



Saugatuck Township Board

Special Meeting Minutes

March 16, 2023, at 11:00 am

Meeting held In-Person at Saugatuck-Douglas Library

174 Center St Douglas, MI

1. Call to Order:

Clerk Israels called the meeting to order at 11:01 AM

2. Roll Call:

Present: Trustee Marcy, Treasurer Helmrich, Clerk Israels.

Also present: Manager DeFranco

Absent: Supervisor Bigford, Trustee Aldrich

3. Approval of Agenda:

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

Discussion: None

Motion carried by unanimous voice vote.

4. Public Comment:

Harry Adams, identified himself as a Board Member of Ladders of Hope Food Pantry in Fennville. Adams introduced the organization and described the increased demand for the services provided by Ladders of Hope. Adams was responsible for collecting peanut butter at the Township Hall for the Peanut Butter Drive and inquired as to the Township's interest in participating in a Cereal Drive in May and a Soup Drive in September.

Public Comment Closed.

5. Approval of Public Hearing Minutes: 3/8/2023

A **Motion** was made by Marcy to approve the minutes from the March 8th Public Hearing as written. Supported by Helmrich. Motion Carried by unanimous voice vote.

6. New Business

a. General Professional Service Agreement

DeFranco presented proposed Professional Service Agreement from Prein&Newhof, Township's Engineer, that would apply to all ongoing and future projects that do not require a special agreement. Helmrich asked if there was an expiration date to the agreement. DeFranco said that the agreement would apply to all ongoing and future projects unless the agreement were amended or a special agreement were signed.

A **Motion** was made by Helmrich to approve the general Professional Service Agreement with Prein&Newhof to provide as needed engineering consulting services to Saugatuck Township. Supported by Marcy. Motion carried by unanimous Roll Call Vote.

Yes: Israels, Marcy, Helmrich

No: None

Absent: Bigford, Aldrich

b. Appliance Package

DeFranco reviewed the appliance package assembled by the Renovation Committee for the Township Hall's Kitchen/Break Room and Conference Room. Israels inquired whether a spacer would be needed between refrigerator and cabinet. Helmrich asked if the Township's current refrigerator and stove could be donated/sold to a local organization.

A **Motion** was made by Marcy to approve the proposed Appliance Package for the Township Hall at a cost of \$4,151.00 with reasonable accommodation for delivery fees. Supported by Helmrich. Motion carried by unanimous voice vote.

c. Flooring Change Order

DeFranco explained that the original flooring selections by the Renovation Committee had not been reflected in the bid proposal. Upon review of alternative options, the Renovation Committee recommended a Change Order to maintain the original carpet and LVT selections. Helmrich inquired as to the original budget for flooring. DeFranco said that the original flooring budget was \$16,305, which was to cover over 3,000 sq ft of flooring and that the Change Order would increase the flooring budget to \$22,023.00.

A **Motion** was made by Marcy to approve the proposed flooring Change Order for the Township Hall Renovation project at a cost of \$6,119.00. Seconded by Helmrich. Motion carried by unanimous voice vote.

7. Old Business

None

8. Open Board Reports

Marcy was excited for the Renovation to move forward.

Israels said that there would be an election on May 2nd and that the ballot drop off would continue to be at its existing location at the Township front door. Israels explained that the Township would need to purchase an additional tabulator and license reader to accommodate the 9 days of early voting. Israels said that the Township will need to consider the additional costs of elections relative to budget planning.

9. Adjournment:

Clerk Israels adjourned the meeting at 11:25 am.

Motions

1. A **Motion** was made by Marcy to approve the agenda as presented. Supported by Helmrich. Motion carried by unanimous voice vote.
2. A **Motion** was made by Marcy to approve the minutes from the March 8th Public Hearing as written. Supported by Helmrich. Motion Carried by unanimous voice vote.
3. A **Motion** was made by Helmrich to approve the general Professional Service Agreement with Prein&Newhof to provide as needed engineering consulting services to Saugatuck Township. Supported by Marcy. Motion carried by unanimous Roll Call Vote.
Yes: Israels, Marcy, Helmrich
No: None
Absent: Bigford, Aldrich
4. A **Motion** was made by Marcy to approve the proposed Appliance Package for the Township Hall at a cost of \$4,151.00 with reasonable accommodation for delivery fees. Supported by Helmrich. Motion carried by unanimous voice vote.
5. A **Motion** was made by Marcy to approve the proposed flooring Change Order for the Township Hall Renovation project at a cost of \$6,119.00. Seconded by Helmrich. Motion carried by unanimous voice vote.

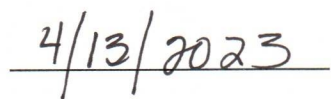
Respectfully,

Daniel DeFranco, Township Manager

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



Township Clerk



Date