



Saugatuck Township
Regular Board Meeting
Wednesday, May 8, 2024, at 6:00 p.m.
Saugatuck Township Hall

3461 Blue Star Hwy. Saugatuck, MI 49453

<https://us02web.zoom.us/j/82856085685?pwd=S3BqSWdZNk5uRjR5NmI5dTh0SEQ0Zz09>

Meeting ID: 828 5608 5685

Passcode: 2021

- 1) Call to Order**
- 2) Roll Call, Pledge of Allegiance**
- 3) Approval of Agenda**
- 4) Public Comments**

The Board requests that speakers respect the three-minute time limit for individual comments and the five-minute time limit for an individual speaking on behalf of a group. This is not a question-and-answer session, it is an opportunity to voice your thoughts with the Township Board.

5) Consent Agenda

Consent Agendas are considered routine by the Board and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the consent agenda and considered separately.

- 1. Bills & Review of Invoices**
 - a) Total Bills and Payroll: \$205,261.33
- 2. Approval of Minutes**
 - a) April 10, 2024, Regular Meeting Minutes
 - b) April 30, 2024, Special Meeting Minutes
- 3. Disbursements**
- 4. Reports**
 - a) Road Commission
 - b) Fire Board
 - c) Parks Commission
 - d) Emergency Services Committee
 - e) Interurban Board

Individuals with disabilities requiring auxiliary aids or services can contact Saugatuck Township for reasonable accommodations. If you require accommodations, please contact Township Clerk as soon as practically possible prior to the meeting in writing or by calling the Township Hall at (269) 857-7721 as some accommodations may require 48-hours to provide.

- g) Harbor Authority
- h) KLSWA Commission

5. Correspondence
N/A

6) Presentation
None

7) New Business

- 1) Pride Month Proclamation
- 2) Budget Amendment
- 3) 123Net Consent Request
- 4) Building Inspector Part-Time Hire
- 5) Security Camera Policy
- 6) Recording Secretary Policy
- 7) Trail Repair Award
- 8) Payment Application 1 Wiley Rd Water Main

8) Old Business
None

9) Reports

- 1) Treasurer's Report
- 2) Planning Commission Report
- 3) Manager Report
- 4) Open Board Report

10) Public Comments

11) Adjourn



Saugatuck Township

TO: Township Board
FROM: Daniel DeFranco, Township Manager
DATE: May 8, 2024
RE: Consent Agenda Review

Budget Action:

Committee/Commission Review:

Legal Review:

Recommended Motion:

I motion to approve the Consent Agenda.

Description:

The Consent Agenda includes the following items:

- 1) Bills & Review of Invoices
 - a. Accounts Payable Invoices.
 - a. \$160,631.47
 - b. Payroll (check register attached).
 - a. \$34,869.54
 - c. EFT Bills:
 - a. \$9,760.32
- 2) Approval of the Minutes:
 - a. April 10, 2024, Regular Meeting Minutes
 - b. April 30, 2024 Special Meeting Minutes
- 3) Disbursements: Final tax disbursement for the 2023 Tax Year was made for \$224,007.

If you have any questions, please feel free to call or email me.

INVOICE REGISTER REPORT FOR SAUGATUCK TOWNSHIP
POST DATES 04/06/2024 - 05/03/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: CHEM

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
#SAUGATUCKTWP024							
14333	ASSESSING SOLUTIONS INC MAY 2024 ASSESSING SERVICES 101-257-809.000	05/02/2024 LORI PROFESSIONAL SERVICES	05/02/2024	4,830.00 4,830.00	4,830.00	Open	N 05/02/2024
1023 14330	BROOM TREE INSPECTIONS ELECTRICAL INSPECTIONS 101-371-709.007	05/01/2024 LORI ELECTRICAL INSPECTOR	05/01/2024	1,815.00 1,815.00	1,815.00	Open	N 05/01/2024
153899 14312	BS&A SOFTWARE ASSESSING AND TAX SERVICE/SUPPORT 101-256-801.000	04/22/2024 LORI NETWORK SYSTEMS LICENSE FEES	04/22/2024	2,642.00 2,642.00	2,642.00	Open	N 04/22/2024
76374 14302	C2AE GENERAL SERVICES PROJECT 23-0440 204-446-801.000	04/18/2024 LORI ENGINEERING	04/18/2024	819.93 819.93	819.93	Open	N 04/18/2024
PB24-005 14331	CHAD WARDEN BUILDING INSPECTIONS 101-371-709.006	05/01/2024 LORI BUILDING INSPECTOR	05/01/2024	1,575.00 1,575.00	1,575.00	Open	N 05/01/2024
1027 14283	COUNTY OF ALLEGAN FIRST INSTALLMENT OF 2023 AERIAL 101-256-801.000	04/12/2024 LORI NETWORK SYSTEMS LICENSE FEES	04/12/2024	1,499.00 1,499.00	0.00	Paid	Y 04/12/2024
793 14329	CURCIO LAW FIRM PLC LAKE, KLSWA, POND, ZONING ORD., 101-701-802.000 465-441-802.000 101-266-802.000	05/01/2024 LORI ATTORNEY FEES PLAN & ZON ATTORNEY FEES ATTORNEY FEES	05/01/2024	1,425.00 665.00 494.00 266.00	1,425.00	Open	N 05/01/2024
RIS0005667829 14310	DELTA DENTAL DENTAL INSURANCE 101-261-718.000	04/22/2024 LORI EMPLOYEE BENEFITS, DENTAL	04/22/2024	179.43 179.43	0.00	Paid	Y 04/22/2024
1914029 14304	DICKINSON WRIGHT PLLC BIKE TRAIL REPAIR EASEMENT 204-446-802.000	04/19/2024 LORI ATTORNEY FEES	04/19/2024	3,473.00 3,473.00	3,473.00	Open	N 04/19/2024
2023-03 14334	G.LAWRENCE MERRILL GOVERNANCE EXCELLENCE SERVICES 101-266-807.000	05/02/2024 LORI CONSULTING SERVICES	05/02/2024	3,733.63 3,733.63	3,733.63	Open	N 05/02/2024

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5021298 14285	GEI CONSULTANTS INC RIVERBLUFF SHORELINE STUDY 208-751-807.000	04/12/2024 LORI	04/12/2024	2,343.00 2,343.00	2,343.00	Open	N 04/12/2024
16043 14278	HEAVENER PROPERTY SERVICES REPAIR OLD HEADSTONES 209-567-930.000	04/09/2024 LORI	04/09/2024	220.00 220.00	0.00	Paid	Y 04/09/2024
4/9 14281	HEAVENER PROPERTY SERVICES 40X16 FOUNDATION FOR SPANS 209-000-255.000	04/09/2024 LORI	04/09/2024	160.00 160.00	0.00	Paid	Y 04/09/2024
16057 14288	HEAVENER PROPERTY SERVICES REPAIR LAWN AT RIVERBLUFF PARK/CAR 208-751-930.000	04/15/2024 LORI	04/15/2024	107.50 107.50	107.50	Open	N 04/15/2024
4/23 14289	HEAVENER PROPERTY SERVICES W/D SERVICE FOR DONALD MASLANKA 209-000-255.000	04/15/2024 LORI	04/15/2024	560.00 560.00	0.00	Paid	Y 04/15/2024
202195 14315	HEAVENER PROPERTY SERVICES KARL FREED FOUNDATION 44X16 209-000-255.000	04/23/2024 LORI	04/23/2024	176.00 176.00	0.00	Paid	Y 04/23/2024
5/15 14320	HEAVENER PROPERTY SERVICES GAIL SMITH W/D SERVICE 209-000-255.000	04/25/2024 LORI	04/25/2024	150.00 150.00	150.00	Open	N 04/25/2024
5/1 14332	HEAVENER PROPERTY SERVICES FOUNDATION 22X14 FOR TRISTAN MCKAY 209-000-255.000	05/01/2024 LORI	05/01/2024	77.00 77.00	77.00	Open	N 05/01/2024
0006319206 14299	GANNETT MEDIA CORP. MNRTF ACQUISTION BIKE TRAIL 204-446-901.000	04/15/2024 LORI	04/15/2024	90.60 90.60	0.00	Paid	Y 04/15/2024
19301288 14290	HORIZON BANK PRINCIPAL AND INTEREST FOR 66TH ST 303-906-991.000 303-906-994.000	04/15/2024 LORI	04/15/2024	51,668.10 51,000.00 668.10	0.00	Paid	Y 04/15/2024

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12110 14336	INTEGRITY TECH PARTNERS PHONE HOSTING AND MANAGEMENT 101-256-727.000	05/02/2024 LORI COMPUTER SOFTWARE	05/02/2024	60.00 60.00	60.00	Open	N 05/02/2024
INV000366 14287	LIFE EMS AMBULANCE APRIL 2024 SUBSIDY 210-651-709.000	04/15/2024 LORI SUBCONTRACTED LABOR	04/15/2024	1,884.83 1,884.83	1,884.83	Open	N 04/15/2024
8473 14313	MCKELLIPS PLUMBING, INC. OPEN UP THE DOG PARK 208-751-709.000	04/22/2024 LORI SUBCONTRACTED LABOR	04/22/2024	100.00 100.00	100.00	Open	N 04/22/2024
71610 14301	MICHIGAN OFFICE ENVIROMENTS SHALLOW BOXES, PENCIL TRAYS, MISC. 403-901-971.000	04/17/2024 LORI CAPITAL OUTLAY	04/17/2024	2,001.22 2,001.22	2,001.22	Open	N 04/17/2024
4/21 14309	MORGAN ARENS MILEAGE 101-371-727.000	04/22/2024 LORI SUPPLIES	04/22/2024	14.94 14.94	14.94	Open	N 04/22/2024
4/30 14324	MORGAN ARENS REFUND BEVERAGES AND SNACK FOR W/S 101-265-727.000	04/30/2024 LORI SUPPLIES	04/30/2024	48.70 48.70	48.70	Open	N 04/30/2024
270681 14279	MTA CLASSIFIED AD FOR FINANCE 101-253-960.000	04/09/2024 LORI DUES & SUBSCRIPTIONS	04/09/2024	160.00 160.00	0.00	Paid	Y 04/09/2024
2405-756081 14338	OVERISEL LUMBER HARDWARE FOR SIGNS 101-256-808.000	05/03/2024 LORI MARKETING AND COMMUNICATION	05/03/2024	73.21 73.21	73.21	Open	N 05/03/2024
2405-756089 14339	OVERISEL LUMBER HARDWARE FOR SIGNS 101-256-808.000	05/03/2024 LORI MARKETING AND COMMUNICATION	05/03/2024	11.19 11.19	11.19	Open	N 05/03/2024
80798 14264	PREIN & NEWHOF WILEY ROAD WATER MAIN EXTENSION 465-441-972.000	04/08/2024 LORI WATER SYSTEM	04/08/2024	5,491.50 5,491.50	0.00	Paid	Y 04/08/2024

