

Saugatuck Township Board
Regular Meeting
August 12, 2020
Approved Minutes

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

Roll Call: All present

Zoom Instructions: Manager Graham 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.

Presentations:

Tri- community Recycling Committee - Garnet Lewis- Have had 5 meetings so far. Have also had several informational/educational presentations. All meetings are available on YouTube. Developed a survey regarding recycling for residents and business owners. Mark Epstein drafted the survey and the Committee edited it. It is on Survey Monkey. There are two versions - one for residents and one for business owners. They plan to reach residents by using each municipality's email list, webpage, and also to use social media. To reach business owners, they will use SDABA's lists and CVD's list as well as social media. Hard copies of the survey will be available in each municipality and that small cost will be the only cost to each municipality. Time frame: start September 8 and have a draft of the findings of the survey by October 9. Will be doing some publicity like flyers, Morning Grind, possibly the Commercial Record. Daniel DeFranco- is in a sub committee with Patrick Stewart and Mark Epstein that is looking at the differences in the two cities and the township. They want to make recycling really accessible to everyone. Considering rejoining the Allegan County Resource Recovery. In that scenario individuals could still chose their waste hauler, but the recycling provider would be the same for everyone. The cost would be lower in this scenario. We would have the benefit of having a full time director. Patrick Stewart- the group has been working really hard at taking all of the information available. Helmrich - thank you for the hard work and the timeliness of your work. If we were to opt back into Allegan Co. Resource Recovery, would that have to go before the constituents for a vote? DeFranco - there would be 2 options: the board could vote on it themselves in which case each household would pay \$25.00 on their tax bills but residents could opt out of the service and there may be more upfront cost for the township. The 2nd option would be to put it on the ballot which could not happen till 2022 and it would cost \$50 per house hold in taxes and you could not opt out. Aldrich - is supportive of this plan.

Historical District - Jim Cook, Saugatuck Douglas History Center - is not here speaking for the history center. Is proposing creating a Historic District Commission that would look at whether or not we would like to establish Historic Districts. We have several areas that might be appropriate for this including Ox-Bow, Singapore, and areas near the mouth of the Kalamazoo River. Lakota Pochedley with the Gun Lake Tribe- has been working on developing a 10-900 form - a nomination for the National Register of Historic Places. Has conducted a survey to determine if this riverscape could be considered a traditional cultural riverscape. We have identified that it does meet the criteria set out. Will be seeking letters of support to bring before the State Review Board. Jim Cook - We are looking for support from the Township to go ahead and form a Historic District Commission that would determine if the potential Historic District areas in the township would qualify. Helmrich - many Historic Districts are centered around historic homes or buildings - are there any examples of more rural historic districts? Lakota - yes this is why we have additional guidance from the National Register Bulletin. There are many examples further out west.

Approval of Agenda: *Bigford moved to approve the agenda and to ratify the procedures for public participation and meeting conduct as described in the Notice of Public meeting via Video Conference. Supported by Aldrich. Roll call vote: all yes. Approved 5-0.*

Public Comment:

Laurie Goshorn- Wants to speak to both of the presentations. Is very much in favor of bringing central recycling back to the Township. Also encourages the commission to look at large scale composting. Speaking as a parks commissioner - would like to see recycling in the parks. As a resident would be supportive of a Historic District Commission.

Scott Stearn - is speaking about Dugout Road and it being under consideration for improvements. Keep in mind the historical significance of this area. Obtained the Road Plan from the Allegan Co. Road Commission after last month's Township Board Meeting. The plan, for a 4/10 of a mile section of road calls for removing 89 mature trees. Please consider how this would negatively influence property values, quality of life, etc. The plan calls for doubling the road width in some areas. Has spoke with 9 property owners - 5 are not in favor of widening the road. We need to get input from all property owners.

Bob Eder- lives on Bradley Road. Wrote a letter that is in the correspondence and looks forward to the Board's dialogue on this.

Review of Invoices:

No questions or concerns from board members.

Marcy moved to approve all bills and payroll in the amount of \$91,174.54 as presented. Supported by Helmrich. Roll call vote: all yes. Approved 5-0.

