



# Saugatuck Township

Adopted: June 11, 2025

Adopted Budget  
Fiscal Year 2025-2026

**Saugatuck Township**  
3461 Blue Star Highway P.O Box 100  
Saugatuck, MI 49453

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## Saugatuck Township Officials

### The Township Board

Abby Bigford

**Supervisor**

Jon Helmrich

**Treasurer**

Brenda Marcy

**Trustee**

Cindy Osman

**Clerk**

Stacey Aldrich

**Trustee**

### The Township Staff

Daniel DeFranco

**Township Manager**

Tyler DeNooyer

**Engineer**

Leon Lawrence

**Code Enforcement  
Agent**

Morgan Coulston

**Administrative Support**

Nick Curcio

**Township Attorney**

Cindy Osman

**Building Official**

Lynee Wells

**Township Planner/Zoning Administrator**

Lori Babinski

**Administrative Services Coordinator**

Peter Stanislowski

**Finance Coordinator**

Kelly Jellison

**Assistant Assessor**

Ronald Bultje

**Township Attorney**

## **Mission Statement**

*“Saugatuck Township is dedicated to providing visionary leadership to enhance the quality of life for all our diverse residents, providing the highest quality of service within the constraints of a fiscally responsible government, and fostering sound economic development while maintaining the highest level of stewardship of our precious natural resources.”*

## **Board of Trustees’ Commitment**

*“We are inspirational leaders who love our community, embody our core values, and pioneer innovative solutions to community challenges.”*

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## Budget Transmittal & Policy



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Saugatuck Township  
Board of Trustees  
3461 Blue Star Highway  
Saugatuck Township, MI 49453

Dear Saugatuck Township Board of Trustees,

It is my pleasure to present a proposal for the Saugatuck Township 2025-2026 Fiscal Year Budget. The enclosed budget proposal is the product of a careful review of previous fiscal year expense trends, discussions with department heads, Commissioners, Board members, examination of the Township's Strategic Action Plan, and a Budget Workshop session with the Board of Trustees. These steps were taken to ensure that the proposed budget accounts for the funding necessary for the successful operation of the Township while supporting the Board's long-term goals for better serving and protecting the community.

As a supplement to the proposed Fiscal Year 2025-2026 Budget, the report includes the following: (1) an overview of the General Fund, including narratives for each department, (2) narratives for all other Township funds, (3) a graph summarizing current and projected fund balances for fiscal years 2024-2025 and 2025-2026, and (4) various appendices.

Upon careful review of the proposed Budget for Fiscal Year 2025-2026, the Board of Trustees should consider advancing the Budget, as written or with amendments, for formal adoption at a budget hearing to be scheduled by the Board no later than June 30<sup>th</sup> 2025.

Sincerely,

Daniel J. Defranco  
Saugatuck Township Manager

## **Budget Policy & Timeline** *(via Financial Policy Handbook)*

### **Development**

The Township shall use the following approaches to develop the budget, as recommended by the Government Finance Officers Association:

- The budget shall be based on expected revenues, including base revenues, any new revenue sources and the potential use of fund balance.
- The results or outcomes that matter most to citizens will be identified, and based on that, the Township Board shall determine what programs are most important to their constituents.
- The budget allocations shall be made in fair and objective manner.
- The Township Board shall budget available dollars to the most significant programs and activities to maximize the benefit of the available resources.

### **Timeline**

The proposed budget shall be developed by the Township Manager, with input from the Supervisor, according to the following schedule:

<i>Jan/Feb</i>	Township Board establishes fiscal year goals & priorities
<i>Feb/March</i>	Township Manager prepares proposed budget
<i>April</i>	Township Manager presents first draft of proposed budget/Township Board provides feedback
<i>May</i>	Township Manager presents updated proposed budget/Township Board adopts tentative budget
<i>May/June</i>	Township Board holds public hearing on tentative budget/Township Board adopts General Appropriations Act

### **Methods**

The Township Manager shall use a line-item approach when developing the proposed budget. The budget shall be adopted by the Township Board at the revenue by source and expenditures by activity (i.e. department) level.

## **Format**

The proposed and adopted budgets shall:

- Provide financial data on revenues, other resources and expenditures for at least a three-year period, including prior year actual, current year budget and/or estimated current year actual, and proposed budget

The proposed and adopted budgets shall also include a narrative that:

- Summarizes the major changes in priorities or service levels from the current year and the factors leading to those changes
- Identifies the priorities and key issues for the new budget period
- Identifies and summarizes major financial factors and trends affecting the budget, such as economic factors; long-range outlook; significant changes in revenue collections; tax rates or other changes; current and future debt obligations; and significant use of or increase in fund balance or retained earning

## **Adoption**

Prior to the beginning of each fiscal year, the Township Board shall annually adopt a budget using a department level method of adoption unless otherwise directed in the General Appropriation Act. The Township Board shall monitor and amend the budget as needed to approve and control all expenditures.

## **Designation of Budget Officer**

The Township Manager shall be Saugatuck Township's budget officer and shall be responsible for the development and administration of the annual budget.

## **Transfer Authority**

The Township Manager shall have the authority to make transfers between line items within departments without prior Township Board approval, if the amount to be transferred does not exceed the total amount appropriated for that department.

## **Budget Monitoring**

The Township shall use the following approaches to monitor the budget, as recommended by the Government Finance Officers Association:

- The Township Board shall establish measures of annual progress. These measures should spell out the expected results and outcomes and how they will be measured.
- The Township Board shall use periodic financial reporting and performance measures to compare actual versus budgeted results.
- The Township Board shall communicate performance results so that staff and the public will be informed of the results in an understandable format.

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## General Fund



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## GENERAL FUND (101)

### Fund Overview

The General Fund provides for Saugatuck Township's statutorily required services and limited discretionary services. We expect General Fund Revenues for FY 2025-2026 to be \$1,685,800.00 and General Fund expenses to be \$1,678,950.00, with a surplus of \$6,850.00. To meet the Priority Area of Financial Stability the millage rate for general operations is set at 0.9933 mills. This millage rate represents the maximum allowable millage the Township can levy with respect to the original millage rate approved by the majority of voters subject to the Headlee Rollback.

The FY 2025-2026 budget proposes the following projects that would be included to meet our strategic action plan and capital improvements.

**Funding for design, engineering, and construction to update the facade of the Hall and redevelop the site as a pedestrian plaza to support Priority Areas of Community Investment and Growth & Development.** This is shown as an appropriation to the Capital Project Fund (403) in the amount of \$270,000. At this time, funding of updates to the Township Hall exterior and site will require no transfers from the Fund Balance, rather the Township will fund this work through prior capital project planning and a grant award of \$185,000 from the Michigan Economic Development Corporation (MEDC) Rehabilitation and Placemaking Grant Program.

**Funding for development of a Township Master Plan.** State law requires a municipality to review its Master Plan every 5-years. At the direction Board, the Planning Commission will begin the process of creating a Township specific Master Plan in satisfaction of the required Master Plan review. Existing plans such as the Blue Star Hwy Corridor Safety Plan, Non-Motorized Infrastructure Master Plan, and Land Conservation Plan will be included in the Master Plan development.

In addition to the items listed above, there are the remaining proposed projects for FY 2025-2026, which satisfy additional priority goals within the Multi-Year Strategic Action Plan. For example, the FY 2025-2026 budget includes funding for the bi-annual waste pick-up, support for the Kalamazoo Lake Harbor Authority to hire a consultant with expertise in harbor management, the Township's Parks and Recreation program, and additional contribution to the Township's Pension Program.

The Township Board budget requests were reviewed and influenced the proposed FY 2025-2026 budget. In response to changes associated with the passage of Proposal 2, Promote the Vote Petition, the budget includes funds for wages for additional election inspectors needed to accommodate added early voting days. The consensus from the Board was that staff wages see a traditional cost of living adjustment (COLA). The FY 2025-2026 Budget continues to fund Board, Commission and Staff training as well as funds to support continued Strategic Action Planning efforts.

With this additional policy guidance information, you will see that a 2.5% COLA was implemented for staff wages. The funding of the pension system (MERS) was also listed within the budget requests as the Reduction of Pension Liability has been a long-term goal for the Township. The FY 2025-2026 Budget includes an additional \$55,000.00 contribution to MERS to meet this goal. In support of the strategic goal of Operational Excellence, the Budget also includes increased staff benefits for life insurance, accidental death insurance, and workers compensation. These benefits have not been



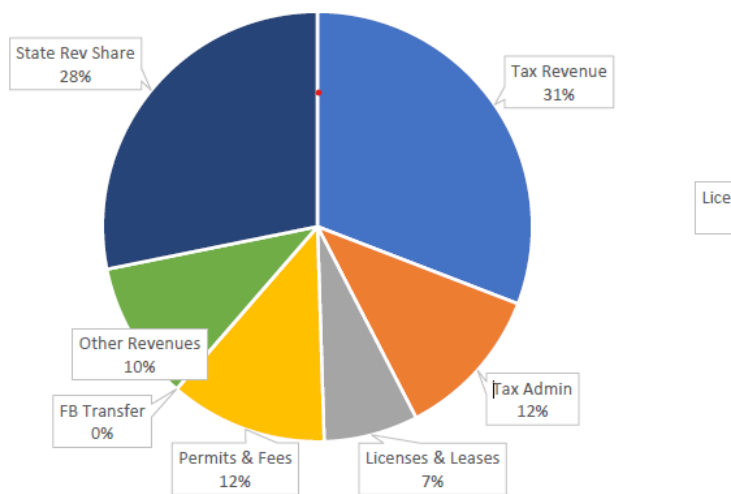
reviewed in over a decade. Review of these benefits to ensure that they are in line with benefits offered by other similar sized communities and meet employee needs demonstrates a strong commitment by the Board of Trustees to maintaining a professional staff that is committed to making a positive community impact.

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## Fund Overview

The General Fund for Saugatuck Townships statutorily required services (i.e., assessing, tax collection, record keeping, election administration, etc.); planning and zoning, permitting, and code enforcement services; administrative services; limited discretionary services (i.e., Clean-Up Day, park activities, etc.); and more. This is supported by an operating millage, state revenue sharing (CVTRS), permit and fees, and other miscellaneous revenue. We expect General Fund Revenues to be \$1,685,800 and expenses to be \$1,678,950, with an operating surplus of 6,850. For FY 2025-26, \$0 will be transferred from the Fund Balance for the purpose of balancing the budget.

## General Operations Projected Revenue FY 25'-26'



### Revenue Summary

Tax Revenue:	\$ 520,000
Tax Admin:	\$ 195,000
State Revenue Share:	\$ 375,000
Licenses & Leases:	\$ 119,500
Permits & Fees:	\$ 200,300
Marijuana Share:	\$ 100,000
Appr. Transfer-In:	\$ 80,000
<u>Other Revenue:</u>	<u>\$ 96,000</u>
<b>Total Revenue</b>	<b>\$1,685,800</b>

## Expenditure Summary

### **Expenditure Summary**

TWP Board:	\$ 26,750
Supervisor/Manager:	\$ 138,250
Clerk:	\$ 103,250
Professional Services:	\$ 12,500
Board of Review:	\$ 4,850
Treasurer:	\$ 95,500
Technology:	\$ 58,000
Assessor:	\$ 82,100
Employee Benefits:	\$ 320,900
Other Functions:	\$ 332,000
Elections:	\$ 30,200
Building & Grounds:	\$ 42,750
Professional Services:	\$ 70,000
Inspections:	\$ 213,000
Public Works:	\$ 30,000
Recycling:	\$ 5,550
Harbor:	\$ 7,250
<u>Planning &amp; Zoning</u>	<u>\$ 106,100</u>

<b>Total Expenditures</b>	<b>\$ 1,678,950</b>
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## Township Board (Department 101)

### Department Description

Saugatuck Township is a general law township as defined by state statute. The Township Board consists of five (5) elected members who serve as the legislative and policy-making body for the Township. The Township Board is empowered by the Michigan Constitution and state law to govern Saugatuck Township. The Township Board has the exclusive authority, subject to applicable laws, to determine the scope, quality, and quantity of township programs and services, to establish parameters and expectations of employee performance and conduct, to establish its own style of governance, and to require information from township personnel necessary and convenient to monitor township operations and compliance with board policies and directives. Personnel Costs in this department cover the Trustee wage for attending Regular and Special meetings and representing the Township on various committees and commissions.

### Budget Summary

<i>Personnel Costs</i>	<i>\$15,000</i>	<i>Trustee Per Diem</i>
<i>Operating Costs</i>	<i>\$10,750</i>	<i>Annual MTA Membership, Training/Seminar Stipend</i>
<i>Outside Services</i>	<i>\$0</i>	
<i>Capital Items</i>	<i>\$0</i>	
<i>Other Expenditures</i>	<i>\$1,000</i>	<i>Mileage Reimbursements, Meeting Expenses</i>
<b>Total</b>	<b>\$26,750</b>	

## Supervisor/Manager (Department 171)

### Department Description

The Supervisor is the Chief Elected Official (CEO) of the Township and chairs the Township Board's meetings. To promote efficient & effective administration, the Township Board authorizes the Township Manager to be the Chief Administrative Officer (CAO), to provide direction and control over all Township activities and functions that are not assigned by state law to another official, and to serve as a liaison between the Township Board and various organizations within parameters established by the Township Board.

### Budget Summary

<i>Personnel Costs</i>	<i>\$132,000</i>	<i>Supervisor &amp; Township Manager wages</i>
<i>Operating Costs</i>	<i>\$ 5,000</i>	<i>Membership Dues, Training/Seminar</i>
<i>Outside Services</i>	<i>\$ 0</i>	<i>Stipend, Supplies</i>
<i>Capital Items</i>	<i>\$ 0</i>	
<i>Other Expenditures</i>	<i>\$ 750</i>	<i>Mileage Reimbursements, Meeting Expenses</i>
<b>Total</b>	<b>\$138,250</b>	

## Clerk (Department 215)

### Department Description

The elected Township Clerk heads this department with responsibilities largely set by state statute. These responsibilities include custodian of records, preparation of meeting minutes, annual codification of Township ordinances, oversight of legal notices, and more. This department also conducts accounts payable, cemetery administration, and other administrative services.

<u>Budget Summary</u>		
<u>Personnel Costs</u>	\$96,000	<i>Clerk, Deputy Clerk, and Cemetery Sexton wages</i>
<i>Operating Costs</i>	\$ 5,750	<i>Newspaper Notices, Postage, Training/Seminar Stipend</i>
<i>Outside Services</i>	\$ 500	<i>Dues and Subscriptions</i>
<i>Capital Items</i>	\$ 0	
<u>Other Expenditures</u>	<u>\$ 1,000</u>	
<b>Total</b>	<b>\$103,250</b>	

## Professional Services (Department 223)

### Department Description

This department provides for the services of specialized professional services including the annual audit.

### Budget Summary

<i>Personnel Costs</i>	\$ 0
<i>Operating Costs</i>	\$ 0
<i>Outside Services</i>	\$12,500
<i>Capital Items</i>	\$ 0
<i>Other Expenditures</i>	\$ 0
<b>Total</b>	<b>\$12,500</b>



## Board of Review (Department 247)

### Department Description

The Board of Review is a three-member board appointed by the Township Board. It is the final assessment authority for all property taxing purposes at the township-level. It is supported by the Assessing Department.

### Budget Summary

<i>Personnel Costs</i>	<i>\$3,500</i>	<i>Board of Review Per Diem</i>
<i>Operating Costs</i>	<i>\$1,350</i>	<i>Office supplies, newspaper notices, food, and training</i>
<i>Outside Services</i>	<i>\$0</i>	
<i>Capital Items</i>	<i>\$0</i>	
<i>Other Expenditures</i>	<i>\$0</i>	
<b>Total</b>	<b>\$4,850</b>	

## Treasurer (Department 253)

### Department Description

The Finance Coordinator heads this department with general supervision by the Township Manager and oversight of statutory duties by the elected Treasurer. These responsibilities include taking charge of all monies collected by the Township and accounting for said monies according to state law and the Township's financial policies. This department provides for pay roll, and the preparation, printing, and postage of tax bills and collection of taxes.

### Budget Summary

<i>Personnel Costs</i>	<i>\$86,000</i>	<i>Finance Coordinator &amp; Treasurer Salary</i>
<i>Operating Costs</i>	<i>\$ 9,000</i>	<i>Tax Bill Printing &amp; Postage, Training/Seminar Stipend</i>
<i>Outside Services</i>	<i>\$ 0</i>	
<i>Capital Items</i>	<i>\$ 0</i>	
<i>Other Expenditures</i>	<i>\$ 500</i>	<i>Mileage Reimbursements, Meeting Expenses</i>
<b>Total</b>	<b>\$95,500</b>	

## Technology (Department 256)

### Department Description

This department provides for the procurement, support, and maintenance of the computers and technology used by the Township. This includes funding hardware and software upgrades, support services from BS&A and Technology Service Provider, the hosting of the Township's website, and more. This year's Budget also includes costs associated with contracting with a new Technology Support provider and the enhancement of the Township's new website.

### Budget Summary

<i>Personnel Costs</i>	<i>\$0</i>	
<i>Operating Costs</i>	<i>\$24,000</i>	<i>Website Hosting Costs, License Fees, BS&amp;A</i>
<i>Outside Services</i>	<i>\$20,000</i>	<i>IT Support</i>
<i>Capital Items</i>	<i>\$ 7,500</i>	<i>Hardware Replacements</i>
<i>Other Expenditures</i>	<i>\$ 6,500</i>	<i>Website Enhancement, Marketing</i>
<b>Total</b>	<b>\$58,000</b>	

## Assessor (Department 257)

### Department Description

The Assessor is responsible for determining the value of all taxable real and personal property in the Township. They also assist the Board of Review in its deliberations, process land divisions, and defend the Township in cases before the Michigan Tax Tribunal, the Michigan Court of Appeals, and the Michigan Supreme Court. The Township contracts with Assessing Solutions, Inc. for assessing services. Kelly Jellison, the Township's Assessor, holds office hours two Thursdays a month (8AM- 4PM) and works remotely the rest of the week.

### Budget Summary

<i>Personnel Costs</i>	\$ 0	<i>Assessor wages</i>
<i>Operating Costs</i>	\$ 7,000	<i>Arial Mapping, Assessment Notice Printing &amp; Postage</i>
<i>Outside Services</i>	\$75,100	<i>Assessing Services</i>
<i>Capital Items</i>	\$ 0	
<i>Other Expenditures</i>	\$ 0	
<b>Total</b>	<b>\$82,100</b>	

## Other Functions (Department 261)

### Department Description

This department provides for general administrative expenses that are not allocated by department, such as insurance premiums, employee benefits, and payroll taxes. The FY 2024- 2025 budget includes funding above the minimum required MERS contribution to continue to advance the Township Board's goal of paying down the Township's pension liability. Also included is a transfer to the Capital Projects Fund (as per the capital plan for the Township Hall renovation) and the Park Fund (208).

### Budget Summary

<i>Personnel Costs</i>	<i>\$ 0</i>	
<i>Operating Costs</i>	<i>\$ 2,300</i>	<i>Dog License Fees &amp; Tax Charge Back</i>
<i>Outside Services</i>	<i>\$ 0</i>	
<i>Capital Items</i>	<i>\$332,000</i>	<i>Transfer to Capital, Parks, and Parks Project Funds</i>
<i>Other Expenditures</i>	<i>\$318,600</i>	<i>Insurance Premiums, Employee Benefits, Payroll Taxes</i>
<b>Total</b>	<b>\$652,900</b>	

## Elections (Department 262)

### Department Description

This department is responsible for all voter registration and election activities. The Clerk and Deputy Clerk perform voter registration activities through the State Qualified Voter File as well as administer federal, state, county, and local elections. The department pays for election workers, ballots, absentee ballot postage, and other election equipment.

### Budget Summary

<i>Personnel Costs</i>	<i>\$15,000</i>	<i>Election Worker wages</i>
<i>Operating Costs</i>	<i>\$13,700</i>	<i>Ballot Printing &amp; Postage, Office Supplies</i>
<i>Outside Services</i>	<i>\$ 0</i>	
<i>Capital Items</i>	<i>\$ 0</i>	
<i>Other Expenditures</i>	<i>\$ 1,500</i>	<i>Food for Election Workers</i>
<b>Total</b>	<b>\$30,200</b>	

## Building & Grounds (Department 265)

### Department Description

This department provides for the operations and maintenance of the Township Hall and surrounding property. This includes snow removal, grass cutting, custodial services, and office equipment. This department also pays for general utilities (i.e. water, electric, internet, heat, etc.) associated with operating the Township Hall.

### Budget Summary

<i>Personnel Costs</i>	\$ 0	
<i>Operating Costs</i>	\$27,000	<i>General Office Equipment, Utilities</i>
<i>Outside Services</i>	\$1 0,000	<i>Groundskeeping, Custodial, and Equipment</i>
		<i>Services</i>
<i>Capital Items</i>	\$ 5,000	
<i>Other Expenditures</i>	\$ 750	
<b>Total</b>	<b>\$42,750</b>	

## Professional Services (Department 266)

### Department Description

This department provides for the services of specialized professionals including general legal work, and other consulting services such as strategic planning, communications, and staff development

### Budget Summary

<i>Personnel Costs</i>	<i>\$0</i>	
<i>Operating Costs</i>	<i>\$0</i>	
<i>Outside Services</i>	<i>\$70,000</i>	<i>Attorney fees, Consulting Services</i>
<i>Capital Items</i>	<i>\$0</i>	
<i>Other Expenditures</i>	<i>\$0</i>	
<b>Total</b>	<b>\$70,000</b>	



## Inspections (Department 371)

### Department Description

This department provides for the services of the Township's administrative assistant, Building/Zoning Official, Enforcement Officer, and building, plumbing & mechanical, and electrical inspectors. They are responsible for regulatory activities including reviewing building plans, conducting on-site inspections, and issuing permits.

### Budget Summary

<i>Personnel Costs</i>	<i>\$155,000</i>	<i>Building, Enforcement, Administrative Asst.</i>
<i>Operating Costs</i>	<i>\$ 7,000</i>	<i>Annual Subscriptions, General Office</i>
<i>Outside Services</i>	<i>\$ 51,000</i>	<i>Supplies</i>
<i>Capital Items</i>	<i>\$ 0</i>	<i>Miscellaneous Inspections</i>
<i>Other Expenditures</i>	<i>\$ 0</i>	
<b>Total</b>	<b>\$213,000</b>	

## Public Works (Department 441)

### Department Description

This department provides for the Township's general engineering support. It also pays for costs related to streetlights in the Township; however, a significant portion of these expenses are reimbursed via special assessments. Additionally, the majority of the Township's public works operations (i.e. roads, water and sewer system, etc.) are paid for via special revenue funds.

### Budget Summary

<i>Personnel Costs</i>	\$ 0	
<i>Operating Costs</i>	\$16,000	<i>Street Light Payment</i>
<i>Outside Services</i>	\$14,000	<i>General Engineering Services</i>
<i>Capital Items</i>	\$ 0	
<i>Other Expenditures</i>	\$ 0	
<b>Total</b>	<b>\$30,000</b>	

## Recycling (Department 530)

### Department Description

This department provides for discretionary activities and services related to recycling. Specifically, it funds the rental of dumpsters for the Township's annual "Clean-Up Day," which traditionally takes place twice- a-year, the weekends after Memorial Day and Labor Day and the Township's contribution to the annual, Tri-Community HHW Drop-Off Event.

### Budget Summary

<i>Personnel Costs</i>	\$ 0	
<i>Operating Costs</i>	\$ 550	<i>Newspaper Notices</i>
<i>Outside Services</i>	\$5,000	<i>Dumpster Rental</i>
		<i>Fees. HHW Event</i>
		<i>Contribution</i>
<i>Capital Items</i>	\$ 0	
<i>Other Expenditures</i>	\$ 0	
<b>Total</b>	<b>\$5,550</b>	

**Harbor Commission**  
**(Department 597)**

Department Description

This department provides for discretionary activities associated with the Kalamazoo Harbor. It also funds the maintenance and replacement of the of the Township's "no-wake" buoys that are positioned in the Kalamazoo River. The Budget also includes funds for a contribution to the Harbor Authority to contract with consultant with coastal expertise.

<u>Budget Summary</u>		
<i>Personnel Costs</i>	\$ 2,000	<i>Appointed Officials</i>
<i>Operating Costs</i>	\$ 0	
<i>Outside Services</i>	\$ 5,250	<i>Maintenance of Buoys &amp; Consultant</i>
<i>Capital Items</i>	\$ 0	
<i>Other Expenditures</i>	\$ 0	
<b>Total</b>	<b>\$7,250</b>	

## Planning & Zoning (Department 701)

### Department Description

This department provides staff support to the Planning Commission and Zoning Board of Appeals. It also conducts code enforcement activities, zoning administration, and develops planning solutions to improve the quality of life in the community. The department pays Aligned Planning for zoning administration and planning services. Lynee Wells, the Township's Zoning Administrator, holds office hours on Tuesdays (9AM-1PM) and works remotely the rest of the week. This year, the budget for the Planning and Zoning Department includes funding to update zoning ordinances for the Blue Star Hwy Business Corridor and the High-Risk Erosion area.

### Budget Summary

<i>Personnel Costs</i>	<i>\$15,000</i>	<i>Planning Commission &amp; ZBA Per Diem</i>
<i>Operating Costs</i>	<i>\$ 7,600</i>	<i>Postage, Printing Maps, and Muncide Updates</i>
<i>Outside Services</i>	<i>\$55,500</i>	<i>Legal, Zoning Admin Services, Enforcement</i>
<i>Capital Items</i>	<i>\$40,000</i>	<i>Zoning Ordinance Updates</i>
<i>Other Expenditures</i>	<i>\$ 1,500</i>	
<b>Total</b>	<b>\$ 106,100</b>	

Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2025-26 REQUESTED BUDGET	2025-26 APPROVED BUDGET
ESTIMATED REVENUES							
Dept 000							
101-000-402.000	CURRENT PROP TAX	401,105	447,941	493,000	491,038	520,000	
101-000-434.000	TRAILER TAX	514	691	500	1,003	1,000	
101-000-439.000	STATE MARIJUANA REVENUE SHARE	103,725	118,583	100,000	174,686	100,000	
101-000-440.000	HOMESTEAD DENIALS	121	6,060		2,386	1,500	
101-000-445.000	PENALTIES & INTEREST ON TAXES	692	2,352	2,000	5,706		
101-000-447.000	TAX ADMINISTRATIVE FEE	145,694	167,367	165,000	186,318	195,000	
101-000-453.000	STREET LIGHT DISTRICT TAX	9,384	8,771	9,000	9,585	9,500	
101-000-477.000	CABLE TV FEE	65,182	62,925	64,000	44,440	63,000	
101-000-479.000	MARIJUANA ANNUAL LICENSES	45,000	30,000	40,000	30,000	35,000	
101-000-480.000	RENTAL DWELLING PERMITS	19,300	30,700	20,000	35,875	20,000	
101-000-481.000	BUILDING PERMITS	157,654	89,716	100,000	166,243	110,000	
101-000-482.000	ELECTRICAL PERMITS	33,695	23,385	20,000	28,020	20,000	
101-000-483.000	PLUMBING PERMITS	19,720	13,355	15,000	17,235	15,000	
101-000-484.000	MECHANICAL PERMITS	33,405	21,745	20,000	30,965	20,000	
101-000-489.000	ZONING PERMITS	7,058	10,213	7,500	7,614	7,500	
101-000-490.000	OTHER PERMITS	2,840	1,500	1,000	1,500	1,500	
101-000-548.000	METRO ACT, RIGHT OF WAYS	8,545	10,203	8,300	2,967	10,000	
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHAF				1,534		
101-000-574.000	STATE SHARED REVENUE	370,730	377,492	380,000	249,409	375,000	
101-000-607.000	PLANNING COMM FEES	11,200	800	7,500	2,492	5,000	
101-000-607.100	ZBA FEES	1,300		1,000		1,300	
101-000-620.000	SUMMER SCHOOL TAX COLLECTION	6,708	6,747	6,700	9,563	9,000	
101-000-665.000	INTEREST EARNED	53,109	92,866	10,000	71,210	75,000	
101-000-671.000	LEASES	11,081	11,348	9,628	11,628	11,500	
101-000-674.000	DONATIONS	69					
101-000-674.100	DOG PARK DONATIONS	613					
101-000-675.000	MISCELLANEOUS	(2,522)	1,379		535		
101-000-676.000	EXPENSE REIMBURSEMENTS	7,345	14,417	66,600	21,600		
101-000-699.000	APPROPRIATION TRANSFERS IN	41,727	42,000	82,000	82,000	80,000	
	FOOTNOTE AMOUNTS:					50,000	
ROAD FUND 204	FOOTNOTE AMOUNTS:					5,000	
PARK FUND 208	FOOTNOTE AMOUNTS:					5,000	
CEMETERY FUND 209	FOOTNOTE AMOUNTS:					10,000	
WATER FUND 465	FOOTNOTE AMOUNTS:					10,000	
SEWER FUND 490	FOOTNOTE AMOUNTS:						
	GL # FOOTNOTE TOTAL:					80,000	
Totals for dept 000 -		1,554,994	1,592,556	1,628,728	1,685,552	1,685,800	
TOTAL ESTIMATED REVENUES		1,554,994	1,592,556	1,628,728	1,685,552	1,685,800	

Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2025-26 REQUESTED BUDGET	2025-26 APPROVED BUDGET
APPROPRIATIONS							
Dept 101 - TOWNSHIP BOARD							
101-101-701.000	ELECTED OFFICIAL SALARIES	4,500	11,300	15,000	11,250	15,000	
101-101-955.000	MISCELLANEOUS	380	845	600	673	1,000	
101-101-960.000	DUES & SUBSCRIPTIONS	6,853	8,288	8,000	7,538	8,750	
101-101-961.000	TRAINING & SEMINARS			2,000		2,000	
Totals for dept 101 - TOWNSHIP BOARD		11,733	20,433	25,600	19,461	26,750	
Dept 171 - SUPERVISOR/MANAGER							
101-171-701.000	ELECTED OFFICIAL SALARIES	12,548	17,000	17,000	15,039	17,000	
101-171-703.000	ADMINISTRATIVE SALARY	78,619	94,500	112,000	99,423	115,500	
101-171-727.000	SUPPLIES	909	926	1,000	782	1,000	
101-171-955.000	MISCELLANEOUS	204	749	750	245	750	
101-171-960.000	DUES & SUBSCRIPTIONS	1,398	1,097	1,200	578	1,500	
101-171-961.000	TRAINING & SEMINARS	2,145	874	1,500		2,500	
Totals for dept 171 - SUPERVISOR/MANAGER		95,823	115,146	133,450	116,067	138,250	
Dept 215 - CLERK							
101-215-701.000	ELECTED OFFICIAL SALARIES	12,548	17,000	18,000	16,220	17,000	
101-215-703.000	ADMINISTRATIVE SALARY				2,941		
101-215-705.000	DEPUTY SALARY	61,962	72,825	76,650	64,703	79,000	
101-215-727.000	SUPPLIES	2,203	532	2,600	588	1,500	
101-215-901.000	PRINTING & PUBLISHING	4,878	2,703	3,600	2,605	3,500	
101-215-955.000	MISCELLANEOUS	1,109	700	500	454	1,000	
101-215-960.000	DUES & SUBSCRIPTIONS	30	135	200	175	500	
101-215-961.000	TRAINING & SEMINARS	1,449	325	1,500	225	750	
Totals for dept 215 - CLERK		84,179	94,220	103,050	87,911	103,250	
Dept 223 - PROFESSIONAL SERVICES							
101-223-803.000	AUDITOR	10,500	11,760	11,000	10,600	12,500	
Totals for dept 223 - PROFESSIONAL SERVICES		10,500	11,760	11,000	10,600	12,500	
Dept 247 - BOARD OF REVIEW							
101-247-702.000	APPOINTED OFFICIAL SALARIES	1,725	2,000	3,000	3,350	3,500	
101-247-727.000	SUPPLIES	106		100		100	
101-247-901.000	PRINTING & PUBLISHING	644	434	750	56	500	
101-247-955.000	MISCELLANEOUS	158	157	250	154	250	
101-247-961.000	TRAINING & SEMINARS	150		1,000		500	
Totals for dept 247 - BOARD OF REVIEW		2,783	2,591	5,100	3,560	4,850	
Dept 253 - TREASURER							
101-253-701.000	ELECTED OFFICIAL SALARIES	63,772	17,000	17,000	15,039	17,000	
101-253-705.000	DEPUTY SALARY	8,574	57,309	67,000	57,500	69,000	
101-253-727.000	SUPPLIES	788	1,118	3,000	3,720	3,500	
101-253-806.000	TAX ROLL	4,161	3,449	4,500	1,696	3,500	
101-253-955.000	MISCELLANEOUS	970	688	500	48	500	
101-253-960.000	DUES & SUBSCRIPTIONS	123	484	500	964	1,000	
101-253-961.000	TRAINING & SEMINARS	1,219	15	1,000	258	1,000	
Totals for dept 253 - TREASURER		79,607	80,063	93,500	79,225	95,500	
Dept 256 - TECHNOLOGY							
101-256-709.010	SUBCONTRACT LABOR	4,201	4,474	30,000	24,059	20,000	
101-256-727.000	COMPUTER SOFTWARE	5,179	6,125	7,500	7,326	7,500	
101-256-801.000	NETWORK SYSTEMS LICENSE FEES	14,069	15,181	16,000	17,896	16,500	
101-256-807.000	CONSULTING SERVICES	4,018	11,750	3,000	1,913	3,000	
101-256-808.000	MARKETING AND COMMUNICATION		1,901	2,500	1,670	3,500	

Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2025-26 REQUESTED BUDGET	2025-26 APPROVED BUDGET
APPROPRIATIONS							
Dept 256 - TECHNOLOGY							
101-256-971.000	CAPITAL OUTLAY	4,302	10,279	9,000	7,171	7,500	
Totals for dept 256 - TECHNOLOGY		31,769	51,710	68,000	60,035	58,000	
Dept 257 - ASSESSOR							
101-257-727.000	SUPPLIES	1,113	181	1,000	116	1,000	
101-257-805.000	PROPERTY RECORDS	355		500	380	500	
101-257-809.000	PROFESSIONAL SERVICES	53,329	57,960	62,000	57,303	75,100	
101-257-901.000	PRINTING & PUBLISHING	2,636	2,381	3,000	2,857	3,000	
101-257-960.000	DUES & SUBSCRIPTIONS	1,054	1,969	2,000	1,054	2,000	
101-257-961.000	TRAINING & SEMINARS			500	169	500	
Totals for dept 257 - ASSESSOR		58,487	62,491	69,000	61,879	82,100	
Dept 261 - OTHER FUNCTIONS							
101-261-717.000	EMPLOYEE BENEFITS, LIFE INS	713	679	850	623	3,850	
101-261-718.000	EMPLOYEE BENEFITS, DENTAL	2,919	3,061	3,520	3,479	11,250	
101-261-719.000	EMPLOYEE BENEFITS, HEALTH	81,723	75,666	95,000	80,640	107,500	
101-261-723.000	EMPLOYEE BENEFITS, FICA	26,962	32,000	35,000	33,331	38,500	
101-261-725.000	EMPLOYEE BENEFITS, MERS (RET)	113,789	106,305	126,500	100,796	126,500	
101-261-880.000	COMMUNITY PROMOTION			2,000	2,045	3,000	
101-261-881.000	DOG LICENSES ALLEGAN CO	60	100	100	50	100	
101-261-915.000	TOWNSHIP INSURANCE	14,684	15,689	22,000	21,463	23,500	
101-261-916.000	WORKERS COMP INSURANCE	1,215	3,293	4,500	2,282	3,500	
101-261-960.000	DUES & SUBSCRIPTIONS	146		200	1,000	1,000	
101-261-964.000	TAX CHARGE BACK	2,388	1,822	2,388	1,467	2,200	
101-261-995.000	APPROPRIATION TRANSFER OUT	600,380	291,250	242,000	242,000	332,000	
	FOOTNOTE AMOUNTS:					270,000	
	CAPITAL PROJECT FUND 403						
	FOOTNOTE AMOUNTS:					62,000	
	PARK FUND 208						
GL # FOOTNOTE TOTAL:						332,000	
Totals for dept 261 - OTHER FUNCTIONS		844,979	529,865	533,870	489,176	652,900	
Dept 262 - ELECTIONS							
101-262-702.000	APPOINTED OFFICIAL SALARIES	6,337	9,669	24,000	24,269	15,000	
101-262-709.010	SUBCONTRACT LABOR	615	750	1,000	1,210	1,200	
101-262-727.000	SUPPLIES	3,692	3,782	6,000	5,616	6,000	
101-262-901.000	PRINTING & PUBLISHING	650	3,323	5,000	5,750	6,000	
101-262-955.000	MISCELLANEOUS	927	1,619	1,500	988	1,500	
101-262-961.000	TRAINING & SEMINARS			500		500	
Totals for dept 262 - ELECTIONS		12,221	19,143	38,000	37,833	30,200	
Dept 265 - BUILDING & GROUNDS							
101-265-709.000	SUBCONTRACTED LABOR	8,241	8,000	6,000	5,450	6,500	
101-265-727.000	SUPPLIES	3,454	7,411	7,000	5,088	7,000	
101-265-920.000	GAS & ELECTRIC & INTERNET	10,680	14,609	14,000	14,817	15,000	
101-265-930.000	REPAIRS & MAINTENANCE	2,342	3,143	5,000	4,095	5,000	
101-265-935.000	EQUIPMENT SERVICES	4,392	3,747	3,500	2,654	3,500	
101-265-955.000	MISCELLANEOUS		229	500	710	750	
101-265-971.000	CAPITAL OUTLAY		796	6,000	4,970	5,000	
Totals for dept 265 - BUILDING & GROUNDS		29,109	37,935	42,000	37,784	42,750	
Dept 266 - PROFESSIONAL SERVICES							
101-266-802.000	ATTORNEY FEES	15,810	11,302	24,000	12,084	24,000	
101-266-807.000	CONSULTING SERVICES	15,075	11,660	53,500	34,000	46,000	



Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2025-26 REQUESTED BUDGET	2025-26 APPROVED BUDGET
APPROPRIATIONS							
Dept 266 - PROFESSIONAL SERVICES							
	FOOTNOTE AMOUNTS:					38,000	
	COMMUNICATION SUPPORT						
	FOOTNOTE AMOUNTS:					5,000	
	BOARD DEVELOPMENT AND PLANNING						
	FOOTNOTE AMOUNTS:					3,000	
	STAFF DEVELOPMENT						
	<b>GL # FOOTNOTE TOTAL:</b>					<b>46,000</b>	
101-266-955.000	MISCELLANEOUS	4,139	2		21		
Totals for dept 266 - PROFESSIONAL SERVICES		35,024	28,964	77,500	46,105	70,000	
Dept 371 - INSPECTIONS							
101-371-704.000	ADMINISTRATIVE ASSISTANT	44,282	54,066	62,000	54,573	63,000	
101-371-709.006	BUILDING INSPECTOR	71,117	88,086	90,000	77,455	92,000	
101-371-709.007	ELECTRICAL INSPECTOR	22,755	16,355	18,000	15,285	15,000	
101-371-709.008	PLUMBING INSPECTOR	10,230	15,125	12,000	8,550	12,000	
101-371-709.009	MECHANICAL INSPECTOR	19,733	18,163	18,000	14,785	15,000	
101-371-727.000	SUPPLIES	2,515	2,325	3,000	944	2,500	
101-371-808.000	FIRE INSPECTOR	7,550	12,775	8,000	12,800	9,000	
101-371-960.000	DUES & SUBSCRIPTIONS	1,105	2,284	3,000		2,500	
101-371-961.000	TRAINING & SEMINARS	176	126	2,000	3,488	2,000	
Totals for dept 371 - INSPECTIONS		179,463	209,305	216,000	187,880	213,000	
Dept 441 - PUBLIC WORKS							
101-441-801.000	ENGINEERING	2,211	6,355	14,000	7,555	14,000	
101-441-925.000	STREET LIGHTS	13,695	15,969	15,000	15,150	16,000	
Totals for dept 441 - PUBLIC WORKS		15,906	22,324	29,000	22,705	30,000	
Dept 530 - RECYCLING							
101-530-901.000	PRINTING & PUBLISHING	525	378	550	210	550	
101-530-962.000	SERVICE FEES	3,410	5,615	5,000	2,643	5,000	
Totals for dept 530 - RECYCLING		3,935	5,993	5,550	2,853	5,550	
Dept 597 - HARBOR COMMISSION							
101-597-702.000	APPOINTED OFFICIAL SALARIES	(380)	850	2,000		2,000	
101-597-880.000	COMMUNITY PROMOTION	400		5,000		4,500	
101-597-890.000	BUOYS					750	
Totals for dept 597 - HARBOR COMMISSION		20	850	7,000		7,250	
Dept 701 - PLANNING & ZONING							
101-701-702.000	APPOINTED OFFICIALS SALARY	7,785	21,050	25,000	7,075	15,000	
101-701-703.000	ADMINISTRATIVE SALARY	300	600	600		600	
101-701-709.000	SUBCONTRACTED LABOR	250	4,270	23,000	20,818		
101-701-727.000	SUPPLIES	46	1,233	1,000	66	1,000	
101-701-802.000	ATTORNEY FEES PLAN & ZON	6,299	9,532	12,000	5,567	12,000	
101-701-804.000	PLANNER FEES	33,145	29,233	35,000	26,965	30,000	
101-701-807.000	CONSULTING SERVICES	37,396	11,717	50,000	15,775	40,000	
	FOOTNOTE AMOUNTS:					40,000	
	MASTER PLAN UPDATE						
101-701-901.000	PRINTING & PUBLISHING	1,494	5,935	5,000	2,522	3,500	
101-701-955.000	MISCELLANEOUS	315	261	1,000	1,466	1,500	
101-701-960.000	DUES & SUBSCRIPTIONS	50	2,250		1,685	1,000	
101-701-961.000	TRAINING & SEMINARS	123	1,941	1,500	195	1,500	
Totals for dept 701 - PLANNING & ZONING		87,203	88,022	154,100	82,134	106,100	

Calculations as of 06/30/2025

		2022-23	2023-24	2024-25	2024-25	2025-26	2025-26
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	AMENDED BUDGET	ACTIVITY THRU 06/30/25	REQUESTED BUDGET	APPROVED BUDGET
APPROPRIATIONS							
Dept 751 - PARKS							
101-751-701.000	ELECTED OFFICIAL SALARIES	5,825					
101-751-709.000	SUBCONTRACTED LABOR	1,000					
101-751-709.001	SUBCONTRACTED LABOR-RIVER BLUFF	3,890					
101-751-709.002	SUBCONTRACTED LABOR-DOG PARK	7,579					
101-751-709.003	SUBCONTRACTED LABOR-SUNDOWN PARK	880					
101-751-709.004	SUBCONTRACTED LABOR-VETERANS PARK	1,135					
101-751-709.005	SUBCONTRACTED LABOR-BIKE TRAIL	4,205					
101-751-801.000	ENGINEERING	(5,000)					
101-751-920.000	GAS & ELECTRIC & INTERNET	1,291					
101-751-930.001	Repairs & Maintenance - River Bluff	2,814					
101-751-930.002	Repairs & Maintenance - Dog Park	3,055					
101-751-930.003	Repairs & Maintenance - Sundown Park	334					
101-751-930.004	Repairs & Maintenance - Veterans Park	121					
101-751-930.005	Repairs & Maintenance - Bike Trail	2,339					
101-751-955.000	MISCELLANEOUS	2,286					
Totals for dept 751 - PARKS		31,754					
TOTAL APPROPRIATIONS		1,614,495	1,380,815	1,611,720	1,345,208	1,678,950	
NET OF REVENUES/APPROPRIATIONS - FUND 101		(59,501)	211,741	17,008	340,344	6,850	
BEGINNING FUND BALANCE		1,165,275	1,105,774	1,317,513	1,317,513	1,657,857	1,657,857
ENDING FUND BALANCE		1,105,774	1,317,515	1,334,521	1,657,857	1,664,707	1,657,857



## Other Funds



Intentionally Left

## Road Fund (204)

### Fund Overview

The Road Fund maintains Saugatuck Township's local roads (as opposed to County Primary Roads). It is supported by two special-voted millages last renewed in November 2021 and November 2022 for five (5) year periods. Accounting for the Headlee rollback, the two road millage rates for FY 2025-2026 are set at 0.9419 and 0.9338, respectively. With the renewal of the second road millage in November 2022, expenditures assignable to this fund expanded to include creation of non-motorized trails, sidewalks, and pedestrian safety improvements. The Township's road projects are planned in conjunction with the Allegan County Road Commission and included in the *Saugatuck Township Road Plan*, which is annually reviewed by the Township Board.

