



**Saugatuck Township**

**Workshop Meeting**

**Monday, May 19, 2025, at 4:00 p.m.**

**SAUGATUCK TOWNSHIP FIRE DISTRICT  
3342 Blue Star Highway, Saugatuck, MI 49453**

**1) Call to Order**

**2) Roll Call, Pledge of Allegiance**

**3) Approval of Agenda**

**4) Public Comments**

*The Board 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 Board.*

**5) Presentation**

Saugatuck Township Fire District Board Budget

**6) New Business**

1) Adoption of Fire District Budget

**7) Old Business**

None

**8) Reports**

None

**9) Public Comments**

**10) Adjourn**

# **NOTICE OF SPECIAL MEETING**

Saugatuck Township Board

3461 Blue Star Hwy

Saugatuck, MI 49453

(269) 857-7721

The Saugatuck Township Board

will hold a special meeting on:

**Monday, May 19, 2025 at 4:00 p.m.**

The purpose of this Special Meeting is to review for purposes of adopting the Saugatuck Township Fire District budget.

This notice is posted in compliance with the Open Meetings Act, Public Act 267 of 1976, as amended, MCL 41.72a(2) and (3), and the Americans With Disabilities Act. Individuals with disabilities requiring auxiliary aids or services should contact the Saugatuck Township Board by writing or calling Rebecca Israels, Township Clerk, (269) 857-7721.

Posted on May 16, 2025

Cindy Osman, Clerk



**FROM:** Daniel DeFranco, Township Manager

**MEETING DATE:** May 19<sup>th</sup>, 2025

**SUBJECT:** Fire District Budget 2025

**DESCRIPTION:**

This evening, the Board was presented with a presentation of the FY 2025-2026 Budget for the Saugatuck Township Fire District.

The Board should consider formally supporting the adoption of the Fire District Budget.

**BUDGET ACTION REQUIRED**

*N/A*

**COMMITTEE/COMMISSION REVIEW**

*N/A*

**LEGAL REVIEW**

*N/A*

*Sample Motion:*

*“Move to support the adoption of the Saugatuck Township Fire District Budget for Fiscal year 2025-2026.”*

*Attached:*

- 1. Fire District Budget*



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



3342 Blue Star Highway  
Saugatuck, MI 49453  
269 857-3000 / Fax: 269 857-1228  
E-mail: [info@saugatuckfire.org](mailto:info@saugatuckfire.org)

## FIRE DISTRICT BOARD MEETING

4:00pm – May 19<sup>th</sup>, 2025

### AGENDA

1. Call to Order:
2. Pledge of Allegiance (*Stand if you are able*):
3. Roll Call:
4. Special Presentation:
  - A. **Fiscal Year 2025-26 Budget Presentation – Chief Janik and Deputy Chief Mantels – Page 2**
  - B. **Questions from the Audience**
5. The Fire Board will take a 15 Minute Recess
6. Call to Order:
7. Reminder: It is requested the board silences cell phones and put them away for the duration of the meeting.
8. Approval of Agenda (*additions / deletions*):
9. Approval of Minutes:
  - A. **April 21<sup>st</sup>, 2025 – Regular - Page 21**
  - B. **May 5<sup>th</sup>, 2025 – Workshop – Page 24**
10. Public Comment on Agenda Items Only: (*The Fire Board 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 Fire Board.*)
11. Request for Payment:
  - A. **Accounts Payable (Roll Call Vote) -Page 26**
  - B. **Financial Report – Page 29**
12. Fire Chief Comments:
  - A. **Incident Reports / EMS Reports/ Call to Date/ Overlapping Calls**
13. Unfinished Business:
  - A. **Retainment & Recruitment – Weekend Dinner Grocery Stipend**
  - B. **MDOT Attenuator Trailer Lease - Update**
  - C. **Life EMS Ambulance Support Subsidy Agreement – Discussion**
  - D. **415 Wiley Road – Letter of Intent – Page 33**
14. New Business:
  - A. **Schedule Fiscal Year 2025-26 Budget Public Hearing – June 16<sup>th</sup>, 2025 at 4:00pm**
15. Correspondence:
  - A. **Douglas Elementary School PTO -Page 34**
16. Public Comments: (*The Fire Board 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 Fire Board.*)
17. Fire Board Comments:
18. Adjournment:

### NOTICE

Requests for accommodation or interpretive services must be made 48 hours prior to this meeting.  
Please contact Saugatuck Township Fire District at 269-857-3000 for further information.



# Proposed Annual Budget



# Fiscal Year 2025-2026





## **MISSION**

THE MISSION OF THE  
SAUGATUCK TOWNSHIP FIRE DISTRICT  
IS TO MINIMIZE COMMUNITY RISKS AND  
IMPROVE THE QUALITY OF LIFE  
FOR ALL PERSONS WITHIN  
SAUGATUCK TOWNSHIP FIRE DISTRICT.



## From the Board and Chief Janik

The Saugatuck Township Fire District (Fire District) Board proposes the following budget for the Fiscal Year 2025/2026 to the City of Saugatuck, Saugatuck Township, and the City of the Village of Douglas. The 2025/2026 budget, consisting of a millage of 2.90 mills, is levied against the real property taxable value within the Fire District. As the result of Saugatuck Township Fire District Administrative Board (Fire District) Strategic Planning Sessions, the Fire District has determined the following prioritized specific courses of action.

- 1) Provide Municipal Sewer and Water to Saugatuck Township Fire District. The 39-year-old septic tank and 2-inch water main are obsolete and do not meet the current, and the next 30-year, health, safety, and operational needs. The Fire District finds it is necessary to appropriate a one-time, one year only 0.4 mil increase, (4 tenths of a mil), to provide essential municipal sewer and water infrastructure to the Saugatuck Township Fire District station at 3342 Blue Star Highway. The current millage is 2.50, plus 0.4 mils for a total of 2.90 mills for the 2025/2026 Fiscal Year.
- 2) Expansion of the Fire District Emergency Services Facilities in Douglas.
- 3) Submittal of Letter of Intent to Purchase a portion of the facility at 415 Wiley Rd. from The City of the Village of Douglas. A lease agreement will be proposed as well. Contingencies are mutually acceptable terms and subject to funding.  
Background: The City of the Village of Douglas has acquired a structure and real estate ideally suited to consolidating the city's operations and citizen-support functions in one location. This site will house the city administration, Department of Public Works, and Police Department, including garage and maintenance facilities for the city's fleet of vehicles and equipment. The site is conveniently located on the southeast corner of Wiley Road and Blue Star Highway and will permit the city's sale of several other buildings and real estate now to excess to the city's needs.



### Saugatuck Township Fire District Board:

Jane Verplank	- Chairperson, City of Saugatuck Representative
Eric Beckman	- Vice Chair, Saugatuck Township Representative
Dan Fox	- Secretary, City of Saugatuck Representative
Scott Phelps	- Vice Secretary, At Large Member
Tarue Pullen	- City of the Village of Douglas Representative
Cathy North	- City of the Village of Douglas Representative
Stacey Aldrich	- Saugatuck Township Representative

## *From the Board and Chief Janik, continued*

The new Douglas facility (currently being remodeled to suit the city) will occupy roughly two-thirds of the existing structure. The remaining third (and adjacent real estate) is ideally suited - with remodeling and construction of emergency-vehicle garage facilities-to meet the Saugatuck Township Fire District's known and planned needs now, and well into the future.

The citizens of Douglas and those individuals living in the south half of Saugatuck Township will be the direct beneficiaries of this addition to STFD facilities. Response times in this geography (south of the Kalamazoo River) will improve; emergency personnel and equipment will be located closer to high-population/demand facilities including Douglas Elementary School, Douglas Cove Rehabilitation and Nursing Facility, Douglas Community Church, downtown Douglas commercial structures, and Interstate 196 (by way of Exit 36) where motor-vehicle accidents requiring emergency assistance are increasingly common. With the new STFD facilities, the area's emergency-service resources will also be positioned proximate to the geographic areas of Douglas and the Township with the highest degree of future residential development already in planning.

- 4) Resource and Staffing Demands. Staffing levels will be increased with two 24-hours firefighter/EMS/STR inspectors and the part-time office position modified to a full-time position. The Fire District finds additional staffing necessary to meet the demands of construction plan reviews and short-term rental inspections. The three positions are budgeted.
- 5) The Fire District Administrative Board and Chief will be negotiating with ALS provider, Life EMS, an Ambulance Support Subsidy based agreement to continue maintaining the same level of service as provided in the pilot program in the Fire District coverage area, The long-term agreement will include a 12-hour shift with a paramedic and EMT, ALS vehicle, staging/responding from the Fire District, and terms.

The Fire District endeavors to forge relationships with our ever-changing communities and remain strong with community involvement. This strong connection does not form in a vacuum, it requires embracing diversity, collaboration, anticipating change, and preparing ourselves to meet the ever-evolving needs of our communities by providing exceptional fire and life safety services. The Fire District continues to focus on one of its essential core values - Community Risk Reduction. This process identifies and prioritizes our community risks, which is followed by an integrated and strategic investment of resources (emergency response and prevention) to reduce their occurrence and impact.

Included in the packet is a copy of the Fiscal Year 2025/2026 budget adopted unanimously by the Fire Board.

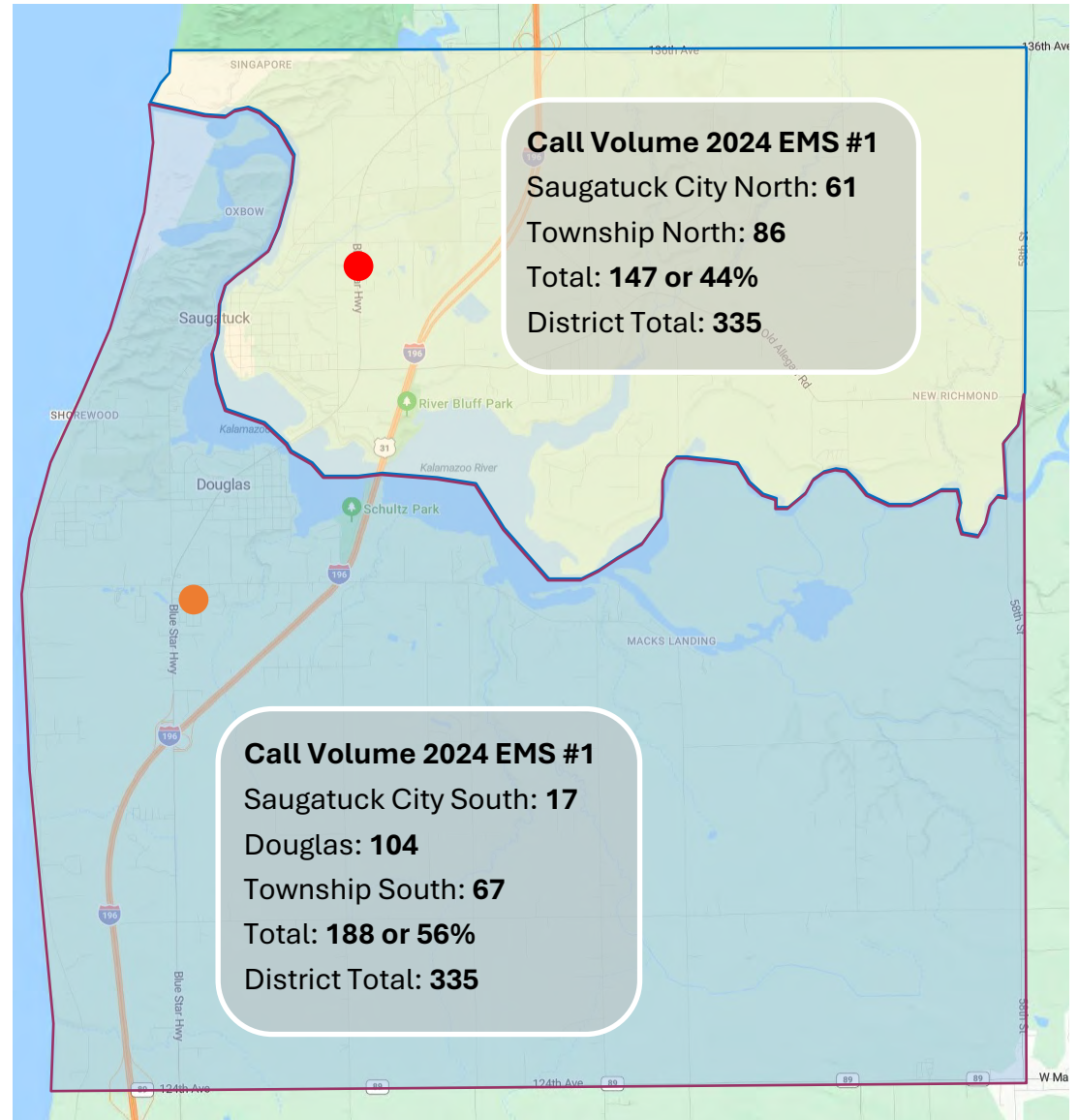
The Fire Board will hold a public presentation and briefing on the budget at Saugatuck Township Fire District, 3342 Blue Star Highway, Saugatuck, MI 49453 on May 19, 2025, at 4:00PM. The Council members of Saugatuck and Douglas as well as the Township trustees are strongly encouraged to attend. The joint meeting is designed for the local units of government as well as the public to become familiar with the hard work of the Fire District to continually improve efficiency and services. The Fire Board and Fire District personnel will be available to answer questions. We look forward to seeing you on May 19th, at 4:00 PM.

The Fire District Board is requesting the City of Saugatuck, Saugatuck Township, and the City of the Village of Douglas to review and adopt this proposed budget during *their next scheduled board meeting or before*.



# Call Volume 2024 EMS #1— North and South

The purpose of the map at the right is to provide data charting that indicates the majority of priority-one emergency medical services call volume is south of the bridge, 56% south of the bridge and 44% north of the bridge.



# Estimated Response Time from Station South

The information provided in this slide is intended to show call location and the reduction in travel (response) times from the proposed Douglas location at 415 Wiley Rd., versus travel (response) from the north station at 3342 Blue Star Highway, Saugatuck Township.

The last two columns in blue, titled Responding from 415 Wiley, indicate the estimated reduction in travel time from each location and the percentage of change, ranging from 50% - 32%.

Responding from 3342 BSH - 2024 Priority 1 Calls					Responding from 415 Wiley	
Call Location	Number of Calls	Enroute Time	Travel Time	On Scene Time	ESTIMATED Travel Time from Douglas	ESTIMATED Travel Time in Percent
Douglas	104	02:04	04:22	06:26	02:11	-50%
Saugatuck City South	17	02:14	06:18	08:32	04:00	-36%
Township South	67	02:13	07:29	09:42	05:00	-32%

# Call Volume Trend 2004-2024

## Call Volume Trends:

- 5.4% decrease in Fire Calls
- 129% increase in Total Calls
- 72% increase in Emergency Medical Service Calls
- 498% increase in Other Calls

Year	Fire Calls	EMS Calls	Other Calls	Total Calls	Total Calls %
2024	35	668	443	1146	14.4%
2023	25	566	390	981	-4.3%
2022	26	659	338	1023	5.8%
2021	37	594	333	964	10.6%
2020	33	533	296	862	-13.3%
2019	21	514	442	977	7.2%
2018	30	501	376	907	10.4%
2017	28	469	316	813	-7.6%
2016	32	560	283	875	10.5%
2015	31	522	230	783	4.9%
2014	31	565	149	745	7.4%
2013	36	506	148	690	-6.2%
2012	54	521	158	733	12.4%
2011	24	485	133	642	4.8%
2010	38	465	108	611	3.1%
2009	30	441	121	592	5.7%
2008	34	402	122	558	-0.2%
2007	56	413	90	559	5.7%
2006	44	408	75	527	-5.5%
2005	67	411	78	556	10.3%
2004	37	388	74	499	



# 10 Year Trends

## Call Volume Trend:

- 130% increase in Total Calls since 2004



Year	Total Calls	Total Calls %
2024	1146	130%
2014	745	50%
2004	499	-

# 2013-2025 Millage

2025 call volume is estimated from April 30 totals of 330 calls. Same level as 2024.

Budget Year	Millage	Budget Amount		Difference in %	Number of Calls
2025/26	2.9000	\$	2,986,000	13.5%	1,150
2024/25	2.5000	\$	2,631,000	22.9%	1,143
2023/24	2.5000	\$	2,140,000	26.7%	981
2022/23	2.2000	\$	1,689,500	7.1%	1,023
2021/22	2.2000	\$	1,577,500	5.6%	964
2020/21	2.2000	\$	1,494,500	3.4%	862
2019/20	2.2000	\$	1,446,000	18.6%	977
2018/19	2.0000	\$	1,219,000	4.7%	907
2017/18	2.0000	\$	1,164,730	23.8%	813
2016/17	2.0000	\$	940,684	4.3%	875
2015/16	1.7000	\$	901,754	19.5%	783
2014/15	1.5000	\$	754,523	15.2%	745
2013/14	1.3000	\$	655,030		690

# Additional Revenue 2014-2025

**Cost Recovery:**  
Initiated in 2008, however not enforced before 2014.

**Grants:**  
FEMA, State and private businesses and insurance companies.

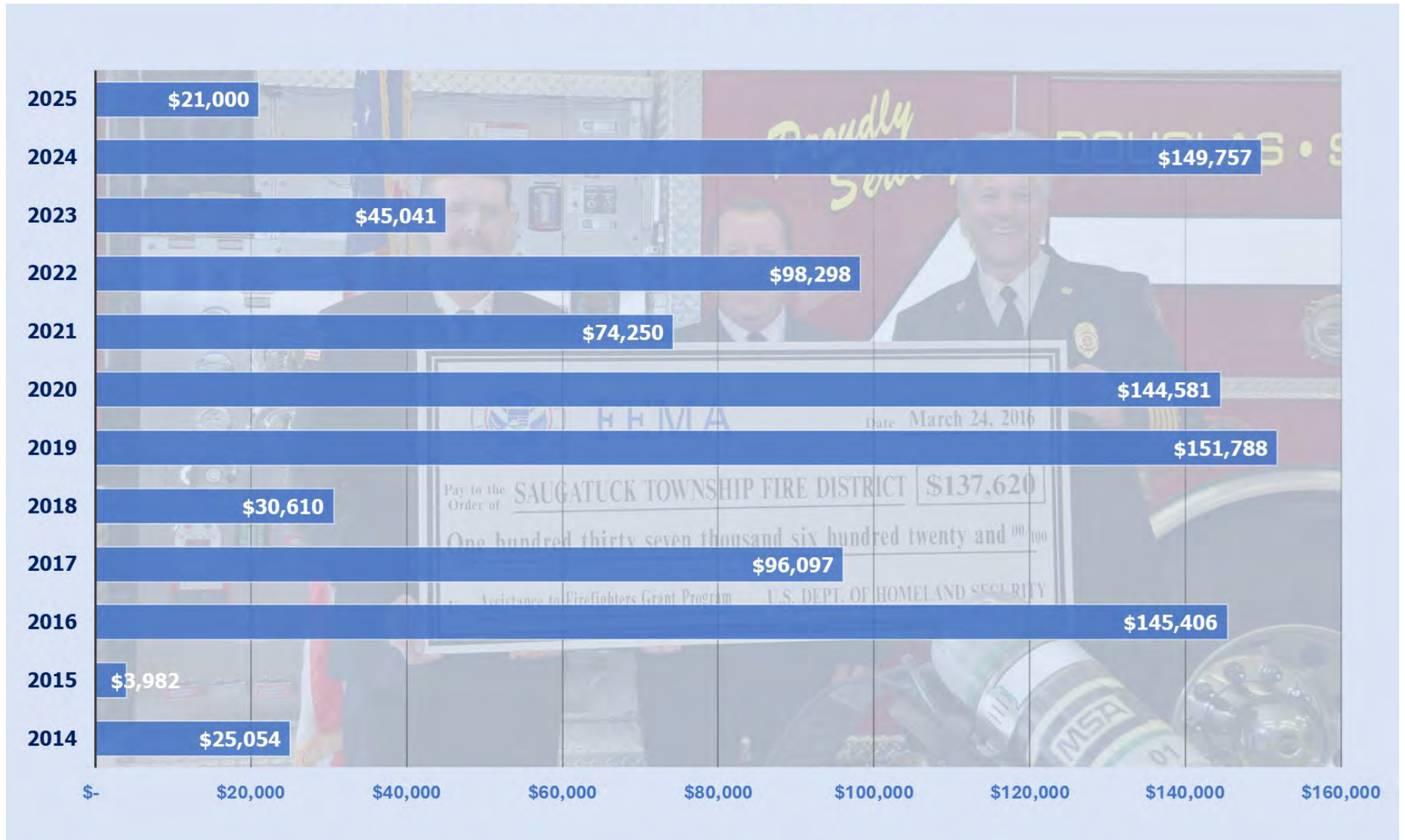
**Donations:**  
Private donations to help offset cost i.e. Live Fire Training Facility and Emergency Medical Equipment and Services



Year	Cost Recovery Filed	Cost Recovery Collected	Grants Received	Donations Received	Totals Collected by Year
2025	\$ 26,146	\$ 9,635	\$ 21,000	\$ -	\$ 30,635
2024	\$ 67,729	\$ 38,159	\$ 41,000	\$ 108,757	\$ 187,916
2023	\$ 31,940	\$ 21,460	\$ 28,068	\$ 16,972	\$ 66,500
2022	\$ 44,312	\$ 26,220	\$ 65,388	\$ 32,910	\$ 124,518
2021	\$ 25,137	\$ 6,155	\$ 74,250	\$ -	\$ 80,405
2020	\$ 14,200	\$ 11,726	\$ 144,581	\$ -	\$ 156,307
2019	\$ 25,632	\$ 19,633	\$ 148,398	\$ 3,390	\$ 171,421
2018	\$ 16,872	\$ 10,142	\$ 13,600	\$ 17,010	\$ 40,752
2017	\$ 18,960	\$ 5,413	\$ 78,072	\$ 18,025	\$ 101,510
2016	\$ 32,034	\$ 21,577	\$ 145,406	\$ -	\$ 166,983
2015	\$ 25,262	\$ 23,028	\$ 3,982	\$ -	\$ 27,010
2014	\$ 14,843	\$ 12,032	\$ 2,490	\$ 22,564	\$ 37,086
<b>Totals:</b>	<b>\$ 343,067</b>	<b>\$ 205,180</b>	<b>\$ 766,235</b>	<b>\$ 219,628</b>	<b>\$ 1,191,043</b>



# Grants and Donations 2014-2025



# Estimated Revenues

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 PROJECTED ACTIVITY	2024-25 ACTIVITY THRU 04/16/2025	2025-26 REQUESTED BUDGET
Dept 000						
206-000-401.000	SAUGATUCK CITY	518,829.93	559,500.00	559,346.97	559,346.97	714,000.00
206-000-402.000	SAUGATUCK TOWNSHIP	1,069,709.31	1,191,206.31	1,191,206.31	1,191,206.31	1,489,000.00
206-000-403.000	DOUGLAS CITY	546,472.68	594,167.45	594,167.45	594,167.45	737,000.00
206-000-450.000	FIRE SERVICES	1,190.00	3,000.00	2,780.00	3,000.00	1,000.00
206-000-460.000	INSPECTION & PLAN REVIEW FEES	38,800.00	50,000.00	50,765.00	52,000.00	25,000.00
206-000-465.000	COST RECOVERY	35,960.83	31,000.00	30,052.86	31,000.00	3,000.00
206-000-528.000	OTHER FEDERAL GRANTS					1,000.00
206-000-560.000	GRANTS & DONATIONS	130,987.59	40,000.00	38,787.48	40,000.00	1,000.00
206-000-665.000	INTEREST	34,662.28	35,000.00	33,991.19	35,000.00	10,000.00
206-000-669.000	INSURANCE PROCEEDS	4,400.00				
206-000-685.000	SALES OF ASSETS	67,467.52				5,000.00
<b>Totals for dept 000 -</b>		<b>2,448,480.14</b>	<b>2,503,873.76</b>	<b>2,501,097.26</b>	<b>2,505,720.73</b>	<b>2,986,000.00</b>
<b>TOTAL ESTIMATED REVENUES</b>		<b>2,448,480.14</b>	<b>2,503,873.76</b>	<b>2,501,097.26</b>	<b>2,505,720.73</b>	<b>2,986,000.00</b>

# Appropriations

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 PROJECTED ACTIVITY	2024-25 ACTIVITY THRU 04/16/2025	2025-26 REQUESTED BUDGET
Dept 336 - FIRE FUND						
206-336-702.000	BOARD SALARY	3,350.00	5,000.00	4,150.00	5,000.00	10,000.00
206-336-704.000	CHIEF SALARY	110,000.02	125,000.00	106,615.30	125,000.00	133,000.00
206-336-705.000	OFFICER SALARIES	7,479.36	10,000.00	7,396.03	10,000.00	10,000.00
206-336-708.000	CAREER FIREFIGHTER	488,197.56	615,000.00	473,810.50	615,000.00	700,000.00
206-336-709.000	OPERATIONAL WAGES	96,817.83	110,000.00	100,571.43	110,000.00	116,000.00
206-336-709.500	PAID ON CALL STIPEND	88,946.75	95,000.00	66,663.56	95,000.00	100,000.00
206-336-710.000	FIRE CALLS	56,934.06	70,000.00	48,245.14	70,000.00	70,000.00
206-336-711.000	MEDICAL CALLS	34,289.42	35,000.00	33,139.23	35,000.00	40,000.00
206-336-712.000	TRAINING	23,550.63	35,000.00	18,297.84	35,000.00	35,000.00
206-336-713.000	SPECIAL EVENTS	14,029.92	15,000.00	7,547.04	15,000.00	15,000.00
206-336-720.000	PAYROLL TAXES	72,244.55	111,000.00	69,994.29	111,000.00	125,000.00
206-336-721.000	EMPLOYEE INSURANCE BENEFITS	107,430.92	150,000.00	130,318.49	150,000.00	150,000.00
206-336-722.000	WORKER COMP INSURANCE	48,485.06	100,000.00	50,039.85	100,000.00	100,000.00
206-336-723.000	RETIREMENT	142,000.00	150,000.00	133,718.66	150,000.00	150,000.00
206-336-727.000	OPERATING SUPPLIES	15,097.26	25,000.00	25,796.28	25,000.00	26,500.00
206-336-728.000	GAS & OIL	19,391.54	20,000.00	15,255.63	20,000.00	20,000.00



# Appropriations continued

GL NUMBER	DESCRIPTION	2023-24	2024-25	2024-25	2024-25	2025-26
		ACTIVITY	AMENDED BUDGET	PROJECTED ACTIVITY	ACTIVITY THRU 04/16/2025	REQUESTED BUDGET
206-336-730.000	PROFESSIONAL SERVICES	43,954.74	40,000.00	36,120.90	40,000.00	35,000.00
206-336-742.000	TESTING, REPAIR & REPLACEMENT	19,148.87	22,000.00	5,328.51	22,000.00	23,000.00
206-336-745.000	STATION TOOLS	1,103.22	3,250.00	264.18	3,250.00	4,000.00
206-336-746.000	FIRE FIGHTER TOOLS	10,244.35	10,000.00	3,613.80	10,000.00	20,000.00
206-336-751.000	PHONES	13,509.91	19,000.00	12,776.42	19,000.00	20,000.00
206-336-752.000	UTILITIES	14,922.01	20,000.00	14,153.97	20,000.00	21,500.00
206-336-760.000	VEHICLE/ EQUIP REP & MAINTENANCE	66,034.10	70,000.00	50,591.93	70,000.00	75,000.00
206-336-761.000	BOAT MAINTENANCE	11,543.09	19,000.00	20,271.65	19,000.00	20,000.00
206-336-762.000	RADIO & PAGER R&R	7,416.17	10,000.00	503.56	10,000.00	10,000.00
206-336-763.000	BUILDING REPAIR & MAINTENANCE	26,544.12	33,000.00	33,550.75	33,000.00	35,000.00
206-336-764.000	BUILDING SECURITY	1,669.20	2,000.00	2,639.00	2,000.00	2,500.00
206-336-767.000	DUES & SUBSCRIPTIONS	3,845.89	5,000.00	4,502.66	5,000.00	4,000.00
206-336-770.000	OFFICE EXPENSES	9,874.34	12,000.00	9,142.97	12,000.00	10,000.00
206-336-771.000	TECHNOLOGY	22,568.46	36,000.00	33,618.01	36,000.00	32,000.00
206-336-775.000	BUILDING INSPECTIONS	75.00	2,500.00	1,806.69	2,500.00	5,000.00
206-336-780.000	UNIFORMS	10,989.89	12,000.00	5,706.13	12,000.00	13,500.00
206-336-781.000	TURN OUT GEAR		40,000.00	47,262.26	48,000.00	40,000.00

# Appropriations continued

GL NUMBER	DESCRIPTION	2023-24	2024-25	2024-25	2024-25	2025-26
		ACTIVITY	AMENDED BUDGET	PROJECTED ACTIVITY	ACTIVITY THRU 04/16/2025	REQUESTED BUDGET
206-336-785.000	EDUCATION	25,787.42	33,000.00	9,442.28	33,000.00	33,000.00
206-336-791.000	MEDICAL SUPPLY	13,512.97	20,000.00	9,537.54	20,000.00	25,000.00
206-336-795.000	COMMUNITY RISK REDUCTION	12,760.43	15,000.00	5,691.66	15,000.00	15,000.00
206-336-796.000	PHYSICALS		15,000.00	12,698.00	15,000.00	15,000.00
206-336-815.000	GENERAL INSURANCE	38,073.00	40,000.00	34,306.43	40,000.00	44,000.00
206-336-861.000	TAX CHARGE BACK	811.09	1,000.00	636.22	1,000.00	1,000.00
206-336-985.000	LONG TERM CAPITAL	171,320.86	480,250.00	285,782.42	480,250.00	682,000.00
Totals for dept 336 - FIRE FUND		1,853,954.01	2,631,000.00	1,931,507.21	2,639,000.00	2,986,000.00
<b>TOTAL APPROPRIATIONS</b>		<b>1,853,954.01</b>	<b>2,631,000.00</b>	<b>1,931,507.21</b>	<b>2,639,000.00</b>	<b>2,986,000.00</b>
<b>NET OF REVENUES/APPROPRIATIONS - FUND 206</b>		<b>594,526.13</b>	<b>(127,126.24)</b>	<b>569,590.05</b>	<b>(133,279.27)</b>	
<b>BEGINNING FUND BALANCE</b>		<b>646,144.41</b>	<b>1,240,670.54</b>	<b>1,240,670.54</b>	<b>1,240,670.54</b>	<b>1,107,391.27</b>
<b>ENDING FUND BALANCE</b>		<b>1,240,670.54</b>	<b>1,113,544.30</b>	<b>1,810,260.59</b>	<b>1,107,391.27</b>	<b>1,107,391.27</b>

# Rental Permits Issued in District

This chart indicates the trends in the quantity of rental Inspections conducted annually in our Tri-Community area.

The Fire District's Department of Fire Prevention will be adding short-term rental inspectors to assist with the rental program.

Saugatuck Township Rental Permits						
	2020	2021	2022	2023	2024	Total
Rental Inspections	11	80	72	82	81	326

Saugatuck City Rental Permits						
	2020	2021	2022	2023	2024	Total
Rental Inspections	10	101	124	84	132	451

City of Douglas Rental Permits						
	2020	2021	2022	2023	2024	Total
Rental Inspections	10	44	58	46	55	213



# New Addition - 2120 Traffic Management Apparatus

- Traffic Management Apparatus (TMA)
- 2025 Freightliner
- Royal Truck
- Price tag: \$211,336
- Incidents on I-196 since 2019:  
272 incidents and a total of 285 hours.

The Traffic Management Apparatus (TMA) is a crucial addition to our operations, especially given the increasing risks from distracted driving and high traffic volumes. The statistics provided highlight the significant exposure and danger our personnel face on the roadways.

The TMA's ability to respond to incidents quickly and efficiently since its deployment in late November 2024 is impressive. With 24 responses by April 26, it's clear that this apparatus is already making a positive impact on safety for our team and other first responders.



2120 TMA on its maiden response on I-196 blocking 1 lane of traffic.

# From the Archives...

**The Commercial Record**

OUR 10th YEAR SAUGATUCK, MICHIGAN, MARCH 13, 1969 10 Cents NUMBER ELEVEN

## Fire Sweeps Hotel, 2 Homes in Saugatuck

Fire whipped by freezing winds destroyed the Casablanca Hotel and damaged nearby homes Tuesday morning in Saugatuck.

No one was injured.

A determined fight by firemen from six departments kept the blaze from destroying an entire block of downtown Saugatuck.

In addition to leveling the three-story hotel, the fire gutted the home of Mrs. Ruth Walz, just north of the Casablanca, and badly burned the former home of Mrs. Grace Brackenridge east of the hotel. The John Geerdink home behind the hotel at 329 Water St. had some windows broken and was kept from burning by firemen who sprayed water on the corner nearest the fire.

The home of Jessie Veits southwest of the hotel had some smoke damage. A number of high school students and other Saugatuck residents helped carry the belongings out of the Veits home before it became apparent the house could be saved. The Saugatuck Beauty Salon evacuated some equipment and it closed for the rest of the week as a result of the fire.

According to Bobbi McCray, the Saugatuck police and fire radio operator, the blaze was reported at 9:16 a.m. by Mike Stillwell, son of Mrs. Ileene Stillwell, operator of the Casablanca.

He said he smelled smoke and discovered the fire in a third-floor room rented to Chuck Diepenhorst. Diepenhorst had gone to work about 6 a.m. at the American Twisting Co. Cause of the fire had not been determined.

By the time firemen began playing hoses on the hotel, the fire was shooting out windows on the second and third floors and it looked like the hotel was lost.

Smoke roared hundreds of feet into the air. People said the flames themselves were visible at the Douglas Post Office. People driving across the Blue Star Highway bridge toward Saugatuck said the smoke and flames made it look like the fire whole town was burning.

An explosion about the time the fire was discovered was heard by Henry Hopper downtown and by Henry Hungerford up on the hill in Saugatuck.

The Saugatuck firemen were quickly supported by the Douglas fire department.

Cont'd on pg. 9

Fire pictures, pg. 9  
Elections, pg. 7



Skeleton of Casablanca Hotel begins to buckle before it falls to the ground.



Firemen spray caves of hotel.



Mrs. Walz, left, views flames at hotel fire creep toward her home.

Commercial Record March 13, 1969

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People driving across the Blue Star Highway bridge toward Saugatuck said the smoke and flames made it look like the whole town was burning. An explosion about the time the fire was discovered was heard by Henry Hopper downtown and by Henry Hungerford up on the hill in Saugatuck.

The Saugatuck firemen were quickly supported by the Douglas fire department. Other trucks came from Fennville, Holland, Park Township, and the Clyde and Manlius Township departments. A number of the trucks, including the Clyde truck and the Douglas pumper wagon, headed for the Kalamazoo River and drew water directly from the river to fight the fire. As the walls of the hotel burned away and the heat grew stronger, firemen turned their hoses on nearby buildings.

Finally, the whole front of the structure fell in a cloud of smoke. A tall chimney toppled sideways across the Walz home, throwing bricks against the side of the Christian Science Society church building about 60 feet away. The south side of the church was bubbled by the heat.

After the building fell, firemen were able to begin quenching the flames. About that time, a gas main in the area of the hotel erupted in flames with a roar like a jet plane. Michigan Gas Utilities was called to seal off the main, workers from Consumers Power Co. cut power lines to the hotel. General Telephone Company workers later restored service on lines burned near the hotel.

By 11 a.m. the fire was under control. Firemen continued Tuesday afternoon to pour water on the rubble. The fire was believed to be the biggest blaze in Saugatuck since the Big Pavilion burned in May of 1960.



Photo: Erin Wilkinson





# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township

Item #9A



3342 Blue Star Highway  
Saugatuck, MI 49453  
269 857-3000 / Fax: 269 857-1228  
E-mail: [info@saugatuckfire.org](mailto:info@saugatuckfire.org)

## FIRE DISTRICT BOARD MEETING

4:00pm – April 21<sup>st</sup>, 2025

### **DRAFT MINUTES**

1. Call to Order: **Meeting called to order by Chair Verplank at 4:00pm**
2. Pledge of Allegiance (*Stand if you are able*):
3. Roll Call:  
**PRESENT: S. Aldrich, E. Beckman, D. Fox, J. Verplank, S. Phelps, T. Pullen, C. North**  
**ABSENT: None**  
**Also Present: Chief Greg Janik, D.C. Mantels, P. Stanislawski W. Bales**
4. Reminder: It is requested the board silences cell phones and put them away for the duration of the meeting.
5. Approval of Agenda (*additions / deletions*):  
**Motion by Pullen, second by North to approve the agenda as presented. No discussion, motion passes by unanimous voice vote.**
6. Special Guest:  
A. None
7. Approval of Minutes:  
A. **March 17<sup>th</sup>, 2025 – Regular – Page 2**  
**Motion by Beckman, second, approve the minutes of the 3/17/2025 regular meeting as presented. No discussion. Motion passes by unanimous by voice vote.**  
B. **April 7<sup>th</sup>, 2025 – Workshop – Page 4**  
**Motion by Pullen, second by Phelps, approve the minutes of the 4/5/2025 workshop meeting as presented. No discussion. Motion passes by unanimous by voice vote.**
8. Public Comment on Agenda Items Only: (*The Fire Board 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 Fire Board.*)  
A. **None**
9. Request for Payment:  
A. **Budget Amendment #1– Page 7**
  1. Peter Stanislawski presented the budget amendment
  2. Saugatuck township and Douglas City decrease in tax revenue
  3. Increase in fire services fees
    - i. Inspections and Site Plan reviews fees - \$ 40,000.00
    - ii. Cost Recovery - \$35,000.00
    - iii. Grants - \$39,000.0
    - iv. Interest - \$30,000.00**Motion by Phelps, second by Beckman, to approve the budget amendment. No discussion**  
**YAYS: Phelps, Beckman, Aldrich, Fox, Verplank, Pullen, North**  
**NAYS: None**  
**ABSENT: None**  
**Motion passes: 7.0**





# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



**B. Accounts Payable (Roll Call Vote) -page 8**

Motion by Phelps, second by Beckman, to pay the invoices in the amount of \$161,192.60  
no discussion.

YAYS: Phelps, Beckman, Aldrich, Fox, Verplank, Pullen, North

NAYS: None

ABSENT: None

Motion passes: 7:0.

**C. Financial Report – Page 16**

1. Financial Report presented by P. Stanislawski

**10. Fire Chief Comments:**

**A. Incident Reports / EMS Report / Calls to Date / Overlapping Calls**

1. Incidents – 247 year to date

2. Average Response Time year to date – 6:40

**B. Cost Recovery Updates**

1. Payments Received – Run #24-0351, #25-0044, #25-0151, and #25-0165 totaling \$8,693.00

**C. Community Risk Reduction - Riding for Ryan – Bike Flag Distribution – D.C. Mantels – page 18**

1. DC Mantels briefed the board regarding Riding for Ryan a program that brings awareness to bike safety.

**11. Unfinished Business:**

**A. None**

**12. New Business:**

**A. Fiscal Year – 2025-26 Requested Budget (Roll Call Vote) – page 19**

1. P. Stanislawski briefed the Fire Board on the Fiscal Year 2025-26 Requested Budget.

2. The mileage would remain the same at 2.5 mills.

3. Property tax revenue driven with a total of \$2,5830,000 which will be a \$80,000.00 increase from last year.

4. Property tax value if there is spread from the assessed value and taxable values will be 3.1% increase per the State of Michigan

Motion by Fox, second by Phelps, to approve the Requested Budget FY 2025-26 as presented.

YAYS: Fox, Phelps, Aldrich, Beckman, Verplank, Pullen, North

NAYS: None

ABSENT: None

Motion passes: 7:0.

**B. Proposed Cost Recovery Fee Structure FY 2025/26 (Roll Call Vote) – page 26**

1. Chief Janik present the proposed cost recovery for FY 2025/26 with a 5% increase.

Motion by Beckman, second by North, to approve the Cost Recovery Fee Structure FY 2025-26 as presented.

YAYS: Beckman, North, Aldrich, Fox, Verplank, Phelps, Pullen

NAYS: None

ABSENT: None

Motion passes: 7:0.

**C. Proposed Rental Inspection Fee Structure FY 2025/26 (Roll Call Vote) -page 27**

Motion Beckman, second by Phelps, to approve the Rental Inspection Fee Structure FY 2025-26 as presented.

YAYS: Beckman, Phelps, Aldrich, Fox, Verplank, Pullen, North



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



**NAYS: None**

**ABSENT: None**

**Motion passes: 7:0.**

- D. Plan Rew & Inspection Fee Structure with Revisions to Food Truck Inspection Fee FY 2025-26 (Roll Call Vote) – [page 29](#)**

**Motion by Pullen, second by North, to approve the Plan Review & Inspection Fee Structure with Revisions to Food Truck Inspection fee FY 2025-26 as presented.**

**YAYS: Pullen, North, Aldrich, Beckman, Fox, Verplank, Phelps**

**NAYS: None**

**ABSENT: None**

**Motion passes: 7:0.**

- E. Schedule Budget Public Hearing with Saugatuck City, Saugatuck Township and The Village of Douglas City Budget Public Hearing on May 19<sup>th</sup> at 4:00pm.**

**Motioned by Phelps, second by Pullen, to approve the scheduled Budget Public Hearing for May 19<sup>th</sup> 2025 at 4:00pm with the Regular Fire Board meeting follow.**

**YAYS: Pullen, North, Aldrich, Beckman, Fox, Verplank, Phelps**

**NAYS: None**

**ABSENT: None**

**Motion passes: 7:0.**

- F. Life EMS ALS Service Agreement – Discussion**

**1. Chief Janik discussed the meeting with Life EMS ALS Service Agreement.**

**2. Further discussion at the May 5<sup>th</sup> workshop.**

- G. Gas Interruption Post Incident Debriefing – Group Photo -[page 32](#)**

**Pancake breakfast given by Fennville Fire with the assistance of Mutual Aid Fire Departments that fed 275 gas crews.**

- H. Missing Persons/ Water Incident Post Incident Debriefing – Overhead Google Earth Photo**

**1. Chief Janik debriefed the Fire Board regarding the Missing persons/ Water Incident.**

- 13. Correspondence:**

**A. None**

- 14. Public Comments: (The Fire Board 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 Fire Board.)**

**A. None**

- 15. Fire Board Comments:**

**A. Aldrich – None**

**B. Beckman – Hopes that we can work Life EMS**

**C. Fox – Workshop meeting will be long if we discuss facilities**

**D. Verplank – None**

**E. Phelps -**

**F. Pullen - None**

**G. North – None.**

- 16. Adjournment:**

**A. Meeting adjourned at 5:25pm.**

## NOTICE

Requests for accommodation or interpretive services must be made 48 hours prior to this meeting.  
Please contact Saugatuck Township Fire District at 269-857-3000 for further information.



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township

Item #9B



3342 Blue Star Highway  
Saugatuck, MI 49453  
269 857-3000 / Fax: 269 857-1228  
E-mail: [info@saugatuckfire.org](mailto:info@saugatuckfire.org)

## FIRE DISTRICT BOARD MEETING

4:00pm – May 5<sup>th</sup>, 2025

### WORKSHOP DRAFT MINUTES

Fire Board Workshop Meeting Location at:

Former Holland Hospital Suite / New City of Douglas Government Complex  
415 Wiley Road  
Douglas, MI 49406

1. Call to Order: Meeting called to order by J. Verplank at 4:00pm
2. Pledge of Allegiance (*Stand if you are able*):
3. Roll Call:  
**Present:** S. Aldrich, E. Beckman, D. Fox, J. Verplank, S. Phelps, T. Pullen, C. North  
**Absent:** None  
**Also Present:** Chief Greg Janik, D.C. Mantels, W. Bales
4. Reminder: It is requested the board silences cell phones and put them away for the duration of the meeting.
5. Approval of Agenda (*additions / deletions*):  
**Motion by Phelps, second by Pullen to approve the agenda as presented. No discussion. Motion passes by unanimous by voice vote.**
6. Public Comment on Agenda Items Only: (*The Fire Board 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 Fire Board.*)
  - A. None
7. Fire Chief Comments:
  - A. Cost Recovery – Received \$300.00
  - B. Allegan County Safe School Network Conference
    1. Updated the board on the annual Allegan County Safe School Network Conference.
8. Unfinished Business:
  - A. None
9. New Business:
  - A. Retainment & Recruitment – Weekend Dinner Grocery Stipend Discussion Friday and Saturday night.
    1. Dinner allowance for duty crew weekends. Which would be divided to \$50.00 per night.
    2. Will discuss further on 5-19-2025 regular board meeting.
  - B. MDOT Attenuator Trailer Lease
    1. Chief Janik presented the MDOT Attenuator Trailer.
    2. Discuss further at the 5-19-2025 Regular Board Meeting.
  - C. Southern Station Potential Expansion – Site Visit, View Plans, and Discussion



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



1. Chief Janik presented a Potential Southern Station Expansion Site Plans at 415 Wiley Road.
2. Further discussion on Southern Station Potential Expansion with a 20-to-30-minute set aside at each meeting.

10. Correspondence:

**A. None**

11. Public Comments: *(The Fire Board 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 Fire Board.)*

**A. None**

12. Fire Board Comments:

**Aldrich: None**

**Beckman: Life Ambulance to be added to the agenda for the next meeting.**

**Fox: None**

**Verplank: None**

**Phelps: Thinks a secondary station is worth pursuing.**

**Pullen: Thank all the staff for doing all this work.**

**North: None**

13. Adjournment: Meeting adjourned at 5:11pm

**NOTICE**

**Requests for accommodation or interpretive services must be made 48 hours prior to this meeting.  
Please contact Saugatuck Township Fire District at 269-857-3000 for further information.**

05/14/2025		CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT		
		CHECK DATE FROM 04/22/2025 - 05/19/2025		
Check Date	Check	Vendor Name	Description	Amount
Bank MAC MACATAWA BANK				
04/25/2025	3489(A)	AQUAFINE OF WEST MICHIGAN INC	WATER COOLER	37.70
04/25/2025	3490(A)	CHROUCH COMMUNICATIONS INC	PAGER BATTERIES	187.50
04/25/2025	3491(A)	GREG JANIK	FIRE EXTINGUISHERS	254.32
04/25/2025	3492(A)	KLEYN MOBILE REPAIR	ANNUALS	11,622.85
04/25/2025	DD5917(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,906.82
04/25/2025	DD5918(A)	BETTS, MICHAEL	PAYROLL	2,046.97
04/25/2025	DD5919(A)	CAPEL, RILEY	PAYROLL	1,374.81
04/25/2025	DD5920(A)	DALTON, PHIL	PAYROLL	1,331.04
04/25/2025	DD5921(A)	HOSIER, CALEB	PAYROLL	1,411.00
04/25/2025	DD5922(A)	JANIK, GREG	PAYROLL	2,761.69
04/25/2025	DD5923(A)	MANTELS, CHRISTOPHER	PAYROLL	2,543.77
04/25/2025	DD5924(A)	MEYER, KYLE	PAYROLL	1,762.99
04/25/2025	DD5925(A)	STEVENS, KEVIN	PAYROLL	830.08
04/25/2025	EFT1622(E)	STATE UNEMPLOYMENT	PAYROLL	3,901.61
04/25/2025	EFT1635(E)	457 MERS	PAYROLL	1,669.90
04/25/2025	EFT1636(E)	MISDU	PAYROLL	720.94
04/25/2025	EFT1637(E)	INTERNAL REVENUE SERVICE	PAYROLL	6,114.51
04/25/2025	EFT1638(E)	MERS	PAYROLL	8,803.96
04/25/2025	EFT1639(E)	DEFINED CONTRIBUTION	PAYROLL	2,553.05
04/25/2025	EFT1640(E)	HEALTH SAVINGS PLAN	PAYROLL	1,319.93
04/25/2025	EFT1641(E)	STATE OF MICHIGAN	PAYROLL	3,721.69
04/25/2025	EFT1642(E)	SAUGATUCK AREA PROFESSIONAL LOCAL	PAYROLL	50.00
04/30/2025	3493(E)	MCKESSON	MEDICAL SUPPLIES	154.72
04/30/2025	3494(E)	ZORO	BATTERIES	56.41
05/08/2025	3495(A)	OFFICE DEPOT	OFFICE SUPPLIES	20.99
05/09/2025	DD5926(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,856.81
05/09/2025	DD5927(A)	BETTS, MICHAEL	PAYROLL	1,996.98
05/09/2025	DD5928(A)	CAPEL, RILEY	PAYROLL	1,374.82
05/09/2025	DD5929(A)	DALTON, PHIL	PAYROLL	1,281.06
05/09/2025	DD5930(A)	HOSIER, CALEB	PAYROLL	1,361.01
05/09/2025	DD5931(A)	JANIK, GREG	PAYROLL	2,761.70
05/09/2025	DD5932(A)	MANTELS, CHRISTOPHER	PAYROLL	2,493.77
05/09/2025	DD5933(A)	MEYER, KYLE	PAYROLL	1,712.99
05/09/2025	DD5934(A)	STEVENS, KEVIN	PAYROLL	780.07
05/09/2025	EFT1643(E)	457 MERS	PAYROLL	1,669.90
05/09/2025	EFT1644(E)	MISDU	PAYROLL	720.94
05/09/2025	EFT1645(E)	INTERNAL REVENUE SERVICE	PAYROLL	6,114.43
05/09/2025	EFT1646(E)	DEFINED CONTRIBUTION	PAYROLL	2,553.05



05/14/2025	CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT			
CHECK DATE FROM 04/22/2025 - 05/19/2025				
Check Date	Check	Vendor Name	Description	Amount
05/09/2025	EFT1647(E)	SAUGATUCK AREA PROFESSIONAL LOCAL	PAYROLL	400.00
05/14/2025	20813	PHELPS, DONALD	PAYROLL	88.10
05/14/2025	DD5935(A)	ALDRICH, STACEY	PAYROLL	87.10
05/14/2025	DD5936(A)	BALES, WENDY	PAYROLL	2,885.22
05/14/2025	DD5937(A)	BECKMAN, ERIC	PAYROLL	86.10
05/14/2025	DD5938(A)	BEEK, HEATHER	PAYROLL	604.61
05/14/2025	DD5939(A)	BERNHARDY, CHRISTOPHER	PAYROLL	351.93
05/14/2025	DD5940(A)	BETTS, MICHAEL	PAYROLL	1,074.09
05/14/2025	DD5941(A)	BLATT, DAVID	PAYROLL	417.66
05/14/2025	DD5942(A)	BLOK, MICHAEL	PAYROLL	559.46
05/14/2025	DD5943(A)	BRINK, CHAD	PAYROLL	1,506.39
05/14/2025	DD5944(A)	DALTON, PHIL	PAYROLL	1,199.72
05/14/2025	DD5945(A)	ESQUIVEL, BRADLEY	PAYROLL	869.21
05/14/2025	DD5946(A)	GARGANO, MARK	PAYROLL	1,169.67
05/14/2025	DD5947(A)	GROENDYKE, BRET	PAYROLL	174.20
05/14/2025	DD5948(A)	HOSIER, CALEB	PAYROLL	164.08
05/14/2025	DD5949(A)	HUNDERMAN, MARCIE	PAYROLL	402.45
05/14/2025	DD5950(A)	JANIK, GREG	PAYROLL	1,446.00
05/14/2025	DD5951(A)	KIRCHERT, ERIK	PAYROLL	932.61
05/14/2025	DD5952(A)	LOVELL, BROCK	PAYROLL	287.90
05/14/2025	DD5953(A)	MANTELS, CHRISTOPHER	PAYROLL	783.22
05/14/2025	DD5954(A)	MARR, SEAN	PAYROLL	965.61
05/14/2025	DD5955(A)	MEISTE, JAMES	PAYROLL	271.35
05/14/2025	DD5956(A)	MEYER, KYLE	PAYROLL	640.99
05/14/2025	DD5957(A)	MOKMA, WAYNE	PAYROLL	107.53
05/14/2025	DD5958(A)	NORTH, CATHY	PAYROLL	87.10
05/14/2025	DD5959(A)	PEAK, ANDREW	PAYROLL	671.58
05/14/2025	DD5960(A)	POST, RYAN	PAYROLL	1,087.93
05/14/2025	DD5961(A)	PULLEN, TARUE	PAYROLL	88.10
05/14/2025	DD5962(A)	SEYMOUR, SCOTT	PAYROLL	593.68
05/14/2025	DD5963(A)	STARRING, LINUS	PAYROLL	1,112.66
05/14/2025	DD5964(A)	STEVENS, KEVIN	PAYROLL	6.81
05/14/2025	DD5965(A)	VERPLANK, JANE	PAYROLL	88.10
05/14/2025	DD5966(A)	WETZEL, EVAN	PAYROLL	2,361.77
05/14/2025	DD5967(A)	WILKINSON, ERIN	PAYROLL	55.09
05/14/2025	EFT1648(E)	457 MERS	PAYROLL	1,714.54
05/14/2025	EFT1649(E)	INTERNAL REVENUE SERVICE	PAYROLL	6,430.18
05/14/2025	EFT1650(E)	DEFINED CONTRIBUTION	PAYROLL	1,395.51
05/14/2025	EFT1651(E)	SAUGATUCK AREA PROFESSIONAL LOCAL	PAYROLL	350.00
05/19/2025	3496(E)	ARROWASTE	TRASH	88.60

05/14/2025		CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT		
		CHECK DATE FROM 04/22/2025 - 05/19/2025		
Check Date	Check	Vendor Name	Description	Amount
05/19/2025	3497(E)	BLUE CROSS BLUE SHIELD	HEALTH INSURANCE	8,141.83
05/19/2025	3498(E)	COMCAST	INTERNET	184.11
05/19/2025	3499(E)	CONSUMERS ENERGY	FIRE STATION	622.80
05/19/2025	3500(E)	CONSUMERS ENERGY	BOAT DOCK	31.10
05/19/2025	3501(E)	FIRST BANKCARD	SUPPLIES, MAINTENANCE & REPAIRS	5,897.99
05/19/2025	3502(E)	MENARDS	MAINTENANCE	279.70
05/19/2025	3503(E)	MICHIGAN GAS UTILITIES	NATURAL GAS	249.94
05/19/2025	3504(E)	OIT LLC	TELEPHONES	403.19
05/19/2025	3505(E)	SHELL	GASOLINE & DIESEL	1,385.58
05/19/2025	3506(E)	ZORO	BATTERIES	73.85
05/19/2025	3507(A)	AEROS IT GROUP	NEW DOOR FOBS	17,130.15
05/19/2025	3508(A)	APPLIED IMAGING	COPIER USE	537.29
05/19/2025	3509(A)	AQUAFINE OF WEST MICHIGAN INC	WATER COOLER	31.75
05/19/2025	3510(A)	BLOOM SLUGGETT PC	LEGAL FEES	1,209.50
05/19/2025	3511(A)	CONSOLIDATED FLEET SERVICES LLC	ANNUAL INSPECTIONS	975.00
05/19/2025	3512(A)	DEBRA FROSTY	UNIFORMS	70.00
05/19/2025	3513(A)	GREG JANIK	FIRE EXTINGUISHERS	254.32
05/19/2025	3514(A)	PETER STANISLAWSKI	FINANCE SERVICES	980.00
05/19/2025	3515(A)	PETROLEUM TECHNOLOGIES LLC	OIL ANALYSIS	722.63
05/19/2025	3516(A)	RELIABLE ROAD SERVICE INC	TIRES	264.12
05/19/2025	3517(A)	SOUND OFF SIGNAL	2160	16,779.04
05/19/2025	3518(A)	STANDARD	INSURANCE	1,158.21
05/19/2025	3519(A)	WEST MICHIGAN UNIFORM	SHOP TOWELS	221.72
05/19/2025	3520(A)	XTREME AUTO	BOAT	4,535.37
05/19/2025	20814	ARNOLD SALES	SUPPLIES	216.93
05/19/2025	20815	COMPAAN DOOR & OPERATOR	MAINTENANCE	473.75
05/19/2025	20816	LAKE VISTA SUPERVALUE	SUPPLIES	10.38
05/19/2025	20817	FIRE SUPPRESSION PRODUCTS	FOAM	1,530.00
05/19/2025	20818	IHLE AUTO PARTS	PARTS	219.50
05/19/2025	20819	CROWN MOTORS	2019 RAM	1,906.11
05/19/2025	20820	CDR EQUIPMENT RENTALS INC	RENTAL SCISSOR LIFT	205.00
05/19/2025	20821	RONALD JANIK	SUPPLIES	230.00
05/19/2025	20822	FOREST VIEW EXECUTIVE SERVICES	MAINTENANCE	65.00
05/19/2025	20823	AXES & IRONS	TURN OUT GEAR	47,145.76
Total of 112 Checks:				231,585.25
Less 0 Void Checks:				0.00
Total of 112 Disbursements:				231,585.25

Item #11A

Vendor Name	Description	Amount
1. AEROS IT GROUP	COMPUTER SERVICES	955.50
	NEW DOOR FOBS	16,174.65
	TOTAL	17,130.15
2. APPLIED IMAGING	COPIER USE	537.29
3. AQUAFINE OF WEST MICHIGAN INC	WATER COOLER	31.75
	WATER COOLER	37.70
	TOTAL	69.45
4. ARNOLD SALES	SUPPLIES	216.93
5. ARROWASTE	TRASH	88.60
6. AXES & IRONS	TURN OUT GEAR	47,145.76
7. BLOOM SLUGGETT PC	LEGAL FEES	849.50
	LEGAL FEES	360.00
	TOTAL	1,209.50
8. BLUE CROSS BLUE SHIELD	HEALTH INSURANCE	8,141.83
9. CDR EQUIPMENT RENTALS INC	RENTAL SCISSOR LIFT	205.00
10. COMCAST	INTERNET	184.11
11. COMPAAN DOOR & OPERATOR	MAINTENANCE	473.75
12. CONSOLIDATED FLEET SERVICES LLC	ANNUAL INSPECTIONS	975.00
13. CONSUMERS ENERGY	FIRE STATION	622.80
	BOAT DOCK	31.10
	TOTAL	653.90
14. CROWN MOTORS	2019 RAM	1,906.11
15. DEBRA FROSTY	UNIFORMS	70.00
16. FIRE SUPPRESSION PRODUCTS	FOAM	1,530.00
17. FIRST BANKCARD	SUPPLIES, MAINTENANCE & REPAIRS	5,897.99
18. FOREST VIEW EXECUTIVE SERVICES	MAINTENANCE	65.00
19. GREG JANIK	FIRE EXTINGUISHERS	254.32
20. IHLE AUTO PARTS	PARTS	219.50
21. LAKE VISTA SUPERVALUE	SUPPLIES	10.38
22. MENARDS	MAINTENANCE	279.70
23. MICHIGAN GAS UTILITIES	NATURAL GAS	249.94
24. OFFICE DEPOT	OFFICE SUPPLIES	20.99
25. OIT LLC		

Vendor Name	Description	Amount
	TELEPHONES	403.19
26. PETER STANISLAWSKI	FINANCE SERVICES	980.00
27. PETROLEUM TECHNOLOGIES LLC	OIL ANALYSIS	722.63
28. RELIABLE ROAD SERVICE INC	TIRES	264.12
29. RONALD JANIK	SUPPLIES	230.00
30. SHELL	GASOLINE & DIESEL	1,385.58
31. SOUND OFF SIGNAL	2160	16,779.04
32. STANDARD	INSURANCE	1,158.21
33. WEST MICHIGAN UNIFORM	SHOP TOWELS	221.72
34. XTREME AUTO	BOAT	4,535.37
35. ZORO	BATTERIES	56.41
	BATTERIES	73.85
	TOTAL	130.26
TOTAL - ALL VENDORS		114,345.32

PERIOD ENDING 05/31/2025

**Item #11B**

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		06/30/2024		05/31/2025	MONTH 05/31/25	BALANCE	
		NORM (ABNORM)	AMENDED BUDGET	NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED
Fund 206 - FIRE FUND							
Revenues							
Dept 000							
206-000-401.000	SAUGATUCK CITY	518,829.93	559,500.00	559,346.97	32,280.71	153.03	99.97
206-000-402.000	SAUGATUCK TOWNSHIP	1,069,709.31	1,191,206.31	1,191,206.31	0.00	0.00	100.00
206-000-403.000	DOUGLAS CITY	546,472.68	594,167.45	594,167.45	0.00	0.00	100.00
206-000-450.000	FIRE SERVICES	1,190.00	3,000.00	2,780.00	35.00	220.00	92.67
206-000-460.000	INSPECTION & PLAN REVIEW FEES	38,800.00	50,000.00	50,765.00	6,777.50	(765.00)	101.53
206-000-465.000	COST RECOVERY	35,960.83	31,000.00	30,052.86	0.00	947.14	96.94
206-000-560.000	GRANTS & DONATIONS	130,987.59	40,000.00	38,787.48	0.00	1,212.52	96.97
206-000-665.000	INTEREST	34,662.28	35,000.00	33,991.19	0.00	1,008.81	97.12
206-000-669.000	INSURANCE PROCEEDS	4,400.00	0.00	0.00	0.00	0.00	0.00
206-000-685.000	SALES OF ASSETS	67,467.52	0.00	0.00	0.00	0.00	0.00
Total Dept 000		2,448,480.14	2,503,873.76	2,501,097.26	39,093.21	2,776.50	99.89
TOTAL REVENUES		2,448,480.14	2,503,873.76	2,501,097.26	39,093.21	2,776.50	99.89
Expenditures							
Dept 336 - FIRE FUND							
206-336-702.000	BOARD SALARY	3,350.00	5,000.00	4,150.00	600.00	850.00	83.00
206-336-704.000	CHIEF SALARY	110,000.02	125,000.00	106,615.30	4,846.15	18,384.70	85.29
206-336-705.000	OFFICER SALARIES	7,479.36	10,000.00	7,396.03	750.02	2,603.97	73.96
206-336-708.000	CAREER FIREFIGHTER	488,197.56	615,000.00	473,810.50	19,749.73	141,189.50	77.04
206-336-709.000	OPERATIONAL WAGES	96,817.83	110,000.00	100,571.43	10,216.34	9,428.57	91.43
206-336-709.500	PAID ON CALL STIPEND	88,946.75	95,000.00	66,663.56	6,082.74	28,336.44	70.17
206-336-710.000	FIRE CALLS	56,934.06	70,000.00	48,245.14	6,555.33	21,754.86	68.92
206-336-711.000	MEDICAL CALLS	34,289.42	35,000.00	33,139.23	2,810.15	1,860.77	94.68
206-336-712.000	TRAINING	23,550.63	35,000.00	18,297.84	2,844.45	16,702.16	52.28
206-336-713.000	SPECIAL EVENTS	14,029.92	15,000.00	7,547.04	0.00	7,452.96	50.31
206-336-720.000	PAYROLL TAXES	72,244.55	111,000.00	69,994.29	4,194.09	41,005.71	63.06
206-336-721.000	EMPLOYEE INSURANCE BENEFITS	107,430.92	150,000.00	130,318.49	10,000.04	19,681.51	86.88
206-336-722.000	WORKER COMP INSURANCE	48,485.06	100,000.00	50,039.85	0.00	49,960.15	50.04
206-336-723.000	RETIREMENT	142,000.00	150,000.00	133,718.66	6,765.66	16,281.34	89.15
206-336-727.000	OPERATING SUPPLIES	15,097.26	25,000.00	25,796.28	2,444.29	(796.28)	103.19
206-336-728.000	GAS & OIL	19,391.54	20,000.00	15,255.63	1,385.58	4,744.37	76.28
206-336-730.000	PROFESSIONAL SERVICES	43,954.74	40,000.00	36,120.90	2,189.50	3,879.10	90.30
206-336-742.000	TESTING, REPAIR & REPLACEMENT	19,148.87	22,000.00	6,303.51	975.00	15,696.49	28.65
206-336-745.000	STATION TOOLS	1,103.22	3,250.00	264.18	0.00	2,985.82	8.13
206-336-746.000	FIRE FIGHTER TOOLS	10,244.35	10,000.00	3,613.80	0.00	6,386.20	36.14
206-336-751.000	PHONES	13,509.91	19,000.00	12,776.42	707.30	6,223.58	67.24
206-336-752.000	UTILITIES	14,922.01	20,000.00	14,153.97	992.44	5,846.03	70.77
206-336-760.000	VEHICLE/ EQUIP REP & MAINTENANCE	66,034.10	70,000.00	50,591.93	3,202.36	19,408.07	72.27
206-336-761.000	BOAT MAINTENANCE	11,543.09	19,000.00	20,271.65	4,535.37	(1,271.65)	106.69
206-336-762.000	RADIO & PAGER R&R	7,416.17	10,000.00	503.56	0.00	9,496.44	5.04
206-336-763.000	BUILDING REPAIR & MAINTENANCE	26,544.12	33,000.00	33,550.75	17,198.10	(550.75)	101.67
206-336-764.000	BUILDING SECURITY	1,669.20	2,000.00	2,639.00	2,250.00	(639.00)	131.95
206-336-767.000	DUES & SUBSCRIPTIONS	3,845.89	5,000.00	4,502.66	169.49	497.34	90.05
206-336-770.000	OFFICE EXPENSES	9,874.34	12,000.00	9,142.97	570.26	2,857.03	76.19
206-336-771.000	TECHNOLOGY	22,568.46	36,000.00	33,618.01	1,176.96	2,381.99	93.38
206-336-775.000	BUILDING INSPECTIONS	75.00	2,500.00	1,806.69	1,806.69	693.31	72.27
206-336-780.000	UNIFORMS	10,989.89	12,000.00	5,706.13	94.72	6,293.87	47.55
206-336-781.000	TURN OUT GEAR	0.00	40,000.00	47,262.26	47,145.76	(7,262.26)	118.16
206-336-785.000	EDUCATION	25,787.42	33,000.00	9,442.28	230.00	23,557.72	28.61
206-336-791.000	MEDICAL SUPPLY	13,512.97	20,000.00	9,537.54	0.00	10,462.46	47.69
206-336-795.000	COMMUNITY RISK REDUCTION	12,760.89	15,000.00	5,691.66	304.32	9,308.34	37.94

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User: BSA

DB: Stfd

PERIOD ENDING 05/31/2025

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		06/30/2024	2024-25	05/31/2025	MONTH 05/31/25	BALANCE	
		NORM (ABNORM)	AMENDED BUDGET	NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	
Fund 206 - FIRE FUND							
Expenditures							
206-336-796.000	PHYSICALS	0.00	15,000.00	12,698.00	0.00	2,302.00	84.65
206-336-815.000	GENERAL INSURANCE	38,073.00	40,000.00	34,306.43	0.00	5,693.57	85.77
206-336-861.000	TAX CHARGE BACK	811.09	1,000.00	636.22	0.00	363.78	63.62
206-336-985.000	LONG TERM CAPITAL	171,320.86	480,250.00	285,782.42	17,672.04	194,467.58	59.51
Total Dept 336 - FIRE FUND		1,853,954.01	2,631,000.00	1,932,482.21	180,464.88	698,517.79	73.45
TOTAL EXPENDITURES		1,853,954.01	2,631,000.00	1,932,482.21	180,464.88	698,517.79	73.45
Fund 206 - FIRE FUND:							
TOTAL REVENUES		2,448,480.14	2,503,873.76	2,501,097.26	39,093.21	2,776.50	99.89
TOTAL EXPENDITURES		1,853,954.01	2,631,000.00	1,932,482.21	180,464.88	698,517.79	73.45
NET OF REVENUES & EXPENDITURES		594,526.13	(127,126.24)	568,615.05	(141,371.67)	(695,741.29)	447.28



Non-Binding Letter of Intent  
Between the City of the Village of Douglas  
&  
The Saugatuck Township Fire District

Whereas the City of the Village of Douglas (“Douglas City”) is the owner of the property located at 415 Wiley Road, Douglas including existing and newly planned structures for the purpose of consolidating-city government administrative offices, Douglas Police Department administrative offices and vehicle maintenance garages, and Douglas Department of Public Works administrative and vehicle-maintenance garages, as well as currently having roughly 25% excess physical space within the central structure on this property, and,

Whereas the Saugatuck Township Fire District (STFD) is presently considering expanding its facilities both for reasons of needed administrative and staff-support as well as for apparatus positioning particularly to enhance response-times to the southern half of the fire district’s residents (those properties south of Kalamazoo River) which area is experiencing, and will continue to experience the highest rates of property development,

Therefore, the two parties hereby agree to this non-binding resolution and express our **formal intent** to continue to actively explore plans and consideration necessary for the STFD to acquire by sale, lease or other mutually agreeable financial means, that portion of Douglas City’s property at the stated location for the purpose of housing administrative operations and to construct a 3-bay apparatus-housing structure contiguous to and located to the south of the existing main building.

In witness of this non-binding letter of intent:

FOR THE CITY OF THE VILLAGE OF DOUGLAS:

Dated \_\_\_\_\_

X\_\_\_\_\_

Cathy North, Mayor

FOR THE SAUGATUCK TOWNSHIP FIRE DISTRICT:

X\_\_\_\_\_

Jane Verplank, Fire Board Chairperson

To the Saugatuck Township Fire Department,

On behalf of the Douglas Elementary School PTO, we want to extend our deepest thanks for the incredible work you do—not only in protecting our community, but in educating and connecting with our students in such meaningful ways.

Your visits to our school, your hands-on lessons about fire safety, and the time you spend helping our kids understand what to do in an emergency are truly invaluable. You help make something serious and potentially scary feel accessible and empowering for young learners, and that is no small thing.

Beyond the fire trucks and gear that always bring excitement, it's the heart behind your service that shines through. You go above and beyond to build trust and understanding, and we are so grateful for your role in shaping safe, confident, and well-informed kids.

Please know that your efforts don't go unnoticed. We see you, we appreciate you, and we're thankful every day for your courage, kindness, and dedication to our community.

With heartfelt appreciation,  
The Douglas Elementary School PTO

*"When courage meets compassion, and knowledge is shared with care, our children not only feel safe—they learn what it means to serve, protect, and lead with heart."*