

**Saugatuck Township  
Regular Board Meeting Minutes  
Friday, January 20, 2023, at 11:00 a.m.  
Meeting held in person**

**Call to Order:** Clerk Israels called the meeting to order at 11:00 AM.

**Roll Call:**

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

Absent: Supervisor Bigford

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

**Approval of Agenda:**

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

Discussion: None

Voice Vote: 4-0.

Motion Carried Unanimously.

**Public Comment:** None

**Public Comment Closed**

**New Business:**

**1. MOE Seating Order Proposal**

The Township has received a proposed seating order from MOE for the Township Hall Renovation project. This includes seating for all rooms and offices in the Township Hall. The order estimate is \$21,024.15, which includes a 25% state discount through the MiDeal program. If the order is submitted by Friday, January 27<sup>th</sup>, the discount will be applied. The order will be placed directly with Haworth. No down payment will be required, and the Township will not be invoiced until the order is submitted by Haworth for production.

A **Motion** was made by Marcy to move to approve MOE Proposed Seating Order at a cost of \$21,024.15. Supported by Aldrich.

Discussion: None

Voice Vote: 4-0.

Motion Carried Unanimously.

**2. Riverside Cemetery Outbuilding Restoration**

The Township is seeking to restore an historic outbuilding in the Riverside Cemetery on Blue Star Highway and Clearbrook Dr. In moving this project forward, staff has prepared an RFP to solicit bids for the restoration work. The RFP was developed in conjunction with a professional assessment of the structure. If approved, staff is prepared to publish the RFP and have bids to review at the February Special Meeting

A **Motion** was made by Aldrich to move to approve draft RFP for Restoration of Riverside Cemetery Outbuilding for publication. Supported by Marcy.

Discussion: None

Voice Vote: 4-0.

Motion Carried Unanimously.

**Old Business:** None.

**Public Comment:** None

**Adjournment:** Clerk Israels adjourned the meeting at 11:22 AM.

**Meeting Adjourned.**

## MOTIONS

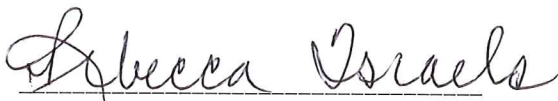
1. A **Motion** was made by Helmrich to approve the agenda as presented. Supported by Marcy.  
Discussion: None  
Voice Vote: 4-0.  
Motion Carried Unanimously.
2. A **Motion** was made by Aldrich to approve the consent agenda as presented. Supported by Marcy.  
Discussion: None  
Voice Vote: 4-0.  
Motion Carried Unanimously.
3. A **Motion** was made by Marcy to move to approve MOE Proposed Seating Order at a cost of \$21,024.15. Supported by Aldrich.  
Discussion: None  
Voice Vote: 4-0.  
Motion Carried Unanimously.
4. A **Motion** was made by Aldrich to move to approve draft RFP for Restoration of Riverside Cemetery Outbuilding for publication. Supported by Marcy.  
Discussion: None  
Voice Vote: 4-0.  
Motion Carried Unanimously.

Respectfully,



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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

\_\_\_\_\_  
Date 2.15.23