

Saugatuck Township Regular Board Meeting

Regular Meeting Minutes

July 14, 2021

Meeting held at Township Hall

Call to Order:

Clerk Bigford called the meeting to order at 6:00PM

Roll Call:

Present: Bigford, Aldrich, Helmrich, Marcy

Absent: Osman

Motion by Treasurer Helmrich, seconded by Trustee Marcy, to appoint Clerk Bigford to chair the meeting in the absence of Supervisor Osman.

Motion carried unanimously

Approval of Agenda:

Motion by Helmrich, seconded by *Marcy*, to approve the agenda with the moving of Agenda Item: Bowdish Settlement Agreement to Agenda Item 2 and the addition of Bike Trail Resolution Amendment.

Clerk Bigford called a voice call:

All ayes, motion carried.

Public Comment:

Garnett Lewis, Tri-Community Recycling Committee, gave an update on current projects within the committee. Spoke on shoe donation drive and Paper Gator project for recycling.

Dr. Frank Alfieri, 2354 Lakeshore Drive, Fennville, MI, spoke on his involvement in the Coastal Alliance and requested that the Township Board review their letter as a participating party regarding the Northshore property being reviewed by the Army Corps of Engineers.

Denise Shipley, 3542 Sandra Ln. Saugatuck, MI, commented that she supported the reappointment of Rebecca Israel's to the Planning Commission. She also agreed with the Coastal Alliance letter.

Nick Cappelletti, 3279 Blue Star Hwy. Saugatuck, MI; commented on the Special Planning Commissions Attainable Housing Committees work and that the Township should be bold and focused on attracting young people to live within the community. He also commented on the safety of Blue Star Hwy and that it currently is unsafe. Mr. Cappellett commented on his discussion for the removal of grass within the ditch located at his property.

Clerk Bigford reminded the public that individuals have a 3-minute time limit and individuals speaking on the behalf of a group are limited to 5-minutes.

Scott Stearns; spoke in support of the Coastal Alliance letter and wanted to learn more about the status of Dugout Road.

Joe Aernouis, 3483 Blue Star Hwy, Saugatuck, MI; Commented that Blue Star Hwy is unsafe and that the Township needs to look at the safety of traffic on Holland Street. Recommended Center turn lanes on Blue Star Hwy.

Terry Walker, 3480 Blue Star Hwy., Saugatuck, MI; commented that as the owner of LuLu's the traffic on Blue Star Hwy. is unsafe and needs to be addressed.

County Clerk Genetski, Allegan County Clerk's Office; gave an update on his annual report. Thanked Clerk Bigford and Deputy Clerk Babinski for allowing him to hold a election training at Township Hall.

Commissioner Kapenga, Allegan County Commission; spoke on the current review of ARPA funding and that broadband was at the top of the list. He continued to state that they are looking at this and waiting for the next Federal and State steps regarding broadband. Commented that if anyone is interested in the County ORV Ordinance that they can contact the County for more information.

Approval of the Consent Agenda:

Motion by *Helmrich*, seconded by *Marcy*, to approve the July Consent Agenda, with the addition of approx. \$300,000 in disbursements to tax partners.

Clerk Bigford called a voice call:

All ayes, motion carried.

Old Business:

No old business.

New Business:

Agenda Item: 1 PC/ZBA Appointments

Manager Frey introduce the agenda item.

Manager Frey stated that Applicant Rebecca Israels was unable to attend put did provide a video.

Clerk Bigford asked if any applicants were in the audience. Michael Wurth was the only applicant in attendance.

Clerk Bigford asked Mr. Wurth to introduce himself to the Township Board. Mr. Wurth introduced himself and stated why he should be appointed to the Planning Commission.

Treasurer Helmrich asked if he had visited any of the Township Parks. Mr. Wurth stated that he had visited local parks. Treasurer Helmrich reviewed the Township Parks.

Trustee Marcy had no questions.

Trustee Aldrich asked what experience in planning did Mr. Wurth have that would benefit the Township. Mr. Wurth reviewed his experience in strategic planning and implementation.

Clerk Bigford thanked him for reapplying and coming back to be interviewed.

Clerk Bigford asked for applicant Israels video. Clerk Bigford stated that she is currently being asked to be reappointed to the Planning Commission and is the current chair. Clerk Bigford asked for the video to be played. Manager Frey played the video.

Manager Frey notified the Township Board that as Supervisor Osman was unable to attend in person that she has submitted her written slate for appointment. The slate includes Mrs. Israels and Mr. Wurth to the Planning Commission and Mr. Kercinik to the Zoning Board of Appeals.

Clerk Bigford confirmed that the Supervisor makes the appointments to the Planning Commission and Zoning Board of Appeals with the consent of the Township Board.

Manager Frey did note that if the Board does reject one or all applicants that Supervisor Osman would have to submit another slate or individual at the next meeting.

Clerk Bigford read the appointment letter to the Board.

