

Saugatuck Township Board Meeting  
Wednesday March 6, 2019, 6pm  
Saugatuck Township Hall, 3461 Blue Star Highway, Saugatuck, MI 49453  
Approved (Ammended) Minutes

Supervisor Roerig called the meeting to order at 6pm

All board members present with the exception of the vacant trustee position

**Public Comments:**

None

**Approval of Agenda:**

*Bigford moved to approve the agenda as presented. Supported by Helmrich. Agenda approved 4-0*

**Invoices**

Roerig presented invoices that were submitted after the packet was created.

*Roerig moved to approve the invoices at a total of \$24,953.10. Supported by Aldrich. Discussion: Helmrich – legal fees since November are about 15K. This is over budget. Wants us to be cognizant of this. Would like to see this # come down. Approved 4-0.*

**Treasurer's Report**

Helmrich- Board is to approve disbursement payments. There was an additional disbursement made this week. Handed it out. 90% of disbursements must be made by March 15. We have until April 1<sup>st</sup> to complete all payments. *Helmrich moved to approve the disbursements made this week, March 4<sup>th</sup> to full our tax receipt and payment obligations. Supported by Aldrich. Discussion: Roerig- why are we doing this now? We have never done this before. Helmrich- learned that he is obligated to do this at an MTA training. It's the law. How do we certify revenues; is it in the general ledger? Helmrich – yes that is in the general ledger. Will check more into it if needed. Approved 4-0*

**Minutes**

Roerig- we had a closed session meeting on January 2. We are approving only the open part of that meeting. The closed session minutes are sealed. *Roerig moved to approve the minutes from the January 2, 2019 special meeting as presented. Supported by Aldrich. Approved 4-0*  
*Aldrich moved to accept the minutes from the February 6, 2019 regular meeting. Supported by Roerig. Approved 4-0*

**Correspondence**

Letter from Lakeshore Advantage. They specialize in economic development. Their services are available to us if needed. They will present to the board if we desire that. Helmrich – would like to hear more details about what the \$1875 would include. Has had contact with the "Right Place" as well, and they may be an option.

**Trustee Appointment Policy Change**

Roerig - Natalie has been doing research on this and has a new policy for our review. *Roerig moved that we adopt the new policy on appointments to the township board. Supported by Bigford. Discussion: Bigford- thanked Natalie for all of her detailed work on this project. Approved 4-0.*

## Trustee Interviews/Appointment

Roerig- we have 3 candidates. All 3 should come up to the mic and give an introduction.

Mary Fechtig- has been a resident of Saugatuck Township for about 5 years. Sent a letter with her application that describes all of her qualifications. Attorney by trade. Practiced law for 25 years. Now is a business owner with her partner. Runs/owns a new restaurant and owns rental properties. Has an interest in getting involved and helping out where needed.

Lori Laurie Goshorn – has lived here for 7 years. Ran for trustee in the past, but did not get voted in at that time. Has learned a great deal about the community since that time through talking with people and attending meetings. She is on the parks commission. Utilizes “big picture” thinking. Likes working with committees. Is strongly planted in the community. Her schedule allows for this work.

Brenda Marcy - One of her favorite jobs was managing a credit union. Assets of 5 million. Motto was “people helping people”; followed strict regulations, but served people on a case by case basis.

Michigan Township’s motto is “neighbors serving neighbors”. Through her experience has gained knowledge/understanding with nonprofit and government boards and budgets/finances. More importantly developed keen interpersonal skills. Is adept with discerning, acting, listening and empathy. Degree is in social and behavioral sciences. Has owned a home here for 24 years. Her family has been here much longer. Has lived here permanently for 1.5 years. At that time she began attending board meetings. Became aware of problems at the township through her attendance. The first trustee responsibility mentioned in the appointment packet is “The ability to demonstrate knowledge about the township”. Gained a unique perspective when she was campaigning for the trustee November election. Was reminded about the importance of listening. Through her experience on other boards, follows the democratic process no matter what her personal opinion may be. Made decisions based on critical thinking, facts and constituent input. After the credit union, she worked in fundraising that included grant writing. Has worked as a scholarship coordinator and a financial aid officer. Redesigned the scholarship program and computerized it. Administered the veterans programs. Has shortened her learning curve by attending meetings and by learning current issues. Has no set plans or agendas. Will do whatever is needed.

