

**Saugatuck Township
Regular Board Meeting Minutes
Wednesday, March 8, 2023, at 6:00 p.m.
Meeting held in person**

Call to Order: Supervisor Bigford called the meeting to order at 6:01 PM

Roll Call:

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

Absent:

Also Present: Township Manager Daniel DeFranco, Recording Secretary Morgan Arens.

Approval of Agenda:

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

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously.

Public Comment: None

Public Comment Closed

Approval of Consent Agenda: Bigford introduced the consent agenda.

Discussion: A correction was made to the February 8, 2023 minutes in regard to the duration given to the Danger Structure Hearing. Minutes are on file.

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

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously.

Presentations:

Kristen Armstrong, Executive Director of the Saugatuck Center for the Arts (SC4A), gave a presentation on events at the SC4A in 2023 and highlighted the summer season.

New Business:

1. Wiley Rd SAD Public Hearing and Resolutions 2023-08

On February 8, 2023, the Board of Trustees held a public hearing and adopted Resolution 2023-02, a Resolution of Determination to make Public Improvements; Approval of Plans and Estimate of Cost; Final Determination of Special Assessment District and Resolution 2023-03, a Resolution Filing Special Assessment Roll and Notice of Public Hearing.

In accordance with Resolution 2023-03, a Public Hearing has been scheduled for this evening with notice of the Public Hearing being published more than 10 days prior to the hearing and notification of Public Hearing mailed to all owners of property in the proposed SAD.

The Supervisor should open the Public Hearing to hear and consider objections to the petitions, to the proposed Public Improvements, to the special assessment district which has been tentatively designated, and to all other matters relating to the Public Improvements.

Upon the Supervisor closing the Public Hearing, the Board will consider adopting Resolution 2023-08, a Resolution for Confirmation of Special Assessment Roll; Lien; Payment and Collection of Special Assessment.

A **Motion** was made by Marcy to adopt Resolution 2023-08, a Resolution for Confirmation of Special Assessment Roll; Lien; Payment and Collection of Special Assessment. Supported by Israels.

Discussion: Helmrich stated he is against the SAD because of the amount of properties it affects.

Voice Vote: 4-1.

Motion Carried Unanimously.

2. MOE Furniture Order

The Township has received the final furniture order from MOE. The order includes all furniture pieces and system walls. Note that the seating order was submitted separately. The total cost for furniture and system walls is \$110,846.77.

No deposit is required for the furniture order; Township will receive an invoice when the order is ready to be processed by Haworth.

Furniture order will be submitted in two phases to coordinate with the two construction phases of the Hall Renovation project. The first phase will include furniture for the Office Spaces and Break Room/Kitchen. The second phase will include furniture for the Reception Area, Conference Room and Board Room.

Every individual order item has been reviewed by staff in consultation with MOE. For the system walls, MOE will assume financial responsibility in the event a change order is needed due to mismeasurements.

A **Motion** was made by Helmrich to approve MOE furniture contract in the amount of \$110,846.77.

Supported by Aldrich.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously

3. Asbestos Abatement Change Order

The Township had comprehensive survey of the Hall conducted to detail the location and amounts of any asbestos containing materials. Two areas in the Hall were confirmed as containing asbestos: (1) the vinyl tiles in the front entry and (2) 2,500 sq ft of shingles and tar on the roof. CarbonSix, the Township's contractor for the Hall renovation, has received a proposal from Taplin Group, LLC for the abatement and disposal of asbestos containing material. Cost for Asbestos abatement and removal is \$10,560.00.

Repair work will also need to be completed where the asbestos containing roofing material is removed. Cost for repair of roof due to asbestos removal is \$3,189.00. The total cost of the Change Order from CarbonSix is \$13,749.00.

Note the asbestos testing and abatement is a MIOSHA requirement, and demolition can not begin until asbestos areas have been abated.

A **Motion** was made by Marcy to approve the \$13,749.00 Change Order with CarbonSix for the abatement and removal of asbestos containing material and repair related work at the Township Hall.

Supported by Israels.

Discussion: None.

Voice Vote: 5-0.

Motion Carried Unanimously.

4. Cemetery Outbuilding Restoration

In February, the Township published a Request for Bid for restoration of a historic outbuilding located in the Riverside Cemetery. We have received two bids in response to the Bid Ad, one of which was significantly lower than the other. The low bidder, Carbon Builders, has been interviewed and staff feel confident that the contractor understands the scope of the project and is able to complete the project in the desired timeframe.

The Board should consider awarding the project to Carbon Builders and approving the contract agreement for the work in the amount of \$22,298.00.

A **Motion** was made by Aldrich to award the Riverside Cemetery Outbuilding Restoration project to Carbon Builders and approve the Building Restoration Contract contingent upon proof of insurance. Supported by Helmrich.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously

5. Multifunction Printer Purchase

The Township's current multifunction printer is now 7 years old and the manufacturer will no longer guarantee parts. With the machine reaching its 7-year birthday, cost per print has also increased to .01443 per B/W copy and .1153 per Color copy. It is the recommendation of Ricoh, our current provider, that we consider updating our current multifunction printer.

Attached is a proposal to purchase a new IMC 3000 multifunction printer. The purchase cost is \$7,508.00.

The IMC 3000 has the same functions as our current multifunction printer as well as a multi-fold unit that could serve the needs of the Clerk's, Treasurer's, and Assessor's Offices. The IMC-3000 has a smaller footprint than our current multifunction printer, which will work well for where the multifunction printer is to be housed in the renovated Township Hall. Purchasing a new printer will also reduce the cost per print; .0068 for Black and White and .045 for Color prints. Given our print history, we are looking at an average savings of \$167.66 per month.

