Parks Commission Agenda

Wednesday, November 4th, 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) October 7th, 2026 Meeting Minutes approval
   b) Financial Reports
   c) Bills (September)
   d) Donation Report

6. **New Business:**

7. **Old Business:**
   a) Land acquisition and ODC projects update - Jane

8. **Reports:**
   a) Chairman report.
   b) Manager report.
   c) Commissioner's reports.

8. **Correspondence:**

10. **Public Comments**
    Previous Rules apply.

11. **Next meeting:** December 2nd, 2026, at 5pm at the Township Hall.

12. **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, October 7, 2026 – **DRAFT MINUTES**
Saugatuck Township Hall
3461 Blue Star Hwy
Saugatuck, MI 49453

1. Call to Order – Jim Searing called the meeting to order at 4:50 pm

2. Roll Call
    a. Present: Jim Searing, Ken Butler, Jane Dickie, and Elliott Sturm
    b. Staff Present: Kate White, Daniel DeFranco
    c. Absent: Dana Burd

3. Public Comments
    a. None

4. Approval of Agenda
    a. Jane Dickie moved to approve the agenda as presented, Ken Butler seconded. Approved by all.

5. Consent Agenda – ***Ken Butler moved to approve the consent agenda, Jane Dickie seconded. Approved by all.***
    a. September 2nd, 2026 Meeting Minutes
    b. Financial Reports
    c. Bills (September)
    d. Donation Report

6. New Business
    a. Ottawa County Woolly Adelgids meeting update – Jim Searing attended a workshop regarding the treatment of Hemlock Wooly Adelgids, an invasive species, and the Commission discussed opportunities for treatment in some of the Township Parks.
    b. Quote for Ivy Treatment at Sunset Park – Kate White presented a quote from Bartlett Tree Services for the treatment and removal of the ivy in Sunset Park.

7. Old Business
    a. Sunset Park donor plaques – Kate White noted that the donation plaques for Sunset Park are currently being produced by the vendor and should be ready in the coming weeks.
    b. Tails N' Trails Event update – Jim Searing and Elliott Sturm updated the Commission on the Dog Days of Summer event held at the dog park in September.
    c. Lake Michigan property update – No updates provided.
    d. Land acquisition and Outdoor Discovery Center projects update – Jane Dickie provided an update on the mapping project with ODC; another meeting has been scheduled for October.

8. Reports
    a. Chairman – Jim Searing reported on large tree down at River Bluff Park.
    b. Manager – Daniel DeFranco noted a new park owned by the ODC opened in Manlius Township and that Commissioners may wish to check it out for inspiration. River Bluff Park improvements are still working through permitting with EGLE and is likely looking at a spring 2027 start date for construction. Staff is working with Allegan County to update their “Explore Allegan County” trail signage.
    c. Commissioners – No reports.

9. Correspondence:
    a. None

10. Public Comments
    a. Philip Sarfaty, 6516 Riverside Rd, noted significant concerns with a hazardous tree located along Riverside Road across the street from his property.

