

Saugatuck Township Board Meeting  
Wednesday February 12, 2020, 6pm  
Saugatuck Township Hall, 3461 Blue Star Highway, Saugatuck, MI 49453  
Approved Minutes

Clerk Bigford called the meeting to order at 6:09pm.

All board members present with the exception of Trustee Aldrich and Supervisor Osman

*Helmrich moved to appoint Bigford to chair the Saugatuck Township Board meeting tonight (2/12/20). Supported by Marcy. Discussion: none. Approved 3-0*

**Dan Veldhuizen CPA – FY 2018-2019 Audit Results**

Impressed with staff. Believes Graham is a terrific manager. There were 2 adjustments that were pretty typical in these types of audits. Financial condition: Our equity is about 800K. It is recommended to have 3-6 months of funds set aside for emergency situations. Saugatuck Township has 135% fund balance. Very healthy funds in the township. One concern: defined benefit plan. This has been a concern for some time. It is 41% funded. The state wants it to be 60%. Helmrich – we have made a substantial change to this and we are committed to have it 60% funded.

**Public Comment**

Jim Searing – is on the parks commission. If there is additional money each year when the books are closed, suggests that it be allocated to the parks fund or the capital improvement fund.

Mike Worth – Question? Many companies are doing away with pensions and moving more toward 401K contributions. Has this been considered in the township?

Don Schipper- received 2 unsolicited comments from construction crew on his new building. They both stated that they have never worked with more friendly township personnel. Thank you for addressing the connection fee agreement today. Ask: it would be appreciated if you could possibly look at reviewing and updating the REU schedule sometime in the next 2 years and issue a refund if appropriate.

**Approval of Agenda**

*Marcy moved to approve the agenda. Supported by Helmrich. Discussion: none. Approved 3-0*

**Invoices**

*Bigford – Moved to approve all bills and payroll in the amount of \$51,335.83 as presented. Supported by Marcy. Discussion: None. Approved 3-0.*

**Treasurer's Report**

General fund bank balance = \$2.66M – down from January by \$40K due to timing of tax disbursement receipts – \$185K will hit this Friday. Budget v. Actual through January is \$16K positive; spending is running about \$70K under budget.

CD value = \$754K – up \$1K from January

YTD – FY2020 (through 1/31/20) -Notable expenses: \$139K to road activity, \$2K renewal of MuniCode for Ordinance updating.

Winter Tax Collection due date is this Friday, February 14<sup>th</sup>.

Board approval of January 13, 28 and February 11 tax disbursements totaling \$1,979M needed.

*Helmrich moved that the board approve the tax disbursements totaling \$1,979M from January 13, 28 and February 11. Supported by Marcy. Discussion: None. Approved. Approved 3-0*

### **Minutes**

*Helmrich moved to approve the minutes as presented from the January 8, 2020 Saugatuck Township Board meeting. Supported by Marcy. Discussion: Bigford- thanked Helmrich for his help in proof reading for grammar and spelling errors prior to the meeting. Approved 3-0.*

### **Correspondence**

Bigford – one correspondence from the attorney for the Northshore development, Carl Gabrielse regarding providing comment to the Army Corps. That came in late yesterday and will be added to the official packet on file at the township offices.

### **Ambulance Service Agreement Amendment and Budget Amendments**

Graham – AMR wants to increase the subsidy required to service the southern half of the township. The Emergency Services Committee has concerns with this increase. AMR is willing to put together a one year agreement that would lock us in from now until the end of July. The township reinstated the special assessment district at the amount needed based on the previously proposed agreement. Now that there have been changes to the agreement, that amount has gone up based on a previous agreement that the township was not a party of. The concern remains that the township reinstated a funding source based on the original amendments proposed amount for 2019-2020. However, I recommend the Township Board authorize the new amendment and allocate the additional funding necessary to cover the increase. This will secure the short term and give the Emergency Services Committee time to evaluate options for the long-term, including potential alternatives.

Helmrich – these funds have been collected in the winter tax bills. This is a frustrating situation. Would like to be in a position that they bill us for what we already owe them before the next fiscal year starts.

*Marcy moved to approve the authorization of the AMR ambulance Service Agreement Amendment that concludes on July 31, 2020 and direct the Township Clerk and Township Supervisor to sign it on the Township's behalf. Supported by Helmrich. Discussion: None. Approved 3-0.*

*Helmrich moved to approve the requested February 2020 Budget Amendments as submitted by the Township Manager. Supported by Marcy. Discussion: None. Approved 3-0.*

### **236 Culver LLC – Connection Fee Agreement**

Graham - on January 3, the Township board directed staff to work with legal counsel to prepare an agreement outlining a payment installment plan for the connection fees associated with 236 Culver LLC's development, as outlined by Sec. 36-125 of the Township's ordinances. Attached is a draft agreement for your review. Please note section 11 of the agreement that notes that the Township has the right, according to its own complete discretion, to reduce the total fee due under this contract, by adjusting the REUs applicable to the Payor's operation on the site. The Township does not guarantee or commit to any such reduction.

Bigford – have you (Graham) pursued having Dana Burd look at what the scope of work and cost would be to look at reviewing the REU schedule as a whole.

Graham – has spoke with Burd. It is complicated. If we just want comparables to other communities, anyone can do that. It is pretty simple. My concern in just pulling comparables is we do not know how those communities set those rates considering obligations, zoning, etc. as a basis for those factors. If we want to do a thorough review I recommend utilizing a financial utility consultants. It would take township staff, the township engineer and possibly a consultant to do a thorough review. The estimate would be between 10K to 20K to do it right.

Helmrich – still thinks it is critical to address this as soon as we can for new businesses until this year. We have brought in \$30-35K in fees from these new businesses. We should do this sooner than 1-2 years.

Graham – urges patience as there is so much still being sorted at the state level with medical and adult use marijuana. Because it is so new we do not know the long term implications on our system.

Helmrich moved to approve the proposed connection fee agreement, as presented and authorize the Township Supervisor and Township Clerk to execute the agreement with the applicable parties.

Supported by Marcy. Discussion: none. Approved 3-0.

### **2020 Township Board Goals**

Bigford – the township board met for a goal and priority setting workshop on December 14. Manager Graham has compiled the findings from that session based on the work that we did that day.

Graham – The compiled 2020 Township Board Goals document (attached) really walks you through the process. From the analysis to the rankings to the priority list to the 2020 business plan. This is a living document. Desires to take the priority items to action steps and give staff clear direction on expectations. The business plan clarifies expectations.

Bigford – please give feedback on current capacity

Graham – it's ambitious, but with goals ambitious is good. It is good to have a starting point. I do think it is realistic but ambitious.

Bigford- How do we make changes if needed? How will success be formally measured?

Graham – is looking for approval of the plan. It formalizes goals for the next year. It is an accountability step. I can then move forward with confidence. Would like to do quarterly updates and annual reviews.

Helmrich – thank you for the tremendous amount of quality work you have put into this. Wants to point out that there are only 3 of the 5 board members present today. And, that we are planning on doing the manager's review at the March meeting and much of this is interwoven. Wants us to consider tabling this until the March meeting.

Graham- This is your work, your list. Is happy to incorporate any changes

Bigford – all five of the board members identified these goals collectively.

Bigford moved to approve the adoption of the 2020 Township Board Goals as presented. Supported by Marcy. Discussion: none. Approved: 3-0.

### **Lower Kalamazoo River Greenway Plan**

Graham – the township has been asked to endorse this plan. It is meant to serve as a master plan to “develop more sustainable recreation and education opportunities along the river, better connecting the communities along it.” Staff found the plan to be consistent with the Township's current vision for green and sustainable ecological resources. An endorsement would simply mean that the township approves the framework established in the plan and can use it for future planning and/or grant seeking purposes. It does not commit the township to any financial obligations. The Parks commission reviewed the Lower Kalamazoo River Greenway Plan and on January 14 voted to recommend that the Township Board endorse the plan. Pointed out the resolution at the end. It is similar to the resolution adopted in the City of Saugatuck.