Clerk Bigford asked for a motion to appoint each seat separately.

Motion by Treasurer Helmrich to confirm the appointment by Supervisor Osman of Mr. Wurth and Mrs. Israels to the Planning Commission, seconded by Trustee Marcy.

Clerk Bigford called a voice call:

All ayes, motion carried.

Motion by Treasurer Helmrich to confirm the appointment by Supervisor Osman of Mr. Kercinik to the Zoning Board of Appeals, seconded by Trustee Aldrich.

Clerk Bigford called a voice call:

All ayes, motion carried.

Agenda Item 2: Bowditch Settlement Agreement

Manager Frey introduce the agenda item and Attorney Curcio.

Attorney Curcio reviewed the proposed agreement to the Township Board.

Attorney Curcio stated that this agreement would provide for an 8" watermain to be installed and 7 fire hydrants. The watermain would extend from Holland Street to 135th Street, along 66th Street. The project from this settlement would be funded through a special assessment district.

The items before the board are the settlement agreement and the resolution for the special assessment district.

Attorney Curcio reviewed the special assessment process.

Treasurer Helmrich asked questions on the assessment and bonding process.

Manager Frey and Attorney Curcio addressed the questions and that this would require a three-step process, the resolution being step one.

Trustee Marcy asked if any changes had occurred from the initial discussion. Attorney Curcio stated that there were no details at the initial conversation and that there are limits on the limitation requirement of multifamily units prior to the installation of the watermain.

Treasurer Helmrich stated that this is a legacy issue and that this Board is looking at adhering to the Master Plan.

Clerk Bigford confirmed that there are two motions before them.

Motion by Trustee Marcy, seconded by Trustee Aldrich, to approve the proposed settlement agreement for the Bowdish v. Saugatuck litigation and to authorize the Supervisor and Clerk to sign on behalf of the Township.

No discussion.

Clerk Bigford called the roll:

Ayes: Bigford, Helmrich, Marcy, Aldrich

Nays: None

Motion Passed: 4-0

Motion by Trustee Aldrich, seconded by Treasurer Helmrich, to approve the proposed resolution of intent to make public improvements and to establish the 66th Street Water Special Assessment District No. 1.

No discussion.

Clerk Bigford called the roll:

Ayes: Aldrich, Marcy, Helmrich, Bigford

Nays:

Motion Passed: 4-0

Agenda Item 3: Park Commission Resignation

Manager Frey introduced the agenda item.

Motion by Trustee Aldrich, seconded by Trustee Marcy, to accept the resignation from Park Commissioner Goshorn from the Park Commission.

Clerk Bigford thanked Commissioner Goshorn for her service to the community.

Manager Frey reminded the Board that Commissioner Goshorn is still serving the community on the Tri-Community Recycling Committee.

Clerk Bigford called a voice-call:

All ayes, motion carried.

Agenda Item 4: Branding

Manager Frey introduce the agenda item and that the branding meets the Multi-Year Strategic action plan and feeds into the website redevelopment. This project also works with the Saugatuck-Douglas Convention Bureau.

Board members asked questions on how the branding would impact the website. Manager Frey explained that the product would allow for detailed branding guidelines that will allow for a coordinated look for the Township and make it easier for the website developers.

Treasurer Helmrich asked if the schools were working with the company. Manager Frey stated that he did not know.

Treasure Helmrich asked about the process for discovery. Manager Frey reviewed the process.

Trustee Marcy asked how the partnership would work with the Convention Visitors Bureau. Manager Frey reviewed how the process would work in relation to cross marketing and branding.

Treasurer Helmrich asked if the other cities are working on this. Manager Frey stated that they currently are not looking into this. This project, if implemented, may prompt them to join.

A consensus from the Board was to have a more detailed proposal.

Motion by Marcy, seconded by Aldrich, to table the proposal and asked for more details at the August Board Meeting.

Clerk Bigford called a voice roll:

All Ayes, motion carried.

Manager Frey stated he would get more details and provide the board with an example of a product that the Township would receive.

Agenda Item 5: Financing Engagement Letter

Manager Frey introduced the item and explained that the proposed engagement letter with Baker Tilly is to provide financing services for the 66th Street SAD Bonding and a proposed project in the works.

Treasurer Helmrich asked if the bonds would be in one or two issues. Manager Frey stated that the issuing of one or two would depend on the timing.

Motion by Trustee Aldrich, seconded by Trustee Marcy, to authorize the Township Manager to sign off on the finance engagement letter, as presented, with Baker Tilly.

Clerk Bigford called a voice roll:

All ayes, motion carried.

Agenda Item 6: Ambulance Representatives

Manager Frey introduced the agenda item and stated that this is an item that was requested by the Township Board.

Manager Frey stated that the current average stipend is \$50 per diem and recommended that \$50 per diem would be appropriate.

