

Saugatuck Township Board  
Regular Meeting  
January 13, 2021  
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.

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 Marcy. Roll call vote: all yes. Approved 5-0.*

Presentations:

FY 2019-2020 Audit Results - Dan Veldhuizen, CPA, Siegfried Crandall - reviewed the Financial statements, Independent Auditor's Report, Significant Audit Findings, Financial Position, and The Net Pension Liability. Pointed out that there were no budget violations. Helmrich thanked Veldhuizen and his team for all their help and leadership. All of the Audit Results are included in the packet.

Annual Report Presentation -Graham- reviewed highlights on operations and progress made on identified Township Board goals and priorities for 2020. Most goals were either satisfactorily completed or well underway. Only a few of the goals were not moving forward, largely due to unforeseen changes or roadblocks that were outside of the Township's control. Overall there was much progress and success on meeting the goals. The 2020 Township Board Progress Tracker is part of the packet.

Public Comment: Becky Israels- has enjoyed her work on the Board of Review and would like to continue. Looks forward to continuing education opportunities. Would like Graham to share his Annual Report Presentation with the other boards and commissions as it could be a useful tool.

Harry Adams- Introduced himself and expressed his interest in serving on the Zoning board of Appeals or the Board of Review. Also has spoke with Becky Israels regarding participation on the Housing Committee.

Patrick Stewart- Commended the Township Board for their good work. Expressed his interest in serving on the Zoning Board of Appeals. If appointed will do the work and do it independently.

Denise Webster - Introduced herself. Is a new resident and would like to be considered to serve on the Zoning Board of Appeals or on the Board of Review.

#### Review of Invoices:

No questions or concerns from board members.

*Aldrich moved to approve all bills and payroll in the amount of \$372,360.83 as presented.* Supported by Helmrich . Discussion: Graham- the larger than normal amount is due to the Road Projects. Roll call vote: all yes. Approved 5-0.

Treasurers Report: Helmrich: General Fund bank balance (at 12/31/20)=\$2.4M - includes the CD liquidation of \$766K. Total Revenue YTD is 27% below budget and YTD expenses were 23% below budget. In General Fund only, revenue is 6.4% below budget; expenses are 1.7% below budget. Collecting Winter taxes for township millages will close the revenue gap. There continue to be no departmental overages. Fiscal state of township is excellent. TCF/CD value is \$0 - liquidated on Maturity date in December; funds to be re-invested beginning in January working with two municipal advisors. Class account is at \$1,000,191; up \$65 from November. Winter tax collections were at 41% of billed properties received at 12/31/20; overdue Summer payments continue, as well. Tax disbursement payments to approve: Summer #10 for \$107.6K total and Winter #1 for \$392K (both have been made), and Winter #2 for an estimated \$1.8 M ( to be made 1/14/21). Need a vote. *Helmrich moved to approve the #10 Summer disbursement, the #1 Winter disbursement, and the #2 Winter disbursement.* Supported by Aldrich. Discussion: none. Roll call vote: all yes. Approved 5-0.

#### Approval of Minutes:

*Aldrich moved to approve the minutes of the December 9, 2020 as presented.* Supported by Marcy. Discussion: none. Roll call vote: all yes. Approved 5-0.

#### Correspondence:

Kathy Sturm - Historic District

Scott Beltman - In support of ORV Ordinance

Thomas Burgin- Top Grade Sand Mining

Board of Review Appointments- Graham- Update- Jan Shasaguay has withdrawn her application for reappointment. There are technically 3 openings; Becky Israels is seeking reappointment. Osman- thanked Shashaguay and Lozano for their many years of service. We have the following applicants: Denise Webster, Harry Adams, Rebecca Israels, and Mark Saint Amour. Invited applicants to speak and describe why they would like to serve. Mark Saint Amour- New to the Township. Has over 10 years of experience in serving on various boards and with non profit organizations. Has 15 years of experience in business development and entrepreneurial endeavors. Can offer the Township his skills and experiences in 3 areas: Business, Social Justice and unique perspective of many intersecting marginalized identities. Is currently in higher education at Grand Valley State University working in Social Justice and Enrollment Development.

