



Parks Commission Agenda

Wednesday, April 2, 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) March 5th, 2025, Meeting Minutes approval
- b) Financial Reports
- c) Bills
- d) Donation Report

6. New Business:

- a) July 2024 – June 2025 Budget - All
- b) Volunteer Summer intern – Jim

7. Old Business:

- a) Update Riverside property grant – Daniel
- b) Riverside Property Ecological Evaluation proposal approval.
- c) Dog Park driveway RFP response.
- d) Sundown Park – update
- e) Land acquisition plan - Jane

8. Reports:

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

9. Public Comments

Previous Rules apply.

10. Next meeting: May 7th, 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
Wednesday, March 5, 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 5:03pm
2. Roll Call
 - a. Present: Jim Searing, Dana Burd, Ken Butler, Elliot Sturm, Jame Dickie
 - b. Township Manager Daniel DeFranco also present.
3. Public Comments
 - a. Chris Clark – stated Riverwood Council will provide a letter of support for the Riverside Park DNR grant application. Noted Outdoor Discovery Center may be interested in supporting a water trail for the Kalamazoo River.
4. Approval of Agenda
 - a. ***Ken Butler moved to approve the agenda with item 7a – Riverside Property moved to New Business, Jane Dickie seconded. Approved by all.***
5. Consent Agenda – ***Ken Butler moved to approve the consent agenda, Jane Dickie seconded. Approved by all.***
 - a. February 4th, 2024 Workshop Meeting Minutes
 - b. February 5th, 2025 Meeting Minutes
 - c. Financial Reports
 - d. Bills
 - e. Donation Report
6. New Business
 - a. Public Hearing on 5-Year Park Plan Review – Jim Searing opened the public hearing and discussed items that are current commission priorities such as improving the Dog Park parking lot/driveway, Sundown Park plans for better views of Lake Michigan. Jim requested people in the audience share their thoughts on what park improvement, property acquisition, and land conservation they would like to see in the community.
 - i. Helen Baldwin – thanked the commission and agrees with the community trying to acquire more land for the public good.
 - ii. Chris Clark – would like to see how people can do small conservation easements on their land and noted the Parks Commission completed a Public Access and Conservation Land Study recently and would like to see progress on next steps.
 - iii. Daniel DeFranco – noted the Township is working on next steps from the grant funded program that was developed and is working to formalize a land conservation program to give property owners their own resources to put land in conservation or preservation, and that the Township program helped set

parameters for how the Township will evaluate their involvement and rank acquisition opportunities.

- iv. Jane Dickie – discussed the grant funded program just completed and how easements and rights would be permanent and not temporary.

Jim Searing closed the public hearing.

- b. (item 7a moved here) Riverside property – Viridis site plan discussion
 - i. Daniel DeFranco explained the Parks Commission had a special meeting last month related to a DNR Acquisition grant and a potential property purchase. At that meeting members of the Parks Commission met with Viridis landscape architects to develop a conceptual vision and ideas for what the property could be used for that fit within priorities of the 5-Year Park Plan.
 - ii. Viridis Design Group presented conceptual drawings developed based on the initial input received at the special meeting and requested additional feedback.
 - iii. Parks Commissioners and members of the public reviewed the conceptual drawings, had discussion, and provided feedback. Viridis took notes and will use feedback received to update the conceptual plan to be submitted with the Township’s grant application prior to April 1st.
- c. Allegan County Foundation Parks donations – Jim reported that he’s been in contact with ACCF and there are options to establish specific funds with them related to parks or projects. This may be useful in future community fundraising.

7. Old Business

- a. Dog Park Driveway Construction Plan – Daniel DeFranco presented the construction plans and estimate from the Township engineers. ***Jane Dickie moved to authorize the project to seek construction bids, Dana Burd seconded. Approved by all.***
- b. Landfill site update – Ken Butler reported on his coordination with the Fire District on possible air testing as a next step in evaluating recreational use there.
- c. Sundown Park update – Daneil DeFranco reported on progress developing construction documents and that plans should be available to review in April where the commission could authorize bidding.
- d. Update on Bike Trail – Daniel DeFranco reported that construction has been delayed until 2026 which effectively pushes it back 1 year. Grant requirements and approvals have temporarily delayed the start of construction. This includes the two north segments and Amelanchier Park area by the cemetery. Planning for the south segment is still underway with grant application being submitted for future non-motorized trail extension to M-89.
- e. Water Trail – Ken Butler reported on a meeting with Outdoor Discovery Center on potential partnerships to develop a Kalamazoo River Water Trail.

8. Reports

- a. Chairman – Jim Searing stated that next month the parks commission will look at budgeting for next fiscal year, and that discussion on disc golf at the Dog Park is being postponed to explore other opportunities for disc golf in the Township.

- b. Manager – Daniel DeFranco asked for help finding a carpenter who can build the framing for the new park signs to be placed at various parks. Suggestions were post to the community for contacts or reach out to Saugatuck Public Schools Industrial Arts class. Daniel also noted it would be nice to have some simple activity items at the dog park.
- c. Commissioner's
 - i. Ken Butler inquired about placing cameras at other parks like River Bluff to deter and monitor for abuse of park property.
 - ii. Elliot Sturm – reported on cameras in place at the roundabout and Dog Park and about an incident with an aggressive dog. Also, volunteered to coordinate removal of an old mattress that was dumped at the Dog Park.
 - iii. Dana Burd – reminded the commissioner's that he had requested help from volunteers to assist the commission in envisioning disc golf as a possible use on the expanded trail areas as the Dog Park, but understood the conflict in uses. Also reported that Pier Cove Park in Ganges Township will be closed for construction from late March through Memorial Day to complete their DNR grant funded project to improve beach access, viewing areas, aesthetic improvements, and rebuild the stairs.

9. Public Comments

- a. Chris Clark – encouraged the use of community fundraising for donations, reported that his club will have a trails day that will include River Bluff Park and Tails n' Trails Dog Park.
- b. Nancy Kimble – inquired about consistent parks signage in the tri-community and wondered if that was being considered.

10. Next Meeting: April 2nd, 2025 at 5:00 pm at Township Hall

11. Adjourn – Jim Searing adjourned the meeting at 6:45pm

REVENUE REPORT FOR SAUGATUCK TOWNSHIP

PERIOD ENDING 03/31/2025

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	03/31/2025 NORMAL (ABNORMAL)	MONTH 03/31/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 208 - PARK/RECREATION FUND						
Revenues						
Dept 000						
208-000-403.000	CURRENT PROP TAX	240,000.00	227,012.39	3,369.58	12,987.61	94.59
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	5,523.25	0.00	184,476.75	2.91
208-000-524.000	FEDERAL GRANT	35,000.00	12,083.00	0.00	22,917.00	34.52
208-000-665.000	INTEREST EARNED	0.00	1,001.52	0.00	(1,001.52)	100.00
208-000-675.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
208-000-677.000	DONATIONS	0.00	324.00	300.00	(324.00)	100.00
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	245,944.16	3,669.58	261,055.84	48.51
TOTAL REVENUES		507,000.00	245,944.16	3,669.58	261,055.84	48.51
Fund 208 - PARK/RECREATION FUND:						
TOTAL REVENUES		507,000.00	245,944.16	3,669.58	261,055.84	48.51

PERIOD ENDING 03/31/2025

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2025 NORMAL (ABNORMAL)	MONTH 03/31/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 208 - PARK/RECREATION FUND						
Revenues						
Dept 000						
208-000-403.000	CURRENT PROP TAX	240,000.00	227,012.39	3,369.58	12,987.61	94.59
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	5,523.25	0.00	184,476.75	2.91
208-000-524.000	FEDERAL GRANT	35,000.00	12,083.00	0.00	22,917.00	34.52
208-000-665.000	INTEREST EARNED	0.00	1,001.52	0.00	(1,001.52)	100.00
208-000-675.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
208-000-677.000	DONATIONS	0.00	324.00	300.00	(324.00)	100.00
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	245,944.16	3,669.58	261,055.84	48.51
TOTAL REVENUES		507,000.00	245,944.16	3,669.58	261,055.84	48.51
Expenditures						
Dept 751 - PARKS						
208-751-701.000	ELECTED OFFICIAL SALARIES	11,625.00	7,200.00	2,375.00	4,425.00	61.94
208-751-709.000	SUBCONTRACTED LABOR	33,000.00	13,627.00	0.00	19,373.00	41.29
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	33,093.00	3,500.00	26,907.00	55.16
208-751-809.000	PROFESSIONAL SERVICES	8,000.00	5,000.00	0.00	3,000.00	62.50
208-751-810.000	FEDERAL GRANT PROJECT	35,000.00	16,658.83	0.00	18,341.17	47.60
208-751-811.000	STATE GRANT PROJECT	200,000.00	12,366.50	0.00	187,633.50	6.18
208-751-901.000	PRINTING & PUBLISHING	1,000.00	129.00	84.00	871.00	12.90
208-751-920.000	GAS & ELECTRIC & INTERNET	2,000.00	1,089.62	140.54	910.38	54.48
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	33,063.67	8,318.25	87,936.33	27.33
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	126,528.91	14,417.79	380,096.09	24.97
TOTAL EXPENDITURES		506,625.00	126,528.91	14,417.79	380,096.09	24.97
Fund 208 - PARK/RECREATION FUND:						
TOTAL REVENUES		507,000.00	245,944.16	3,669.58	261,055.84	48.51
TOTAL EXPENDITURES		506,625.00	126,528.91	14,417.79	380,096.09	24.97
NET OF REVENUES & EXPENDITURES		375.00	119,415.25	(10,748.21)	(119,040.25)	1,844.07

Balances as of 03/31/2025
 % Fiscal Year Completed: 75.07
 Fund 208 - PARK/RECREATION FUND

GL Number	Description	2024-25 Orig Budget	2024-25 Amended Budget	YEAR-TO-DATE THRU 03/31/25	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	
03/27/2025	PR SUMMARY PR 03/27/2025		124696	2,375.00	7	
208-751-701.000	ELECTED OFFICIAL SALARIES	11,625.00	11,625.00	7,200.00	4,425.00	61.94
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 12/17-1/14 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'	
01/13/2025	AP MANAGEMENT OF INVASIVE PHRAGMITES AND AS		123942	4,500.00	Inv #: '118417' Vendor '891'	
01/17/2025	AP JANUARY PLOWING AND PLOWED DOUGLAS CEMET		123926	96.00	Inv #: '16473' Vendor '418'	
01/17/2025	AP JANUARY PLOWING AND PLOWED DOUGLAS CEMET		123926	225.00	Inv #: '16473' Vendor '418'	
01/17/2025	AP JANUARY PLOWING AND PLOWED DOUGLAS CEMET		123926	225.00	Inv #: '16473' Vendor '418'	
02/03/2025	AP JANUARY PLOWING AND FEB CEMETERY CONTRAC		123927	128.00	Inv #: '16546' Vendor '418'	
02/03/2025	AP JANUARY PLOWING AND FEB CEMETERY CONTRAC		123927	225.00	Inv #: '16546' Vendor '418'	
02/03/2025	AP JANUARY PLOWING AND FEB CEMETERY CONTRAC		123927	225.00	Inv #: '16546' Vendor '418'	
02/10/2025	AP PORTABALE 2/11 TO 3/11		123968	125.00	Inv #: '71813' Vendor '901'	
02/28/2025	AP FEBRUARY SNOW PLOWING, MARCH CEMETERY CO		124563	96.00	Inv #: '16615' Vendor '418'	
02/28/2025	AP FEBRUARY SNOW PLOWING, MARCH CEMETERY CO		124563	225.00	Inv #: '16615' Vendor '418'	
02/28/2025	AP FEBRUARY SNOW PLOWING, MARCH CEMETERY CO		124563	225.00	Inv #: '16615' Vendor '418'	
208-751-709.000	SUBCONTRACTED LABOR	33,000.00	33,000.00	13,627.00	19,373.00	41.29
208-751-801.000	ENGINEERING	4,000.00	4,000.00	0.00	4,000.00	0.00

Balances as of 03/31/2025
% Fiscal Year Completed: 75.07
Fund 208 - PARK/RECREATION FUND

GL Number	Description	2024-25 Orig Budget	2024-25 Amended Budget	YEAR-TO-DATE THRU 03/31/25	Available Balance	% Used
Expenditures						
Department 751: PARKS						
208-751-802.000 ATTORNEY FEES						
08/02/2024	AP		118033	343.90	Inv #: '840' Vendor '822'	
09/03/2024	AP		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		118091	1,760.00	Inv #: '2429-1' Vendor '957'	
08/07/2024	AP		118054	730.00	Inv #: '1' Vendor '986'	
08/12/2024	AP		118057	4,000.00	Inv #: '118290' Vendor '891'	
09/09/2024	AP		120002	5,278.50	Inv #: '2' Vendor '986'	
09/09/2024	AP		119965	300.00	Inv #: '8.27' Vendor '833'	
10/01/2024	AP		120772	150.00	Inv #: '9.24' Vendor '833'	
10/04/2024	AP		120794	1,412.22	Inv #: '025023126' Vendor '974'	
10/04/2024	GJ		124504	(1,412.22)	JE# 2543	
11/01/2024	AP		121178	2,000.00	Inv #: '10.29' Vendor '833'	
11/13/2024	AP		121227	5,862.50	Inv #: '85435' Vendor '190'	
12/10/2024	AP		121727	1,677.50	Inv #: '2024-4' Vendor '991'	
12/10/2024	GJ		124505	(1,677.50)	JE# 2544	
12/11/2024	AP		121712	2,987.00	Inv #: '85929' Vendor '190'	
01/08/2025	AP		122454	4,595.50	Inv #: '86251' Vendor '190'	
01/30/2025	AP		123085	1,595.00	Inv #: '2024-5' Vendor '991'	
01/30/2025	GJ		124503	(1,595.00)	JE# 2542	
02/11/2025	AP		123949	1,929.50	Inv #: '87087' Vendor '190'	
03/05/2025	AP		124604	3,500.00	Inv #: '2509-1' Vendor '957'	
208-751-807.000	CONSULTING SERVICES	60,000.00	60,000.00	33,093.00	26,907.00	55.16
208-751-809.000 PROFESSIONAL SERVICES						
08/22/2024	AP		119982	1,845.00	Inv #: '025022593' Vendor '974'	
08/22/2024	GJ		124506	(1,845.00)	JE# 2545	
02/18/2025	AP		124568	5,000.00	Inv #: '213-2025-0006' Vendor '934'	
208-751-809.000	PROFESSIONAL SERVICES	8,000.00	8,000.00	5,000.00	3,000.00	62.50
208-751-810.000 FEDERAL GRANT PROJECT						
08/22/2024	GJ		124506	1,845.00	JE# 2545	
09/10/2024	AP		119983	4,806.00	Inv #: '025022758' Vendor '974'	
10/04/2024	GJ		124504	1,412.22	JE# 2543	
11/13/2024	AP		121199	1,171.50	Inv #: '025023541' Vendor '974'	
12/23/2024	AP		122428	2,347.25	Inv #: '025024003' Vendor '974'	
02/11/2025	AP		123924	5,076.86	Inv #: '025024440' Vendor '974'	
208-751-810.000	FEDERAL GRANT PROJECT	35,000.00	35,000.00	16,658.83	18,341.17	47.60
208-751-811.000 STATE GRANT PROJECT						
08/05/2024	AP		118090	3,500.00	Inv #: '2427-1' Vendor '957'	
08/05/2024	GJ		124507	(3,500.00)	JE# 2546	
09/30/2024	AP		120685	1,320.00	Inv #: '2024-1 8/31/24' Vendor '991'	
10/08/2024	AP		120834	825.00	Inv #: '2024-2' Vendor '991'	
11/06/2024	AP		121249	550.00	Inv #: '2024-3' Vendor '991'	
12/10/2024	GJ		124505	1,677.50	JE# 2544	
12/30/2024	AP		122466	6,399.00	Inv #: '1' Vendor '996'	
01/30/2025	GJ		124503	1,595.00	JE# 2542	

Balances as of 03/31/2025
% Fiscal Year Completed: 75.07
Fund 208 - PARK/RECREATION FUND

GL Number	Description	2024-25 Orig Budget	2024-25 Amended Budget	YEAR-TO-DATE THRU 03/31/25	Available Balance	% Used
Expenditures						
Department 751: PARKS						
208-751-811.000	STATE GRANT PROJECT	200,000.00	200,000.00	12,366.50	187,633.50	6.18
208-751-901.000 PRINTING & PUBLISHING						
09/03/2024	AP RIVER BLUFF PARK SIGNBOARD		120020	45.00	Inv #: '13786' Vendor '699'	
03/03/2025	AP BOARD OF REVIEW, SYNOPSIS, PARKS		124555	84.00	Inv #: '15860' Vendor '976'	
208-751-901.000	PRINTING & PUBLISHING	1,000.00	1,000.00	129.00	871.00	12.90
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'.	
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'.	
02/04/2025	CD GAS & ELECTRIC & INTERNET		123284	31.12	Check #: '1582 (E) CHEM' Vendor '120'.	
02/10/2025	CD DOG PARK		123541	28.69	Check #: '1588 (E) CHEM' Vendor '112'.	
02/26/2025	CD DOG PARK		124388	15.98	Check #: '45816 (E) CHEM' Vendor '112'.	
03/03/2025	CD DOG PARK		124430	31.12	Check #: '45822 (E) CHEM' Vendor '120'.	
03/12/2025	CD DOG PARK		124549	28.28	Check #: '45833 (E) CHEM' Vendor '112'.	
03/18/2025	CD DOG PARK TRASH QUARTERLY		124651	66.00	Check #: '1590 (E) CHEM' Vendor '876'.	
03/26/2025	CD DOG PARK		124707	15.14	Check #: '1594 (E) CHEM' Vendor '112'.	
208-751-920.000	GAS & ELECTRIC & INTERNET	2,000.00	2,000.00	1,089.62	910.38	54.48
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

Balances as of 03/31/2025
% Fiscal Year Completed: 75.07
Fund 208 - PARK/RECREATION FUND

GL Number	Description	2024-25 Orig Budget	2024-25 Amended Budget	YEAR-TO-DATE THRU 03/31/25	Available Balance	% Used
Expenditures						
Department 751: PARKS						
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	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'
02/11/2025	AP TAILS N TRAILS PARK		123948	10,870.70		Inv #: '87085' Vendor '190'
02/18/2025	AP MAP CREATION, DESIGN, AND PRODUCTION FOR		124577	4,828.00		Inv #: '118446' Vendor '891'
03/10/2025	AP TAILS AND TRAILS PARK		124586	5,304.25		Inv #: '87422' Vendor '190'
03/10/2025	AP GENERAL CONSULTING-2025-2029 TWP		124589	3,014.00		Inv #: '87425' Vendor '190'
208-751-971.000	CAPITAL OUTLAY	121,000.00	121,000.00	33,063.67	87,936.33	27.33
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	126,528.91	380,096.09	24.97
Total Expenditures		506,625.00	506,625.00	126,528.91	380,096.09	24.97
NET OF REVENUES AND EXPENDITURES		(506,625.00)	(506,625.00)	(126,528.91)	(380,096.09)	

CHECK REGISTER FOR SAUGATUCK TOWNSHIP
CHECK DATE FROM 03/01/2025 - 03/31/2025

03/31/2025 09:36 AM
User: LORI
DB: Saugatuck

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
03/14/2025	CHEM	45851(A)	987	SEYFERTHR	SAUGATUCK TWP ACCT MANAGEMENT	1,050.00
03/14/2025	CHEM	45852(A)	132	SMART BUSINESS SOURCE	COPY PAPER	3,000.00
03/14/2025	CHEM	45853(A)	2000	SPECTRUM PRINTERS, INC	SPECIAL ELECTION INSTRUCTIONS OATH BOOK	72.25 97.49 47.34 144.83
03/14/2025	CHEM	45854(A)	154	WEST SHORE INSPECTIONS, LLC	FEBRUARY MECHANICAL AND PLUMBING INSPEC	1,800.00
03/27/2025	CHEM	1591(A)	931	MORGAN COULSTON	REIMBURSE FOR B OR R LUNCH	82.89
Total ACH Transaction:						95,272.46
Check Type: EFT Transfer						
03/03/2025	CHEM	45821(E)	120	K.L.S.W.A.	TWP OFFICE	74.77
03/03/2025	CHEM	45822(E)	120	K.L.S.W.A.	DOG PARK	31.12
03/03/2025	CHEM	45823(E)	156	PRIORITY HEALTH	HEALTH INSURANCE	5,480.00
03/04/2025	CHEM	45824(E)	958	EPS SECURITY	GAS & ELECTRIC & INTERNET	162.00
03/04/2025	CHEM	45825(E)	675	STANDARD INSURANCE CO.	LIFE INSURANCE	62.30
03/05/2025	CHEM	45826(E)	128	SEMCO ENERGY	TWP HALL	349.86
03/10/2025	CHEM	45828(E)	748	DELTA DENTAL	EMPLOYEE BENEFITS, DENTAL	243.51
03/10/2025	CHEM	45829(E)	112	CONSUMERS ENERGY	RIVERSIDE CEMETERY	32.70
03/10/2025	CHEM	45830(E)	112	CONSUMERS ENERGY	TWP HALL	352.47
03/10/2025	CHEM	45831(E)	603	COMCAST CABLE COMMUNICATIONS	GAS & ELECTRIC & INTERNET	262.41
03/10/2025	CHEM	45832(E)	872	VERIZON WIRELESS	MANAGERS PHONE	66.10
03/12/2025	CHEM	45833(E)	112	CONSUMERS ENERGY	DOG PARK	28.28
03/12/2025	CHEM	45834(E)	112	CONSUMERS ENERGY	DOUGLAS CEMETERY	30.77
03/18/2025	CHEM	1590(E)	876	ARROWASTE, INC	DOG PARK TRASH QUARTERLY	66.00
03/26/2025	CHEM	1592(E)	112	CONSUMERS ENERGY	STREET LIGHT	37.50
03/26/2025	CHEM	1593(E)	112	CONSUMERS ENERGY	LED LIGHT	425.57
03/26/2025	CHEM	1594(E)	112	CONSUMERS ENERGY	DOG PARK	15.14
STREET LIGHTS						1,437.27
STREET LIGHTS						1,452.41
03/31/2025	CHEM	1595(E)	126	CARDMEMBER SERVICE	ROUNDABOUT SECURITY CAMERAS	169.90
WALL STREET JOURNAL SUBSCRIPTION						8.00
MAILCHIMP SUBSCRIPTION						26.50
CRAINS SUBSCRIPTION						199.00
AV INNER AND OUTER ENVELOPES						323.48
AMAZON SUBSCRIPTION						15.89
TRASH BAGS AND SOAP						41.50
WEBCAM						52.99
WEBINAR						25.00
BATTERIES						9.54
ZOOM SUBSCRIPTION						122.95
BINDER FOR ASSESSMENT ROLL						14.13
FOLDING TABLE AND PAPER TOWEL						119.46
SECURITY CAMERA SUBSCRIPTION FRGN TRANS						3.39
Total EFT Transfer:						1,131.73
03/31/2025	CHEM	1596(E)	124	MERS OF MICHIGAN	MARCH SURPLUS	5,000.00
03/31/2025	CHEM	1597(E)	551	QUADIANT, INC	POSTAGE FOR MAY BALLOTS	49.84
Total EFT Transfer:						15,339.34

CHECK REGISTER FOR SAUGATUCK TOWNSHIP
CHECK DATE FROM 03/01/2025 - 03/31/2025

03/31/2025 09:36 AM
User: LORI
DB: Saugatuck

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
03/06/2025	CHEM	45813	2367	GENZINK PLUMBING	REFUND PLBG PERMIT FOR PP24-069	375.00
03/13/2025	CHEM	45814	976	COMMERCIAL RECORD	BOARD OF REVIEW, SYNOPSIS, PARKS	546.00
03/13/2025	CHEM	45815	822	CURCIO LAW FIRM PLC	LAKESIDE OVERLAY, USACE REVIEW, SDCA AP KLSWA COMPREHENSIVE WATER AND SEWER CON	2,033.00
						<u>2,660.00</u>
03/13/2025	CHEM	45816	909	JEMCO LOGICS	REMOVE WEBSITE HOSTING ACCT. RECREATE M	47.50
03/13/2025	CHEM	45817	828	KCI	ASSESSMENT NOTICES/REAL	791.18
03/13/2025	CHEM	45818	313	METRO BUILDING INSP ASSOC	METRO BLDG INSPECTORS ASSOCIATION OF GR	135.00
03/13/2025	CHEM	45819	891	ODC NETWORK	MAP CREATION, DESIGN, AND PRODUCTION FO	4,828.00
03/13/2025	CHEM	45820	111	OVERISEL LUMBER	FLAGGING STAKES FOR CEMETERY TAPE MEASURE FOR CEMETERY	10.99
						<u>24.99</u>
						<u>35.98</u>
03/13/2025	CHEM	45821	190	PREIN & NEWHOF	BLUE STAR TRAIL (WILEY RD TO M-89) PLIM	1,234.50
03/13/2025	CHEM	45822	902	SCHREUR PRINTING	BUSINESS CARDS - PETER AND LEON	186.64
03/13/2025	CHEM	45823	957	VIRIDIS	ROUNDABOUT LANDSCAPE PLAN 130TH AVE GREEN SPACE MASTER PLAN	2,000.00
						<u>3,500.00</u>
						<u>5,500.00</u>
					Total Paper Check:	<u>16,339.80</u>
						<u>126,951.60</u>
						<u>2,937.50</u>
						<u>124,014.10</u>

CHEM TOTALS:
Total of 53 Checks:
Less 1 Void Checks:
Total of 52 Disbursements:

03/31/2025 RECEIPT DISTRIBUTION REPORT FOR SAUGATUCK TOWNSHIP
 Post Date from 07/01/2024 - 03/31/2025 Open And Completed Receipts

Receipt #	Wkstn	Received Of	Item	Reference	Post Date	Amount
Fund: 408 PARK PROJECT FUND						
GL #: 408-000-674.000		DONATIONS				
67440			DGPK1	DOG PARK DONATIONS	07/08/2024	21.00
68037		DOG PARK DONATION	DGPK1	DOG PARK DONATIONS	08/09/2024	19.00
68297		DOG PARK DONATION	DGPK1	DOG PARK DONATIONS	08/26/2024	23.00
69080		DOG PARK DONATION	DGPK1	DOG PARK DONATIONS	09/09/2024	25.00
69704		DOG PARK DONATION	DGPK1	DOG PARK DONATIONS	09/16/2024	250.00
70132		DOG PARK DONATION	DGPK1	DOG PARK DONATIONS	10/30/2024	29.00
Total For 408-000-674.000 DONATIONS:					367.00	-----
Total For Fund 408 PARK PROJECT FUND:					367.00	
Total Distributed Receipts:					367.00	
Grand Total:					367.00	

03/31/2025 RECEIPT DISTRIBUTION REPORT FOR SAUGATUCK TOWNSHIP
 Post Date from 07/01/2024 - 03/31/2025 Open And Completed Receipts

Receipt #	Wkstn	Received Of	Item	Reference	Post Date	Amount
Fund: 208 PARK/RECREATION FUND						
GL #: 208-000-677.000		DONATIONS				
71669		DOG DONATIONS	DGPK1	DOG PARK DONATIONS	02/03/2025	24.00
72644			DGPK1	DOG PARK DONATIONS	03/20/2025	300.00
Total For 208-000-677.000 DONATIONS:					324.00	-----
Total For Fund 208 PARK/RECREATION FUND:					324.00	
Total Distributed Receipts:					324.00	
Grand Total:					324.00	

PROPOSAL FOR CONSERVATION SERVICES



This proposal was created for:

Saugatuck Township
3461 Blue Star Hwy, Saugatuck, MI 49453

General Background and Scope of Work:

This proposal is to conduct an ecological evaluation at parcel #'s: 20-015-023-02 and 20-015-021-10 located on (and directly adjacent) to 6525 Riverside Rd. The two parcels equate to just under 119 acres in total. In order to assess the current state of the ecological health and to help provide direction for the Township's potential acquisition of the land and to guide future land-use decisions on the property, our team recommends the following work plan in 2025:

1. Ecological Evaluation

- In order to assess the current ecological health of the property, our team will identify each distinct natural community observed on the two parcels and outline the following criteria for each unit:
 - General ecological site description and inventory of natural features.
 - Description of each natural community including:
 - Landscape context and natural processes.
 - General inventory and distribution of native plant communities including the canopy, understory, and forb/graminoid layers (including calculation of overall floristic quality index).
 - Documentation of high-quality native plant species (with coefficient of conservatism rankings between 6-10).
 - Documentation of both observed and potential wildlife including: state threatened (T), endangered (E), and species of special concern (SC).
 - Documentation of invasive species, pests, and potential ecological threats.
 - Identification of potential ecological restoration and outdoor education opportunities.
 - The ecological evaluation process will help create a framework of the natural communities on the property for preservation, restoration, and management (e.g. invasive species control) in order to help guide future management and land-use decisions on the property.
 - Target date for field evaluation: **April-August 2025**
 - Following completion of the evaluation, we will create a digital report summarizing the results.
 - Target date for report submission: **September 15, 2025**

Project Timeline:

- Ecological evaluation conducted between **May-August of 2025**. Completed report will be submitted by **September 15, 2025**.

Project Cost:

- Ecological evaluation & report - **\$7,000** (billed following submission of final report)

Exclusions:

- Installation or ongoing maintenance of trail system.
- Creation of long-term stewardship plan.
- Management of documented invasive species (we are happy to quote this on a separate proposal).

Note: *This proposal accounts for pricing of all labor, materials, and equipment necessary to execute the outlined work plan. If additional work is required beyond the scope of this proposal, we will provide written notification and pricing will be determined on a time and materials basis.*

INITIAL _____

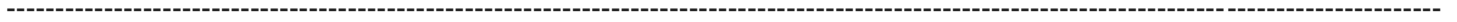
Qualifications:

ODC Conservation Services staff are highly qualified conservation professionals.

- ODC Network, and its subsidiaries, is a fully insured 501c3 and carries an extensive liability policy to conduct habitat improvement services in Michigan
- State licensed herbicide applicators with certifications in Forest Pest, Right-of-Way, and Aquatic pesticide application
- Manage 2,500+ acres of high quality natural area
- Combined 20+ years' experience in invasive species management
- Successfully restored over 250 acres of native prairie
- Experienced Michigan flora and fauna identification
- Advanced wetland delineation certification
- Experienced GIS professionals

We appreciate the opportunity to submit this proposal. We look forward to discussing the opportunity further with you. Please do not hesitate to ask questions or clarifications. If you choose to accept this proposal, please sign and return a copy.

Tanner Bricker, Conservation Services Director
ODC Network
517-398-7800



If you wish to accept this proposal, please initial each page, as well as sign and date below:

Signature of Authorized Property Owner/Manager

Date

Signature of Saugatuck Township Manager

Date



INITIAL _____