

**Saugatuck Township  
Special Board Meeting Minutes  
Monday, January 9, 2023, at 10:00 a.m.  
Meeting held in person & via Zoom**

**Call to Order:** Supervisor Bigford called the meeting to order at 10:00 AM

**Roll Call:**

Present: Bigford, Israels, Helmrich, Aldrich, and Marcy.

Also present: DeFranco, Township Manager

**Approval of Agenda:**

A **Motion** was made by Marcy to approve the agenda as presented. Supported by Aldrich.

Discussion: None

Voice Vote: 5-0.

Motion Carried by Unanimous Voice Vote.

**Public Comment:**

None.

**Public Comment Closed**

**New Business:**

**1) Closed Session**

Discussion.

Helmrich noted that the Manager's Employment Agreement anniversary is April 14<sup>th</sup> and recommended that compensation adjustments coincide with the renewal of the Employment Agreement. DeFranco requested additional PTO given that his hirer date is three months prior to the anniversary of the Employment agreement

A **Motion** was made by Marcy to go into closed session pursuant to MCL 15.268(1)(a) for an annual personnel evaluation for the Township Manager. Supported by Aldrich.

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried by Unanimous Roll Call Vote

Board goes into closed session at 10:08 am.

A **Motion** was made by Marcy to leave closed session at 11:48 am. Supported by Aldrich.

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried by Unanimous Roll Call Vote.

**2) Review Performance and Employment Terms for Township Manager**

A **Motion** was made by Marcy to approve a compensation package to go into effect for one year for Manager DeFranco's starting April 14<sup>th</sup>, 2023. Supported by Aldrich

Discussion: A performance review and salary evaluation was decided to occur annually at the anniversary date of the Employment Contract. Because the date of hire and contract anniversary date differ, the Board requested DeFranco to make a recommendation to the Board for his PTO adjustment for the period of January to April 14, 2022, at the next regular Board meeting.

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried by Unanimous Roll Call Vote.

Aldrich excused at 11:52 am

**Old Business:**

None.

**Public Comment:**

None.

**Adjournment:** Supervisor Bigford adjourned the meeting at 11:53 am.

**Meeting Adjourned.**


## MOTIONS

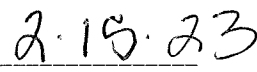
1. A **Motion** was made by Marcy to approve the agenda as presented. Supported by Aldrich.  
Discussion: None  
Voice Vote: 5-0.  
Motion Carried by Unanimous Voice Vote.
2. A **Motion** was made by Marcy to go into closed session pursuant to MCL 15.268(1)(a) for an annual personnel evaluation for the Township Manager. Supported by Aldrich.  
Roll Call Vote:  
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy  
No:  
Motion Carried by Unanimous Roll Call Vote  
Board goes into closed session at 10:09 am.
3. A **Motion** was made by Marcy to leave closed session at 11:50 am. Supported by Aldrich.  
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy  
No:  
Motion Carried by Unanimous Roll Call Vote.
4. A **Motion** was made by Marcy to adjust Manager DeFranco's annual compensation to \$90,000 starting April 14<sup>th</sup>, 2023. Supported by Aldrich  
Roll Call Vote:  
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy  
No:  
Motion Carried by Unanimous Roll Call Vote.

Respectfully,

  
Daniel DeFranco, Township Manager

I, Rebecca Israels, Township Clerk, certify that these minutes were approved on November 9, 2022 by the Township Board.

  
Township Clerk

  
Date

