



**Saugatuck Township
Regular Meeting Minutes
Wednesday, July 12, 2023, at 6:00 p.m.
Saugatuck High School Cafeteria
Meeting held in person**

Call to Order: Supervisor Bigford called the meeting to order at 6:02 PM

Roll Call:

Present: Supervisor Bigford, Clerk Israels, Treasurer Helmrich, and Trustee Marcy.

Absent: Trustee Aldrich

Also Present: Township Manager Daniel DeFranco, Recording Secretary Morgan Arens, Parks Commission Chair Jim Searing, Ambulance Representative Tony Schippa.

Pledge of Allegiance

Approval of Agenda:

Supervisor Bigford moved agenda New Business Item 7 Lakeshore Drive Contribution to New Business Item 1.

A **Motion** was made by Marcy to approve the agenda as amended. Supported by Israels.

Discussion: None

Voice Vote: 4-0.

Motion Carried Unanimously.

Public Comment:

1. Kay Needham explained that Lakeshore Drive is a very pretty area, however the portion north of 126th Ave is hazardous. She encouraged the Board to vote in favor of making a contribution to the repaving.
2. Todd Needham stated that they don't have sewer or water connections or snow plowing from the county, and all they are asking for Lakeshore Drive to be repaved.
3. Wayne Kidder stated that Lakeshore Drive is the worst it has ever been. The state of the road has caused personal property damage. Those who consistently travel down the road include bicyclist, walkers, garbage trucks, delivery vehicles, and construction truck. He is asking for assistance in having the road repaved.
4. Kaye Clement explained that she is a long-time home owner and considers the current state of Lakeshore Drive to be a disgrace and a potential tragedy. She asked the Board to consider approving a contribution to repaving the road.
5. Toby Hutchins, Fennville Board of Education, gave information regarding the Fennville Public Schools Millage Proposal to Provide Funds to Operate a System of Public Recreation and Playgrounds and background regarding the Millage raise request. He also gave some facts regarding the school system, new superintendent, and testing statistics.
6. Jane Dreyer stated that the majority of those in attendance are here for the Lakeshore Drive repaving issue and is in agreeance with previous comments.
7. William Frymark said "please repave the road".

Public Comment Closed

Approval of Consent Agenda: Bigford introduced the consent agenda, and pulled the Parks Commission report and Ambulance report from the consent agenda.

Jim Searing, Parks Commission Chair, gave an update on the Joint Parks and Red Plan Update along with updates on other Parks projects, including River Bluff Park and the Tails and Trails Park.

Tony Schippa, Ambulance Representative, gave his report on LIFE EMS Service and reviewed it with the Board. Marcy applauded Schippa for his dedication to provide detailed and accurate report. Israels echoed Marcy and referenced her prior work experience in health care as an ER nurse and health care administrator. Trustees inquired when the ambulance committee for the Saugatuck Township Fire District meet, with Schippa offering to provide the information.

Discussion: None

A **Motion** was made by Israels to approve the consent agenda as amended. Supported by Marcy.

Discussion: None

Voice Vote: 4-0.

Motion Carried Unanimously.

Presentations: None.

New Business:

1. Lakeshore Drive Contribution

Manager DeFranco explained that the Township and the Allegan County Road Commission (ACRC) have received multiple complaints about the condition of Lakeshore Drive in the Township from 126th Ave north to the Washout, an approximately one mile stretch of road. Lakeshore Drive is a county road, and thus is not included in the Township's Road Maintenance Plan. Lakeshore Drive is not presently slated to be included on the ACRC's 2024 Project List and it is unclear if it would be included on the 2024 Project List. The ACRC is willing to propose the inclusion of repaving the above stretch of Lakeshore Drive for the 2024 Project List if the Township agrees to commit funds to pay for the improvement. The local contribution to the project would be funded by the two existing Road Millages. The ACRC estimates the cost of the project not to exceed \$200,000.

Bigford noted that she drove on Lakeshore Drive and confirmed that the road is in poor condition.