Treasurers Report: Helmrich -General fund bank balance is \$2.7M - Flat to June 30. First month FY has both revenue and spending under budget primarily due to timing

differences. We will see an impact on building inspection revenue due to the use of MTS. Next month will give us a better picture of financial performance in the new fiscal year. Notable payments in July include \$2K for buoys and \$28K for Master Meter project. CD value = \$760K flat to June 30. Summer tax payments are arriving well ahead of last year's pace. 21% higher return rate thus far with 20% of parcels paid. The legislation in Lansing to extend due dates and interest rules for some tax payers has stalled. Three summer tax disbursements to approve - #1 \$226K, #2 \$372K, and #3 \$467K: totaling \$1.066M. Need the board's approval on this. *Helmrich moved to approve the 3 tax disbursements made so far in this tax year totaling \$1.066M. Supported by Aldrich. Discussion: none. Roll call vote: all yes. Approved 5-0.*

Approval of Minutes:

Helmrich moved to approve the minutes of the July 8, 2020 regular meeting as presented. Supported by Marcy. Roll call vote: all yes. Approved 5-0.

Correspondence:

Bob Eder - Community Values

Kegley- Short Term rentals

Kercinik - Allegan County Road Commission

Laubrick - Short Term rentals

Joint Planning Commission/Township Board Meeting: Helmrich, "it has been our goal to meet annually with the Township Board and the Planning Commission to review the Master Plan." Has been working on scheduling this. Ideally this meeting would be held in person. Right now the Planning Commission is busy with bringing on new officers and appointing new chair, vice chair, recording secretary and with looking at affordable housing. Will look at a date in October or later.

Investment Policy and Strategy Update: Helmrich - Abby and I have been working for the last 3 months on studying our current investments and looking for opportunities for future investments with stronger returns. Wants to share some quotes that came from some of our research. "If the treasurer lacks investment knowledge and skill, they'll stick to investment pools and CDs and avoid options like Commercial paper or US Treasury Investments," Keith Sawdon, MTA Consultant. "Your Board made a wise decision to evaluate the Township's investments to determine if you want to have additional FDIC coverage and/or want to do more investing. You might be surprised to learn that the majority, maybe closer to 90% are in a position similar to yours. Most treasurers come into office with minimal knowledge of investments and tend to keep things simple," Dan Veldhuisen, Auditor for Saugatuck Township. We have held conference calls with CLASS (Michigan Cooperative Liquid Assets Securities System), Chemical Bank, First National Bank of Michigan, and Grand River Bank. Legal counsel has advised against working with an Edward Jones, or Raymond James type investment advisor due to state laws and FDIC issues. Consulted with Douglas and City of Saugatuck Treasurers. Determining the actual range of liquid funds available for potential investment that are not restricted to specific budget funds (Roads, Cemetery, etc.) Will present a recommendation at the September board meeting.

Cemetery Service Agreement: Graham - Attached is a one year agreement approved by Saugatuck City Council. This has been a goal over the last year to get this agreement addressed. Please see other attached documents and note that this has been approved by legal counsel. Osman - Graham can you explain the payment options? Graham - The City included language in their agreement that gave the township 2 options for payment. The first option would have the township invoicing the city for the full amount. The second would have the City maintain a piece of property that is in the township. I recommend invoicing the full amount. Marcy - is this for 2 years? Graham - it is for one year. For the term on April 1 2020 to March 31 2021. There was a gap where the City was not contributing to the cost of maintaining the cemetery and they were paying full price for lots. Helmrich - it was discovered in 2019 that the cemetery agreements with Douglas and Saugatuck had expired. I took this on as we did not have a manager at the time. Our contract was signed in a matter of weeks with Douglas. This has been before the City of Saugatuck for 20 plus months. The amount of people purchasing cemetery lots has been really high recently. Marcy - thinks we need to be collaborative and maintain our own property (exhibit A). Osman - So I am hearing that we are choosing the option of paragraph b of subsection 5 of the contract. *Marcy moved to authorize the Township Supervisor and Township Clerk to sign the Cemetery Services Agreement between the City of Saugatuck and Saugatuck Township to include item B and to strike item A of subsection 5, as approved by the Saugatuck City Council on July 27, 2020. Supported by Aldrich. Discussion: Bigford agrees with and supports Helmrich's statements regarding the Cemetery agreement. Also wants to speak on the attachment Saugatuck City Council Workshop Discussion Item Report (July 23, 2020). I understand that the City of Saugatuck is "built out" and completely support entering into a cemetery services agreement with them to help support them with their needs. However, it is my stance that the cemeteries are the resource and property of the Township and that the Township should maintain sole authority over them. It is what is best for the Township. I do not personally support the idea of a cemetery authority. Marcy - wants to go on record as agreeing with Bigford. Helmrich - also does not support the idea of a cemetery authority. Roll call vote. All yes. Approved 5-0.*

