



CITY COUNCIL WORKSHOP MEETING MINUTES

March 19, 2025

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 Anderson at 4:00 p.m.

Attendance:

Present: Mayor Anderson, Mayor Pro-Tem Stanton and Councilmembers Clark, Dean, Gardner, Muncey and Peterson.

Absent: None.

Others Present: City Manager Cummins, DPW Superintendent Herbert, Attorney Witte, Zoning Director Thompson and Deputy Clerk Williams.

Agenda Changes: None.

Public Comment on Agenda Items Only:

Brad Johnson started to comment, and Mayor Anderson told Mr. Johnson that his comment is not on an agenda item, and he will need to comment at the next public comment period.

Kevin Tringali commented on item #5d.

Sam Glass commented on item #5e.

Krzysztof Klesyk commented on item #5d.

Discussion Items:

Ordinance No. 250324-A: Michigan Gas Utilities Corporation Franchise Agreement:

City Manager Cummins explained that the original 30-year franchise agreement with Michigan Gas Utilities, approved in 1994, has expired. The utility has now petitioned for a new 30-year agreement to continue using the city's rights of way (such as streets and alleys). The proposed agreement has been reviewed and approved by both the city's and the utility's legal teams. It is non-exclusive, includes an established permitting process, and features updated indemnification and other minor clarifications. The city charter allows such a franchise, and staff recommends approval.

Pavement Markings Agreement with Advanced Pavement Marking in the amount of \$81,085.35:

DPW Superintendent Herbert explained the reasoning behind a proposed three-year contract for street striping. In the past, the DPW partnered with Accurate Striping, but since that company is no longer in business, the department reconsidered how to handle the work. With DPW resources increasingly stretched, they opted to outsource the striping entirely. Although the service has been contracted out the past few years, the annual bidding process has proven time-consuming and inefficient. To streamline operations, they're now proposing a three-year contract to avoid repeating the process yearly. DPW and F&V compiled a full inventory of street markings and put the project out for bid twice this spring. The first round got no responses, possibly due to an early deadline (Memorial Day). For the second round, they extended the completion window into June, which helped attract bids.

Two bids were received:

- Advanced Pavement Markings: \$81,085.35
- Ace Parking Lot Striping: \$106,924.00

Due to the significant cost difference, F&V and DPW recommend awarding the contract to Advanced Pavement Markings.

Resolution No. 250324-A: A Resolution of Authorizing Submission of a Recreation Passport Grant Application:

Engineer Moxey explained that the original project estimate last fall was around \$300,000, intended to leverage funding from the DNR Passport Grant Program (\$150,000), a private donor (\$100,000), and the city (\$50,000). Since then, the project scope has been adjusted based on community feedback. Planned bleachers were replaced with simple benches, and the proposed college-sized basketball court was scaled back to a high school-sized court, resulting in cost savings. The updated project cost is now approximately \$260,000, still covering the donor's initial vision along with some enhancements. The new funding breakdown would be:

- \$150,000 from the DNR grant
- \$100,000 from the donor
- \$10,000 from the city (to show commitment)

Moxey noted the final cost could range between \$250,000 and \$300,000, depending on how many extras are included based on the group's input.

Ordinance No. 250324-B: Short-Term Rental Licensing Ordinance Amendment:

Attorney Witte discussed proposed amendments to the Short-Term Rental (STR) licensing ordinance.

Further Review of Slow No Wake Zone Request:

City Manager Cummins revisited the topic of a potential slow-no wake zone on Lake Kalamazoo, which had been discussed at the last council workshop. Two council members missed that part of the meeting, prompting the topic's return for further discussion.

Resolution No. 250324-B: A Resolution Providing City Council's Public Comment to the United States Army Corps of Engineers on Northshore of Saugatuck, LLC's Permit to Build a Boat Launch:

City Manager Cummins provided an update on the Council's unanimous decision last month to oppose the proposed boat ramp near the mouth of the Kalamazoo River, following a request from the Coastal Dunes Alliance.

Culver Street Parking Lot Operation Agreement:

The agreement with the school about the use of the Culver parking lots remains essentially the same as last year, with updated dates for bonus days, but no changes to the staffing plan or operating hours. The revenue split also remains 50/50 between the city and the school.

Spear Street Launch Ramp Management Agreement:

The Star of Saugatuck will continue to handle oversight and monitoring of the boat ramp, ensuring users pay the required fee, which can still be paid at their office. While there were some concerns about decreased revenue last year, a notable increase in gross revenues was confirmed upon review—an encouraging sign. Mr. Steele is willing to continue managing the ramp operations and providing access to bathrooms for users. Additionally, DPW Superintendent Scott Herbert and staff are looking into replacing the worn-out sign at the launch and considering other minor site improvements to tidy up the area. Aside from these updates, the agreement itself remains unchanged.

2025 Boat Slip Management Agreement:

Here's a summary of the Sergeant Marina agreement renewal for managing the Griffith Street end transient slips:

- Term: March 1 – October 31, 2025
- Operator (Sergeant Marina) Responsibilities:
 - Manage slip rentals: scheduling, waiting lists, fee collection
 - Provide amenities: water, electricity, and access to restrooms, showers, and parking
 - Maintain an on-site dockmaster
 - Set rental rates comparable to other marinas on the lake and collect fees upfront
 - Follow all applicable laws and permit requirements
- Compensation:
 - Sergeant Marina keeps 60% of rental fees
 - City receives 40%, to be paid by November 1 with supporting documentation
- Recent Net Revenue to the City:
 - 2021: \$10,267
 - 2022: \$9,904
 - 2023: \$9,931
 - 2024: \$8,900.72
- City's Responsibility:
 - Maintain general liability and property insurance for the boat slips

The agreement structure and responsibilities remain consistent with previous years.

Public Comments:

Brad Johnson spoke regarding an oval beach discount pass for veterans.

Kyle Ritsema commented on the no wake subject matter for Kalamazoo Lake.

Kevin Tringali commented on short-term rentals.

Kathleen Quick asked a question about short-term rentals.

Correspondence:

Ping Wei submitted correspondence regarding her short – term rental property.

Council Comments:

- Councilmember Clark Councilmember Joe Clark expressed strong support for veterans,

including making concessions for them at parks or other areas. He suggested it's a valuable topic for a future workshop discussion. He also appreciated the dialogue and thanked others for sharing their perspectives during the meeting.

- Councilmember Muncey expressed support for finding a way to give veterans easier access to city parks, calling it a worthy idea. He also noted that tomorrow marks the first day of spring, and shared excitement about the season ahead.
- Councilmember Dean thanked a veteran for attending the meeting and staying through to the end. He voiced support for finding ways to assist veterans, especially disabled veterans, in accessing city parks. He specifically mentioned the parking fee at Oval Beach and suggested the city should explore ways to improve accessibility. He closed by expressing gratitude for the veteran's service.
- Mayor Pro-Tem Stanton noted great discussions were had by the council.
- Councilmember Garnder said that it was a good meeting and thanked Mr. Johnson for being at the meeting.
- Councilmember Peterson thanked the veteran for their comments and expressed appreciation for their service, noting that her husband is a veteran as well. She agreed that it's a good idea to find ways to benefit veterans and praised the discussion that took place during the meeting.

Adjournment:

Motion by Muncey, second by Peterson to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Anderson adjourned the meeting at 6:18 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk