



**CITY COUNCIL MEETING MINUTES**  
**May 22 , 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, Mayor Pro-Tem Stanton and Councilmembers Baldwin, Gardner, Lewis, Muncey.  
Absent: Councilmember Leo.

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

**Mayor's Comments:** Mayor Dean noted that Memorial Day is coming, the City is ready.

**City Manager Comments:** City Manager Heise- opened the floor for any questions regarding his City Manager Report.

**Agenda Changes:**

*Motion by Baldwin, second by Lewis to add Dean Kapenga as guest speaker. Via voice vote, motion passed 6-0. Dean Kapenga is added as Guest Speaker, Item #7A.*

*Motion by Muncey, second by Stanton to include the right of way signage request by Duck Alley. Via voice vote, motion passed 6-0. Duck Alley right-of-way signage is added as New Business, item #16K.*

**Guest Speakers:**

Dean Kapenga, Allegan County Commissioner-

Mr. Kapenga updated the Council on current county happenings.

- Judge Kengis announced his retirement.
- Next year there will be voting on two judges next year.
- The Sheriff's annual report stats showed 25,636 complaint calls for service, historically the highest.
- Bodycams have alleviated complaints against the Sheriff's office.
- Cyber crimes and domestic violence have increased.

- County hired their own lobbyist.
- Community Action update for last year:
  - 95,000 meals delivered.
  - 3,700 homes received groceries.
  - 1,000 monthly commodity boxes distributed to 207 seniors.
  - 88 seniors receive door to door transportation and 566 rides from volunteer drivers.
  - 7,086 seniors receive project fresh.

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

**Consent Agenda:**

**A.** Regular City Council Meeting Minutes – May 8th, 2023.  
*Motion by Lewis, second by Baldwin to approve the consent agenda. Via roll call vote, motion carried 6-0.*

**Staff Reports:**

City Manager, Director of Planning & Zoning, Treasurer, DPW Superintendent and Engineer submitted status reports of current activities since the last Council meeting on May 8th, 2023, for their respective departments.

**Boards, Commissions & Committees:**

Fire District Administration Board: Dan Fox-

Updated Council about the two meetings held on May 15th.

1. Cost analysis regarding Short-Term Rental fees and process.
2. Fire budget presented.

Interurban Board: Councilmember Muncey-

Updated Council about the meeting held on May 16<sup>th</sup>.

1. April there were 680 more passengers than last year.
2. 120 more riders than last year.
3. Free parking shuttle starts the first Saturday in July.
4. A fourth bus has been added earlier due to an increase in business.
5. QR code project almost finished.

KLSWA: Mark Bekken-

Update since last meeting:

1. Annual hydrant flushing of almost 600 fire hydrants.
  - a. 2.5 million gallons of water flushed.
  - b. 8 hydrants need repair.
  - c. Fire hydrant flow test completed.
2. Approved payment of almost \$39,000 for an ongoing expense for generator upgrades.

Kalamazoo Lake Harbor Authority: Mayor Pro-Tem Stanton-

No meeting in May.

Zoning Board of Appeals-

None.

Historic District Commission: Councilmember Lewis-  
Met in May, items discussed c are highlighted in the Planning and Zoning report.

Planning Commission: Chair Councilmember Gardner-  
Update from the meeting held on May 18<sup>th</sup>:

1. 2 accessory dwelling units discussed and both approved.
2. Discussion regarding some of the planning for the waterfront development zoning ordinance review.

Parks and Public Works Committee, Councilmember Baldwin-  
None.

Tri-Community Non-Motorized Trail Study Committee:  
None.

Tri-Community Recycling Ad-Hoc Committee, Councilmember Lewis-  
Waiting on EGLE electronic screen.

**Request for Payment:** None.

**Approval of Accounts Payable:**

A. Accounts Payable in the amount of \$ 99,746.50.

*Motion by Gardner, second by Stanton to approve the accounts payable. Via roll call vote, motion carried 6-0.*

**Introduction of Ordinances:** None

**Public Hearings:** None

**Unfinished Business:** None

**New Business:**

Resolution 230522-A- Water System Improvements:

*Motion by Lewis, second by Gardner to approve the Drinking Water State Revolving Fund Project Plan as presented. Via roll call, motion carried 6-0.*

**Public Meeting-Public Comment on Water System Improvements:**

Dan Fox, resident- Questioned why KLSWA is working the money and not the City.

Mark Bekken, resident- Gave a historical overview on the method of charging water bills in the township. He spoke in brief about the water system in the City.