Denise Webster: New Township resident. Has a extensive history in serving on Planning Commission, Zoning Board of review and numerous other advisory boards/commissions/committees. Retired Faculty member - Central Michigan University.

Bigford- Osman, can you speak to the training requirements for the Board of Review?

Osman- yes. There are annual training requirements for Board of Review members. They are several hours long.

Denise Webster- yes, is willing to participate in training

Mark Saint Amour - yes, is willing to participate training

Becky Israels - is interested in being reappointed. Has learned quite a bit from the training. Has benefited from working with Shashaguay, Lozona and Harris. Has been on the Holland City Council and has served on the Saugatuck Township Planning Commission. Wanted to point out there are many opportunities to serve on committees within the Planning Commission.

Harry Adams - Recent full time resident in the Township. Has served on several condo boards, much experience in Project Management, retired Director of Operations and has the time and desire to serve the Township.

Helmrich - welcomed the newcomers to the Township (Denise, Harry and Mark). Is heartened by their desire to get involved in their government.

*Aldrich moved to appoint Becky Israels to the Board of Review. Supported by Helmrich. Discussion: none. Roll call vote: all yes. Approved 5-0.*

*Aldrich moved to appoint Marc Saint Amour to the Board of Review. Supported by Bigford. Discussion: none. Roll call vote: all yes. Approved 5-0.*

*Bigford moved to appoint Denise Webster to the Board of Review for a term for a term of two years (January 1, 2021 - December 31, 2022). Supported by Helmrich.*

*Discussion: none. Roll call vote: all yes. Approved 5-0.*

Zoning Board of Appeals Appointments:

Patrick Stewart- Resident of 9 years. It has been a wonderful experience. Extensive experience in Business and Environmentally friendly practices. Has much legal experience that would lend itself well to this position. Believes he can be fair and do the work.

Harry Adams- would be willing to serve. Has experience on boards and in operations. Zoning Board of Appeals would be appealing.

Denise Webster - is happy to be considered for this position as well.

*Aldrich moved to appoint Patrick Stewart to complete a vacant term of three years (July 1, 2020 - June 31, 2023). Supported by: Marcy. Discussion: none. Roll call vote: all yes. Approved 5-0.*

*Helmrich moved to appoint Harry Adams to the alternate position on the Zoning Board of Appeals for a 3 year term. Supported by Marcy. Discussion: Aldrich - encouraged applicants to be open to upcoming opportunities. Roll call vote: all yes. Approved 5-0.*

DRAFT 2021 Strategic Action Plan- *Marcy moved to table the review of the DRAFT 2021 Strategic Action Plan to next month's meeting or to a special meeting. Supported by Helmrich. Discussion: Graham- Mr. Nielsen, the facilitator of the strategic action plan and goal setting session is on the call. Could he give a few comments that may help*

*the board guide next steps? Nielsen- yes, this is a big goal for one year. One suggestion is to make this into a multi year plan. Encourages board members to take more time to review the reports and to call him with any thoughts/suggestions. Is open to a special meeting to address this. Osman- thank you Mr. Nielsen. We do need to adopt a plan before we adopt a budget. Helmrich - thanked Nielsen for all of his great work. Nielsen - appreciates the respect and teamwork the Board displays. Roll call vote: all yes. Approved 5-0.*

Cemetery Millage Ballot Language- Graham - on October 14, the Board voted to direct the Manager to work with legal counsel to prepare ballot language, as related to the anticipated proposal to renew the expiring special-voted cemetery millage in 2021, to be considered in January 2021. 2 things to consider: 1) could be renewed and increased to the original millage rate or the reduced millage rate. Recommends renewing at the original rate. This is just good practice. Is happy to explain more on this. 2) If the Board intends to pursue a cemetery millage renewal what ballot it should appear on. May and August are both options. Bigford- recommends placing this on the August ballot. There is nothing currently on the May ballot. If something is placed on the August ballot, then the Township would possibly be able to avoid or share election costs. Helmrich - what is the history on the reduction of the millage. Graham- the reduction is due to Headlee. Graham- the difference is very small. Helmrich- prefers August. *Marcy moved to approve the adoption of Resolution No. 2021-01, to place a ballot proposal on the ballot for the August 3, 2021 election, to renew the millage proposal that was previously approved by Township electors to raise funds for the operation, maintenance, repair, construction and renovation of Township cemeteries, as presented. Supported by Bigford. Discussion: none. Roll call vote: all yes. Approved 5-0.*

