

# ADMINISTRATIVE POLICY HANDBOOK

**Saugatuck Township**  
3461 Blue Star Highway  
P.O. Box 100  
Saugatuck, MI 49453

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## **Introduction**

This Handbook, consisting of numerous policies as updated by the Saugatuck Township (also referred to as the “Township”) Board on November 11, 2020, outlines the Township’s administrative practices. Standardization of administrative practices via these policies is one step taken to promote consistency and public confidence in the Township’s activities. Residents expect and deserve policies that promote accountability, transparency, and ethical behavior when it comes to the management of the Township. Employees and elected officials are urged to read this Handbook and become acquainted with its contents. It is also available to residents so they can learn more about the how the Township strives to effectively administer public services.

### *Purpose*

This Administrative Policy Handbook will provide a framework for Township officials and employees to follow with confidence that they are acting within the scope of their delegated responsibilities and are using procedures that have the Township Board’s full support. Officials and staff members can also refer to the Handbook for a consistent interpretation of policy, instead of relying on memory as to how an issue was resolved. Even though the Township’s policies will change as needs dictate, a Handbook can give officials and staff a sense of reliability and certainty when dealing with complex tasks and issues. Additionally, written polices & procedures are invaluable for orienting new officials and staff.

### *Disclaimer*

Saugatuck Township prepared this Handbook to outline many of the policies associated with its administrative practices. It does not and cannot provide for every situation that may arise; rather, it is designed to give an overall understanding of the Township’s administrative policies. For this reason, employees and elected officials are expected to review all changes and updates and remain knowledgeable of all current administrative policies, practices, and procedures. If there are any questions concerning this Handbook, please contact the Township Manager for further information.

This Handbook replaces any prior written and oral policies, practices, or procedures about the subjects contained herein. The Township reserves the right to revise, add to, or delete any policies or portion of this Handbook at any time as it deems appropriate, in its sole and absolute discretion, as approved by the Township Board, with or without prior notice.

To the extent any provision of this Handbook is or becomes inconsistent with any applicable law or court decision, this Handbook shall be interpreted to comply with the current state of the law.

*Severability*

If one or more provisions of this Handbook are superseded by or become in conflict with a federal, state, or local law, or if a provision is determined by a court of competent jurisdiction to be unenforceable or void, the balance of this Handbook shall remain in effect.

## **Township Board Policy**

As laws and local community character change, townships have had to re-evaluate and alter their organizational structures to meet citizen expectations and needs. In the past, townships may have provided limited services and functioned smoothly with part-time officials. However, the demand for comprehensive services and the need to provide continuous oversight has required many modern townships to devote full-time attention to administrative tasks and township boards to delegate duties to competent staff. For example, general law townships, such as Saugatuck Township, may appoint a manager to oversee the day-to-day operations of the organization.

### *Township Board Authority*

The Township Board is empowered by the Michigan Constitution and state laws to govern Saugatuck Township. The Township Board has the exclusive authority, subject to applicable laws, to determine the scope, quality, and quantity of township programs and services, to establish parameters and expectations of employee performance and conduct, to establish its own style of governance, and to require information from township personnel necessary and convenient to monitor township operations and compliance with board policies and directives.

The Township Board may authorize appointed officials and employees to take such actions and make decisions that are consistent with applicable federal and state laws, local ordinances, and Township Board policies.

### *Township Board Authority is Exercised by the Board*

The Township Board shall act only at a meeting held in compliance with the Open Meetings Act. Township Board authority shall be exercised only through official decisions recorded as votes taken, directives given, or consensus established by the Township Board at a regularly scheduled or special meeting.

No individual, committee, or organization shall represent its authority or action in a matter as that of the Township Board unless the Township Board has directed the individual, committee, or organization to act on the Township Board's behalf in that matter.

### *Allocation of Resources*

The Township Board shall allocate Township resources through the annual adoption of a budget and periodic budget amendments. The Township Board shall authorize the resources necessary to fulfill the Township's mission as required by law and defined in the goals & priorities identified by the Township Board.

### *Budgeting for Results & Outcomes*

The Township Board shall budget for results and outcomes by linking strategic planning, long-range financial planning, performance measures, budgeting, and evaluation. The use of resources shall be linked to objectives established or reaffirmed at the beginning of the budget development process. The Township Board shall routinely monitor, evaluate, and adjust allocations to align Township resources with the Township Board's goals & priorities.

### *Strategic Planning*

The Township Board shall focus its administrative and budgetary deliberations at a strategic level through the adoption and updating of annual goals & priorities to provide long-range direction over a multi-year period.

Township Board goals & priorities shall:

- Be adjusted annually for changes in operating environment
- Be reviewed as part of the budget process to align Township resources with the Township Board's goals & priorities

### *Responsibilities of Township Board Members*

Members of the Township Board shall:

- Keep current on issues affecting the Township
- Attend all board meetings unless there is a conflict or unforeseen emergency
- Vote upon all questions unless there is a conflict of interest present
- Encourage the free expression of opinion by all board members
- Assist new members in understanding their role and responsibilities as board members
- Respect the confidentiality of privileged information
- Take no individual action that will compromise the Township

### *Contracts*

All contracts entered into on behalf of the Township must be authorized by the Township Board. As the legal agent of the Township, the Supervisor has statutory authority to sign a contract that the Township Board has approved. The Township Board may also direct other members and/or the Township Manager, as appropriate, to sign a contract of behalf of the Township Board that the Township Board has authorized, in addition to or instead of the Supervisor.

### *Property*

A Township Board resolution adopted by a majority of the board members serving is required for the Township to acquire property for public purposes by purchase, gift, condemnation, lease, construction, or otherwise, to convey or lease township-owned property or any part of township-owned property not needed for public purposes.

### *Stewardship*

The Township Board is responsible for protecting the Township's assets, through such means as purchasing insurance, and which include its land, buildings, and property, as well as protecting its image through positive public relations.

### *Litigation*

The initiation of any lawsuit, litigation, claim for injunctive relief, writ of mandamus, or other legal proceeding requires a majority vote of the full membership of Township Board, except when there are extenuating circumstances. The Township Manager is authorized to remedy “extenuating circumstances” as defined in this section.

“Extenuating circumstances” is defined as an emergency situation that cannot wait until a special or regular meeting of the Township Board or a situation in which a violation of any state, federal, or local law or ordinance constitutes a public nuisance or otherwise endangers the public, and in which the continued existence of such a condition, emergency, or violation is detrimental to the health, safety, and welfare of the Township.

“Extenuating circumstances” also include any situation where the continued existence of any condition, emergency, or violation may jeopardize the legal position of the Township in securing the intended remedy in any lawsuit, litigation, claim for injunctive relief, writ of mandamus, or other legal proceeding.

The Township Board reserves the authority to authorize and direct the course and conduct of any lawsuit, litigation, claim for injunctive relief, writ of mandamus, or other legal proceeding, notwithstanding its initiation for “extenuating circumstances.”

### *Principles of Township Governance Excellence*

The Michigan Townships Association (MTA) Board of Directors adopted these suggested Principles of Governance Excellence as approaches to township government to which township officials may aspire. Individual township boards are invited to adopt these principles as their own. These principles are not necessarily statutory requirements, but embody standards for representative and responsive township government.

To maintain the high standards and traditions of Michigan townships, Saugatuck Township embraces these dynamic principles of governance excellence to guide our stewardship, deliberations, constituent services, and commitment to safeguard our community’s health, safety, and general welfare.

We pledge to:

- Insist on the highest standards of ethical conduct by all who act on behalf of Saugatuck Township;
- Bring credit, honor, and dignity to our public offices through collegial board deliberations and through diligent & appropriate responses to constituent concerns;
- Actively pursue education and knowledge, and to embrace best practices;
- Treat all persons with dignity, respect, and impartiality, without prejudice or discrimination
- Practice openness and transparency in our decisions and actions;
- Cooperate in all reasonable ways with other government entities and to consider the impact our decision may have outside Township borders;
- Communicate to the public Township issues, challenges and successes, and welcome the active involvement of stakeholders to further the Township's well-being;
- Strive for compliance with state and federal statutory requirements;
- Refuse to participate in any decisions or activities for personal gain, at the expense of the best interest of the Township; and,
- Further the understanding of the obligations and responsibilities of American citizenship, democratic government and freedom.

## **Township Administration**

### *Board Administration*

The Township Board shall govern township administration through the adoption of policies and procedures. Board policies and procedures shall define what the Township is to accomplish, through the adoption of a mission statement, strategic plan, and/or other adopted policies and procedures, in compliance with applicable laws.

