

Saugatuck Township Board  
Regular Meeting  
May 12, 2021  
Approved Minutes

Supervisor Osman Called the meeting to order at 6:00pm

Roll Call: All present

Zoom Instructions: Manager Frey 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: Helmrich would like to add an item under new business under 8, 10. Add the Proclamation to acknowledge June as Pride Month.

*Bigford moved to approve the agenda as amended. Supported by Aldrich. Discussion: none. Roll call vote: all yes. Approved 5-0*

Public Comment: Dean Kapenga- Allegan County Commissioner. Tomorrow the Commissioners are discussing if they should extend the state of emergency for the County. There have been many many volunteers from the County who have stepped up to help with Covid vaccines and the Commissioners are looking at a way to thank them. Pretrial assessments have been approved for the County. This allows taking the bigger picture into account and flexibility in looking at what solutions are really needed to address the situation. A committee is being formed for a ground water study that would identify where good water sources are for development, etc. Broadband is a top priority. We are looking at gathering bids for the courthouse roof and looking at plans for the Gun Lake Park. Laurie Goshorn- Thanked the board for putting her letter on the agenda. Looks forward to the board addressing her correspondence. Jon Doerer- is concerned about the late addition of the Riverside Road Project to the agenda. Would like for the board to postpone this to next month meeting. Scott Stearns- Wants to second what Jon Doerer said. There are bids but no design specs. Has questions around if this applies to the whole project, what are the steps in the process and what are the timelines. Thinks this should be tabled until next month's meeting. Jim Searing- Can make some additional comments on Laurie Goshorn's letter. Met with Joe on Monday. Joe had met with legal council and explained the differences between an appointed Parks Board and an elected Parks Commission. Legal Council pretty much agreed with the points that Laurie had made in her correspondence. Joe found the old bylaws that were written in 1974. We will rewrite these and define roles and responsibilities and by the June meeting we will have a draft available. We will meet in person and review the bylaws and hopefully be in a place to approve a final draft in July.

Scott Wieringa- is one of the signers on the letter regarding the Van Horn sand mining project. Appreciates that it is on the agenda. Urges the board to revoke the SAU. The letter clearly outlines the violation.

Consent Agenda: *Helmrich moved to approve the Consent Agenda. Supported by Aldrich. Discussion: None. Roll call vote: all yes. Approved 5-0.*

Osman suggested that Clerk Bigford take over as Chair of the meeting if she loses internet connection. *Marcy moved that Clerk Bigford will Chair tonight's meeting in the event that Supervisor Osman loses internet connection. Supported by Aldrich. Discussion: none. Roll call vote: all yes. Approved 5-0.*

Tentative Budget Adoption: Frey- the presented budget includes the items that were discussed during the April Budget Workshop and the April Board meeting. Within the budget is the summary for each fund and my Managers Budget Transmittal letter. Aldrich- thank you Joe for all of your hard work on this. It is comprehensive and easy to understand. Helmrich- thanks Joe, particularly for your work at the budget workshop. Appreciated the options you had prepared for the Board. *Aldrich moved to adopt the Proposed 2021-2022 Budget, as presented and schedule a public hearing to consider final budget adoption, hold the Truth & Taxation Hearing, and hold the Budget Hearing as a part of the regularly scheduled June Board Meeting. Supported by Marcy. Discussion: none. Roll call vote: all yes. Approved 5-0.*

Citizen Request: Frey- residents from around 66th Street Van Horn Pond have submitted a letter requesting that the Special Approval Use be revoked. To allow for further discussion I would recommend that the Board request a formal letter from the Township Attorney and Zoning Administrator detailing the history and current steps taken. This will assist the Board in having a full and thoughtful discussion with information from all parts of the issue. This will be available by the June Board meeting. *Helmrich moved to request an Attorney Opinion Letter and Zoning Administrator Letter to inform the Board on the details of the matter related in the 66th Street Citizen Request for discussion on area pond. Supported by Aldrich. Discussion: none. Roll call vote: all yes. Approved 5-0.*

West Condominium Septic System Request: Frey- on August 25, 2020 Mr. Gabrielse requested that the Township assume responsibility for operating and maintaining a septic system at the Commercial Blvd. Condominium located at 135th Ave. and Commercial Blvd. The original rejection letter was dated August 27, 2020. On April 14, 2021, Mr Gabrielse has again requested that the Township assume responsibility. After reviewing with Township staff, it is still strongly recommended that this be declined. *Aldrich moved to decline the request to assume responsibility for the West Condominium Septic System. Supported by Bigford. Discussion: none. Roll call vote: all yes. Approved 5-0.*

MERS DC Plan Resolution: Frey- the next four items on the agenda are all renewals on plans or policies. The MERS Direct Contribution Plan is before you as it is a

requirement with the Township Manager Agreement related to retirement. This plan is a direct contribution plan with a 6% contribution to a retirement plan for the Township Manager. This resolution is to formally create the plan to follow the Township Manager Agreement that was unanimously approved by the Township Board. *Aldrich moved to authorize and approve the MERS Direct Contribution Plan Resolution as presented. Supported by Marcy. Discussion: none. Roll call vote: all yes. Approved 5-0.*

Health Insurance Plan Renewal: Frey- the health insurance renewal was received and is required to be renewed prior to mid June. The current plan would see a 6.13% increase in the premium (5.4% last year). The current plan was renewed "as is" last year. The coverage would be the same and the only changes would be: Virtual visit copays would be at no cost. Tier 1 copay increasing from \$5/\$20 to \$5/\$25. Tier 2 copay increasing from \$60 to \$65. Tier 3 copay increasing from \$80 to \$85. The MAPD plan will see a 0% increase for the second year in a row. This plan will not need to be renewed for next year. *Aldrich moved to authorize the Township manager to sign off on approving the renewal for the current Health Insurance Plan and the MAPD plan renewal. Supported by Helmrich. Discussion: none. Roll call vote: all yes. Approved 5-0.*

Dental Plan- Frey- in the past the Township has provided a stipend for dental. The Dental Plan before you follows the agreed terms within the Township Manager Agreement. This plan also extends Dental Benefits to all full-time employees. This overall is a benefit for the Township as it assures that staff remain healthy, this continuing to provide excellent service to the community. This is the standard plan. Helmrich- have we determined if the area dentists accept this plan? Frey- no. They may be out of the network, but it is still covered. Helmrich- would feel more comfortable endorsing this if I knew that the 2 local dentists were in network. Osman- in her experience, Delta is widely accepted. We could change the motion to make it conditional upon the participation of the 2 local dentists. *Marcy moved to approve the Dental Plan as presented and authorize the Township Manager to execute agreement conditional upon confirmation that Dr. Wiley's Dental office participates with Delta Dental. Supported by Helmrich. Discussion: none. Roll call vote: all yes. Approved 5-0.*

Insurance Policy Renewal: Frey- this is the overall insurance policy. I am presenting to you the renewal for the Insurance Policy from EMC Insurance Companies and Buiten & Associates, LLC. A few items to note is that there is an 18% increase \$11,209 to \$13,578, in the premium, Property Deductible will go from \$250 to \$2500 due to past claims, and a new deductible for Public Officials of \$10,000 due to the frequency and weight of current suits. I did confirm that over time the premium and deductibles will lower. The overall coverage has not changed. Recommends renewal. Marcy- are we all personally liable? Frey- no. This is regarding current legal lawsuits. *Bigford moved to approve the Insurance Policy Renewal as presented and authorize the Township Manager to execute agreements. Supported by Marcy. Discussion: none. Roll call vote: all yes. Approved 5-0.*

Manager 6 Month Review: Osman- we will hold a 6 month performance evaluation in a closed session, as long as that is requested by Mr. Frey, just as we did for our former Manager, Mr. Graham. The evaluation form is included in the agenda. I request that each board member take some time and thoughtfully fill this out and submit it to me. I will compile all of the information together for the review. Frey- looks forward to the review, is glad to be here working with you all and thinks the discussion is important to verify that everyone is on the same page. Is looking forward to the feedback. Osman will email the forms to board members. Helmrich- could this be scheduled later in June as a special meeting? Frey will schedule a special meeting.

