



**Saugatuck Township
Regular Meeting Minutes
Wednesday, December 13, 2023, at 6:00 p.m.
Saugatuck Township Hall
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.

Absent:

Also Present: Township Manager Daniel DeFranco, Recording Secretary Morgan Arens, John McCann, Jim Searing, Ken Butler.

Pledge of Allegiance

Approval of Agenda:

Supervisor Bigford introduced the 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:

- Jim Searing, Parks Commission Chair: expressed support and openness to answering questions about the 5-Year Parks Plan.
- Dick Waskins: shared comments on the agenda item related to Bridge Street, expressing support and appreciation for the Township's actions.
- Scott Stearns: addressed the agenda item about the 2024 Allegan County Road Commission projects, expressing reservations and concerns about the Riverside Drive and Dugout Road project.

Public Comment Closed

Approval of Consent Agenda: Supervisor Bigford introduced the consent agenda.

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

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously.

Presentations: None.

New Business:

1. 5-Year Park Plan Update

The Township, in collaboration with the Cities of Saugatuck and Douglas and Saugatuck Public Schools, actively updated its joint 5-Year Park and Recreation Plan. This plan, mandated by the Michigan Department of Natural Resources for eligibility in DNR grant programs, had to be adopted and submitted by February 1st. The Board was urged to review the draft plan and provide feedback, with a public hearing and adoption vote scheduled for the regular January Meeting.

During the presentation, DeFranco provided historical context, and John McCann from Viridis Design Group offered an overview of the 5-Year Parks and Recreation Plan Draft. Helmrich sought clarification on a specific property's classification, and McCann explained its ownership by the City of Saugatuck within Saugatuck Township's jurisdiction. McCann emphasized the importance of receiving comments, advice, and input.

In response to Israel's query about the Board's role, McCann expressed appreciation for the Board's ongoing commitment to their plans. Jim Searing, Parks Commission Chair, outlined potential long-term projects, including a pedestrian bridge connecting the north and south portions of the Township. Bigford commended the detailed plans of the Parks Commission, specifically noting the locations of Township parks.

Ken Butler emphasized the positive experience of collaboration with other municipalities and schools, highlighting the alignment of their respective plans.

2. Roundabout Landscape Design Options

Viridis Design Group presented three landscape design options for the BSH/Old Allegan Road roundabout. The Board was expected to provide final design direction, subject to Road Commission review. Aldrich, after consulting with the Fire District, advocated against hard structures in the center for safety reasons, preferring landscaping. Bigford sought logistics details for each option, including materials and sizing.

Helmrich proposed a change in viewpoint orientation, supported by DeFranco, from east and west facing to north and south. Safety concerns were discussed, with Aldrich expressing them, Helmrich downplaying them, and Israel favoring Option A with tinted concrete for safety. The suitability of signage in this location was questioned, with Marcy and Bigford expressing reservations about placing a sculpture in the middle.

DeFranco commended the Allegan County Road Commission's collaboration and willingness to work with the Township.

A **Motion** was made by Helmrich to proceed with option A and the following modifications, to include tinted concrete, as the final landscape design for the Blue Star/Old Allegan Roundabout and have final design submitted to the Road Commission for review. Supported by Israel.

Discussion: None.

Voice Vote: 3-2.

Motion Carried 3-2.

3. Wellfield Agreement Amendment

The Township had previously engaged in a License and Option Agreement with North Shores of Saugatuck, LLC, wherein North Shores committed to transferring a Potential Well Site to the Township according to the terms and conditions outlined in the agreement. The Board is now presented with an amendment to this agreement for consideration.

A **Motion** was made by Marcy to approve Amendment to License and Option Agreement between Saugatuck Township and North Shores of Saugatuck, LLC. Supported by Israel.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israel, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

4. Phase 1 Engineering Proposal for Next Phase of Blue Star Trail

The Friends of the Blue Star Trail (FOTBST) collaborated with the Township and Douglas on the recent phase of the Blue Star Trail, extending from Wiley Rd in Douglas south to M-89 in the Township. Following the solicitation of proposals for phase 1 engineering services, two submissions were received, and after evaluation, we jointly recommended awarding the project to Prein&Newhof for a not-to-exceed amount of \$49,000.