Bigford – we have 2 members of the parks commission present, could you please speak to your thoughts on this plan.

Searing- Some of the issues identified are really not issues in the township like vandalism in the parks. It was minor and the only “flaw” found. Other than that endorses the plan.

Goshorn- also endorses the plan

*Marcy moved to approve the adoption of Resolution No. 2020-04 a resolution to endorse the Lower Kalamazoo River Greenway Plan. Supported by Bigford. Discussion: none. Roll call vote: all yes. Approved 3-0*

### **March Board of Review**

Bigford -the March Board of review would normally be scheduled for March 9. However, there is an election on March 10. We use March 9 for much set up and preparation for the election in that space. Manager Graham recommends in his proposed resolution that we move the start date for the Board of Review to Wednesday, March 11. Deputy Clerk Babinski and assessor Kyle Harris are also in agreement with this adjustment. The state requires this formal process to change the start date.

*Bigford moved to approve the adoption of Resolution No. 2020-05, a resolution setting an alternative start date for the March Board of Review. Supported by Marcy. Discussion: None. Roll call vote: All yes. Approved 3-0.*

### **Notice from U.S. Army Corps of Engineers**

Helmrich – this item is relative to the land owned by Jeff and Peg Padnos north of the Kalamazoo River mouth. In July of 2018, the Township received notice from the U.S. Army Corps of Engineers (USACE) soliciting comments on North Shores of Saugatuck, LLC’s proposed marina basin adjacent to the Kalamazoo River in the Township. Ms. Katie Otanez, with USACE, has informed me that the window for accepting comments has been extended until February 28, 2020. It is customary and encouraged for local government to participate in discussions when invited to do so by the Federal Government. When asked in July 2018, the then Township Board declined to participate. We need to do our civic duty. We can further discuss topics that could be addressed in a written submission to USACE tonight.

Helmrich moved to direct the Township Manager and Township Attorney to prepare a draft of the written comments for submission to the US Army Corps of Engineers prior to the February 28, 2020 deadline. Supported by Bigford. Discussion: Marcy would like to hear from our attorney. Bigford: what does “soliciting comments” really mean? What does that actually consist of. Helmrich: this review is leading to them (Army Corps of Engineers) approving or not approving the proposed marina. It’s a historic properties review. We would be offering comments relative to the historical significance. Nick Curcio, Legal Counsel- we would have a very tight timeline if you decide to pursue this. Griffin and I would review comments already submitted by other parties and possibly incorporate those into the Township’s response as well. They are looking for the board’s perception of impacts relative to the community. The motion that Helmrich made would authorize manager Graham to sign and approve the document. Board feedback could be considered. Or, a special meeting could be called for authorization. Helmrich – we could appoint 2 board members to work with Graham and legal counsel. Marcy – is there any possible negative consequence to going forward with this? Curcio- we do have Planning Commission approval from 2017 on this parcel and anything submitted to the Army Corps should be consistent with that. Helmrich – withdrawals motion just made and *moved to direct the Township Manager, Township Attorney and Trustee Helmrich and Trustee Osman (contingent on her acceptance) with Trustee Marcy being the alternate to prepare a draft of the written comments as part of the historic properties review for submission to the U.S. Army Corps of Engineers prior to the February 28, 2020 deadline. Supported by Bigford. Discussion: none. Approved 3-0*

### **Administrative Policy Handbook**

Graham – this is the 3<sup>rd</sup> and final addition in the Township’s trilogy of handbooks. The Administrative Policy Handbook will provide a framework for Township officials and employees to follow with confidence that they are acting within the scope of their delegated responsibilities and are using

procedures that have the Township Board's full support. Is looking for feedback not formal action tonight. Wants legal review before formal approval.

Helmrich – we need input from the two absent trustees.

Bigford – pointed out a minor grammar fix

No other issues were pointed out.

