



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



3342 Blue Star Highway
Saugatuck, MI 49453
Phone: 269 857-3000
E-mail: Office@saugatuckfire.org

FIRE DISTRICT BOARD MEETING

4:00pm – April 16th, 2018

AGENDA

1. Call to Order / Roll Call:
2. Approval of Agenda (*additions / deletions*):
3. Approval of Minutes:
 - A. **March 19th, 2018**
4. Public Comment on Agenda Items Only (Limit 3 minutes):
5. Request for Payment:
 - a. **Account Payables – Roll Call Vote**
 - b. **Financial Report**
6. **Fiscal Year 2019 Budget review and approval to send to municipalities – Roll Call Vote**
7. Fire Chief Comments:
 - A. **Incident Reports / Calls to Date / Overlapping Calls**
 - B. **Community Risk Reduction**
 1. **Douglas Elementary School – 360 PreK-5th Grade**
 2. **State of Michigan has experienced 44 fatal fires year to date for 2018, 12 since last meeting.**
 - C. **Live Fire Training Facility Update**
 1. **Donation awarded from Allegan County Community Foundation for \$10,000.**
 - D. **Captain Betts Family Update – Avery June Betts**
 - E. **Certifications**
 1. **Kaleigh Dornbush – EMT/B**
 - F. **Project Updates**
 1. **Floating Dock – Postponed to FY2019 – Contractors are unavailable & not following RFP.**
 2. **Dash Cam Project – Postponed indefinitely – Final Pricing far exceeded quotes for grant.**
8. Unfinished Business:
 - A. **Fire Code Board of Appeals – Update – Language accepted by Saugatuck City & Saugatuck Township**
 - B. **Fire Board Administrative Rules and Bylaw Amendments – Approved by Douglas & Saugatuck Township**
 - C. **Appreciation Dinner – Saturday, April 21st, 2018 – 6:00pm**
9. New Business:
 - A. **Funding Approval Request – Tanker #2142 Pump Addition – Roll Call Vote**
 - B. **Township Response Letter - IFC Amendments Impact on District Operations**
 - C. **Fire Board Member Photos and Fire Board Group Photo for Website**
10. Correspondence:
11. Public Comments: (Limit 3 minutes):
12. Fire Board Comments:
13. Adjournment:

NOTICE

This facility is wheel chair accessible with accessible parking spaces available. Request for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck Township Fire District at 269-857-3000 for further information.



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FIRE DISTRICT BOARD MEETING

4:00pm – March 19th, 2018

DRAFT MINUTES

1. Call to Order / Roll Call: **Meeting called to order by J. Verplank at 4:01pm**
Present: C. Roerig, E. Beckman, M. Starring, J. Verplank, S. Phelps, K. Mooradian, A. Miller
Absent with notice: None
Also Present: Chief Greg Janik, P. Stanislawski
2. Approval of Agenda (*additions / deletions*):
 - A. **No Discussion.** Agenda stands as presented.
3. Approval of Minutes:
 - A. **February 19th, 2018**
 - a. **Motion by Phelps, 2nd by Starring to approve the minutes of the 2/19/2018 meeting as presented. No discussion. All approve, motion carries unanimously.**
4. Public Comment on Agenda Items Only (Limit 3 minutes): **None**
5. Request for Payment:
 - a. **Account Payables – Roll Call Vote**
Motion by Phelps, 2nd by Beckman to approve the payment of the invoices in the amount of \$105,815.39.
YEAS: Roerig, Beckman, Starring, Verplank, Phelps, Mooradian, Miller
NEAS: None
ABSENT: None
Motion passes 7:0
 - b. **Financial Report**
 - i. **Financial Report was reviewed by P. Stanislawski.**
6. Fire Chief Comments:
 - A. **Incident Reports / Calls to Date / Overlapping Calls**
 1. **Incident report statistics were reviewed. 119 incidents year to date for 2018.**
 2. **6:05 – average response time year to date.**
 - B. **Community Risk Reduction**
 1. **Douglas Community Winterfest**
 - i. **Excellent event created by Douglas Elementary Students and will likely become annual event.**
 2. **Douglas Elementary School – 360 PreK-5th Grade**
 - i. **SDPD handled the lesson plans for March, and they added bicycle safety. Great relationship between the fire district, the police, and the schools to educate our youth.**
 3. **State of Michigan has experienced 32 fatal fires year to date for 2018, 10 since last meeting.**
 - C. **Live Fire Training Facility Update**
 1. **Awaiting Contract and Construction Timeline from Busscher Construction**
 - i. **Hoping to start construction very soon but waiting on fiscal years for partner agencies.**
 2. **Clyde Township Fire Department has joined the partnership as a sixth agency.**
 3. **Holland City Fire Department is likely to become partner agency as the seventh.**
 - D. **Captain Betts Family Update – Avery June Betts**
 1. **Avery's condition is worsening, and she has been enrolled in a treatment program in Augusta Georgia. The family is staying at the Ronald McDonald house.**
 2. **M. Starring will share the address to send cards & letters to Avery with the Board.**



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E. Grant Updates

1. FEMA FP&S Grant – was submitted on 3/12/2018 for Fire Safety Obstacle Course
2. FEMA Regional FP&S Grant – was submitted on 3/15/2018 for Stove Top Fire Suppression

7. Unfinished Business:

- A. Fire Code Board of Appeals – Update – Language accepted by Saugatuck City & Saugatuck Township
 1. Taking to Douglas next for language approval.
- B. Fire Board Administrative Rules and Bylaw Amendments – Update from Board/Municipalities
 1. Roerig will attempt to have on next Township agenda.
 2. Douglas has the document on the agenda for their meeting tonight.

8. New Business:

- A. Township IFC Amendments Impact on District Operations – Draft Letter Review – Roll Call Vote
 1. Discussion ensued about the letter.
 2. Discussion ensued about the consent judgement between the Township & McClendon.
 3. Discussion ensued about fire flows, water supplies, fire apparatus access, and the IFC.

Motion by Beckman, 2nd by Roerig to amend the letter to be sent under Fire Board direction, removing the Fire Board signature lines, and to be signed by Chief Janik & the Fire District Attorney while copying the Fire Board and the Township board.

YEAS: Beckman, Roerig, Miller, Mooradian, Phelps, Verplank, Starring

NEAS: None

ABSENT: None

Motion passes 7:0

- B. Appreciation Dinner – Saturday, April 21st, 2018 – 6:00pm
 - i. Rescheduled to this date to avoid Easter and Spring Break.

9. Correspondence:

- A. Thank you from Mary Whiteford for Cub Scouts
- B. Thank you from Saugatuck Public Schools for reverse job shadow
- C. Donation Received for Live Fire Training Facility in memory of Fae Whitman

10. Public Comments: (Limit 3 minutes):

- A. L. Starring – If the ISO PPC rating goes up due to the changes, it is not fair for all District taxpayers to have to pay more for insurance due to the changes the Township has made to the fire code. He hopes the Fire Board will fight to ensure this doesn't affect all taxpayers.
- B. C. Mantels – many architects and builders are not aware of sprinkler systems, or their requirements.

11. Fire Board Comments:

- A. E. Beckman agrees with the statements L. Starring made & hopes his insurance doesn't go up either.
- B. M. Starring don't assume anything.
- C. A. Miller – good to get clarification and articulating the impact on the District's work.
- D. C. Roerig – supports documenting the incidents with conflicts in the code changes.

12. Adjournment: Meeting adjourned at 5:26pm

NOTICE

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| | | | | |
|-----------------------------------------|-----------|--------------------------------------------|-------------|----------|
| 04/13/2018 | | CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT | | |
| CHECK DATE FROM 03/20/2018 - 04/16/2018 | | | | |
| | | | | |
| Check Date | Check | Vendor Name | Description | Amount |
| | | | | |
| Bank MAC MACATAWA BANK | | | | |
| 03/23/2018 | DD1760(A) | BETTS, MICHAEL | PAYROLL | 925.33 |
| 03/23/2018 | DD1761(A) | JANIK, GREG | PAYROLL | 1,884.54 |
| 03/23/2018 | DD1762(A) | MANTELS, CHRISTOPHER | PAYROLL | 1,673.19 |
| 03/23/2018 | DD1763(A) | MILESKEIWICZ, JOHN | PAYROLL | 978.45 |
| 03/23/2018 | DD1764(A) | VAN OSS, BRENT | PAYROLL | 1,637.89 |
| 03/23/2018 | EFT445(E) | 457 MERS | PAYROLL | 1,096.46 |
| 03/23/2018 | EFT446(E) | MISDU | PAYROLL | 217.86 |
| 03/23/2018 | EFT447(E) | IRS | PAYROLL | 2,172.20 |
| 03/23/2018 | EFT448(E) | MERS | PAYROLL | 2,369.04 |
| 03/23/2018 | EFT449(E) | STATE OF MICHIGAN | PAYROLL | 1,169.60 |
| 04/04/2018 | DD1765(A) | BECKMAN, ERIC | PAYROLL | 25.82 |
| 04/04/2018 | DD1766(A) | BEEK, HEATHER | PAYROLL | 338.71 |
| 04/04/2018 | DD1767(A) | BERNHARDY, CHRISTOPHER | PAYROLL | 2,245.71 |
| 04/04/2018 | DD1768(A) | BETTS, MICHAEL | PAYROLL | 880.97 |
| 04/04/2018 | DD1769(A) | BLATT, DAVID | PAYROLL | 685.76 |
| 04/04/2018 | DD1770(A) | BLOK, MICHAEL | PAYROLL | 337.79 |
| 04/04/2018 | DD1771(A) | BRUNSTING, JESSICA | PAYROLL | 304.53 |
| 04/04/2018 | DD1772(A) | DORNBUSH, JEFFREY | PAYROLL | 20.00 |
| 04/04/2018 | DD1773(A) | DORNBUSH, KALEIGH | PAYROLL | 423.66 |
| 04/04/2018 | DD1774(A) | ENGLAND, MICHAEL | PAYROLL | 90.28 |
| 04/04/2018 | DD1775(A) | GARGANO, CHRISTINE | PAYROLL | 49.41 |
| 04/04/2018 | DD1776(A) | GARGANO, MARK | PAYROLL | 263.54 |
| 04/04/2018 | DD1777(A) | GROENDYKE, BRET | PAYROLL | 130.65 |
| 04/04/2018 | DD1778(A) | KERRIDGE, ADAM | PAYROLL | 64.44 |
| 04/04/2018 | DD1779(A) | KIRCHERT, ERIK | PAYROLL | 458.75 |
| 04/04/2018 | DD1780(A) | MANTELS, CHRISTOPHER | PAYROLL | 1,022.31 |
| 04/04/2018 | DD1781(A) | MEISTE, JAMES | PAYROLL | 333.07 |
| 04/04/2018 | DD1782(A) | MEYER, KYLE | PAYROLL | 724.94 |
| 04/04/2018 | DD1783(A) | MILESKEIWICZ, JOHN | PAYROLL | 380.26 |
| 04/04/2018 | DD1784(A) | MILLER, AARON | PAYROLL | 25.42 |
| 04/04/2018 | DD1785(A) | MOKMA, WAYNE | PAYROLL | 213.81 |
| 04/04/2018 | DD1786(A) | MOORADIAN, KATHRYN | PAYROLL | 26.12 |
| 04/04/2018 | 19705 | PHELPS, DONALD | PAYROLL | 26.43 |
| 04/04/2018 | DD1787(A) | REWA, LANDON | PAYROLL | 390.24 |
| 04/04/2018 | DD1788(A) | ROERIG, CHRISTOPHER | PAYROLL | 25.42 |
| 04/04/2018 | DD1789(A) | SEYMOUR, SCOTT | PAYROLL | 239.50 |
| 04/04/2018 | DD1790(A) | STARRING, LINUS | PAYROLL | 740.26 |
| 04/04/2018 | DD1791(A) | STARRING, MARILYN | PAYROLL | 26.13 |
| 04/04/2018 | STUB60(A) | STURM, ELLIOTT | PAYROLL | 0.00 |
| 04/04/2018 | DD1792(A) | VAN AUKEN, LAUREL | PAYROLL | 187.07 |
| 04/04/2018 | DD1793(A) | VAN OSS, BRENT | PAYROLL | 69.08 |
| 04/04/2018 | DD1794(A) | VERPLANK, JANE | PAYROLL | 26.43 |
| 04/04/2018 | EFT450(E) | 457 MERS | PAYROLL | 2,018.30 |
| 04/04/2018 | EFT451(E) | MISDU | PAYROLL | 334.84 |
| 04/04/2018 | EFT452(E) | IRS | PAYROLL | 2,962.26 |
| 04/06/2018 | DD1795(A) | BETTS, MICHAEL | PAYROLL | 925.33 |