Board policies and procedures shall also define the manner in which the Township Board conducts business, the Township Board's relationship with Township officials and staff, and limitations on the actions of Township officials and employees.

### *Direction & Control of Administration*

To promote efficient & effective administration, the Township Board authorizes the Township Manager to be the Township's Chief Administrative Officer (CAO), to provide direction and control over all Township activities and functions that are not assigned by state law to another official, and to serve as a liaison between the Township Board and various organizations within the parameters established by the Township Board.

### *Board Member Concerns Regarding Township Employees*

Members of the Township Board shall make all inquiries, requests, or complaints about employees to the Township Manager. Any directives, complaints, or requests made by a board member concerning an employee, other than from a board member with specific statutory authority over the employee such as a deputy official, shall be brought to the attention of the Township Manager prior to being made to the employee.

## **Township Board Meetings**

### *Board Meeting Notices*

The Township Clerk is responsible for all regular, special, and rescheduled Township Board meeting notice requirements in conformance with the Open Meetings Act and other state laws. The Township Clerk, or his/her designee, shall be responsible for seeing that notice of the time, place, and reason(s) for any special meeting of the Township is given to each Township Board member either in person, by email, or by leaving a written notice at the member's place of residence, at least 24 hours prior to the meeting time.

### *Regular Board Meeting Agenda*

The Township Manager will prepare and distribute a proposed agenda, in conjunction with the Township Clerk, the Monday before the Friday prior to a regular board meeting. Business items intended for board action may be placed on the agenda by the Township Manager or by any board member by notifying the Township Manager in writing by noon the Friday prior to the day of the regular board meeting. When/If a need to place an item on the agenda arises after the deadline, the business item may be added to the agenda by majority vote of the Township Board at the meeting. The proposed agenda shall then be approved as presented or as amended by majority vote at each regular board meeting.

Agenda items shall normally be accompanied by a sample resolution or motion that will be placed before the board, along with background information helpful to board members for understanding the issue. The Township Manager will compile this information and in conjunction with the Township Clerk prepare and distribute a board packet before the close of business the Friday prior to every regular board meeting.

### *Special Board Meeting Notice/Agenda Consideration*

The purpose(s) for which a special meeting is called shall be stated in the special meeting notice. If all board members are present at the special meeting then the Township Board may add any lawful business to the special meeting agenda. If any board member is not present at a special meeting of the Township Board then the business shall be limited to the purpose(s) in the special meeting notice. No other agenda items may be added.

### *Board Correspondence*

Board members shall receive with the board packet a copy of any written correspondence that was addressed to the Township Board requesting board action. A motion may be made to consider a correspondence's request under new business. If no motion is made to consider the request, the correspondence will be received and filed.

*Please note: The Township Board is not required to address a correspondence request for board action at all or immediately. As with other business that may come before the board, the board decides what it will address and when it will do so.*

### *Board Meeting Logistics*

The Township Manager or his/her designee shall be responsible for determining that the Township Hall or an alternative location is properly set up for a public meeting. This includes, but is not limited to, ensuring that microphones & recording equipment are on, nametags & the gavel are in place, and copies of the agenda are printed & available to the public.

### *Board Member Meeting Conduct*

If a quorum of the Township Board is present, the meeting shall be called to order promptly at the time announced for the meeting. Each board member shall fully participate in meetings by doing the following:

- Prepare for board meetings by reading their packets ahead of time in order to fully participate in discussions
- Limit remarks to the issue being considered
- Ask questions for clarification
- Respect colleagues' rights
- Refrain from interrupting other speakers
- Actively listen courteously and attentively to all public discussions before the board
- Explain reasons behind significant decisions during the discussion before voting
- Raise concerns and objections at a meeting, rather than after
- Express disagreement verbally, rather than non-verbally
- Criticize constructively and in private when allowed by law
- Vote and discuss with a clear & audible voice

### *The Role of the Township Manager during Township Board Meetings*

The Township Manager shall have the right to discuss and debate but without the power to vote during Township Board meetings. Additionally, the Township Manager shall be an ex-officio member of all boards, commissions, and committees established by the Township.

