organizer Cow Hill Yacht Club and volunteers for success with the large turnout.
- Mayor Pro-Tem Dean- Stated it was a great, very safe Venetian Weekend. He is proud that the City put on a safe and secure election on August 2nd and thanked Clerk Wolters.
- Councilmember Gardner- Echoed Councilmember Stanton, said great job to Councilmember Dean for his decorated boat in the parade. He asked City Manager Heise for an update on the home and road mentioned in the correspondence from Gary Medler. He asked if the C2AE response was corrected, and that the City is not responsible for the cost of the archeological field survey. Councilmember Leo stated that she spoke to the engineer, and it appears that way because the City is the Act 51 applicant.
- Councilmember Stanton- Thanked volunteers and Cow Hill Yacht Club for a great job as always and the boat parade was fantastic. The award ceremony was also very nice.

Mayor's Comments:

- Noted the large police presence at the Venetian was great to see. Gave kudos to Cow Hill Yacht Club for the wonderful event. Gave Clerk Wolters appreciation on the election.

Adjournment: *Motion by Stanton, second by Gardner to adjourn, Mayor Lewis adjourned at 5:19 p.m.*

Respectfully Submitted,

Jamie Wolters, City Clerk