A **Motion** was made by Helmrich to adopt Resolution 2023-13 to make available a local funds of \$200,000 for the repaving of a section for Lakeshore Drive from 126th Avenue north to the Washout contingent upon the ACRC's undertaking the project in 2024. Supported by Marcy.

Discussion: Trustees thanked those in attendance for their comments.

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Marcy

No:

Motion Carried Unanimously.

2. Ambulance Response Agreement

The current Paramedic Ambulance Response Agreement is set to expire on July 31, 2023 and requires renewal. The purpose of the agreement is to guarantee that Life EMS will provide ambulance and paramedic emergency medical services in the Fennville Service Area, which includes the southern portion of the Township, and commits the Township to supporting Life EMS's service growth in the surrounding area. The new agreement is being proposed as a 5-year term addendum to the original agreement, beginning on August 1, 2023 and expiring on July 31, 2028.

Bigford noted the increase in contract cost and asked if the increase in cost is being seen all over the place. DeFranco and Schippa noted that LIFE EMS is investing in training and offering high

compensation to retain employees and address staffing shortages. Israels noted high cost of updating and maintaining equipment for advance life support.

A **Motion** was made by Israels to approve the Paramedic Ambulance Response Agreement 2023 Extension Term Addendum between the Fennville Area Municipalities and Life EMS, Inc. Supported by Marcy.

Discussion: None

Voice Vote: 4-0.

Motion Carried Unanimously.

3. Financial Statements Audit

The Township has been contacted by our accounting firm, Siegfried Crandall, to schedule the annual audit of the Township's financial statements. The service will provide an audit of the Township's basic financial statements as well as provide supplementary information such as management's discussion and analysis. This information is required by the Governmental Accounting Standards Board who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic and historical context. The proposed cost of this year's audit is \$10,300.00. If approved by the Board, staff will schedule the audit.

DeFranco noted that the cost is the same as last year.

A **Motion** was made by Helmrich to confirm engagement of Siegfried Crandall to conduct audit of Township's financial statements for Fiscal Year 2022-2023 at a cost of \$10,300 and direct staff to schedule audit. Supported by Israels.

Discussion: Helmrich stated that the cost is well worth the service.

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Marcy

No:

Motion Carried Unanimously.

4. Water Agreement Consultant

The Department of Energy, Great Lakes, and Environment (EGLE) has mandated that KLSWA and its constituent municipalities update the current water agreement to correct certain deficiencies pertaining to management organization of the water system. KLSWA and the constituent municipalities recommend engaging a utility consultant to act as an advisor in the update process. Three consultants submitted proposals and were interviewed. KLSWA and the three constituent municipalities unanimously recommend accepting the proposal submitted by Baker Tilly. Baker Tilly has proposed a fee of \$45,000 for approximately 10 in-person meetings and 100 hours of time and a charge of \$2,000 for each additional meeting. The following cost/share arrangement is being tentatively proposed: Douglas 37.5%, Saugatuck 37.5%, Saugatuck Township 15%, and KLSWA 10%. Baker Tilly will track and report actual hours spent with each unit to determine final cost share.

Helmrich asked how many water customers the Township currently has, and DeFranco said the Township has about 550-600 but can get a more accurate number at a later time. Helmrich noted that we have a history of working with Baker Tilly.

A **Motion** was made by Marcy to accept proposal by Baker Tilly to act as advisory consultant in update of the KLSWA Water Agreement. Supported by Helmrich.

Discussion: None

Voice Vote: 4-0.

Motion Carried Unanimously.

5. Joint Parks and Rec Plan Update Agreement

The Cities of Saugatuck and Douglas, Saugatuck Township, and the Saugatuck Public Schools have agreed to work together on an update to their joint 5-Year Parks and Recreation Plan. To facilitate the

update process, the communities established a Steering Committee tasked with creating an RFP for the update, reviewing proposals, and recommending a firm to lead the project. The Steering Committee received two strong proposals in response to the RFP. The Steering Committee recommends that the communities accept the proposal submitted by Viridis Design Group. Viridis proposes to complete the Park Plan Update at a cost of \$15,500. The Steering Committee recommends an equal cost-share for the four local units participating in the joint plan update.