Quarterly Board Workshops: Frey- we talked about this concept at the last two meetings. This would allow for open discussion and ideas to be shared among the Board. No action would be taken at these meetings. The proposed dates are Tuesday August 17, 2021 and Tuesday December 14, 2021 both at 3pm. Osman- some tweaks can be made to the times. Helmrich likes 3pm. Bigford loves the idea of open dialogue and informal consensus that can be taken to a regular meeting of action. 3pm is not a good time for me. Osman suggested 11am because you can combine it with your lunch. Everyone likes 11am. *Bigford moved to approve the 2021 Board Workshop Schedule as presented at 11am. Supported by Marcy. Discussion: none. Roll call vote: all yes. Approved 5-0.*

Dugout Road Project Approval: Frey- the Township Board approved the project on Dugout previously during the road project selection. The Allegan County Road Commission has completed their tabulation and offer their recommendation. They recommend accepting the lowest bid from Krohn Excavating for \$162,955. For residents who would like to review the plans, they are available at the Allegan County Road Commission. Helmrich- is this strictly for Dugout road or for all of Riverside? Frey- the description is in the packet. .87 miles on Dugout Road and Riverside west of 66th Street. Osman- believes we have had this conversation before and we need to meet the fire department standards for width of the road thus the tree removal. Aldrich does recall this conversation as well. Helmrich- it may be more prudent to table this till next month as it was such a late addition to the packet. Marcy- is there a deadline? Would like to table it as well as long as we are not missing a deadline. Frey- can prepare a more detailed memo with more in depth engineering drawings for next month. Helmrich- that would be helpful for us and for residents. Marcy- agrees. *Marcy moved to table the approval of Road Project No. 4064 to June's regular board meeting. Supported by Helmrich. Discussion: Osman- do we have to delay the Riverside as well or just Dugout? Frey- they are combined so would not easily be separated. Roll call vote: all yes. Approved 5-0.*

June Pride Month Proclamation: Helmrich- the board has, for the last 2 years proclaimed June as Pride month. As we have in the past 2 years we will fly the Pride rainbow flag at the Township Hall for the month of June. Osman- we can adopt it with date changes. *Helmrich moved to adopt the Proclamation to designate June as LGBTQ Pride month in Saugatuck Township. Supported by Bigford. Discussion: none. Roll call vote: all yes. Approved 5-0.*

Treasurers Report: Helmrich: General Fund bank balance (at 5/1/21) = \$2.5M - includes the CDS liquidation of \$766K. Total Revenue YTD is 11% ahead of budget and YTD expenses are 18% below budget. Both are improvements from April. In General Fund only, revenue is 9% ahead of budget; expenses are 2% below budget. There continue to be no departmental overages. Significant revenue lines ahead of budget include building permits and annual marijuana permits. Fiscal state of township remains excellent. Investments- We've added a CD with First National Bank of America in Grand Rapids. Current total investments are at \$1,400,087.27; an increase of 80% from December due to new investments having been made. A final, additional tax disbursement will be made based on the County's payment of delinquent taxes to us. This estimated total of \$68K is included in the Consent Agenda.

#### Planning Commission:

The Planning Commission met on Monday, April 26, 2021 via Zoom. Denise Webster attended her first meeting as a commissioner. Two special presentations: Jim Searing, Parks Commission chair, on the history of our four township parks; Mark Rodman, Executive Director of the Michigan Historical Preservation Network, on the process of creating a Historic District. Public comments on EGLE issuing a violation notice on the Van Horn pond property. Questioned why this would not invalidate the SAU approval of the PC. Complaints about the sand blowing on to neighboring properties. Update on the four special committees of the PC. None have met yet and Attainable Housing still needs a chair. May use the May meeting to talk operations and schedules for them. Discussion on a draft Pond Creation Zoning ordinance with clearer restrictions. To be reviewed by counsel prior to next PC and Board action. Next meeting of PC on Monday, May 24, 2021.

