



Parks Commission Agenda

Wednesday, June 3, 2026, 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 6th, 2026, Meeting Minutes approval
- b) Financial Reports
- c) Bills (April and May)
- d) Donation Report

6. New Business:

- a) Wholly Aphids and wood chips - Jim

7. Old Business:

- a) Sunset Park update – Jim/Jane
- b) LCWM – Riverside funding and purchase agreement update and Andy Diaz’s house.
- c) Update on River Bluff construction schedule.
- d) Land acquisition and ODC projects update - Jane
- e) Water trails update – Ken
- f) Event at Dog Park

8. Reports:

- a) Chairman report. July meeting date?
- b) Manager report.
- c) Commissioner’s reports.

9. Public Comments

Previous Rules apply.

10. Next meeting: July 1st, 2026, at 5pm at the township hall.

11. Adjourn

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

Saugatuck Township Parks Commission
Wednesday May 6, 2026 draft minutes
Saugatuck Township Hall
Saugatuck, Michigan 49453

1. The meeting was called to order by Jim Searing at 5:03 pm
2. Roll call all present except for Dana Burd and Daniel DeFranco
3. No public comment
4. Ken made a motion to approve the agenda, Jane supported unanimous vote
5. Jane made a motion to approve the consent agenda, Ken supported unanimous vote
New Business
6. A. Several donors have come forward for the funding of the match for the grant for Sunset Park.
7. Old Business
 - A. Daniel will update our 2026-2027 budget at the next meeting
 - B. Daniel will update at our next meeting
 - C. Daniel will update at our next meeting
 - D. Jane indicated that her board is planning on meeting with the Land Conservancy regarding supervision of easements.
 - E. Ken reported that the map and water trail committee is moving forward and a cleanup is planned for Memorial weekend.
8. A. The chairman reported that there is a possible threat to the Hemlock trees in our parks and will get back to the board regarding treatment options.
 - B. No Manager report
 - C. Elliot reported a problem with a dog park patron and will check on possible resolution
9. No public comment
10. Next meeting set for June 3, 2026 at 5:00 pm
11. Meeting adjourned at 5:36 pm

User: LORI

DB: Saugatuck

PERIOD ENDING 05/31/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	05/31/2026	MONTH 05/31/2026	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 208 - PARK/RECREATION FUND						
Revenues						
Dept 000						
208-000-403.000	CURRENT PROP TAX	250,000.00	251,903.78	0.00	(1,903.78)	100.76
208-000-412.000	DELINQUENT TAX	0.00	0.00	0.00	0.00	0.00
208-000-523.000	STATE GRANT	119,000.00	0.00	0.00	119,000.00	0.00
208-000-524.000	FEDERAL GRANT	0.00	0.00	0.00	0.00	0.00
208-000-665.000	INTEREST EARNED	2,000.00	5,437.15	0.00	(3,437.15)	271.86
208-000-675.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
208-000-677.000	DONATIONS	0.00	320.00	0.00	(320.00)	100.00
208-000-699.000	APPROPRIATION TRANSFERS IN	79,500.00	62,559.81	559.81	16,940.19	78.69
208-000-699.100	TRANSFER FROM FUND BALANCE	0.00	0.00	0.00	0.00	0.00
Total Dept 000		450,500.00	320,220.74	559.81	130,279.26	71.08
TOTAL REVENUES		450,500.00	320,220.74	559.81	130,279.26	71.08
Expenditures						
Dept 261 - OTHER FUNCTIONS						
208-261-723.000	EMPLOYEE BENEFITS, FICA	0.00	0.00	0.00	0.00	0.00
Total Dept 261 - OTHER FUNCTIONS		0.00	0.00	0.00	0.00	0.00
Dept 751 - PARKS						
208-751-701.000	ELECTED OFFICIAL SALARIES	10,000.00	7,575.00	0.00	2,425.00	75.75
208-751-709.000	SUBCONTRACTED LABOR	10,000.00	13,394.65	656.00	(3,394.65)	133.95
208-751-801.000	ENGINEERING	10,000.00	17,860.30	0.00	(7,860.30)	178.60
208-751-802.000	ATTORNEY FEES	3,500.00	0.00	0.00	3,500.00	0.00
208-751-807.000	CONSULTING SERVICES	24,500.00	12,000.00	0.00	12,500.00	48.98
208-751-809.000	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00
208-751-810.000	FEDERAL GRANT PROJECT	0.00	0.00	0.00	0.00	0.00
208-751-811.000	STATE GRANT PROJECT	29,000.00	26,626.15	0.00	2,373.85	91.81
208-751-901.000	PRINTING & PUBLISHING	1,000.00	1,900.00	0.00	(900.00)	190.00
208-751-920.000	GAS & ELECTRIC & INTERNET	2,000.00	1,472.31	71.68	527.69	73.62
208-751-930.000	REPAIRS & MAINTENANCE	5,000.00	629.67	0.00	4,370.33	12.59
208-751-955.000	MISCELLANEOUS	0.00	38.98	0.00	(38.98)	100.00
208-751-961.000	TRAINING & SEMINARS	0.00	0.00	0.00	0.00	0.00
208-751-971.000	CAPITAL OUTLAY	350,500.00	223,697.95	52,700.00	126,802.05	63.82
208-751-995.000	APPROPRIATION TRANSFER OUT	5,000.00	5,000.00	0.00	0.00	100.00
208-751-998.000	TRANSFER TO FUND BALANCE	0.00	0.00	0.00	0.00	0.00
Total Dept 751 - PARKS		450,500.00	310,195.01	53,427.68	140,304.99	68.86
TOTAL EXPENDITURES		450,500.00	310,195.01	53,427.68	140,304.99	68.86
Fund 208 - PARK/RECREATION FUND:						
TOTAL REVENUES		450,500.00	320,220.74	559.81	130,279.26	71.08
TOTAL EXPENDITURES		450,500.00	310,195.01	53,427.68	140,304.99	68.86
NET OF REVENUES & EXPENDITURES		0.00	10,025.73	(52,867.87)	(10,025.73)	100.00