Helmrich noted the cost of the project is reasonable in light of the work that Viridis will be doing.

A **Motion** was made by Marcy to accept proposal from Viridis Design Group to update the joint 5-Year Parks and Recreation Plan the cost of which is to be equally shared by Saugatuck Township, the City of Saugatuck, the City of Douglas, and Saugatuck Public Schools. Supported by Israels.

Discussion: Helmrich stated that he is amazed by the reasonable price.

Voice Vote: 4-0.

Motion Carried Unanimously.

6. Sewer Capacity Study

Staff recommend engaging Prein&Newhof to assist with the purchase of additional sewer capacity from the City of the Village of Douglas. Of the three communities, the Township owns the least amount of capacity in the Treatment Plant (.090 MGD) despite having the newest sewer infrastructure in the ground that can transport a significant amount of waste to the Treatment Plant.

There may be an opportunity for the Township to purchase additional capacity in the treatment plant from the City of Douglas. To support this process, staff recommend engaging Prein&Newhof to review current sewage usage for both communities and develop available capacity projections to assist the communities in better understanding the impact of any sewer capacity acquisition. This information can then be presented to the City of Douglas for their consideration. The Township Engineer has developed a proposal for Board review.

Helmrich asked how sewer capacity is valued, DeFranco said we have a good model for valuing capacity but the range of value is dependent on some number of factors. Information on valuation was provided by Baker Tilly. DeFranco stated AutoCamp is committed to funding 20,000 GPD. Israels asked if we will look to request further development to pay portions of sewer capacity, DeFranco said yes, if the project required special use approval.

A **Motion** was made by Helmrich to accept proposal from Prein&Newhof for Wastewater Treatment Contract Capacity Evaluation. Supported by Israels.

Discussion: Helmrich asked about the cost to purchase capacity and Manager DeFranco explained that it's tricky to calculate and depends on a number of things.

Voice Vote: 4-0.

Motion Carried Unanimously.

7. Election Compensation

Israels noted that the Township will have an election on August 8th for Fennville Public School system. The Election Commission recommends the appointment of Deputy Clerk Babinski as Election Chair for the upcoming August Election and the below compensation rate for election inspectors.

Proposing:

- \$22/hour for election inspector(s)
- \$200/day additional compensation on August 8 for election chairperson: (Deputy Clerk Babinski)
- \$25/hour chairperson registration on Saturday, August 5. (Babinski, half day)
- \$22/hour alternate, in case of emergency, inspector(s), office staff Helmrich and/or DeFranco

Marcy inquired about salary staff compensation while working the election during regular office hours.

Israels explained about

A **Motion** was made by Bigford to approve compensation for Election Chair and Inspectors as proposed by the Election Commission for the August 2023 election. Supported by Helmrich.

Discussion: None

Voice Vote: 3-1.

Motion Carried 3-1.

8. Consolidated Fee Schedule Update

Township staff are recommending three revisions to areas of the Consolidated Fee Schedule: (1) Construction Board of Appeals, (2) Land Division, and (3) Boundary Line Adjustment. Staff recommend adding a fee for Construction Board of Appeal as appeal hearings have associated expenses for the Township. Staff recommends the fee to be set at \$1,300 to mirror similar fees such as the fee for the Zoning Board of Appeals. Staff recommends amending the fee schedule to establish the fee for a land division resulting in two (2) parcels at \$500 and \$1,000 for land divisions that result in three (3) or more parcels. Staff also recommend increasing the Boundary Line Adjustment and Combination fee to \$100 as this service is also time-consuming and requires coordination with Allegan County. Updates to the Consolidated Fee Schedule would take effect on August 1, 2023.

A **Motion** was made by Marcy to approve the adoption of Resolution No. 2023-14, a resolution adopting the Saugatuck Township revised Consolidated Fee Schedule. Supported by Helmrich.

Discussion: None

Voice Vote: 4-0.

Motion Carried Unanimously

Old Business: None.

Reports: Supervisor Bigford opened the floor for reports.

Treasurer's Report

Helmrich gave an update on the Township finances; the report is on file.

