

Saugatuck Township Board
Regular Meeting
November 11, 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 Helmrich. Roll call vote: all yes. Approved 5-0.*

Presentations:

Bigford symbolically swore in all of the board members.

Graham and all board members recited the Athenian Oath.

Saugatuck-Douglas Convention and Visitors Bureau - Lisa Mize, Executive Director- Introduced herself and spoke about how the organization is funded. Spoke about the marketing strategy implemented in the last year. Described the target audiences. The Focused areas for 2020 were branding, website, public relations, digital, social media, advertisement purchasing, and Pure Michigan. A new website was unveiled in July - Saugatuck.com. All areas did very well despite the pandemic. Described 2021 goal. Expressed a desire to collaborate with local government.

Progress Update/Survey Results - Tri-Community Recycling Committee- Garnet Lewis- survey was administered electronically. There was a 12% response rate, which is really good. There was a resident survey and a business survey. A summary of comments was also compiled. Many folks felt like they knew what you can recycle and felt passionately about recycling, but were not pleased with recycling opportunities currently offered. There were numerous comments regarding the advantages of having a single hauler for recycling. Next meeting is November 23 at 11am. Will be meeting with Republic representative to go over some of the results from the survey at that time and the goal is to find some resolution to resident concerns. There is resident interest in composting. The committee has come up with some initial recommendations based on the feedback. Suggesting a mailer that details what can be recycled and a link to either a FB page or to the municipality website for more educational information. An additional

action step is to publish educational articles 2 times a month in the Commercial Record. This is a great group of people who's task ends the end of December, but will most likely continue past then.

Public Comment:

Roy McIlwaine- Applauded the work the recycling committee is doing.

Review of Invoices:

No questions or concerns from board members.

Marcy moved to approve all bills and payroll in the amount of \$104,016.77 as presented. Supported by Bigford. Discussion: Graham- the bills are a little higher this month due to the new roof for the Riverbluff Park pavilion and for tree removal at the cemetery. Roll call vote: all yes. Approved 5-0.

Treasurers Report: Helmrich -General Fund bank balance=\$1.7M - This is down by \$1M due to funding of our Michigan Class investment pool account. Total Revenue YTD is 17% below budget as is YTD expense. In General Fund only, revenue and expense are 3% below budget. Income from permits including marijuana and park donations are well ahead of budget. There are no departmental overages. CD value= \$763K - flat to last month. CLASS account is at \$1,000,056. Late summer tax payments continue to arrive; we have received 95% of billed parcel payments. A second notice to unpaid parcels went out last week. Prep for Winter bills has begun as they go to print by November 13. The annual audit took place the week before the election and went very well. Two summer tax disbursements to approve: #8 for \$49K total and #9 which is estimated for \$25K which and will go out on Friday. Need a vote on this. *Helmrich moved to approve summer tax disbursements #8 and #9 totaling approximately \$75K to be transmitted.* Supported by Bigford. Discussion: none. Roll call vote: all yes. Approved 5-0.

Approval of Minutes:

Marcy moved to approve the minutes of the October 14, 2020 regular meeting as presented. Supported by Aldrich. Roll call vote: all yes. Approved 5-0.

Correspondence:

Helmrich - wanted to point out that there were 3 emails from Mr. McIlwaine received on Tuesday after the packet was compiled. Has shared these with manager Graham and Ms. Wells for their review. The subject of the emails was the VanHorn project.

Eliminating the Township Constable Position: Graham- At last month's meeting the Board requested that staff work with legal counsel to prepare a resolution to formally eliminate the constable position, unless changed later by the Township Board per state law. That resolution is included in today's packet. *Helmrich moved to adopt the Resolution No. 2020-12, a resolution concerning constables for the 2024 general election, as presented.* Supported by Aldrich. Discussion: Helmrich thanked Graham for taking this on. Roll call vote: all yes. Approved 5-0.

Remote Participation in Public Meetings: Graham- this action would allow us more flexibility in holding meetings remotely going forward. This package of materials is designed to allow the Saugatuck Township's boards and commissions to continue meeting remotely in compliance with the requirements established by the recent amendments to the Open Meetings Act. Osman- the 3 motions are all related to and interlocking with one another. They provide greater flexibility in relation to meeting remotely.

Aldrich moved to approve the adoption of the proposed Remote Participation Policy, as presented, and to direct staff to amend the Administrative Policy Handbook to incorporate it, as appropriate. Supported by Marcy. Discussion: Bigford question on all of the possible actions we are taking- can these be reviewed? Reversed? Amended? Graham- The Ordinance would be more difficult to reverse but it is possible. But, yes you all could put all of this in place and reverse it at any time. Also, there may be more changes to the Open Meetings Act that would affect these actions. Roll call vote: all yes. Approved 5-0.

Marcy moved to approve the adoption of Ordinance No. 2020-04, an ordinance to add a new article VI to Chapter 2 of the Code of Ordinances, Township of Saugatuck, Michigan, to authorize remote participation in board meetings during locally declared emergencies, as presented. Supported by Bigford. Discussion: Graham - this ordinance defines a process by which the township can declare a state of civil emergency only to allow for remote meetings. Roll call vote: all yes. Approved 5-0.

Helmrich moved to approve the adoption of Resolution No. 2020-13, a resolution declaring a local state of civil emergency pursuant to Chapter 2, Article VI of the Township Code of Ordinances, as presented. Supported by Marcy. Discussion: none. Roll call vote: all yes. Approved 5-0.

Resolution of Intent to join the Kalamazoo Lake Harbor Authority: Helmrich- On November 2 the City Council of Douglas unanimously voted to allow the township to join the Harbor Authority and to waive any entry fees. This Monday Saugatuck took a similar action that was also passed unanimously. The actions taken by those councils include a request/requirement for the township to take on the legal fees associated with rewriting the original interlocal agreement, but do not require payment for any past legal fees. Both Councils acknowledged past financial support by the township of the harbor in general. Graham - wanted to acknowledge Helmrich and all of his work on this. Reason for this memo is to solicit direction from the board on what direction staff should take on this. Is this still a priority? Marcy- question- what exactly is the role of the Harbor Authority? Helmrich - one area of interest for the Authority that comes to mind is exploring dredging during low water times. The Authority monitors and suggests things as a Tri-community. They do have monthly meetings. Thinks we should have two voting members on the Authority. Believes the Authority could do more work and generate more ideas with the township on board. Marcy- there are no automatic costs, correct? Helmrich- no. If there is a vote and there are costs associated with the action taken only the municipalities that vote yes would be required to go ahead with the action and take on the costs. Marcy - is there any staff time involved? Osman - its minimal.

Helmrich - traditionally the managers have attended the meetings and work could be involved if action was taken and projects were approved. Graham - in my experience this group is mostly advisory and deliberative in nature. Staff time is needed when projects are approved. As the Authority moves forward and further defines itself, the township would have a seat at that table to partake in that decision making. *Aldrich moved to direct the Township to prepare a resolution for the Township Manager to prepare a resolution for the Township Board to formally request to join the Kalamazoo Lake Harbor Authority to consider at a future meeting, and to propose amendments to the Act 7 Interlocal Cooperation Agreement creating the Kalamazoo Lake Harbor Authority, the Authority Bylaws, and the Authority Rules of Procedure, as appropriate to address the remaining conditions of the Township Board's Resolution of Intent. Supported by Bigford. Discussion: Osman - question for Helmrich - is there urgency to get this done? Graham's plate is rather full. Helmrich - this has been a long process already. It is not the most important thing on our slate, but would like to see it out there before the end of the year. Would not want to wait too much longer as both Douglas and Saugatuck finally acted. Roll call vote: all yes. Approved 5-0.*

