



**Saugatuck Township  
Regular Meeting Minutes  
Wednesday, April 10, 2024, 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: None

Also Present: Township Manager Daniel DeFranco

**Pledge of Allegiance**

**Approval of Agenda:**

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

Discussion: Bigford requested that "Dust Control Work Order" be added as item 6 under "New Business."

Voice Vote: 5-0.

Motion Carried Unanimously.

**Public Comment:**

- 1) County Commissioner Dean Kapenga- provided updates on County Broadband project, renovation to the County Court House, county making available funding to limited-income residents for septic tank replacement, and Allegan County Transportation (ACT) launching mobile rider app.

**Approval of Consent Agenda:**

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

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously.

**Presentations:**

- 1) Phyllis Yff, Director of Interurban Authority, introduced Becky Carten-Crandell, the new Director of the Interurban Authority.

**New Business:**

**1. County Imagery Partnership Agreement**

Board discussed entering into a new three-year contract with Allegan County for access to the County's ariel imagery portal.

A **Motion** was made by Israels to approve the Allegan County 2023 Imagery Partnership Agreement with annual payments for the next three years. Supported by Aldrich

Discussion: None.

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich

No:

Motion Carried Unanimously.

## 2. Household Hazardous Waste Drop-Off Participation

DeFranco said that preparations are underway for the annual HHW Drop-Off event for May 29<sup>th</sup>. The Board should consider whether to participate in this year's collection event through a financial commitment. The local Rotary Chapter has again committed \$10,000 to fund the event, and the three municipalities would cover the remainder of the cost proportionate to the percentage of residents who participate. Bigford inquired about drop-off services offered by the County. DeFranco noted that the Township would have to join the County's Resource Recovery and Recycling Program for residents to have access to those services, and residents had previously voted down participation.

A **Motion** was made by Marcy to approve participation and financial contribution to the annual Tri-Community Household Hazardous Waste Drop-Off event. Supported by Israels.

Discussion: None.

Voice Vote:

Yes: 5

No: 0

Motion Carried Unanimously.

## 3. Governance Excellence Project

DeFranco introduced a proposal from Larry Merrill, former Executive Director of the Michigan Township Association, to complete a Governance Excellence Project for Saugatuck Township. Scope of work would include:

- Define Roles and Responsibilities of Elected and Appointed Board Members and Commissioners
- Develop Accountability Expectations for Board, Volunteers and Manager
- Manager Job Description
- Manager Position Evaluation
- Welcome Packet and Orientation Plan for new Board and Commission Members
- Goals for engaging/building relationships between Township and regional Authorities

A **Motion** was made by Marcy to approve the Saugatuck Township Government Excellence proposal with Lawrence Merrill at a not to exceed cost of \$10,500 with accommodation for reimbursable expenses. Supported by Aldrich.

Discussion: Board noted that this proposal supports recommendations that came out of the January strategic planning workshop.

Voice Vote: 5-0

Motion Carried Unanimously

## 4. BSH Sidewalk Conceptual Design and Cost Estimate

DeFranco introduced proposal for TWP Engineer to develop a conceptual sidewalk design and cost estimate for a section of the Blue Star Highway Corridor on the east side of the road. Master planning efforts for non-motorized trails and sidewalks in the Township identify a sidewalk in this area, and

knowing the location of the sidewalk would assist in the design of the proposed Blue Star Drain. Funding for this project could be covered by the general engineering budget in the Road Fund.

A **Motion** was made by Israels to approve Blue Star Highway sidewalk conceptual design and cost estimate to be developed by Prein&Newhof for a not-to-exceed cost of \$5,000.00. Supported by Helmrich.

Discussion: Board noted that planning ahead for a sidewalk would save money in the long run by avoiding future modifications to the proposed Blue Star Drain.

Voice Vote: 5-0

Motion Carried Unanimously.

## 5. Closed Session

A **Motion** was made by Marcy to enter into a closed session at 6:50pm pursuant to Section 8(1)(a) of the Michigan Open Meetings Act, MCL 15.268(1)(a), for the purpose of conducting a periodic personnel evaluation of the Township Manager. Supported by Aldrich

Discussion: None.

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

A **Motion** was made by Bigford at 8:02pm to go out of closed session. Supported by Israels.

Discussion: None.

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

A **Motion** was made by Bigford to approve the minutes of the closed session of April 10, 2024.

Supported by Israels.

Voice Vote: 5-0

Motion Carried Unanimously.

A **Motion** was made by Marcy to set Manager DeFranco's annual salary at \$110,000 with 5 weeks of vacation effective April 14, 2024.

Discussion: None.

Roll Call Vote:

Yes: Bigford, Israels, Aldrich, Marcy

No: Helmrich

Motion Carried.

