



**Saugatuck Township
Special Meeting Minutes
Tuesday, December 17, 2024, at 10:00 a.m.
Saugatuck Township Hall
Meeting held in person**

Call to Order: Supervisor Bigford called the meeting to order at 10:08 a.m.

Roll Call:

Present: Supervisor Bigford, Treasurer Helmrich, Trustee Aldrich, Trustee Marcy

Absent: Clerk Osman

Also Present: Township Manager Daniel DeFranco, Consultant Larry Merrill

Approval of Agenda:

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

Discussion: None

Voice Vote: 4-0.

Motion Carried Unanimously.

Public Comment: None.

New Business:

1. Review of Proposed Township Governance Policies

The Township Board reviewed draft Governance Policies developed by Consultant Merrill. Policies were developed through three in-person meetings with Merrill in which the Board discussed clarifying the roles and responsibilities of the Township Board and Manager, and developing policies that would enable the Township to operate more effectively as a local government. Proposed governance policies cover the following categories: **Board's Own Governance, Outcomes and Strategic Planning, Fiduciary Oversight, Programs and Services, Delegation of Authority to Manager, and Monitoring and Evaluation.** Merrill reviewed each policy and gave the Board opportunity to discuss to ensure understanding of each policy. Time was spent discussing the proposed changes to regular meeting agendas to provide more time for the Board to focus on governance policy, changes to public comment to allow the public an opportunity to speak on specific agenda items after Board discussion and prior to voting, and proposed accountability tool. The Board will consider adoption of new Governance Policies at a later meeting. Discussion only.

Old Business: None.

Reports: None

Public Comment: None.

Adjournment: Supervisor Bigford adjourned the meeting at 1:57 p.m.