

Saugatuck Township Board
Regular Meeting
Wednesday April 14, 2021
Approved Minutes

Supervisor Osman Called the meeting to order at 6:00pm

Roll Call: All present

Zoom Instructions: Manager Frey gave 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 are 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:

Aldrich moved to approve the agenda as presented. Supported by Marcy. Discussion: none. Roll call vote: all yes. Approved 5-0

Public Comment: Chris Clark thanked the board for supporting the National Trail Proclamation. Dean Kapenga- Spoke about the Covid Fiscal Recovery Plan. The county will likely receive 22 or 23 million in funds. There are many questions on how this can be spent. Received a report from Judge Skocelas reported that there have been many stresses at the Allegan County 57th District Court due to the pandemic. They have been working to lower the number of inmates in the jail and are only arresting for assaultive type behaviors. No jury trials have been held. 19 of the 24 Townships in Allegan County have taken action on the county wide ATV ordinance. Palisades Power Plant has about a year before it totally shuts down which will leave approximately 600 people without jobs. The Commission just agreed to put 25K into the north side stairs at Westside Park.

Consent Agenda: *Marcy moved to approve the Consent Agenda. Supported by Helmrich. Discussion: Helmrich pointed out the Non-Corporate Resolution Form from MBS in our packet. Roll call vote: all yes. Approved 5-0.*

Presentations:

Redistricting: Cathy Brockington on behalf of The League of Women Voters- spoke in support of citizens drawing districting lines and not politicians. Described the appropriate process and criteria for redistricting. Is advocating for Saugatuck Township to be part of a "Community of Interest". Marcy will be the representative for Saugatuck Township along with representatives from Saugatuck City and Douglas to discuss what might make us a "Community of Interest"

Legal Assistance: Judge Bakker educated the board regarding the Allegan County Legal Assistance Center. The center helps Allegan County residents who have a civil case navigate the legal system. They do not provide legal advice or represent anyone in court. They can explain a person's legal options and the process they need to follow. Many people are unaware of this resource. Victims of domestic abuse can really benefit from this service. The services provided are free. Sheriff Baker spoke about his perspective on the center. This is an incredible resource for our law enforcement officers to present to people that they are serving in our community.

Closed Session; *Marcy moved to move into closed session with the Township Attorney to consult regarding Tyler and Josiline Bowdish v. Saugatuck Township filed on January 27, 2021 in the 48th Judicial Circuit Court Allegan County, Michigan, bearing Case No. 21-63732-CA; also Tyler and Josiline Bowdish v. Saugatuck Township administrative appeal to the State Board of Construction Appeals. The motion is in compliance with the Michigan Open Meetings Act provisions MCL 15.263(e). Supported by Aldrich. Discussion: none. Roll call vote: all yes. Approved 5-0.*

Supervisor confirmed that all board members had returned to the Zoom meeting following the closed session by calling the roll. All present.

Marcy moved that the board follow the recommendations of counsel discussed in closed session. Supported by Bigford. Discussion: none. Roll call vote: all yes. Approved 5-0.

Recycling: Frey- the Chair of the Recycling Committee, Garnett Lewis is on the call. I have outlined the ask of Saugatuck Township on pg. 54. \$1250 for HHW Day, \$205 for Back to Basics Mailer, \$220 for Battery collection container - two collections in 2021, and \$500 for Donation toward purchase of reusable bags for a total of \$2175. Garnett Lewis- will not go over the report in the packet as I did in detail last meeting. Did want to give an update on the Household Hazardous Waste Day. There are 52 spots remaining. We are anticipating that we will fill each spot. This has been a popular event so far. Appreciates the help and support of Saugatuck Township. Aldrich moved to approve the request for funding of Recycling Committee activities not to exceed \$2175. Supported by Marcy. Discussion: Marcy- Great job at last meeting Garnett. Roll call vote: all yes. Approved 5-0.

Public Meetings: Frey- at the March meeting we discussed if we should continue to hold meetings via Zoom as the OMA does allow for it due to Covid. This discussion was tabled to the May meeting. This is the discussion before the Board. Marcy- in Saugatuck there are many current cases of the Covid variant. Supports continuing with Zoom meetings due to the surge. Bigford- is worried about the maximum amount of people permitted in the Township Hall due to Covid restrictions. Would not like to get into a situation where we needed to turn people away or cancel a meeting. Supports continuing with Zoom until we revisit this topic. Helmrich- Michigan has the highest increase rate of Covid cases in the nation. Also supports continuing with Zoom

meetings on a month to month basis. Osman- suggested looking at this in 3 months. Frey- will address this in every manager's report with updates.

Wellhead Protection Ordinance Recommendation: Frey- there was an administrative error in the Wellhead Ordinance that was adopted in February. It was not noticed in the newspaper in time to fulfill legal requirements. It is before you again to pass and the administrative work will get done. *Aldrich moved to adopt the Wellhead Protection Ordinance and corresponding overlay district as recommended by the Township Planning Commission. Supported by Helmrich. Discussion: none. Roll call vote: all yes. Approved 5-0*

Planning Commission and Zoning Board of appeals: Osman- we have some openings and some applicants for the Planning Commission and the Zoning Board of Appeals. Frey- at the April meeting the Board accepted the resignation of Bill Rowe from the Planning Commission and the Zoning Board of Appeals. We received four letters of interest from Russell Harris, Dick Waskin, Denise Webster, and Michael Wurth. We received a letter of interest from Denise Shipley to fill the vacancy on the Zoning Board of Appeals as the PC liaison. Candidates were invited to introduce themselves and tell a little about their desire to be on the PC. Michael Wurth- recently retired, has lived in the area for about 12 years. My professional background is in product development and marketing. Has worked for Steelcase, Mohen and Haworth in strategic planning. Has much experience in budgets, and process development and implementation as well. Loves the community and would love to be of service. Is available year round. Helmrich asked Mr. Wurth if he had any planning related concerns that he would like to see addressed or become involved in. Wurth- has an extensive background in design and is very sensitive to careful development. Is interested in preserving the character of the community while satisfying the community goals. Bigford- are you open to training/education regarding planning? Wurth - yes. Russ Harris- has lived in West Michigan his entire life. Raised his family in the Township. His kids graduated from Saugatuck High School. Was active in volunteering at the school. Has coached as well. Has much interest in local trails. Work experience is in sales. Has been active in the Beach Sweep Program locally. Is interested in serving the community. Helmrich- please share an issue that you think the PC could spend more time addressing. Harris- Appreciates the attention to careful development of the PC. Thinks the PC has done a great job with this in the last couple of years. Is open to training specifically the citizens planning training at MSU and is available year round. Dick Waskin- is the Broker/Owner of the RE/MAX Saugatuck-Douglas office. Has been in real estate for 35 years in the Saugatuck area. Has done many things related to zoning and planning with the tri-communities. Is very familiar with the zoning in the area. Desires to be on the PC to be fair and equal to all community members. The zoning rules need to apply equally to each person. Zoning rules and policies need to be crystal clear so before a person even approaches the PC, they know exactly what they can and cannot do. Has such an extensive history in this area with zoning issues. Thinks its important for the Township to remember and learn from both the successes and failures in the past. Thanks the board for considering him. Marcy- when I first learned that there was a realtor on the PC (Bill Rowe) I wondered if there was a conflict of interest there. Please discuss your

thoughts on this. Waskin- has had many conversations with Rowe on this subject. Rowe erred on the side of caution and recused himself even if there was a slight possibility of a conflict. I agree with his practice. Helmrich- based on your history and experience, what is the biggest asset that you would bring to the PC? Waskin- hopes he covered this in talking about his history and learning from the good and the bad. Remembers a few years back when there were issues with water pollution and the PC was recommending to pass an ordinance that required well testing before any property changed hands. Property changes hands for a variety of different reasons so a group of realtors, other concerned citizens and I got together and worked with the PC regarding this and they changed the ordinance so that the water only had to be tested if the property had a home on it. Would be interested in the Citizen Planner course. Is also here year round. Denise Webster- applauded all of the other applicants. Is retired. Extensive experience with Planning and Zoning in Isabella County. Also has experience in resource recovery in Isabella County. Has experience in two close municipalities having to work together (township and city). Has also served on a Fire Board. Would be happy to serve the Township. Is available year round. Has done a great deal of training, but would be happy to do additional training. Has been involved in updating a Master Plan. Helmrich- in all of your extensive history in planning and zoning, is there any issues that stand out as being particularly contentious? Webster- In Isabella there was an intensive livestock operation wanting to move into the county. It was a packed room. There were many concerns with smell and other issues. It did end up passing. There was also an electronic recycling center proposed and unfortunately it did not pass because it was not presented fully and residents did not understand it. Denise Shipley- Would love to serve as a liaison to the ZBA. Seems like a good fit. Loves to research and dig deep to find the correct information. *Osman- Appoint Michael Wurth to the remaining term on the Planning Commission. Aldrich moved to accept the appointment of Michael Wurth to the Planning Commission. The motion was not supported and withdrawn. Osman- Appoint Denise Webster to the Planning Commission. Bigford moved to accept Supervisor Osman's appointment of Denise Webster to the Planning Commission. Supported by Aldrich. Discussion: Marcy- appreciates all of the applicants. Others may have had some more direct experience. Roll call vote: all yes with the exception of Marcy. Approved 4-1. Helmrich moved to appoint Planning Commissioner Denise Shipley as liaison to the Zoning Board of Appeals. Supported by Aldrich. Discussion: none. Approved 5-0.*

Township Hall Renovation Plan: This will effect the budget conversation. The Board approved a Strategic Action Plan and one of the focus goals was township hall renovations. This timeline addresses that focused goal. Reviewed the timeline included in the packet. All of these steps will require board approval. Bigford- at what point in this process will we have a better idea of the actual cost of this endeavor? Frey- in the design process in September. *Marcy moved to accept the tentative project timeline and request the Township Manager to implement the Hall renovation project. Supported by Aldrich. Discussion: none. Roll call vote: all yes. Approved 5-0.*

Road Asset Management Plan: Frey- in your packet you will find the Final Draft Road Plan. The plan reviews the current conditions of our roads and how our past practices

have impacted our local streets. The roads in the Township are some of the best in Michigan. The plan provides a road analysis to look toward the future and offers four scenarios that are available to the Township regarding road maintenance. Prein and Newhoff will be at our next meeting to review this document and to facilitate the Road Millage and recommendation from the Road Liaison and the Township Manager. *Bigford moved to accept the proposed Final Draft Road Plan as presented. Supported by Marcy. Discussion: none. Roll call vote: all yes. Approved 5-0.*

Budget Narrative: Frey- the Financial Policy outlines a Budget Calendar. Board budget requests were due March 12, the Draft Budget is being presented tonight (April 14), the Final Budget Draft will be presented May 12, and the Budget Hearing and adoption will be on June 9. There are 4 millages in the Township: Roads 1, Roads 2, General Operating, and Cemetery. Reviewed the information related to these millages including dates of election, original millage authorization, 2021 millage rates and expiration dates of millages. All of this information can be found on page 94 of the packet. Reviewed the Township Millage Comparison chart on page 105 of the packet. As you can see our revenues go down due to the Headlee Roll Back. Our expenses go up due to inflation and our revenues go down. In 2020 Voters passed the Allegan County Tax Limitation Proposal with 59% approval, 64% in the Township. This allows the Township to levy up to 1.07 mills annually for general operations, subject to Headlee reductions. The general operating millage supports the general operation of the Township. Helmrich - this is based on the tax year not the fiscal year, correct? Frey- yes. Highlighted the "Your Tax Dollars at Work" chart on page 104 of the package. 8% or less of each property tax dollar goes to the Township. Also highlighted the "Township General Operating Revenues" chart on page 103 and the "Proposed Township General Operating Revenues" on page 106. Our most reliable revenue source is property taxes. The Strategic Action Plan includes a goal to stabilize our funding revenue. Helmrich- in terms of the revenue side of things, have the projected federal relief funds been accounted for in this? Frey- no, the relief funds would be a one time thing, this looks at the current operating revenue and what is being proposed in the budget. Township Board Goals and Budget Items- there are 3 priority area focus goals: Increase professional staff, Township Hall renovations, and Operating Millage provides growth and stability. Budget Requests and Direction: Adhere to the focus goals, Office upgrades to provide an office that can serve the residents in the best possible way, Maintain our trails, parks and Township facilities, Better access to technology for Board members, and Work to implement the Master Plan and other Capital Improvement Plans. Summarized the General Fund Overview including revenues and expenditures. Summarized the Road, Cemetery, Ambulance, Sewer Debt, Capital, and Water and Sewer fund revenues and expenditures. Explained the Fund Balance Estimator. Marcy- Is amazed by all the work Joe has done. Good job. Bigford- please talk about the 8-12 month staffing analysis. In my experience working in the office, it does not seem like a part time and full time support staffing is necessary. There are new projects from the PC and the Board. The intern would assist with these projects. At the end of the internship we will have a better idea of staffing needs. Helmrich applauds the intern program and supports the idea of increasing Lynee Wells time in the office. Also supports the idea of the part time office support increasing to full time. Bigford and

Aldrich supported Helmrich's comments. Helmrich- applauded Frey for all of his work on the budget. Asked if there was a possibility to include website and mail chimp upgrades. Frey- some fund balance would need to be utilized to address these projects in this fiscal year. Helmrich- would like to see Frey look at what items in the budget could be moved or put off to allow for these projects in this fiscal year rather than take from the fund balance. Bigford- agrees that the website is not user friendly and generally antiquated, but this was not identified as a focus goal. There is staff time and Township funds associated with this project. Helmrich- the budget is not about just our top 3 goals. Marcy- believes we have had this conversation and we decided to put off the website overhaul. We can't do everything in one year. Frey- we could allocate the additional (not required) payment to MERS to Website improvements. Helmrich- thats a great example, that's what I was looking for. We do have to be balanced. There is an increase in the proposed revenue for this year. Suggested a special meeting for a Budget Workshop. This idea was supported by Bigford, Marcy and Aldrich. Bigford- Osman has lost connection. *Marcy- moved to appoint Clerk Bigford as the chairperson. Supported by Aldrich. Discussion: none. Roll call vote- all yes. Approved 4-0.* Frey will schedule a Budget Workshop.

ACRC Road Project Proposal: Frey- The ACRC has submitted their recommendation to the Board for approval of the road projects 400028, 400029 and 300015. The project descriptions and the bid sheet are attached. Please keep in mind the final cost to the township will include contract cost as well as about 10% additional for inspection, testing and overhead. *Marcy moved to accept the Allegan County Road Commissions recommendation to select the lowest bidder to conduct road maintenance project 400028 and 400029 and PH 300015. Supported by: Aldrich. Discussion: none. Roll call vote- all yes. Approved 4-0.*

Blue Star Trail Engineering Agreements: Frey- Over the past 3 weeks the Blue Star Trail Study Committee, the three municipalities, along with the Friends of the Blue Star Trail have been working on the first step towards completing the BST and to creating a full interlocal agreement. This first step is to connect the Township portion of the trail to the Douglas portion through the City of Saugatuck. Included in this memo are three documents necessary for the engineering to take place. The FOTBST will be paying all fees regarding the engineering of the trail. The agreements are the Final Draft Interlocal Agreement, the Final Draft Agreement to Pay Engineers, and the Final Draft Agreement to Contract with Engineers. These agreements have been reviewed and still require final legal review. Attorney Curcio and I recommend approval with the condition of final review and approval from the Township Attorney and Manager. *Marcy moved to approve and authorize signature on Final Draft Interlocal Agreement, Final Draft Agreement to Pay Engineers, and Final Draft Agreement to Contract with Engineers, as presented; subject to minor modifications requested by other parties to those agreements and approved by the Township Manager and Township Attorney. Supported by Aldrich. Discussion: Bigford- is pleased to see some movement on this. Roll call vote: all yes. Approved 4-0.*

Trail Proclamation: Frey- Supervisor Osman has endorsed the "National Trail Day" Proclamation that recognizes June 5, 2021 as National Trails Day in the Township of Saugatuck. Bigford- we value our trails and are known for them. Thinks that setting aside a day to give them their proper adieu is appropriate. Marcy thanked all of the volunteers for their work on trail maintenance.

Bill Rowe- Service Recognition Certificate: Bigford- this Certificate acknowledges that Bill Rowe served on the Planning Commission for 14 years. Thanked him for his dedication and excellence. Aldrich- also thanked Rowe for all of his work.

Treasurers Report: Helmrich: General Fund bank balance (at 4/1/21) = \$2.78M - includes the CD liquidation of \$766K. Total Revenue YTD is 9.7% ahead of budget and YTD expenses are 15% below budget. Both are improvements from March. In General Fund only, revenue is 9.6% ahead of budget; expenses are 3.8% below budget. There continue to be no departmental overages. Significant revenue lines ahead of budget include annual marijuana permits and reimbursements for elections and some road work. Fiscal state of Township remains excellent. Investments: see separate report. Current total investments are at \$1,150,047.43; an increase of 50% from December due to new investments having been made. We settled the 2020 tax year with the county on March 19. We owe two of our disbursement partners a final payment and will also receive a refund from a couple of them. Aim to have this balanced by April 30. Final Tax disbursement payments to approve: estimate of \$12K.

Planning Commission: The Planning Commission did not meet in March. Next Meeting is Monday, April 26 at 7:00pm. The three special committees of the PC are in formation. They are: Attainable Housing, Rural Character and Conservation, and Blue Star Corridor/Economic Development. I am working with Dave Ihle on the Economic Development team. We have invited two Township residents who are business owners to join. Bigby Coffee is on board so far. In response to the Board request that PC investigate a potential Historic District near the Kalamazoo River mouth, the Executive Director of the Michigan Historic Preservation Network will make a presentation to the PC at the April meeting.

Fire Board: State of Michigan experienced 30 fire fatalities so far for 2021. There was a 2151 Emergency pump shaft and housing repair for 17 thousand dollars. We sold a 1910 Ambar Rescue Boat to Presque Isle Fire Department for \$5K. There was a successful Vaccination clinic at the high school with only 3 days notice. It ran very smoothly. Thank you to Bill Wester for letting us use a golf cart to help transport people. Thank you also to Back Alley Pizza for providing pizza at a greatly reduced price. Graafschap Fire Dept. loaned us signage for the clinic and set it up for us. The SCA loaned us their parking lot for students to park for that day. Chris Mantles submitted a grant for AAA safety grant stabilization struts for 12-14 thousand. The fire board approved a 1000.00 funding for the Household Hazardous Waste day. We also discussed the 196 Construction work and difficulty it could create for the Fire Department. They want to be prepared for emergency situations during the reconstruction.

Road Commission: Marcy- we have had many road meetings recently. Is very impressed with Dana, Connie and other staff. Frey- we have been working very hard on the Road Asset Management Plan.

Parks Commission- Bigford- there is a comprehensive Parks report on page 165 of the packet. Frey- The Restoration Project- the Natural Resource Trustee Council for the Kalamazoo River reviewed the project idea submitted by the Park Commission in 2020 and it ranked highly. Will keep you all informed as more information comes in.

Interurban Board- Please see Babinski's report in the packet.

Recycling Committee- The full committee report is part of the packet (page 167) Goshorn- highlighted that the Hazardous Waste event is very successful so far and encourages everyone to attend the educational composting event.

Open Board Report: Marcy- appreciated both of the presentations. Very interested in the redistricting. Was not aware of the Legal Assistance center and is impressed with this. Encourages people to continue to wear masks inside and outside.

Managers Report: Frey- reviewed the report that is part of the packet (page 168). Suggested a mural competition to find some art for the brown outside walls of the Township Hall. Working to highlight some of the Earth Day activities like the composting project. Also asked the Board if they would be interested in setting quarterly Board workshops. This will be on the agenda for next month.

Public Comment: Denise Shipley- looks forward to working with Denise Webster and thanks for her appointment to the Zoning Board of Review liaison. Suggested having very qualified college students help with the website and with the historical district.

Marcy moved to adjourn the meeting of April 14, 2021. Supported by Aldrich. Roll call vote: all yes. Approved 4-0.

Prepared by:
Abby Bigford
Township Clerk

