

# Saugatuck Township Board

Regular Meeting Minutes

June, 09, 2021

Meeting held via Zoom

## Call to Order:

Chair Osman called the meeting to order at 6:01PM

## Roll Call:

Present: Aldrich (*Saugatuck Township, Allegan County*), Bigford (*Saugatuck Township, Allegan County*), Helmrich (*Saugatuck Township, Allegan County*), Marcy (*Saugatuck Township, Allegan County*), Osman, (*Saugatuck City, Allegan County*).

Absent: none

## 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 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.

## Approval of Agenda:

Motion by *Bigford*, seconded by *Marcy*, to approve the Agenda.

## Public Comment:

*Commissioner Kapenga ORV ordinance for Allegan County meeting reminder for tomorrow 16 of 24 townships support ordinance. Water study workshop workgroup be put together looking to enhance Aquaphor for cities, townships of Allegan County. Allegan County considering becoming a land bank. Construction at courthouse changing entrances.*

*John Vanderbeek, 6419 Palmetto Court. Dugout Rd concerns in addition to all development in the area. Is concerned with the number of trees being cut down to allow new development over the next 3-10 years. Would like to save as many trees as possible along roadsides of new development.*

*Laurie Goshorn, Rural Character committee begins tomorrow. Support for Scott Stearns to save natural resources along Riverside/Dugout Rd. Township Manager responsibilities over Parks Commission. Asks the Township board to intervene to clarify the Township Manager role in regards to the Parks Commission.*

*John Dorrer, 3468 Riverside Drive, requests public hearing for Dugout Road project tree removal.*

## Approval of Consent Agenda:

Motion by *Aldrich*, seconded by *Helmrich*, to approve the consent Agenda.

Roll call vote: Yes: Aldrich, Helmrich, Bigford, Marcy Osman No: none Motion passed.

## **Public Hearing of Budget FY 2021-2022:**

Supervisor Osman opened the public hearing.

*Treasurer Helmrich commented that code enforcement funds of \$25,000-\$30,000 should be further looked into to help support the zoning administrator and preserve the quality of life within the township. He was hopeful the board would approve in near future with a budget amendment.*

*Bigford supports Helmrich comments. Aldrich supports Helmrich comments.*

Supervisor Osman closed the public hearing.

## **Old Business:**

### *135<sup>th</sup> & 66<sup>th</sup> St Pond Construction Update:*

*Timeline review, reviewed a memo from Zoning Administrator Wells. Stop order is still in effect for removal of minerals from the site. County and State have issued permits for soil erosion both are out of date but in the process of being updated. Additional call to EGLE today for update. Permit Part 301 Mr. VanHorn has been retracted, permit request for 5 acre pond will be resubmitting. Permit Part 637 to remove the sand from the property and is being expedited. VanHorn has 3 years to complete project, year one has just passed. Recommended by Township Zoning Administrator and Township Attorney that the Township not take additional action at this time. A request was made to the State to be put on the list to receive updates and was informed that that is not the standard operating procedure of the state to notify the local municipality. It is up to the permit applicant and the local municipality to communicate status updates. Future updates will be provided to the board as they are received by the township.*

*Treasurer Helmrich comments to thank Manager Frey and Zoning Administrator Wells. States that the original zoning approval was granted by previous Zoning Administrator and that the current Zoning Administrator is trying to rectify mistakes that were made prior. Hydrological impact from MSU regarding water table impact to neighboring properties. Concerned with how the pond is filled.*

*Bigford commented to thank the team for putting together the timeline of the pond project. States empathy for neighbors and acknowledges the decisions that were made before the current board took office and that the board is doing all it can to prevent these types of things from happening in the future.*

### *Dugout Road Update:*

#### *Presentation by Scott Stearns.*

*Gun Lake Tribe tribute, let us maintain and leave the land better than it was left to us. Third generation Riverside Drive resident. Wants to provide the improved road to those that want it, but wants to do it in a way that preserves the natural habitat of the area. Stated multiple examples when the environment and nature was preserved during road projects including Pier Cove, Lucy Street's lack of sidewalks, McEnroe 66<sup>th</sup> St farm house forest, wetland placed into a conservation easement which borders the proposed project. 18-foot road width is already provided. 6-foot additional clearing is not available without clearing trees. Road commission is not legally required to remove 6'.*

#### *Report by Manager Joe Frey:*

*Review of past meetings, survey and voting on project. See attached Dec 2019 Meeting Minutes. Helmrich requested clarification on number of trees to be removed vs how many trees will be kept. Marcy requested clarification regarding reasoning for the 6-foot clearing on each side of the road. Fire Chief Janik commented that the STFD only needs 20-foot clearance and supports the residents request to save the trees. Marcy; how many residents contacted ACRC? Project research began in 2019 with only 6-7 making contact while there are 23 property owners to be impacted by construction. Manager Frey clarified that this project is not for asphalt, but for millings. Helmrich*

*mentioned the Planning Commission Rural Character & Conservation special subcommittee and its intentions to implement a stronger tree ordinance and request impact knowledge on the McEnroe Nature Preserve from this road project and states that he would like more time to ask questions.*

*A motion by Commissioner Helmrich, Seconded by Marcy to table to allow for a special meeting and hearing in two weeks for additional questions to be asked.*

*Roll Call Vote: Yes: Helmrich, Marcy, Aldrich. No: Bigford, Osman 3-2, motion passed*

## **New Business:**

### *Agenda Item 1: Tri Community Recycling Committee*

*Update from Ms. Lewis.*

*Battery buckets have arrived and been delivered. TCRC will provide publications for the township to share. Two rounds have been approved. Looking to expand the household hazardous waste day thru grants from EGLE. No questions or public comments.*

### *Agenda Item 2: Don Schipper Request*

*Manager Frey introduced the agenda item. Mr. Don Schipper, 236 Culver, Inc., has requested that his utility installment plan due date for property at 2846 Hercules Ct. be extended to two installments. One would be November and the other December. Per the signed agreement his current invoice is \$29,145.06 and is due June 30, 2021. He is asking for the payment due date be extended till November and December to each be \$14,572.53. His letter is attached*

*Motion by Commissioner Aldrich, Seconded by Bigford to approve payment extension as presented.*

*Roll Call Vote: Yes: Aldrich, Bigford, Helmrich, Marcy, Osman No: None 5-0, motion passed.*

### *Agenda Item 3: FY 2021-2022 Budget Adoption*

*Manager Frey highlighted the budget workshop along with some of the top projects and goals of the township for this year. No board questions or comments.*

*Motion by Commissioner Marcy to adopt the proposed FY 2021-2022 budget, as presented, and Resolution No. 2021-03, as resolution to establish general appropriations for Saugatuck Township, Seconded by Helmrich.*

*Roll Call Vote: Yes: Marcy, Helmrich, Bigford, Aldrich, Osman No: None: 5-0, motion passed.*

### *Agenda Item 4: Year End Budget Amendments*

*Manager Frey applauded the difficult year and the lowered spending. Manager Frey commented that anticipated actual utilization of fund balance should be lower than previously projected. Manager Frey stated that the Park Commission requested that any department balance to be transferred to Park Capital Fund, no monies were remaining to be transferred. No board questions or comments.*

*Motion by Commissioner Aldrich, seconded by Marcy to approve and authorize year end budget amendments and interfund transfers as presented.*

*Roll Call Vote: Yes: Aldrich, Marcy, Osman, Helmrich, Bigford No: None: 5-0, motion passed.*

### *Agenda Item 5: Road Millage #1 Renewal*

*Manager Frey gives a review on previous board discussion on the road millage and intentions to allow a public vote on November ballot. No board questions or comments.*

*Motion by Commissioner Marcy, Seconded by Bigford to approve the adoption of Resolution 2021-04: Road Maintenance Renewal Proposition as presented, to place a ballot proposal on the ballot for the November 2, 2021, to renew the millage proposal that was previously approved by Township electors to raise funds to pave, repair, construct, or reconstruct roads, bridges, or drainage structures.*

