

Saugatuck Township Board Meeting  
Wednesday April 3, 2019, 6pm  
Saugatuck Township Hall, 3461 Blue Star Highway, Saugatuck, MI 49453  
Approved Minutes

Supervisor Roerig called the meeting to order at 6pm

All board members present with the exception of Brenda Marcy, Trustee

**Public Comments:**

Marsha Sikora – Lives on Riverside Drive. Is concerned about the intersection on Blue Star. Wants more information on the possibility of a round a bout or a signal.

**Approval of Agenda:**

*Helmrich moved to approve the agenda as presented. Supported by Aldrich. Agenda approved 4-0*

**Invoices**

Roerig presented invoices that were submitted after the packet was created.

*Aldrich moved to approve the accounts payable at a total of \$162,408.51. Supported by Bigford.*

*Discussion: Helmrich –is pleased that legal fees in March were down significantly. Approved 4-0.*

**Treasurer's Report**

Helmrich- Board is to approve disbursement payments. Reviewed disbursement payments (part of packet). Settled tax collection with the county treasurer for winter taxes. Taxes billed and taxes collected matched to the penny. Quarterly update on investments: We have only 1 investment; a CD with Chemical Bank. As of March 1<sup>st</sup>, the 1<sup>st</sup> quarter, the CD was valued at \$731,000, which was up 2K from January. 3 outside investment firms have approached the township and would like to meet regarding possible investment strategies and products. Helmrich has discussed this with Dean and they will look into this further when the next fiscal budget is complete. Roerig – how much is in our general fund total? Helmrich – “off the top of his head” thinks it is 1.2 million. We have all the information we need to finalize our budget. Helmrich – 2 weeks ago met with MERS regarding pension fund. Our pension plan is only funded at 38%. We are under the 60% state threshold, thus are on a watch list. We need to address this moving forward in our budget. Wanted to point out that we will have another person drawing from the pension fund soon. Roerig – is the 38% up to date? Helmrich, yes that was the up to date percent as of 2 weeks ago. *Helmrich moved to approve the treasurer's report including the disbursement payments made in March and the quarterly investment report. Supported by Aldrich. Discussion: none. Approved 4-0.*

Helmrich – appointment of ~~trustee~~ Deputy. Apologized for delay. Did not want to appoint a deputy in the midst of tax season while he was learning so much. Wanted to be in a better position to train a deputy. Also there was a delay as there is a discrepancy in the Annual Budget. On page 39 of the budget it states that the Deputy Treasurer will be paid \$14 an hour, however it is not in the budget details. Asked the board to consider a resolution that effective July 1<sup>st</sup>, 2019, in our budget for the next fiscal year, we will include the amount of 2K for potential payment to a Deputy Treasurer. This is based on an estimate of no more than 100 hours during the year at \$18.00 per hour. Roerig – this is not an assistant or an additional resource. Helmrich – this person needs to be trained. Roerig – this was not on the agenda. This should be part of our budget discussion next month. Aldrich – shouldn't ~~they~~ the deputy be paid for training; this would be time consuming? Bigford – really you are asking for compensation for training? Roerig – are you (Helmrich) willing to use your training budget? Bigford –

What if there is not money available in the treasurer's training budget? Then the Deputy would not get compensated for training? Roerig – they would be compensated \$14 an hour and probably mileage. Helmrich- is proposing that the rate be increased to \$18 an hour. Roerig – that should be looked at in the next budget cycle. Helmrich- can live with that for the remaining 3 months of this budget cycle. Helmrich – we need to vote on accepting his appointment of Brenda Marcy as deputy treasurer as she is a board member and with a township with fewer than 40K people, you need to do so. Roerig – no, you can appoint anyone you want, the board does not need to vote on this. Are you sure that rule is not for a charter township? Bigford – it is an exception because she is a board member. *Aldrich moved to accept the appointment of Brenda Marcy as deputy treasurer. Supported by Bigford. Discussion: Helmrich – she must be sworn in and bonded. Approved 4-0.*

### **Minutes**

Helmrich- pointed out 7 minor errors on the minutes from March 6.

*Roerig moved to accept the minutes as amended. Supported by Bigford. Discussion: None. Approved 4-0*

### **Authorize Low Bidder for Local Road Projects**

Roerig – we have the recommendation before us from Craig Atwood, from the Allegan County Road Commission. He recommends we accept the pre-qualified low bid from Reith-Riley Construction for \$373,541.00. This is budgeted. The final cost could be as much as 5-10% more less than the bid. There will be some distributive expense paid to the County for their engineering costs. *Roerig moved to accept the low bid from Reith-Riley Construction in the amount of \$373,541.00 + or – 10% and engineering costs. Supported by Bigford. Discussion: none. Approved 4-0.*