### *Board Member Conflict of Interest*

A Township Board member shall vote upon all matters that require a vote of the Township Board unless the board member has a conflict of interest. If a board member has a conflict of interest regarding a matter on which the Township Board is required to vote, the board member will disclose that interest, and the board member shall recuse him/herself, and refrain from participation in all deliberations, discussions, and voting on that matter.

### *Public Participation*

Members of the public shall have an opportunity, under Public Comment, to address the Township Board for no more than 3 minutes if speaking for an individual and 5 minutes if speaking for a group on any matter. This is not a question and answer session, but it is an opportunity to voice your thoughts to the Township Board. Public comments using video equipment must be approved by the Township Clerk at least two (2) days prior to the meeting.

### *Minutes*

The Township Clerk shall ensure that minutes of board meetings record:

- Time, date, and place of the meeting
- Board members present and absent
- Decisions made by the board
- Roll-call votes taken at the meeting
- The purpose or purposes for which a closed session is held, at which a separate set of minutes shall be prepared

In addition to the contents listed above, as required by the Michigan Open Meetings Act, the minutes shall list persons who addressed the board during Public Comment and the topic of their remarks.

The content of minutes shall reflect the collective will of the Township Board as expressed in official board decisions.

The Township Board shall make any corrections in the minutes at the next meeting after the meeting to which the minutes refer. The corrected minutes shall show both the original entry and the correction.

## **Inspection of Records**

### *Public Inspection of Records*

Upon receiving a verbal and/or written request to inspect Township records, the Township shall furnish the requesting person with a reasonable opportunity and reasonable facilities for inspection and examination of its public records.

A person shall be allowed to inspect public records during usual business hours. However, the public does not have unlimited access to Township offices or facilities, and a person may be required to inspect records at a specified counter or table, and in view of township staff. A person cannot remove books, records, or files from the place the Township has provided for the inspection.

The FOIA Coordinator is responsible for identifying if records or information requested by the public is stored in digital files or email, even if the public does not specifically request a digital file or e-mail.

No documents shall be removed from the office of the custodian of those documents without permission of that custodian, except by court order, subpoena, or for audit purposes. The official shall be given a receipt listing the records being removed. Documents may be removed from the office of the custodian of those documents with permission of that custodian to accommodate public inspection of those documents.

### *Copies May Be Required to Enable Public Inspection of Records*

In coordination with the official responsible for the records, the FOIA Coordinator will determine on a case-by-case basis when the Township will provide copies of original records, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection.

A fee may be charged for copies made to enable public inspection of records, according to the Township's Consolidated Fee Schedule.

### *Record Fees*

In all cases, Township staff shall use the most economical means available to make copies of public records, including digital copies of documents or recordings. E-mail may be used to distribute or mail records. A fee may be charged for copies made to enable public inspection of records, according to the Township's Consolidated Fee Schedule.

The Township may charge a labor cost to make the copy, which is the hourly wage of the lowest paid Township employee capable of making the copy, as determined for each request. Labor costs are charged in 15-minute increments.

The FOIA Coordinator has the discretion to waive the fee as established in this section, for example, if it is determined that it would take more staff time to process & collect the fee than would be charged.

#### *Cost Waived Due to Indigency of Person Making FOIA Request*

A public record search shall be made and a copy of the public record shall be furnished without charge for the first \$20 of the fee for each request to a person who is entitled to information under the FOIA and who submits an affidavit stating that, at the time the request is submitted, the person is either receiving public assistance or is unable to pay the cost because of indigency.

“Indigency” is determined by the Township’s poverty guidelines annually adopted for property tax poverty exemption applications and/or the federal poverty thresholds annually compiled and published by the Bureau of the Census prior to December 31 of each year.

#### *Fifty-Percent Good Faith Deposit for Costs Over \$50*

If the costs estimated for a specific FOIA request exceed \$50, the person requesting the record(s) shall make a good faith deposit before the Township will process the request. The deposit shall not exceed one-half (50%) of the total estimated fee.

#### *Unpaid FOIA Requests Are Not Considered When Responding to a Subsequent FOIA Request for Different Records*

The unpaid balance of a previous FOIA request shall not be added to separate or later FOIA requests for different records submitted by the same person. The unpaid balance of a previous FOIA request shall not be added to any other fees, taxes, charges, or other bills paid to the Township by that person.