Helmrich we are very fortunate to have such qualified candidates. Hopes that whatever happens tonight, the candidates will remain engaged. Q – Describe 1 or 2 township related issues that deserve more of the board’s attention. Fechtig – medical marijuana ordinance will require continued attention. The implementation will need to be looked after. Much attention will be necessary. North Shore coast will continue to require attention. Goshorn- Citizens Climate Lobby, has a “green-bent” to a lot that she does. We could explore this area; it could create jobs and business opportunity. Plus we have a civic duty. If development on Blue Star, 135<sup>th</sup>, and 65<sup>th</sup>, there needs to be some action. A roundabout would create continuous movement and safe turning. This topic needs to be revisited. Marcy – Believes the board has been spending a great amount of time on the issues. Is interested in the sand mining. This needs to be followed up on and outcomes should be measured. Bike trail – would like to see us work on this further.

Aldrich- Q – Bike trail – how can we improve, what direction we should go, how do you feel about it in general? Goshorn – is on the parks commission. Bike trails are a great way to get around safely. Is very pro-bike trail. Believes we need to plow forward and continue to look for solutions. Our tourism industry really depends on the bike trail. Marcy- one idea – talk to the Illinois prairie association about funding and ideas. Would be willing to serve in some capacity to move this forward. Fechtig – Can manage lawyers. Can call baloney on things that are baloney. Can help with the decision making process. Biking is popular here. We should press forward and try to figure out a solution

Roerig – Q- As a trustee you may be faced with a decision where our neighboring communities would like to come together and pool our money for something like police coverage. We currently pay taxes and are covered through the Allegan County Sheriff’s Department. Marcy- anytime we can collaborate

with our neighboring townships/cities, we should do it. Natalie seems to be good at collaboration. Is for gathering all the facts, getting constituent input, weighing pros and cons, and then making a decision. Roerig- would you pay a special fee for additional coverage? Marcy – yes, probably. Does not really feel like there is police coverage or that the response time would be very good. Fechtig – all for consolidation and efficiency and for conserving tax dollars. Has served as a city attorney. Is a moderator and a peacemaker. There has to be some ways for the 3 communities to work more efficiently together when it comes to shared resources. Would support getting some likeminded people from the other 2 communities to at least investigate opportunities. Special assessments are a sales job. We would need to communicate our message and explain clearly to the residents how this would benefit them in the long run. Goshorn – anytime you can find a way to save each community money, it's a good thing. Would need to do more research. Would need to find out why there was a separation between Saugatuck and Douglas. How would communities would be assessed? What would the coverage look like? There could be potential there.

Bigford -Q – How would you involve constituents in the decision making process in the township. How would you garner their involvement/input? Goshorn – does not see herself as a lone ranger. On the parks commission, knows how hard it is to get opinions/involvement from constituents. More is needed than social media. Idea- set up regular accessibility time to the board, like in a park. It would be less intimidating. Would support town hall meetings. Take the accessibility to other areas of the township Marcy – Believes that “if you feed them, they will come”. Supports the idea of town hall meetings or open houses. Using something like Survey Monkey is an idea. Also has no problem reaching out to people on a personal level. Fechtig- helps run a digital marketing agency that specializes in social media. Posts with just dates and times are not as effective. We could do it in a way that was less intimidating. Vary times for flexibility. Do social media in a way that is a little more fun. It does not need to be really fancy. It is a good way to reach people and educate them on issues that affect them.

Bigford – Q – is there anything else that the candidates want to share? Marcy – you have a “champagne problem” You have 3 great candidates. Goshorn- has learned a lot, cares about the community and is well rooted. Regardless of the outcome, will stay involved and learn more about the different boards. Believes the other 2 candidates can provide the board with great expertise. Does not envy the board's decision. Fechtig – Great candidates. Will not stop regardless of the outcome. Will become involved and will not sit on the sidelines. Roerig- this trustee would take over the road commission **committee seat**. Marcy – **STFD Saugatuck Township Fire District** – we do need to give some of the issues facing them some attention.

