



CITY COUNCIL WORKSHOP MEETING MINUTES December 4, 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 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, Attorney Jake Witte and Clerk Wolters.

Agenda Changes: None.

Guest Speakers: None.

Public Comment on Agenda Items Only: None.

Discussion Items:

Change Order #1 to TMF Water Service Material Verification Agreement with Compton Inc:

The City was awarded a \$221,600 Technical, Managerial, and Financial (TMF) grant to verify lead service lines as part of the Michigan Department of Environment, Great Lakes, and Energy's (EGLE) required final Distribution System Materials Inventory (DSMI). Compton Inc. was contracted to perform the work and has made significant progress, with the first DSMI report successfully submitted to EGLE. Fleis & VandenBrink has proposed extending the project's substantial completion date to April 1 for several reasons. Additional funding allows for the inclusion of more curb stops and investigations than initially planned.

- The original bid did not account for potholing in frozen ground, making winter conditions a challenge for timely project completion.

The proposed change order would reduce Compton Inc.'s agreement by \$9,757.50. However, additional engineering costs for the extra work will offset this reduction. All expenses remain reimbursable through the TMF grant. City Engineer Jon Moxey stated that the remaining work is

expected to resume in March, once the ground thaws, with minimal traffic impact anticipated as the work will occur outside the roadway.

Strategic planning Meeting for fiscal Year 2025/2026:

City Manager Cummins is seeking input on the strategic planning process for the upcoming fiscal year. In previous years, the city has engaged a facilitator to assist in setting annual goals and priorities for both staff and council.

This process typically involves:

- A community survey, which has been used consistently to analyze trends over time. A copy of the survey is included in the meeting packet.
- A half- to full-day workshop where council and staff, guided by a facilitator, identify city strengths, review progress on prior goals, and prioritize objectives for the coming year.
- Group discussions to refine and rank priorities collaboratively.

The manager has proposed several options for council consideration:

1. Continue with the same facilitator and process.
2. Engage a new facilitator for a fresh perspective.
3. Conduct the planning process internally, led by the mayor and the city manager.
4. Explore a more comprehensive, long-term strategic planning approach.

Amendment to Coghlin Park Policy:

The city staff proposed revising the reservation policy for the Coughlin Park gazebo. The gazebo is most frequently rented for weddings and generates modest revenue, averaging \$2,500–\$4,000 annually. Staff highlighted that wedding planning typically begins well over a year in advance, and the existing restrictions hinder the ability to secure the venue in a timely manner. Additionally, prospective renters coordinating events with other local venues, such as the SCA, are similarly impacted.

To improve customer service and increase gazebo utilization, staff proposed allowing reservations for future years without the January 1 restriction. Major community events like Venetian Festival, Fourth of July, and races would still be prioritized and blocked off in advance, but all other dates would operate on a first-come, first-served basis. The council suggested changing the policy to allow rentals two years out.

Quorum Check for December 23 Regular Meeting:

All councilmembers stated they were available to attend the City Council meeting on December 23rd. Council did not discuss changing the date.

Public Comments: None.

Correspondence: None.

Council Comments:

- Councilmember Anderson did not have a comment.
- Councilmember Clark noted that the tree lighting ceremony was great. He agreed that Water Street needs lighting for the holiday.

- Councilmember Dean the Wildlife Committee is meeting at 6pm in Douglas to discuss the deer concern within the tri-community with the DNR.
- Councilmember Gardner thanked Santa's little helper for the radios to light the star on top of Mt. Baldhead past Friday night.
- Councilmember Muncey noted during a council meeting, Councilmember Stanton raised the issue of adding lights on Water Street. He expressed a desire to keep the topic in ongoing discussions. He mentioned speaking with another business owner who strongly supports the idea and suggested exploring fundraising opportunities to make it happen. He volunteered to assist with organizing such efforts. Noting that the lack of lights on Water Street has been a concern for over 20 years, he emphasized the importance of prioritizing the project next year.
- Councilmember Clark did not have a comment.
- Mayor Pro-Tem Stanton is looking forward to the Holiday parade on Saturday at 11:00 a.m.

Adjournment:

Motion by Stanton, second by Gardner to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Stanton adjourned the meeting at 5:00 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk