



**Saugatuck Township  
Regular Meeting Minutes  
Wednesday, January 8, 2025, 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 6:03 PM

**Roll Call:**

Present: Supervisor Abby Bigford, Treasurer Jon Helmrich, Trustee Brenda Marcy, and Trustee Stacey Aldrich.

Absent: Clerk Cindy Osman

Also Present: Township Manager Daniel DeFranco, Recording Secretary Morgan Coulston, Andrew Milauckas.

**Pledge of Allegiance**

**Approval of Agenda:**

Supervisor Bigford opened the meeting by introducing the agenda. Aldrich requested adding an item under "New Business" to address the appointment of an alternate to the Saugatuck Township Fire District Fire Board of Appeals.

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

Discussion: None

Voice Vote: 4-0.

Motion Carried Unanimously.

**Public Comment:** None. **Public Comment Closed**

**Approval of Consent Agenda:** Supervisor Bigford introduced the consent agenda.

1. Bills & Review of Invoices
  - a. Total Bills and Payroll: \$371,700.79
2. Approval of the Minutes: December 11, 2024, Regular Meeting Minutes; December 17, 2024, Special Meeting Minutes
3. Disbursements: \$929,540.98 and \$2,256,881.52
4. Reports:
  - a. Fire Board
  - b. Parks Commission
  - c. Interurban Board
5. Correspondence
  - a. Stewart Correspondence
6. Operations:
  - a. January 2025 Budget Amendment
  - b. Lead Service Line Verification Payment 1

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

Discussion: None

Voice Vote: 4-0.

Motion Carried Unanimously.

**Presentations:** 2023-2024 Audit by Dan Veldhuizen

**Old Business:** None

**New Business:**

**1. Lakeshore Drive Funding Commitment, Res. 2025-02**

The Allegan County Road Commission (ACRC) and the West Michigan Regional Planning Commission (WMRPC) submitted an application to the Rebuilding American Infrastructure Sustainably and Equitably (RAISE) Program to fund the "Protecting Lake Michigan's Shoreline Communities: Reconnecting Lakeshore Drive Project." This project aims to construct a new inland road to benefit the Lake Michigan coastal community in Saugatuck Township. The total project cost is estimated at \$9,000,000, with a \$7,200,000 federal RAISE grant request and a 20% match of \$1,800,000 through Michigan state funding or local contributions from the ACRC and Saugatuck Township.

The Board was asked to consider formally supporting the ACRC's RAISE application and committing local funds to the project. Such support and financial commitment would strengthen the grant application. Local funds would only be allocated if the RAISE Grant is awarded.

A **Motion** was made by Marcy to approve the adoption of Resolution 2025-02: A Resolution supporting the reconnecting of Lakeshore Drive Project and Commitment of Local Funds. Supported by Aldrich.

Discussion: Bigford remarked on the positive progress being made on the project.

Roll Call Vote:

Yes: Bigford, Helmrich, Aldrich, Marcy

No:

Motion Carried Unanimously.

**2. Saugatuck Township Fire District Board of Appeals Alternate**

Aldrich reported that the Saugatuck Township Fire District Board of Appeals requires an alternate member, as the position is vacant. The Fire District had appointed Fire Board At-Large Member Scott Phelps to the role, citing his knowledge and experience as ideal qualifications. DeFranco clarified that the appointment would need Township Board approval.

A **Motion** was made by Marcy to approve Scott Phelps as the alternate to the Saugatuck Township Fire District Fire Board of Appeals member. Supported by Aldrich.

Discussion: None.

Voice Vote: 4-0

Motion Carried

**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 December Planning Commission meeting.

**Manager's Report**

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

**Open Board Report:**

- Marcy shared that several residents approached her after the Committee of the Whole meeting to praise Daniel's communication efforts.
- Helmrich expressed appreciation for the Committee of the Whole meeting, stating it was well-executed and should become a standard policy.
- Aldrich presented the Saugatuck Township Fire District's annual incident report to the Board and the public.

**Public Comment:** None. **Public Comment Closed**

**Adjournment:** Supervisor Bigford adjourned the meeting at 6:58 PM



## MOTIONS

1. A **Motion** was made by Marcy to approve the agenda as amended. Supported by Helmrich.  
Discussion: None  
Voice Vote: 4-0.  
Motion Carried Unanimously.
2. A **Motion** was made by Aldrich to approve the consent agenda as amended. Supported by Helmrich.  
Discussion: None  
Voice Vote: 4-0.  
Motion Carried Unanimously.
3. A **Motion** was made by Marcy to approve the adoption of Resolution 2025-02: A Resolution supporting the reconnecting of Lakeshore Drive Project and Commitment of Local Funds. Supported by Aldrich.  
Discussion: Bigford remarked on the positive progress being made on the project.  
Roll Call Vote:  
Yes: Bigford, Helmrich, Aldrich, Marcy  
No:  
Motion Carried Unanimously.
4. A **Motion** was made by Marcy to approve Scott Phelps as the alternate to the Saugatuck Township Fire District Fire Board of Appeals member. Supported by Aldrich.  
Discussion: None.  
Voice Vote: 4-0  
Motion Carried

Respectfully,

Morgan Coulston

Recording Secretary

I, Cindy Osman, Township Clerk, certify that these minutes were approved on February 12, 2024 by the Township Board.

\_\_\_\_\_  
Township Clerk

2/13/25  
\_\_\_\_\_  
Date