Roerig- brings business, legal, landlord, experience. Roerig moved to appoint Fechtig to the open trustee position. Motion was not supported.

*Aldrich moved to appoint Marcy to the open trustee position. Supported by Bigford. Discussion: Aldrich- has worked with Brenda. She does her homework and research. Roerig- hopes all candidates will stay engaged. Bigford – this was a difficult decision to make. Hopes all of the candidates will stay involved. All candidates bring unique skills and aptitudes to the table. Roll call vote. All vote yes. Approved 4-0. Clerk Bigford swore in Marcy to the trustee position.*

### **Medical Marijuana Ordinance**

We have the results from the PC from their February 25 public meeting where they considered the medical marijuana ordinance. They made some changes to the initial draft ordinance. Grow facilities as a Special Use Approval, Grow facilities held to the I-1 Industrial District, Grow facilities require a 500 ft. buffer from residential use and grow facilities require public utility connection. Made some recommendations to make provisioning centers require a Special Use Approval as well. The attorney has revised the drafts to reflect these changes. The planning Commission recommends that the Township Board consider and approve the Medical Marijuana ordinance as presented, consisting of two

parts: 1. Amendment to Section 40-1046 Table of Uses to include three types of allowable marijuana uses with addition of new section 40-746 to Article VII of the zoning ordinance, to regulate medical marijuana facilities and prohibit recreational establishments; and, 2. The addition of Chapter 5 (subsections 5-1 through 5-6), Marijuana Facilities and Establishments, to the Township's zoning ordinance. *Roerig moved to adopt the ordinance for medical marijuana from the planning commission Roll Call Vote: All vote yes. Ordinance adopted. 5-0. Roerig moved that we take the planning commission's recommendation and adopt the sec. 40-1046 Table of Uses. Supported by Aldrich. Discussion: Helmrich - 3 types of medical marijuana licensing that have been approved the 2 that Chris pointed out require special use permit the 3<sup>rd</sup> is for testing and provisioning centers, they will be by right and will need special application. Roll Call Vote. All vote yes. Ordinance adopted. 5-0.*

#### **Saugatuck Public Schools Memorandum of Agreement Fee for Collection of 2019 Summer Taxes**

Helmrich – the board must approve for Helmrich to sign the memo of agreement for us to collect summer taxes for the Saugatuck Schools. *Helmrich moved to approve this memorandum of agreement. Supported by Roerig. Discussion: none. Approved 5-0.*

#### **Resolution to Amend Consolidated Fee Schedule**

*Bigford moved to adopt the consolidated fee schedule dated March 6, 2019. Supported by Roerig. Resolution adopted 5-0.*

#### **Authorization for Road Projects and Dust Control**

Bigford – 2019 project list includes 2.48 miles of resurfacing. There are 4 sites. *Roerig moved to authorize the supervisor and clerk to sign the Township Work Order for Construction or Special Maintenance on Public roads as presented. Supported by Marcy. Discussion: Roerig – bids will be collected in March. We will select the lowest bid. This is all within the funds in the account. Approved 5-0.*

#### **Planning Commission**

Helmrich – PC met 2 times in Feb. Feb 11 highlights include very good communication between the neighborhood group near the sand mine and representatives from Top Grade. Last week's meeting addressed the potential of a luxury RV park on Old Allegan Road. The potential developers were here and presented. There were several people who spoke against such a potential plan. The developers have not formally applied. The PC set a date and time with no more than 2 PC members present to have an open public meeting regarding this potential project. Neighbors near the proposed RV park will be invited, but the meeting is open to all. Also covered at meeting last week was the finalization of the medical marijuana ordinances that were passed by the board tonight.