Fire Board: Aldrich- the stats are included in your packet. There was another successful immunization clinic at the Saugatuck High School. Thanks to Saugatuck Golf Carts for helping move people around. Thanks to Graafschap Fire Department for their donations and Winwood property services as well for donating. There was a discussion about the Lakeshore Drive washout and temporary access. Mr. Frey has pictures to illustrate all of the progress that has been made there.

Parks Commission- Bigford- there is a park's report in the packet. Frey- Blue Star Trail Bridge Maintenance - the trail bridge is repaired and we are now completing the payments for the bridge. We received a quote to brush hog along the front fence line, driveway and the tower gate fence. The Blue Star Trail Joint Study group has finalized a proposal to the Township Board on the connection of the current Township trail system and Douglas through Saugatuck. The Board approve the draft agreement. We are now finalizing the final details. This will start the engineering process. The Drain Commission has given an update on Sundown Park. They are ready to move forward as soon as they obtain some permits to repair the drain there. The Kalamazoo River

Natural Resource trustee council accepted our project idea. Parks Commission- working on bylaws and a priority list of projects. Also finalizing the parks maintenance checklist.

Kalamazoo Lake Water and Sewer Authority- Frey- there is nothing noteworthy going on. Minutes can be found on the Kalamazoo Lake Water and Sewer Authority website. Our representative may be resigning. We may need to be seeking a new representative.

Emergency Services Committee- Frey has spoke with our representative Schippa and he will be preparing a report for June.

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

Recycling Committee- Goshorn- we did have a meeting today. At the Hazardous waste day we had 270 cars participate. The Township was well represented. The Rotary Club made a last minute donation that allowed us to cover all of the expenses. There is much interest in holding an additional HHW Drop-Off event in the fall. The Committee is working on improving recycling opportunities and securing a monthly pick up of household recycling. Aldrich- volunteered at the event and everything was so organized and ran so smoothly.

Manager's Report: Frey reviewed the Manager's Report that is included in the packet.

Open Board Report:

Public Comment:

Helmrich- called attention to all of the wonderful volunteers who helped with the vaccination clinics particularly the Fire Department. Did the Saugatuck City vote on accepting us into the Harbor Authority? Osman- yes. Helmrich- great. There are some small legal things that need to be shored up prior to us joining. When that happens we will need to appoint 2 representatives; two full voting members to the authority. We will need to tweak our budget as they will be entitled to a stipend. Attended a webinar hosted by MTA regarding Planning and Zoning for Township board members. There is a power point that I will share with all board members. Bigford- wants to respond to Goshorn's letter. Appreciates Chair Jim Searing's comments earlier. Is encouraged that the legal review largely supported what Goshorn's letter stated. Believes that revamping the bylaws will really move this subject forward. Appreciates all of the hard work of the Commissioners. We have great parks at a very low cost largely due to the volunteer efforts of the commissioners. Also values Frey's commitment to the parks. Our parks are fantastic and are only improving. Aldrich- agrees with what Bigford said about parks. Values all of the work of the Commissioners. Is happy that we tabled the Dugout Road project. Marcy- had her first meeting with the redistricting folks/ community of interest. They all agreed that keeping our communities together is a high priority. They are currently working on preparing surveys and preparing public

testimony. The folks that are working on this will have 2 minutes to speak to the board. Are meeting again next Monday. Frey- there are PC and ZBA terms coming due. They will be posted and will be before you in July for appointment. The application is on the website and I will be contacting past applicants. Spring clean up will be happening and the date will be posted on the website, be distributed via the newsletter and will be posted in the newspaper. Osman- wants to echo what everyone said about the Parks Commission and was incredibly impressed with the HHW Drop off event.

Public Comment: Denise Shipley- is here in support of the Parks Commission. They do so much. Is happy to hear that the Board is in support of them. Perhaps a liaison from the Board could help support them fully. Has sat through some of their meetings and realizes how much work they are doing. Jon Doerer- appreciates the Board attending to the Riverside/Dugout Road Project concerns. Scott Stearns- Thank you for tabling the Dugout/Riverside Road Project and for giving this matter due consideration.

*Marcy moved to adjourn the meeting of May 12, 2021. Supported by Aldrich. Roll call vote: all yes. Approved 5-0.*

Prepared by:  
Abby Bigford  
Township Clerk