11. Next Meeting: November 4, 2026 at 5:00 pm at Township Hall

12. Adjourn – Jim Searing adjourned the meeting at 5:31 p.m.

REVENUE AND EXPENDITURE REPORT FOR SAUGATUCK TOWNSHIP

PERIOD ENDING 10/31/2026

GL NUMBER	DESCRIPTION	2026-27 AMENDED BUDGET	YTD BALANCE 10/31/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2026 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 208 - PARK FUND						
Revenues						
Dept 000						
208-000-403.000	VOTED MILLAGE	265,000.00	0.00	0.00	265,000.00	0.00
208-000-524.000	FEDERAL GRANT	0.00	0.00	0.00	0.00	0.00
208-000-665.000	INTEREST	2,000.00	0.00	0.00	2,000.00	0.00
208-000-674.000	CONTRIBUTIONS AND DONATIONS	300,000.00	1,388.00	33.00	298,612.00	0.46
208-000-699.000	TRANSFER IN	385,600.00	0.00	0.00	385,600.00	0.00
208-000-699.100	FUND BALANCE TRANSFER IN	410,000.00	0.00	0.00	410,000.00	0.00
Total Dept 000		1,362,600.00	1,388.00	33.00	1,361,212.00	0.10
TOTAL REVENUES		1,362,600.00	1,388.00	33.00	1,361,212.00	0.10
Expenditures						
Dept 751 - PARKS						
208-751-701.000	ELECTED SALARY	10,000.00	1,550.00	1,550.00	8,450.00	15.50
208-751-727.000	SUPPLIES	0.00	524.96	485.00	(524.96)	100.00
208-751-801.000	CONTRACTUAL SERVICES	15,000.00	6,014.12	1,284.00	8,985.88	40.09
208-751-802.000	ATTORNEY FEES	1,000.00	0.00	0.00	1,000.00	0.00
208-751-807.000	CONSULTING SERVICES	12,500.00	1,500.00	0.00	11,000.00	12.00
208-751-808.000	ENGINEERING FEES	4,000.00	89.00	89.00	3,911.00	2.23
208-751-901.000	PRINTING & PUBLISHING	1,500.00	0.00	0.00	1,500.00	0.00
208-751-920.000	UTILITIES	2,000.00	472.90	163.87	1,527.10	23.65
208-751-930.000	REPAIRS	1,500.00	0.00	0.00	1,500.00	0.00
208-751-961.000	TRAINING & SEMINARS	0.00	0.00	0.00	0.00	0.00
208-751-971.000	CAPITAL OUTLAY	4,774,400.00	128,216.84	25,043.56	4,646,183.16	2.69
Total Dept 751 - PARKS		4,821,900.00	138,367.82	28,615.43	4,683,532.18	2.87
Dept 966 - TRANSFERS						
208-966-995.000	INTER FUND TRANSFERS	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 966 - TRANSFERS		5,000.00	0.00	0.00	5,000.00	0.00
TOTAL EXPENDITURES		4,826,900.00	138,367.82	28,615.43	4,688,532.18	2.87
Fund 208 - PARK FUND:						
TOTAL REVENUES		1,362,600.00	1,388.00	33.00	1,361,212.00	0.10
TOTAL EXPENDITURES		4,826,900.00	138,367.82	28,615.43	4,688,532.18	2.87
NET OF REVENUES & EXPENDITURES		(3,464,300.00)	(136,979.82)	(28,582.43)	(3,327,320.18)	3.95

REVENUE AND EXPENDITURE REPORT FOR SAUGATUCK TOWNSHIP
Balances as of 10/31/2026
% Fiscal Year Completed: 33.70
Fund 208 - PARK FUND

