

Saugatuck Township Board Minutes

Saugatuck Township Regular Board Meeting

Regular Meeting Minutes

August 11, 2021

Meeting held at Township Hall

Call to Order:

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

Roll Call:

Present: Clerk Bigford, Trustee Aldrich, Treasurer Helmrich, Supervisor Osman

Absent: Trustee Marcy – Absent with Notice

Pledge of Allegiance

Approval of Agenda:

Motion by Clerk Bigford, seconded by Trustee Aldrich, to approve the agenda as with amending the agenda to put the public comment to item 4.

Supervisor Osman called a roll call:

Ayes: Clerk Bigford, Treasurer Helmrich, Trustee Marcy, Trustee Aldrich, Supervisor Osman

Nays: None

All ayes, motion carried.

Public Hearing:

Supervisor Osman opened the public hearing for the 66th Street Special Assessment District at 6:03 PM.

No comments.

Supervisor Osman closed the public hearing at 6:04 PM.

Public Comment:

Mark Witte, Allegan County Community Health, spoke on the request for funds for the Mental Health Services building upgrades.

Commissioner Kapenga, spoke about Chief Janik and his service in emergency services. He also commented on internal facilities upgrades and that a new website is planned for October.

Scott Stearns, 3462 Riverside, requested that board meetings be broadcast live, even after COVID. Impressed with recycling committee report.

Trustee Marcy arrived at 6:10 PM.

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Approval of the Consent Agenda:

Motion by *Trustee Aldrich*, seconded by *Trustee Marcy*, to approve the August Consent Agenda.

Supervisor Osman called a roll call:

Ayes: Clerk Bigford, Treasurer Helmrich, Trustee Marcy, Trustee Aldrich, Supervisor Osman

Nays: None

All ayes, motion carried.

Old Business:

Tabled Agenda Item Branding:

Manager Frey stated that the Township Board requested the quote to be broken into a more detailed proposal. Manager Frey presented the detailed quote that was prepared by Concept A Creative.

Manager Frey reviewed what was presented to Concept A Creative as the required end product. The presented items were a Brand Guide that was completed for the City of Gladwin and the County of Gladwin. This guide details what the items the Township would be receiving. It is not just a logo, but a whole marketing package.

Manager Frey also highlighted how this can work to cross promote the community and other agencies in the area.

Treasurer Helmrich asked a question if the CVB would be updating their branding. Manager Frey clarified that they would not be rebranding, we would be building off from their presentation.

Trustee Aldrich asked if the two cities were looking at this project. Manager Frey stated that it is not one of their top priorities.

Manager Frey stated that this process will lead into the redevelopment of the website. The process will allow the developers to create a website within the design specifications that are adopted in this process.

Treasurer Helmrich stated that the Township does not have a Police Department, DPW, etc. and that the deliverables would not be as much work. He then asked if the price could be less.

Clerk Bigford stated that she is very interested in managing expenditures, though this project is important and needs to be done correctly, not by college students. This has a long standing and large impact. She did initially have a sticker shock, though this process is important to be done right the first time. Clerk Bigford asked Manager Frey about grant opportunities.

Manager Frey reviewed the requirements in the Redevelopment Ready Program through the Michigan Economic Development Corporation and that this branding project is a requirement in their program. The program does offer technical assistance dollars for Master Plan updates, etc.

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Trustee Marcy stated that she did initially have sticker shock, after reviewing she determined that the Township should look professional and that updating the brand will assist in making the Township look professional and welcoming.

Trustee Aldrich asked if there are other companies.

Manager Frey stated that there are other companies, this company was selected to meet the Township's goal for collaboration as they completed the CVB's branding. The full cost for a rebranding is \$20,000 - \$25,000. The Township has already completed a portion of a traditional rebranding project, thus the lower price.

Trustee Aldrich asked if the topic can be added to the workshop. Manager Frey stated that it can.

Treasurer Helmrich stated that he would like to hear more from the two cities.

Trustee Marcy asked what the CVB received?

Manager Frey stated that they received updated branding, though not necessarily a new logo.

Trustee Marcy stated that she thinks that we must complete this to move forward.

Supervisor Osman stated that we must do this right as we will be married to this new brand once completed and that we must do it right.

Clerk Bigford stated that this type of project is costly, though we need to move forward.

Motion by Clerk Bigford, seconded by Trustee Marcy, to accept the proposal from Concept A Creative as proposed for \$8,500.

Supervisor Osman asked for any discussion.

Treasurer Helmrich stated that we did not reach out to the other companies and that there are other companies that do this work.

Trustee Marcy commented back that we would then miss out on utilizing the work from the CVB and collaboration.

Trustee Aldrich stated that she would like to talk to Saugatuck and Douglas prior to moving forward.

Clerk Bigford commented back that once we complete the project and show that it works, it might move them to update as well. Trustee Marcy also joined in to state that Manager Frey has already spoken with their managers, and it does not appear to be a top priority.

Supervisor Osman called the roll.

Ayes: Clerk Bigford, Trustee Marcy, Supervisor Osman

Nays: Trustee Aldrich, Treasurer Helmrich

Motion Passed, 3-2

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New Business:

Agenda Item: 1 Park & Recreation Application Review

Supervisor Osman introduced the topic and invited the first candidate to speak.

Kenneth Butler introduced himself to the Board and his experience working on boards and commission. He highlighted his experience working on park policy and projects.

Treasurer Helmrich asked if he had visited the parks? Butler stated that he has visited River Bluff.

Jane Dickie introduced herself to the Board and her experience related to love of parks. She highlighted her interest in the psychology and wants to help promote children experiencing nature.

Treasurer Helmrich asked her vision of attracting children to the parks? Dickie responded that a partnership with outdoor recreation program in the area would be a good start, current focus is on sports.

Jeanette Locher introduced herself to the board and her experience in fundraising and hosting community events. She stated that she served on the Paint Creek Trail Council.

Treasurer Helmrich asked her if she had any questions? Locher asked if the Board would select a person tonight. It was commented that they would.

Jon Vanderbeek was not present at the meeting.

Motion by Treasurer Helmrich, seconded by Trustee Aldrich, to accept the resignation of Erica Baarman from the Park Commission.

Supervisor Osman called a roll call:

Ayes: Clerk Bigford, Treasurer Helmrich, Trustee Marcy, Trustee Aldrich, Supervisor Osman

Nays: None

All ayes, motion carried.

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

Supervisor Osman called the roll:

Ayes: Clerk Bigford, Treasurer Helmrich, Trustee Marcy, Trustee Aldrich, Supervisor Osman

Nays: None

All ayes, motion carried.

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Manager Frey stated that the Park Commissioners did provide a letter of recommendation on who they would like to be appointed to the Park Commission.

Motion by Trustee Aldrich, seconded by Treasurer Helmrich, to appoint Jane Dickie and Kenneth Butler to serve the vacancy on the Park & Recreation Board until the next scheduled election.

Supervisor Osman asked for discussion.

Trustee Marcy stated that everyone tonight is well qualified.

Trustee Aldrich commented that there are other opportunities and encourage them to apply again.

Supervisor Osman called the roll:

Ayes: Clerk Bigford, Treasurer Helmrich, Trustee Marcy, Trustee Aldrich, Supervisor Osman

Nays: None

All ayes, motion carried.

Agenda Item 2: Harbor Authority Appointments

Supervisor Osman introduced the agenda item and welcomed the applicant to the podium.

Dick Waskin introduced himself and his experience with the harbor. He spoke on the history of the harbor and its constant changes.

Treasurer Helmrich thanked Mr. Waskin for applying to serve.

Trustee Aldrich agreed and thanked Mr. Waskin.

No other applicants.

Motion by Trustee Marcy, seconded by Clerk Bigford, to appoint Dick Waskin to serve on the Kalamazoo Lake Harbor Authority.

Supervisor Osman called the roll:

Ayes: Clerk Bigford, Treasurer Helmrich, Trustee Marcy, Trustee Aldrich, Supervisor Osman

Nays: None

All ayes, motion carried.

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Agenda Item 3: Rotary Request

Supervisor Osman introduced the agenda item of a request for funding to pay for community fireworks.

Treasurer Helmrich stated that he thought Mr. Sullivan was going to speak on this topic.

Trustee Marcy asked if anyone knows how the community feels about this event being on 9/11? No comment.

Treasurer Helmrich commented that the two cities are contributing to the event. He continued to comment that previously the Board had concerns about contributing to events, though the Michigan Township Association has clarified this concern.

Trustee Aldrich asked if they contributed to other events, like the Fourth of July.

Treasurer Helmrich commented that the request for that event was too late.

Clerk Bigford asked who normally puts on Rotary Fireworks? Treasurer Helmrich commented that it was Rotary, though that the fireworks was cancelled this summer and was postponed to this event.

Clerk Bigford commented that she was concerned with opening the door to contributions as it may lead to more requests.

Trustee Marcy clarified that the request is to support the fireworks, Treasurer Helmrich commented that it was.

Motion by Trustee Marcy, seconded by Treasurer Helmrich, to accept the request from the Rotary for fireworks in the total of \$1,500.

Clerk Bigford commented that she remembers doing the research and that it is a grey area. She cannot get behind the support at this time.

Supervisor Osman called the roll:

Ayes: Treasurer Helmrich, Trustee Marcy, Trustee Aldrich

Nays: Clerk Bigford, Supervisor Osman

All ayes, motion carried. 3-2

Agenda Item 4: Building Official Contract

Supervisor Osman stated that she is recusing herself as she has previously worked with the applicant.

Manager Frey introduced the topic and that he is asking the Board to approve the Building Official Contract.

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Eric Davis introduced himself and his 20 years of experience working as a Building Official.

Trustee Aldrich commented that she has heard good things about his work.

Treasurer Helmrich stated that he has observed his performance in the office and appreciates his work and how he builds relationships with residents.

Clerk Bigford stated that she thinks this will be a good fit. She then asked about how Building Officials are reviewed and how are they held accountable?

Eric Davis commented that common sense is important and that being truthful and honest is important. The position is a professional position, so you expect that the person is a professional.

Trustee Marcy asked some questions on the building approval process. Supervisor Osman responded.

Treasurer Helmrich asked about how long his current license was? Eric Davis responded that he just renewed it.

Manager Frey reviewed the contract with the board. Board members asked questions about operations and Manager Frey responded.

Motion by Trustee Marcy, seconded by Trustee Aldrich, to adopt the building official services contract with Eric Davis as presented.

Supervisor Osman called the roll:

Ayes: Clerk Bigford, Treasurer Helmrich, Trustee Marcy, Trustee Aldrich, Supervisor Osman

Nays: None

All ayes, motion carried.

Agenda Item 5: New Staff Position

Supervisor Osman introduced the agenda item.

Manager Frey reviewed the need for additional capacity, as was highlighted from former Manager Graham, and was discussed at the budget workshop. After reviewing the operations over the past eight months it has been determined that a second full time person in the office would be beneficial to operations. The position before the Board is the Community Development/Assessing Coordinator. The recommendation is to then promote Mrs. Jennifer Drew to this position.

Treasurer Helmrich asked if the part time position would still be in place. Manager Frey commented that it would, though it is not funded.

Manager Frey stated that filling the part time position would be a more detailed discussion later. He further stated that that he is currently completing a wage and benefit study to gather more information for a full discussion.

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Clerk Bigford asked about the title of the position. Manager Frey responded that the focus of the position is on the building department and assessing department to allow for the administrative duties to be completed, which will allow the Manager, Building Official, and Zoning Administrator greater capacity for more high-level projects.

Treasurer Helmrich stated that he was happy to see this on the agenda. He further asked how this position would help with Township communications? Manager Frey responded that this position is more focused on operations and not communications. Though this position will assist in updating the website and information for the meetings.

Board members and Manager Frey discussed the phones and how it impacts the office.

Treasurer Helmrich asked about the wage? Manager Frey stated that after initial analysis of the local wage analysis and looking at the state information, the proposed wage is within the average for the start of this position.

Treasurer Helmrich stated that he would be comfortable with a higher number.

Supervisor Osman asked for a motion.

Motion by Trustee Aldrich, seconded by Trustee Marcy, to approve the creation of the Community Development/Assessing Coordinator as presented with a wage of \$19/hour with benefits, with flexibility to negotiate, and authorize the Township Manager to fill the position.

Supervisor Osman called the roll:

Ayes: Clerk Bigford, Treasurer Helmrich, Trustee Marcy, Trustee Aldrich, Supervisor Osman

Nays: None

All ayes, motion carried.

Agenda Item 6: Tri-Community Recycling Committee Update

Board members thanked the committee for their work.

Motion by Treasurer Helmrich, seconded by Clerk Bigford, to support the grant application for a recycling assessment.

Supervisor Osman called the roll:

Ayes: Clerk Bigford, Treasurer Helmrich, Trustee Marcy, Trustee Aldrich, Supervisor Osman

Nays: None

All ayes, motion carried.

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Agenda Item 7: 66th Street Assessment District

Supervisor Osman introduced the agenda item.

Manager Frey gave a review of the past lawsuit and the resolutions required to create the special assessment district to install a new watermain along 66th Street, between Holland and 135th. The two resolutions were prepared by the Attorney's and reviewed by the financial advisor.

He continued to state that the first resolution is the determination of making a public improvement and the second is a noticing of the special assessment roll. There will be another public hearing and resolution at the next board meeting.

Manager Frey then reviewed the special assessment district process and bonding process. This included a review of the project timeline.

Motion by Trustee Marcy, seconded by Clerk Bigford, to approve Resolution No. 2021-08: Determination to Make Public Improvements; Approval of Plans and Estimate of Costs; Final Determination of Special Assessment District.

Supervisor Osman called the roll:

Ayes: Clerk Bigford, Treasurer Helmrich, Trustee Marcy, Trustee Aldrich, Supervisor Osman

Nays: None

All ayes, motion carried.

Motion by Clerk Bigford, seconded by Treasurer Helmrich, to approve Resolution No. 2021-09, Filing Special Assessment Roll, Notice of Hearing.

Supervisor Osman called the roll:

Ayes: Clerk Bigford, Treasurer Helmrich, Trustee Marcy, Trustee Aldrich, Supervisor Osman

Nays: None

All ayes, motion carried.

Treasurer Helmrich commented on Exhibit B.

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Agenda Item 8: COVID-19 Discussion

Supervisor Osman introduced the agenda item.

Manager Frey stated that with COVID-19 changes and comments from Board members regarding safety, he had prepared a new policy and requires the Boards approval to adjust operations. He further stated that the Local Emergency lapsed due to the tie to the States Mask Order, which was revoked. The current proposed Local Emergency is tied to health requirements and will sunset in 6-months allowing for this issue to be brought up again, the sunset is also included in the staff policy presented.

Manager Frey stated that he is looking at a hybrid approach, which was asked about at other meetings.

Trustee Marcy asked why the Township had issues to create a hybrid approach? Manager Frey and Treasurer Helmrich spoke on the current system.

Supervisor Osman stated that Saugatuck is looking into it. Invited Manager Frey to attend a meeting on how they are updating their meetings.

The Board and Manager Frey spoke on how they would like to see how a hybrid approach would work.

Motion by Clerk Bigford, seconded by Trustee Marcy, to approve Resolution No. 2021-10: Declaration a Renewed Local State of Civil Emergency Pursuant to Chapter 2, Article VI of the Township Code.

Supervisor Osman called the roll:

Ayes: Clerk Bigford, Treasurer Helmrich, Trustee Marcy, Trustee Aldrich, Supervisor Osman

Nays: None

All ayes, motion carried.

Motion by Clerk Bigford, seconded by Trustee Aldrich, to return all public meetings to Zoom starting on August 18, 2021.

Trustee Aldrich and Treasurer Helmrich asked how this would impact the Workshop meeting and Planning Commission. Manager Frey reviewed how this policy would impact them.

Supervisor Osman called the roll:

Ayes: Clerk Bigford, Treasurer Helmrich, Trustee Marcy, Trustee Aldrich, Supervisor Osman

Nays: None

All ayes, motion carried.

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Motion by Trustee Aldrich, seconded by Treasurer Helmrich, to approve the presented operational changes as presented by the Township Manager.

Supervisor Osman called the roll:

Ayes: Clerk Bigford, Treasurer Helmrich, Trustee Marcy, Trustee Aldrich, Supervisor Osman

Nays: None

All ayes, motion carried.

Motion by Treasurer Helmrich, seconded by Trustee Marcy, to approve the Employee COVID-19 Vaccine Policy as presented.

Supervisor Osman called the roll:

Ayes: Clerk Bigford, Treasurer Helmrich, Trustee Marcy, Trustee Aldrich, Supervisor Osman

Nays: None

All ayes, motion carried.

Agenda Item 9: Coastal Alliance Letter to U.S. Army Corps of Engineers

Manager Frey reviewed the agenda and that this was a request from the Board to review the letter and offer a recommendation.

Staff recommended that a response letter is not necessary but did provide a letter if the Board chose to send one. The letter reiterates the Township's position that was stated in the past two letters sent to the US Army Corps of Engineers.

Board members asked questions about the format of the letter.

Treasurer Helmrich confirmed that the Township did send out two letters previously and reviewed the history of the process.

Trustee Marcy asked why the recommendation is to not send a letter. Manager Frey commented that the previous letters thoroughly detailed our stances and that the current stance has not changed.

Treasurer Helmrich stated that sending the letter would be good to simply restate our position.

Supervisor Osman asked if there was a motion.

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Motion by Trustee Marcy, seconded by Treasurer Helmrich, to send the draft letter to the U.S. Army Corps of Engineers as presented.

Supervisor Osman called the roll:

Ayes: Clerk Bigford, Treasurer Helmrich, Trustee Marcy, Trustee Aldrich, Supervisor Osman

Nays: None

All ayes, motion carried.

Agenda Item 10: MTA Governance Letter & Pledge

Manager Frey introduced the agenda item and the letter that was sent to the Board.

The Board and Manager Frey spoke about ethics and the importance of them related to public service.

Treasurer Helmrich stated that this item shows our dedication to the Michigan Township Association and pledge to good governance.

Clerk Bigford agreed and stated that the services provided are excellent.

Manager Frey spoke on the work that the Michigan Township Association does on the Townships behalf at the State.

Motion by Treasurer Helmrich, seconded by Trustee Aldrich, to sign the Principles of Governance and strive to meet the standards within this pledge.

Supervisor Osman called the roll:

Ayes: Clerk Bigford, Treasurer Helmrich, Trustee Marcy, Trustee Aldrich, Supervisor Osman

Nays: None

All ayes, motion carried.

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Agenda Item 11: Board Workshop Agenda

Supervisor Osman introduced the agenda item and asked if the agenda needs any additions or removal.

Manager Frey reviewed the agenda with the Board.

Treasurer Helmrich and Clerk Bigford made small comments on the items on the workshop agenda and appreciated the upcoming discussion.

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

Supervisor Osman called the roll:

Ayes: Clerk Bigford, Treasurer Helmrich, Trustee Marcy, Trustee Aldrich, Supervisor Osman

Nays: None

All ayes, motion carried.

Agenda Item 12: Township Manager Review

Supervisor Osman asked that the review be postponed to a special meeting prior to the workshop meeting.

Board members agreed that it is an important topic and requires full attention. Manager Frey agreed to the postponement.

Motion by Supervisor Osman, seconded by Clerk Bigford, to table the agenda item and set a special meeting at 10 o'clock the day of the Township Workshop.

Supervisor Osman called the roll:

Ayes: Clerk Bigford, Treasurer Helmrich, Trustee Marcy, Trustee Aldrich, Supervisor Osman

Nays: None

All ayes, motion carried.

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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. Clerk Bigford updated the Board that there is discussion about the emergency services regarding providers and that Tony Schippa is reviewing and will be coming to the Board with an update soon.

Interurban report was received.

Recycling report was received.

Managers' Report:

Manager Frey presented his report and gave a brief update.

Open Board Report:

Trustee Aldrich – No comments.

Trustee Marcy – No comments

Treasurer Helmrich – Asked a clarification on the posting of openings on committee. Stated his support of a group rate for the Michigan Association of Planning for the Planning Commission.

Supervisor Osman – No comments.

Clerk Bigford – No comments.

Public Comment:

No comments


Adjournment:

Supervisor Osman adjourned the meeting at 8:55 PM

Meeting Adjourned at 8:51 PM

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



Township Clerk

9-8-21
Date

