

Saugatuck Township Board

Regular Meeting Minutes

February 9, 2022

Meeting held in person & via Zoom

Call to Order:

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

Roll Call:

Present: Trustee Aldrich, Clerk Bigford, Treasurer Helmrich, Trustee Marcy, Supervisor Osman.
Also present: Operations Coordinator Daniel DeFranco & Technology/Recording Secretary Jennifer Drew.

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:

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

Discussion: None

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously

Public Comment: Osman opened the floor for public comments.

1. Judith Schneider, 207 N Maple St. Worried about proposed traffic light at Old Allegan Road and Blue Star Highway leading to more traffic along Maple Street as people attempt to avoid the light and use Maple as a short cut.
2. Walter Schneider, 207 N Maple St. Also worried about increased traffic along Maple Street due to proposed Stop light along Old Allegan Rd and Blue Star Highway. Questioned if input from residents for alternate options will be taken into consideration before the decision is made to install the stop light.

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 Marcy.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously

Presentation: Auditor Report

Township Auditor Daniel Veldhuizen, CPA reviewed and summarized the audit of the 2020-2021 financials for the Township. Highlighted 3 topics: responsibilities to management, financial condition, and defined benefit plan. Overall, very pleased with the progress the township has continued to make over years past.

New Business:

Agenda Item 1: Appointments

An appointment was made by Osman to appoint Mr. Chris Bernhardt to fill the vacancy on the Kalamazoo Sewer and Water Authority Commission.

A **Motion** was made by Aldrich to approve the appointment of Mr. Chris Bernhardt to the Kalamazoo Sewer and Water Authority Commission to expire in April 2022. Supported by Bigford.

Discussion: None

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously

Agenda Item 2: 2022 Poverty Guidelines Resolution, 2022-01

Osman introduced, explaining that by passing this resolution at a 0% change from the State Poverty Guidelines, Saugatuck Township will not have to pass the minimum poverty guidelines on a yearly basis.

A **Motion** was made by Helmrich to approve the 2022 Resolution of Guidelines for Applicants Requesting Consideration for Poverty Exemption. Supported by Marcy.

Discussion: None

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously

Agenda Item 3: Charter Township Referendum

Osman introduced, noting that no action is required. On January 13th, 2022, the Township was notified by the Michigan Secretary of State that the Township has a population of 2000 or more according to the most recent United States census and is therefore eligible to be incorporated as a charter township under the provisions of section 3a of the Charter Township Act, 1974 PA 359 (MCL 42.3a).

Discussion: Osman recommended the board accept the notice as information and take no action. No action was taken.

Agenda Item 4: Allegan County Resolution PA 69 of 2005/Recycling Funding

DeFranco introduced. On January 13th, the Township received authorization from the Allegan County Board of Commissioners to hold an election regarding a voted recycling surcharge of \$50 per household, per year under PA 69 of 2005 to be included on the Winter Property Tax Bill. The surcharge would be non-optional for households and would fund participation in the Allegan County Resource Recovery and Recycling Program. The recycling surcharge would appear as a ballot question for the August 2nd, 2022 election.

No action is required in response to this authorization by the County. If the Board chooses to pursue the voted recycling surcharge, it may direct staff to draft ballot language that must be submitted to the County Clerk prior to 4pm on May 10th, 2022.

The Township may also participate in the county recycling program through majority vote by the Board; households would be charged \$25 per year and would have the option of opting out of participation. In the event that the Township fails to collect sufficient funds to cover the cost of participation, it would be responsible for paying the difference. When the Township participated in the county program under this option, it consistently failed to collect sufficient funds and would pay the difference to out of the general fund.

Discussion: Helmrich stated it has been rejected by voters by a large margin in the past. Marcy agreed no action is needed at this time. Bigford noted she likes the twice monthly pickups and the cost is better than what she currently pays for recycling service at her home. Concerned over increased traffic. Would prefer to have the Tri-Community Recycling Committee look into at a later time. Board agreed to take no action.

Agenda Item 5: Proposed Update to Personnel Policy

DeFranco introduced. Updates to Personnel Policy include:

1. Update to *Inclement Weather* policy to (1) align closure of Township office with closure of Saugatuck Public Schools, (2) establish plan for notifying staff and public of office closures, (3) clarify compensation due to early closure, and (4) specify conditions under which an employee may work from home due to office closure. The proposed update does **not** distinguish between non-exempt and exempt employees with respect to compensation in the event of an early closure, extending the non-exempt standard of the Fair Labor Standards Act for compensation due to early closure to exempt employees as well. The Fair Labor Standards Act requires non-exempt employees to be paid for a full day of work whereas exempt employees are paid only for the number of hours worked in the event of an early closure. The Board should consider whether to extend the same “early closure” compensation standard to both exempt and non-exempt employees (as proposed) or to distinguish between exempt and non-exempt employees. Currently, the Township has one exempt employee in the office.

Discussion: Aldrich questioned what the two cities do. Both are at the discretion of their managers. Aldrich questioned if the manager can have the discretion to say the office is closed for the morning and re-evaluate conditions later in the day to determine if the office can be opened at a later time. Bigford wanted to know if employees can go into the office if they choose or do they have to remain home. Employees can commute to office if they would like. Helmrich supports the policy updates due to the small size of the staff.

A **Motion** was made by Aldrich to approve the updated personnel as amended giving the Manager the discretion to open the office at a later time in the event that weather conditions approve throughout the morning. Supported by Marcy.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously

Agenda Item 6: Drain District Petition

DeFranco introduced. Last month, the Board approved a Development Agreement with the Ivy House related to storm water management. Our Engineer is recommending the Township consider moving forward with the process to establish a County Drain along Blue Star Highway. A County Drain will allow Ivy House, and future developments in the area, to outlet storm water to the roadside ditches. Without an established County Drain, the Road Commission will not allow storm water to outlet. This will limit the ability for future development in this area to comply with the storm water management standards.

Discussion: None

A **Motion** was made by Marcy to approve the authorization of the County Drain Commissioner’s Office to prepare the necessary application and petition documents needed to start the process of establishing a County Drain in the area of Blue Star Highway between roughly Old Allegan Road and Old Singapore Trial. Supported by Helmrich.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously

Agenda Item 7: Parks & Environmental Projects Outline for New Standard

Helmrich introduced. New Standard, the marijuana adult use store along the north end of the township, would like to give back to the community in the form of donations to support and encourage outdoor activities and parks within the township. Some suggestions have included upgrades to River Bluff Park, a Cross Country course on unused property at the Dog Park, tree planning along I-196 to assist with noise pollution from the interstate, a garden or park at the Township Hall, and solar power options at the Township Office. The Township has been working with New Standard and also Outdoor Discovery Center to explore different ways to utilize potential donations from New Standard.

Discussion: Aldrich commented that The City of Douglas is utilizing a portion of their funds from Green Coy to complete improvements to Blue Star Highway.

Agenda Item 8: Formation of Committee to Oversee Office Redesign

Osman introduced. DeFranco recommends that the Board appoint three (3) members to an advisory committee to work directly with Abonmarche on the redesign of the Township office with the DeFranco serving as principal project contact. Helmrich, Aldrich, Israels, and DeFranco met with representatives from Abonmarche on February 3rd to discuss the status of the redesign.

Discussion: Marcy commented that Planning Commission member Jackie Ground would like to work with the advisory committee as a resource but is not available until after the second week in March. Helmrich updated that the same people recommended to be appointed met with Abonmarche last week to discuss the project and had a healthy restart to the project.

A **Motion** was made by Bigford to appoint Daniel DeFranco, Jon Helmrich, Stacy Aldrich, and Becky Israels to the advisory committee for the Township Office Redesign. Supported by Marcy.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously

Agenda Item 9: Old Business

1. Branding Discussion

DeFranco introduced. At the January Regular Board Meeting, the Board approved a motion to have the township design committee respond to Creative Concepts regarding Logo Option 2B and request a version of Option 2B featuring a tri-colored rainbow, as opposed to a mono-colored rainbow. Creative Concepts responded to this request and provided the requested variation of Option 2B.

Discussion: Marcy likes the tri-color option, feels it ties the elements together. Bigford noted that Creative Concepts advised against using the tri-color option because it is busy and distracting, however she disagreed and was happy with the look of the tri-color option. Helmrich prefers the tri-color option, would like to clarify if Creative Concepts assists with the implementation of the new logo or if that is the responsibility of the township. Bigford states that it is the responsibility of the township to implement the new logo into letterhead, website, and other uses.

A **Motion** was made by Bigford to approve new Option 2B as the new Township logo design. Supported by Aldrich.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously

Agenda Item 1: Appointments (Revisited)

Osman noticed that Mr. Chris Bernhardt had rejoined the meeting via zoom after experiencing some technical errors. The Board informed Mr. Bernhardt that he had received the appointment to Kalamazoo Lake Sewer and Water Authority as the Township Representative to complete the remainder of the vacant term thru April 2022. The Board also thanked him for his commitment to serve the community both on the STFD and now with KLSWA.

Reports:

Osman briefs on Committee Reports and requests all reports be submitted in writing moving forward for documentation purposes.

Treasurer’s Report - Helmrich gave an update. Report on file.

Committee Reports:

Road Commission –Marcy gave update on intersection of Old Allegan Rd and Blue Star Hwy. Two speed signs have been installed before the intersection along Blue Star Hwy. Next step to install illuminated and flashing stops signs on Old Allegan Rd and warn of cross traffic not stopping. Round-a-bout option is what Allegan County Road Commission recommends and would come at no cost to residents as ACRC would fund the project using grants they would be responsible in applying for.

Fire Board –Aldrich gave update. Report on file.

Kalamazoo Lake Harbor Authority –Helmrich shared December report that had been submitted but was never shared. Lighting on Blue Star Highway bridge considered to be replaced. Both cities and the township are able to vote regarding if they wish to contribute to paying for this improvement. Township Hall was committed to the committee previously to host their meetings along with township staff to take minutes. Helmrich asked DeFranco to reach out to Harbor Authority Chair and the two city managers to discuss.

Planning Commission –Helmrich gave an update.

Parks – Chairman Searing gave an update. Parks Commission have ordered their first park bench to be placed at the Township Hall near where the trees were planted last spring. Briefed on New Standard potential donations, dog park potential improvements and landscape architect hired. Questioned who will be responsible for the new park at the Township Hall, Parks or the Township? Noted the Parks Commission will hold their budget workshop on March 16th.

Emergency Services –Bigford gave a brief update.

Interurban Board – Report on file.

Recycling –DeFranco gave a briefing, committee to meet to draft resolution to re-establish committee.

Coordinators Report –DeFranco thanked the Board. Report on file, highlights below.

- Staffing update.
- 236 Culver payment plan.
- 66th Street Water Assessment project.
- River Bluff Park shoreline restoration.
- Parks RFP for Master Plan at the Dog Park vacant land to explore a Cross Country course.
- Enforcement of Trucking Business on 66th Street on the south side of the township.
- Enforcement of property clean up at 6354 Old Allegan Rd.
- Building maintenance items.
- Dual Electronic Polling Books.
- Board Workshop on 2/16/22.

20 second Recess: Bigford requested a brief 20 second recesses. Osman Granted request.

Open Board Report:

Helmrich – Thanks & welcomes Mr. DeFranco. Workshop confirmation for 2/16/22. Request round table to discuss use of ARPA funds. MDOT noise mitigation along I-196 with tree planting.

Aldrich – Welcomes Daniel, supportive of using staff for meeting minutes and technology. Chief Janik suggested that the smoke alarms be monitored at the township hall to assist with building and records safety.

Marcy – Commends Daniel on many accomplishments in the 3 weeks he has been working with the Township. Thanks staff for commitment to assist the board with minutes and technology.

Bigford – Thanks Daniel, looking forward to the future with him in the position.

Osman – Thanks Daniel, agrees with other board members.

Public Comment:

Jennifer Drew – Thankful for Daniel and the improvements already seen.

Jim Searing – Agrees that the smoke alarm monitoring should be made a priority.

Adjournment:

Supervisor Osman adjourned the meeting at 7:59 pm.

Meeting Adjourned.

MOTIONS

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

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

A **Motion** was made by Aldrich to approve the appointment of Mr. Chris Bernhardt to the Kalamazoo Sewer and Water Authority Commission to expire in April 2022. Supported by Bigford.

A **Motion** was made by Helmrich to approve the 2022 Resolution of Guidelines for Applicants Requesting Consideration for Poverty Exemption. Supported by Marcy.

A **Motion** was made by Aldrich to approve the updated personnel as amended giving the Manager the discretion to open the office at a later time in the event that weather conditions approve throughout the morning. Supported by Marcy.

A **Motion** was made by Marcy to approve the authorization of the County Drain Commissioner's Office to prepare the necessary application and petition documents needed to start the process of establishing a County Drain in the area of Blue Star Highway between roughly Old Allegan Road and Old Singapore Trial. Supported by Helmrich.

A **Motion** was made by Bigford to appoint Daniel DeFranco, Jon Helmrich, Stacy Aldrich, and Becky Israels to the advisory committee for the Township Office Redesign. Supported by Marcy.

A **Motion** was made by Bigford to approve new Option 2B as the new Township logo design. Supported by Aldrich.

I Abby Bigford, Township Clerk, certify that these minutes were approved on
MARCH 9, 2022 by the Township Board.



Township Clerk

3/9/22

Date

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