

Saugatuck Township Board
Regular Meeting Minutes
March 9, 2022
Meeting held in person & via Zoom

Call to Order:

Supervisor Osman called the meeting to order at 6:00 PM

Roll Call:

Present: Trustee Aldrich, Clerk Bigford, Treasurer Helmrich, Trustee Marcy, Supervisor Osman.

Also present: Operations Coordinator Daniel DeFranco & Technology/Recording Secretary Jennifer Drew.

Absent: None

Zoom Instructions:

Zoom instructions for public participation. All votes should be taken via roll call. Also please say your name before speaking. Mute yourself when you are not speaking. This meeting is being recorded. Please do not interrupt. If any public member is disruptive in a way that interferes with the board conducting their business, they will be blocked. Also highlighted that if there were any individuals that would like to participate, but need special accommodations, we will do our best to make those adjustments. Please do not click on any links on Zoom.

Approval of Agenda:

A **Motion** was made by Bigford to approve the agenda with adding under New Business section 5.5 Hiring Process. Supported by Marcy.

Discussion: None

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously

Public Comment: Osman opened the floor for public comments.

1. Kevin Whiteford, South Haven. Mr. Whiteford is a candidate running for the 38th District State House Seat. Came to the meeting to introduce himself and offer support for the township residents.
2. Dean Kapenga, County Commissioner. Update for the Board & public to what Allegan County is doing regarding federal funds to improve broadband and water projects throughout the county and how the Township can work with the County to receive funds for projects within Saugatuck Township. Also gave brief update to long term planning utilizing 3-year surveys, courthouse remodel updates, and West Side

County Park stair repair project that a grant has been applied for to assist with repair costs.

- 3. Joey Andrews, also running for the 38th District State House Seat. Wanted to introduce himself to the community.

Approval of Consent Agenda: Osman introduced the consent agenda.

Discussion: none

A **Motion** was made by Aldrich to approve the consent agenda as presented. Supported by Marcy.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously

Presentation: Proposed Wiley Road SAD by Neighbors

Township property owner John Castro and Township Engineer Dana Burd reviewed the proposed extension of municipal water and looping the existing line. 7 of 9 current property owners have agreed to the proposed SAD and intend to connect to municipal water if the line is extended. Presentation documents were provided for public record.

New Business:

Agenda Item 1: Appointments

The Township has one appointment to make to the Planning Commission. The appointment is to fill a vacancy for a term that expires in June of 2023. Presently, the Township has received materials from two applicants, Ken Butler, who also serves the Township as Parks Commissioner, and Gordon Stannis, who has a long history of volunteer work with the community.

An appointment was made by Osman to appoint Mr. Ken Butler to fill the vacancy on the Planning Commission.

A **Motion** was made by Bigford to approve the appointment of Mr. Ken Butler to the Planning Commission to expire in June of 2023. Supported by Aldrich.

Discussion: None

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously

Agenda Item 2: Bid Selection for 66th St Water Extension

DeFranco introduced. Prein & Newhof have evaluated bids received on March 1st for the 66th Street Water Special Assessment District. Six (6) bids were received and Redline Excavating, LLC is low bidder in the amount of \$329,042.64. The owner of Redline Excavating has indicated they are comfortable with their bid. Redline has completed projects of similar size and scale to this project.

The construction industry is currently experiencing significant challenges with the availability of materials. This will affect the schedule for this project. Redline Excavating anticipated receiving materials in November or December. The completion date bid for this project was August 30, 2022. Redline Excavating will provide a letter as a commitment to hold their bid price despite the delay in materials. Prein & Newhof have been following this industry-wide issue for several months and agree this issue is not unique to Redline Excavating.

Prein & Newhof recommend Saugatuck Township award this project to Redline Excavating contingent upon the Township making successful financial arrangement for the SAD. An RFP for the bond will be released by Baker Tilly on March 11th, 2022.

A **Motion** was made by Marcy to award the 66th Street Water Special Assessment District project to Redline Excavating, LLC contingent upon the Township making successful sale and delivery of bonds by the Township to fund the project for the SAD. Supported by Aldrich.

Discussion: None

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously

Agenda Item 3: Bike Trail Grant Resolution – 2022-02

DeFranco introduced. The Township has been an active member of the Tri-Community Committee (TCC) since 2020, created to work toward a solution for non-motorized trail linking the Township with the City of Saugatuck and the City of the Village of Douglas. The TCC hired an engineering firm to work through issues of the various trail segments with the partners of TCC as well as local fire department and road agencies. Proposed alignments were brought to the public in August 2021 where over 100 people attended. Those comments were reviewed and the TCC made recommendations to the three government boards on trail alignment and funding mechanisms. City of Saugatuck applied for a MDOT Transportation Alternative Fund grant on behalf of the three communities, which would cover 70% of the construction costs. The Township, in support of the project, has committed to \$10,000, City of Saugatuck \$50,000 and the Friends of the Blue Star Trail \$205,000. The Township and the City of Saugatuck also agreed to both apply for a Michigan Natural Resources Trust Fund grant for \$300,000 to cover the rest of the costs of construction and engineering. The resolution before you would authorize the Township’s submission of a Michigan Natural Resources Trust Fund Grant Application for \$300,000.

Prior to tonight’s Board meeting, a public hearing was held to seek community input regarding a proposed Michigan Natural Resources Trust Fund Grant application to develop .6 miles of the Blue Star Trail from Maple Street to Old Allegan Road and from North Street to Holland Street through Amalanchier Park. The Board should consider public comment for the hearing in reaching a determination on whether to support the present resolution.

A **Motion** was made by Marcy to approve the adoption of Resolution 2022-02: A Resolution to authorize submission of a Michigan Resources Trust Fund Grant. Supported by Helmrich.

Discussion: Helmrich asked when is the grant awarded? DeFranco stated that by August we should have a good idea if we are in the running with the grant awarded in December.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously

Agenda Item 4: Advisory Tri-Community Recycling Resolution – 2022-03

DeFranco introduced. On February 12, 2020 the Township Board voted to participate in Advisory Tri-Community Recycling Ad Hoc Committee, as created by the City of Saugatuck. On January 13, 2021 the Township adopted a resolution to reauthorize and extend the Advisory Tri-Community Recycling Ad Hoc Committee until December 31, 2021. Staff seeks guidance from the Township Board regarding whether or not the Township should continue to participate in this committee by passing a resolution to reauthorize and extend the Advisory Tri-Community Recycling Ad Hoc Committee until December 31, 2022. Saugatuck Township is initiating this process in the Tri-Community, and a resolution to reauthorize and extend the Advisory Tri-Community Recycling Ad Hoc Committee has been shared with the City of Saugatuck and the City of the Village of Douglas.

Additionally, on January 13, 2021 Daniel DeFranco, Mark Epstein, and Patrick Stewart were appointed to serve as the Township’s representatives on the Advisory Tri-Community Recycling Ad Hoc Committee. Since then, Mark Epstein has resigned from the committee. With the reauthorization and extension of this committee, staff seeks guidance from the Township Board regarding whether or not the Township Board would like to reappoint Daniel DeFranco and Patrick Stewart to the committee or post notice of the openings consistent with the Township’s adopted appointment policy for consideration at a future meeting.

A **Motion** was made by Helmrich to approve the adoption of Resolution 2022-03: A Resolution to Extend the Advisory Tri-Community Recycling Ad Hoc Committee Through 2022 and to reappoint Daniel DeFranco and Patrick Stewart as the Township’s representatives on the committee. Supported by Aldrich.

Discussion: Helmrich notes that each community can appoint up to 3 representatives however 3 are not required. Bigford questioned if Mr. Stewart is still interested in serving as the Township Rep. DeFranco clarified that he is. Bigford questioned are the other previous reps for the cities

remaining. DeFranco noted that 1 from Douglas has stepped down, leaving them with 3 reps, and 1 from City of Saugatuck is intending to step down which will also leave them with 3 reps. Both cities will have 3 representatives while the Township will have 2, but may look to appoint more in the future.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously

Agenda Item 5: Closing on Potential Municipal Well Site

DeFranco introduced the requirements to closing on a potential future well head site for the township located off 135th Ave from North Shores of Saugatuck for \$1. Sale will not be closed prior to September 22, 2022. Reviewed steps to be taken prior to closing. Closing must take place prior to September 2023. Estimated cost to close is approximately \$30,000.

Discussion: Helmrich questioned what is included in the cost to close, are the four points highlighted in the packet included in the costs? DeFranco clarified only some of the things noted are included, that there will be additional expenses related to the township engineer and attorney fees. Helmrich questioned if North Shores will continue to stage soil after the township closes on the property. DeFranco explained that this needs to be clarified by the township attorneys.

A **Motion** was made by Aldrich to approve staff to initiate the process of closing on the approximate 5.8 acre property to be sold to the Township for \$1 from North Shores of Saugatuck, LLC. Supported by Bigford.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously

Agenda Item 5.5: Hiring Process

Bigford introduced the process for hiring to fill the Township Manager position. Suggestions included changing the title effective immediately from Operations Coordinator to Interim-Manager or Manager, posting the job listing to the township website, MTA, & MML, accepting applications for 10 days, \$55,000-\$75,000 annual salary suggestions.

Discussion: Marcy noted the policy does not require the vacancy to be posted public. Stated she has received multiple unsolicited calls regarding Dr. DeFranco’s positive performance. Feels that transparency has been made.

A **Motion** was made by Marcy to fill the manager position without public posting, change the title effective immediately to Manager, take the action to pursue hiring Dr. Daniel DeFranco immediately, and appoint a committee to work out the details and contract for filling the Township Manager position. Supported by Osman.

Discussion: Bigford feels that transparency is important, brief only 10 days, the hiring committee can do the work during the 10 day period. Osman agrees with Marcy that posting is a waste of time for both staff and those who are applying to the position. Aldrich has also heard from many different people who are also impressed with DeFranco’s performance and is confident that the board is making the correct decision with Dr. DeFranco. Bigford is glad to have Dr. DeFranco, could support either decision. Helmrich doesn’t disagree with the comments that have been made about Dr. DeFranco, feels transparency is needed, a 10 day search is nothing in regards to time, is concerned with rushing and past mistakes that were made when a search was not performed. Marcy clarifies that the biggest difference between this time and last time is the Dr. DeFranco has been here in other roles and is not unknown. Aldrich agrees with Helmrich that for transparency reasons it is important to post the opening.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
N	N	N	Y	Y

Motion Failed.

A **Motion** was made by Helmrich to change the job title of the current Operations Coordinator to Interim Manager effective immediately, additionally to appoint 2 Board members to establish and initiate a hiring process to fill the manager position using the input from Board members compiled by Trustee Marcy as a guide where applications would be accepted for 10 business days. The team of 2 trustees would upon the closing of the 10 business days be authorized to initiate hiring and contract negotiations. Contract and final approval to hire would require a board approval at the April meeting. Support by Aldrich.

Discussion: none

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	N	N

Motion Carries.

Aldrich recommends Helmrich be part of the committee for the hiring process as he is in the office day to day and he sees what goes on and feels he has a grip on what the contract should say. Bigford expresses interest in the employment contract as she is aware of what worked and what did not work previously.

A **Motion** was made by Marcy to appoint Helmrich & Bigford to the Hiring Process Committee. Supported by Aldrich.

Discussion: none

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously.

Agenda Item 6: Renewal of Operations Coordinator Employment Contract

Osman introduced. Expressed it is now moot due to previous motion. Bigford recommends bumping salary to previously approved \$49,000 annual in the mean time while search is ongoing.

Discussion: Board agrees motion is not needed to raise the annual salary.

Old Business:

Agenda Item 1: Website Design Proposal Selection

DeFranco introduced. On December 2, 2022, the Township released an RFP for website redesign. This marks a significant step toward achieving the strategic goal of developing an improved online and social media presence. In response, the Township received six proposals from all over the country: as close as Douglas, MI and as far away as Santa Rosa, CA. From those six proposals, I have identified three that I believe warrant the Board’s consideration: Insight Marketing Design, CivicEngage, and Slant Communications.

Discussion: Bigford notes Insight stands out the most. Helmrich questioned the payment options. Marcy felt the RFP was grandiose and the quote could be less upon further review of needs. DeFranco stated \$25,000 was originally budgeted for website development with \$7,800 budgeted annually for yearly hosting and maintenance.

A **Motion** was made by Helmrich to authorize Interim Manager DeFranco to involve staff to conduct a 10 day review of the proposals submitted for web site design and make a decision, with a ceiling cost of \$20,000 for design development. Supported by Aldrich.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously

Agenda Item 2: Update Inclement Weather Policy

DeFranco Introduced. At the previous Regular Meeting, the Board unanimously approved updates to the Inclement Weather and Holiday sections of the Township’s Personnel Policy. Updates to the Inclement Weather section were approved with the condition that the update give the manager more discretion with respect to closing the office due to inclement weather. Operations Coordinator has prepared two options for the Board to consider. Option 1 gives the Manager full discretion in closing the office due to weather although encourages considering Saugatuck Public Schools closings in making such decisions. Option 2 ties office closures to weather-related closings of Saugatuck Public Schools, but gives the Manager discretion to open the office later in the day. Requested modifications to the Personnel Policy appear in red in the attached copy.