Balances as of 05/31/2026
% Fiscal Year Completed: 91.78
Fund 208 - PARK/RECREATION FUND

GL Number	Description	2025-26 Orig Budget	2025-26 Amended Budget	YEAR-TO-DATE THRU 05/31/26	Available Balance	% Used
Revenues						
Department 000:						
208-000-403.000	CURRENT PROP TAX					
12/17/2025	CR PARKS FUND CURRENT TAX 12/17/2025		129666	24,639.69	PARKS FUND CURRENT TAX 12/17/2025	
01/08/2026	CR PARKS FUND CURRENT TAX 01/08/2026		130087	51,910.69	PARKS FUND CURRENT TAX 01/08/2026	
01/22/2026	CR PARKS FUND CURRENT TAX 01/22/2026		130447	40,150.66	PARKS FUND CURRENT TAX 01/22/2026	
02/11/2026	CR PARKS FUND CURRENT TAX 02/11/2026		131260	18,780.15	PARKS FUND CURRENT TAX 02/11/2026	
02/18/2026	CR PARKS FUND CURRENT TAX 02/18/2026		131869	76,396.74	PARKS FUND CURRENT TAX 02/18/2026	
03/05/2026	CR PARKS FUND CURRENT TAX 03/05/2026		131930	31,632.13	PARKS FUND CURRENT TAX 03/05/2026	
04/01/2026	CR PARKS FUND CURRENT TAX 04/01/2026		132122	24.48	PARKS FUND CURRENT TAX 04/01/2026	
04/23/2026	CR PARKS FUND CURRENT TAX 04/23/2026		132331	8,369.24	PARKS FUND CURRENT TAX 04/23/2026	
208-000-403.000	CURRENT PROP TAX	250,000.00	250,000.00	251,903.78	(1,903.78)	100.76
208-000-523.000	STATE GRANT	29,000.00	119,000.00	0.00	119,000.00	0.00
208-000-665.000	INTEREST EARNED					
07/31/2025	GJ MONTHLY INTEREST EARNING		126156	519.82	JE# 2573	
08/31/2025	GJ MONTHLY EARNINGS		128398	555.00	JE# 2575	
09/30/2025	GJ MONTHLY EARNINGS		128756	(171.84)	JE# 2584	
10/31/2025	GJ EARNINGS		128954	18,899.16	JE# 2591	
10/31/2025	GJ EARNINGS		128954	(18,899.16)	JE# 2591	
11/30/2025	GJ EARNINGS		129288	196.07	JE# 2594	
11/30/2025	GJ TRANSFER EARNINGS		129289	10.09	JE# 2595	
12/31/2025	GJ EARNINGS & INTEREST		130049	(313.31)	JE# 2603	
01/31/2026	GJ EARNINGS & INTEREST		130915	(126.48)	JE# 2604	
02/28/2026	GJ EARNINGS		131932	532.80	JE# 2610	
04/09/2026	GJ DAD EARNINGS		132169	4,235.00	JE# 2620	
208-000-665.000	INTEREST EARNED	2,000.00	2,000.00	5,437.15	(3,437.15)	271.86
208-000-677.000	DONATIONS					
08/13/2025	CR DOG PARK DONATIONS		126407	250.00	Receipt #: 73504	
08/25/2025	CR DOG PARK DONATIONS		126668	39.00	Receipt #: 73817	
10/07/2025	CR DOG PARK DONATIONS		128684	31.00	Receipt #: 75361	
208-000-677.000	DONATIONS	0.00	0.00	320.00	(320.00)	100.00
208-000-699.000	APPROPRIATION TRANSFERS IN					
03/05/2026	GJ TRANSFER PER BUDGET		131934	62,000.00	JE# 2611	
05/14/2026	GJ CLEAN UP		132531	559.81	JE# 2627	
208-000-699.000	APPROPRIATION TRANSFERS IN	62,000.00	79,500.00	62,559.81	16,940.19	78.69
Total - Dept 000		343,000.00	450,500.00	320,220.74	130,279.26	71.08
Total Revenues		343,000.00	450,500.00	320,220.74	130,279.26	71.08
Expenditures						
Department 751: PARKS						
208-751-701.000	ELECTED OFFICIAL SALARIES					
07/18/2025	PRAW SUMMARY PRAW 07/18/2025		125495	(1,575.00)	15	
07/18/2025	PR SUMMARY PR 07/18/2025		125493	1,575.00	15	
09/25/2025	PR SUMMARY PR 09/25/2025		128472	2,025.00	21	
11/20/2025	PR SUMMARY PR 11/20/2025		129102	1,500.00	25	

