

Saugatuck Township Board Meeting  
Wednesday January 2, 2019, 6pm  
Saugatuck Township Hall, 3461 Blue Star Highway, Saugatuck, MI 49453  
Approved Minutes

Supervisor Roerig called the meeting to order at 6pm

All board members present with the exception on William Wester (Clerk)

**Guest Speaker, State Representative, Mary Whiteford, Legislation update**

Chair of the DEQ subcommittee for past 2 years. Found 150K for in order to have Kalamazoo Greenway. Please check out the presentation from the Outdoor Discovery center. Unredeemed bottles and cans totaling 25 million to state budget. The DEQ can use 20 million of that for cleanups. In the excess \$ from that found 1 million to use for rural recycling grants. Found 2 million to do lead remediation testing and grants. In next term chair of Health and Human Services budget. Biggest problem in MI is our health care is not sustainable. Providers get paid 45 cents on the dollar compared to Medicare. Wants to reimburse properly. Is aiming for 75 cents on the dollar. On leadership team/Assistant floor leader. Rural broadband, has been dealing with it for 2 years. Starting a pilot program this year. Is going to keep working on this issue. Mental health – is working on improved access, both inpatient and outpatient care. Set up a psychiatric hospital open bed registry that is now a law. Got a 3 million dollar hotline pilot approved. The hotline would connect people in need of mental health services with providers. Does have office hours on the 14<sup>th</sup> in Salem Township. Greenway engineering study is finished should hit the ground soon. Asian carp update- Illinois refused Michigan money to fight this. Deadline for pilot grants on internet – she will send it out to us as soon as she finds out. Will no longer be Chair of DEQ will be Chair of DHHS.

**Public Comments**

Scott Bosgraaf with North Shore. 3754 Saugatuck Beach Road. Is concerned about Jon Helmrich being involved in the process involving North Shore/Costal Dune Alliance litigation. Prepared a hand out citing 10 reasons Jon should “step aside”.

**Approval of Agenda**

*Aldrich moved to approve the agenda. Bigford supported. No discussion. Agenda approved 4-0.*

**Invoices**

Some additional bills that were vouchered after the packet was prepared  
Total amount of bills as of 1.2.19 \$279,422.13. *Helmrich moved to pay bills submitted. Aldrich supported. No discussion. Approved 4-0.*

**Treasurer Report**

Through December 31<sup>st</sup> – there is a small negative balance right now, but is not raising any concern as property taxes are pouring in. Does not have any line by line items to report on. We have not paid dispersements to the Library of Fire Department since early October. We need to catch up with that. Has made dispersement payments to the schools and the County.

**Approval of Minutes**

November 16, 2018 – Bigford cited a minor correction. *Roerig moved to adopt the minutes from the Special Board Meeting on November 16 as amended by Bigford. Aldrich supported. No discussion. Approved 4-0.*

November 29, 2018 – *Bigford moved to adopt the minutes from the Special Board Meeting on November 29. Aldrich supported. No discussion. Approved 4-0.*

December 5, 2018- Bigford cited 3 minor corrections. *Bigford moved approve the minutes from the Special Board Meeting on December 5 with the noted corrections. Roerig supported. No discussion. Approved 4-0*

December 19, 2018 - Bigford made the addition to add the information that she (Bigford) recorded the minutes. *Roerig moved to accept the minutes from the Special Board Meeting on December 19 as amended by Bigford. Aldrich supported. No discussion. Approved 4-0.*

### **Correspondence**

Letter from Lake Michigan Shore Association. Represents about 175 households on the lakeshore. Concerned about the poor condition of Lakeshore Drive. Asking the Township Board to take a look at improving Lakeshore Drive. Letter is on file.

### **Cemetery Sexton**

Update. Roerig established a temporary compensation for Lori Babinski. Babinski has taken on this role. Roerig stated that he forwarded this information to the Board. Aldrich suggested we revisit this when a manager is hired. Helmrich stated that some townships contract this role out and that is an option. Roerig stated Babinski is not opposed to having someone else take this role on.

