



**Saugatuck Township
Regular Meeting Minutes
Wednesday, February 12, 2025, 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 Abby Bigford, Clerk Cindy Osman (attended via Zoom, non-voting), Treasurer Jon Helmrich, Trustee Brenda Marcy, and Trustee Stacey Aldrich.

Absent:

Also Present: Manager Daniel DeFranco, Recording Secretary Morgan Coulston, Lynn Kirkaldy, Doug Manning, Char Manning, Kathy Sturm, Elliott Sturm, Brad Lubbers.

Pledge of Allegiance

Approval of Agenda:

Supervisor Bigford introduced the agenda and proposed moving items 1 and 2 under New Business, Governance Policies and Strategic Planning Proposal, to the Consent Agenda.

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

Discussion: None

Voice Vote: 4-0.

Motion Carried Unanimously.

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

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

1. **Bills & Review of Invoices**
 - a) Total Bills and Payroll: \$494,733.42
2. **Approval of Minutes**
 - a) January 7, 2025, Committee of the Whole Meeting Minutes
 - b) January 8, 2025, Regular Meeting Minutes
3. **Disbursements**
 - a) \$3.19M
4. **Reports**

a) Fire Board	c) Interurban Board
b) Parks Commission	d) Tri-Community Wildlife Committee
5. **Correspondence**
6. **Operations**

a) Poverty Guidelines Res. 2025-03	c) Governance Policies
b) Road and Dust Control Work Orders	d) Strategic Planning Proposal

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

Discussion: None

Voice Vote: 4-0.

Motion Carried Unanimously.

Presentations: Kristin Armstrong, Saugatuck Center for the Arts, gave a presentation on SCA 2025 programs.

Old Business: None

New Business:

1. Progressive AE Change Order

The Board considered a change order from Progressive AE for the Township Hall Redesign Project, requesting an increase in the concept phase budget. The initial concept design budget had been exhausted, necessitating additional work before advancing to Phase 2, which would involve finalizing design details and drafting construction and bidding documents. Progressive AE proposed completing the concept phase on an hourly basis, with a not-to-exceed limit of \$36,000. This estimate included four in-person steering committee meetings and 8–10 weeks of additional concept development. The Township would only be billed for the actual time required, and both the Redesign Committee and Progressive AE believed the full budget might not be needed. Given that modifications made beyond the concept phase would result in more complex and costly change orders, adjustments should occur during this stage. The Board was asked to approve the change order, allowing the Redesign Committee to continue working with Progressive AE on the exterior and site concepts at an hourly rate not exceeding \$36,000.

A **Motion** was made by Helmrich to approve Change Order 2 from Progressive AE at a not-to-exceed amount of \$36,000. Supported by Aldrich.

Discussion: None

Voice Vote: 4-0.

Motion Carried Unanimously.

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 Planning Commission meeting report.

Manager's Report

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

Open Board Report:

- Aldrich praised the Manager's report and expressed appreciation for the Committee of the Whole meeting, noting the benefit of shorter, more frequent meetings over a single lengthy session.
- Helmrich highlighted the Michigan Township Association conference in Grand Rapids and encouraged the Board to coordinate attendance.

Public Comment:

- Elliott Sturm inquired about Progressive AE's role in the New Business item and its background as an engineering firm.
- Brad Lubbers provided updates on county matters, including Jill Dunham's federal award, the 123Net fiber optic program timeline, the new drain office location, County Commission meetings, and countywide recycling initiatives.
- Clerk Cindy Osman expressed gratitude to the Board and Manager for their understanding of her absence.

Public Comment Closed

Adjournment: Supervisor Bigford adjourned the meeting at 6:55 PM

MOTIONS

1. A **Motion** was made by Marcy to approve the agenda as amended. Supported by Helmrich.
Discussion: None
Voice Vote: 4-0.
Motion Carried Unanimously.
2. A **Motion** was made by Aldrich to approve the consent agenda as amended. Supported by Marcy.
Discussion: None
Voice Vote: 4-0.
Motion Carried Unanimously.
3. A **Motion** was made by Helmrich to approve Change Order 2 from Progressive AE at a not-to-exceed amount of \$36,000. Supported by Aldrich.
Discussion: None
Voice Vote: 4-0.
Motion Carried Unanimously.

Respectfully,
Morgan Coulston
Recording Secretary

I, Cindy Osman, Township Clerk, certify that these minutes were approved on March 12, 2024 by the Township Board.



Township Clerk

3/13/25

Date