Planning Commission

Helmrich was not at the June Planning Commission, so there was no report.

Manager's Report

Township Manager DeFranco gave an update on the Township projects; the report is on file.

Open Board Report:

- **Marcy:** wanted to thank both Jim Searing and Manager DeFranco for their efforts with the Parks and Rec Plan.
- **Israels:** agreed with Marcy and also gave an update regarding the August 8, 2023 election.
- **Helmrich:** gave summary of the EGLE public hearing, also gave an update regarding the Zoning Ordinance efforts.

Public Comment: None.

Adjournment: Supervisor Bigford adjourned the meeting at 8:43 PM

Meeting Adjourned.

MOTIONS

1. A **Motion** was made by Marcy to approve the agenda as amended. Supported by Israels.
Discussion: None
Voice Vote: 4-0.
Motion Carried Unanimously.
2. A **Motion** was made by Israels to approve the consent agenda as amended. Supported by Marcy.
Discussion: None
Voice Vote: 4-0.
Motion Carried Unanimously.
3. A **Motion** was made by Helmrich to adopt Resolution 2023-13 to make available a local funds of \$200,000 for the repaving of a section for Lakeshore Drive from 126th Avenue north to the Washout contingent upon the ACRC's undertaking the project in 2024. Supported by Marcy.
Discussion: Israels thanked those in attendance for their comments.
Roll Call Vote:
Yes: Bigford, Israels, Helmrich, Marcy
No:
Motion Carried Unanimously.
4. A **Motion** was made by Israels to approve the Paramedic Ambulance Response Agreement 2023 Extension Term Addendum between the Fennville Area Municipalities and Life EMS, Inc. Supported by Marcy.
Discussion: None
Voice Vote: 4-0.
Motion Carried Unanimously.
5. A **Motion** was made by Helmrich to confirm engagement of Siegfried Crandall to conduct audit of Township's financial statements for Fiscal Year 2022-2023 at a cost of \$10,300 and direct staff to schedule audit. Supported by Israels.
Discussion: Helmrich stated that the cost is well worth the service.
Roll Call Vote:
Yes: Bigford, Israels, Helmrich, Marcy
No:
Motion Carried Unanimously.
6. A **Motion** was made by Marcy to accept proposal by Baker Tilly to act as advisory consultant in update of the KLSWA Water Agreement. Supported by Helmrich.
Discussion: None
Voice Vote: 4-0.
Motion Carried Unanimously.
7. A **Motion** was made by Marcy to accept proposal from Viridis Design Group to update the joint 5-Year Parks and Recreation Plan the cost of which is to be equally shared by Saugatuck Township, the City of Saugatuck, the City of Douglas, and Saugatuck Public Schools. Supported by Israels.
Discussion: Helmrich stated that he is amazed by the reasonable price.
Voice Vote: 4-0.
Motion Carried Unanimously.
8. A **Motion** was made by Helmrich to accept proposal from Prein&Newhof for Wastewater Treatment Contract Capacity Evaluation. Supported by Israels.
Discussion: Helmrich asked about the cost to purchase capacity and Manager DeFranco explained

that it's tricky to calculate and depends on a number of things.

Voice Vote: 4-0.

Motion Carried Unanimously.

9. A **Motion** was made by Bigford to approve compensation for Election Chair and Inspectors as proposed by the Election Commission for the August 2023 election. Supported by Helmrich.

Discussion: None

Voice Vote: 3-1.

Motion Carried 3-1.

10. A **Motion** was made by Marcy to approve the adoption of Resolution No. 2023-14, a resolution adopting the Saugatuck Township revised Consolidated Fee Schedule. Supported by Helmrich.

Discussion: None

Voice Vote: 4-0.

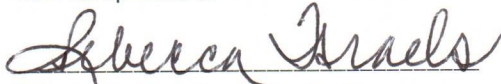
Motion Carried Unanimously

Respectfully,



Morgan Arens, Recording Secretary

I, Rebecca Israels, Township Clerk, certify that these minutes were approved on August 9, 2023 by the Township Board.



Rebecca Israels, Township Clerk

Aug. 9 - 2023
Date