

Saugatuck Township Board Meeting
Wednesday June 5, 2019, 6pm
Saugatuck Township Hall, 3461 Blue Star Highway, Saugatuck, MI 49453
Approved Minutes

Treasurer Helmrich called the meeting to order at 6pm.

All board members present with the exception of the open Supervisor seat and Clerk Bigford – due to illness.

Helmrich- thanks to the public for being present at the meeting. And thanks to everyone for working hard and chipping in to avoid interruption in services in the township.

Public Comments:

Mike McGuigan – Has lived in Saugatuck Township for over 20yrs. Is applying for the Kalamazoo Lake Sewer and Water Authority Board Representative seat. Retired from GE Power and Water about 5yrs ago, there he was the primary tech support resource engineer for North America as well as consultant internationally. 40yrs experience applying/designing water treatment plants. Wants to give back to his community. Reports he is not political but incredibly technical.

Dean Kappenga – Local commissioner for this area. Commission has priorities for this year. 1 – assessing fees 2- Tribal agreement – negotiations on taxes paid to create a fair situation to all taxpayers 3- New jail continue to work on plan to have it paid off in 10yrs 4- indigent defense plan to follow State mandate 5- Rock 10 project – clean up and sell 6- Courthouse planning 7- Stable funding source planning

Approval of Agenda:

Marcy moved to approve the agenda as presented. Supported by Aldrich. Discussion: none. Agenda approved 3-0

Guest Speaker John Rotunda – Rotary

Recognizes that Saugatuck Township cannot make a monetary donation to the 4th of July festivities, but would love for Township representatives to volunteer at the Food Court and call the food court “The Saugatuck Township Food Court” in recognition of our support. It’s a great event, its free, its family oriented, and there is lots of entertainment. Food court is 1pm-5pm. Sign up online.

Invoices

Helmrich presented invoices that were submitted after the packet was created. Aldrich – On the Walsh proposal, is that the total amount? Helmrich – it is half. We will address this further later on as this is on the agenda. Helmrich- the township credit card statement is also part of the packet for review.

Marcy moved to approve the accounts payable at a total of \$63,213.97 Supported by Aldrich. Discussion: None. Approved 3-0.

Treasurer’s Report

YTD financial report - revenues are 82K ahead of budget, spending is 80K under budget for the year. General fund bank balance – 2.4 million dollars as of this morning. Tax account has been paid down by final property tax disbursements that were owed to the township at a total of \$264,000 and went to the appropriate funds in May. Expecting year-end balance on June 30. Quarterly township investment update: CD with Chemical Bank for \$744,000 it has gone up 2K since April. Reviewed letter of

engagement from our auditors, Siegfried and Crandall. *Helmrich moved to accept the letter of engagement from Siegfried and Crandall to conduct the Township's annual audit. Supported by Aldrich. Discussion: None. Approved 3-0.*
Reviewed the Special Budget meeting and the budget preparations.

Minutes

Helmrich- pointed out 2 minor errors on the minutes from May 1st. No corrections to the May 29 minutes

Aldrich moved to accept the minutes from May 1st, 2019 meeting as amended and the May 29, 2019 meeting as submitted. Supported by Helmrich . Discussion: None. Approved 3-0

Correspondence

Helmrich – there were 2 letters received this month. One from Cathy Brockington regarding a cemetery issue and one from John Adams regarding a Blue Star Trail update. These letters are on file if anyone wants to review them.

Board Supervisor interviews/appointment

Helmrich- we have 2 talented and qualified applicants. Invited Andy Prietz to introduce himself and make comments.

Prietz- Has lived in the township for many years. Is currently the Chair for the Planning Commission. Has held this position since July 2018. Has been a member of the Planning Commission for 5 years and was the secretary for 2 years. Was an alternate for the ZBA for 1 year. Completed Michigan state citizen Planner training in 2014 and has attended a continuing education conference as well. Believes he has been active and involved in PC matters. Has stepped up and helped out with planning and zoning issues during the transitional time at the township. Highlighted his management/leadership/budget experience. Discussed other ways he has been active in his community. Reported that if he is appointed he plans to hold regular office hours.

Cindy Osman-

Has lived in the township since 1988. Has worked for local governments for 33years. Has much experience in budget, administration, and transparency. BA degree in Education and Spanish –double major. Master's degree in public admin. Earned her law degree in 2009. Reports she is a hard worker and a “stick to it” person. Registered building official, registered plan reviewer, national certification building inspector and plan reviewer as well as state, licensed builder, and active member of the state Bar. Highlighted her work experience that was part of her resume (part of the packet).

