

Saugatuck Township Board
Regular Meeting
September 9, 2020
Approved Minutes

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

Roll Call: All present

Zoom Instructions: Manager Graham 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: *Aldrich moved to approve the agenda and to ratify the procedures for public participation and meeting conduct as described in the Notice of Public meeting via Video Conference. Supported by Bigford. Roll call vote: all yes. Approved 5-0.*

Public Comment:

Scott Beltman- Calling from Monterey Township. Spoke in favor of a county-wide Off-Road Vehicle (ORV) Ordinance. Asked the Board to consider a resolution supporting this concept.

Dave and Megan Kuikstra - Spoke about the concerns that have about what is being asked of them from the Fire Department to pass fire code. Stated that the Chief or his staff have not responded to their communication. Want to resolve this in a way that is amicable for both sides.

Phyllis Yff- Spoke about the Interurban Board term for Lori Babinski that is coming due. She has expressed a desire to continue on. Supports Lori continuing on in this position.

John Doerr- Spoke about his questions regarding the resurfacing of Dugout/Riverside Road. Is it possible to resurface without widening? Does not believe that the impacts of widening the road to trees, property and structures has been communicated to all the residents.

Scott Stearns- Thanked Jon, Stacey and Brenda for coming out to check out the property that would be impacted by improving/widening Riverside/Dugout Road. This area does fall under the Strategic Conservation Plan. This should be considered. This area could qualify for Cultural Heritage Status. We should be cautious about removing so many trees. Supports an idea of resurfacing without widening. Hopes we can be careful about the process.

Review of Invoices:

No questions or concerns from board members.

Marcy moved to approve all bills and payroll in the amount of \$58,507.95 as presented. Supported by Aldrich. Roll call vote: all yes. Approved 5-0.

Treasurers Report: Helmrich -General fund bank balance is \$2.7M - Flat to July 31. Revenue for the first 2 months of FY 10% below budget while expenses are 8% below. Three bright areas are plumbing permits are ahead of plan, Memorial donations to the parks for Art Lane at \$600 and thus far State profit sharing has been higher than forecasted. CD value is \$760K - Flat to July 31. Summer tax payments are arriving ahead of last year's pace. 15% higher return rate thus far with 70% of parcels paid with one week until deadline. Two Summer tax disbursements to approve. #4 \$298K and #5 \$1.3M (pre-approve for Friday) need a vote. *Helmrich moved to approve tax disbursements #4 and #5 to our partners. Supported by Aldrich. Discussion: none. Roll call vote: all yes. Approved 5-0.*

Approval of Minutes:

Marcy moved to approve the minutes of the August 12, 2020 regular meeting as presented. Supported by Helmrich. Roll call vote: all yes. Approved 5-0.

Correspondence:

Kercinik Letter- Drainage ditch concerns

Kuikstra Letters- Driveway construction

Beltman Letters - Allegan County ORV Ordinance

Investment Policy and Strategy Update: Helmrich - Clerk Bigford and I have been carrying on our investigation as promised and have a preliminary plan to present: 1. Leave our TCF (Chemical) CD as is until December 31 when it is up for renewal and the interest rate will almost certainly decrease. We can leave \$250K in it if we choose as that is the FDIC covered limit. Currently we have 22% of liquid cash in investments; Douglas has 80% invested and City of Saugatuck over 60%. Our General Fund checking account has nearly two years of monthly expenses in it and only 15% is insured by FDIC. 2. We recommend placing a large amount in the CLASS pool as the great majority of State Townships do at present... all remains liquid and accessible. 3. Continue our talks with Michigan Municipal Advisors to explore other products such as US Treasuries, Federal Agency Notes, and Bonds. We have established connection with MBS who work with many Michigan Municipalities. Determined that no fees are charged to us; covered by the investment source. 4. Determine a staggered plan for increasing investment total over a period of years that considers potential needs for specific funds and projects along the way. BOTTOM LINE- Only 27% of our cash is accruing the interest rates available above what our current checking account pays us - .017%. We know we can do much better and increase the Township's fiscal strength while achieving interest return rates of 2-3%. Bigford - thank you Jon for preparing this document. Also, just want to clarify that Graham will be part of the "staggering" approach, correct? Helmrich - yes.

Professional and Contracted Services- Graham- On August 12, a memo was presented to the Township Board to provide summary information about professional and contracted services and the bid/rebidding process. This memo serves to provide supplementary information, as requested by the Township Board. The attached services master list and agreement tracker was prepared in response to the Township Board's discussion on August 12. It is not all inclusive and will continue to be updated. It serves to track, review, and evaluate services and agreements. Please note that many service-based relationships are recognized via official contracts and agreements with the Township, whereas others are not. Per Trustee Marcy's request, information was gathered and is included in the packet regarding Pro's and Con's associated with Rebidding services. Also, per the Board's request, an Attorney Biography, Client List and Credentials was prepared. Both Mr. Curcio and Mr. Bultje have significant experience working with lakeshore communities in West Michigan. Also included in the memo is a cost information list regarding attorney fees in comparable municipalities. Lastly, included in the memo are possible next steps and concluding thoughts regarding evaluating services. Helmrich - can you discuss options other than a formal RFP? Graham - yes there are a number of ways to gather information. RFQ (request for qualifications) is more informal and used to identify a pool of qualified bidders. Marcy - what stood out to me is that it is suggested that you do not rebid unless you are seriously considering dismissing a provider. Thinks we are in line with attorney fees and is happy with their credentials. Does not see the necessity to rebid any services at this time. Helmrich - it is not true in every case that a RFP or a RFQ would mean dismissing anyone. For instance, we might want to add an attorney. Osman - very impressed with the credentials of our Attorneys.

Township Hall Tree Project- Helmrich- For years there was a very large tree on the property owned by the Township adjacent to our building. A number of years ago the tree was trimmed by the power company and soon after it died and was removed. Started working with Searing, the Parks Commission Chair and Goshorn, a Parks Commissioner to explore options to plant something there. Began working with Huntree Nursery and have identified 3 trees to plant on the property and the team is ready to go forward with this project. The quote from Huntree is \$750. In talking with Graham, this cost can be covered by funds in our operating budget, in the parks budget and by donations coming in from the Art Lane Memorial. Aldrich - is excited about this, thinks it will look great and now is the time to plant. Bigford - thanks to Helmrich for going above and beyond. Commends Helmrich for collaborating with Searing and Goshorn to use all resources possible. Marcy - do we want to dedicate any of the trees to very involved community members who have recently passed? Helmrich - yes, possibly Patty Birkholz, RJ Peterson, Art Lane? We should consider this. Osman - Graham- are there any budget amendments needed? Graham - no amendments needed. Would appreciate an authorization for the planting from the Board. *Marcy moved to approve the planting of 3 trees on the Township property south of the Township Hall. Supported by Bigford. Discussion: None. Roll Call Vote: All Yes. Approved 5-0.*

STFD Fee Schedule- Graham - is on the agenda per the request of the STFD. Chief Janik- The Fire District Fire Board has evaluated the International Fire Code (IFC) Board of Appeals (BOA) fee schedule and determined the current fee of \$400 to be inadequate. The Fire District has experienced extraordinary costs associated with just two appeals since the adoption of the IFC approximately 19 years ago. The two appeals have resulted in over \$28,245.00 in legal fees and wage expenses for Saugatuck Township Fire District. The Fire District would like to recommend the Saugatuck Township adopt the following BOA fee structure. The BOA fee for a homeowner at his/her primary residence would remain at \$400. The BOA fee for a builder or developer or any person or entity not appealing a primary residence shall be \$1000. Please see the Saugatuck Township Fire District Fire Board Agenda Item Report for more information. *Helmrich moved to approve the adoption of Resolution No. 2020-10, a resolution to amend the standard fee amount for Township applicants to the Fire Board of Appeals as established by Township Ordinance No. 2019-08; and to amend the Saugatuck Township Consolidate Fee Schedule to incorporate the approved fee amendment for the Fire Board of Appeals as presented. Supported by Marcy. Discussion- None. Roll Call Vote- All Yes. Approved 5-0.*

Temporary Service Agreement with MTS- Osman our building inspector is not currently available due to health reasons and we are looking at entering into a temporary services agreement with Michigan Township Services. MTS also provide similar services for the City of Saugatuck and the City of the Village of Douglas. Helmrich - MTS is doing a great job. Things are running smoothly. We now will receive only 10% of the permitting fees. This will effect our revenue if this continues longer term. *Bigford moved to authorize the Township Manager to sign the proposed Temporary Services Agreement with Michigan Township Services, as presented. Supported by Marcy. Discussion- None. Roll Call Vote- All Yes. Approved 5-0.*