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80799 14265	PREIN & NEWHOF GENERAL CONSULTING 2022-2024-TWP 101-441-801.000	04/08/2024 LORI	04/08/2024	2,463.40 2,463.40	0.00	Paid	Y 04/08/2024
80800 14266	PREIN & NEWHOF WATER SUPPLY SYSTEM ADM. 2022-2024 465-441-801.000	04/08/2024 LORI	04/08/2024	936.00 936.00	0.00	Paid	Y 04/08/2024
80801 14267	PREIN & NEWHOF ROAD SYSTEM ADM. 2022-2024-TWP 204-446-801.000	04/08/2024 LORI	04/08/2024	205.00 205.00	0.00	Paid	Y 04/08/2024
80802 14268	PREIN & NEWHOF WATER SYSTEM IMPROVEMENTS: RIVERSIDE 465-441-801.000	04/08/2024 LORI	04/08/2024	9,560.70 9,560.70	0.00	Paid	Y 04/08/2024
80805 14269	PREIN & NEWHOF WATER SERVICE INVENTORY & GIS-TWP 465-441-801.000 465-441-801.000	04/08/2024 LORI	04/08/2024	6,176.63 5,151.63 1,025.00	0.00	Paid	Y 04/08/2024
80808 14270	PREIN & NEWHOF JUST A MERE RD-PHASE 1 ADDITIONAL 465-441-801.000	04/08/2024 LORI	04/08/2024	590.20 590.20	0.00	Paid	Y 04/08/2024
80816 14271	PREIN & NEWHOF BLUE STAR HIGHWAY PATH REPAIR 204-446-930.005	04/08/2024 LORI	04/08/2024	9,629.00 9,629.00	0.00	Paid	Y 04/08/2024
80811 14272	PREIN & NEWHOF ROADWAY PROGRAM & NON-MOTORIZED PATH 204-446-801.000	04/08/2024 LORI	04/08/2024	7,209.10 7,209.10	0.00	Paid	Y 04/08/2024
80815 14273	PREIN & NEWHOF ESTATES AT PINE GLEN-SPR 101-000-283.055	04/08/2024 LORI	04/08/2024	481.00 481.00	0.00	Paid	Y 04/08/2024
80807 14274	PREIN & NEWHOF BEACH MONKEY ALLEY PRIVATE ROAD 101-000-283.053	04/08/2024 LORI	04/08/2024	1,189.00 1,189.00	0.00	Paid	Y 04/08/2024

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80806 14275	PREIN & NEWHOF MOORE'S CREEK TRAIL-SPR 101-000-283.052	04/08/2024 LORI MOORE'S CREEK TRAIL	04/08/2024	164.00 164.00	0.00	Paid	Y 04/08/2024
80812 14276	PREIN & NEWHOF OLD ALLEGAN DEVELOPMENT (JOHNNY 101-000-283.010	04/08/2024 LORI Johnny Walker - SEWER	04/08/2024	410.00 410.00	0.00	Paid	Y 04/08/2024
241060000859 14311	PRIORITY HEALTH HEALTH INSURANCE 101-261-719.000	04/22/2024 LORI HEALTH INSURANCE	04/22/2024	4,505.26 4,505.26	0.00	Paid	Y 04/22/2024
00197425 14282	PROGRESSIVE AE SAUGATUCK TWP BLUE STAR CORRIDOR 204-446-801.000	04/10/2024 LORI ENGINEERING	04/10/2024	8,800.00 8,800.00	0.00	Paid	Y 04/10/2024
5069377451 14335	RICOH USA, INC COPIER MACHINE 101-265-935.000	05/02/2024 LORI EQUIPMENT SERVICES	05/02/2024	1,139.25 1,139.25	1,139.25	Open	N 05/02/2024
0000000770 14314	CITY OF SAUGATUCK BLUE STAR TRAIL DESIGN 204-446-801.000	04/22/2024 LORI ENGINEERING	04/22/2024	122.76 122.76	122.76	Open	N 04/22/2024
24-0000654 14280	SAUGATUCK TOWNSHIP FIRE DISTRICT RENTAL INSPECTIONS 101-371-808.000	04/09/2024 LORI FIRE INSPECTOR	04/09/2024	450.00 450.00	0.00	Paid	Y 04/09/2024
24-0000657 14319	SAUGATUCK TOWNSHIP FIRE DISTRICT RENTAL HOME INSPECTIONS 101-371-808.000	04/24/2024 LORI FIRE INSPECTOR	04/24/2024	700.00 700.00	700.00	Open	N 04/24/2024
83263 14263	SCHREUR PRINTING FOLDERS 101-256-808.000	04/08/2024 LORI MARKETING AND COMMUNICATION	04/08/2024	622.20 622.20	0.00	Paid	Y 04/08/2024
83633 14325	SCHREUR PRINTING ENVELOPES WITH BUSINESS ADDRESS ON 101-265-727.000	04/30/2024 LORI SUPPLIES	04/30/2024	258.70 258.70	258.70	Open	N 04/30/2024

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83622 14328	SCHREUR PRINTING BUSINESS CARDS FOR JELLISON AND 101-256-808.000	05/01/2024 LORI	05/01/2024	115.10 115.10	115.10	Open	N 05/01/2024
70441 14341	SEPTIC TANK SYSTEMS CO INC. DOG PARK PORTABLE RESTROOM 3/12-6/4 208-751-709.000	05/03/2024 LORI	05/03/2024	375.00 375.00	375.00	Open	N 05/03/2024
13480 14326	SISTERS IN INK SIGNS FOR BUSINESS UNDER BLUE STAR 101-256-808.000	04/30/2024 LORI	04/30/2024	1,871.20 1,871.20	1,871.20	Open	N 04/30/2024
OE-77983 14300	SMART BUSINESS SOURCE BINDERS AND TABS 101-701-727.000	04/17/2024 LORI	04/17/2024	199.38 199.38	199.38	Open	N 04/17/2024
OE-78063 14303	SMART BUSINESS SOURCE WHITE OUT 101-265-727.000	04/18/2024 LORI	04/18/2024	8.98 8.98	8.98	Open	N 04/18/2024
OE-78117 14308	SMART BUSINESS SOURCE BINDERS 101-701-727.000	04/19/2024 LORI	04/19/2024	309.33 309.33	309.33	Open	N 04/19/2024
OE-78215 14316	SMART BUSINESS SOURCE COPY PAPER AND STAPLERS 101-265-727.000	04/23/2024 LORI	04/23/2024	159.37 159.37	159.37	Open	N 04/23/2024
OE-78329-1 14321	SMART BUSINESS SOURCE BINDERS AND INDEX 101-215-727.000 101-701-727.000	04/26/2024 LORI	04/26/2024	129.55 14.31 115.24	129.55	Open	N 04/26/2024
OE-78329-2 14340	SMART BUSINESS SOURCE BINDER 101-215-727.000	05/03/2024 LORI	05/03/2024	17.83 17.83	17.83	Open	N 05/03/2024
146986 14322	VC3, INC MONTHLY SUBSCRIPTIONS 101-253-727.000	04/29/2024 LORI	04/29/2024	194.00 194.00	194.00	Open	N 04/29/2024

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9962060399 14323	VERIZON WIRELESS MANAGERS PHONE 101-171-727.000	04/29/2024 LORI	04/29/2024	65.34	65.34	Open	N 04/29/2024
	SUPPLIES			65.34			
4/30 14327	WE THE PEOPLE FLAG CO. VA REPLACEMENT FLAGS 209-567-727.000	04/30/2024 LORI	04/30/2024	2,942.76	2,942.76	Open	N 04/30/2024
	FLAGS			2,942.76			
3159 14337	WEST SHORE INSPECTIONS, LLC APRIL MECH AND PLBG INSPECTIONS 101-371-709.009	05/02/2024 LORI	05/02/2024	3,375.00	3,375.00	Open	N 05/02/2024
	MECHANICAL INSPECTOR			2,000.00			
	PLUMBING INSPECTOR			1,375.00			
11660 14286	WILCOX NEWSPAPERS SYNOPSIS, ZONING ADOPTION, NR GRANT 101-215-901.000	04/12/2024 LORI	04/12/2024	287.00	0.00	Paid	Y 04/12/2024
	PRINTING & PUBLISHING			287.00			
12035 14342	WILCOX NEWSPAPERS ACCURACY TEST, ORD 2024-01, ZBA, PC 101-262-901.000	05/03/2024 LORI	05/03/2024	1,057.00	1,057.00	Open	N 05/03/2024
	PRINTING & PUBLISHING			42.00			
	PRINTING & PUBLISHING			875.00			
	PRINTING & PUBLISHING			140.00			
# of Invoices:	75	# Due:	39	Totals:	160,631.47	40,350.70	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					160,631.47	40,350.70	

--- TOTALS BY GL DISTRIBUTION ---

101-000-283.010	Johnny Walker - SEWER	410.00
101-000-283.052	MOORE'S CREEK TRAIL	164.00
101-000-283.053	Monkey Alley	1,189.00
101-000-283.055	Pine Glen escrow	481.00
101-171-727.000	SUPPLIES	65.34
101-215-727.000	SUPPLIES	32.14
101-215-901.000	PRINTING & PUBLISHING	427.00
101-253-727.000	SUPPLIES	194.00
101-253-960.000	DUES & SUBSCRIPTIONS	160.00
101-256-727.000	COMPUTER SOFTWARE	60.00
101-256-801.000	NETWORK SYSTEMS LICENSE FEES	4,266.00
101-256-808.000	MARKETING AND COMMUNICATION	2,692.90
101-257-809.000	PROFESSIONAL SERVICES	4,830.00
101-261-718.000	EMPLOYEE BENEFITS, DENTAL	179.43
101-261-719.000	EMPLOYEE BENEFITS, HEALTH	4,505.26

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	GL Distribution						
	101-262-901.000	PRINTING & PUBLISHING		42.00			
	101-265-727.000	SUPPLIES		475.75			
	101-265-935.000	EQUIPMENT SERVICES		1,139.25			
	101-266-802.000	ATTORNEY FEES		266.00			
	101-266-807.000	CONSULTING SERVICES		3,733.63			
	101-371-709.006	BUILDING INSPECTOR		1,575.00			
	101-371-709.007	ELECTRICAL INSPECTOR		1,815.00			
	101-371-709.008	PLUMBING INSPECTOR		1,375.00			
	101-371-709.009	MECHANICAL INSPECTOR		2,000.00			
	101-371-727.000	SUPPLIES		14.94			
	101-371-808.000	FIRE INSPECTOR		1,150.00			
	101-441-801.000	ENGINEERING		2,463.40			
	101-701-727.000	SUPPLIES		623.95			
	101-701-802.000	ATTORNEY FEES PLAN & ZON		665.00			
	101-701-807.000	CONSULTING SERVICES		972.75			
	101-701-901.000	PRINTING & PUBLISHING		875.00			
	204-446-801.000	ENGINEERING		17,156.79			
	204-446-802.000	ATTORNEY FEES		3,473.00			
	204-446-901.000	PRINTING & PUBLISHING		90.60			
	204-446-930.005	Repairs & Maintenance - Bike Trails		9,629.00			
	208-751-709.000	SUBCONTRACTED LABOR		475.00			
	208-751-807.000	CONSULTING SERVICES		2,343.00			
	208-751-930.000	REPAIRS & MAINTENANCE		107.50			
	209-000-255.000	CUSTOMER DEPOSITS		1,123.00			
	209-567-727.000	SUPPLIES		2,942.76			
	209-567-930.000	REPAIRS & MAINTENANCE		220.00			
	210-651-709.000	SUBCONTRACTED LABOR		1,884.83			
	303-906-991.000	PRINCIPAL PAYMENTS		56,424.90			
	303-906-994.000	INTEREST PAYMENTS		668.10			
	403-901-971.000	CAPITAL OUTLAY		2,001.22			
	465-441-801.000	ENGINEERING		17,263.53			
	465-441-802.000	ATTORNEY FEES		494.00			
	465-441-972.000	WATER SYSTEM		5,491.50			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			38,842.74	25,459.70		
	204 - ROAD FUND			30,349.39	4,415.69		
	208 - PARK/RECREATION FUND			2,925.50	2,925.50		
	209 - CEMETERY FUND			4,285.76	3,169.76		
	210 - AMBULANCE FUND			1,884.83	1,884.83		
	303 - Construction-66th Street SAC			57,093.00	0.00		
	403 - CAPITAL PROJECT FUND			2,001.22	2,001.22		
	465 - WATER PROJECT FUND			23,249.03	494.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	000 - OTHER FUNCTIONS			3,367.00	227.00		
	171 - SUPERVISOR/MANAGER			65.34	65.34		
	215 - CLERK			459.14	172.14		
	253 - TREASURER			354.00	194.00		
	256 - TECHNOLOGY			7,018.90	4,897.70		
	257 - ASSESSOR			4,830.00	4,830.00		
	261 - OTHER FUNCTIONS			4,684.69	0.00		
	262 - ELECTIONS			42.00	42.00		
	265 - BUILDING & GROUNDS			1,615.00	1,615.00		
	266 - PROFESSIONAL SERVICES			3,999.63	3,999.63		
	371 - INSPECTIONS			7,929.94	7,479.94		
	441 - PUBLIC WORKS			25,712.43	494.00		
	446 - ROAD ACTIVITIES			30,349.39	4,415.69		
	567 - BUILDING & GROUNDS			3,162.76	2,942.76		
	651 - OTHER FUNCTIONS			1,884.83	1,884.83		
	701 - PLANNING & ZONING			3,136.70	2,163.95		
	751 - PARKS			2,925.50	2,925.50		
	901 - CAPITAL OUTLAY			2,001.22	2,001.22		
	906 - DEBT SERVICE			57,093.00	0.00		