The Board was urged to consider entering an Interlocal Agreement with Douglas, alongside an Engineering Agreement with the FOTBST Trail for payment of engineering fees. Additionally, the Board was encouraged to contemplate utilizing its existing Professional Service Agreement with P&N for phase 1 engineering services and grant support.

In response to Helmrich's inquiry about the trail's location and logistics, DeFranco clarified that the trail is currently on the west side of Blue Star Highway, with plans to relocate it to the east side in Douglas, though logistical details are still being worked out.

A **Motion** was made by Marcy to approve the Interlocal Agreement to retain engineering services with the City of Douglas and the Agreement for payment of certain engineering services with the Friends of the Blue Star Trail and City of Douglas. Supported by Aldrich.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

A **Motion** was made by Marcy to request Prein&Newhof complete Phase 1 Engineering Services for the Wiley Rd to M89 Section of the Blue Star Trail at a not-to-exceed cost of \$49,000 and provide TAP and Trust Fund Grant support under existing General Service Agreement. Supported by Helmrich.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

5. Bridge Street Agreement to Share Road Construction Costs

The Board was presented with an agreement between the Township and City of Saugatuck for a cost-sharing arrangement (70% City / 30% Township) concerning road construction costs for Bridge Street, with an estimated total project cost of \$100,000. This estimate covered crush and shape resurfacing, as well as administrative, engineering, and contingent expenses.

Bridge Street held particular significance as it was owned by Saugatuck City but served as the sole access for the Heron Bay development entirely within the Township. The City, recognizing the road's importance, proposed a road improvement project in 2024, taking responsibility for contractor procurement and holding the project contract, while the Township committed to contributing 30% of the total project cost, approximately \$30,000.

Israels expressed the need to address Bridge St for the safety of Township residents and welcomed the collaborative effort with the City of Saugatuck. Marcy echoed Israels' sentiments, appreciating the joint action.

A **Motion** was made by Aldrich to approve the Agreement to Share Road Construction Costs with the City of Saugatuck for a proportionate cost share (70% Saugatuck City/30% Saugatuck Township) for road construction costs at Bridge Street. Supported by Marcy.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

6. BSH Corridor Study and Safe Street Master Plan Proposal

The Township had received a proposal from Progressive AE for the Blue Star Highway Corridor Study and Safe Street Master Plan. Key elements included data collection, conceptual design, public engagement, and final plan development, focusing on the northern Blue Star Corridor (Lake St north to 64th St.). Progressive AE proposed a lump sum cost of \$54,984, well within the Township's budgeted amount of \$60,000 for FY 23'-24'.

Helmrich inquired about the study's timeline, expressing concerns about accuracy amidst the planned roundabout construction at Blue Star Hwy and Old Allegan Rd. DeFranco assured that adjustments were made to accommodate the construction schedule.

A **Motion** was made by Israels to approve agreement with Progressive AE to complete a Corridor Study and Safe Street Plan for the Blue Star Highway Corridor for a cost of \$54,984.00 contingent upon attorney review. Supported by Aldrich.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

7. Blue Star Corridor Safe Street Planning Advisory Committee

The Township Board was encouraged to establish an advisory committee for collaboration with Progressive AE on the Blue Star Highway Intersection Study and Safe Street Plan. Staff recommended forming this committee through a resolution, with the goal of finalizing the Safe Street plan for the Blue Star Corridor by July 1, 2025. Additionally, staff suggested appointing a Board Trustee and a Planning Commissioner, alongside the Manager, Planner, Engineer, Fire District Representative, and Road Commission Representative, to serve on the Safe Street Planning Advisory Committee.

A **Motion** was made by Helmrich to adopt Resolution 2023-19, a resolution establishing the Saugatuck Township Blue Star Corridor Safe Street Planning Advisory Committee and appoint Brenda Marcy and Denise Webster as the Board of Trustee and Planning Commission Representatives respectively. Supported by Israels.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

8. Utility Advisory Committee

The Township, along with the Cities of Saugatuck and Douglas and the Kalamazoo Lake Sewer and Water Authority, was in the process of developing new Water and Sewer Agreements to address existing ambiguities and ensure the long-term stability of the Authority and individual utility systems for the municipalities. Staff recommended the Board establish a Utility Advisory Committee to appoint Board Members capable of representing the Township in negotiations involving City Council Members and/or Authority Board members during Water and Sewer Agreement discussions.