*Roll Call Vote: Yes: Marcy, Bigford, Aldrich, Helmrich, Osman, No: None: 5-0, motion passed.*

#### *Agenda Item 6: Mike McGuigan Resignation from KLSWA*

*Manager Frey stated he received a resignation letter from Mike McGuigan from the Kalamazoo Lake Sewer and Water Authority.*

*Motion by Commissioner Aldrich, seconded by Marcy to accept the resignation of Mike McGuigan from the KLSWA and motion to appoint Joe Frey as representative to the KLSWA Board.*

*Roll Call Vote: Yes: Aldrich, Marcy, Helmrich, Bigford, Osman No: None: 5-0, motion passed.*

#### *Agenda Item 7: Fire District Budget Approval FY2021-2022.*

*Helmrich requests update on unionization of the STFD. Chief Janik states the vote has taken place and currently waiting on attorney review for unionization of 5 STFD employees. This will not have any impact on the township budget.*

*Motion by Commissioner Helmrich, Seconded by Aldrich to approve the FY 2021-2022 Saugatuck Township Fire District budget, as presented.*

*Roll Call Vote: Yes: Helmrich, Aldrich, Bigford, Marcy, Osman No: None 5-0*

#### *Agenda Item 8: Public Meetings*

*Manager Frey states that this item is brought to the Boards attention as the Manager stated that he would put it on the agenda as regulations changed regarding COVID-19 restrictions and its impact to public meetings.*

*Supervisor Osman notes that Saugatuck City will soon vote on to extend Zoom meetings through the end of July 2021 then if nothing changes go back to in person meeting.*

*Treasurer Helmrich noted that budget workshop and sub committees have been in person and are much easier. Clarifies that Saugatuck City is planning to do a hybrid in person and Zoom meeting between now and end of July 2021.*

*Trustee Marcy requests option of hybrid meetings for Saugatuck Township.*

*Manager Frey suggests starting in person meetings while looking into the options and costs to implement a hybrid system.*

*Motion by Marcy, Seconded by Helmrich to hold in public meetings at the township hall effective immediately.*

*Roll Call Vote: Yes: Marcy, Helmrich, Osman, Bigford, Aldrich No: None: 5-0, motion passed.*

#### *Agenda Item 9: Personnel Handbook Policy Amendment: Dental Insurance*

*Manager Frey states that the Board previously approved Dental Insurance for full time employees. This Amendment will remove the dental stipend allowance but keep vision allowance in handbook.*

*Motion by Commissioner Bigford, seconded by Marcy to approve the amendments to the Township Personnel Policy Handbook as presented.*

*Roll Call Vote: Yes: Bigford, Marcy, Aldrich, Helmrich, Osman No: None: 5-0, motion passed.*

#### **Agenda Item 10: Old Allegan/Blue Star highway Road Study**

*Saugatuck Township Board request that the Allegan County Road Commission conduct a traffic study at the corner of Old Allegan and Blue Star Highway to determine the need for a traffic light and requests that the Allegan County Road Commission place a traffic light at the corner at the conclusion of said study.*

*Manager Frey comments on recent auto accidents at the intersection of Old Allegan and Blue Star Hwy where 20 accidents have been reported since 1999 and the options that can be taken by the township board. Aldrich notes that the hands of the township board are tied due to it being a county road. Marcy comments that the traffic is worse and does not believe it is due to expressway construction. Visibility is poor adding in the traffic bad combination. Chief Janik is grateful for the township investigation request. Notes that this intersection is very dangerous and will not stop until a resolution is found.*

*Motion by Commissioner Aldrich, seconded by Marcy to adopt Resolution No. 2021-05 as presented.*

*Roll Call Vote: Yes: Aldrich, Marcy, Helmrich, Bigford, Osman No: None: 5-0 motion passed.*

#### **Agenda Item 11: COVID 19 Year End Staff Reimbursement**

*Manager Frey suggested reimbursement to cover the personnel expenses obtained by full time employees as the result of working from home during COVID lockdowns. He also stated that this would be only for full time employees, the Township Manager would not be included.*