User: LORI
DB: Saugatuck

Balances as of 05/31/2026
% Fiscal Year Completed: 91.78
Fund 208 - PARK/RECREATION FUND

GL Number	Description	2025-26 Orig Budget	2025-26 Amended Budget	YEAR-TO-DATE THRU 05/31/26	Available Balance	% Used
Expenditures						
Department 751: PARKS						
12/18/2025	PR SUMMARY PR 12/18/2025		129653	2,175.00	27	
04/09/2026	PR SUMMARY PR 04/09/2026		132162	1,875.00	35	
208-751-701.000	ELECTED OFFICIAL SALARIES	10,000.00	10,000.00	7,575.00	2,425.00	75.75
208-751-709.000	SUBCONTRACTED LABOR					
07/11/2025	AP DOG PARK PORTABLE RESTROOM 7/3-8/1		125445	125.00	Inv #: '72465' Vendor '901'	
08/07/2025	AP AUG CEMETERY CONTRACT, JULY MOWINGS, RID		126309	88.00	Inv #: '16852' Vendor '418'	
08/07/2025	AP AUG CEMETERY CONTRACT, JULY MOWINGS, RID		126309	88.00	Inv #: '16852' Vendor '418'	
08/07/2025	AP AUG CEMETERY CONTRACT, JULY MOWINGS, RID		126309	94.00	Inv #: '16852' Vendor '418'	
08/07/2025	AP AUG CEMETERY CONTRACT, JULY MOWINGS, RID		126309	404.25	Inv #: '16852' Vendor '418'	
08/07/2025	AP AUG CEMETERY CONTRACT, JULY MOWINGS, RID		126309	412.00	Inv #: '16852' Vendor '418'	
08/07/2025	AP AUG CEMETERY CONTRACT, JULY MOWINGS, RID		126309	900.00	Inv #: '16852' Vendor '418'	
08/11/2025	AP PORTABLE RESTROOM 8/1-8/29 FOR DOG PARK		126340	125.00	Inv #: '72692' Vendor '901'	
09/02/2025	AP SEPT CEM. CONT., REPAIR TREE RUTS & SOIL		127674	88.00	Inv #: '16896' Vendor '418'	
09/02/2025	AP SEPT CEM. CONT., REPAIR TREE RUTS & SOIL		127674	88.00	Inv #: '16896' Vendor '418'	
09/02/2025	AP SEPT CEM. CONT., REPAIR TREE RUTS & SOIL		127674	115.14	Inv #: '16896' Vendor '418'	
09/02/2025	AP SEPT CEM. CONT., REPAIR TREE RUTS & SOIL		127674	188.00	Inv #: '16896' Vendor '418'	
09/02/2025	AP SEPT CEM. CONT., REPAIR TREE RUTS & SOIL		127674	412.00	Inv #: '16896' Vendor '418'	
09/02/2025	AP SEPT CEM. CONT., REPAIR TREE RUTS & SOIL		127674	981.75	Inv #: '16896' Vendor '418'	
09/02/2025	AP PORTABLE RESTROOM AT DOGPARK 8/29-9/26		127697	125.00	Inv #: '72837' Vendor '901'	
09/23/2025	AP PORTABLE RESTROOM FOR DOGPARK 9/26-10/24		128633	125.00	Inv #: '73011' Vendor '901'	
10/03/2025	AP OCTOBER CEMETERY CONTRACT, MOWINGS, DOG		128594	88.00	Inv #: '16937' Vendor '418'	
10/03/2025	AP OCTOBER CEMETERY CONTRACT, MOWINGS, DOG		128594	88.00	Inv #: '16937' Vendor '418'	
10/03/2025	AP OCTOBER CEMETERY CONTRACT, MOWINGS, DOG		128594	94.00	Inv #: '16937' Vendor '418'	
10/03/2025	AP OCTOBER CEMETERY CONTRACT, MOWINGS, DOG		128594	433.13	Inv #: '16937' Vendor '418'	
10/03/2025	AP OCTOBER CEMETERY CONTRACT, MOWINGS, DOG		128594	515.00	Inv #: '16937' Vendor '418'	
10/24/2025	AP PORTABLE RESTROOM 10/24-11/21 FOR DOG PA		129031	125.00	Inv #: '73165' Vendor '901'	
