

Saugatuck Township Special Board Meeting  
Wednesday, December 19, 2018, 1pm  
Saugatuck Township Hall, 3461 Blue Star Highway, Saugatuck, MI 49453  
Approved Minutes

Supervisor Roerig called the meeting to order at 1pm

All board members present with the exception on William Wester (Clerk)

**Public Comments**

Cindy Osman, Saugatuck Township – Comments on proposal packets. Stated that the best deal (financially) is to hire a firm to do our planning and zoning. Believes that using a firm would offer many different areas of expertise as there are more than one person doing the job. They would be able to help us get updated to the latest technology. She also supports all of the other proposals.

Brenda Marcy, Saugatuck Township – Stated there was a t-bone car accident on Blue Star and Old Allegan last night. Is concerned about the streetlight that has been out for a long time. Is aware that there is a work order in, but believes we should follow up. Reports there are accidents at that intersection and that the visibility is bad. Believes we should look into a stop light at that intersection.  
\*Helmrich responded to her comment: Agrees that the light out has been a problem. It has been reported a month ago.

Cindy Osman, Saugatuck Township - Traffic light would need to be in place according to a recommendation by engineers of the Blue Star Bike Trail in order for them to move forward with their project at that site.

**Approval of Agenda**

Aldrich moved to approve the agenda. Helmrich supported. No Discussion. Agenda approved 4-0.

**Correspondence**

None

**New Business**

Helmrich presented 3 proposals on Video Recording and Security. Summarized the proposals (that were part of the packet) from Secure n Safe, EPS (Engineered Protection Systems), and EBC Security and Electric. Helmrich suggested that we move ahead with the video recording and put the security aspect on hold. Aldrich has Secure n Safe in her home. She highly recommends it. Bigford supports moving forward with video recording in the board room and looking at the other security options when we have put more time and research into what we really want/need. Bigford shared that Vimeo and you-tube are options for posting videos. Roerig suggested lowest cost. Roerig inquired about policy regarding posting video recordings. Bigford stated that a simple policy may be appropriate. Roerig concerned about having an additional public record. Roerig said that voice recordings are retained for at least a couple years. Jon shared some info from the MTA regarding video recordings. Roerig wants insurance, workman's comp and references prior to having any work done at the Township Office. Roerig is concerned that it may be more cost effective to do both video recording and security now. Bigford moved to go forward with Secure n Safe (Elliot Strum amended that there is no \$35 per month cost) at a total cost of \$1150 for the video monitoring of the board room pending reference checks and insurance verification. Aldrich supported. Discussion: Roerig wants to have a

policy in place before posting video recordings. Motion passes 4-0. Helmrich moved that we pay the videographer \$50 per meeting until we have our own video recording system in place. Bigford supported. Discussion: Roerig wanted to know where these videos go immediately. Roerig has concerns about posting videos that were taken by citizens. Motion passed 3-1. Roerig voted no.

Proposals for staff analysis, consulting/search services:

Helmrich gave a report on proposals and suggested that 2-3 board members take the lead on this issue. Helmrich summarized the four options/proposals (all part of the packet). Roerig likes the Walsh proposal, minus the cost and would like to get the Manager and ZA search going right away. Helmrich agrees that we need an administrative operational person. Roerig would like to see more details on the staff analysis. Roerig would like to expedite the search portion and do that independent of the analysis. Roerig would also like reference checks and checks on credentials. Helmrich will bring in Frank Walsh for an interview. Bigford suggested the search be for Zoning and Manager/a dual role. Roerig clarified that the Williams and Works proposal was for \$2400 a month, and that we are paying Al Ellingsen \$1500 a month to do basic zoning duties. Roerig clarified that permitting would not be part of this. Williams and Works may be a good option if Al wants/needs support or if a manager is found that cannot fulfill the ZA role. Search is top priority.

### **Public Comments**

Cindy Osman, Saugatuck Township – Williams and Works very familiar with tri community master plan. Can be long or short term. Lynee Wells is impressive. Highly recommend Williams and Works. Takes politics out of it. If we have critical things coming up for the planning commission, we should hire a professional planner. Roerig responded– planning commission needs to sound in if they need additional expertise and guidance.

Daniel DeFranco, Saugatuck Township – Sand mining group met with Top Grade rep and Aldrich recently. Reported many infractions from today and yesterday. Observational reporting form was not available at the township office. Form should be posted online. Ease of reporting should be better.

**Adjourn** Roerig adjourned at 1:42pm

Recording Secretary: Abby Bigford

Saugatuck Township Trustee

12.28.18