Marcy- question: what do you see as the opportunities to strengthen relationships with our “neighbors”? Osman- if she were working for the city and the township, she could identify more ways to collaborate. Gave an example of a collaboration opportunity that would also lead to cost savings.

Prietz- Also sees many opportunities for collaboration between the 2 cities and the township. There have been issues in the past with “head butting” and believes that being able to listen and communicate without a power struggle goes a long way. Believes his background in customer relations could serve him well with this.

Helmrich- question: what particularly interests you in serving as supervisor? Prietz –was encouraged to get involved with the PC and ZBA by a former member. Sees this as an opportunity to grow and to contribute to the township. Osman – saw a problem and took action. In working with others, successfully brought about a much needed change. Is very interested in problem solving/negotiation/collaboration/compromise. Has attended meetings regularly and sees the challenges. Wants to help.

Aldrich –question –what kind of hours and time can you commit? Osman – would always be available to meet by appointment or in emergency situations. Will use PTO time to allow for office hours at the township. Prietz – is retired. Is available for regular office hours and on an emergency and as needed basis.

Marcy – question- what are the issues facing the township. What would your #1 priority be? Prietz- the township needs to continue to heal wounds with the FD and the 2 cities. We need to work hard to improve those relationships. We need to improve ambulance response times. We have an aging community. Why don't we have an ambulance parked at the FD? We need to provide better service to our community. Osman- #1 priority is to reduce the supervisor's salary. We need to clean up the budget. We need to find out what the residents want and how much they are willing to pay for it.

Helmrich- question – Please discuss your experience with budgets and how you would contribute to the budgeting process. Osman- worked on a dept. budget in the city of Holland for over 10 yrs. Has much experience in municipal budgeting at the department level. Prietz- last 3 jobs handled department budgets. Believes municipal budgets and the budgets he has worked on are very similar.

Marcy- question – tell about a time that you had to deal with a difficult/angry person. Prietz – has dealt with this “too often” in his career experience. Has dealt with these situations by listening, identifying the issue, problem solving, and taking the emotion out of the situation. Osman – has had much experience with disgruntled customers. Gave an example of how she deescalated a situation while working at the City of Saugatuck.

Helmrich – question - Blue Star Bike Trail. The township is behind these efforts. Are you in favor of completing the trail? Any insights on furthering cooperation with the City of Saugatuck? Osman – is not a policy maker in the City of Saugatuck. Is in favor of completing the portion in the city. Is not in favor of expanding south until the issue of the highway (bridge part) is addressed and resolved. Believes she can help with the counsel relations. Prietz – is fully in support of the trail. We need to work closely with Saugatuck to come up with a way to finish it.

Aldrich – question for Andy about how he his involvement in the PC could change as there can only be one representative from the board on the PC. Prietz – he and Jon would have to work this out. Could no longer be Chair.

Aldrich –question for Osman – is there support from the City council for you to be supervisor? Osman – yes they are very much in support of this. Had this checked with the city's attorney – there is no conflict of interest.

Helmrich - how can the board work to increase citizen involvement/engagement and how can we respond to their needs? Osman – the website needs updating, newsletters and agendas should be distributed via email, and increase public comment time beyond 3min. Prietz – communication is key. Agrees with Cindy about sending emails to inform of meetings, agendas, township events. It's important to schedule meetings at a time when residents can attend.

Helmrich, Aldrich, and Marcy all highlighted all of the strengths and wonderful qualities of both of the candidates. Marcy – Osman has the most direct experience. Helmrich – is pleased that both candidates would be willing to hold office hours and that both are interested in collaboration with the cities.

Marcy- shared Bigford's thoughts on both of the candidates. *Marcy moved to appoint Cindy Osman as our new township supervisor. Supported by Aldrich. Discussion: None. Roll call vote: All yes. Approved 3-0.*

Appointment to the Kalamazoo Lake and Water Authority board

2 applicants – Christopher Bernhardt and Mike McGuigan. Richard Brady removed himself. Bernhardt was not in attendance.

Helmrich question – have you attended Kal Lake meetings? McGuigan – no

Aldrich- question for Chief Janik- would Bernhardt be available for these meetings? Janik – yes.

McGuigan – would like to help in the township where he is needed. Has 40 years of water expertise. Is retired. Prefers not to be paid. Is passionate about the water. Was trained for several years in chemical treatment. Spoke about concerns with lead discharge limits.

Helmrich – question – name one or 2 issues facing the water authority. McGuigan – has seen in every water district he has worked with – excursions (numbers higher than limits in water). You must be prepared to deal with excursions right away to avoid devastating effects.

Aldrich – question – would you be willing to help guide me as the elected official with my involvement on the water well grant? McGuigan – yes.

Aldrich moved to appoint Mike McGuigan to the Kal Lake Board. Supported by Helmrich. Discussion: Marcy – McGuigan has the most relative experience. Aldrich – appreciates McGuigan’s willingness to serve and his expertise in this area. Roll call vote: All yes. Approved 3-0.

Water and Sewer Fee Dispute Resolution Agreement –Legacy Property Development LLC

Diane Jacobs – Here regarding an issue that began in 2002. Is a former owner of Triangle Excavators. Decided to build a subdivision in the township. Was approved for well and septic, but in working with Prien and Newhof, Kal Lake and Phil Quade decided that public water and sewer was the safest, and healthiest option. Public water and sewer was not available. Opted to install a grinder station and extend the main at a cost of between \$250K and \$300K. This was a gift to the township. Negotiated decreased hookup fees with Phil Quade and those fees remained in effect until 2014 when the then Manager, Aaron Sheridan raised the rates to what everyone else was paying. 3 people from the Gaslight subdivision have paid the inflated fee. Asking the new board to reinstate the old fees and reimbursement for the 3 people that were overcharged.

Helmrich – what is the reimbursement amount? – 16k-18K. The future buyers will pay the decreased hookup fees. Discussion on the resolution agreement.

Aldrich moved to approve the Water and Sewer Fee Dispute Resolution Agreement – Legacy Property Development LLC. Supported by Marcy. Approved 3-0.

River Bluff Park Culvert

Laurie Goshorn - did a tour of the bridges – the River Bluff Culvert is in really bad shape. Only received one bid which they are happy with. Needs board approval.

Helmrich – the chair of the Parks commission supports this. There is money in the parks budget to do this. *Helmrich moved to accept the bid from Quantum Construction Co. to do the necessary work in River Bluff Park on the Culvert. Supported by Marcy. Approved 3-0.*

Lighthouse Group Insurance policy adjustment – Definition of full time employee

Helmrich – Bigford has been handling this. She has suggested that we update our health insurance policy to match our personnel policy in definition of full time employees. Dean supported this as well. The issue is the minimum # of hours to be considered a full time employee on our policy is 20hrs a week and our personnel policy defines it as 30hrs a week. *Helmrich – moved to accept the clerk’s recommendation to update our insurance policy to be in line with our personnel policy and that the definition of a full time employee on our policy be increased from 20hrs a week to 30hrs a week. Supported by Marcy. Discussion: none. Approved 3-0*

Saugatuck Township Fire District Budget

Eric Beckman – has been on the fire board since 2008. They are asking for a modest .2 mill increase in order to maintain public safety standards. Call volumes are up. We need to support staffing. Aldrich – Saugatuck and Douglas have both approved the budget. The current staff is overworked. *Aldrich moved*

to approve the Saugatuck Township Fire District Budget for fiscal year 2019/2020. Supported by Marcy. Discussion: none. Approved 3-0.

Insurance Policy Renewal

Helmrich- suggesting that we renew our comprehensive public entity coverage. The rate went up only \$216 this year despite having more claims than normal. The total for this fiscal year is \$10,698.00.

Helmrich moved to accept the Michigan Municipal Insurance coverage proposal from Buiten and Associates. Supported by Aldrich. Approved 3-0.

Zoning Administrator/Lynee Wells Agreement

Helmrich- We brought on Lynee Wells on May 13 as our contracted Zoning Administrator. Her references were great. She has much experience. We have an agreement with her which the board can vote to approve retroactively. Base pay is \$2400.00 a month for one day a week in the office. This is an open contract. We can end it with 14 day notice. She is available when she is not in the office by email, text, and phone; our residents have appreciated her quick response times. *Helmrich moved to approve the contract with Lynee Well's company, Aligned. Supported by Marcy. Discussion: None. Approved 3-0.*

Assessor/Kyle Harris Agreement

Helmrich – our former assessor, Sherry Mason was part of the interviewing process for the new assessor. 2 board members also interviewed candidates. They chose Kyle Harris who started on May 14. In the office 1 day a week, but is available by phone, text and email when not in the office. We need to formally approve the arrangement made between the township and Kyle Harris and the Company he works for. Base pay is \$2500.00 a month. There is a 9K annual fee as he must be a staff member. Total per year \$39,000.00. 60 day out with this agreement. Runs for 1 year. *Helmrich moved to approve the proposals with Appraisals Plus and with Kyle Harris. Supported by Aldrich. Approved 3-0.*