Motion by Treasurer Helmrich, seconded by Trustee Aldrich, to create a \$50 per diem stipend for the Ambulance Representative and Kalamazoo Harbor Authority Representatives.

Clerk Bigford called a voice call:

All ayes, motion carried.

Agenda Item 7: Kalamazoo Lake Harbor Authority to Join

Manager Frey introduced the agenda item. This agreement authorizes the Township to join the Kalamazoo Harbor Authority. It was approved by the City of Douglas and the City of Saugatuck. To finalize the authorization to join, the Township is required to approve this agreement and resolution. The Township will also have to approve the release of openings to the Authority.

Manager Frey also stated that the meetings would be taking place at the new Douglas Marina.

Board members discussed the new marina.

Motion by Aldrich, second by Helmrich, to adopt Township Resolution No. 2021-06, to amend Act 7 Interlocal Cooperation Agreement, Creating the Kalamazoo Lake Harbor Authority to admit the Township, and subsequent bylaw amendments and to release the notice of openings on the Kalamazoo Lake Harbor Authority and to have a deadline for review for the August board meeting.

Clerk Bigford asked for discussion, being none, the roll was called.

Ayes: Helmrich, Marcy, Bigford, Aldrich.

Nays: None

Motion Passed: 4-0

Agenda Item 8: Dugout Road Update

Manager Frey gave an update on the Dugout Road Project. The project will not be proceeding for this construction season after conversations with the Allegan County Road Commission. The project will be reviewed again when the water utility asset management plan is finalized. This

may be 5-10 years in the future. This asset management plan follows our planned requirements with EGLE.

Trustee Marcy asked if the project could be completed sooner.

Manager Frey stated that the assessment management plan can have the project planned sooner, though this would be determined once the plan is completed.

Trustee Marcy asked if this was planned due the concerns from residents regarding the water trickling at residents' homes.

Manager Frey stated that this is a way to address concerns.

Clerk Bigford stated that it is important to address this project sooner to make sure that the road is maintained and allows safety vehicle access.

Treasurer Helmrich spoke on an option that the Township could take over the jurisdiction, though this impact on residents of the road would create a road that does not get plowed or maintained long term as the Township does not operate a DPW.

Manager Frey stated that the road project and the utility main project can be placed on the top of the project list later.

Clerk Bigford asked for any other questions, none were asked.

Agenda Item 9: ARPA Funding Certification

Clerk Bigford introduce the agenda item.

Motion by Marcy, seconded by Aldrich, to authorize the Township Manager to execute the necessary requirements to obtain the American Rescue Plan Act funding.

Clerk Bigford called a voice call:

All ayes, motion carried.

Agenda Item 10: Trail Resolution Amendment

Manager Frey introduced the agenda item. This item was brought forward to allow the Trail Committee to continue their hard work to complete the requirements within the original resolution. This amendment removes the deadline so that the committee can continue to function formally and complete their work.

Manager Frey spoke on his current work and research on methods to create a possible council or authority so that the committee can discuss these options and present them to their communities.

No questions.

Motion by Marcy, seconded by Helmrich, to amend resolution No. 2020-01 to remove the deadline for item #6 "The Joint Study Committee will use its best efforts to complete its work and present a draft agreement and written report to the Communities no later than June 1, 2021."

No questions.

Clerk Bigford asked for discussion, being none, the roll was called.

Ayes: Helmrich, Marcy, Bigford, Aldrich.

Nays: None

Motion Passed: 4-0

Reports:

Treasurers Report:

Treasurer Helmrich gave a report.

Committee Reports:

Trustee Marcy and Manager Frey gave an update on the roads.

Trustee Aldrich gave a report on the Fire Department.

Treasurer Helmrich gave a report on the Planning Commission and their work with the sub-committees.

Manager Frey stated that the Park & Recreation Commission has not met due to a lack of quorum.

Manager Frey gave an update on the Kalamazoo Lake Sewer & Water Authority.

No Emergency Services update.

Interurban report was received.

Managers' Report:

Manager Frey presented his report and gave a brief update.

Open Board Report:

Trustee Aldrich – Spoke on the New Standard grand opening.

Trustee Marcy – Spoke on concerns about internet issues for residents and how it impacts the community.

Treasurer Helmrich – Spoke on the North Shores and Coastal Alliance letter.

Motion by Helmrich, seconded by Aldrich, to direct staff to review the letter from the Coastal Alliance and report back with options and to give a recommendation to the Township Board at the August Board Meeting.

Clerk Bigford called a voice call:

All ayes, motion carried.

Clerk Bigford – No comments.

Public Comment:

No comments

Adjournment:

A motion by Marcy, seconded by Aldrich to adjourn the meeting at 8:51 PM

Clerk Bigford called a voice call:

All ayes, motion carried.

Meeting Adjourned at 8:51 PM

I Abby Bigford, Township Clerk, certify that these minutes were approved on
8/11, 2021 by the Township Board.



Township Clerk

8-17-21

Date

