



Saugatuck Township
Regular Board Meeting Minutes
Wednesday, April 12, 2023, at 6:00 p.m.
Meeting held in person

Call to Order: Supervisor Bigford called the meeting to order at 6:04 PM

Roll Call:

Present: Supervisor Bigford, Clerk Israels, Treasurer Helmrich, Trustee Aldrich, and Trustee Marcy.

Absent:

Also Present: Township Manager Daniel DeFranco, Recording Secretary Morgan Arens.

Approval of Agenda:

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

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously.

Public Comment: None

Public Comment Closed

Approval of Consent Agenda: Bigford introduced the consent agenda.

Discussion: None

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

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously.

Presentations: None

New Business:

1. 3rd Quarter 2022-23 Budget Amendments

Presented were the proposed Budget Amendments for the third quarter. This quarter, we had one departmental overage (Board of Review 247) in the General Fund and an expenditure line-item overage in the Water Project Fund (Fund 465). In addition to addressing these overages, the General Fund has been amended to reflect updated revenue and expenditure projections and to accommodate the Township Hall Renovation Project.

A **Motion** was made by Marcy to approve the requested 3rd Quarter 2022-23 Budget Amendments, as submitted, and authorize the Township Treasurer and Deputy Clerk to make the requested amendments. Supported by Helmrich.

Discussion: None

Voice Vote: 5-0

Motion Carried Unanimously.

2. Amended Connection Fee Agreement

In April of 2020, the Board approved a connection fee agreement with Cubbage Construction LLC, outlining a payment plan for connection fees for 6764 Just Barns Dr. (Units 6 through 10). Cubbage Construction LLC is requesting an amendment to that agreement such that Cubbage Construction could pay the connection fee balance and associated interest in 4 (four) equal monthly installments.

Staff has worked with the Township Attorney to amend the original agreement in the following ways: (1) Outline a payment plan allowing Cubbage Construction to pay balance of connection fees in four (4) equal monthly installments, (2) Remove fees for Fire Connection as a fire suppression system was never installed at this site, (3) Adjust total fee amount to reflect the subtraction of Fire Connection Fee. Board should consider approving the amended Connection Fee Agreement with Cubbage Construction, LLC.

A **Motion** was made by Aldrich to approve the proposed Water and Sewer Connection Fee Amended Agreement, as presented, and authorize the Township Supervisor and Township Clerk to execute the agreement with the applicable parties. Supported by Marcy.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously

3. Audio Bid Award

The Township advertised an RFP for the design and installation of an Audio/Visual system for the soon to be renovated Township Board Room. We received one proposal in response to our RFP from Audio Video Design in Zeeland, MI. The Audio Video Design proposal includes microphones for Board members, wireless mic, mixing board, built-in acoustic speakers, Hearing Aid LOOP amplifier, 85" TV for display, presentation software, and tablet for wireless control of the audio system. The design seeks to minimize appearance of wires, utilize wireless technology when possible, and be as user friendly as possible. Audio Video Design estimates the cost of material at \$16,147.00 and has proposed per hour rates for installation, estimating installation costs at 30-35% of the cost of material. Audio and Video Design has been interviewed and I believe they understand the scope of work and have the required experience to complete the project. I have also contacted references for Audio Video Design, all of whom have provided positive reviews of their work. Staff recommends the Board consider awarding the Audio/Visual project to Audio Video Design.

A **Motion** was made by Marcy to award the Audio/Visual System Design and Installation project to Audio Visual Design in the amount of \$16,147.00 and cost of installation at rates specified in submitted proposal. Supported by Aldrich.

Discussion: None.

Voice Vote: 5-0.

Motion Carried Unanimously.

4. Cemetery Master Plan RFP

The Township owns and operates two cemeteries: Riverside and Douglas. Over the years, improvements have been made and the grounds have been well maintained. To support the continued care of the Township owned cemeteries, staff is recommending that master plans be commissioned for both Riverside and Douglas. Having a master plan will provide guidance to staff in identifying and financially planning for cemetery improvements. The Board should consider approving the advertisement of an RFP for cemetery master planning services for both Riverside and Douglas Cemeteries.

A **Motion** was made by Helmrich to approve the publication of an RFP requesting master planning services for Riverside and Douglas Cemeteries. Supported by Israels.

