



**CITY COUNCIL SPECIAL MEETING MINUTES
September 26, 2024**

The City Council met for a Special Council Meeting at 9:00 a.m.
City Hall
102 Butler St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Mayor Stanton at 9:00 a.m.

Attendance:

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

Absent: None.

Others Present: City Manager Cummins, Attorney Jake Witte, and Clerk Wolters.

Agenda Changes: None.

Guest Speakers: None.

Public Comment on Agenda Item Only: None.

Discussion Items:

A. Approval of a Selection Process for Current City Council Vacancy:

- Logan White resigned from City Council on September 24, 2024.
- The Charter requires the City Council to fill the vacancy within 30 days.
- City Manager Cummins provided the following recommended selection process based on past procedures:
 - Staff recommends that Council accept applications, including a cover letter, resume, and answers questions during a future meeting, Council could then invite the applicants to provide 5-7 minutes of comments/presentation on why they should be selected.
 - Questions used in 2019 City Council vacancy given as example:
 1. Describe your community/volunteer involvement (past and present).
 2. List any prior government experience you have.
 3. Describe any work or business experience that would be beneficial if you were appointed to the Saugatuck City Council.

4. Describe any policy making experience you have.
5. List the reason(s) for seeking to be appointed to fill the vacant Saugatuck City Council seat.
6. Do you intend to be on the upcoming November 2019 ballot for the Saugatuck City Council.

- As an alternative, Council could accept applications, cover letters, and resumes and invite the applicants to participate in a formal 30–45-minute interview.
- The following is a proposed timeline:
 - September 26 – Notice is released that Council is accepting applications for the vacant seat.
 - Notice to be shared in an e-mail blast, on social media, and in the Commercial Record.
 - October 11 at 5p – Application Deadline
 - Date TBD – Council selects a date the week of October 14 for a special meeting to review applications, hear from applicants and select an applicant to fill the vacancy.
- Applicant materials will be shared with the Council and public in the meeting packet.

Motion by Muncey, second by Gardner Motion to approve the following selection process for the City Council vacancy:

- *Notice to be released on September 26 that Council is accepting applications for the vacant seat.*
- *Applicants shall submit the following to the City Clerk:*
 - *A board/commission application, cover letter, resume, and answers to questions #1-5 identified in the meeting staff report.*
 - *The application deadline shall be October 11 at 5pm.*
 - *City Council will hold a special meeting on October 17 at 5pm to review applications, hear from applicants, and select an applicant to fill the vacancy.*

Via roll call vote, motion carried unanimously.

Public Comment: None.

Correspondence: None.

Council Comments:

- Councilmember Anderson: There were only three candidates running for three positions in 2023 when Logan White was elected.
- Mayor Pro-Tem Baldwin: None.
- Councilmember Gardner: He noted that City Council should be focused on identifying applicants that will be in line with what the constituents voted on back in the election of 2023 when voting in Logan White. A chance to find someone who can maybe be in scope with Logan White's positions and why he was elected.
- Councilmember Dean: None.

- Councilmember Muncey: He will be making bows at puddingstone for the town decorating. Thanked staff for planning the special meeting so quickly. Everyone should be proud of how proactive Council and staff are.
- Mayor Stanton: None.

Adjournment:

Motion by Muncey, second by Baldwin to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Stanton adjourned at 9:24 a.m.

Respectfully Submitted

Jamie Wolters, City Clerk