| 04/13/2018 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT | | | | |
|-------------------------------------------------------|-----------|-------------------------------|----------------------------------|-----------|
| CHECK DATE FROM 03/20/2018 - 04/16/2018 | | | | |
| Check Date | Check | Vendor Name | Description | Amount |
| 04/06/2018 | DD1796(A) | JANIK, GREG | PAYROLL | 1,884.54 |
| 04/06/2018 | DD1797(A) | MANTELS, CHRISTOPHER | PAYROLL | 1,673.21 |
| 04/06/2018 | DD1798(A) | MILESKIEWICZ, JOHN | PAYROLL | 978.44 |
| 04/06/2018 | DD1799(A) | VAN OSS, BRENT | PAYROLL | 1,637.90 |
| 04/06/2018 | EFT453(E) | 457 MERS | PAYROLL | 1,096.46 |
| 04/06/2018 | EFT454(E) | MISDU | PAYROLL | 217.86 |
| 04/06/2018 | EFT455(E) | IRS | PAYROLL | 2,172.16 |
| 04/16/2018 | 19721 | BOAT LIFTS UNLIMITED INC | BOAT DOCK IN & OUT | 365.00 |
| 04/16/2018 | 19722 | DEMOND'S SUPER VALUE | SUPPLIES | 10.49 |
| 04/16/2018 | 19723 | HOLLAND MEDICENTER | PHYSICAL | 353.83 |
| 04/16/2018 | 19724 | IHLE AUTO PARTS | PARTS & SUPPLIES | 32.04 |
| 04/16/2018 | 19725 | I.T. RIGHT | TECHNOLOGY & SERVER | 4,904.35 |
| 04/16/2018 | 19726 | HOLLAND READY ROOFING CO | ROOF INSPECTION | 225.00 |
| 04/16/2018 | 19727 | GANGES TOWNSHIP | COST RECOVERY | 1,033.50 |
| 04/16/2018 | 19728 | LEAGUE OF MICHIGAN BICYCLISTS | FIRE PREVENTION | 152.97 |
| 04/16/2018 | 19729 | COMPAAN DOOR & OPERATOR INC | DOOR REPAIR | 451.95 |
| 04/16/2018 | 19730 | INNOVATIVE CONTROLS INC | PRESSURE GAUGE | 301.91 |
| 04/16/2018 | 19731 | D & L TRUCK & TRAILER LLC | 2141 EXHAUST REPLACEMENT | 1,191.50 |
| 04/16/2018 | 19732 | SENSIT TECHNOLOGIES LLC | SMART CAL | 170.46 |
| 04/16/2018 | 19733 | OFFICE DEPOT | OFFICE | 133.23 |
| 04/16/2018 | 19734 | OVERISEL LUMBER CO | SUPPLIES | 198.94 |
| 04/16/2018 | 19735 | STANDARD | INSURANCE | 499.53 |
| 04/16/2018 | 1035(E) | COMCAST | TELEPHONE & INTERNET | 195.48 |
| 04/16/2018 | 1036(E) | CONSUMERS ENERGY | BOAT DOCK | 24.92 |
| 04/16/2018 | 1037(E) | CONSUMERS ENERGY | FIRE BARN | 597.92 |
| 04/16/2018 | 1038(E) | FIRST BANKCARD | TRAINING, MAINTENANCE & SUPPLIES | 4,371.02 |
| 04/16/2018 | 1039(E) | HEALTH SAVINGS ACCOUNT | INSURANCE | 1,250.00 |
| 04/16/2018 | 1040(E) | KAL LAKE SEWER WATER | WATER | 170.82 |
| 04/16/2018 | 1041(E) | MENARDS | SUPPLIES | 93.33 |
| 04/16/2018 | 1042(E) | MICHIGAN GAS UTILITIES | NATURAL GAS | 395.57 |
| 04/16/2018 | 1043(E) | PRIORITY HEALTH | HEALTH INSURANCE | 2,779.64 |
| 04/16/2018 | 1044(E) | REPUBLIC SERVICES 240 | TRASH | 86.80 |
| 04/16/2018 | 1045(A) | APPLIED IMAGING | COPIER USE | 207.14 |
| 04/16/2018 | 1046(A) | CHRIS BERNHARDY | TRAINING | 74.88 |
| 04/16/2018 | 1047(A) | BLOOM SLUGGETT MORGAN | LEGAL FEES | 2,408.50 |
| 04/16/2018 | 1048(A) | FIRE CATT LLC | FIRE HOSE TESTING | 3,341.73 |
| 04/16/2018 | 1049(A) | FRIS OFFICE | OFFICE SUPPLIES | 604.79 |
| 04/16/2018 | 1050(A) | GREG JANIK | INSURANCE | 1,031.17 |
| 04/16/2018 | 1051(A) | LORRIE PASTOOR | CLEANING | 200.00 |
| 04/16/2018 | 1052(A) | PRAXAIR | CYLINDER RENTAL | 92.98 |
| 04/16/2018 | 1053(A) | CITY OF SAUGATUCK | ACCOUNTING | 1,250.00 |
| 04/16/2018 | 1054(A) | SECURE N SAFE LLC | DVR UPGRADE | 325.00 |
| 04/16/2018 | 1055(A) | WEST MICHIGAN UNIFORM | SHOP TOWELS | 48.00 |
| Total of 89 Checks: | | | | 70,376.76 |
| Less 0 Void Checks: | | | | 0.00 |
| Total of 89 Disbursements: | | | | 70,376.76 |

| Vendor Name | Description | Amount |
|--------------------------------|-------------------------------------|----------|
| 1. APPLIED IMAGING | | |
| | COPIER USE | 117.94 |
| | COPIER USE | 89.20 |
| | TOTAL | 207.14 |
| 2. BLOOM SLUGGETT MORGAN | | |
| | LEGAL FEES | 2,252.50 |
| | LIVE FIRE TRAINNG CENTER | 156.00 |
| | TOTAL | 2,408.50 |
| 3. BOAT LIFTS UNLIMITED INC | | |
| | BOAT DOCK IN & OUT | 365.00 |
| 4. CHRIS BERNHARDY | | |
| | TRAINING | 74.88 |
| 5. CITY OF SAUGATUCK | | |
| | ACCOUNTING | 1,250.00 |
| 6. COMCAST | | |
| | TELEPHONE & INTERNET | 195.48 |
| 7. COMPAAN DOOR & OPERATOR INC | | |
| | DOOR REPAIR | 451.95 |
| 8. CONSUMERS ENERGY | | |
| | BOAT DOCK | 24.92 |
| | FIRE BARN | 597.92 |
| | TOTAL | 622.84 |
| 9. D & L TRUCK & TRAILER LLC | | |
| | 2141 EXHAUST REPLACEMENT | 476.50 |
| | 2151 AIR DRYER | 715.00 |
| | TOTAL | 1,191.50 |
| 10. DEMOND'S SUPER VALUE | | |
| | SUPPLIES | 10.49 |
| 11. FIRE CATT LLC | | |
| | FIRE HOSE TESTING | 3,341.73 |
| 12. FIRST BANKCARD | | |
| | OFFICE | 310.75 |
| | BOAT MAINTENANCE | 659.90 |
| | APPRECIATION & TRAFFIC CONTROL SIGN | 2,419.81 |
| | TRAINING, MAINTENANCE & SUPPLIES | 947.16 |
| | OFFICE | 33.40 |
| | TOTAL | 4,371.02 |
| 13. FRIS OFFICE | | |
| | OFFICE SUPPLIES | 604.79 |
| 14. GANGES TOWNSHIP | | |
| | COST RECOVERY | 1,033.50 |
| 15. GREG JANIK | | |
| | COFFEE MAKER & SUPPLIES | 289.41 |
| | INSURANCE | 741.76 |
| | TOTAL | 1,031.17 |
| 16. HEALTH SAVINGS ACCOUNT | | |
| | INSURANCE | 1,250.00 |
| 17. HOLLAND MEDICENTER | | |
| | PHYSICAL | 353.83 |
| 18. HOLLAND READY ROOFING CO | | |
| | ROOF INSPECTION | 225.00 |
| 19. I.T. RIGHT | | |
| | TECHNOLOGY & SERVER | 4,904.35 |
| 20. IHLE AUTO PARTS | | |

| Vendor Name | Description | Amount |
|-------------------------------------|------------------|-----------|
| | PARTS & SUPPLIES | 32.04 |
| 21. INNOVATIVE CONTROLS INC | | |
| | PRESSURE GAUGE | 301.91 |
| 22. KAL LAKE SEWER WATER | | |
| | WATER | 170.82 |
| 23. LEAGUE OF MICHIGAN BICYCLISTS | | |
| | FIRE PREVENTION | 152.97 |
| 24. LORRIE PASTOOR | | |
| | CLEANING | 200.00 |
| 25. MENARDS | | |
| | SUPPLIES | 93.33 |
| 26. MICHIGAN GAS UTILITIES | | |
| | NATURAL GAS | 395.57 |
| 27. OFFICE DEPOT | | |
| | OFFICE | 133.23 |
| 28. OVERISEL LUMBER CO | | |
| | SUPPLIES | 198.94 |
| 29. PRAXAIR | | |
| | CYLINDER RENTAL | 92.98 |
| 30. PRIORITY HEALTH | | |
| | HEALTH INSURANCE | 2,779.64 |
| 31. REPUBLIC SERVICES 240 | | |
| | TRASH | 86.80 |
| 32. SECURE N SAFE LLC | | |
| | DVR UPGRADE | 325.00 |
| 33. SENSIT TECHNOLOGIES LLC | | |
| | SMART CAL | 170.46 |
| 34. STANDARD | | |
| | INSURANCE | 499.53 |
| 35. WEST MICHIGAN UNIFORM | | |
| | SHOP TOWELS | 48.00 |
| TOTAL - ALL VENDORS | | 29,574.39 |
| FUND TOTALS: | | |
| Fund 206 - FIRE FUND | | 29,106.39 |
| Fund 210 - REGIONAL TRAINING CENTER | | 468.00 |

