

**Saugatuck Township  
Regular Board Meeting Minutes  
Wednesday, November 9, 2022, at 6:00 p.m.  
Meeting held in person & via Zoom**

**Call to Order:** Supervisor Bigford called the meeting to order at 6:01 PM

**Roll Call:**

Present: Supervisor Bigford, Clerk Israels, Treasurer Helmrich, Trustee Aldrich, and Trustee Marcy.  
Also present: Jim Searing, Saugatuck Township Parks Commission Chair; Russ Boersma.

**Approval of Agenda:**

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

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously.

**Public Comment:** Bigford opened the floor for public comments.

1. Jim Searing, Saugatuck Township Parks Commission Chair: wanted to thank the Board and Manager DeFranco for their support in the Parks Millage. Searing also gave an update on Parks projects and said they have lots to do.
2. Russ Boersma: introduced himself as the general manager at Arrowaste in Jenison. Boersma stated that he is against the Township's Single Hauler Initiative and gave many reasons for it.

**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 Helmrich.

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously.

**Presentations:** None.

**New Business:**

**Agenda Item 1: 2023 Regular Board Meeting Schedule**

As a general law township, the Saugatuck Township Board is required to (1) adopt a schedule of regular meetings by resolution and (2) hold a regular meeting at least once every three months (MCL 41.27a). Staff proposes that the Township Board maintain its current practice of holding regular meetings on the second Wednesday of each month at 6:00pm through 2023. Such a schedule would satisfy state requirements. If the proposed 2023 schedule for regular meetings is satisfactory, the Township Board may make a motion to adopt resolution 2022-17, a resolution setting a schedule of regular Board meetings for 2023.

A **Motion** was made by Israels to move to adopt Resolution 2022-17, a resolution to set the 2023 regular meeting schedule of the Saugatuck Township Board & determine that regular meetings for the year 2023 will be held on the second Wednesday of every month at 6:00 pm. Supported by Marcy.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously

### **Agenda Item 2: Consolidated Fee Schedule Revision**

Township staff are recommending three revisions to areas of the Consolidated Fee Schedule: (1) Rental Inspection, (2) Building Permit Fees, and (3) Water Service Connections.

To provide more flexibility for response to short-term rental violations, staff recommends instituting a "Rental Investigation Fee" in the Consolidated Fee Schedule. A Rental Investigation Fee enables the Township to issue a fee for violations of short-term rental regulations without having to issue a formal civil infraction. The proposed "Rental Investigation Fee" and accompanying process mirrors that of the City of Saugatuck, aligning the City and Township's short-term rental policy for increased predictability for the public.

Staff recommends amending the fee schedule to (1) increase building permit fee cap to \$10,500 (equivalent to a project value of \$3 million), (2) exclude commercial and industrial construction types from the permit fee cap, and (3) limit permit fee cap to single residential structures with not more than four units.

Staff recommends adding an "Irrigation Service Connection Permit Fee" for irrigation service connections that are not in conjunction with a domestic water service line. This would ensure the Township has a water connection permit and inspection record for all services including irrigation only.

A **Motion** was made by Helmrich to move to approve (1) the adoption of Resolution No. 2022-18, a resolution adopting the Saugatuck Township revised Consolidated Fee Schedule, and (2) direct staff to investigate whether the satisfaction of attainable housing standards could be included as a criterion in the Consolidated Fee Schedule for waiving/reducing permit fees. Supported by Israels.

Discussion: Bigford questioned if there would be any room to allow attainable housing to have permit fees waived or reduces. Helmrich and Israels proposed that the Township Office Staff look into the waiving or reduction of permit fees.

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously

### **Agenda Item 3: Ad Hoc Single Collection Committee**

Over the last few years, the Township has undertaken a critical review of the refuse and recycling services of Township residents. This review has included the Township's participation in the Tri-Community Recycling Committee (TCRC), publication of a formal report of recycling in the Township, a Refuse and Recycling Services survey, and a public input session on Single Collection.

Given these efforts and a recent recommendations report issued by the TCRC, staff recommends that the Township initiate the formation of an ad hoc committee to (1) offer a formal recommendation on whether the Township should pursue a single hauler contract, and (2) develop an RFP and draft agreement for refuse and recycling services that would meet the needs of the community. Staff recommends that the ad hoc committee be a tri-community effort as the other municipalities would benefit from reviewing best practices for a single hauler agreement and it could lay the groundwork for a possible interlocal agreement on refuse and recycling services, a recommendation of the TCRC.