The lead time for ordering a new printer is substantial. The recommendation from Ricoh is to place our order now and anticipate a delivery date by early July, 2023. Given that payment is due on delivery, we can include this expense in the Budget for Fiscal Year 2023-2024.

A **Motion** was made by Israels to approve the purchase of the IMC 3000 with multifold unit at a cost of \$7,508.00. Supported by Marcy.

Discussion: None.

Voice Vote: 5-0.

Motion Carried Unanimously.

6. Bike Trail Grant Resolution 2023-09

The Township has been an active member of the Tri-Community Committee (TCC) since 2020, created to work toward a solution for non-motorized trail linking the Township with the City of Saugatuck and the City of the Village of Douglas. The TCC hired an engineering firm to work through issues of the various trail segments with the partners of TCC as well as local fire department and road agencies. Proposed alignments were brought to the public in August 2021 where over 100 people attended. Those comments were reviewed and the TCC made recommendations to the three government boards on trail alignment and funding mechanisms. City of Saugatuck was awarded a MDOT Transportation Alternative Fund grant on behalf of the three communities which would cover 70% of the construction costs. The Township, in support of the project has committed to \$10,000, City of Saugatuck \$50,000 and the Friends of the Blue Star Trail \$205,000. The Township and the City of Saugatuck both applied for a Michigan Natural Resources Trust Fund grant for \$300,000 to cover the rest of the costs of construction and engineering. The City was successful in their application, but the Township was not. Upon consultation with the TCC and DNR, staff recommends that the Township reapply for the Trust Fund Grant for the 2023 grant cycle. The resolution before you would authorize the Township's submission of a Michigan Natural Resources Trust Fund Grant Application for \$300,000. Prior to tonight's Board meeting, a public hearing was held to seek community input regarding a proposed Michigan Natural Resources Trust Fund Grant application to develop .6 miles of the Blue Star Trail from

Maple Street to Old Allegan Road and from North Street to Holland Street through Amelanchier Park. The Board should consider public comment for the hearing in reaching a determination on whether to support the present resolution.

A **Motion** was made by Israels to adopt the adoption of Resolution 2023-09: A Resolution to authorized submission of a Michigan Resources Trust Fund Grant. Supported by Aldrich.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously

Old Business: None.

Reports: Supervisor Bigford opened the floor for reports.

Treasurer's Report

Helmrich gave an update on the Township finances; the report is on file.

Planning Commission

Helmrich gave an update on the past Planning Commission meeting; the report is on file.

Manager's Report

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

Open Board Report:

- **Bigford:** commended Manager DeFranco on dredging work being done.
- **Helmrich:** acknowledged International Women's Day.
- **Israels:** reminded everyone that April 21 is the Township Board's strategic planning meeting.
- **Marcy & Aldrich:** very excited for everything happening in the Township

Public Comment: None.

Adjournment: Supervisor Bigford adjourned the meeting at 7:22 p.m.

Meeting Adjourned.


MOTIONS

1. A **Motion** was made by Helmrich to approve the agenda as presented. Supported by Marcy.
Discussion: None
Voice Vote: 5-0.
Motion Carried Unanimously.
2. A **Motion** was made by Israels to approve the consent agenda as amended. Supported by Marcy.
Discussion: None
Voice Vote: 5-0.
Motion Carried Unanimously.
3. A **Motion** was made by Marcy to adopt Resolution 2023-08, a Resolution for Confirmation of Special Assessment Roll; Lien; Payment and Collection of Special Assessment. Supported by Israels.
Discussion: Helmrich stated he is against the SAD because of the amount of properties it affects.
Voice Vote: 4-1.
Motion Carried Unanimously.
4. A **Motion** was made by Helmrich to approve MOE furniture contract in the amount of \$110,846.77. Supported by Aldrich.
Discussion: None
Roll Call Vote:
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy
No:
Motion Carried Unanimously
5. A **Motion** was made by Marcy to approve the \$13,749.00 Change Order with CarbonSix for the abatement and removal of asbestos containing material and repair related work at the Township Hall. Supported by Israels.
Discussion: None.
Voice Vote: 5-0.
Motion Carried Unanimously.
6. A **Motion** was made by Aldrich to award the Riverside Cemetery Outbuilding Restoration project to Carbon Builders and approve the Building Restoration Contract contingent upon proof of insurance. Supported by Helmrich.
Discussion: None
Roll Call Vote:
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy
No:
Motion Carried Unanimously
7. A **Motion** was made by Israels to approve the purchase of the IMC 3000 with multifold unit at a cost of \$7,508.00. Supported by Marcy.
Discussion: None.
Voice Vote: 5-0.
Motion Carried Unanimously.
8. A **Motion** was made by Israels to adopt the adoption of Resolution 2023-09: A Resolution to authorized submission of a Michigan Resources Trust Fund Grant. Supported by Aldrich.
Discussion: None
Roll Call Vote:
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

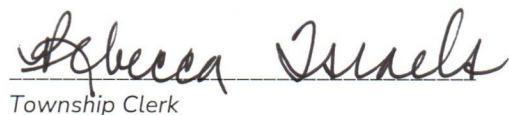
Motion Carried Unanimously

Respectfully,



Morgan Arens, Recording Secretary

I, Rebecca Israels, Township Clerk, certify that these minutes were approved on April 12, 2023 by the Township Board.



Township Clerk

4/13/2023
Date