Property Maintenance Settlement Agreement- Graham- I'm sure you are all aware of the ongoing property maintenance issues at 6354 Old Allegan Road. The Township has filed a civil infraction action in Allegan County District Court seeking to eliminate the current ordinance violations. To avoid further costs and to aid timely compliance, staff is requesting the Board authorize the attached settlement agreement to resolve all claims in the legal action pursuant to the terms and conditions of this agreement. This agreement will allow staff to aid the property owners' efforts to bring the property into compliance with the Ordinance by providing a commercial dumpster at the Township's cost, which will then be reimbursed by the property owner according to a payment plan outlined in the agreement. Should the property owner fail to make any of the scheduled payments in a timely manner, this agreement would give the township the authority to assess the costs against the property. I have spoken with the property owner on several occasions. It is my impression that the property owner is open to this agreement. *Bigford moved to approve the proposed ordinance enforcement settlement agreement, as it relates to 6354 Old Allegan Road, and authorize the Township Clerk & Township Supervisor to sign the agreement as applicable. Supported by Aldrich. Discussion: none. Roll call vote: all yes. Approved 5-0.*

Kalamazoo Lake Harbor Authority - Proposed Resolution & Agreement Amendments- Osman- the invitation to join was extended and the Township was responsible for paying to amend the Bylaws, rules of procedure and other documents that needed to be amended. These amendments are complete. If we adopt the resolution and agreement amendments then the final step would be for the two cities to accept. Helmrich - thanked Graham for his work on this project; it was a long process. Is there an estimated cost for this document preparation? Graham- I do not have that dollar amount at this time. I will know when the bill comes through. *Helmrich moved to adopt resolution No. 2021-02, a resolution to join the Kalamazoo Lake Harbor Authority as presented. Supported by Aldrich. Discussion: none. Roll call vote: all yes. Approved 5-0.*

Letter of Resignation and Transition Planning - Graham- As you all know, I submitted my letter of resignation to the Township Board on December 22, 2020. Asking the board to formally accept the resignation and to approve paying the accrued and unused vacation time (2 weeks) as outlined in the employment agreement. It would also be appropriate for the Board to discuss other items related to transition planning including hiring an interim manager. I do have an interim manager agreement prepared and have been working with Joe Frey, potential interim manager, who I believe is on this call. *Marcy moved to accept the Township Manager Griffin Graham's resignation, and approve payment for his accrued and unused vacation time to confirm that his last day of employment will be January 22, 2021. Supported by Aldrich. Discussion: Osman read a proclamation acknowledging Graham's exemplary work for the township. The proclamation highlighted his tireless efforts, his commitment to excellence and his willingness to go above and beyond. Osman expressed her sincere gratitude to Graham. Marcy- Graham is the most poised, well balanced, mature, professional person she has worked with at his age. We will miss you Griffin. Aldrich- has never met anyone like Graham. He goes above and beyond, he is kind, he is exceptional, he is wise beyond his years. South Haven is so lucky to have you. Bigford - Osman's proclamation was incredible. It really captures how much we hold Graham in high regard. Graham, you took a mess and made it into something amazing. You deserve the best. We are so excited for your future. You have left things in such a great place at the Township for the next manager. Helmrich - agrees with all that has been said. Looks forward to the day that we can celebrate your new position, what you have done for the township and your upcoming marriage in person. Roll call vote: all yes. Approved 5-0. Osman - now would be a good time to talk about transition planning. I believe all of the Board members have been able to connect with Joe Frye by either phone or Zoom. A proposed agreement for Interim Manager was distributed to Board members this afternoon. Aldrich - has reviewed the agreement and is comfortable moving ahead with it. Marcy - also has reviewed it and is ready to move ahead. Osman- is ready to move ahead with this. The high recommendations he is receiving mean alot. *Helmrich moved to hire Mr. Joe Frey as Interim Township Manager and to authorize the Township Clerk and Township Supervisor to sign the proposed employment agreement on behalf of the Township Board. Supported by Marcy. Discussion: none. Roll call vote: all yes. Approved 5-0.**

