



**Saugatuck Township  
Special Meeting Minutes  
Monday, April 14, 2025, at 1:00 p.m.  
Saugatuck Township Hall  
Meeting held in person**

**Call to Order:** Supervisor called the meeting to order at 1:00 p.m.

**Roll Call:**

Present: Supervisor Bigford, Clerk Osman, Treasurer Helmrich, Trustee Marcy

Absent: Trustee Aldrich

Also Present: Manager DeFranco

**Approval of Agenda:**

A **Motion** was made by Osman to approve the agenda as presented. Supported by Marcy.

Motion carried by 4-0 voice vote.

Discussion: None.

**Public Comment:**

None

**Action Items:**

1. Sewer Capacity Agreement

A **Motion** was made by Osman to approve the Sewer Capacity Lease Agreement with the City of Saugatuck as presented. Supported by Helmrich. Motion carried by unanimous roll call vote.

Yeas: Osman, Helmrich, Marcy, Bigford

Nays: None

Discussion: DeFranco presented an updated version of the Sewer Agreement with minor edits. Board reviewed agreement proposing Saugatuck City lease to the Township 14,000 gpd of sewer capacity in the Wastewater Treatment plant for a 30-year period at a nominal annual fee. DeFranco recommended that the Board consider approval of Sewer Agreement and Maple Street Agreement as two separate motions.

2. Maple Street Agreement

A **Motion** was made by Marcy to approve the Maple Street Agreement with the City of Saugatuck as presented contingent upon the City of Saugatuck's approval of the Sewer Capacity Lease Agreement. Supported by Osman. Motion carried by unanimous roll call vote.

Yeas: Marcy, Osman, Bigford, Helmrich

Nays: None

Discussion: DeFranco presented to Board updated draft of agreement with minor edits. Board reviewed cost-share agreement with Saugatuck City for utility replacement on Maple Street.

3. Clearbrook Street Light Resolution

A **Motion** was made by Helmrich to execute the Authorization for Change in Standard Lighting Contract, adopt Resolution 2025-11 authorizing Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract, and approve payment for \$100 to Consumers for new street lighting. Support by Marcy.

Motion carried by unanimous roll call vote.

Yeas: Helmrich, Marcy, Osman, Bigford

Nays: None

Discussion: DeFranco noted that the Board previously approved a streetlight agreement with Consumers. The property owner has requested that the agreement be amended to include the installation of only one streetlight, not two as originally proposed. DeFranco also noted that the Board had previously established a Streetlight Assessment District for the property owner who will assume cost for operating the streetlight.

**Discussion Items:**

None

**Public Comment:**

1. Holly Anderson, City of Saugatuck, thanked the Township Board for approval of utility agreements.

**Adjournment:** Bigford adjourned the meeting at 1:11 p.m.

### MOTIONS

1. A **Motion** was made by Osman to approve the agenda as presented. Supported by Marcy. Motion carried by 4-0 voice vote.  
Discussion: None.
2. A **Motion** was made by Osman to approve the Sewer Capacity Lease Agreement with the City of Saugatuck as presented. Supported by Helmrich. Motion carried by unanimous roll call vote.  
Yeas: Osman, Helmrich, Marcy, Bigford  
Nays: None
3. A **Motion** was made by Marcy to approve the Maple Street Agreement with the City of Saugatuck as presented contingent upon the City of Saugatuck's approval of the Sewer Capacity Lease Agreement. Supported by Osman. Motion carried by unanimous roll call vote.  
Yeas: Marcy, Osman, Bigford, Helmrich  
Nays: None
4. A **Motion** was made by Helmrich to execute the Authorization for Chage in Standard Lighting Contract, adopt Resolution 2025-11 authorizing Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract, and approve payment for \$100 to Consumers for new street lighting. Support by Marcy. Motion carried by unanimous roll call vote.  
Yeas: Helmrich, Marcy, Osman, Bigford  
Nays: None

Respectfully,

  
Daniel DeFranco, Township Manager

I, Cindy Osman, Township Clerk, certify that these minutes were approved on April 9, 2025 by the Township Board.

  
Cindy Osman, Township Clerk

5/15/2025  
Date

