



Saugatuck Township
Regular Meeting Minutes
Wednesday, June 12, 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 Marcy, and Trustee Aldrich.

Absent:

Also Present: Township Manager Daniel DeFranco, Recording Secretary Morgan Arens, Steve McFadden, Doug Holbein, and Dayle Harrison.

Pledge of Allegiance

Approval of Agenda:

Supervisor Bigford introduced the agenda. Bigford requested that agenda items 5 and 10 be removed. A **Motion** was made by Israels to approve the agenda as amended. Supported by Aldrich.

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously.

Public Comment: None **Public Comment Closed**

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

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

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously.

Presentations: None.

New Business:

1. Planning Commission Appointment

The Township needed to fill two vacancies on the Planning Commission for full 3-year terms expiring in June 2027. Commissioner Gordon Stannis, whose term was set to expire, applied for reappointment. The Board carefully reviewed each applicant's materials and asked questions to those in attendance. The Township Supervisor would nominate an applicant to the Planning Commission for the Board of Trustees' consideration. Helmrich spoke highly of Gordon Stannis's experience on the Planning Commission. Bigford invited the attending applicants—Steve McFadden, Doug Holbein, and Dayle Harrison—to speak and answer questions. The Board also expressed gratitude to Michael Wurth for his years of service on the Planning Commission. A **Motion** was made by Aldrich to approve the appointment of Gordon Stannis to the Planning Commission to expire June 30, 2027. Supported by Helmrich.

Discussion: None.

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

A **Motion** was made by Marcy to approve the appointment of Steve McFadden to the Planning Commission to expire June 30, 2027. Supported by Aldrich.

Discussion: None.

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

2. Declaration of Intent to Make Public Improvements Resolution 2024-11

The Township received petitions from property owners on Riverside Drive and Dugout Road to replace a two-inch water line with 2,400 linear feet of an eight-inch water main, connecting to the Township's existing water infrastructure. These petitions came from record owners of land constituting more than fifty percent of the total land area in the proposed special assessment district.

The Township Board considered resolving its intention to proceed with the petitions to make these public improvements. As part of this decision, the Board also tentatively determined that at least some of the costs for the public improvement would be assessed.

A **Motion** was made by Marcy to approve the adoption of Resolution 2024-11: A Resolution of Declaration of Intent to Make Public Improvements; Tentative Designation of Special Assessment District; Notice of Public Hearing. Supported by Israels.

Discussion: None.

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

3. FY 2024-2025 Budget Adoption

The Township Board reviewed the Tentative Budget during a workshop on May 14, 2024, and scheduled a public hearing for final adoption on June 14, 2024. The required budget notice was posted in the Holland Sentinel on May 30th and in the Commercial Record on June 5, 2024.

Projected Township General Fund revenues for FY 2024-2025, including an allocated millage of 1.0117 mills and various miscellaneous revenues, totaled \$1,557,628. Estimated expenditures for various Township activities were projected at \$1,531,620, leaving a surplus of \$26,008.

The Supervisor opened the Public Hearing at 7:08 PM. With no public comments, the hearing was closed. The Board then asked questions for clarity on various departmental allocations.

A **Motion** was made by Aldrich to adopt the proposed FY 2024-2025 budget, as presented, and Resolution No. 2024-11, a resolution to establish general appropriations for Saugatuck Township. Supported by Marcy.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously

4. Finance Coordinator Employment Agreement

With the elected Treasurer retiring, the Township initiated a search for a full-time Finance Coordinator to lead the Treasury department. This position would report directly to the Manager, with oversight of statutory duties by the Treasurer. The posted salary range was \$60,000-\$75,000. The job was advertised on the Township

website, MTA, MML, and Indeed. The Township interviewed three applicants, with Peter Stanislawski standing out due to his financial and municipal experience.

With the assistance of Township Attorney Ron Bultje, an Employment Agreement was drafted. Bigford noted that Stanislawski's work with the Saugatuck Township Fire District would be separate from his Township duties, although occasional overlap might occur.

A **Motion** was made by Israels to approve the Finance Coordinator Employment Agreement for Peter Stanislawski. Supported by Aldrich.

Discussion: None

Voice Vote: 5-0

Motion Carried Unanimously.

