

Saugatuck Township Board  
Regular Meeting Minutes  
June 8, 2022  
Meeting held in person & via Zoom

**Call to Order:**

Supervisor Osman called the meeting to order at 6:00 PM

**Roll Call:**

Present: Clerk Bigford, Treasurer Helmrich, Trustee Aldrich, Trustee Marcy, Supervisor Osman.  
Also present: Township Manager Daniel DeFranco.

**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 Marcy to approve the agenda as presented. Supported by Aldrich.

Discussion: None

Voice Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Aye	Aye	Aye	Aye	Aye

Motion Carried Unanimously

**Public Comment:** Osman 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:** Osman introduced the consent agenda.

**Discussion:** None.

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

Discussion: None

Voice Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Aye	Aye	Aye	Aye	Aye

Motion Carried Unanimously

**New Business:**

**Agenda Item 1: Appointments**

**A. Recreation Advisory Board**

Ms. Jessica Ruthsatz introduced herself to the board.

A **Motion** was made by Helmrich to approve the appointment of Jessica Ruthsatz to the community recreation advisory board for a term to expire on July 1, 2024. Supported by Marcy.

Discussion: None

Voice Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Aye	Aye	Aye	Aye	Aye

Motion Carried Unanimously

### **B. Board of Review**

Ms. Melissa Smith introduced herself to the board.

A **Motion** was made by Aldrich to approve the appointment of Melissa Smith to the Board of Review to expire December 31, 2022. Supported by Bigford.

Discussion: None

Voice Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Aye	Aye	Aye	Aye	Aye

Motion Carried Unanimously

### **C. Planning Commission Appointment**

Mr. Dave Ihle addressed the board. Supervisor Osman made the appointment of Ihle & Webster to the Planning Commission.

A **Motion** was made by Helmrich to approve the appointment of David Ihle to the planning commission for a three-year term to expire June 30, 2025. Supported by Marcy.

Discussion: None

Voice Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Aye	Aye	Aye	Aye	Aye

Motion Carried Unanimously

A **Motion** was made by Bigford to approve the appointment of Denise Webster to the planning commission for a three-year term to expire June 30, 2025. Supported by Marcy.

Discussion: None

Voice Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Aye	Aye	Aye	Aye	Aye

Motion Carried Unanimously

### **Agenda Item 2: Assessing Services Contract**

The Township's three-year contract with their current assessing services provider expired on May 15<sup>th</sup>. Consistent with the Board's strategic goal 4.5 **Diligence with Service Agreements**, staff took this as an opportunity to explore assessing service options for the Township. Staff conducted a formal solicitation of bids, an action consistent with the Township's Purchasing Policy. The process included publishing an advertisement on the Michigan Assessing Association Job Board and placement of the Request for Proposals on the Township website for more than two weeks prior to the bid opening.

In response to the solicitation for bids, the Township received one proposal from Assessing Solutions. Among other services, Assessing Solutions would conduct an annual inspection of 20% of Township properties in each class, which is recommended by the state of Michigan.

Mr. Anthony Meyaard, CEO of Assessing Solutions, introduced himself to the board and gave a brief background of his experience and company history.

A **Motion** was made by Aldrich to approve the agreement with Assessing Solutions for professional assessing services. Supported by Marcy.

Discussion: None.

Voice Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Aye	Aye	Aye	Aye	Aye

Motion Carried Unanimously

**Agenda Item 3: Zoning Ordinance Proposal**

At the recommendation of the Zoning Administrator, the Township formally solicited bids for a comprehensive update to the Zoning Ordinance. This recommendation is supported by the following circumstances:

1. For more than a year, Planning Commission has been developing recommendations for the improvement of the Township’s Zoning Ordinance. This work has been spearheaded by three advisory committees of the Planning Commission, which include committees on Attainable Housing, Economic Development, and Rural Character. Given the quality and quantity of the work generated by the advisory committees, the Township Zoning Administrator believes the most efficient method of implementing those recommendations is through a comprehensive update to the Zoning Ordinance conducted by a professional consultant.
2. Over the last few years, the Zoning Administrator has identified numerous sections of the Zoning Ordinance that are vague, inconsistent, and/or simply lack explanations and/or definitions. These deficiencies have resulted in significant challenges for Planning and Zoning that would be best remedied by a comprehensive update to the Zoning Ordinance.

Given the above circumstances and the Zoning Administrator’s recommendation, staff conducted a formal solicitation of bids for a comprehensive update to the Zoning Ordinance, an action consistent with the Township’s Purchasing Policy. The process included the publishing of a Request for Qualifications (RFQ) in the local newspaper and placement of the RFQ on the Township website more than two weeks prior to the bid opening.

A **Motion** was made by Helmrich to approve accepting the proposal from Horizon Community Planning to conduct a comprehensive update to the township zoning ordinance. Supported by Marcy.

Discussion: None.