## **Digital Files and Email Retention**

### *Email Defined*

Electronic mail (e-mail) is a means of exchanging messages and documents using telecommunications equipment and computers. A complete e-mail message not only includes the contents of the communication, but also the transactional information (dates and times that messages were sent, received, opened, deleted, etc., as well as aliases and names of members of groups), and any attachments.

### *Digital Files and Email Messages May Be Public Records*

A digital file or email message is a public record if it is prepared, owned, used, in the possession of or retained by a public body in the performance of an official function, from the time it is created.

### *Digital Files and Email Messages Are Public Property*

All digital files and email messages that are created, received or stored by the Township are the property of the Township. They are not the property of the Township officials, appointees, employees, volunteers, consultants/contractors, vendors or customers. Email accounts are provided to Township staff and officials for conducting public business. No one should have an expectation of privacy when using the Township's computer resources. Nor is there any expectation of privacy for records generated in the course of conducting Township business even if privately-owned computer resources are used.

### *Digital Files and Email Retention and Disposal Schedules*

Digital files and email shall be retained according to the applicable record retention schedule for the type of record the digital file or email represents.

Individual employees or consultants are responsible for deleting digital files and email messages in accordance with the appropriate record retention schedule. The Township's information technology contractor shall ensure that messages deleted in compliance with the appropriate record retention schedule are rendered unrecoverable within one week of deletion.

### *Digital Files and Email Storage and Maintenance*

The Township shall retain its digital files and email by storing digital files or email on hard drives or peripheral drives. Email account holders are encouraged to establish folders for arranging digital files or email according to their content, and they are responsible for disposing of digital files or email that has met all of its retention requirements.

## Public Information Officer

The Township Manager shall be the Public Information Officer for Saugatuck Township. The Public Information Officer shall be responsible for supervising the content disseminated as approved by the Township Board through the Township newsletter, website, social media, public services announcements, and press releases, and responding to inquiries from the media or referring contact to other appropriate Township officials or staff. The Public Information Officer shall review the content of these materials for:

- Potential violations of the Campaign Finance Act
- Political preference or support
- Promotion of private interests
- Misrepresentation of Township Board actions or policy
- Statements that could expose the Township to legal liability

The Public Information Officer is authorized to determine in his or her sole discretion, whether such content will be removed or edited out, submitted to the Township's legal counsel for a further opinion, directed to the Township Board for a final determination, or returned to the author for revision.

The Public Information Officer shall advise members of the Township Board and other appropriate staff of all press releases and other media contacts at the time of release.

Township officials, staff, and volunteers will notify the Public Information Officer of all media contacts made in their Township capacity.

*Note: The purpose of this policy is to ensure accuracy and consistency in public information by having at least one Township position coordinating information on specific Township issues or messages. It is not intended to restrict the speech of Township officials, employees or volunteers on matters of public concern. Township officials and other Township personnel do not lose their individual rights regarding free speech because they hold a position with the Township, but the Township also has rights as an employer and as a government entity to protect the Township's image and effectiveness of public services. The balancing of the public and private interests depends on many factors, and may vary with the type of Township position.*

## **Public Contacts**

### *Courtesy and Customer Service*

The primary goal of the Township is to serve the public. All officials and employees will respond to requests for information from members of the public with courtesy and efficiency.

All officials and employees shall communicate with the public in such a way as to portray the image of the Township government as friendly, courteous, and efficient.

All visitors to the Township Hall shall be greeted in a friendly and helpful manner. Under the day-to-day supervision of the Township Manager, the administrative assistant shall assist the public by directing them to the appropriate official, employee, or department.

Township officials and employees shall make every effort to see visitors who need their assistance. When workload or other commitments do not allow for an immediate meeting, the visitor will be asked to make an appointment at a mutually convenient time.

### *Complaints and Problems*

If an official or employee receives a public complaint that is outside their authority or responsibility, the official or employee shall direct the person to the appropriate official or employee.

Complaints or other concerns received from a member of the public shall be received with courtesy. The official or employee will make every effort to resolve a complaint or problem, within the official or employee's scope of authority. The Township Manager will be notified of all complaints.

## **Property Maintenance**

### *Responsibility for Maintenance*

The Township Manager shall be responsible for monitoring the need for repairs and improvements to Township property. The Township Board shall use the *Purchasing Policy* (in the Financial Policy Handbook) for procuring products and services as applicable.

