



**CITY COUNCIL WORKSHOP MEETING MINUTES**  
**March 20, 2024**

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

**Call to Order:**

The meeting was called to order by Mayor Pro-Tem Baldwin at 4:00 p.m.

**Attendance:**

Present: Mayor Pro-Tem Baldwin and Councilmembers Anderson, Dean, Gardner Muncey and White.  
Absent: Mayor Stanton.

*Motion by Anderson, second by Gardner to excuse Mayor Stanton from today's workshop. Via voice vote, motion carried 6-0.*

Others Present: Interim City Manager/ Director of Planning, Zoning & Project Management Cummins, DPW Supervisor Hardy and Clerk Wolters.

**Agenda Changes:**

*Motion by Gardner, second by Muncey to add Human Resources process audit to today's workshop audit. Via roll call, motion failed 3-3. Yes- Muncey, Gardner, White. No- Baldwin, Dean, Anderson.*

**Guest Speakers:** None.

**Public Comment:**

Glenna DeJong, non-resident: in support of the airport property.

Jon Vanderbeek, resident: in support of the airport property.

Chris Clark, non-resident: in support of the airport property.

Bobbie Gaunt, resident: in support of the airport property.

Kenneth Butler, did not provide address: in support of the airport property.

Diana Decker, resident: there is a liability on the city for approving un certified property management.

Richard Williams, resident: opposed to the airport property.

## **Discussion Items:**

### **Engineering Services for Final Distribution System Material Inventory:**

The City was awarded a \$221,600 EGLE Technical, Managerial, and Financial grant to physically verify lead service lines for the required final Distribution System Materials Inventory (DSMI) that is due October 16, 2024. To complete the final DSMI, the City's Engineering firm, Fleis and Vandenbrink, has proposed a comprehensive scope of services including design, bidding, construction, on-site observation, and required data compilation. Motion is to approve the grant agreement and approve the Fleis & VanderBrink engineering services in the amount of \$55,000.

### **City Hall Drainage and Concrete Work:**

In conjunction with the restoration of City Hall, bids have been collected to redirect the gutter downspouts of City Hall to connect to the city storm sewer. This will include the removal of concrete in front of City Hall, installation of drain lines to Butler St. culvert and pouring new concrete. Landscape restoration is not included in the bids. It is recommended to contract Kramer Services in the amount of \$12,335.00.

### **Cemetery Services Agreement Extension:**

Saugatuck Township has requested to renew the expired agreement for cemetery services. This agreement allows City residents to purchase burial and cremation plots at the in-district rate (\$120), which is significantly lower than the out-of-district rate (\$2,000). In exchange, the City contributes a share of the cemetery's lawn care costs based on population.

### **Short-Term Rental, Noise, and Zoning Fines:**

Ryan Cummins presented short-term rental, noise and zoning fines. Provided was a resolution establishing fines for short-term rental ordinance violations and an ordinance amendment to schedule of fines in City Code.

### **Potential Donor for Airport Property Improvements:**

Ryan Cummins informed the Council that a donor has approached members of the Parks and Public Works Committee with interest in fully funding a proposal in the amount of \$130,000 to put toward the development of the airport property.

The Outdoor Discovery Center has provided a proposal to:

- Develop trails and signage.
- Create a trailhead.
- Create a parking area.
- Combat invasives and restore habitat.
- Potentially place a conservation easement over a portion of the property.

### Evaluation of Cross Country Trails at Airport Property:

Ken Butler of the Saugatuck Township Parks and Recreation Commission recently approached the City's Parks and Public Works Committee with a request to evaluate the City's old landfill property (off of I-196) for possible cross-country running trails. Mr. Butler believes the Saugatuck Parks and Recreation Commission may be interested in signing a lease for the property to construct and maintain the trails. Uses for the old landfill property were not established by the Council as a priority for 2024. Staff is seeking direction from Council on whether you wish for this matter to be pursued further at this time.

### Revocable License Agreement – Sidewalk and Street Seating at 449 Water Street:

Christine Murphy of WPBG, LLC (Wicks Park Bar & Grille), has submitted a request to place 10 picnic tables, 4 tables (of a size to seat four persons), 16 chairs, wood railings, barrels, planters, metal partitions, trash, and sanitation station within and on the public sidewalk and street adjoining the property, to be utilized in conjunction with the restaurant. The seating will be on the west side of the building along Water Street.

### Special Event – Mt. Baldhead Challenge:

The Rotary Club of Saugatuck and Douglas are organizing the Mt. Baldhead Challenge to take place on September 7, 2024. City Staff, Fire, Police, and event organizer will meet closer to the event date to discuss specifics needed from each department.

### **Public Comment:**

Glenna DeJong, non-resident: in support of the airport property.  
Jon VanderBeek, resident: in support of the airport property.  
Diana Decker, resident: commented on safety of the airport property.  
Bobbie Guant, resident: commented on short-term rentals.  
Ken Butler, non-resident: in support of the airport property.  
Chris Rafael, resident: in support of the airport property.

### **Correspondence:**

- A. Bill Hess
- B. Barry Johnson
- C. Gary Medler
- D. Ken Trester

### **Council Comments:**

- Mayor Pro-Tem Baldwin: None.  
She thanked volunteers, the so many that do so much for the community. Excited about the prospect of a donor for the airport property. It's wonderful that people contribute their time, their talent or treasure, and all have to offer on some level. Echoed member Anderson's comments that the human resource topic, is important, and it's too important to be done on the fly. Council has talked about not rushing things and she didn't want to rush that conversation. She understands where councilmember Gardner comes from and and they certainly need to talk about that and talk about ethics and the way Council behaves and hold themselves to the same standards.

- Councilmember Anderson:  
Mis spoke last meeting about Non-Homestead Property Tax. The extra mills do go to the school is est. \$230,000. If you calculate home much is received per pupil, if 24 students are added to the school population, more money would be captured the City would capture more than the amount of money received from Non-Homestead Property Tax. She supports increasing school population to increase funding, it's more sustainable. She did not vote for the HR audit to the agenda. The public needs more notice as will as the Council to prepare for discussion. Thanked Glenna DeJong for her service on the Parks and Public works Committee and wishes her well in Saugatuck Township.
- Councilmember Dean: None.
- Councilmember Gardner:  
Thanked all in attendance for the airport property. He is in support, there is a financial responsibility to look at other things. His idea was to direct the mayor or designated city council members and the interim city manager to engage Michigan Municipal League or another independent organization with experience in this type of work, to conduct an audit of the city Human Resources capabilities to assess our strengths, identify areas for improvement and align HR practices with organizational goals. Given recent events, he noted that there is a need to be moving more quickly on this.
- Councilmember Muncey:  
Appreciate everyone who came to speak on trails. He supports trails and would like to see the numbers, he likes fiscal responsibility and would like to see numbers.
- Councilmember White: None.

**Adjournment:**

*Motion by Muncey, second by Anderson to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Pro-Tem Baldwin adjourned at 5:48 p.m.*

Respectfully Submitted

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Jamie Wolters, City Clerk