### **AMR Subsidy**

Bigford – a letter (that was part of the packet) was sent out to the board and Natalie from Helmrich and Bigford regarding our meeting with the ambulance board in Fennville last month. Bigford and Helmrich have met with Tony Schippa and with the AMR Board and have gained lots of information and insight. Believes that our constituents do want an ambulance service that will respond in a timely manner. The ambulance in Fennville is subsidized. It would not exist without subsidy due to the rural landscape and the low call volume. We were in an agreement with Fennville City, Clyde, Lee, Ganges and Manlius Townships to subsidize this in order to provide good response times. Since 2015, we have not paid, we have not chipped in on the subsidy. Other townships are considering not paying. Again, if it is not subsidized, it will not be there. Does not believe this is what our constituents want. It is about 7K per year to rejoin. Bigford moved to rejoin the ambulance subsidy group with Fennville City, Clyde, Lee, Ganges, and Manlius Townships. Supported by Aldrich. Discussion: Roerig – could they move the post after we commit? Helmrich - they are going through and RFP, its likely they will do a new contract with AMR. He will double check this (that the contract will require to keep the post in Fennville). Roerig- We need to review the contract and have legal review it. Are they financially solvent? Where will the money come from? Helmrich – our manager is aware of it and we will work that out. Pointed out that since we left, response times have increased. AMR did agree to respond to our priority 1 calls. Our priority 1 calls that they have responded to have increased significantly. The year we left, they responded to 29 priority 1 calls, they responded to 51 calls the following year. Helmrich – we need to draft a letter asking them to let us back in. *Bigford moved that Saugatuck Township, through a letter of intent, makes clear their intention to rejoin the Emergency Services Committee. Supported by Aldrich Discussion: Roerig – this would still be contingent on us doing our due diligence and reviewing. Approved 4-0. Roerig –Dean can draft a letter and request a copy of the contract for our consideration. We need to make sure that they will not move after we commit and we need to get a sense of how*

financially solvent they are. Bigford – We will need a representative on that committee at some point. Tony Schippa has expressed a willingness to do so. We may want to open this up to others.

### **Payout of Compensatory Hours to Retiring Employee Sherry Mason**

Roerig - Sherry Mason has worked for the township in excess of 13 years. She has filed her paperwork to formally retire in April. She has accumulated 109.75 hours of compensatory time. While our policy is silent regarding the payout of comp time. The language states “exempt employees are often required to spend time beyond their normal work schedule in order to carry out their required functions, but are not entitled to additional compensation for this work. As a means to recognize responsive, responsible and quality performance, the Manager may from time to time authorize compensatory time off to salaried exempt employees. The granting of compensatory time is at the discretion of the Township Manager.” Sherry is asking that in lieu of taking her comp time off, she be paid for those hours. So the recommendation is that Sherry Mason receive the comp time equivalent pay-out of \$3022.57 with normal deductions taken out. This amount will be taken from her normal pay expense account in the general fund budget. Since Sherry will not be taking her pay for the rest of the year, this account will be able to handle the expense. A new assessor will most likely not be in place before June of this year. *Roerig moved to approve the payout of \$3022.57 to Sherry Mason to reimburse her for the comp time that she has accumulated. Supported by Helmrich. Discussion: None. Approved 4-0.*

### **Quarterly Budget Outlook**

Dean - reviewed the Revenue and Expenditure Report for Saugatuck Township (part of the packet). Most of the funds are doing well. At this time of the year we are looking at about 75% spend down for the departments. Most of the departments are in line with that. The exception is the elections department due to the recall and the township board department likely due to increase in special meetings. We should be fine as long as we stay on budget for the next fiscal year. Helmrich – Constable Department. Why is it still in there? Hopes to look at that in the future. *Roerig – suggest to offer resolution to amend Saugatuck Township fiscal year 2018-2019 budget to transfer funds from general fund department 301 to general fund department 191. Whereas, Saugatuck Township has a fiscal year ending on June 30, 2019; and Whereas, the Township incurred extra costs in November due to a recall. Be it resolved that the board has authorized an immediate transfer of funds from General Fund Department 301 to General Fund Department 191 in the amount of \$4117.50. Supported by Helmrich. Role call vote: All vote yes. Approved 4-0.*

### **Reschedule May meeting:**

It was decided not to reschedule and keep the May 1<sup>st</sup> date.

### **Planning Commission**

The PC did not meet formally in the month of March. 2 weeks ago there was an informal meeting here at the Township hall between the 2 land owners of the possible RV or other development on Old Allegan Road and the individuals from the neighborhood surrounding that land. None of the people from the surrounding area were in favor of a RV park. Only 2 members of the PC were in attendance as to not violate the Open Meetings Act. About 25 people were in attendance. It was congenial.

### **Road Commission**

Roerig – received a call regarding paving 60<sup>th</sup> street. He instructed them to call Brenda and he provided her some background information on this. This is a border road with Manlius Township. Some people have not wanted that paved in the past as they like to ride their horses on the gravel road. This would require dual funding.

### **Fire Board**

Aldrich -March's incidents were up 12% from last year. 59 total. Usual breakdown – 15% EMS. Motor vehicle incidents were up for 2 months then the weather changed. The 2 cities –Douglas experienced double the incidents for the first quarter compared to Saugatuck. 58 for Douglas, 29 for Saugatuck, and 81 for the Township. Friday and Tuesday were the busiest days for incidents. There was a fire downtown. Chief said it was caused by a plugged in appliance. Aldrich found it interesting that the #1 cause of house fires was issues with exhaust fans.

### **Parks Commission**

Jim Searing- PARVO at the dog park. They discussed it at the meeting. They have a sign up there warning dog owners to not visit the park with unvaccinated animals. It will be there for a month. They hope they will meet with the Church regarding the sidewalk in May. Dana Burd wanted to look at some issues with the water flow. There is a pond there and he wanted to make sure they took that into consideration when they came up with a proposal.

### **Open Board Report**

Helmrich – Bigford and I attended the MTA annual conference. It was time well spent. Wishes more could attend.

Roerig – auditor has been plugged into the budgeting process. Our auditor knows our budgeting process very well. He has remarked that our format is the best he has seen. He made some suggestions to us. He shared that we need to do regular bank reconciliations. We have over a year of reserve. We have enough in the bank to cover in the case of something extreme.

### **Public Comment**

None.

Roerig adjourned meeting at 6:55pm

Recording Secretary: Abby Bigford  
Saugatuck Township Clerk  
April 10, 2019