We expect revenue in FY 2025-2026 to be \$1,537,000; \$967,000 from current road millages, \$420,000 from State and Federal Grants, and \$150,000 transfer from the interest earned. Expenses are expected to be \$1,533,500. In addition to the work outlined below, the proposed budget requests funding for: (1) bike trail repairs, (2) a Safe Street Action Plan, (3) construction for north section of the Blue Star Trail, and (4) support for engineering the southern section of the Blue Star Trail. The Township will continue work on short- and long-term solutions for Lakeshore Drive.

### **Road Projects 2025-2026**

- Chip and Fog Seal
- Crack Seal
- Road Repair
- Roadside mowing of local & primary road right of way and dust control.

### Budget Summary

- Revenue

<i>Tax Revenue</i>	<i>\$967,000</i>
<i>Grant</i>	<i>\$420,000</i>
<i>Other Revenue Sources</i>	<i>\$150,000</i>
<b>Total</b>	<b>\$1,537,000</b>

- Expenditure

Personnel Costs	\$ 50,000
Operating Costs	\$1 4 6 ,500
Outside Services	\$ 360,000
Capital Items	\$ 977,000
<u>Other Expenditures</u>	<u>\$ 0</u>

**Total** **\$1,533,500**

Calculations as of 06/30/2025

		2022-23	2023-24	2024-25	2024-25	2025-26	2025-26
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	AMENDED BUDGET	THRU 06/30/25 ACTIVITY	REQUESTED BUDGET	APPROVED BUDGET
ESTIMATED REVENUES							
Dept 000							
204-000-403.000	CURRENT PROP TAX	731,372	845,835	932,000	927,208	967,000	
204-000-665.000	INTEREST EARNED	28,623	159,280		112,936	150,000	
204-000-676.000	EXPENSE REIMBURSEMENTS		5,676	120,000	20,261	420,000	
	FOOTNOTE AMOUNTS:					120,000	
	SS4A						
	FOOTNOTE AMOUNTS:					300,000	
	MNRTF						
	GL # FOOTNOTE TOTAL:					420,000	
204-000-699.100	TRANSFER FROM FUND BALANCE			312,000			
Totals for dept 000 -		759,995	1,010,791	1,364,000	1,060,405	1,537,000	
TOTAL ESTIMATED REVENUES		759,995	1,010,791	1,364,000	1,060,405	1,537,000	

BUDGET REPORT FOR SAUGATUCK TOWNSHIP  
Fund: 204 ROAD FUND

Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2025-26 REQUESTED BUDGET	2025-26 APPROVED BUDGET
APPROPRIATIONS							
Dept 446 - ROAD ACTIVITIES							
204-446-709.000	SUBCONTRACTED LABOR		1,060		7,530		
204-446-801.000	ENGINEERING	7,207	111,551	237,500	101,887	360,000	
	FOOTNOTE AMOUNTS:					150,000	
	SS4A SAFE STREET ACTION PLAN						
	FOOTNOTE AMOUNTS:					100,000	
	BLUE STAR HWY REDESIGN						
	FOOTNOTE AMOUNTS:					10,000	
	SS4A IMPLEMENTATION GRANT SUPPORT						
	FOOTNOTE AMOUNTS:					50,000	
	BLUE STAR TRAIL NORTH						
	FOOTNOTE AMOUNTS:					30,000	
	BLUE STAR TRAIL SOUTH						
	FOOTNOTE AMOUNTS:					20,000	
	GENERAL ENGINEERING						
	GL # FOOTNOTE TOTAL:					360,000	
204-446-802.000	ATTORNEY FEES	306	3,467	5,000	361	5,000	
204-446-860.000	ROAD IMPROVEMENTS	431,791	234,781	750,000	326,796	677,000	
	FOOTNOTE AMOUNTS:					277,000	
	ROAD IMPROVEMENTS						
	FOOTNOTE AMOUNTS:					400,000	
	MAPLE STREET						
	GL # FOOTNOTE TOTAL:					677,000	
204-446-865.000	DUST CONTROL & MOWING	12,353	15,065	15,000	8,123	18,000	
	FOOTNOTE AMOUNTS:					15,000	
	MOWING/DUST CONTROL						
	FOOTNOTE AMOUNTS:					3,000	
	DEER REMOVAL						
	GL # FOOTNOTE TOTAL:					18,000	
204-446-901.000	PRINTING & PUBLISHING		290		356		
204-446-930.000	REPAIRS & MAINTENANCE		1,581	10,000	205	7,500	
204-446-930.005	Repairs & Maintenance - Bike Trail		109,215	75,000	57,488	10,000	
204-446-931.000	CONSTRUCTION-BIKE TRAIL			120,000	36,459	300,000	
	FOOTNOTE AMOUNTS:					300,000	
	BLUE STAR TRAIL NORTH						
204-446-932.000	SIDEWALK REPAIRS			26,500	5,882	10,000	
204-446-955.000	MISCELLANEOUS	19,002	549		642	1,000	
204-446-958.000	DRAINS AT LARGE		45,243	50,000	15,749	80,000	
	FOOTNOTE AMOUNTS:					20,000	
	GENERAL DRAINS						
	FOOTNOTE AMOUNTS:					60,000	
	FERRY ST CULVERT						
	GL # FOOTNOTE TOTAL:					80,000	
204-446-979.000	PEDESTRIAN SAFETY IMPROVEMENTS	5,728	18,320	25,000	9,244	15,000	
Totals for dept 446 - ROAD ACTIVITIES		476,387	541,122	1,314,000	570,722	1,483,500	
Dept 966 - ROAD ACTIVITIES							
204-966-995.000	APPROPRIATION TRANSFER OUT	10,000	30,000	50,000	50,000	50,000	
Totals for dept 966 - ROAD ACTIVITIES		10,000	30,000	50,000	50,000	50,000	
TOTAL APPROPRIATIONS		486,387	571,122	1,364,000	620,722	1,533,500	
NET OF REVENUES/APPROPRIATIONS - FUND 204		273,608	439,669		439,683	3,500	
BEGINNING FUND BALANCE		2,418,595	48 of 111	3,131,871	3,131,871	3,571,554	3,571,554
ENDING FUND BALANCE		2,692,203	3,131,872	3,131,871	3,571,554	3,575,054	3,571,554



## Park & Recreation (Fund 208)

### Fund Description

This fund provides for the general operations and maintenance of the Township's parks and trails system, creation of new parks and trails, and the acquisition, preservation, improvement, and conservation of park property and park property rights and natural areas. This fund is supported by a 10-year millage approved by the voters in November 2022. This year's millage rate for the Parks and Rec fund is .4830.

### **Notable Projects:**

- River Bluff Master Planning and Grant Support
- Improvements at Tails 'n Trails
- Development of Sundown Park
- Development of Land Acquisition and Conservation Program

### Budget Summary

- Revenue

Tax Revenue	\$250,000
Grants	\$ 29,000
Appropriations In	\$ 62,000
Fund Balance Transfer	\$ 0
Other	\$ 2,000

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<b>Total</b>	<b>\$343,000</b>
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- Expenditure

Personnel Costs	\$ 15,000
Operating Costs	\$ 47,000
Outside Costs	\$ 30,500
Capital Items	\$250,000
Other	\$ 5,000

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<b>Total</b>	<b>\$342,500</b>
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GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2025-26 REQUESTED BUDGET	2025-26 APPROVED BUDGET
ESTIMATED REVENUES							
Dept 000							
208-000-403.000	CURRENT PROP TAX		217,844	240,000	238,779	250,000	
208-000-523.000	STATE GRANT			190,000	5,523	29,000	
	FOOTNOTE AMOUNTS:					29,000	
	RIVERBLUFF NRDA GRANT						
208-000-524.000	FEDERAL GRANT		37,974	35,000	12,083		
208-000-665.000	INTEREST EARNED				1,948	2,000	
208-000-675.000	MISCELLANEOUS		1,658				
208-000-677.000	DONATIONS				357		
208-000-699.000	APPROPRIATION TRANSFERS IN		41,250	42,000	42,000	62,000	
Totals for dept 000 -			298,726	507,000	300,690	343,000	
TOTAL ESTIMATED REVENUES			298,726	507,000	300,690	343,000	

BUDGET REPORT FOR SAUGATUCK TOWNSHIP  
Fund: 208 PARK/RECREATION FUND  
Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2025-26 REQUESTED BUDGET	2025-26 APPROVED BUDGET
APPROPRIATIONS							
Dept 261 - OTHER FUNCTIONS							
208-261-723.000	EMPLOYEE BENEFITS, FICA		654		369		
Totals for dept 261 - OTHER FUNCTIONS			654		369		
Dept 751 - PARKS							
208-751-701.000	ELECTED OFFICIAL SALARIES		9,750	11,625	7,200	10,000	
208-751-709.000	SUBCONTRACTED LABOR		8,432	33,000	14,353	10,000	
208-751-801.000	ENGINEERING			4,000	85	10,000	
	FOOTNOTE AMOUNTS:					10,000	
	TAILS 'N TRAILS PROJECT						
208-751-802.000	ATTORNEY FEES		374	3,000	1,845	3,500	
208-751-807.000	CONSULTING SERVICES		49,137	60,000	59,133	17,000	
	FOOTNOTE AMOUNTS:					5,000	
	LAND CONSERVATION PROGRAM						
	FOOTNOTE AMOUNTS:					7,000	
	ECOLOGICAL EVALUATION RIVERSIDE PARK						
	FOOTNOTE AMOUNTS:					5,000	
	KALAMAZOO GREENWAY						
	GL # FOOTNOTE TOTAL:					17,000	
208-751-809.000	PROFESSIONAL SERVICES			8,000	5,360		
208-751-810.000	FEDERAL GRANT PROJECT			35,000	35,817		
208-751-811.000	STATE GRANT PROJECT			200,000	12,367	29,000	
	FOOTNOTE AMOUNTS:					29,000	
	RIVER BLUFF NRDA GRANT						
208-751-901.000	PRINTING & PUBLISHING			1,000	219	1,000	
208-751-920.000	GAS & ELECTRIC & INTERNET		1,522	2,000	1,309	2,000	
208-751-930.000	REPAIRS & MAINTENANCE		4,964	17,000	2,072	5,000	
208-751-955.000	MISCELLANEOUS		745		862		
208-751-961.000	TRAINING & SEMINARS			1,000			
208-751-971.000	CAPITAL OUTLAY		2,449	121,000	41,582	250,000	
	FOOTNOTE AMOUNTS:					150,000	
	TAILS 'N TRAILS IMPROVEMENTS						
	FOOTNOTE AMOUNTS:					100,000	
	SUN DOWN PARK						
	GL # FOOTNOTE TOTAL:					250,000	
208-751-995.000	APPROPRIATION TRANSFER OUT		85,000	10,000	5,000	5,000	
	FOOTNOTE AMOUNTS:					5,000	
	GENERAL FUND ADMINISTRATIVE SUPPORT						
Totals for dept 751 - PARKS			162,373	506,625	187,204	342,500	
TOTAL APPROPRIATIONS			163,027	506,625	187,573	342,500	
NET OF REVENUES/APPROPRIATIONS - FUND 208			135,699	375	113,117	500	
BEGINNING FUND BALANCE				135,700	135,700	389,191	389,191
FUND BALANCE ADJUSTMENTS				140,374	140,374		
ENDING FUND BALANCE			135,699	276,449	389,191	389,691	389,191

## Cemetery Fund (209)

### Fund Overview

The Cemetery Fund manages the operations and maintenance of Saugatuck Township's Riverside Cemetery and Douglas Cemetery. It is supported by a special-voted millage, which was renewed in August 2021 and expires December 2025. Accounting for the Headlee rollback, the Cemetery Millage rate for FY 2024-2025 is set at 0.2115. Expected revenue in FY 2025-2026 is \$544,500, utilizing \$385,500 from the fund balance, and expenses to be \$544,500.

Major projects proposed for FY 2025-2026 include: design and construction of a columbaria at Riverside Cemetery, prairie restoration project at Douglas, and tree trimming.