A **Motion** was made by Helmrich to move to approve that staff initiate the formation of a tri-community ad hoc committee tasked with (1) identifying challenges facing the community with respect to waste and recycling services (2) offer recommendations of how to meet community needs including considering a single hauler contract, and (3) provide input on a single hauler RFP, if this course of action is recommended by the committee. Supported by Marcy.

Discussion: The Board discussed whether or not a single hauler is the right course of action for the Township. Marcy proposed that the ad hoc committee look into whether or not to pursue a single hauler initiative. Marcy also asked if council and board members should be a part of the committee. Israels asked if the board would control the committee's path – such as directing them to a specific outcome – or if the committee has a certain degree of freedom. Helmrich stated that he thinks the board shouldn't be controlling the committee and to let them come to their own conclusions. Israels and Marcy agreed that the council and board members should not be a part of the committee to keep it in the citizens' hands.

Roll Call 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**

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

**Open Board Report:**

- **Bigford:** agreed with Marcy's congratulations to Manager DeFranco.
- **Israels:** gave an update on the election and thanked all election workers.
- **Helmrich:** commended Israels on her election success and commented on the recently passed resolution from the City of Saugatuck regarding the proposed marina.
- **Aldrich:** None
- **Marcy:** Congratulated Manager DeFranco on his relationship building efforts with Manlius Township.

**Public Comment:**

1. Russ Boersma: addressed previous comments made by the Board during discussion of the Ad Hoc Single Collection Committee.

**Adjournment:** Supervisor Bigford adjourned the meeting at 7:57 pm.

**Meeting Adjourned.**

## MOTIONS

1. A **Motion** was made by Aldrich to approve the agenda as presented. Supported by Marcy.  
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 Helmrich.  
Discussion: None  
Voice Vote: 5-0.  
Motion Carried Unanimously.
3. A **Motion** was made by Israels to move to adopt Resolution 2022-17, a resolution to set the 2023 regular meeting schedule of the Saugatuck Township Board & determine that regular meetings for the year 2023 will be held on the second Wednesday of every month at 6:00 pm. Supported by Marcy.  
Discussion: None  
Roll Call Vote:  
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy  
No:  
Motion Carried Unanimously
4. A **Motion** was made by Helmrich to move to approve (1) the adoption of Resolution No. 2022-18, a resolution adopting the Saugatuck Township revised Consolidated Fee Schedule, and (2) direct staff to investigate whether the satisfaction of attainable housing standards could be included as a criterion in the Consolidated Fee Schedule for waiving/reducing permit fees. Supported by Israels.  
Discussion: Bigford questioned if there would be any room to allow attainable housing to have permit fees waived or reduces. Helmrich and Israels proposed that the Township Office Staff look into the waiving or reduction of permit fees.  
Roll Call Vote:  
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy  
No:  
Motion Carried Unanimously
5. A **Motion** was made by Helmrich to move to approve that staff initiate the formation of a tri-community ad hoc committee tasked with (1) identifying challenges facing the community with respect to waste and recycling services (2) offer recommendations of how to meet community needs including considering a single hauler contract, and (3) provide input on a single hauler RFP, if this course of action is recommended by the committee. Supported by Marcy.  
Discussion: The Board discussed whether or not a single hauler is the right course of action for the Township. Marcy proposed that the ad hoc committee look into whether or not to pursue a single hauler initiative. Marcy also asked if council and board members should be a part of the committee. Israels asked if the board would control the committee's path – such as directing them to a specific outcome – or if the committee has a certain degree of freedom. Helmrich stated that he thinks the board shouldn't be controlling the committee and to let them come to their own conclusions. Israels and Marcy agreed that the council and board members should not be a part of the committee to keep it in the citizens' hands.  
Roll Call Vote:  
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:  
Motion Carried Unanimously

Respectfully,



A handwritten signature in blue ink, appearing to read 'Morgan Arens', written over a horizontal line.

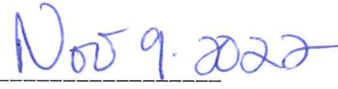
Morgan Arens, Recording Secretary

I, Rebecca Israels, Township Clerk, certify that these minutes were approved on November 9, 2022 by the Township Board.



A handwritten signature in blue ink, appearing to read 'Rebecca Israels', written over a horizontal line.

Township Clerk



A handwritten date in blue ink, 'Nov 9, 2022', written over a horizontal line.

Date

