

Saugatuck Township Board Meeting  
Wednesday August 7, 2019, 6pm  
Saugatuck Township Hall, 3461 Blue Star Highway, Saugatuck, MI 49453  
Approved Minutes

Supervisor Osman called the meeting to order at 6pm.

All board members present

**Approval of Agenda:**

Rep. Mary Whiteford is scheduled to come and give an update. The board is ok with allowing her to present when she arrives.

**Invoices**

*Bigford moved to approve the invoices as stated. Supported by Aldrich. Discussion: None. Approved 5-0.*

*Marcy moved to approve additional bills that came in after the packet was distributed in the amount of \$5501.90. Supported by Helmrich. Discussion: None. Approved 5-0.*

**Mary Whiteford State Rep Update**

Has been working all summer with the budget director and the DHHS. In a good place to get the budget finished. She chairs half the state budget for DHHS. DHHS helps foster children and keeps them safe. These children are wards of the state. The state of MI is the parent to these children. Is involved in reworking the system for caseworkers to report CPS cases. The current system shuts down often, and loses incomplete reports when it does. Is following up on other computer systems that the state has including the system that manages child support payments. Is doing some innovative things with Community Mental Health. CMH makes decisions for its clients regarding their care. Some families are equip to make decisions on their own. Put a provision in the budget that families could opt out of CMH care and opt in to PACE which is community support for seniors to help keep them at home and out of nursing homes. Is devoting all of October to work on funding and how it is done at CMH. There has been much headway made regarding broadband internet. It has been a difficult year for farming with the cool temps and so much rain. Set aside 15 million in grants to help farmers get low interest loans. Auto insurance reform – passed a bill creating options and checks and balances. Still have no fault. Will have a town hall in Holland in 2 weeks with updates on auto insurance and roads. Is doing a town hall with representative Slagh. Michigan is one of the only states that considers 17 year olds as adults in the criminal justice system. Has a package of bills to raise the age to 18. Distributed a Legislative Update handout (added to the package)

Helmrich – thoughts on the short term rental legislation?

Whiteford- it has been perceived that it is taking away all local control – does not think that it will advance at all.

Helmrich - Diminishing profit sharing between the state and the local communities – just wanted to bring it up as something you or your staff could help us with.

Whiteford- will keep pushing to increase revenue sharing every year.

Marcy – no fault – the people who opt out 40% or 10%?

Whiteford – the people who opt out of the lifetime benefit get the 40% savings. 250K and 500K are the options.

Bigford – thank you for all of work, particularly with CMH, DHS and the Juvenile Justice System

Whiteford – has a bill for a Michigan Cares Hotline to link people up with mental health providers.

### **Treasurer's Report**

Pat Knicklebine passed away last week. She served as the township's treasurer from 1992 to 2012. Was loved by the community, was a hard worker and very friendly. Would like the township to acknowledge its sympathy to the family when appropriate.

General fund bank balance as of today is 2.35 million

CD value - \$746.7 K up about 2.7K from May

Audit will be coming up the week of October 21<sup>st</sup> – Cindy and Griffin will meet with auditor this coming week

YE "actual" – revenue ahead by 14% expenses under by 15%

Cemetery revenues were 44% over budget

Tree removal as 7K over budget

First tax disbursements were made in July

### **Minutes**

*Aldrich moved to accept the amended minutes from July 3, 2019 regular meeting. Supported by Marcy.*

*Discussion: None. Approved 5-0*

### **Correspondence**

Osman- communication from Taylor Laubrick regarding short term rentals. She has some suggestions on how we can improve our ordinance. (this communication is part of the packet)

### **Emergency Services Committee**

Helmrich – we received last week the revised contract from AMR to go into effect August 1<sup>st</sup> for a period of 5 years. The revised contract came in and Helmrich found an error – Saugatuck township was being charged the full amount. The amount should have been ½ as only half of the township will be serviced under this contract. This was confirmed by Deborah Perez (representative from ESC).

*Helmrich – moved to authorize the clerk and supervisor to sign the new agreement with AMR to provide ambulance service once the payment schedule is corrected and clarified to our understanding and upon satisfactory review from the township manager and legal counsel. Supported by Aldrich. Discussion: none. Roll call vote: all yes. Approved 5-0.*

Bigford- at our last meeting we opened up the application process for the representative on the Emergency Services Committee. We have had one applicant – Tony Schippa

Schippa – Briefly looked over the contract. AMR will be more than happy to make it right. Discussed extensive background in EMS. Also has much experience working for and with the fire department.

Was an EMT. Became a paramedic and an EMT specialist. Understands how calls are supposed to go and what response times should be. Has a passion that we have a good solid ambulance service and that they are looked at/ held accountable/overseen. Has a desire to serve.

Helmrich- thank you for all of your passion and help

*Helmrich moved that once we have the contract correct and signed with AMR for Saugatuck Township to rejoin the Emergency Services Committee that Tony Schippa be our representative on said committee. Supported by Marcy. Discussion: Aldrich – is happy that this is finally happening. Approved 5-0.*

### **Harbor Authority and MI Tech Study Update**

Helmrich - did attend last month's harbor authority meeting. Representatives from the Harbor Authority will present at the next Saugatuck board meeting in September regarding Saugatuck Township becoming a full fledged voting member of the Kalamazoo Lake Harbor authority. They will outline the stipulations and the financial issues.

### **Fire Code Update**

Graham- thanks to Chief Janik for being here to be available for questions. It has been a priority of the township board to readdress some items on the fire code that have been previously amended. Changes would include adopting the 2015 Fire code, provide a board of appeals, reworks cost recovery provisions and changes how the township treats violations of the code from misdemeanors to municipal civil infractions. These changes will more closely align the township's fire code provisions with the two cities. It will provide for more consistency and ease of enforcement. This will be a reinstatement of previously amended items. Aldrich had a question on responding to calls on short term rental properties that the Chief addressed. Helmrich asked Graham if there were any arguments one might make against this change. Graham said there were reasonable justifications for both sides. Janik pointed out that the fire code is only applicable in residential properties in 3 areas: address identification, access roads, and water supply. In 20 years we have never required water supply for one house. 3 or more houses constitute a development and require a water supply. Osman – a board of appeals is available for aggrieved persons by a decision made by the Fire Dept. Persons can propose an alternate that would retain the same safety.

*Marcy moved to approve the attached Ordinance to amend Chapter 16, Articles II and III, entitled "International Fire Code" and "Cost Recovery", of the Code of Ordinances. Supported by Bigford. Discussion: none. Approved 5-0.*

### **Budget Amendments**

Graham – requested budget amendments. Attached are the initial requested budget amendments for August 2019. They are a result of placement issues unknown during the original budget process. These amendments do not impact the intent of the originally adopted budget; instead, they ensure revenues/expenditures are documented properly.

*Helmrich moved to approve the requested August 2019 Budget amendments as presented. Supported by Aldrich. Discussion: none. Approved 5-0.*

### **Conditional Rezoning Ordinance Language – Aaron Smith**

Graham- this is not a revisiting of the topic or the decision that was made at the July 3 meeting. It's the formal next step to codify that decision. Osman – they still need to get a special land use approval from the PC, correct? Graham – yes.

*Marcy moved to approve Ordinance No. 2019-07 as written and authorize the Township Supervisor and Township Clerk to sign the conditional rezoning agreement as edited by legal counsel. Supported by Aldrich. Roll Call Vote: All yes. Approved 5-0.*

### **Personnel Policy and Organizational Chart Update**

Graham – Over the last month has taken time to complete a comprehensive review of the personnel policies. The updates modernize the policies and get it in line with what we actually do and incorporate some of the suggestions made by our insurance company. The new format is designed to increase usability and understanding. Makes a distinction between elected officials and employees. Called attention to the social media policy. Wants feedback as many policies are value based. Looking for comments, feedback, concerns. Next step would be to incorporate feedback, have legal counsel review and bring it back to the board for formal action. Helmrich- comment – holiday schedule – we should consider adding MLK day as a holiday or switching it with another holiday. Bigford – should we look at the definition of full time being 40 hours? 36 hours? 32 hours? Osman – over the next few weeks please read this carefully and make comments/suggestions.

### **Door and Lock Project Quotes**

Our back doors have significant water damage, and we have not had the building re-keyed in many years. There may be keys out in the public that we do not necessarily want out there. Holland lock and safe came in to quote 4 different lock/key options. We have a quote from S.A. Morman for the door frames. Without a formal purchasing policy in place, he is asking board approval to proceed with these projects. Board discussion on pros and cons regarding the lock/key options. Helmrich – should we get multiple quotes? Osman/Graham – it is difficult to get multiple quotes for such small jobs. Graham- it is a priority to move forward with adopting a purchasing policy.