User: Peter

DB: Stfd

PERIOD ENDING 04/30/2018

| | | 2017-18 | YTD BALANCE | ACTIVITY FOR | AVAILABLE | |
|----------------------|----------------------------------|----------------|-------------------|---------------------|-------------------|--------|
| GL NUMBER | DESCRIPTION | AMENDED BUDGET | NORMAL (ABNORMAL) | MONTH 04/30/2018 | BALANCE | % BDGT |
| | | | | INCREASE (DECREASE) | NORMAL (ABNORMAL) | USED |
| Fund 206 - FIRE FUND | | | | | | |
| Revenues | | | | | | |
| Dept 000 | | | | | | |
| 206-000-401.000 | SAUGATUCK CITY | 283,060.00 | 264,282.57 | 0.00 | 18,777.43 | 93.37 |
| 206-000-402.000 | SAUGATUCK TOWNSHIP | 576,070.00 | 553,824.04 | 0.00 | 22,245.96 | 96.14 |
| 206-000-403.000 | DOUGLAS CITY | 289,850.00 | 273,337.73 | 0.00 | 16,512.27 | 94.30 |
| 206-000-450.000 | FIRE SERVICES | 1,000.00 | 3,818.62 | 350.00 | (2,818.62) | 381.86 |
| 206-000-460.000 | INSPECTION & PLAN REVIEW FEES | 5,000.00 | 5,400.00 | 550.00 | (400.00) | 108.00 |
| 206-000-465.000 | COST RECOVERY | 5,500.00 | 11,001.00 | 4,387.00 | (5,501.00) | 200.02 |
| 206-000-560.000 | GRANTS & DONATIONS | 49,000.00 | 48,878.05 | 0.00 | 121.95 | 99.75 |
| 206-000-665.000 | INTEREST | 1,750.00 | 1,457.88 | 0.00 | 292.12 | 83.31 |
| 206-000-685.000 | SALES OF ASSETS | 2,700.00 | 3,700.00 | 0.00 | (1,000.00) | 137.04 |
| Total Dept 000 | | 1,213,930.00 | 1,165,699.89 | 5,287.00 | 48,230.11 | 96.03 |
| TOTAL REVENUES | | 1,213,930.00 | 1,165,699.89 | 5,287.00 | 48,230.11 | 96.03 |
| Expenditures | | | | | | |
| Dept 336 - FIRE FUND | | | | | | |
| 206-336-702.000 | BOARD SALARY | 3,000.00 | 1,905.00 | 210.00 | 1,095.00 | 63.50 |
| 206-336-704.000 | CHIEF SALARY | 70,000.00 | 52,403.88 | 2,692.31 | 17,596.12 | 74.86 |
| 206-336-705.000 | OFFICER SALARIES | 10,300.00 | 5,341.55 | 774.99 | 4,958.45 | 51.86 |
| 206-336-708.000 | CAREER FIREFIGHTER | 184,381.00 | 136,912.13 | 7,064.80 | 47,468.87 | 74.26 |
| 206-336-709.000 | OPERATIONAL WAGES | 38,500.00 | 37,712.11 | 5,100.25 | 787.89 | 97.95 |
| 206-336-710.000 | FIRE CALLS | 45,000.00 | 36,828.01 | 2,930.51 | 8,171.99 | 81.84 |
| 206-336-711.000 | MEDICAL CALLS | 30,000.00 | 20,870.49 | 1,537.99 | 9,129.51 | 69.57 |
| 206-336-712.000 | TRAINING | 22,000.00 | 16,563.30 | 1,740.00 | 5,436.70 | 75.29 |
| 206-336-713.000 | SPECIAL EVENTS | 10,000.00 | 8,372.00 | 1,117.00 | 1,628.00 | 83.72 |
| 206-336-720.000 | PAYROLL TAXES | 33,000.00 | 24,839.02 | 1,879.46 | 8,160.98 | 75.27 |
| 206-336-721.000 | EMPLOYEE INSURANCE BENEFITS | 77,100.00 | 63,000.10 | 6,759.93 | 14,099.90 | 81.71 |
| 206-336-722.000 | WORKER COMP INSURANCE | 30,000.00 | 28,666.19 | 0.00 | 1,333.81 | 95.55 |
| 206-336-723.000 | RETIREMENT | 50,000.00 | 37,260.66 | 2,217.68 | 12,739.34 | 74.52 |
| 206-336-727.000 | OPERATING SUPPLIES | 18,000.00 | 10,316.41 | 1,058.11 | 7,683.59 | 57.31 |
| 206-336-728.000 | GAS & OIL | 10,000.00 | 6,074.37 | 0.00 | 3,925.63 | 60.74 |
| 206-336-730.000 | PROFESSIONAL SERVICES | 18,000.00 | 18,844.45 | 3,390.50 | (844.45) | 104.69 |
| 206-336-742.000 | TESTING, REPAIR & REPLACEMENT | 11,500.00 | 8,221.92 | 3,341.73 | 3,278.08 | 71.49 |
| 206-336-745.000 | STATION TOOLS | 2,500.00 | 2,498.21 | 0.00 | 1.79 | 99.93 |
| 206-336-746.000 | FIRE FIGHTER TOOLS | 6,400.00 | 3,472.86 | 0.00 | 2,927.14 | 54.26 |
| 206-336-751.000 | PHONES | 10,000.00 | 7,661.45 | 275.48 | 2,338.55 | 76.61 |
| 206-336-752.000 | UTILITIES | 12,000.00 | 10,112.31 | 1,276.03 | 1,887.69 | 84.27 |
| 206-336-759.000 | HYDRANT MAINTENANCE | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 206-336-760.000 | VEHICLE/ EQUIP REP & MAINTENANCE | 45,000.00 | 26,478.51 | 1,587.74 | 18,521.49 | 58.84 |
| 206-336-761.000 | BOAT MAINTENANCE | 30,000.00 | 28,650.15 | 1,059.24 | 1,349.85 | 95.50 |
| 206-336-762.000 | RADIO & PAGER R&R | 6,500.00 | 4,503.35 | 0.00 | 1,996.65 | 69.28 |
| 206-336-763.000 | BUILDING REPAIR & MAINTENANCE | 16,000.00 | 12,088.84 | 1,430.18 | 3,911.16 | 75.56 |
| 206-336-764.000 | BUILDING SECURITY | 4,000.00 | 1,002.48 | 325.00 | 2,997.52 | 25.06 |
| 206-336-767.000 | DUES & SUBSCRIPTIONS | 2,200.00 | 395.00 | 0.00 | 1,805.00 | 17.95 |
| 206-336-770.000 | OFFICE EXPENSES | 7,000.00 | 5,911.88 | 1,299.80 | 1,088.12 | 84.46 |
| 206-336-771.000 | TECHNOLOGY | 9,600.00 | 9,590.51 | 380.00 | 9.49 | 99.90 |
| 206-336-775.000 | BUILDING INSPECTIONS | 1,000.00 | 999.71 | 0.00 | 0.29 | 99.97 |
| 206-336-780.000 | UNIFORMS | 10,000.00 | 10,395.60 | 364.80 | (395.60) | 103.96 |
| 206-336-781.000 | TURN OUT GEAR | 8,500.00 | 1,291.95 | 0.00 | 7,208.05 | 15.20 |
| 206-336-785.000 | EDUCATION | 15,000.00 | 10,796.71 | 398.45 | 4,203.29 | 71.98 |
| 206-336-791.000 | MEDICAL SUPPLY | 6,500.00 | 4,072.67 | 0.00 | 2,427.33 | 62.66 |
| 206-336-795.000 | FIRE PREVENTION | 14,500.00 | 13,913.88 | 152.97 | 586.12 | 95.96 |
| 206-336-796.000 | PHYSICALS | 8,000.00 | 6,799.20 | 353.83 | 1,200.80 | 84.99 |

User: Peter

DB: Stfd

PERIOD ENDING 04/30/2018

| GL NUMBER | DESCRIPTION | 2017-18 | YTD BALANCE | ACTIVITY FOR | | AVAILABLE | % BDGT USED | | |
|--------------------------------|-----------------------|----------------|---------------------------------|-----------------------------------------|--|------------------------------|----------------|--|--|
| | | AMENDED BUDGET | 04/30/2018 NORMAL (ABNORMAL) | MONTH 04/30/2018 INCREASE (DECREASE) | | BALANCE NORMAL (ABNORMAL) | | | |
| Fund 206 - FIRE FUND | | | | | | | | | |
| Expenditures | | | | | | | | | |
| 206-336-815.000 | GENERAL INSURANCE | 20,000.00 | 13,762.00 | 0.00 | | 6,238.00 | 68.81 | | |
| 206-336-861.000 | TAX CHARGE BACK | 500.00 | 77.40 | 0.00 | | 422.60 | 15.48 | | |
| 206-336-975.000 | LOAN PAYMENT | 42,100.00 | 42,062.92 | 0.00 | | 37.08 | 99.91 | | |
| 206-336-980.000 | SMALL CAPITAL | 24,000.00 | 23,904.56 | 0.00 | | 95.44 | 99.60 | | |
| 206-336-985.000 | LONG TERM CAPITAL | 199,500.00 | 135,580.06 | 6,188.10 | | 63,919.94 | 67.96 | | |
| 206-336-986.000 | CAPITAL FUND TRANSFER | 51,849.00 | 0.00 | 0.00 | | 51,849.00 | 0.00 | | |
| Total Dept 336 - FIRE FUND | | 1,213,930.00 | 890,153.80 | 56,906.88 | | 323,776.20 | 73.33 | | |
| TOTAL EXPENDITURES | | 1,213,930.00 | 890,153.80 | 56,906.88 | | 323,776.20 | 73.33 | | |
| Fund 206 - FIRE FUND: | | | | | | | | | |
| TOTAL REVENUES | | 1,213,930.00 | 1,165,699.89 | 5,287.00 | | 48,230.11 | 96.03 | | |
| TOTAL EXPENDITURES | | 1,213,930.00 | 890,153.80 | 56,906.88 | | 323,776.20 | 73.33 | | |
| NET OF REVENUES & EXPENDITURES | | 0.00 | 275,546.09 | (51,619.88) | | (275,546.09) | 100.00 | | |