### *Emergency Repairs*

Please refer to the Emergency Purchasing section of the Township's *Purchasing Policy* (in the Financial Policy Handbook).

## **Township Facilities**

### *Township Board Authority for Township Facilities*

Township facilities are public property, but they are not open to public use unless the Township Board has so directed. The Township Board shall determine which Township facilities will be open to public access and use, and the degree of public access and use.

### *Hours of Business*

The regular hours of business of the Township Office are 8AM to 4PM, Monday through Friday, and subject to review and change by the Township Board.

### *Emergency & Special Closing*

The Township Manager shall have the authority to close the Township Office and/or limit access to and use of township facilities in extenuating situations. Extenuating situations include, but are not limited to, severe weather, failure of heating/mechanical systems, electrical failure, in-service trainings, or any unusual situation that would either prohibit the normal operation of the Township Offices, or jeopardize the safety of the officials, employees, or public.

If a public meeting is scheduled to occur while the Township Office is closed, the Township Manager will work with the appropriate staff and/or the chair of the impacted Township boards or commission to reschedule and/or cancel the impacted public meeting, in accordance with state law.

If a closing is deemed necessary prior to normal business hours, the Township Manager will notify employees and the Township Board by email and/or telephone.

## **Public Use of Township Facilities**

### *Availability*

Township facilities that are open to public use shall be used only in compliance with Township policies and procedures. The Township Board authorizes limited public access to and use of the following Township facilities:

- Meeting Room

### *Denial of Facilities*

The Township Board reserves the right to refuse use of the facilities for any valid reason, but not for an illegal reason prohibited by law.

### *Reservations*

Township facilities that are available for use by any individual or organization are available on a first-come, first served basis. The Township Manager shall record each reservation on a facility calendar, on a first-come, first-served basis.

Rental agreements shall be used, at the Township Manager's discretion, to secure use of Township facilities and to establish the terms such reservations are subject to. The rental agreement shall include a waiver that will hold the Township harmless for any actions related to the event. This agreement may be amended from time to time as determined appropriate by the Township Manager.

### *Fees & Deposits*

The Township Board reserves the right to establish a fee schedule and periodically adjust the fees as necessary for use of Township facilities.

### *Damages*

Renters shall be responsible for the cost of repairs and/or excess cleaning as a result of their use of Township property.

## Security

### *Keys*

The distribution of keys is to be tracked by the Township Manager. The following positions are authorized to receive keys: Supervisor, Clerk, Treasurer, Trustee(s), Manager, Planning Commission Chair, Zoning Board of Appeals Chair, Parks Commission Chair, and staff as identified by the Township Manager.

If a key is lost, the Township Manager shall be informed immediately. A replacement key shall be issued. If the Township Manager has reason to believe that the missing key may be used for unauthorized entry, new locks shall be installed.

Upon termination of employment and/or elected or appointed position, any individual assigned a key shall return his or her key(s) to the Township Manager.

No person shall duplicate a key without authorization from the Township Manager or make a key available to any unauthorized person.

### *Valuables*

Township officials, appointees, employees, volunteers and consultants/contractors shall not keep money or other valuables in their desks or at their workstations. The Township shall not be responsible for the loss of any personal property.

### *Safety*

Please refer to the Township's *Safety Policy* (in the Personnel Policy Handbook).

## **Appointment Policy**

This policy shall consist of the following purpose and procedure and apply to all public appointments made by the Saugatuck Township Board or made by another public body on behalf of the Township Board. Its goal is to establish uniformity in the process applied to appointments. Saugatuck Township recognizes and supports the concept of balanced representation in regards to filing vacancies on all boards, commissions, and committees. To this end, every effort shall be made to appoint members who represent Saugatuck Township's diverse community, including residents of all ethnic groups as well as persons with disabilities.

### *Purpose*

It is the purpose of this policy to promote the equal treatment of all individuals. As an equal opportunity employer and organization, Saugatuck Township shall not discriminate in its employment or appointment of its public officials or other individuals.

