



**Saugatuck Township
Regular Meeting Minutes
Wednesday, February 14, 2024, at 6:00 p.m.
Saugatuck Township Hall
Meeting held in person & via Zoom**

Call to Order: Supervisor Bigford called the meeting to order at 6:00 PM

Roll Call:

Present: Supervisor Bigford, Clerk Israels, Treasurer Helmrich, and Trustee Aldrich.

Absent: Trustee Marcy

Also Present: Township Manager Daniel DeFranco, Recording Secretary Morgan Arens, Alice Bernal.

Pledge of Allegiance

Approval of Agenda:

Supervisor Bigford introduced the agenda.

A **Motion** was made by Aldrich to approve the agenda as amended. Supported by Israels.

Discussion: None

Voice Vote: 4-0.

Motion Carried Unanimously.

Public Comment:

- Alice Bernal, a candidate for Allegan County Circuit Court, introduced herself to the Township Board and shared her perspective on various topics and issues during the introduction.

Public Comment Closed

Approval of Consent Agenda: Supervisor Bigford introduced the consent agenda.

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

Discussion: None

Voice Vote: 4-0.

Motion Carried Unanimously.

Presentations: None.

New Business:

1. Cemetery Landscape Agreement

Two proposals for landscape maintenance services at Riverside and Douglas cemeteries are up for the Board's consideration.

GMS offers a flat fee per month for a three-year agreement, with an additional fee if irrigation system services are desired.

Heavener Property Services proposes a fee per month for the first year, with a percentage increase above inflation for subsequent years. The Township would handle irrigation separately.

Both GMS and Heavener Property Services offer similar services, and the Board should carefully assess its preferred contractor, noting that the Township is not obligated to choose the lowest bidder but rather the one best suited for its needs per the purchasing policy.

The Board discussed previous experience with both companies, and debates which were better while weighing the pros and cons.

A **Motion** was made by Aldrich to award Heavener Property Services a three-year agreement to provide landscape maintenance services for the Riverside and Douglas Cemeteries and direct the Township Manager to have a formal agreement drafted for Board review. Supported by Helmrich

Discussion: None.

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich

No:

Motion Carried Unanimously.

2. Administrative Services Coordinator Position

Following discussions at the January workshop, a job title and description for Administrative Services Coordinator are proposed for Lori Babinski, currently serving as Deputy Clerk.

The job description aligns with Babinski's current responsibilities, and the title change clarifies that her employment status isn't contingent upon appointment as Deputy Clerk, though deputization is preferred. Alongside the title change and job description adoption, the Board should consider a \$3,000 compensation increase for Babinski to accommodate additional responsibilities stemming from the recent adoption of proposition 2.

Israels suggested edits to Babinski's job description, with input from Helmrich. Bigford commended Babinski for her dedicated service, setting a benchmark for clerks' offices countywide.

A **Motion** was made by Helmrich to approve the job title and description of Administrative Services Coordinator, appointment of Lori Babinski as Administrative Services Coordinator, and increase Ms. Babinski's compensation by \$3,000.00. Supported by Israels.

Discussion: None.

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich

No:

Motion Carried Unanimously.

3. 2nd Quarter 2023-24 Budget Amendments

The Township's revised financial policy mandates quarterly budget reviews to address any potential amendments. Presently, there are no departmental or fund overages. Recommended adjustments aim to preempt future overages by aligning anticipated revenue and expenditures. DeFranco gave an overview of the budget amendments.

A **Motion** was made by Israels to approve the requested second Quarter 2023-24 Budget Amendments, as submitted, and authorize the Temporary Finance Coordinator to make the requested amendments. Supported by Aldrich.

Discussion: None

Voice Vote: 4-0

Motion Carried Unanimously

4. March BOR

The Board of Review (BOR) convenes for its organizational meeting on the Tuesday following the first Monday of March. Additionally, the BOR is required to meet on the second Monday in March and one additional day during the same week (MCL 211.30). The Township has the authority to set an alternative start date for the second meeting of the March BOR, which may occur either on the Tuesday or Wednesday following the second Monday in March (MCL 211.20(2)).

The resolution presented to the Board authorizes the schedule for the March BOR, including an amendment to permit the second BOR meeting to take place on the Wednesday following the second Monday of March in accordance with state law.

A **Motion** was made by Israels to adopt Resolution 2024-03, a resolution authorizing the amendment to change the Saugatuck Township Board of Review meeting schedule for March 2024. Supported by Aldrich.

Discussion: None

Roll Call Vote:

Yes: Bigford, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

5. Finance Coordinator Hiring Committee

The Township has posted a job opening for the Finance Coordinator position. To streamline the hiring process, staff suggest forming a hiring committee. As the Township Treasurer plays an oversight role, the proposed committee includes the Treasurer, Deputy Treasurer, and Manager.

A **Motion** was made by Aldrich to appoint Treasurer Helmrich, Trustee Marcy, and Manager DeFranco to serve on the Finance Coordinator Hiring Committee. Supported by Israels.

Discussion: None

Voice Vote: 4-0

Motion Carried Unanimously.

6. Manager Job Description Committee

As per the Township Board's directive, staff are drafting job descriptions for all employees. The position of "Township Manager" currently lacks a formal job description. Staff recommend forming a committee to draft one for the Township Manager position.