Fund: 206 FIRE FUND

Calculations as of 06/30/2018

| GL NUMBER | DESCRIPTION | 2016-17 ACTIVITY | 2017-18 AMENDED BUDGET | 2017-18 ACTIVITY THRU 06/30/18 | 2017-18 PROJECTED ACTIVITY | 2018-19 REQUESTED BUDGET |
|--------------------------|-------------------------------|---------------------|------------------------------|--------------------------------------|----------------------------------|--------------------------------|
| ESTIMATED REVENUES | | | | | | |
| Dept 000 | | | | | | |
| 206-000-401.000 | SAUGATUCK CITY | 225,572.55 | 283,060.00 | 264,282.57 | 283,060.00 | 295,000.00 |
| 206-000-402.000 | SAUGATUCK TOWNSHIP | 466,360.58 | 576,070.00 | 553,824.04 | 576,070.00 | 612,000.00 |
| 206-000-403.000 | DOUGLAS CITY | 236,074.10 | 289,850.00 | 273,337.73 | 289,850.00 | 307,000.00 |
| 206-000-450.000 | FIRE SERVICES | 10,011.58 | 1,000.00 | 3,818.62 | 4,000.00 | 1,000.00 |
| 206-000-460.000 | INSPECTION & PLAN REVIEW FEES | 13,175.00 | 5,000.00 | 5,400.00 | 5,800.00 | 1,000.00 |
| 206-000-465.000 | COST RECOVERY | 19,776.27 | 5,500.00 | 11,001.00 | 8,076.00 | 1,000.00 |
| 206-000-560.000 | GRANTS & DONATIONS | 47,421.87 | 49,000.00 | 48,878.05 | 48,878.00 | 1,000.00 |
| 206-000-665.000 | INTEREST | 211.82 | 1,750.00 | 1,457.88 | 1,750.00 | 500.00 |
| 206-000-685.000 | SALES OF ASSETS | 950.00 | 2,700.00 | 3,700.00 | 3,700.00 | 500.00 |
| Totals for dept 000 - | | 1,019,553.77 | 1,213,930.00 | 1,165,699.89 | 1,221,184.00 | 1,219,000.00 |
| TOTAL ESTIMATED REVENUES | | 1,019,553.77 | 1,213,930.00 | 1,165,699.89 | 1,221,184.00 | 1,219,000.00 |

Fund: 206 FIRE FUND

Calculations as of 06/30/2018

| GL NUMBER | DESCRIPTION | 2016-17 ACTIVITY | 2017-18 AMENDED BUDGET | 2017-18 ACTIVITY THRU 06/30/18 | 2017-18 PROJECTED ACTIVITY | 2018-19 REQUESTED BUDGET |
|-------------------------------------------|----------------------------------|---------------------|------------------------------|--------------------------------------|----------------------------------|--------------------------------|
| APPROPRIATIONS | | | | | | |
| Dept 336 - FIRE FUND | | | | | | |
| 206-336-702.000 | BOARD SALARY | 2,490.00 | 3,000.00 | 1,905.00 | 2,600.00 | 3,000.00 |
| 206-336-704.000 | CHIEF SALARY | 65,090.84 | 70,000.00 | 52,403.88 | 70,000.00 | 73,500.00 |
| 206-336-705.000 | OFFICER SALARIES | 7,179.01 | 10,300.00 | 5,341.55 | 9,500.00 | 12,000.00 |
| 206-336-708.000 | CAREER FIREFIGHTER | 140,655.72 | 184,381.00 | 136,912.13 | 184,381.00 | 193,750.00 |
| 206-336-709.000 | OPERATIONAL WAGES | 60,559.82 | 38,500.00 | 37,712.11 | 50,000.00 | 52,500.00 |
| 206-336-710.000 | FIRE CALLS | 45,471.02 | 45,000.00 | 36,828.01 | 45,000.00 | 45,000.00 |
| 206-336-711.000 | MEDICAL CALLS | 27,671.98 | 30,000.00 | 20,870.49 | 28,000.00 | 30,000.00 |
| 206-336-712.000 | TRAINING | 21,480.00 | 22,000.00 | 16,563.30 | 22,000.00 | 22,000.00 |
| 206-336-713.000 | SPECIAL EVENTS | 8,862.40 | 10,000.00 | 8,372.00 | 10,000.00 | 11,000.00 |
| 206-336-720.000 | PAYROLL TAXES | 29,649.96 | 33,000.00 | 24,839.02 | 33,000.00 | 33,000.00 |
| 206-336-721.000 | EMPLOYEE INSURANCE BENEFITS | 62,456.88 | 77,100.00 | 63,000.10 | 77,100.00 | 77,100.00 |
| 206-336-722.000 | WORKER COMP INSURANCE | 23,198.12 | 30,000.00 | 28,666.19 | 30,000.00 | 32,000.00 |
| 206-336-723.000 | RETIREMENT | 42,964.77 | 50,000.00 | 37,260.66 | 50,000.00 | 50,000.00 |
| 206-336-727.000 | OPERATING SUPPLIES | 16,070.22 | 18,000.00 | 10,316.41 | 16,000.00 | 18,000.00 |
| 206-336-728.000 | GAS & OIL | 10,323.75 | 10,000.00 | 6,074.37 | 10,000.00 | 11,000.00 |
| 206-336-730.000 | PROFESSIONAL SERVICES | 18,775.43 | 18,000.00 | 18,844.45 | 18,000.00 | 20,000.00 |
| 206-336-742.000 | TESTING, REPAIR & REPLACEMENT | 7,656.50 | 11,500.00 | 8,221.92 | 11,500.00 | 11,500.00 |
| 206-336-745.000 | STATION TOOLS | 1,457.13 | 2,500.00 | 2,498.21 | 2,500.00 | 3,000.00 |
| 206-336-746.000 | FIRE FIGHTER TOOLS | 8,980.91 | 6,400.00 | 3,472.86 | 6,400.00 | 6,400.00 |
| 206-336-751.000 | PHONES | 10,844.94 | 10,000.00 | 7,661.45 | 10,000.00 | 11,000.00 |
| 206-336-752.000 | UTILITIES | 11,353.10 | 12,000.00 | 10,112.31 | 12,000.00 | 13,000.00 |
| 206-336-759.000 | HYDRANT MAINTENANCE | | 500.00 | | | |
| 206-336-760.000 | VEHICLE/ EQUIP REP & MAINTENANCE | 47,196.25 | 45,000.00 | 26,478.51 | 45,000.00 | 40,000.00 |
| 206-336-761.000 | BOAT MAINTENANCE | 16,784.52 | 30,000.00 | 28,650.15 | 30,000.00 | 15,000.00 |
| 206-336-762.000 | RADIO & PAGER R&R | 4,161.53 | 6,500.00 | 4,503.35 | 6,500.00 | 6,500.00 |
| 206-336-763.000 | BUILDING REPAIR & MAINTENANCE | 23,927.03 | 16,000.00 | 12,088.84 | 16,000.00 | 16,000.00 |
| 206-336-764.000 | BUILDING SECURITY | 7,606.16 | 4,000.00 | 1,002.48 | 1,500.00 | 2,000.00 |
| 206-336-767.000 | DUES & SUBSCRIPTIONS | 2,855.74 | 2,200.00 | 395.00 | 1,500.00 | 2,000.00 |
| 206-336-770.000 | OFFICE EXPENSES | 7,700.43 | 7,000.00 | 5,911.88 | 7,000.00 | 7,000.00 |
| 206-336-771.000 | TECHNOLOGY | 5,171.47 | 9,600.00 | 9,590.51 | 9,600.00 | 9,600.00 |
| 206-336-775.000 | BUILDING INSPECTIONS | 288.80 | 1,000.00 | 999.71 | 1,000.00 | 1,000.00 |
| 206-336-780.000 | UNIFORMS | 6,311.67 | 10,000.00 | 10,395.60 | 12,000.00 | 10,000.00 |
| 206-336-781.000 | TURN OUT GEAR | 8,197.06 | 8,500.00 | 1,291.95 | 8,500.00 | 25,000.00 |
| 206-336-785.000 | EDUCATION | 11,684.38 | 15,000.00 | 10,796.71 | 14,000.00 | 15,000.00 |
| 206-336-791.000 | MEDICAL SUPPLY | 7,263.55 | 6,500.00 | 4,072.67 | 6,000.00 | 6,500.00 |
| 206-336-795.000 | FIRE PREVENTION | 8,055.24 | 14,500.00 | 13,913.88 | 14,500.00 | 10,000.00 |
| 206-336-796.000 | PHYSICALS | 1,324.05 | 8,000.00 | 6,799.20 | 8,000.00 | 9,000.00 |
| 206-336-815.000 | GENERAL INSURANCE | 7,262.00 | 20,000.00 | 13,762.00 | 13,762.00 | 23,000.00 |
| 206-336-861.000 | TAX CHARGE BACK | 259.94 | 500.00 | 77.40 | 250.00 | 500.00 |
| 206-336-975.000 | LOAN PAYMENT | 42,062.92 | 42,100.00 | 42,062.92 | 42,063.00 | 42,100.00 |
| 206-336-980.000 | SMALL CAPITAL | 47,650.60 | 24,000.00 | 23,904.56 | 24,000.00 | |
| 206-336-985.000 | LONG TERM CAPITAL | 188,365.33 | 199,500.00 | 135,580.06 | 199,500.00 | 200,000.00 |
| 206-336-986.000 | CAPITAL FUND TRANSFER | | 51,849.00 | | 51,849.00 | 50,050.00 |
| Totals for dept 336 - FIRE FUND | | 1,067,321.17 | 1,213,930.00 | 890,153.80 | 1,210,505.00 | 1,219,000.00 |
| TOTAL APPROPRIATIONS | | 1,067,321.17 | 1,213,930.00 | 890,153.80 | 1,210,505.00 | 1,219,000.00 |
| NET OF REVENUES/APPROPRIATIONS - FUND 206 | | (47,767.40) | | 275,546.09 | 10,679.00 | |
| BEGINNING FUND BALANCE | | 611,695.05 | 563,927.65 | 563,927.65 | 563,927.65 | 574,606.65 |
| ENDING FUND BALANCE | | 563,927.65 | 563,927.65 | 839,473.74 | 574,606.65 | 574,606.65 |

Capital Plan and Budgeting for 2019 Fiscal Year (begins 7/1/2018)

| Item/Project | Estimated Cost | Actual Cost | Account |
|------------------------------------------------------------|-----------------------|-----------------------------------------------------------|----------------|
| #2173 Replacement - old 2173 to 2131 | \$ 80,000.00 | | Capital |
| FEMA AFG Grant Match for Radios/Headsets | \$ 7,210.00 | | Capital |
| FEMA FP&S Grant Match for Bouncehouse | \$ 1,000.00 | | Capital |
| FEMA FP&S Grant Match for Stove Top Fire Stops | \$ 2,500.00 | | Capital |
| Roof - Back Barn | \$ 13,566.00 | | Capital |
| #2151 Thermal Imaging Camera | \$ 7,500.00 | | Capital |
| #2191 Gauge Project | \$ 2,500.00 | | Capital |
| #2193 Winter Motor | \$ 2,000.00 | | Capital |
| Floating Dock at Lucy Street for 2191 (Rollover from 2018) | \$ 45,000.00 | | Capital |
| Attack Hose - Balance of 2016 Project | \$ 15,000.00 | | Capital |
| Ice Rescue Suits | \$ 2,000.00 | | Capital |
| 1st Responder Rescue Gear for Highway | \$ 4,000.00 | | Capital |
| Large Rescue Ropes - (\$300 ea) | \$ 1,200.00 | | Capital |
| Garage Door Openers - Bay 4, 6, 1B, 2B | \$ 4,000.00 | | Capital |
| Sandblast and Paint Job for 2016 Ram Utility Body | \$ 5,000.00 | | Capital |
| Personnel Handbook (MML) | \$ 7,500.00 | | Capital |
| | | | Capital |
| LARGE CAPITAL BUDGETED PRIORITY PROJECTS | \$ 199,976.00 | BUDGETED \$200,000 for Capital Projects in 2019 FY | |



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



Funding Approval Form

April 10th, 2018

ITEM DESCRIPTION:

Tanker #2142 Pump Addition

PRIORITY:

High

QUALITY FACTORS:

The goal of this project is to add a pump to the 2003 Kenworth/Deep South Tanker apparatus to have the ability to transfer water to fire attack engines at 400 gallons per minute or suppress woods/grass fires.