Fiscal Year 2020-2021 Q2 Budget Review and Amendment Requests- Graham - The General Appropriations Act tasks the Township Manager with periodically reporting on the status of financial operations. Please see the attached Fiscal Year 2020-2021 Q2 Budget Report. We are tracking tremendously well particularly in the General Fund. The amendments requested are associated with donations and the parks department. *Aldrich moved to approve the requested Fiscal Year 2020-2021 Q2 Budget Amendments, as submitted. Supported by Bigford. Discussion: none. Roll call vote: all yes. Approved 5-0.*

Creating a Historic District Commission - Helmrich- in reviewing minutes found that over a dozen individuals spoke positively regarding considering creating a Historic District Commission. With such interest, did not want to ignore it. Perhaps we could appoint a committee to explore what all this would entail and to discover if this is plausible and if it is plausible, is it something we want to pursue. Osman- is this something we could explore at our Strategic Planning Meeting? Helmrich- yes.

Intergovernmental Recycling Committee- Graham - The original calling for this committee had expired. The City of Saugatuck adopted a resolution to reauthorize and extend the Advisory Tri-Community Recycling Ad Hoc Committee until December 31, 2021. Staff seeks guidance from the board regarding whether or not the Township should continue to participate in this committee and if so should the current members be reappointed, or should notice be posted of openings? Osman- we should continue with this Advisory Committee and for the sake of continuity, reappoint Daniel DeFranco, Mark Epstein and Patrick Stewart if they are willing to continue to serve. Defranco - I am willing to continue to serve, I know that Mark Epstein would like to stay on as well. Not sure about Patrick Stewart. We did meet today and reviewed progress made in 2020 and set goals for 2021. We put out a winter newsletter that aimed to clear up confusion regarding Republic and the yellow bags and outlined ways for residents to access recycling services. This generated much interest and communication. There is much Tri-Community collaboration and comradery growing. Recommends continuing. *Osman moved to continue to participate in the Ad Hoc Intergovernmental Recycling Committee, to reappoint Daniel DeFranco, Mark Epstein, and Patrick Stewart as the Township's representatives on the committee. Supported by Helmrich. Discussion: none. Roll call vote: all yes. Approved 5-0.*

Planning Commission: Helmrich - The Planning Commission met via Zoom on December 14, 2020. All agreed that Tuesday, January 19<sup>th</sup> worked best for the joint meeting of the Planning Commission and Township Board. Will be held via Zoom. Public Hearing on the consideration of an ordinance to establish a groundwater protection overlay zone which would rezone certain properties in the Township within the proposed zone. Public comment was heard from David Swan of the Saugatuck Dunes Coastal Alliance and from Scott Bosgraff, project manager for North Shores development. Jim Brode, a hydrogeologist who works with KLSWA, gave a detailed presentation on the proposed zone. Discussion followed on the revised, red-lined version of the ordinance which has Section D.4 removed which addresses 'excavation' as a regulated activity. Township council Curcio explained the changes proposed in the

newer version of the ordinance. He also noted that items removed in the new draft could be re-instated and/or revised as per direction of the PC. Brode spoke more on the Wellhead Protection Program of which the Township is a participant. Questions and discussion regarding the agreement between North Shores and the Township allowing the Township to purchase an existing well on the North Shores property for \$1.00 for potential municipal use. After other issues including the handling of contaminants in the zone were discussed, PC voted unanimously to direct staff to review subsection D4 and to offer the PC a recommendation for revised language in a Groundwater and Wellhead Protection ordinance. An update on the formation of sub-committees to work on areas within the Master Plan. David Swan, from SDCA, made further public comment on groundwater protection and excavations. Next regular PC meeting will be on Monday, January 25th at 7:00pm via Zoom.

Road Commission- Marcy- we met with them on January 5 and 6. Graham- on the 5th we attended the Primary Roads Millage meeting hosted by the Allegan County Road Commission. Osman was also in attendance. Discussed 2020 projects that were completed and paid for with primary road millage money and upcoming 2021 and future projects. The long term capital improvement planning is impressive. On the 6th, Marcy and I met with several engineers from Prien and Newhoff to discuss the road maintenance plan. The Townships healthy balance in the road fund could be used for primary and local roads. The engineers will consider this in future planning. Dana Burd will attend the February Township Board meeting to give an update and hopefully a draft multi year road maintenance plan. Helmrich - do we have a map of primary and local roads? Graham - this should be included in Dana's update. Marcy - much of this information is on the Allegan County Road Commission's website.