### **Financial Policy Handbook Updates**

Graham- the Township Board adopted a Financial Policy Handbook on October 2, 2019. It included: a purchasing policy, credit card policy, investment policy, and a general fund balance policy. Since then, ACH and post-audit policies were added. Requests the Board review, discuss, and provide feedback regarding the proposed updates to the Financial Policy Handbook. If satisfactory, the Board can make a motion to approve the adoption of the updated Financial Policy handbook. The budget policy is of particular interest. Page 233 shows the timeline for the budget process. Helmrich – pointed out 2 typos for corrections. Otherwise it is great. No changes. Bigford – 2 of our board members are absent. Are there any drawbacks to tabling this? Graham – wants total buy in. This is just to formalize everything. *Helmrich moved to table the adoption of the Financial Policy Handbook as presented by Manager Graham to the March 11 Board Meeting. Supported by Marcy. Discussion: none. Approved 3-0.*

### **Speed Study Resolution – 64<sup>th</sup> Street**

Graham – Gives credit to trustee Aldrich for her work on this issue. While working with our partners at the Allegan County Road Commission, the Township learned that we do not have a traffic control order for 64<sup>th</sup> Street between Clearbrook Drive and 134<sup>th</sup> Avenue. This makes the currently posted speed limits unenforceable. The process to have an enforceable speed limit are outlined below in the memo. Wants to point out that when speed studies occur, the speed limit almost always increases. Bigford – in this instance there was not any enforceable speed limit so any enforceable limit would be helpful. Graham please pay special attention to point #5 that states that if the speed study concludes that the speed limit should be less than 55mph, the Road Commission will set speed limit signs as determined by the speed study. Know that these studies do not happen quickly.

Marcy moved to approve the adoption of Resolution No. 2020-06, a resolution to request the Allegan County road Commission initiate a speed study of 64<sup>th</sup> Street between Clearbrook Drive and 134<sup>th</sup> Avenue. Roll call vote: All yes. Approved 3-0.

### **Intergovernmental Recycling Committee Appointments**

Bigford- it is likely that the City of Saugatuck will be creating an Ad Hoc Committee to address recycling in the Tri Community area.

Graham- This is being led up by some representatives in Saugatuck. Helmrich – we can appoint up to 3 people. The recycling issue seems to be at the forefront right now. This is a further step in collaboration with our neighboring communities.

*Helmrich moved to participate in the Ad Hoc Intergovernmental Recycling Committee and direct the Township Manager to post notice of the opening consistent with past board and commission appointment processes. Supported by Marcy. Discussion: none. Approved 3-0.*

### **Planning Commission**

Report from PC member and Township Treasurer Helmrich: The PC met on January 27, 2020. There were public comments on clearing snow on the bike path along Holland Street, Lakeshore Drive Homeowners Association and individuals (4 total) on the erosion issue. A special Use Site plan was approved for DC Consulting for a medical marijuana growth facility on Just Barns Drive. Site plan review for a retail and wholesale sales and service building on 134<sup>th</sup> Avenue (farm equipment). Both of the above passed

unanimously with recommendations/conditions from Zoning Administrator. Discussion held on the Lakeshore Drive and erosion issues and the idea imposing a moratorium on building along portions of Lakeshore Drive. No action was taken. Next PC meeting will be on Monday, February 24.

### **Road Commission**

Graham- attended the Allegan County primary roads millage meeting where they decided what projects they would be moving on in the future. There were no surprises at that meeting.

### **Interurban**

Board members approved the submission for FY2021 Annual MDOT Grant Application for state and federal funds. A public notice will be placed in the Commercial Record for public to request a public hearing if needed. A copy of the application is at the township hall for public review. Discussion took place regarding concerns with solutions with the PCTrans new software and tablets regarding dead zones within the cities and township, eliminating too many clicks on the tablets and having ridealongs to point out the problems that the drivers and dispatchers are having. Submitted by Lori Babinski, Saugatuck Township representative.

