

**Saugatuck Township  
Regular Board Meeting Minutes  
Wednesday, December 14, 2022, 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, Township Parks Commission Chair Jim Searing.

**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:** Bigford opened the floor for public comments. There was 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 presented. Supported by Marcy.

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously.

**Presentations:** None.

**New Business:**

**1. Board and Commission Appointments - Board of Review**

Per State law, Board of Review terms for all members will expire on December 31, 2022. Currently the Township has three full members (Denise Webster, Cindy Osman and Lissa Smith) and one alternate (Joe Novakoski) on the Board of Review. Smith has submitted a letter of resignation. Webster and Osman have expressed interest in having their terms renewed for another two years. Novakoski has expressed interest in moving to a full member. The Township has also received an application from Robert Joon for membership to the BOR. The Board has three (3) full member appointments to make to the Board of Review and can appoint up to two (2) alternate members. All terms to the Board of Review are for two years and are to expire on December 31, 2024.

A **Motion** was made by Helmrich to move to approve the appointments of Denise Webster, Cindy Osman, Joe Novakoski as full members to the Board of Review for a term to expire December 31, 2024. Supported by Marcy.

Discussion: Helmrich stated that the appointment for the alternate should be reposted for January. The Board agreed.

Voice Vote: 5-0.

Motion Carried Unanimously.

**2. Sparks Grant Authorization Resolution**

The Saugatuck Township Parks and Recreation Commission requests authorization to apply to the Michigan DNR's newly created Spark Grant Program, a \$65 million grant program to help local communities that want to create, renovate or redevelop public opportunities for residents and visitors.

The application requests funding to complete Phase 1 of the Master Plan for the Tails and Trails Park located at 6359 134<sup>th</sup> Avenue in Saugatuck Township. Phase 1 projects focus on the development of an accessible entry and parking area, a renovated and accessible picnic area, and 1.5 miles of multi-use trails at an estimated cost of \$400,000. The grant request from the Spark Program would be for \$400,000 as a local match is not required.

Township Parks Commission Chair Jim Searing gave an overview of the Spark Grant process and the Commission's plans for the grant if they receive it.

A **Motion** was made by Marcy to move to approve the adoption of Resolution 2022-19: A Resolution to authorize the submission of a Michigan Spark Grant. Supported by Helmrich.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously

### **3. Coastal Management Grant Authorization Resolution**

The Saugatuck Township Parks and Recreation Commission requests authorization to submit a grant application titled "Saugatuck Township Public Access and Conservation Lands Study" to the Michigan Coastal Management Program's 2024 Grant Funding Opportunity. The grant would provide financial support for a study that will inventory properties suitable for public use and conservation, develop a process to evaluate and prioritize these properties for public access and recreation, and evaluate the potential to acquire and/or improve them for public access, habitat restoration, and/or conservation. Eligible projects require a one-to-one, non-federal funding match. The estimated cost of the proposed project is \$30,000, with 50% (\$15,000) potentially being funded through the Coastal Management program and 50% (\$15,000) being funded through a local match to be supported by the new Parks and Trails Millage.

A **Motion** was made by Aldrich to move to approve the adoption of Resolution 2022-20: A Resolution to authorize the submission of a Michigan Coastal Management Program Grant. Supported by Israels.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously

### **4. ARPA Resolution**

Saugatuck Township Treasurer is recommending the passage of a resolution detailing the Township's proposed spending plan for funds received from the American Rescue Plan Act. Funds awarded via ARPA are required to fully expensed by 2026. The plan detailed in the resolution mirrors financial commitments made by the Board in the passage of the FY 22-23 Budget.

A **Motion** was made by Helmrich to move to approve the adoption of Resolution 2022-21: A Resolution Authorizing Spending Plans from the American Rescue Plan Act Funds. Supported by Marcy.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously

### **5. Personnel Policy Update**

The Township has had an informal policy for the processing of mail in the office. The processing of mail is a critical activity as the Township's ability to maintain operations and fulfill statutory duties depends on it. Over the last few weeks, I have consulted with the Michigan Township Association, the Township Attorney, and reflected on recent challenges with mail processing in the office to develop a formal mail policy for inclusion in the Township's Personnel Policy.

A **Motion** was made by Marcy to move to approve the adoption of the proposed Mail Policy and inclusion of it in the Township's Personnel Policy. Supported by Israels.

Discussion: None

Voice Vote:

Yes: 5

No: 0

Motion Carried Unanimously

#### **6. Manager Annual Performance Evaluation Meeting**

Manager DeFranco's one-year anniversary as Township Manager will be on January 17<sup>th</sup>. At the November Special Meeting, the Board of Trustees agreed to conduct a performance evaluation and review the findings at a later meeting. The Board should consider scheduling a date to hold a Special Meeting to review the results of my performance evaluation.

A **Motion** was made by Aldrich to move to hold a Special Meeting on January 9, 2023 at 10:00 a.m. to review the results of the Township Manager's annual performance evaluation. Supported by Marcy.

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:** agreed with Marcy's congratulations to Manager DeFranco.
- **Israels:** gave an update on the election and thanked all election workers.
- **Helmrich:** commended Israels on her election success and commented on the recently passed resolution from the City of Saugatuck regarding the proposed marina.
- **Aldrich:** None
- **Marcy:** Congratulated Manager DeFranco on his relationship building efforts with Manlius Township.

**Public Comment:** Bigford opened the floor for public comments.

1. Jim Searing, Township Parks Commission Chair – explained to the Board what improvements have already been made to the Tails and Trails dog park and spoke about potential locations for new parks.

**Public Comment Closed**

**Adjournment:** Supervisor Bigford adjourned the meeting at 7:46 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 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 approve the appointments of Denise Webster, Cindy Osman, Joe Novakoski as full members to the Board of Review for a term to expire December 31, 2024. Supported by Marcy.  
Discussion: Helmrich stated that the appointment for the alternate should be reposted for January. The Board agreed.  
Voice Vote: 5-0.  
Motion Carried Unanimously.
4. A Motion was made by Marcy to move to approve the adoption of Resolution 2022-19: A Resolution to authorize the submission of a Michigan Spark Grant. Supported by Helmrich.  
Discussion: None  
Roll Call Vote:  
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy  
No:  
Motion Carried Unanimously
5. A **Motion** was made by Aldrich to move to approve the adoption of Resolution 2022-20: A Resolution to authorize the submission of a Michigan Coastal Management Program Grant. Supported by Israels.  
Discussion: None  
Roll Call Vote:  
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy  
No:  
Motion Carried Unanimously
6. A **Motion** was made by Helmrich to move to approve the adoption of Resolution 2022-21: A Resolution Authorizing Spending Plans from the American Rescue Plan Act Funds. Supported by Marcy.  
Discussion: None  
Roll Call Vote:  
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy  
No:  
Motion Carried Unanimously
7. A **Motion** was made by Marcy to move to approve the adoption of the proposed Mail Policy and inclusion of it in the Township's Personnel Policy. Supported by Israels.  
Discussion: None  
Voice Vote:  
Yes: 5

No: 0

Motion Carried Unanimously

8. A **Motion** was made by Aldrich to move to hold a Special Meeting on January 9, 2023 at 10:00 a.m. to review the results of the Township Manager's annual performance evaluation. Supported by Marcy.

Discussion: None

Voice Vote:

Yes: 5

No: 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 January 11, 2023 by the Township Board.

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*Township Clerk*

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*Date*