10/31/2025	AP OCTOBER MOWING, NOV. CEMETERY CONTRACT,		129001	44.00	Inv #: '16965' Vendor '418'	
10/31/2025	AP OCTOBER MOWING, NOV. CEMETERY CONTRACT,		129001	88.00	Inv #: '16965' Vendor '418'	
10/31/2025	AP OCTOBER MOWING, NOV. CEMETERY CONTRACT,		129001	94.00	Inv #: '16965' Vendor '418'	
10/31/2025	AP OCTOBER MOWING, NOV. CEMETERY CONTRACT,		129001	412.00	Inv #: '16965' Vendor '418'	
10/31/2025	AP OCTOBER MOWING, NOV. CEMETERY CONTRACT,		129001	779.63	Inv #: '16965' Vendor '418'	
11/25/2025	AP PORTABLE RESTROOM 11/21-12/19 FOR DOG PA		129384	125.00	Inv #: '73299' Vendor '901'	
11/26/2025	AP INSTALL ROCKS AND PLANT NEW TREE AT DOG		129364	143.75	Inv #: '16999' Vendor '418'	
11/26/2025	AP INSTALL ROCKS AND PLANT NEW TREE AT DOG		129364	375.00	Inv #: '16999' Vendor '418'	
12/11/2025	AP WINTERIZE DOG PARK		129617	160.00	Inv #: '9419' Vendor '289'	
12/22/2025	AP DOG PARK PORTABLE RESTROOM RENTAL/SERVIC		130239	125.00	Inv #: '73388' Vendor '901'	
01/02/2026	AP JAN CEMETERY CONTRACT, DEC. SNOWPLOWING,		130220	140.00	Inv #: '17022' Vendor '418'	
01/02/2026	AP JAN CEMETERY CONTRACT, DEC. SNOWPLOWING,		130220	450.00	Inv #: '17022' Vendor '418'	
01/02/2026	AP JAN CEMETERY CONTRACT, DEC. SNOWPLOWING,		130220	450.00	Inv #: '17022' Vendor '418'	
01/28/2026	AP DOG PARK PORTABLE JAN 16-FEB12		131372	125.00	Inv #: '181' Vendor '901'	
02/02/2026	AP FEB. CEMETERY CONTRACT, JANUARY SNOWFLOW		131354	280.00	Inv #: '17108' Vendor '418'	
02/02/2026	AP FEB. CEMETERY CONTRACT, JANUARY SNOWFLOW		131354	500.00	Inv #: '17108' Vendor '418'	
02/02/2026	AP FEB. CEMETERY CONTRACT, JANUARY SNOWFLOW		131354	500.00	Inv #: '17108' Vendor '418'	
02/03/2026	AP MANAGEMENT OF INVASIVE PHRAGMITES AND AS		130753	1,500.00	Inv #: '118930' Vendor '891'	
02/10/2026	AP DOG PARK PORTABLE 2/13-3/12		131373	125.00	Inv #: '1106' Vendor '901'	
03/02/2026	AP MARCH CEMETERY CONTRACT, SNOW PLOWING PA		131972	70.00	Inv #: '17178' Vendor '418'	
03/02/2026	AP MARCH CEMETERY CONTRACT, SNOW PLOWING PA		131972	150.00	Inv #: '17178' Vendor '418'	
03/02/2026	AP MARCH CEMETERY CONTRACT, SNOW PLOWING PA		131972	150.00	Inv #: '17178' Vendor '418'	
03/30/2026	AP PORTABLE RESTROOM 3/13-4/9		132210	125.00	Inv #: '1155' Vendor '901'	
04/13/2026	AP 4/10-5/7 PORTABLE RESTROOM DOG PARK		132496	125.00	Inv #: '1217' Vendor '901'	
05/04/2026	AP MAY CEMETERY CONTRACT, DEBT CREW, APRIL		132466	46.00	Inv #: '17258' Vendor '418'	
05/04/2026	AP MAY CEMETERY CONTRACT, DEBT CREW, APRIL		132466	99.00	Inv #: '17258' Vendor '418'	
05/04/2026	AP MAY CEMETERY CONTRACT, DEBT CREW, APRIL		132466	216.00	Inv #: '17258' Vendor '418'	

