

**Saugatuck Township
Regular Meeting Minutes
Wednesday, August 9, 2023, at 6:00 p.m.
Saugatuck High School Cafeteria
Meeting held in person**

Call to Order: Supervisor Bigford called the meeting to order at 6:00 PM

Roll Call:

Present: Supervisor Bigford, Clerk Israels, Treasurer Helmrich, Trustee Aldrich, and Trustee Marcy.

Absent:

Also Present: Township Manager Daniel DeFranco, Recording Secretary Morgan Arens, Ken Butler, Andy Campbell, and Dana Burd.

Pledge of Allegiance

Approval of Agenda:

Supervisor Bigford introduced the agenda.

A **Motion** was made by Marcy to approve the agenda as amended. Supported by Aldrich.

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously.

Public Comment:

1. Katie Nucci – stated that one of her neighbors has inoperable vehicles and possible illegal growth operation. She stated that she has been working with the Building Official and they have reached the limit of what can be done to remedy the situation, and she asked the Board for assistance.

Public Comment Closed

Approval of Consent Agenda: Bigford introduced the consent agenda.

A **Motion** was made by Aldrich to approve the consent agenda as presented. Supported by Israels.

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously.

Presentations:

Andy Campbell, Baker Tilly & Dana Burd, Prein&Newhof

Campbell presented on work to complete a Capital Improvement Plan for the Township's water system.

Burd presented on work to complete a Water Asset Management Program from the Township's water system.

New Business:

1. Planning Commission Appointments

The Township has two (2), 3-year appointments to make on the Planning Commission. The terms of Commissioners Jackie Ground and Ken Butler have expired. Both Ground and Butler have expressed interest in continuing to serve on the Planning Commission. The Township has published the two vacancies and has received no applications in response aside from Ground and Butler. Terms for the Planning Commission appointments are set to expire Jun 30, 2026.

A **Motion** was made by Helmrich to approve the appointment of Jackie Ground and Ken Butler to the Planning Commission for terms to expire on June 30, 2026. Supported by Marcy.

Discussion: Trustees thanked both Ground and Butler for their dedication and years of service on the Planning Commission.

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

2. ZBA Appointments

The Township has two (2) appointments to make on the Zoning Board of Appeals. One appointment is for a full ZBA member with a term to expire on June 30, 2024. One appointment is for an alternate position with a term to expire on June 30, 2026. The Township received two applications; one from Denise Webster, for full ZBA member and one from Rex Felker, for an alternate position.

A **Motion** was made by Aldrich to approve the appointment of Denise Webster as full member to the ZBA with a term to expire on June 30, 2024. Supported by Israels.

Discussion: Israels made note that Webster has previous ZBA experience.

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

A **Motion** was made by Marcy to approve the appointment of Rex Felker as an alternate member to the ZBA with a term to expire on June 30, 2026. Supported by Israels.

Discussion: None.

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

3. Water Asset Management Plan

In May, the Township contracted with Baker Tilly and Prein&Newhof to develop a Water Asset Management Plan (WAMP). A draft of the WAMP is now available that will serve as a road map in planning and financing capital improvement projects for the water system. The Board should consider authorizing the submission of the draft WAMP to EGLE, as this action is a requirement of a Corrective Action Plan developed by EGLE for the Township. Keep in mind that the Township's WAMP may change upon updates to the KLSWA Water Agreement, but the present WAMP will provide a strong foundation until updates to the agreement are finalized.

A **Motion** was made by Marcy to authorize submission of draft Water Asset Management Plan and Capital Improvement plan for Saugatuck Township's Water System to the Michigan Department of Environment, Great Lakes and Energy. Supported by Helmrich.

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously.

4. Grant of Franchise for Michigan Gas

The Township has as an ordinance in place that grants Michigan Gas Utilities the right to operate its natural gas system within the municipality. That franchise will be expiring within the next year or so and Michigan Gas Utilities has petitioned Saugatuck Township to replace the existing ordinance with a similar ordinance. Under the Michigan Constitution, all utilities that operate within a municipality must have an approval (called a franchise) granted by the governing board. Michigan Gas has provided the Township a new 10-year ordinance to allow for their operation in the Township. The Township Attorney has reviewed the proposed ordinance and his recommendations are reflected in the draft ordinance that the Board is presently considering. The Township Attorney finds the terms of the new ordinance to be favorable to the Township and consistent with the terms the Township's ordinance allowing Semco to operate within the Township.

