

**SAUGATUCK TOWNSHIP BOARD
REGULAR MEETING**

**WEDNESDAY, NOVEMBER 4, 2009, 6:00 p.m.
SAUGATUCK TOWNSHIP HALL
3461 BLUE STAR HWY, SAUGATUCK, MICHIGAN 49453**

MINUTES

Supervisor Wester called the meeting to order at 6:00 p.m. and led in the Pledge of Allegiance.

Members present: Supervisor Bill Wester, Clerk Jane Wright, Treasurer Pat Knikelbine, Trustee Chris Roerig, and Trustee Jim Hanson.

Members absent: None.

Also present: Manager Phil Quade.

Public Comment:

- A. Jon Phillips, representative on the Kalamazoo Harbor Master Plan Committee, stated they will apply for a Great Lakes Rehabilitation Initiative grant utilizing the engineering firm of JJR to write the grant. He added there is no firm cost yet for the grant writing, but the estimated cost was \$8,000. Phillips stated that both city representatives understood the Township could not provide as much money as the cities but want to ensure the Board knew what costs were committed. Wright stated the motion at the last meeting was to approve \$2,000 for the township's share of expenses for the harbor committee. She added an invoice from the City of Douglas, stating the services provided and an amount not to exceed \$2,000 would be pre-approved by the Board.
- B. Jim Bruinsma, attorney for Singapore Dunes LLC, spoke against the DEQ's proposed expansion to the critical dunes area and submitted the Board should not take action on the agenda item.
- C. Marcia Perry, representing the Saugatuck Dunes Costal Alliance, encouraged the Board to allow the expansion to the critical dunes area and offered a petition with 14,000 signatures and letters supporting the R-4 zoning.
- D. Larry Edris, Planning Commission Chair, clarified that no active considerations for the R-4 zone will be looked at until a public hearing is held.

Approval of Agenda: Wester asked for any additions, deletions, or removal of items from the consent agenda. Roerig asked to add under New Business, *Item I. New Fire Department Seating Capacity for Board Room*. Wright presented additional bills for a total to be approved of \$25,898.46. Hearing no further changes, Wester brought the consent agenda to the floor for approval.

- A. Accounts Payable
 - i. ALLEGAN CO ROAD COMMISSION through JANE WRIGHT
Total to be paid \$25,898.46
 - ii. Checks issued to be post-audited
(check register attached)
- B. Payroll (check register attached)
- C. Approval of Minutes
 - i. October 7, 2009 Regular Board Meeting
- D. Quarterly Review of Financial Statements

Motion by Wright seconded by Knikelbine, to approve the agenda as amended. Carried unanimously.

Correspondence: Wright submitted a faxed copy of a memo from Pat Foster where he stated the conditions set forth in the resolution allowing him visual access to the November 2008 ballots were unacceptable. Board agreed that the resolution stands.

Unfinished Business: None.

New Business:

- A. Proposed amendments to Chapter 12 of Code of Ordinances, Cemeteries. Manager Quade stated he would like to make a few amendments to the ordinance language to better serve the intentions of the cemetery rules and regulations. Board agreed to direct the Township Attorney to review the amendments and then address a revised cemetery ordinance after review. **Motion by Knikelbine, seconded by Hanson to authorize the manager prepare amendments to Chapter 12 of Code of Ordinances, Cemeteries and send to the Township Attorney for review and revision.** Hanson stated we need to give the Manager and Cemetery Sexton the proper tools to deal with in-district and out-of-district residents. Motion carried unanimously.
- B. Proposed DEQ expansion to the critical dunes area. Wester stated for the record he did receive a letter in opposition to the proposed expansion from Jim Bruinsma. Board discussed the option of sending the DEQ letter to the Planning Commission for review. **Motion by Roerig, seconded by Wester to pass the proposed DEQ expansion of critical dunes area to the Planning Commission for review and recommendation.** Board discussion took place and the motion carried unanimously.
- C. Proposed budget amendments. Quade asked if there were any questions in regard to the proposed amendments. Wright stated she had no questions but understands the need for further cost savings and suggested to eliminate the printing and distributing of the newsletter. She added we can still create a newsletter and distribute electronically and those people without internet access can request a hard copy be mailed to them, saving \$2,400 annually. Board agreed and discussed additional budgetary issues. **Motion by Wright, seconded by Wester that the 2010 Appropriations Act be amended with the budget amendments as presented.** Motion carried unanimously.
- D. Proposed salary re-distribution. Wester questioned reducing the allocated salary for a manager but supported an increase for the Administrative Assistant. Wright stated salaries were frozen during the budget workshops. Knikelbine felt the Administrative Assistant is worth more than what his current salary is. Roerig stated he comes from the private sector where lay offs happen and he needs a firm set of goals and objectives to see how they are being met. Additional board discussion took place and Hanson was in agreement that merit based raises need to be met with measurable goals. **Motion by Wester, seconded by Knikelbine to table the agenda item until a future date, to allow a workshop to discuss and implement employee compensation and an evaluation process.** Motion carried unanimously.
- E. 2010 Federal Poverty Guidelines. Knikelbine reported this is an annual request and there was a **Motion by Knikelbine, seconded by Roerig to adopt the 2010 Federal Poverty Guidelines as presented.** Carried unanimously.
- F. Ponderosa Nursery proposal for holiday decorating of township office. Wright presented a quote for evergreen roping and lights to be hung by Ponderosa Nursery. **Motion by Wright, seconded**

- by Knikelbine to approve \$290.32 for holiday decorating of the township office by Ponderosa Nursery.** Motion carried unanimously.
- G. Planning Commissioner Community Segment appointments. Hanson stated that part of the planning ordinance asks to have members assigned to segments of the community. **Motion by Hanson, seconded by Wright to make the following appointments: Maggie Conklin-Industry and Public Health, Steve Darpel-Commerce, Larry Edris-Natural Resources, Jim Hanson-Agriculture, Joe Milauckas-Recreation and Tourism, Sandy Rausch-Education and Arts, Bill Rowe-Transportation and Government.** Carried unanimously.
- H. District Library Representative. Wright stated Al Lyon, one of our current representatives, term has expired and a reappointment has been recommended by the Library Board. **Motion by Wright, seconded by Hanson to reappoint Al Lyon to an additional 4 year term.** Hanson stated that Lyon is a fine community spirited person and both township representatives do a good job on the Library Board. Motion carried unanimously.
- I. New Fire Department seating capacity for board room. Roerig asked Wester to explain the new maximum capacity posting. Wester stated he felt there could be a fire safety issue with too many people crowded into the board room so he asked the Fire Inspector to calculate the maximum number to allow into the room during meetings and had it posted for safety reasons.

Committee Reports:

- A. Planning Commission. Hanson reported 2 approved SAU's and will start talking wind energy.
- B. Road Commission. No report.
- C. Interurban. Knikelbine reported the election of officers and ridership up 3.8%.
- D. Fire Authority. No report.
- E. Supervisors Report. No report.
- F. County Commissioner Report. Terry Burns updated the board on recent activities.

Public comment was offered. Gerrit Sturris asked about recycling bins and Knikelbine reported it would take effect 1st week of April. She added individuals will be given 1 bin and people can add their own additional containers but they will no longer need to separate recyclables. Hearing no further comments, public comment was closed.

Wester stated having no further business to come before the board we stand adjourned. Meeting was adjourned at 7:20 p.m.

Jane Wright, CMC, Township Clerk

Date