### Fee Schedule

#### Standard Burial Spaces

- In-District
  - 1-2 spaces: \$500/space
  - 3-6 spaces: \$1,000/space
  - 6+ spaces: \$2,500/space
- Out-of-District
  - \$2,500/space

#### Cremation Burial Spaces

- In-District
  - 1-2 spaces: \$350/space
  - 3-6 spaces: \$700/space
  - 6+ spaces: \$1,750/space
- Out-of-District
  - \$1,750/space

### Budget Summary

• Revenue	
<i>Tax Revenue</i>	\$ 109,000
<i>Contribution from Other Local Units</i>	\$ 15,000
<i>Burial Space Sales</i>	\$ 20,000
<i>Other Revenue Sources</i>	\$400,500
<b>Total</b>	<b>\$544,500</b>
• Expenditures	
<i>Personnel Costs</i>	\$ 5,000
<i>Operating Costs</i>	\$ 17,250
<i>Outside Services</i>	\$ 72,000
<i>Capital Items</i>	\$ 450,000
<i>Other Expenditures</i>	\$ 250
<b>Total</b>	<b>\$544,500</b>

Calculations as of 06/30/2025

		2022-23	2023-24	2024-25	2024-25	2025-26	2025-26
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	AMENDED BUDGET	ACTIVITY THRU 06/30/25	REQUESTED BUDGET	APPROVED BUDGET
ESTIMATED REVENUES							
Dept 000							
209-000-403.000	CURRENT PROP TAX	85,429	95,406	105,000	104,581	109,000	
209-000-581.000	CNTRBTN FROM OTHER LOCAL UNIT	14,528	14,398	15,042	15,043	15,000	
209-000-643.000	IN-DISTRICT SPACE LOT SALES	2,760	4,880	3,000	22,180	10,000	
209-000-644.000	OUT-OF-DISTRICT BURIAL SPACE SALE	8,000	18,500	8,000	20,750	10,000	
209-000-665.000	INTEREST EARNED	4,771	26,546		21,863	10,000	
209-000-674.000	CONTRIBUTIONS AND DONATIONS	1,300				5,000	
209-000-676.000	EXPENSE REIMBURSEMENT	(4,000)	(240)				
209-000-699.100	TRANSFER FROM FUND BALANCE					385,500	
Totals for dept 000 -		112,788	159,490	131,042	184,417	544,500	
TOTAL ESTIMATED REVENUES		112,788	159,490	131,042	184,417	544,500	

BUDGET REPORT FOR SAUGATUCK TOWNSHIP  
Fund: 209 CEMETERY FUND

Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2025-26 REQUESTED BUDGET	2025-26 APPROVED BUDGET
APPROPRIATIONS							
Dept 567 - BUILDING & GROUNDS							
209-567-709.000	SUBCONTRACTED LABOR	37,887	38,943	45,000	35,136	39,000	
209-567-727.000	SUPPLIES	1,457	4,612	5,000	574	1,500	
209-567-740.000	SOIL & FLOWERS	200	1,050	1,000	279	500	
209-567-801.000	ENGINEERING				4,831	38,000	
	FOOTNOTE AMOUNTS:					38,000	
	COLUMBARIA DESIGN						
209-567-860.000	ROAD IMPROVEMENTS	270	800	2,500			
209-567-920.000	GAS & ELECTRIC & INTERNET	2,352	2,654	3,300	2,562	2,750	
209-567-930.000	REPAIRS & MAINTENANCE	3,788	4,416	5,500	727	7,500	
	FOOTNOTE AMOUNTS:					5,000	
	PRAIRIE RESTORATION						
	FOOTNOTE AMOUNTS:					2,500	
	GENERAL REPAIRS						
	GL # FOOTNOTE TOTAL:					7,500	
209-567-938.000	TREE REMOVAL	325	1,850	2,400	4,720	5,000	
209-567-955.000	MISCELLANEOUS	126	973	1,500		250	
209-567-971.000	CAPITAL OUTLAY	23,598	35,181	57,842	3,954	450,000	
	FOOTNOTE AMOUNTS:					450,000	
	RIVERSIDE COLUMBARIA						
Totals for dept 567 - BUILDING & GROUNDS		70,003	90,479	124,042	52,783	544,500	
Dept 966 - ROAD ACTIVITIES							
209-966-995.000	APPROPRIATION TRANSFER OUT	22,500	7,000	7,000	7,000		
Totals for dept 966 - ROAD ACTIVITIES		22,500	7,000	7,000	7,000		
TOTAL APPROPRIATIONS		92,503	97,479	131,042	59,783	544,500	
NET OF REVENUES/APPROPRIATIONS - FUND 209		20,285	62,011		124,634		
	BEGINNING FUND BALANCE	268,960	289,245	351,257	351,257	480,061	480,061
	FUND BALANCE ADJUSTMENTS			4,170	4,170		
	ENDING FUND BALANCE	289,245	351,256	355,427	480,061	480,061	480,061

## Ambulance Fund (210)

### Fund Overview

This fund accounts for the special assessment revenue collected to provide ambulance service to a special assessment district established by a special election on July 7, 1980. The Township has an ambulance service agreement with LIFE EMS through July 31, 2026 with the option of an additional two-year extension.

We expect revenues in FY 2025-2026 to be \$25,650 and expenses to be \$25,650.

### Budget Summary

• Revenue		
	<i>Special Assessment Revenue</i>	<i>\$25,6500</i>
	<i>Other Revenue Sources</i>	<i>\$0</i>
	<b>Total</b>	<b>\$25,650</b>
• Expenditures		
	<i>Personnel Costs</i>	<i>\$650</i>
	<i>Operating Costs</i>	<i>\$0</i>
	<i>Outside Services</i>	<i>\$25,000</i>
	<i>Capital Items</i>	<i>\$0</i>
	<i>Other Expenditures</i>	<i>\$0</i>
	<b>Total</b>	<b>\$25,650</b>

Calculations as of 06/30/2025

		2022-23	2023-24	2024-25	2024-25	2025-26	2025-26
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	AMENDED	ACTIVITY	REQUESTED	APPROVED
				BUDGET	THRU 06/30/25	BUDGET	BUDGET
ESTIMATED REVENUES							
Dept 000							
210-000-451.000	SPECIAL ASSESSMENTS REVENUE	22,598	26,186	22,500	24,063	25,650	
Totals for dept 000 -		22,598	26,186	22,500	24,063	25,650	
TOTAL ESTIMATED REVENUES		22,598	26,186	22,500	24,063	25,650	



Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2025-26 REQUESTED BUDGET	2025-26 APPROVED BUDGET
APPROPRIATIONS							
Dept 261 - OTHER FUNCTIONS							
210-261-723.000	EMPLOYEE BENEFITS, FICA	4	50		23		
Totals for dept 261 - OTHER FUNCTIONS		4	50		23		
Dept 651 - OTHER FUNCTIONS							
210-651-702.000	APPOINTED OFFICIAL SALARIES	100	650	500	400	650	
210-651-709.000	SUBCONTRACTED LABOR	21,704	22,545	22,000	19,272	25,000	
Totals for dept 651 - OTHER FUNCTIONS		21,804	23,195	22,500	19,672	25,650	
TOTAL APPROPRIATIONS		21,808	23,245	22,500	19,695	25,650	
NET OF REVENUES/APPROPRIATIONS - FUND 210		790	2,941		4,368		
BEGINNING FUND BALANCE		591	1,382	4,322	4,322	8,690	8,690
ENDING FUND BALANCE		1,381	4,323	4,322	8,690	8,690	8,690

## ARPA Fund (285)

### Fund Overview

This Fund accounts for revenue received through the American Rescue Plan Act of 2021 (ARPA). ARPA provides \$350 billion in additional funding for state and local governments. The Township received \$350,000 in ARPA funding, of which \$175,000 was received in FY 2021-2022 and \$175,000 received in FY 2022-2023. The Township is required to use these funds by end of calendar year 2026. If the funds are not expensed by that time, the fund balance must be forfeited to the federal government. The Township used \$60,000 of ARPA to fund the Comprehensive Zoning Ordinance Update and the remainder was appropriated to the Capital Project Fund to support the Township Hall Renovation.

### Budget Summary

• Revenue		
	<i>Federal Grant</i>	<i>\$0</i>
	<i>Interest</i>	<i>\$0</i>
	<i>Other Revenue Sources</i>	<i>\$0</i>
	<b>Total</b>	<b>\$0</b>
• Expenditures		
	<i>Personnel Costs</i>	<i>\$0</i>
	<i>Other Expenditures</i>	<i>\$0</i>
	<b>Total</b>	<b>\$0</b>

## Construction-66<sup>th</sup> Street SAD

### Fund Overview

This fund serves to fund the construction of a water-main extension on 66th St in the Township, with revenues generated from a \$478,000 bond. This fund also collects special assessments and connection fees, that are used to make debt service payments on a bond that will finance the construction of the water system on 66th Street. Construction of the new water main was completed in Spring 2023. The debt schedule for this bond is 10 years. In FY 2025-2026 we expect revenues to be \$63,625 in special assessment revenue and expenditures to be \$63,625; \$51,000 in principal payments and \$12,625 in interest for debt payment of the bond. It is anticipated that the current debt service payments will conclude in 2032.

### Budget Summary

- Revenue

<i>Special Assessment Revenue</i>	\$63,625
<i>Charges for Service</i>	\$ 0
<i>Other Revenue Sources</i>	\$ 0
<b>Total</b>	<b>\$63,625</b>

- Expenditures

<i>Personnel Costs</i>	\$ 0
<i>Operating Costs</i>	\$ 0
<i>Outside Services</i>	\$ 0
<i>Capital Items</i>	\$ 0
<i>Other Expenditures</i>	\$63,625
<b>Total</b>	<b>\$63,625</b>

Calculations as of 06/30/2025

		2022-23	2023-24	2024-25	2024-25	2025-26	2025-26
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	AMENDED	ACTIVITY	REQUESTED	APPROVED
				BUDGET	THRU 06/30/25	BUDGET	BUDGET
ESTIMATED REVENUES							
Dept 000							
303-000-451.000	SPECIAL ASSESSMENTS REVENUE	47,800	47,800	64,525	63,625	63,625	
303-000-452.000	SPECIAL ASSMNT INTEREST	7,363	26,059				
Totals for dept 000 -		55,163	73,859	64,525	63,625	63,625	
TOTAL ESTIMATED REVENUES		55,163	73,859	64,525	63,625	63,625	

Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2025-26 REQUESTED BUDGET	2025-26 APPROVED BUDGET
APPROPRIATIONS							
Dept 441 - PUBLIC WORKS							
303-441-801.000	ENGINEERING	352,488	(595)				
Totals for dept 441 - PUBLIC WORKS		352,488	(595)				
Dept 906 - DEBT SERVICE							
303-906-991.000	PRINCIPAL PAYMENTS	25,000	51,000	51,000	51,000	51,000	
303-906-994.000	INTEREST PAYMENTS	13,064	12,186	13,525	11,123	12,625	
Totals for dept 906 - DEBT SERVICE		38,064	63,186	64,525	62,123	63,625	
TOTAL APPROPRIATIONS		390,552	62,591	64,525	62,123	63,625	
NET OF REVENUES/APPROPRIATIONS - FUND 303		(335,389)	11,268		1,502		
BEGINNING FUND BALANCE		427,555	92,166	103,434	103,434	104,936	104,936
ENDING FUND BALANCE		92,166	103,434	103,434	104,936	104,936	104,936

## Capital Project Fund (403)

### Fund Overview

This fund is used to record receipts and expenditures related to major capital improvement projects and asset replacements of critical infrastructure, construction, and the acquisition of major equipment. It is funded via appropriations from the General Fund (101).

We expect revenues in FY 2025-2026 to be \$1,182,500; \$250,000 from an Appropriations-In from the General Fund (101), \$747,500 Fund Balance Transfer (403), and \$185,000 from a state grant. Expenses are expected to be \$1,182,500, which will cover the cost of updating the Township Hall Exterior and redesigning the site of the Township Hall.

### Budget Summary

- Revenue

Appropriation-In from GF (101)	\$250,000
Transfer-In from General Fund (403)	\$747,500
Other Revenue Sources	\$185,000
<b>Total</b>	<b>\$1,182,500</b>

- Expenditures

Personnel Costs	\$0
Operating Costs	\$0
Outside Services	\$0
Capital Items	\$1,182,500
Other Expenditures	\$0
<b>Total</b>	<b>\$1,182,500</b>

BUDGET REPORT FOR SAUGATUCK TOWNSHIP  
Fund: 403 CAPITAL PROJECT FUND  
Calculations as of 06/30/2025

		2022-23	2023-24	2024-25	2024-25	2025-26	2025-26
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	AMENDED BUDGET	ACTIVITY THRU 06/30/25	REQUESTED BUDGET	APPROVED BUDGET
ESTIMATED REVENUES							
Dept 000							
403-000-665.000	INTEREST EARNED				984		
403-000-674.000	CONTRIBUTIONS AND DONATIONS		30,050			185,000	
403-000-699.000	APPROP. TRANSFERS IN FROM GEN FD	550,380	250,000	200,000	200,000	250,000	
403-000-699.100	TRANSFER FROM FUND BALANCE			390,000		747,500	
Totals for dept 000 -		550,380	280,050	590,000	200,984	1,182,500	
TOTAL ESTIMATED REVENUES		550,380	280,050	590,000	200,984	1,182,500	

BUDGET REPORT FOR SAUGATUCK TOWNSHIP  
Fund: 403 CAPITAL PROJECT FUND  
Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2025-26 REQUESTED BUDGET	2025-26 APPROVED BUDGET
APPROPRIATIONS							
Dept 901 - CAPITAL OUTLAY							
403-901-971.000	CAPITAL OUTLAY	473,637	245,809	560,000	51,536	1,182,500	
FOOTNOTE AMOUNTS:						1,182,500	
BUILDING AND SITE CONSTRUCTION							
403-901-980.000	OFFICE EQUIPMENT				3,367		
Totals for dept 901 - CAPITAL OUTLAY		473,637	245,809	560,000	54,903	1,182,500	
TOTAL APPROPRIATIONS		473,637	245,809	560,000	54,903	1,182,500	
NET OF REVENUES/APPROPRIATIONS - FUND 403		76,743	34,241	30,000	146,081		
BEGINNING FUND BALANCE		279,185	355,928	390,169	390,169	536,250	536,250
ENDING FUND BALANCE		355,928	390,169	420,169	536,250	536,250	536,250



## Water Project Fund (465)

### Fund Overview

This fund is used to record the receipt of connection fees and expenditures related to major capital improvement projects and asset replacements of critical infrastructure as related to the Township's water system. As a reminder, these fees are not established based on actual or expected water use. Rather, they are part of the overall funding structure for the public water system. As the Township's ordinance states, "Connection fees ... are established to impose on users the proportionate share of system costs, including capacity costs." Saugatuck Township has an REU schedule for connection fees per ordinance.

FY 2025-2026 revenues are expected to be \$1,140,000 and expenses to be \$1,40,000, with the need to utilize \$647,700 from the fund balance. Notable budgeted expenses in FY 2025-2026 include cost share in the replacement of the Maple Street watermain, legal work related to the water agreement, and design work for lead service line replacement.

