



## Township Board Special Meeting Minutes 11/16/22

The Saugatuck Township Board met for a Special Meeting November 16, 2022.

1) **Call to Order** at 11:00 a.m. by Supervisor Bigford.

2) **Roll Call**

Present: A. Bigford, J. Helmrich, B. Marcy, R. Israels

Absent: S. Aldrich (excused)

Also present: D. DeFranco, Township Manager

3) **Public Comment**

None

4) **Approval of Agenda**

A **Motion** was made by Israels to approve the agenda as presented. Supported by Marcy. The Motion passed by unanimous voice vote.

5) **New Business**

a) **Payment for 66<sup>th</sup> Water Main Installation**

DeFranco presented the item as the second payment due to Redline Excavating for their work installing the new water main on 66<sup>th</sup> St. Recommended by the Township Engineer.

A **Motion** was made by Marcy to approve Redline Excavating's Application for Payment No. 2 in the amount of \$150,343.73 for the 66<sup>th</sup> St. water main project. Supported by Helmrich. Motion passed by unanimous roll call vote.

Yes: Bigford, Israels, Helmrich, Marcy

No: None

Absent: Aldrich

b) **Review of Township Hall Renovation**

DeFranco reviewed the proposed layout for the Township Hall renovation. Board requested that Design Committee consider the need for having a sink in the conference room. Board also requested to see a drop box in the reception area.

c) **Public Communication for Renovation**

DeFranco reviewed current communication piece developed by Abonmarche to explain the need for the renovation. Board requested DeFranco work on developing a press release with the help

of Administrative Support Arens.

**d) ARPA Resolution**

Helmrich discussed the idea of the Township passing a resolution to explain how the Township had dedicated its ARPA funds. The passage of a resolution comes recommended by the Michigan Municipal Treasury Association. Helmrich will prepare draft resolution and DeFranco will include on the agenda for the Board's December meeting.

**e) Manager Performance Evaluation**

DeFranco presented a guide for developing a Municipal Manager Performance Evaluation. DeFranco noted that his one-year employment anniversary was two months away and suggested the Board give thought to how to conduct the annual performance review. Board decided to complete the performance review sheets on file and to have the scheduling of a Manager Performance Review placed on the agenda for the Board's December meeting.

**6) Open Board Comments**

Marcy looked forward to conducting a positive Township Manager performance review.

Israels expressed need for the Township to have a system for documenting and reviewing incidents. Israels expressed concern with current practices in processes postal mail at the Township.

Bigford said that the mail process should be looked at and raised questions with the process for incidents report. Bigford requested that DeFranco share Board input on Strategic Planning with consultant managing the Strategic Planning Session for 2023.

**7) Public Comment:**

No public comment

**Public Comment Closed**

**7) Adjourn**

Meeting adjourned by Bigford at 1:29pm.

Next Regular Meeting of the Board: 6pm Wednesday, December 14<sup>th</sup>, 2022.



Motions


1. A **Motion** was made by Israels to approve the agenda as presented. Supported by Marcy. The Motion passed by unanimous voice vote.
2. A **Motion** was made by Marcy to approve Redline Excavating's Application for Payment No. 2 in the amount of \$150,343.73 for the 66<sup>th</sup> St. water main project. Supported by Helmrich. Motion passed by unanimous roll call vote.

Yes: Bigford, Israels, Helmrich, Marcy


No: None

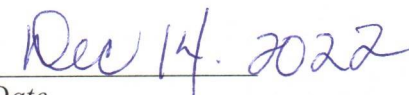
Absent: Aldrich

Respectfully,

  
\_\_\_\_\_  
*Daniel DeFranco, Township Manager*

I, Rebecca Israels, Township Clerk, certify that these minutes were approved on December 14, 2022 by the Township Board.

  
\_\_\_\_\_  
*Township Clerk*

  
\_\_\_\_\_  
*Date*