

Saugatuck Township Board
Regular Meeting
February 10, 2021
Approved Minutes

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

Roll Call: All present

Zoom Instructions: Interim Manager Frey 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.

Approval of Agenda: *Helmrich moved to approve the agenda as amended (add closed session at 5.6 and Dean Kapenga update at 5.5) 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: None.

Dean Kapenga update- Shared some information about COVID 19 vaccines. Reached out to the Health Department and confirmed that if someone has to cancel their vaccination because of bad weather or some other reason, that they do not go to the bottom of the list and keep their place in line. When you schedule the scheduler should ask you do you want to go to Plainwell, Fennville or Allegan. If they do not ask tell them what location is best for you. Have received the results from our ground water study. 88% of our wells are from glacial wells. 7% are bedrock wells. The water table remains stable. Our website shows all of this information in a clear and interactive way. This will be valuable in new construction. You will be able to see what water sources are available. The Commissioners are in the middle of strategic planning based on the county wide survey that was administered.

Closed Session- *Osman moved that the Board of Trustees of Saugatuck Township, Allegan County, assemble in closed session to consult with its litigation counsel concerning the following pending litigation: Tyler and Josiline Bowdish v. Saugatuck Township Summons and Complaint filed on January 27, 2021 in the 48th Judicial Circuit Court Allegan County, Michigan and Tyler and Josiline Bowdish v. Saugatuck Township Appeal filed with the Saugatuck Township Board of Construction Appeals and appeal of that board's decision to the State of Michigan Construction Board of Appeals. Discussing the settlement or litigation strategy in open session with regarding to the above matters would have a detrimental financial effect upon the litigating or settlement*

position of this Board. This motion is in compliance with the Michigan Open Meetings Act provisions MCL §15.263(e).

Closed session began at 6:10pm

Marcy moved to move out of closed session. Supported by Aldrich. Discussion: none. Roll call vote: all yes. Approved 5-0.

Consent Agenda- Frey- Consent agendas are routine business and will be enacted in one motion. Things such as minutes, routine appointments, invoices, and informational reports are included. There will be no separate discussion of these items. If discussion of an item is required it will be removed from the consent agenda and considered separately. The board discussed how to pull an item to be discussed separately. It should be done before the motion is made. Osman will call for anything to be removed before she asks for a motion. That item will be discussed after the rest of the consent agenda has been approved. *Bigford moved to institute and include in the Saugatuck Township Board Agenda the Consent Agenda for bills, routine appointments, informational reports, and public correspondence that does not require any action and any item on the consent agenda may be adopted by the general consent without debate. Any item may be taken up immediately after the consent agenda or placed on the regular business agenda at the discretion of the Township Board. Supported by Helmrich. Discussion: none. Roll call vote: all yes. Approved 5-0.* Osman asked if there was any items that any board member wanted removed from the Consent Agenda. Helmrich - just wanted to comment that he would like to add the Tax Disbursements to the Consent Agenda in the future. *Aldrich moved to approve the Consent Agenda. Supported by Marcy. Discussion: none. Roll call vote: all yes. Approved 5-0.*

Review of Strategic Action Plan- Larry Nielsen - we made some revisions on the Strategic Action Plan at the meeting we had on February 2. The Mission Statement was discussed and the one on the screen is the one that was selected. Helmrich - added NATURAL to resources on the Mission Statement. Marcy - could we update/change the Mission Statement in the future? Osman - yes at any meeting. *Aldrich moved to accept the Saugatuck Visioning Report and to Adopt the Multi-Year Saugatuck Township Action Plan with discussed amendments to the revised mission statement as presented this evening.* Osman- any comments on the Priority Areas? Bigford - Frey, what items would require extensive budget planning? Increasing professional staff has been discussed with myself and board members, the building department will need to be discussed as Al will be retiring in September, also staff and board members have talked about renovations to the Township Hall. Bigford - budget amendments can be made if needed, correct? Frey- yes, correct. I'm asking you to prioritize the goals to guide my work. Helmrich - are you asking to pick the top 3 priority areas? Frey- yes for fiscal and time management planning. Helmrich- should we send you our individual priority areas? Frey- would like consensus from the Board so he is not having to be pulled in different directions from board members. Aldrich- not prepared to do this tonight. Helmrich- yes, would like more time. Marcy- building

