

Saugatuck Township Special Board Meeting
Wednesday, December 5, 2018, 6pm
Saugatuck Township Hall, 3461 Blue Star Highway, Saugatuck, MI 49453
Minutes

Supervisor Roerig called the meeting to order at 6pm

All board members are present

Public Comments

Phyllis at Interurban Authority – 6 board members, 2 from Saugatuck, 2 from Douglas, and 2 from Saugatuck Township. Looking to the board as to how they want an Interurban update seeing as neither of the Township Interurban Representatives sit on the current board. Roerig stated that Babinski will provide an update to the board monthly and that Phyllis is always welcome to come share information as well.

Approval of the agenda

Roerig asked to add B&C to Correspondence as well as adding Parks Commission report under Committee Reports.

Helmrich asked that under unfinished business they add Staffing Update & Staffing & Staff Analysis update. Wester motions to approve amended agenda. Helmrich supports. Motion passes 5-0.

Invoices

Motion to pay to \$39,212.75. Wester motioned to approve bills as submitted. Bigford second. No Discussion. Motion passes 5-0.

Minutes

Roerig motioned to approve the 11/7/18 amended minutes. Bigford second. Motion carried.

Roerig motioned to approve the 11/13/18 amended minutes. Bigford second. Motion carried.

Remaining minutes have been tabled for approval & will be reviewed at future meeting.

Correspondence

A. Wayne Brower – Suggestions on fire code Asking the board to look at existing fire code as well as international fire code and perform a thorough investigation and decide what is best for it constituents. Also asked the board to review and look into recycling and consider using Republic. Ask that publications from townships be factual and no opinionated when communicating with the township residents.

B. Jon Helmrich Memo – Update on call from a resident to the Planning Commission on the speed limit issue by sand mine. Allegan Sheriff Department said the speed limit was lowered to 25 mph by the PC and the road commission was asked to post signs. This can not be enforced because of lack of traffic study. This limit change was part of the special use permit, although is not enforceable.

C. Mr. DeFranco – Relative to the Michigan Wetland Bill and his concern of its passing and how it will affect sand mining. Ask the board put out a statement or contact our state senator.

Unfinished Business

A. Staffing Update & Analysis

Helmrich mentioned there are two staff openings, the township manager and zoning administrator. There was a candidate that could potentially fill both positions, after reviewing the file, Helmrich wasn't sure which candidate they were referring to. No interviews have been conducted this week and township manager position still needs to be posted. Each board member will be able to interview

Unfinished Business (continued)

candidates as they are selected. Helmrich has 3 proposals in hand to do that staff analysis. Helmrich would like to know what the next step is. Roerig would like to review and then evaluate price. As a board they can decide how to move forward. This would be done during a special meeting.

New Business

A. Necessary upgrades and replacement purchases to support office operations

Helmrich has only purchased standard supplies. He is researching new desk chairs and wants to thank Brenda Marcy for the holiday decorations in the office. Abby Bigford recommended buying some for the township after the holidays for future years. Helmrich also wants to propose some minor paint work to be done in January. Bigford asked about the phones and the issues. Helmrich looking into although they are very pricey. When bought 7 years ago, they were \$7,000. This is a priority. Helmrich is also looking into the video equipment as well as the addition of some security cameras. Its been recommended that a policy be adopted by the board prior to moving forward with this.

B. Former employee's severance compensation

Sheridan was paid out on vacation and other comp/sick time. He is the only former employee who received this due to current policies.

C. Creation of Clerk & Treasurer reports

Helmrich asked there be a more formal clerk and treasurer report on agenda, versus discussing over the open board report. Wester is happy to change the agenda template to accommodate.

D. Cemetery Sexton Appointment

Wester asks to appoint Lori Babinski to Cemetery Sexton, since Sheridan still reports to the township through the end of the month. Wester asked that Sheridan train both Babinski and a PT employee so that there are two people who understand how to do this. Roerig and Wester both stated this is something that needs to be addressed immediately. Aldrich asked if Babinski will be paid additional for this. Wester said she would be paid additional, but that will be decided in a future meeting. Helmrich and Aldrich would rather not pay her additional, but have her pick up the additional duties without getting paid temporarily. Roerig think its fair that Babinski should be paid for the additional work, she is already doing so much for the township, its not fair to continue to ask her to pick up more and not be compensated. Wester also suggested perhaps asking the other two cities to have someone train on this position. Roerig moved to put together an hourly rate in a proposal to pay Lori. Wester supports. Bigford suggested a temporary salary increase pending the staffing analysis, versus asking her to track hours. Roerig amended his motion to authorize the supervisor to come up with a temporary salary increase for cemetery sexton duties for Lori Babinski. Wester reminded the board they are lucky to have Lori here to help. Wester seconds the motion. Motion passes 3-2. Aldrich and Helmrich voted no. Roerig stated he will bring back to the board an applicable and reasonable rate for Lori.

Committee Reports

A. Planning Commission

Only one agenda item which was to re-visit the medical marijuana ordinance aspects. This is purely for medical production and not retail. Next meeting is 12/17/18 and the township lawyer will also be present.

B. Road Commission

No report, meeting coming up in January

C. Interurban

Babinski left information with Roerig. He informed the board that the Interurban had 1,111 riders for the free ride Halloween service. There were 6 buses and 2 dispatchers. There will also be free

service on New Years Eve. 2 new buses will be here in March. The SCA has asked for shuttle service for their events in the summer.

Committee Reports (continued)

D. Fire Board

Aldrich was sworn in to the board in November. STFD had training and practice in ladder drills. The equipment was donated by fellow department and Hamilton FD covered the area during the time so all firefighters could train on carrying people (using a 185lb dummy) up and down ladders. The fire board also approved 5% match for fire suppression canisters that go under your range when cooking, especially in mobile homes. They also purchased a new pick up truck from the capital improvement plan budget.

E. Parks Commission

Jim Searing updated the board on the 5-year plan and how the surveys completed by around 275 people have been reviewed and their answers were considered when working on this plan. The plan is an important part in receiving grants. The most recent plan will be presented to the board in January. In February the Blue Star Trail is looking for a resolution of support for future funding and potential grants.

F. Open Board Report

Roerig reached out to neighbors around the sand mining operation and was able to coordinate a meeting and get some dialogue between the residents and a representative from Top Grade. Aldrich attended the meeting as a representative of the board. Residents were upset about speed limits, worried about the soil being brought in being contaminated. This would be done by independent study. They also wanted to know when the trees that were promised would be planted. Their mailboxes and address signs are covered in mud, would like more cleaning done. They want a group email with the residents, township and Top Grade. Some residents submitted complaints, although they got lost in the transition of staffing at the Township. Residents felt the planning commission didn't treat them the way they should have during this process. They didn't like the 3-minute rule and also didn't like Top Grade spoke after them so they couldn't explain. They also hired their own lawyer and feel their lawyers reports were not reviewed. They are asking for more respectful communication from the planning commission.

Wester does not want late additions to the minutes. He is requesting that all material be in the Friday at noon prior to the Wednesday meeting. This allows for transparency to the public in what will be discussed in the meetings.

Public Comments

Tammy Jacoby – Douglas, MI. Wanted to clarify the planning commission report. There was a draft ordinance in regards to medical marijuana previously and passed, and will be revisited this month. Rowe reported at last meeting that they may have public hearing in January.

Adjourn at 7:10 p.m. Next scheduled meeting is January 2nd, 2019, 6pm at the Township Hall