



CITY COUNCIL WORKSHOP MEETING MINUTES

January 22, 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. *Muncey entered the meeting at 4:15 p.m.*

Absent: None.

Others Present: City Manager Cummins, Zoning Director Thompson, Treasurer Bredeweg, Engineer Moxey, Engineer Tierney, Attorney Jake Witte and Clerk Wolters.

Agenda Changes: None.

Guest Speakers: None.

Public Comment on Agenda Items Only:

Wendy Colsen, Maple St.- commented on item 6A. Maple Street.

David Islamovski, Maple St.- commented on item 6A. Maple Street.

Cathy Brockington, Singapore Dr.- commented on item 6A. Maple Street.

Discussion Items:

Maple Street – Improvements Planning and Options:

In June, the Council approved an engineering proposal to plan for Maple Street improvements. Since then, the City's engineers have conducted an open house to gather public feedback, performed topographic surveys, met with Township officials, and developed cost estimates for several potential options. These options include:

- Road resurfacing or reconstruction
- Water main replacement, including service replacements, some extending inside homes/buildings
- Drainage and stormwater management improvements
- Non-motorized improvements, such as widened shoulders or sidewalks.

Engineers Jon Moxey and Peter Tierney presented the following information to the City Council regarding the Maple Street improvements:

Project Components to Consider:

- Water System Infrastructure
- Wastewater System Infrastructure
- Drainage System Infrastructure
- Roadway Infrastructure
- Non-Motorized Infrastructure
- Other Infrastructure

They also provided a summary of the anticipated costs, outlined the projected project schedule and next steps, discussed construction considerations, and addressed additional questions and further discussions from the Council.

Sea Wall and Concrete Repairs – Proposal for Design engineering & Bidding Assistance:

The engineer team of Jon Moxey and Peter Tierney along with DPW Superintendent Herbert discussed a series of smaller projects along the riverfront that have been identified as priorities. These projects, while interrelated, can be addressed individually depending on their urgency. The proposed work includes:

- **Francis Street (between Water Street and the river):** Addressing sinkholes that appeared when water levels were high, with plans for repairs and repaving.
- **Wicks Park:** Repairing a section of the sea wall where the sheet piles are separating, causing sidewalk cracking, though not yet a trip hazard.
- **Coughlin Park:** Fixing settled sidewalk along the sea wall.
- **Griffith and Hoffman:** Repairing and improving old, ornate concrete stairs coming down a steep hill.
- **Sphere Street Boat Launch:** Tackling drainage and runoff issues affecting the area.
- **Chain Ferry:** Reinforcing or replacing deteriorating framing beneath the decking, which was confirmed after a recent inspection by the DPW.

The team acknowledged that the high water levels from 2019-2020 likely caused significant damage to some sea walls. They suggested that with some of the previously planned projects being delayed into the next fiscal year, there may be an opportunity to address these repairs. Moving forward, they recommended proceeding with engineering, design, and bidding to get a better understanding of costs. Additionally, they emphasized the importance of maintaining existing infrastructure, noting that repair costs are expected to rise.

Mt. Baldhead Bathroom Plans:

The engineering team provided an update on the Mount Baldhead bathrooms. The team sought input from the Council and the Parks and Public Works Committee during the design phase and felt confident in moving forward with the bidding process.

Key points discussed included:

- **Site Plan:** The existing restroom will be replaced with a new structure in the same footprint to minimize disturbance to the area. The design aims to respect cultural resources and includes sidewalks on the east and north sides.
- **Water Service:** There is uncertainty regarding the water service's compliance with lead and copper regulations, so exploration will be done during construction.
- **Heating and Winterization:** The building is designed to be flexible for year-round use, with electric heating units in each room, though heating can be turned off during winter.

- **Security:** A wireless security camera system will be considered for the restroom and surrounding area, with the possibility of including the entire parking lot.
- **Design and Layout:** The building will have three rooms with individual heating, a floor plan that includes two stalls and a custodial room, and modern, durable fixtures. The design will reflect the aesthetic of the nearby historic pump house.
- **Future Additions:** The design includes provisions for future displays and trail maps, with possible collaboration with the Convention and Visitors Bureau for additional informational cabinets.

