



**Saugatuck Township
Regular Meeting Minutes
Wednesday, October 11, 2023, at 6:00 p.m.
Saugatuck Township Hall
Meeting held in person & via Zoom**

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, Ingrid Boyer, Bob Genetski, Dean Kapenga, Kelly Lewis, Erin Olesen, Frank Aiello, David Rodriguez, David Ihle.

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. Ingrid Boyer, Saugatuck-Douglas Library Director – wanted to acknowledge all of the Library Board applicants and thanked them all for applying, and stated that she is looking forward to the future with the Library Board.
2. Bob Genetski, Allegan County Clerk – gave an update on the County Clerk’s office, Register of Deeds office, elections throughout the county, and reviewed his annual report.
3. Dean Kapenga, Allegan County Drain Commissioner – gave an update on veterans and drain commission office, along with other projects happening throughout the county.

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 Marcy.

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously.

Presentations: None.

New Business:

1. Library Board Appointments

The Township had a single appointment to make to the Saugatuck-Douglas District Library Board of Trustees, where two representatives from each constituent municipality served four-year terms. After receiving five applications, Bigford invited the applicants present in the audience to introduce themselves and respond to any questions from the Township Board. Kelly Lewis, Erin Olesen, and Frank

Aiello shared comprehensive insights into their backgrounds and explained their motivations for applying. They adeptly addressed all questions posed by the Township Board.

The Board expressed their gratitude to all the applicants who attended the meeting and applauded their active participation.

Bigford then engaged Library Director Boyer in a discussion about the expectations and roles that applicants should be aware of. Boyer provided a detailed outline of these responsibilities.

A **Motion** was made by Helmrich to approve the appointment of Frank Aiello as Saugatuck Township representative to the Saugatuck-Douglas District Library Board of Trustees for a four-year term to expire on September 30, 2027. Supported by Aldrich.

Discussion: None.

Voice Vote: 5-0

Motion Carried Unanimously.

2. Local Government Approval for On-Premise Tasting Room Permit, Resolution 2023-15

The Township received a request from Mr. David Rodriguez for the Township Board to consider adopting a resolution recommending approval of an On-Premise Tasting Room Permit for his new microbrewery, the Blue Star Brewery. The proposed location is 6525 Blue Star Highway in Saugatuck Township. To proceed with the On-Premise Tasting Room Permit application to the Michigan Liquor Control Commission, local government approval via a resolution from the highest governing body is necessary. Notably, this request will not involve the use of a quota liquor license allocated to the Township, as Mr. Rodriguez is applying for a Manufacturer and Wholesale license from the State. The Planning Commission granted Special Approval Use to Mr. Rodriguez for the microbrewery at 6525 Blue Star Highway during their regular meeting in October 2022.

During the proceedings, Helmrich inquired about the progress of the building plans and the anticipated start date. Rodriguez mentioned that there was a minor delay because they were currently reviewing the plans and might need to return to the Planning Commission for further evaluation.

A **Motion** was made by Aldrich to adopt Resolution 2023-15, a resolution to recommend to the Michigan Liquor Control Commission approval of an On-Premise Tasting Room Permit to be submitted by Mr. Rodriguez on behalf of the Blue Star Brewery to be located at 6525 Blue Star Highway.

Supported by Israels.

Discussion: None.

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

3. Hercules SAD Public Hearing and Resolution 2023-16

The Board of Trustees of the Township of Saugatuck, Allegan County, Michigan, formally expressed its intention to levy water and sewer connection fees on the real property identified by the tax parcel number 03-20-021-025-00, currently owned by 2846 Hercules, LLC.

In February 2020, the Parcel owner and the Township had entered into a Water and Sewer Connection Fee Contract. Now, the Parcel Owner has requested a modification of the current payment plan, proposing it be structured as a Special Assessment paid over a 10-year period. The outstanding amounts due under the existing contract will be subjected to assessment.

Bigford initiated the public hearing at 7:10 PM, during which no comments were offered, and subsequently concluded the public hearing at 7:10 PM.

Marcy sought clarification on whether this course of action would safeguard the Township's interests, a point which DeFranco affirmed.

Helmrich elaborated on the previous course of action and how it had been managed in the past, emphasizing that this new approach would be more advantageous for the Township.

A **Motion** was made by Marcy to adopt Resolution 2023-16, *Resolution of Confirmation of Special Assessment, Lien, Payment and Collection of Special Assessment*. Supported by Helmrich.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

4. Agreement for Election Services

Following the approval of Proposal 22-2 in 2022, the State of Michigan instituted a requirement for a nine (9) day early voting period for all State and Federal Elections. This early voting period must be open for eight (8) hours each day, commencing on the second Saturday preceding the election and extending through the Sunday prior to the official election Tuesday.

Recognizing the mutual benefits of a collaborative arrangement between the City and Township, both parties developed and finalized a working agreement for these nine (9) designated days. The Township Building at 3461 Blue Star Highway was chosen as the optimal voting site, taking into account factors such as population, accessibility, traffic flow, available space, and parking.

It is important to note that this contractual agreement exclusively pertains to State and Federal Elections and will expire at the end of 2024. A comprehensive early-voting grant application was submitted to the County in early September, outlining the proposed plan and its associated costs. The Secretary of State has allocated \$30 million to be disbursed statewide to help defray the expenses of early voting.

Although partnering communities were encouraged and stood in prime consideration for potential financial reimbursement, the State did not guarantee any specific amount.

Aldrich inquired about the work schedule for election workers, seeking clarification if they would work every day for specific hours or certain days throughout the day. Israels explained that the schedule would depend on coordination between the two Clerks.

Bigford commended Israels for her dedicated role in the process.

A **Motion** was made by Marcy to approve the Agreement for Election Services between Saugatuck City and Saugatuck Township. Supported by Helmrich.

Discussion: None

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

5. Blue Star Corridor Intersection and Safety Study RFP

The Board considered the publication of a Request for Proposal aimed at conducting an intersection study and crafting a street master plan for Blue Star Highway. This proposal was collaboratively developed by the staff, working closely with the Allegan County Road Commission and Fire District. It was a response to safety concerns and a shared interest in effectively managing development along the Blue Star Corridor.

The objectives of the Blue Star Corridor study encompassed several key areas: (1) the collection of pertinent information and assessment of existing conditions, (2) the identification and summarization of

both present and potential future challenges, (3) the formulation of alternative approaches and strategies to address these challenges, and (4) the proposition of "quick builds" or prototype projects to assess their efficacy and showcase possible long-term solutions. Additionally, alongside the Blue Star Corridor's role as a linear throughway, the Township expressed a keen interest in design concepts for pivotal intersections that serve as significant cross-connections along Blue Star Highway.

Notably, the undertaking of an intersection study and master planning for the Blue Star Highway Corridor was firmly integrated into the Township's Strategic Plan and was also allocated within the 2023-2024 Budget.

A **Motion** was made by Aldrich to authorize the publication of a Request for Proposal for a Blue Star Corridor Intersection and Safety Study. Supported by Israels.

Discussion: None.

Voice Vote: 5-0.

Motion Carried 5-0.

6. Sculpture Placement

During the September meeting, the Board granted approval for the purchase of the Shawn Morin sculpture, "Canary in the Coal Mine," at a cost of \$4,500. The Township secured a grant from the Convention and Visitors Bureau amounting to \$4,050, designated for both the sculpture's acquisition and its subsequent powder coating. Additionally, Mr. Nick Cappelletti generously contributed a \$1,000 donation, specifically intended for the sculpture's installation.

Subsequently, the Board engaged in discussions concerning the placement of the sculpture, deliberating on locating it at the new BSH/Old Allegan roundabout. As the process for developing a landscape plan for the roundabout began, the staff sought guidance from the Board regarding the sculpture's placement.

During these deliberations, Marcy raised concerns about the sculpture's potential as a safety hazard, to which DeFranco noted that the project engineer had expressed apprehensions regarding safety.

The Board extensively discussed these safety concerns and debated whether installing the statue within the roundabout would be advisable.

A **Motion** was made by Helmrich to approve placement of "Canary in the Coal Mine" sculpture in the Blue Star Highway/Old Allegan Roundabout contingent upon approval for the Allegan County Road Commission. There was no support so the motion died.

The Board decided not to take any further action on this matter at this time.

7. Revised Landscape Proposal

During their September meeting, the Board convened with Lindsey Gadbois from Viridis Design Group to explore landscape design ideas for the forthcoming roundabout at the intersection of Blue Star Highway and Old Allegan Rd. Board members vocalized their desire to incorporate both irrigation and lighting into the landscape design.

Additionally, a request was made for Viridis to provide an updated proposal, encompassing cost estimation, bidding, and construction administration. The proposal presented for consideration integrates both the design and implementation expenses.

A **Motion** was made by Israels to approve updated landscape design proposal for Blue Star Highway roundabout with Viridis Design Group. Supported by Marcy.

Discussion: None.

Voice Vote: 5-0.

Motion Carried Unanimously.

8. Closed Session

A **Motion** was made by Israels to go into closed session pursuant to MCL 15.268(h) to discuss confidential attorney-client memoranda. Supported by Aldrich.

Discussion: None.

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

The Board left closed session at 8:17 PM.

A **Motion** was made by Israels to postpone action on agreement for additional specific consideration. Supported by Marcy.

Discussion: None.

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

9. MSP Rental Renewal

The Michigan Department of Technology, Management & Budget submitted a request for the extension of the Rental Agreement between Saugatuck Township and the Michigan State Police (MSP). The existing rental agreement concluded on December 31, 2023. The proposed agreement, if approved, would come into effect on January 1, 2024, and remain in force through December 31, 2024.

A **Motion** was made by Marcy to renew the Rental Agreement between Saugatuck Township and the Michigan State Police for a period of 1-year commencing January 1, 2024 and terminating December 31, 2024. Supported by Israels.

Discussion: None.

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

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: stated that the Fire Board meeting was short so that's why there wasn't a fire board report this month.
- Helmrich: stated that members from the Township Board and Planning Commission took part in a mini gold tournament at the Saugatuck Mini Golf for an Allegan County benefit.

Public Comment: None.

Adjournment: Supervisor Bigford adjourned the meeting at 8:40 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 Marcy.
Discussion: None
Voice Vote: 5-0.
Motion Carried Unanimously.
3. A **Motion** was made by Helmrich to approve the appointment of Frank Aiello as Saugatuck Township representative to the Saugatuck-Douglas District Library Board of Trustees for a four-year term to expire on September 30, 2027. Supported by Aldrich.
Discussion: None.
Voice Vote: 5-0
Motion Carried Unanimously.
4. A **Motion** was made by Aldrich to adopt Resolution 2023-15, a resolution to recommend to the Michigan Liquor Control Commission approval of an On-Premise Tasting Room Permit to be submitted by Mr. Rodriguez on behalf of the Blue Star Brewery to be located at 6525 Blue Star Highway. Supported by Israels.
Discussion: None.
Roll Call Vote:
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy
No:
Motion Carried Unanimously.
5. A **Motion** was made by Marcy to adopt Resolution 2023-16, *Resolution of Confirmation of Special Assessment, Lien, Payment and Collection of Special Assessment*. Supported by Helmrich.
Discussion: None
Roll Call Vote:
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy
No:
Motion Carried Unanimously.
6. A **Motion** was made by Marcy to approve the Agreement for Election Services between Saugatuck City and Saugatuck Township. Supported by Helmrich.
Discussion: None
Roll Call Vote:
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy
No:
Motion Carried Unanimously.
7. A **Motion** was made by Aldrich to authorize the publication of a Request for Proposal for a Blue Star Corridor Intersection and Safety Study. Supported by Israels.
Discussion: None.
Voice Vote: 5-0.
Motion Carried 5-0.
8. A **Motion** was made by Israels to approve updated landscape design proposal for Blue Star Highway roundabout with Viridis Design Group. Supported by Marcy.

Discussion: None.

Voice Vote: 5-0.

Motion Carried Unanimously.

9. A **Motion** was made by Israels to go into closed session pursuant to MCL 15.268(h) to discuss confidential attorney-client memoranda. Supported by Aldrich.

Discussion: None.

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

10. A **Motion** was made by Israels to postpone action on agreement for additional specific consideration. Supported by Marcy.

Discussion: None.

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

11. A **Motion** was made by Marcy to renew the Rental Agreement between Saugatuck Township and the Michigan State Police for a period of 1-year commencing January 1, 2024 and terminating December 31, 2024. Supported by Israels.

Discussion: None.

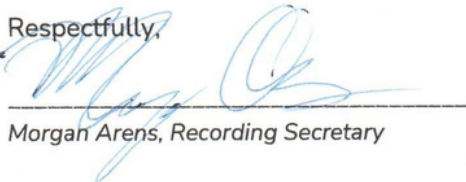
Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

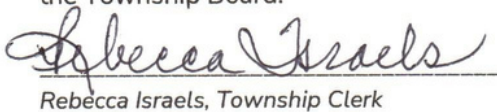
Motion Carried Unanimously.

Respectfully,



Morgan Arens, Recording Secretary

I, Rebecca Israels, Township Clerk, certify that these minutes were approved on November 8, 2023 by the Township Board.


Rebecca Israels, Township Clerk

Nov-8-2023
Date