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously

5. HHW Request

Appointed and Elected Officials of the Tri-Communities are planning the third annual HHW Drop Off Event tentatively scheduled for September 26th, 2023. The Drop Off Event would be open to all residents in Saugatuck Township, City of Saugatuck, and City of Douglas. The Township is being asked to commit to a contribution of \$3,000 to support the event. The Rotary Club, City of Saugatuck, City of Douglas, and the Fire District will also be asked to make financial contributions to support the event.

A **Motion** was made by Israels to approve a \$3,000 contribution to support the third annual HHW Drop Off Event. Supported by Marcy.

Discussion: None.

Voice Vote: 5-0.

Motion Carried Unanimously.

6. Earth Day 2023 Proclamation

Started in 1970 by a junior U.S. Senator from Wisconsin, Earth Day is now celebrated by more than a billion people in over 190 countries. The Township has not recognized Earth Day in recent years, but it's efforts to improve recycling services and reduce waste demonstrate an alignment between the Township's strategic action plan and the mission of Earth Day, which is to support a clean environment through community collaboration and mobilization. The Board should consider whether they would like to formally proclaim April 22nd, 2023 as Earth Day in Saugatuck Township.

A **Motion** was made by Marcy to proclaim April 22nd, 2023 as Earth Day in Saugatuck Township. Supported by Helmrich.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously

7. Dark Sky Week Proclamation 2023

The International Dark-Sky Association has proclaimed the week of April 15-22, 2023 as International Dark Sky Week to raise awareness of their mission to promote win-win solutions that allow people to appreciate dark, star-filled skies while enjoying the benefits of responsible outdoor lighting. The Township shares similar values as evidenced by its own out-door lighting ordinance established in 1987 to prevent light pollution. The Board should consider proclaiming April 15-22, 2023 as International Dark Sky week as a way both to raise awareness of the Township's own dark-sky lighting ordinance and to encourage our municipal neighbors to collaborate in the effort to reduce light pollution in our community.

A **Motion** was made by Israels to proclaim April 15th – 22nd, 2023 as International Dark Sky Week in Saugatuck Township. Supported by Marcy.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously

8. Abonmarche Change Order #3

Abonmarche has brought to our attention that the original agreement with the Township provided for minimal construction administrative support during the construction phase of the Renovation project. The reason for this is not clear, but it is worth noting that the original project scope was not nearly involved as the current project. Recall that the Township requested a reset of the direction of the project in January 2022. Abonmarche is recommending a change order to provide construction administration services that are typical of a project of this scale, which include onsite visits, review of contractor submittals and requests for information, and project close-out services. The current budget for construction administration is \$9,000, and Abonmarche is recommending that it be increased to \$19,350. This would be a change order in the amount of \$10,359.00. Note that this is an estimate of additional professional support needed. Staff will continue to look for opportunities to improve the efficiency of the process.

A **Motion** was made by Marcy to approve Change Order #3 with Abonmarche to revise scope of Construction Administration Services for the Township Hall Renovation Project at a cost of \$10,359. Supported by Aldrich.

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously

9. EPS Security Proposal

The Township's contractor for the Township Hall renovation, CarbonSix, has subcontracted EPS Security to provide security services. However, the agreement with CarbonSix does not cover all the security upgrades that the Board members expressed interest in, including a security system and panic buttons. In response, EPS Security has proposed a wireless security system that offers 24-hour monitoring, panic buttons, and the convenience of wireless control. The cost of installation is in addition to a monthly service charge of \$162, which covers maintenance, repairs, and replacement of system components. The service contract stipulates that EPS may only increase the monthly service charge after the first year of the contract and must provide advance notice of any increase. The Township reserves the right to contest any proposed increase.

A **Motion** was made by Aldrich to proclaim April 22nd, 2023 as Earth Day in Saugatuck Township.

Supported by Helmrich.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously

10. Request for Payment from CarbonSix

The Township has received its first request for payment from CarbonSix, the contractor for the Township Hall Renovation, in the amount of \$230,797.22. The payment application is being reviewed by the Township's architect, Abonmarche. Staff recommends the Board approve CarbonSix's payment application with the conditions that (1) the payment due is not to exceed \$230,797.22 and (2) the payment will be processed only upon review and certification by Abonmarche.

A **Motion** was made by Marcy to approve payment application from CarbonSix in the amount of \$230,797.22 with the conditions that (1) the payment is not to exceed \$230,797.22 and (2) payment will be processed upon review and certification by Abonmarche. Supported by Israels.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously

Old Business: None.

