

**SAUGATUCK TOWNSHIP
BOARD MEETING
FEBRUARY 4, 2004**

A regular meeting of the Saugatuck Township Board was held on February 4, 2004 at the Township Hall. The meeting was called to order by Supervisor Gudith, and led in the Pledge of Allegiance at 7:00 p.m.

Present: Henry Gudith, Jane Wright, Pat Knikelbine, Dan Shanahan, and Chris Roerig.

Absent: None.

AUDIENCE

None.

ADDITIONS TO AGENDA

Roerig asked to add under *Unfinished Business, Item C. Policy Manual*. Knikelbine asked if the Board should address the meeting schedule. Gudith added under *New Business, Item B. Meeting Schedule*. Roerig asked to add under *New Business, Item C. Township Manager Job Description*.

MINUTES

Pertaining to the minutes of 1/7/04. **Motion by Knikelbine/Roerig to accept as presented.** Carried unanimously.

BILLS

Motion by Gudith/Wright to accept general fund and cemetery fund bills in the amount of \$6,758.62. Carried unanimously.

CORRESPONDENCE

None

UNFINISHED BUSINESS

- A. Groundwater Testing Ordinance. Gudith explained the actions taken by the ad hoc committee and presented the revised ordinance to the Board. Board discussed the changes proposed and agreed the revisions met the requirements. Additional discussion ensued as to how to best inform the public of the reasons for the ordinance as well as procedures to follow for compliance. **Ordinance 2004-01 Groundwater Testing Ordinance was offered by Shanahan and supported by Gudith.** Roll call vote: Knikelbine-aye, Wright-aye, Shanahan-aye, Gudith-aye, Roerig-aye. Gudith declared the ordinance adopted.
- B. Inspector's Request for Rate Increase. Wright explained the Mechanical, Electrical, and Plumbing Inspectors are asking for a \$2/inspection rate increase. She presented rates from several nearby townships that approved the \$2 increase and now equal the \$32 rate we have been paying. Board discussion took place. **Motion by Roerig/Gudith to reject the rate increase for this year, review again next year, and inform the Inspectors that rates are set by board action not by request.** Additional discussion took place. Motion passed 4 to 1 with Knikelbine voting no.
- C. Policy Manual. Roerig presented a policy manual used by Chester Township and asked to forward the manual to the Township Manager for his use to aid in creating our own.

NEW BUSINESS

- A. Saugatuck Public Schools Summer Tax Collection. Gudith read request by the school. **Motion by Knikelbine/Wright to accept the agreement to collect summer school taxes for \$3.23/parcel.** Motion carried unanimously.
- B. Meeting Schedule. Board discussed the previously approved schedule of holding one meeting per month for November through February. Knikelbine stated we have not had any problems holding just one meeting.

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Roerig suggested continuing with one meeting, the first Wednesday of each month, until a time when two meetings become necessary again. Board agreed it would save money and we have new ways to inform the public with the web site.

- C. Township Manager Job Description. Board reviewed the job description and advertisement for Township Manager that Manager Phil Quade had prepared. **Motion by Roerig/Shanahan to approve the job description and authorize Quade to begin soliciting for applicants immediately and report to the Board on a regular basis.** Discussion ensued and it was agreed to run the advertisement in MTA magazine as well as other media, with Quade performing the initial screening of applicants, and a committee of Knikelbine and Wright to interview final candidates and make recommendations to the Board. Motion carried unanimously.

COMMITTEE REPORTS

- A. Planning Commission. Shanahan reported the approval of subdivisions on 134th Ave., Silver Acres Dr., and off of Lakeshore Dr.
- B. Road Commission. Roerig presented the 2004 projects and stated the work order has been approved by the County and public meetings will be held prior to construction to keep residents informed as to the impact the construction will have.
- C. Interurban. Knikelbine stated that ridership is up %5 over last year, New Years Eve 289 people rode the bus, and the Board passed a resolution of intent to receive state money.
- D. Fire Authority. Wright presented the 2003 summary of calls noting an improvement in response times over 2002, and correlated the number of calls to the current budget which averaged a cost of \$938.20/call. Board discussed and agreed to ask the Fire Board for similar information from similar neighboring departments for comparison.
- E. Web Site/Newsletter Update. Roerig stated he is looking for topic suggestions for the next newsletter, Board agreed the water testing ordinance and election information would be timely.

AUDIENCE

Garret Sturru was interested in any progress with the air boat people. Gudith reported a meeting has been set for 2/16/04 from 10:00 to 11:30 a.m. at the township hall. He added air boat representatives and Senator Birkholz will be present to negotiate an agreement between the air boat operators and residents of the river.

There being no further business, **Motion by Knikelbine/Roerig to adjourn at 8:18 p.m.** Motion carried unanimously.

Jane Wright, CMC
Township Clerk