#### **Road Commission**

Notices should be sent out to residents that will be effected by construction projects

#### **Interurban**

We carried 612 fewer passengers last month – compared to last year's highest ever January. This was due to the weather. The Annual Audit is completed and a copy of the audit is here at the township office. Starting in March we will be radio advertising on the Saturday Morning Grind. Board discussed expanding our hours: Added an additional hour Nov thru Feb, Mon thru Sat from 6pm to 7pm. Sunday service an extra 3 hours year-round except Nov thru Feb from 4pm to 7pm which will begin March 1 and the new Sunday hours will begin this May. Also extending in September, Friday and Saturday to

11pm. Pension report 5572 is 84.5% funded with MERS Executive Director, Phyllis Yff made some changes to the Time Off Policy due to the increase of employees.

### **Fire Board**

Aldrich- Feb 2019 broke all records. Average 3 per day calls. Definitely weather related. Up 13 percent from last year. Motor vehicle accidents are up as well. 21 so far this year compared to 14 last year. Helmrich – are you still planning on setting up a meeting with Northshore reps and Fire Dept. reps? Aldrich – no, at this time it appears that Natalie is doing a great job of mediating the issues.

### **Parks Commission**

Jim Searing- There was a Parvo issue at the dog park. We got a call that an infected dog had visited the dog park recently. We contacted the vet and posted a temporary sign at the dog park informing the public of the recent exposure there and reminding people to vaccinate. Don't take a young, unvaccinated dog to the dog park. The parks commission will discuss if a permanent sign is necessary going forward. River Bluff – is working with Natalie and they are aiming to have the bridge replaced and culvert done this year. Jim met with the folks at the Christian Reformed Church. They are still willing to help with interim trail/sidewalk. They are offering parking and a place for signs. More meetings with the church will happen when an up to date drawing is complete regarding a sidewalk. Hopes to do this Summer 2019. Community garden – the church is willing to let folks use the land for a community garden.

### **Manager Report**

Assistant position – has had conversations with all office staff. 2.5 office staff that are very knowledgeable about township affairs. One of these employees is planning on retiring in June/July. Our part time employee is possibly retiring somewhat soon. The township is really busy. There is much development coming in. Wants to work on policies, a capital improvement plan, water and sewer, etc. Dean would like to hire a full time ZA and Manager Assistant. Would do many other things. Bigford – does this require a vote? Does Dean have the authorization to go ahead with this on her own? Aldrich – has an issue with the pay. It's more than what the treasurer gets. It should be lower. It's out of balance compared to the other positions. Helmrich – is very concerned about Sherry leaving. We should evaluate all of the positions. It's a great time to address this. Roerig – we need to do this now. We should get a quality person that will be with us a long time. Trusts Dean's judgement. Bigford- gets that it is busy, but believes this is a little premature. Believes Dean's assessment is probably correct, we need something but Dean has only been here 4-5 weeks. The only way it makes sense is if we are looking at hiring an assessor. This is the priority. Has this been looked at in the budget? 55K with benefits will be how much? A significant expenditure. We must let the dust settle and look at our systems and how to be more efficient. Dean- the assessor position could be a 2 day a week position. We could collaborate with other communities. Sherry may help out on a part time basis. It is not easy to find **and an** assessor. Marcy- is the Master's degree in PA necessary? Dean – yes a higher education is desired; is looking at a succession plan. Marcy – A staffing evaluation has been discussed in the past. Is that still the plan? Roerig – Dean has talked with every employee and is working on a succession plan. That is what the tax payers want. Let's address the money issue and work with the budget. Dean- would like to check with the County about them possibly providing assessing help for short term.

### **Open Board Report**

Helmrich – thank you to everyone, particularly the fire department for supporting the peanut butter donation drive. The Allegan County Food Pantry Collaborative was overjoyed by our contribution. Marcy – thank you for your vote of confidence.

**Public Comment**

Jim Searing- wants to compliment the board on being more restrictive on recreational marijuana; this offers more flexibility going forward. Thank you

Kate Holloway – will be researching the intersections of Blue Star and 65<sup>th</sup> and Blue Star and Old Allegan Road for possible safety improvements. Was hit by a Semi 1.5 years ago. A round about or a dedicated turn lane may be options to increase safety. Has interest in pursuing this and will be reaching out to others.

Roerig adjourned meeting at 7:27pm

Recording Secretary: Abby Bigford

Saugatuck Township Clerk

March 14, 2019