

November 29, 2018 Approved Minutes Special Township Board Meeting

Saugatuck Township

Special Meeting 11.29.2018

1400 Hours EST

Attendees – all board members present, with exception of Bill Wester (Clerk).

Public Comment- None.

Correspondence-None.

Unfinished Business-None.

New Business- None.

A. **Holiday Decoration** -Helmrich discussed what we can do, discovery of 3 wreaths down stairs.

Roerig asked for donation- can't do it, new business arrangement. Jim Hanson chimed in, storage area identified- Helmrich agreed modest decorations doing it over the weekend with other board members help.

B. Managers position-

Bigford asked Supervisor for feedback, Roerig described posting MTA, Indeed, and MML.

Salary for applicants discussed may be to low. And reset.

Process for ZA and Manager – described.

Screening and interviewing- Reference check discussed from Helmrich , overall discussion.

PC Chair, and Becky Israel appointed to committee.

Two board members identified as participants- Roerig and Helmrich.

Helmrich asked that all members be involved in the process of hiring manager.

Helmrich continued to add, his thoughts on analysis of office operations, and possibility that possibly were going to fast in hiring a manager until analysis is completed.

Discussion board screening the possibility of an excellent applicant.

Whom to show resumes to. Board ?

Roerig shared the fact perfect applicant would be dual functions, both manager, and ZA, and Bigford added compensation could be increased if dual roles

Bigford discussed Indeed, and the posting of. Maybe Monster?

Roerig added posting on Facebook.

Helmrich inquired if we can post job opening in local papers.

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C. Budget Tutorial

Bigford needs help interpreting the budget who, what, etc.

How do we get that help- Roerig offered Aaron Sheridan to assist, still under contract?

Noted that Aaron is hard to understand, or another board member could help.

Bigford asked Roerig for the help possibly. Our auditors could lend a hand.

Roerig declared.

Audience Chimed in, possibly Peter from the City of Saugatuck could help (possibly Cindy Osman).

Helmrich stated that budget was handled by clerk and managers assistance, Helmrich asked that the treasurer have the ability to participate. Helmrich extended his expertise.

Roerig stated budget it is a board function.

Bigford asked approval to use Peter from the city to decipher the budget.

Roerig discussed constable line items as well State Police performing our Liquor inspections within the township.

Pension fund was addressed and percentage being under funded. Action plan being developed to get up to speed.

Bigford discussed newspaper budget and offered her services stating township has been paying more than other surrounding government discussed other options.

Roerig offered his services to address whom to use for paper publishing, costing etc.

D. Staff Schedule-

Helmrich stated office staff operating well.

Between the staff we have beat the deadline, for tax bills.

Sherry has helped tremendously, Abby Bigford has contributed as well in office operations, explained Carol's help and how well they are functioning.

E. Agendas Items-

Bigford stated the need for more detailed descriptions, Roerig ask for clerk who's absent be included.

F. Video taping equipment

Helmrich discussed video quotes and the need for more bids and a possible development of a RFB. More companies invited to bid. Can we expand the video system to include security?

Roerig explained the bid process to Helmrich, excluding pricing. To insure we compare apples to apples.

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Roerig read lawyer opinion on video recording.

Helmrich commented Erin Wilkinson recording, Roerig asked that a policy be in place recording.

Jim Hanson in audience commented in as well over the policy of recording.

G. Staff Analysis

Helmrich handed passed outs, for modular proposals.

Walsh professional.

Williams and Works.

Vredeveld and Hefner.

All by phone- hard copies coming.

Helmrich outlined what feedback to expect.

Roerig asked what exactly do these time studies do?

Audience chimed in – WORKLOAD ANALYSIS- possibility of hour reductions or partial operation schedule, discussion of when busy hours etc. etc.

H. Public Comment

Roerig explained there may be the need to alter, and the chair needs to control the meeting.

Bigford interjected, who is to determine its ok?

Most important thing everyone has the ability to speak.

Duration of meetings Chris explained board members could spend too much time in extended hours meetings.

I. Sexton Duties

Roerig recommended Babinski and Carol, discussion of duties and compensation by Helmrich, as well as Bigford, and interjection of Jim Hanson (audience).

Roerig and Helmrich- we need for the Clerk to overlook this.

Bigford- not interested in getting in a full-time position.

Bill Wester to discuss sexton duties with Lori.

J. **Treasurer and Clerk reports** to added as normal agenda items-DONE- all agreed.

K. **Workshops**- Townships have Special meetings, called by the Supervisor- yet take minutes, and called by Supervisor.

L. **Meeting of Electors**-charter township issues disregard.

M. Severe Equipment Issues

Helmrich discussed a severe need for equipment, phones office area.

Some chairs of need of replacements-postal meter older equipment.

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Look at a potential budget for replacement items-Roerig approved small expenditures till new manager comes on board.

N. Ordinance for septic Issues

Helmrich wants more township interaction-
Roerig and Hanson, better left in Counties hands Sanitarians.

O. Marijuana growing

Directed to Planning Commission.
Helmrich, Aldrich discussion.
Roerig directed them to Planning Commission and the resources available to them.
Aldrich – thought they were developing an ordinance??

P. Teleconference

According to attorney teleconference not allowable -refer to MTA –cannot vote
Ambiguous -per Bigford.

Q. Splitting Lots

Discussion of former clerk actions on planning commission, and his altering.
Helmrich discussed the issue- wants clarification, should it be returned to supervisor??
Audience chimed in (Osman) Hanson.
All note a form of double check process.

Public Comment

Jim Hanson-
Clerks involvement in budget.
Pension Plans-Hanson inquired as to retirement plan and why the need for funding.
Opinion about local papers.
His thoughts on Public Comment- the need to control meeting.
Website whose controlling??
Bigford thought on posting of Monthly meeting and need for change how it is administered.

ROERIG

Adjourned meeting- time not noted.
1:23 minutes recording.

William W Wester Sr
Saugatuck Township Clerk
12.5.2018

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