A **Motion** was made by Marcy to approve the adoption of the updated personnel handbook as presented, Option 1 on page 98, Option 2 on page 99. Support by Aldrich.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously

Reports:

Osman opens the floor for reports

Treasurer’s Report - Helmrich gave an update.

Planning Commission –Helmrich gave an update.

Coordinators Report –DeFranco thanked the Board. Report on file, highlights below.

- Township roads update.
- Parks update.
- Ongoing enforcements
- Building Maintenance
- ARPA & Broadband

Open Board Report:

Marcy - Collaboration improvements w/ tri communities, commends Daniels work, along with Jon for all his work thru tax season.

Bigford – none

Helmrich – Consider MTA conference in person taking place final week of April. Thanks to Mr. Andrews for staying for the entire meeting. Reminds everyone of the March 16th Democratic Party meeting at Isabel’s at 6pm.

Aldrich – none

Osman – Dedicating some of the ARPA funds to broadband feasibility study is important. March 17th the City of Saugatuck Public meeting, invites all neighboring planning commissioners, 7pm online option.

Public Comment:

none

Adjournment:

A **Motion** was made by Marcy to adjourn the meeting. Supported by Aldrich.

Voice Call: All Ayes

Supervisor Osman adjourned the meeting at 8:48 pm.

Meeting Adjourned.

MOTIONS

1. A **Motion** was made by Bigford to approve the agenda with adding under New Business section 5.5 Hiring Process. Supported by Marcy. Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously

2. A **Motion** was made by Aldrich to approve the consent agenda as presented. Supported by Marcy. Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously

3. A **Motion** was made by Bigford to approve the appointment of Mr. Ken Butler to the Planning Commission to expire in June of 2023. Supported by Aldrich. Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously

4. A **Motion** was made by Marcy to award the 66th Street Water Special Assessment District project to Redline Excavating, LLC contingent upon the Township making successful sale and delivery of bonds by the Township to fund the project for the SAD. Supported by Aldrich. Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously

5. A **Motion** was made by Marcy to approve the adoption of Resolution 2022-02: A Resolution to authorized submission of a Michigan Resources Trust Fund Grant. Supported by Helmrich. Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously

6. A **Motion** was made by Helmrich to approve the adoption of Resolution 2022-03: A Resolution to Extend the Advisory Tri-Community Recycling Ad Hoc Committee Through 2022 and to reappoint Daniel DeFranco and Patrick Stewart as the Township's representatives on the committee. Supported by Aldrich. Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously

7. A **Motion** was made by Aldrich to approve staff to initiate the process of closing on the approximate 5.8 acre property to be sold to the Township for \$1 from North Shores of Saugatuck, LLC. Supported by Bigford. Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously

8. A **Motion** was made by Marcy to fill the manager position without public posting, change the title effective immediately to Manager, take the action to pursue hiring Dr. Daniel DeFranco immediately, and appoint a committee to work out the details and contract for filling the Township Manager position. Supported by Osman. Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
N	N	N	Y	Y

Motion Failed.

9. A **Motion** was made by Helmrich to change the job title of the current Operations Coordinator to Interim Manager effective immediately, additionally to appoint 2 Board members to establish and initiate a hiring process to fill the manager position using the input from Board members compiled by Trustee Marcy as a guide where applications would be accepted for 10 business days. The team of 2 Board members would upon the closing of the 10 business days be authorized to initiate hiring and contract negotiations. Contract and final approval to hire would require a board approval at the April meeting. Support by Aldrich. Discussion: none

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	N	N

Motion Carries.

10. A **Motion** was made by Marcy to appoint Helmrich & Bigford to the Hiring Process Committee. Supported by Aldrich. Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously.

11. A **Motion** was made by Helmrich to authorize Interim Manager DeFranco to involve staff to conduct a 10 day review of the proposals submitted for web site design and make a decision, with a ceiling cost of \$20,000 for design development. Supported by Aldrich. Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously

12. A **Motion** was made by Marcy to approve the adoption of the updated personnel handbook as presented, Option 1 on page 98, Option 2 on page 99. Support by Aldrich. Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously

13. A **Motion** was made by Marcy to adjourn the meeting. Supported by Aldrich.
Voice Call: All Ayes. Motion Carried Unanimously

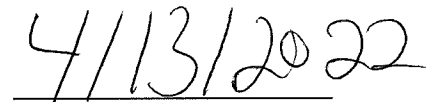
Respectfully,

J. Drew, Recording Sec.

I Abby Bigford, Township Clerk, certify that these minutes were approved on April 13, 2022 by the Township Board.



Township Clerk



Date