Voice Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Aye	Aye	Aye	Aye	Aye

Motion Carried Unanimously

**Agenda Item 4: Fire District Budget FY 2022-2023**

Included in your packet is the FY 2022-2023 Saugatuck Township Fire District (STFD) Budget for the Township Board to review. Each of the three municipalities participating in the district (Saugatuck City, Douglas, Saugatuck Township) is required to approve the operating budget annually prior to a public hearing and consideration by the Fire District Board. Trustee Aldrich introduced. Helmrich questioned the increase from the current year to next and the cost of a new truck. Chief Janik stated the contract for the engine in December of 2020 was for \$675,000 up to \$685,000 and the reasons for the increased costs. Helmrich asked how many trucks does the department have now. Chief Janik stated the new truck makes 19 trucks.

A **Motion** was made by Marcy to approve the FY 2022-23 Saugatuck township fire district budget as presented. Supported by Aldrich.

Discussion: None.

Voice Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Aye	Aye	Aye	Aye	Aye

Motion Carried Unanimously

**Agenda Item 5: June 2022 Budget Amendments & Interfund Transfer Authorization Requests**

The 2021-2022 fiscal year ends on June 30, 2022. Attached are (1) year-end budget amendment requests, (2) budget amendment narrative, and (3) year-end inter-fund transfer authorization requests for your consideration. DeFranco explained the amendments and transfers to the board.

A **Motion** was made by Aldrich to approve the requested June 2022 budget amendments as submitted and authorize the township treasurer and deputy clerk to make the requested interfund transfers.

Supported by Helmrich.

Discussion: None

Voice Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Aye	Aye	Aye	Aye	Aye

Motion Carried Unanimously

**Agenda Item 6: Proposed Budget FY 2022-2023 Budget Approval**

Over the past few months, I have worked closely with the Township Treasurer, Township Department Heads, Commissioners, and the Township auditor to develop a budget that reasonably anticipates the revenue and expenditures of the Township, addresses the Township’s strategic and capital planning goals, and is transparent and balanced. At the May Quarterly Workshop, the Township Board reviewed a draft of the budget in detail and discussed line items that support the Township’s strategic goals for the 2022-23 Fiscal Year. Within the proposed Budget, the Board will find summaries for each fund as well as the Manager Transmittal Letter. If the Board decides to adopt the proposed Budget for FY 2022-2023, the Board should make a second motion to schedule a public hearing, no later than June 30th, to consider final budget adoption, hold the Truth & Taxation Hearing, and hold the Budget Hearing as a part of a Special June Board Meeting. Note that notice of this Special Meeting must be published six days prior to the holding of the meeting.

A **Motion** was made by Bigford to adopt the proposed 2022-2023 budget as presented. Supported by Marcy.

Discussion: None

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously

A **Motion** was made by Helmrich to schedule a public hearing on June 22, 2022. at 6 p.m. to consider final budget adoption, hold the truth and taxation hearing and hold the budget hearing as a part of a special June board meeting. Supported by Marcy.

Discussion: None

Voice Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Aye	Aye	Aye	Aye	Aye

Motion Carried Unanimously.

### **Agenda Item 7: Resolution 2022-11 Funding Contribution to ACRC for Old Allegan Rd**

The Township and the Allegan County Road Commission (ACRC) have received multiple complaints about the condition of Old Allegan Road in the Township. Old Allegan is a county road, and thus is not included in the Township's Road Maintenance Plan. Old Allegan Rd is not presently slated to be included on the ACRC's 2023 Project List and it is unclear if it would be included on the 2024 Project List. The ACRC is willing to propose the inclusion of repaving Old Allegan Rd for the 2023 Project List if the Township agrees to commit \$200,000 toward the approximately \$660,000 project cost. The \$200,000 contribution would be funded by the two existing Road Millages. Note that ACRC still requires approval of the 2023 project list from Laketown, Filmore, Saugatuck and Manlius Townships. The Township's funding contribution would be contingent upon the approval of a 2023 project list that includes the stretch of Old Allegan Rd that runs through the Township.

A **Motion** was made by Marcy to adopt resolution 2022-11 to make available a local match of \$200,000 for the repaving of Old Allegan Road contingent upon the ACRC undertaking the project in 2023.

Supported by Aldrich.

Discussion: None

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously.

### **Agenda Item 8: ODC Contract**

The Township Board has received a proposal for a one-year contract with the Outdoor Discovery Center. The contract would establish a Sustainability Services Retainer with the ODC, providing approximately 8 hours of dedicated staff time each month to pursue various sustainability initiatives that support the strategic goals of the Township. Pursuing a service retainer, as opposed to contracting with the ODC on a project-by-project basis, will reduce administrative costs and mitigate downtimes between projects. The Board should consider whether to approve a one-year contract with the ODC.

A **Motion** was made by Bigford to approve a one-year contract for services retainer with Outdoor Discovery Center. Supported by Marcy.

Discussion: None.

Voice Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Aye	Aye	Aye	Aye	Aye

Motion Carried Unanimously.

**Old Business: None.**

**Reports:**

Osman opens 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.