Fire Budget:

*Motion by Lewis, second by Baldwin to approve the budget as presented for the Saugatuck Township Fire budget. Upon roll call, motion carried 6-0.*

Road Maintenance Approval:

*Motion by Muncy, second by Stanton to approve the bid award as recommended by engineer for \$138,000.00 with A-1 Asphalt for asphalt repairs, \$13,275.00 for spillway and drainage work with Bruce's Blacktop, and \$37,000.00 for pavement markings with Ace Parking. Upon roll call, motion carried 6-0.*

4th of July Celebration Update from City Manager:

City Manger Heise gave an update on the July 4<sup>th</sup> celebration:

1. Fireworks were quoted at \$15,000.
2. Drone Show quoted at \$18,000.
3. 4 barges quoted at \$2,000 each.
4. DJ quoted at \$5,000.
5. City is asking the following for donations:
  - a. Douglas for \$4,000.
  - b. Township for \$4,000.
  - c. SDABA for \$2,000.
  - d. CVB for \$10000- awarded to City.

FEMA Floodplain Ordinance Update:

*Motion by Lewis, second by Baldwin to approve Ordinance 230522-A Floodplain Management Provisions of the State Construction Code. Upon roll call, motion carried 6-0.*

Revocable License- Grow:

*Motion by Stanton, second by Muncey to approve the Revocable License Agreement for temporary restaurant seating in the public right-of-way for GROW Café and Bistro (Grow Estate, LLC). Via voice vote, motion carried 6-0.*

Revocable License- Tree of Life:

*Motion by Baldwin, second by Lewis to approve the Revocable License Agreement for temporary restaurant seating in the public right-of-way for Tree of Life Juice (JSL Juice LLC). Upon voice vote, motion carried 6-0.*

Special Event- Waterfront Invitational Fine Art Fair:

*Motion by Stanton, second by Gardner to approve the Waterfront Invitational Fine Art & Craft Fair to take place on July 1st, 2023, and July 29, 2023, organized by the Saugatuck Douglas Art Club. Via voice vote, motion carried 6-0.*

Proclamation No. 230522-P1- Pride Month:

*Motion by Lewis, second by Muncey to approve Proclamation No. 230522-P1 designating June 2023 as Pride Month in the City of Saugatuck and proclaiming that Pride flags will be on display at Saugatuck City Hall throughout the month of June. Via voice vote, motion carried 6-0.*

Rules of Procedure Amendment- City Council Agenda:

*Motion by Stanton, second by Lewis to approve the amendment to the City Council Rules and Procedures for Meetings originally adopted on July 23, 2007, and last revised on January 9, 2023. Via voice vote, motion carried 6-0.*

Right of Way Signage- Duck Alley:

*Motion by Stanton, second by Muncey to approve the revocable license agreement for a sign in the public right of way for Weidman Outdoors, LLC. Via voice vote, motion carried 6-0.*

**Public Comment:**

Dan Fox, resident- On behalf of the Fire Board, Chief Janik and all the firefighters and EMTs, extended their appreciation for the Council's prompt involvement and questions on the Fire budget.

**Correspondence:** None.

**Council Comments:**

- Councilmember Lewis: She has been appointed to the economic and land use committee through the Michigan Municipal League. The committee discussed ten pieces of legislation that are coming forward. Remote meetings were one of the topics. Sixth grade salmon fishing takes place on May 23<sup>rd</sup>.
- Councilmember Gardner: Parking comments came up during the Planning Commission meeting. It was also brought up during the Sheriff's meet and greet. Gardner suggested the City begin working with the police and the fire district to look at the streets and have parking along one side only in critically narrow streets. Noted Herbert Street was named after DPW Scott Herbert's great grandfather.
- Councilmember Stanton: Short Term Rental Task Force meets every two weeks. They worked on understanding the Ordinance. McKenna the Consulting firm has provided a dozen or more communities to study.
- Councilmember Muncey: Saugatuck Douglas Garden Club is working with sixth graders on the importance of beautifying the town. They will be planting flowers around the City. The Memorial Day parade is at 9am in Saugatuck and 10am in Douglas.
- Councilmember Baldwin: None.
- Mayor Dean: It will be a busy and fun holiday and looks like wonderful weather. Thursday at 5:30pm, in the Rose Garden will be a very generous gift from Amazwi Contemporary Art. Thursday at 6:00pm will be the High School commencement.

**Adjournment:**

*Motion by Gardner, second by Muncey to adjourn. Upon voice vote, motion carried 6-0. Mayor Dean adjourned at 8:35 p.m.*

Respectfully Submitted

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Jamie Wolters, City Clerk