

Saugatuck Township Board
Regular Meeting Minutes
July 13, 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, Recording Secretary Jennifer Drew

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 Helmrich.

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 Bigford to approve the consent agenda as presented. Supported by Marcy.

Discussion: None

Voice Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Aye	Aye	Aye	Aye	Aye

Motion Carried Unanimously

Presentations:

1. Interurban Report, Executive Director Phyllis Yff – Ms. Yff gave an update to board on the status of the Interurban.

2. TCRC, Chair Garnet Lewis – Ms. Lewis gave an update to the board on the TCRC recent events and upcoming events.

New Business:

Agenda Item 1: Appointments

A. Zoning Board of Appeals

The appointment terms for Zoning Board of Appeals members, Catherine Dritsas and John Tuckerman will expire on June 30th, leaving two, full member vacancies on the ZBA. Dritsas, who presently serves as ZBA Chair, has requested that the Board consider renewing her term for another three years. Tuckerman has requested that the Board not consider renewing his term. The two vacancies on the ZBA have been published in the local paper and posted on our website and at the Township Hall. There are two appointments to be made both for three-year terms to expire June 30, 2025. Two applications have been received from Harry Adams and Richard Brady. Both applicants presently serve as alternates on the ZBA. The Board should ask any questions they may have of the applicants.

Ms. Catherine Dritsas & Mr. Harry Adams were both present in the audience. Each introduced themselves to the board and answered question about serving on ZBA.

A **Motion** was made by Helmrich to approve the appointment of Ms. Catherine Dritsas to the *Zoning Board of Appeals for a three-year term to expire June 30, 2025*. Supported by Marcy.

Discussion: None

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Yes	Yes	Yes	Yes	Yes

Motion Carried Unanimously

A **Motion** was made by Marcy to approve the appointment of Mr. Harry Adams to the *Zoning Board of Appeals for a three-year term to expire June 30, 2025*. Supported by Bigford.

Discussion: None

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Yes	Yes	Yes	Yes	Yes

Motion Carried Unanimously

Agenda Item 2: 4th of July Fireworks Contribution

For this year's 4th of July Fireworks display, the Rotary Club is requesting a \$4,000 contribution from each of the three municipalities, for a collective contribution of \$12,000. The total cost of the display is \$28,000. The City of Saugatuck and Douglas have both approved the \$4,000 contribution. The Michigan Township Association was consulted and found there to be no legal challenge to the Township contributing to Rotary for this service.

Bigford stated that in the past she believes this board has not ever contributed to fireworks. She feels that the board is representing the Township as a whole and that there are too many people affected by PTSD and concerns for animals affected by the noises. Marcy agreed with Bigford's concerns and added the safety issues. Helmrich noted the pollution created from fireworks. DeFranco stated they are looking into alternate options in the future but at this time it is not cost prohibited.

A **Motion** was made by Marcy to approve a contribution of \$4000 to the Rotary Club for organizing Fourth of July fireworks display with a caveat telling them that that we're going to really look into it for next year. Supported by Osman.

Discussion: None.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Yes	No	Yes	Yes	Yes

Motion Carried 4-1.

Agenda Item 3: Engineering Design Riverside Dr/Dugout Rd

The Township has identified the replacement of a 2" galvanized water main on Riverside Dr and Dugout Rd as a priority infrastructure project. In addition to other benefits, including fire safety, replacement of the line would constitute a 10% replacement of all Township lead service lines, which is a state requirement. The Township has requested matching funds of up to \$350,000 for the project from County ARPA funds, which have been allocated for infrastructure projects. The total cost of the project is estimated to be \$682,000.00. The portion not funded via the County could be paid for with a low interest loan and/or through the establishment of a Special Assessment District.

Given the known delay in material, the Township Engineer recommends that the Township proceed with engineering design for the infrastructure project. As the County is requiring that all infrastructure projects receiving County ARPA funds be "shovel ready," preparing the engineering design for the project now could also improve the likelihood of the Township receiving County funds for the project.

Helmrich questioned how this water project will affect the road widening project for the same street that was put on hold last year. DeFranco stated the right of way will be ripped up, so some trees will be removed and this is a chance to coordinate the two projects or do the water project first and the road project at a later date. DeFranco clarified at this time the township is focusing on the water project to get things to a 'shovel ready' stage to better set up for winning the ARPA funds. Helmrich questioned the costs and if an SAD would be created. DeFranco stated that would be determined later depending on the total costs of the project.