MERS Adoption Agreement Addendums- Osman this is much less complicated than it appears. This has no financial implications and is simply a reporting stop. Helmrich - we have had MERS for many years. *Helmrich moved to adopt the Defined Benefit Plan Adoption Agreement Addendum and the Hybrid Plan Adoption Agreement Addendum, as presented, and authorize the Township Clerk to sign them on behalf of the Township Board. Supported by: Marcy. Discussion: none. Roll call vote: all yes. Approved 5-0.*

Michigan State Police Rental Agreement - Osman- the State Police have been sharing the building with us for a long time and have a valuable presence in the community. Graham - the Michigan State Police have rented the space in our building since 2013. The current agreement expires at the end of 2020. Staff has been in contact with a representative from the MSP to enquire if there is mutual interest in continuing the relationship. Attached is a proposed lease agreement for your consideration. The proposed agreement is for a 1 year lease. Bigford- since we are talking about our building space I will speak about this here. First and foremost, I am not suggesting that we ask the MSP to leave. However, I do want to talk about the space that is needed to conduct elections. We are close to having to add a precinct. It is my opinion that it is the best to have all precincts under one roof. Its less confusing for voters and the clerk and deputy are both onsite as the election experts. Its prudent to just talk about space. It may be courteous and conscientious to include the MSP in the conversation. It is possible too that our space needs could be satisfied in completely other ways. We had a wonderful election but at times we had an hour and a half wait. Much of this was due to Covid procedures. All of our voters were great and understanding of the wait, but we had great weather and if it had not been so nice out it would have been really helpful to have more space. Helmrich - this is the perfect time to bring this up after a very successful election. It is good to bring this up and include everyone in the conversation, including the MSP. Graham- is happy to reach out to the MSP to fill them in on the discussions we are having. Suggested that Bigford and Babinski visit the space to

determine usability of the space. Suggests, at some point to have a consultant come in to perform a space study for us. *Marcy moved to authorize the Township Clerk to execute the proposed 2021 Rental Agreement between Saugatuck Township and the State of Michigan. Supported by Aldrich. Discussion: none. Roll call vote: all yes. Approved 5-0.*

Goal Setting Workshop- Graham- Last year was the first time Saugatuck Township has conducted a goal setting workshop and is pleased that we are planning on holding them annually. It worked out really well in developing the budget for this year and in giving staff direction. Lary Nielsen will be facilitating the workshop on December 5. Location and exact time to be determined. We hope to have it in person, but may need to hold this meeting remotely. *Bigford moved to schedule a special meeting of the Saugatuck Township Board on Saturday, December 5, 2020, at a time and location to be determined by staff, for the purpose of conducting a goal-setting and strategic planning workshop, and direct the Township Manager to post notice of the special meeting in accordance to the Open Meeting Act, as appropriate. Supported by Helmrich. Discussion: Aldrich- is happy that a remote meeting is being considered, Marcy- it does not appear that the Covid situation will improve before December 5. Graham- appreciates the flexibility of the board. Aldrich this is a great way for us to determine direction for the next 4 years. Appreciates Graham's work on this. Helmrich - this sets a template with measurables. Roll call vote: all yes. Approved 5-0.*

Township Committee Commission Appointments: Osman Jon is on the Planning Commission, Stacey is on the fire board, Marcy is the liaison with the road commission. Mike McGuigen is the liaison to the Kal-Lake board. Are you satisfied with your appointments? Aldrich - enjoys it and is learning more. Would like to continue on. Osman would like to appoint Aldrich to the Fire Board. Helmrich- would like to continue on as member ex-officio on the Planning Commission. Is so pleased with the gains the Planning Commission has made. Osman would like to appoint Helmrich to the Planning Commission. Would also like to appoint Marcy to the road commission if she is willing. Marcy - yes I am willing. The road commission is great to work with and I have Graham for support. *Bigford moved to accept the appointments made by Osman of Helmrich to the Planning Commission, Marcy to the Road Commission and Aldrich to the Fire Board. Supported by Helmrich. Discussion: none. Roll call vote: all yes. Approved 5-0.*

