

SAUGATUCK TOWNSHIP

WWW.SAUGATUCKTOWNSHIP.ORG

3461 BLUE STAR HIGHWAY
P.O. BOX 100
SAUGATUCK, MI 49453

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Township Board Minutes 2/16/22

The Saugatuck Township Board met for a quarterly Workshop February 16, 2022.

1) Call to Order at 11:10 a.m. by Supervisor Osman.

2) Roll Call

Present: C. Osman, A. Bigford, J. Helmrich, S. Aldrich, B. Marcy
Also present: D. DeFranco, Operations Coordinator

3) Approval of Agenda

A **Motion** was made by Aldrich to approve the agenda as written. Seconded by Bigford. The Motion passed by unanimous voice vote.

5) Public Comment

None

Public Comment Closed

6) Review of Strategic Plan

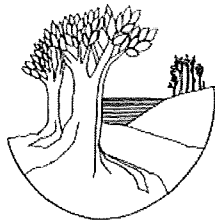
Osman reviewed the Township's multi-year Strategic Action Plan adopted by the Board on February 10th, 2021 and identified progress the Township has made in achieving those goals. Priority areas of the Strategic plan include (1) Commitment to Excellence, (2) Collaboration and Engagement, (3) Parks and Nature, and (4) Financial Stability.

With regards to Online and Social Media Presence, Bigford asked who was managing the Township's facebook page.

Helmrich noted the hosting of a tri-community HHW Event as progress towards goal of Improve and Coordinate Waste Removal Services.

With regards to goal of Collaborate and Engage, Osman noted the creation of a visual display that communicates to the public how their tax dollars are distributed.

Board members discussed challenges with hosting open houses at the Hall with Covid-19. Bigford suggested hosting events outdoors when the weather improves.



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With respect to Parks and Nature, Osman noted potential private funding sources for Parks, Bigford noted the appointment of two new Parks commissioners, and Helmrich noted that the Parks Commission is making progress on their budget.

With respect to Financial Stability, Osman congratulated Helmrich and Bigford for making wise financial investments.

With respect to Cemetery Operations, Osman noted that an agreement had been signed between the Township and the City of Saugatuck.

With respect to Roads, Osman noted that the Township Engineer and ACRC were working on a grant for a feasibility study of Lakeshore Drive.

With respect to Diligence with Service Agreement, Helmrich recommended reviewing the Township's fee schedule in conjunction with this year's budget.

With respect to Master Plan adherence, Osman noted that preparatory work had been done for a review of the master plan via the establishment of advisory committees that are reviewing specific goals in the master plan. One advisory committee is focused on attainable housing and serving to satisfy some of the Board's goals for affordable housing development. Another advisory committee is focused on economic development, which is contributing toward the Township's goal of economic and business development.

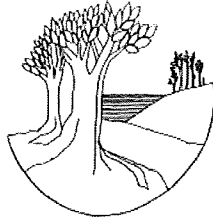
Osman expressed her frustration with poor internet service in large areas of the Township and the need for quality broadband. Osman expressed that some ARPA Funds should be invested in broadband improvements.

7) ARPA Funds Discussion

Helmrich presented on an overview of ARPA Funding (document on file).

Helmrich encouraged the Board to consider whether they should spend ARPA funds on one big project or split up the funds over many smaller projects. Helmrich suggested the following potential projects for ARPA funds: office redesign, elections, additional staff, enforcement agent, project manager position, and support for Zoning Ordinance review and updates.

Bigford asked if ARPA funds could be allocated to a capital fund. Bigford also said there were no immediate needs for elections, but would double check as there may be needs for a new tabulator. Bigford expressed concern for bringing on permanent staff, but supportive of temporary staff for a specific project. Bigford said she would support using ARPA funds for the following projects: park improvements, broadband, land acquisition for cemetery, parks or



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conservation.

Marcy said her number one priority would be to expand broadband access throughout the township.

Aldrich said her top priority for ARPA funds was for the Township hall renovation. Also noted needs for additional zoning support, enforcement and broadband access.

Osman expressed interest in having ARPA funds used to pay for existing code enforcement issues. Osman asked if ARPA funds could be spent retroactively, as the Township has made investments in technology that allow for hybrid meetings.

Bigford noted that Board members' top priorities for ARPA Funds include Township hall renovation, zoning support, enforcement, and expanding broadband access. Bigford asked about next steps for spending ARPA funds. Helmrich said he would like to get a better sense of whether the Board would like to concentrate the funds on one project or spread it out over many projects.

Osman fully supported using ARPA funds on office renovation, broadband, enforcement, and zoning support.

8) Discussion of Office Redesign

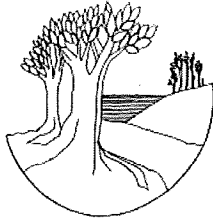
Aldrich reviewed the meeting with the Township's design firm, Abonmarche, and said she would schedule appointments with staff to determine needs and wants for the new space. Helmrich thought the design committee should visit other municipal office remodels for inspiration and education. Helmrich asked Bigford for input on timing of renovation and its impact on running the election at the hall.

9) Other Items

Bigford appreciated reviewing the strategic plan and asked when the Board would formally review progress in completing goals with a facilitator. Target for strategic plan review will be February 2023. Bigford expressed need to create a plan for a hiring process and asked if it should be on the agenda for the regular meeting in March. Marcy agreed.

Helmrich said it would be helpful to send one Board member a proposed schedule and thoughts for hiring process. Osman agreed and asked Board members to email their ideas to Marcy.

10) Public Comment:



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No public comment

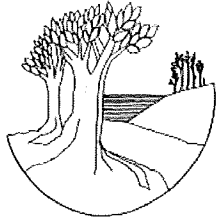
Public Comment Closed

7) Adjourn

Meeting adjourned by Osman.

Next Regular Meeting of the Board: 6pm Wednesday, March 9th, 2022.

Chin. Phil. Soc.



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Motions:

1. A **Motion** was made by Aldrich to approve the agenda as written. Seconded by Bigford. The Motion passed by unanimous voice vote.

I Abby Bigford, Township Clerk, certify that these minutes were approved on
March 9, 2022 by the Township Board.

Abby Bigford
Township Clerk

3/9/2022
Date