



Saugatuck Township  
Regular Meeting Minutes  
Wednesday, July 10, 2024, 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 Marcy, and Trustee Aldrich.

Absent:

Also Present: Township Manager Daniel DeFranco, Recording Secretary Morgan Arens, Sara Ruitter, Michael Villar, Shawn Powers.

**Pledge of Allegiance**

**Approval of Agenda:**

Supervisor Bigford introduced the agenda. Helmrich asked to add a presentation by Sara Ruitter from the Allegan County Community Foundation.

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

Discussion: None

Voice Vote: 5-0.

Motion Carried Unanimously.

**Public Comment:**

- Michael Villar, a candidate for prosecutor, introduced himself, shared his background, and outlined his qualifications for the role.
- Shawn Powers expressed opposition to the Fire District's dimensional requirements for driveways.
- Elizabeth Peterson, a candidate for circuit court judge, introduced herself, provided her background, and detailed her qualifications for the position.
- Joey Andrews, running for re-election as the 38th District House Representative, highlighted his current accomplishments and discussed his future goals.

**Public Comment Closed**

**Approval of Consent Agenda:** Supervisor 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:** Sara Ruitter from the Allegan County Community Foundation.

**New Business:**

**1. Riverside Dr. and Dugout Rd SAD Public Hearing and Resolutions 2024-16 and 2024-17**

On June 12, 2024, the Board of Trustees adopted Resolution 2024-11, a Resolution of Declaration of Intent to Make Public Improvements; Tentative Designation of Special Assessment District; and Notice of Public Hearing. This resolution aimed to replace a two-inch water line with 2,400 linear feet of an eight-inch water main on Riverside Drive and Dugout Road, creating a loop with the Township's existing water infrastructure. In accordance with Resolution 2024-11, a Public Hearing was scheduled for this evening, with notice published

more than 10 days in advance and notifications mailed to all property owners within the proposed Special Assessment District (SAD).

Supervisor Bigford opened the Public Hearing at 6:45 PM.

- John Doerer asked clarifying questions about the specifics of the project.

- Scott Stearns expressed gratitude to the county and Township but raised concerns about potential environmental impacts.

Bigford closed the Public Hearing at 6:51 PM. The Board considered adopting Resolution 2024-16, a *Resolution of Determination to Make Public Improvements; Approval of Plans and Estimate of Cost; Final Determination of Special Assessment District*, and Resolution 2024-17, a *Resolution Filing Special Assessment Roll and Notice of Public Hearing*.

A **Motion** was made by Marcy to adopt Resolution 2024-16, a *Resolution of Determination to make Public Improvements; Approval of Plans and Estimate of Cost; Final Determination of Special Assessment District*. Supported by Aldrich.

Discussion: None.

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

A **Motion** was made by Helmrich to adopt Resolution 2024-17, a *Resolution Filing Special Assessment Roll and Notice of Public Hearing* on August 14, 2024 at 6 PM. Supported by Israels.

Discussion: None.

Roll Call Vote:

Yes: Bigford, Israels, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

## 2. Intergovernmental Agreement for Landscape of Right-of-Way

The Board considered an Intergovernmental Agreement between the Allegan County Road Commission and Saugatuck Township, allowing the Township to install and maintain landscaping in specific road right-of-way areas at the intersection of Blue Star Highway and Old Allegan Road. The agreement was set for a period of 20 years, with the option to renew for an additional 5 years.

The agreement outlined the designated areas for landscaping and granted the Township permission to install and maintain the landscaping within those areas. No additional landscaping could be installed beyond what was permitted in the agreement. The approved landscaping plans aligned with those submitted by the Township to the Road Commission. Upon expiration of the agreement, the Township would be responsible for removing the landscaping unless an extension or a new agreement was reached.

A **Motion** was made by Aldrich to approved Intergovernmental Agreement between Allegan County Road Commission and the Township of Saugatuck. Supported by Marcy.

Discussion: None.

Voice Vote: 5-0

Motion Carried Unanimously.

## 3. Appointment to KLSWA Board

The Township received a resignation letter from Chris Bernhardt, the Township's representative on the Kalamazoo Lake Sewer and Water Authority (KLSWA) Board, due to his relocation outside the Township. The Board was advised to consider appointing a new KLSWA Board member to serve the remainder of the term, which was set to expire on December 31, 2024.

A **Motion** was made by Helmrich to appoint Abby Bigford as Township Representative to the Kalamazoo Lake Sewer and Water Authority Board to fill a Board vacancy set to expire on 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**

There was no June Planning Commission meeting, therefore no report.

**Manager's Report**

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

**Open Board Report:**

- Aldrich expressed gratitude to Bigford for her service to the community as a member of the KLSWA Board.
- Israels provided an update on the Clerk's office preparations for the upcoming August election.
- Helmrich reminded the Board about the League of Women Voters meeting scheduled at the Township Hall on July 16th and inquired if anyone planned to attend.
- Marcy shared her enthusiasm and happiness that the roundabout would be completed earlier than expected.
- Bigford commended DeFranco for his work on the roundabout and praised the Clerk's office for their dedication to election preparations.

**Public Comment:**

- Elliott Sturm expressed support for the plans to install a fire hydrant on Riverside and Dugout and shared his satisfaction that the roundabout would be completed ahead of schedule.
- Scott Stearns acknowledged the benefits of the Riverside and Dugout project but raised concerns about specific aspects. Overall, he viewed the project as a positive development.

**Public Comment Closed**

**Adjournment:** Supervisor Bigford adjourned the meeting at 7:43 PM

## MOTIONS

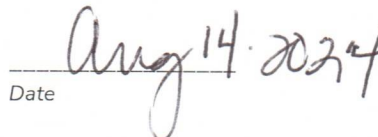
1. A **Motion** was made by Helmrich to approve the agenda as amended. Supported by Marcy.  
Discussion: None  
Voice Vote: 5-0.  
Motion Carried Unanimously.
2. A **Motion** was made by Aldrich to approve the consent agenda as presented. Supported by Israels.  
Discussion: None  
Voice Vote: 5-0.  
Motion Carried Unanimously.
3. A **Motion** was made by Marcy to adopt Resolution 2024-16, a *Resolution of Determination to make Public Improvements; Approval of Plans and Estimate of Cost; Final Determination of Special Assessment District.*  
Supported by Aldrich.  
Discussion: None.  
Roll Call Vote:  
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy  
No:  
Motion Carried Unanimously.
4. A **Motion** was made by Helmrich to adopt Resolution 2024-17, a *Resolution Filing Special Assessment Roll and Notice of Public Hearing on August 14, 2024 at 6 PM.* Supported by Israels.  
Discussion: None.  
Roll Call Vote:  
Yes: Bigford, Israels, Helmrich, Aldrich, Marcy  
No:  
Motion Carried Unanimously.
5. A **Motion** was made by Aldrich to approved Intergovernmental Agreement between Allegan County Road Commission and the Township of Saugatuck. Supported by Marcy.  
Discussion: None.  
Voice Vote: 5-0  
Motion Carried Unanimously.
6. A **Motion** was made by Helmrich to appoint Abby Bigford as Township Representative to the Kalamazoo Lake Sewer and Water Authority Board to fill a Board vacancy set to expire on 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 August 14, 2024 by the Township Board.

  
Rebecca Israels, Township Clerk

  
Date