Cemetery Millage Planning - Osman this is a great opportunity for education and learning regarding the millage planning process as a whole. Graham - to my knowledge, this is the first time anyone on the Township Board has participated in the millage planning process in this capacity. My goal is to use this experience as an education opportunity for the Township Board in regard to the Millage planning process as a whole. Highlighted the attached documents and encouraged Board members to spend some time reading and familiarize themselves with these. Osman - this will take the Board some time to assimilate that information. Helmrich - On the Cemetery fund - have we done any comparisons to other municipalities on the fee schedule? They seem to be really reasonable. Graham - has not done much comparison on rates. Our cemetery is in a unique situation, being supported by a cemetery millage. It puts us into a much more fiscally stable position. The Township can rely on that steady income stream to fund the cemeteries. Helmrich - Could the Cemetery be an income source rather than neutral? Graham - Yes, in this case some money goes to the fund balance.

Cemetery Tree Project- Graham - Over the last month, Cemetery Sexton, Babinski and I have spent time meeting with various tree service contractors regarding tree removal.

There are a number of dead and dying trees in our cemeteries that pose safety and liability risks. Is requesting additional funding be allocated to this project based on the recommendations and estimates the Township obtained from various tree service contractors. This is going to be more costly than originally anticipated and the \$8K budgeted will not be sufficient. Is suggesting removing the trees that pose safety and liability risks and we can address aesthetics, and planting additional trees going forward. The final proposal is to remove 11 trees and do some trimming in the Cemeteries. The proposed budget amendment is included. Quotes from the contractors are included in the packet. The mapping is a value add for the Cemeteries in the years to come. Aldrich - the trees in the photos definitely need to go. Helmrich - we have had several instances in the past year where trees come down after storms and need immediate attention. Graham - thanks for bringing this up. We are aiming with this to be more proactive rather than reactive. Hopefully in years to come this will pay off and we will have more money available for planting and other maintenance rather than just tree removal. Marcy - it is critical to remove trees that pose a safety risk. *Marcy moved to approve/deny the requested "cemetery tree project" budget amendments, as submitted, and authorize the Township Manager and Cemetery Sexton to proceed with trimming and removing dead and or dying trees in Riverside Cemetery and Douglas Cemetery, not to exceed \$18,000. Supported by Helmrich. Discussion- none. Roll Call Vote- All Yes. Approved 5-0.*

Interurban Board Term Expiration- Graham - The Township's adopted appointment policy states "Once an opening is official or a term is near expiration, the Township Clerk and or the Township Manager shall announce the vacancy at the next regularly scheduled Township Board meeting". The Following Interurban Board term is set to expire on September 30, 2020: Interurban Board - Lori Babinski (term to expire, 10/1/2016 -9/30/2020) The appointment policy also states "Following the announcement, a notice of the opening shall be posted on the Township's website, at the Township Office, and in a newspaper of general circulation in the Township. Interested applicants shall complete the Application for Appointment, which can be found at the Township Office or on the Township's website prior to the next regularly scheduled Township Board meeting" The next regularly scheduled Township Board meeting is October 14, 2020. *Bigford moved to acknowledge the aforementioned Interurban Board term expiration and direct the Township Manager to post notice of the opening consistent with the Township's adopted appointment policy. Supported by Marcy. Discussion: Bigford special consideration is given to board or commission members who have served in the past, are endorsed and have a desire to continue to serve. Roll Call Vote- All Yes. Approved 5-0.*

Planning Commission- Becky Israels- thanks for meeting in the evenings to allow more to participate. Two new members, Daniel DeFranco and Denise Shipley were welcomed to the Planning Commission. We had election of new officers at our last meeting. That is a one year term. I have been voted as Chair, David Ihle as Vice Chair and Daniel DeFranco as Secretary. Board members are very excited about education opportunities and have taken advantage of some already. We did discuss the Master Plan and asked

the Commission members to take some time to review it. Helmrich, Ihle, and I made suggestions of what we think should be included in the Master Plan going forward. The main topics were housing and the Blue Star corridor. We are looking at smaller homes and more affordable homes. We are excited to meet with the Township Board when available. We talked about traffic, safety concerns and road width on Blue Star as well as development. Talked about forming a committee to look at zoning and development along the Blue Star corridor and to really evaluate the zoning. Our next meeting is at the end of this month. We have 3 public hearings scheduled at that meeting.

Road Commission- Graham- the Road Commission informed me that crack/seal project will likely begin late this week or early next week. There are still no dates set for the previously approved paving projects.

