

**Saugatuck Township
Regular Board Meeting Minutes
Wednesday, September 14, 2022, at 6:00 p.m.
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 Aldrich, and Trustee Marcy.
Also present: Township Manager Daniel DeFranco, Recording Secretary Morgan Arens, Dean Kapenga, Allegan County Commissioner, Ed Welk, and Richard Waskin. Joe Novakoski and Scott Werenga joined via Zoom.

Zoom Instructions:

Zoom instructions for public participation. All votes should be taken via roll call. Also please say your name before speaking. Mute yourself when you are not speaking. This meeting is being recorded. Please do not interrupt. If any public member is disruptive in a way that interferes with the board conducting their business, they will be blocked. Also highlighted that if there were any individuals that would like to participate, but need special accommodations, we will do our best to make those adjustments. Please do not click on any links on Zoom.

Approval of Agenda:

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

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously.

Public Comment: Bigford opened the floor for public comments.

1. Dean Kapenga, Allegan County Commissioner, updated the board on County items.

Public Comment Closed

Approval of Consent Agenda: Bigford introduced the consent agenda.

Discussion: None.

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

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously.

Presentations: None.

New Business:

Agenda Item 1: Board and Commission Appointments

1. Board of Review

The Township has two appointments to make to the Board of Review. There is one vacancy for a full-member and one vacancy for an alternate. Both terms expire December 31st, 2022. At this time, the Board has received applications from the following applicants for appointment as either a full member or alternate: Cindy Osman, Joe Novakoski, Ed Welk, and Nick Cappelletti. The Board

should carefully consider the current applicants and ask any questions if they are in attendance. Mr. Ed Welk was present in the audience and Mr. Joe Novakoski was present via Zoom. Each introduced themselves to the board and answered question about serving on the Board of Review. Ms. Cindy Osman was not present. Mr. Nick Cappelletti withdrew his application for the Board of Review.

A **Motion** was made by Aldrich to approve the appointment of Ms. Cindy Osman to the Board of Review as the full member for a term to expire December 31, 2022. Supported by Marcy.

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously

A **Motion** was made by Aldrich to approve the appointment of Mr. Joe Novakoski to the Board of Review as the alternate member for a term to expire December 31, 2022. Supported by Israels.

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously

2. **Planning Commission**

The Township has one appointment to make to the Planning Commission. The appointment is to fill a vacancy for a term that expires in June of 2024. Presently, the Township has received materials from four applicants: Gordon Stannis, Richard Waskin, Ed Welk, and Nick Cappelletti. The Board carefully reviewed each applicants' application materials and ask any questions if the applicants are in attendance. The Township Supervisor nominates an applicant to Planning Commission to be considered by the Board of Trustees. This is a roll call vote.

Mr. Ed Welk and Mr. Richard Waskin were present in the audience. Each introduced themselves to the board and answered question about serving on the Planning Commission. Mr. Gordon Stannis and Mr. Nick Cappelletti were not present.

A **Motion** was made by Bigford to approve the appointment of Mr. Gordon Stannis to the Planning Commission for a term to expire June of 2024. Supported by Israels.

Discussion: None

Roll Vote:

Yes: Bigford, Israels, Helmrigh, Aldrich, Marcy

No:

Motion Carried Unanimously

Agenda Item 2: Personnel Policy Update

Staff requests the Township Board review, discuss and provide feedback regarding the proposed update(s) to the Personnel Policy and Handbook:

Update Health Savings Account (HSA) policy such that Employer HSA contribution is distributed quarterly throughout the fiscal year as opposed to a lump sum payment, which is currently Township policy.

A **Motion** was made by Marcy to approve the adoption of the updated Personnel Policy Handbook, as presented. Supported by Aldrich.

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously

Agenda Item 3: Update to Financial Policy

Staff requests the Township Board review, discuss and provide feedback regarding the proposed update(s) to the Financial Policy and Handbook:

Update *Budget Monitoring* to require that the budget is reviewed quarterly for necessary amendments. Per the Michigan Department of Treasury's Uniform Budget Manual, the legislative body must amend the budget as soon as a deviation is apparent. Currently, the Township's Financial Policy requires the Township Board to conduct "periodic financial reporting and performance measures to compare actual versus budgeted results," but does not specify a regular schedule for when reporting and performance measures are to be undertaken. This is not necessarily problematic, as there is no statutory requirement that a general law township conduct a budget review on any specific schedule. However, it is generally considered best practice to conduct a quarterly review of the budget to ensure amendments occur prior to any department overages. Staff recommends that a quarterly review of the budget be adopted as part of the official Township financial policy.