### Budget Summary

- Revenue

Contributions from Other Local Units	\$ 0
State Grant	\$ 170,000
Charges for Service	\$ 200,000
Connection Fees	\$ 40,000
Bond/Insurance	\$ 0
Other Revenue Sources	\$ 730,000
<b>Total</b>	<b>\$1,140,000</b>

- Expenditures

Personnel Costs	\$ 10,000
Operating Costs	\$ 10,000
Outside Services	\$ 220,000
Capital Items	\$ 900,000
Other Expenditures	\$ 0
<b>Total</b>	<b>\$1,140,000</b>

Calculations as of 06/30/2025

		2022-23	2023-24	2024-25	2024-25	2025-26	2025-26
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	AMENDED	ACTIVITY	REQUESTED	APPROVED
				BUDGET	THRU 06/30/25	BUDGET	BUDGET
ESTIMATED REVENUES							
Dept 000							
465-000-451.000	SPECIAL ASSESSMENTS REVENUE		3,488	10,000	37,584	82,300	
465-000-452.000	SPECIAL ASSMNT INTEREST		1,395		660		
465-000-523.000	STATE GRANT			258,000	49,998	170,000	
465-000-573.000	STATE GRANT OTHER		38,170				
465-000-581.000	CNTRBTN FROM OTHER LOCAL UNIT	121,113	19,286	275,000	114,988		
465-000-602.000	CHARGES FOR SERVICE	21,193	135,413	85,000	128,958	200,000	
465-000-602.100	CONNECTION CHARGES	70,002	176,504	65,000	40,900	40,000	
465-000-602.300	WILEY RD EXT			4,500			
465-000-665.000	INTEREST EARNED	3,644	193		7,010		
465-000-676.000	EXPENSE REIMBURSEMENT				9,437		
465-000-698.000	BONDS AND INSURANCE			200,000			
465-000-699.100	TRANSFER FROM FUND BALANCE			155,500		647,700	
Totals for dept 000 -		215,952	374,449	1,053,000	389,535	1,140,000	
TOTAL ESTIMATED REVENUES		215,952	374,449	1,053,000	389,535	1,140,000	

BUDGET REPORT FOR SAUGATUCK TOWNSHIP  
 Fund: 465 WATER PROJECT FUND  
 Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2025-26 REQUESTED BUDGET	2025-26 APPROVED BUDGET
APPROPRIATIONS							
Dept 261 - OTHER FUNCTIONS							
465-261-995.000	APPROPRIATION TRANSFER OUT			10,000	10,000	10,000	
Totals for dept 261 - OTHER FUNCTIONS				10,000	10,000	10,000	
Dept 441 - PUBLIC WORKS							
465-441-801.000	ENGINEERING	112,267	61,714	393,000	109,790	195,000	
	FOOTNOTE AMOUNTS:					5,000	
	LEAD SERVICE LINE REPLACEMENT DESIGN						
	FOOTNOTE AMOUNTS:					170,000	
	TMF POTHOLING AND DWSRF						
	FOOTNOTE AMOUNTS:					15,000	
	GENERAL ENGINEERING						
	FOOTNOTE AMOUNTS:					5,000	
	UTILITY AGREEMENT						
	<b>GL # FOOTNOTE TOTAL:</b>					<b>195,000</b>	
465-441-802.000	ATTORNEY FEES	5,636	3,696	25,000	10,381	15,000	
465-441-809.000	PROFESSIONAL SERVICES	2,934	12,510	15,000	7,250	10,000	
465-441-930.000	REPAIRS & MAINTENANCE		11,240	10,000		10,000	
465-441-972.000	WATER SYSTEM		212,703	600,000	432,390	900,000	
	FOOTNOTE AMOUNTS:					900,000	
	MAPLE STREET WATERMAIN REPLACEMENT						
Totals for dept 441 - PUBLIC WORKS		120,837	301,863	1,043,000	559,811	1,130,000	
TOTAL APPROPRIATIONS		120,837	301,863	1,053,000	569,811	1,140,000	
NET OF REVENUES/APPROPRIATIONS - FUND 465		95,115	72,586		(180,276)		
BEGINNING FUND BALANCE		723,175	818,290	890,877	890,877	710,728	710,728
FUND BALANCE ADJUSTMENTS				127	127		
ENDING FUND BALANCE		818,290	890,876	891,004	710,728	710,728	710,728

## Sewer Project Fund (490)

### Fund Overview

This fund is used to record the receipt of connection fees and expenditures related to major capital improvement projects and asset replacements of critical infrastructure as related to the Township's sewer system. As a reminder, these fees are not established based on actual or expected utility use. Rather, they are part of the overall funding structure for the public sewer system. As the Township's ordinance states, "Connection fees ... are established to impose on users the proportionate share of system costs, including capacity costs." Saugatuck Township has an REU schedule for connection fees per ordinance.

We expect revenue in FY 2025-2026 to be \$86,000, generated from connection, service fees, and a transfer from Fund Balance of \$48,500. We expect expenditures in FY 2025-2026 to be \$86,000.

Notable budgeted expenses include professional services for drafting updated municipal sewer agreements, funding for a rate study and asset management plan, and design of sewer extension along Blue Star Hwy.

### Budget Summary

• Revenue		
	Contributions from Other Local Units	\$ 0
	Connection/Service Fees	\$ 32,000
	Other Revenue Sources	\$ 54,000
	<b>Total</b>	<b>\$ 86,000</b>
• Expenditures		
	Personnel Costs	\$ 10,000
	Operating Costs	\$ 0
	Outside Services	\$ 76,000
	Capital Items	\$ 0
	Other Expenditures	\$ 0
	<b>Total</b>	<b>\$ 86,000</b>

Calculations as of 06/30/2025

		2022-23	2023-24	2024-25	2024-25	2025-26	2025-26
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	AMENDED BUDGET	ACTIVITY THRU 06/30/25	REQUESTED BUDGET	APPROVED BUDGET
ESTIMATED REVENUES							
Dept 000							
490-000-451.000	SPECIAL ASSESSMENTS REVENUE		5,732	8,000	5,568	5,500	
490-000-581.000	CNTRBTN FROM OTHER LOCAL UNITS	16,728					
490-000-602.000	CHARGES FOR SERVICE	28,424	17,371	28,000	13,175	17,000	
490-000-602.100	CONNECTION CHARGES	88,687	12,231	15,000	15,005	15,000	
490-000-665.000	INTEREST EARNED	4,628	(3,254)		3,308		
490-000-699.100	TRANSFER FROM FUND BALANCE			99,000		48,500	
Totals for dept 000 -		138,467	32,080	150,000	37,056	86,000	
TOTAL ESTIMATED REVENUES		138,467	32,080	150,000	37,056	86,000	

BUDGET REPORT FOR SAUGATUCK TOWNSHIP  
 Fund: 490 SEWER PROJECT FUND  
 Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2025-26 REQUESTED BUDGET	2025-26 APPROVED BUDGET
APPROPRIATIONS							
Dept 441 - PUBLIC WORKS							
490-441-801.000	ENGINEERING	9,560	15,638	55,000	8,797	60,000	
	FOOTNOTE AMOUNTS:					50,000	
	BSH SEWER EXTENSION DESIGN						
	FOOTNOTE AMOUNTS:					10,000	
	GENERAL ENGINEERING						
	GL # FOOTNOTE TOTAL:					60,000	
490-441-802.000	ATTORNEY FEES	2,011	74	40,000	722	1,000	
490-441-809.000	PROFESSIONAL SERVICES			40,000		15,000	
	FOOTNOTE AMOUNTS:					15,000	
	RATE STUDY						
490-441-930.000	REPAIRS & MAINTENANCE		2,330	5,000			
490-441-995.000	APPROPRIATION TRANSFER OUT			10,000	10,000	10,000	
Totals for dept 441 - PUBLIC WORKS		11,571	18,042	150,000	19,519	86,000	
TOTAL APPROPRIATIONS		11,571	18,042	150,000	19,519	86,000	
NET OF REVENUES/APPROPRIATIONS - FUND 490		126,896	14,038		17,537		
BEGINNING FUND BALANCE		128,450	255,347	269,385	269,385	490,727	490,727
FUND BALANCE ADJUSTMENTS				203,805	203,805		
ENDING FUND BALANCE		255,346	269,385	473,190	490,727	490,727	490,727
ESTIMATED REVENUES - ALL FUNDS		3,410,337	3,848,187	5,510,795	3,946,327	6,608,075	
APPROPRIATIONS - ALL FUNDS		3,211,790	2,863,993	5,463,412	2,939,337	6,597,225	
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		198,547	984,194	47,383	1,006,990	10,850	
BEGINNING FUND BALANCE - ALL FUNDS		5,411,786	5,610,334	6,594,528	6,594,528	7,949,994	7,949,994
FUND BALANCE ADJUSTMENTS - ALL FUNDS				348,476	348,476		
ENDING FUND BALANCE - ALL FUNDS		5,610,333	6,594,528	6,990,387	7,949,994	7,960,844	7,949,994

## Fund Balance Estimation



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# Fund Balance Estimator

## Fiscal Year 2025-2026

<u>Fund</u>	<u>FY 2022-2023</u>	<u>FY 2023-2024</u>	<u>FY 2024-2025</u>	<u>Est. 1st of Year Fund Balance</u>	<u>Projected Revenues</u>	<u>Proposed Budget Expenditures</u>	<u>Projected End- Of-Year Fund Balance</u>	<u>% of FB</u>	<u>Projected FB Change</u>
General Fund (101)	\$1,164,715.32	\$1,015,214.68	\$1,225,108.27	\$1,242,116.27	\$1,685,800.00	\$1,678,950.00	1,248,966.27	26%	\$6,850.00
Road Fund (204)	\$2,418,594.59	\$2,692,202.62	\$3,190,597.87	\$2,878,597.87	\$1,537,000.00	\$1,533,500.00	\$2,882,097.87	59%	\$3,500.00
Park/Recreation (208)		-	\$275,706.97	\$276,081.97	\$343,000	\$342,500	\$276,582	6%	\$500
Cemetery (209)	\$268,960.25	\$289,244.97	\$355,426.75	\$355,426.75	\$544,500	\$544,500.00	\$0.00	0%	(\$385,500.00)
Ambulance (210)	\$591.01	\$1,381.80	\$4,322.19	\$4,322.19	\$25,650	\$25,650.00	\$4,322.19	0%	\$0
ARPA (285)	\$352,390.03	\$0.00	\$0.00	\$0	\$0	\$0	\$0	0%	\$0
66th SAD (303)	\$427,555.27	\$92,166	\$103,434	\$103,434	\$63,625.00	\$63,625.00	\$103,434	2%	\$0
Capital Project (403)	\$279,185.34	\$355,928	\$390,169	\$590,169	\$1,182,500.00	\$1,182,500.00	\$0	0%	(\$1,182,500)
Water Fund (465)	\$723,174.65	\$818,289.72	\$853,787.81	\$698,287.81	1,140,000.00	\$1,140,000.00	\$50,587.81	1%	(\$647,700.00)
Sewer Fund (490)	\$128,449.54	\$255,346.86	\$473,190.31	\$374,190.31	\$86,000.00	\$86,000.00	\$325,690.31	7%	(\$48,500.00)
Totals	\$5,763,616.00	\$5,519,774.65	\$6,871,743.55	\$6,522,626.55	\$6,608,075.00	\$6,597,225.00	4,891,680.40	100%	(\$2,253,350.00)

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## Appendices



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## **SAUGATUCK TOWNSHIP CONSOLIDATED FEE SCHEDULE**

**April 15, 2025**

### **Article I – General Provisions**

**Purpose.** This Consolidated Fee Schedule shall establish and require the payment of fees for administrative expenses incurred by the Township of Saugatuck, in processing requests for reviews, approvals, permits, certificates, inspections, meetings, licenses, ordinance amendments, and such other requests requiring action by the Township of Saugatuck; as allowed or provided by federal, state, county, or local law or ordinance.

**Definition.** For purposes of interpreting this Consolidated Fee Schedule, the following words and phrases in this section have the following meanings:

**Applicant.** Any person who requests, or is required by law to receive from the township any review, approval, denial, inspection, permit, certificate, license, hearing, meeting, ordinance amendment or other administrative or legislative action by the township for which a fee has been established.

**Fees.** Fees mean those sums of money established and required to be paid to the township as a charge for administrative or legislative activity in accordance with the provisions of this fee schedule which are a part hereof.

**Inspection/Review Escrow.** Sums of money required to be deposited by an applicant with the township from which actual costs for inspection and/or review services required by the township will be paid.

**Township.** Township of Saugatuck, including its officers, employees, boards, commissions, agents, and professional consultants.

### **Article II – Fee and Escrow Regulations**

**Time of Payment.** Fees shall be paid by the applicant at the time a request for action is submitted to the township. The inspection/review escrow shall be paid to the township prior to commencing any construction or site alterations which will require inspection and/or review.

**Non-Payments.** No application, petition, or request from an applicant shall be accepted, reviewed, processed, or acted upon until the required fees or escrow are paid. Checks used for payment must be finally paid by the payer bank and unconditionally credited to the township's account in order for fees or escrow to be considered paid.

**Duplicate of Escrow.** Upon a request from an applicant, the township board may waive or reduce any escrow upon a finding that the applicant has supplied an escrow to another governmental agency for the same service and that the other governmental agency's inspection and/or review will satisfy the purpose for which the township inspection and/or review is required.

Duplication and Escrow. The fees set forth in the schedules are intended to reflect the actual cost of the administrative or legislative activity indicated as of the date of the schedule, and as such, may be hereafter amended by the township board.

Additional Escrow. The township may at any time, require the applicant to place additional monies in escrow if the township reasonably determining existing escrows to be insufficient to cover anticipated inspection or review services. Where the actual cost or providing inspection or review exceeds or is anticipated to exceed the escrow which has been paid. The township may bill the applicant for the excess costs which shall be paid prior to any further inspection or review by the township.

Refunds of Escrow. Where the actual cost of inspection and/or review is less than the escrow which has been paid, the township will refund the unused portion within 30 days of completion of the project which required inspection and/or review.

Waiver of Fees. Where an applicant is a township official, agent, or employee making a request for the purpose of receiving assistance, clarification, or guidance on a matter within his duties and responsibilities, no fees shall be required to be paid.

Reduction of Fees. Fees established pursuant to this schedule may be waived or reduced by the Saugatuck Township Board in accordance with this section.

- A. Fees may be waived or reduced by the township board if any of the following conditions exist:
1. If the applicant can demonstrate that the actual costs to the township are materially less than the fees proposed to be charged.
  2. If the applicant can demonstrate that a reduced or waived fee would provide an incentive to improve a pre-existing non-conforming site.
  3. If the applicant can demonstrate that the fees to be charged will result in a significant financial hardship to the applicant.
  4. Any other reason as determined by the township board in its sole discretion.

### **Article III – Interpretation and Effective Date**

Repealer. Any previously adopted resolution, fees, fee schedules, inconsistent or conflicting with this schedule are, to the extent of the conflict or inconsistency and upon this ordinance taking effect, repealed.

Severability. If any section, paragraph, clause, provision, or schedule of this schedule is held to be invalid or unconstitutional, such holding shall not affect the validity of the remaining provision thereof.

Effective Dates. This schedule takes effect on November 1, 2024.

### Schedule I

Flat Escrow Deposit – (*held to three (3) months after Certificate of Occupancy issued*) ..... \$2,500  
*Replenishment of Escrow required when account balance reaches \$500 or less.*

**\*Flat Escrow Fee Applies**

A.	*Rezoning .....	\$1,300
	<i>\$10 additional fee per parcel per acre as it appears on township tax rolls is to be considered a separate application for purpose of determining fees.</i>	
B.	Zoning Board of Appeals .....	\$1,300
C.	Construction Board of Appeals.....	\$1,300
D.	Dangerous Structure Hearing .....	\$500
E.	Fire Board of Appeals	
1.	The application fee for a homeowner appealing the IFC for his/her primary residence shall be \$400.	
2.	The application fee for a builder, developer, or any other person or entity not appealing a primary residence shall be \$1,000. In addition to the standard fee of \$1,000 for a building, developer, or any other person or entity not appealing a primary resident, the applicant shall be required to pay the amount of \$1000 as an escrow fee to be held by the Saugatuck Township Fire District. The Fire Board may use the escrow funds to retain a planning consultant, experts, attorneys, and/or similar professional consultants. In the event the escrow drops to \$250, the applicant shall replenish it to the original amount of \$1,000. Any escrow balance remaining when the appeal is completed shall be returned to the applicant.	
F.	Land Divisions	
	Resulting in Two (2) Lots.....	\$500
	Resulting in Three (3) or more Lots.....	\$1,000
G.	Boundary Line Adjustments or Combination .....	\$100 per parcel effected
	<i>Boundary line adjustments include compliant movement of a lot line in a platted subdivision that the Township Board must approve, or an adjustment of a lot line for a metes and bounds survey which may be administratively approved by the Zoning Administrator.</i>	
H.	Zoning Determination	
	Regular Determination.....	\$150
	Baseline Environment Assessment.....	\$500
I.	Special Meeting Request – ( <i>other than a regularly scheduled meeting</i> ).....	\$1,300
J.	Signs – as required by Sign Ordinance .....	\$1.50/sq. ft per number of sides
		+ \$100 Zoning Permit Fee
	Temporary Sign.....	\$1.50/sq. ft per number of sides
K.	Home Occupation Permit .....	\$100
		(one-time fee)



L.	*Pond Permit.....	\$500
M.	*Private Road Permit .....	\$500
N.	*Site Condominium, PUD, Multiple or Mobile .....	\$350 (one time issue)
O.	Temporary Mobile Home Location Permit .....	\$100 (one time issue for 1 year)
P.	Temporary/Seasonal Use Permit	
	6-month duration .....	\$300
	2-month duration.....	\$100
Q.	Building Permit Fees – see Schedule of Building Permit Fees	
R.	Zoning Permit .....	\$100
S.	Utility Investigation	
	Flat Escrow .....	\$5,000
	Administrative Fee .....	\$350
T.	Contractor Registration Fee .....	\$50
U.	Mechanical, Electrical and/or Plumbing Permit .....	\$125 (per inspection)
	Plan reviews, as necessary .....	\$175/hour (1 hour minimum)
V.	Water Service Connections	
1.	Water Service Connection Permit .....	\$4,000 (per R.E.U.) \$125 (per inspection)
2.	Water Service Fire Suppression Connection .....	Additional ½ R.E.U. at \$4,000 per Water Service Connection R.E.U.
3.	Irrigation Service Connection Permit.....	\$1,000 (per connection) \$125 (per inspection) Only applicable if not in conjunction with a domestic water service line
W.	Sewer Service Connection Permit .....	\$7,069.57 (per R.E.U.) \$125 (per inspection)
X.	Water Service Readiness to Serve Charge.....	\$15.00 (per R.E.U. per month)
Y.	Sewer Component Replacement Charge .....	\$3.501 (per M.E.U. per month KLSWA unit)
Z.	Rental Inspection (valid for three (3) years)	
	Initial/Three (3) year interval .....	\$500
	Per Re-Inspection .....	\$175
	Rental Investigation Fee after 2 <sup>nd</sup> Notice .....	\$250 2 <sup>nd</sup> Notice issued 30 days after First Notification and due upon registration/renewal
	Rental Investigation Fee after 3 <sup>rd</sup> Notice .....	\$300 3 <sup>rd</sup> Notice issued 30 days after issuance of 2 <sup>nd</sup> Notice and due upon registration/renewal

## Schedule II

Flat Escrow Deposit – *(held to three (3) months after Certificate of Occupancy issued) .... \$2,500*  
*Replenishment of Escrow required when account balance reaches \$500 or less.*

\* Flat Escrow Fee Applies

### Site Plan Review

Added to all the fees below will be the **actual cost** of planner, engineer, attorney, or other consultant in attendance, and any special reports or special reviews. Applicants are encouraged to provide the most complete application possible to avoid subsequent review costs. An escrow fund may be established at the beginning of the project or the actual cost billed to the applicant at the end. These costs must be paid whether the project is approved or denied.

- A. \*Site Plan Review.....\$1,300
- B. \*Condominium *(site condo not included)*.....\$1,300
- C. \*Site Condominium Plan Review.....\$1,300
- D. Administrative Site Plan Review *(for minor projects under 1,000 sq. ft.)*..... \$600

(Flat Escrow Fee of \$500)

- E. \*Plat Review.....\$1,300

### Planned Unit Development

- A. \*Planned Unit Development.....\$1,300

### Special Approval Use

- A. \*Special Approval Use- plus appropriate fees from Schedule II.....\$1,300

### Additional Fees

Each review for Site Plan and Plat Review entitles applicant to two plan submissions (original and one revision) for each stage listed. Each additional submission (revision 2, 3, etc.) will require an additional fee equal to 50% of the initial fee for that stage. All review fees will be the actual cost of planner, engineer, attorney, or other consultant in attendance, and any special reports or special reviews. Applicants are encouraged to provide the most complete application possible to avoid subsequent review costs.

Construction Inspection .....\$100/inspection

Any site or improvement will be done in accordance with approved plans and will be inspected by the township. Actual inspection timing and costs will be determined by the township following a pre-construction meeting.

### Building Permit Fees

This fee schedule applies to all construction types including residential /commercial, new/improved, and additions. Up to 5 inspections and plan review are included. Additional inspections are \$100 each. Permit fees are capped at \$10,500 for a single residential structure of up to four units not including additional inspections or professional services deemed necessary.

\$100 base fee plus

\$4.00 per thousand dollars of project value

\$10,500 cap for a residential structure up to four units

Demolition and moving of a building ..... \$100

All project values declared on the permit application will be compared to the “Bureau of Construction Codes Square Foot Construction Cost Table” and will be adjusted if found to be substantially lower than the table indicates.

If a project is begun before a building permit is issued a \$100 investigation fee will be added to the permit fee. If additional inspections are necessary, they will be billed to the permit holder at \$100 per inspection. The Certificate of Occupancy will not be issued until all fees are paid.

Building permits are valid for 1 (one) year from the issue date. If an extension is needed the fee will be 25% of the original permit cost. The permit is then valid for 2 years from the original issue date. **Permit fees are due prior to the issuance of the permit.** A permit may only be cancelled if no inspections have been performed. In the event you wish to cancel a permit, only 25% of the permit fees are refundable, the other 25% is kept as a processing fee.

### Certificate of Occupancy Fees

New Structures/Additions ..... \$100

Remodels/Small Projects ..... \$25

### Schedule III

#### Administration Fees:

Photocopies B/W	\$.25 per side
Photocopies Color	\$.35 per side
Envelope Labels	\$.75 per sheet
USB loaded (not provided)	\$5.00 per drive
Non-Sufficient Funds or Returned check Payment	\$25/per check
F.O.I.A. photocopies	\$0.10 per side
F.O.I.A. USB loaded (not provided)	\$5/ 15 minutes
F.O.I.A. Copy Service	\$5/ 15 minutes

#### Donation/Advertisement/Memorial Fees:

Memorial Park Bench	\$1,500.00 each <i>(plus cost of installation)</i>
Memorial Picnic Table	\$3,000.00 each <i>(plus cost of installation)</i>
Memorial Litter Receptacle	\$1,500.00 each <i>(plus cost of installation)</i>
Memorial Recognition Plaque	To be determined by contracted time and materials of Township.
Small Memorial Space on Dog Park Pavilion(s)	\$150.00 per space <i>(sign not included)</i>
Small Sign Advertisement Space on Dog Park Fence	\$150.00 per space annual fee <i>(sign not included)</i>
Large Sign Advertisement Space on Dog Park Fence	\$250.00 per sign annual fee <i>(sign not included)</i>

## CEMETERY STANDARDS, RULES AND REGULATIONS

## **& FEE SCHEDULE**

### **Section 1. PURPOSE**

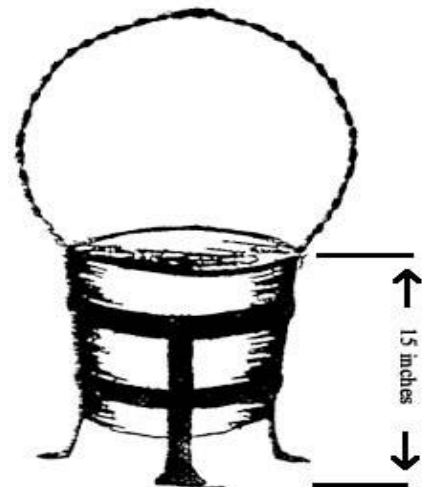
In accordance with Chapter 12 Saugatuck Township Code of Ordinances the Cemetery Standards, Rules and Regulations as amended and adopted by the Saugatuck Township Board are to govern the management, maintenance, operation and use of all municipal cemeteries of the township and to carry out the purposes of the Cemetery Ordinance.

### **Section 2. CARE OF LOTS**

(a) No trees, shrubs or flowers shall be planted on any burial space or in any part of the cemetery grounds except by and with the permission of cemetery personnel.

(b) No artificial flowers may be placed on any lot in any part of the cemeteries. Fresh flowers, wreaths and emblems are permitted to be laid on a lot for a short period only immediately following a burial, and immediately before, during and after Memorial Day observances, and, will be disposed of when determined necessary by cemetery personnel. Wreaths and winter holiday associated trees may be placed on the gravesite during the winter holiday season and shall be removed during the first week of January.

- (1) Glass containers are not permitted for use.
- (2) Flowerpots, upright vases and urns are prohibited in all areas of the cemeteries. Stone or concrete urns that were existent prior to May 1<sup>st</sup> 1995 are permitted to remain only as long as they continue to be in reasonable condition as determined by cemetery personnel. Damaged or deteriorated urns will be removed, without notice, by cemetery personnel and may not be replaced.
- (3) Flower and plant containers that are movable are allowed on individual or group lots in the cemeteries provided the height of such containers does not exceed 15 inches. The illustrated type of basket (see below) is recommended because it is visually attractive and is so constructed that it can be moved and will not readily fall over. All such containers shall be green in color. The location of such containers will be subject to determination by cemetery personnel, and for purposes of reasonable grounds maintenance procedures, all such containers should be removed in the fall (for the winter months). Cemetery personnel, without notice, will remove containers not removed after October 1<sup>st</sup> annually, as time and weather conditions dictate.



**Section 3. MONUMENT FOUNDATIONS**

All cemetery monuments and markers shall be on a foundation of a depth and size and of a material deemed adequate by cemetery personnel. All foundations shall be installed by cemetery personnel only.

Markers and monuments will not be permitted to be delivered to cemetery grounds until a proper order for a foundation installation has been issued to cemetery personnel. All orders must be made through the Saugatuck Township Office.

**Section 4. CREMATION INTERMENTS**

Cremation interments are permitted in all useable burial spaces in the Cemeteries. Interments involving multiple cremations are permitted but must be authorized by the Cemetery Sexton.

**Section 5. OPENING AND CLOSING OF BURIAL SPACE**

All burial space shall be open and closed by cemetery personnel only. Funeral Service agents are not permitted to open or close burial space in the cemeteries except with the permission of cemetery personnel.

\* Burial in any cemetery burial space is restricted to the certificate holder for such lot or space and the certificate holder's spouse, child or stepchild, parent or stepparent, or grandchild or step grandchild. In the event of unforeseen circumstances or questions of identity, the township sexton shall reach a determination for the right of usage taking into consideration any and all available evidence either written or oral. The determination of the township sexton is considered to be final unless appealed to the township board within 30 calendar days. Upon appeal the township board decision is conclusive and binding on all parties.

## Schedule IV

### Cemetery Fees

\*Foundation \$ .25 per sq. in.

#### A. Standard Burial

\*Weekday Non-Holiday .....\$660

\*Saturday .....\$710

\*Sunday/Holiday..... \$800

#### B. Cremation Burial

\*Weekday Non-Holiday .....\$250

\* Saturday/Sunday/Holiday .....\$300

### Standard Burial Plot Fees

#### A. Resident or Taxpayer

a. Standard Plot 1-2 spaces .....\$500/space

b. Standard Plot 3-6 spaces .....\$1,000/space

c. Standard Plot more than 6 spaces .....\$2,500/space

#### B. Non-Resident / Non-Tax Payer

a. Standard Plot.....\$2,500/space

### Cremation Burial Plot Fees

#### A. Resident or Taxpayer

a. Cremation Plot 1-2 spaces .....\$350/space

b. Cremation Plot 3-6 spaces .....\$700/space

c. Cremation Plot more than 6 spaces.....\$1,750/space

#### A. Non-Resident / Non-Tax Payer

a. Cremation Plot .....\$1,750/space

The fees and charges for burial rights are for the use of cemetery grounds and lots and the purpose of recovering the costs for acquisition, construction, reconstruction, maintenance and operation, and shall be established, adopted and amended from time to time by the Township Board. Such fees and charges may be established for but are not limited to the sale of lots and perpetual care of such lots, burials, removals, foundations, certificate issuance, certificate transfer, and operational and maintenance services as may be determined. The Township will repurchase unused plots at current fee schedule rates.

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## Appendix B

### Priority List

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## Saugatuck Township

### Strategic Mission

Enhance the Quality  
of Life for All

#### Community Vision

A welcoming,  
nature rich community  
where people thrive and  
are inspired to create a  
bright future for all.

#### 10 Year Vision

Be nationally recognized as a  
forward thinking local  
government that creatively  
meets community needs in  
infrastructure, sustainability,  
land conservation, public  
safety and equity.

#### Core Values

##### Love of Community

Engaging for positive impact and the greater good.

##### Resourceful

Maximizing resources with dedicated follow-through.

##### Forward Thinking

Looking outside of ourselves for inspiration.

##### Welcoming

Welcoming and embracing the unique contributions of all.

##### Respectful

Nurturing a culture of mutual regard and courtesy.

##### Trustworthy

Fulfilling our promises and commitments.

#### Strategic Pillars



##### Growth & Development

Balance development with consideration for community well-being and our environment.



##### Community Investment

Invest in strategic projects that support sustainable development and high quality of life.



##### Collaborate & Communicate

Strengthen existing community relationships and engage with regional/state/national partners.



##### Recreation & Transportation

Expand outdoor recreation opportunities and support transportation equity.



##### Conservation & Restoration

Preserve and enhance our parks, green spaces, woodlands, waterways, waterfront, and natural areas.



##### Operational Excellence

Hire, retain, develop, and inspire a professional staff committed to making a positive community impact.



##### Financial Sustainability

Effectively manage assets, use public funds responsibly, and develop a sustainable financial position.

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## Appendix C

### Budget

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**SAUGATUCK TOWNSHIP  
COUNTY OF ALLEGAN  
STATE OF MICHIGAN**

**RESOLUTION NO. 2025-16**

**A RESOLUTION TO ESTABLISH A GENERAL APPROPRIATIONS ACT FOR SAUGATUCK TOWNSHIP; TO DEFINE THE POWERS AND DUTIES OF THE SAUGATUCK TOWNSHIP OFFICERS IN RELATION TO THE ADMINISTRATION OF THE BUDGET; AND TO PROVIDE REMEDIES FOR REFUSAL OR NEGLECT TO COMPLY WITH THE REQUIREMENTS OF THIS RESOLUTION.**

The Board of Trustees of Saugatuck Township resolves:

**Section 1: Title**

This resolution shall be known as the Saugatuck Township FY 2025-2026 General Appropriations Act.

**Section 2: Chief Administrative Officer**

The Township Manager shall be the Chief Administrative Officer (CAO) and shall perform the duties of the Chief Administrative Officer as enumerated in this act.

**Section 3: Public Hearings on the Budget**

Pursuant to MCLA 141.412 and MCLA 141.413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on June 5, 2025 and a public hearing on the proposed budget was held on June 11, 2025.

**Section 4: Estimated Revenues**

Estimated township general fund revenues for FY 2025-2026, including an allocated millage of 0.9933 mills and various miscellaneous revenues, shall total \$1,685,800.00.

**Section 5: Millage Levy**

The Saugatuck Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount equal to 0.9933 mills for general operations as set forth by the Tax Allocation Board; and voter authorized millages of 0.9338 and 0.9419 for road purposes, 0.4830 for parks and trail purposes, and 0.2115 for cemetery purposes as authorized under state law and approved by the electorate.

**Section 6: Estimated Expenditures**

Estimated township general fund expenditures for FY 2025-2026 for various township activities shall total \$1,678,950.00

**Section 7: Adoption of Budget by Reference**

The general fund budget (i.e. FY 2025-2026 Budget) of Saugatuck Township is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 4 and 6 of this resolution.

## **Section 8: Adopted of Budget by Department**

The Board of Trustees of Saugatuck Township adopts the 2025-2026 fiscal year general fund budget by department. The Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each department, and may make transfers among the various line items contained in the departmental appropriation. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior board approval by budget amendment.

## **Section 9: Appropriation Not a Mandate to Spend**

Appropriations will be deemed maximum authorizations to incur expenditures. The Chief Administrative Officer shall exercise supervision and control to ensure that expenditures are within appropriations and shall not issue any order for expenditures that exceed appropriations.

## **Section 10: Periodic Fiscal Reporting**

The Chief Administrative Officer shall transmit to the board at least quarterly, a report of financial operations, including, but not limited to:

- a. A summary statement of the actual financial condition of the general fund at the end of the previous quarter.
- b. A summary statement showing the receipts and expenditures and encumbrances for the previous quarter and for the current fiscal year to the end of the previous quarter.
- c. A detailed list of:
  - i. Expected revenues by major source as estimated in the budget; actual receipts to date for the current fiscal year compared with actual receipts for the same period in the prior fiscal year; the balance of estimated revenues to be collected in the then-current fiscal year; and any revisions in revenue estimates resulting from collection experience to date.
  - ii. For each department: the amount appropriated; the amount charged to each appropriation in the previous quarter for the current fiscal year and as compared with the same period in the prior fiscal year; the unencumbered balance of appropriations; and any revisions in the estimate of expenditures.

## **Section 11: Limit on Obligations and Payments**

No obligation shall be incurred against and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

## **Section 12: Budget Monitoring**

Whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the Township Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.



### Section 13: Violations of this Act

Any obligation incurred or payment authorized in violation of this resolution shall be void and may subject any responsible official(s) or employee(s) to disciplinary action as outlined in Public Act 621 of 1978 and/or the Saugatuck Township *Personnel Policy Handbook*.

### Section 14: Board Adoption

The foregoing resolution was proposed by Marcy, and seconded by Helmrich. Upon roll call vote, the following voted:

AYES: Osman, Aldrich, Helmrich, Marcy

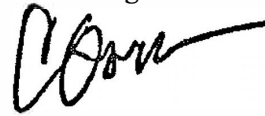
NAYS: Ø

ABSENT: Bigford

### CERTIFICATION

As its Clerk, I certify that this is a true and complete copy of a resolution adopted by the Township Board of the Township of Saugatuck, Allegan County, Michigan, at a regular meeting held on

June 11, 2025.



Cindy Osman, Clerk

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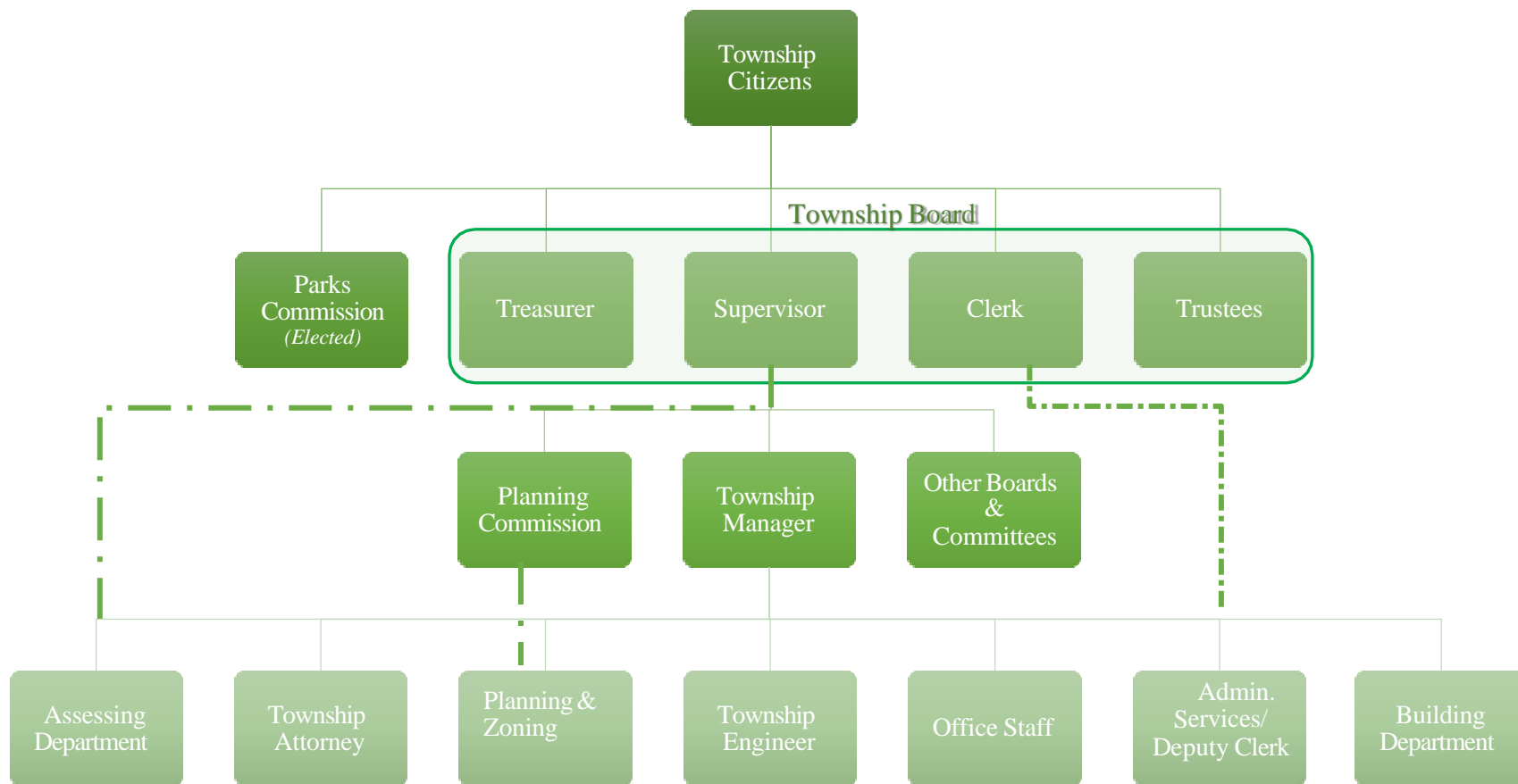
## Appendix D

### Organizational Chart

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# Township Organizational Chart

2024



———— Supervisory/Reporting Relationship  
- - - - - Statutory Relationship

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## Area & Form of Government

### Area & Location

Saugatuck Township encompasses approximately 24.2 square miles (23.4 square miles is land; 0.85 square miles is water). There are no villages in the Township; it surrounds the City of Saugatuck and the City of the Village of Douglas. Saugatuck Township is in Allegan County, which is located on the west coast of Michigan's lower peninsula. It is largely rural and/or residential.

### Form of Government

Saugatuck Township is a general law township. The powers, duties, and/or services provided by townships are determined by state law. There are three broad responsibilities mandated to Michigan townships: tax collection, property assessment, and election administration. They also have the ability to provide essential services to meet the needs of their residents, including fire, police, and emergency services, parks and recreation, planning and zoning, road maintenance, cemetery services, and more.

Saugatuck Township is governed by an elected board of trustees consisting of the supervisor, clerk, treasurer, and two trustees, each serving four-year terms. The Township Manager, who is appointed by the Township Board and serves at its pleasure, is the Chief Administrative Officer (CAO), provides direction and control over all Township activities and functions that are not assigned by state law to another function, and serves as a liaison between the Township Board and various organizations. The Township Board is vested with all legislative authority, except as otherwise provided by law.



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## Appendix F: Salaries, Wages, & Per Diem

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**FY 2024-2025**  
**Salaries, Wages, and Per Diem**  
**Overview**

1. Township Manager (F/T)	\$110,000.00	
2. Supervisor – Elected	\$17,000.00	
3. Clerk – Elected	\$17,000.00	
4. Admin Services Coordinator (F/T)	\$78,379.00	+2.5% COLA
5. Treasurer – Elected	\$17,000.00	
6. Finance Coordinator	\$66,625.00	+2.5% COLA
7. Assessor <sup>1</sup> (P/T)	\$75,100.00	
8. Zoning Administrator <sup>2</sup> (P/T)	\$35,000.00	
9. Deputy Zoning Administrator	N/A	
10. Code Enforcement Agent	\$76,875	+2.5% COLA
11. Administrative Support (F/T)	\$27.75/hour	+2.5% COLA
12. Deputy Supervisor (as needed)	\$18.00/hour	
13. Deputy Treasurer (as needed)	\$18.00/hour	
14. Enforcement Deputy	\$28.00/hour	
15. Building Inspector	\$75.00/inspection	
16. Electrical Inspector	\$75.00/inspection	
17. Plumbing Inspector	\$75.00/inspection	
18. Mechanical Inspector	\$55.00/inspection	
19. Township Board Trustee	\$7,500.00	
20. Planning Commission Chair	\$175.00/per diem	
21. Planning Commission Member	\$150.00/per diem	
22. Park Commission Chair	\$175.00/per diem	
23. Park Commission Member	\$150.00/per diem	
24. Zoning Board of Appeals Member	\$150.00/per diem	
25. Board of Review Member	\$150.00/per diem + \$100.00/protest hearing	
26. Recording Secretary (as needed)	\$200.00/per diem	
27. Harbor Authority Representative	\$150.00/per diem	
28. Emergency Services Representative	\$150.00/per diem	

<sup>1</sup>The Township contracts with Assessing Solutions, Inc. for assessing services.

<sup>2</sup> The Township contracts with Aligned Planning for zoning administration and planning services.

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## Appendix H

### Budget Minutes & Notice

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**NOTICE OF PUBLIC HEARING  
ON PROPOSED  
SAUGATUCK TOWNSHIP BUDGET**

TO: CITIZENS AND RESIDENTS OF THE TOWNSHIP OF SAUGATUCK, ALLEGAN COUNTY,  
MICHIGAN

PLEASE TAKE NOTICE that on the 11th day of June, 2025, a public hearing will be held by the Saugatuck Township Board of Trustees at 6:00 p.m. local time at the Saugatuck Township Hall 3461 Blue Star Hwy, Saugatuck, MI to hear comments on and to consider the proposed Township of Saugatuck Budget for the fiscal year beginning July 1, 2025. **The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.**

The proposed budget may be examined on the township website at [www.saugatucktownshipmi.gov](http://www.saugatucktownshipmi.gov) or by any person at the Saugatuck Township Hall, 3461 Blue Star Hwy, Saugatuck, Michigan 49453, telephone (269) 857-7721, on any day of the week, except Saturdays, Sundays and holidays, between the hours of 8:00 a.m. and 4:00 p.m. Please call for an appointment.

The Township of Saugatuck will provide necessary and reasonable auxiliary aids and services at this hearing, such as signors for hearing impaired persons and audio tapes of printed materials for visually-impaired persons, upon receipt of five days prior notice. Disabled persons requiring such auxiliary aids or services should so notify the Township of Saugatuck by contacting the Township Office at 3461 Blue Star Hwy, Saugatuck, Michigan 49453, telephone (269) 857-7721,

Dated: June 5, 2025

Cindy Osman, Clerk  
Township of Saugatuck