

**Saugatuck Township  
Regular Board Meeting Minutes  
Wednesday, May 10 2023, at 6:00 p.m.  
Meeting held in person & via Zoom**

**Call to Order:** Supervisor Bigford called the meeting to order at 6:05 PM

**Roll Call:**

Present: Supervisor Bigford, Clerk Israels, Treasurer Helmrich, and Trustee Aldrich.

Absent:

Also Present: Trustee Marcy (via Zoom), Township Manager Daniel DeFranco, Recording Secretary Morgan Arens, Lisa Mize, Chad Warden.

**Approval of Agenda:**

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

Discussion: None

Voice Vote: 4-0.

Motion Carried Unanimously.

**Public Comment:** None

**Public Comment Closed**

**Approval of Consent Agenda:** Bigford introduced the consent agenda.

Discussion: None

A **Motion** was made by Aldrich to approve the consent agenda as amended. Supported by Helmrich.

Discussion: None

Voice Vote: 4-0.

Motion Carried Unanimously.

**Presentations:** Lisa Mize, CVB

**New Business:**

**1. Building Inspector Contract**

The Township's current Building Inspector will be retiring immediately. As his replacement, staff is recommending that the Board contract inspection services with Mr. Chad Warden. Mr. Warden is a certified Building Inspector who is presently employed with Laketown and Park Townships. Mr. Warden would primarily provide support with rough-in inspections and would be compensated \$75 per inspection, which is the current rate paid by the Township. Building Official, Cindy Osman, interviewed Mr. Warden and contacted references. Staff recommends that the Township enter into a contract agreement with Mr. Warden to provide building inspection services at a rate of \$75 per inspection. A **Motion** was made by Helmrich to approve contract agreement with Mr. Chad Warden to provide building inspection services for Saugatuck Township at a rate of \$75 per inspection. Supported by Israels.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich

No:

Motion Carried Unanimously

**2. Adoption Of Floodplain Ordinance & Flood Insurance Rate Maps**

The National Flood Insurance Program (NFIP) is a voluntary Federal program that enables property owners in participating communities to purchase insurance protection against losses from flooding. This insurance is designated to provide an alternative to disaster assistance to meet the escalating costs of repairing damage to buildings and their contents caused by floods. The Flood Insurance Study (FIS)

Report revises and updates information on the existence and severity of flood hazards for the study area. The studies described in this report developed flood hazard data that will be used to establish actuarial flood insurance rates and to assist communities in efforts to implement sound floodplain management. Saugatuck Township has participated in the NFIP since 1980. Upon adoption of the attached ordinance, Saugatuck Township will ordain the City's building official will hereby be designated as the enforcing agency to discharge the responsibility of Saugatuck Township under Act 230.

A **Motion** was made by Aldrich to adopt ordinance 2023-02 amending chapter 18 of the Flood Damage Prevention being section 18-28, section 18-29, and section 18-30. Supported by Israels.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich

No:

Motion Carried Unanimously

### **3. C2AE Phase 2 Engineering Agreement and Updated Interlocal Agreement**

To fulfill the conditions of our Transportation Alternative Program grant award for the Blue Star Trail, the Tri-Community Trail Committee recommends the Township, Saugatuck City, and Douglas enter into an Engineering Phase 2 Agreement with C2AE. The agreement outlines Phase 2 engineering activities which include a topographic study, archaeological study, and final trail design package. Entering into the Phase 2 Engineering Agreement would keep the project on schedule for construction start in 2025. The Board should also consider approving an updated Interlocal Agreement between the Township, Saugatuck City and Douglas. The Interlocal Agreement (1) commits the Township to the C2AE Engineering Agreement, (2) identifies the Saugatuck City Manager as the Project Liaison for the three municipalities, and (3) establishes a cost-share structure for engineering fees based on our local match commitment. For Phase 2 Engineering and Topographic Study, the Township would commit to pay \$2,312. The Township would also commit to the full cost of the Archaeologic Study.

A **Motion** was made by Helmrich to approve the updated Interlocal Agreement and Engineering Phase 2 Agreement with C2AE with Township Staff returning for approval to enter into the Construction Engineering Phase. Supported by Aldrich.

Discussion: None.

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich

No:

Motion Carried Unanimously

### **4. Moratorium Ordinance**

In June of 2022, the Township initiated a comprehensive update to its Zoning Ordinance. It is anticipated that the new ordinance will be ready for the Township Board's consideration in the fall of 2023. Staff recommends imposing impose a temporary moratorium on commercial and industrial development in order to allow sufficient time for the development and implementation of the new ordinance, such that any commercial or industrial developments proposed after the date of the moratorium can be reviewed and approved pursuant to the newly adopted standards. Beginning on the effective date of the Moratorium Ordinance, the Township shall not accept applications for building permits or zoning approvals for proposed commercial or industrial developments (*i.e.* developments other than single-family dwellings, duplexes, triplexes, governmental buildings, schools, churches, and essential service facilities). The moratorium would be in place for the lesser of six (6) months or repeal by the Township Board and would not apply to projects presently under consideration by the Planning Commission. Currently, there is one active project under consideration and no other applications for use or site review.

A **Motion** was made by Israels to adopt the Saugatuck Township Commercial and Industrial Development Moratorium Ordinance, Ordinance number 2023-03. Supported by Helmrich.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich

No:

Motion Carried Unanimously

#### **5. Data installation Agreement**

There are certain components of the Township Hall Renovation that are not included in our contractor's scope of work, one of which being the installation of data cables. Staff have been working with VC3's data contractor, MDIS, and have received a data installation proposal. The proposal includes costs for material and installation. The quote also included an optional enclosure system to house the Township's server. On further discussion, MDIS thought that the Township could reuse its existing enclosure system as opposed to purchasing new equipment. MDIS has quoted the project at \$14,945.86 which is within the Township's renovation budget for data installation. The Board should consider approving the proposal for Data Installation from MDIS.

A **Motion** was made by Aldrich to approve the Structured Cabling proposal from MDIS for structured cabling installation for \$14,945.86. Supported by Israels.

Discussion: None.

Voice Vote: 4-0.

Motion Carried Unanimously.

#### **6. Cemetery Master Plan Bid Award**

In April, the Township published an RFP for cemetery master planning services for both Riverside and Douglas Cemeteries. The Township received one proposal in response from Viridis Design Group in the amount of \$13,600. Viridis is a landscape design firm with experience in cemetery design. Cemetery Sexton Babinski and I interviewed Viridis and we are confident that Viridis understands the scope of the project and have the skill set to address the Township's needs. If the proposal is acceptable to the Board, Viridis is prepared to start working on this project in early June.

A **Motion** was made by Aldrich to approve the Cemetery Master Plan proposal from Viridis Design Group in the amount of \$13,600. Supported by Israels.

Discussion: None

Voice Vote: 4-0.

Motion Carried Unanimously

#### **7. June 2023 Pride Month Proclamation**

Since 2019, the Township Board has designated June as Pride Month, as a way to affirm that Saugatuck Township is an accepting and welcoming place to people of diverse backgrounds, that the LGBTQ+ communities greatly contribute to the success of Saugatuck Township, and to encourage our residents to reflect on the ongoing struggle for equality facing members of the LGBTQ+ community. The Board should consider reaffirming this message by designating June 2023 as Pride Month in Saugatuck Township.

A **Motion** was made by Helmrich to designate June as Pride Month in Saugatuck Township. Supported by Aldrich.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich

No:

Motion Carried Unanimously

### **8. Amended Water AMP Proposal**

For the Board's consideration is an amended proposal from Prein&Newhoff to complete a Water AMP. The proposal was originally signed in June of 2020 for a Rate/Connection Fee Study, which was later amended in 2021 to focus on the development of a water AMP. Significant progress has been made, but additional work is required to produce a final Water AMP. The original budget for the AMP proposal was \$30,000 with \$17,250 having already been expensed. Prein&Newhof believe that the remaining budget of \$12,750 will be adequate to complete the AMP and that a draft could be provided by May 3, 2023. The AMP will also require a financial forecast component. This will come as a separate proposal from Bakertilly.

A **Motion** was made by Aldrich to approve Professional Service Agreement Amendment 1 for Water and Sewer Rate Study Proposal with Prein&Newhof. Supported by Israels.

Discussion: None

Voice Vote: 4-0.

Motion Carried Unanimously

### **9. Semco Energy, Inc Right-Of-Way Grant**

Semco Energy, Inc. is requesting a 10ft easement through Township owned parcel #20-003-072-00, otherwise known as Riverside Cemetery, for the installation of a 2" natural gas line. The natural gas line was requested by KLSWA for the purpose of installing a natural gas generator to supply back-up power to Saugatuck Township's water supply facility located on the south end of the Township's cemetery. Back-up power for the facility is presently provided by a 25-year old diesel generator that requires replacement. Diesel generators are being phased out in favor of natural gas generators, and to install a natural gas generator at this site, a natural gas line will need to be installed. This would constitute an overall improvement to the Township's water system by providing a more reliable back-up power source to the Township owned water facility. The Board should consider granting Semco an easement for the installation of the new gas line.

A **Motion** was made by Aldrich to approve the Right-Of-Way Grant with Semco Energy, Inc, granting a 10ft easement on Parcel #20-003-072-00 for the installation of a natural gas line. Supported by Helmrich.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich

No:

Motion Carried Unanimously

### **10. BSH/Old Allegan Roundabout**

Staff met with the Allegan County Road Commission for an update on the planned roundabout for the Blue Star Highway/Old Allegan Rd intersection. The estimated construction start date is now Spring 2024. While any work necessary for the construction of the roundabout would be funded by the Road Commission, the Township has an opportunity to request improvements to the project at their own cost. Improvements suggested included a pedestrian crossing, possible construction of a portion of the bike trail, pedestrian safety signage, and landscaping for the road islands. At this time, four road islands are planned for each approach to the roundabout along with a center island. All these road islands will be flat, paved concrete. Staff would like input from the Board as to whether discussions of specific improvements to the roundabout project should continue. Staff has requested estimates from the Road Commission on improvements discussed. After discussion at the meeting, the Board will request that the Manager seek a preliminary landscape design.

**Old Business:** None.

**Reports:** Supervisor Bigford opened the floor for reports.

**Treasurer's Report**

Helmrich gave an update on the Township finances; the report is on file.

**Planning Commission**

Helmrich gave an update on the past Planning Commission meeting; the report is on file.

**Manager's Report**

Township Manager DeFranco gave an update on the Township projects; the report is on file.

**Open Board Report:**

- **Aldrich:** gave a reminder regarding the Saugatuck Township Fire District meeting on Monday, May 15, 2023.
- **Israels:** gave an overview to the election results and new updates to the election process.
- **Helmrich:** is in the process of finalizing the Manager contract and salary updates.

**Public Comment:** None.

**Adjournment:** Supervisor Bigford adjourned the meeting at 8:06 p.m.

**Meeting Adjourned.**

## MOTIONS

1. A **Motion** was made by Israels to approve the agenda as presented. Supported by Aldrich.  
Discussion: None  
Voice Vote: 4-0.  
Motion Carried Unanimously.
2. A **Motion** was made by Aldrich to approve the consent agenda as amended. Supported by Helmrich.  
Discussion: None  
Voice Vote: 4-0.  
Motion Carried Unanimously.
3. A **Motion** was made by Helmrich to approve contract agreement with Mr. Chad Warden to provide building inspection services for Saugatuck Township at a rate of \$75 per inspection. Supported by Israels.  
Discussion: None  
Roll Call Vote:  
Yes: Bigford, Israels, Helmrich, Aldrich  
No:  
Motion Carried Unanimously
4. A **Motion** was made by Aldrich to adopt ordinance 2023-02 amending chapter 18 of the Flood Damage Prevention being section 18-28, section 18-29, and section 18-30. Supported by Israels.  
Discussion: None  
Roll Call Vote:  
Yes: Bigford, Israels, Helmrich, Aldrich  
No:  
Motion Carried Unanimously
5. A **Motion** was made by Helmrich to approve the updated Interlocal Agreement and Engineering Phase 2 Agreement with C2AE with Township Staff returning for approval to enter into the Construction Engineering Phase. Supported by Aldrich.  
Discussion: None.  
Roll Call Vote:  
Yes: Bigford, Israels, Helmrich, Aldrich  
No:  
Motion Carried Unanimously
6. A **Motion** was made by Israels to adopt the Saugatuck Township Commercial and Industrial Development Moratorium Ordinance, Ordinance number 2023-03. Supported by Helmrich.  
Discussion: None  
Roll Call Vote:  
Yes: Bigford, Israels, Helmrich, Aldrich  
No:  
Motion Carried Unanimously
7. A **Motion** was made by Aldrich to approve the Structured Cabling proposal from MDIS for structured cabling installation for \$14,945.86. Supported by Israels.  
Discussion: None.  
Voice Vote: 4-0.  
Motion Carried Unanimously.
8. A **Motion** was made by Aldrich to approve the Cemetery Master Plan proposal from Viridis Design Group in the amount of \$13,600. Supported by Israels.

Discussion: None

Voice Vote: 4-0.

Motion Carried Unanimously

9. A **Motion** was made by Helmrich to designate June as Pride Month in Saugatuck Township. Supported by Aldrich.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich

No:

Motion Carried Unanimously

10. A **Motion** was made by Aldrich to approve Professional Service Agreement Amendment 1 for Water and Sewer Rate Study Proposal with Prein&Newhof. Supported by Israels.

Discussion: None

Voice Vote: 4-0.

Motion Carried Unanimously

11. A **Motion** was made by Aldrich to approve the Right-Of-Way Grant with Semco Energy, Inc, granting a 10ft easement on Parcel #20-003-072-00 for the installation of a natural gas line. Supported by Helmrich.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich

No:

Motion Carried Unanimously

Respectfully,

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*Morgan Arens, Recording Secretary*

I, Rebecca Israels, Township Clerk, certify that these minutes were approved on June 14, 2023 by the Township Board.

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*Rebecca Israels, Township Clerk*

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*Date*