Check Register Report For Saugatuck Township
 For Check Dates 04/01/2024 to 04/30/2024

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
04/11/2024	CHEM	EFT400	EFTPS.GOV	2,936.53	2,936.53	0.00	Cleared
04/25/2024	CHEM	EFT401	457 PLAN	192.00	192.00	0.00	Cleared
04/25/2024	CHEM	EFT402	EFTPS.GOV	2,984.38	2,984.38	0.00	Cleared
04/25/2024	CHEM	EFT403	STATE	1,073.54	1,073.54	0.00	Cleared
04/11/2024	CHEM	DD2003	BABINSKI, LORI F	2,800.96	0.00	3,152.19	Cleared
04/25/2024	CHEM	DD2010	BABINSKI, LORI F	2,800.96	0.00	2,277.19	Cleared
04/11/2024	CHEM	DD2004	ISRAELS, REBECCA	653.85	0.00	585.20	Cleared
04/25/2024	CHEM	DD2011	ISRAELS, REBECCA	653.85	0.00	585.20	Cleared
04/11/2024	CHEM	45395	BIGFORD, ABBY	653.85	573.35	0.00	Cleared
04/25/2024	CHEM	45423	BIGFORD, ABBY	653.85	573.35	0.00	Open
04/11/2024	CHEM	DD2005	HELMRICH, JON	653.85	0.00	573.36	Cleared
04/25/2024	CHEM	DD2012	HELMRICH, JON	653.85	0.00	573.35	Cleared
04/11/2024	CHEM	DD2008	OSMAN, CINDY A	2,857.69	0.00	3,118.75	Cleared
04/25/2024	CHEM	DD2015	OSMAN, CINDY A	2,857.69	0.00	2,291.55	Cleared
04/11/2024	CHEM	DD2002	DEFRANCO, DANIEL J	3,461.54	0.00	3,525.95	Cleared
04/25/2024	CHEM	DD2009	DEFRANCO, DANIEL J	3,846.15	0.00	2,827.74	Cleared
04/11/2024	CHEM	DD2007	ARENS, MORGAN L	1,920.00	0.00	2,388.05	Cleared
04/25/2024	CHEM	DD2014	ARENS, MORGAN L	1,920.00	0.00	1,513.05	Cleared
04/11/2024	CHEM	DD2006	VAN ORDER, JEANNE	927.50	0.00	780.53	Cleared
04/25/2024	CHEM	DD2013	VAN ORDER, JEANNE	367.50	0.00	323.77	Cleared
Totals:							
			Number of Checks: 020	34,869.54	8,333.15	24,515.88	
			Total Physical Checks:	2			
			Total Check Stubs:	18			

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank CHEM HUNTINGTON BANK GENERAL						
Check Type: EFT Transfer						
04/08/2024	CHEM	1263 (E)	112	CONSUMERS ENERGY	TWP HALL	275.49
04/08/2024	CHEM	1264 (E)	112	CONSUMERS ENERGY	RIVERSIDE CEMETERY	32.28
04/09/2024	CHEM	1265 (E)	603	COMCAST	GAS & ELECTRIC & INTERNET	250.90
04/09/2024	CHEM	1266 (E)	112	CONSUMERS ENERGY	DOUGLAS CEMETERY	31.04
04/10/2024	CHEM	1267 (E)	112	CONSUMERS ENERGY	DOG PARK	28.77
04/15/2024	CHEM	1274 (E)	551	QUADIENT, INC	POSTAGE	100.00
04/25/2024	CHEM	1275 (E)	112	CONSUMERS ENERGY	DOG PARK	13.87
					STREET LIGHTS	1,457.37
						<u>1,471.24</u>
04/25/2024	CHEM	1276 (E)	112	CONSUMERS ENERGY	STREET LIGHTS	33.12
04/25/2024	CHEM	1277 (E)	112	CONSUMERS ENERGY	LED LIGHT	157.34
04/26/2024	CHEM	1278 (E)	124	MERS OF MICHIGAN	APRIL MERS	3,775.72
04/26/2024	CHEM	1279 (E)	124	MERS OF MICHIGAN	APRIL DC	508.73
04/29/2024	CHEM	1280 (E)	126	CARDMEMBER SERVICE	BOARD OF REVIEW LUNCH	86.55
					AWARD FRAME	16.95
					MAILCHIMP SUBSCRIPTON	26.50
					BOARD OF REVIEW LUNCH	70.44
					PRINTER INK	55.00
					AMAZON SUBSCRIPTION	15.89
					PRINTER INK	74.08
					CLERKS LUNCH	17.78
					ZOOM SUBSCRIPTION	122.95
					2 PARK BENCHES	2,601.00
					BENCH PROGRAM REFUND	(390.15)
						<u>2,696.99</u>
05/01/2024	CHEM	1281 (E)	120	K.L.S.W.A.	GAS & ELECTRIC & INTERNET	65.67
05/01/2024	CHEM	1282 (E)	120	K.L.S.W.A.	GAS & ELECTRIC & INTERNET	84.12
05/01/2024	CHEM	1283 (E)	675	STANDARD INSURANCE CO.	LIFE INSURANCE	49.84
05/02/2024	CHEM	1284 (E)	128	SEMCO ENERGY	TWP HALL	199.07
					Total EFT Transfer:	<u>9,760.32</u>
CHEM TOTALS:						
Total of 16 Checks:						9,760.32
Less 0 Void Checks:						0.00
Total of 16 Disbursements:						<u>9,760.32</u>



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 29th. 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 10th. There will be a local election on May 8th 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, 2024 by the Township Board.

Rebecca Israels, Township Clerk

Date



Saugatuck Township
Workshop Meeting Minutes
Tuesday, April 30, 2024, at 1:00 p.m.
Saugatuck Township Hall
Meeting held in person

Call to Order: Supervisor Bigford called the meeting to order at 1:03 PM

Roll Call:

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

Absent: None

Also Present: Township Manager Daniel DeFranco, Building Official Cindy Osman, Moderator Larry Merrill

Approval of Agenda:

Supervisor Bigford introduced the agenda.

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

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously.

Public Comment: None.

New Business:

1. Governance Excellence Workshop

The Township Board and Manager participated in a Governance Excellence workshop led by Larry Merrill. No decisions were made.

Old Business: None.

Reports:

None

Public Comment: None.

Adjournment: Supervisor Bigford adjourned the meeting at 3:12 PM

MOTIONS

1. A **Motion** was made by Israels to approve the agenda as presented. Supported by Helmrich.
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 January 18, 2024 by the Township Board.

Rebecca Israels, Township Clerk

Date



The fire board met at the fire station on April 15, 2024 at 4:00 p.m.

We received 3,400.00 for the Fire Truck that was damaged in a recent accident on Blue Star Highway. We also received an 8,410.00 for Thermal Imaging camera.

Staff have been conducting hydrant inspections and compiling a list of hydrants in the area and identifying ones that need to be raised to make them efficient.

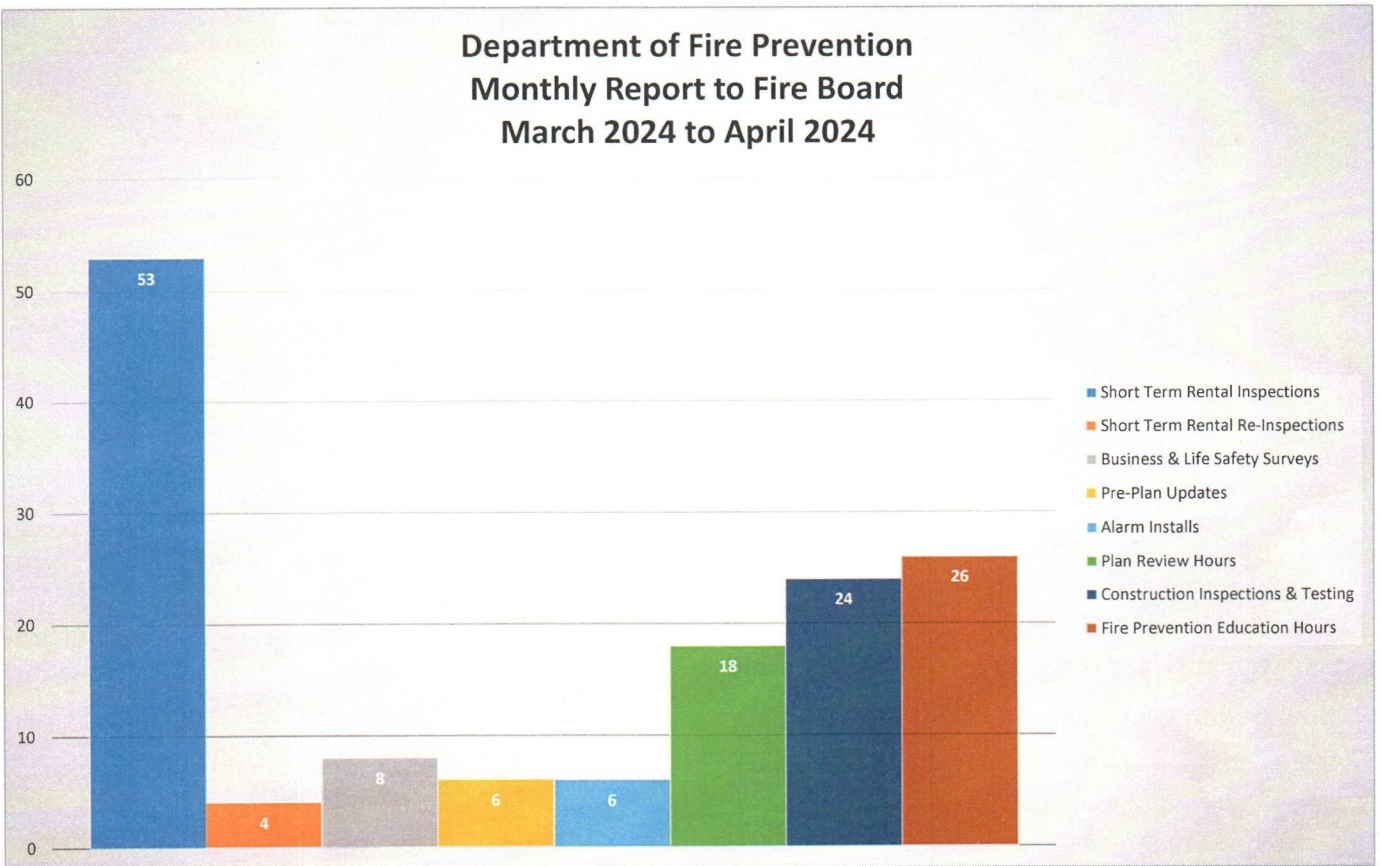
We formed a special event fee committee consisting of Tarue Pullen, Scott Phelps, and myself to determine if there will be a fee and for what events for staffing events. There are more and more events that have requested fire staff presence and it's becoming an issue with the department.

We are conducting Fire Chief Janik's review next month.

Monday June 17 after the regular board meeting, we are planning on hosting a tri community meeting to discuss the budget. That meeting will be at 5:00, all board members from Saugatuck City, Saugatuck Township, and Douglas are invited to attend.

Stacey Aldrich

Department of Fire Prevention Monthly Report to Fire Board March 2024 to April 2024



MICHIGAN FATAL FIRE STATISTICS

2024

44 PEOPLE died in **42** FIRES

↑ 8% INCREASE in **deaths** compared to 2017-2023 average

↑ 20% INCREASE in **fires** compared to 2017-2023 average



2 MULTI-FATAL FIRES resulting in **4** deaths

ONLY **14%** of homes were reported as having working smoke alarms



34% of victims were reported as disabled



REPORTED HOME VALUES

as compared to Michigan's \$150,000 median value



71% OF HOMES with fatal fires valued **below**

11% OF HOMES with fatal fires valued **above**

18% of fatal fires were not in residential structures

SMOKE ALARMS SAVE LIVES!

Put one on **EVERY LEVEL** in **EVERY BEDROOM**



Change batteries **EVERY YEAR OR WHEN IT CHIRPS** and replace every **TEN YEARS**

TEST smoke alarms every month

GENDER



73% MALE

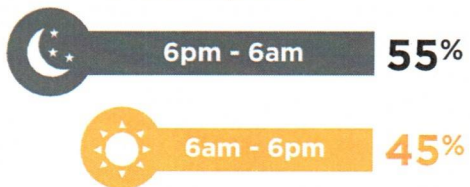


27% FEMALE

AGE



TIME



DAYS

Most fatal fires occurred on **Monday & Tuesday**

TOP 3 FATAL FIRE CAUSES



TOP 3 AREAS OF ORIGIN



(These numbers reflect only the reported fires.)

MI PREVENTION HOME SAFETY VISITS

Visited **3,327** HOMES

Visited with **7,202** COMMUNITY MEMBERS

Installed **12,514** SMOKE ALARMS & **2,716** CO ALARMS & **52** SPECIAL ALARMS





Interurban report:

CVB has awarded us a grant to cover the 2024 parking shuttle. The free shuttle will start June 29 through September 4. Will run on Friday, Saturday, and Sunday from 1:00 to 7:00 pm.

March was the highest March ever with 4240 passengers!!!! We had 15 customers use our meal delivery service this month. It continues through May 19 and will be picked back up this fall.

Respectfully submitted by Lori Babinski, Saugatuck Twp Rep.



FROM: Daniel DeFranco, Township Manager

MEETING DATE: May 8, 2024

SUBJECT: June 2024 Pride Month Proclamation

DESCRIPTION:

Since 2019, the Township Board has designated June as Pride Month, as a way to affirm that Saugatuck Township is an accepting and welcoming place to people of diverse backgrounds, that the LGBTQ+ communities greatly contribute to the success of Saugatuck Township, and to encourage our residents to reflect on the ongoing struggle for equality facing members of the LGBTQ+ community. The Board should consider reaffirming this message by designating June 2024 as Pride Month in Saugatuck Township.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

N/A

Sample Motion: "Move to designate June as Pride Month in Saugatuck Township."

Attached:

- 1. Proclamation Designating June as Pride Month*

**SAUGATUCK TOWNSHIP
COUNTY OF ALLEGAN STATE OF MICHIGAN**

**BOARD OF TRUSTEES PROCLAMATION:
“A PROCLAMATION DESIGNATING JUNE AS PRIDE MONTH”**

WHEREAS, Saugatuck Township supports the rights of every citizen to experience equality and freedom from discrimination; and

WHEREAS, all people, regardless of age, gender identity, race, color, religion, marital status, national origin, sexual orientation, or physical challenges have the right to be treated on the basis of their intrinsic value as human beings; and

WHEREAS, in support of the Saugatuck Township’s commitment to it’s Nondiscrimination Ordinance; and

WHEREAS, Saugatuck Township accepts and welcomes people of diverse backgrounds and believes a diverse population leads to a more vibrant community; and

WHEREAS, the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ+) communities contribute to the cultural, civic and economic success of Saugatuck Township, and

WHEREAS, while we as a society at large are slowly embracing new definitions of sexuality and gender we must also acknowledge that the need for education and awareness remains vital to end discrimination and prejudice; and

NOW, THEREFORE, BE IT RESOLVED, We, the Saugatuck Township Board of Trustees hereby proclaim June 2024 as Pride Month in Saugatuck Township to encourage our residents to reflect on the ongoing struggle for equality members of the LGBTQ+ community face and to celebrate the contributions of the LBGTQ+ community that enhance our Township.

Signed: _____ Dated _____

Rebecca Israels, Clerk



FROM: Daniel DeFranco, Township Manager

MEETING DATE: May 8th, 2024

SUBJECT: May Budget Amendments

DESCRIPTION:

The Township's updated financial policy requires a review of the budget for any necessary amendments on a quarterly basis. We currently have no departmental or fund overages. Recommended amendments are being recommended to prevent future overages knowing anticipated revenue and expenditures. Please carefully review the proposed second quarter Budget Amendment for your consideration. **Roll Call.**

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

N/A

Sample Motion:

"Move to approve/deny the requested May 2023-24 Budget Amendments, as submitted, and authorize the Temporary Finance Coordinator to make the requested amendments."

Attached:

- 1. May 2023-24 Budget Amendments*
- 2. May 2023-24 Budget Amendments Narrative*

Proposed May 2024 Budget Amendment

Fund	Revenue/Expenditure	Department	GL #	Requested	Difference	Balance
General Fund						
101 General	Revenue	Prop Tax	101-000-402.000	\$447,900	(\$1,100)	
101 General	Revenue	State Marij Share	101-000-439.000	\$118,583	\$23,583	
101 General	Revenue	Homestead Denials	101-000-440.000	\$6,000	\$6,000	
101 General	Revenue	Tax Penalties	101-000-445.000	\$2,352	(\$1,148)	
101-General	Revenue	Tax Admin Fee	101-000-447.000	\$167,366	\$17,366	
101-General	Revenue	Rental Dwelling	101-000-480.000	\$25,750	\$10,750	
101-General	Revenue	Building Permits	101-000-481.000	\$95,000	(\$15,000)	
101-General	Revenue	Electrical Permits	101-000-482.000	\$19,000	(\$3,000)	
101-General	Revenue	Mechanical Permits	101-000-484.000	\$19,000	(\$3,000)	
101-General	Revenue	Zoning Permits	101-000-489.000	\$7,400	\$2,400	
101-General	Revenue	Other Permits	101-000-490.000	\$1,500	(\$1,000)	
101-General	Revenue	Planning Fees	101-000-607.000	\$800	(\$11,200)	
101-General	Revenue	Donations	101-000-674.000	\$0	(\$1,000)	
101-General	Revenue	Appr. In	101-000-699.000	\$42,000	(\$80,000)	
Total Revenue					(\$56,349)	\$1,497,026
101 General	Expenditure	TWP Board	101-101-955.000	\$1,200	\$600	
101 General	Expenditure	TWP Board	101-101-960.000	\$8,300	\$300	
101 General	Expenditure	TWP Board	101-101-961.000	\$500	(\$8,000)	
101 General	Expenditure	Technology	101-256-727.000	\$7,500	\$1,500	
101 General	Expenditure	Technology	101-256-807.000	\$14,500	\$1,500	
101 General	Expenditure	Technology	101-256-808.000	\$6,500	\$1,500	
101 General	Expenditure	Other Functions	101-261-723.000	\$32,000	\$7,000	
101 General	Expenditure	Other Functions	101-261-995.000	\$291,250	(\$30,000)	
101 General	Expenditure	Building&Grounds	101-265-920.000	\$14,000	\$2,000	
101 General	Expenditure	Building&Grounds	101-265-727.000	\$6,000	\$1,000	
101 General	Expenditure	Building&Grounds	101-265-930.000	\$5,000	\$1,000	
101 General	Expenditure	Prof Services	101-266-802.000	\$20,000	(\$4,000)	
101 General	Expenditure	Prof Services	101-266-807.000	\$25,000	\$5,000	
101 General	Expenditure	Prof Services	101-266-955.000	\$1,500	(\$2,500)	
101 General	Expenditure	Inspections	101-371-709.006	\$84,300	\$10,000	

101 General	Expenditure	Inspections	101-371-960.000	\$2,300	\$700	
101 General	Expenditure	Public Works	101-441-801.000	\$12,000	\$6,000	
101 General	Expenditure	Harbor	101-597-702.000	\$1,150	(\$1,250)	
101 General	Expenditure	Harbor	101-597-880.000	\$0	(\$10,000)	
101 General	Expenditure	Plan & Zoning	101-701-804.000	\$30,000	(\$5,000)	
101 General	Expenditure	Plan & Zoning	101-701-807.000	\$16,500	\$11,000	
Total Expenditures					(\$11,650)	\$1,487,030
Surplus						\$9,996

Capital Project Fund

403 Capital	Revenue	Approp. Transfer	403-000-699.000	\$ 250,000.00	50,000.00	
Total Revenue					\$50,000.00	\$635,050.00
403 Capital	Expenditure	Capital Outlay	403-901-980.000	\$250,000	(\$335,050)	
Total Expenditures						\$250,000
Surplus						\$385,050.00

Road Fund

204 Road	Expenditure	Constr. Bike Path	204-446-931.000	\$58,000	(\$47,000)	
204 Road	Expenditure	Trail Repair	204-446-930.005	\$160,000	\$32,000	
Total Expenditures						\$1,318,500
Total Revenue						\$1,318,500
Surplus						\$0

Water Fund

465 Water	Revenue	Special Assmt. Rev	465-000-451.000	\$11,645	(\$108,630)	
465 Water	Revenue	Special Assmt. Int.	465-000-452.000	\$0	(\$1,957)	
465 Water	Revenue	CNTRBTN Local Unit	465-000-581.000	\$24,750	(\$325,250)	
465 Water	Revenue	Charges for Service	465-000-602.000	\$85,000	(\$15,000)	
465 Water	Revenue	Connection Charges	465-000-602.100	\$76,750	(\$223,250)	
465 Water	Revenue	Wiley Rd Ext	465-000-602.300	\$156,195	\$156,195	
465 Water	Revenue	Interest Earned	465-000-665.000	\$0	(\$5,000)	
465 Water	Revenue	Bonds & Insurance	465-000-698.000	\$0	(\$200,000)	
465 Water	Revenue	Transfer from FB	465-000-699.100	\$95,160	\$4,392	
Revenue Change						(\$718,500)

Total Revenue					\$449,500
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465 Water	Expenditure	Attorney Fees	465-441-802.000	\$10,000	(\$15,000)
465 Water	Expenditure	Professional Services	465-441-809.000	\$17,500	(\$17,500)
465 Water	Expenditure	Repairs & Maint.	465-441-930.000	\$35,000	(\$75,000)
465 Water	Expenditure	Water System	465-441-972.000	\$230,000	(\$611,000)
Total Change					(\$718,500)

Total Expenditure					\$449,500
Surplus					\$0

Sewer Fund

490 Sewer	Revenue	Spec. Assmt. Rev	490-000-451.000	\$8,432.25	\$8,432.25
490 Sewer	Revenue	Charges for Service	490-000-602.000	\$28,000	(\$22,000)
490 Sewer	Revenue	Connection Charge	490-000-602.001	<u>\$9,300</u>	(\$460,700)
Revenue Change					(\$474,267.75)

Total Revenue					\$45,732.25
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490 Sewer	Expenditure	Engineering	490-441-801.000	\$28,000	(\$17,000)
490 Sewer	Expenditure	Attorney Fees	490-441-802.000	\$5,000	(\$30,000)
490 Sewer	Expenditure	Prof Services	490-441-809.000	\$0	(\$30,000)
490 Sewer	Expenditure	Repairs & Maint	490-441-930.000	\$2,500	\$2,500
490 Sewer	Expenditure	Sewer System	490-441-973.000	\$0	(\$200,000)
Expenditure Change					(\$274,500)

Total Expenditure					\$35,500
Surplus					\$10,232.25



May Budget Amendment Narrative

REVENUE CHANGE IN GENERAL FUND

Dept. 000 – OTHER FUNCTIONS

“Property Tax” revenue **decreased** to \$447,900 to reflect revenue collected.

“State Marijuana Share” revenue **increased** to \$118,583 to reflect revenue collected.

“Homestead Denial” revenue **increased** to \$6,000 to reflect revenue collected.

“Tax Penalties” revenue **decreased** to \$2,352 to reflect revenue collected.

“Tax Admin Fee” revenue **increased** to \$167,366 to reflect revenue collected.

“Rental Dwelling” revenue **increased** to \$25,750 to reflect revenue collected.

“Building Permits” revenue **decreased** to \$95,000 to reflect updated revenue projection.

“Electrical Permits” revenue **decreased** to \$19,000 to reflect updated revenue projection.

“Mechanical Permits” revenue **decreased** to \$19,000 to reflect updated revenue projection.

“Zoning Permits” revenue **increased** to \$7,400 to reflect updated revenue projection.

“Other Permits” revenue **decreased** to \$1,500 to reflect updated revenue projection.

“Planning Fees” revenue **decreased** to \$800 to reflect updated revenue projection.

“Donations” revenue decreased to \$0 to reflect updated revenue projection.

“Appropriations-In” revenue **decreased** to \$80,000 to reflect that contribution from “Park Fund” will be transferred directly to the “Park Project Fund.”

The total proposed General Fund Revenue \$1,497,026 a decrease of \$56,349.

EXPENDITURE CHANGE OVER ORIGINAL BUDGET GENERAL FUND

101 - “Township Board”

“Miscellaneous” **increased** to \$1200.00 to accommodate Governance Excellence project meetings.

“Dues and Subscriptions” **increased** to \$8,300 to accommodate additional cost of MTA subscription.

“Train & Seminars” **decreased** to \$500 to reflect updated expenditure projections.

256 – “Technology”

“Computer Software ” **increased** to \$7,500 to reflect updated expenditure projection.

“Consulting Services” **increased** to \$14,500 to accommodate updates to the TWP website.

“Marketing and Communications” **increased** to \$6,500 for additional print pieces such as TWP newsletter

257 – “Other Functions”

“FICA” **increased** to \$32,000 to reflect updated expenditure projection.

“Appropriation Transfer Out” **decreased** by \$30,000 to reflect the \$80,000 park project contribution no longer being appropriated from the General Fund and a \$50,000 increase to the Capital Project Fund contribution.

265 – “Building & Grounds”

“Gas & Electric” **increased** to \$14,000 to reflect updated expenditure projection.

“Supplies” **increased** to \$6,000 to reflect updated expenditure projection.

“Repairs & Maintenance” **increased** to \$5,000 to accommodate exterior lighting repair.

266- “Professional Services”

“Attorney Fees” decreased to \$20,000 to reflect updated expenditure projection.

“Consulting Services” **increased** to accommodate communications support.

“Miscellaneous” decreased to \$1,500 to reflect updated revenue projection.

371 - “Inspections”

“Building Inspector” **increased** to \$84,300 to reflect updated expenditure projection.

“Dues and Subscriptions” increased to \$2,300 to reflect actual expenditures.

597- “Harbor”

“Appointed Officials” **decreased** to \$1,150 to reflect move to quarterly meetings.

“Community Promotion” **decreased** to \$0 to reflect decision to not move forward with Navigation light project.

701 – “Planning & Zoning”

“Planner Fees” **decreased** to \$30,000 to reflect updated expenditure projection.

“Consulting Fees” **increased** to \$16,500 to accommodate higher cost for municode conversion of new Zoning Ordinance.

Total proposed GF Expenditures are \$1,487,030, a decrease of \$11,650.

Proposed General Fund surplus is \$9,996.

REVENUES IN CAPITAL FUND 403

Dept. 000 – OTHER FUNCTIONS

“Appropriation Transfer In” **increased** to \$250,000. Total Estimated Revenue \$635,050.00

EXPENDITURES IN CAPITAL FUND 204

Dept.901-980 – Capital Outlay

“Capital Outlay” **decreased** to \$250,000 to reflect actual spending for year.

Total proposed Revenue for Capital Fund are \$635,050.00

Total proposed Expenditures for Capital Fund are \$250,000

Surplus \$385,050.00

EXPENDITURES IN ROAD FUND 204

Dept. 446-931.000 – *“Construction Bike Trail”* **decreased** to \$58,000 to reflect updated cost estimate for work.

Dept. 446-930.005 *“Repair and Maintenance of Bike Trail”* **increased** to \$160,000 to accommodate additional costs associated with Blue Star Trail repair north of Fire Station.

Total proposed Revenue for Road Fund are \$1,318,500.00

Total proposed Expenditures for Road Fund are \$1,318,500.00

Surplus \$0

REVENUES IN WATER FUND 465

Dept. 000-451.000 *“Special Assessment Revenue”* **decreased** to \$11,645 to reflect creation of new department for the Wiley Road water main extension.

Dept. 000-452.000 *“Special Assessment Interest”* **decreased** to zero with no interest collected relative to existing general special assessments for water.

Dept. 000-581.000 *“Contributions from Other Local Units”* **decreased** to \$24,750 to reflect projected county contribution to the Riverside Dr/Dugout Rd project this fiscal year.

Dept. 000-602.000 *“charges for Service”* **decreased** to \$85,000 to reflect updated projection on charges to be collected.

Dept. 000-602.001 *“Connection Charges”* **decreased** to \$76,750 to reflect updated project on connection fees.

Dept. 000-602.003 *“Wiley Rd Extension”* **decreased** to \$156,195 to reflect funds to be collected from participants in Wiley Rd SAD.

Dept. 000-665.000 "Interest Earned" **decreased** to \$0 to reflect updated projection of funds to be collected.

Dept. 000-698.000 "Bonds & Insurance" **decreased** to \$0 due to the Riverside Dr/Dugout Rd project not occurring this fiscal year.

Dept. 000-699.100 "Transfer from Fund Balance" **decreased** to \$95,160 to accommodate reduction in projected revenue.

EXPENDITURES IN WATER FUND 465

Dept. 441-802.000 "Attorney Fees" **decreased** to \$10,000 to reflect updated projection of expenditures.

Dept. 441-809.000 "Professional Services" **decreased** to \$17,500 to reflect updated projection of expenditures.

Dept. 441-930.000 "Repairs & Maintenance" **decreased** to \$35,000 to reflect updated projection of expenditures.

Dept. 441-972.000 "Water System" **decreased** to \$230,000 to reflect that the Riverside Dr/Dugout Rd project will not occur until next fiscal year.

Total proposed Revenue for Water Fund are \$449,500.00

Total proposed Expenditures for Water Fund are \$449,500.00

Surplus \$0

REVENUE IN SEWER FUND 490

Dept. 000-451.000 "Special Assessment Revenue" **increased** to \$8,432.25 to reflect projected revenue from new sewer Special Assessment District.

Dept. 000-602.000 "Charges for Service" **decreased** to \$28,000 to reflect updated revenue projection.

Dept. 000602.001 "Connection Charge" **decreased** to \$9,300 to reflect updated revenue projection.

EXPENDITURE IN SEWER FUND 490

Dept. 441-801.000 "Engineering" **decreased** to \$28,000 to reflect updated expenditure projections.



Dept. 441-802.000 "Attorney Fees" **decreased** to \$5,000 to reflect updated expenditure projections.

Dept. 441-809.000 "Professional Services" **decreased** to \$0 to reflect that Capital Improvement Plan and Asset Management Plan will not be pursued until next fiscal year.

Dept. 441-930.000 "Repairs and Maintenance" **increased** to \$2,500 to reflect unplanned repair expenditure.

Dept. 441-973.000 "Sewer System" **decreased** to \$0 to reflect updated expenditure projection.

Total proposed Revenue for Sewer Fund are \$45,732.25.00

Total proposed Expenditures for Water Fund are \$35,500.00

Surplus \$10,232.25



FROM: Daniel DeFranco, Township Manager

MEETING DATE: May 8th, 2024

SUBJECT: 123.Net Request for Approval of Transfer of Control

DESCRIPTION:

123.Net is seeking consent from Saugatuck Township of the transfer of control of 123.Net to 123.NetHoldings.

123.Net has provided the Township notice of a transfer of control of 123.Net to 123.NetHoldings, LLC, which is owned by a group of funds managed by Grain Management, LLC. Under Section 11 of the METRO Act Right-of-Way Permit, the Township's approval is required prior to a change in control of 123.Net.

The Township Attorney has reviewed the request and recommends approval by the Township Board as Section 11 of the METRO Act Permit previously granted by the Township to 123.Net provides for transfer in control of Company. **Roll Call Vote**

BUDGET ACTION REQUIRED

N/A

PLANNER REVIEW

N/A

LEGAL REVIEW

Township Attorney reviewed request and recommends approval.

Sample Motion:

Sample: Move to consent change of control of 123.Net, Inc. to 123Net Holdings, LLC pursuant to a Membership Interest Purchase Agreement signed April 11, 2024 on behalf of Saugatuck Township as required under Section 11 of the Metro Act license issued by Saugatuck Township to 123.Net."

Attached:

- 1. Request for Approval of Transfer of Control over 123.Net*

April 25, 2024

REQUEST FOR APPROVAL OF TRANSFER OF CONTROL OVER 123.NET

This is a request to you under Section 11 of the METRO Act Right-Of-Way Permit (the “Permit”) agreed to between your municipality and 123.Net, Inc. (“123.Net”), providing access to public rights-of-way in your municipality.

On April 11, 2024, 123.Net signed a Membership Interest Purchase Agreement (the “Agreement”) with 123Net Holdings, LLC (“Holdings”). Holdings is owned by a group of funds managed by Grain Management, LLC (“Grain”), and under the terms of the Agreement, Holdings will control 123.Net once the transactions contemplated under the Agreement close.

Under Section 11 of the Permit, until 123.Net has completed the construction of the facilities identified in Exhibit A of the Permit, your municipality’s prior approval is sought prior to a change in control of 123.Net.

Accordingly, by this notice, 123.Net requests that your municipality approve the change of control of 123.Net at the earliest possible opportunity. You can do so by returning the attached notification by email to permits@123.net or by mail to 123NET, ATTN Permitting Department, 24700 Northwestern Hwy, Suite 700, Southfield MI 48075.

Grain invests in and manages communications businesses in the United States and other jurisdictions. On behalf of its investors, Grain focuses on investing in communications infrastructure and services, including fiber, towers, spectrum, small cells, satellites, and other telecommunications services. Collectively, Grain Management’s investment team has over 100 years of experience as industry operators and private equity professionals. Its founder and Chief Executive Officer, David Grain, has over 25 years of experience in industry and 15 years in private equity. Grain manages funds that own other carriers in and near the Midwest, including:

- Great Plains Communications LLC, Great Plains Communications Long Distance LLC, and Great Plains Broadband LLC, which are authorized to provide telecommunications services in Colorado, Kansas, Nebraska, and South Dakota.
- InterCarrier Networks, LLC, which is authorized to provide telecommunications services in Illinois, Indiana, and Kentucky.
- Miles Communications, LLC; Sunman Telecommunications, LLC; and Sunman Telecommunications Long Distance, LLC, which are authorized to provide telecommunications services in Indiana.

Holdings’ investment in 123.Net will provide the company with financial and operational backing to support a successful completion of the pending METRO Act deployment and facilitate the provision of high-quality service to consumers throughout Michigan. Under Holdings’ ownership, 123.Net will remain qualified to perform all of the obligations under the Permit and applicable law, including without limitation all reporting, insurance and performance bond requirements.

The 123.Net contact for this notice is Amanda Griffith. Please reach out if you have any questions.

CONSENT TO CHANGE IN CONTROL OF 123.NET

On behalf of the municipality stated below (“Municipality”), I consent to the change of control of 123.Net, Inc. (“123.Net”) to 123Net Holdings, LLC pursuant to a Membership Interest Purchase Agreement signed April 11, 2024 (“Agreement”).

I am providing this consent as required under Section 11 of the METRO Act license issued by the Municipality to 123.Net, Inc. I am authorized to issue this consent on behalf of the Municipality under all applicable ordinances or other requirements of the Municipality, and acknowledge and agree that 123.Net is entitled to rely on this authorization to complete the transactions contemplated by the Agreement.

On behalf of _____:
Municipality Name

Signature

Name

Title

Date



FROM: Daniel DeFranco, Township Manager

MEETING DATE: May 8th, 2024

SUBJECT: Building Inspector Hire

DESCRIPTION:

The Township seeks to hire a part-time Building Inspector to assist with zoning enforcement, inspections, and site plan review. For the position, staff recommend the Board consider Mr. Leon Lawrence. Mr. Lawrence has worked as a contractor and will be taking the state Building Inspector Exam later this month. Mr. Lawrence can serve as a building inspector immediately under the supervision of the Township Building Official. Mr. Lawrence will work three days a week at a rate of \$28 per hour. Funding for this position is included in the FY '23-'24 Budget. As Mr. Lawrence will be serving as a part-time employee, the terms of his employment are addressed in the Township Personnel Policy. A job description has been included for Board review. **Voice Vote**

BUDGET ACTION REQUIRED

N/A

PLANNER REVIEW

N/A

LEGAL REVIEW

N/A

Sample Motion:

Sample: Move to hire Mr. Leon Lawrence as part-time Building Inspector at a rate of \$28 per hour.

Attached:

- 1. Building Inspector Job Description*



Category: Personnel

Job Title: Building Inspector
Supervised by: Township Manager
Supervises: N/A
FLSA- Non-Exempt

Reporting Structure: Reports to the Township Manager

Essential Job Functions: The Building Inspector assists in select zoning activities such as, but not limited to, enforcement, building inspections, and land divisions. The position reports to the Township Manager. This is a public facing position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serve as Building Inspector for the Township
2. Advise Township residents, developers, engineers and others in understanding and applying zoning and ordinance requirements, permit procurement procedures and verifies completeness of building permit applications and drawings.
3. Assists Building Official in the review of plans and specifications for commercial, industrial, and residential projects to ensure compliance with township, state, and federal laws and regulations.
4. Maintain files/records
5. Process violations, issue “stop work” orders as needed, follow up on all violations in an appropriate time frame, and report actions to the Township Manager.
6. Evaluate and implement revisions for procedures, practices, and rules in conformance with building inspection policies and applicable state and Federal law.
7. Serve as code enforcement officer for the Township by interpreting and enforcing the Township’s Zoning, Sign, Lighting, Sound and General Ordinances, investigating citizen complaints and various ordinance violations, issuing letters as needed, compiling investigative findings, and issuing reports.
8. Process Civil Infractions
9. Assists in preparing cases for court proceedings including gathering evidence, preparing documentation, and testifying in court.
10. Manage the process of responding to dangerous buildings.



11. Assist in a variety of zoning activities and advise property owners, builders and public regarding compliance with zoning, property maintenance and general code.
12. Coordinate all land division applications.
13. Assist the Zoning Administrator with activities such as coordination of Planning Commission and Zoning Board of Appeals activities.
14. Provides technical advice to the Township Manager and Zoning Administrator.
15. Assist Township Manager and Zoning Administrator as needed.
16. Perform other duties as assigned.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Associate's Degree or 2 Years of College from an accredited college with major course work in Construction, Planning, or a related field.
- 7 to 10 years' experience in enforcement or the building trades.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities.

Licenses or Certifications:

- Must be licensed to enforce the State of Michigan Building Code, maintain registration with the Michigan Department of Labor, Bureau of Construction Codes in the categories of Building Inspector and Plans Examiner.

OTHER JOB REQUIREMENTS

None.

PREFERRED QUALIFICATIONS

Experience with Zoning and Enforcement.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Current building codes, zoning ordinances, and regulations.
- Willingness to learn a new zoning ordinance (Township is engaged in a comprehensive update to current ordinance).



- English grammar, spelling, punctuation, and proper phone etiquette.
- Modern office procedures, methods and computer equipment.

Skill in:

- Use of relevant computer software especially BS&A.

Ability to:

- Review and understand blueprints and site plans.
- Pay attention to detail and remain organized.
- Interpret and apply ordinances and regulations.
- Communicate effectively orally and in writing.
- Meet schedules and deadlines of the work.

Job Type:

Part-time

Pay: \$28 per hour

Schedule:

- 8am-4pm Three Days a Week (Attendance at some evening meetings may be required).



FROM: Daniel DeFranco, Township Manager

MEETING DATE: May 8th, 2024

SUBJECT: Security Camera Policy

DESCRIPTION:

The Parks Commission has approved the installation of security cameras at River Bluff and Tails & Trails parks contingent upon Township Attorney consultation. The Township Attorney has been consulted and has no significant concerns with the installation of security cameras and is recommending that the Township adopt a Security Camera Policy as part of its Administrative Policy Book.

A draft policy has been provided for your review that includes the essential content as recommended by legal counsel. **Voice Vote**

BUDGET ACTION REQUIRED

N/A

PLANNER REVIEW

N/A

LEGAL REVIEW

Township Attorney consulted and provided draft policy for consideration.

Sample Motion:

Sample: Move to adopt the Security Camera Policy as part of the Township's Administrative Policy.

Attached:

- 1. Security Camera Policy Draft*

Saugatuck Township Security Camera Policy

1. Purpose. The purpose of security cameras is to enhance the safety and security of Saugatuck Township residents, visitors, staff, and property. The Township strives to take reasonable precautions to assure a safe and secure environment on its municipal property. Because Township staff is unable to provide direct supervision over all areas under the Township's control, security cameras have been placed at selected locations in order to observe and record images of activities and persons.
2. Data Captured. The security cameras only capture video images. Conversations or other audible communication shall not be monitored or recorded by the security cameras.
3. Security Camera Locations. Security cameras may be installed in locations where individuals lack a reasonable expectation of privacy. Cameras will not be installed in areas of the Township where individuals have a reasonable expectation of privacy, such as restrooms or private offices.
4. Not Monitored in Real Time. The Township has no obligation to monitor the cameras in real time. As the cameras are not constantly monitored, Township staff and the public should continue to take appropriate precautions for their safety and for the safety of their personal property. The Township is not responsible for the loss of property or personal injury.
5. Retention. Security camera footage will be retained for 30 days, in accordance with applicable state retention schedules.

This Policy was adopted by the Saugatuck Township Board on _____, 2024.



FROM: Daniel DeFranco, Township Manager

MEETING DATE: May 8th, 2024

SUBJECT: Recording Secretary Policy

DESCRIPTION:

The Township currently compensates for a Recording Secretary to take meeting minutes for the Township Board and Planning Commission, but lacks a policy that defines who is eligible to serve as Recording Secretary and receive compensation and how other Township board or commission might go about seeking assistance in minute taking from the Township.

The draft Recording Secretary Policy seeks to clarify the above such that who is eligible for minute taking compensation and how a Township board or commission can acquire Recording Secretary services is well defined. The Board can consider adopting the draft policy or table for further discussion. **Voice Vote**

BUDGET ACTION REQUIRED

N/A

PLANNER REVIEW

N/A

LEGAL REVIEW

Township Attorney consulted and provided draft policy for consideration.

Sample Motion:

Sample: Move to adopt the Recording Secretary Policy as part of the Township's Administrative Policy.

Attached:

- 1. Recording Secretary Policy Draft*

Saugatuck Township
Recording Secretary Policy

Purpose: Boards and Commissions play a vital role in our community by making decisions that impact the lives of residents. Meeting minutes serve as an official record of these discussions and decisions. This policy aims to ensure accurate and comprehensive meeting minutes while recognizing the time constraints and responsibilities of Board and Commission members.

Responsibility of Minute Taking: Boards and Commissions appoint members to the position responsible for taking meeting minutes. Individuals holding this role shall not receive additional compensation for their duties.

Arrangement for Recording Secretary: Acknowledging the importance and time-consuming nature of minute taking, Boards and Commissions may request the Township to arrange for a Recording Secretary to take meeting minutes on their behalf. To make this request:

1. The Board or Commission must include the expense of a Recording Secretary in their annual budget.
2. Funding for the Recording Secretary shall come from the specific fund supporting the activities of the respective Board or Commission.
3. Compensation for the Recording Secretary will be determined by the Township Board as part of the annual budget approval process.

Qualifications of Recording Secretary: The Recording Secretary shall:

1. Be a person not serving on the Board or Commission for which they are taking meeting minutes.
2. Attend the public meeting either in person or virtually.
3. Be acknowledged by the members of the Board or Commission as responsible for taking meeting minutes at that specific public meeting.
4. If a Township Employee, not have the responsibility of minute taking for a specific Board or Commission included in their job description.

This policy aims to streamline the process of minute taking while ensuring transparency and accuracy in our public meetings.

This Policy was adopted by the Saugatuck Township Board on _____, 2024.



FROM: Daniel DeFranco, Township Manager

MEETING DATE: May 8th, 2024

SUBJECT: Blue Star Highway Path Repair

DESCRIPTION:

For the Board's consideration is approval of a Notice of Award to Weick Bros, Inc. to complete a repair of the Blue Star Path north of the Fire Station.

Over the last few years, a section of the Blue Star Trail has sustained damage related to erosion. Multiple attempts to repair the site have been made and proved unsuccessful. The Township Engineer completed a thorough review of the site and developed a long-term repair plan, which includes the repair of a culvert underneath Blue Star Highway. Given that the Allegan County Road Commission has jurisdiction over Blue Star Highway, the Road Commission was consulted on the project and have agreed to cover costs associated with the culvert repair.

A bid package was advertised for the path repair and on May 2nd the Township held a bid opening. Two bids were received, with Weick Bros, Inc. being the low bidder at \$112,205. With construction contingency, the estimated cost of the project is \$118,000. The estimated cost to the Road Commission is \$21,494 and the estimated cost to the Township will be \$96,507. This work is included in the FY 23'-24' Budget. Weick Bros, Inc. will start the repair as soon as possible with the goal of completing the repair prior to the completion of the BSH/Old Allegan Rd roundabout. The Board should consider awarding the Blue Star Path Repair project to Weick Bros, Inc. **Roll Call.**

BUDGET ACTION REQUIRED

\$96,507 included in the FY 23'-24' Budget

ENGINEER REVIEW

Plans and Bid Package developed by TWP Engineer

LEGAL REVIEW

N/A

Sample Motion:

Sample: Move to award Weick Brothers, Inc the Blue Star Highway Path Repair project with a bid amount of \$112,205.

Attached:

- 1. P&N Memo (Bid Tabulation, Notice of Award, Post-Bid Cost Sharing)*

May 3, 2024
2240239

Dr. Daniel DeFranco, PhD
Saugatuck Township Manager
3461 Blue Star Hwy.
Saugatuck, MI 49453

RE: Blue Star Highway Path Repair

Dear Daniel:

Please find enclosed for your use the bid tabulation for the subject project. Weick Brothers, Inc. is low bidder in the amount of \$112,205.00. Weick Bros, Inc. has satisfactorily completed similar path projects with our staff in the past. Weick Bros has indicated that, if awarded, they would prefer to begin the project as soon as possible (mid-May) in an effort to complete the project before the Old Allegan Roundabout Project is completed. Weick Bros anticipated that the project would take approximately two to three weeks to complete.

I have also enclosed a Preconstruction Cost Sharing Breakdown based on bid pricing received from the low bidder. The cost breakdown between Saugatuck Township and Allegan County Road Commission (ACRC) is based on shared costs agreed upon on January 23, 2024. Construction costs for Saugatuck Township and ACRC are estimated to be \$96,507 and \$21,494, respectively.

If the Township wishes to proceed with awarding this project to Weick Brothers, Inc., we have also included a Notice of Award that will need to be signed by you. Once that is signed, please send us a copy that we can then forward to the contractor.

If you have any questions, please contact our office.

Sincerely,

Prein&Newhof



Tyler DeNooyer, P.E.

TDN/apt

Enclosures: Bid Tabulation
Notice of Award
Post-Bid Cost Sharing Breakdown

c: Craig Atwood, Allegan County Road Commission

Bid Tabulation Summary

Bid Date:

May 2, 2024

Bid Time (Local):

10:00 AM

Owner:

Saugatuck Township

Project Title:

Blue Star Highway Path Repair

Project #:

2240239

Number	Contractor Name	Bid Amount
1st	Weick Bros, Inc 3029 Weicks Drive, Hopkins, MI 49328	\$112,205.00
2nd	Quantum Excavating 2767 Bluestar Hwy, Fennville, MI 49408	\$145,526.50

Bid Tabulation

Owner: Saugatuck Township				1st		2nd	
Project Title: Blue Star Highway Path Repair				Weick Bros, Inc 3029 Weicks Drive Hopkins, MI 49328		Quantum Excavating 2767 Bluestar Hwy Fennville, MI 49408	
Bid Date & Time:			Project #: 2240239				
Item No.	Description	Quantity	Unit	Unit Price	Total Amount	Unit Price	Total Amount
1	Mobilization, Max 5%	1	Lsum	\$5,000.00	\$5,000.00	\$1,400.00	\$1,400.00
2	Clearing	0.2	Acre	\$15,000.00	\$3,000.00	\$28,500.00	\$5,700.00
3	Sewer, Rem, Less than 24 inch	25	Ft	\$20.00	\$500.00	\$84.50	\$2,112.50
4	Culv, Rem, 24 inch to 48 inch	1	Ea	\$400.00	\$400.00	\$2,200.00	\$2,200.00
5	Dr Structure, Rem	1	Ea	\$600.00	\$600.00	\$725.00	\$725.00
6	Culv, Other than Pipe, Rem	1	Ea	\$500.00	\$500.00	\$735.00	\$735.00
7	Fence, Moving	120	Ft	\$48.00	\$5,760.00	\$52.00	\$6,240.00
8	Earth Grading, Modified	1	Lsum	\$18,400.00	\$18,400.00	\$33,800.00	\$33,800.00
9	Erosion Control, Silt Fence	200	Ft	\$3.00	\$600.00	\$3.80	\$760.00
10	Erosion Control, Inlet Protection, Fabric Drop	2	Ea	\$120.00	\$240.00	\$160.00	\$320.00
11	Aggregate Base, 6 inch, Modified	210	Syd	\$14.00	\$2,940.00	\$25.50	\$5,355.00
12	Shld, Cl I, 3 inch, Modified	170	Syd	\$8.00	\$1,360.00	\$16.50	\$2,805.00
13	Culv End Sect, Conc, 24 inch	1	Ea	\$860.00	\$860.00	\$1,600.00	\$1,600.00
14	Culv End Sect, 12 inch	1	Ea	\$660.00	\$660.00	\$1,350.00	\$1,350.00
15	Culv, Cl E, Conc, 24 inch	32	Ft	\$260.00	\$8,320.00	\$162.50	\$5,200.00
16	Sewer, Cl A, 12 inch, Tr Det B	60	Ft	\$84.00	\$5,040.00	\$70.00	\$4,200.00
17	Trench Undercut and Backfill	10	Cyd	\$70.00	\$700.00	\$260.00	\$2,600.00
18	Dr Structure Cover, EJ #6488	1	Ea	\$800.00	\$800.00	\$980.00	\$980.00
19	Dr Structure Cover, Type D	1	Ea	\$600.00	\$600.00	\$1,200.00	\$1,200.00
20	Dr Structure, 24 inch dia	1	Ea	\$1,800.00	\$1,800.00	\$2,350.00	\$2,350.00
21	Dr Structure, 48 inch dia	1	Ea	\$4,000.00	\$4,000.00	\$5,350.00	\$5,350.00

Bid Tabulation

Owner: Saugatuck Township				1st		2nd	
Project Title: Blue Star Highway Path Repair				Weick Bros, Inc 3029 Weicks Drive Hopkins, MI 49328		Quantum Excavating 2767 Bluestar Hwy Fennville, MI 49408	
Bid Date & Time:		Project #: 2240239					
Item No.	Description	Quantity	Unit	Unit Price	Total Amount	Unit Price	Total Amount
22	Dr Structure, Add Depth of 48 inch dia, 8 foot to 15 foot	6	Ft	\$400.00	\$2,400.00	\$121.50	\$729.00
23	Sewer Tap, 8 inch	1	Ea	\$400.00	\$400.00	\$1,025.00	\$1,025.00
24	HMA Surface, Rem	200	Syd	\$18.00	\$3,600.00	\$11.00	\$2,200.00
25	HMA, 5EL	50	Ton	\$275.00	\$13,750.00	\$285.00	\$14,250.00
26	Curb and Gutter, Conc, Det F2	185	Ft	\$60.00	\$11,100.00	\$63.00	\$11,655.00
27	Traffic Control	1	Lsum	\$10,000.00	\$10,000.00	\$10,950.00	\$10,950.00
28	Riprap, Plain	65	Syd	\$75.00	\$4,875.00	\$125.00	\$8,125.00
29	Turf Restoration	1	Lsum	\$4,000.00	\$4,000.00	\$9,610.00	\$9,610.00
Total Bid				\$112,205.00		\$145,526.50	

NOTICE OF AWARD

Date of Issuance: May , 2024
Owner: Saugatuck Township Owner’s Project No.:
Engineer: Prein&Newhof Engineer’s Project No.: 2240239
Project: Blue Star Highway Path Repair
Bidder: Weick Bros, Inc
Bidder’s Address: 3029 Weicks Drive, Hopkins, MI 49328

You are notified that Owner has accepted your Bid dated May 2, 2024 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

32 feet of 24-inch culvert extension, storm sewer, embankment slope correction, and 190 feet of shared use path.

The Contract Price of the awarded Contract is \$112,205.00. Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

Three [3] unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner **[3]** counterparts of the Agreement, signed by Bidder (as Contractor).
2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, *Supplementary Conditions*, Article 6, and *Insurance Specifications*.
3. Other conditions precedent (if any): **[None]**

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: **Saugatuck Township**
By (signature): _____
Name (printed): Dr. Daniel DeFranco
Title: Township Manager

Copy: *Prein&Newhof*

Post-Bid Cost Sharing Breakdown

Owner:

Saugatuck Township

Project Title:

Blue Star Highway Path Repair

Date:

May 3, 2024

Project #:

2240239

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
1	Mobilization, Max 5%	1	Lsum	\$5,000	\$5,000
2	Clearing	0.2	Acre	\$15,000	\$3,000
3	Sewer, Rem, Less than 24 inch	25	Ft	\$20	\$500
4	Culv, Rem, 24 inch to 48 inch	1	Ea	\$400	\$400
5	Dr Structure, Rem	1	Ea	\$600	\$600
6	Culv, Other than Pipe, Rem	1	Ea	\$500	\$500
7	Fence, Moving	120	Ft	\$48	\$5,760
8	Earth Grading, Modified	1	Lsum	\$18,400	\$18,400
9	Erosion Control, Silt Fence	200	Ft	\$3	\$600
10	Erosion Control, Inlet Protection, Fabric Drop	2	Ea	\$120	\$240
11	Aggregate Base, 6 inch, Modified	210	Syd	\$14	\$2,940
12	Shld, CI I, 3 inch, Modified	170	Syd	\$8	\$1,360
13	Culv End Sect, Conc, 24 inch	1	Ea	\$860	\$860
14	Culv End Sect, 12 inch	1	Ea	\$660	\$660
15	Culv, CI E, Conc, 24 inch	32	Ft	\$260	\$8,320
16	Sewer, CI A, 12 inch, Tr Det B	60	Ft	\$84	\$5,040
17	Trench Undercut and Backfill	10	Cyd	\$70	\$700
18	Dr Structure Cover, EJ #6488	1	Ea	\$800	\$800

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
19	Dr Structure Cover, Type D	1	Ea	\$600	\$600
20	Dr Structure, 24 inch dia	1	Ea	\$1,800	\$1,800
21	Dr Structure, 48 inch dia	1	Ea	\$4,000	\$4,000
22	Dr Structure, Add Depth of 48 inch dia, 8 foot to 15 foot	6	Ft	\$400	\$2,400
23	Sewer Tap, 8 inch	1	Ea	\$400	\$400
24	HMA Surface, Rem	200	Syd	\$18	\$3,600
25	HMA, 5EL	50	Ton	\$275	\$13,750
26	Curb and Gutter, Conc, Det F2	185	Ft	\$60	\$11,100
27	Traffic Control	1	Lsum	\$10,000	\$10,000
28	Riprap, Plain	65	Syd	\$75	\$4,875
29	Turf Restoration	1	Lsum	\$4,000	\$4,000
Subtotal:					\$112,205
Construction Contingency (5%):					\$5,795
Total Estimate*:					\$118,000
Culvert Specific Items:					\$11,319
Total Overlapping Items:					\$26,628
Proposed ACRC Share of Overlapping Items**:					\$10,175
Estimated ACRC Cost:					\$21,494
Estimated Saugatuck Township Cost:					\$96,507

*Easement acquisition and design engineering costs are not included in the estimate

**Mobilization is split up based on percent share of estimate (19% for ACRC). Fence removal/replacement is 25% ACRC. All other overlapping items are split 50/50.



FROM: Daniel DeFranco, Township Manager

MEETING DATE: May 8th, 2024

SUBJECT: Payment Application #1 to Georgetown Construction

DESCRIPTION:

The Township has received the first payment application from Georgetown Construction for the Wiley Rd water main extension in the amount of \$129,515.00. A balance to finish of \$29,385 would be withheld until the completion of the project. Total construction cost is anticipated to be \$158,200, which is below the contract amount of \$158,900. Georgetown Construction is requesting an additional \$2,000 for replacing a fire hydrant that was not originally included in the contract, bringing the project total to \$160,200.

The Township Engineer has reviewed the payment application and project progress, and recommends approval of Payment Application #1 to Georgetown construction. **Voice Vote**

BUDGET ACTION REQUIRED

N/A

ENGINEER REVIEW

TWP Engineer reviewed application and recommends for approval

LEGAL REVIEW

N/A

Sample Motion:

Sample: Move to approve Payment Application #1 for Georgetown Construction in the amount of \$129,515 for the extension of the Wiley Rd water main.

Attached:

- 1. P&N Memo*
- 2. Georgetown Construction Payment Application #1*

May 6, 2024
2200692

Dr. Daniel DeFranco, PhD
Saugatuck Township Manager
3461 Blue Star Highway
P.O. Box 100
Saugatuck, MI 49453

RE: Wiley Road Water Special Assessment District No. 1

Dear Daniel:

Enclosed is Payment Application 1 with signatures for the referenced project. This Payment Application includes mobilization, traffic control, water main installation (with the exception of hydrants), and a portion of the restoration.

Hydrants are anticipated to be installed within the next couple of weeks. The final payment application is anticipated to include the hydrants, the roadway shoulder installation, and the remainder of the restoration costs.

Please review the Payment Application and once approved, return one signed copy to Georgetown Construction with payment. Additionally, please return one signed copy to our office.

If you have any questions regarding this recommendation and the project in general, please do not hesitate to contact me.

Sincerely,

Prein&Newhof



Tyler DeNooyer, P.E.

Enclosures: Payment Application 1

Contractor's Application for Payment

Owner: <u>Saugatuck Township</u>	Owner's Project No.: _____
Engineer: <u>Prein&Newhof</u>	Engineer's Project No.: <u>2200692</u>
Contractor: <u>Georgetown Construction</u>	Contractor's Project No.: _____
Project: <u>Wiley Road Water Special Assessment District No. 1</u>	
Application No.: <u>1</u>	Application Date: <u>5/3/2024</u>
Application Period: From <u>3/12/2024</u>	to <u>5/3/2024</u>

1. Original Contract Price	\$ 158,900.00
2. Net change by Change Orders	\$ -
3. Current Contract Price (Line 1 + Line 2)	\$ 158,900.00
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 137,460.00
5. Retainage	
a. <u>5.78</u> % X \$ <u>137,460.00</u> Work Completed	\$ 7,945.00
b. _____ % X \$ _____ Stored Materials	\$ -
c. Total Retainage (Line 5.a + Line 5.b)	\$ 7,945.00
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 129,515.00
7. Less previous payments (Line 6 from prior application)	
8. Amount due this application	\$ 129,515.00
9. Balance to finish, including retainage (Line 3 - Line 6)	\$ 29,385.00

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Georgetown Construction

Signature: _____ **Date:** _____

<p>Recommended by Engineer</p> <p>By: _____</p> <p>Title: <u>Project Manager</u></p> <p>Date: <u>5/3/2024</u></p> <p>Approved by Funding Agency (if applicable)</p> <p>By: _____</p> <p>Title: _____</p> <p>Date: _____</p>	<p>Approved by Owner</p> <p>By: _____</p> <p>Title: <u>Township Manager</u></p> <p>Date: _____</p> <p>By: _____</p> <p>Title: _____</p> <p>Date: _____</p>
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Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: Saugatuck Township	Owner's Project No.:
Engineer: Prein&Newhof	Engineer's Project No.: 2200692
Contractor: Georgetown Construction	Contractor's Project No.:
Project: Wiley Road Water Special Assessment District No. 1	

Application No.:		1		Period:	From	03/12/24	to	05/03/24	Application Date:		05/03/24	
A	B	C	D	E	F	G	H	I	J	K	L	
Bid Item No.	Description	Contract Information				Work Completed		Quantity From Previous Application	\$ From Previous Application (\$)	Total Quantity (G + I)	Total Paid to Date (K X E) (\$)	
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (G X E) (\$)					
Original Contract												
1	Mobilization, Max 5%	1.00	LSUM	15,000.00	15,000.00	1.00	15,000.00	0.00	0.00	1.00	15,000.00	
2	Traffic Control	1.00	LSUM	11,500.00	11,500.00	1.00	11,500.00	0.00	0.00	1.00	11,500.00	
3	Aggregate Shoulder, 23A, 11 inch	156.00	Syd	10.00	1,560.00	0.00	0.00	0.00	0.00	0.00	0.00	
4	12 inch DI Class 52 Water Main (Wrapped)	656.00	Ft	140.00	91,840.00	657.00	91,980.00	0.00	0.00	657.00	91,980.00	
5	6 inch DI Class 52 Water Main (Wrapped)	24.00	Ft	25.00	600.00	24.00	600.00	0.00	0.00	24.00	600.00	
6	12 inch x 12 inch x 6 inch Tee, Water Main	3.00	Ea	1,500.00	4,500.00	3.00	4,500.00	0.00	0.00	3.00	4,500.00	
7	12 inch Plug, Water Main	1.00	Ea	900.00	900.00	1.00	900.00	0.00	0.00	1.00	900.00	
8	6 inch 45 deg Bend, Water Main	3.00	Ea	200.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	
9	6 inch Valve & Box	3.00	Ea	1,000.00	3,000.00	3.00	3,000.00	0.00	0.00	3.00	3,000.00	
10	5 inch Hydrant Complete	2.00	Ea	6,500.00	13,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
11	1 inch Corporation Stop and Tap	4.00	Ea	400.00	1,600.00	4.00	1,600.00	0.00	0.00	4.00	1,600.00	
12	1 inch Curb Stop and Box	4.00	Ea	400.00	1,600.00	4.00	1,600.00	0.00	0.00	4.00	1,600.00	
13	1 inch Copper Water Service, Public Side	100.00	Ft	20.00	2,000.00	89.00	1,780.00	0.00	0.00	89.00	1,780.00	
14	Turf Restoration	1.00	LSUM	10,000.00	10,000.00	0.50	5,000.00	0.00	0.00	0.50	5,000.00	
15	Mulch Blanket	1,200.00	Syd	1.00	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	
Original Contract Totals					\$ 158,900.00		\$ 137,460.00		\$ -	0%	\$ 137,460.00	

Treasurer's Report for May 8, 2024

- **General Fund bank balance** (at 5/1/24) = \$1.897K – Increase of \$102K from April. We received \$149K from County for Delinquent Tax payments and \$58K from State in revenue sharing. No departmental spending overages. General Funds Expenses YTD are 26% under budget-almost same as last month. Revenues have caught up to expected level – only 1% under budget. Admin. fees to township are above the budgeted level as are property taxes.
- **Tax Year 2024.** The new tax year begins on July 1. Heavy prep work begins on June 1 to create new tax roll and prepare the summer bills.
- **Investments.** Total investments' value as of 5/1/24 was \$5.295M (est.) up by \$40K from April.
- **Disbursements.** The final disbursement for Tax Year 2023 was in Consent Agenda at a total of \$224,007.
- **Treasurer's Transition.** Interviews for the new finance/treasury position have been completed. Expect to have details for Board approval at the May 14 budget workshop. Currently, I am in the office for one ½ day per week.



MEMORANDUM

To: Saugatuck Township Board
From: Daniel DeFranco, Township Manager
Date: May 8, 2024
RE: Manager Board Report

Township Operations

Utilities and Roads

- Construction on the BSH/Old Allegan Rd roundabout has commenced. The focus so far has been on breaking up the concrete foundation of the old highway in preparation for excavation, grading, and road reconstruction. A portion of water main is also slated to be replaced.
- The Township hosted a meeting of regional stakeholders including the Road Commission, Fire District, Sheriff's Office, City of Saugatuck, CVB, and business owners to discuss coordination with the road closure for the roundabout and opportunities to improve access and safety.
- Township is working with the Road Commission, City of Saugatuck, and County Sheriff to institute additional safety and traffic calming measures along Maple Street including adding additional speed radar signs, large 25mph speed limit signs, a three-way stop at Maple and Allegan Streets, and regular police presence.
- The Township has partnered with the CVB to support Blue Star businesses impacted by the road closure. A local detour map has been created and directional signage has been designed, printed, and installed at key locations to help visitors find and access local businesses.
- The Township is pursuing a communications strategy to keep the public informed of roundabout construction progress and improvements being made along the way to address the impacts of the temporary road closure.
- The Township Supervisor and Manager attended the County's Groundwater Workshop, in which the findings of a county-wide groundwater study were reviewed. Findings of the groundwater study will assist local governments in reducing groundwater pollution



and in understanding limitations of groundwater supply for community planning purposes.

- A legislative tour of Lakeshore Drive has been scheduled for May 24th. The Township and Road Commission will host staff from our Federal, State and County representatives, providing an update on progress being made on a managed retreat strategy for Lakeshore Drive as well as an onsite tour to better acquaint our legislative representatives with the current conditions of the road and impacts of coastal erosion.

Planning and Zoning

- The Township hosted a walking audit of Blue Star Highway on April 30th. Attendees included the County Road Commission, Township elected and appointed officials, Fire District, Lakeshore Disability Network, the Interurban Authority, the Saugatuck-Douglas CVB, business owners and residents living along Blue Star Highway. Walking along Blue Star gave the group a better understanding of the challenges that the current design of Blue Star poses to pedestrians and non-motorized traffic and inspired ideas of how to improve the pedestrian experience. The walking audit is part of the Township's BSH Safe Street Master Planning project.
- An Open House for future planning of Blue Star Highway is scheduled for May 13th at 5:30pm at the Township Hall. The Open House will assist the Township in collecting public input for its BSH Safe Street Planning Project. A survey will also be launched to provide more opportunity for members of the public to share their thoughts.

Parks and Recreation

- Parks Commission held their regular meeting on May 1st, at which they voted to recommend that the Township Board adopt their Budget for the FY 2024-2025.
- A Bid Opening was held for the Bike Path Repair needed to be made just north of the Fire Station. We hope that work can start as soon as possible and be completed prior to the reopening of the BSH/Old Allegan Rd intersection.
- A meeting was held on the River Bluff Park Shoreline Restoration Study with the Township, Trustees of the Kalamazoo River and GEI, our engineer on the project. The Trustees are pleased with the project progress and would like to provide additional funding to complete the engineering design for the planned improvements and support bid package preparation, which comes to an additional \$41,000 in funding support. The Trustees will consider funding for a portion of the project construction after we hold a public meeting on the project, which is tentatively scheduled for June 27th.



- An onsite tour of River Bluff Park with the Kalamazoo River Trustees has been scheduled for May 24th. River Bluff is one of a few sites that the Trustees have chosen to visit in person.
- The Township and City of Saugatuck met with the West Michigan Land Conservancy to discuss the current priorities of the community, long-term vision for land acquisition and outdoor recreation, and ways in which the communities and Land Conservancy could partner in the future.

Board Activities:

- The Finance Committee continued to hold interviews for the Finance Coordinator position.
- The Board met for their first Governance Excellence Project Meeting with consultant Larry Merrill on Tuesday, April 30th.

Manager Activities

- I attended the monthly CVB meeting on April 18th.
- On April 18th, the Township hosted the Kalamazoo Lake Harbor Authority's quarterly meeting.
- On Sunday, April 28th, I was a guest on the local radio show, Saugatuck on Sunday. A recording of my interview is now on the TWP's social media page.