## 6. 2024 Dust Control Work Order

Township Board reviewed annual Dust Control Work Order received from the Allegan County Road Commission. DeFranco noted that no new streets were added for dust control.

A **Motion** was made by Israels to approve Township Work Order for Dust Control on Public Roads from the Allegan County Road Commission. Supported by Marcy.

Discussion: None

Voice Vote: 5-0

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 overview of the Planning Commission's review of the Zoning Ordinance update and noted that the April PC meeting had been canceled.

**Manager's Report**

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

**Open Board Report:**

- Israels said that the Township had received the Board of Canvassers Report for the February Election came back and the feedback was very positive. The Township Election Commission met on April 10<sup>th</sup>. There will be a local election on May 8<sup>th</sup> that will require 3 people to staff. Israels stated that the Clerk's office intends to involve a wider pool of residents in the election process. Clerk's Office also requested a new defibrillator from the County.
- Marcy said she feels lucky to have DeFranco as Manager.

**Public Comment:** None.

**Public Comment Closed**

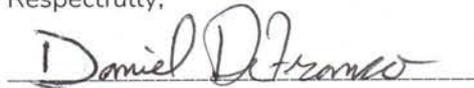
**Adjournment:** Supervisor Bigford adjourned the meeting at 8:32 PM

## MOTIONS

1. A **Motion** was made by Aldrich to approve the agenda as amended. Supported by Marcy.  
Discussion: Bigford requested that "Dust Control Work Order" be added as item 6 under "New Business."  
Voice Vote: 5-0.  
Motion Carried Unanimously.
2. A **Motion** was made by Marcy to approve the consent agenda as presented. Supported by Helmrich.  
Discussion: None  
Voice Vote: 5-0.  
Motion Carried Unanimously.
3. A **Motion** was made by Israels to approve the Allegan County 2023 Imagery Partnership Agreement with annual payments for the next three years. Supported by Aldrich  
Discussion: None.  
Voice Vote: 5-0  
Motion Carried Unanimously.
4. A **Motion** was made by Marcy to approve participation and financial contribution to the annual Tri-Community Household Hazardous Waste Drop-Off event. Supported by Israels.  
Discussion: None.  
Voice Vote:  
Yes: 5  
No: 0  
Motion Carried Unanimously.
5. A **Motion** was made by Marcy to approve the Saugatuck Township Government Excellence proposal with Lawrence Merrill at a not to exceed cost of \$10,500 with accommodation for reimbursable expenses. Supported by Aldrich.  
  
Discussion: Board noted that this proposal supports recommendations that came out of the January strategic planning workshop.  
Voice Vote: 5-0  
Motion Carried Unanimously
6. A **Motion** was made by Israels to approve Blue Star Highway sidewalk conceptual design and cost estimate to be developed by Prein&Newhof for a not-to-exceed cost of \$5,000.00. Supported by Helmrich.  
Discussion: Board noted that planning ahead for a sidewalk would save money in the long run by avoiding future modifications to the proposed Blue Star Drain.  
Voice Vote: 5-0  
Motion Carried Unanimously.

7. A **Motion** was made by Marcy to enter into a closed session at 6:50pm pursuant to Section 8(1)(a) of the Michigan Open Meetings Act, MCL 15.268(1)(a), for the purpose of conducting a periodic personnel evaluation of the Township Manager. Supported by Aldrich  
Discussion: None.  
Roll Call Vote:  
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy  
No:  
Motion Carried Unanimously.
8. A **Motion** was made by Bigford at 8:02pm to go out of closed session. Supported by Israels.  
Discussion: None.  
Roll Call Vote:  
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy  
No:  
Motion Carried Unanimously.
9. A **Motion** was made by Bigford to approve the minutes of the closed session of April 10, 2024. Supported by Israels.  
Voice Vote: 5-0  
Motion Carried Unanimously.
10. A **Motion** was made by Marcy to set Manager DeFranco's annual salary at \$110,000 with 5 weeks of vacation effective April 14, 2024.  
Discussion: None.  
Roll Call Vote:  
Yes: Bigford, Israels, Aldrich, Marcy  
No: Helmrich  
Motion Carried.
11. A **Motion** was made by Israels to approve Township Work Order for Dust Control on Public Roads from the Allegan County Road Commission. Supported by Marcy.  
Discussion: None  
Voice Vote: 5-0  
Motion Carried Unanimously.

Respectfully,



Daniel DeFranco, Township Manager

I, Rebecca Israels, Township Clerk, certify that these minutes were approved on ~~March 13~~ <sup>May 8</sup>, 2024 by the Township Board.



Rebecca Israels, Township Clerk

May 22, 2024  
Date