Balances as of 05/31/2026
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Fund 208 - PARK/RECREATION FUND

GL Number	Description	2025-26 Orig Budget	2025-26 Amended Budget	YEAR-TO-DATE THRU 05/31/26	Available Balance	% Used
Expenditures						
Department 751: PARKS						
05/08/2026	AP OPEN DOG PARK WATER		132471	170.00	Inv #: '9616' Vendor '289'	
05/12/2026	AP DOG PARK PORTABLE RESTROOMS 5/8-6/4		132497	125.00	Inv #: 'I271' Vendor '901'	
208-751-709.000	SUBCONTRACTED LABOR	10,000.00	10,000.00	13,394.65	(3,394.65)	133.95
208-751-801.000	ENGINEERING					
08/11/2025	AP TAILS AND TRAILS PARK		126327	637.50	Inv #: '90515' Vendor '190'	
09/09/2025	AP TAILS AND TRAILS PARK		127684	2,032.70	Inv #: '91062' Vendor '190'	
10/06/2025	AP SUNDOWN PARK CA		128639	1,000.00	Inv #: '2541-1' Vendor '957'	
10/06/2025	AP TAILS AND TRAILS PARK		128617	4,747.05	Inv #: '91644' Vendor '190'	
11/07/2025	AP SUNDOWN PARK CA		129038	1,000.00	Inv #: '2541-2' Vendor '957'	
11/07/2025	AP TAILS AND TRAILS PARK		129019	2,256.50	Inv #: '92321' Vendor '190'	
12/04/2025	AP SUNDOWN PARK CA		129388	1,000.00	Inv #: '2541-3' Vendor '957'	
12/09/2025	AP TAILS AND TRAILS PARK		129374	1,231.55	Inv #: '92869' Vendor '190'	
01/12/2026	AP GENERAL CONSULTING - 2025-2029 - TWP		130230	297.50	Inv #: '93616' Vendor '190'	
02/10/2026	AP SUNDOWN PARK CA		131377	1,000.00	Inv #: '2541-4' Vendor '957'	
02/11/2026	AP TAILS AND TRAILS PARK		131362	657.50	Inv #: '94202' Vendor '190'	
03/09/2026	AP SUNDOWN PARK CA		131996	2,000.00	Inv #: '2541-5' Vendor '957'	
208-751-801.000	ENGINEERING	10,000.00	10,000.00	17,860.30	(7,860.30)	178.60
208-751-802.000	ATTORNEY FEES	3,500.00	3,500.00	0.00	3,500.00	0.00
208-751-807.000	CONSULTING SERVICES					
09/11/2025	AP SUPPORT OF KALAMAZOO RIVER GREENWAY FOR		128611	5,000.00	Inv #: '118819' Vendor '891'	
11/06/2025	AP ECOLOGICAL EVALUATION AND REPORT OF 6525		129011	7,000.00	Inv #: '118874' Vendor '891'	
208-751-807.000	CONSULTING SERVICES	17,000.00	24,500.00	12,000.00	12,500.00	48.98
208-751-811.000	STATE GRANT PROJECT					
08/01/2025	AP RIVERBLUFF PARK SERVICES		126301	1,204.25	Inv #: '025025811' Vendor '974'	
08/01/2025	AP RIVERBLUFF PARK SERVICES		126302	214.00	Inv #: '02525973' Vendor '974'	
10/06/2025	AP RIVER BLUFF PARK PROFESSIONAL SERVICES		128591	1,667.50	Inv #: '025026473' Vendor '974'	
10/06/2025	AP RIVER BLUFF PARK PROFESSIONAL SERVICES		128590	7,792.80	Inv #: '025026571' Vendor '974'	
02/27/2026	AP SERVICES FOR RIVER BLUFF PARK		131968	15,747.60	Inv #: '025027736' Vendor '974'	
208-751-811.000	STATE GRANT PROJECT	29,000.00	29,000.00	26,626.15	2,373.85	91.81
208-751-901.000	PRINTING & PUBLISHING					
10/06/2025	AP SUNDOWN PARK DOCUMENTATION		128638	1,900.00	Inv #: '2444-3' Vendor '957'	
208-751-901.000	PRINTING & PUBLISHING	1,000.00	1,000.00	1,900.00	(900.00)	190.00
208-751-920.000	GAS & ELECTRIC & INTERNET					
07/01/2025	CD GAS & ELECTRIC & INTERNET		125529	77.79	Check #: '1756(E) CHEM' Vendor '120'.	
07/14/2025	CD DOG PARK		125544	28.69	Check #: '1771(E) CHEM' Vendor '112'.	
07/16/2025	CD RIVERBLUFF PARK QUARTERLY		125547	81.90	Check #: '1774(E) CHEM' Vendor '876'.	
07/24/2025	CD DOG PARK		125761	12.22	Check #: '1779(E) CHEM' Vendor '112'.	
08/01/2025	CD DOG PARK WATER		126004	40.46	Check #: '1786(E) CHEM' Vendor '120'.	
08/12/2025	CD DOG PARK		126265	28.69	Check #: '1796(E) CHEM' Vendor '112'.	
08/26/2025	CD DOG PARK		126779	11.85	Check #: '1826(E) CHEM' Vendor '112'.	
09/02/2025	CD DOG PARK		126885	44.96	Check #: '1830(E) CHEM' Vendor '120'.	
09/11/2025	CD DOG PARK		127721	28.69	Check #: '1854(E) CHEM' Vendor '112'.	
09/16/2025	CD QUARTERLY DOG PARK TRASH		128213	67.32	Check #: '1855(E) CHEM' Vendor '876'.	
09/25/2025	CD DOG PARK		128501	11.51	Check #: '1862(E) CHEM' Vendor '112'.	

Balances as of 05/31/2026
% Fiscal Year Completed: 91.78
Fund 208 - PARK/RECREATION FUND