Bigford and Aldrich expressed their interest in serving on this committee and sought consideration for appointment.

A **Motion** was made by Marcy to appoint Stacey Aldrich and Abby Bigford to assist Township Manager DeFranco and legal counsel in negotiating needed utility agreements, including but not limited to capacity purchase agreements and agreements to satisfy EGLE regulatory agreements. All such agreements shall be subject to the review and approval of the full Township Board. Supported by Israels.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

9. Prairie Restoration Proposal

As part of the master planning efforts for the Douglas Cemetery, a proposed prairie restoration project aimed to enhance the aesthetics of the 8.58 acres of unplotted land while managing invasive species on a 2.4-acre area designated for grave sites. The project, with a budgeted cost of \$30,000, included native plantings for improved aesthetics, the creation of meditative trails, habitat enhancement, and enhanced stormwater drainage. The ODC submitted a proposal for the project, outlining a cost of \$25,000 and an additional \$5,000 for maintenance in 2025.

A **Motion** was made by Aldrich to approve proposal from the Outdoor Discovery Center to implement a prairie restoration project at the Douglas Cemetery for a cost of \$30,000. Supported by Marcy.

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously.

10. Electrical Inspector Contract

Gord Bosch, the Township's former Electrical Inspector, retired, and staff recommended contracting inspection services with Mr. Jeff Nyboer as his replacement. Mr. Nyboer, a registered Electrical Inspector in the State of Michigan, received the same rate as Mr. Bosch, at \$55 per inspection. In case of Mr. Nyboer's unavailability, Mr. Bosch could serve as a substitute. The staff recommended entering into a contract agreement with Mr. Nyboer for electrical inspection services at the specified rate. During the discussion, Bigford raised questions about the competitiveness of the pay and logistical aspects of the job, such as the number of inspections possible in a day, to which DeFranco explained the dependency on various factors.

A **Motion** was made by Israels to approve contract agreement with Mr. Jeff Nyboer to provide electrical inspection services for Saugatuck Township at a rate of \$55 per inspection. Supported by Marcy.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

11. Hiring Temporary Finance Position

Staff initiated a formal search for a new Finance Director, but in the interim, they recommended hiring a temporary, part-time finance position. This individual worked three days a week in the office, not exceeding 24 hours per week, at a rate of \$35 per hour. The temporary status aligned with the

Personnel Policy, and the Township Attorney confirmed this designation. Temporary, part-time staff were not entitled to fringe benefits. A job description for this role was prepared, and Jeanne VanOrder, a contract accountant with experience in both profit and non-profit organizations, expressed interest. Treasurer Helmrich assisted in training VanOrder. The Board considered and approved hiring VanOrder for the temporary, part-time finance position at the specified rate.

A **Motion** was made by Marcy to approve job description for temporary, part-time Finance position and hire Jeanne VanOrder for that position at a rate of \$35 per hour, not to exceed 24 hours of work per week. Supported by Aldrich.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

12. Strategic Planning

Last year, the Township developed a one-year strategic plan through Board and Staff planning sessions, outlining mission and vision statements, core values, strategic pillars, and specific projects. Recognizing the evolving needs of the Township and feedback from Board members, staff, and commissioners, the recommendation was to focus last year's strategic planning efforts on clarifying the Township's organizational structure, roles, and responsibilities. Board input was deemed critical, presenting an opportunity to leave a lasting impact on the Township.

Helmrich emphasized its importance, while Israels stressed adherence to Michigan Township Association guidelines and prioritizing public interests. The Board discussed session logistics, including participants and timing.

A **Motion** was made by Marcy to direct Township Manager to organize a strategic planning session focused on municipal organization, roles and responsibilities. Supported by Helmrich.

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously.

13. Coastal Management Grant Agreement

Saugatuck Township received a \$15,000 grant from EGLE's Michigan Coastal Management Program for a Land Acquisition and Conservation Program. The program development involved creating an inventory of suitable properties, establishing an evaluation process, and assessing property values. The grant required a 50% match, which was included in the Parks Commission's budget. The Board should authorize the Township Manager to execute the Michigan Coastal Management Program Grant Agreement with EGLE.

A **Motion** was made by Israels to authorize the Township Manager, on behalf of the Saugatuck Township Board, to execute the Michigan Coastal Management Program Grant Agreement between the Michigan Department of Environment, Great Lakes, and Energy and Saugatuck Township. Supported by Aldrich.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

14. 2024 Road Work

As the Township prepared its road work request for the 2024 construction season with the Allegan County Road Commission, additional projects were proposed, requiring a budget increase of approximately \$230,000 from the Road Fund. The amendment, planned for January, involved a transfer from the Fund Balance, which was in good standing. Aldrich had inquired about tree removal in the Riverside Drive and Dugout Road project, and DeFranco confirmed some removal with a significant reduction from the initial estimate.

A **Motion** was made by Aldrich to approve proposed 2024 Road Work projects as presented. Supported by Israels.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

15. C2AE General Services Agreement

C2AE proposed a separate general services agreement for the Township, distinct from the Blue Star Trail Engineering Agreement. This separate agreement covered additional engineering tasks related to 66th Street and potential work associated with the proposed rest area. Saugatuck City had already entered into a similar agreement for work outside the initial project scope in their jurisdiction.

A **Motion** was made by Aldrich to approve General Engineering and Architectural Services Agreement with C2AE pending Attorney review. Supported by Helmrich.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

16. 2024 Township Board Meeting Schedule

The Saugatuck Township Board, in accordance with general law requirements, adopted a resolution for a regular meeting schedule and conducted regular meetings at least once every three months (MCL 41.27a). Staff recommended and maintained the practice of holding regular meetings on the second Wednesday of each month at 6:00 pm throughout 2023. This schedule fulfilled state requirements. If the suggested 2024 regular meeting schedule was acceptable, the Township Board motioned to adopt resolution 2023-20, setting the schedule for regular meetings in 2024.

A **Motion** was made by Marcy to adopt Resolution 2023-20, a resolution to set the 2024 regular meeting schedule of the Saugatuck Township Board & determine that regular meetings for the year 2024 will be held on the second Wednesday of every month at 6:00 pm. Supported by Aldrich.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

17. 2024 Poverty Exemption Guidelines

PA 253 of 2020 had modified MCL 211.7u, necessitating the Township Board to annually approve and adopt Poverty Exemption Guidelines. The resolution and policy attached had been updated with the

2023 income levels approved by the U.S. Department of Health and Human Services. Furthermore, the new Poverty Exemption Application, sanctioned by the State Tax Commission, was provided. Township Assessor Tony Meyaard had requested Township Board approval of the attached poverty exemption resolution and guidelines to comply with MCL 211.7u.

A **Motion** was made by Helmrich to adopt Resolution 2023-21, a resolution to establish guidelines for determination of poverty exemptions to be implemented by the Saugatuck Township Board of Review. Supported by Marcy.

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 overview of the Planning Commission reviewing the Draft Zoning Ordinance.

Manager's Report

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

Open Board Report:

- Aldrich: addressed the Code Enforcement Officer position in Douglas, suggesting the Township explore the possibility of creating a similar role. She also extended congratulations to Helmrich on his retirement from the Saugatuck Township office.
- Marcy: joined in congratulating Helmrich on his retirement and commended the Parks Commission for securing the TAP Grant.
- Israels: offered congratulations to Helmrich on his retirement.
- Helmrich: provided a summary of the Army Corps of Engineers meeting held on December 11, 2023.

Public Comment:

- John Door: reiterated the concerns raised by Scott Stearns in previous public comments about the Riverside Drive and Dugout Road project, emphasizing the importance of tree preservation and maintaining the character of the area.