*Aldrich – moved to repair the door and accept the S.A. Morman quote as presented. Supported by Helmrich. Discussion: none. Approved 5-0.*

No formal action taken on the key/lock project.

### **House Bill No. 4046**

Helmrich – we discussed this with Rep. Whiteford.

Did want to ask the board to consider, in the future, opposing this legislation if needed.

Prietz – we do have an ordinance in place regarding this that the PC and the board did much research on in creating. Gave some examples of stipulations in the ordinance. Graham – staff is doing their best to follow up on and enforce code violations. We are beginning to properly document these violations.

Prietz – are licenses and renewals being tracked for short term rentals? Graham – staff is following up with every avenue we can. Prietz – unresolved complaints could lead to licenses not being renewed.

Graham- believes our ordinance is solid, the enforcement is the difficult part. It is very hard to prove/validate violations. The zoning administrator and myself are working to mediate these differences between neighbors.

### **Planning Commission**

Helmrich – PC met on July 22. Approved adjustments to the medical marijuana ordinance regarding the 500 foot rule from a home to make sure it is measured from the property line and not the structure.

Approved the new sign at the BP station. Granted a special use for a medical marijuana provisioning center at the former Amble Inn. Talked extensively about a training schedule for members of the planning commission. Some of the training is already scheduled. The goal is to have all 7 members trained to some level in 2 years. Discussion on “Tiny Homes” trend. Not meeting in August.

### **Road Commission**

Marcy – Graham and I have discovered that it is not so easy to let people know when there will be road work as the construction company is at the mercy of weather and other factors. Graham has been posting notices of road work on the website and on Facebook. Right now construction companies are on strike.

### **Interurban**

Director Yff is holding staff meetings on a monthly basis to address staff concerns. The transit has a Personnel Committee, members are Marie Muha and Tarue Pullen, which an employee would go to besides the director to address concerns. The parking shuttle carried 322 the weekend before the 4<sup>th</sup>, 1347 on the 4<sup>th</sup> and 725 the weekend after the 4<sup>th</sup>. Passengers were 690 higher than last year. The Wednesday parking shuttle for Music in the Park is averaging 20 riders per week. Submitted by Lori Babinski, Saugatuck Township Rep.

### **Fire Board**

July almost tied the record for July 2017. We reached 115 calls total as opposed to 116 for 2017. Compared to 2018 we saw an increase of 4.7% in call volume. There were 2 fire calls, a dumpster fire in

Douglas and a gas leak/fryer fire in the township. EMS counted for 54% of our calls. There were 10 motor vehicle incidents compared to 7 and 8 for the previous 2 years. There were 52 overlapping incidents total, which was a major increase from last year. The township is the most busy area with 195 calls so far this year, followed by Douglas with 161.

#### **Parks Commission**

Searing – River Bluff project has begun. The trail is blocked. Graham put up the signs. They estimated that it will be done in 2-3 weeks. Dog park – Glen H. has put some wood chips down in the low areas to address mud/water.

#### **Manager Report**

Graham – communicating with “Housing Next” and will bring the Planning Commission in on it as well to begin the conversation around “Tiny Houses” to talk about alternative and affordable housing options. Could schedule a joint session with the PC and the board to meet with “Housing Next” Douglas has approved the Cemetery contract at their last meeting. No update from Saugatuck. We currently do not have a construction board of appeals which is a requirement to enforce the construction code. We will be accepting applications for that board. Please look for appointments on the Sept. 4 agenda. Budget review process has continued. In 2002 Gleason Road/Old Allegan there was a water study that revealed some water contamination in that area. Residents were given a “one time” option to hook up to municipal water for free. Several individuals that have recently moved to the area have inquired if they could still hook up for free. There is limited documentation on this. It is his understanding that this was a onetime only opportunity. Will be looking at bringing some policy decisions to the board regarding this. Working on development of personnel policy, credit card policy and investment policies. The first township newsletter and announcement has been sent out. There were numerous reports of problems with the bike trail bridge near Dairy Dayz. Glen looked at it today – estimated \$600-\$700 to repair and replace the boards. Staff will examine how this will fit with the budget.

*Helmrich moved to adjourn the meeting. Supported by Aldrich. Approved 5-0.*

Meeting Adjourned 7:55pm

Recording Secretary: Abby Bigford  
Saugatuck Township Clerk  
August 15, 2019