Fire Board- Aldrich- August close to breaking the record of 105 calls from 2016. We ended up with 102 calls. YTD call volume is 563, 15% down from last year. EMS was 69% of call volume. Only 3 motor vehicle incident calls. Special events- one funeral detail for Albert Rawlson, a Lee Township Fire Fighter. Overlapping calls were similar to previous years, 30 total for August. Our boat has logged 14 calls this year. The Township is registering an increase at 36% compared to Douglas. We also discussed adopting Cost Recovery Guidelines.

Parks Commission: Searing- will get things going tomorrow with Huntree regarding the tree planting. We had our meeting at Veteran's Park on the 2nd. Next month we will be meeting at River Bluff. I invited Jon Vanderbeek to attend. He is very involved in planning trails and obtaining easements. He is trying to secure an easement at Veteran's Park to allow for a walking trail on Goshorn Creek. The Parks Commission will continue to work with him and support his efforts. He is also working with the Outdoor Discovery Center who have some funds available and he has even put up some of his own funds. Laurie Goshorn is working on a checklist for parks. She had a draft at the last meeting and hopefully we can approve it at our next meeting. It can be used to check our parks in the spring and in the fall. Andy Diaz knows someone who does roofing, and I am going to contact that person for a bid for the shelter at River Bluff. At the Dog Park we removed the sign that designated an area for special get togethers as it has not been used. We are considering using that area for other purposes. We looked at the bridge on the bike trail right across the road from Veteran's Park. Some of the boards need replacement. Is working with Glenn Heavener to come up with a regular maintenance plan for the bike trail bridges. Dana has met with Stewart Hurley on the section of the bike trail that is eroding near the Fire Department. It appears to be a construction defect. He is working on a plan that hopefully will not be at any cost to the Township. We are considering doing some crack sealing. Will meet with some companies to get some estimates on this. Plans to send thank you cards to the donors that gave money to the Art Lane memorial. The Commission wants to dedicate this money to one project rather than spending a little here and a little there. So they will wait to decide what to do with it in a couple months to allow

time for more money to possibly come in. Once a project is identified to dedicate the memorial funds to, we will write a letter and have it published in the paper telling how the funds were used and thanking donors as well as honoring Art Lane.

Emergency Services Committee: Osman - they will be meeting this week or next. So we will not have a report till next month.

Interurban Board- Ridership for July reached an all time low ever, carrying 3385 passengers. We are starting to add some on call shifts due to demand being so unpredictable and are seeing higher August passenger counts. Plans for celebrating our "40th" birthday may now be delayed until October. Stay tuned. Submitted by Lori Babinski, Saugatuck Township Rep.

Open Board Report-Marcy - is impressed by the enthusiasm of the Planning Commission. And is amazed by the individuals in our community that are stepping up to help out and contribute. Helmrich - would like to invite John Vanderbeek to speak at an upcoming meeting regarding his trail plans.

Managers Report: Graham -Fall clean up day is tentatively scheduled for October 17. The fall e-newsletter is being prepared and will hopefully be distributed at the end of September. The recycling committee prepared a survey that was distributed this week. Property tax payments are due on Monday. The onsite aspects of the annual audit will take place the week of October 26th. Public hearing for the Special Assessment Roll for the Emergency Services will take place at the October Board meeting. Staff continues to prepare a draft wellhead protection ordinance. A letter was sent to impacted residents regarding lead and copper rules. Had a discussion with the Douglas City Manager today about the next steps in Township joining the Kal-Lake Harbor Authority. It sounds like Douglas and the City of Saugatuck are still very interested in having the Township join. There are some questions around having the Township be required to pay an entry fee. They want to ensure that the Township has some "skin in the game" if supported by the board I will contact the Douglas Manager and outline some of the projects just in this past year related to the harbor that the Township has contributed to.

Public Comment-

Scott Stearns- Spoke again about Riverside/Dugout Road. Has some questions about the process. Can't really tell if this is an all or nothing proposition or if there can be some compromise. Has spoken with at least half of the people who have property on the road and none of them have issues with resurfacing, but there is opposition to widening the road. The southern section of the road is 12 feet wide and paved with asphalt. I don't think there would be any opposition to this. How do we find out where the whole thing stands?

John Doerr - Spoke again about his support of resurfacing the Riverside/Dugout Road, and his opposition of widening the road. Thanked the board members who came out to see how special the area really is.

Supervisor Osmans connection was lost and she was dropped from the meeting.

Clerk Bigford took over as Chair.

*Aldrich moved to adjourn the meeting of September 9, 2020 at 7:58pm.
Supported by Marcy. Roll call vote: all yes. Approved 4-0.*

Prepared by:
Abby Bigford
Township Clerk