A **Motion** was made by Bigford to approve proceeding with engineering design for watermain replacement on Riverside Dr and Dugout Rd. Supported by Marcy.

Discussion: None.

Voice Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Aye	Aye	Aye	Aye	Aye

Motion Carried Unanimously

Agenda Item 4: Resolution NO. 2022-13 Road Millage Renewal

The Township has two road millages that fund the construction, maintenance and repair of the Township's system of roads, bridges and drainage structures. Funds raised via the road millage are restricted funds that can only be used on activities explicitly included in the ballot language approved by the majority of voters. Road Millage #1 was renewed by the voters in November 2021 and is presently set at .9748 mils.

Before the Board is the renewal of Road Millage #2. With input from the Board and discussions with the Township Attorney, the ballot language for the renewal of Road Millage #2 has been amended in the following respects to give the Township increased flexibility in how funds generated via this millage can be allocated:

1. Include "non-motorized trails," "sidewalks," and "pedestrian safety improvements" in ballot proposal
2. Override Headlee Roll Back to the original levy of .9665 mills

A **Motion** was made by Marcy approve the adoption of Resolution 2022-13: Resolution Authorizing Ballot Proposal for Millage for Roads and other Infrastructure, to place on the ballot for November 8, 2022 election, a proposal to renew and increase back to the original levy of .9665 mils for a period of five years a millage for the purpose of paving, repairing, constructing, or reconstructing roads, sidewalks, bridges, drainage structures, or non-motorized trails or making pedestrian safety improvements. Supported by Bigford.

Discussion: None.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Yes	Yes	Yes	Yes	Yes

Motion Carried Unanimously

Agenda Item 5: Authorization of Position Creation and Posting

I am requesting that the Board authorize the creation and posting of the position "Building Official." The proposed position is full-time and would be supervised by the Township Manager. While the Township has had a Building Official position, the proposed position would expand the responsibilities of the Building Official to include (1) enforcement and (2) zoning administration support, areas identified by the Board as requiring additional support. Proposed salary would be \$55,000-\$65,000 and include benefits such as Retirement Contribution, Healthcare Benefits, and Life Insurance.

A **Motion** was made by Helmrich to authorize the creation and posting of the position Building Official. 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.

- 2022-23 FY Budget approved
- ARPA Funds to ACRC for erosion of Lakeshore Drive, Public input workshop
- Update to future well site
- Website update with .gov update
- Parks & Rec potential millage

Open Board Report:

- **Helmrich** – HSA & Health Ins requests for next month's meeting.
- **Aldrich** – No accidents at Old Allegan Road & Blue Star since the signs were put up.
- **Marcy** – None
- **Bigford** – Would like to see an increase in Trustee compensation.
- **Osman** –None

Public Comment: none

Adjournment:

Supervisor Osman adjourned the meeting at 7:28 pm.

Meeting Adjourned.

MOTIONS

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

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 consent agenda as presented. 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 Helmrich to approve the appointment of Ms. Catherine Dritsas to the *Zoning Board of Appeals for a three-year term to expire June 30, 2025*. Supported by Marcy.

Discussion: None

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Yes	Yes	Yes	Yes	Yes

Motion Carried Unanimously

A **Motion** was made by Marcy to approve the appointment of Mr. Harry Adams to the *Zoning Board of Appeals for a three-year term to expire June 30, 2025*. Supported by Bigford.

Discussion: None

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Yes	Yes	Yes	Yes	Yes

Motion Carried Unanimously

A **Motion** was made by Marcy to approve a contribution of \$4000 to the Rotary Club for organizing Fourth of July fireworks display with a caveat telling them that that we're going to really look into it for next year. Supported by Osman.

Discussion: None.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Yes	No	Yes	Yes	Yes

Motion Carried 4-1

A **Motion** was made by Bigford to approve proceeding with engineering design for watermain replacement on Riverside Dr and Dugout Rd. 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 Marcy approve the adoption of Resolution 2022-13: Resolution Authorizing Ballot Proposal for Millage for Roads and other Infrastructure, to place on the ballot for November 8, 2022 election, a proposal to renew and increase back to the original levy of .9665 mils for a period of five years a millage for the purpose of paving, repairing, constructing, or reconstructing roads, sidewalks, bridges, drainage structures, or non-motorized trails or making pedestrian safety improvements.

Supported by Bigford.

Discussion: None.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Yes	Yes	Yes	Yes	Yes

Motion Carried Unanimously

A **Motion** was made by Helmrich to authorize the creation and posting of the position Building Official.

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 13th, 2022 by the Township Board.

Township Clerk

Date