5. Amelanchier Park Development Proposal

The Board considered a proposal from Viridis Design Group to prepare a final landscape design drawing set for Amelanchier Park, to be included in C2AE's final site design development package for the Blue Star Trail extension.

As part of the Township's MNRTF grant application, the construction of a rest area off the Blue Star Trail at Amelanchier Park was proposed. Having completed the preliminary design, the Township requested Viridis to provide a proposal for finalizing the design and delivering the final drawings to C2AE for inclusion in the bid documents for constructing the northern section of the Blue Star Trail. The cost for these services was a lump sum fee of \$10,500, which could be reimbursed through the Township's Trust Fund Grant.

A **Motion** was made by Helmrich to approve Viridis Design Group's proposal for professional landscape architecture services for Amelanchier Park for a lump sum fee of \$10,500.00. Supported by Marcy.

Discussion: None

Voice Vote: 5-0

Motion Carried Unanimously.

6. Board Compensation

As part of the FY 2024-2025 Budget, an increase in annual compensation for the Board of Trustees to \$7,500 was recommended to attract and retain quality candidates for these positions. Since the Township does not hold an annual meeting of the electors, officer compensation must be determined by a resolution of the Township Board. The Board was advised to consider adopting a resolution to amend the current officer compensation.

A **Motion** was made by Helmrich to adopt Resolution 2024-12, a resolution to establish salaries for officers composing the Saugatuck Township Board. Supported by Israels.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

7. Consolidated Fee Schedule

With the new fiscal year approaching, staff reviewed the current fee schedule to determine if the existing fees adequately covered the costs of providing services. They also examined whether any services currently provided by the Township lacked an associated fee, in order to recapture the costs of these services.

A **Motion** was made by Aldrich to approve the adoption of Resolution No. 2024-05, a resolution adopting the Saugatuck Township revised Consolidated Fee Schedule. Supported by Marcy.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

8. IT Contract

The Board considered a one-year contract with Corporate Technologies to provide IT services to Saugatuck Township for \$845 per month. The services included 24/7 remote monitoring and maintenance, access to a 24/7 support desk, management of all software licenses, monthly network service reports with cost-saving strategies, ongoing security recommendations, hardware inventory, and 2.5 hours of on-site assistance per month. Other benefits included a short average wait time for help desk support, a long-standing relationship with BS&A, and a headquarters in Ada, allowing for quick on-site visits if necessary.

The current provider required at least one month of advance scheduling for on-site assistance. The proposed contract with Corporate Technologies was for a one-year term, with discounts available for a potential three-year term at renewal. The contract was set to begin on July 1st, with Corporate Technologies managing the transition from VC3 and conducting on-site onboarding for staff.

A **Motion** was made by Marcy to approve a one-year contract with Corporate Technology to provide comprehensive IT services and network management as presented. Supported by Aldrich.

Discussion: None

Voice Vote: 5-0

Motion Carried Unanimously.

9. Communications Agreement

The Board considered an agreement with Seyferth PR to develop and execute a communications strategy and provide ongoing support to the Township. The agreement retained Seyferth PR for \$3,000 per month.

Improving public communications was a strategic goal for the Township Board. Staff had struggled with providing consistent communication, diversifying communication channels, and developing a comprehensive strategy. By contracting with a communications consultant, the Township aimed to receive expert support without needing to hire a new employee to fill the current gap.

A **Motion** was made by Helmrich to hire SeyferthPR to provide communications support as outline in their proposal and place on an annual retainer to begin July 1, 2024. Supported by Israels.

Discussion: None

Voice Vote: 5-0

Motion Carried Unanimously.

10. MSHDA Housing Readiness Grant

The Board considered authorizing the Township Manager to develop and submit a grant application to the Michigan State Housing Development Authority's (MSHDA) Housing Readiness Grant Program.

As part of the Blue Star Hwy Safe Street Planning project, Progressive AE conducted a zoning audit of residential and commercial zones in the Blue Star Corridor area. This audit identified sections of the Zoning Ordinance that might hinder development consistent with transforming Blue Star Highway into a neighborhood-feel street. To address these potential obstacles, Progressive recommended that the Township apply for a Housing Readiness Grant to develop zoning updates that promote attainable housing and mixed-use development along the Blue Star Corridor. Progressive would assist with writing the grant within the existing Safe Street budget.

