



CITY COUNCIL REGULAR MEETING MINUTES

February 10, 2025

The City Council met to have a Regular Council Meeting at City Hall.
102 Butler St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Mayor Anderson at 6:30 p.m.

Pledge of Allegiance.

Attendance:

Present: Mayor Anderson, Councilmembers Clark, Dean, Muncey, Peterson and Gardner.

Absent: Gardner.

Motion by Stanton, second by Dean to excuse Gardner from tonight's meeting. Via voice vote, motion carried 6-0.

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

Mayor Comments:

Mayor Anderson expressed gratitude for living in the area, remarking on the beauty of the sunset and the privilege of seeing the Kalamazoo River and Lake Michigan regularly. She also took a moment to recognize the city's successful election audit, congratulating the Clerk Wolters, Deputy Clerk Williams and the election team on achieving a perfect audit of the presidential election in Saugatuck. As an election inspector herself, she praised the rigorous procedures and attention to detail required to ensure fair and free elections. She commended Clerk Jamie for her poise under pressure and highlighted the significance of achieving a flawless audit, acknowledging the many meticulous steps involved in the process.

City Manager Comments:

City Manager Cummins commended the city clerk's team for their exceptional work during the presidential election, noting their process as a model for others. He highlighted Clerk Wolters's leadership, as fellow clerks have sought her guidance. He mentioned his recent appearance on Council Member Muncey's radio show with Mayor Pro Tem Stanton to discuss city matters. Cummins reported that annual lead testing showed no sites above action levels, though the city remains committed to replacing lead service lines. He also announced that Sergeant Haas will present an annual policing

report on February 24. Lastly, he noted that the next workshop would cover Capital Improvement Planning updates and infrastructure projects, encouraging residents to tune in.

Agenda Changes: None.

Guest Speakers:

Kristen Armstrong, Director of the SCA, highlighted the organization's programming for 2025, centered around the theme "Thrive," emphasizing the role of arts in personal, family, and community well-being. She noted ongoing initiatives, including school programs, exhibitions, and concerts, with a shift to weekly events during the off-season and daily programming in summer.

Jim Bouck, Vice Chair of Zoning Board of Appeals, presented the Zoning Board of Appeals 2024 annual report.

Steve Manns, Chair of Planning Commission, presented the Planning Commission 2024 annual report.

Public Comment on Agenda Item Only:

Steve Manns, Weirich Dr. commented on agenda item #14b.

Councilmember Russ Gardner (*via zoom*), Spear St. commented on agenda item #14c.

Consent Agenda:

- A. Strategic Planning Meeting Minutes – January 24, 2025.
- B. Regular Meeting Minutes – January 27, 2025.
- C. 2025 Wicks Park Boat Slip Rate Adjustment.
- D. Approval of Agreement with E. Dowd's Crane Service LLC for Professional Tree Removal Services in the amount of \$11,627.50.
- E. New Bike Racks Downtown.
- F. Board and Commission Appointments:
 - Larry Blose to Board of Review.
 - Joe Clark to the Kalamazoo Lake Sewer & Water Authority.
 - Christopher Raphael to the Zoning Board of Appeals as a Full Member.
 - Matt Holley to the Zoning Board of Appeals as an Alternate Member.

Motion by Stanton, second by Clark to approve the consent agenda. Via roll call vote, motion carried 6-0.

Staff Reports, Boards, Commissions & Committees:

The City Manager, Treasurer, City Clerk, Director of Planning & Zoning, Department of Public Works, Engineer and Police submitted status reports of current activities since the last regular council meeting on January 27, 2025, for their respective departments.

Fire District Administration Board, Dan Fox:

Dan Fox, city representative for the Saugatuck Township Fire Department, provided a brief update. He announced the next meeting scheduled for February 17. During a recent workshop, the district received a presentation from Grand Rapids Administrative Fire Chief Brad Brown on facility planning. The workshop also included a review of apparatus upkeep costs, including per-mile expenses for fire vehicles. A significant discussion focused on acquiring a second transport-capable first-response vehicle to support EMS calls, which make up nearly 60% of the district's responses. The proposed plan involves

purchasing a new truck chassis and mounting a refurbished ambulance box, a cost-saving measure, though the total expense remains over \$200,000. A vote on this purchase is set for the February 17 meeting. Fox also briefly commented on parade safety security measures, referencing enhanced barriers in New Orleans during the Super Bowl and similar efforts in Holland for Tulip Time. Holland is investing in additional safety equipment, including over 100 concrete barriers, to protect parade routes and pedestrian areas. Fox highlighted public safety as a top priority for the city, emphasizing ongoing discussions and concerns regarding event security.

Interurban Board, Councilmember Muncey:

Councilmember Muncey provided an update on the fiscal year, which runs from October to October. He reported that ridership for the first quarter reached 14,422, the highest in the service's history, reflecting continued growth. The district's new building is expected to break ground in the spring, marking progress on the project. Additionally, the annual audit is still under review by Hungerford Nichols and will be ready for discussion at the February meeting, ensuring it meets the March 31 deadline. Muncey also addressed budget adjustments due to delays in federal grant funding. To proactively manage finances, he scheduled a budget meeting for the following afternoon to explore creative solutions while maintaining fiscal responsibility. However, with only 23% of the budget spent in the first quarter, expenditure remains on track. He concluded by noting that the budget meeting would take place at 1:00 PM, with the regular monthly meeting scheduled for Tuesday, the 18th, at the Interurban offices.