- Workshop meeting May 18<sup>th</sup> to go over budget amendments & Zoning Ordinance, COA increase, Commissions per diem increase.
- No wake buoys update.
- Meeting Update – Now utilizing both TV monitors to share info with the public and the board.
- Wellhead site on 135<sup>th</sup> with North Shores.
- Fire district communications update on land divisions.
- Township Hall renovations update.
- Website is nearing site plan finalization. Working on photos & video collection.
- Parks Commission met with engineer for dog park master plan.

**Open Board Report:**

- **Helmrich** – None
- **Aldrich** - None.
- **Marcy** – No incidents at Blue Star & Old Allegan since speed signs went in.
- **Bigford** – Mr. Schippa, Emergency Services Committee Chair, continues work to ensure adequate ambulance service. More to come on that moving forward.
- **Osman** – Training on how to hold efficient meetings. Requesting 5-minute video be put on the agenda for next regular meeting if not too heavy. Will send additional links to board members on things found informational.

**Public Comment:**

1. **Dave Ihle, 6518 Sanctuary Trail.** Supported the bike paths being plowed this past winter. Thankful for the new Zoning Ordinance rewrite. Happy to have the township working with ODC. Would like to see an easement created on the new well head site with North Shores to allow public access to the south east corner of the State Park.

**Adjournment:**

Supervisor Osman adjourned the meeting at 7:46 pm.

Meeting Adjourned.

MOTIONS

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

Discussion: None

Voice Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Aye	Aye	Aye	Aye	Aye

Motion Carried Unanimously

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

Discussion: None

Voice Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Aye	Aye	Aye	Aye	Aye

Motion Carried Unanimously

3. A **Motion** was made by Helmrich to approve the appointment of Jessica Ruthsatz to the community recreation advisory board for a term to expire on July 1, 2024. Supported by Marcy.

Discussion: None

Voice Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Aye	Aye	Aye	Aye	Aye

Motion Carried Unanimously

4. A **Motion** was made by Aldrich to approve the appointment of Melissa Smith to the Board of Review to expire December 31, 2022. Supported by Bigford.

Discussion: None

Voice Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Aye	Aye	Aye	Aye	Aye

Motion Carried Unanimously

5. A **Motion** was made by Helmrich to approve the appointment of David Ihle to the planning commission for a three-year term to expire June 30, 2025. Supported by Marcy.

Discussion: None

Voice Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Aye	Aye	Aye	Aye	Aye

Motion Carried Unanimously

6. A **Motion** was made by Bigford to approve the appointment of Denise Webster to the planning commission for a three-year term to expire June 30 2025. Supported by Marcy.

Discussion: None

Voice Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Aye	Aye	Aye	Aye	Aye

Motion Carried Unanimously

7. A **Motion** was made by Aldrich to approve the agreement with Assessing Solutions for professional assessing services. Supported by Marcy.

Discussion: None.

Voice Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Aye	Aye	Aye	Aye	Aye

Motion Carried Unanimously

8. A **Motion** was made by Helmrich move to approve accepting the proposal from Horizon Community Planning to conduct a comprehensive update to the township zoning ordinance. Supported by Marcy.

Discussion: None.

Voice Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Aye	Aye	Aye	Aye	Aye

Motion Carried Unanimously

9. A **Motion** was made by Marcy to approve the FY 2022-23 Saugatuck township fire district budget as presented. Supported by Aldrich.

Discussion: None.

Voice Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Aye	Aye	Aye	Aye	Aye

Motion Carried Unanimously

10. A **Motion** was made by Aldrich to approve the requested June 2022 budget amendments as submitted and authorize the township treasurer and deputy clerk to make the requested interfund transfers. Supported by Helmrich.

Discussion: None.

Voice Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Aye	Aye	Aye	Aye	Aye

Motion Carried Unanimously

11. A **Motion** was made by Bigford to adopt the proposed 2022-2023 budget as presented.

Supported by Marcy.

Discussion: None.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously.

12. A **Motion** was made by Helmrich to schedule a public hearing on June 22, 2022. at 6 p.m. to consider final budget adoption, hold the truth and taxation hearing and hold the budget hearing as a part of a special June board meeting. Supported by Marcy.

Discussion: None.

Voice Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Aye	Aye	Aye	Aye	Aye

Motion Carried Unanimously.

13. A **Motion** was made by Marcy to adopt resolution 2022-11 to make available a local match of \$200,000 for the repaving of Old Allegan Road contingent upon the ACRC undertaking the project in 2023. Supported by Aldrich.

Discussion: None.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously.

14. A **Motion** was made by Bigford to approve a one-year contract for services retainer with Outdoor Discovery Center. Supported by Marcy.

Discussion: None.

Voice Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Aye	Aye	Aye	Aye	Aye

Motion Carried Unanimously.

Respectfully,

J. Drew, Recording Sec.

I Abby Bigford, Township Clerk, certify that these minutes were approved on July 13<sup>th</sup>, 2022 by the Township Board.

\_\_\_\_\_  
Township Clerk

\_\_\_\_\_  
Date