Helmrich asked if this would give Michigan Gas exclusivity in the Township, and DeFranco explained that it wouldn't.

A **Motion** was made by Helmrich to adopt Ordinance No. 2023-04, an Ordinance granting to Michigan Gas Utilities Corporation, a Delaware corporation, and its permitted successors and assigns, the right, power and authority to lay, maintain and operate gas mains, pipes and services on, along, across and under the highways, streets, alleys, bridges, waterways, and other public places, and to conduct a local gas business in the Township of Saugatuck, located in Allegan County, Michigan, for a renewable term of 10 years. Supported by Aldrich.

Discussion: None.

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

5. Blue Star Highway Bridge Navigation Light Project

Upon the recommendation of the Kalamazoo Lake Harbor Authority, Saugatuck Township and the Cities of Saugatuck and Douglas have engaged Fleiss & Vandenbrink to complete the engineering design and bidding for a navigational light system on the Blue Star Highway Bridge. F&V received three bids for

- Purchasing and installing six solar powered navigation lights (3 on each side of the bridge)
- Mounting hardware/brackets
- Traffic control and related work.

The lowest bid received was from Strain Electric in the amount of \$34,950. F&V recommends the project be awarded to Strain Electric and that the construction budget be set at \$40,000 to cover construction, contingencies, and engineering and administrative costs. The following cost/share arrangement is proposed: Douglas 40%, Saugatuck City 40%, and Saugatuck Township 20%. The proposed cost to the Township is \$8,000. Note that \$10,000 has been allocated for this project in the FY 2023 Budget.

Helmrich asked about the project's potential timeline, and DeFranco said that the project should be completed by Memorial Day 2024.

A **Motion** was made by Aldrich award Strain Electric the Blue Star Highway Bridge Navigation Project and have Fleis & Vandenbrink act as project engineer and administrator for a proposed total project cost of \$40,000 with the following cost/share arrangement: Douglas 40%, Saugatuck City 40%, and

Saugatuck Township 20%. Supported by Israels.

Discussion: Bigford stated that this project will be appreciated by many.

Voice Vote: 5-0.

Motion Carried Unanimously.

6. SAD Request for 2846 Hercules, LLC and 236 Culver, LLC

The Township currently has an agreement with 2846 Hercules, LLC and 236 Culver, LLC establishing a payment schedule for financing water and sewer connection fees associated with their marihuana grow facility located in the Township. The original agreement established a payment schedule over a period of five (5) years. The owner of 2846 Hercules, LLC and 236 Culver, LLC is requesting that the original agreement be revised, establishing a ten (10) year payment schedule, starting this year, via a Special Assessment District. The owner is aware that there will be associated legal and administrative costs with revising the original agreement and is willing to be responsible for those costs.

Israels asked if the current business is going to continue, with Helmrich explaining the current proceedings.

Israels stated that she believes that this will be good protection for the Township.

A **Motion** was made by Helmrich to authorize the Township Manager to work with Township Attorney in preparing a revised Agreement with 2846 Hercules, LLC and 236 Culver, LLC to establish a new 10-year payment schedule and create a Special Assessment District for outstanding connection fees.

Supported by Israels.

Discussion: None.

Voice Vote: 5-0.

Motion Carried Unanimously.

Old Business: None.

Reports: Supervisor Bigford opened the floor for reports.

Treasurer's Report

Helmrich gave an update on the Township finances; the report is on file.

Planning Commission

Helmrich gave an overview of the Planning Commission reviewing the first 5 articles on the Draft Zoning Ordinance.

Manager's Report

Township Manager DeFranco gave an update on the Township projects; the report is on file.

Open Board Report:

- **Aldrich:** went to the Cemetery Enhancement Project open house and enjoyed it.
- **Israels:** agreed with Aldrich and also gave an update regarding the August 8, 2023 election.
- **Bigford:** agreed with both Aldrich and Israels, saying that she enjoyed the open house and was impressed
- **Helmrich:** explained the scheduled Tri-Planning Commission workshop and also thanked the Board for their support with some personal matters.

Public Comment: None.

Adjournment: Supervisor Bigford adjourned the meeting at 7:56 PM

Meeting Adjourned.

MOTIONS

1. A **Motion** was made by Marcy to approve the agenda as amended. Supported by Aldrich.
Discussion: None
Voice Vote: 5-0.
Motion Carried Unanimously.
2. A **Motion** was made by Aldrich to approve the consent agenda as presented. Supported by Israels.
Discussion: None
Voice Vote: 5-0.
Motion Carried Unanimously.
3. A **Motion** was made by Helmrich to approve the appointment of Jackie Ground and Ken Butler to the Planning Commission for terms to expire on June 30, 2026. Supported by Marcy.
Discussion: Trustees thanked both Ground and Butler for their dedication and years of service on the Planning Commission.
Roll Call Vote:
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy
No:
Motion Carried Unanimously.
4. A **Motion** was made by Aldrich to approve the appointment of Denise Webster as full member to the ZBA with a term to expire on June 30, 2024. Supported by Israels.
Discussion: Israels made note that Webster has previous ZBA experience.
Roll Call Vote:
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy
No:
Motion Carried Unanimously.
5. A **Motion** was made by Marcy to approve the appointment of Rex Felker as an alternate member to the ZBA with a term to expire on June 30, 2026. Supported by Israels.
Discussion: None.
Roll Call Vote:
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy
No:
Motion Carried Unanimously.
6. A **Motion** was made by Marcy to authorize submission of draft Water Asset Management Plan to the Michigan Department of Environment, Great Lakes and Energy. Supported by Helmrich.
Discussion: None
Voice Vote: 5-0.
Motion Carried Unanimously.
7. A **Motion** was made by Helmrich to adopt Ordinance No. 2023-04, an Ordinance granting to Michigan Gas Utilities Corporation, a Delaware corporation, and its permitted successors and assigns, the right, power and authority to lay, maintain and operate gas mains, pipes and services on, along, across and under the highways, streets, alleys, bridges, waterways, and other public places, and to conduct a local gas business in the Township of Saugatuck, located in Allegan County, Michigan, for a renewable term of 10 years. Supported by Aldrich.
Discussion: None.
Roll Call Vote:
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

8. A **Motion** was made by Aldrich award Strain Electric the Blue Star Highway Bridge Navigation Project and have Fleis & Vandenbrink act as project engineer and administrator for a proposed total project cost of \$40,000 with the following cost/share arrangement: Douglas 40%, Saugatuck City 40%, and Saugatuck Township 20%. Supported by Israels.

Discussion: Bigford stated that this project will be appreciated by many.

Voice Vote: 5-0.

Motion Carried Unanimously.

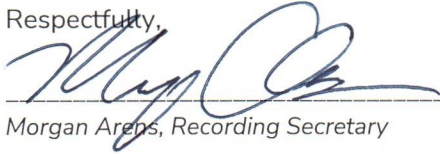
9. A **Motion** was made by Helmrich to authorize the Township Manager to work with Township Attorney in preparing a revised Agreement with 2846 Hercules, LLC and 236 Culver, LLC to establish a new 10-year payment schedule and create a Special Assessment District for outstanding connection fees. Supported by Israels.

Discussion: None.

Voice Vote: 5-0.

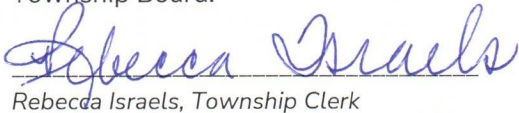
Motion Carried Unanimously.

Respectfully,



Morgan Arens, Recording Secretary

I, Rebecca Israels, Township Clerk, certify that these minutes were approved on August 9, 2023 by the Township Board.



Rebecca Israels, Township Clerk

9/13/23
Date