renovations, millage planning and increasing staff are the priority areas I would choose. Bigford - concurs with Marcy. Those are the areas that are coming up over and over. We have worked many long hours on this plan. These areas will require much work with the budget. Osman - concurs with Marcy and Bigford and would also add the Building Department. Aldrich - is good with that. Frey- this would really help with direction and making a plan. *Bigford moved to select the following Priority Areas: 1.1, 1.2 and 4.1 to guide the Township Manager in the development of the FY2021 Budget. Supported by Marcy. Discussion: none. Roll call vote: all yes. Approved 5-0.* Larry Nielsen- appreciates the opportunity to work with the board and is impressed with the board and with both Manager Graham and Interim Manager Frey. Osman- appreciates everything Nielsen did.

Electronic Meeting Notice- Osman. Frey will present this. It is just a way to formalize what we are doing with our Electronic meetings. Frey- this is just to clarify and standardize Zoom meetings for all of the Township's public meetings. *Aldrich moved to adopt the Electronic Meeting notice and to authorize the Township Manager to set the Township's public meetings via Zoom during the COVID-19 Pandemic. Supported by Marcy. Discussion: none. Roll call vote: all yes. Approved 5-0.*

Investment Resolution- Helmrich- this is a formality. In order for us to enter into a relationship with D.A. Davidson and purchase Bonds and other products, we must approve the Non-Corporate Resolution that was sent out in the update today (not the one that is in the packet). The Resolution authorizes myself and Clerk Bigford to make purchase orders. *Helmrich moved that the Township Board accept the Noncorporate and Associations Resolution of D.A. Davidson to engage with the Township on Financial Investment decisions and actions moving forward. Supported by Bigford. Discussion: none. Roll call vote: all yes. Approved 5-0.*

Wellhead Protection Ordinance- Osman- the City has already adopted a wellhead ordinance and it will be easier for Kal-Lake to obtain grants if the Township adopts a wellhead ordinance as well. The Planning Commission had a spirited discussion regarding this at their last meeting. Aldrich- watched the Planning Commission meeting on this and supports moving forward with the ordinance. Helmrich- has had discussions with many of the commissioners post meeting and there seems to be consensus now to approve the ordinance as some of the issues would be addressed in an excavation clause and through water protection and land use ordinances. *Aldrich moved to adopt the Wellhead Protection Ordinance and corresponding overlay district as recommended by the Township Planning Commission. Supported by Helmrich. Discussion: none. Roll call vote: all yes. Approved 5-0.* Frey - there is a map of the Overlay District in the packet. Helmrich- we have ordered new planning maps that include the Overlay District as well.

Draft Road Project and Maintenance Plan- Dana Burd- The Township hired Prein and Newhoff to look at the roads over the next 5 years and assess what the needs are and compare that to your available funding. So we did that and summarized it in a draft report for you all to review. We sent the draft to the Road Commission for their review.

Have had a few meetings with Trustee Marcy and Township staff throughout the development of the plan to help guide the plan. Frey- we will have more details on this in March. Marcy- are we going forward with 60th? Burd- it is on the list for 2021, but not likely to happen in 2021 as there is more discussion needed between Manlius and Saugatuck Townships on cost sharing. Marcy- do we need to initiate this discussion? Burd- yes someone at the Township will do this. Frey- will reach out and get this project moving.

Treasurer's Report- Helmrich- **General Fund bank balance** (at 1/31/21) = \$2.3M – includes the CD liquidation of \$766K. **Total Revenue YTD** is 23% below budget and **YTD expenses** were 10% below budget. In **General Fund only**, revenue is 6.2% below budget; expenses are 4.4% below budget. February will bring in the highest amount of Winter taxes to the township. There continue to be no departmental overages. **Investment Update** = Resolution tonight to engage with D.A. Davidson & Co. Expect to purchase \$300K of new bonds with them next week. **CLASS account** is at \$1,000,267; up \$76 from December. Winter tax collections were at 64% of billed properties received at 1/31/21; one thousand outstanding with a week to go! Tax disbursement payments to approve: **Winter #3** for \$107.6K total and **Winter #4** for \$392K (#3 has been made; #4 for next Monday). Need a vote.

