

Saugatuck Township Board

Regular Meeting Minutes

January 12, 2022

Meeting held in person & via Zoom

Call to Order:

Clerk Bigford called the meeting to order at 6:00 PM

Roll Call:

Present: Aldrich, Bigford, Helmrich, Marcy, Osman.

Absent: Manager Joe Frey

Quorum.

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 were 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 Trustee Marcy, seconded by Trustee Aldrich, to approve the agenda as presented.

Discussion: None

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried

Public Comment: Supervisor Osman opened the floor for public comments.

Roy McIlwaine; spoke to support creation of Historic District.

County Commissioner Dean Kapenga; update of projects and improvements that took place in 2021 and plans for 2022.

Candace & Brian Grant; spoke on activity taking place at Ivy House, 3291 Blue Star, what they need from the Township Board, and bookings already made for the 2022 season.

Approval of Consent Agenda: Supervisor Osman introduces consent agenda.

Discussion: Treasurer Helmrich noted the extension on water connections for 236 Culver needs to be addressed, new phone systems was paid in full, first payment to Abonmarche for remodel has been made, and suggested the letter received regarding the No Wake Zone be sent to Kal-Lake Harbor Authority.

Motion by Clerk Bigford, seconded by Treasurer Helmrich, to approve the consent agenda as presented.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried

Presentation: Beach to Bridge Vision by Jon Vanderbeek

Local group looking to create a “Beach to Bridge” hiking trail that connects with the parks of Saugatuck Township from Oval Beach in the City of Saugatuck to New Richmond Bridge in Manlius Township. Goals of the group are conservation, preservation, and recreation. Looking to do this without added costs to tax payers. Requesting a no commitment endorsement of the “Beach to Bridge” vision from the Township Board. Visit www.TrailMasterPlan.com for more information.

New Business:

Agenda Item 1: Personnel Matter

Supervisor Osman introduced the separation agreement between Saugatuck Township and Joe Frey.

Motion by Clerk Bigford, seconded by Trustee Marcy, to approve the separation agreement between the Township and Township Manager Joe Frey, draft date of January 12, 2022, effective immediately, and to authorize the Township Supervisor to sign the separation agreement on behalf of the Township.

Discussion: Clerk Bigford noted the signed agreement was delivered to the Township office the day of the board meeting and was therefore not included in the board packet but will be added to it for record keeping.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously

Agenda Item 2: Interview for Park Commission Seat and Possible Appointment

Supervisor Osman introduced Elliot Sturm, the only applicant in attendance, to the board. Mr. Sturm, who was recommended by Parks Chair Jim Searing, gave a brief background as to why he feels qualified to fill the vacant Parks seat. The only other applicant, Jeanette Locher, was not in attendance.

A motion by Trustee Aldrich, seconded by Trustee Marcy, to appoint Elliot Sturm to fill the vacant Parks Commission seat for the remainder of the term.

Discussion: Clerk Bigford thanked Mr. Sturm for his service to the community as a STFD member and for taking on the additional work of the Parks Commission. She also thanked Jim Searing for all his years serving the community thru the Parks Commission.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously

Agenda Item 3: Historic District Report

Supervisor Osman introduces Daniel DeFranco to give summary of his research into the creation of creating a Historic District as requested by the Board in March of 2021.

Discussion: Supervisor Osman and Trustee Marcy thanked Mr. DeFranco for his time and efforts putting together the report. Board agreed to take no action on the matter at this time. Treasurer Helmrich suggested the data from the report be used in the creation of the 2023 fiscal year budget.

Agenda Item 4: 2022 Assessing Hardship Guidelines

Supervisor Osman introduced the yearly review of the hardship guidelines.

Discussion: None

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously

Agenda Item 5: Cemetery Agreement

Supervisor Osman introduced the renewal of the agreement.

Motion by Trustee Aldrich, seconded by Trustee Marcy, to approve the proposed 2022 Cemetery Service Agreement between the City of Saugatuck and the Township of Saugatuck as presented.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously

Agenda Item 6: Rezoning - Tax id: 20-032-046-00

Supervisor Osman Introduced.

Discussion: Treasurer Helmrich reminded the board that this rezoning request has been approved by the planning commission, and noted that it is more of a re-organization of the current zoning.

Motion by Treasurer Helmrich, seconded by Trustee Aldrich, to approve the recommended Ordinance, numbered as the next in order, to amend the zoning map provided by Section 40-586 of the Township of Saugatuck Zoning Ordinance to Rezone Portions of the Property on 68th Avenue, Tax ID No. 20-032-046-00, as presented.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried Unanimously

Agenda Item 7: Development Agreement Discussion

Supervisor Osman introduced.

Discussion: None

Motion by Trustee Aldrich, seconded by Trustee Marcy, to approve Ivy House Development Agreement as presented.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried

Agenda Item 8: Easement Agreement

Supervisor Osman introduced.

Discussion: Supervisor Osman clarified that this is a normal practice anytime there is a development agreement to reserve property for future bike trails.

Motion by Trustee Aldrich, Seconded by Trustee Marcy, to approve the Easement Agreement as presented.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried

Agenda Item 9: Website Proposal

Supervisor Osman introduced.