GL Number	Description	2025-26 Orig Budget	2025-26 Amended Budget	YEAR-TO-DATE THRU 05/31/26	Available Balance	% Used
Expenditures						
Department 751: PARKS						
10/02/2025	CD GAS & ELECTRIC & INTERNET		128555	44.15	Check #: '1867 (E) CHEM' Vendor '120'	
10/10/2025	CD DOG PARK		128722	29.07	Check #: '1901 (E) CHEM' Vendor '112'	
10/16/2025	CD RIVERBLUFF PARK QUARTERLY TRASH		128764	83.48	Check #: '1903 (E) CHEM' Vendor '876'	
10/27/2025	CD DOG PARK		128835	11.11	Check #: '1908 (E) CHEM' Vendor '112'	
11/03/2025	CD DOG PARK		128912	43.62	Check #: '1914 (E) CHEM' Vendor '120'	
11/12/2025	CD DOG PARK		128961	31.77	Check #: '1923 (E) CHEM' Vendor '112'	
11/26/2025	CD DOG PARK		129155	11.17	Check #: '1954 (E) CHEM' Vendor '112'	
12/01/2025	CD DOG PARK		129163	44.03	Check #: '1957 (E) CHEM' Vendor '120'	
12/11/2025	CD DOG PARK		129410	33.32	Check #: '1983 (E) CHEM' Vendor '112'	
12/16/2025	CD QUARTERLY DOG PARK TRASH		129621	67.32	Check #: '1985 (E) CHEM' Vendor '876'	
12/24/2025	CD DOG PARK		129931	10.56	Check #: '1997 (E) CHEM' Vendor '112'	
01/05/2026	CD DOG PARK		129925	42.26	Check #: '1992 (E) CHEM' Vendor '120'	
01/08/2026	CD DOG PARK		130079	31.42	Check #: '2004 (E) CHEM' Vendor '112'	
01/16/2026	CD RIVER BLUFF PARK TRASH		130307	83.48	Check #: '2027 (E) CHEM' Vendor '876'	
02/02/2026	CD DOG PARK WATER		130674	42.00	Check #: '2036 (E) CHEM' Vendor '120'	
02/11/2026	CD DOG PARK		131263	27.74	Check #: '2047 (E) CHEM' Vendor '112'	
02/11/2026	CD DOG PARK		131264	9.11	Check #: '2048 (E) CHEM' Vendor '112'	
02/25/2026	CD DOG PARK		131791	8.81	Check #: '2068 (E) CHEM' Vendor '112'	
03/12/2026	CD DOG PARK		132020	29.36	Check #: '2096 (E) CHEM' Vendor '112'	
03/17/2026	CD QUARTERLY DOG PARK TRASH		132073	67.32	Check #: '2097 (E) CHEM' Vendor '876'	
03/25/2026	CD DOG PARK		132076	8.31	Check #: '2100 (E) CHEM' Vendor '112'	
04/01/2026	CD DOG PARK		132128	84.00	Check #: '2106 (E) CHEM' Vendor '120'	
04/13/2026	CD DOG PARK		132252	31.36	Check #: '2136 (E) CHEM' Vendor '112'	
04/16/2026	CD RIVERBLUFF TRASH		132270	83.48	Check #: '2140 (E) CHEM' Vendor '876'	
04/24/2026	CD DOG PARK		132341	8.30	Check #: '2149 (E) CHEM' Vendor '112'	
05/01/2026	CD GAS & ELECTRIC & INTERNET		132391	42.18	Check #: '2152 (E) CHEM' Vendor '120'	
05/13/2026	CD DOG PARK		132438	29.50	Check #: '2164 (E) CHEM' Vendor '112'	
208-751-920.000	GAS & ELECTRIC & INTERNET	2,000.00	2,000.00	1,472.31	527.69	73.62
208-751-930.000	REPAIRS & MAINTENANCE					
09/02/2025	AP SEPT CEM. CONT., REPAIR TREE RUTS & SOIL		127674	160.00	Inv #: '16896' Vendor '418'	
10/03/2025	AP OCTOBER CEMETERY CONTRACT, MOWINGS, DOG		128594	144.38	Inv #: '16937' Vendor '418'	
10/07/2025	AP PAINT SAMPLE AND BRUSH FOR RIVERBLUFF PA		128613	16.76	Inv #: '2510-904536' Vendor '111'	
10/09/2025	AP CLEANER, PAINT, BRUSH FOR RIVER BLUFF P		128614	264.48	Inv #: '2510-905108' Vendor '111'	
10/22/2025	AP GRAVEL MIX FOR DOG PARK		129014	27.57	Inv #: '2510-908963' Vendor '111'	
03/30/2026	AP REPAIR PICNIC TABLE AT RIVERBLUFF		132186	16.48	Inv #: '2603-948878' Vendor '111'	
208-751-930.000	REPAIRS & MAINTENANCE	5,000.00	5,000.00	629.67	4,370.33	12.59
208-751-955.000	MISCELLANEOUS					
08/01/2025	AP SIGNS FOR PARK		126321	23.99	Inv #: '2508-884819' Vendor '111'	
11/25/2025	AP TREATED WOOD FOR SIGN FOR DOG PARK		129370	14.99	Inv #: '2511-919869' Vendor '111'	
208-751-955.000	MISCELLANEOUS	0.00	0.00	38.98	(38.98)	100.00
208-751-971.000	CAPITAL OUTLAY					
09/05/2025	AP SUNDOWN PARK DOCUMENTATION PROFESSIONAL		127699	3,350.00	Inv #: '2444-2' Vendor '957'	
09/15/2025	AP TAILS AND TRAILS AND SUNDOWN PARK IMPROV		128636	104.00	Inv #: '14428' Vendor '699'	
10/03/2025	AP TAILS AND TRAILS DRIVE & PARKING IMPROVE		128610	73,808.09	Inv #: '2240769' Vendor '3009'	
10/03/2025	GJ MOVE HYDRANT RELOCATION TO WATER PROJECT		130019	(4,375.00)	JE# 2599	
10/06/2025	AP TAILS AND TRAILS SIGN		128587	1,225.00	Inv #: '1743' Vendor '3010'	
10/27/2025	AP DOG PARK SIGN		128872	1,225.00	Inv #: '1743' Vendor '3010'	
10/29/2025	AP SIGNS FOR PARKS AND ROADS		129034	137.50	Inv #: '14503' Vendor '699'	
11/07/2025	AP RIVER BLUFF SIGN FOR RENOVATIONS		129035	104.00	Inv #: '14532' Vendor '699'	

Balances as of 05/31/2026
 % Fiscal Year Completed: 91.78
 Fund 208 - PARK/RECREATION FUND