Donation Policy- Graham- The Parks Commission adopted the attached donation policy to outline the decision making process related to donations and gifts. The parks commission has the authority to accept gifts. However, since this Donation Policy places certain duties and obligations on the Township Board, I recommend it also be adopted by the Township Board. This has been reviewed by legal counsel. Aldrich- good work on this. Thinks it is perfect. Helmrich - thanked commissioner Goshorn for her work on this. Question- if donations come in can that dollar amount go right to that area in the budget? Where the donor wants the money to go? *Aldrich moved to approve the adoption of the proposed Donation Policy, as presented and direct staff to add it to the Financial Policy Handbook. Supported by Bigford. Roll call vote: all yes. Approved 5-0.*

Sewer Master Meter Project - Budget Amendment Request - Graham - the attached resolution has been approved by the Township Board. This is simply a budget amendment request. The Township's outstanding cost-share is just short of \$30K, however, the adopted FY 2020-2021 budget did not include appropriations for this so staff is requesting a budget amendment. *Marcy moved to approve the requested "sewer master meter project" payments and budget amendments, as submitted. Supported by Helmrich. Discussion: none. Roll call vote: all yes. Approved 5-0.*

Professional and Contracted Services - Osman - the Board identified this as a priority in the 2020 Township Board Goals. This is a first step in accomplishing this goal. Graham- the Township board has expressed an interest in learning more about professional and contracted services and the bid process. Please see the memo for detailed information. Osman - Graham has put together a summary of the key contracts between the Township and providers. Helmrich - thanks Graham for this good work. What is the procedure for looking into a contract or if we wanted to issue an RFP? Graham - staff is looking for direction on next steps. Could develop a schedule for reviewing and evaluating contracts. The Board can be really hands on or delegate this responsibility to staff. Osman - this is great information. Thinks we need time to decide how satisfied or unsatisfied we are with our services. Helmrich suggested forming a 2 member Board committee to head this up and get it started. Bigford - supports the idea of this being staff driven. Manager Graham is the most familiar with the services and contracts. Would feel really comfortable with Graham coming up with a schedule and a process for this and then the Board can look at it and make changes or approve it. Osman - agrees with Bigford. The Board is the "big picture" group. We set the direction and staff carries out the work. Aldrich - agrees with Osman. Does think that this evaluating should be on a case by case basis as we are extremely pleased with some of our services. Has faith that Graham can carry this task out. Marcy - agrees with Bigford, Osman, Aldrich - wants Graham to list pros and cons to bidding if we are happy with a particular vendor. Helmrich - urges the manager to have individual conversations with Board members regarding these service providers. Graham- I think I have enough information to move forward. Will reach out to other communities and work on a schedule. The long term relationship that we have with some of these service providers should not be overlooked.

Township Hall Overview: Graham- this memo serves to provide summary information for the Board in regards to the goal of renovating the Township Hall. Hopes that this serves as a first step in guiding discussions moving forward. Helmrich - is looking forward to touring other facilities.