- Disbursement analysis: As an FYI: Winter Tax Payout #3 broke down as follows:
 - **Schools** (three districts): **49%**
 - **Township:** **17%** (Operations – 20%, Roads & Cemetery – 80%)
 - **Fire District:** **14%**
 - **County:** **12%**
 - **Library:** **5%**
 - **Interurban:** **3%**

Helmrich moved to approve Winter Tax Disbursements number 3 and number 4. Supported by Marcy. Discussion: none. Roll call vote: all yes. Approved 5-0.

Planning Commission: Helmrich - the Planning Commission met on January 25. There was public comment and written comments regarding the ground water protection ordinance. Wells shared her annual 2020 report of Planning Commission activities that we approved today. Encourages all to take a look at the large amount of quality work that was done. Discussion was held on the Ground Water Protection Ordinance. A motion was made to adopt the Ordinance with the exception of section D.4. It was passed with a vote of 5-2. Updates were given from the three Planning Commission subcommittees which are Housing, Blue Star Corridor and Rural Character and Conservation. Much good work is happening there. Chair Israel's is working with Frey on a tracking document to monitor progress made by these subcommittees. All of this work is being done in line with the Master Plan. Next Planning Commission meeting is Monday February 22.

Fire Board Report:

January was an all-time high month for calls. We ended up with 72 calls, or up 16%, 5 more than the previous high back in 2013. Our response time for January 6:54 was a minute slower than usual. January showed 45 priority 1 and 2 calls. Type of calls differ this month, EMS counts for 71% of our volume a bit higher than usual. MVIs have started out higher than last year 9 compared to 2. Overlapping calls were in line with previous years. Location of calls shows Township is way ahead 50% compared to Douglas 28% and Saugatuck City that list at 15%. The Fire Department is under high stress with very traumatic calls.

Parks Commission: Frey- has an update from Searing- February 3rd meeting: A letter was sent to Hurley & Steward regarding responsibility for the permanent repair of the BST culver north of the fire house. Repairs of the BST bridge damaged by the automobile accident are pending based on the results of the insurance claim. Sundown Park county drain repairs and beach access is pending decisions by the County Drain commission. Becky Israels gave a presentation about the 3 committees organized by the Township Planning Commission. The committees objectives are to provide guidance for future township growth and development. The Parks commission is working on a template to standardize the content of our minutes.

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

Open Board Report: Helmrich wants to thank Frey for jumping into our Township life and for doing an amazing and commendable job. Believes we need to give formal attention to a couple of items that the public have brought up on several occasions. One is the County Wide ORV Ordinance and the other is looking into a Historic District for the rivermouth. Bigford- I believe we took action on directing the Township Manager to take action on investigating the feasibility of a Historic District last meeting or the meeting before. Frey - will look into this. Osman also recognized Frey for his good work. Believes we owe him a more permanent situation. If there is agreement would like for Frey to set up a Zoom meeting early next week for the board to discuss this in more detail.

Managers Report: Frey explained his process for compiling his Manager's report. Is working with Israels with reporting tools and objectives of the 3 subcommittees of the Planning Commission. Is doing much work on the Millage and Informational Packet. The job posting for the Secretary position is posted. The full report is included in the packet.

Public Comment: Denise Shipley- Mr. Nielsen had great things to report on the Strategic Action Plan. Gives her great confidence in the Township Board. Supports the idea of the Consent Agenda and would like to see that on the Planning Commission as well. Wants to mirror the positive comments made about Frey. Is in support of at least exploring a Historic District. Could possibly help with this.

Aldrich moved to adjourn the meeting of February 10, 2021 at 8:20pm. Supported by Marcy. Roll call vote: all yes. Approved 5-0.

Prepared by:
Abby Bigford
Township Clerk