The Tanker apparatus was built in 2003 without a water transfer pump. By adding a pump, it will allow the 2003 Tanker to provide necessary redundancy water pumping capabilities. Moreover, both Tankers will mirror one another for operational effectiveness and uniformity. We often find ourselves in fire attack conditions where it is essential, unfortunately, that important function is not possible without a pump. Additionally, all four current tool cabinets on the apparatus are rusted and disintegrating and are included to be replaced during the installation of the pump.

The water transfer pump is the second and final phase to the Tanker project. The first phase was completed in the 2016/2017 fiscal year and included a 200 feet booster hose reel. Upon completion, it will allow for water transfer, as well as utilization on brush fires that can extend from the roadway. Several large brush/grass fires in the past few years have been extinguished with pumps/hose reels from large apparatuses.

COST:

2142 – 2003 Kenworth/Deep South - Pump Addition Project- \$35,000

TOTAL - \$35,000 (Not to Exceed)

FUNDING SOURCE(S):

Budget – Capital Plan - \$35,000 - 2017/18 Fiscal Year

REQUESTER:

Deputy Chief Chris Mantels

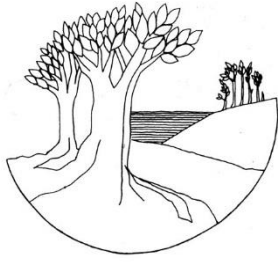
Fire Board Vote - Date: _____

Motion: _____

YEAS: _____

NAYS: _____

ABSENT: _____



SAUGATUCK TOWNSHIP

WWW.SAUGATUCKTOWNSHIP.ORG

3461 BLUE STAR HIGHWAY
P.O. BOX 100
SAUGATUCK, MI 49453

PHONE (269) 857-7721
FAX (269) 857-4542

Date: April 4, 2018

To: Saugatuck Township Fire District Board

From: Saugatuck Township Board

Re: International Fire Code ("IFC") Amendments

In a letter dated March 20, 2018, Fire Chief Greg Janik and Fire District attorney Jeff Sluggett questioned several aspects of the recent amendments to chapter 16 of the Township's Code of Ordinances. The letter focuses largely on the North Shores planned unit development ("PUD"), but also asks more general questions about implementation of the ordinance. At our request, the Township's attorneys assisted with this response.

The Township was transparent and cooperative in drafting the ordinance amendments. Township staff met with the Fire Chief and other representatives repeatedly to seek input on the ordinance before it was first adopted in August 2017. In October 2017, Township Zoning Administrator Steve Kushion sent a letter to the Fire Chief clarifying the intent of the ordinance. Mr. Kushion's letter (which is attached) addressed many of the same questions asked in the most recent March 20, 2018, letter and invited the Fire Board to suggest clarifying changes that the Township Board could consider when updating to the 2015 version of the IFC (which was done, at the Fire Chief's request, at the Township Board's November 2017 meeting). Neither the Fire Board nor the Fire Chief responded to that invitation.

Water-Supply and Fireflow Review

The first question in the March 20, 2018, letter relates to water-supply and fireflow review for the North Shores PUD. While the question is framed in terms of the effect of the new ordinance, the new ordinance is actually irrelevant to the issue. The Township thoroughly reviewed its records and confirmed that the Fire District approved the proposed water supply for the PUD in April 2017, about four months before the Township adopted the ordinance.¹

¹ Notably, as previously explained in Mr. Kushion's October letter, the new ordinance does not affect the water-supply and fireflow review process with respect to large-scale residential developments like the North Shores PUD. The ordinance only exempts small-scale developments, so that property owners will not be required to install a costly retention pond when constructing a home on an isolated, rural parcel.

Prior to the Planning Commission's April meeting, Mr. Kushion emailed North Shores' proposed preliminary plan to the Fire Chief and asked for his review and comment. Further, North Shores representative Scott Bosgraff personally delivered a copy of the plans to the Fire Chief and discussed them with him. The plans (which have not changed in relevant part since that time) showed two 8' inch "Fire Dept. Stand Pipes" on the northern bank of the boat basin, across from Units 35 and 36. The plans also showed a space along the Kalamazoo River designated for emergency boat access, and a helicopter pad at the end of the cul-de-sac to the west of the proposed homes.

During the April meeting, former Planning Commission Chair Kat Cook asked the Fire District for its comments on the proposed preliminary plan. Chris Mantels spoke on the behalf of the Fire District, stating that Chief Janik had a conflict and was unable to attend. Mr. Mantels indicated that the Fire District had reviewed and approved the proposed plans. Based in part on that representation, the Planning Commission approved the plans, including the stand pipe locations. The Planning Commission's approval included a condition that North Shores prepare and record easements for the standpipes, emergency boat access, and helicopter pad, which it has now done.

Although the stand pipe design and locations have been approved, Scott Bosgraff indicated in a phone call with the Township attorney last week that North Shores would be open to further discussions regarding their location. Accordingly, if the Fire District has now changed its mind regarding the location of the stand pipes, it may discuss any concerns it has with Mr. Bosgraff or other North Shores representatives. The Township will consider any zoning approvals needed to modify the approved plans.

Of course, because it is adjacent to the Kalamazoo River and includes a boat basin, there is more water immediately available to fight a fire at the North Shores PUD than at almost any other location in the Township. It has been repeatedly stated that, unlike either of the other two constituent communities in the Fire District, the Township does not have universally available public water service. The size of the Township and the distance between developments makes that financially infeasible.

Private Roads and Driveways

With respect to your question regarding the roads and driveways within the North Shores development, there are two separate considerations. First, as you know, the North Shores property is subject to a consent judgment entered by a federal district court in 2010 in a lawsuit filed against the Township by the prior owner of the property, Singapore Dunes LLC. The consent judgment expressly prohibits the Township from requiring "two means of access to [the] Property from an adjacent public street," so long as the property owner "implements alternative safety requirements, as reasonably imposed by the Township, such as a standpipe system or the equivalent for emergency water needs, the use of sprinkler systems in any non-residential buildings and any buildings containing more than four dwelling units, the designation of a space along the Kalamazoo River adjacent to [the] Property for the exclusive use of a fireboat, and the

designation of an emergency landing area for helicopters.” This provision is legally binding on both North Shores and the Township, and it heavily influenced the manner in which the North Shores PUD was designed and approved. Specifically, the Planning Commission’s approval allowed the development to be served by a single access road, and in exchange required the provision of standpipes, emergency boat access, and a helipad.

As to the width of the access road and the individual driveways within the development, the Fire District is correct that those items are now regulated by the Township’s zoning ordinance rather than the IFC. Mr. Kushion discussed this proposed amendment with the Fire Chief on numerous occasions to solicit input, and the Township incorporated much of that input into the final adopted draft. In light of these discussions, the Township Board finds it a bit disingenuous when the March 20 letter claims that the Fire District is “unfamiliar with what standards the Township will utilize in making determinations as to the adequacy of these private roads and drives for emergency access purposes.” As explained in detail in Mr. Kushion’s October letter (as well as in the text of the zoning ordinance itself), the applicable standards are in pertinent part as follows:

1. Private roads must have a minimum surface width of 20 feet and a minimum vertical clearance of not less than 13.5 feet.
2. The grade of a private road cannot exceed 10%.
3. Private roads that end in a dead end must have a fire apparatus turnaround that fully complies with IFC requirements.
4. Driveways less than 200 feet in length must be at least 16 feet wide.
5. Driveways longer than 200 feet must meet the same standards for width, vertical clearance, and grade as private roads.
6. Driveways longer than 400 feet must have a passing lane at least 20 feet wide.

Some of these requirements are a bit less stringent than those in the IFC, while others are identical to what the IFC provides.

Administrative, Operational, and Maintenance Provisions

The District’s final question relates to the section of the new ordinance providing that:

The administrative, operational and maintenance provisions of this code do not impose obligations on the owner or occupant of a one-family or two-family dwelling² except when the parcel is subject to a rental permit issued under Section 8-106 of the Code of Ordinances, or is the subject of an application for a rental permit.

² Notably, this language was largely borrowed from a statute from the State of Georgia. Unlike Michigan, Georgia has adopted the IFC as a statewide code rather than allowing individual municipalities to choose whether or not to adopt it. However, like the new Township ordinance, Georgia expressly exempts single-family and two-family homes from the “administrative, operational, and maintenance” provisions of the code.

The March 20 letter expresses concern that this provision might be read to prohibit the Fire District from exercising any authority with respect to residential properties. This same concern was expressed shortly after the ordinance was adopted, and was already addressed in Mr. Kushion's October letter. As Mr. Kushion previously explained:

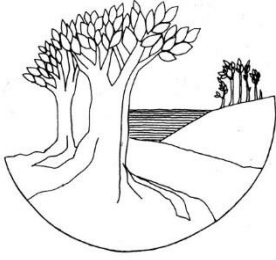
This is not the intent of the ordinance, and not how the Township will apply it. The Township's general goal was to relieve the owners of one-family and two-family dwellings from some of the obligations that the IFC imposes that are above and beyond the Michigan Residential Code. The ordinance was not intended to deprive the Fire District of powers it would have even if the Township had never adopted the IFC. As you know, the IFC is an optional code, and many communities throughout the state (including nearby Laketown Township) have not adopted it.

To further elaborate, the term "administrative, operational, and maintenance provisions" refers to the portions of the code that impose obligations on property owners and occupants on a day-to-day basis, after the structure on the property has already been designed and constructed. For example, the provisions in Chapter 8 regarding upholstered furniture fall within this category. The Township has determined that state law and other Township ordinances sufficiently provide for fire prevention in the residential context, and that it is not prudent to subject the activities that go on within single-family and two-family homes to an additional 500-plus page code.

Accordingly, in light of the new ordinance, the Fire District may not use the provisions of the IFC as a basis for conducting inspections of single-family or two-family homes, except in connection with a rental-permit application. The Fire District also may not cite the owners or occupants of single-family or two-family homes for violations of the IFC.

On the other hand, the Fire District retains all authority granted under state law to enforce fire-prevention measures and to respond to emergencies. The Fire District may also perform any service within its purview upon the request of a property owner. Many fire departments throughout the state operate in this manner, without **any** provisions of the IFC being in force. In the Township, the IFC continues to fully apply to all properties other than single-family and two-family homes.

To conclude, the Township is open to continued dialogue with the Fire District regarding the new ordinance and wants to cooperate with the District to implement it successfully. However, the Township Board is growing increasingly concerned with some of the rhetoric being used by District officials. It is no small thing to accuse others of "gambling with people's lives." Would the same be said of the elected officials in every community throughout the state (or the country, for that matter) that have chosen not to adopt the IFC in its entirety? If not, then one might question whether those accusations are truly motivated by concern with public safety, or if they are driven more by political motivations.



