

**Saugatuck Township
Regular Board Meeting Minutes
Wednesday, January 11, 2023, 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, John Castro, and Dave Schoonbeck.

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 Unanimously.

Public Comment: Bigford opened the floor for public comments.

1. Dean Kapenga, Allegan County Commissioner – gave a year's end summary of what the Commissioners have done in 2022 and also gave an overview of what they intend to do in 2023.

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 presented. Supported by Marcy.

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously.

Presentations: None.

New Business:

1. Just A Mere Road Septic System Request

Mr. Albert Bloammaert has requested that the Township voluntarily assume responsibility for operating and maintaining the *Just A Mere Road* Condominium septic system in the event that the association becomes insolvent or is otherwise unable to continue system operation. The request of the Township by the developer is required by the State of Michigan. In the past, the Township has declined such requests. The Township Manager recommends that Board decline Mr. Bloammaert's request to voluntarily assume responsibility for operating and maintaining the *Just A Mere Road* Condominium septic system in the event that the association becomes insolvent or is otherwise unable to continue system operation. If the Board's decision is to accept the request, the request must be accepted via Resolution and the Board should direct staff to prepare the necessary resolution.

A **Motion** was made by Helmrich to move to Mr. Bloammaert's request that the Township voluntarily assume responsibility for operating and maintaining the *Just A Mere Road* Condominium septic system in the event that the association becomes insolvent or is otherwise unable to continue system operation. Supported by Aldrich.

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously.

2. Declaration of Intent to Make Public Improvements Resolution 2023-01

Parcel owners on Wiley Road have requested that the Township prepare an agreement for the installation of an approximately 650ft water main extension from the current dead-end water main at

the east side of 6893 Wiley Rd extending to the west side of parcel 20-017-009-20, an improvement that would benefit four parcels. The parcels in question are not currently serviced by municipal water and wells installed in this area have failed to meet Allegan County standards, leaving these parcels without access to drinking water. All owners of the benefiting parcels have requested this public water improvement and agreed to specially assessing the full cost thereof to their properties. Parcel owners have requested the option of paying their portion either in full or in installments over a 10-year period with the understanding that if an installment plan is chosen by a parcel owner, there may be associated legal and management fees that increase the overall cost for that parcel owner. The Board should consider adopting a Resolution to declare intention to make the above public water improvement at an estimated cost of \$146,600 and tentatively designate a special assessment district known as the Wiley Road Water Special Assessment District No. 1.

If the Board adopts this resolution, a public hearing will be scheduled with a notice of public hearing published at least ten (10) days before the public hearing and notice of public hearing mailed to all owners of property in the proposed SAD. Upon the closing of the public hearing, the Board will consider adopting (1) a resolution to determine to make public improvements, to improve their plans and costs, and to determine the boundaries of the SAD, and (2) a resolution to confirm that the assessment roll has been received from the Manager. If the Board adopts these resolutions, a second public hearing will be scheduled with publication and mailing according to the same process as notice of the first public hearing. Upon the closing of the second public hearing, the Board will consider adoption of a resolution of confirmation of Special Assessment Roll. After the above has been completed, the Township Clerk would mail notice of the assessment and right to appeal to all of the property owners in the SAD.

A **Motion** was made by Marcy to move to approve the adoption of Resolution 2023-01: A Resolution of Declaration of Intent to Make Public Improvements; Tentative Designation of Special Assessment District; Notice of Public Hearing. Supported by Israels.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously

3. Proposal for Wiley Road Water Main Extension

Saugatuck Township has been working with a group of property owners on Wiley Road, west of Blue Star Highway, to extend the existing 12" water main. Those residents have all signed an agreement to petition the Township to form an SAD and finance the water main extension.

The Township Engineer has prepared a proposal for scope of services for the Wiley Road water main extension. Professional services include three phases of work: design phase, bidding phase, and construction phase. The Township Engineer is estimating professional service fees to total \$29,800, which is included in the total project cost to be financed by the property owners within the proposed SAD. If the Board is satisfied with this proposal, the Township Engineer will prepare a Professional Services Agreement for Township review.

A **Motion** was made by Israels to move to approve Wiley Road Water Main Extension proposal contingent on the creation of a Special Assessment District. Supported by Aldrich.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously

4. Township Hall Renovation Bid Selection

Abonmarche has evaluated bids received on December 22nd for the Township Hall Renovation. Six (6) bids were received with Carbon Six being the lowest bidder at \$765,000.00.

Per the Township's Financial Policy, "the price bid shall not necessarily be the determining factor" in choosing a bid, rather "[w]hen determining whether a bid is in the best interest of the Township, the price and other relevant factors, including, without limitation, reputation and reference, shall be considered." In keeping with the Financial Policy, the Township is conducting interviews with the three lowest bidders. Interviews with Mugen and Carbon Six have been conducted, and an interview with Midwest Construction is scheduled for Monday, January 9.

From the first two interviews, the Township has gleaned a great deal of information on which bid is in the best interest of the Township. Abonmarche and staff will make a final recommendation on the preferred bidder upon completion of all bid interviews.