Public Comment Closed

Adjournment: Supervisor Bigford adjourned the meeting at 8:39 PM

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 Marcy to approve the consent agenda as presented. Supported by Israels.
Discussion: None
Voice Vote: 5-0.
Motion Carried Unanimously.
3. A **Motion** was made by Helmrich to proceed with option A and the following modifications, to include tinted concrete, as the final landscape design for the Blue Star/Old Allegan Roundabout and have final design submitted to the Road Commission for review. Supported by Israels.
Discussion: None.
Voice Vote: 3-2.
Motion Carried 3-2.
4. A **Motion** was made by Marcy to approve Amendment to License and Option Agreement between Saugatuck Township and North Shores of Saugatuck, LLC. Supported by Israels.
Discussion: None
Roll Call Vote:
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy
No:
Motion Carried Unanimously.
5. A **Motion** was made by Marcy to approve the Interlocal Agreement to retain engineering services with the City of Douglas and the Agreement for payment of certain engineering services with the Friends of the Blue Star Trail and City of Douglas. Supported by Aldrich.
Discussion: None
Roll Call Vote:
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy
No:
Motion Carried Unanimously.
6. A **Motion** was made by Marcy to request Prein&Newhof complete Phase 1 Engineering Services for the Wiley Rd to M89 Section of the Blue Star Trail at a not-to-exceed cost of \$49,000 and provide TAP and Trust Fund Grant support under existing General Service Agreement. Supported by Helmrich.
Discussion: None
Roll Call Vote:
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy
No:
Motion Carried Unanimously.
7. A **Motion** was made by Aldrich to approve the Agreement to Share Road Construction Costs with the City of Saugatuck for a proportionate cost share (70% Saugatuck City/30% Saugatuck Township) for road construction costs at Bridge Street. 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 approve agreement with Progressive AE to complete a Corridor Study and Safe Street Plan for the Blue Star Highway Corridor for a cost of \$54,984.00 contingent upon attorney review. Supported by Aldrich.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

9. A **Motion** was made by Helmrich to adopt Resolution 2023-19, a resolution establishing the Saugatuck Township Blue Star Corridor Safe Street Planning Advisory Committee and appoint Brenda Marcy and Denise Webster as the Board of Trustee and Planning Commission Representatives respectively. Supported by Israels.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

10. A **Motion** was made by Marcy to appoint Stacey Aldrich and Abby Bigford to assist Township Manager DeFranco and legal counsel in negotiating needed utility agreements, including but not limited to capacity purchase agreements and agreements to satisfy EGLE regulatory agreements. All such agreements shall be subject to the review and approval of the full Township Board. Supported by Israels.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

11. A **Motion** was made by Aldrich to approve proposal from the Outdoor Discovery Center to implement a prairie restoration project at the Douglas Cemetery for a cost of \$30,000. Supported by Marcy.

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously.

12. A **Motion** was made by Israels to approve contract agreement with Mr. Jeff Nyboer to provide electrical inspection services for Saugatuck Township at a rate of \$55 per inspection. Supported by Marcy.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

13. A **Motion** was made by Marcy to approve job description for temporary, part-time Finance position and hire Jeanne VanOrder for that position at a rate of \$35 per hour, not to exceed 24 hours of work per week. Supported by Aldrich.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

- 14. A Motion** was made by Marcy to direct Township Manager to organize a strategic planning session focused on municipal organization, roles and responsibilities. Supported by Helmrich.

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously.

- 15. A Motion** was made by Israels to authorize the Township Manager, on behalf of the Saugatuck Township Board, to execute the Michigan Coastal Management Program Grant Agreement between the Michigan Department of Environment, Great Lakes, and Energy and Saugatuck Township. Supported by Aldrich.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

- 16. A Motion** was made by Aldrich to approve proposed 2024 Road Work projects as presented. Supported by Israels.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

- 17. A Motion** was made by Aldrich to approve General Engineering and Architectural Services Agreement with C2AE pending Attorney review. Supported by Helmrich.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

- 18. A Motion** was made by Marcy to adopt Resolution 2023-20, a resolution to set the 2024 regular meeting schedule of the Saugatuck Township Board & determine that regular meetings for the year 2024 will be held on the second Wednesday of every month at 6:00 pm. Supported by Aldrich.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

- 19. A Motion** was made by Helmrich to adopt Resolution 2023-21, a resolution to establish guidelines for determination of poverty exemptions to be implemented by the Saugatuck Township Board of Review. Supported by Marcy.

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 January 10, 2024 by the Township Board.

Rebecca Israels, Township Clerk

Date