A **Motion** was made by Helmrich to appoint Clerk Israels, Supervisor Bigford, and Manager DeFranco to serve on the Job Description Committee to draft a job description for the position of Township Manager. Supported by Israels.

Discussion: None

Voice Vote: 4-0

Motion Carried Unanimously.

7. Multi-Year Roadway and Shared-Use Path Plan

The Board was presented with a proposal for a 5-Year Roadway and Multi-Use Path Development and Maintenance Plan. With the Township's proactive approach to road maintenance and leveraging road funding, this plan ensured a high-quality roadway system. Additionally, it included long-term planning for shared-use pathways and maintenance plans for existing paths. Prein&Newhof, the Township's engineering firm, undertook the project outlined in the FY23-24' Budget.

A **Motion** was made by Aldrich to approve proposal for Saugatuck Township Roadway Program and Non-Motorized Plan at a not to exceed cost of \$29,750. Supported by Israels.

Discussion: None

Voice Vote:

Motion Carried Unanimously.

8. Water Service Fee Increase

In August 2023, the Township Board adopted a Capital Improvement Plan for Water (CIP) and a Water Asset Management Plan (WAMP). The CIP outlined infrastructure improvements for the Township's water system through 2032 and proposed funding methods, with water user rates being a key source. To ensure adequate funding for infrastructure obligations, it was recommended that water user rates be increased to \$15 per month, with an annual \$2 increment until 2031. The Board reviewed both the CIP and WAMP, considering the rate increase at its March Meeting and providing feedback to staff. DeFranco provided an overview of the proposal, detailing its history, intent, and actions taken by other communities.

Old Business: None.

Reports: Supervisor Bigford opened the floor for reports.

Treasurer's Report

Helmrich gave an update on the Township finances; the report is on file.

Planning Commission

Helmrich gave an overview of the Planning Commission reviewing the Draft Zoning Ordinance.

Manager's Report

Township Manager DeFranco gave an update on the Township projects; the report is on file.

Open Board Report:

- The Board explored plans to visit fellow Board and Commissions from the Township and neighboring local municipalities.
- Israels provided an update on the February election and introduced new election protection measures.

Public Comment: None.

Public Comment Closed

Adjournment: Supervisor Bigford adjourned the meeting at 8:09 PM

MOTIONS

1. A **Motion** was made by Aldrich to approve the agenda as amended. Supported by Israels.
Discussion: None
Voice Vote: 4-0.
Motion Carried Unanimously.
2. A **Motion** was made by Aldrich to approve the consent agenda as presented. Supported by Helmrich.
Discussion: None
Voice Vote: 4-0.
Motion Carried Unanimously.
3. A **Motion** was made by Aldrich to award Heavener Property Services a three-year agreement to provide landscape maintenance services for the Riverside and Douglas Cemeteries and direct the Township Manager to have a formal agreement drafted for Board review. Supported by Helmrich
Discussion: None.
Roll Call Vote:
Yes: Bigford, Israels, Helmrich, Aldrich
No:
Motion Carried Unanimously.
4. A **Motion** was made by Helmrich to approve the job title and description of Administrative Services Coordinator, appointment of Lori Babinski as Administrative Services Coordinator, and increase Ms. Babinski's compensation by \$3,000.00. Supported by Israels.
Discussion: None.
Roll Call Vote:
Yes: Bigford, Israels, Helmrich, Aldrich
No:
Motion Carried Unanimously.
5. A **Motion** was made by Israels to approve the requested second Quarter 2023-24 Budget Amendments, as submitted, and authorize the Temporary Finance Coordinator to make the requested amendments. Supported by Aldrich.
Discussion: None
Voice Vote: 4-0
Motion Carried Unanimously
6. A **Motion** was made by Israels to adopt Resolution 2024-03, a resolution authorizing the amendment to change the Saugatuck Township Board of Review meeting schedule for March 2024. Supported by Aldrich.
Discussion: None
Roll Call Vote:
Yes: Bigford, Helmrich, Aldrich, Marcy
No:
Motion Carried Unanimously.
7. A **Motion** was made by Aldrich to appoint Treasurer Helmrich, Trustee Marcy, and Manager DeFranco to serve on the Finance Coordinator Hiring Committee. Supported by Israels.
Discussion: None
Voice Vote: 4-0
Motion Carried Unanimously.

8. A **Motion** was made by Helmrich to appoint Clerk Israels, Supervisor Bigford, and Manager DeFranco to serve on the Job Description Committee to draft a job description for the position of Township Manager. Supported by Israels.

Discussion: None

Voice Vote: 4-0

Motion Carried Unanimously.

9. A **Motion** was made by Aldrich to approve proposal for Saugatuck Township Roadway Program and Non-Motorized Plan at a not to exceed cost of \$29,750. Supported by Israels.

Discussion: None

Voice Vote:

Motion Carried Unanimously.

Respectfully,



Morgan Arens, Recording Secretary

I, Rebecca Israels, Township Clerk, certify that these minutes were approved on March 13, 2024 by the Township Board.



Rebecca Israels, Township Clerk

Mar 13-2024
Date