A **Motion** was made by Aldrich to move to award the Township Hall Renovation project to Carbon Six contingent upon proof of necessary bonds and insurance and clarification on timeline expectations. Supported by Israels.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously

5. 2nd Quarter 2022-23 Budget Amendments

The Township's updated financial policy requires a review of the budget for any necessary amendments on a quarterly basis. Currently we have one overage for the Elections Department in the General Fund. A **Motion** was made by Helmrich to move to approve the requested second Quarter 2022-23 Budget Amendments, as submitted, and authorize the Township Treasurer and Deputy Clerk to make the requested amendments. Supported by Marcy.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously

6. Manager Paid Time Off (PTO) Request

Township Manager's hire date differs from anniversary date of the Manager's Employment Contract. This raises questions as to which date will be used to determine dates of performance evaluations, PTO renewal, compensation adjustments, etc. It is recommended that the anniversary date of the Manager's Employment Contract (April 14th) be used with respect to the above considerations. Given that the hire date of the Manager is three months prior to the anniversary date of the Employment Contract, the Manager is requesting to be allotted five additional PTO days before those days are renewed on April 14th.

A **Motion** was made by Israels to move to approve allotting the Township Manager an additional 40 hours of PTO for this current year set to be renewed on April 14th, 2023. Supported by Aldrich.

Discussion: None

Voice Vote:

Yes: 5

No: 0

Motion Carried Unanimously

7. Asbestos Testing

Before any demolition work on the Township Hall Renovation project begins, MIOSHA requires the Township to determine the presence, location, and quantity of Asbestos Containing Material and/or Presence of Asbestos Containing Material. I have received a proposal from Materials Testing Consultants to conduct the Asbestos Testing and Asbestos Survey required by MIOSHA. The Scope of Work estimate is \$2,600. Staff recommends approval of the proposal from Materials Testing Consultants.

A **Motion** was made by Aldrich to move to approve the Asbestos Material Survey of Future Renovation Areas proposal from Materials Testing Consultants at a cost of \$2,600.00. Supported by Helmrich.

Discussion: None

Voice Vote:

Yes: 5

No: 0

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 meetings; 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:

- **Bigford:** None
- **Israels:** stated that the Township will not have an election in 2023.
- **Helmrich:** None
- **Aldrich:** is very excited for the Township Hall renovation to be complete so everyone can see the effort and work that went into it.
- **Marcy:** congratulated the Renovation Committee on their work for the Township Hall Renovation.

Public Comment: Bigford opened the floor for public comments.

1. John Castro – thanked the Board for approving the watermain extension proposal for Wiley Rd.

Public Comment Closed

Adjournment: Supervisor Bigford adjourned the meeting at 7:25 pm.

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 Unanimously.
2. A **Motion** was made by Aldrich to approve the consent agenda as presented. Supported by Marcy.
Discussion: None
Voice Vote: 5-0.
Motion Carried Unanimously.
3. A **Motion** was made by Helmrich to move to Mr. Bloammaert's request that the Township voluntarily assume responsibility for operating and maintaining the *Just A Mere Road* Condominium septic system in the event that the association becomes insolvent or is otherwise unable to continue system operation. Supported by Aldrich.
Discussion: None
Voice Vote: 5-0.
Motion Carried Unanimously.
4. A **Motion** was made by Marcy to move to approve the adoption of Resolution 2023-01: A Resolution of Declaration of Intent to Make Public Improvements; Tentative Designation of Special Assessment District; Notice of Public Hearing. Supported by Israels.
Discussion: None
Roll Call Vote:
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy
No:
Motion Carried Unanimously
5. A **Motion** was made by Israels to move to approve Wiley Road Water Main Extension proposal contingent on the creation of a Special Assessment District. Supported by Aldrich.
Discussion: None
Roll Call Vote:
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy
No:
Motion Carried Unanimously
6. A **Motion** was made by Aldrich to move to award the Township Hall Renovation project to Carbon Six contingent upon proof of necessary bonds and insurance and clarification on timeline expectations. Supported by Israels.
Discussion: None
Roll Call Vote:
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy
No:
Motion Carried Unanimously
7. A **Motion** was made by Helmrich to move to approve the requested second Quarter 2022-23 Budget Amendments, as submitted, and authorize the Township Treasurer and Deputy Clerk to make the requested amendments. Supported by Marcy.
Discussion: None
Roll Call Vote:
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy
No:
Motion Carried Unanimously

8. A **Motion** was made by Israels to move to approve allotting the Township Manager an additional 40 hours of PTO for this current year set to be renewed on April 14th, 2023. Supported by Aldrich.

Discussion: None

Voice Vote:

Yes: 5

No: 0

Motion Carried Unanimously

9. A **Motion** was made by Aldrich to move to approve the Asbestos Material Survey of Future Renovation Areas proposal from Materials Testing Consultants at a cost of \$2,600.00. Supported by Helmrich.

Discussion: None

Voice Vote:

Yes: 5

No: 0

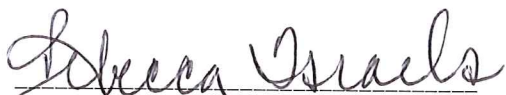
Motion Carried Unanimously

Respectfully,



Morgan Arens, Recording Secretary

I, Rebecca Israels, Township Clerk, certify that these minutes were approved on February 8, 2023 by the Township Board.



Township Clerk

2.15.23
Date