The Grant Program has a rolling submission deadline with approximately \$900,000 remaining for communities that are not designated as "Redevelopment Ready Communities." The maximum grant award is \$50,000, and no matching funds are required.

The grant would assist the Township in updating housing policy along the Blue Star Corridor and consider ordinance updates to encourage neighborhood-scaled business development. Funds for this project have been reserved in the FY 2024-25 Budget.

A **Motion** was made by Israels to authorize the Township Manager to develop and submit a grant application to the Michigan State Housing Development Authority's Housing Readiness Grant Program with assistance from Progressive AE. 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

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:

- Aldrich reminded the board of the Special Fire District meeting and mentioned the Blue Star Trail benefit.
- Marcy stated that she felt that the meeting was very productive.
- Israels gave an update on the Clerk's office getting ready for the upcoming August election.
- Bigford stated that she's pleased with the new format of the meeting, by including items in the consent agenda.

Public Comment: None. **Public Comment Closed**

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

MOTIONS

1. A **Motion** was made by Israels to approve the agenda as amended. Supported by Aldrich.
Discussion: None
Voice Vote: 5-0.
Motion Carried Unanimously.
2. A **Motion** was made by Marcy to approve the consent agenda as presented. Supported by Aldrich.
Discussion: None
Voice Vote: 5-0.
Motion Carried Unanimously.
3. A **Motion** was made by Aldrich to approve the appointment of Gordon Stannis to the Planning Commission to expire June 30, 2027. Supported by Helmrich.
Discussion: None.
Roll Call Vote:
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy
No:
Motion Carried Unanimously.
4. A **Motion** was made by Marcy to approve the appointment of Steve McFadden to the Planning Commission to expire June 30, 2027. 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 adoption of Resolution 2024-11: A Resolution of Declaration of Intent to Make Public Improvements; Tentative Designation of Special Assessment District; Notice of Public Hearing. Supported by Israels.
Discussion: None.
Roll Call Vote:
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy
No:
Motion Carried Unanimously.
6. A **Motion** was made by Aldrich to adopt the proposed FY 2024-2025 budget, as presented, and Resolution No. 2024-11, a resolution to establish general appropriations for Saugatuck Township. Supported by Marcy.
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 Finance Coordinator Employment Agreement for Peter Stanislowski. Supported by Aldrich.
Discussion: None
Voice Vote: 5-0
Motion Carried Unanimously.
8. A **Motion** was made by Helmrich to approve Viridis Design Group's proposal for professional landscape architecture services for Amelanchier Park for a lump sum fee of \$10,500.00. Supported by Marcy.
Discussion: None

Voice Vote: 5-0

Motion Carried Unanimously.

9. A **Motion** was made by Helmrich to adopt Resolution 2024-12, a resolution to establish salaries for officers composing the Saugatuck Township Board. Supported by Israels.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

10. A **Motion** was made by Aldrich to approve the adoption of Resolution No. 2024-05, a resolution adopting the Saugatuck Township revised Consolidated Fee Schedule. Supported by Marcy.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

11. A **Motion** was made by Marcy to approve a one-year contract with Corporate Technology to provide comprehensive IT services and network management as presented. Supported by Aldrich.

Discussion: None

Voice Vote: 5-0

Motion Carried Unanimously.

12. A **Motion** was made by Helmrich to hire SeyferthPR to provide communications support as outline in their proposal and place on an annual retainer to begin July 1, 2024. Supported by Israels.

Discussion: None

Voice Vote: 5-0

Motion Carried Unanimously.

13. A **Motion** was made by Israels to authorize the Township Manager to develop and submit a grant application to the Michigan State Housing Development Authority's Housing Readiness Grant Program with assistance from Progressive AE. Supported by Marcy.

Discussion: None

Voice Vote: 5-0

Motion Carried Unanimously.

Respectfully,

Morgan Arens, *Recording Secretary*

I, Rebecca Israels, Township Clerk, certify that these minutes were approved on July 10, 2024 by the Township Board.



Rebecca Israels, Township Clerk

8/5/24
Date