



**CITY COUNCIL WORKSHOP MEETING MINUTES  
July 5, 2023**

The City Council met for a Workshop Meeting at 4:00 p.m.  
City Hall  
102 Butler St., Saugatuck, MI 49453.

**1. Call to Order:**

The meeting was called to order by Mayor Dean at 4:00 p.m.

**2. Attendance:**

Present: Mayor Dean, Mayor Pro-Tem Stanton, Councilmembers Baldwin, Gardner, Lewis and Muncey. Leo entered the meeting at 4:01 p.m.

Absent: None.

Others Present: City Manager Heise, Director of Planning, Zoning, & Project Management Cummins, City Attorney Witte, Clerk Wolters.

**3. Agenda Changes:** Additions: Recap on Fourth of July costs. Current status on Legal Fees:

*Motion by Lewis, second by Stanton to include the items July 4<sup>th</sup> recap and legal fees summary for the agenda. Via Voice vote, motion carried unanimously.*

**4. Guest Speaker:** None.

**5. Public Comments on Agenda Items Only (Limit 3 minutes):** None

**6. Discussion Items:**

**A. Ethics Policy Discussion:**

- Attorney Witte gave an analysis of Ethics.
  - State law creates a framework of baseline ethical obligations and it's up to individual municipalities and agencies to create anything that goes beyond that.
  - His office's experience is having a separate standalone ethics policy is more of the exception than the rule.
  - Counsel reviewed the City's ethics policy documentation from both 2004 and 2008, there were no red flags and nothing that needed immediate attention.

**B. Recommendation of Award for Roadwork and Engineering Services for Roadwork:**

- City Manager Heise explained the bids came in under budget for roadwork associated with East, West, Takken and Taylor. Total budget of \$580,000 will be on the agenda Monday to vote.

**C. Water AMP Proposal:**

- City Manager Heise explained that The City is working with EGLE to manage the water system. The proposal of \$23,400.00 will be for a water asset management plan proposal by Baker Tilly.

**D. AT&T Wireless Proposal**

- City Manager Heise requested approving an AT&T proposal site survey at a cost not to exceed \$10,000 to asses the downtown area which continues to have issues with telecommunication. Survey would include the following:
  - 1) An option for business owners to have a point of sale (POS) alternate or total connectivity.
  - 2) Tourists to connect and take bandwidth off AT&T cell towers in the region.
  - 3) To allow our local visitors bureau (CVB) to have a landing page for the Wi-Fi connectivity.
  - 4) The City offer this service free of charge; however the city could consider charging a fee for Wi-Fi connectivity.

**E. Fourth of July Recap:**

- City Manager Heise recapped the July 4<sup>th</sup> event:
  - Thanked Emergency services, DPW, Parade Volunteers and Organizer.
  - Presented Budget Graph-

| Light show, Music and Fireworks |              |  |              |
|---------------------------------|--------------|--|--------------|
| Presented to Council            |              |  |              |
|                                 |              |  | Actual       |
| Fireworks                       | \$ 15,000.00 |  | \$ 14,000.00 |
| Laser Show                      | \$ 20,000.00 |  | \$ 18,000.00 |
| Barges                          | \$ 8,000.00  |  | \$ 8,000.00  |
| Music                           | \$ 5,000.00  |  | \$ 6,000.00  |
| Stage and lighting              | \$ 20,000.00 |  | \$ 8,500.00  |
| Graphic Design                  | \$ 1,000.00  |  | \$ -         |
| Lodging                         |              |  | 0-           |
| Food and Bev                    |              |  | \$ 250.00    |

**F. Leal Fees:**

- Attorney Witte provided a generalized discussion of what the legal fees are:
  - 75% of legal fees are spent on litigation.
  - 25% of legal fees are spent on non-litigation matters:
    - One-time projects, meeting attendance, consulting with staff, zoning and planning work, HR, contract reviews, lease agreements, labor and employment, FOIA and specific projects like water and sewer.

**7. Public Comments (Limit 3 minutes):**

- Bobbie Gaunt, resident:
  - Regarding event and economic planning, Council had good converstion.
  - Look at Tri-Community plan to work together.
  - Suggested a quarterly report for the budget.
- Holly Anderson, resident:
  - Ethics and accountability and reporting are important.
  - Good to have lawyers at meetings to tap into their perspective.
  - Draw from MML on ethics, build on great practices that exist.

**8. Correspondence:** Board of Review Vacancy Notice.

## 9. Council Comments:

- Councilmember Baldwin: Thank to City Manager Heise and City staff for July 4<sup>th</sup> event. All Council was able to come together to hang out and she enjoyed the day.
- Councilmember Gardner: Thank City and everyone involved in July 4<sup>th</sup>.
- Councilmember Leo: Thanked City Manger Heise for the July 4<sup>th</sup> event.
- Councilmember Muncey: Council had fun day spending it together celebrating at the parade and event. Thanked DPW Superintendent for giving him a demonstration on the barriers that were rented for the parade.
- Councilmember Lewis: July 4<sup>th</sup> was fantastic and look forward to finding a solution next year. Says a lot to the community that it can bring so many people to town in one day and have no major accidents.
- Mayor Pro-Tem Stanton: Beautiful day for July 4<sup>th</sup> event.
- Mayor Dean: Encouraged to find movement to solve the problem of special events. Hopeful that getting a summit meeting together with community partners.

## 10. Adjourn (Voice call):

*Motion by Lewis, second by Muncey to adjourn, upon voice vote, motion carried unanimously, and Mayor Dean adjourned at 5:06p.m.*

Respectfully Submitted,

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Jamie Wolters  
City Clerk