Frank Walsh Agreement

Frank Walsh is the Manager in Meridian Township. He also runs a search firm. He only takes one client on at a time. We engaged Frank to begin a search to replace our manager. He and Marcy have met with Frank Walsh. We feel this service is needed. At the most we would pay him \$7800, but he may not actually charge the whole amount. *Helmrich moved to approve the agreement for a managerial search with Frank Walsh Municipal Services. Supported by Aldrich. Discussion: none. Approved 3-0.*

Board members performing office duties outside of their statutory duties

Helmrich – believes our policies and procedures should include language that allows for board members to be compensated to do office work that is outside of their statutory duties. This is particularly important in times of transition/vacancies. Is proposing that a board member, if asked, and agrees to working in the office outside of their elected duties be compensated at a rate of \$18.00 an hour. Does not see a budget impact with this. Marcy – spoke to MTA today. Deputies can also work under this compensation rate and work side by side with the elected official. *Helmrich moved to approve compensating board members performing office duties outside of their statutory duties. Supported by Marcy. Discussion: none. Approved 3-0.*

Fireworks ordinance amendment

Osman- has worked on the ordinance in Saugatuck. The State of MI approved firework use 30 days out of the year a few years back. There was much negative feedback to this. This ordinance reduces it to 12 days and imposes fines. Helmrich – this was suggested by our attorney. *Marcy moved to amend section 16-91 of the code of ordinances, township of Saugatuck, MI to regulate consumer fireworks in*

accordance with state law and to provide penalties for violations. Supported by Helmrich. Discussion: none. Approved 3-0.

June pride month proclamation

Marcy – created a proclamation similar to the one the City of Saugatuck adopted designating June as pride month. Will get a flag. Read the proclamation that was included in the packet. *Marcy moved to approve the proclamation designating June as pride month. Supported by Helmrich. Discussion: Helmrich was involved in a nondiscrimination policy that he worked on 6-8 years ago. Roll call vote: all yes. Resolution passes 3-0.*

Cemetery contracts

Riverside and Douglas cemeteries are owned and managed by Saugatuck Township and we have contracts with Saugatuck and Douglas to support our maintenance efforts. The contract with Saugatuck expired in March. Douglas will be up soon. Revised contracts went out to the cities. We will wait for the formal responses from the cities. This will likely be an agenda item in July.

Office closure Wednesdays

Marcy- believes this is going well. Aldrich – spoke with Lori Babinski. She loves it. She is getting so much done. Helmrich – likes this. Wants to continue. Has not heard any complaints. Aldrich – the 8 weeks will be exhausted before our next board meeting. *Marcy moved to extend the temporary office closure on Wednesdays from 8 weeks to 10 weeks and revisit this at the next board meeting. Supported by Aldrich. Approved 3-0.*

Planning Commission

Helmrich – 1 -rezoning application for a medical marijuana provisioning center across from Burger King was denied. A 2nd special use permit for medical marijuana facility at the site where the Amble Inn is currently located was tabled for more info. Did approve a special approval permit for Spirit Space to be rezoned as residential. Gave final approval for a medical marijuana growing facility on a property near the south highway entrance.

Road Commission

Marcy- had a meeting on the washout. She will keep us updated as things progress.

Interurban

Babinski reported that they renewed their health care for staff and they are coating and striping the parking lot at headquarters.

Fire Board

Aldrich – call volume was up for May. Motor vehicle calls were down. Board approved painting the outside of the building. Conducted dry hydrant testing at Northshore. It has cost 3K so far and it is not complete.

Kalamazoo Lake Water and Sewer Authority

Aldrich – reviewed the well head protection 2020 grant details and requirements. We need someone from the board in place on the committee dealing with this grant. Aldrich will do this. Reviewed progress on the master meter project. Annual hydrant flushing was completed during the week of May 13. There were 9 hydrants needing repairs.

Open Board Report

Helmrich gave an update on the Ambulance issue. More on that in July.

Public Comment

Elliot Sturm - wants to thank the board for passing the Fire Dept. budget. It is expensive to run the FD.
Chief Janik – Thank you for what you have done for the fire fighters. The fire fighters will get about \$4.17 an hour for being on call. You did the right thing.

Laurie Goshorn – went to the Blue Star trail meeting last night. The new plan addresses a lot of the concerns. They are hoping people will speak up and the plan will be accepted. They cannot expand the northern sections until this new plan is approved. She wants to encourage residents to speak up and support the trail going forward.

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

Meeting Adjourned 8:32pm

Recording Secretary: Abby Bigford

Saugatuck Township Clerk

June 14, 2019