

**Saugatuck Township
Regular Board Meeting Minutes
Wednesday, October 12, 2022, at 6:00 p.m.
Meeting held in person & via Zoom**

Call to Order: Supervisor Bigford called the meeting to order at 6:00 PM

Roll Call:

Present: Supervisor Bigford, Clerk Israels, Treasurer Helmrich, Trustee Aldrich, and Trustee Marcy.
Also present: Township Manager Daniel DeFranco, Recording Secretary Morgan Arens, Allegan County Commissioner Dean Kapenga, Don Doggendorf, Bobbie Gaunt, & David Swan

Approval of Agenda:

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

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously.

Public Comment: Bigford opened the floor for public comments.

1. Bobbie Gaunt, Saugatuck Dune Alliance president, urged the board to take action for the Saugatuck Dune Alliance and thanked the board for their previous actions and communication.
2. Dean Kapenga, Allegan County Commissioner, updated the board on County items.
3. Don Doggendorf, Allegan County Commissioner candidate, introduced himself to the board and listed his qualifications for Allegan County Commissioner.

Public Comment Closed

Approval of Consent Agenda: Bigford introduced the consent agenda and pulled correspondence regarding the Critical Dune Alliance from the consent agenda. Bigford noted that over the past few weeks, the Township has received nearly 50 letters expressing concerns regarding the proposed North Shores marina and residential development on the former Dennison property. The Township Board acknowledges these concerns and has previously communicated them to the U.S. Army Corps of Engineers by forwarding citizen correspondence as part of the comment submitted in April 2022. If and when the Army Corps asks for further comment from the Township, the Township Board will consider the possibility of forwarding or otherwise incorporating these new letters. Bigford noted that, in light of the above, she recommended that the Board take no formal action at this time.

Discussion: None.

A **Motion** was made by Helmrich to approve the consent agenda as amended. Supported by Israels.

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously.

Presentations: None.

New Business:

Agenda Item 1: 1st Quarter Budget Amendment

The Township's updated financial policy requires a review of the budget for any necessary amendments on a quarterly basis. Currently we have no departmental overages, but there are a few line items that staff anticipates will result in future overages. There is also a line item in revenue that we expect to collect more funds than originally anticipated.

A **Motion** was made by Marcy to move to approve the requested 1st Quarter 2022-23 Budget Amendments, as submitted, and authorize the Township Treasurer and Deputy Clerk to make the requested amendments. Supported by Aldrich.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously

Agenda Item 2: CVB Board of Directors' Invite

The Saugatuck-Douglas Area Convention and Visitors Bureau Board of Directors have extended an invitation to the Township, Saugatuck City, and Douglas to participate in their monthly board meetings as guest members. Guest-member status does not come with voting rights. The municipal managers have been asked to attend the October 20th meeting, but Township Trustees may consider whether they would like to attend future CVB Board meetings. This agenda item is for discussion at which time Trustees may discuss their willingness to participate in future CVB meetings and the Township priority areas that Trustees wish to make the CVB Board Directors aware.

Discussion: Bigford supported Manager DeFranco attending the first meeting, with Helmrich and Aldrich agreeing with Bigford. Helmrich stated that one Trustee could possibly attend each meeting with Manager DeFranco. The Board asked for an informal report as to if the meeting is relevant to the Township Board.

Agenda Item 3: Signature Authorization for Rental Agreements

The Department of Technology, Management and Budget (DTMB), who is managing the Michigan State Police lease agreement, is requesting a signature authorization list of Township Officials and/or personnel with the authority to sign for items related to rental agreements on behalf of the Township. Staff recommends including Abby Bigford (Supervisor), Rebecca Israels (Clerk) and Daniel DeFranco (Manager) to the signature authorization list. Note that the signature authorization list must include names, not just titles, of those authorized to sign documents pertaining to Township rental agreements.

A **Motion** was made by Aldrich to designate the following persons as each individually having authorization to sign documents pertaining to rental agreements on behalf of the Township Board: Abby Bigford (Township Supervisor), Rebecca Israels (Township Clerk), Jon Helmrich (Township Treasurer), Stacey Aldrich (Township Trustee), Brenda Marcy (Township Trustee), and Daniel DeFranco (Township Manager). Supported by Marcy.

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously

Agenda Item 4: Change Order Request for 66th St Watermain SAD

Contractor Redline Excavating is requesting execution of a Change Order to increase the contract by \$7,500 for hydrant extensions at six locations on 66th St and by \$1,000 for a tree removal. The change order would increase the contract from \$329,042.64 to \$337,542.64. Both expenses were not included

in the original contract. The hydrant extensions were recommended by both KLSWA and the Township Engineer, and the tree removal was necessary to complete work. The Township Engineer is recommending that the Board approve the change order as the project is currently tracking within the original budget and the items in the change order are necessary work items.

A **Motion** was made by Israels to approve a Change Order from Redline Excavating in the amount of \$9,500 for the 66th St SAD Water Main SAD project to cover hydrant extensions at six locations and tree removal. Supported by Marcy.

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously

Old Business: None.

Reports: Supervisor Bigford opened the floor for reports

Treasurer's Report

Helmrich gave an update.

Planning Commission

Helmrich gave an update.

Manager's Report

Township Manager DeFranco gave an update on the Township projects; the report is on file.

Open Board Report:

- **Bigford:** None.
- **Israels:** discussed how the board can communicate with each other and asked about the possibility of regular “study sessions” or “workshops”, and also gave update on election.
- **Helmrich:** suggested fun ice breaker for upcoming Township Board Workshop.
- **Aldrich:** receiving a lot of supportive comments regarding the Single Collection Waste and Recycling Services.
- **Marcy:** None.

Public Comment: None.

Adjournment: Supervisor Bigford adjourned the meeting at 7:19 pm.

Meeting Adjourned.

MOTIONS

1. A **Motion** was made by Aldrich to approve the agenda as presented. Supported by Marcy.
Discussion: None
Voice Vote: 5-0.
Motion Carried Unanimously.
2. A **Motion** was made by Helmrich to approve the consent agenda as amended. Supported by Israels.
Discussion: None
Voice Vote: 5-0.
Motion Carried Unanimously.
3. A **Motion** was made by Marcy to move to approve the requested 1st Quarter 2022-23 Budget Amendments, as submitted, and authorize the Township Treasurer and Deputy Clerk to make the requested amendments. Supported by Aldrich.
Discussion: None
Roll Call Vote:
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy
No:
Motion Carried Unanimously
4. A **Motion** was made by Aldrich to designate the following persons as each individually having authorization to sign documents pertaining to rental agreements on behalf of the Township Board: Abby Bigford (Township Supervisor), Rebecca Israels (Township Clerk), Jon Helmrich (Township Treasurer), Stacey Aldrich (Township Trustee), Brenda Marcy (Township Trustee), and Daniel DeFranco (Township Manager). Supported by Marcy.
Discussion: None
Voice Vote: 5-0.
Motion Carried Unanimously
5. A **Motion** was made by Israels to approve a Change Order from Redline Excavating in the amount of \$9,500 for the 66th St SAD Water Main SAD project to cover hydrant extensions at six locations and tree removal. Supported by Marcy.
Discussion: None
Voice Vote: 5-0.
Motion Carried Unanimously

Respectfully,

Morgan Arens, Recording Secretary

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

Township Clerk

Date