Planning Commission: Helmrich -The Planning Commission met via Zoom on September 28, 2020. Public comment was heard on the pond and sand mining on the Van Horn property. A Special Approval Use application was considered for the retail sale of classic automobiles within the C-1 District in a portion of a warehouse building on Commercial Drive (Scott Bosgraaf's project on 135th Avenue). Passed unanimously. A zoning ordinance text and map amendment to establish a groundwater protection ordinance and overlay zone was discussed. Representatives from Northshore spoke against it during the public hearing. Suggested that township attorney and the engineer who mapped the area present to the PC at next meeting. Item was tabled by a vote of 5

– 2. Resident Jon Vander Beek presented his Master Trail plans and discussed his attempts to obtain easements from property owners to allow for public access to certain trails. Recommended we consider a tree preservation ordinance like the one in Park Township. Discussion on adding an “As Built” condition or adopting an ordinance to require approved projects to submit accurate plans upon completion to show that conditions were all met ‘as built.’ Further discussion of Master Plan. PC members have all submitted on which new committees they would like to serve including housing, mobility, rural character, and the Blue Star Highway corridor. Next PC meeting will be on Monday, December 14 at 7:00pm via Zoom.

Parks Commission: Graham- encourages the board to check out the new roof on the pavilion at Riverbluff Park. It is impressive.

Kalamazoo Lake Water and Sewer Authority: Osman will ask McGuigen to submit at least quarterly reports. The rates study will be Friday of this week.

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

Open Board Report: Aldrich- Hiked with Jon Vanderbeek and learned more about his trail plan. Toured the marijuana grow facility - Hercules. It was informative and amazing. It is a top notch and very secure facility. Helmrich - commended Bigford and Babinski for conducting a wonderful election. Bigford- acknowledged her election team. Marcy- thanked the election team for a successful election. Reminder to be safe and careful in relation to Covid. Osman- great job to Bigford regarding the election. The Blue Star bike path committee is ready to meet and move forward.

Managers Report: Graham - Working on an maintenance plan and replacement schedule. The goal is to be more proactive and avoid unexpected expenses. This will be a budgeting tool. The Wellhead Protection Ordinance- work on this is progressing. Will be kicking off the Rates Study at the end of the week. The road plan updates and funding review is also commencing. Lakeshore Drive- the road commission authorized their director and a consulting firm to put together a grant application. This would be in preparation for a possible FEMA grant. Work is being done to get closer to long term solutions for Lakeshore Drive. More than likely the township will be asked to pass a resolution in support of the grant application. Has been preparing a memo for the board regarding the Tax Limitation Proposal that was passed by the County electorate last week.

Public Comment-

Mr. Wieringa - wanted to thank Manager Graham and Zoning Administrator Wells for listening to neighbor complaints regarding the unpermitted sand mining. EGLE has taken action and we appreciate that as well. Has used several advanced tools to determine the size of the pond and believes the pond is at least 6 acres in area. Wants the planning commission to require Mr. VanHorn to pay for a survey to prove that the pond was built as designed.

Believes this is in the scope of the Planning Commission's role to ask VanHorn to pay for this. If it proves that the pond was built bigger than the permitted 5 acres, would like to see the Planning Commission require VanHorn to fill it back in to arrive at 5 acres. Would like to see the Planning Commission revoke the SAU granted to VanHorn as he has shown a blatant disregard for it.
Roy McIlwain- supports Mr. Weiringa's comments.

Marcy moved to adjourn the meeting of November 11, 2020. Supported by Aldrich. Roll call vote: all yes. Approved 5-0.

Prepared by:
Abby Bigford
Township Clerk