Road Commission- Marcy- Graham - have you had contact with Mr. Stearns and Mr. Doerer regarding the statements he made at the last meeting? Graham - yes I did speak with Stearns and Doerer following last month's meeting. I was able to share the plans that I had received that day with both of them. I have not had further discussions with the road commission regarding those plans. Encourages the Board to set the big picture direction and as much as possible let the Road Commission carry out the details. It is an option to the Board to direct staff to become more involved but at some

point it becomes a slippery slope. Marcy - understands that the Board sets the direction and the Road Commission carries out the work, but believes that in this case where an 18 foot road is being widened by 6 foot on each side, at least an explanation would be good. Helmrich - some projects may have extenuating circumstances. We should not shut it down. It does not undermine the Road Commission's good work. Osman - the Road Commission has design safety standards they need to adhere to that are pretty inflexible.

Fire Board: Aldrich - July was an odd month with 76 calls total. Down from the last 2 years. Thursday and Saturday are the busiest days. EMS count for 55% of the volume. Motor vehicle incidents are within the normal range. Special events are not happening at all during COVID. Response time is normal.

Parks Commission: Graham- has a report from Searing, the Chair of the Park Commission. It reads: we approved the donation policy and sent it to the Township Board for a vote. Jim, Laurie and Jon will meet regarding tree planting at the Township Hall. We are working on a checklist for using when looking at the conditions of our parks. Working on obtaining bids for the Riverbluff Park pavilion roof repair. Considering other options besides replacing new chains on swings. Trail maintenance - have trimmed brush that was going into some of the trails. Veteran's park - looking at making it more user friendly. Perhaps adding seating to shelter and lining the parking area. Blue Star Trail - some of the deck planking on the portion of the trail across from veteran's park may need replacement. Will inspect the bridge and develop a plan in September. Considering cracksealing in the fall or in the spring. Will be getting estimates for that.

Emergency Services Committee: Graham spoke with Schippa- no report. Next meeting is in September.

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

Open Board Report: Marcy- thanks Graham for all of his good work. Helmrich - Tri-community board meeting has been on hold due to the pandemic but has not been forgotten. Has been in contact with the 2 cities. Wanted to acknowledge the passing of R.J. Peterson and his significant contributions to the community and to send condolences to his family. Bigford- wants to use this platform to respond to the Eder letter. Wants to go on record stating that she does not support flying or displaying this flag in any fashion. Aldrich - agrees with Bigford. Thinks we should keep an eye on this and have further discussions as needed. The flag is offensive.

Managers Report: Graham - per legal counsel, we need to keep meeting remotely for the foreseeable future. Is evaluating options for fall clean up day. It is tentatively scheduled for September 12 with October 17 being a fall back date. No Wake Buoys have been in the river for the last several months. An

agreement was prepared and shared with the prospective volunteers who spoke at the July or June meeting. We are awaiting response to that agreement. There are 2 specific code enforcement situations that staff have been dedicating significant amounts of time to and now are exploring legal remedies. Water Service Survey - the township continues to advance projects related to the State mandated lead and copper rules. Wellhead Protection Ordinance - per the advice of legal counsel, we will be rewriting this from a zoning ordinance to a regulatory ordinance. Will bring to the Township Board and to the Planning Commission in the upcoming months. Our building inspector is on a temporary leave of absence, so for the time being, Michigan Township Services will be conducting our inspections. Plans to have some overview Cemetery millage planning information for September's meeting. Also plan to discuss in September: the ambulance special assessment district, the cemetery tree project request and the announcement of an Interurban Board term expiration.

Public Comment-

Scott Stearns- Spoke on Dugout Road. This is considered a nonconformant road. Believes the Road Commission must follow the geometric designs. Has high regard for the Road Commission staff. Thinks that the scope of the project is greater than the residents imagined. Believes residents do not oppose resurfacing, but do oppose drastic changes to the landscape. Will help in any way possible.

John Doerer - also believes that people are not against smoothing out the road. Does oppose the drastic impact on trees and other landscape. Hopes the Board will take a look at this.

Laurie Goshorn- understands that relying on the Road Commission's specs and standards is important but we should consider the character of the area and the historical significance.

Marcy moved to adjourn the meeting of August 12, 2020 at 8:02pm. Supported by Aldrich. Roll call vote: all yes. Approved 5-0.

Prepared by:
Abby Bigford
Township Clerk