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Date: October 13, 2017

To: Saugatuck Township Fire District Board

From: Steve Kushion, Township Zoning Administrator

Re: Impact of recent ordinance amendments

As you know, Saugatuck Township recently amended Chapter 16, Article III of the Township Code to address several issues relating to fire protection. Fire Chief Janik has expressed concerns about the potential impact of those amendments, most recently in a September 19 email to me and Township Supervisor Jon Phillips. I am writing to respond to some of these concerns and to reiterate the Township's commitment to working with its partners at the Fire District.

First, Chief Janik has indicated that the Fire District would prefer working with the 2015 edition of the International Fire Code (the "IFC"), as opposed to the 2012 edition. Township staff is happy to accommodate this request, and has asked the Township's legal counsel to prepare an amendment adopting the newer edition.

Second, there are a number of questions about the Township's decision to generally exempt single-family and two-family dwellings from the construction and design requirements of the IFC. As previously explained, residential development in the Township often occurs on large, isolated parcels without access to public water. When applied in this type of rural setting, some of the IFC's requirements create significant financial burdens for property owners. For example, the IFC has been applied to require property owners in the Township to install ponds or other water sources on isolated residential parcels where the property owner wishes to construct a single-family home. It has also been applied to require residential driveways more than 150 feet in length to have a turnaround for a firetruck, such as a cul-de-sac at least 96 feet in diameter. These requirements can add thousands of dollars — if not tens-of-thousands — to the cost of constructing a home in a rural setting.

In considering the recent amendments, Township leaders sought to balance competing concerns relating to affordability, public safety, and other issues. The Township Board struck that balance by exempting small-scale residential development from many of the provisions of the IFC. Specifically, the water supply and fire-flow requirements in the IFC now apply only to

larger-scale developments that require review by the Planning Commission, and to developments that involve splitting a larger parcel into 4 child parcels (which is the maximum number of splits allowed under state law, and would presumably be done in order to construct multiple homes on the property). Access to residential parcels is regulated through the Township's zoning ordinance, which was recently amended in order to incorporate a number of fire-safety standards. The zoning ordinance now requires, among other things, that:

1. Private roads must have a minimum surface width of 20 feet and a minimum vertical clearance of not less than 13.5 feet.
2. The grade of a private road cannot exceed 10%.
3. Private roads that end in a dead end must have a fire apparatus turnaround that fully complies with IFC requirements.
4. Driveways longer than 200 must meet the same standards for width, vertical clearance, and grade as private roads.
5. Driveways longer than 400 feet must have a passing lane at least 20 feet wide.

Some of these requirements are a bit less stringent than those in the IFC, while others are the same as what the IFC provides.

Third, Chief Janik has expressed concern that the ordinance amendments render the Fire District unable to remove obstructions from fire lanes near residential properties, remove obstructions near fire hydrants on residential property, or to maintain fire hydrants on residential properties. He also worries that the amendments might be read to prohibit the Fire District from exercising **any authority** over residential property. This is not the intent of the ordinance, and not how the Township will apply it. The Township's general goal was to relieve the owners of one-family and two-family dwellings from some of the obligations that the IFC imposes that are above and beyond the Michigan Residential Code. The ordinance was not intended to deprive the Fire District of powers it would have even if the Township had never adopted the IFC. As you know, the IFC is an optional code, and many communities throughout the state (including nearby Laketown Township) have not adopted it.

Fourth, some have questioned why the Township's ordinance vests the authority to stop construction in the Township Building Official, as opposed to the Fire Chief. The idea is to create a single point of contact for construction contractors in the Township, so that the Township and its officials can speak with one voice. The ordinance contemplates that the Building Official will work closely with the Fire Chief to determine when the conditions on a construction site pose a fire hazard that requires the issuance of stop work order. The ordinance also authorizes the Fire Chief to issue temporary stop work orders in emergency situations.

Fifth, the Township believes that under Michigan law, the appropriate procedure for establishing fees in the Township is the approval of a fee schedule by the Township Board. The

Township invites the Fire District to submit a proposed fee schedule for items relating to the administration of the IFC.

Finally, Chief Janik questions the rationale for the amendments to the Township's cost recovery ordinance. These changes were intended to more clearly limit cost recovery to "extraordinary" circumstances, consistent with the stated purpose of the ordinance. They also provide enhanced procedural protections and ensure Township oversight of the process. Township leaders believe these changes are appropriate, given that the Township would likely be a party to any legal challenge to costs assessed under the ordinance.

I hope this memorandum clarifies the issues that have been raised, and hope that it provides some comfort regarding the Township's implementation of the new provisions. The Township Board and staff worked diligently to advance policies with input from stakeholders, and made numerous changes (21 versions in total) to incorporate input and develop the best possible amendments. The amendments are tailored to the Township's unique service needs and sensitive to the needs of the Fire District and other community partners. While some may disagree on one issue or another, the majority of the Board is confident that the amendments as a whole serve the best interest of the people of the Township.

If anyone would like to review the full volume of Township reports, facts, analysis, and rationales that support the Board's determination regarding these amendments, please do not hesitate to contact Township Hall. Since much of this information has already been disseminated to your representatives and local officials, it is readily available and can be easily provided upon request. Further, if there are any provisions that you think need further clarification, please feel free to submit proposed changes for our attorney's review. There will be an opportunity for the Township Board to make clarifying changes when it considers the update to the 2015 edition of the IFC.

Saugatuck Township Planning Commission Meeting – 4/26/2017 Meeting

Captain Linus Starring, and Captain Chris Mantels were both present at the 4/26/2017 Planning Commission meeting to represent Saugatuck Twp. Fire District in Chief Janik's absence.

(As transcribed from audio recording by Chris Mantels on 4/6/2018.)

51:08 - PC Chair Kat Cook, "I had heard if the trucks get up in there, & they empty, they can't turn around. and fill up, and there is so much going on, you know. I'm just being honest."

51:20 – Greg Weykamp, Edgewater Resources "I think on the PUD side, that will be addressed, but from a marina fire protection standard its an important part of our job when we design just from a simple technical prospective, and this meets all standards and far exceeds the norm."

51:34 – PC Chair Kat Cook, "Thank you, appreciate that"

51:37 – Steve Kushion, Twp. Zoning Administrator, "The road would meet widths, and have the proper turnaround too."

51:40 – PC Chair Kat Cook, "Okay, Okay."

51:43 – PC Member Maggie Conklin, "*(inaudible)* ask our fire officials that are here?"

51:48 – PC Chair Kat Cook, "Uh Yeah, that would be great."

51:49 – Capt. Chris Mantels – "I'd be happy to help with that."

51:50 – PC Chair Kat Cook, "That would be wonderful."

51:54 – Capt. Chris Mantels – "Captain Chris Mantels, Captain, Fire Inspector. Greg Janik unfortunately couldn't be here tonight. I think you are referring to the marina itself as far as additional load on the fire department, not the PUD, correct?"

52:05 - PC Chair Kat Cook, "At this moment, yes."

52:07 – Capt. Chris Mantels – "Um, I think provided that the slips have a separate standpipe system in accordance with NFPA 303 for the marina itself, which is separate of the water supply for the PUD, I don't see it adding a whole lot of additional load to our current services, especially with the fact that the fireboat sitting right there."

52:26 - PC Chair Kat Cook, "Oh, oh, oh."

52:27 – Capt. Chris Mantels – "Collectively, if you figure, to be honest I don't know how many boat slips we have within the harbor currently but adding the few that they are adding is not going to increase our overall load."

52:39 - PC Chair Kat Cook, "So you're comfortable with it?"

52:40 – Capt. Chris Mantels – "Yes."

52:43 – Greg Weykamp, Edgewater Resources “To be clear, NFPA pretty much gives him the authority to do whatever he wants. NFPA pretty much defers everything to the local authority.”

52:51 – Capt. Chris Mantels – “Right”

52:53 – Capt. Chris Mantels – “The concerns for access you are referring to and water supply as far as the PUD would go were already addressed I believe and approved in the previous PUD line item. Two separate issues.”

(Chris Mantels Comment: What I meant by this was the Planning Commission approved the PUD site plan, earlier in the meeting, under a separate agenda item, without asking for fire department input, and rather waited to ask for fire department input until we were discussing the marina itself. If this is what the Township is interpreting to be “Fire Department Approval of Northshore Development” that is misconstrued in my opinion.)

53:07 - PC Chair Kat Cook, “Ok, Thank you.”

53:09 - PC Member Joe Milakaus, “Sir, before you leave, make sure I am understanding. Our provision in that PUD was providing a mooring space okay, for a boat. Are we requiring that they, were not requiring that they maintain have to maintain a fireboat in that location?”

53:29 – Capt. Chris Mantels – “No, and that may change on our specific needs depending on the season as well. There may be times where we would keep it in this provided dock, and there may be times we may keep it where its currently at, by the Lucy Street location for certain events like Venetian Festival and other things where it is better to have it closer to town than out at the Northshore development. Those details have yet to be sorted out as far as our plan of attack.

53:57 - PC Chair Kat Cook, “Thank you.”

53:58 – Capt. Chris Mantels – “Anything else?”

54:01 - PC Chair Kat Cook, “Great that your here, appreciate it.”

54:12 - PC Chair Kat Cook, “Alright, um, that was insightful, all of it.”



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Saugatuck Township Regular Planning Commission Meeting April 26, 2017

AMENDED APPROVED MINUTES

The Saugatuck Township Planning Commission met on April 26, 2017 at the Saugatuck Public School cafeteria on 401 Elizabeth St, Saugatuck, Michigan, 49453.

Present: Miller Cook, Rudich, Prietz, Conklin, Welk, Milauckas
Recused: Rowe, due to possible financial conflict with Cottage Homes
Also Present : ZA Kushion. Attorney Scott Smith and Attorney Nick Curcio

At 7:00 pm Chairperson Miller Cook called the meeting to order.

Pledge of Allegiance

Review and Adopt Agenda: Milauckas motioned to move the Public Comment portion of the meeting to item #5A. Miller Cook seconded. Attorney Smith advised that because the public was told that the public comment portion of these hearings was over, allowing public comment before the hearings at this meeting might be deemed inappropriate. Mr. Bosgraaf stated that he had many people who would have spoken on his behalf at this meeting but since he understood that the public comment portion of these hearings was over, he advised them not to come. Milauckas asked Attorney Smith if this action could be a required motion or if the chairperson, with support, could make such a change. Attorney Smith replied that since the agenda needs to be adopted by the whole body, the chairperson may not make changes individually. Milauckas stated that in his experience, someone might have information that is new and relevant to the hearing and should be heard. Roll call vote: Rudich-no, Welk-no, Prietz-no, Miller Cook-no, Milauckas-yes, Conklin-no. Motion failed. Rudich motioned to approve the agenda with an additional agenda item regarding the recusal of Bill Rowe as agenda item #5A, Prietz seconded. Motion approved unanimously.

Review of March 28, 2017 meeting minutes: change 'Coklin stated' to 'Conklin asked' on page 3, fourth paragraph. Change 'R-3' to 'R-3b on page 6. Prietz motioned to approve the minutes as amended, Welk seconded. Motion approved unanimously.

Recusal of Bill Rowe: Milauckas motioned that, in accordance with the rules of procedure 5.2 and after review by the township attorney, the board honor Mr. Rowe's request to be recused on the basis of a conflict of interest on this particular application, Rudich seconded. Motion approved unanimously.

AMENDED APPROVED MINUTES

Request for Preliminary Site Condominium and Preliminary R-2 PUD zoning for 23 residential single family home lots surrounding a boat basin. Parcels 03-20-004-006-00, 03-20-004-002-00. North Shores of Saugatuck LLC

Board discussion:

Attorney Smith explained that the last hearing was postponed so that the board could review information that was submitted shortly before the meeting was held. Since that meeting, additional correspondence has been received from, among others, a letter from Mr. Steve McKown and a letter from attorneys Howard & Miliken on behalf of the Saugatuck Dunes Coastal Alliance. The township attorneys have provided updated recommendations since the last meeting regarding additional conditions for approval and the developer has also provided some updates to the plan to address issues raised by the board, the township attorneys and township staff. Attorney Smith advised that all of these be made part of the public record so that the record is as complete as possible with regard to the information that the Planning Commission has before it. Attorney Smith commented on the procedural issues raised by the attorneys for the Saugatuck Dunes Coastal Alliance. He stated that plans often change after initial submission which is the reason for having a plan review and a public hearing. This gives an opportunity for improvement of the plans as originally submitted, to make sure there is full compliance with the ordinances and to make changes that the Planning Commission deems appropriate. There was an issue raised in the letter regarding the need for an outside consultant and who has the authority to make that request. The letter from the attorneys for the Saugatuck Dunes Coastal Alliance correctly pointed out that township planning ordinances, by-laws and state laws state that a planning commission may have assistance from an outside planner. However, since the Planning Commission is not an entity unto itself, it has to work within the budgeted funds that the township has and only the township board can enter into contracts with an outside consultant which has not been done in this case. He stated that the services of an outside consultant can be requested by the Planning Commission and would then go to the township board for approval. Attorney Smith stated that some of the other issues raised in the letter were added as additional conditions of approval to the application. He also remarked on the concerns raised about communication issues which might be improved by dialogue with the township board and training sessions. Milauckas asked Attorney Smith if his confidential response to the letters could be made available to the public. Attorney Smith stated that if the township board would waive the client/attorney privilege, the correspondence could be released. Attorney Smith indicated that, in his opinion, the memorandums could be released but would have to be approved by the township board. Miller Cook asked Attorney Smith if the PUD and site condominium could be approved separately or if they needed to be approved together. Attorney Smith replied that they can be approved or denied separately or together.

Miller Cook asked the commissioners if, after looking at the site condominium plan, they had any issues or questions. Milauckas asked if the plan that was under review by the Planning Commission was dated April 26, 2017. Miller Cook replied that it was. Miller Cook asked Brian Bosgraaf of Cottage Homes to address the parking space issue that was raised.

AMENDED APPROVED MINUTES

Mr. Bosgraaf stated that there are 26 slips that are available to property owners located in the development outside of the site condominium development for which the plan has designated 40 parking spaces. Discussion regarding the boat slips for property owners. Welk asked if this development will be a gated community, access available only to property owners and guests of property owners. Mr. Bosgraaf replied that it would be a gated community. Mr. Bosgraaf spoke regarding the density calculations of the site condominium plan. He stated that the total area of the site condominium development is 2,221,428 square feet of which 1,154,072 is open space which calculates to 52% open space. Milauckas asked why the western boundary of the site plan had changed from the last site plan submission. Mr. Bosgraaf explained that it was moved because more open space wasn't needed in the site plan. Milauckas asked if any of the land designated as open space contains wetlands. Mr. Bosgraaf stated that there were no wetlands in the open space. Milauckas asked if the land previously identified as lots 39 & 40 would be available for additional development in the future. Attorney Smith replied that it would be available for development but would be subject to approval from the Planning Commission. Milauckas asked if the land could be developed as a land division or had the property been included in the land division calculations for the property identified as lake cluster and river cluster. ZA Kushion stated that he thought there were no more land divisions available and that the land was included in the calculations for the land divisions that were previously approved. Miller Cook stated that she has concerns regarding section 7.12 of the preliminary construction requirements which deal with permitted variances. The section states that the review committee may, on a showing of practical difficulty or other good cause, grant variances from the requirements of this section but only to an extent and in a manner that does not violate the spirit and intent of the requirement. She also referenced section 7.13 which deals with setback lines and this section also states that the review committee may grant variances for setbacks. She was concerned because variances should only be granted by the township Zoning Board of Appeals. Mr. Bosgraaf stated that township ordinances would be followed and that some of the language in the preliminary construction requirements was probably carried over from other developments they had done in the past. He stated that the language would be revised to say that the standards of the township would not be exceeded. Milauckas referenced section 7.14 in the preliminary construction requirements that deals with building heights and stated that the township ordinances have a different way of defining building heights, etc. than the preliminary construction requirements do. Mr. Bosgraaf stated that the township ordinances supersede any boilerplate language found in their preliminary construction requirements and that the language would be changed before final approval would be requested. Miller Cook asked if any of the Planning Commission board members felt the need to require a performance bond for the PUD. None of the board members felt a performance bond should be required at the preliminary approval stage. Milauckas asked about storm water drainage. Mr. Bosgraaf stated that the county road commission would be addressing storm water runoff calculations during final approval of the road design. For the home sites, each one will have its own storm water management system which is designed so that water run off stays on each individual site. Milauckas asked if township ordinance #40-910, paragraph h which prohibits construction of a canal or channel is applicable in this case. Greg Weykamp from Edgewater Resources spoke to this issue.

AMENDED APPROVED MINUTES

He stated that the concept of key holing applies more to inland lakes when there is a large ratio between water frontage area and land acreage area. The frontage area of this development is 3000 linear feet with hundreds of acres of land. Milauckas stated that there is also a portion of the ordinance that deals with the number of docks allowed on the water frontage. Attorney Smith stated that this would not apply to the docks in the PUD development but might apply to the other docks. Attorney Smith explained that the beginning of township ordinance #40-910 states that 'in any zoning district where there is an intent to create or use a lot or parcel or condominium unit treated as a lot or parcel' (which is how these condominium units in the PUD development are treated), 'for the purpose of providing shared waterfront access by deed or otherwise, the following standards shall apply. Attorney Smith stated that since none of the condominiums in this PUD development have shared water access, each having their own waterfront access, the condition in paragraph h no longer applies. Milauckas asked what the definition of 'live-aboard' is. Mr. Weykamp stated that the definition of a 'live-aboard' is a permanent residence. Prietz read the list of conditions suggested by the township attorney and added at this meeting.

1. The applicant shall obtain all required state and federal permits and approvals to construct the boat basin, including, without limitation, any that are needed from the United States Army Corps of Engineers (USACE), the United States Environmental Protection Agency (USEPA), and the Michigan Department of Environmental Quality (MDEQ) before any construction permits are issued. These permits may be obtained following final PUD and site condominium plan approval, but the applicant shall fully inform the Planning Commission about the status of those permits and applications, including without limitation any decisions communications, etc. that indicate any alterations are needed from what is approved in the preliminary and final PUD and site condominium plans.
2. Compliance with all conditions and requirements related to the permits and other approvals obtained pursuant to condition1.
3. Obtain and comply with any terms and conditions of all needed state and county permits for private wells and septic systems.
4. Before any occupancy permit is issued for any dwelling unit, the private road leading to the site from the public road and through the site (currently shown as Saugatuck Beach Road) shall be constructed in compliance with the private road standards in Sec. 40-658 of the zoning ordinance and paved.
5. The plans shall be submitted to and, to the extent needed and not already provided in these conditions, approved by the County Health Department, County Road Commission, County Drain Commissioner, and any appropriate state agency before any construction permits are issued. These approvals may be obtained following final PUD and site condominium plan approval.
6. Fully dimensioned plans shall be submitted and staff shall confirm the developer's open space and other area and dimensional calculations before final PUD and site condominium plan approval.

AMENDED APPROVED MINUTES

7. Anything shown on drawings outside the area of the PUD and site condominium project other than the private road leading to it is not part of this approval.
8. The project, including the marina, shall be constructed in a single phase beginning no later than March 15, 2018.
9. The developer shall provide the following items needed for the benefit of the condominium owners: (i) an emergency landing area for helicopters, (ii) a mooring space along the Kalamazoo River dedicated for fire, law enforcement or other federal, state or local public safety agency boat access, and (iii) standpipes in locations and meeting specifications approved by the Township Zoning Administrator after consultation with the Fire Chief. These items must be designated on the final plan. If any of these locations are outside the PUD, the developer shall grant and record an easement for the use of the item to the condominium owners in a form reasonably acceptable to the Township Attorney prior to approval of the final plan.
10. Open space shall not be reduced from the areas shown on the plans and shall be maintained as provided in the condominium documents provided during final site plan consideration.
11. No changes shall be made in the Preliminary Construction Requirements, the Preliminary Common Area Maintenance Provisions, or the Preliminary Use and Occupancy Restrictions presented, as part of the applications without the prior written consent of the Township Zoning Administrator, Township Building Official and Township Attorney. Any major change (i.e. a change that the Township Zoning Administrator, Township Building Official and Township Attorney believe is substantive enough to merit review by the Planning Commission) may not be made unless and until accepted by the Planning Commission. They shall be incorporated in the site condominium documents as required by the zoning ordinance. No waivers or variances may be granted in violation of any zoning ordinance provision.
12. No changes may be made to any front yard setbacks, side yard setbacks, rear yard setbacks, accessory building setbacks or other aspects of building envelopes as presented in the application materials unless and until accepted by the Planning Commission. The developer shall promptly inform the Township Zoning Administrator of any such proposed changes, and shall explain the reason for the proposal (e.g. reconfiguration in connection with state or federal permit applications).
13. The community building shall have the size and dimensions depicted on the plan.
14. The dock density regulations in sections 40-908 and 40-909 of the zoning ordinance apply to any docks constructed along portions of the seawall that adjoin condominium units 17-21 and 27-37.
15. Residences within the PUD shall be constructed in accordance with the standards and procedures provided in the 'Preliminary Construction Requirements' document submitted as part of the developer's application. No waivers or variances may be granted in violation of any zoning ordinance provision.
16. Compliance with all conditions for the special approval use of the marina.

AMENDED APPROVED MINUTES

17. The following items were not addressed through the preliminary plan approval process, and must be addressed in the final plan: (a) landscaping, (b) signage, (c) construction staging, (d) lighting, (e) details regarding items required for condition 9, and (f) elevations of common-element buildings showing finish materials.
18. All heavy construction equipment accessing the site must use 135th Avenue and avoid 66th St.
19. A detailed storm water plan and description will be provided at the time of final site plan consideration.

Miller Cook read the general standards to approve a PUD. The Planning Commission shall review the particular circumstances of the planned unit development application under consideration in terms of the following standards and shall approve the PUD only upon a finding of substantial compliance with each of the following standards as well as substantial compliance with applicable standards elsewhere in this chapter. (1) The Planned Unit Development shall be designed, constructed, operated and maintained in a way that is harmonious with the character and use of adjacent property and surrounding areas. (2) The Planned Unit Development shall not change the essential character of adjacent property and surrounding area. (3) The Planned Unit Development shall not create hazards to adjacent property or the surrounding area and shall not involve such uses, activities, materials or equipment which shall be detrimental to the health, safety or welfare of persons or property due to creation or maintenance of such nuisances as traffic, noise, smoke, fumes or glare. (4) The Planned Unit Development shall not place demands on public services and/or facilities in excess of current and anticipated capacity. Milauckas asked if there is language in the application guaranteeing the open space preservation. Mr. Bosgraaf stated that this language would be contained in the condominium association's documents and would be presented at the final hearing. Attorney Smith suggested adding language regarding the open space as an additional condition of approval.

Prietz motioned that the Preliminary Site Condominium and Preliminary R-2 PUD zoning plans as submitted by North Shores of Saugatuck satisfies the applicable criteria in Article 8 and Article 13 of the zoning ordinance for reasons discussed and to approve the plan dated April 26, 2017 including the narrative statements provided and submitted to the township with the plan dated April 23, 2017 and subject to conditions 1 through 19 as stated in the Dickinson Wright memo dated April 24, 2017 as amended this evening. Rudich seconded. Roll call vote: Rudich-yes, Welk-yes, Prietz-yes, Miller Cook-yes, Milauckas-yes, Conklin-yes. Motion approved unanimously.

Request for a Special Approval Use for a Private Marina, Parcels 03-20-004-006-00, 03-20-004-002-00 North Shores of Saugatuck LLC

Board Discussion:

Conklin asked the reason behind the need for condition #5 regarding the requirement for construction of all other elements designated on the final plan before construction of the boardwalk and dock extensions.

AMENDED APPROVED MINUTES

Attorney Smith replied that the condition was to prevent the building of the marina with no homes or amenities around it. Milauckas asked about the portion of the narrative regarding boat slip ownership, specifically regarding property owners within the PUD or the North Shore property as a whole who may purchase and own boat slip condominium units. He wondered if a business that rents commercial property in the development might be able to purchase a boat slip condominium unit even though they were not property owners. Mr. Bosgraaf stated that the intent was for residential property owners in the development only to purchase and own boat slip condominium units and could be changed to be residential property owners instead of just property owners in the narrative. Prietz asked if the docks that are in front of the houses on the basin are strictly a side tie or broadside dock. Mr. Weykamp stated that the docks would not be perpendicular or protruding out into the basin.

Prietz read the list of conditions suggested by the township attorney and added at this meeting:

1. The applicant shall obtain all required state and federal permits and approvals to construct the boat basin and marina, including, without limitation, any that are needed from the United States Corps of Engineers (USACE), the United States Environmental Protection Agency (USEPA) and the Michigan Department of Environmental Quality (MDEQ).
2. There shall be no fuel sales, no pump-out services or facilities, no boat storage facilities, no boat launch facilities and no in and out boat service provided at the marina.
3. No itinerant use shall be allowed of any of the slips. The slips may be used only by the owners of the respective dockominium units and by the owners' guests.
4. "Live-aboard" use is not permitted on any boats stored in the slips. This condition will be further addressed in the condominium documents filed prior to final approval.
5. The boardwalk and dock extensions that are part of or adjacent to the dockominium units may not be constructed until all other common elements designated on the final plan (including the community building, community restrooms, streets, etc.) are fully constructed.
6. No more than 15 slips in the marina may be used or occupied until at least 5 residences are fully constructed.
7. The marina shall have only those buildings, parking areas, and other improvements and amenities shown on the approved PUD and site condominium plans.
8. All heavy construction equipment accessing the site must use 135th Avenue and avoid 66th St.
9. The docks may be sold only to residential property owners in the river cluster, channel cluster, lake cluster or PUD. Docks may not be owned or used by a commercial enterprise.

Miller Cook read the general standards for special approval use. (1) The duration of the special approval use is permanent. (2) Will the special approval use be designed, constructed, operated and maintained in a manner harmonious with the character of the surrounding area. (3) Will the special approval use change the character of the surrounding area. (4) Will the special approval use be hazardous or involve uses, activities, materials or equipment which might prove detrimental to the health, safety, welfare of persons or property by reason of traffic, noise, vibration, smoke, fumes or glare. (5) Will the special approval use place additional demands on public services and facilities.

AMENDED APPROVED MINUTES

Discussion regarding the general standards and the procedures for approving or denying the special approval use based on these standards. Miller Cook expressed concerns regarding condition (3) and condition (5). She feels that this special approval use might not be harmonious with the character of the surrounding area and that there might be an issue with fire department access to the marina. Mr. Bosgraaf stated he felt that since the property has a large hill located on it, the development would not be visible from the state park. Milauckas stated that since the development is located in the lower elevation of the property, it might only be seen from the river. Captain Mantels from the Saugatuck Fire Department commented that he didn't anticipate the marina adding an additional load to the fire department services, especially since the fire boat would be docked close by.

Welk motioned that the special approval use for a marina as requested by North Shores of Saugatuck LLC satisfies the applicable criteria in article 6 of the zoning ordinance for the reasons discussed and to approve the request for the site plan dated April 26, 2017 subject to the conditions 1 through 9 as stated in the Dickinson Wright memo dated April 24, 2017 as amended this evening, Conklin seconded. Roll call vote: Rudich-yes, Welk-yes, Prietz-yes, Miller Cook-yes, Milauckas-yes, Conklin-yes. Motion approved unanimously.

Public Comment:

Steve McKown, 2845 Lake Breeze Dr, Mr. McKown feels that the interpretation of the waterfront access is incorrect and that if it is not changed, it could lead to serious problems. He stated that since the site condominium will be its own separate parcel of land, the argument by the developer of using the large acreage of the whole piece of property in the waterfront calculation is not valid. He thinks that other parts of the waterfront ordinance would also be violated by this site condominium plan.

Cynthia McKean, 3498 Riverside Dr, Ms. McKean stated that the most important part of the project is the marina and feels that the marina does not meet the intent of the ordinance. She does not think it should be approved because it is key holing. She is upset that the Planning Commission did not stand up and protect the dunes that the community has had for so long.

Patty Birkholz, 3413 64th St, Ms. Birkholz is disappointed in the people of the township board who would not allow the Planning Commission to ask for professional help. She clarified that sometimes when the water is high, it looks like there is an entrance into the Oxbow harbor from the river. She stated that it is not navigable and anyone who tries to go through should be stopped.

Lori Goshorn, 3512 64th St, Ms. Goshorn stated that she was disappointed in Cottage Home's snarky statement to the Commercial Record and subsequent lawyering up. She feels that requesting the necessary help in coming to a decision on such a project is good governance.

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Dayle Harrison, 3108 62nd St, Mr. Harrison feels that the ordinance is very clear and its requirements are not being met with this project. He says that irreplaceable resources will be lost with this project. He wonders why the language isn't already in place that specifies how the open space will be set aside.

Laura Judge, 6510 Oakwood Lane, Ms. Judge feels that this project will forever alter the area.

Jon Helmrich, 3522 64th St, Mr. Helmrich is dismayed by the Planning Commission's approval of this plan. He stated that he feels there was a rush to a vote, especially since the plan had only been submitted in February. He feels some members of the board have blocked requests for a planner.

Dave Burdick, 385 Fremont, Mr. Burdick encourages the board to reconsider requiring a performance bond to avoid being stuck with a hole in the ground.

Keith Charak, 560 Main St, Saugatuck, Mr. Charak is upset that a member of the Planning Commission and the Zoning Administrator blocked the request for a planner and feels that they should resign.

Marcia Perry, 6248 Blue Star Highway, Ms. Perry feels that she was blatantly lied to and was not given the latest plan that was submitted even though she had been at the township office today. She is very upset that this development will change the essential character of the area, digging a marina where there once was a town or where there are possible Native American artifacts. She encourages the Planning Commission to read the ordinances and the Master Plan.

Tracey Shafroth, 271 Water St, Ms. Shafroth would like the Planning Commission to slow down and read the information in front of them. She thinks that the process should have been delayed because of the timing of the information submitted.

Dayle Harrison, 3108 62nd St, Mr. Harrison would like a planner to be hired to assist in the process.

Miller Cook closed the Public Comment.

Milauckas responded to several of the comments. He stated that the change on the plan that was submitted the day of this meeting was very minor. He doesn't personally agree with the township attorney's interpretation of the waterfront access ordinance. Milauckas motioned to request from the township board the services of a planner to review the detailed site plan of this particular project, Miller Cook seconded. Roll call vote: Rudich-yes, Welk-no, Prietz-yes, Miller Cook-yes, Milauckas-yes, Conklin-yes. Motion passes five to one.

Board Discussion: Rudich stated that the reason he had objected to a planner was because the request was never made at an opening meeting of the Planning Commission. Attorney Smith stated that an individual planning commissioner cannot act individually and outside of a public meeting.

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Miller Cook stated that she had been in agreement with several of the Planning Commission members and the Zoning Administrator to contact Mark Sisson. When she learned that he was unavailable, she didn't realize that wasn't the route that they were going to go.

Township Board Updates and Planning Commission Comments: Rudich stated that township board clarified the land division act and took out the Planning Commission and the township supervisor. Milauckas asked why the Planning Commission was removed. Rudich stated that the land division act stipulates that there is a certain amount of time to act and, depending on the date of the next Planning Commission meeting, there might not be enough time for action.

Rudich motioned to adjourn, Welk seconded. Meeting adjourned.

Next Planning Commission Meeting: The next Planning Commission meeting will be on May 22, 2017.

Janna Rudich, Recording Secretary

1. Motion to approve the agenda of the April 26, 2017 Planning Commission meeting. Rudich motioned, Prietz seconded. Motion approved unanimously.
2. Motion to approve the amended minutes of the March 28, 2017 Planning Commission meeting. Prietz motioned, Welk seconded. Motion approved unanimously.
3. Motion that, in accordance with the rules of procedure 5.2 and after review by the township attorney, the board honor Mr. Rowe's request to be recused on the basis of a conflict of interest on this particular application. Milauckas motioned, Rudich seconded. Motion approved unanimously.
4. Motion that the Preliminary Site Condominium and Preliminary R-2 PUD zoning plans as submitted by North Shores of Saugatuck satisfy the applicable criteria in Article 8 and Article 13 of the zoning ordinance for reasons discussed and to approve the plan dated April 26, 2017 including the narrative statements provided and submitted to the township with the plan dated April 23, 2017 and subject to conditions 1 through 19 as stated in the Dickinson Wright memo dated April 24, 2017 as amended this evening. Prietz motioned, Rudich seconded. Roll call vote: Rudich-yes, Welk-yes, Prietz-yes, Miller Cook-yes, Milauckas-yes, Conklin-yes. Motion approved unanimously.
5. Motion that the special approval use for a marina as requested by North Shores of Saugatuck LLC satisfies the applicable criteria in article 6 of the zoning ordinance for the reasons discussed and to approve the request for the site plan dated April 26, 2017 subject to the conditions 1 through 9 as stated in the Dickinson Wright memo dated April 24, 2017 as amended this evening. Welk motioned, Conklin seconded. Roll call vote: Rudich-yes, Welk-yes, Prietz-yes, Miller Cook-yes, Milauckas-yes, Conklin-yes. Motion approved unanimously.
6. Motion to request from the township board the services of a planner to review the detailed site plan of this particular project. Milauckas motioned, Miller Cook seconded. Roll call vote: Rudich-yes, Welk-no, Prietz-yes, Miller Cook-yes, Milauckas-yes, Conklin-yes. Motion passes five to one.