



**Saugatuck Township  
Committee of the Whole Meeting Minutes  
Tuesday, April 8, 2025, at 11:00 a.m.  
Saugatuck Township Hall  
Meeting held in person**

**Call to Order:** Clerk called the meeting to order at 11:00 a.m.

**Roll Call:**

Present: Clerk Osman, Treasurer Helmrich, Trustee Aldrich, Trustee Marcy

Absent: Supervisor Bigford

Also Present: Manager DeFranco

A **Motion** was made by Helmrich to appoint Clerk Osman as chair of the meeting. Supported by Aldrich. Motion carried by unanimous voice vote.

**Approval of Agenda:**

A **Motion** was made by Helmrich to approve the agenda as presented. Supported by Marcy. Motion Carried unanimous Voice Vote.

**Public Comment:**

None

**Action Items:**

None

**Discussion Items:**

1. Consolidated Fee Schedule Escrow Policy

DeFranco presented new escrow policy to be included in fee schedule that sets threshold at which an Escrow account must be replenished. Helmrich inquired into process when an escrow account is closed. DeFranco explained current protocol.

2. Dangerous Structure Removal Agreement

Osman explained agreement set up a payment schedule for property owner to pay back the Township for cost of demolishing a structure on private property damaged by fire.

3. Clearbrook Streetlight Agreement

Board reviewed agreement for private property owner to pay cost of operating a new streetlight upon the Township coordinating the installation of the light with Consumers Energy.

4. CVB July 4<sup>th</sup> Firework Funding Request

Board reviewed request from Convention and Visitors Bureau for funding contribution towards the 4<sup>th</sup> of July Fireworks display. DeFranco noted that staff are grateful for the CVB taking on the responsibility of organizing the event.

5. Site Work Solution Application for Payment No. 1

Board reviewed Application for Payment No. 1 for contractor work on Riverside Dr/Dugout Rd watermain installation. DeFranco noted Engineer's recommendation for payment and project status.

6. Lakeside Overlay Ordinance

Board reviewed proposed Overlay Ordinance. Osman noted that the ordinance had been recommended for adoption by the Planning Commission and that many letters of support had been received by the public.

7. Wildlife Management Resolution

Aldrich, who is serving as Twp Representative on the Tri-Community Wildlife Committee, explained the rationale behind the resolution and need for update to Twp zoning ordinance to support resolution language.

8. Kalamazoo Lake Harbor Authority Funding Request

Board reviewed funding request from Harbor Authority for engineering support in identifying priority areas. Helmrich noted challenges experienced by the Authority in the past without professional support or funding.

**Public Comment:**

None

**Board Comments:**

Aldrich noted that a Fire District Budget Hearing had been scheduled for May 19<sup>th</sup>.

**Adjournment:** Osman adjourned meeting at 11:33am

### MOTIONS

A **Motion** was made by Helmrich to appoint Clerk Osman as chair of the meeting. Supported by Aldrich. Motion carried by unanimous voice vote.

A **Motion** was made by Helmrich to approve the agenda as presented. Supported by Marcy. Motion Carried unanimous Voice Vote.

Respectfully,



*Daniel DeFranco, Township Manager*

I, Cindy Osman, Township Clerk, certify that these minutes were approved on May 14, 2025 by the Township Board.



*Cindy Osman, Township Clerk*

5/15/2025

*Date*