Discussion: Supervisor Osman felt there has not been enough time for the board to review. Treasurer Helmrich suggested naming two board members to review materials and present suggestion to the board.

Motion by Treasurer Helmrich, seconded by Trustee Marcy, to have the Township Board appoint two board members to review RFP materials and make recommendations to the board within a timely manner.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried

Agenda Item 10: Branding Discussion

Supervisor Osman introduced.

Discussion: Clerk Bigford reviewed the message the board is looking to convey with the new logo. Treasurer Helmrich questioned if a decision had to be made between the two options or if discussions can continue. Clerk Bigford clarified that colors and minor changes can be made, but further discussion would require the contract to be re-negotiated. Treasurer Helmrich prefers option 2B, but would like the rainbow to be full color. Trustee Marcy agrees with 2B over 2A. Clerk Bigford worries that 2B is a little busy and by adding more colors would become busier. Trustee Aldrich suggests looking at the logo for the next month before decisions are made. Trustee Marcy questioned if extending for one month will affect the project?

Motion by Treasurer Helmrich, seconded by Trustee Aldrich, to have the township design committee respond to Creative Concepts regarding Option 2B and ask about changing the rainbow colors.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried

Agenda Item 11: Building Renovation Discussion

Supervisor Osman introduced.

Discussion: Treasurer Helmrich suggested appointing two board members to oversee the project and act as mediators between the board and the construction company.

Motion by Treasurer Helmrich, seconded by Trustee Aldrich, to table further discussion on building renovations.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried

Agenda Item 12: Recycling & Single Hauler Discussion

Supervisor Osman introduced.

Discussion: Supervisor Osman feels there is not enough information to make a decision at this time. Trustee Marcy states that single hauler is not required to offer recycling. Daniel DeFranco spoke with both Wise Choice and Arrowaste, who are both interested to speak with the board regarding serving as single hauler within Saugatuck Township. Clerk Bigford stated the work that was done by Tri-Community Recycling Committee, stated she would like to hear from committee members as to what they see for the future of the township and two cities.

No action taken at this time.

Agenda Item 13: Covid-19 Policy Discussion

Supervisor Osman introduced.

Discussion: Treasurer Helmrich noted that on December 31, 2021 all State rules and regulations regarding Covid-19 policies expired. Suggested the Township Office return to an unlocked door, request masks be worn, and suggest appointments when conducting business at the Township Hall.

Motion by Treasurer Helmrich, seconded by Trustee Marcy, to amend the office procedures pertaining to Covid-19, the office door will now be unlocked, allow one party inside at a time, rope will be replaced to control traffic, and continue with signage encouraging wearing of face masks and scheduling appointments to see Township staff.

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carried

Reports:

Treasurer Helmrich gave an update to the Treasurer's Report.

Supervisor Osman briefs on Committee Reports

Road Commission – Trustee Marcy gave update on intersection of Old Allegan Rd and Blue Star Hwy. Two options: A: Stop Light B: Round-A-Bout. See report on file from Allegan County Road Commission. Chief Janik spoke to commend the

Township Board on their action to investigate the problem at the intersection of Old Allegan & Blue Star. Asks the Board to not wait until the data shows action is needed, but to be pro-active and explore all possible options available.

Fire Board – Trustee Aldrich gave update.

Planning Commission – Treasurer Helmrich gave an update.

Parks – Chairman Searing and Vice Chairman Butler gave an update. Saugatuck High School Cross Country Coach Rick Bauer spoke on how the Township can profit from having a CC trail.

Emergency Services – Clerk Bigford gave an update.

Interurban Board – Written report in packet.

Recycling – Daniel DeFranco gave a briefing, no official report.

Harbor Authority – Written report in packet.

Manager Report – Supervisor Osman gave an update. KLSWA will need a new appointment to replace Joe Frey. No Budget Report.

Open Board Report: Aldrich – Nothing. Bigford – Nothing. Helmrich – I-196 study on rumble strips and sound management. Regional representative has reached out regarding possible meeting dates. Suggested residents from within the Township participate. Special meeting regarding transition issues and ARPA funds spending. Marcy – Nothing. Osman – Nothing.

Public Comment:

John VanderBeek congratulates Mr. Sturm on appointment to Parks. Reiterates the necessity to conserve public land. Stated his favor for the Old Allegan and Blue Star intersection is a stop light due to it coming with a crosswalk.

Jim Searing suggested the board consider a representative to act as liaison between the Township Board and the Parks Commission.

Adjournment:

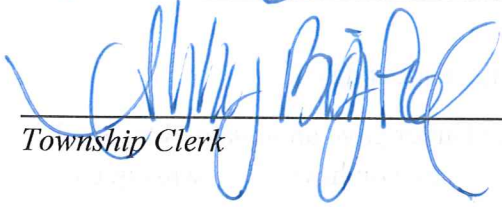
A motion by Trustee Marcy, Seconded by Trustee Aldrich, to adjourn the meeting at 8:40 PM

Roll Call Vote:

Aldrich	Bigford	Helmrich	Marcy	Osman
Y	Y	Y	Y	Y

Motion Carries. Meeting Adjourned.

I Abby Bigford, Township Clerk, certify that these minutes were approved on 2.9.22 by the Township Board.


Township Clerk

2.9.22
Date