

Saugatuck Township Board

Regular Meeting Minutes

October 13, 2021

Meeting held via Zoom

Call to Order:

Supervisor Osman called the meeting to order at 6:06 PM

Roll Call:

Present: Marcy, Aldrich, Bigford, Helmrich, Osman

Absent: None

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:

Motion by Clerk Bigford, seconded by Trustee Marcy to approve the agenda as presented.

Discussion: None

Roll Call Vote:

Yes: Bigford, Marcy, Osman, Helmrich, Aldrich No: none.

Motion Carried

Public Comment: Supervisor Osman opened the floor for public comments.

Glenna Dejong; spoke on the process of the Allegan County reapportionment and redistricting. Going from seven (7) commissioners to five (5) commissioners. Changes proposed would dilute commissioner to constituent's ratio and split the lakeshore areas. Commission will meet again, suggests all available to attend meeting on Oct. 20, 2021, or send a letter to County Commission.

Trustee Marcy asked a question about group along lakeshore and what happened. Treasurer Helmrich notes Marcy was referring to the statewide districting. This is for the County only.

Clerk Bigford is interested to see/hear how Commissioner Kappinga would address the suggested changes. Dejong stated Commissioner Kappinga believes they should stay at 7, not move to 5 commissioners as they were operating efficiently.

Eileen Madigan; spoke on Agenda Item 2: Code Enforcement

Approval of Consent Agenda: Manager Frey introduces consent agenda.

Discussion: None

Motion by Trustee Aldrich, seconded by Treasurer Helmrich, to approve the consent agenda as presented.

Roll Call Vote: Yes: Aldrich, Helmrich, Bigford, Marcy, Osman. No: none.

Motion Carried

New Business:

Agenda Item 1: Bike Trail Grant Resolution

Manager Frey reviewed the grant application for the Transportation Alternatives Fund (TAP) grant. He also stated that the City of Saugatuck matched the \$10,000 in local match to the Townships \$10,000.

A motion by Treasurer Helmrich, Seconded by Trustee Marcy to adopt Resolution No. 2021-14 Support of Blue Star Trail North Section.

Roll Call Vote:

Yes: Helmrich, Marcy, Osman, Aldrich, Bigford No: None

Motion Carries

Agenda Item 2: Code Enforcement Update

Manager Frey gave a history and background of the code enforcement at 6354 Old Allegan Rd. The Township has worked on this for 2 years, includes the process of working with the court system to get the property to cleaned up. A dumpster was provided by the township for him to clean up the property. He did a small amount of clean up. Now looking to hire someone to go onto the property with the county sheriff to clean up the property. The cost of this work will be through a tax lien.

Comment by Clerk Bigford, this is an unfortunate situation, but all other options have been thought out and exhausted and she is in support of the enforcement. Comment by Treasurer Helmrich this has been an ongoing issue from when Griffin Graham was manager, the property owner is also delinquent with property taxes.

A motion by Trustee Marcy, seconded by Clerk Bigford, to authorize staff to engage services and authority within the consent judgement from September 8, 2021, to clean up the property at 6354 Old Allegan Road.

Roll Call Vote: Yes: Marcy, Bigford, Aldrich, Helmrich, Osman. No: None

Motion Carried

Agenda Item 3: Building Renovations

Manager Frey introduced the building renovations. RFP went out to seven (7) firms within Michigan. Manager Frey stated that we received three (3) bids. There was one from a firm in Indiana and one from Illinois. There was one from Michigan. Manager Frey reviewed the RFP Section 1 and Section 2 items. Section 2 items included cost ranges for HVAC, Technology Upgrades, and Outdoor Façade options.

Trustee Aldrich questioned if follow up was done with the company Manager Frey is recommending. Manager Frey stated that he had not because he felt they were the best fit and their ability to follow directions within the RFP and multiple follow ups regarding the proposal showed professionalism.

Helmrich stated that Abonmarche is West Michigan based, and they have visited the township in the past making sure that the township was aware that they are local and available if we ever needed work done.

Manager Frey stated the office manager that would be assigned to us is located in Holland.

Bigford asked is the proposal not to exceed \$27,000 or is there wiggle room? Manager Frey stated that for Section 1 should not exceed the set \$27,000. If there are change orders it would be presented to the board for approval. Section 2 is an estimate for the proposed work, price dependent on work selected.

Chair of Meeting:

Motion by Treasurer Helmrich, seconded by Trustee Marcy, to have Clerk Bigford conduct business due to the technical absence of Supervisor Osman.

Roll Call Vote: Yes: Helmrich, Marcy, Aldrich, Bigford. No: none

Motion Carried

Building Renovation Discussion Continued:

Motion by Trustee Aldrich, seconded by Trustee Marcy, to accept the proposal from Abonmarche for Township Hall Renovation architectural and project management services and to authorize the Township Manager to execute necessary requirements for estimated Section 1 costs of \$27,000.

Roll Call Vote: Yes: Aldrich, Marcy, Bigford, Helmrich, Osman. No: none

Motion Carried

Agenda Item 4: MERS – Policy Discussion

Manager Frey introduced the policy update and explained why the need for the changes came about. Treasurer Helmrich stated that the pension fund was only funded at 35% when the current board took over. He further stated that the Pension Fund is estimated to make the mid- 50% ranges, which would be a great achievement by the end of this fiscal year. Supervisor Osman agreed.

Motion by Treasurer Helmrich, seconded by Trustee Aldrich to authorize the Township Manager to create a surplus division and issue an additional MERS contribution to the Pension Fund to not exceed \$85,572.

Roll Call Vote: Yes: Helmrich, Aldrich, Marcy, Osman, Aldrich, Bigford No: none

Motion Carried

Reports:

Treasurer Helmrich gave an update to the Treasurer's Report.

Supervisor Osman briefs on Committee Reports

Road Commission – Manager Frey gave update

Fire Board – Trustee Aldrich mentioned the update is in the packet.

PC – Treasurer Helmrich gave an update.

Parks – Manager Frey gave an update.

KLSWA – Manager Frey gave an update.

Emergency Services – No report.

Interurban Board – written report in packet.

Recycling – no report

Harbor Authority – Written report in packet, verbal report given by Dick Waskins.

Manager Report – Manager Frey gave an update.

Open Board Report: Aldrich – nothing. Bigford – Nothing. Helmrich – Recommends all to read the documents pertaining to the Allegan County Redistricting. Marcy – Nothing. Osman – Will consider redistricting proposal and will respond with a letter as well. Reminds everyone of the Special Meeting on October 20th.

Public Comment:

None

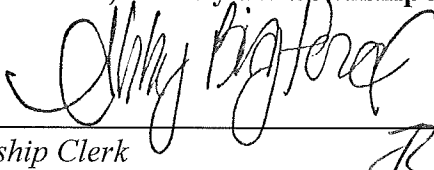
Adjournment:

A motion by *Trustee Marcy*, Seconded by *Trustee Aldrich* to adjourn the meeting at 7:20 PM

Roll Call Vote: Yes: Marcy, Aldrich, Bigford, Helmrich, Osman No: none.

Motion Carries. Meeting Adjourned.

I Abby Bigford, Township Clerk, certify that these minutes were approved on November 10, 2021 by the Township Board.



Township Clerk *AB*

11/11/21

Date