### **New Business**

Roerig – Public hearing – Joint Public Hearing 2019-2023 Saugatuck-Douglas Area Parks and Recreation Plan. The draft plan has been available for over 30 days. *Roerig moved to open the joint public hearing for comments on the Saugatuck Douglas area 5 year parks and recreation plan for 2019-2023. Supported by Helmrich. Roll call vote: All vote yes. Motion passes 4-0.*

Public comment (same rules apply):

Jim Searing (lead person for parks and recreation) 6787 Old Garden Road. Invited Dana Burd (also on the park commission) to come up as well. This plan has been in motion for the last 6 months. This hearing is the final step to give individuals an opportunity to give input on the plan. They will take comments into consideration. The parks plan is instrumental in applying for grants.

Dana Burd 6871 Wiley Road –the hearing is the last form of public input. The commission had put out a survey in 2018 to collect information on park priorities. After the public hearing the board is being asked to pass a resolution to adopt the plan so it can be submitted to the DNR which will allow them to apply for grants.

Kirk Harrier – 6422 Pall Meadow Court - Asked the Township trustees to add some information to section one. Had prepared a statement to be added that outlined that the plan is an advisory document and a starting point, not a mandate. The statement was distributed to the board members.

Roerig closed the public comment section.

*Roerig made a motion to adopt the resolution as submitted. Helmrich supported.* Discussion: Jim Searing reported that the statement from Kirk Harrier had not been submitted prior to tonight. Clarified that the City of Saugatuck is not part of the plan. Searing stated that the document does not commit funds, it is just a proposal: all expenditures would require board approval. Bigford believes that the document does include language that states that it is a live document and a guide. Aldrich asked if the city of Saugatuck, not being in the plan, could still collaborate on projects/seek grants with the township/school/Douglas. Searing said that Saugatuck has their own plan, but that does not disqualify

them from collaborating on projects. Searing said that the plan can be added to. Dana advised that Douglas has not adopted the plan they will likely vote on this in January. They had a public hearing before the holidays. Only received a couple of comments. The school board does not need to vote a resolution. They just participate. The township and Douglas need to submit the plan to the DNR by Feb first to be eligible to apply for grants. *Roerig read the resolution to adopt the 2019-2023 Saugatuck-Douglas Area Parks and Recreation Plan (this resolution was part of the packet). Roll call vote: all vote yes. Resolution adopted 4-0.*

### **Clerk's request of leave of absence**

Roerig gave history on this subject –Wester tendered his resignation on 12.15.18. Upon review it was discovered that this would leave the township without a clerk to perform key duties like check signing. On 12.18.18 Wester amended his resignation and stated he would request a leave of absence until another clerk was appointed. Attorney advice: legitimate request. Board has discretion on this. Deputy/administrative clerk can perform all duties except voting. Wester's salary can be eliminated as requested (by Wester). *Roerig moved to accept the letter from Wester dated 12.18.18 requesting a 6-12 month leave of absence without pay. This motion further directs the township open the search for applicants to fill the anticipated open Clerk position should Bill Wester resign. When an applicant is chosen for the anticipated open Clerk position, Bill Wester will be asked to convert his leave of absence request to a resignation even if that occurs prior to the expiration on 6 months. Supported by Bigford.* Discussion: Helmrich shared information from MTA: the day a clerk or deputy resigns the deputy goes with them. Both a clerk and treasurer are needed to sign checks. MTA advised that there is no such thing as a "leave of absence" for an elected official. Deputies are appointed for that purpose. Helmrich does not believe that we need to vote on this as Wester is still the clerk even if he is not currently doing the duties. Helmrich also shared that the board can appoint someone to fill vacancies up to 30 days prior to the effective date of the resignation. A new clerk would have to appoint a deputy. The Clerk can vote on their replacement. Roerig shared that there is a township policy to open vacancies to the public for application. Bigford said that the "leave of absence" wording is a non-issue for her as it really means that he is utilizing his deputy. Bigford believes the position of clerk should be opened up. Bigford advised that she would like to be considered for the clerk position. *Roll call vote: Roerig, Bigford vote yes. Aldrich, Helmrich vote no. Motion fails 2-2.*