Overall, the project aims to modernize the restroom while maintaining functionality and flexibility for future needs. The bids will be reviewed at the second workshop in February.

Renaming Old Airport Property:

The city council discussed the process for renaming the old airport property and decided to send it to the Parks and Public Works Committee for recommendations.

Retroactive Right of Way encroachment Request – 560 Mill:

Zoning Director, Luke Thompson presented a retroactive right of way application for the property at 560 Mill Street, which includes existing hardscaping features such as a water fountain, sprinklers, decorative boulders, and a stone wall along Simonson Drive. The property owner seeks approval for these features but has agreed to remove the stone wall from Simonson Drive. The features were installed prior to the current owner's purchase of the property. A neighboring property had previously requested a similar encroachment, which was denied, but that request involved an existing stone wall, whereas the current application involves the removal of the wall and other natural obstructions, leaving only smaller features. Engineering reviewed the application and suggested that the encroachment be pulled back, though they did not propose complete removal. The property owner, present via Zoom, is seeking discussion and input from the City Council, with the intention to finalize a motion at the next meeting.

Public Comments:

Wendy Colsen, Maple St. - commented on Maple St.

Cathy Brockington, Singapore Dr. - commented on Maple St.

Phillip Rotherman, Singapore Dr. - commented on Maple St.

Tim Tamer, Mill St. - commented on Maple St.

Correspondence:

Wendy Colsen regarding Maple St.

Tim and Tracey Leffler regarding a short-term rental certificate.

Council Comments:

- Mayor Anderson expressed her appreciation for the discussions and the hard work done by the team. She thanked the residents of Maple Street for their involvement in the recent sessions and surveys. She also shared her excitement for the upcoming strategy session on Friday and the ongoing collaboration.
- Councilmember Clark expressed his gratitude for the collaborative discussion and the insightful presentation, thanking Scott Herbert and the team for their efforts. He also emphasized the importance of understanding the city's growing capital needs and how to prioritize the available

funds, noting his anticipation for the upcoming strategy session. Additionally, Clark supported Councilmember Peterson's suggestion to address the speeding issues on residential roads, particularly in areas with high traffic due to rentals and vacationers. He pointed out specific streets, like those near schools and busy intersections, where speeding poses a significant safety risk. Clark advocated for exploring options such as street barriers, signage, or speed awareness tools to improve safety in these areas.

- Councilmember Dean expressed strong appreciation for Scott Herbert and the DPW team, commending their hard work in managing the winter conditions in southwest Michigan. He acknowledged their efforts to keep the streets in good condition and thanked them for their dedication. Dean also extended thanks to John and his team for the excellent presentation given that evening.
- Councilmember Gardner highlighted an issue with the construction at Holland and Francis, where a contractor had placed a porta-potty, dumpster, and vehicles on the sidewalks and in the right of way. He emphasized that these items needed to be removed immediately, as the house was roughed in and the items had been occupying the space for an extended period. He also asked if Marilynn would be present on Friday to facilitate the upcoming meeting.
- Councilmember Muncey acknowledged the challenges faced by the DPW team during the harsh winter conditions and praised their efforts in maintaining the streets. He expressed appreciation for the team's hard work and dedication, recognizing the importance of their role in keeping the community safe and functioning. Additionally, Muncey emphasized the value of teamwork and collaboration in achieving success and thanked everyone involved for their contributions.
- Councilmember Peterson expressed gratitude to the engineers and Scott for their excellent presentation. She noted three additional tasks that may be added to the department's responsibilities if the current proposals move forward: snow plowing a new street, potentially overseeing year-round bathroom maintenance, and managing a new trail at the airport property. She emphasized the importance of being mindful of the increasing workload for the department, acknowledging the great work they do.
- Mayor Pro-Tem Stanton expressed appreciation for the productive discussion, highlighting the importance of the time and effort invested. She acknowledged that some significant items may not be completed but emphasized that the upcoming strategic planning session on Friday would provide an opportunity to address and discuss many of those issues. She expressed his anticipation for the session.

Adjournment:

Motion by Peterson, second by Clark to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Anderson adjourned the meeting at 6:29 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk