

**Saugatuck Township  
Regular Meeting Minutes  
Wednesday, May 8, 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, Treasurer Helmrich, Trustee Marcy, and Trustee Aldrich.

Absent: Clerk Israels

Also Present: Township Manager Daniel DeFranco, Recording Secretary Morgan Arens, Elliot Sturm, Kathy Sturm, Frank Baker, Bill Baillargeon, Emily Jipp, Myrene Koch.

**Pledge of Allegiance**

**Approval of Agenda:**

Supervisor Bigford introduced the agenda.

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

Discussion: None

Voice Vote: 4-0.

Motion Carried Unanimously.

**Public Comment:**

- Kathy Sturm, representing herself and Elliott Sturm from Secure n Safe LLC, advocated for the installation of cameras at Township parks to enhance safety.
- Frank Baker, Allegan County Sheriff, announced his candidacy for re-election and provided an overview of his experience and qualifications.
- Bill Baillargeon, Allegan County Chief District Court Judge, commended the collaborative relationship between the courts and the sheriff's office. He highlighted various court programs he supports and endorsed Emily Jipp for 48th Circuit Court Judge.
- Emily Jipp, a candidate for Circuit Court Judge, introduced herself, discussed her professional background, and outlined her areas of expertise.

**Public Comment Closed**

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

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

Discussion: None

Voice Vote: 4-0.

Motion Carried Unanimously.

**Presentations:** None.

**New Business:**

**1. June 2024 Pride Month Proclamation**

Since 2019, the Township Board has designated June as Pride Month, affirming Saugatuck Township's commitment to inclusivity. This recognition honors the LGBTQ+ communities' contributions and encourages reflection on equality. The Board is urged to reaffirm this designation for June 2024.

A **Motion** was made by Helmrich to designate June as Pride Month in Saugatuck Township. Supported by Aldrich.

Discussion: None.

Voice Vote: 4-0

Motion Carried Unanimously.

## 2. May Budget Amendments

The Township's updated financial policy requires quarterly budget reviews to address any potential amendments. Currently, there are no departmental or fund overages. However, recommended amendments are proposed to prevent future overages by aligning anticipated revenue and expenditures. Please review the proposed second-quarter Budget Amendment.

Helmrich highlighted the lack of departmental overages and inquired about the increase in the communications budget, which DeFranco attributed to the new communications consultant contract.

Bigford praised the communication efforts and endorsed the increased budget allocation as valuable.

A **Motion** was made by Aldrich to approve the requested May 2023-24 Budget Amendments, as submitted, and authorize the Temporary Finance Coordinator to make the requested amendments. Supported by Helmrich.

Discussion: None.

Roll Call Vote:

Yes: Bigford, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

## 3. 123.Net Request for Approval of Transfer of Control

123.Net has informed Saugatuck Township of its plan to transfer control to 123.NetHoldings, LLC, owned by a group managed by Grain Management, LLC. Under Section 11 of the METRO Act Right-of-Way Permit, the Township's consent is required for any change in control of 123.Net. Upon review, the Township Attorney recommends approval by the Township Board, as the METRO Act Permit already allows for such transfers of control.

A **Motion** was made by Helmrich 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. Supported by Marcy.

Discussion: None

Roll Call Vote:

Yes: Bigford, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously

## 4. Building Inspector Hire

The Township seeks to hire a part-time Building Inspector to assist with zoning enforcement, inspections, and site plan reviews. Mr. Leon Lawrence is recommended for the position. A former contractor, Mr. Lawrence is scheduled to take the state Building Inspector Exam later this month. He can start immediately under the supervision of the Township Building Official, working three days a week at a rate of \$28 per hour. Funding is allocated in the FY '23-'24 Budget, and his employment terms are outlined in the Township Personnel Policy. A job description has been provided for Board review.

Bigford praised the efforts to enhance community service, with Aldrich and Helmrich echoing her sentiments on enforcement efforts.

A **Motion** was made by Marcy to hire Mr. Leon Lawrence as part-time Building Inspector at a rate of \$28 per hour. Supported by Aldrich.

Discussion: None

Voice Vote: 4-0

Motion Carried Unanimously.

#### 5. Security Camera Policy

The Parks Commission approved installing security cameras at River Bluff and Tails & Trails parks, pending consultation with the Township Attorney. The Attorney has reviewed the proposal and recommends adopting a Security Camera Policy, with no significant concerns. A draft policy, encompassing essential content advised by legal counsel, has been provided for review.

Helmrich asked about the number and budgeting of cameras, as well as the retention period.

A **Motion** was made by Helmrich to adopt the Security Camera Policy as part of the Township's Administrative Policy. Supported by Aldrich.

Discussion: None

Voice Vote: 4-0

Motion Carried Unanimously.

#### 6. Recording Secretary Policy

The Township lacks a clear policy regarding the eligibility for compensation as a Recording Secretary and how other Township boards or commissions can seek assistance for minute-taking. The draft Recording Secretary Policy aims to address these issues by defining eligibility criteria for compensation and outlining the process for acquiring Recording Secretary services. The Board may consider adopting the draft policy or postponing further discussion for later.

A **Motion** was made by Marcy to adopt the Recording Secretary Policy as part of the Township's Administrative Policy. Supported by Aldrich.

Discussion: None

Voice Vote: 4-0

Motion Carried Unanimously.

#### 7. Blue Star Highway Path Repair

The Board is asked to approve a Notice of Award to Weick Bros, Inc. for the repair of a section of the Blue Star Trail located north of the Fire Station.

Damage caused by erosion over the past few years has necessitated repair efforts on the Blue Star Trail. Despite previous attempts, the site's condition has remained unresolved. Following a thorough assessment by the Township Engineer, a comprehensive repair plan was developed, including addressing a culvert underneath Blue Star Highway. Consultation with the Allegan County Road Commission, which has jurisdiction over the highway, confirmed their agreement to cover the costs associated with the culvert repair.

After advertising for bid, two bids were received, with Weick Bros, Inc. submitting the lowest bid of \$112,205 during the bid opening on May 2nd. Factoring in construction contingencies, the total estimated project cost is \$118,000. The Road Commission's estimated contribution is \$21,494, leaving the Township responsible for \$96,507. This expense is accounted for in the FY 23'-24' Budget. Weick Bros, Inc. will commence repairs promptly, aiming to complete them before the BSH/Old Allegan Rd roundabout construction concludes. The Board is urged to award the Blue Star Path Repair project to Weick Bros, Inc.

Helmrich confirmed that the project will begin promptly and is scheduled to conclude concurrently with the roundabout construction.



Bigford inquired about the possibility of the repair failing again, to which DeFranco reassured that the likelihood was low given the scope of the project.

A **Motion** was made by Marcy to award Weick Brothers, Inc the Blue Star Highway Path Repair project with a bid amount of \$112,205. Supported by Helmrich.

Discussion: None

Roll Call Vote:

Yes: Bigford, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

### **8. Payment Application #1 to Georgetown Construction**

The Township has received Georgetown Construction's first payment application for the Wiley Rd water main extension, totaling \$129,515.00. A remaining balance of \$29,385 will be withheld until project completion. The total construction cost is expected to reach \$158,200, below the contracted amount of \$158,900. Georgetown Construction seeks an additional \$2,000 for replacing a fire hydrant not originally included in the contract, bringing the total to \$160,200.

Following a review of the payment application and project progress, the Township Engineer recommends approval of Payment Application #1 to Georgetown Construction.

A **Motion** was made by Aldrich to approve Payment Application #1 for Georgetown Construction in the amount of \$129,515 for the extension of the Wiley Rd water main. Supported by Marcy.

Discussion: None

Voice Vote: 4-0

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**

There was no April Planning Commission meeting, therefore no report.

#### **Manager's Report**

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

#### **Open Board Report:**

- Helmrich and Aldrich praised Holland Hospital for their open house.

#### **Public Comment:**

- Elliott Sturm expressed gratitude to the Board for adopting a security camera policy, anticipating its positive impact on addressing Township issues and enhancing park safety.
- Myrene Koch introduced herself, sharing her career history, and announced her candidacy for prosecuting attorney for Allegan County.

#### **Public Comment Closed**

**Adjournment:** Supervisor Bigford adjourned the meeting at 7:23 PM

## MOTIONS

1. A **Motion** was made by Marcy to approve the agenda as amended. Supported by Aldrich.  
Discussion: None  
Voice Vote: 4-0.  
Motion Carried Unanimously.
2. A **Motion** was made by Aldrich to approve the consent agenda as presented. Supported by Marcy.  
Discussion: None  
Voice Vote: 4-0.  
Motion Carried Unanimously.
3. A **Motion** was made by Helmrich to designate June as Pride Month in Saugatuck Township. Supported by Aldrich.  
Discussion: None.  
Voice Vote: 4-0  
Motion Carried Unanimously.
4. A **Motion** was made by Aldrich to approve the requested May 2023-24 Budget Amendments, as submitted, and authorize the Temporary Finance Coordinator to make the requested amendments. Supported by Helmrich.  
Discussion: None.  
Roll Call Vote:  
Yes: Bigford, Helmrich, Aldrich, Marcy  
No:  
Motion Carried Unanimously.
5. A **Motion** was made by Helmrich 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. Supported by Marcy.  
Discussion: None  
Roll Call Vote:  
Yes: Bigford, Helmrich, Aldrich, Marcy  
No:  
Motion Carried Unanimously
6. A **Motion** was made by Marcy to hire Mr. Leon Lawrence as part-time Building Inspector at a rate of \$28 per hour. Supported by Aldrich.  
Discussion: None  
Voice Vote: 4-0  
Motion Carried Unanimously.
7. A **Motion** was made by Helmrich to adopt the Security Camera Policy as part of the Township's Administrative Policy. Supported by Aldrich.  
Discussion: None  
Voice Vote: 4-0  
Motion Carried Unanimously.
8. A **Motion** was made by Marcy to adopt the Recording Secretary Policy as part of the Township's Administrative Policy. Supported by Aldrich.  
Discussion: None  
Voice Vote: 4-0  
Motion Carried Unanimously.

9. A **Motion** was made by Marcy to award Weick Brothers, Inc the Blue Star Highway Path Repair project with a bid amount of \$112,205. Supported by Helmrich.

Discussion: None

Roll Call Vote:

Yes: Bigford, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

10. A **Motion** was made by Aldrich to approve Payment Application #1 for Georgetown Construction in the amount of \$129,515 for the extension of the Wiley Rd water main. Supported by Marcy.

Discussion: None

Voice Vote: 4-0

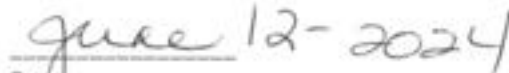
Motion Carried Unanimously.

Respectfully,

*Morgan Arens*, Recording Secretary

I, Rebecca Israels, Township Clerk, certify that these minutes were approved on June 12, 2024 by the Township Board.

  
Rebecca Israels, Township Clerk

  
Date