GL Number	Description	2025-26 Orig Budget	2025-26 Amended Budget	YEAR-TO-DATE THRU 05/31/26	Available Balance	% Used
Expenditures						
Department 751: PARKS						
11/07/2025	AP TAILS AND TRAILS: DRIVE & PARKING IMPROV		129010	52,641.79	Inv #: '2240769' Vendor '3009'	
12/04/2025	AP SUNDOWN PARK IMPROVEMENTS		129355	13,950.00	Inv #: 'APP. 1' Vendor '3002'	
12/04/2025	AP SUNDOWN PARK IMPROVEMENTS		129356	13,950.00	Inv #: 'APP. 2' Vendor '3002'	
12/23/2025	CD TREE FOR DOG PARK		129779	95.40	Check #: '1987(E) CHEM' Vendor '972'.	
01/06/2026	AP APPLICATION 3 TAILS AND TRAILS: DRIVE &		130224	13,727.32	Inv #: '2240769' Vendor '3009'	
04/13/2026	AP SUNDOWN PARK CA		132218	1,054.85	Inv #: '2541-6' Vendor '957'	
05/08/2026	AP SUNDOWN PARK IMPROVEMENTS		132453	52,200.00	Inv #: 'APP. 3' Vendor '3002'	
05/12/2026	AP DESIGN SERVICES FOR SUNDOWN PARK		132498	500.00	Inv #: '2429-3' Vendor '957'	
208-751-971.000	CAPITAL OUTLAY	250,000.00	350,500.00	223,697.95	126,802.05	63.82
208-751-995.000	APPROPRIATION TRANSFER OUT					
03/05/2026	GJ TRANSFER PER BUDGET		131935	5,000.00	JE# 2612	
208-751-995.000	APPROPRIATION TRANSFER OUT	5,000.00	5,000.00	5,000.00	0.00	100.00
Total - Dept 751		342,500.00	450,500.00	310,195.01	140,304.99	68.86
Total Expenditures		342,500.00	450,500.00	310,195.01	140,304.99	68.86
NET OF REVENUES AND EXPENDITURES		500.00	0.00	10,025.73	(10,025.73)	

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Check Type: EFT Transfer						
04/01/2026	CHEM	2105 (E)	120	K.L.S.W.A.	GAS & ELECTRIC & INTERNET	180.88
04/01/2026	CHEM	2106 (E)	120	K.L.S.W.A.	DOG PARK	84.00
04/01/2026	CHEM	2107 (E)	156	PRIORITY HEALTH	HEALTH INSURANCE	6,204.52
04/01/2026	CHEM	2128 (E)	945	INTEGRITY TECH PARTNERS	ASSESSING SUPPORT	123.75
04/02/2026	CHEM	2108 (E)	128	SEMCO ENERGY	TWP GAS	299.93
04/02/2026	CHEM	2109 (E)	551	QUADIENT, INC	MAY ELECTION BALLOT POSTAGE	100.00
					MAY ELECTION BALLOT POSTAGE	500.00
						600.00
04/02/2026	CHEM	2110 (E)	958	EPS SECURITY	GAS & ELECTRIC & INTERNET	168.48
04/02/2026	CHEM	2111 (E)	675	STANDARD INSURANCE CO.	LIFE INSURANCE	111.15
04/06/2026	CHEM	2129 (E)	551	QUADIENT, INC	MAY ELECTION POSTAGE	200.00
04/08/2026	CHEM	2130 (E)	112	CONSUMERS ENERGY	TWP HALL	296.37
04/08/2026	CHEM	2132 (E)	112	CONSUMERS ENERGY	RIVERSIDE CEMETERY	34.08
04/13/2026	CHEM	2131 (E)	603	COMCAST CABLE COMMUNICATIONS	GAS & ELECTRIC & INTERNET	273.62
04/13/2026	CHEM	2133 (E)	551	QUADIENT, INC	LEASE 4/7-7/6	130.38
04/13/2026	CHEM	2134 (E)	112	CONSUMERS ENERGY	DOUGLAS CEMETERY	32.10
04/13/2026	CHEM	2135 (E)	872	VERIZON WIRELESS	MANAGERS PHONE	52.95
04/13/2026	CHEM	2136 (E)	112	CONSUMERS ENERGY	DOG PARK	31.36
04/16/2026	CHEM	2138 (E)	551	QUADIENT, INC	MAY ELECTION POSTAGE	50.00
04/16/2026	CHEM	2139 (E)	876	ARROWASTE, INC	CEMETERY TRASH	93.81
04/16/2026	CHEM	2140 (E)	876	ARROWASTE, INC	RIVERBLUFF TRASH	83.48
04/16/2026	CHEM	2141 (E)	876	ARROWASTE, INC	TWP HALL TRASH AND RECYCLE	124.82
04/20/2026	CHEM	2144 (E)	945	INTEGRITY TECH PARTNERS	SUBCONTRACT LABOR	1,784.37
04/21/2026	CHEM	2145 (E)	972	HUNTINGTON	ZOOM SUBSCRIPTION	115.99
					MAILCHIMP SUBSCRIPTION	60.00
					TONER	148.49
					PAPERTOWEL	43.49
					COPY PAPER	47.50
					PAPER CLIPS	9.19
					OPENAI CHATGPT SUBSCRIPTION	20.00
					SUPPLIES	51.80
					WATER	5.50
					MISCELLANEOUS	10.92
					FOAM BOARDS	81.89
					AMERICAN PLANNING ASSOCIATION MEMBERSHI	104.00
					AMERICAN PLANNING ASSOCIATION CONFERENC	985.00
					EGLWATER USE	200.00
					OPENAI CHATGPT SUBSCRIPTION	20.00
					ENFORCEMENT LETTER	5.30
					SUPPLIES	55.94
					MICHIGAN ASSESSORS MEMBERSHIP	153.75
					KIPLINGER SUBSCRIPTION	59.00
						2,177.76
04/24/2026	CHEM	2146 (E)	124	MERS OF MICHIGAN	SURPLUS	5,000.00
04/24/2026	CHEM	2147 (E)	112	CONSUMERS ENERGY	LED LIGHTS	742.64
04/24/2026	CHEM	2148 (E)	112	CONSUMERS ENERGY	STREET LIGHT	33.32
04/24/2026	CHEM	2149 (E)	112	CONSUMERS ENERGY	STREET LIGHTS	811.21
					DOG PARK	8.30
						819.51