Kalamazoo Lake Sewer & Water Authority:

Mayor Anderson noted that Mark Bekken is stepping down from the board, and Councilmember Joe Clark was appointed through the consent agenda. She mentioned having discussions with both Mark Bekken and Barry Johnson, noting that Barry will reach his 20th year on the board on March 7, while Mark has served for 30 years. Mayor Anderson expressed deep appreciation for their long-standing service.

Kalamazoo Lake Harbor Authority, Councilmember Peterson: None.

Zoning Board of Appeals: None.

Historic District Commission, Councilmember Gardner: None.

Planning Commission, Councilmember Clark: None.

Parks & Public Works Committee, Mayor Pro-Tem Stanton:

At the last meeting Nancy Kimball was selected for chairperson of the committee. Kelly Roch was selected as vice-chair. The next meeting is February 25 at 10am and they will begin discussing renaming the old airport property.

Tri-Community Non-Motorized Trail Study Committee, Councilmember Dean:

The project is delayed as The Friends of the Blue Star Trail have communicated to their donors and member recently and council discussed in closed session.

Water System Operations Contract Advisory Committee, Councilmember Gardner and Councilmember Clark:

Councilmember Clark informed the council that the attorneys are working on a red line draft.

Wildlife Management Committee, Councilmember Dean: None.

Approval of Accounts Payable:

Motion by Peterson, second by Muncey to approve the accounts payable in the amount of \$474,123.11. Via roll call vote, motion carried 6-0.

Public Hearing: None.

Unfinished Business: None.

New Business:

Ordinance No. 250210-A - Amend the City Code of Ordinances to clarify the purchasing authority of the City of Saugatuck:

Motion by Stanton, second by Clark to amend the city Code of ordinances to clarify the purchasing authority of the City of Saugatuck. Via roll call vote, motion carried 6-0.

Ordinance No. 250210-B - Amend Title XV, Chapter 154, of the Code of the City of Saugatuck to amend section 154.022 (W)(3) to revise the required minimum gross finished floor area for Accessory Dwelling Units and to amend section 154.092 (J) to allow existing accessory dwelling units that do not conform to the requirements of 154.022 (W) to qualify for rental if all other applicable requirements are satisfied:

Motion by Clark, second by Stanton to approve Ordinance No. 250210-B an ordinance to amend Title XV, Chapter 154, of the Code of the City of Saugatuck to amend section 154.022 (W)(3) to revise the required minimum gross finished floor area for Accessory Dwelling Units and to amend section 154.092 (J) to allow existing accessory dwelling units that do not conform to the requirements of 154.022 (W) to qualify for rental if all other applicable requirements are satisfied. Via roll call vote, motion carried 6-0.

Updated Policy on Ethical Standards of Conduct:

Motion by Stanton, second by Peterson to approve the updated policy on ethical standards of conduct. Via roll call vote, motion carried 6-0.

Goals and Priorities for Fiscal Year 2025/2026:

Motion by Peterson, second by Muncey to approve the goals and priorities for fiscal year 2025-2026. Via roll call vote, motion carried 6-0.

Public Comment:

Diana Decker, Elizabeth St. announced that actors at the SCA need housing if anyone can spread the news.

Correspondence:

Cathy Brockington regarding Maple St. improvements and alerted the council about a Dawn Redwood tree in Wick's Park.

Council Comments:

Councilmember Clark expressed gratitude to Kristen, Jim, and Steve for their reports, highlighting the impressive work of the SCA and the exciting developments ahead. Clark also thanked fellow council members for passing the zoning changes, emphasizing their importance for the community, economy, and residents. The changes align with public input from the Short-Term Rental Task Force discussions, promoting responsible housing. Clark ended on a lighthearted note, mentioning Valentine's Day, the arrival of spring, and a reminder to order flowers.

Councilmember Dean expressed gratitude for the contributions of both the creative community and those working hard behind the scenes in Saugatuck. They specifically thanked the SCA for their great presentation and praised the planning commission for taking on challenging assignments, emphasizing deep appreciation for the hard work and dedication of the team.

Councilmember Muncey playfully acknowledged a great segue into Valentine's Day, mentioning they would be at the flower shop all weekend and inviting the community to stop by. They encouraged open communication, offering to clarify any statements through a call or text, emphasizing that some conversations are best had in person rather than through formal speeches.

Councilmember Peterson agreed with everything, but that spring is around the corner.

Councilmember Stanton echoed the appreciation for the guest speakers and commended the SCA for their outstanding work. She highlighted the organization's impact, particularly on working with young people and communities in need and expressed gratitude for all they do.

Mayor Anderson expressed appreciation for the council and staff, feeling fortunate to be part of the group. The Mayor also asked Jake to pass along thanks to Lizzie for her work on the ethics policy.

Adjournment:

Motion by Muncey, second by Peterson to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Anderson adjourned at 8:02 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk