



Saugatuck Township

Parks Commission Agenda

Tuesday, February 5, 2025, at 5 PM
Saugatuck Township Hall
3461 Blue Star Hwy
Saugatuck, MI 49453

1. Call to Order

2. Roll Call

3. Public Comments:

The Commission requests that speakers respect the three-minute time limit for individual comments and the five-minute time limit for an individual speaking on behalf of a group. This is not a question-and-answer session, it is an opportunity to voice your thoughts with the Township Parks Commission. Public comments using video equipment should be approved by the Clerk at least two days prior to the meeting.

4. Approval of Agenda

5. Consent Agenda

- a) January 7th, 2025, Meeting Minutes approval
- b) Financial Reports
- c) Bills
- d) Donation Report

6. New Business:

7. Old Business:

- a) Dowd property results of special meeting on 2/4 with Viridis.
- b) Dog Park sign options and additional dog park toys- Jim
- c) Dump site use update -Daniel
- d) Sundown Park plans – Viridis
- e) Land acquisition survey, action plan – all
- f) Donations to Allegan County Foundation fund - all
- g) Dog park parking lot meeting on 1/31 update – Jim/Daniel
- h) Invite Travis for March Disc golf course - Jim

8. Reports:

- a) Chairman report.
- b) Manager report.
- c) Commissioner's reports.

9. Public Comments

Previous Rules apply.

10. Next meeting: March 5th, 2025 at 5pm at the township hall.

11. Adjourn

Individuals with disabilities requiring auxiliary aids or services can contact Saugatuck Township for reasonable accommodations. If you require accommodations, please contact Township Clerk as soon as practically possible prior to the meeting in writing or by calling the Township Hall at (269) 857-7721 as some accommodations may require 48-hours to provide.

Saugatuck Township Parks Commission
Tuesday, January 7, 2025 – **DRAFT MINUTES**
Saugatuck Township Hall
3461 Blue Star Hwy
Saugatuck, MI 49453

1. Call to Order – Jim Searing called the meeting to order at 4:01pm
2. Roll Call
 - a. Present: Jim Searing, Dana Burd, Ken Butler, Elliot Sturm, Jame Dickie
3. Public Comments
 - a. none
4. Approval of Agenda
 - a. ***Jim moved to approve the agenda, Jane seconded. Approved by all.***
5. Consent Agenda – ***Ken Butler moved to approve the consent agenda, Jane seconded. Approved by all.***
 - a. December 4th, 2024 Minutes
 - b. Financial Reports
 - c. Bills
 - d. Donation Report
6. New Business
 - a. Invite Travis for February Disc golf course discussion?
 - i. Following discussion Jim will coordinate for the March meeting
 - b. Elect new-officers
 - i. ***Jane moved to nominate the current officers to maintain their current roles, Ken seconded, Approved by all.***
 - c. 2025 Meeting Dates
 - i. ***Ken motioned to approve the meeting dates as presented, Jane seconded, Approved by all.***
7. Old Business
 - a. Dog Park – Lynee maps Land acquisition survey – Jim reported these are on schedule and installation is awaiting the ground to thaw.
 - b. Dog Park sign estimate – Jim reported on options for the entrance sign.
 - c. Dump site use update – Ken reported representatives walked the site recently to explore routes and suitability for trails. Further decisions are pending testing that was authorized at prior meetings.
 - d. Sundown Park update – Jim reported that Viridis is preparing plans as previously approved.

- e. Land acquisition survey – Commissioners reviewed the report that was in the packet and shared with the community. Understanding is this was submitted to EGLE per the grant schedule, but Commissioners can still edit and comment for future update of the report. Further discussion was tabled until next meeting. Jane commented she would like to see action on next steps for land preservation.
- f. QR code sign for dog park donations – Jim reported this is still being researched.
- g. Dowd property update – Jim reported the Township Manager is coordinating communication with the property owner. If the Township is interested in potential purchase an appraisal is needed for the DNR acquisition grant process. Township Manager received a quote for appraisal ~ \$5,000. Discussion followed on process to apply and next steps.
 - i. ***Jane motioned to authorize the Township Manager to obtain an appraisal up to \$5,000, Jim Seconded, Approved by all.***
 - ii. ***Ken motion to authorize the Township Manager to develop a preliminary site plan that can be used with a grant application up to \$5,000, Jane Seconded, Approved by all.***

8. Reports

- a. Chairman – no report.
- b. Manager – not present
- c. Commissioner's report
 - i. Elliot – reported crews are out surveying for design of parking lot at Dog Park.

9. Public Comments

- a. none

10. Next Meeting: February 5, 2025 at 5:00PM at the Township Hall

11. Adjourn – Jim Searing adjourned the meeting at 4:41 pm.

REVENUE REPORT FOR SAUGATUCK TOWNSHIP
PERIOD ENDING 01/31/2025

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	01/31/2025 NORMAL (ABNORMAL)	MONTH 01/31/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 208 - PARK/RECREATION FUND								
Revenues								
Dept 000								
208-000-403.000	CURRENT PROP TAX	240,000.00	86,345.79	62,461.59		153,654.21	35.98	
208-000-412.000	DELINQUENT TAX	0.00	0.00	0.00		0.00	0.00	
208-000-523.000	STATE GRANT	190,000.00	0.00	0.00		190,000.00	0.00	
208-000-524.000	FEDERAL GRANT	35,000.00	6,651.00	0.00		28,349.00	19.00	
208-000-665.000	INTEREST EARNED	0.00	0.00	0.00		0.00	0.00	
208-000-675.000	MISCELLANEOUS	0.00	0.00	0.00		0.00	0.00	
208-000-677.000	DONATIONS	0.00	0.00	0.00		0.00	0.00	
208-000-699.000	APPROPRIATION TRANSFERS IN	42,000.00	0.00	0.00		42,000.00	0.00	
208-000-699.100	TRANSFER FROM FUND BALANCE	0.00	0.00	0.00		0.00	0.00	
Total Dept 000		507,000.00	92,996.79	62,461.59		414,003.21	18.34	
TOTAL REVENUES		507,000.00	92,996.79	62,461.59		414,003.21	18.34	
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Fund 208 - PARK/RECREATION FUND:								
TOTAL REVENUES		507,000.00	92,996.79	62,461.59		414,003.21	18.34	

PERIOD ENDING 01/31/2025

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2025	MONTH 01/31/2025	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 208 - PARK/RECREATION FUND						
Revenues						
Dept 000						
208-000-403.000	CURRENT PROP TAX	240,000.00	86,345.79	62,461.59	153,654.21	35.98
208-000-412.000	DELINQUENT TAX	0.00	0.00	0.00	0.00	0.00
208-000-523.000	STATE GRANT	190,000.00	0.00	0.00	190,000.00	0.00
208-000-524.000	FEDERAL GRANT	35,000.00	6,651.00	0.00	28,349.00	19.00
208-000-665.000	INTEREST EARNED	0.00	0.00	0.00	0.00	0.00
208-000-675.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
208-000-677.000	DONATIONS	0.00	0.00	0.00	0.00	0.00
208-000-699.000	APPROPRIATION TRANSFERS IN	42,000.00	0.00	0.00	42,000.00	0.00
208-000-699.100	TRANSFER FROM FUND BALANCE	0.00	0.00	0.00	0.00	0.00
Total Dept 000		507,000.00	92,996.79	62,461.59	414,003.21	18.34
TOTAL REVENUES		507,000.00	92,996.79	62,461.59	414,003.21	18.34
Expenditures						
Dept 751 - PARKS						
208-751-701.000	ELECTED OFFICIAL SALARIES	11,625.00	4,825.00	0.00	6,800.00	41.51
208-751-709.000	SUBCONTRACTED LABOR	33,000.00	7,332.00	215.00	25,668.00	22.22
208-751-801.000	ENGINEERING	4,000.00	0.00	0.00	4,000.00	0.00
208-751-802.000	ATTORNEY FEES	3,000.00	1,844.90	0.00	1,155.10	61.50
208-751-807.000	CONSULTING SERVICES	60,000.00	32,348.22	6,190.50	27,651.78	53.91
208-751-809.000	PROFESSIONAL SERVICES	8,000.00	1,845.00	0.00	6,155.00	23.06
208-751-810.000	FEDERAL GRANT PROJECT	35,000.00	8,324.75	0.00	26,675.25	23.79
208-751-811.000	STATE GRANT PROJECT	200,000.00	12,594.00	0.00	187,406.00	6.30
208-751-901.000	PRINTING & PUBLISHING	1,000.00	45.00	0.00	955.00	4.50
208-751-920.000	GAS & ELECTRIC & INTERNET	2,000.00	873.29	156.24	1,126.71	43.66
208-751-930.000	REPAIRS & MAINTENANCE	17,000.00	1,831.56	0.00	15,168.44	10.77
208-751-955.000	MISCELLANEOUS	0.00	624.83	0.00	(624.83)	100.00
208-751-961.000	TRAINING & SEMINARS	1,000.00	0.00	0.00	1,000.00	0.00
208-751-971.000	CAPITAL OUTLAY	121,000.00	9,046.72	3,167.25	111,953.28	7.48
208-751-995.000	APPROPRIATION TRANSFER OUT	10,000.00	0.00	0.00	10,000.00	0.00
208-751-998.000	TRANSFER TO FUND BALANCE	0.00	0.00	0.00	0.00	0.00
Total Dept 751 - PARKS		506,625.00	81,535.27	9,728.99	425,089.73	16.09
TOTAL EXPENDITURES		506,625.00	81,535.27	9,728.99	425,089.73	16.09
Fund 208 - PARK/RECREATION FUND:						
TOTAL REVENUES		507,000.00	92,996.79	62,461.59	414,003.21	18.34
TOTAL EXPENDITURES		506,625.00	81,535.27	9,728.99	425,089.73	16.09
NET OF REVENUES & EXPENDITURES		375.00	11,461.52	52,732.60	(11,086.52)	3,056.41

Balances as of 01/31/2025

% Fiscal Year Completed: 58.90

Fund 208 - PARK/RECREATION FUND

GL Number	Description	2024-25 Orig Budget	2024-25 Amended Budget	YEAR-TO-DATE THRU 01/31/25	Available Balance	% Used
Expenditures						
Department 751: PARKS						
208-751-701.000	ELECTED OFFICIAL SALARIES					
09/26/2024	PR SUMMARY PR 09/26/2024		120652	2,800.00	324	
12/19/2024	PR SUMMARY PR 12/19/2024		121942	2,025.00	331	
208-751-701.000	ELECTED OFFICIAL SALARIES	11,625.00	11,625.00	4,825.00	6,800.00	41.51
208-751-709.000	SUBCONTRACTED LABOR					
07/10/2024	AP DOG PARK PORTABLE 7/2-7/30		117278	125.00	Inv #: '70778' Vendor '901'	
07/31/2024	AP JULY CEMETERY CONTRACT, LAWN MOWING TWP		118038	838.00	Inv #: '16227' Vendor '418'	
08/12/2024	AP WEEDS AT DOG PARK AND REPAIR WORK AT TWP		118043	110.00	Inv #: '16266' Vendor '418'	
08/12/2024	AP DOG PARK PORTABLE RESTROOM 7/30-8/27		118080	125.00	Inv #: '70950' Vendor '901'	
08/22/2024	AP PORTABLE RESTROOM 8/27-9/24		120017	125.00	Inv #: '71056' Vendor '901'	
08/30/2024	AP AUGUST MOWING & CEMETERY CONTRACT		119987	84.00	Inv #: '16278' Vendor '418'	
08/30/2024	AP AUGUST MOWING & CEMETERY CONTRACT		119987	84.00	Inv #: '16278' Vendor '418'	
08/30/2024	AP AUGUST MOWING & CEMETERY CONTRACT		119987	180.00	Inv #: '16278' Vendor '418'	
08/30/2024	AP AUGUST MOWING & CEMETERY CONTRACT		119987	392.00	Inv #: '16278' Vendor '418'	
09/16/2024	AP DOG PARK PORTABLE RESTROOM 9/24-10/22		120827	125.00	Inv #: '71203' Vendor '901'	
10/04/2024	AP OCTOBER CEMETERY CONTRACT AND MOWINGS		120798	84.00	Inv #: '16314' Vendor '418'	
10/04/2024	AP OCTOBER CEMETERY CONTRACT AND MOWINGS		120798	84.00	Inv #: '16314' Vendor '418'	
10/04/2024	AP OCTOBER CEMETERY CONTRACT AND MOWINGS		120798	90.00	Inv #: '16314' Vendor '418'	
10/04/2024	AP OCTOBER CEMETERY CONTRACT AND MOWINGS		120798	392.00	Inv #: '16314' Vendor '418'	
10/04/2024	AP REMOVE STUMPS AT RIVER PARK AND REPAIR B		120797	1,200.00	Inv #: '16315' Vendor '418'	
10/24/2024	AP NEW PAD BY BIKE BENCH, 9 LOADS OF CHIPS		121201	990.00	Inv #: '16343' Vendor '418'	
11/01/2024	AP OCTOBER MOWING AND CEMETERY CONTRACT		121202	42.00	Inv #: '16345' Vendor '418'	
11/01/2024	AP OCTOBER MOWING AND CEMETERY CONTRACT		121202	84.00	Inv #: '16345' Vendor '418'	
11/01/2024	AP OCTOBER MOWING AND CEMETERY CONTRACT		121202	90.00	Inv #: '16345' Vendor '418'	
11/01/2024	AP OCTOBER MOWING AND CEMETERY CONTRACT		121202	294.00	Inv #: '16345' Vendor '418'	
11/06/2024	AP REMOVE TRASH END OF DOG PARK ROAD		121204	165.00	Inv #: '16369' Vendor '418'	
11/12/2024	AP WINTERIZING DOG PARK		121216	160.00	Inv #: '8835' Vendor '289'	
11/21/2024	AP DOG PARK PORTABLE RESTROOM		121721	125.00	Inv #: '71531' Vendor '901'	
12/02/2024	AP INSTALLED 2 CAMERAS AT RIVER BLUFF AND 2		121720	400.00	Inv #: '1427' Vendor '897'	
12/18/2024	AP DECEMBER SNOW PLOWING, REPAIR AT TOWNHAL		122429	64.00	Inv #: '16400' Vendor '418'	
12/18/2024	AP DECEMBER SNOW PLOWING, REPAIR AT TOWNHAL		122429	270.00	Inv #: '16400' Vendor '418'	
12/18/2024	AP DECEMBER SNOW PLOWING, REPAIR AT TOWNHAL		122429	270.00	Inv #: '16400' Vendor '418'	
12/23/2024	AP PORTABLE RESTROOM 12/1711/14 AT DOG PARK		122461	125.00	Inv #: '71643' Vendor '901'	
01/03/2025	AP JANUARY CEMETERY CONTRACT AND DECEMBER P		122430	90.00	Inv #: '16466' Vendor '418'	
01/08/2025	AP DOG PARK PORTABLE RESTROOM 1/14-2/11		122462	125.00	Inv #: '71701' Vendor '901'	
208-751-709.000	SUBCONTRACTED LABOR	33,000.00	33,000.00	7,332.00	25,668.00	22.22
208-751-801.000	ENGINEERING	4,000.00	4,000.00	0.00	4,000.00	0.00
208-751-802.000	ATTORNEY FEES					
08/02/2024	AP ROUNABOUT, ZBA, ORDINANCE, POLICIES, PI		118033	343.90	Inv #: '840' Vendor '822'	
09/03/2024	AP PINE TRAIL, ZBA, RIVERSIDE DR & LAKESHOR		119978	1,501.00	Inv #: '849' Vendor '822'	
208-751-802.000	ATTORNEY FEES	3,000.00	3,000.00	1,844.90	1,155.10	61.50
208-751-807.000	CONSULTING SERVICES					
08/05/2024	AP SUNDOWN PARK DESIGN SERVICES		118091	1,760.00	Inv #: '2429-1' Vendor '957'	
08/07/2024	AP 2234 PINE TRAIL COMMUNITY PARK SITE PLAN		118054	730.00	Inv #: '1' Vendor '986'	
08/12/2024	AP TAILS AND TRAILS ECOLOGICAL EVALUATION A		118057	4,000.00	Inv #: '118290' Vendor '891'	
09/09/2024	AP PROFESSIONAL SERVICES FOR PINE TRAIL		120002	5,278.50	Inv #: '2' Vendor '986'	
09/09/2024	AP PLANNER FEES, PARKS STRATEGIC PLANNING A		119965	300.00	Inv #: '8.27' Vendor '833'	

Balances as of 01/31/2025

% Fiscal Year Completed: 58.90

Fund 208 - PARK/RECREATION FUND

GL Number	Description	2024-25 Orig Budget	2024-25 Amended Budget	YEAR-TO-DATE THRU 01/31/25	Available Balance	% Used
Expenditures						
Department 751: PARKS						
10/01/2024	AP PLANNING, PARKS AND TRAILS VISIT AND ESC		120772	150.00	Inv #: '9.24' Vendor '833'	
10/04/2024	AP RIVERBLUFF GRANT FEASIBILITY STUDY		120794	1,412.22	Inv #: '025023126' Vendor '974'	
11/01/2024	AP PLANNER SERVCIES, PARKS TAILS AND TRAILS		121178	2,000.00	Inv #: '10.29' Vendor '833'	
11/13/2024	AP NOAA GREAT LAKES FISH HABITAT		121227	5,862.50	Inv #: '85435' Vendor '190'	
12/10/2024	AP COASTAL MANAGEMENT PROGRAM GRANT		121727	1,677.50	Inv #: '2024-4' Vendor '991'	
12/11/2024	AP NOAA GREAT LAKES FISH HABITAT RESTORATIO		121712	2,987.00	Inv #: '85929' Vendor '190'	
01/08/2025	AP MICHIGAN COASTAL MANAGEMENT PROGRAM GRAN		122454	4,595.50	Inv #: '86251' Vendor '190'	
01/30/2025	AP COASTAL MANAGEMENT PROGRAM GRANT		123085	1,595.00	Inv #: '2024-5' Vendor '991'	
208-751-807.000	CONSULTING SERVICES	60,000.00	60,000.00	32,348.22	27,651.78	53.91
208-751-809.000 PROFESSIONAL SERVICES						
08/22/2024	AP RIVER BLUFF PARK ENGINEERING SERVICES-NO		119982	1,845.00	Inv #: '025022593' Vendor '974'	
208-751-809.000	PROFESSIONAL SERVICES	8,000.00	8,000.00	1,845.00	6,155.00	23.06
208-751-810.000 FEDERAL GRANT PROJECT						
09/10/2024	AP RIVERBLUFF PARK FEASIBILTIIY STUDY - GRAN		119983	4,806.00	Inv #: '025022758' Vendor '974'	
11/13/2024	AP RIVER BLUFF PARK ENGINEERING SERVICES		121199	1,171.50	Inv #: '025023541' Vendor '974'	
12/23/2024	AP RIVER BLUFF PARK ENGINEERING SERVICES		122428	2,347.25	Inv #: '025024003' Vendor '974'	
208-751-810.000	FEDERAL GRANT PROJECT	35,000.00	35,000.00	8,324.75	26,675.25	23.79
208-751-811.000 STATE GRANT PROJECT						
08/05/2024	AP AMELANCHIER PARK DESIGN SERVICES		118090	3,500.00	Inv #: '2427-1' Vendor '957'	
09/30/2024	AP COASTAL ZONE GRANT		120685	1,320.00	Inv #: '2024-1 8/31/24' Vendor '991'	
10/08/2024	AP COASTAL MANAGEMENT PROGRAM GRANT		120834	825.00	Inv #: '2024-2' Vendor '991'	
11/06/2024	AP COASTAL MANAGEMENT PROGRAM GRANT		121249	550.00	Inv #: '2024-3' Vendor '991'	
12/30/2024	AP IDENTIFY AND INVENTORY GIS PARCEL FOR PA		122466	6,399.00	Inv #: '1' Vendor '996'	
208-751-811.000	STATE GRANT PROJECT	200,000.00	200,000.00	12,594.00	187,406.00	6.30
208-751-901.000 PRINTING & PUBLISHING						
09/03/2024	AP RIVER BLUFF PARK SIGNBOARD		120020	45.00	Inv #: '13786' Vendor '699'	
208-751-901.000	PRINTING & PUBLISHING	1,000.00	1,000.00	45.00	955.00	4.50
208-751-920.000 GAS & ELECTRIC & INTERNET						
07/08/2024	AP RIVER BLUFF PARK QUARTERLY TRASH		117220	78.00	Inv #: '2917055' Vendor '876'	
07/10/2024	CD DOG PARK		117195	28.77	Check #: '1339(E) CHEM' Vendor '112'.	
07/24/2024	CD DOG PARK		117644	16.86	Check #: '1354(E) CHEM' Vendor '112'.	
08/01/2024	CD GAS & ELECTRIC & INTERNET		117779	24.12	Check #: '1358(E) CHEM' Vendor '120'.	
08/09/2024	CD DOG PARK		117921	28.77	Check #: '1364(E) CHEM' Vendor '112'.	
08/26/2024	CD DOG PARK		118329	17.02	Check #: '1374(E) CHEM' Vendor '112'.	
09/03/2024	CD DOG PARK		118570	31.99	Check #: '1379(E) CHEM' Vendor '120'.	
09/09/2024	CD DOG PARK		118993	28.77	Check #: '1386(E) CHEM' Vendor '112'.	
09/27/2024	CD DOG PARK		120672	16.91	Check #: '1402(E) CHEM' Vendor '112'.	
09/30/2024	CD DOG TRASH		120702	66.00	Check #: '1406(E) CHEM' Vendor '876'.	
10/01/2024	AP RIVER BLUFF PARK QUARTERLY TRASH		120778	78.00	Inv #: '2976004' Vendor '876'	
10/02/2024	CD GAS & ELECTRIC & INTERNET		120704	34.08	Check #: '1408(E) CHEM' Vendor '120'.	
10/09/2024	CD DOG PARK		120770	28.76	Check #: '1419(E) CHEM' Vendor '112'.	
10/24/2024	CD DOG PARK		121032	16.49	Check #: '1443(E) CHEM' Vendor '112'.	
11/01/2024	CD GAS & ELECTRIC & INTERNET		121113	33.48	Check #: '1450(E) CHEM' Vendor '120'.	
11/07/2024	CD DOG PARK		121167	28.76	Check #: '1458(E) CHEM' Vendor '112'.	
11/26/2024	CD DOG PARK		121356	16.46	Check #: '1489(E) CHEM' Vendor '112'.	

Balances as of 01/31/2025

% Fiscal Year Completed: 58.90

Fund 208 - PARK/RECREATION FUND

GL Number	Description	2024-25 Orig Budget	2024-25 Amended Budget	YEAR-TO-DATE THRU 01/31/25	Available Balance	% Used
Expenditures						
Department 751: PARKS						
12/04/2024	CD GAS & ELECTRIC & INTERNET		121410	32.66 Check #: '1494(E) CHEM' Vendor '120'.		
12/10/2024	CD DOG PARK		121590	28.76 Check #: '1503(E) CHEM' Vendor '112'.		
12/17/2024	CD DOG TRASH		121906	66.00 Check #: '1524(E) CHEM' Vendor '876'.		
12/27/2024	CD DOG PARK		122177	16.39 Check #: '1531(E) CHEM' Vendor '112'.		
01/02/2025	CD GAS & ELECTRIC & INTERNET		122253	31.12 Check #: '1536(E) CHEM' Vendor '120'.		
01/09/2025	CD DOG PARK		122504	31.68 Check #: '1563(E) CHEM' Vendor '112'.		
01/16/2025	CD RIVER BLUFF PARK		122652	78.00 Check #: '1569(E) CHEM' Vendor '876'.		
01/27/2025	CD DOG PARK		122849	15.44 Check #: '1574(E) CHEM' Vendor '112'.		
208-751-920.000	GAS & ELECTRIC & INTERNET	2,000.00	2,000.00	873.29	1,126.71	43.66
208-751-930.000 REPAIRS & MAINTENANCE						
07/08/2024	AP LIFETIME PASTEL SEMI LATEX FOR TAILS AND		117254	94.98 Inv #: '2407-776836' Vendor '111'		
07/08/2024	AP REIMBURSEMENT FOR CAMERAS FOR TAILS AND		117276	221.52 Inv #: '47713384259183' Vendor '897'		
07/29/2024	AP NATURAL WELAND AREA SIGN		118084	45.00 Inv #: '13708' Vendor '699'		
08/01/2024	AP SANDISK FOR CAMERAS		118079	7.57 Inv #: '8/1' Vendor '897'		
08/12/2024	AP TAILS AND TRAILS DOG BOX		118059	31.99 Inv #: '2408-787015' Vendor '111'		
08/15/2024	AP SANDISK FOR CAMERAS		118133	63.00 Inv #: '8/1' Vendor '897'		
10/24/2024	AP NEW PAD BY BIKE BENCH, 9 LOADS OF CHIPS		121201	900.00 Inv #: '16343' Vendor '418'		
11/01/2024	AP MOVE TREES TO RIVER BLUFF PARK, CUT DOWN		121203	467.50 Inv #: '16346' Vendor '418'		
208-751-930.000	REPAIRS & MAINTENANCE	17,000.00	17,000.00	1,831.56	15,168.44	10.77
208-751-955.000 MISCELLANEOUS						
09/16/2024	AP MILEAGE FOR 3 TRIPS TO POLLY PRODUCTS AN		120805	505.18 Inv #: '9/16' Vendor '990'		
10/28/2024	CD FRAMES		121038	59.34 Check #: '1444(E) CHEM' Vendor '126'.		
11/27/2024	CD DOG POOP DISPENSER AND BAGS		121359	60.31 Check #: '1490(E) CHEM' Vendor '126'.		
208-751-955.000	MISCELLANEOUS	0.00	0.00	624.83	(624.83)	100.00
208-751-961.000 TRAINING & SEMINARS						
208-751-961.000	TRAINING & SEMINARS	1,000.00	1,000.00	0.00	1,000.00	0.00
208-751-971.000 CAPITAL OUTLAY						
08/08/2024	AP 2 REPLACEMENT BOARDS FOR LANE BENCH		118062	329.85 Inv #: 'INV76027' Vendor '895'		
08/08/2024	AP 2 PICNIC TABLES		118061	3,493.49 Inv #: 'INV76028' Vendor '895'		
08/09/2024	AP HACKNEY BENCH		118063	1,272.34 Inv #: 'INV76103' Vendor '895'		
10/15/2024	AP SOCCER NET		121236	243.79 Inv #: 'CR-1001' Vendor '165'		
12/17/2024	AP SIGNBOARDS FOR THE DOGPARKD		122464	540.00 Inv #: '13975' Vendor '699'		
01/08/2025	AP TAILS AND TRAILS PARK		122452	3,167.25 Inv #: '86249' Vendor '190'		
208-751-971.000	CAPITAL OUTLAY	121,000.00	121,000.00	9,046.72	111,953.28	7.48
208-751-995.000 APPROPRIATION TRANSFER OUT						
208-751-995.000	APPROPRIATION TRANSFER OUT	10,000.00	10,000.00	0.00	10,000.00	0.00
Total - Dept 751		506,625.00	506,625.00	81,535.27	425,089.73	16.09
Total Expenditures		506,625.00	506,625.00	81,535.27	425,089.73	16.09
NET OF REVENUES AND EXPENDITURES		(506,625.00)	(506,625.00)	(81,535.27)	(425,089.73)	

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank CHEM HUNTINGTON BANK GENERAL						

Check Type: EFT Transfer

01/03/2025	CHEM	1537(E)	675	STANDARD INSURANCE CO.	LIFE INSURANCE	62.30
01/03/2025	CHEM	1538(E)	958	EPS SECURITY	GAS & ELECTRIC & INTERNET	162.00
01/03/2025	CHEM	1539(E)	128	SEMO ENERGY	TWP HALL GAS	205.94
01/07/2025	CHEM	1540(E)	112	CONSUMERS ENERGY	TWP HALL	282.67
01/07/2025	CHEM	1541(E)	112	CONSUMERS ENERGY	RIVERSIDE CEMETERY	33.04
01/08/2025	CHEM	1542(E)	112	CONSUMERS ENERGY	DOUGLAS CEMTERY	31.37
01/09/2025	CHEM	1562(E)	603	COMCAST CABLE COMMUNICATIONS	GAS & ELECTRIC & INTERNET	251.08
01/09/2025	CHEM	1563(E)	112	CONSUMERS ENERGY	DOG PARK	31.68
01/09/2025	CHEM	1564(E)	551	QUADIENT, INC	POSTAGE	50.00
01/10/2025	CHEM	1565(E)	872	VERIZON WIRELESS	MANAGERS PHONE	66.10
01/13/2025	CHEM	1566(E)	748	DELTA DENTAL	EMPLOYEE BENEFITS, DENTAL	243.51
01/16/2025	CHEM	1567(E)	876	ARROWASTE, INC	CEMETERY	87.36
01/16/2025	CHEM	1568(E)	876	ARROWASTE, INC	TOWNSHIP OFFICE	115.44
01/16/2025	CHEM	1569(E)	876	ARROWASTE, INC	RIVER BLUFF PARK	78.00
01/27/2025	CHEM	1571(E)	126	CARDMEMBER SERVICE	ICMA MEMBERSHIP	577.60
					PETER ASSESSING MEMBERSHIP	97.38
					MAICHIMP SUBSCRIPTION	26.50
					XMAS LIGHTS	32.21
					WALSTREET JOURNAL SUBSCRIPTION	8.00
					BEVERAGES	31.36
					AMAZON PRIME MEMBERSHIP	15.89
					GOVERNCE LUNCH	102.40
					BOR TRAINING PETER	23.00
					TRAY ORG., LABELS	41.29
					CHRISTMAS LUNCH	124.26
					HAND SOAP, PODS	35.42
					W'2 & 1099 ENVELOPES	63.56
					ZOOM SUBSCRIPTION	122.95
						1,301.82

01/27/2025	CHEM	1572(E)	112	CONSUMERS ENERGY	LED LIGHT	362.63
01/27/2025	CHEM	1573(E)	112	CONSUMERS ENERGY	STREET LIGHT	36.30
01/27/2025	CHEM	1574(E)	112	CONSUMERS ENERGY	DOG PARK	15.44
					STREET LIGHTS	1,467.16
						1,482.60

01/31/2025	CHEM	1576(E)	124	MERS OF MICHIGAN	SURPLUS UNASSOCIATED	5,000.00
					Total EFT Transfer:	9,883.84

CHEM TOTALS:
Total of 19 Checks:
Less 0 Void Checks:
Total of 19 Disbursements:

9,883.84
0.00
9,883.84

Action Plan

Saugatuck Township is fortunate to have a dedicated millage that can be used to conserve critical landscapes, one of only 12 such millages in the State of Michigan. Millage funds can be used for other purposes (development and maintenance of parks and public trails) so it is imperative to leverage other funding sources to achieve the goal of protecting the Township's natural and agricultural heritage. The following are recommendations on how to achieve that.

1. **Hold informational sessions for parks commissioners and the Board of Trustees.** With land conservation a new concept in Saugatuck Township, elected officials need to become familiar with how acquisition programs work and the benefits they provide.
2. **Revise the Tri-Community Master Plan to include an Agricultural Preservation Area.** Identifying such an area is essential to gaining approval for grants from the State of Michigan Agricultural Preservation Fund.
3. **Adopt a Land Preservation Ordinance.** An ordinance allowing for the purchase of development rights (conservation easement) is also a requirement for grants from the State Ag Preservation Fund and the federal Agricultural Conservation Easement Program (ACEP). Allowance for fee simple purchases of land can be included in the same ordinance.
4. **Approve a monitoring and enforcement plan for conservation easements.** Also a requirement for State Ag Preservation Fund grants (and good policy).
5. **Adopt the provided scoring systems for natural areas and farmland.** This can be done as part of the land preservation ordinance or as a separate document. Also a requirement for State Ag Preservation Fund grants.
6. **Hold public informational sessions on land conservation.** Such sessions for landowners and for the public (two different ones) will help residents understand how conservation programs work, gather additional input on priorities and begin to develop the relationships with landowners so essential to land conservati

7. **Produce advertising media.** Attract applications with brochures, flyers, and online media.
8. **Develop a program application.** Produce a two-page application with basic property info and addressing some of the criteria in the scoring systems for landowners to complete.
9. **Develop a land conservation page on the Township website.** Provide some of the basic info from the brochure, info on how land conservation works and the application.
10. **Conduct a landowner mailing.** Include program information and application.
11. **Ensure eligibility for other State funding programs.** The Natural Resources Trust Fund and Coastal Management Program provide funding for fee simple purchases, the latter also for easement purchases.
12. **Explore private funding options.** Foundations that serve the Saugatuck/Douglas area and individual donors could be an important source for seed money or donations that would support a land conservation project.
13. **Identify providers of due diligence.** Every government land conservation project must have a qualified real estate appraisal. Fewer appraisers have training or experience in the special conservation easement appraisal. Boundary surveys are also a requirement. Phase I Environmental Site Assessments are strongly advised for fee simple purchases and a good idea for conservation easements. Attorneys knowledgeable in real estate transactions are essential. Responsive and knowledgeable title companies are beneficial. For conservation easements, a baseline documentation report with maps, descriptions and photographs must be produced.
14. **Prepare for future grant application deadlines.** Know the available grants and prepare a plan in advance for which properties make the best applications for each one.
15. **Coordinate efforts with potential partners.** Identify and establish contact with potential project partners, especially the Michigan Dept. of Natural Resources and the Land Conservancy of West Michigan along with local groups who may hold or monitor conservation easements, own/co-own/manage acquired lands and fundraise.