GL Number	Description	2026-27 Orig Budget	2026-27 Amended Budget	YEAR-TO-DATE THRU 10/31/26	Available Balance	% Used
Revenues						
Department 000:						
208-000-403.000	VOTED MILLAGE	265,000.00	265,000.00	0.00	265,000.00	0.00
208-000-665.000	INTEREST	2,000.00	2,000.00	0.00	2,000.00	0.00
208-000-674.000	CONTRIBUTIONS AND DONATIONS					
07/08/2026 CR	DOG PARK DONATIONS		390	50.00 Receipt #: 77944		
07/08/2026 CR	PARK DONATIONS		391	1,305.00 Receipt #: 77945		
10/27/2026 CR	PARK DONATIONS		3624	33.00 Receipt #: 80318		
208-000-674.000	CONTRIBUTIONS AND DONATIONS	300,000.00	300,000.00	1,388.00	298,612.00	0.46
208-000-699.000	TRANSFER IN	385,600.00	385,600.00	0.00	385,600.00	0.00
208-000-699.100	FUND BALANCE TRANSFER IN	410,000.00	410,000.00	0.00	410,000.00	0.00
Total - Dept 000		1,362,600.00	1,362,600.00	1,388.00	1,361,212.00	0.10
Total Revenues		1,362,600.00	1,362,600.00	1,388.00	1,361,212.00	0.10
Expenditures						
Department 751: PARKS						
208-751-701.000	ELECTED SALARY					
10/08/2026 PR	SUMMARY PR 10/08/2026		3333	1,550.00 48		
208-751-701.000	ELECTED SALARY	10,000.00	10,000.00	1,550.00	8,450.00	15.50
208-751-727.000	SUPPLIES					
08/11/2026 AP	WASP AND YELLOW JACKET FOAM FOR BIKETRAI		1156	29.97 Inv #: '2608-503527' Vendor 'OVERISEL'		
08/17/2026 AP	H.D. CONTRACTOR BAGS		2264	9.99 Inv #: '2608-505715' Vendor 'OVERISEL'		
10/13/2026 AP	DONATION PLAQUES FOR SUNSET PARK		3475	485.00 Inv #: '10381' Vendor 'SUPERIOR'		
208-751-727.000	SUPPLIES	0.00	0.00	524.96	(524.96)	100.00
208-751-801.000	CONTRACTUAL SERVICES					
07/31/2026 AP	AUGUST CEMETERY LAWN CONTRACT, JULY LAWN		1134	432.00 Inv #: '17384' Vendor 'HEAVENER'		
07/31/2026 AP	AUGUST CEMETERY LAWN CONTRACT, JULY LAWN		1134	196.00 Inv #: '17384' Vendor 'HEAVENER'		
07/31/2026 AP	AUGUST CEMETERY LAWN CONTRACT, JULY LAWN		1134	148.12 Inv #: '17384' Vendor 'HEAVENER'		
07/31/2026 AP	AUGUST CEMETERY LAWN CONTRACT, JULY LAWN		1134	86.00 Inv #: '17384' Vendor 'HEAVENER'		
07/31/2026 AP	AUGUST CEMETERY LAWN CONTRACT, JULY LAWN		1134	86.00 Inv #: '17384' Vendor 'HEAVENER'		
08/10/2026 AP	DOG PARK JULY 31- AUG 27		1155	125.00 Inv #: 'I469' Vendor 'SEPTIC'		
08/19/2026 AP	DOG PARK 8-26/9/24 PORTABLE RESTROOM		2266	125.00 Inv #: 'I550' Vendor 'SEPTIC'		
08/31/2026 AP	SEPTEMBER CEMETERY CONTRACT, AUGUST MOWI		2277	1,350.00 Inv #: '17424' Vendor 'HEAVENER'		
08/31/2026 AP	SEPTEMBER CEMETERY CONTRACT, AUGUST MOWI		2277	540.00 Inv #: '17424' Vendor 'HEAVENER'		
08/31/2026 AP	SEPTEMBER CEMETERY CONTRACT, AUGUST MOWI		2277	355.50 Inv #: '17424' Vendor 'HEAVENER'		
08/31/2026 AP	SEPTEMBER CEMETERY CONTRACT, AUGUST MOWI		2277	196.00 Inv #: '17424' Vendor 'HEAVENER'		
08/31/2026 AP	SEPTEMBER CEMETERY CONTRACT, AUGUST MOWI		2277	118.50 Inv #: '17424' Vendor 'HEAVENER'		
08/31/2026 AP	SEPTEMBER CEMETERY CONTRACT, AUGUST MOWI		2277	86.00 Inv #: '17424' Vendor 'HEAVENER'		
08/31/2026 AP	SEPTEMBER CEMETERY CONTRACT, AUGUST MOWI		2277	86.00 Inv #: '17424' Vendor 'HEAVENER'		
09/08/2026 AP	REFUND PARTIAL PAYMENT FOR DEAD TREE AT		2291	800.00 Inv #: '2655' Vendor 'MISC'		
10/01/2026 AP	OCT CEMETERY CONTRACT, REBARK PLAY AREA		3438	180.00 Inv #: '17463' Vendor 'HEAVENER'		
10/01/2026 AP	OCT CEMETERY CONTRACT, REBARK PLAY AREA		3438	275.00 Inv #: '17463' Vendor 'HEAVENER'		
10/01/2026 AP	OCT CEMETERY CONTRACT, REBARK PLAY AREA		3438	432.00 Inv #: '17463' Vendor 'HEAVENER'		
10/01/2026 AP	OCT CEMETERY CONTRACT, REBARK PLAY AREA		3438	100.00 Inv #: '17463' Vendor 'HEAVENER'		

REVENUE AND EXPENDITURE REPORT FOR SAUGATUCK TOWNSHIP
Balances as of 10/31/2026
% Fiscal Year Completed: 33.70
Fund 208 - PARK FUND

GL Number	Description	2026-27 Orig Budget	2026-27 Amended Budget	YEAR-TO-DATE THRU 10/31/26	Available Balance	% Used
Expenditures						
Department 751: PARKS						
10/01/2026 AP	OCT CEMETERY CONTRACT, REBARK PLAY AREA		3438	86.00 Inv #: '17463' Vendor 'HEAVENER'		
10/01/2026 AP	OCT CEMETERY CONTRACT, REBARK PLAY AREA		3438	86.00 Inv #: '17463' Vendor 'HEAVENER'		
10/02/2026 AP	DOG PARK PORTABLE		3444	125.00 Inv #: 'I664' Vendor 'SEPTIC'		
208-751-801.000	CONTRACTUAL SERVICES	15,000.00	15,000.00	6,014.12	8,985.88	40.09
208-751-802.000	ATTORNEY FEES	1,000.00	1,000.00	0.00	1,000.00	0.00
208-751-807.000	CONSULTING SERVICES					
08/12/2026 AP	TAILS AND TRAILS MANAGMENT OF INVASIVE P		1158	1,500.00 Inv #: '119663' Vendor 'ODC'		
208-751-807.000	CONSULTING SERVICES	12,500.00	12,500.00	1,500.00	11,000.00	12.00
208-751-808.000	ENGINEERING FEES					
10/08/2026 AP	TAILS AND TRAILS PARK		3454	89.00 Inv #: '98861' Vendor 'P&N'		
208-751-808.000	ENGINEERING FEES	4,000.00	4,000.00	89.00	3,911.00	2.23
208-751-901.000	PRINTING & PUBLISHING	1,500.00	1,500.00	0.00	1,500.00	0.00
208-751-920.000	UTILITIES					
07/16/2026 CD	RIVER BLUFF PARK		616	87.45 Check #: '88(E) HNB' Vendor 'DOUGLAS'.		
08/03/2026 CD	UTILITIES		1270	45.42 Check #: '134(E) HNB' Vendor 'DOUGLAS'.		
08/11/2026 CD	DOG PARK		1110	32.48 Check #: '107(E) HNB' Vendor 'DOUGLAS'.		
09/02/2026 CD	DOG PARK		1789	46.86 Check #: '144(E) HNB' Vendor 'KLSWA'.		
09/09/2026 CD	DOG PARK		2251	29.50 Check #: '154(E) HNB' Vendor 'CONSUMERS'.		
09/16/2026 CD	DOG PARK		3062	67.32 Check #: '179(E) HNB' Vendor 'ARROWASTE'.		
10/01/2026 CD	DOG PARK		3289	46.67 Check #: '191(E) HNB' Vendor 'KLSWA'.		
10/09/2026 CD	DOG PARK		3353	29.75 Check #: '202(E) HNB' Vendor 'CONSUMERS'.		
10/16/2026 CD	RIVER BLUFF PARK		3526	87.45 Check #: '231(E) HNB' Vendor 'ARROWASTE'.		
208-751-920.000	UTILITIES	2,000.00	2,000.00	472.90	1,527.10	23.65
208-751-930.000	REPAIRS	1,500.00	1,500.00	0.00	1,500.00	0.00
208-751-971.000	CAPITAL OUTLAY					
08/12/2026 AP	TAILS AND TRAILS PARK		1166	44.50 Inv #: '97860' Vendor 'P&N'		
09/02/2026 AP	SUNDOWN PARK IMPROVEMENTS		2285	97,049.78 Inv #: 'APP. NO 4' Vendor 'APEX'		
09/11/2026 AP	RIVER BLUFF NRDA K9 ARCHAEOLOGICAL HRD S		2542	6,079.00 Inv #: '082426' Vendor 'KYK9'		
10/09/2026 AP	RIVER BLUFF PARK ENGINERRING		3473	25,043.56 Inv #: '025029707' Vendor 'GEI'		
208-751-971.000	CAPITAL OUTLAY	4,774,400.00	4,774,400.00	128,216.84	4,646,183.16	2.69
Total - Dept 751		4,821,900.00	4,821,900.00	138,367.82	4,683,532.18	2.87
Total Expenditures		4,821,900.00	4,821,900.00	138,367.82	4,683,532.18	2.87
NET OF REVENUES AND EXPENDITURES		(3,459,300.00)	(3,459,300.00)	(136,979.82)	(3,322,320.18)	

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank HNB HNB GENERAL CHECKING						
Check Type: EFT Transfer						
10/13/2026	HNB	203(E)	CONSUMERS	CONSUMERS ENERGY	ROUNDABOUT	38.27
10/13/2026	HNB	204(E)	VERIZON	VERIZON BUSINESS	MANAGERS PHONE	40.85
					COMM. DEV. CORD. PHONE	40.85
						81.70
10/16/2026	HNB	231(E)	ARROWASTE	ARROWASTE	RIVER BLUFF PARK	87.45
10/16/2026	HNB	232(E)	ARROWASTE	ARROWASTE	CEMETERY	98.58
10/16/2026	HNB	233(E)	ARROWASTE	ARROWASTE	UTILITIES	131.97
10/19/2026	HNB	234(E)	INTEGRITY	INTEGRITY TECH PARTNERS	PHONES AND TECH SUPPORT	1,496.00
10/22/2026	HNB	235(E)	MERS	MERS	SURPLUS	5,000.00
10/27/2026	HNB	237(E)	CONSUMERS	CONSUMERS ENERGY	STREET LIGHTS	41.23
10/27/2026	HNB	238(E)	CONSUMERS	CONSUMERS ENERGY	STREET LIGHTS AND DOG PARK	923.89
10/27/2026	HNB	239(E)	CONSUMERS	CONSUMERS ENERGY	LED LIGHTS	878.90
					Total EFT Transfer:	8,777.99

HNB TOTALS:

Total of 10 Checks:	8,777.99
Less 0 Void Checks:	0.00
Total of 10 Disbursements:	8,777.99

Post Date from 07/01/2025 - 10/30/2026 Open And Completed Receipts

Receipt #	Wkstn	Received Of	Item	Reference	Post Date	Amount
Fund: 208 PARK FUND						
GL #: 208-000-674.000		CONTRIBUTIONS AND DONATIONS				
77813		SAUGATUCK DOUGLAS AREA CV	INFREQ	INFREQUENT	05/20/2026	10,000.00
77851		DOG DONATIONS	MISC	DOG PARK DONATIONS	06/11/2026	40.00
77857		CHARLES EDRIS	INFREQ	INFREQUENT	06/16/2026	10,000.00
77944		DONALD OLENDORF	DGPK1	DOG PARK DONATIONS	07/08/2026	50.00
77945		NOBLE TWIST	DGPK1	PARK DONATIONS	07/08/2026	1,305.00
80318		DOG PARK DONATION	DGPK1	PARK DONATIONS	10/27/2026	33.00
		Total For 208-000-674.000 CONTRIBUTIONS AND DONATIONS:			21,428.00	
	Total For Fund 208 PARK FUND:				21,428.00	
				Total Distributed Receipts:	21,428.00	
				Grand Total:	21,428.00	