### *Procedure*

1. Once an opening is official or a term is near expiration, the Township Clerk and/or Township Manager shall announce the vacancy at the next regularly scheduled Township Board meeting.
2. Following the announcement, a notice of the opening shall be posted on the Township's website, at the Township Office, and in a newspaper of general circulation in the Township.
3. Interested applicants shall complete the Application for Appointment, which can be found at the Township Office or on the Township's website prior to the next regularly scheduled Township Board meeting. The Township will acknowledge the receipt of all Applications for Appointment.
4. Completed Applications for Appointment will be considered by the Township Board at the next regularly scheduled meeting. If necessary, the Township Board may form a committee of two Board members and the chair or vice chair of the board, commission, or committee, in which there is an opening, to consider the applications and make a recommendation to the Township Board at a future meeting. That committee shall be considered a public body under the Open Meetings Act.

5. Upon written request of the applicant, the Township Clerk shall keep his/her respective Application for Appointment on file for one (1) year for future consideration by the Township Board.

## Remote Participation Policy

### *Purpose*

As required by Public Act No. 228 of 2020, this policy establishes the procedures by which the members of Saugatuck Township boards and commissions may participate remotely in meetings conducted pursuant to the Open Meetings Act.

### **Part 1 – Remote Participation in In-Person Meetings**

#### *1.1. Reasons for Remote Participation in In-Person Meetings*

In situations in which the members of a board or commission are generally required to meet in-person at Township Hall or another designated physical location, a member may participate remotely only in the following circumstances:

- a. The member is unable to participate in person due to an obligation relating to military duty.
- b. The meeting is scheduled to occur on or before December 31, 2021, and the member is unable to participate in person due to a medical condition. For purposes of this policy, the term “medical condition” means an illness, injury, disability, or other similar health-related condition, including being in isolation or quarantine in accordance with applicable guidelines from the Center of Disease Control (“CDC”).

#### *1.2. Procedures for Remote Participation*

Each member of a public body attending a meeting remotely shall:

- a. Participate by means which allow two-way communication. Township staff shall have the discretion to elect either telephone or video conferencing.
- b. Alert the Township Manager of the member’s intent to participate remotely at least 6 hours prior to the public meeting so that staff can make appropriate arrangements for telephone or video conferencing.
- c. Publicly announce at the beginning of the meeting, to be included in the meeting minutes, that the member is in fact attending the meeting remotely. If the member is attending the meeting remotely for a purpose other than for military duty, the member’s announcement must identify the member’s physical location by stating the county, city, township, or village and state from which he or she is attending the meeting remotely.

- d. Prior to the meeting, review any emails received by the member regarding items on the agenda.

## **Part 2 – Electronic and Hybrid Meetings**

### *2.1. Definitions*

For purposes of this policy, the following words and phrases shall have the meanings ascribed to them below:

- a. “Electronic Meeting” means a public meeting that is held without any physical location, in which all members of the public body participate remotely by telephone or video conferencing.
- b. “Hybrid Meeting” means a public meeting with a designated physical location where members of the general public can attend a participate, but one in which all members of the public body are given the option to participate either in person or by telephone or videoconference.

### *2.2. Decision to Conduct Electronic or Hybrid Meetings*

A Township board or commission, for any reason permitted by the Open Meetings Act, may elect to hold an electronic or hybrid meeting. The decision to do so may be made in one of three ways:

- a. The chair of the board or commission notifies the Township at least 36 hours prior to the meeting;
- b. During a public meeting conducted in accordance with the Open Meetings Act, a majority of the board or commission members present vote to conduct its next meeting or subsequent meetings as electronic or hybrid meetings; or
- c. During a public meeting conducted in accordance with the Open Meetings Act, a majority of the Township Board members present decide that future meetings of all Township boards and commissions are to be conducted as electronic or hybrid meetings for a specified or indefinite period of time.

If a decision is made to conduct electronic or hybrid meetings indefinitely, in-person meetings will resume when the board or commission (or the Township Board, on behalf of all other boards and commissions) elects to resume in-person meetings using the same processes described above.

### *2.3. Procedures for Electronic or Hybrid Meetings*

The Township Manager shall ensure that all required procedures for electronic or hybrid meetings, as described in the Open Meeting Act, are followed. Those procedures include:

- a. Posting notice of the meeting on the Township's website and in other locations required by law at least 18 hours to the meeting's scheduled start time. The notice shall comply with the requirements of MCL 15.263(a)(4).
- b. Posting a copy of the agenda for the meeting on the Township's website at least 2 hours before the meeting's scheduled start time.
- c. Requiring that all members participating remotely in the meeting comply with the requirements outline in Section 1.2 of this policy.