Aldrich and Helmrich both stated that they believe Bigford should be appointed to the clerk position as it is an essential function and that they would like to then open up the trustee position for applicants. Roerig believes we should follow the policy of opening up every position for applicants. Roerig read the actual policy regarding this subject. Helmrich made 2 points: 1- Bigford has been endorsed recently by the public through recent vote to be part of the board. 2- open Zoning/Manager position. *Helmrich moved to appoint trustee Bigford to the position of clerk to take effect immediately upon the date that the current clerk, Bill Wester, is comfortable resigning. Supported by Aldrich.* Discussion: Roerig believes he represents 2900 voters, not just 1000 or so. He stated he will not vote for it. Bigford reviewed that she is already helping with clerk duties and holding office hours and that she would like to be considered. Bigford also stated that she would like to follow the procedure that has been in place to further transparency. Roll call vote: Roerig, Bigford vote no. Aldrich, Helmrich vote yes. Motion fails 2-2.

### **Recording Secretary**

Helmrich highlighted need for recording secretary until such time a clerk is appointed. Bigford checked with Wester. He has approved Bigford to act as recording secretary. Bigford will either take the pay of \$50 per meeting or complete recordings at her \$20 per hour office wage.

### **Proposal for Saugatuck Township Preliminary Water Service Line Inventory**

Roerig- we need to replace lead and galvanized water lines at a cost to the township. Inventory required by January 1<sup>st</sup>. Dana Burd is the township engineer with Prein and Newhof. They made a proposal to conduct that study. This should be paid out of our water fund and we have the funds to pay for the study. Roerig does not know if the funds will be sufficient for the remediation phase. This is mandated by the state. Dana Burd -summarized proposal (part of packet). Roerig enquired about a forecast regarding the cost of replacement. A cost estimate was added to the proposal and will be part of it. Roerig – we cannot choose to not do this. *Roerig moved to accept the township engineering firm Prein and Newhof's proposal and professional service agreement dated 12.21.18 in the amount of \$5,500. Supported by Helmrich.* Discussion: Roerig- we want to weigh other projects against this as we move forward. Aldrich –the fire board recommends to replace the 8inch pipes with 12 inch pipes from 135<sup>th</sup> to the North Shore development. It would increase water pressure by 42%. Roerig: \$165,000 cost to this. Would have to run the line under Blue Star. Roerig would like to weigh this against other projects and look at if we have the funding for this. Believes that at some point someone will need 12 inch lines and that they should shoulder that financial obligation. Helmrich- asked Roerig to clarify his statement about the line at Linus' property. Roerig: it is an 8 in line. Dana – if only an 8 in were recommended, it could just be extended off of that, but because of the township's master plan it's recommended that that line be upsized to a 12in. Helmrich asked if the cost would be 165K to 180K. Dana said he does not know if that would be the cost. Roerig- we can spend engineering dollars to confirm cost if you think it is necessary. He said he does not think we need to, and he thinks we should wait to extend until a time when someone else will fund it. *Motion passes 4-0.*

### **Resolution to approve participation in and cost sharing for master meter project**

Daryl VanDyke (manager for Kal-Lake Sewer) -in 2012 it was agreed by all communities (Douglas, Saugatuck, Saugatuck Township and Laketown Township) involved that the sewage amount deposited from each community be metered to insure fairness in cost. Put forth a draft resolution regarding metering project. The bids will be in likely next week. When that dollar amount is reached it will be inserted in the resolution. Is hoping that the Township Board will vote on this in about 2 weeks when the cost is known. Roerig- will send the report out for legal review. It may need to be voted on at a special meeting prior to our next board meeting. VanDyke reviewed meter locations.

### **Proclamation Commemorating Saugatuck Township School Choice Week**

Bigford read the School Choice Week Proclamation (part of the packet). *Roerig moved to adopt the School Choice Week Proclamation. Supported by Aldrich. Motion passes 4-0.*

### **Update on Search firm contract for Manager/ZA**

Roerig- he and Bigford did interview Frank Walsh regarding his proposal. Walsh speculated that it would take 60-75 hours of his time. Walsh can service only one client at a time. He would be available mid-January to start with us if needed. Walsh does believe that we may have some good candidates already and will not need his services. Depending on the outcome of our current search we may utilize Walsh or another consultant. Helmrich – Walsh is flexible. We have identified that filling the Zoning/Manager position is a top priority.

### **Update on Zoning and Planning Consultant**

Helmrich -We agreed last week that it might make sense to bring in the zoning firm in Grand Rapids that is run by Lynee Wells/Williams and Works for support. He and Bigford had a conversation with Wells and one of her associates. They revised their proposal to include a 2 day a week schedule. No term

assigned, can be month to month. Roerig- as things develop and we need these services we could utilize them. He would like the planning commission to sound in on this.

### **Township Representative to the Kalamazoo Lake Sewer and Water Authority**

Helmrich – Monday was Sheridan’s last day at the township. Believes we need representation. Roerig believes it should be the township manage, and Sheridan should continue until a manager is hired. Helmrich thinks Sheridan continuing is inappropriate as he is no longer an employee and that he is receiving complaints about Sheridan being the township’s representative. Helmrich asked that Roerig attend the 2 January Kal Lake meetings as a temporary representative. Roerig said he might attend as a non-appointee. *Helmrich moved to acknowledge that Aaron Sheridan is no longer our representative on the Kalamazoo Lake Water and Sewer Authority and that we will endeavor to seek his replacement with an official representative as soon as possible. It is the hope that at least one member of the board would attend the 2 January meetings. Supported by Aldrich.* Discussion: Roerig advised against this as it would leave the township without any good representation on the Kal Lake board. Bigford- asked if there are other options besides Sheridan or Roerig. Roerig said that he believes Sheridan is the most qualified. *Roll call vote: Roerig votes no. Aldrich, Bigford and Helmrich vote yes. Motion passes 3-1.*

### **Planning Commission**

Helmrich - Met on December 17<sup>th</sup>. Our Attorney Nick Curcio was there. The only agenda items were issues related to Medical marijuana. Our planning commission voted to approve 3 of the 5 categories of licenses and businesses. Approved production/growing, provisioning centers, and safety and compliance centers. Voted against transportation and product manufacturing. Nick is working on amending a draft he had completed last year. Next step is a public hearing. Then it will be presented to the township board. Voted to opt out of recreational marijuana at this time.

### **Road Commission**

Bigford – no report. Bigford and Roerig will meet with Craig Atwood at the County on January 8 to get updated and go over road priorities.

### **Interurban**

Lori Babinski reports that they approved to purchase a new administrative vehicle. Approved for grant for federal money to improve air quality. They were approved for 2 buses using alternative fuels that should arrive 2020. Board approved new computer equipment for automatic dispatch.

### **Fire Board**

Aldrich- Fire district on track for historic high numbers for incident call volume 907 emergency incidents (2018) compared to 813 in 2017. Incident call volume is up 94 incidents from 2017. Motor vehicle accident call volume saw an increase of 23% from 2017. Special events 52 for 2018. Overlapping calls up 40%. Encouraged all to visit the Fire District’s website.

### **Parks commission**

Jim Searing - Permit approved to build culvert at River Bluff Park. Good for 5 years.

### **Public Comments**

Brenda Marcy- 3221 Lorimar Lane- Happy as a taxpayer that the township joined the MTA. Thought it would save legal costs. Her question was could we start with the MTA when seeking information on legal matters rather than always calling the township’s legal counsel. Who are the subject matter experts and whose advice takes precedence? Suggestion in light of the fact that there has been so much

upheaval and the deputy is just learning her job, and in light of the fact that the clerk is a very important job, and in light of the fact that no one stepped up to run for these trustee positions including the people that are on the applicant list - recommends that the board appoint Bigford to the clerk position and use the policy process to fill the trustee position. Would offer some stability.

Dana Burd – appreciates the townships confidence in him to represent on the Kal Lake board, but would not serve on that board as he believes it is a professional conflict of interest.

**Adjourn** Roerig adjourned at 7:53pm

Recording Secretary: Abby Bigford  
Saugatuck Township Trustee  
January 14, 2019