



**SPECIAL CITY COUNCIL
MEETING AGENDA
MAY 28, 2020 – 4:00 P.M.**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
 - A. **Regular City Council Meeting of May 26, 2020 - (ROLL CALL)**
4. MAYOR'S COMMENTS
5. CITY MANAGER'S COMMENTS
6. AGENDA CHANGES (ADDITIONS/DELETIONS)
7. GUEST SPEAKERS: **None**
8. PUBLIC COMMENT *Agenda Items Only (Limit 3 minutes) Use the "raise hand" button in the participants screen in the Zoom interface or enter *9 if you are calling in by phone to raise hand.*
9. REQUESTS FOR PAYMENT: **None**
10. INTRODUCTION OF ORDINANCES: **None**
11. PUBLIC HEARINGS: **None**
12. UNFINISHED BUSINESS: **None**
13. NEW BUSINESS
 - A. **Downtown Pop-Up Patio/Dining in the Right-of-Way Permit or License (ROLL CALL)**
14. CONSENT AGENDA: **None**
15. PUBLIC COMMENTS *(Limit 3 minutes) Use the "raise hand" button in the participants screen in the Zoom interface or enter *9 if you are calling in by phone to raise hand.*
16. COMMUNICATIONS: **None**
17. BOARDS, COMMISSIONS & COMMITTEE REPORTS: **None**
18. COUNCIL COMMENTS
19. ADJOURN *(ROLL CALL)*

NOTICE:

This public meeting will be held using Zoom video/audio conference technology due to the COVID-19 restrictions currently in place.

Join online by visiting:

<https://us02web.zoom.us/j/83444080439>

Join by phone by dialing:

(312) 626-6799

-or-

(646) 518-9805

Then enter "Meeting ID":

834 4408 0439

NOTICE

Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck City Clerk at 269-857-2603 or monica@saugatuckcity.com for further information.

PROPOSED Minutes
Saugatuck City Council Meeting
Saugatuck, Michigan, May 26, 2020

The City Council met in regular session at 7:00 p.m. via Zoom video/audio conference technology due to the COVID-19 restrictions currently in place.

1. **Call to Order** by Mayor Trester at 7:00 p.m.
2. **Attendance:**
Present: Bekken, Johnson, Leo, Lewis, Peterson, Verplank, & Trester
Absent: None
Others Present: City Manager Harrier, City Treasurer Stanislawski, DPW Superintendent Herbert
City Clerk Nagel & Zoning Administrator Osman
3. **Approval of Minutes:**
A. Regular City Council Meeting of May 11, 2020: A motion was made by Peterson, 2nd by Johnson, to approve the May 11, 2020 regular meeting minutes as amended. Upon roll call the motion carried unanimously.
4. **Mayor's Comments:** None
5. **City Manager's Report:** City Manager Harrier announced the Governor's Stay At Home order has been extended to June 12, 2020 therefore City Hall will remain closed to the public and so any individual wanting a beach pass is to buy at Oval Beach Gate. He also thanked City Clerk Nagel in providing essential services in order to make the clerk position transition as easy as possible and wished her well in her new endeavors.
6. **Agenda Changes:** (*placement*) A motion was made by Lewis, 2nd by Peterson, to move agenda item 16(A) to 13(F). Upon roll call the motion carried unanimously.
7. **Guest Speakers:**
A. Lt. Brett Ensfield – Allegan Co. Sheriff's Department: Lt. Brett Ensfield announced the Sheriff's Department is ready for another successful summer season.

B. Ms. Mandy M. Reed – MML Classification and Compensation Study: Mandy Reed, MML, presented Council with the MML Classification and Compensation Study.