### **Fire Board**

Graham- Fire District stats have been shared with the Township. There have been 2 fire board of appeals meetings over the last few weeks related to a development in Saugatuck Township. Helmrich – could you give a summary of those 2 meeting? Graham – the Northshores development is looking for a building permit for lot 15. It has been the practice that we get a sign off from the fire district before granting a permit. The Fire District gave some comments concerning the development that were appealed by Northshores. The Fire Board of Appeals, at the most recent meeting decided to reverse the initial determination by the Fire District and directed them to use a different set of standards to evaluate the development. The Township is still waiting on Fire District signoff before issuing permits.

### **Parks Commission**

Searing – is sure that Graham has updated all of you on the bluff collapse at Sundown Park. This month the tree will be removed in front of the church in preparation for the sidewalk. Which will probably begin in April.

### **Kalamazoo Lake Water and Sewer Authority**

Mike McGuigan – attended the regular meeting on January 20. \$156K worth of normal expenses were approved. Computer updates and improvements to computer security were approved. Installing a generator and back-up generator for Clearbrook lift station was approved. Completed a pre-review for the budget. Is nervous about our water treatment systems there are potential huge expenses that can come from that. May advocate for much higher rates.

### **Emergency Services Committee**

Tony Schippa – has been in discussion with all of the other board committee members to find out what direction their boards are leaning towards. Some have suggested raising the millage for the Ambulance service. Some are now yet sure what they are going to do. One is ok with the larger amount. All are in agreement to speak with Life Ambulance again. They are doing very well and expanding territory. AMR has not been performing well in regards to response times in neighboring areas. Meeting with Life Ambulance is TBA. Is planning on speaking with the fire Chiefs in areas that are utilizing Life Ambulance to garner their input. Is working with experts in this area. Next meeting for the Emergency Services Committee is March 12 at 7pm. Life Ambulance might be willing to work with us on the subsidy cost.

### **Open Board Report**

Bigford – I will be absent for the April meeting for a family vacation

Helmrich – please donate to the peanut butter drive. Is hoping to host 4 representatives from Gun Lake Investments that invests Gun Lake Casino's revenue. They will discuss opportunities for development in the Township. Trustee Marcy and I attended Douglas last board meeting and extended them an invitation to a Tri-Community Council/Board meeting and they have accepted.

### **Manager Report**

Graham – Park Street Road Project. There is a small portion of Park Street in the Township. In May the City of Saugatuck will be paving park street. They invited us to take advantage of this opportunity. The road commission recommended we take advantage of this as it would likely not be done otherwise. It will be approximately \$5K. There is money in the roads budget for this. Blue Star Trail – is attempting to schedule the first meeting of the joint study committee for 2/26 here at the township. A representative is tentatively scheduled to give an update on the trail at the March meeting. As you all know, the township completed a water service inventory last year as required by the state. In follow-up to that, the township with the help of KLSWA sent notices to potentially impacted properties. Next steps include developing a plan to confirm those services that could not be confirmed via our current records. This will require cooperation from property owners. In follow up to your January 8 request, staff worked with the township's engineer to get a better idea of what reviewing our connection fees/REU schedule would look like. So, in regards to this, I am looking for feedback and direction. Sundown Park was closed this week due to damage to the drain under the park. This will be temporary, but at this point there is no timeline for reopening. Like the rest of the high-water/erosion situation, things are changing daily. Staff will continue to keep you updated and continue to do our best to advocate for our residents. I am starting to work on the FY 2020-2021 budget. The board can anticipate the timeline in the financial policy handbook. This will be a team effort and I believe eye-opening for the board as we look to right-size the budget.

### **Public Comments:**

Laurie Goshorn – the speed limit near her home is 35mph. Is concerned if the speed limit is increased. A sidewalk would be appropriate there.

*Marcy moved to adjourn the meeting. Supported by Helmrich. Approved 3-0.*

Meeting Adjourned 8:22pm

Recording Secretary: Abby Bigford

Saugatuck Township Clerk

March 7, 2020