*Motion by Commissioner Bigford, seconded by Aldrich to authorize the one-time \$1,000 payment for reimbursement per full time staff person for COVID-19 costs from working at home.*

*Roll Call Vote: Yes: Bigford, Aldrich, Helmrich, Marcy, Osman No: None 5-0, motion passed.*

#### **Agenda Item 12: County ORV Notice**

*Manager Frey introduced the agenda item. The item is before the Board for review as the Board recently opted to not create an Ordinance. Manager Frey stated that municipalities are not given an option to opt out of the proposed county ordinance. Manager Frey will attend the county meeting and update the board as to the results.*

*Motion by Commissioner Aldrich, seconded by Marcy move to send letter as presented to the County Commissioners.*

*Roll Call Vote: Yes: Aldrich, Marcy, Osman, Bigford, Helmrich No: None: 5-0, motion passed.*

#### **Treasurer's Report: June 9<sup>th</sup>, 2021**

Treasurer Helmrich reviewed his report to the Board.

#### **Committee Reports:**

Road Commission: Manager Frey updating pdf to go on township website listing upcoming projects.

Fire Board: Aldrich budget and hazardous waste update and discussions.

Planning Commission: Helmrich, first meeting held Monday, May 24th night dedicated to how to use the TEAMS software and how it can benefit the 4 new special committees.

Parks Commission: Manager Frey, working on updating bylaws from 1974. Updating policies and procedures. Dog donation box is fixed and installed. Checklist going out soon utilizing TEAMS. Trail embankment repair in the works for next calendar year. Park Chair Searing, Erica Barrman

has resigned from Parks Commission, a letter is expected from her. 9-11 gate at the back of the dog park to be moved.

Kalamazoo Lake Water and Sewer Authority: no report

Emergency Services Committee: Tony Schippa, Life Ambulance is going well. Quarterly meeting tomorrow. March/April/May 272 calls 202 Transports. Response times are about 7mins 30 seconds for priority 1 calls. 30 calls in last 3 months within the township.

Interurban Board: Parking shuttle will continue last Saturday in June.

Recycling Committee: no report

### **Manager's Report:**

Blue Star Trail engineering has begun. PC Committees have started. Meeting neighbors. Township rebranding in progress, will be bringing to township board. Harbor authority accepted and moving forward. Building official RFP, only 2 received. Looking into interim position. Building maintenance in progress. PC/ZBA openings posted. July 2<sup>nd</sup> Deadline. Erica Baaraman resignation. Manager Conference July 20-23 Joe is planning to attend. Teams invite sent out to all Township Board members.

### **Open Board Report:**

*Marcy*; nothing tonight. *Helmrich*; reminder Monday the 14<sup>th</sup> New Standard is hosting facility tour at 4pm. Christian Neighbors Community Leaders round table meeting, Denise Webster & Denise Shipley will both be attending along with Becky Isreals. *Bigford*; nothing tonight. *Aldrich*; nothing. *Osman*; State is looking at removing regulations from local municipalities in regards to short term rentals. Please contact your representatives. Also removing local control regarding sand mining. Citizens encouraged to contact reps as well.

### **Public Comment:**

*John Doerer*, appreciates the time the board has input in regards to the Dugout Road and Riverside Road projects.

*STFD Greg Janik* thanks for the support of the board and approval of the FD budget.

*Scott Stearns* played *Tess McEnroe*'s message for the board. 5<sup>th</sup> generation Saugatuck resident. Property was put in land conservation so it is forever protected. Opposes the removal of trees due to affect on trees and pond on the *McEnroe Conservation*. Suggests moving road over to avoid cutting down trees.

*Richard Kirk*, from *Muskegon*, friend of resident of township and visits the township area on a weekly basis. Worried about road projects ruining and destroying what makes the Saugatuck/Douglas area unique and what it is that makes the area appealing to visitors.

### **Adjournment:**

A motion by *Aldrich*, seconded by *Marcy* to adjourn the meeting at 8:40 PM

Roll Call Vote: Yes: *Aldrich, Marcy, Bigford, Helmrich, Osman* No: none.: 5-0, motion passed.