CHECK REGISTER FOR SAUGATUCK TOWNSHIP
 CHECK DATE FROM 03/28/2026 - 05/28/2026

05/28/2026 08:43 AM
 User: LORI
 DB: Saugatuck

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
05/01/2026	CHEM	2151(E)	120	K.I.S.W.A.	GAS & ELECTRIC & INTERNET	97.76
05/01/2026	CHEM	2152(E)	120	K.I.S.W.A.	GAS & ELECTRIC & INTERNET	42.18
05/01/2026	CHEM	2153(E)	156	PRIORITY HEALTH	HEALTH INSURANCE	5,027.18
05/04/2026	CHEM	2154(E)	128	SEMCO ENERGY	TWP HALL	252.06
05/04/2026	CHEM	2155(E)	675	STANDARD INSURANCE CO.	LIFE INSURANCE	148.20
05/04/2026	CHEM	2156(E)	958	EPS SECURITY	GAS & ELECTRIC & INTERNET	168.48
05/08/2026	CHEM	2158(E)	603	COMCAST CABLE COMMUNICATIONS	GAS & ELECTRIC & INTERNET	273.60
05/11/2026	CHEM	2159(E)	112	CONSUMERS ENERGY	TWP HALL	253.66
05/11/2026	CHEM	2160(E)	112	CONSUMERS ENERGY	RIVERSIDE CEMETERY	33.70
05/11/2026	CHEM	2161(E)	872	VERIZON WIRELESS	MANAGERS PHONE	52.93
05/11/2026	CHEM	2162(E)	551	QUADIANT, INC	POSTAGE	50.00
05/12/2026	CHEM	2163(E)	112	CONSUMERS ENERGY	DOUGLAS CEMETERY	32.09
05/13/2026	CHEM	2164(E)	112	CONSUMERS ENERGY	DOG PARK	29.50
Total EFT Transfer:						26,194.62

CHEM TOTALS:
 Total of 39 Checks:
 Less 0 Void Checks:
 Total of 39 Disbursements:

26,194.62
 0.00
 26,194.62

Lori Babinski

From: Jim Searing
Sent: Friday, May 22, 2026 10:29 AM
To: Lori Babinski
Subject: Fw: Sunset Park Interpretive Signs
Attachments: interpretive model.jpg; interpretive model_2.jpg; Shoreline Erosion.pdf; Pollinator sign.pdf

From: Allison True <allison@virdg.com>
Sent: Friday, May 22, 2026 10:01 AM
To: Jim Searing <jsearing@saugatucktownshipmi.gov>
Cc: Daniel DeFranco <ddefranco@saugatucktownshipmi.gov>; Lindsey Moncion <lindsey@virdg.com>
Subject: Re: Sunset Park Interpretive Signs

Jim,

I attached two images that show the overall design of the interpretive sign. I also attached two pdfs of the content for the shoreline erosion sign and the pollinator sign; these have been sent to Daniel for review but have not been approved yet.

Below I listed the cost for a few items:

- LFI benches: \$16,822.00 Lump Sum (~\$4,202.50 Each) - 4 in project
- LFI Bike racks: \$870.00 Each - 3 in project
- Litter Receptacle: \$3,100 Each - 1 in project
- Deciduous Tree: \$650.00 Each - 7 in project
- Picnic Table: we did not get unit pricing for this item but we could get a rough number from the contractor

Let me know if you have any questions or comments.

Thank you,
Allison

From: Jim Searing <jsearing@saugatucktownshipmi.gov>
Sent: Wednesday, May 20, 2026 2:34 PM
To: Lori Babinski <Lori@Saugatucktownshipmi.gov>; Lindsey Moncion <lindsey@virdg.com>
Cc: Daniel DeFranco <ddefranco@saugatucktownshipmi.gov>; Allison True <allison@virdg.com>
Subject: Re: Sunset Park Interpretive Signs

Hi Lindsey,

We currently have the funds available to cover the cost of the interpretive sign and you can go ahead and issue the change order. My question is who has actually created the content for the signs, the ODC? I noticed you only mention the cost to manufacture and install the signs.