



Parks Commission Agenda

Wednesday, June 4, 2025, at 5 PM
Saugatuck Township Hall
3461 Blue Star Hwy
Saugatuck, MI 49453

1) Call to Order

2) Roll Call

3) Public Comments:

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

4) Approval of Agenda

5) Consent Agenda

- a) May 7th, 2025 Meeting Minutes approval

6) New Business:

- a) Should we reschedule the July 2nd meeting because of the 4th of July – Jim
- b) Saugatuck Wild connection to Tails and Trails – Chris Clark/Jon Vanderbeek

7) Old Business:

- a) Budget - Daniel
- b) Sundown Park - Daniel
- c) Contribution to ODC, more specifics needed – Daniel
- d) Volunteer Summer intern update and plan – Jim
- e) Land fill testing by Waste Management \ Adjacent property concrete recycling – Daniel
- f) Update – Riverside property acquisition – Daniel
- g) Dog Park driveway construction, meeting with contractor – Daniel
- h) Land acquisition plan \ Property north of Tails and Trails Park – Jim/Jane

8) Reports:

- a) Chairman report
- b) Manger report
- c) Commissioners reports

9) Public Comments

Previous Rules apply.

10) Next meeting: July 2nd at 5pm at the township hall.

11) Adjourn

Meeting called to order at 17:00 by Searing

Sturm, Dickie, Butler, and Searing in attendance

Consent agenda approved

Motion to create amended consent agenda by Searing was approved

Presentation by Kelly Roche and Dan Callum about Kalamazoo River Greenway

Butler proposed \$5,000 donation to KRG, Dickie supported. Motion passed

Dickie motion to add KRG to all signs in parks. Passed

Searing discussed planting Cherry trees at Sundown Park

Searing discussed changing the name of Sundown Park to Sunset Park

Butler discussed additional benches at Sundown Park

Searing presented a video resume from Amelia Mulderink for a Parks internship

Searing discussed paving of Tails n Trails driveway probably won't happen til late summer

Butler discussed water trail access. Also, he went to the landfill with a gas meter and found methane still coming from vent pipes

Butler discussed whether the trail from the dog park to Airport property needs wood chips. He proposed \$1,500 to Heavener for chips. Dickie supported. Proposal passed

Sturm put red dot stickers for "you are here" on the trail maps at the dog park

Public Comments included discussion about fencing the small pond in the rear fenced area of the dog park to prevent dogs from drinking the water

Meeting adjourned at 18:12

Parks & Recreation



Parks 208

Budget Summary

Tax Revenue:	\$250,000
State Grant:	\$ 29,000
Interest Earned	\$ 2,000
General Fund Appr.	\$ 62,000
Total Revenue	\$343,000

Elected Salaries	\$ 10,000
Subcontracted Labor	\$ 10,000
Engineering	\$ 10,000
Attorney Fees	\$ 3,500
Consulting Services	\$ 17,000
State Grant	\$ 29,000
Gas/Electric/Internet	\$ 2,000
Repairs/Maintenance	\$ 5,000
Misc.	\$ 1,000
Training/Seminars	\$ 0
Capital Outlay	\$ 250,000
Appr. Transfer Out	\$ 5,000
Total Expenditures	\$342,500



Park & Recreation Fund

Notable Projects

- Construction of Amelanchier Park
- Capital Improvements at Tails 'n Trails (improved drive, parking, and signage)
- Implementation of Sundown Park Master Plan
- Public Access and Land Conservation Program Development



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