

Saugatuck Township Board  
Regular Meeting Minutes  
May 11, 2022  
Meeting held in person & via Zoom

**Call to Order:**

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

**Roll Call:**

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

Also present: Township Manager Daniel DeFranco & Technology/Recording Secretary Jennifer Drew.

Excused: Trustee Marcy

**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 Aldrich to approve the agenda as presented. Supported by Helmrich.

Discussion: None

Voice Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Aye	Aye	Aye	Not Present	Aye

Motion Carried Unanimously

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

1. Jim Searing, Park Commission Chair, briefed the board on the memorial benches available for purchase via donations.
2. Dean Kapenga, Allegan County Commissioner, updated the board on County items.
3. Brian Grant, Ivy House, spoke to the Board in regards to the amendment to the development agreement between Saugatuck Township and Ivy House in regards to the drainage issues.

**Public Comment Closed**

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

**Discussion:** None.

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

Voice Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Aye	Aye	Aye	Not Present	Aye

Motion Carried Unanimously

**New Business:**

**Agenda Item 1: Recycling Request for HHW**

The Tri-Community Recycling Committee (TCRC) is hosting their second annual HHW Drop Off Event from 3-7pm on May 24<sup>th</sup>. The Drop Off Event is open to all residents in Saugatuck Township, City of Saugatuck, and City of Douglas. At the April Board Meeting, TCRC Chair, Garnet Lewis, gave an update on this year's HHW event and presented the Committee's request of the Tri-Communities, which is \$5,000 for each municipality. Chair Lewis pointed out that Township residents made up the greatest percentage of participants in the previous year's HHW Event. The Board should consider whether they would like to contribute the \$5,000 request of the TCRC to fund the second annual HHW Drop Off Event.

A **Motion** was made by Aldrich to approve a \$5,000 contribution to the TCRC in support of the 2022 HHW Drop Off Event. Supported by Bigford.

Discussion: None

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Not Present	Y

Motion Carried Unanimously

**Agenda Item 2: Amendment to 66<sup>th</sup> St SAD Resolution 2022-07**

On September 8<sup>th</sup> of 2021, the Township Board confirmed the 66<sup>th</sup> Street Water Special Assessment District No. 1 Roll in the amount of \$545,000. Since that time, the Township was able to reduce the cost of the public improvement project to \$478,000. The Resolution before the Board amends a previously approved resolution in that it confirms the reduction in cost to \$478,000 for the public improvement project in the 66<sup>th</sup> Street Special Assessment District No. 1.

A **Motion** was made by Helmrich to adopt Resolution 2022-07, a resolution to confirm the amended Special Assessment Roll, lien, payment, and collection of special assessment for the 66<sup>th</sup> Street Water Special Assessment District No. 1. Supported by Aldrich.

Discussion: None.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Not Present	Y

Motion Carried Unanimously

**Agenda Item 3: Master Plan 5-Year Review Resolution 2022-08**

The Municipal Planning Act requires a municipality to conduct a review of their Master plan every five years following adoption of a master plan. Saugatuck Township's Tri-Community Master Plan was last reviewed in 2016, and is thus due for its 5-year review. On January 19, 2021, The Township Board and Planning Commission held a joint meeting, at which time the Board and Commissioners discussed the Master Plan and established four advisory committees, reviewing the Master Plan through the lens of (1) Rural Character and Conservation, (2) Economic Development, (3) Attainable Housing, and (4) Safety. Meeting for almost a full year, these committees reviewed the Master Plan and have developed recommendations for amending the Zoning Ordinance to achieve the goals identified in the Master Plan. At this time, no updates to the Master Plan are being proposed. Planning Commission will set for 2023

the goal of updating the Master Plan with the 2020 Census results. Zoning Administrator Wells is recommending that, given the work and recommendations of the advisory committee, the Township Board adopt a resolution that the required five-year review of the Township's Master Plan has been completed by the Planning Commission.