A **Motion** was made by Helmrich to approve the adoption of the updated Financial Policy Handbook, as presented. Supported by Marcy.

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously

Agenda Item 4: Grave Repurchase

Cemetery Sexton, Lori Babinski, received a request from Mr. James Jaeger for the Township to repurchase two grave plots he presently owns in the Riverside Cemetery. When the Township has received similar requests, the Township has repurchased plots at the rate at which they were sold. In this case, the Township could offer to repurchase the plots for \$120 per plot. Mr. Jaeger has provided documentation demonstrating that he is the owner of the plots in question. To complete the transaction, the Township will also require that Mr. Jaeger sign an agreement that, upon payment, the Township becomes the legal owners of the plots in question. The Township should consider Mr. Jaeger's request for the Township to repurchase two plots in the Riverside Cemetery at a total cost of \$240.00.

A **Motion** was made by Aldrich to accept the repurchase of plots 3 and 4 in Block 6, Section 3, Range 24, Lot 21 in the Riverside Cemetery at a cost of \$240.00. Supported by Israels.

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously

Agenda Item 5: Blue Star Highway Bridge Navigation Light Project

Upon the recommendation of the Kalamazoo Lake Harbor Authority, the City of Douglas has engaged the engineering firm of Fleis & VandenBrink to complete the engineering design and bidding for a navigational light system on the Blue Star Highway Bridge. Scope of work would include the following:

- Coordinate with US Coast Guard representatives to confirm the appropriate lighting layout for the structure. Determine whether a permit is required for the project.
- Coordinate with McDermott Light and Signal to determine recommended mounting details.
- Prepare a simple bid package that incorporates guidance on lighting layout and mounting.
- Solicit quotes from qualified contractors for light installation.

Fleis & VandenBrink propose to complete the above work for a fee of \$2,800 to be invoiced to the City of Douglas, City of Saugatuck, and Saugatuck Township at a rate of 40%/40%/20% respectively. The

Township has committed a \$4,000 contribution to this joint project in its 22-23FY Budget. Fleis and VandenBrink quoted the project at \$14,372 back in December, although that final cost is likely to be higher than the original estimate. The Board should consider whether to approve the proposed scope of work at a 20% financial contribution under the terms of Douglas' existing Professional Services Agreements with Fleis and VandenBrink. This is a roll call vote.

A **Motion** was made by Helmrich to authorize Fleis and VandenBrink to proceed with implementing navigation lighting on the Blue Star Highway Bridge in partnership with the Cities of Douglas and Saugatuck. Supported by Marcy.

Discussion: None

Roll Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously

Agenda Item 6: Resolutions 2022-15 and 2022-16 to Authorize Maintenance and Repair of County Drains

The Allegan County Drain Office is requesting the Township authorize the expensing of funds for the maintenance and repair of two county drains (Gudith Drain and Lakeshore No. 2 Drain) located in the area of Lakeshore Drive and 126th Avenue via resolution. Per the Michigan Drain Code, the maximum amount that can be expensed on physical maintenance activities annually is \$5,000 per mile of drain. The proposed maintenance and repair projects exceed this amount and require authorization via resolution by the local municipality or Petition process, the latter of which would involve additional time and expense. Both drains have sustained significant damage over the last few years due to high water levels in Lake Michigan and high windstorm events, resulting in the failure of Lakeshore No. 2's outlet pipe.

Scope of work for the Gudith Drain includes stabilization of the bluff toe and outlet pipe within the drainage easement. The Drain Office estimates the cost of work to be \$60,000 with the Township being financially responsible for 15-20% of the cost. The Drain Office does have \$37,000 in a maintenance fund to contribute to this project.

Scope of work for the Lakeshore No.2 Drain includes: (1) stabilization of bluff toe with steel sheeting and limestone boulders and (2) directional boring of a new outlet pipe through the bluff for improved drainage. The Drain Office estimates the cost of work to be \$180,000 with the Township being responsible for 15-20% of the cost.

The Township would be billed for this work in the next fiscal year, giving the Township time to budget accordingly. Note that this action required the Board to vote on two separate resolutions. This is a roll call vote.

A **Motion** was made by Marcy to adopt Resolution 2022-15, a resolution to authorize the expensing of funds for the maintenance and repair of the Gudith Drain. Supported by Israels.

Discussion: None

Roll Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously

A **Motion** was made by Aldrich to adopt Resolution 2022-16, a resolution to authorize the expensing of funds for the maintenance and repair of the Lakeshore No.2 Drain. Supported by Helmrich.