C. Ms. Elizabeth Estes – Governor's Committee Restaurant Reopening Update: Elizabeth Estes, presented Council with Power Point Presentation outlining essential steps area restaurants are proposing to the Governor in order to open their business to patrons in a safe manner.
8. **Public Comment:** None
9. **Request for Payment:** A motion was made by Lewis, 2nd by Johnson, to approve the accounts payable in the amount of \$53,706.26. Upon roll call the motion carried unanimously.
10. **Introductions of Ordinances:** None
11. **Public Hearings:** None
12. **Unfinished Business:** None

13. New Business:

A. Resolution No. 200526-A – MDOT Transportation Economic Development Fund

Category B Funding Request: A motion was made by Verplank, 2nd by Peterson, to approve Resolution No. 200526-A requesting funding through the MDOT's Transportation Economic Development Fund Category B Program as presented and commit to funding the project through FY 20/21 budget appropriations. Upon roll call the motion carried unanimously.

B. Resolution No. 200526-B – Staff Support: A motion was made by Peterson, 2nd by Verplank, to approve Resolution No. 200526-B to recognize and support the City Manager and City Staff as presented. Upon roll call the motion carried unanimously.

C. Proclamation No. 200526-P1 – City Clerk Appreciation of Service: A motion was made by Lewis, 2nd by Peterson, to approve Proclamation No. 120526-P1 expressing sincere gratitude to City Clerk Ms. Monica Nagel for her 13 years of dedication and service to the City. Upon roll call the motion carried unanimously.

D. Proclamation No. 200526-P2 – June Pride Month: A motion was made by Lewis, 2nd by Johnson, to approve Proclamation No. 200526-P2 designating June 2020 as Pride Month in the City of Saugatuck. Upon roll call the motion carried unanimously.

E. Saugatuck Township Fire District – FY 20/21 Budget Approval: A motion was made by Verplank, 2nd by Peterson, to approve the Saugatuck Township Fire District FY 20/21 Budget as presented. Upon roll call the motion carried unanimously.

F. Downtown Pop-Up Patio/Dining in the Right-of-Way Report: A motion was made by Lewis, to call a special meeting on Thursday for discussion and decision. Motion died for lack of second.

A motion was made by Johnson, 2nd by Verplank to table this report. Upon roll call the motion carried by the following vote:

Yes: Johnson, Verplank, Bekken, Leo, Trester
No: Lewis, Peterson

A motion was made by Peterson, 2nd by Lewis, to schedule a Special Meeting for Thursday, May 28, 2020 at 4:00 p.m. Upon roll call the motion carried unanimously.

14. Consent Agenda: None

15. Public Comment: Elizabeth Estes with regards to item 13(F) by delaying any action is hurting the business community and encouraged Council to make a decision and move forward as quickly as possible.

Birdie Holley with regards to item 13(F) stated there is an urgency from business owners and echo's Ms. Estes comments to move forward with a decision as soon as possible.

Todd Hoskins thanked City Clerk Nagel for her contribution to the city over the past 13 years and suggested the next time the city contracts with the MML for a compensation study to also conduct an employee satisfaction study.

16. Communications:

A. Downtown Pop-Up Patio/Dining in the Right-of-Way Report – Accepted as information

17. Boards, Commissions & Committee Reports:

A. Planning, KLSWA, Fire Department, Ad-Hoc Recycling Committee

18. Council Comments: Council Member Johnson explained the purpose of the Rules of Order as it protects the minority.

Council Member Leo announced many business owners are uncertain what the future holds for them at this point in time and it's time to work with businesses to come up with a creative solution to help alleviate some of their fears.

Council Member Peterson with regards to excessive trash in town due to take out containers discuss ways of businesses doing their part in helping the Department of Public Works with excessive trash.

Council Member Verplank thanked Zoning Administrator for preparing the Pop-Up Patio / Dining in Right-of-Way report.

Council Member Lewis thanked those attending Zoom meeting and thanked essential workers for being the front lines during pandemic.

19. Adjournment: A motion was made by Verplank, 2nd by Leo, to adjourn at 9:07 p.m. Upon roll call the motion carried unanimously.