A **Motion** was made by Helmrich to adopt Resolution 2022-08 certifying that the Planning Commission has successfully completed the five-year review of the Tri-Community Master Plan as required by the Michigan Planning Enabling Act. Supported by Aldrich.

Discussion: None.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Not Present	Y

Motion Carried Unanimously

**Agenda Item 4: Drain Petition Application Resolution 2022-09 and Petition Resolution 2022-10**

At the February Board Meeting, the Board authorized 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 Trail. A County Drain would allow existing and future development in the area to outlet storm water to the roadside ditches. The County Drain Commissioner's Office was notified and has prepared the application, resolutions, and petition required to initiate this process.

Before the Board are two Resolutions. Resolution 2022-09 authorizes the filing of an application with the Allegan County Drain District Commissioner for laying out and designating of a drainage district.

Resolution 2022-10 authorizes the filing of a petition for the location, establishment, and construction of the drain.

Note that with the signing of these Resolutions, the Township accepts financial responsibility for the cost of petitioning the County Drain Office and accepts liability for an assessment at large against it for a percentage of the cost of the proposed drain.

If the Board acts on these resolutions, the drain office will then hold a public meeting and notify affected property owners in the area (May – July estimated). This is called a Board of Determination (BOD) meeting. The Drain Commissioner appoints the BOD members who are county residents, but not within Saugatuck Township. Assuming the project is determined to go forward at that time, the drain office will complete the establishment process and may proceed with a construction project to re-grade ditches and lower culverts, etc. with costs assessed to the district.

A **Motion** was made by Bigford to approve the adoption of Resolution 2022-09: a Resolution for Application for Laying Out and Designating a Drainage District. Supported by Aldrich.

Discussion: None.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Not Present	Y

Motion Carried Unanimously

A **Motion** was made by Aldrich to approve the adoption of Resolution 2022-10: a Resolution for Petition to Locate, Establish, and Construct a Drain. Supported by Helmrich.

Discussion: None.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Not Present	Y

Motion Carried Unanimously

**Agenda Item 5: Ivy House Development Agreement Amendment**

At the January 12<sup>th</sup> Regular Board Meeting, the Board approved a development agreement for the Ivy House project on Blue Star Highway, made between the Township, Brian Grant and Grant Venue, LLC, requiring the Developer to outlet stormwater to a county drain, in the event a drain district is established. Recent developments may require an amendment to the original Development Agreement.

1. The Township Board voted to petition the County Drain District to establish a new drain district on Blue Star HWY; while the process is not far along, there are early indications from the Township Engineer and Allegan County Drain Commission that a county drain is necessary to support continued development on Blue Star Highway.
2. Per the Development Agreement, the Developer is required to excavate a stormwater detention area to bottom of basin elevation 611. The detention area has been excavated to an elevation of 613.4 and has reached groundwater. The Township Engineer and Developer's Engineer agree that to excavate to an elevation of 611 would not increase the site's stormwater capacity.
3. Per the Development Agreement, the Developer is required to "oversize the stormwater detention area" in the case that the ACDC decides the "Developer cannot or will not be connected to a County Drain." While early indications suggest that the county drain district will be established, there will be a period of time in which the Ivy House will be open prior to the county drain being operational. The Developer has asked the Township to clarify what additional drainage improvements will be required of the Developer prior to the drain district being operational.

Given the above developments, staff is recommending the following amendments to the original Development Agreement be approved by the Board: (1) set the detention area basin elevation at 613.4, and (2) require the Developer to construct a temporary berm to the dimensions specified in the May 5, 2022 version of Exhibit A in the amended Development Agreement that can be removed at the Developer's own discretion once the Developer successfully connects to the county drain.

Note that if the Developer is unable to connect to the county drain, the Developer, at its own expense, will be required to excavate an oversized stormwater detention area.

A **Motion** was made by Helmrich to approve the draft Development Agreement dated May 3<sup>rd</sup>, 2022 and authorize the Township Supervisor and Clerk to execute this agreement on behalf of the Township. Supported by Aldrich.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Not Present	Y

Motion Carried Unanimously

**Agenda Item 6: June 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 2022 as Pride Month in Saugatuck Township.

Discussion: None.

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

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Not Present	Y

Motion Carried Unanimously.

**Old Business: None.**

**Reports:**

Osman opens the floor for reports

**Treasurer's Report** - Helmrich gave an update.

**Planning Commission** –None.

**Manager's Report** –Report on file, highlights below.

- Website Design Committee was presented with a draft site map on April 28<sup>th</sup>.
- Broadband – ACBAC has published their survey. The Township has shared with residents on the website and social media.
- Meeting Update – Now utilizing both TV monitors to share info with the public and the board.
- Enforcement – Old Allegan property cleanup is complete.
- Planning – RFQ for Zoning Ordinance has been published.
- Parks – RFP to develop a land use plan awarded to Prein & Newhof.
- Roads – Old Allegan Road resurfacing request and complaint from residents. Ongoing communications with ACRC regarding how the condition of the road can be addressed.
- Finance – Budget work continues with Township Treasurer.

**Open Board Report:**

- **Aldrich** - None.
- **Bigford** – Mr. Schippa, Emergency Services Committee Chair, continues work to ensure adequate ambulance service. More to come on that moving forward, stay tuned.
- **Helmrich** – Suggested posting BOR member vacancy to have 3 members who are available.
- **Osman** – None.

**Public Comment: None**

**Adjournment:**

Supervisor Osman adjourned the meeting at 6:43 pm.

Meeting Adjourned.

MOTIONS

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

Discussion: None

Voice Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Aye	Aye	Aye	Not Present	Aye

Motion Carried Unanimously

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

Voice Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Aye	Aye	Aye	Not Present	Aye

Motion Carried Unanimously

3. A **Motion** was made by Aldrich to approve a \$5,000 contribution to the TCRC in support of the 2022 HHW Drop Off Event. Supported by Bigford.

Discussion: None

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Not Present	Y

Motion Carried Unanimously

4. A **Motion** was made by Helmrich to adopt Resolution 2022-07, a resolution to confirm the amended Special Assessment Roll, lien, payment, and collection of special assessment for the 66<sup>th</sup> Street Water Special Assessment District No. 1. Supported by Aldrich.

Discussion: None.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Not Present	Y

Motion Carried Unanimously

5. A **Motion** was made by Helmrich to adopt Resolution 2022-08 certifying that the Planning Commission has successfully completed the five-year review of the Tri-Community Master Plan as required by the Michigan Planning Enabling Act. Supported by Aldrich.

Discussion: None.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Not Present	Y

Motion Carried Unanimously

6. A **Motion** was made by Bigford to approve the adoption of Resolution 2022-09: a Resolution for Application for Laying Out and Designating a Drainage District. Supported by Aldrich.  
Discussion: None.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Not Present	Y

Motion Carried Unanimously

7. A **Motion** was made by Aldrich to approve the adoption of Resolution 2022-10: a Resolution for Petition to Locate, Establish, and Construct a Drain. Supported by Helmrich.  
Discussion: None.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Not Present	Y

Motion Carried Unanimously

8. A **Motion** was made by Helmrich to approve the draft Development Agreement dated May 3<sup>rd</sup>, 2022 and authorize the Township Supervisor and Clerk to execute this agreement on behalf of the Township. Supported by Aldrich.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Not Present	Y

Motion Carried Unanimously

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

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Not Present	Y

Motion Carried Unanimously.

Respectfully,

J. Drew, Recording Sec.

I Abby Bigford, Township Clerk, certify that these minutes were approved on May 11, 2022 by the Township Board.

\_\_\_\_\_  
Township Clerk

5/11/22  
\_\_\_\_\_  
Date