Discussion: None

Roll 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.

Planning Commission

Helmrich gave an update.

Manager's Report

Report on file, highlights below.

- Introduced new Administrative Support personnel, Morgan Arens.
- Construction began August 15th on water main extension on 66th St.
- Township received \$350,000 of County ARPA funds to support a water main replacement on Riverside Drive/Dugout Rd.
- Allegan County Road Commission notified the township of grant funding for roundabout at Old Allegan Rd and Blue Star Highway.
- Gave update on Township Hall renovations, plans for final review by September 30th.
- Website Design Committee is in design phase and is projected to be completed between late fall and first of the year.
- Township has received a verbal, conditional commitment from MDOT for grant funds for the extension of the Blue Star Bike Trail.
- Parks Commission is preparing for the Parks and Trails Millage Proposal for the November ballot.
- Township successfully held its annual Fall Clean-Up event on Saturday, September 10th.
- Township is organizing a community event to discuss single collection waste and recycling service to be held at 4 pm on October 4th at the Saugatuck High School Media Center.

Open Board Report:

- **Bigford:** None.
- **Israels:** gave update on clerk training and duties, along with election discussion.
- **Helmrich:** None.
- **Aldrich:** was happy to see experienced and competitive applicants and happy that township affairs are going well.
- **Marcy:** agreed with Aldrich regarding applicants, was very impressed by their experience and knowledge.

Public Comment: None.

Adjournment: Supervisor Bigford adjourned the meeting at 7:58 pm.

Meeting Adjourned.

MOTIONS

1. A **Motion** was made by Helmrich to approve the agenda as presented. Supported by Aldrich.
Discussion: None
Voice Vote: 5-0.
Motion Carried Unanimously.
2. A **Motion** was made by Aldrich to approve the consent agenda as presented. Supported by Israels.
Discussion: None
Voice Vote: 5-0.
Motion Carried Unanimously.
3. A **Motion** was made by Aldrich to approve the appointment of Ms. Cindy Osman to the Board of Review as the full member for a term to expire December 31, 2022. Supported by Marcy.
Discussion: None
Voice Vote: 5-0.
Motion Carried Unanimously
4. A **Motion** was made by Aldrich to approve the appointment of Mr. Joe Novakoski to the Board of Review as the alternate member for a term to expire December 31, 2022. Supported by Israels.
Discussion: None
Voice Vote: 5-0.
Motion Carried Unanimously
5. A **Motion** was made by Bigford to approve the appointment of Mr. Gordon Stannis to the Planning Commission for a term to expire June of 2024. Supported by Israels.
Discussion: None
Roll Vote:
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy
No:
Motion Carried Unanimously
6. A **Motion** was made by Marcy to approve the adoption of the updated Personnel Policy Handbook, as presented. Proposed HSA Policy update. Supported by Aldrich.
Discussion: None
Voice Vote: 5-0.
Motion Carried Unanimously
7. A **Motion** was made by Helmrich to approve the adoption of the updated Financial Policy Handbook, as presented. Recommended a quarterly update to "Budget Monitoring" in Township policy.
Supported by Marcy.
Discussion: None
Voice Vote: 5-0.
Motion Carried Unanimously
8. A **Motion** was made by Aldrich to accept the repurchase of plots 3 and 4 in Block 6, Section 3, Range 24, Lot 21 in the Riverside Cemetery at a cost of \$240.00. Supported by Israels.
Discussion: None
Voice Vote: 5-0.
Motion Carried Unanimously
9. A **Motion** was made by Helmrich to authorize the Township to approve a 20% contribution to Fleis and VandenBrink to proceed with implementing navigation lighting on the Blue Star Highway Bridge in partnership with the Cities of Douglas and Saugatuck. Supported by Marcy.
Discussion: None

Roll Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously

- 10.** A **Motion** was made by Marcy to adopt Resolution 2022-15, a resolution to authorize the expensing of funds for the maintenance and repair of the Gudith Drain. Supported by Israels.

Discussion: None

Roll Call Vote: Bigford - Yes, Israels - Yes, Helmrich - Yes, Aldrich - Yes, Marcy - Yes.

Motion Carried Unanimously

- 11.** A **Motion** was made by Aldrich to adopt Resolution 2022-16, a resolution to authorize the expensing of funds for the maintenance and repair of the Lakeshore No.2 Drain. Supported by Helmrich.

Discussion: None

Roll 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 October 12, 2022 by the Township Board.



Township Clerk



Date