Reports: Supervisor Bigford opened the floor for reports.

Treasurer's Report

Helmrich gave an update on the Township finances; the report is on file.

Planning Commission

Helmrich gave an update on the past Planning Commission meeting; the report is on file.

Manager's Report

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

Open Board Report:

- **Aldrich:** asked about participating in a Blue Star Highway clean up, and also asked about plans for the Township Hall Renovation open house.
- **Helmrich:** informed everyone the MTA conference was the following week and he would be attending along with Clerk Israels.
- **Israels:** announced that Haworth is donating towards the Township Hall Renovation and asked for ideas for a “Thank You” gift, and also asked about the Township sponsoring a CPR certification class.
- **Bigford:** stated that herself and Helmrich were in the process of helping with the Township 2023-24 budget.

Public Comment: None.

Adjournment: Supervisor Bigford adjourned the meeting at 8:40 p.m.

Meeting Adjourned.

MOTIONS

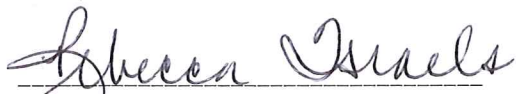
1. A **Motion** was made by Israels to approve the agenda as presented. Supported by Marcy.
Discussion: None
Voice Vote: 5-0.
Motion Carried Unanimously.
2. A **Motion** was made by Aldrich to approve the consent agenda as amended. Supported by Israels.
Discussion: None
Voice Vote: 5-0.
Motion Carried Unanimously.
3. A **Motion** was made by Marcy to approve the requested 3rd Quarter 2022-23 Budget Amendments, as submitted, and authorize the Township Treasurer and Deputy Clerk to make the requested amendments. Supported by Helmrich.
Discussion: None
Voice Vote: 5-0
Motion Carried Unanimously.
4. A **Motion** was made by Aldrich to approve the proposed Water and Sewer Connection Fee Amended Agreement, as presented, and authorize the Township Supervisor and Township Clerk to execute the agreement with the applicable parties. Supported by Marcy.
Discussion: None
Roll Call Vote:
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy
No:
Motion Carried Unanimously
5. A **Motion** was made by Marcy to award the Audio/Visual System Design and Installation project to Audio Visual Design in the amount of \$16,147.00 and cost of installation at rates specified in submitted proposal. Supported by Aldrich.
Discussion: None.
Voice Vote: 5-0.
Motion Carried Unanimously.
6. A **Motion** was made by Helmrich to approve the publication of an RFP requesting master planning services for Riverside and Douglas Cemeteries. Supported by Israels.
Discussion: None
Voice Vote: 5-0.
Motion Carried Unanimously
7. A **Motion** was made by Israels to approve a \$3,000 contribution to support the third annual HHW Drop Off Event. Supported by Marcy.
Discussion: None.
Voice Vote: 5-0.
Motion Carried Unanimously.
8. A **Motion** was made by Marcy to proclaim April 22nd, 2023 as Earth Day in Saugatuck Township. Supported by Helmrich.
Discussion: None
Roll Call Vote:
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy
No:
Motion Carried Unanimously

9. A **Motion** was made by Israels to proclaim April 15th – 22nd, 2023 as International Dark Sky Week in Saugatuck Township. Supported by Marcy.
Discussion: None
Roll Call Vote:
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy
No:
Motion Carried Unanimously
10. A **Motion** was made by Marcy to approve Change Order #3 with Abonmarche to revise scope of Construction Administration Services for the Township Hall Renovation Project at a cost of \$10,359. Supported by Aldrich.
Discussion: None
Voice Vote: 5-0.
Motion Carried Unanimously
11. A **Motion** was made by Aldrich to proclaim April 22nd, 2023 as Earth Day in Saugatuck Township. Supported by Helmrich.
Discussion: None
Roll Call Vote:
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy
No:
Motion Carried Unanimously
12. A **Motion** was made by Marcy to approve payment application from CarbonSix in the amount of \$230,797.22 with the conditions that (1) the payment is not to exceed \$230,797.22 and (2) payment will be processed upon review and certification by Abonmarche. Supported by Israels.
Discussion: None
Roll Call Vote:
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy
No:
Motion Carried Unanimously

Respectfully,


Morgan Arens, Recording Secretary

I, Rebecca Israels, Township Clerk, certify that these minutes were approved on May 10, 2023 by the Township Board.


Township Clerk

May 10 - 2023
Date