Fire Board Report: December was a busy month, that matched the record from 2019. 76 calls, end of year call volume is 862. 12% down from 2019 where there were 977 calls. Response time matched the annual average of 5:46 for the year. December had 50 priority 1 and 2 calls. EMS counts for 58% of call volume for December. For the year EMS calls were at 533 or 62% of their call volume. 41% of calls were from the township, 32% was from Douglas, including Douglas Cove where they ran several Covid 19 calls. In one day they counted 3 calls for Covid from Douglas Cove! The ISO rating for the majority of the Township is now a 3, which is excellent. The rating is how insurance premiums are determined by some companies. The criteria for the rating is based on a fire departments ability to arrive at a call within 5 minutes. There is a small area on the Lakeshore where that it isn't possible. The township fire reps, Eric Beckman and myself, along with Chief Janik and our manager are planning to have a meeting soon to discuss options like an access road. The Allegan County Fire Chiefs Association, serves 20 Allegan County Fire Departments by promoting, advocating, coordinating, representing and supporting the interests of the member fire departments and the citizens they serve with a focus on high quality firefighter education and supporting Community-Based Risk Reduction Efforts, including fire, rescue, medical and other emergency services. To support their mission, Allegan fire departments continue to step up with fundraising. The fire board approved a motion to allow ACFCA the use of the Saugatuck Township Fire District facility to host a car wash fundraiser in 2021. Details to be announced at a later

date. The Fire District has obtained 950 rapid Covid-19 antigen tests for use on firefighters, emergency medical responders and full time staff, at no cost to the tax payer.

Parks Commission: Graham- Searing shared his report with the Board earlier today. There are some trail maintenance issues currently. There is an insurance claim filed associated with the accident that occurred just north of Dairy Daze that resulted in trail damage. We are still waiting for that repair to be funded by the insurance company. We are looking at \$40K - \$50K in damages; is confident that will be funded by the insurance company. There have been some ongoing maintenance issues just north of the Fire Station. The Parks Commission asked that Staff and Legal Counsel prepare a letter to the engineer and construction contractor who built that segment of the trail as it is their impression that it is a premature failure and not regular maintenance. Plans are being developed at Sundown Park. The Drain Commissioner's office is looking at doing some bank stabilization in partnership with the neighboring property owners. They will likely ask to use the park as access during construction. The dog park was vandalized a few weeks ago and temporary repairs were made.

Kalamazoo Lake Water and Sewer Authority: Helmrich - have we asked our board representative to provide quarterly reports. Graham - yes. I have reached out to Mike McGuigan regarding connection fee and rates study as well as a letter recently came in from EGLE regarding some financial and managerial concerns related to the Authority. Daryl VanDyke, the manager of the Kalamazoo Lake Water and Sewer Authority is looking into this. The three communities may need to have some conversations to make some improvements moving forward.

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

Open Board Report: Helmrich - congratulated Joe and welcomed him on board. Marcy - welcomed Joe. Osman - yes, welcome Joe, is looking forward to a great transition.

Managers Report: Graham - Included in the packet is the Master Projects list. There is a Special Joint meeting for the Township Board and Planning commission scheduled for January 19 via Zoom conference. The meeting materials are available on the Township website. The office will be closed on MLK day. Thanked the Board for the opportunities afforded by the Township. All of your kind words mean the world to me. Everyone has treated me so well. This is a very special community. Is very proud of the progress we have made as a team.

Public Comment: Scott Beltman - the proposed Allegan County ORV ordinance can update open and closed roads annually. This will make it easy for law enforcement. Urges you to take action on the county ordinance at future meeting. Is always available for a phone call. Laurie Goshorn- wanted to reiterate what Jon was saying about the Historic Commission. Hopes it does not get pushed down the road any longer.



*Aldrich moved to adjourn the meeting of January 13, 2021. Supported by Marcy. Roll call vote: all yes. Approved 5-0.*

Prepared by:  
Abby Bigford  
Township Clerk