



**Saugatuck Township
Committee of the Whole Meeting Minutes
Tuesday, February 11, 2025, at 11:00 a.m.
Saugatuck Township Hall
Meeting held in person**

Call to Order: Supervisor called the meeting to order at 11:02 a.m.

Roll Call:

Present: Supervisor Bigford, Clerk Osman, Treasurer Helmrich, Trustee Aldrich, Trustee Marcy

Also Present: Township Manager Daniel DeFranco

Approval of Agenda:

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

Discussion: DeFranco requested adding "Progressive Change Order" as item V under "Discussion Items."

Voice Vote: 5-0.

Motion Carried Unanimously.

Public Comment:

None

Action Items:

None

Discussion Items:

1. Poverty Guidelines

Board reviewed resolution to adopt guidelines for poverty tax exemption. Manager noted that guidelines are adopted annually and proposed guidelines are the same as previous year.

2. Paving and Dust Control

Board reviewed proposed local road paving and dust control work orders from the Allegan County Road Commission for construction season 2025. Paving projects align with Township's Roads Capital Improvement Plan.

3. Governance Policies

Board reviewed Attorney proposed modifications to the draft Governance Policies. Board made further recommendations modifying structure of regular meeting agenda. Manager presented additional policy regarding Deputy Clerk and Deputy Treasurer. Board requested feedback from currently serving deputies and to modify policy language to indicate a more collaborative

relationship between Elected Official and their deputy. Policy will undergo further edits and not be included for adoption at February Regular meeting.

4. Strategic Planning Proposal

Board reviewed proposal from Township Planner, Lynee Wells, to facilitate strategic planning workshops and compile final strategic planning report.

5. Progressive Change Order

Manager presented to Board a Change Order from Progressive AE to allocate more time and effort on developing a concept for the Township Exterior and Site redesign project. Additional time to develop the concept is needed to avoid unnecessary changes during the design and construction phases. Additional time on the concept phase will be billed hourly against a not-to-exceed.

Public Comment:

1. Greg Janik, Township Resident and Saugatuck Township Fire Chief. Chief Janik referenced planned improvements for Sundown Park on Lakeshore Drive, and asked if the Township could explore whether an underground water tank could be installed at Sundown Park. Janik noted the high ISO Fire Rating for properties in the Lakeshore Drive area south of the washout and that the installation of a water tank in that area could address the ISO rating and would support fire-fighting efforts.

Adjournment: Bigford adjourned the meeting at 12:03 p.m.

MOTIONS

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

Discussion: DeFranco requested adding "Progressive Change Order" as item V under "Discussion Items."

Voice Vote: 5-0.

Motion Carried Unanimously.

Respectfully,



Daniel DeFranco, Township Manager



I, Cindy Osman, Township Clerk, certify that these minutes were approved on March 12, 2025 by the Township Board.

A handwritten signature in black ink, appearing to read "C. Osman", written over a horizontal line.

Cindy Osman, Township Clerk

3/13/25

Date

