



Saugatuck Township Board

Special Meeting Minutes

August 14, 2023, at 11:00 am

Meeting held In-Person at Saugatuck-Douglas Library

174 Center St Douglas, MI

1. Call to Order:

Supervisor Bigford called the meeting to order at 11:00 AM

2. Roll Call:

Present: Trustee Marcy, Clerk Israels, Trustee Aldrich, Supervisor Bigford

Also present: Manager DeFranco

Absent: Treasurer Helmrich excused

3. Approval of Agenda:

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

Discussion: None

Motion carried by unanimous voice vote.

4. Public Comment:

None.

Public Comment Closed.

5. New Business

1) Roundabout Landscape Design Proposal

DeFranco reviewed proposal by Viridis Design Group to prepare landscape design for roundabout proposed at the intersection of Blue Star Highway and Old Allegan Rd.

Marcy expressed interest in seeing an art installation in landscape design, specifically a local artist that could capture the community's core values. Marcy noted that all Trustees have a lot of interest in this project. Bigford asked if the Board could see some concepts prior to Viridis beginning the design work. Aldrich would like to see a "Saugatuck Township" sign as part of the design. Israels was interested in seeing a design that would be aesthetically pleasing year-round. All would like to see irrigation considered in the plan. DeFranco will arrange for the Board to see possible design concepts and share their design preferences prior to Viridis beginning design work.

A **Motion** was made by Marcy to approve proposal from Viridis Design Group for professional landscape architecture services for the new roundabout at Blue Star Highway and Old Allegan



Rd to include plan for irrigation at a cost of \$3,500.00. Supported by Aldrich. Motion Carried by unanimous voice vote.

2) Water Service Line Verification

DeFranco reviewed proposal from Prein&Newhof to conduct water service line inventory and verification for 20% of Township water service lines. Scope of work includes:

1. Construct GIS database of water system allowing paperless access to adding and tracking verification data.
2. Facilitate bidding and contract documents for Township to hire potholing contractor for points 2 and 3 physical material verification of water service lines.
3. Assist with coordinating with third-party vendor for in-house verification of point 1 of service lines.
4. Update records of line verification and prepare summary report.
5. Update GIS mapping for sanitary sewers (optional).

The Township has received a proposal from the Township Plumbing Inspector to complete point 1 verification of service lines for \$55 per line. To use the Township Plumber Inspector instead of an engineering firm, the Township will save approximately \$6,500. The scope of work does not include the cost of potholing water lines. That project will go through a competitive bidding process and be reviewed by the Board as a separate item. DeFranco explained that this work is required by the state of Michigan and must be completed by January 1, 2025. The scope of work presented here is included in the FY 23-24' Budget and appears in the One Year Strategic Action Plan.

A **Motion** was made by Aldrich to approve the Prein&Newhof proposal for Water Service Inventory to include updating GIS mapping for sanitary sewers and an agreement with the Township Plumbing Inspector to complete in-home line verification for \$55 per line. Supported by Israels. Motion carried by unanimous roll call vote.

3) One-Year Strategic Action Plan

DeFranco presented draft One-Year Strategic Action Plan produced through input gathered from Board and Staff strategic action planning sessions. Plan includes Mission Statement, Vision Statement, Trustee Commitment, Core Values, Strategic Pillars, and project list for the 23-24' Fiscal Year.

Board expressed support for the Plan. Bigford noted that the plan provides additional transparency by describing all projects for the current year. Board members supported the sentiment of the "10-Year Vision" statement, but did not want to see the Township compared to another community. The statement as presented compared the Township to Ann Arbor. Board members provided insight into how the statement could be updated. DeFranco said he would take Board input and update the 10-Year Vision.

Motions

1. A **Motion** was made by Marcy to approve the agenda as presented. Supported by Aldrich. Discussion: None. Motion carried by unanimous voice vote.
2. A **Motion** was made by Marcy to approve proposal from Viridis Design Group for professional landscape architecture services for the new roundabout at Blue Star Highway and Old Allegan Rd to include plan for irrigation at a cost of \$3,500.00. Supported by Aldrich. Motion Carried by unanimous voice vote.
3. A **Motion** was made by Aldrich to approve the Prein&Newhof proposal for Water Service Inventory to include updating GIS mapping for sanitary sewers and an agreement with the Township Plumbing Inspector to complete in-home line verification for \$55 per line. Supported by Israels. Motion carried by unanimous roll call vote.
4. A **Motion** was made by Marcy to adopt the 2023-2024 One-Year Strategic Action Plan for Saugatuck Township recognizing that it is a living, working, dynamic plan. Supported by Israels. Motion carried by unanimous voice vote.

Respectfully,

Daniel DeFranco, Township Manager

Daniel DeFranco 9/13/2023

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

Rebecca Israels

Township Clerk

9/13/23
Date



A **Motion** was made by Marcy to adopt the 2023-2024 One-Year Strategic Action Plan for Saugatuck Township recognizing that it is a living, working, dynamic plan. Supported by Israels. Motion carried by unanimous voice vote.

6. Public Comment

None

7. Adjournment:

Meeting adjourned at 12:16pm. Next regular meeting scheduled for 6:00pm Wednesday, September 13th 2023.