



**CITY COUNCIL SPECIAL MEETING AGENDA
September 26, 2024 9:00am**

This is an in-person meeting at Saugatuck City Hall, 102 Butler St, Saugatuck, MI 49453. The meeting will also be available live, virtually on Zoom.

- 1. Call to Order**
- 2. Roll Call**
- 3. Agenda Changes** (*Additions/Deletions*)
- 4. Guest Speaker**
- 5. Public Comment on Agenda Items Only** (*Limit 3 minutes*)
- 6. Discussion Items:**
 - A. Approval of a Selection Process for Current City Council Vacancy**
- 7. Public Comments** (*Limit 3 minutes*)
- 8. Correspondence:**
- 9. Council Comments**
- 10. Adjourn**

NOTICE:

Join online by visiting:
<https://us02web.zoom.us/j/2698572603>

Join by phone by dialing:
**(312) 626-6799 -or-
(646) 518-9805**

Then enter "Meeting ID":
2698572603

Please send questions or comments regarding meeting agenda items prior to meeting to:
rcummins@saugatuckcity.com

Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck City Clerk at 269-857-2603 or jwolters@saugatuckcity.com for further information.



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: September 26, 2024

SUBJECT: Approval of a Selection Process for Current City Council Vacancy

DESCRIPTION:

During Monday's Council meeting, Logan White announced that he recently purchased a home in Holland. On September 24, Mr. White filed his immediate resignation from the Council with the City Clerk. The Clerk acknowledged receipt of his resignation. Consistent with the City Charter, this has created a vacancy as of today:

SECTION 4.7 VACANCY DEFINED.

In addition to other provisions of this charter, a vacancy shall be deemed to exist in any elective office **on the day** when the officer dies, **files his resignation with the city clerk**, is removed from office, moves from the city, is convicted of a felony, or of misconduct in office under this charter, is judicially declared to be mentally incompetent, or is absent from three (3) consecutive regular meetings of the council, unless excused by the council for cause to be stated in the record of council proceedings.

The Charter requires that the vacancy be filled within thirty days:

SECTION 4.8 VACANCIES.

(a) Except as otherwise provided in this charter, any vacancy occurring in any elective office shall be filled within thirty (30) days after such vacancy shall have occurred by the concurring vote of at least four (4) members of the council. The person appointed by the council shall serve for the remainder of the unexpired term of the vacated office

Recommended Selection Process

Staff reviewed past City practice in filling City Council vacancies. Past practice has involved accepting applications. The 2019 vacancy also included applicants submitting answers to a pre-determined set of questions, which included:

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.

Staff recommends that Council accept applications, including a cover letter, resume, and answers to the same or similar questions as #1-#5 above. During a future meeting, Council could then invite the applicants to provide 5-7 minutes of comments/presentation on why they should be selected.

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.

LEGAL REVIEW:

Legal has reviewed the vacancy provisions and will be at your meeting to answer questions.

SAMPLE MOTION:

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 _____ at ____ to review applications, hear from applicants, and select an applicant to fill the vacancy.