Respectfully Submitted,

Monica Nagel, CMC
City Clerk



City Council Agenda Item Report

City of Saugatuck

FROM: Cindy Osman, Planning and Zoning

MEETING DATE: May 28, 2020

SUBJECT: Pop up patios and other business relief for downtown **Updates**
Highlighted

DESCRIPTION

Due to the Covid-19 pandemic and Executive Orders, our downtown businesses are experiencing a significant loss of revenue - or no revenue at all - and have turned to the City for some assistance to attract customers. When allowed to open to the public, restaurants will have reduced occupancy rates and will have to comply with the social distancing protocols.

Two small steps have been identified and attached as a possible start for extending seating into some parking areas.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

VerPlank, Peterson, and Osman put this information together.

LEGAL REVIEW

N/A

POSSIBLE MOTION

Motion to allow staff to administratively issue permits for the pop up patios with or without alcoholic beverages as described/amended in the attached documents effective immediately through October 30, 2020, and allow the staff to administratively approve the tentative sidewalk sale for June 19, 2020, assuming the stay home order is lifted.

1: Use part of the parking lot for a pop up patio for Scooters, additional general seating for all other visitors with takeout food.

Due to the traffic congestion on Culver Street, pop-up-patios in the parking spaces in front of the restaurants are not desirable. Closing the end of Griffith Street is problematic for traffic disbursement and safety concerns.

An alternate location for the pop-ups is the parking lot to the east of Scooters. Either the area in the red box or the area in the blue box could be used by Scooters and others such as Loco Burrito, Grow, Coast 236, and Bowdies, although only Scooters could qualify for the temporary outdoor alcohol license as it is the only one within 25 feet of the licensed premises. Perhaps the blue box could be used for Scooters with alcohol, and the red box for general seating.



Process:

City will issue permits for this location(s) in the parking lot.

Required information:

1. Comply with all federal, state, and local regulations, and if desired, Scooters could apply to the state for a 2020 Limited Permanent Outdoor Services Permission Application (LCC-204a)
2. The outdoor area must be well defined and clearly marked
3. A diagram with exact measurements to show the boundaries of the area
4. Description of any barriers used along the boundaries (required for alcohol license)
5. Certificate of insurance listing the City as additional insured
6. Contact information of person responsible for keeping the area clean and tidy
7. On-site trash containers provided by and emptied by the business or sponsoring business
8. Sanitation station that contains at a minimum hand sanitizer
9. Other?

2: Pop-up patios in the parking spaces for restaurants/bars that have sit down indoor table service on all streets except Culver (traffic congestion).

Examples would include Phil's, Lucy's, Marro's, Wally's, Pumpernickels, Grow (along Griffith) Wicks and others.



Process:

City will issue permits for pop-up patios.

Required information:

1. Comply with all federal, state, and local regulations, and if desired, licensed premises could apply to the state for a 2020 Limited Outdoor Services Permission Application (LCC-204a).
2. The outdoor area must be well defined and clearly marked
3. A diagram with exact measurements to show the boundaries of the area
4. Description of barriers similar to the barriers used at the Tree of Life, benches, fences, or as seen in the above photo. Ropes, chains, cones, or other non-substantially visible barriers would not be allowed.
5. The patio area will not extend more than 8 feet from the curb.
6. The patio area will not be longer than 60 feet.
7. Lighting is required after dark to help with visibility
8. Certificate of insurance listing the City as additional insured
9. Contact information of person responsible for keeping the area clean and tidy
10. On-site trash containers provided by and emptied by the business
11. Sanitation station that contains at a minimum hand sanitizer
12. All items shall be removed from the parking spaces at closing time to facilitate the use of the street sweeper. And deliveries.
13. Other? Hours of operation. Noise? Umbrellas and shades.



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5: Sidewalk sale

Consider a tentative date of June 19 for a sidewalk sale using the same rules as the August sidewalk sale, depending on how/if the stay home order is extended.

This would be a test run for a sidewalk sale on a Friday and would be followed up by a survey of the business on Monday to see how they thought it went.

This will require substantial work on the part of the DPW, barricades, extra trash cans, clean up.